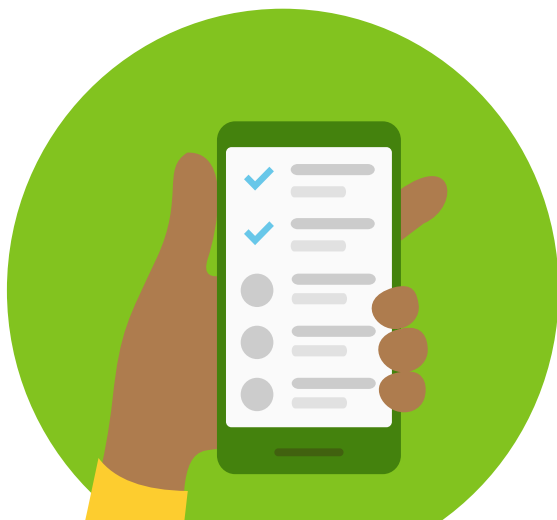
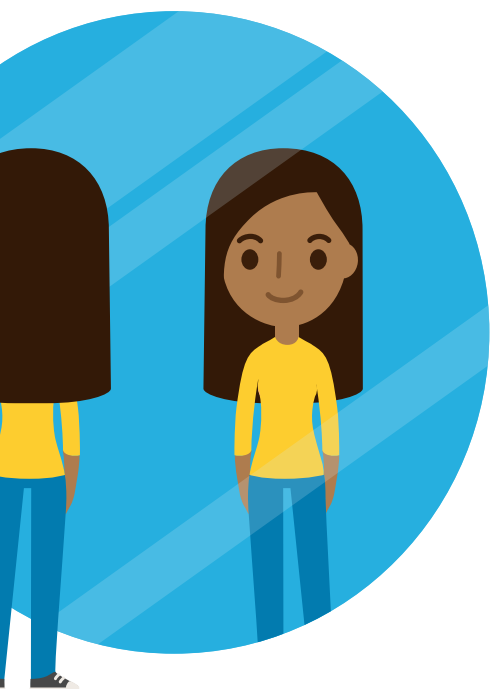


