

# Georgia Top State for Talent Act scope and sequence

This guide shows you how to set up tasks in [Completion Standards](#) including Xello's [Lessons](#) to ensure your students meet the requirements of Georgia's Top State for Talent Act.

Scope your Xello **Completion Standards** tasks to align with the [Top State for Talent Act requirements](#). Each Top State for Talent Act requirement corresponds to a task in Xello's **Completion Standards**. Tasks are either out-of-the-box or custom, created specifically to address the requirements of the Top State for Talent Act. We have provided examples, but you should feel free to adapt those to suit your district's needs and goals.

Custom tasks, identified with an asterisk (\*), are described in the [Custom tasks guide](#). For more information about Xello tasks check out [List of tasks in Xello 6-12](#) on Xello Support.



**NOTE:** Grade recommendations have been identified by the Xello team and may be adjusted as needed.

## Middle School

Recommended grade	Career advisement process	Xello task
6th grade	6th graders will create an electronic career profile.	<a href="#">Account</a> Every student will have an account in Xello
	6th graders complete one career interest inventory and save the results in their career profile.	<a href="#">About Me</a> Matchmaker quiz
7th grade	7th graders will complete at least one additional career interest inventory and save the results in their electronic career profile.	<a href="#">About Me</a> Personality Style quiz <a href="#">Xello lesson</a> Personality styles
	7th graders will explore at least three (3) Career Clusters based on their career inventory results and save the results and career statements in their electronic career profile.	<a href="#">About Me</a> Set 3 favorite clusters

8th grade	8th graders will complete a career aptitude inventory.	<div>Xello lesson</div> Skills
	8th graders will receive notification of the Georgia Dual Enrollment program information by the time of their Individual College and Career Plan development (flyers, website, e-blast, etc.).	<div>Custom activity</div> <a href="#">8th grade Georgia dual enrollment information review*</a>
	8th graders will use their career interest and career aptitude inventory results to complete an Individual College and Career Plan and to guide registration for 9th grade courses as approved by their parent or guardian.	<div>Goals &amp; Plans</div> 4-year course plan <div>Goals &amp; Plans</div> Parent/guardian 4-year course plan approval <div>Goals &amp; Plans</div> Educator course plan approval

## High School

Recommended grade	Career advisement process	Xello task
9th grade	9th graders will create and use a GAFutures account which will include the use of Georgia MATCH at <a href="#">GAFutures.org</a> .	<div>Custom activity</div> <a href="#">GAFutures and Georgia MATCH*</a>
	9th graders will explore at least three (3) Careers / Occupations and save the results in their electronic career profile.	<div>Xello lesson</div> Exploring career factors
	9th graders will annually review and revise, if necessary, their Individual College and Career Plan.	<div>Goals &amp; Plans</div> 4-year course plan <div>Goals &amp; Plans</div> Parent/guardian 4-year course plan approval <div>Goals &amp; Plans</div> Educator course plan approval <div>Custom activity</div> <a href="#">9th grade Georgia dual enrollment information review*</a>

10th grade	10th graders will complete a career interest and aptitude inventory.	<p>About Me</p> <p>Matchmaker quiz</p> <p>About Me</p> <p>Mission Complete quiz</p> <p>Xello lesson</p> <p>Work values</p> <p>Xello lesson</p> <p>Careers and lifestyle costs</p>
	10th graders will annually review and revise, if necessary, their Individual College and Career Plan.	<p>Goals &amp; Plans</p> <p>4-year course plan</p> <p>Goals &amp; Plans</p> <p>Parent/guardian 4-year course plan approval</p> <p>Goals &amp; Plans</p> <p>Educator course plan approval</p>
	10th graders will receive notification of the Georgia Dual Enrollment program information by February 1 each year (flyers, website, e-blast, etc.).	<p>Custom activity</p> <p><a href="#">10th grade Georgia dual enrollment information review*</a></p>
11th grade	11th graders will save three possible choices of postsecondary options in their career profile.	<p>Xello lesson</p> <p>Career demand</p> <p>Xello lesson</p> <p>Entrepreneurial skills</p> <p>Xello lesson</p> <p>Program prospects</p> <p>Xello lesson</p> <p>Choosing a college</p>
	11th graders will annually review and revise, if necessary, their Individual College and Career Plan.	<p>Goals &amp; Plans</p> <p>4-year course plan</p> <p>Goals &amp; Plans</p> <p>Parent/guardian 4-year course plan approval</p> <p>Goals &amp; Plans</p> <p>Educator course plan approval</p>
	11th graders will research at least one additional state or local workforce development initiative, such as “High Demand Careers Initiative,” “HOPE Career Grant,” “Specialized Training Centers” or any other Georgia workforce and education initiative.	<p>Custom lesson</p> <p><a href="#">Research a state or local workforce initiative*</a></p>

