



An Educator's Step by Step Guide to Implementing Xello in a Virtual or Hybrid Setting

By Kate McKenzie





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Introduction

Introduction

Last spring, due to COVID-19, the education sector entered truly uncharted territory. Districts reassessed student needs – academic, social, emotional, and financial – to determine best practices for the remainder of the school year.

Some districts struggled to align standards to a virtual curriculum. Many faced a digital divide and worked on quickly equipping families with internet and devices. Others had to look at their communication practices: *Do families know how to access resources? How do we share expectations and developments that are changing so rapidly without overwhelming inboxes?*



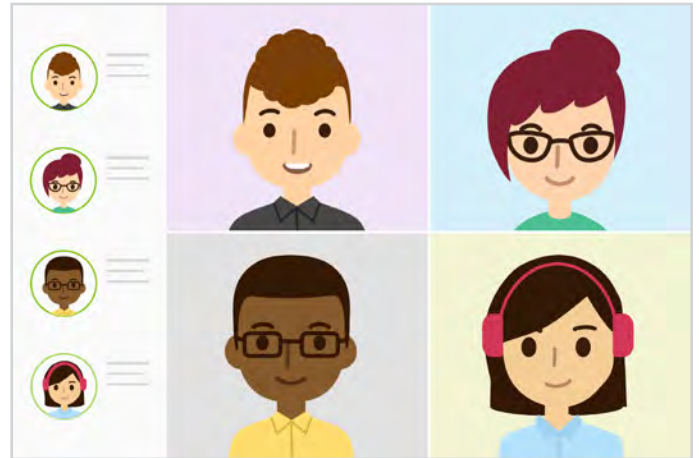
Teachers pressed pause on academic rigor and testing and reevaluated what their classroom community needed to look like. Counselors virtually met with students missing their classmates and connected families to additional resources. Those providing special education services creatively reworked how to deliver direct instruction to their students in need. **All in all, educators stepped up to the plate when schools rapidly shifted to distance learning.**

Who would have thought that, months later, we'd still be in precarious waters? If anything, school decisions became more difficult and nuanced. Not only are educators tasked with reimagining the school day, but many are also faced with new rules and regulations surrounding social distancing, sanitizing, and physical safety.

Now that educators and district leaders have had some time to adjust to the nuances of the new school year, **they can take a step back and consider what platforms to use to help prepare their students to become future-ready in a world of uncertainty.**

Introduction

Despite the classroom looking different this school year, it's still imperative to **provide engaging K-12 future-readiness programming and support students' seeking career guidance**. Whether you're teaching face-to-face, or in a hybrid or remote learning model, in the following pages, **you'll find practical steps on how to get started with, and implement a future readiness tool, such as Xello.**



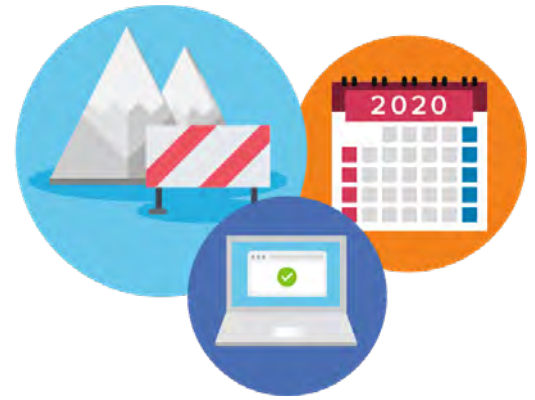
Whether you're a counselor or a CTE educator, you'll find tons of practical advice in the next few pages, including insights from other experts, on how to use Xello successfully. Let's get started.



How School Counselors Can Use Xello in a Remote or Hybrid Model

How School Counselors Can Use Xello in a Remote or Hybrid Model

This school year demands the collaboration of administrators, teachers, counselors, specialists, and families in order to make school an emotionally, academically, and physically safe space. My own district emphasized that **we shouldn't dwell on missed experiences or what could have been, but should instead celebrate the re-establishment of relationships and soft-skills in the classroom.**



Whether your district is back full time, offering a hybrid model, or completely remote, I challenge you to lean into this mindset and to encourage your peers to do the same. Students don't need to know the stressful, minute details that went into planning this school year. They just need to know that you are in their corner cheering them on as they navigate through wins, losses, and all the lessons in between. **Life hasn't stopped, and neither should kids' future planning.**

Future planning isn't just sending out college applications, although that's important too. Future planning is establishing skills, like time management, that will bolster student success now and in the future. **It is helping kids develop their sense of self, including their interests and their goals in life.** Hopefully your district emphasized social emotional learning, and in tandem, future planning, during the professional development days leading up to the school year.

