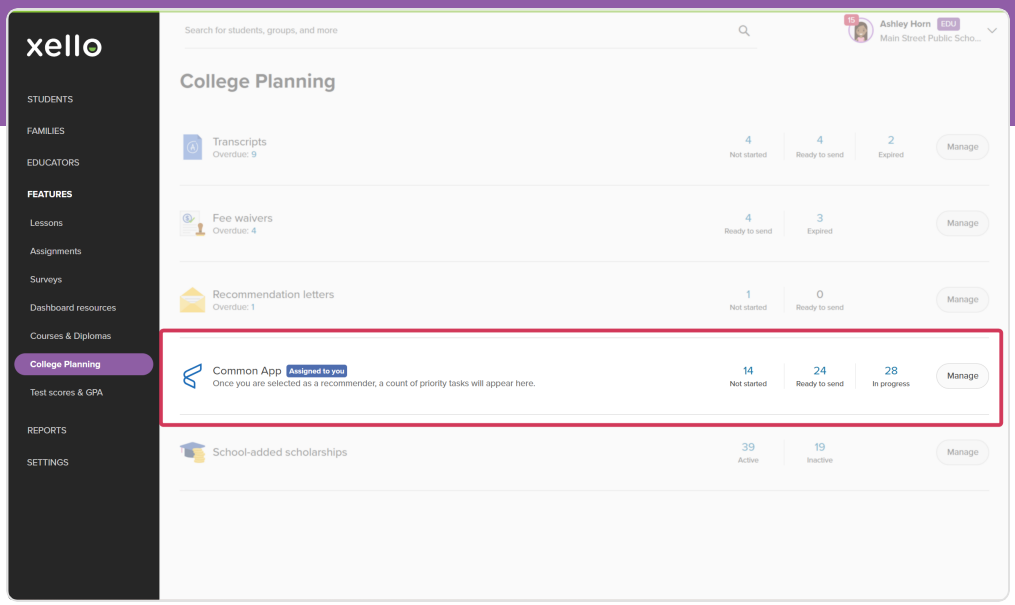
xello

Xello and Common App annual tasks



As a Xello Administrator for your district, the end of college application season means it's time to take steps to wrap up this year and start planning for the next!

Each year, Common App resets student data in the summer before the new application season opens on **August 1st**. All counselors and recommenders should make sure all forms are submitted and reports run by **July 25th, 2025**.

This guide will walk you through the tasks you need to complete before and after the reset happens. Use the Wind down and Start up pages to print and check off your list of important tasks. Each section includes steps and further links on how to complete the tasks, resources you can share with educators and counselors, and resources they can share with students.

Wind down

To prepare for the rollover, complete the **Wind down** tasks before July 25th, 2025.

The wind down tasks will ensure you capture important data, help students maintain access to Xello after graduation, and remove teachers and counselors from Xello as they move on.

Start up

To set up for the new school year, complete the **Start up** tasks after the reset happens on August 1st.

The start up tasks include collaborating with teachers and counselors, helping students get set up with Common App, and guidance for counselors and teachers to create their Common App profile.

Xello and Common App annual tasks

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Wind down

Follow these wind-down tasks before **July 25th** to ensure you capture important data prior to Common App resetting. Take steps to help students maintain access to Xello after graduation. Learn how to deactivate any teachers and counselors in Xello who may be moving on, and add accounts for new educators starting in the upcoming school year.

Use this checklist to track the tasks to complete before the reset happens:

1 Export annual summaries

Run Xello reports to export the student applications, counselor forms, and teacher evaluations. Exporting and saving this data will help ensure if in the new school year, you need to refer back to previous years, you can easily do so.

Actions to complete:

- [ ] Export college applications report
- [ ] Export Common App counselor forms report
- [ ] Export Common App teacher evaluations report

2 Help students access Xello after graduation

If your school uses single sign-on (SSO) to access Xello, ensure your students can easily access their work after graduation by encouraging them to add a personal email address.

Actions to complete:

- [ ] How students add a personal email address to Xello

3 Review teacher and counselor accounts in Xello

Once a teacher or counselor is leaving the high school and will no longer be fulfilling Common App requests, deactivate their account from Xello. Prepare for the new school year by adding new educator accounts.

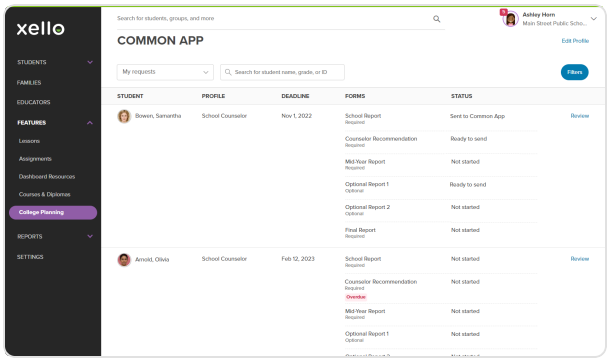
Actions to complete:

