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Work-Based Learning Administrator Guide: How it Works

Welcome to Xello's Work-Based Learning Module

Xello's Work-Based Learning (WBL) module was built to help bridge the gap between education and the real world by making local work-based learning experiences easily accessible to all students in middle and high school, as part of their journey to future readiness.

Save time and stay organized with a centralized database to manage your contacts, companies, and opportunities. And create efficiencies through a streamlined workflow with an integrated work-based learning and college and career readiness solution.

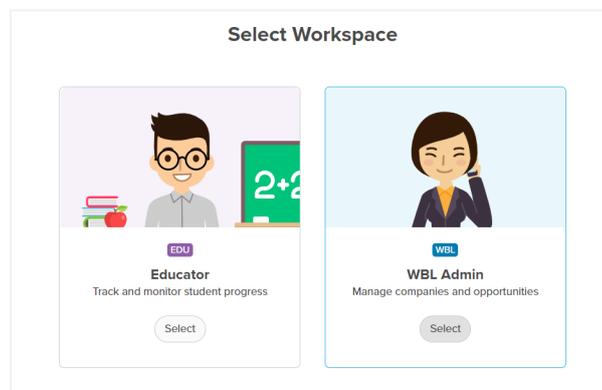Designed for Work-Based Learning Administrators, this guide walks you through the key components of our WBL module - from adding companies and Opportunities to using the Educator Portal to support workflows. It also provides a detailed explanation of the student and educator experience to give you a deeper understanding of the entire module. Read the entire guide or jump to a section to review a specific workflow.

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Administrators and WBL

Our work-based learning module was designed to be managed at the district level. All company and opportunity information entered into Xello will be available for all students in grades 6-12 across your district.

Add Companies, Business Contacts, and Opportunities

1 Sign into Xello. Click **WBL Admin** from the **Select Workspace** page.

2 The first page after signing in is the dashboard. Click **Companies** to begin managing companies.

3 Click **Add Company**.

4 Fill out the company's information.
- **Careers** pulls from the list of careers students see and explore in Xello. You can input multiple careers per company.

5 Once you're done, click **Preview** to see how the company profile will look like for students.

6 If you're happy with how it looks, click **Save**.
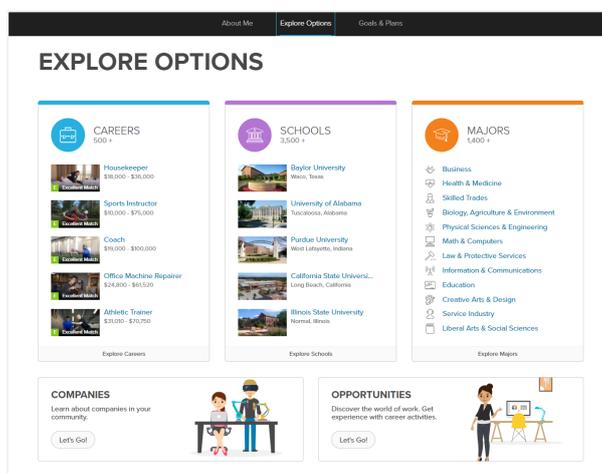
Notes:

- At any point, you can select a company's name from the database to update their profile. You can also change whether a company is visible to students. Under **Company Status**, change the toggle from **YES** to **NO**. When the status is set to NO, the company will not be visible to students, but the profile will be saved for you if you wish to make it visible again at a later date.
- To add business contacts or Opportunities: from the dashboard, click either **Contacts** or **Opportunities** and follow the same steps above.
  - You cannot preview **Contacts**. When entering the Contact information there's the option to upload the date of a background check.

Students and WBL

Xello's work-based learning module was designed to be front and center in the student's career exploration journey. Students will see **Companies** and **Opportunities** tiles at the bottom of the **Explore Options** page.

How Students Explore Local Companies

Once students have logged into their Xello account, they navigate to their **Explore Options** page, where they click **Companies** to begin discovering companies.

