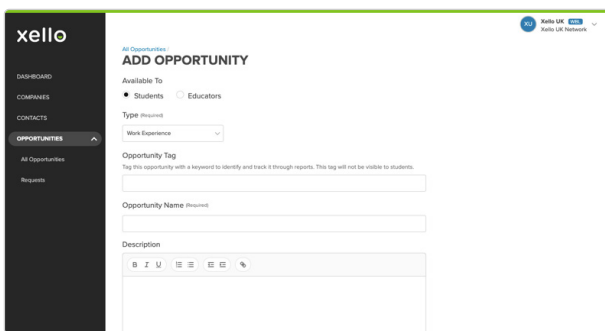


Track Gatsby Benchmarks 5 and 6 with Bulk Status Updates in WRL

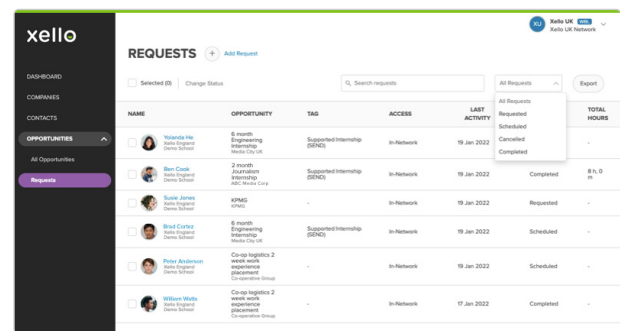
In Xello's Work-related Learning module, Administrators have the power to create work experience opportunities and add local or national company profiles that students can browse alongside their career exploration.

But if you just want to record your students' **experiences of workplaces or encounters with employers and employees** follow these simple steps!



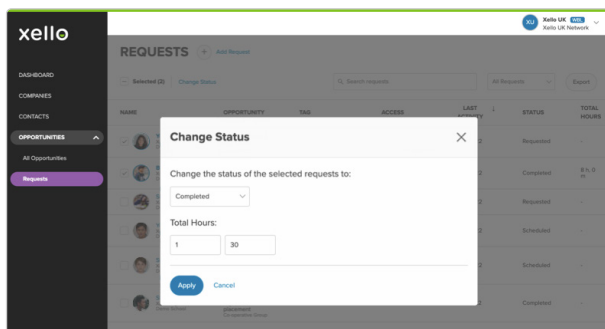
1. Create Opportunities in Xello

As the WRL Admin for your school or network, you will first navigate to your WRL module dashboard. Click on **Opportunities** and then **Add Opportunity**. Complete the fields, select the duration for this Opportunity and mark it **Active**. You can even preview how the opportunity will look for students in Xello.



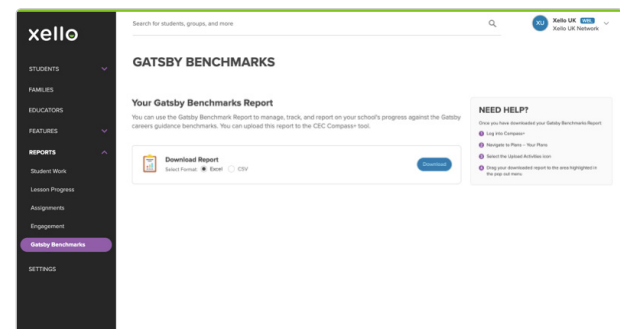
2. Manage Your Students' Requests

In the left-hand navigation within the WRL portal, navigate to **Opportunities > Requests**. From here you can filter requests by searching for specific opportunities – i.e. a Careers Fair – or by filtering the request status.



3. Make Bulk Changes to Students' Opportunity Status

Once you've filtered to obtain the number of students related to your chosen opportunity, select **Change Status** (located underneath Requests). Then use the dropdown to select **Completed** and add in the time these students spent on the opportunity, if applicable.



4. Download Gatsby Benchmark Report

Use the dropdown in the upper right corner of your WRL portal to switch workspace and select **Educator** to enter Xello's Educator Tools. Navigate to **Reports > Gatsby Benchmarks** on the left-hand side of your screen. Select your report format (Excel or CSV) and press **Download** to create your tracking file. Upload your Gatsby Benchmark report to Compass+ to review your progress towards achieving the Gatsby Benchmarks.