- [ ] Deactivate educator accounts
- [ ] Add new educator accounts

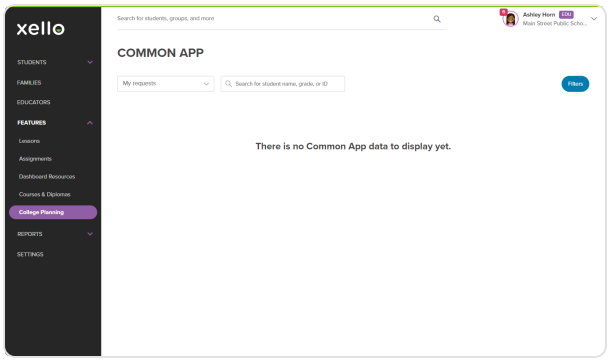
Export annual summaries

Each year, Common App resets student data in the summer before the new application season opens on August 1st. During the reset, all student requests and forms are deleted from educator accounts. This means when educators log back in after August 1st and view the **College Planning** section of Xello, the Common App requests table will be empty until a student makes a request.

Ensure all counselors and recommenders have submitted student forms **before July 25th**.



Before rollover



After rollover

Capturing a record of the current school year's data is key. In the event students, parents, or teachers have questions or concerns about a college application from the previous year and after the system resets, you'll have a record of it. Use the exported data to track your work and answer any questions from previous students.

Find the instructions on the following pages for how to run and export reports related to student college applications. The recommended reports are:

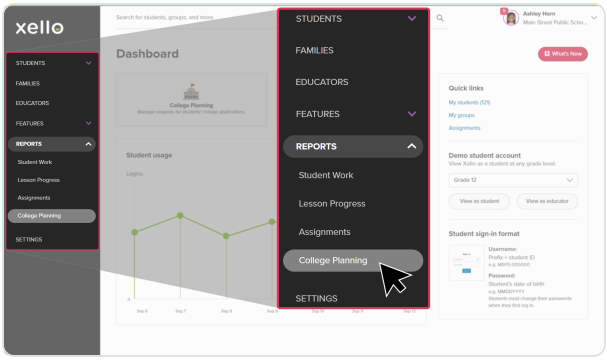
- College applications
- Common App counselor forms
- Common App teacher evaluations

Export college applications report

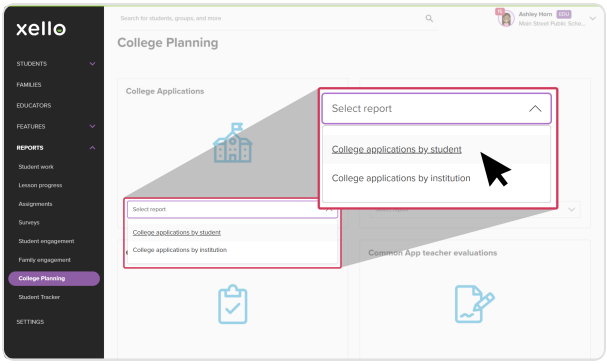
Run the college planning report by student to keep a record of which students have created an application tracker and who hasn't. With this report, view the list of applications each student is tracking.

To run and export a report on college applications by student:

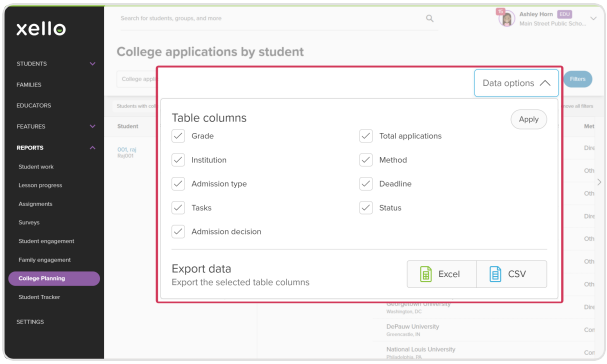
1. From your educator account, click **Reports** and select **College Planning**.



2. In the **College Applications** tile, click **Select report**.
3. Select **College applications by student**.
    - By default, the report only shows students with college applications



4. From the top right of the list, click **Data options**.
5. Choose between exporting the table to an Excel spreadsheet or a CSV file.
    - Depending on your browser settings, you'll be prompted to save the file or it will download to your computer.

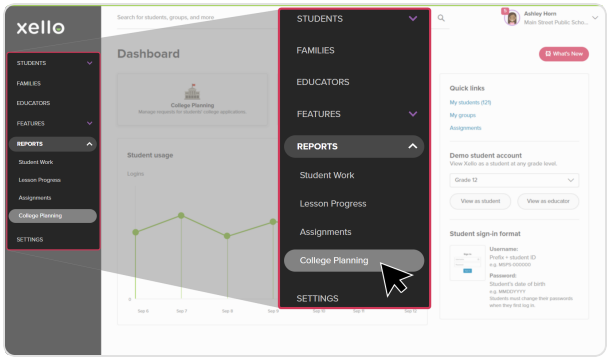


For more information on the College Application report, including running a report by institution, check out Run reports on College Planning.