As a counselor, you already know that college and career readiness programming lies with school counselors, as outlined by the [American School Counselor Association](https://www.schoolcounselor.org/). That being said, **future-success should be the entire school's focus, not just an initiative resting on the counselor's shoulders,**

How School Counselors Can Use Xello in a Remote or Hybrid Model

By utilizing a tool, such as Xello, you can unify staff around the importance of future-readiness and provide the supporting resources to make it easier for everyone to participate. When your district's entire staff are on-board with Xello, it will make it easier to ensure your students are motivated to use it as well. Outlined below are **three steps to guide school counselors through a smooth and collaborative roll-out of Xello this school year.**

Choose Your Communication Platform

You may be excited to start building personalized lessons for your students, but the first step is to **determine the method in which you're communicating.**

One of the most valuable (and simple) tips that came out of remote learning in the spring was that **educators should not teach the tool AND the content at the same time.** In clearer terms, students shouldn't learn Google Classrooms, SeeSaw, Blackboard, or Schoology in the same lesson that they're also learning about Xello.

Your district probably has a mandated teaching platform. Make sure you know how to embed visuals, videos, and links to engage all learners and adhere to personalized education plans. Take time to create a hub for all virtual student learning. Students should have a **space where they can view upcoming assignments and plan accordingly,** not just be told to visit multiple websites.

After some practice, **students should be able to log in and access the platform quickly and independently.** There are so many barriers to learning right now; it would be careless for one to be that students don't know where to go or how to find assigned resources.



A preview of the About Me section in Xello

How School Counselors Can Use Xello in a Remote or Hybrid Model

After you have determined your communication platform and helped students navigate resources, then comes the easy part: embedding Xello! One option is to provide a [link to the standard login page](#) for easy student access. While this is a fine option at the high school level, I've found that helping elementary-aged kids sign on and remember yet-another password takes away valuable learning time.



Xello Tool Tips: Sharing Information About Your Chosen Platform

When sharing information about your chosen platform, such as Xello, post your communications in the most relevant spot for parents and students to access. That could include sending out relevant information via email, adding it to a page on your district website, including it within a LMS, or posting it to Google Classroom.

Here are some tips to consider when sharing information about Xello:

Share login information: Students can access Xello at login.xello.world. or, if available, using [SSO](#). If students can't remember their Xello password, they can [reset it](#) by clicking on the *Having trouble signing in?* link on the login.xello.world page. Here's a helpful article on [how to access Xello](#).

Parental engagement: Parental involvement is key when work needs to be completed outside the classroom. Be sure to [send an email to parents](#) about what expectations are for students using Xello at home including,

how they can login, key activities they're expected to do, desired time in the program, and where [help resources](#) can be accessed (help@xello.world).

Create your own landing page: A great way to introduce Xello to your school community & to parents is by creating a Xello-focused landing page on your district website. This way, you can easily share how your district is making the most of the Xello program. Check out our [comprehensive list of resources](#) to help you successfully launch Xello in your district.

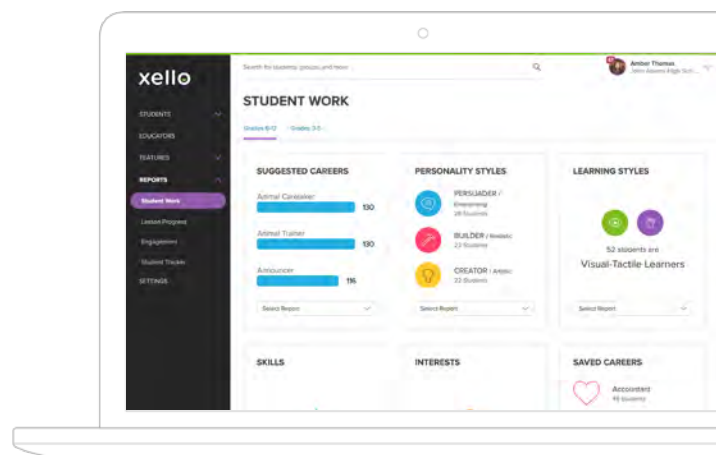
How School Counselors Can Use Xello in a Remote or Hybrid Model

Therefore, the counselors in my district teamed up with Xello to [create a single-sign on link for students](#). If students are signed into their school email account, they are automatically signed into Xello when they click the login button. This has been such a game changer for Xello implementation in our district. **Teachers no longer need to problem-solve login issues and can spend adequate time interacting with students and reflecting on lessons.**

It is important to note that we've also seen a rise in at-home Xello usage since changing to the personalized link, once again proving that the program is beneficial and easy-to-use for teachers, students, and families.

