

xello

Meeting the Requirements of HSBP with Xello

A Framework

SY 2020-21





Using Student Engagement to Fuel Completion of HSBP Requirements

Ensuring your students meet the standards for Washington's High School and Beyond Plan (HSBP) is critical. Not only is HSBP a graduation requirement, it's also vital in helping students prepare for success beyond high school. By helping students better understand themselves, their future options, and the plans needed to achieve their goals they're able to see the value of their education -- motivating them to reach their full academic potential.

But how can you make sure that every student, regardless of background, ability, or pathway, is genuinely engaged in building the skills, knowledge, and plans to meet HSBP requirements?

Introducing Xello. Xello is an award-winning online program that redefines how K-12 students prepare for future success. This student-centered software supports all ages, abilities, and pathways. Scientifically backed and designed with input from educators, Xello helps students build self-knowledge, explore college and career options, create plans, and develop the essential skills for success beyond high school. The program enables students to take a real look at themselves and connect the dots between who they are, how they learn, and their long-term goals. With easy to use, integrated planning tools they turn those goals into actionable plans for the future. That could mean applying to college, entering the military, pursuing a trade, or choosing another pathway aligned to their unique interests, skills, and aptitudes.

When students can see how much possibility is out there, and that they have a hand in their own destiny -- that's when the switch flips. Their views on school, learning, and their own potential change. That leads to better attendance, test scores, and authentic engagement in HSBP activities. District achievement since adopting Xello speaks for itself.

- A **300% increase** in engagement in college and career planning*
- Students spending up to **24 minutes per session** in the program**
- **14X more usage** than the average education software program on the market***

With Xello, you can be confident students will be excited and engaged at every step. That means less time spent tracking completion rates, following up on missed requirements, and selling students on why this work is important. Instead, you'll have more informed conversations with students about their futures, and peace of mind that they've built the skills and knowledge for long-term success.



The Student-Friendly Way to Achieve HSBP Requirements

In this guide we'll show you how Xello engages students in meeting the HSBP requirements -- ensuring they build the self-awareness, plans, and knowledge needed to succeed.

Specifically, you'll see how Xello's grade-specific curriculum, activities, and experiences:

- Help students **identify career and education goals** aligned to their unique interests, skills, and abilities.
- Enable students to easily build **four-year plans that satisfy state graduation requirements** -- including support of CTE programs and multiple graduation pathways.
- Empower students to make informed decisions about their post-secondary education, with **information about FAFSA, scholarships, and other financial aid sources**.
- Allow students to track and log information about their interests, activities, and skills, culminating in a **rich personal profile and resume that showcases their experience**.
- **Involve parents and guardians** in their child's planning experience to ensure consistency and full community alignment.
- Support educators with **accurate tracking, easy to read reports, and alerts for students off-track** towards meeting requirements.



Xello is a full K-12 program, with age and grade specific activities and curriculum. Districts are able to customize their processes to achieve age and grade specific goals of the HSBP.

Middle School:

Xello enables counselors, teachers, and advisors to introduce students to the HSBP requirements as early as 7th grade. Work done in middle-school can be updated, revised, and enhanced in subsequent grades as student experiences and interests evolve -- **creating a portfolio that grows and builds as students advance**. All work is tracked within Xello, providing staff with easily accessible dashboards and reports to prove HSBP compliance.

7th - 8th Grade		
State Board of Education Guidelines	HSBP Element	Xello Capabilities
Start the plan by the end of 8th grade, with a career interest and skills inventory to help inform high school course-taking	Identification of career goals & completion of career interest and skills inventory	<p>ASSESSMENTS</p> <p>Xello offers multiple career and skills inventories to help students better understand themselves, and their career aspirations</p> <ul style="list-style-type: none">● Career Matchmaker: a 39 question career interest inventory to discover interests, aligned career options, and match strength.● Personality Style: based on the Holland Code, a 28 question assessment to understand how personality style aligns to careers.● Mission Complete: a final 49 question assessment to further solidify career match strength.● Learning Style: a survey to understand the best approach for learning, whether it be auditory, tactile, visual, or a combination. <p>SKILLS AND INTERESTS</p> <p>Students add new skills and interests to their profile from a list of categorized options, with the ability to add their own.</p>

CAREER CLUSTERS

From their About Me profile screen, students can explore the 16 **career clusters**. They read about the concept of career clusters and get information about the skills, interests, and types of jobs aligned to each cluster. They can click and save favorite clusters.