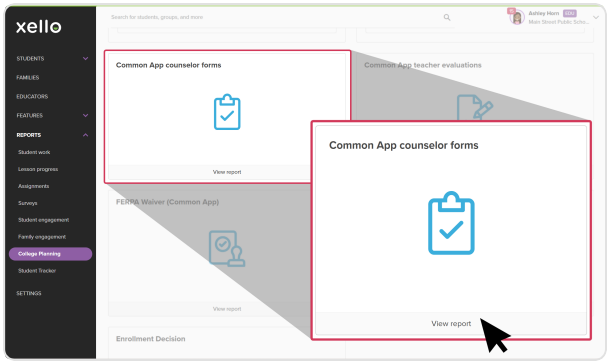
Export Common App counselor forms report

Run reports on **Common App counselor forms** to keep track of the progress of student requests. View which forms your students have requested. Track which institution they're requesting the form be sent to, when the request was made, and whether it's been sent or opened by the institution. Export the report so you can easily narrow the data and refer back to it if necessary.

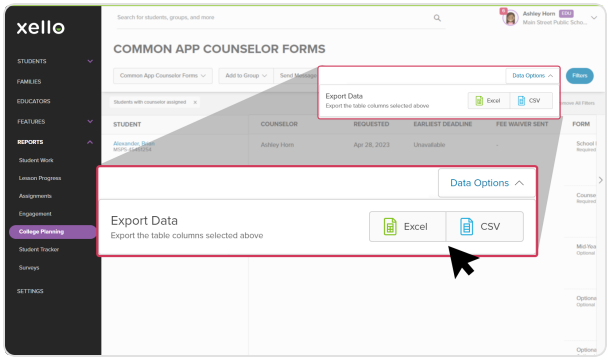
To run and export reports on Common App counselor forms:



1. From your educator account, click **Reports** and select **College Planning**.



2. In the tile called **Common App counselor forms**, click **View report**.
   - The filter "Students with counselor assigned" will be applied to the report by default.



3. From the top right of the list, click **Data options**.
4. Choose between exporting the table to an Excel spreadsheet or a CSV file.
   - Depending on your browser settings, you'll be prompted to save the file or it will download to your computer.

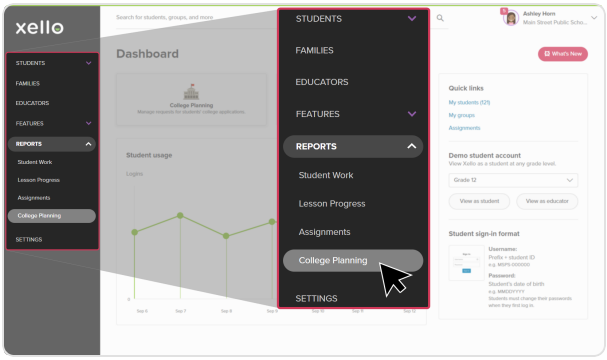
To learn more about running and saving reports in Xello, check out Tips and tricks with reports.

Export Common App teacher evaluations report

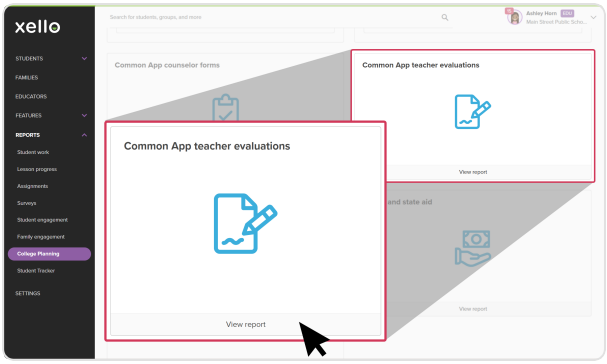
View which students have requested a teacher evaluation. Keep a record of the institutions the requests are made for, when the requests were sent, and whether they've been sent to, or opened by, the institution. Export this report to view and sort the data to refer back to later.

To run and export reports on Common App teacher evaluations:

1. From your educator account, click **Reports** and select **College Planning**.



2. In the tile called **Common App teacher evaluations**, click **View report**.
    - The filter "Students with teacher assigned" will be applied to the report by default.



3. From the top right of the list, click **Data options**.
4. Choose between exporting the table to an Excel spreadsheet or a CSV file.
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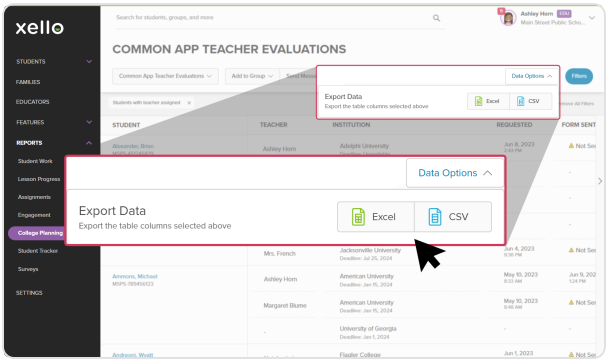


To learn more about running and saving reports in Xello, check out Tips and tricks with reports.

