Ensuring high-quality ECAP implementation with Xello

A Framework

SY 2020-21

Ensuring Quality Implementation of the Arizona ECAP by Engaging Every Student in College & Career Planning

The Arizona State Board of Education has recognized that in Arizona, and across the country students are graduating without the proper skills, knowledge, and plans for success after high school.

- Employers consistently state that 60% of new graduates lack the skills to be successful in the workplace[1].
- Although nearly 70% of all jobs in Arizona will require some form of post-secondary education or training by the year 2020.[2]
- Only 46.5% of Arizona graduates qualify to enroll in our public universities with over half requiring remediation courses[3]

To combat this crisis of ill-prepared students, Arizona has adopted the use of an Education and Career Action Plan. The ECAP process is designed to provide students the knowledge, opportunities, and skills necessary to make appropriate postsecondary decisions and become lifelong learners. It's meant to be a progressive, collaborative process, woven into the learning culture, and fostering student, family, and community engagement.

Through the ECAP process, students learn about themselves, explore their options, and develop the knowledge to build actionable plans that will help them achieve their individual goals and career aspirations. The ECAP is about more than just checking the boxes on a set of standards. It's a personalized learning journey that encourages students to reflect, create, and iterate on their career goals and plans. Students are active participants in shaping their own destiny, instead of just passive consumers of career information.

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 for a high-quality ECAP process?

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

---

[1]Forbes 2018: https://www.forbes.com/sites/frederickhess/2018/06/06/the-college-dropout-problem/#92d2c235fd24
[2]Carnevale, A.C., et al., 2013, as cited in Arizona ECAP Implementation Administrative Tool Kit: https://cms.azed.gov/home/GetDocumentFile?id=58dd349c1130c00c4014770a
[3]Arizona Board of Regents High School Eligibility Study, 2014, as cited in Arizona ECAP Implementation Administrative Tool Kit: https://cms.azed.gov/home/GetDocumentFile?id=58dd349c1130c00c4014770a

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 ECAP activities and careers literacy curriculum. District achievement since adopting Xello speaks for itself.

- A **300% increase** in engagement in college and career planning[4]
- Students spending up to **24 minutes per session** in the program[5]
- **14X more usage** than the average education software program on the market[6]

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.

---

[4]As reported by the Wisconsin DOE

[5]As reported by the Wisconsin DOE

[6]3 lessons from data on how students are actually using educational apps and software at school, **The Hechinger Report**
https://hechingerreport.org/3-lessons-from-data-on-how-students-are-actually-using-educational-apps-and-software-at-school/

The Student-Friendly Way to Ensure High-Quality ECAP Fulfillment

In this guide we'll show you how Xello engages students in a high-quality ECAP experience -- ensuring they build self-awareness, explore their options, create personalized plans, and develop the knowledge to succeed.

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

- Align with best-practices for plan creation by helping students **understand themselves, their options, and then helping them with tools for career planning and management**.

- Encourage **family and community engagement** with shareable links, multilingual support, and parent portal.

- Facilitate **reflection**, with prompts and activities throughout the program for students to create and deepen their learning.

- Support **academic planning**, with an embedded course planner that integrates with the district SIS, records CTE course participation. Includes space to document academic achievements, and post-secondary education goal setting.

- Build **career literacy**, with the ability to document career goals, learn about options, and research and record work-related experience.

- Guide students through the **college application process**, helping them evaluate post-secondary education options, track and record application progress, understand their financial aid and scholarship options, and create their personal resume**.**

- Support educators with **accurate tracking, easy to read reports, and alerts for students off-track** towards fulfilling ECAP requirements.

xello

Xello is a full K-12 program, with age and grade specific activities and curriculum. Below provides an outline for how Xello can help students achieve ECAP goals in each of the four key areas -- Academic, Career, Post-Secondary Planning, Extracurricular.

9th & 10th Grades		
CAREER		
Element	**Experience**	**Xello Capabilities**
Self-exploration	Students take an interest survey or career assessment to help identify your strengths, skills, interests and values. and record results in your ECAP portfolio	**ASSESSMENTS** Xello offers multiple career and skills inventories to help students better understand themselves, and their career aspirations ● **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. ● **Skills Lab:** a 35 question skills assessment that asks students their preferences for using specific skills aligned to different career types. Student results are automatically recorded to their portfolio in Xello. They can be shared with parents through a shareable link Xello's Parent Portal *(coming soon)* and are visible to their teachers and counselors through Xello's Educator Portal. **REVIEW ASSESSMENT ANSWERS** Xello enables students to review and reflect on their interest and skill assessment results from previous years. With the **Find Out Why** link, students can see the specific answers to each question and the reason for their match. They can adjust their response based on the new experiences and knowledge they've gained since the previous year.

