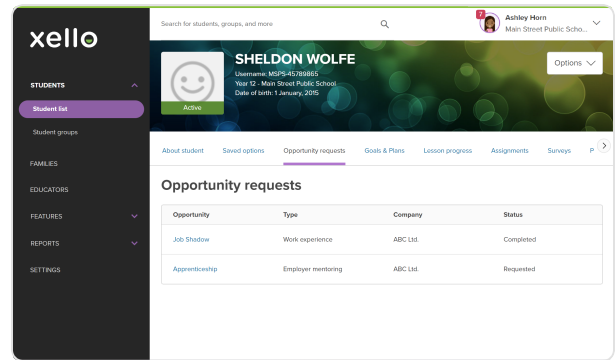
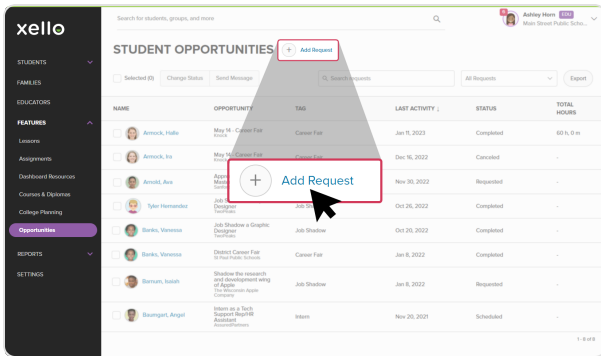


How to coordinate students' opportunity requests

Use this guide to learn how to coordinate WBL opportunities between local companies and students at your school or district.

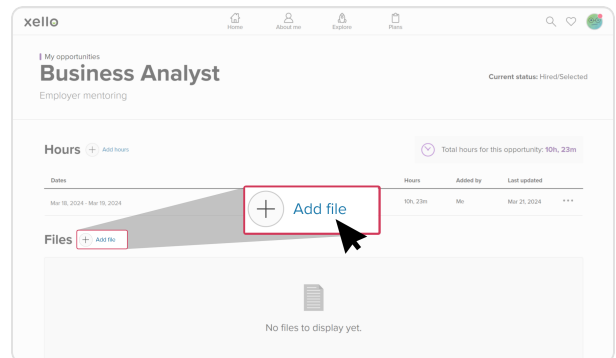
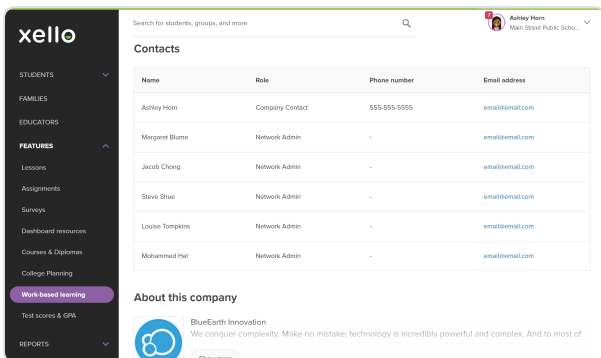


1 Monitor student requests

Under **Features**, click **Work-based learning**. Then click **Student requests** to view a list of all opportunity requests that have been submitted by students at your school. Click on a request to review details. Or click **Add request** to submit a request on behalf of a student.

2 Confirm student interest

Review the students' profiles to ensure they meet any requirements. Then, follow up with them to discuss expectations, learning objectives, and to go over required documentation.



3 Coordinate with the employer

Reach out to the company contact listed on the request details page to coordinate logistics such as the date/time and location, and request any required documentation.

4 Collect documents

Create an assignment in Xello to encourage students to collect required documents, such as permission slips, reflection pieces and more. They can add the files to their request, or you can do it for them from your account.