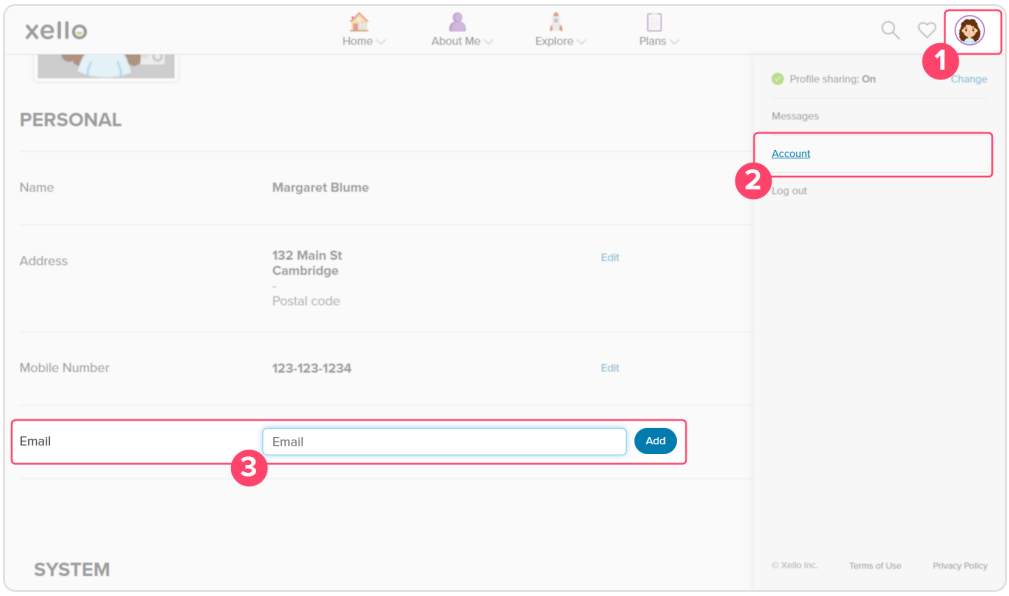
Help students access Xello after graduation

Having an email address in Xello will help students easily recover their own username and password, and to view notifications. While your school may have uploaded students' school email addresses into the system, it's recommended that a student add their personal email to Xello before graduation. This will allow them to reset their own password and grant them access to Xello once single sign-on (SSO) with their high school is no longer accessible.

Students will have full access to their accounts for as long as the district's subscription remains active.

How students add a personal email address

1. On any page in Xello, from the top right corner, students click their avatar to open a menu.
2. From the menu, they click **Account** to open their profile details.
3. In the **Personal** section, students click the **Add email address** link to insert their personal email address.
    - A validation email is sent to the newly added address.
4. Once the student validates their personal email address, it becomes the primary address for notifications from Xello.



FYI: When a student requests to reset their password, the email will go to both their school and personal email addresses.

Review teacher and counselor accounts in Xello

Make sure your educator accounts are up to date for the next year. Remove any teacher recommenders and counselors who won't be returning so students don't send a request to an educator no longer at your high school.

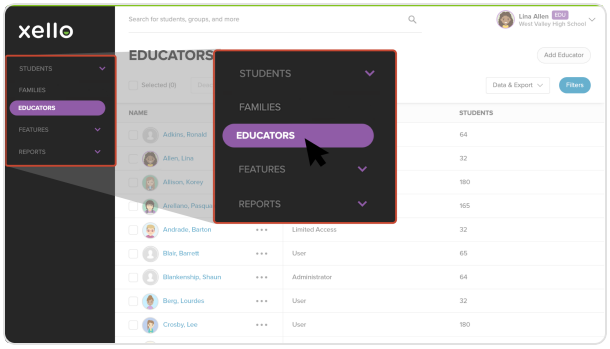
Review new educators and add them to Xello before the school year starts. Doing this ensures educators are available for students to select when making requests in Common App.

Note: this step does not apply to your school if you have data integration with Xello set up. Educator account management is automatic with data integration. If you do not have data integration and are interested in this option, you can reach out to your Success Manager at Xello, or contact help@xello.world to learn more.

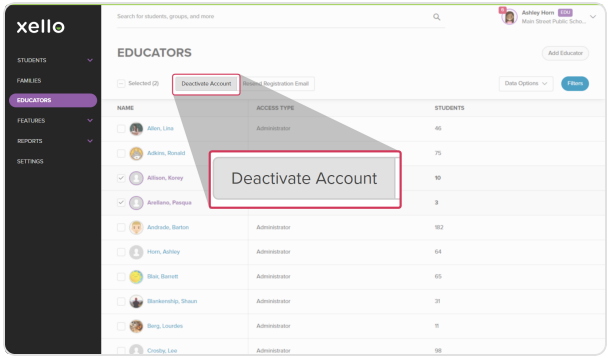
Deactivate an educator account

Assess the list of educators in Xello and deactivate any who are moving on. Only educators with administrator access can deactivate educator accounts.