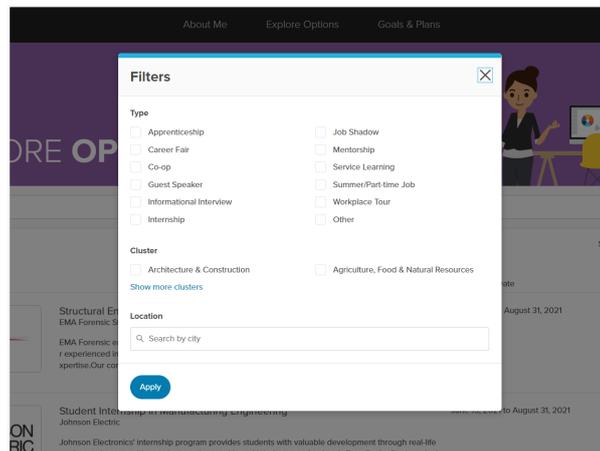What students do while exploring local companies:

- Search the list of companies by company name, city, or career.
- Select a company from the list to see a company profile. The profile includes:
  - Company's description
  - Headquarter's location
  - Number of employees
  - Careers at the company
  - A **Get Experience** section where any uploaded opportunities at the company will show. Selecting an Opportunity from here will bring a student directly to the **Opportunity** page.

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How Students Explore Local Opportunities

From their Explore Options page, students click on **Opportunities** to check out what's available and request the ones they're interested in.

How students explore local Opportunities:

1 On the **Explore Options** page, they click **Opportunities**.
  - Students may also arrive at the **Opportunities** page by clicking **Get Experience** on a Company profile.

2 They search the list of opportunities by company or opportunity name.

3 From the search results, students can narrow and sort the list by clicking **Filters**. Filter options are:
  - Opportunity Type
  - Career Cluster
  - Location

4 They click an **Opportunity** from the list to see the description, view the **Company** profile, and **Similar Opportunities**.

5 If they're interested in the Opportunity, they click **Request**.

WBL Admin and Student Requests

Once students show interest in an Opportunity, WBL Admin can view and organize the list of requests, as well as update and manage the status of the requests.

View and Organize Student Requests

To view and organize the list of student requests:

1. Log into the **WBL Admin** workspace.
2. In the left menu, click **Opportunities** and select **Request** to show all the students' Opportunities requested in your district.
3. To filter the list by status request, click the **All Requests** dropdown and select the status you'd like to view. The different statuses are:
   - Requested
   - Scheduled
   - Canceled
   - Completed
4. Use the search bar to narrow down the list of requests to one student or Opportunity.
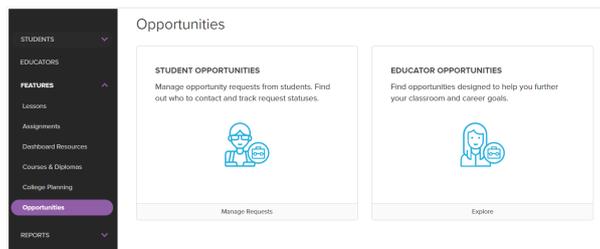

Update and Manage Student Requests

To update students' request status:

1. In the left menu, click **Opportunities**, and select **Request**.
2. Click the name of the student whose status you'd like to update.
3. Click the **Status** dropdown, and select the student's new request status.
   - A banner at the top of the screen indicates the status was updated.

Educators and WBL

All educators are able to view student and educator Work-Based Learning Opportunities in their Xello Educator account. From the left menu, they click **Features** and select **Opportunities**.

Although all educators can view requests, we recommend that your district selects an "Opportunity Coordinator" at each school to manage student requests.

View and Sort Student Opportunities as an Educator

Educators access all Opportunity requests for students at their school. When viewing the list of student requests, educators can filter and sort the following ways:

- Use the search bar to narrow the list to show one student or a specific Opportunity.
- Filter the table by clicking the **All Request** dropdown to show one request type.
- Click a column heading to sort the table by column data.

Update Student Requests as an Educator

As educators and Opportunity Coordinators arrange the Opportunity between the student and company, or as an Opportunity is fulfilled, educators update the status for their student's requests.

To update student requests:

1. From the **Opportunities** page in Xello, click **Manage Requests** to open the list of student requests.
2. Click on the name of the student whose status you'd like to update.
3. Click the **Status** dropdown, and select the student's new request status.
   - A banner at the top of the screen indicates the status was updated.

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Leverage Xello Educator Tools to Manage Workflows

Educators can utilize the full power of Xello's platform to manage different workflows for their work-based learning program.