Set Expectations

My district consists of nine schools, and it is important to us that our students are hitting the same progress points at roughly the same time throughout the school year. Instead of adhering to definitive deadlines, we created guides for each quarter for counselors and teachers to follow. That way, students cannot complete the year's lessons in one sitting, and **they are revisiting college and career programming at least four times over the course of nine months.**



Student Work Report in Xello

There is no right or wrong way to use Xello, but it is important that it is aligned vertically and across buildings in your district. [Counselors can utilize reports](#) throughout the year to make sure students stay on pace, and also use those results to [create small groups](#) and individual planning meetings with students.

How School Counselors Can Use Xello in a Remote or Hybrid Model



Xello Tool Tips: Setting Expectations with Students

Consider leveraging the following Xello features to set expectations with students on what needs to be done and when:

- **Utilize Assignments:** [Create Assignments](#) for groups of students with descriptions, due dates, prerequisites and related files. After an assignment is created, it immediately appears on a student's Xello Dashboard. Students can then complete assignments by uploading files of various types. Once students submit their work, educators can review it, provide feedback, and mark it as reviewed.
- **Add Links & Resources:** [Add links, documents, and other files](#) directly to the student dashboard, putting additional tools at your students' fingertips.
- **Two-Way Messaging:** [Xello's two-way messaging](#) capability enables you to communicate with students, reminding them of what needs to be done and when.

We are also planning to send home the [introductory parent letter](#) after the first Xello lesson of the year, and principals will include additional information in their weekly newsletters. We hope that this helps continue the conversations we have in our classrooms to ones families have at the dinner table.

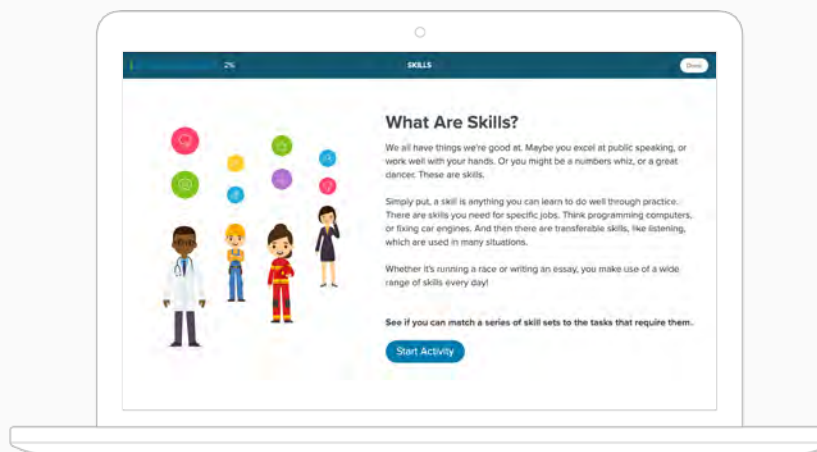
How School Counselors Can Use Xello in a Remote or Hybrid Model



Xello Tool Tips: Lessons 101

Consider leveraging [Xello lessons](#) to help set expectations with students on what needs to be done and when. Xello's interactive lessons make it easy to infuse future-readiness across subjects. Here's what you need to know about Xello lessons:

- **To find Xello lessons**, [sign into your educator portal](#), click *Features* in the left navigation, then click *Lessons* to see each grade-specific lesson. The lesson reporting provided in Xello can also be used to demonstrate whether students are building the skills and knowledge required for a state or local mandate.
- Xello also helps you create [custom lessons](#), giving you the flexibility to fully **tailor your curriculum** based on the learning requirements of each grade. You can learn how to create a custom lesson [here](#).
- [Students access their lessons](#) from the Student Dashboard, the first page they see after logging in. To review previous years' Lessons, they click on *View All Lessons*.
- Once they've opened a lesson to begin, if there are necessary prerequisites that must be completed, the lesson will be "locked" until they've completed those activities.
- **Lessons can be configured to align with your district goals.** Xello has ready-made lessons for grades [6-12](#) and grades [3-5](#). If you're a district leader, [get in touch](#) with your Xello Success Manager for free guidance and Lesson set-up.