# Kansas IPS and Xello

Using Xello to support Individual Plans of Study

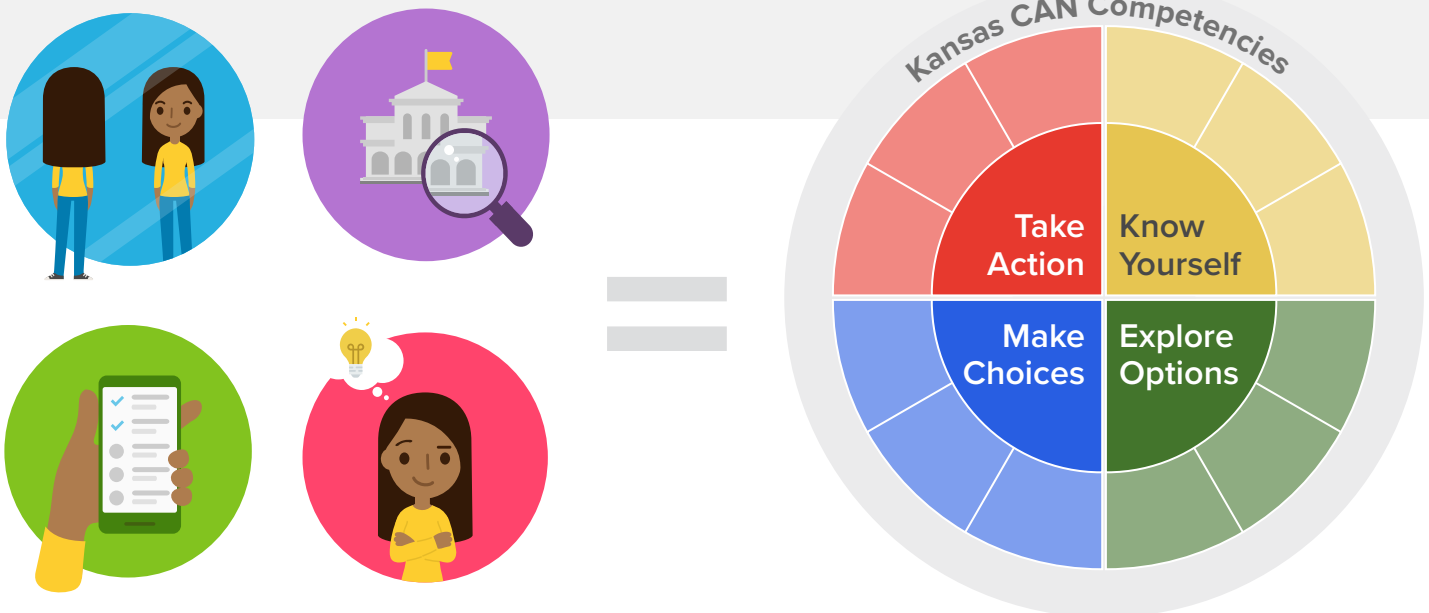


# Say hello to Xello!

Xello is an all-new software that helps students in grades 6–12 create their very own, unique roadmap for future success—enabling them to discover their own personalized pathway through self-knowledge, exploration and planning.

Built on a proven model for student success, Xello aligns seamlessly with the goals of the Kansas Individual Plans of Study (IPS) program and allows educators to deliver the Kansas Career Development Process from K-12.

Xello's assessments, lessons, and tools allow students to identify careers of interest, explore clusters, and create post-secondary plans for success. Students continue to develop their unique electronic portfolio from K-12 while using Xello's best-in-class Course Planner tool to select courses based on their interests and post-secondary goals.



## XELLO MODEL FOR STUDENT SUCCESS



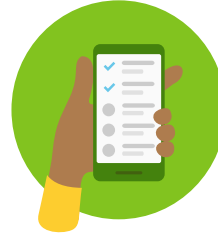
### Build Self-knowledge

Students define their interests, skills, preferences, and aspirations so they can explore the opportunities right for them.



### Explore Options

Students learn about career possibilities and educational pathways by exploring rich engaging content and lessons.



### Create a Plan

Students create dynamic, actionable plans that outline the steps needed to achieve school, career, and life goals.



### Learn & Reassess

As students gain experience, knowledge, and skills, they can reassess and change their plans for the future.