CAREERS PROFILES

Students better understand careers by reviewing profiles with original photography, accessible content, and current labor market data. The database can be sorted based on match strength, filtered by key attributes, or searched using the embedded search bar.

SAVED CAREER OPTIONS

Students review their saved options easily by accessing them directly from their Dashboard that appears at login.

MY PLANS

Students add saved careers to begin building their long-term plans. An open-text field encourages reflection and expansion on how they'll get there.

CUSTOM LESSON

Create a custom lesson to deepen exploration into CTE Pathways and Programs of Study. Design activities to help students reflect on a program of study, research a career cluster, or map their CTE pathway.

LINKS & RESOURCES

Upload Programs of Study and Career Cluster, and Career Pathway information from the [OSPI website](#) to enrich student learning. Information is readily accessible from the student Dashboard.

LESSONS **see Appendix for lesson descriptions.*

Grade specific lessons offer turn-key curriculum and a built-in sequence to guide students through using the program, ensuring they complete key activities. Lessons topics for middle-school include:

- Interests
- Explore Career Matches
- School Subjects at Work
- Defining Success
- Discover Learning Pathways
- Skills
- Transition to High School
- Personality Styles

**see Appendix for lesson descriptions.*



	<p>Identification of educational goals</p>	<p>SCHOOLS & MAJOR PROFILES Students explore the post-secondary education required to achieve career goals. They can search, filter, and save options of interest. Includes in-state and out of state schools, 2-year and 4-year colleges, military options, and trades.</p> <p>SAVED SCHOOL OPTIONS Students review their saved school and major options easily by accessing them directly from their Dashboard that appears at login.</p> <p>MY PLANS Students add schools and majors to their long-term plans. An open-text field encourages reflection and expansion on the steps they'll take to achieve their post-secondary education goals.</p>
<p>Delivery of College Bound Scholarship information</p>	<p>Evidence that the student has received information on federal and state financial aid programs that help pay for postsecondary programs</p>	<p>LINKS & RESOURCES Students access information about the College Bound Scholarship and FAFSA from the Dashboard. Educators upload relevant documents in Links & Resources for students to review and easily access.</p> <p>CUSTOM LESSON Create a custom lesson to ensure students read and understand the details about the College Bound Scholarship and FAFSA. Provide instructions, examples, and a deadline for the work to track and measure that students have reviewed and reflected on this information.</p>
<p>Build 9th grade course plan based on HSBP informed choices</p>	<p>A four-year course plan with an individualized personalized pathway that fulfills graduation requirements and aligns to career and education goals</p>	<p>COURSE PLANNING 8th grade students choose courses for the upcoming school-year based on the pre-loaded local coursebook. Working backwards from their post-secondary goals, they build plans aligned to aspirations and graduation requirements. Includes support for CTE options, multiple graduation pathways, Personalized Pathways, and specialized diplomas.</p>
<p>Begin involving parents and guardians in the process of developing and updating the high school and beyond plan.</p>		<p>PARENT ACCESS Students share their profile with parents using a read-only link. Parents see student work, career goals, assessment results, and plans without needing to memorize a login or password.</p>



		<p>MULTI-LANGUAGE Xello is professionally translated into Spanish, and compatible with the Google Translate plug-in for other languages, allowing students to easily communicate and share plans with non-English speaking parents.</p> <p>PARENT SIGNATURES Mass save and print student four-year plans for parent review and signature to ensure they're involved in the course planning process.</p> <p>PARENT PORTAL → COMING SOON! During the 2020/21 school-year, Xello will be releasing a Parent Portal, allowing for increased parental involvement and collaboration on student plans.</p>
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High School:

Building on the introductory work done in 7th & 8th grade, Xello enables high-school students to **update and enhance their established plans** based on evolving interests and experiences. All work is tracked within Xello, providing school and district staff with easily accessible dashboards and reports to prove HSBP compliance.

