Part 1: Educator Needs Assessment

OVERVIEW

The first step in preparing to launch Xello is to identify who needs to know about Xello and what they need to know. Below you will find an example of a completed Educator Needs Assessment for high school counselors, along with instructions to complete your own on the following page.

EXAMPLE: Educator Needs Assessment

Educator group	What parts of Xello do these educators need to understand?		What setting(s) will these educators regularly use Xello in?	What key dates are important to consider?
High school counselors	Logging into Xello	✔	*One-on-one counseling*	*Existing PD dates that are already booked*
	Lessons	✔	*Group counseling*	
	Assessments / About Me	✔	*Town hall meetings with students on Monday mornings*	*Start of both semesters*
	Explore Options	✔		
	Course Planner			
	College Planning Tools	✔		
	Other: National Student Clearinghouse Student Tracker	✔		
	Other: Scholarships and Letters of Recommendation	✔		

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INSTRUCTIONS

Step 1: Identify all of the different educator groups that will need to know about Xello by putting a check mark beside their titles in the table below. Feel free to add in educator groups that have not been listed.

Who needs to know about Xello in your district?	
High school counselors	✔
Middle school counselors	
Elementary school counselors	
CTE teachers	
Core curriculum teachers	
School leadership (ex: Principals, Assistant/Vice Principals)	
Career development coordinators	
Other: _____	
Other: _____	

Step 2: For each different group identified in Step 1, make a copy of the below table and add each different type of educator that needs to be considered in the "Educator group" column.

Step 3: Place a checkmark or "X" beside the parts of Xello applicable to each educator group's needs. Capture additional notes in the "Other" rows at the bottom of the second column.

Step 4: In the third column, specify the setting(s) where educators will be regularly using Xello.

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Step 5: Finally, jot down the key dates that need to be considered when planning out times to train this educator group.

Once you complete your Educator Needs Assessment, you should have the outline of what your different groups of educators will need to know before they are ready to roll out Xello in their classrooms. Use this assessment as the basis for building your Xello educator training plan.

Educator group	What parts of Xello do these educators need to understand?		What setting(s) will these educators regularly use Xello in?	What key dates are important to consider?
	Logging into Xello	✔		
	Lessons			
	Assessments / About Me			
	Explore Options			
	Course Planner			
	College Planning Tools			
	Other:			
	Other:			

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Part 2: College and Career Readiness Timeline

OVERVIEW

The next step in preparing to launch Xello is to map out all of your district's existing College and Career Readiness (CCR) initiatives and programs. This will allow you to integrate Xello into your district's in a way that complements existing programs and fills in gaps. Below, you will find an example of a completed CCR timeline for grade 11. Instructions to complete your own can be found on the following page.

EXAMPLE: Grade 11 CCR Timeline

ACTIVITY	WHO LEADS THIS?	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
		●	●	●	●	●	●	●	●	●	●
Introduce Xello to students	Counselors		●	●							
College presentations	Counselors		●	●							
FAFSA practice workshops and completion	Counselors										
Military seminars and lunchroom visits	Counselors	●	●	●	●	●	●	●	●	●	●
Xello Lesson: Career Path Choices	CTE teachers		●	●							
Xello Lesson: Job Interviews	CTE teachers								●	●	
Xello Lesson: Career Demand	CTE teachers						●	●			
Xello Experiences Timeline	Counselors			●	●	●	●	●	●	●	●
Xello College Application Tracker	Counselors								●	●	●
Xello Favorite Clusters: Revisit Matchmaker results to help determine college majors	Counselors					●	●				

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INSTRUCTIONS

Step 1: The following page contains a blank timeline template. For each grade level that will use Xello, create a copy of this timeline, and write the grade level at the top of the template.

Step 2: For each grade, list all the different CCR activities that are currently taking place in your district in the "ACTIVITY" column.

Step 3: In the "WHO LEADS THIS?" column, list the name(s) of whoever in the district leads that activity.

Step 4: Indicate when each activity takes place during the school year by copying and pasting the dots from the top row into the appropriate months for each activity.

Step 5: Add in the Xello lessons that your district has chosen for each grade level as additional items under the "ACTIVITY" column. Also add in who will lead them, and when they will take place.

Step 6: Add in any additional activities that should be completed in Xello such as "Complete the Matchmaker Assessment", and include who will lead each activity and when it will take place.

Step 7: You can delete the timelines for any grade levels that won't be using Xello.

Once you complete your district's CCR timelines, you should have a clearer picture of how Xello fits into your district. Use these timelines to communicate with your district's educators and administrators about how Xello fits into your overall college and career readiness program.

Grade ___ CCR Timeline

ACTIVITY	WHO LEADS THIS?	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
		●	●	●	●	●	●	●	●	●	●
Introduce Xello to students											

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Part 3: Xello Rollout Plan

OVERVIEW

The final step in preparing to launch Xello is to identify strategies and tactics to engage educators in your district before, during, and after introducing Xello to students. Below, you will find an example of a completed Xello Rollout Plan for the first stage of rolling out Xello. Instructions to complete your own Xello Rollout Plan can be found on the following page.