To deactivate an educator account:



1. From your educator account, click **Educators** to open the list of all educators.



2. Check the box beside the educator name whose account you want to deactivate. You can select multiple educators.
3. Once you've selected the educator, from the top of the list, click **Deactivate Account**.
    - **Note:** if you don't have administrator access, you won't see this option.
4. From the confirmation window, click **OK** to confirm your choice.

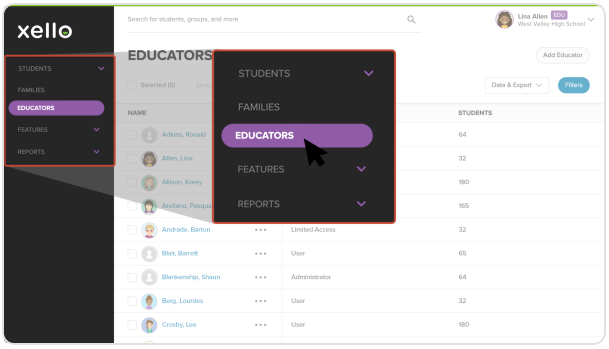
Add an educator account

If you have new educators who will be completing Common App tasks, make sure they've been added to Xello. This way when students are ready to begin making requests, they'll be able to find their teacher recommender or counselor in the list.

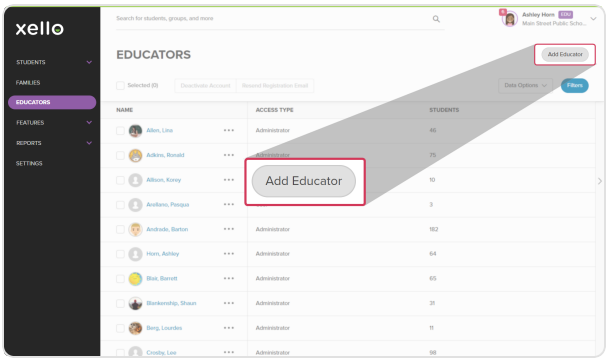
Note: If your school uses data integration, reach out to your Success Manager at Xello or contact help@xello.world to add new educator accounts.

To add an educator account:

1. From your educator account, click **Educators** to open the list of all educators.



2. From the top right corner, click **Add Educator**.
   - **Note:** If you don't have administrator access, you won't see this option.
3. Enter the educator's email address and follow the on-screen instructions.
   - You must set the educator's access level and then you can select further permission options.



Start up

Complete the following start up tasks after the reset happens on **August 1st**. Check out **What's New** in Xello. Collaborate with counselors and teachers to go over school information that's common across student forms. Review and then share resources for students. Finally, prepare counselors and teachers with resources to set up their Common App profile.

Use this checklist to keep track of the tasks to complete after the reset happens:

1 Review and share helpful resources with educators

Stay updated and knowledgeable about the newest features in Xello. Review the Common App School Report form to confirm information in common fields. Collaborate with educators to go over what's new and your school's information for student forms.

Actions to complete:

- [ ] Check out **What's New**
- [ ] Collaborate to fill out common form fields

2 Help students link Common App with Xello

Students will need to link their Common App account to their Xello account. Once the accounts are connected, they can begin tracking their application tasks, and sending requests to counselors and teacher recommenders for transcripts and recommendation letters.

Actions to complete:

- [ ] Share resources with your students

3 Set up educator Common App profiles

Share resources with your counselors and teacher recommenders. Make sure new educators set up their counselor and teacher recommender profiles before student requests start rolling in. Encourage returning educators to review and complete their updated Common App profile.

Actions to complete:

- [ ] Provide resources to counselors
- [ ] Provide resources to teacher recommenders

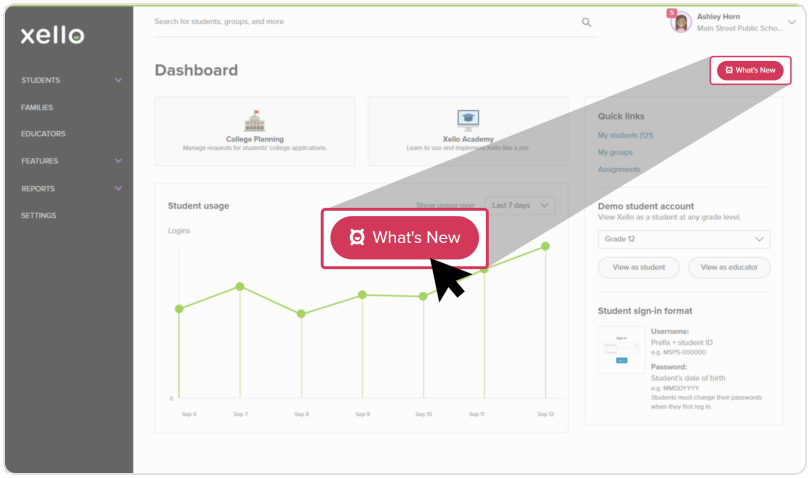
Review and share resources with educators

Helpful resources you can share with counselors and teacher recommenders include the **What's New** feature where they can stay up to date with the newest features and changes released within Xello. Additionally, share the answers in the common fields in the Common App School Report form so counselors have easy access to the correct information to enter in common fields.