## KANSAS CAREER DEVELOPMENT PROCESS



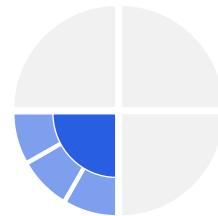
### Know Yourself

- Interests
- Strengths
- Values



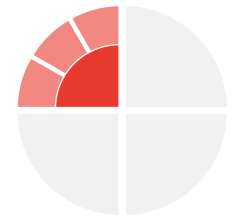
### Explore Options

- Postsecondary
- Labor market trends
- Pathways



### Make Choices

- Plan
- Goal setting
- Decision-making



### Take Action

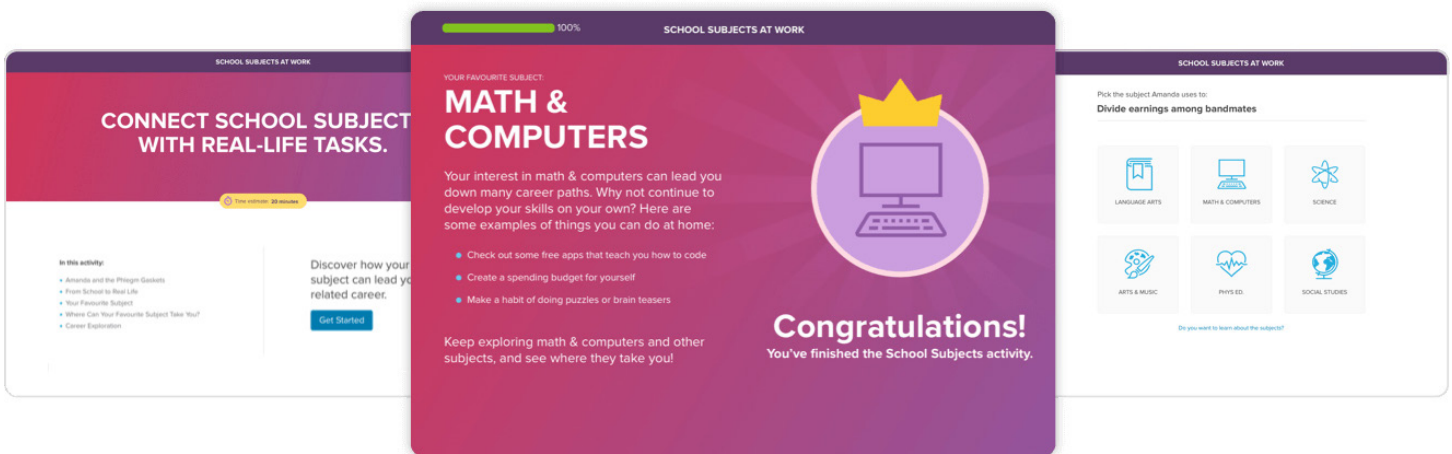
- Increase knowledge and skills
- Market self
- Employment

Throughout this document, you'll find Xello's lessons and key ongoing activities associated with the core IPS stages each supports in a grade-by-grade recommended scope and sequence. Look for the KNOW, EXPLORE, CHOICES, and ACTION tags.



# Interactive lessons build future-ready skills and knowledge

To encourage continuous learning and reassessment, Xello includes age-appropriate content with grade-specific lessons. Each addresses the academic and real-world skills relevant for grades 6–12 to help make students ready for a constantly changing world.



## Lessons are interactive, fully digital and turn-key.

By automatically bringing students' own saved careers, schools, and interests into the lessons, Xello provides a completely personalized, seamless and relevant learning experience.





In this document you'll find a recommended grade-by-grade sequence for the lessons available in Xello mapped to the four stages of IPS. The subjects of these lessons cover the topics outlined in the *Kansans Can Competencies*, *Social-Emotional and Character Development Standards*, and *Employability Skills framework*.

You'll also see what students need to do before starting each lesson and an overview of what your students will learn in each one.

## A few notes:

- ✓ Activities in this document, and their sequence, are recommendations. Feel free to customize the activities and lesson sequence to meet your needs.
- ✓ Lesson lengths outlined in this document are approximate—students may take more or less time to complete a lesson.
- ✓ More details about lessons in Xello, including how students work with lessons, and how you can review and report on lessons can be found at <https://help.xello.world>.

## 6<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Interests</b>  20 to 30 minutes <div>KNOW</div>	<ul style="list-style-type: none"> <li>✓ Add at least 5 interests</li> <li>✓ Save 3 careers</li> </ul>	<ul style="list-style-type: none"> <li>• Reflect on a few of the interests they've saved in Xello's interest inventory</li> <li>• Explore the link between interests and various careers</li> <li>• Investigate how their interests match up with a career they like</li> </ul>
<b>School Subjects at Work</b>  20 to 30 minutes <div>EXPLORE</div>	<ul style="list-style-type: none"> <li>✓ Save 3 careers</li> </ul>	<ul style="list-style-type: none"> <li>• Explore how people in a variety of careers apply different school subjects on the job</li> <li>• Investigate how people in various careers use a school subject they like on the job</li> <li>• Explore the school subjects related to careers they like</li> </ul>
<b>Decision Making</b>  20 to 30 minutes <div>CHOICES</div> <div>ACTION</div>	<ul style="list-style-type: none"> <li>✓ Students can dive right in!</li> </ul>	<ul style="list-style-type: none"> <li>• Explore the importance of making informed decisions, and using the information they have to make the best decisions at the time</li> <li>• Learn about the importance of considering the consequences of potential decisions</li> <li>• Reflect on an important decision they've recently made</li> </ul>
<b>Time Management</b>  20 to 30 minutes <div>KNOW</div> <div>ACTION</div>	<ul style="list-style-type: none"> <li>✓ Save 3 careers</li> </ul>	<ul style="list-style-type: none"> <li>• Explain why time management is important in school and on the job</li> <li>• Create a time budget to assess how they currently manage their time</li> <li>• Explore ways to improve their time management skills</li> </ul>