A preview of a Xello Lesson

How School Counselors Can Use Xello in a Remote or Hybrid Model

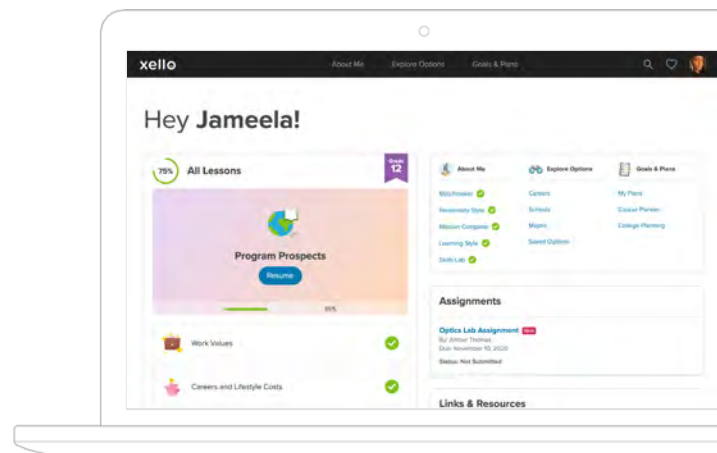
Finalize the Nuts and Bolts

The final step is deciding how and when your building will begin implementing Xello this school year. As stated above, setting up lessons, introducing topics, and monitoring progress for every child is a lot for one person to handle. **It is important to clearly define school leaders' roles to prevent burn out and so that all students can understand and discover their future academic and career possibilities.**

Some buildings may have the luxury of employing multiple counselors. In this case, **counselors can divide up responsibilities so that career programming, and the knowledge that comes with it, isn't held with one educator.** This may look like splitting student tracking by grade level or rotating who delivers in-person instruction.

If you're like me and are the sole counselor in your building, it's helpful to onboard administration and teachers. I speak from experience when I emphasize that **all of your teachers need to have access to Xello before your presentation. Teachers won't buy in if they can't log in!**

It is also recommended to personally [walk colleagues through the dashboard](#) and give them a moment to explore different features of the program. Educators are juggling a lot right now, but **carving out time to demonstrate and problem-solve is much more effective than just sending out an email with links.** A simple way to teach the ins and outs of the dashboard is to play the multimedia resources, [such as these for grades 6-12](#), that are short, clear-cut videos about the different Xello components.



Student Dashboard in Xello

How School Counselors Can Use Xello in a Remote or Hybrid Model

I personally like to emphasize that teachers can assign [Xello lessons](#), even with a substitute in the room, and feel fully confident that their students are engaging in important personalized learning.



DID YOU KNOW?

Every Xello educator account comes with access to demo student accounts so that staff can play around in Xello as if they were a student themselves, giving them a complete view of the student experience. You can find out more about how to explore your demo account as a student [here](#).

While school counselors can follow the three basic steps outlined above, below are specific suggestions to help schools use Xello within the various back-to-school models.

Additional Tips for a Hybrid Model

It's always wise to teach new content in person, so reintroducing the platform to students face-to-face will be better for engagement.

Give students time to familiarize themselves with the website and understand all of its capabilities. This is also the chance for them to complete their profile and take any introductory [assessments](#) with guidance from the counselor or teacher. This is honestly one of my favorite lessons of the year. I love walking around the classroom and hearing students connect with one another over assessment results and career goals.



How School Counselors Can Use Xello in a Remote or Hybrid Model

After the introductory lesson, employ a flipped classroom model. Students can complete the various lessons online at home without teacher supervision. Xello has created the ability for educators to set up assignments to **ensure students are completing specific lessons in a preferred order**. [The assignments are easy to create](#), and the lessons are self-guided and can be incorporated into any school subject's content.

Use in-person class time for extension lessons, either the ones recommended by Xello ([K-2](#) and [3-5](#)) or discussions that naturally come out of the assignments. When educators consistently allot time for specific learning targets, they signal its importance to students.

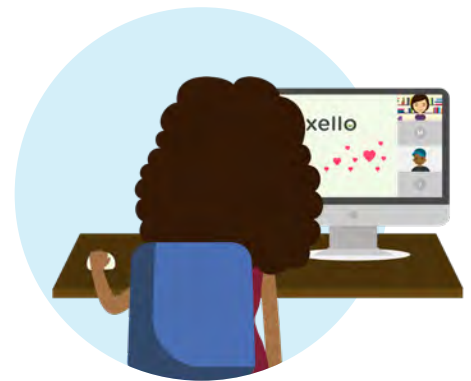
Additional Tips for a Fully Remote Model

If you are fully remote this fall, **hammer down those nuts and bolts for smooth implementation right from the get-go**.