Check out What's New

The **What's New** button in Xello is a resource for everything new in Xello. Use it to read articles about the newest features just released. View articles and blogs, take a tour, read announcements, watch videos, and register for upcoming webinar events.

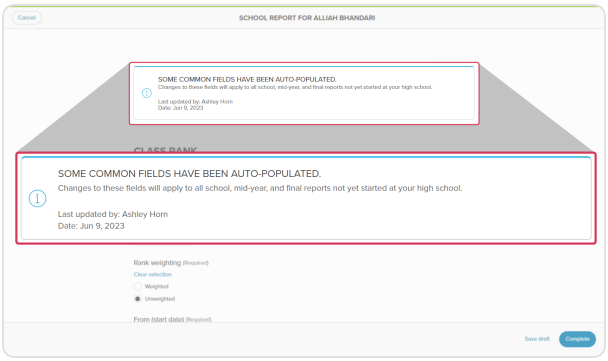
Find the **What's New** button on your educator dashboard when you first log into Xello.



To go back and revisit, you can find it again in your avatar menu.

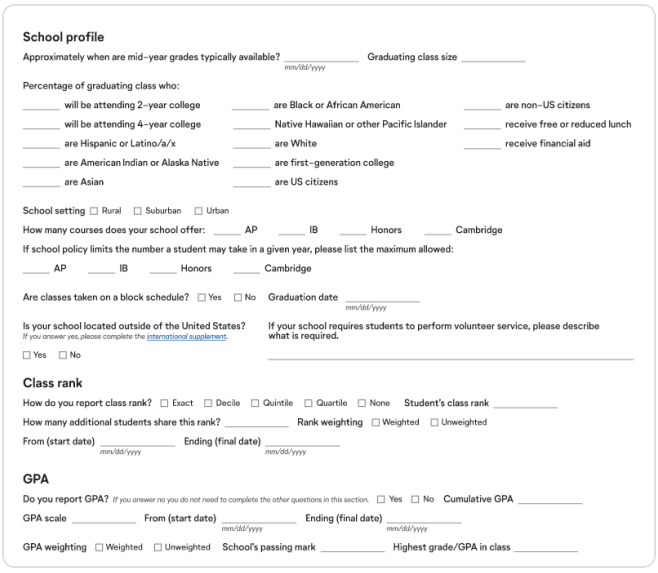
Collaborate to fill out common form fields

The first time a **School report** is completed at your school, the common school-level information will automatically populate for the **School report** for all students. When a counselor goes to fill out a **School report** after the initial one is complete, a banner at the top of the report will indicate that some fields have been autofilled and that changes will apply to all school, mid-year, and final reports not yet started.



Schedule a time to collaborate with teachers and counselors as a group to fill out the common school-level information including **School Details**, **School Profile**, **Class Rank**, **GPA**, and **Additional Information** sections in advance of the first request. This can help ensure responses provided are accurate. Counselors will need to know this information ahead of completing or updating their Common App counselor profile.

You can download and save a copy of a fillable PDF of the School report from the Common App website. Share the PDF with counselors once the common fields are filled in.



School profile

Approximately when are mid-year grades typically available? _____ (mm/dd/yyyy) Graduating class size _____

Percentage of graduating class who:

_____ will be attending 2-year college
_____ will be attending 4-year college
_____ are Hispanic or Latino/a/x
_____ are American Indian or Alaska Native
_____ are Asian
_____ are Black or African American
_____ Native Hawaiian or other Pacific Islander
_____ are White
_____ are first-generation college
_____ are US citizens
_____ are non-US citizens
_____ receive free or reduced lunch
_____ receive financial aid

School setting ☐ Rural ☐ Suburban ☐ Urban

How many courses does your school offer: _____ AP _____ IB _____ Honors _____ Cambridge

If school policy limits the number a student may take in a given year, please list the maximum allowed:

_____ AP _____ IB _____ Honors _____ Cambridge

Are classes taken on a block schedule? ☐ Yes ☐ No Graduation date _____ (mm/dd/yyyy)

Is your school located outside of the United States? If you answer yes, please complete the international supplement.
☐ Yes ☐ No

If your school requires students to perform volunteer service, please describe what is required.