		RETAKE ASSESSMENTS Students have the ability to retake their Learning Style and Skills Lab assessments, resetting these from directly within their account. Students can retake the Career Matchmaker and Personality Style assessments by resetting their Matchmaker results.
Career exploration	Students gain knowledge about careers and their alignment to interests, skills and values. They're able to document their career goals and the educational requirements needed to achieve that career option.	**CAREER PROFILES** Students better understand careers and their assessment matches 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. Career profiles showcase multiple post-secondary pathways, including college, vocational school, and military options. Students are able to save career options of interest to help formulate their goals and plans. **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 for future reference. **SCHOOL & MAJOR PROFILES** As students explore, they can click into school and major options aligned to their career choices. They're able to save schools and majors of interest, to be included in goal setting. School and major profiles contain **campus details, admission criteria, key subjects, and costs**. Xello's database includes community colleges, 2 and 4-year colleges, in and out of state schools, and multiple degree and certificate programs. **SAVED OPTIONS** Students review their saved options easily by accessing them directly from their Dashboard that appears at login.
Career management	Students begin to build the professional skills for post-secondary success	**LESSONS** *see Appendix for lesson descriptions.* Grade specific lessons offer a turn-key curriculum to help students build professional skills related to decision making, critical thinking. Relevant lesson topics include: - Interests - Explore Career Matches - School Subjects at Work - Defining Success - Discover Learning Pathways - Skills - Personality Styles - Careers & Lifestyle Costs

		MY PLANS Students add saved careers, schools, and majors to begin building their long-term plans and articulating their goals. An open-text field encourages students to provide more detail about their career goals, reflect on their exploration, and expand on the specific steps they'll need to take academically to get there. Students can update and expand on their plans from year-to-year as they gain new experiences and knowledge.

Career management	Students begin developing skills to search for and obtain employment (i.e. building a resume, interviewing, career fair etc.)	**EXPERIENCES TIMELINE**
		Students record work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences.
		
		CUSTOM LESSONS
		Create a custom lesson requiring students to transform what's entered in their Experiences Timeline into a resume. Include examples, specific instructions, and a due date to teach students the definition of a good resume.
		
		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:
		
		   ● Contact Information ● Skills & Strengths
		   ● Objective ● Experience
		
		Resumes can be updated at any time.
		
		LINKS & RESOURCES
		Upcoming career fair schedules and sign-up sheets (Google Form or other format) can be posted to Xello's Links & Resources section. Accessible from the student Dashboard at login, students will see and be able to easily access newly added files. Staff have an easy way to make sure these opportunities are front-and-center for students.
		
		CUSTOM LESSON
		With a custom lesson, students can reflect on their career fair experience and what they learned. They can upload a video, essay, or short answer response. Custom lesson completion is trackable, so educators will know if students have completed the activity.

xello

ACADEMIC

Element	Experience	Xello Capabilities
Graduation planning	Align course plans to future aspirations and career goals	**COURSE PLANNING** Before entering 9th grade, 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 ,dual credit tracking,multiple graduation pathways, and specialized diplomas.
	Build course plans that meet academic requirements for graduation	**COURSE PLANNING REPORTS** Counselors and teachers can track alignment to graduation requirements with Xello's graduation and 4-year plan reports. Course planning reports include the ability to track: ● Submission summary ● Student count by diploma ● Student count by specialization ● Graduation plan completion ● Critical alerts ● Specialization completion **LINKS & RESOURCES** Counselors and teachers can add links and files to help students prepare for the AzMerit tests and other academic evaluation at the state-level.
Documentation of accomplishments	Record any awards or achievements received during the school-year	**EXPERIENCES TIMELINE** Students are able to record education experiences, including any awards or key achievements. They log activity details, timing, and reflection for a visual record of that experience. **CUSTOM LESSON** With a custom lesson, students can reflect and expand on their awards and/or achievements during the year. They can upload a video, essay, or short answer response. Custom lesson completion is trackable, so educators know if students have completed the activity. **STORYBOARD** Students can upload files, links, or videos to their personal storyboard in Xello to demonstrate their award and/or achievements. Storyboard files are saved to the student profile and viewable by counselors and teachers.

