

# Let's get started!

Sign in to Xello using the credentials you received via email or through single sign-on. Once you're in your account, here are a few simple steps to help get you started with Xello and on your way to becoming a future-ready hero!

The screenshot shows the Xello dashboard interface. On the left is a dark navigation sidebar with the Xello logo and menu items: STUDENTS, EDUCATORS, FEATURES, and REPORTS. A red circle with the number '3' points to the 'FEATURES' menu item. The main content area is titled 'DASHBOARD' and includes a search bar, a 'My Students 243' card, and an 'Add Assignments' button. Below this is a 'STUDENT USAGE' section with a line graph showing logins from Mar 17 to Mar 23. A red circle with the number '1' points to the user profile 'Sandra Smith, Grange Academy' in the top right corner. To the right of the dashboard is a 'MY DEMO STUDENT ACCOUNT' section with dropdown menus for 'Grange Academy' and 'Year 10', and buttons for 'View as Student' and 'View as Educator'. A red circle with the number '2' points to the 'View as Student' button. Below this is a 'STUDENT SIGN IN FORMAT' section with a 'Sign In' button and instructions for Username and Password. A red circle with the number '4' points to the 'STUDENT SIGN IN FORMAT' section.

## 1. Personalise your account

Click on your name in the top right corner. Then click on *Profile* in the drop down menu. This is your Educator Profile page. Give it some personality by clicking on *Change* below the default icon and uploading any picture you want—after all, this is your space!

## 2. Experience what your students experience

Head to your *Dashboard* in the left navigation. In the *My Demo Student Account* section on the right, select a year from the drop down menu. Click *View as Student*. You're now seeing exactly what your students will see in their Xello accounts.

## 3. Get inspired by exploring lessons

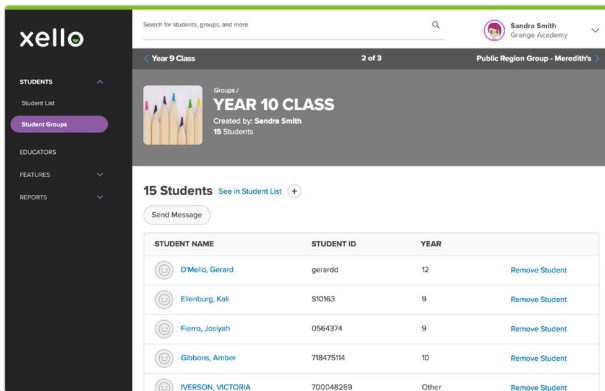
Become familiar with Xello's fully integrated lessons. Click *Features* in the left navigation, then *Lessons*. Click on each lesson title for an overview of the content. Experience a lesson yourself by going back to your *Demo Student Account*, finding the *Activities to Complete* section and clicking on *Start*.

## 4. Log your students in

Now that you've started to explore your Xello account, head back to your Dashboard and prepare to get your students logged in. You'll see your school-specific instructions in the Student Sign In Format section on the right of your screen. Have your students follow these steps and (hooray!!) they'll be signed in!

# Well done! What's Next?

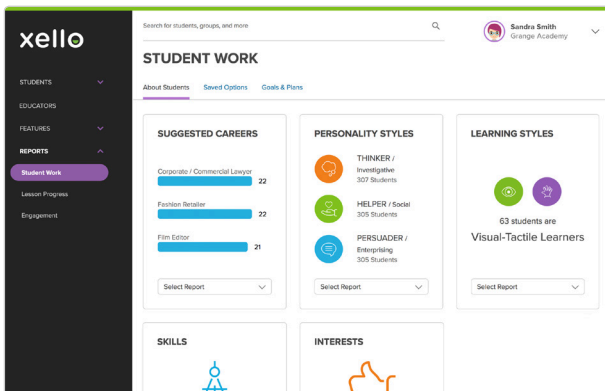
Continue to explore how to help your students become future ready with Xello!  
Once your students are in the system, here are a few super useful features you'll want to check out.



## Groups

Organise your students into groups based on class, year group, clubs or any other factor you find helpful. Use your groups to create assignments, review work and run reports.

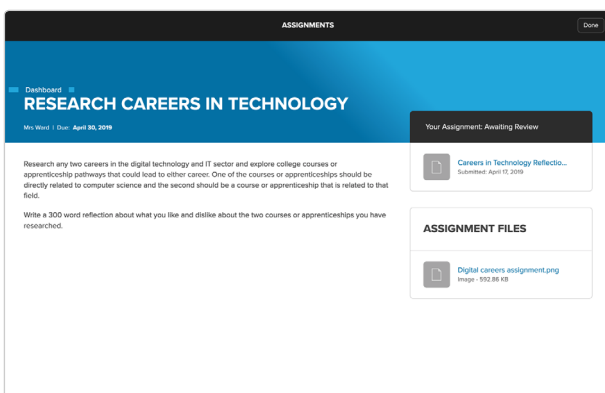
Students → Student Groups → Create Group



## Reports

Once your students start working in Xello, you can run reports to monitor usage, gain insights into their goals and interests and track progress.

Reports



## Assignments

Create additional opportunities for learning with the flexibility to upload custom content, assignments, website links and resources in one centralised place.

Students → Assignments

# Congrats! You're on your way!

Questions? We've got your back!  
Reach us at [help@cascaid.co.uk](mailto:help@cascaid.co.uk) or +44 (0) 1509 226868.