Counselors should create a “one stop shop” folder for teachers to access expectations and guidelines as they roll-out Xello in their virtual classrooms.

Additionally, **counselors can offer to push into live classes to emphasize the importance of future readiness and walk students through the introductory lessons**. (Similar to the hybrid suggestions, it is recommended that teachers or counselors onboard students in a live virtual class.)

If this is your district's first year implementing Xello, teachers may be overwhelmed and lost. It is imperative that counselors ask for time to demonstrate the ins and outs of the program during a virtual meeting. **Time should be slotted for step-by-step guidance on [navigating the dashboard](#)**, utilizing the educator tools, setting up lessons, using the chat feature, and accessing Xello videos for further troubleshooting.

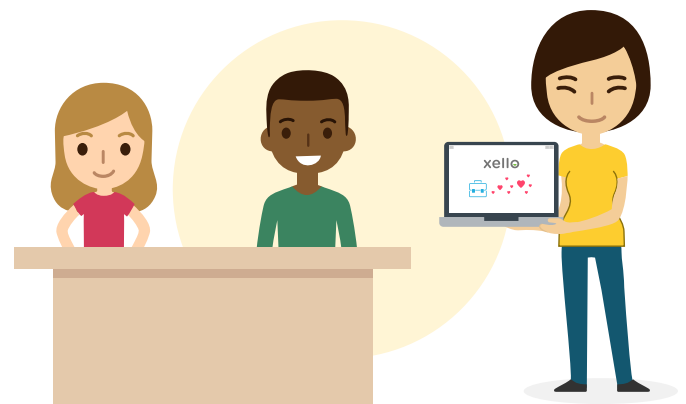


How School Counselors Can Use Xello in a Remote or Hybrid Model

A note for educators: Timelines become critical for high school juniors and seniors preparing and finalizing details about their post-grad decisions. Whether students are focused on [career exploration](#) or [tracking college applications](#), they need constant reminders (ideally both in class and through Xello assignments) to continue the planning process. Spring will be here before you know it.

What If We Are Still In Person?

Full-disclosure: My district is back five days a week, with full staff and students. This decision definitely has its perks (I totally underestimated how excited I would be to see those little ones the first day!), but there's also palpable nervousness in the building. *What if we don't have enough substitutes? What if we have to go into immediate quarantine?*



Our teachers are introducing students to technology much earlier than normal this fall. They want to make sure that students feel comfortable using the various online resources and understand the expectations that go along with each.

While I have my own counseling website that students can access, I also plan on requesting that **teachers link Xello on their virtual classroom pages**. As an elementary school counselor, my goal is to present the concepts of community, careers, and future readiness to students as soon as possible. Again, I am planning to conduct every initial Xello lesson myself in case there are any problems or questions about logging into the website.

How School Counselors Can Use Xello in a Remote or Hybrid Model

I also like being the one to introduce the program because I can deliver a consistent message across the grade levels. For those who are absent, I plan to either pull them into my office for individual guidance or share a link to an introductory video I made for each grade level.

From there, I will **work with the various teachers on implementation timelines and incorporating the lessons into their curricula**. That way, if we eventually move to hybrid or remote, my students are already set up for success.

One last comment is that future readiness can't just be a program or curriculum; **future readiness is a mindset educators must employ as they craft lessons, speak with students, and model behaviors**. The constant incorporation of critical real-world skills into lessons will help mold students into competent, successful adults in the future.





How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

There's been a lot of articles floating around since March with suggestions for best remote learning practices. But in all of these shared remote learning posts, I did not see many on Career and Technical Education. And that's a shame. **By not discussing how CTE looks this fall, we are doing our students a disservice.**

A common misconception about CTE is that a relatively small number of students enroll in these programs. Maybe that's why most articles focused on the traditional classroom setting instead of the technical one. However, this notion is simply not the case. **An astounding [8.9 million high school students were enrolled in CTE classes](#) in the 2018-19 school year.** To put that into perspective, that is **58% of American high school students.**



As of now, there is only a **0.7 million difference between male and female enrollment**, and that gap continues to close each year as gender and career norms shift. A lot of that is due to vocational education amping up its classes and academic rigor to provide a well-rounded education for students.

[According to Brian A. Jacob](#), a professor of educational policy: “CTE encompasses a wide range of activities intended to simultaneously provide students with skills demanded in the labor market while preparing them for post-secondary degrees in technical fields. Activities include not only specific career-oriented classes, but also internships, apprenticeships and in-school programs designed to foster work readiness.”

