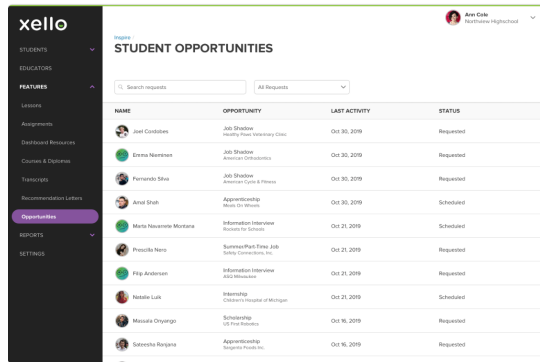




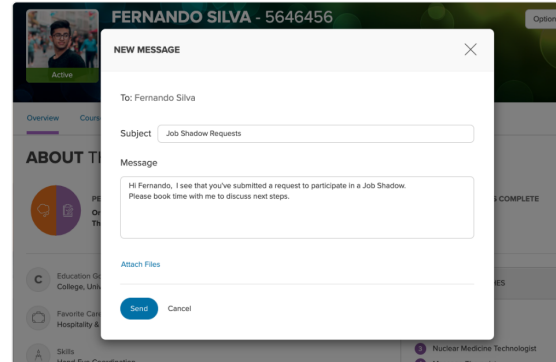
# How to Coordinate Students' Opportunity Requests

This simple guide shows you how to coordinate WBL opportunities between local companies and students at your school or district.



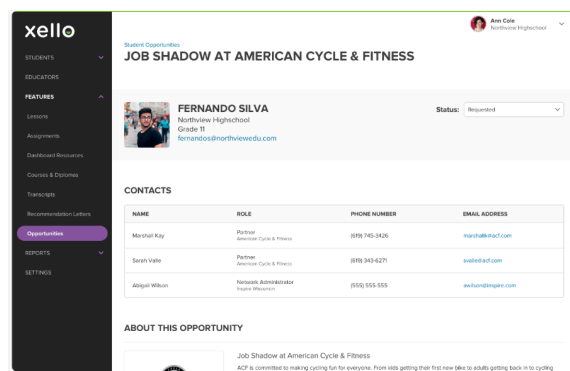
## Step 1: Monitor Student Requests

Under **Features**, click on **Opportunities** to view a list of all opportunity requests that have been submitted by students at your school. Click on a request to review details. Click **Add Request** to submit a request on behalf of a student.



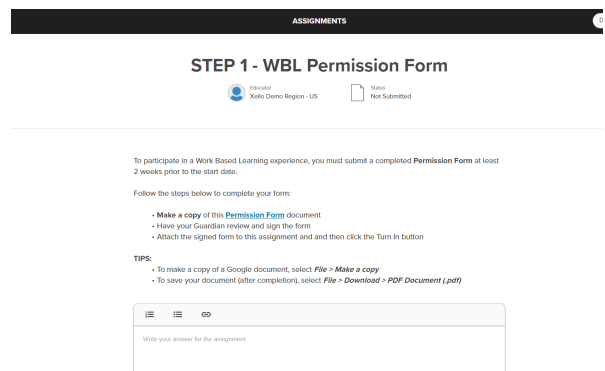
## Step 2: Confirm Student Interest

Review students' profiles to ensure they meet any requirements and follow-up to discuss expectations, learning objectives, and share required documentation.



## Step 3: Coordinate with 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.

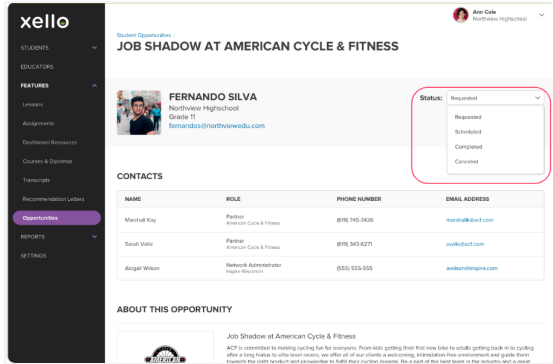


## Step 4: Collect Documents

Create an assignment in Xello to collect and track required documents for the WBL opportunity, such as permission slips, reflection pieces and more.

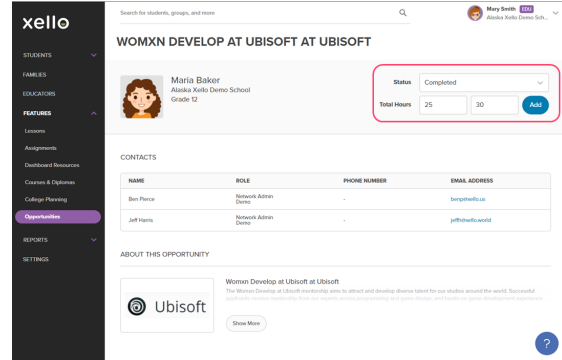


# Easily Track Program Engagement



## Step 5: Track and Monitor Progress

Use the status dropdown on the opportunity request details page to help school and district staff keep track of the request status and monitor progress. Select multiple students from the table to



## Step 6: Track Opportunity Hours

Once an opportunity is complete, input the total amount of hours a student spent at the experience to help report on your WBL program's success.