xello

POST-SECONDARY PLANNING

Element	Experience	XELLO CAPABILITIES
Goal setting	Document post high school educational or career goals	**MY PLANS** Students add saved careers, schools, and majors to begin building their long-term plans and articulating their goals. An open-text field encourages students to provide more detail about their career goals, reflect on their exploration, and expand on the specific steps they'll need to take academically to get there.
Pathways research	Explore different pathways and post-secondary options aligned to career goals.	**CAREER PROFILES** Students understand different pathways by exploring career profiles. Profiles showcase the training and education required for each career, presenting students with multiple post-secondary pathway options -- including careers that require college, vocational school, or military training. Students are able to save options of interest to help formulate their goals and plans. **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 for future reference. **SCHOOL & MAJOR PROFILES** As students explore, they can click into school and major options aligned to their career choices. They're able to save schools and majors of interest, to be included in goal setting. School and major profiles contain **campus details, admission criteria, key subjects, and costs**. Xello's database includes community colleges, 2 and 4-year colleges, military programs, in and out of state schools, and multiple degree and certificate programs.
	Learn college and career vocabulary & the skills to pursue different pathways	**LESSONS** *(see Appendix for lesson descriptions)* Grade specific lessons teach students core concepts for career literacy and skills for post-secondary success. Each lesson includes a series of activities to help students understand core concepts for career development. Relevant lessons include: ● Exploring Career Factors ● Workplace Skills & Attitudes ● Study Skills and Habits ● Career Demand ● Careers and Lifestyle Costs ● Choosing a College ● Program Prospects ● Career Path Choices ● Work Values ● Defining Success

Preparing for college success	Understand if students are planning to take a college readiness test and what they plan to do to prepare.	**CUSTOM LESSON** Create a custom lesson to encourage students to map out their college preparation plan and what the steps they'll take to prepare to be college-ready. **METHOD TEST-PREP (Integration)** To help students prepare for college admission testing, Xello integrates with Method Test Prep to provide online SAT and ACT test prep and guidance. **MY PLANS** As part of their plan, students can outline specifically what they plan to do to prepare for applying and transitioning to the colleges they've chosen. **LINKS & RESOURCES** Add links to additional readiness assessments available online, or created at your school or district. Students can complete these assessments and upload their results back into Xello either by using the Storyboard option, or submitting it as part of an Assignment or Custom Lesson.
Post-secondary school research	Review colleges that meet post-high school goals and save results.	**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. **SAVED OPTIONS** Students review their saved school and major options easily by accessing them directly from their Dashboard that appears at login. **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.
Financial planning	Review costs of saved colleges. Write findings in ECAP portfolio.	**SCHOOLS PROFILES** School profiles include detailed cost information, including a breakdown of estimated tuition fees, books, housing, and transportation costs for that school and area. Financial aid options and estimates are provided, as well as key deadlines for financial aid applications. Costs are adjusted for in and out of state students.

| | | CUSTOM LESSON |
| | | After students compare and contrast the costs of two schools, have them complete a lesson on what they've learned. Lesson submissions can be written, visual or audio files. Lesson progress and completion is tracked, so educators have full visibility. |

EXTRACURRICULAR

Element	Experience	XELLO CAPABILITIES
Record of experiences	Document in ECAP portfolio any club, sports, programs or groups, volunteer, work, or summer experiences.	**EXPERIENCES TIMELINE** Students record work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences. **INTERESTS** Students are able to pick from an inventory of interests to document their extracurricular activities. This includes clubs, organizations, sports, and other categories. Students can add their own interests as well. Educators can see student interests at an aggregate and per-student level using Xello's reports. **STORYBOARD** Students can upload files aligned to their interests and experiences to create a vibrant, visual repository of what they've done. They're able to add links, files, videos, and other assets to create their own portfolio of relevant activities and work.
	Document any leadership experiences and skill building opportunities	**EXPERIENCES TIMELINE** Students record work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences. **SKILLS** Students can choose from a list of leadership skills based on their experiences. They can rank their expertise level in that skill, and add skills that may not be listed. **CUSTOM LESSON** Educators can get students to reflect on the leadership opportunities with a custom lesson that encourages students to recount their experiences.

xello

Building on work students do in 9th and 10th grades, students can deepen their exploration and planning for post-secondary success with Xello in 11th and 12th grades

11th & 12th Grades		
CAREER		
Element	**Experience**	**Xello Capabilities**
Self-exploration	Re-examine and refresh career interest assessment and skills survey to reflect new experiences, self-knowledge and skills.	**REVIEW ASSESSMENT ANSWERS** Xello enables students to review and reflect on their interest and skill assessment results from previous years. With the Find Out Why link, students can see the specific answers to each question and the reason for their match. They can adjust their response based on the new experiences and knowledge they've gained since the previous year. **RETAKE ASSESSMENTS** Students have the ability to retake their Learning Style and Skills Lab assessments, resetting these from directly within their account. Students can retake the Career Matchmaker and Personality Style assessments by resetting their Matchmaker results.
Career research	Review your saved careers and any new matches from revised assessment answers.	**CAREER PROFILES** Students better understand careers and their assessment matches 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. Career profiles showcase multiple post-secondary pathways, including college, vocational school, and military options. Students are able to save career options of interest to help formulate their goals and plans. **SCHOOL & MAJOR PROFILES** As students explore, they can click into school and major options aligned to their career choices. They're able to save schools and majors of interest, to be included in goal setting. School and major profiles contain **campus details, admission criteria, key subjects, and costs**. Xello's database includes community colleges, 2 and 4-year colleges, in and out of state schools, and multiple degree and certificate programs.