There are currently [sixteen career clusters](#) that help students prepare for their future college and career experience. **An important component of CTE is the practical, hands-on learning students receive. So what are these CTE students doing now that many schools are utilizing a hybrid or remote plan?**

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

We spoke with three educators to gain insight into what shifts they've made to their instruction and what barriers to learning they've worked through. All in all, four main themes emerged for keeping CTE students engaged and actively planning for their future.

FEATURED EDUCATORS

Abigail Flaherty: Instructional Specialist, Scarlet Oaks Career Campus

Natalie Powell: Career Guidance Counselor & Partnership Coordinator, iTech Preparatory

Gabriel Stotz: Career and College Readiness Specialist, Eisenhower High School

Connect Students With Resources

Sometimes the structure of traditional schools and satellite vocational campuses allows for CTE students to fall through the cracks. Students may be traveling back and forth between buildings and not have a home base.

Some may not be considered for financial aid or food assistance by their school if they're reporting elsewhere. Others' needs may go unrecognized if they have to wear a uniform every day for labs.

This year, **it's important to connect students with additional resources and be on the lookout for newly developed academic, social, and emotional needs.** One of the ways we can help our students is to equip them with devices so that they have access to all online materials and can communicate readily with teachers.



How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model



Xello Tool Tips: Connecting Students to Online Resources

When connecting students to online resources within Xello, post your communications in the most relevant spot for students to access. That could include sending out relevant information via email, adding it to a page on your district website, including it within a LMS, or posting it to Google Classroom.

Here are some tips to consider when sharing information about Xello:

- Login information:** Students can access Xello at login.xello.world. or, if available, using [SSO](#). If students can't remember their Xello password, they can [reset it](#) by clicking on the *Having trouble signing in?* link on the login.xello.world page. Here's a helpful article on [how to access Xello](#).
- Mobile access information:** Not every student will have easy access to a computer, but may have access to a tablet or smartphone. Xello works on these devices with the following web [browser requirements](#). Find out how to access the full version of Xello 6-12 on a mobile device [here](#).
- Create your own landing page:** A great way to introduce Xello to your school community is by creating a Xello-focused landing page on your district website. This way, you can easily share how your district is making the most of the Xello program. Check out our [comprehensive list of resources](#) to help you successfully launch Xello in your district.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

According to Perkins Data, 46% of CTE students come from economically disadvantaged homes. Additionally, 14% of students come from families that speak limited English. District leads, counselors, and teachers will need to reach out to ensure students are connected and participating in online instruction.

Scarlet Oaks Career Campus in Cincinnati, Ohio has lessened the digital divide among families by giving all students a school laptop. Intervention specialist, Abigail Flaherty, reports: **“If a student does not have internet, they are given a specific laptop that has a hotspot within the computer for internet access.”**

The Greater Oaks Campuses are currently employing a [hybrid model](#) in which students are in school two days a week and take classes online the remaining three. This allows for instructors to work one-on-one with students in person to **create a plan that works best for students struggling to remotely complete assignments.**

The Yakima School District in the state of Washington responded to these same equity concerns by also implementing a 1:1 device program.

Gabriel Stotz, a Career and College Readiness Specialist at Eisenhower High School, notes that his district registered hotspots throughout the community to ensure that students could access classes during remote learning.

While Scarlet Oaks is utilizing a hybrid model, the Yakima School District is fully remote and will begin considering the reopening of buildings in late January 2021. In both cases, students need access to devices in order to connect with online content and instruction.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

Become Familiar with Xello's Features

Xello's ever-growing platform offers a wide variety of lessons and activities for students to begin planning their future.



Xello Tool Tips: Lessons 101

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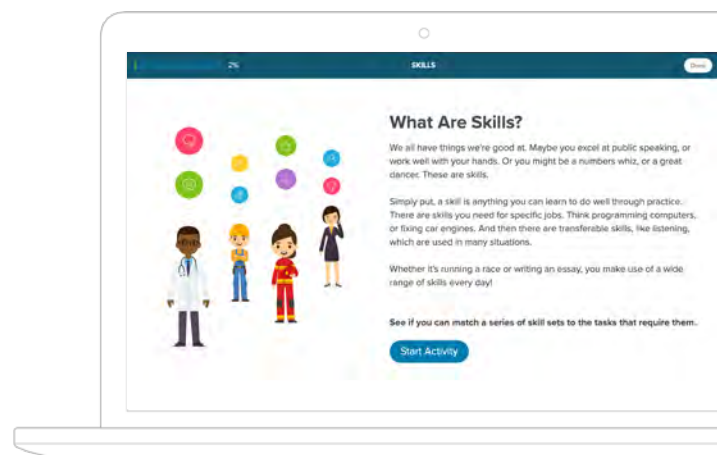
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- **Lessons can be configured to align with your district goals.** Xello has ready-made lessons for grades [6-12](#) and grades [3-5](#). If you're a district leader, [get in touch](#) with your Xello Success Manager for free guidance and Lesson set-up.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

