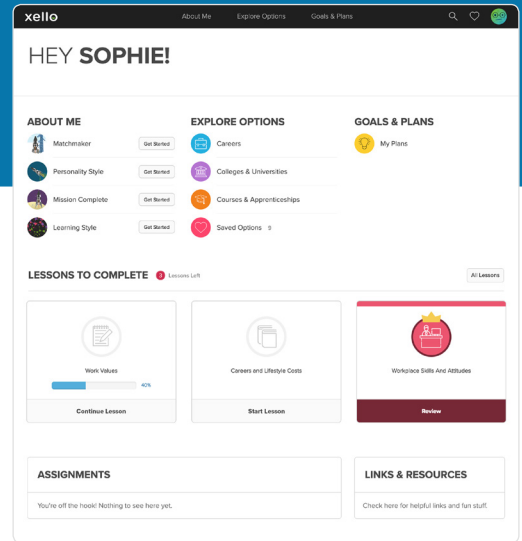


Dashboard and Orientation



Welcome!

This will guide you through the functions and features of the dashboard and orientation of your demo student account, helping you familiarise yourself with what students see and experience in Xello.

First things first — log in to your student demo account!

- 1 Begin by signing in to your educator account.
- 2 Find the **My Demo Student Account** section on the right.



TIP: Your **Demo Student Account** is a mock account where you can freely explore the student side of Xello.

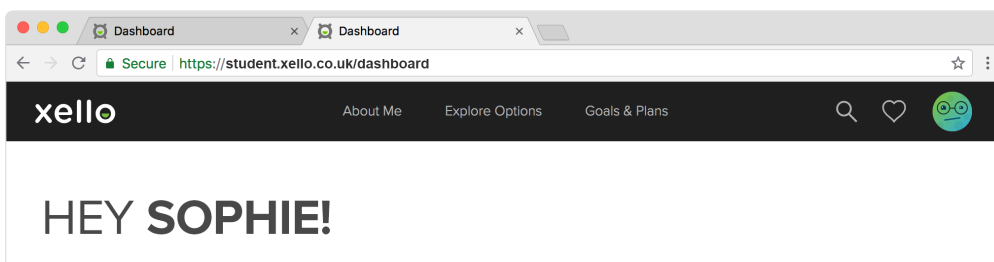
Play around and complete activities and lessons to see how it reflects on your educator account. Others can't access or see your **Demo Student Account**.

MY DEMO STUDENT ACCOUNT

Year 10

- 3 Select a year group from the dropdown menu and click View as Student to begin the fun!

Your student demo account opens in a new tab!

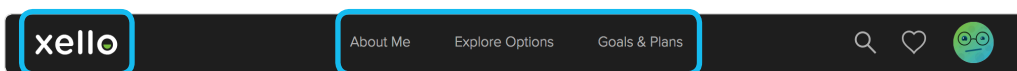


Student Dashboard

At this point, you're in the shoes of your students - let's get started!

The first page you've landed on is the **Dashboard** - consider this a homebase where you can easily navigate the main areas of Xello and view how information is managed. You can always access this page again by clicking on the **Xello logo** in the top left corner.

The first section of your dashboard includes three links: **About Me**, **Explore Options**, and **Goals & Plans**. These three portals can also be accessed from the top menu of any page.




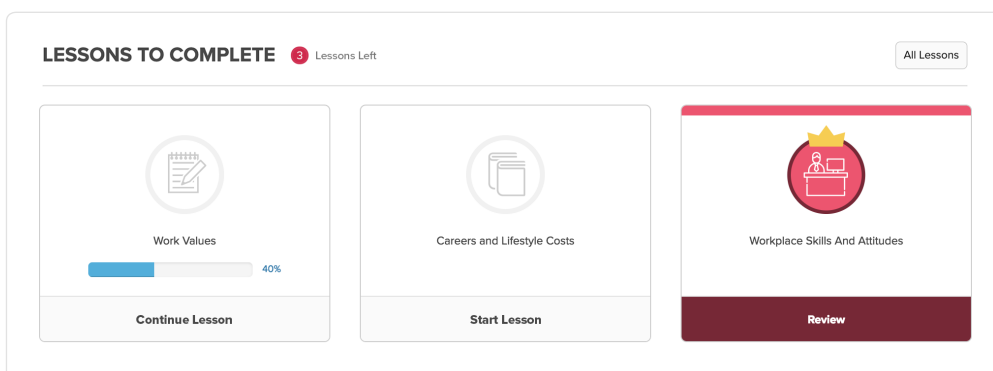
Use these portals to guide yourself as a student through a journey of self-discovery, exploration, and goal-setting.

Interactive Lessons in Xello

Down the page you'll find **Lessons to Complete**. Here you can access Xello's interactive lessons to understand and expand future-readiness skills. Some of the lesson topics include decision making, work values, financial literacy, entrepreneurial skills, job interviews, and so much more.

- 1 Click on **All Lessons** to see the full list of lessons for your selected year, and any of the earlier years.
- 2 To return to the **Dashboard**, click the **Done** button in the top right corner.

 **TIP:** As an educator, you can view further details on each lesson and in each grade from your Educator Tools. Find out how by visiting the **Lessons** page at help.xello.co.uk



Student Work

Below the **Lessons** is the **Assignments** section where schoolwork posted by educators will show. If an assignment has been uploaded, you will see educator instructions, be able to download files, and once it's complete, submit your assignments by uploading your work — all within Xello.

The **Links & Resources** area is where you'll find external supporting materials. Don't worry if there's nothing in this space now—as your school or college expands its use of Xello, this section will grow over time with additional tools.



TIP: As an educator, you will upload assignments for your students from the educator side of Xello. Find out how by visiting the **Assignments** guide under Students at help.xello.co.uk



Checklist:

- Sign in to your **Demo Student Account**
- Locate the **About Me, Explore Options, and Goals & Plans** links
- Look at the available lessons and return to the **Dashboard**

Next Steps

Now that you've learned how to navigate the student side of Xello, you can start the journey of self-discovery by taking the **Matchmaker** assessment designed to match careers to your interests. See the *Assessments and About Me* guide for more information.