Toggle Between Workspaces

As a WBL Admin, you can quickly toggle between your WBL Admin Workspace and your Educator Workspace. Utilize your educator account features to support your Work-Based Learning workflow.

1 From your Educator Account, from the top right of any page, click your name.
2 Next to **Workspace: <data>**, click **Change**.
   - If you're in the EDU Portal, this will say **Workspace: Educator**
   - If you're in the WBL Admin Portal, this will say **Workspace: WBL**

3 You're returned to the **Select Workspace** page. Click the workspace you want to enter.

Use Student Profiles to Determine Fit

Educators can determine Opportunity fit and work readiness by looking at a student's profile. Search for a student by using the search bar located at the top of any page in your Educator Account. Type in a student's name or number to bring up their profile.

Some parts of the profile to help determine Opportunity fit are:

- **Career and Cluster Matches**: Does this Opportunity align with the student's career goals?
- **Saved Interests**: Based on their interests, do you think the student would enjoy this Opportunity?
- **Goals and Plans**: Will this Opportunity support or enable the student's goals and plans?
- **Message**: Based on their profile, do you still have questions for the student? Send the student a message to speak further about this Opportunity.

Use Groups and Assignments to Communicate with Students

Xello's **Group** and **Assignment** features make it easier to track and manage the forms required for your Work-Based Learning program such as a permission slip, learning plan, or a reflection piece.

Workflow recommendations include:

1. Add all work-based learning students into a group. If you're unsure how to add students to a group, check out Create a Group for more details.
2. Create an assignment based on the form(s) you need. If you're unsure how, check out Create an Assignment for more details. Some assignment examples are:
   - "Submit Signed Permission Slip for Your Internship": Students can download the attached permission slip to have it signed.
   - "Build a Learning Plan": Students must create a learning plan for their Work-Based Learning experience.
   - "Reflect on Your Internship": Students must write a reflection piece based on their experience.
   - "Submit Your Experience Hours": Students can read your instructions on how to upload their Experience hours and use this assignment as a reminder to complete the task.
3. Monitor and track completion through the Assignment Report. For more details on how to run Assignment Reports, check out Run Reports on Assignments.

Track Experience Hours

Track your students' Experience hours through the Work Experience Report. Students upload their work experience as they normally would in Xello and include their hours in the **What I Liked** section. This way, you'll have all your students' hours in one column when you export or view the Work Report under **Student Work**.

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WBL Reports

The WBL Admin Portal holds all your records in one database to make it simple to track, monitor, and report on your program's success. Download a Business Contact report, Opportunities report, or Request Summary report.

Contact List Report

To track and share the contacts in your program, download the Contact List report. This report lets you see all individuals you have in your system - whether active or inactive. This is also an easy way to keep track of background checks you have on file and summarize the contacts for each company.

To download the report: in your WBL Admin Portal, click **Contacts** and select **Export**.

Opportunities Report

Download the Opportunities report to quickly see the number of companies and opportunities in your program. This report includes key metrics, such as Opportunity name, company name, Opportunity date, and career cluster. Track how many Opportunities were offered during certain periods, as well as the number of companies who participated in your program. With this report, you can also see what type of opportunities were offered and under what career cluster they fell, giving your district and state insights into your program's offerings.

To download the report: in your WBL Admin Portal, from the left menu, click **Opportunities** and select **All Opportunities**. Then click **Export**.

Requests Summary Report

Download the Requests Summary report to dive deeper into your Opportunities funnel. With this report, you can see how many and what types of Opportunities were completed. This report is broken down by students so you can analyze your pipeline and see how many Opportunities were requested, scheduled, and completed. Calculate the request to completion ratio to understand how your pipeline is progressing.

To download the report: in your WBL Admin Portal, from the left menu, click **Opportunities** and select **Requests**. Then click **Export**.

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Learn More

Attend our Work-Based Learning webinars to learn more about Xello's Work-Based Learning Module and set your district up for success.

- Basics Webinar: In this training, we will review the key components of your WBL Administrator workspace and share our best practices to ensure your program's success.
- Beyond Basic Webinar: Dive deeper into Xello's capabilities to see how your educator tools can be used to communicate with students and track work-based learning requirements.

For further support, contact your dedicated Success Manager or our Client Solutions Team at help@xello.world.