Class rank

How do you report class rank? ☐ Exact ☐ Decile ☐ Quintile ☐ Quartile ☐ None Student's class rank _____

How many additional students share this rank? _____ Rank weighting ☐ Weighted ☐ Unweighted

From (start date) _____ (mm/dd/yyyy) Ending (final date) _____ (mm/dd/yyyy)

GPA

Do you report GPA? If you answer no you do not need to complete the other questions in this section. ☐ Yes ☐ No Cumulative GPA _____

GPA scale _____ From (start date) _____ (mm/dd/yyyy) Ending (final date) _____ (mm/dd/yyyy)

GPA weighting ☐ Weighted ☐ Unweighted School's passing mark _____ Highest grade/GPA in class _____

Sample questions from the **School report** form

Help students link Common App with Xello

Help students get set up for the Common App school year. Review and send resources on how to link their Common App account with their Xello account. Once their accounts are linked, they can begin sending requests to their teacher recommenders and counselors.

Share the below resources with teachers and counselors so they can share with their students. Educators can share these resources in a Dashboard Resource or as an Assignment in Xello.

Resources to share with students

Student guide for Common App

The student guide includes instructions on:

- what to do in Common App before linking with Xello
- how to sign their FERPA waiver
- how to link the accounts
- how to send requests

Linking your Common App to Xello

This YouTube video includes instructions on:

- how to navigate to College Planning in Xello
- how to connect the two links
- how to recognize a Common App school in Xello

Requesting your documents for Common App

This YouTube video includes instructions on:

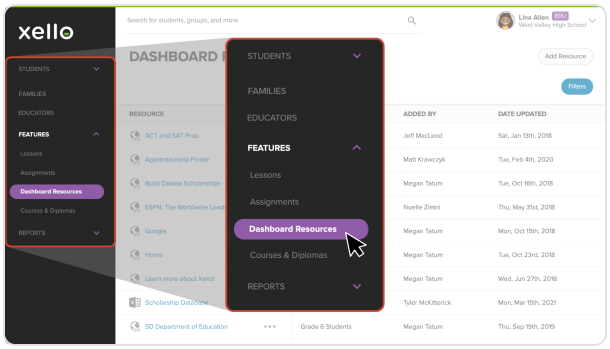
- how to recognize a Common App school in Xello
- how to assign a counselor
- how to request a teacher evaluation

Where to share resources with students

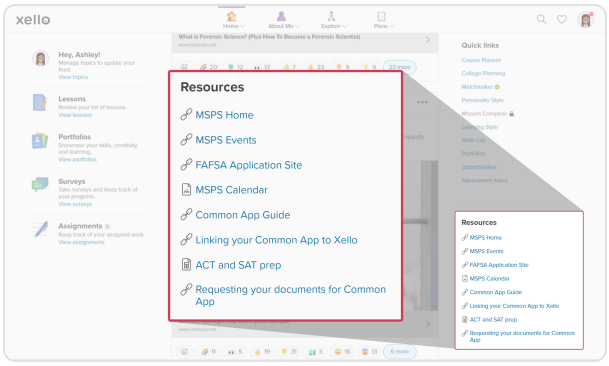
Educators can link and share the above resources with their students by adding them to a dashboard resource, assignment, or in a message.

Dashboard resources

The resources can be added from the educator account, by clicking **Features** and selecting **Dashboard Resources**. Adding the resources to the **Dashboard resource** will have each resource show directly on the student dashboard under **Resources**.



Educator account

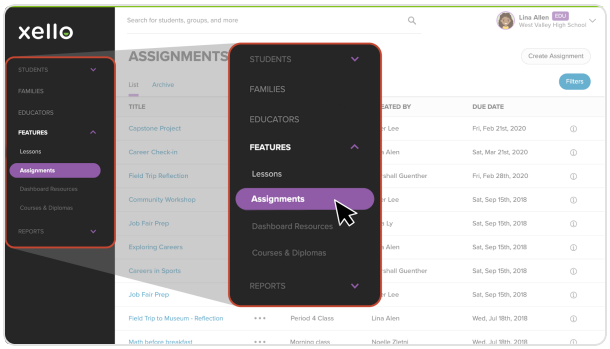


Student dashboard

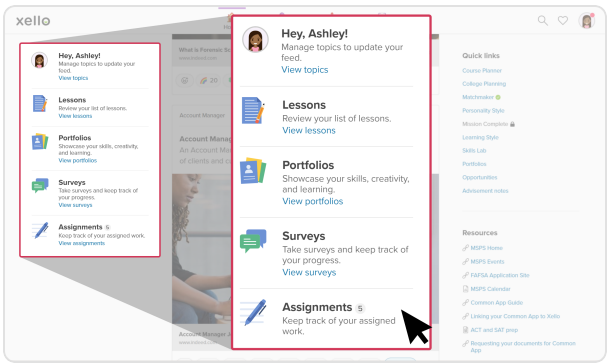
To learn more, check out the Dashboard resources section on our Support site.

Assignments

Add the student resources to an **Assignment** in Xello. By adding them to an **Assignment** you can include a description, due date, and multiple files. Access it in the educator account, by clicking **Features** and selecting **Assignments**. For students, the assignment will be on their dashboard.