### Suggested activities



#### ABOUT ME

- ✓ Upload a profile picture and cover photo
- ✓ Add hobbies and interests to *Interests*
- ✓ Explore *Career Clusters* and save ones of interest

#### GOALS & PLANS

- ✓ Set 3 *Goals*










#### DASHBOARD

- ✓ Create one or more *Portfolios* to showcase personal work and save relevant files

#### EXPLORE OPTIONS

- ✓ Explore careers and use filters to refine results based on specific school subjects
- ✓ Research some career profiles and save ones of interest



## 7<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Explore Learning Styles</b>  30 to 40 minutes <b>KNOW</b>	 Complete the <i>Learning Style</i> quiz  Save 3 careers	<ul style="list-style-type: none"> <li>Investigate visual, auditory, and tactile learning styles</li> <li>Explore how understanding their own learning style can help them in school and in their career</li> </ul>
<b>Discover Learning Pathways</b>  30 to 40 minutes <b>EXPLORE</b>	 Save 3 careers	<ul style="list-style-type: none"> <li>Investigate their postsecondary pathway options</li> <li>Explore the postsecondary pathways to various careers</li> <li>Evaluate pathways to a career that interests them</li> </ul>
<b>Biases and Career Choices</b>  20 to 30 minutes <b>EXPLORE</b> <b>ACTION</b>	 Students can dive right in!	<ul style="list-style-type: none"> <li>Identify biases of gender, ethnicity, ability, and class in the workplace</li> <li>Explore how biases can influence career choices</li> </ul>
<b>Jobs and Employers</b>  20 to 30 minutes <b>EXPLORE</b> <b>ACTION</b>	 Save 3 careers	<ul style="list-style-type: none"> <li>Explore ways to find employment (e.g. job boards, networking, etc.)</li> <li>Reflect on the advantages and disadvantages to various work search strategies</li> <li>Research potential employers in their community</li> </ul>


### Suggested activities






#### ABOUT ME

-  Complete the *Learning Style* quiz
-  Identify areas of expertise and add skills in *Skills*










#### EXPLORE OPTIONS

-  Try out the filters and see how changing filters impacts results

#### EXPLORE OPTIONS *(continued)*

-  Select a career profile and read interviews with real people currently in that career
-  Select a few career profiles, save ones they might be interested in, and record their feelings about them
-  Check out the profiles for schools of interest




## 8<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Skills</b>  30 to 40 minutes <b>KNOW</b>	 Save 3 careers	<ul style="list-style-type: none"> <li>Explore how school, extracurricular, and leisure activities help build skills</li> <li>Identify skills needed for a variety of occupations</li> <li>Investigate career options related to their own skills</li> </ul>
<b>Explore Career Matches</b>  30 to 40 minutes <b>KNOW</b> <b>EXPLORE</b>	 Complete the <i>Matchmaker</i> quiz  Save 3 careers	<ul style="list-style-type: none"> <li>Investigate central, secondary, and other aspects of the career match assessment, and how they relate to careers</li> <li>Reflect on their own career assessment results</li> <li>Explore the aspects of a career that interests them</li> </ul>
<b>Transition to High School</b>  20 to 30 minutes <b>CHOICES</b> <b>ACTION</b>	 Save at least 5 interests	<ul style="list-style-type: none"> <li>Explore ways to make their transition to high school easier and more successful</li> <li>Identify questions and concerns they might have about transitioning to high school</li> <li>Explore clubs, activities, and other resources to help handle the transition to high school</li> <li>Develop strategies to deal with transitions</li> </ul>
<b>Self-Advocacy</b>  20 to 30 minutes <b>KNOW</b> <b>ACTION</b>	 Students can dive right in!	<ul style="list-style-type: none"> <li>Identify situations where they may need or want to advocate for themselves or others</li> <li>Explore effective advocacy skills and behaviors, such as leadership, confidence, and communication</li> <li>Explore ways they can advocate for themselves in school, the community, at home, and in a career</li> </ul>