At first, the breadth of the program can be overwhelming. Luckily, Xello provides every educator [access to support](#) and resources to make a smooth transition into helping students digitally and [remotely plan for their futures](#). **Teachers also have access to demo student accounts on their educator dashboard, allowing them to view the program from a kid's perspective.**

Natalie Powell, the Career Guidance Counselor & Partnership Coordinator at iTech Preparatory, recommends all educators [explore Xello from the perspective of a student](#) and complete some of the lessons to get a feel for the programming.

“Once a teacher sees how engaging the content is,” she states, “then it becomes easier to direct students and let them explore [the content].”



Preview of a Xello Lesson

Xello also allows educators to gain valuable insights with **ready-made engagement and profile reports at the student, school, and district level**. [These reports](#), as well as access to comprehensive student profiles, allows CTE teachers to better understand their students, their learning styles, and their goals, making future-ready instruction and conversations more meaningful.

In addition, **these student profiles are shareable with parents for student support** and aligned communication for post-secondary decisions. According to Powell, students within the Vancouver Public School System also share their profiles with teachers to assist in the writing of college recommendation letters or with employers when interviewing for jobs.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

One of the features Stotz is most excited about is the [scholarship](#) portal. By utilizing the scholarship dashboard this fall, he and his colleagues can begin working towards their goal of six million dollars in scholarships for their graduating seniors. Stotz recognizes that communicating scholarship opportunities was a barrier in previous years, so he hopes that directing students to the dashboard during advisory lessons will be a game changer.

He sympathizes with families experiencing potential post-secondary stressors: “One of the major challenges for low-income and underrepresented students wanting to attend college comes back to the question, ‘How am I going to pay for it?’ **We want to encourage all students to apply for as many scholarships as they can so they can make it to college, and more importantly, make it through college as well.**”



Xello Tool Tips: Utilizing Important Xello Features

Consider familiarizing yourself with the following Xello features to communicate and set expectations with students:

- Set Up Student Groups:** [Groups](#) are an easy way to support, organize, and track each grade or segment of your student population. You can create groups of students that can be used to easily filter lists and reports, create assignments for select students, and more — allowing you to more easily tailor your remote education plans and activities.
- Utilize Assignments:** [Create Assignments](#) for groups of students with descriptions, due dates, prerequisites and related files. After an assignment is created, it immediately appears on a student’s Xello Dashboard. Students can then complete assignments by uploading files of various types. Once students submit their work, educators can review it, provide feedback, and mark it as reviewed.
- Add Links & Resources:** [Add links, documents, and other files](#) directly to the student dashboard, putting additional tools at your students' fingertips.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

Intentionally Plan for Student Engagement

An uphill battle for some districts is that **the responsibility of college and career readiness falls on the shoulders of CTE teachers**. While this placement makes sense, of course, utilizing the program in vocational classes shouldn't be the only answer. The topics, which range from self-esteem to goal setting to time management, affect all content areas and can be woven into a multitude of contexts during the school day.



It is recommended that before a single teacher or building jumps into implementing Xello this school year, **district collaboration and alignment need to occur so that all educators, students, and families have an equal, well-rounded experience in becoming future-ready**.

Stotz firmly believes in a district-wide effort as well: **“Students can spend years learning the academic and technical skills to succeed, but without professional skills, they are going to struggle in the workforce. We need more than just CTE teachers to teach these skills, and that starts with buy-in from counselors and core academic teachers.”**

So what does that look like for districts? First, no matter what teaching model is being used, time needs to be carved out to not only teach content, but also **have students work on their own and receive additional support**.

Flaherty reports that Scarlet Oaks’ hybrid model includes required Zoom meetings with academic teachers three days a week for thirty minutes a class. On Wednesdays, all students work virtually and have academic and lab Zoom classes.