EXAMPLE: Before launching Xello

What needs to happen	Thought-starters	How will our district do this?	When will we do this?
STEP 1: Educators need to know that Xello is coming, what Xello is, and why it is important to them	● Xello champions can **email educators** to let them know why Xello was chosen, and when it will be launched. ● Xello champions can **use existing staff meetings** to introduce Xello and discuss why it was chosen for the district. ● Xello champions can share the **Make Every Student Future Ready video** with educators.	*Angie will draft and email all staff to let them know Xello is coming, and outline why we are moving to Xello.* *Show video and intro Xello in staff meeting.*	*August 15* *August 16*
STEP 2: Educators need to understand how they're expected to use Xello with students	● Xello champions can share the **CCR goals and metrics** document with educators to communicate how Xello can meet the district's goals. ● Xello champions can share the **CCR timeline** and **Xello lesson sequence** documents with educators to explain how Xello should be used with students at each grade level.	*Share CCR timeline and goals and metrics in Sept staff meeting. Outline lessons and how they align with learning objectives.*	*Sept 7*
STEP 3: Educators need to get comfortable using Xello	● Xello champions can **set aside time** for educators to explore the student and educator sides of Xello. ● Xello champions can **assign self-guided activities** to educators to complete in order to get familiar with relevant parts of Xello.	*Use 2 hours of PD time to get educators to walk through self-guided student experience activities.*	*Sept 15*

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WHO DOES WHAT?

It is important to note that there are three high-level types of people to think about in your Xello Rollout Plan:
- **Xello champions**: These are your district's go-to people who know the most about Xello, and likely have administrative access to the program.
- **Educators:** These are the people who are using Xello directly with students.
- **Students:** These are the students who use Xello either at school or at home.

INSTRUCTIONS

Step 1: For each of the 3 phases of launching Xello (Before, During, and After), we have provided a list of steps you can take, including thought-starters for how to approach each step. Review the steps (in the "What needs to happen" column) and the thought-starters (in the "Thought starters") column.

Step 2: Identify how your district will achieve each step. Use the thought-starters as inspiration, and complete the "How will our district do this?" column.

Step 3: Specify approximately when your district will complete each step by filling out the "When will we do this?" column.

When you have completed the rollout plan, you should have a detailed timeline that you can use to unify your district and move forward in rolling out Xello to your students.

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<u>Before</u> launching Xello

What needs to happen	Thought-starters	How will our district do this?	When will we do this?
STEP 1: Educators need to know that Xello is coming, what Xello is, and why it is important to them	● Xello champions can **email** educators to let them know why Xello was chosen, and when it will be launched. ● Xello champions can **use existing staff meetings** to introduce Xello and discuss why it was chosen for the district. ● Xello champions can share the **Make Every Student Future Ready video** with educators. ● Xello champions can invite Xello educators to the **Getting Started with Xello webinar** with this **email template**.		
STEP 2: Educators need to understand how they're expected to use Xello with students	● Xello champions can share the **CCR goals and metrics** document with educators to communicate how Xello can meet the district's goals. ● Xello champions can share the **CCR timeline** and **Xello lesson sequence** documents with educators to explain how Xello should be used with students at each grade level.		
STEP 3: Educators need to get comfortable using Xello	● Xello champions can **set aside time** for educators to explore the student and educator sides of Xello. ● Xello champions can **assign self-guided activities** to educators to complete in order to get familiar with relevant parts of Xello.		

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<u>Day 1</u> of launching Xello

What needs to happen	Thought-starters	How will our district do this?	When will we do this?
STEP 1: Students need an introduction to Xello	• Educators can introduce Xello by **doing a demo** of their student demo account. They can take on a student persona, or complete the demo using their own experiences and interests. • Educators can designate **Xello student ambassadors,** who get early access to Xello and can share their thoughts about Xello with fellow students on Day 1.		
STEP 2: Students need to understand why Xello is important and how it fits into the bigger picture	• Educators can communicate to students **how Xello fits into the existing goals** of that classroom or counseling setting. Establishing relevance will help with student adoption of Xello. • Educators can share **stories about their own career journey** as a way to demonstrate the relevance of Xello with students.		
STEP 3: Students need to log in to Xello	• Educators take note of **how their students will log into Xello** and post the instructions somewhere that is easily accessible.		
STEP 4: Students need to understand what they are expected to accomplish with Xello	• Educators should clearly **define the first steps they want students to take** in Xello and post them somewhere that is easily accessible.		

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<u>After</u> launching Xello

What needs to happen	Thought-starters	How will our district do this?	When will we do this?
STEP 1: **Educators need to ensure that students are on-track in Xello**	• Xello leads and educators can keep an eye on **reports** in Xello to identify where educators and students might need additional support.		
STEP 2: **Educators need to support and troubleshoot any challenges they face using Xello**	• Educators can use the Xello **help site** and contact Xello's **client solutions team** with questions or challenges. • Xello champions can hold **office hours** or **drop-in sessions** for educators who have questions about how to use Xello with students.		
STEP 3: **Educators need to find more ways to get value out of Xello and enable students to learn even more about themselves in their own time**	• Educators can incorporate Xello into robust lesson plans using the **supplemental lesson resources** for **Xello 3-5** and **Xello 6-12**, as well as the supplementary activities for **Xello K-2**. • Educators can utilize the district's **CCR timeline** to get visibility to all the other CCR activities and events happening in their district, and find ways to connect Xello to those existing initiatives.		
STEP 4: **Students need to understand what they are expected to accomplish with Xello**	• Educators should clearly **define the first steps they want students to take** in Xello, and post them somewhere easy for students to access.		

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You're on your way!

Congratulations on completing your Xello launch kit! You should have everything you need to move forward in introducing Xello to your educators and students. You've got this!

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