Career management	Review your career goal and the educational requirements required to meet career goals.	**SAVED OPTIONS** Students are able to save additional career, school, and major options based on their current knowledge, skills and aspirations. **MY PLANS** Students can update their plans and create new plan variations. They can add more context, action items, and reflections on why their plans have changed, and how they anticipate to meet their goals.
	Review and update your resume.	**EXPERIENCES TIMELINE** Students can add work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences. **CUSTOM LESSONS** Educators have the ability to create a custom lesson requiring students to update with any new experiences, skills or activities. They can include examples, specific instructions, and a due date to teach students the definition of a good resume, and ensure they have one fully built and updated by the end of 12th grade. **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: ● Contact Information ● Skills & Strengths ● Objective ● Experience
	Attend a career fair	**LINKS & RESOURCES** Upcoming career fair schedules and sign-up sheets (Google Form or other format) can be posted to Xello's Links & Resources section. Accessible from the student Dashboard at login, students will see and be able to easily access newly added files. Staff have an easy way to make sure these opportunities are front-and-center for students. **CUSTOM LESSON** With a custom lesson, students can reflect on their career fair experience and what they learned. They can upload a video, essay, or short answer response. Custom lesson completion is trackable, so educators will know if students have completed the activity.

xello

Work-based learning	Participate in apprenticeship, job shadow, internships, volunteer etc.	**REAL-LIFE OPPORTUNITIES** Engage community partners, provide students with opportunities, and manage work-based learning experiences. Xello offers a work-based learning module to help your students connect with real-world professionals, research opportunities, and gain hands-on experience to help them build the skills and knowledge employers value.

ACADEMIC

Element	Experience	XELLO CAPABILITIES
Graduation planning	Review 4-year plans and adjust/select courses for senior years.	**COURSE PLANNING** Each year, students choose courses for the upcoming school-year based on the pre-loaded local coursebook and aligned to their career goals. Working backwards, they build plans aligned to aspirations and graduation requirements. Xello's course planning supports prerequisites, corequisites, and allows students to optimize plans with one-click. It includes support for CTE options, multiple graduation pathways, and specialized diplomas as well.
	Ensure plans meet high-school graduation requirements. Have students passed their AzMerit test?	**COURSE PLANNING** Students will see clear messages when there are errors or incomplete plans to make sure their course plans align with graduation requirements. They're able to update plans to ensure they align with post-secondary admission requirements. **COURSE PLANNING REPORTS** Counselors and teachers can track alignment to graduation requirements with Xello's graduation and 4-year plan reports. **CUSTOM LESSONS** Have students add their test results and reflect on the experience by creating a custom lesson. Students can draft and attach their reflection. Educators can add a due date, and track lesson completion and student submissions.
Documentation of accomplishments	Record any awards or achievements received during the school-year	**EXPERIENCES TIMELINE** Students are able to record education experiences, including any awards or key achievements. They log activity details, timing, and reflection for a visual record of that experience.

CUSTOM LESSON
With a custom lesson, students can reflect and expand on their awards and/or achievements during the year. They can upload a video, essay, or short answer response. Custom lesson completion is trackable, so educators know if students have completed the activity.

STORYBOARD
Students can upload files, links, or videos to their personal storyboard in Xello to demonstrate their award and/or achievements. Storyboard files are saved to the student profile and viewable by counselors and teachers.

POST-SECONDARY PLANNING

Element	Experience	XELLO CAPABILITIES
Goal setting & pathway evaluation	Review post high school educational or career goals and evaluate if this is still the right plan.	**MY PLANS** Students can review their plans at any time in Xello and make updates. They can add new majors, careers, or schools based on how their assessment results, and how their interests, skills and aspirations have evolved. They can update and edit open-text fields with new insights.
Research post-secondary schools	Review two colleges that meet post-high school goals and save results.	**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, & trades. **SAVED SCHOOL OPTIONS** Students review their saved school and major options easily by accessing them directly from their Dashboard that appears at login. **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 goals.
	Attend a college fair	**LINKS & RESOURCES** Educators and counselors can organize college fair attendance and post dates for rep visits or meetings by using the Links & Resources section of Xello. Located on the student Dashboard, these items are visible as soon as the student logs in.