### Suggested activities





#### ABOUT ME

-  Complete the *Matchmaker* quiz
-  Update *Skills* and *Interests*
-  Add life and education experiences to the *Experiences Timeline*




#### DASHBOARD

-  Add to, update, or create new *Portfolios* to prepare for transition to high school









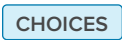




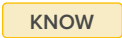


#### GOALS & PLANS

-  Begin a four-year high school course plan
-  Set or update 3 *Goals* to prepare for transition to high school

#### EXPLORE OPTIONS

-  Choose career profiles of interest and find out why certain options may be a better fit than others by reviewing *Matchmaker* answers
-  Focus on the education section in a career profile and explore schools offering related training
-  Choose a career profile and save it, record feelings about saved careers, and further investigate these options.



## 9<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Personality Styles</b>  30 to 40 minutes 	 Complete the <b>Personality Styles</b> quiz  Save 3 careers	<ul style="list-style-type: none"> <li>Investigate <b>Personality Styles</b></li> <li>Explore how their own personality style can help them at home, school, work, and other areas of their life</li> </ul>
<b>Exploring Career Factors</b>  30 to 40 minutes 	 Save 3 careers	<ul style="list-style-type: none"> <li>Investigate <b>Important Factors</b>: work/life balance, money, making a difference, education, interests, growth</li> <li>Assess which of these 6 core factors are important to them when making a career decision, and why</li> <li>Prioritize the 6 core factors that influence their career decisions</li> </ul>
<b>Getting Experience</b>  20 to 30 minutes  	 Save 3 careers  Add 3 experiences to the <b>Experiences Timeline</b>	<ul style="list-style-type: none"> <li>Explore different ways to get work experience now</li> <li>Identify several ways to get experience while still in school: community service / volunteerism, co-op programs, part-time job, internships, etc.</li> <li>Assess which type of experience is best suited for their career interests and goals</li> </ul>
<b>Study Skills and Habits</b>  30 to 40 minutes  	 Students can dive right in!	<ul style="list-style-type: none"> <li>Identify skills, habits, and behaviors they need to learn successfully in high school</li> <li>Explore potential obstacles to success in school, such as lack of motivation, distractions, and lapses in self-confidence</li> <li>Plan how to develop positive study habits and behaviors</li> </ul>


### Suggested activities





#### ABOUT ME

-  Update avatar and cover photos
-  Complete the **Personality Styles** quiz



#### DASHBOARD

-  Save interesting and helpful resources to help bring ambitions to life in **Portfolios**

#### GOALS & PLANS









-  Create one or more **Plans**
-  Set at least 3 **Goals**

#### EXPLORE OPTIONS

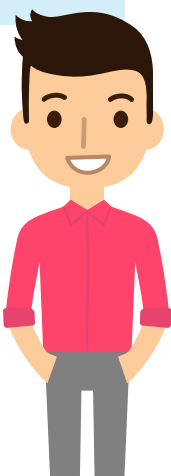
-  Choose a career profile, save it, and rate the **Important Factors** for that career
-  Start to explore programs and majors, and see which programs are available at schools of interest