	11th graders will document at least one work experience connecting skills used to state and local workforce needs and high-demand occupations.	About Me Add 1 work experience
	11th graders will receive notification of the Georgia Dual Enrollment program information by February 1 each year (flyers, website, e-blast, etc.).	Custom activity <a href="#">11th grade Georgia dual enrollment information review*</a>
12th grade	12th graders will complete “Next Step” information as saved to their electronic career portfolio: 4-year institution, 2-year institution, apprenticeship, military, technical college, special purpose (vocational) school or workforce.	Custom lesson <a href="#">Complete your "Next Step" information*</a>



If time allows, encourage students to complete additional [Xello Lessons](#) to learn important skills, reassess their options, and gain knowledge to best prepare for a successful future. Assign these lessons as optional so students can access them.

## Custom tasks guide

The recommended Top State for Talent Act **Completion Standards** configuration includes some [custom tasks](#). These tasks allow you to cover topics that aren’t included in Xello’s embedded curriculum. Custom tasks allow you to provide student instructions and identify submission methods, which will be automatically validated in **Completion Standards** reports for tracking. Feel free to modify these recommended custom tasks to best suit your needs and students. Copy and paste the instructions provided or create your own. Your configuration might not include each type of custom task. Custom tasks can include:

- **Custom lesson:** Custom lessons guide students to build upon a task in Xello, like updating their resume with new information. Custom lessons can include prerequisites. This ensures that students complete specific tasks in Xello before starting it.
- **Custom activity:** Custom activities guide students to track actions that might be done outside of Xello, like creating a cover letter or a personal profile for an application. Custom activities cannot include prerequisites.
- **Portfolio project:** Portfolios are organized digital collections of work. Students can highlight the self-exploration and planning they’ve done in Xello and add their own artifacts, like photos, videos, and journal entries. A Portfolio project custom task can include talent, interests, and career portfolios.
- **Advisement meetings (Coming soon!):** These are meetings between students and educators on topics like postsecondary planning and academic success. Records can be shared with other educators, students, and/or parents/guardians. You can configure the number of meetings students need to have in specific categories.

## Custom activity: 8th grade Georgia dual enrollment information review

**Assign to grade(s):** 8

### Options

Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

### Title:

8th grade Georgia dual enrollment information review

### Description:

Students will confirm that they've received key information about the Georgia Dual Enrollment program to help them develop their Individual College and Career Plan

### Instructions:

As you develop your Individual College and Career Plan, it's important to understand all of your options for high school and beyond. This task confirms that you've received key information about the Georgia Dual Enrollment program to help you with your research and planning.

Review the Georgia Dual Enrollment program information that was provided to you by your school. This information is designed to help you plan your high school courses and future career goals. Let your teacher know if you have any questions about dual enrollment once you've reviewed the information and conducted your own research.

Remember to mark this task as complete to let your teacher know that you've received and reviewed the information.

### To complete this task, students must:

Mark as complete

### Require educational approval?

Yes

## Custom activity: GAFutures and Georgia MATCH

Assign to grade(s): 9

### Options

Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

### Title:

GAFutures and Georgia MATCH

### Description:

Students will create and use a GAFutures account which will include the use of Georgia MATCH at [GAFutures.org](https://gafutures.org).

### Instructions:

As you explore careers and interests in Xello, you're building a plan for your future. An important next step is to create your account on [GAFutures.org](https://gafutures.org). GAFutures is an online hub supporting students across Georgia with additional college and career tools. By creating an account, you'll be able to apply for scholarships, use the Georgia MATCH tool to see which colleges are a good fit for you, and more.

1. Watch this video about [Georgia MATCH](#) from GAFutures to learn how it can help you with your college planning.
2. From [GAFutures.org](https://gafutures.org), create your free student account.
3. Once signed in, find the Georgia MATCH tool. Take a few minutes to explore the tool. Keep this information in mind as you continue to explore careers and your after high school options in Xello.
4. When you have finished creating your account and exploring the Georgia MATCH tool, mark this task as complete.

### To complete this task, students must:

Mark as complete

### Require educational approval?

Yes

## Custom activity: 9th grade Georgia dual enrollment information review

**Assign to grade(s):** 9

### Options

Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

### Title:

9th grade Georgia dual enrollment information review

### Description:

Students will confirm that they've received key information about the Georgia Dual Enrollment program to help them develop their Individual College and Career Plan

### Instructions:

As you develop your Individual College and Career Plan, it's important to understand all of your options for high school and beyond. This task confirms that you've received key information about the Georgia Dual Enrollment program to help you with your research and planning.

Review the Georgia Dual Enrollment program information that was provided to you by your school. This information is designed to help you plan your high school courses and future career goals. Let your teacher know if you have any questions about dual enrollment once you've reviewed the information and conducted your own research.