Financial planning	Review costs for two colleges and document findings in ECAP.	**SCHOOLS PROFILES** School profiles include a breakdown of estimated tuition fees, books, housing, and transportation costs for that school and area. Financial aid options and estimates are provided, as well as key deadlines for financial aid applications. Costs are adjusted for in and out of state students. **CUSTOM LESSON** After students compare and contrast the costs of two schools, have them complete a lesson on what they've learned. Lesson submissions can be written, visual or audio files. Lesson progress and completion can be tracked, so educators have full visibility.
	Compare college costs and create a financial plan for college plans	**SCHOOL 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. **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. **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. **LESSONS** Teach students financial literacy by assigning Xello's ready-made lesson on **Careers and Lifestyle Costs**, where 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. **CUSTOM LESSON** Get students to build their own college budget based on the research done in Xello. Encourage them to explore 2-3 schools and summarize the costs, their desired lifestyle, and savings goals. Then have them design a budget based on what they've learned. They can upload and submit the budget via Excel, Google Sheets, or another format.

Complete college applications	Understand admission requirements, application requirements and application timelines.	**COLLEGE APPLICATIONS** Students can prepare and track college applications for schools of interest from directly within Xello. Xello's college application tools include: ● Application deadlines & key dates ● Deadline tracking ● Application requirements ● **NEW!** Integration with CommonApp
	Request required application documents like letters of recommendation and transcripts	**REQUEST LETTERS OF RECOMMENDATION** Students request recommendation letters from directly within Xello's Application Tracker. They learn how to write a high-quality request, submit that request, and then track its status. **REQUEST TRANSCRIPTS** Students make transcript requests from directly within Xello's Application Tracker. With a click of a button they can make a request. Counselors see these requests within Xello, the associated college, and can facilitate the request.
Develop essential skills and competencies	Build SEL competencies to help with the transition to college and support persistence.	**LESSONS** Students build social-emotional competencies with ready-made lessons that teach age and grade appropriate concepts that will build skills like communication, critical thinking, professionalism, intergenerational and intercultural empathy, etc . ● Entrepreneurial Skills ● Job Interview Skills ● Work-life balance ● Defining Success ● Career Path Choices ● Career Back-up Plans

EXTRACURRICULAR

Element	Experience	XELLO CAPABILITIES
Record of experiences	Update ECAP portfolio with any club, sports, Fine and Performing Arts, community service, work experiences, including summer experiences	**EXPERIENCES TIMELINE** Students record work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences.

		INTERESTS Students are able to pick from an inventory of interests to document their extracurricular activities. This includes clubs, organizations, sports, and other categories. Students can add their own interests as well. Educators can see student interests at an aggregate and per-student level using Xello's reports. **STORYBOARD** Students can upload files aligned to their interests and experiences to create a vibrant, visual repository of what they've done. They're able to add links, files, videos, and other assets to create their own portfolio of relevant activities and work.
	Document any leadership experiences	**EXPERIENCES TIMELINE** Students record work, volunteer, education, and life experiences. They log activity details, timing, and reflection for a visual record of experiences. **SKILLS** Students can choose from a list of leadership skills based on their experiences. They can rank their expertise level in that skill, and add skills that may not be listed. **CUSTOM LESSON** Educators can get students to reflect on the leadership opportunities with a custom lesson that encourages students to recount their experiences.

Tracking & Reporting

Xello enables counselors, teachers and district administration staff to track and monitor student work for a high-quality ECAP implementation. Aspects for portfolio progress and completion can be tracked 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

Ready to level up your ECAP student experience?

Xello's experts in Arizona K12 education would be happy to show you how. With a free consultation you'll learn how Xello has been designed to meet state requirements, save educators time, and engage every student in building the skills and knowledge for college & career success.

Visit www.xello.world/demorequest to learn more

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 ECAP process and career related curriculum

Lessons / Glossary

Interests
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
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
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
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
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
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

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

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

Explore Career Matches

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.

Exploring Career Factors

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.

Self-Advocacy

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.

Skills

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

Study Skills and Habits

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.

Personality Styles

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.

Getting Experience

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.

Workplace Skills and Attitudes

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.

Careers and Lifestyle Costs

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

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.

Choosing a College

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

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 Values

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

Career Demand

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.

Career Backup Plans

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

Career Path Choices

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.

Work/Life Balance

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.

Job Interviews

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.

Defining Success

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.