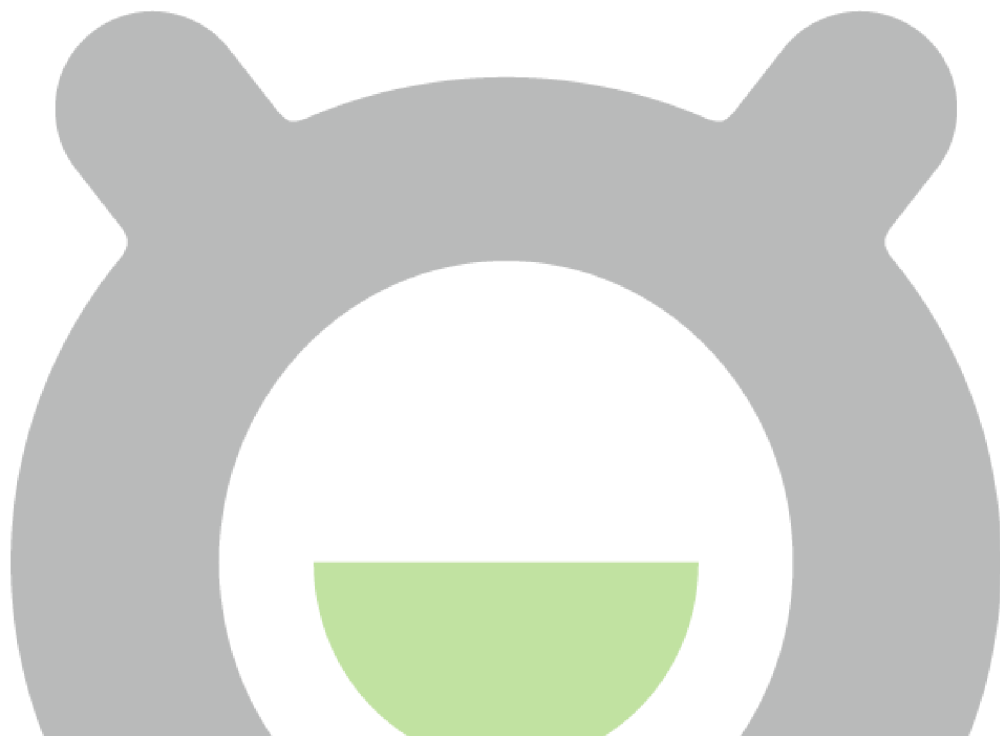


Bringing Xello 6-12 to Life in Your Schools



Choosing a software program for your students is one thing, bringing it to life in your schools is another.

Over two decades working with schools across North America, our clients have found many ways to integrate Xello into their classrooms. This guide offers quick tips and best practices for how to make Xello a success in your schools. You'll find suggestions for:

- [Getting the Word Out](#)
- [Finding the Time & Building a Team](#)
- [Making Readiness Relevant](#)
- [Supporting Xello in Your Schools](#)



Getting the Word Out

Building awareness that Xello is available and providing clear expectations and opportunities with the program is critical. Educators and students need to know how to access Xello and what they can do with it. Here are some ideas to get the word out:

- If your students are using single sign on, like Google, Clever, or PowerSchool, create and share a **short video to show students where to find Xello**.
 - ↳ Here is an example from [Appleton East High School](#)



In the Classroom: If you have a digital or video production class, make this an early assignment for them.

- Set aside time for educators to actually use Xello and collaboratively discuss their questions, concerns, and ideas about how to use the product with students. We recommend assigning our **Student Experience Walkthroughs for Xello 6-12** to educators as a way for them to explore Xello's key features.
 - ↳ [Dashboard & Orientation to Xello](#)
 - ↳ [Assessments & About Me](#)
 - ↳ [Explore Options & Goals and Plans](#)
 - ↳ [Lessons](#)
- In each school, assign specific parts of Xello for different educators to become familiar with, and then **ask educators to teach each other** about their own knowledge areas.
- Include Xello on your **district website** and post related resources there.
- Leverage **existing staff meetings and communications** to make sure educators know about Xello and know how they can and should use it.
- Let **parents and guardians** know about Xello. You can use our pre-made templates or you can craft your own message.
 - ↳ [Parent Letter](#)
- **Put up posters** around your district to let educators and students know that Xello is coming.
 - ↳ [Promotional Posters for Xello 6-12 \(Spanish\)](#)
- Schedule a **pre-launch support session** for educators where they can field their last minute feedback, questions, and comments and ensure they're feeling confident and prepared to launch Xello with their students.