9th - 12th Grade		
State Board of Education Guidelines	HSBP Element	Xello Capabilities
<p>Update the plan periodically, at minimum to address:</p> <ul style="list-style-type: none"> • A student’s changing interests, goals, and needs, including identifying the graduation pathway option or options the student will pursue. • High school assessment results informing course-taking in junior and senior year • Interventions, academic supports, and courses that will enable the student to graduate high school. 	<p>Identification of career goals & completion of career interest and skills inventory</p>	<p>ASSESSMENTS Every year, students can retake assessments, or update individual answers in the ones completed in previous years based on changing interests, skills, and abilities. In addition to the Career Matchmaker, Personality Style, and Learning Style assessments, in 9th grade students can also enhance their matches with a skills assessment.</p> <ul style="list-style-type: none"> • Skills Lab: students complete a 35 question skills assessment survey to see how their preferences for using specific skills match with careers. <p>SKILLS AND INTERESTS Students add new skills and interests to their profile.</p> <p>CAREERS PROFILES Students continue to explore career options, save new careers of interest, and refine their saved options.</p> <p>SAVED OPTIONS Students review their updated saved options easily by accessing them directly from their Dashboard that appears at login.</p> <p>LINKS & RESOURCES Upload Programs of Study and Career Cluster, and Career Pathway information from the OSPI website to enrich student learning. Information is readily accessible from the student Dashboard.</p>

		<p>MY PLANS Students update their plans based on newly saved options and evolving career aspirations.</p> <p>LESSONS Grade specific lessons deepen student engagement in planning and goal setting. Interactive activities connect who they are to careers, help them further refine their choices, and teach the SEL competencies for success. High-school lesson topics include:</p> <ul style="list-style-type: none"> ● Exploring Career Factors ● Getting Experience ● Study Skills and Habits ● Careers and Lifestyle Costs ● Program Prospects ● Work Values ● Workplace Skills & Attitudes ● Career Demand ● Choosing a College ● Work/Life Balance ● Career Path Choices ● Defining Success ● Job Interviews <p><i>*see Appendix for lesson descriptions</i></p>
	<p>Identification of education goals</p>	<p>SCHOOL & MAJOR PROFILES As student plans evolve, they can update their list of saved schools and majors. As they get closer to choosing a college, they can review campus details, admission criteria, and costs to make an informed decision. Xello's database includes 2 and 4-year colleges, in and out of state schools, and multiple degree and certificate programs.</p> <p>SAVED OPTIONS Students review updated post-secondary educational options by accessing them directly from their Dashboard that appears at login.</p> <p>MY PLANS Students update their plans based on newly saved school and major options and evolving post-secondary educational aspirations.</p> <p>LOCAL SCHOLARSHIPS Students search from a local database of scholarships managed by your schools or district. They learn about scholarship options, can make applications, and track progress.</p>



	<p>KNOWLEDGE HUB Contains critical information to educate students about paying for college. Includes information about FAFSA, scholarships, loans, work-study, and grants. Students learn to start early, track deadlines, and how to prepare high-quality recommendation letters and application essays.</p> <p>LINKS & RESOURCES Educators can share additional national scholarship and state-specific financial aid options (i.e. WAFSA) by uploading links and files to the Links & Resources section. Links and resources can be tailored by grade and/or student groups. They appear on the student Dashboard for easy access and maximum exposure.</p> <p>COLLEGE APPLICATIONS Students can prepare and track college applications for schools of interest from directly within Xello. Xello's college application tools include:</p> <ul style="list-style-type: none">● Application deadlines & key dates● Ability to request transcripts● Ability to request letters of recommendation● Integration with CommonApp
Record high-school assessment results and facilitate transcript review	<p>CUSTOM LESSON Provide students with a custom lesson to record and upload their StateAssessment results -- including their SBA scores, storing this information in a single spot. Custom lessons can also be used to capture student reflections on transcript progress in preparation for counselor meetings.</p>
A four-year course plan with an individualized personalized pathway that fulfills graduation requirements and aligns to career and education goals	<p>COURSE PLANNING Each year, students update their four-year plans and course plans for the upcoming year based on their evolving post high-school career and educational goals. Pre-loaded guidelines, built-in controls, and school-specific course masters ensure students:</p> <ul style="list-style-type: none">● Build plans with the required 24 credits for graduation● Meet Personalized Pathway requirements for graduation● Identify and choose CTE programs of study