## 10<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Work Values</b>  30 to 40 minutes <div> <div>KNOW</div> <div>EXPLORE</div> </div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Consider what work values are</li> <li>Explore their own work values</li> <li>Investigate careers that may be satisfying based on their values</li> </ul>
<b>Careers and Lifestyle Costs</b>  40 to 50 minutes <div> <div>EXPLORE</div> <div>CHOICES</div> </div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Identify some of their most important lifestyle goals</li> <li>Assess whether or not they can achieve lifestyle goals in a career that interests them</li> </ul>
<b>Workplace Skills and Attitudes</b>  20 to 30 minutes <div> <div>CHOICES</div> <div>ACTION</div> </div>	 Students can dive right in!	<ul style="list-style-type: none"> <li>Explore skills and behaviors that employers look for, such as time management, dependability, good attitude, communication skills, problem solving, etc.</li> <li>Explain why these skills and behaviors are important to various careers and how they manifest on the job</li> <li>Assess their own employability skills</li> </ul>
<b>Program Prospects</b>  30 to 40 minutes <div> <div>CHOICES</div> </div>	 Save 3 majors	<ul style="list-style-type: none"> <li>Distinguish between different types of postsecondary programs, such as apprenticeships and degree programs</li> <li>Explore career options related to different types of programs</li> <li>Evaluate their program options in terms of their strengths, academic interests, and career interests</li> </ul>



### Suggested activities







#### ABOUT ME

-  Complete *Matchmaker Mission Complete* questions
-  Add volunteer experiences to the *Experiences Timeline*
-  Complete *Skills Lab* questions
-  Create a professional resume using *Resume Builder*









#### GOALS & PLANS

-  Review, update, or add new *Plans* as needed
-  Set or update 3 *Goals*

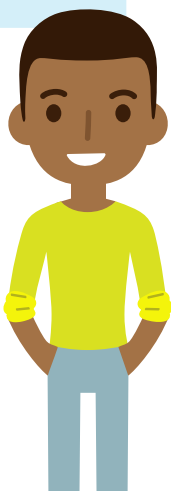
#### EXPLORE OPTIONS

-  Choose career profiles of interest and then look through the *Earnings* and *Sample Career Path* sections of those profiles
-  Review saved careers, update list, and further investigate preferred careers
-  Explore schools and majors, and experiment with the filters to see how different factors affect the options
-  Save schools and majors of interest



## 11<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Choosing a College or University</b>  40 to 50 minutes <div> <div>KNOW</div> <div>EXPLORE</div> <div>CHOICES</div> </div>	 Save 3 schools	<ul style="list-style-type: none"> <li>Identify which factors are important to them in a potential postsecondary school</li> <li>Investigate how a college or university stacks up to their priorities</li> </ul>
<b>Career Demand</b>  40 to 50 minutes <div>EXPLORE</div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Learn about career projections and outlooks</li> <li>Analyze factors that impact career demand, such as changes in technology, demographics, business practices, consumer preferences, and workplace restructuring</li> <li>Explore how their career plans may be shaped based on the demand for a career that interests them</li> </ul>
<b>Entrepreneurial Skills</b>  20 to 30 minutes <div>EXPLORE CHOICES</div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Identify the skills and characteristics that make entrepreneurs successful</li> <li>Investigate paths to becoming an entrepreneur (including starting your own business, buying a franchise and others)</li> <li>Explore the benefits and challenges of becoming an entrepreneur</li> <li>Investigate ways to apply entrepreneurial skills within a career that interests them</li> </ul>
<b>Work/Life Balance</b>  30 to 40 minutes <div>KNOW</div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Assess how their current work (school) demands affect family life, free time, etc.</li> <li>Identify the work demands of a career of interest, and explore strategies for maintaining a healthy life-work balance now and in the future</li> </ul>



### Suggested activities







#### ABOUT ME

-  Add part-time and/or summer job experiences to *Experiences Timeline*
-  Explore educator-provided links and resources for financial aid










#### EXPLORE OPTIONS

-  Select school profiles that are of interest and further explore academic options by looking at admission requirements for those schools and majors
-  Review saved schools and programs, update list based on new experiences or insights

#### GOALS & PLANS

-  Update, edit, or set at least 3 *Goals*
-  Update and edit *Plans* or delete any that may no longer be relevant
-  Explore the *College Planning Knowledge Hub* for key information that supports the college-bound journey
-  Browse *Local Scholarships* for valuable postsecondary financial aid opportunities