Educator account

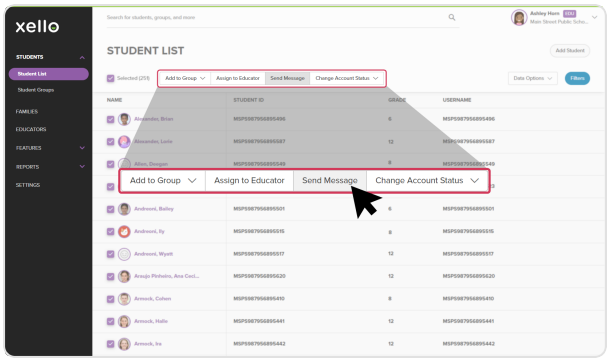


Student dashboard

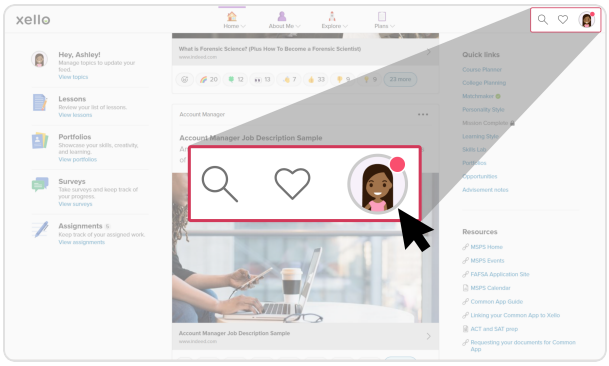
To learn more, check out the Assignments section on our Support site.

Messages

Educators can send a message to their students and include a short description plus the resources for students to view. Students will receive an email and notification in their Xello account that they have a message.



Educator account



Student dashboard

To learn more, check out Two-way messaging and How students access their messages on our Support site.

Set up educator Common App profiles

Students will send a request through Xello to an educator. For counselors, they request their Counselor Forms (including their Transcript) be sent. For teachers, they request a Teacher Evaluation (sometimes known as a recommendation letter) is completed.

Educators receive notification of their requests via email. They'll use the email to sign in to Xello, or if single sign-on (SSO) is available, they'll access Xello account as they normally would.

Once they've received their first request from a student, they'll need to set up their counselor or teacher recommender profile. They'll complete this profile one time. When they send forms for their students, this profile is included.

Share the below steps and resources with counselors and teachers so they're ready to get started once they receive their first request.

Tip: Share the common fields from the **School report** you completed earlier in Collaborate to fill out common form fields on page 13. Counselors will need to fill out common school-level information in their profile.

Counselor resources

Get your counselors set up with their Common App profile in Xello. Provide them the resources below to help them get prepared for the new school year.

Short video

Share this short video that walks them through how to first set up their profile. It can be found on Youtube: Xello's Common App integration for counselors

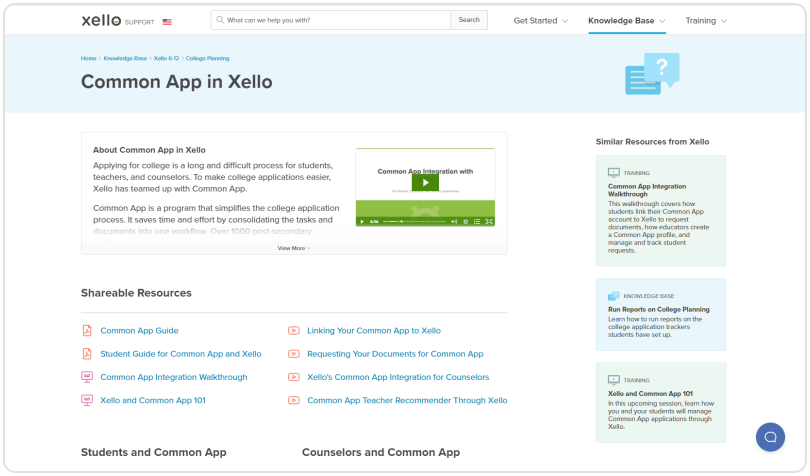
Article on the Support site

This article on Xello's Support site includes step-by-step instructions with images and additional resources so they can find more: Set up a counselor profile for Common App

Additional resources

Additional support for counselors can be found on our Xello's Support site at https://help.xello.world. Resources include:

- Common App page in Xello Support
- Manage student Common App requests
- Common App Integration walkthrough (video)
- Common App guide



Xello Support's Common App page

Teacher recommender resources

Prepare teacher recommenders by having them watch a short video or view other resources about how to create their teacher profile for Common App in Xello. Once they've created their profile, they can begin fulfilling student requests for teacher evaluations.

Short video

You can find the video about how to create a teacher profile for Common App on YouTube: Common App recommender.

Article on Support site

Send them this step-by-step article on how they create their teacher profile: Set up a teacher profile for Common App.

Recommender guide

Share this guide with teacher recommenders to help them learn how to write and send teacher evaluations on behalf of their student: Common App teacher recommender guide.

Additional resources

Additional support for teacher recommenders can be found on Xello's Support site at https: //help.xello.world. Helpful resources include:

- Complete a teacher evaluation for Common App
- Common App integration walkthrough (video)