		<p>COURSE PLANNING TRACKING & REPORTS Educators get error free reporting on student course plans, embedded alerts to prompt intervention, and accurate tracking for multiple pathways.</p>
	Resume or activity log completed by 12th grade	<p>EXPERIENCES TIMELINE Students record work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences.</p> <p>CUSTOM LESSONS Educators have the ability to create a custom lesson requiring students to transform what's entered in their Experiences Timeline into a resume. They can include examples, specific instructions, and a due date to teach students the definition of a good resume, and ensure they build and upload their own by the end of 12th grade.</p> <p>RESUME BUILDER -- COMING SOON! For the 2020/21 school-year, Xello will be adding a built-in resume builder. Students will be guided through resume creation, ensuring they include important components such as:</p> <ul style="list-style-type: none">● Contact Information● Objective● Skills & Strengths● Experience



Tracking & Reporting

Xello enables counselors, teachers and district administration staff to track and monitor student progress towards HSBP requirements at the student, grade, school, and district level. Reports can be easily read and understood, filtered by specific criteria, and exported as CSV or Excel files for further analysis.

Graduation & Four-Year Plan Reports

- View & export student course plans
- Submission summary
- Student count by diploma
- Student count by specialization
- Graduation plan completion
- Critical alerts
- Specialization completion

Student Engagement & Work Reports

- Logins by day or month
- Logins by student
- Overall career matches
- Career Matchmaker
- Skills Lab
- Personality Styles
- Learning Style
- Saved skills & interests
- Saved careers
- Saved schools
- Saved majors
- Plan completion
- College application tracking
- Scholarship application tracking

Assignment & Lesson Tracking Reports

- Assignment progress
- Lesson completion by grade
- Lesson completion by lesson topic



Appendix

The following provides descriptions for each of Xello's lessons.
Lessons are designed to guide students through the program.
Their sequence can be tailored based on each district's HSBP curriculum

Lessons / Glossary

Interests

(Recommended Grade 7)

Students reflect on some of the interests they have saved in Xello, explore the link between interests and various careers, and investigate how their interests match up with a career they like.

Decision Making

(Recommended Grade 7)

Students understand the importance of making informed, responsible decisions when faced with important choices. They learn about the importance of considering the consequences of potential decisions, explore the difference between gut and logic decisions, and reflect on an important decision they've made.

School Subjects at Work

(Recommended Grade 7)

Students relate school subjects to various tasks, reflect on their favorite school subject, and explore ways to use their favorite school subject in a career that interests them.

Time Management

(Recommended Grade 7)

Students explain why time management is important in school and on the job, create a time budget to assess how they currently manage their time, and explore ways to improve their time management skills.

Discover Learning Pathways

(Recommended Grade 7/8)

Students investigate their postsecondary pathway options, explore the postsecondary pathways to various careers, and evaluate the pathways they could take to a career that interests them.

Explore Learning Styles

(Recommended Grade 7/8)

After completing the Learning Styles Quiz, students investigate visual, auditory, and tactile learning styles, and explore how understanding their own learning style can help them in school and on the job.

Jobs and Employers

(Recommended Grade 7/8)

Students explore ways to find employment (e.g. job boards, networking, etc.), reflect on the advantages and disadvantages to various work search strategies, and research potential employers in their community.

Biases and Career Choices

(Recommended Grade 7/8)

Students identify biases of gender, ethnicity, ability, and class in the workplace and explore how biases can influence career choices.

Explore Career Matches

(Recommended Grade 8)

After completing the first part of the career-match assessment, students investigate central, secondary, and other aspects of the career match assessment, and how they relate to careers, reflect on their results, and explore the aspects for a career that interests them.