Finding the Time

The school day is already packed, so making time for future-readiness instruction can be a challenge! Here are some strategies that schools have used to integrate Xello into their schedule. Find the ones that work for your schools:

- Use **Homeroom** time for Xello activities with the homeroom teachers
- **Advisory** periods, ideally dedicating scheduled sessions ahead of time
- Integrate Xello into a dedicated **careers course**
- Bring **counselors** into core subject classes like Language Arts, Social Studies, or Math
- Delegate instruction to **core subject area teachers** with pre-created lesson plans
- Use Xello during one-on-one and small group **counseling sessions**
- Focused exploration in **CTE classes**
- Have future-readiness units embedded into **every course**
- **Schedule a specific time** each week or each month to Xello, e.g. 1 hour every second Wednesday
- Connect Xello to **school events** like career days, FAFSA information sessions, curriculum nights, and college visits
- Use Xello as part of **work-based learning** programs



Pro Tip: If you have mixed in-person and virtual learning, use the [Lesson Plan resources](#) for in-class activities and assign the Xello lessons for remote learning.

Building a Team

College and career readiness is a team sport. Xello is most effective when different departments and specialties work together to build out the curriculum scope and sequence. There are many people who can be part of your Xello implementation:

- School counselors
- CTE Teachers
- Subject Area Teachers
- College & Career Readiness Coordinators
- Career Advisors
- Library and Media Center Specialists
- Special Education Teachers
- Principals & Vice Principals
- District personnel
- Social workers
- Parents and supportive adults
- Student leaders
- Community members

Making Readiness Relevant

Educators can help students see that the work they do in Xello is about them and that they have agency in creating their own future.

- When introducing Xello, communicate to students how **Xello fits into existing goals** of that classroom or counseling setting. How does Xello connect to what they're already doing? Establishing relevance will help get student buy-in.
- Educators can use **Xello's lesson resources** to find ways to integrate introducing Xello into a full lesson.
 - ↳ [Lesson Resources for US Educators](#)
- Educators can introduce Xello by **doing a demo using their student demo accounts**. They can take on a student persona, or do the demo using their own experiences and interests. Get students to collaborate in going through the demo.
- Educators can **share stories about their own career journey** with students as a way to connect with students. Educators can also share examples of others in their lives who have changed careers--respecting individuals' privacy of course.
- Teachers can use information on **students' interests to tailor work** in core classes to create relevancy for class work
 - ↳ [Run Reports on Students' About Me Profile](#)
 - ↳ [Run Reports on Students' Saved Options](#)
- Some teachers play music while students are working in Xello to foster a **calm and positive environment**.
- Develop a **scavenger hunt** for students to explore the areas of Xello you want them to investigate and engage with. This works particularly well with middle school students.
- **Embed Xello activities directly in core subject curriculum**. This is a win-win by clearly identifying how Xello is relevant to what they're learning and establishing how what they're learning is relevant to their future.



Did you know? Xello offers [full lesson plans](#), with prompting questions, supporting vocabulary, and additional activities educators can use to deepen learning and reflection.

Supporting Xello in Your Schools

- Make sure educators know about **Xello Support**. It's got lots of resources, video, and downloadables to help them make the most of Xello with their students.
 - ↳ [Xello Support](#)
- Create an **Advisory Committee** to plan and monitor the implementation of Xello across and within schools.
- Add Xello as an **agenda item to regular meetings** with people in key roles. Review how your schools are doing in meeting the targets you've identified for student activities within Xello.
- Keep an eye on your **reports** in Xello to make sure educators and students alike are on track.
 - ↳ [Run Reports on Lesson Completion](#)
- Archive year end reports to see how your schools are performing **year over year**.
- Schedule **periodic shareback sessions** with educators so they can provide feedback, ask questions, and share experiences. Try to schedule these before Success Calls so results can be shared.
- Review your **lesson sequence each year** with people from the departments involved with using Xello like Counseling, CTE, Special Education, and Curriculum.
- Actively seek **student feedback** from students about Xello and the college and career readiness program overall through surveys and conversations.