## 12<sup>th</sup> Grade

LESSON	BEFORE BEGINNING...	STUDENTS WILL...
<b>Defining Success</b>  20 to 30 minutes <div> <div>KNOW</div> <div>EXPLORE</div> <div>CHOICES</div> </div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Explore what success means to them in various aspects of life including in their personal life, school, and career</li> <li>Explore ways they can make a difference and achieve success in a career that interests them</li> </ul>
<b>Career Backup Plans</b>  30 to 40 minutes <div>EXPLORE</div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Learn the importance of career backup plans</li> <li>Investigate strategies for dealing with obstacles that may come up in their career path</li> <li>Explore potential backup careers for themselves</li> </ul>
<b>Job Interviews</b>  20 to 30 minutes <div> <div>CHOICES</div> <div>ACTION</div> </div>	 Save 3 careers	<ul style="list-style-type: none"> <li>Explore ways to prepare for a job interview</li> <li>Describe their own abilities and qualifications in the context of an interview</li> <li>Investigate job interview questions in the context of a career that interests them</li> <li>Explore appropriate post-interview behaviors and actions</li> </ul>
<b>Career Path Choices</b>  30 to 40 minutes <div>EXPLORE</div>	 Add 5 interests  Save 3 careers	<ul style="list-style-type: none"> <li>Understand that career development is a process of constant change</li> <li>Understand that flexibility and adaptability can help them continually explore their career options</li> <li>Understand how re-evaluating their interests, skills, etc. can identify the need or desire for a career change</li> </ul>





### Suggested activities




#### ABOUT ME

-  Review content and make any updates


#### GOALS & PLANS

-  Reflect on any past **Goals** and set new ones
-  Identify one or more **Plans** to put into action and delete any that might be outdated
-  Select schools and programs and begin application process
-  Review **Local Scholarships** and begin application process

#### EXPLORE OPTIONS

-  Conduct a final exploration of schools and majors of interest, and become familiar with campus locations, culture and program requirements

#### DASHBOARD

-  Explore educator-provided links and resources for financial aid

## Ongoing Activities

### Explore Options

Students are encouraged to browse, filter and research to learn more about the range of career, school and education programs available. The more exposure, the better!

EXPLORE

### Building About Me

Good career decisions start with strong self-knowledge. With regular updates to the *Experiences*, *Skills* and *Interests* sections of *About Me*, students create a fuller picture of who they are.

KNOW

### Course Planning

The best course planning is done over time, in the context of career exploration and planning. Course plans can be modified and updated on an ongoing basis. Of course, annual course selections is regular event for all students throughout the high school years.

CHOICES

ACTION

### Lessons and Assignments

Educators can activate new lessons and activities for students at any time. Students are encouraged to login regularly to stay on top of their assigned projects.

KNOW

EXPLORE

CHOICES

ACTION

### Curate Saved Options

Review, reflect and update saved options overtime to keep pace with new learnings and evolving preferences. An up-to-date list of saved options is a great foundation for students' future planning.

EXPLORE

CHOICES

### Portfolios

Students can continuously update, create, and share vibrant portfolios to showcase their work and reflect on what they've learned. Students can highlight the self-exploration and planning they've done in Xello and add their own artifacts, like photos, videos, and journal entries.

KNOW

EXPLORE

CHOICES

ACTION

### Building Plans

Keeping plans current requires periodic creation of new plans to reflect new interests and editing or deletion of existing plans. Ongoing planning allows students to gain experience with this critical skill, strengthening their ability to plan.

CHOICES

ACTION

### Setting Goals

Students should often update their goals to keep them relevant and continue to define, set manageable tasks, and track personal, academic, and other types of short- and long-term goals. They can mark old goals as complete and create new ones at any time.

CHOICES

ACTION

### Update Resume

Students take the work they've already done in Xello, including skills, interests, and experiences, and quickly turn it into a professional resume, which they can download and share.

KNOW

CHOICES

ACTION