Self-Advocacy

(Recommended Grade 8)

Students understand the concept of self-advocacy, identify situations where they may need to advocate for themselves or issues they may want to advocate for, identify skills and behaviors required to effectively advocate for themselves, such as leadership, confidence, and communication, and explore ways they can advocate for themselves in school, the community, at home, and in a career.

Transition to High School

(Recommended Grade 8)

Students explore ways to make their transition to high school easier and more successful. They identify questions and concerns they have about entering high school; explore clubs, activities, and other resources to help handle transition to high school; and develop other strategies to deal with transitions.

Skills

(Recommended Grade 8)

Students explore the skills required to perform a various activities, as well as the link between their skills and career goals.

Exploring Career Factors

(Recommended Grade 9)

Students further explore the Investigate important factors: work/life balance, money, making a difference, education, interests, growth; assess which of these 6 core factors are important to them when making a career decision, and why; and prioritize the 6 core factors that influence their career decisions.

Getting Experience

(Recommended Grade 9)

Students explore different ways they can get work experience now. They identify several ways to get experience while still in school: community service/volunteerism, co-op programs, part-time job, internships, etc. and assess which type of experience is best suited for their career interests and goals.

Personality Styles

(Recommended Grade 9)

After completing the second part of the career match assessment, students investigate personality styles, and explore how their own personality style can help them at home, school, work, and other areas of their life.

Study Skills and Habits

(Recommended Grade 9)

Students identify skills, habits, and behaviors they need to learn successfully in high school, explore potential obstacles to success in their schoolwork (such as lack of motivation, distractions, and lapses in self-confidence), and plan how to develop positive study habits and behaviors.

Careers and Lifestyle Costs

(Recommended Grade 10)

Students identify some of their most important lifestyle goals and assess whether or not they can achieve their lifestyle goals in a career that interests them.

Program Prospects

(Recommended Grade 10)

Students distinguish between different types of postsecondary programs, such as apprenticeships and degree programs, explore career options related to different types of programs, and evaluate their program options in terms of their strengths, academic interests, and career interests.

Workplace Skills and Attitudes

(Recommended Grade 10)

Students explore skills and behaviors that employers look for, such as time management (plan/organize work), dependability, good attitude, communication skills, problem solving, etc. Students explain why these skills and behaviors are important to various careers, and how they manifest on the job, assess their own employability skills.

Work Values

(Recommended Grade 10)

Students explore their own work values, and investigate careers that they may find satisfying based on their values.

Career Demand

(Recommended Grade 11)

Students learn about job projections and outlook, analyze factors that impact job demand, such as changes in technology, demographics, business practices or production methods, consumer preferences, and workplace restructuring, and explore how their career plans may be shaped by demand for a career that interests them.

Choosing a College

(Recommended Grade 11)

Students identify which factors are important to them in a potential postsecondary school, and investigate how a college or university stacks up to their priorities.

Entrepreneurial Skills

(Recommended Grade 11)

Students identify the skills and characteristics that make entrepreneurs successful, investigate paths to becoming an entrepreneur (e.g. starting your own business, buying a franchise, etc.). Students explore the benefits and challenges of becoming an entrepreneur and investigate ways to apply entrepreneurial skills within a career that interests them (develop entrepreneurial opportunities for themselves with any career).

Work/Life Balance

(Recommended Grade 11)

Students assess how their current work (school) demands affect family life, free time, etc., identify the work demands of a career of interest, and explore strategies for maintaining a healthy life-work balance now and in the future.

Career Backup Plans

(Recommended Grade 12)

Students understand the importance of career backup plans, and explore potential backup careers for themselves.

Career Path Choices

(Recommended Grade 12)

Students understand that career development is a process of constant change, that flexibility and adaptability can help them continually explore their career options, and the importance of re-evaluating their interests, skills, etc. in order to identify the need or desire for a career change.

Defining Success

(Recommended Grade 12)

Students explore what success means to them in various aspects of life, including their personal life, school, and career, and explore ways they can make a difference and achieve success in a career that interests them.

Job Interviews

(Recommended Grade 12)

Students explore ways to prepare for a job interview, describe their own abilities and qualifications in the context of an interview, investigate job interview questions in the context of a career that interests them, and explore appropriate post-interview behaviours and actions.