Remember to mark this task as complete to let your teacher know that you've received and reviewed the information.

### To complete this task, students must:

Mark as complete

### Require educational approval?

Yes

## Custom activity: 10th grade Georgia dual enrollment information review

**Assign to grade(s):** 10

Options	
Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

**Title:**

10th grade Georgia dual enrollment information review

**Description:**

Students will confirm that they've received key information about the Georgia Dual Enrollment program to help them develop their Individual College and Career Plan

**Instructions:**

As you develop your Individual College and Career Plan, it's important to understand all of your options for high school and beyond. This task confirms that you've received key information about the Georgia Dual Enrollment program to help you with your research and planning.

Review the Georgia Dual Enrollment program information that was provided to you by your school. This information is designed to help you plan your high school courses and future career goals. Let your teacher know if you have any questions about dual enrollment once you've reviewed the information and conducted your own research.

Remember to mark this task as complete to let your teacher know that you've received and reviewed the information.

**To complete this task, students must:**

Mark as complete

**Require educational approval?**

Yes



## Custom activity: 11th grade Georgia dual enrollment information review

**Assign to grade(s):** 11

Options	
Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

**Title:**

11th grade Georgia dual enrollment information review

**Description:**

Students will confirm that they've received key information about the Georgia Dual Enrollment program to help them develop their Individual College and Career Plan

**Instructions:**

As you develop your Individual College and Career Plan, it's important to understand all of your options for high school and beyond. This task confirms that you've received key information about the Georgia Dual Enrollment program to help you with your research and planning.

Review the Georgia Dual Enrollment program information that was provided to you by your school. This information is designed to help you plan your high school courses and future career goals. Let your teacher know if you have any questions about dual enrollment once you've reviewed the information and conducted your own research.

Remember to mark this task as complete to let your teacher know that you've received and reviewed the information.

**To complete this task, students must:**

Mark as complete

**Require educational approval?**

Yes

## Custom lesson: Research a state or local workforce initiative

Assign to grade(s): 11

### Options

Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

### Title:

Research a state or local workforce initiative

### Description:

Students will research at least one state or local workforce development initiative.

### Instructions:

As you refine your Individual College and Career Plan, it's important to understand the high-demand careers and workforce initiatives in Georgia. By researching these programs, you can identify career paths with strong job growth and discover financial aid and training opportunities that can help you achieve your goals.

- Choose one of the following state or local workforce initiatives or programs to research:
  - High-demand career list:** Explore Georgia's official list of high-demand careers and the industries they are a part of.
  - HOPE career grant:** Research this grant to understand which technical college programs in high-demand fields are eligible for tuition assistance.
  - Specialized training centers:** Research Georgia's training centers for specific high-growth industries like the Georgia Cyber Center or the Georgia Film Academy.
  - Any other Georgia initiatives that focus on workforce and education needs in your county or region.
- In the text box below, write a short summary (1-2 paragraphs) of the initiative you chose. In your summary, explain how this initiative or program could connect to your own career goals or a career you're interested in.

Click **Submit** when complete.

### Before starting this task, students must complete:

3 saved careers

### To complete this task, students must:

Enter a text response

### Require educational approval?

No

## Custom activity: Complete your "Next Step" information

**Assign to grade(s):** 12

### Options

Scope by group	<i>[Not applicable]</i>
Due date	<i>[Optional. Due dates will affect the task order]</i>
Make it optional	No

### Title:

Complete your "Next Step" information

### Description:

Students will confirm their "Next Step" for after high school.



**Tip:** Alternatively, you can create a survey for your students with the next step choices. Use this opportunity to track how many students selected which choice. To learn how to create surveys and run reports on the results, check out [Surveys in Xello](#).

### Instructions:

Our district's goal is that every student who leaves high school has a plan for their next step. Simply put, a plan to enroll in a 2-year/4-year/technical/vocational college, enlist in any military branch, accept an apprenticeship/internship/externship or part/full-time employment as you enter directly into the workforce, or let us know if you might still be exploring your pathway option.

Please choose from the following options and indicate your choice in the text box below:

- **Enrollment** (2-year/4-year/technical/vocational college) - provide a copy of your acceptance letter or email. (Remember to also record your decision in Xello. Check out [How to add your enrollment decision](#) to learn more.)
- **Enlistment** - provide a copy of your enlistment contract or a video/picture of you being sworn in
- **Employment** - provide a copy of your employment contract, time card, id badge, or paycheck
- **Exploration** - if you're not sure and are still exploring, include a paragraph explaining the next steps you'll take in your exploration in the text box (no attachment needed)

Select **Attach files** below to upload confirmation of your next steps and click **Submit** when complete.

### To complete this task, students must:

Attach file **OR** enter a text response

### Require educator approval?

Yes