The other two days students report in person for additional help and guidance through course materials. This model allows students to seek additional support in-person while also reimagining the hands-on lab experience to adhere to safety protocols.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

At iTech, Powell is demonstrating Xello components to students during Zoom calls. Since Zoom allows users to share their screen with others, Powell is able to **show students how to navigate the platform and pre-correct any confusion in real time**. After walking students through the expectations, she uploads [assignments](#) onto their learning platform and allows students to complete the lessons by a given date.



DID YOU KNOW?

We have tons of resources that can help you teach your students how to get started with Xello. We have articles covering how to sign yourself and your students in, webinars on the Xello student experience as well as educator walkthroughs of the student experience so that you can show your students how to navigate the platform. You can access all these resources [here](#).

Eisenhower High School decided to make use of their scheduled advisory time and **assign Xello lessons twice a month**. These are administered by teachers, and if all goes according to plan, students will have completed their core lessons by the end of the second quarter, when students are projected to return to in-person classes.

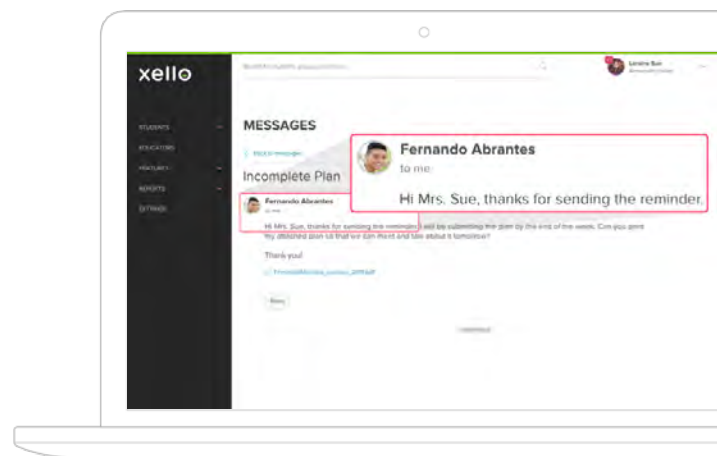
Even though these three buildings have extremely different schedules, it is clear that they are **intentional about creating a student-focused learning environment**. By providing direct instruction, additional support time, and flexible assignments, these districts are helping empower students to be their best academic selves this school year.

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

Utilize Communication Within Xello

Students are not only learning in new ways and in new settings, but are also managing and organizing online assignments from a multitude of platforms. Kids forget to complete or turn in lessons during normal school years, and this one is no different.

One way to make sure students stay on top of their Xello work is to [message them right in the portal](#). As previously stated, educators have the option of viewing engagement and completion reports to monitor student progress. **They can also message students individually or as a group if assignments are not completed or students need to rework some of their answers.**



Two-Way Messaging in Xello



DID YOU KNOW?

Xello's two-way messaging capability enables you to communicate with students, reminding them of what needs to be done and when. You can send a message in-context from a variety of locations in your educator account and receive an email notification when a student has replied. You can find a step-by-step account on how to access this feature [here](#).

This messaging feature actually works both ways; students can easily communicate with teachers if questions arise during lessons or while conducting scholarship searches. **By utilizing the two-way messaging system, districts can feel confident knowing that students – in-person or remote – are on track.**

How Career & Technical Educators Can Use Xello in a Remote or Hybrid Model

And for those students who notoriously struggle with assignment completion? We suggest partnering with administration and the student's counselor to come up with a solution before unfavorable situations even arise.

Just because school looks different this year doesn't mean CTE and future-readiness has been put on pause.

If anything, students have been given the time and opportunity to learn more about their interests and explore different future pathways.

By utilizing the "About Me" features and completing personalized lessons, **students are not only developing self-awareness but are also providing helpful information for teacher-student connections.** Although labs and lectures are being reimagined, the connections and engagement are hopefully here to stay.





Conclusion

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We hope that this eBook equipped you with the **strategies and confidence to implement Xello and future-readiness plans with ease within your district**. Whether you're teaching in-person, utilizing a hybrid model, or are fully remote, take comfort in the fact that Xello is easy to embed and implement in your classroom.

Whether students are sitting at their school desk or lounging at home on their couch, **Xello's dynamic interface allows kids to develop future-ready skills and feel empowered to be their best selves**. If the depth of Xello's comprehensive programming seems daunting, **start small; simply introduce the topic of future-readiness and have your class complete the self-guided lessons**. Students will still be receiving explicit career-driven content that aligns to social-emotional and ASCA standards.

Remember that the [Xello Support portal](#) is loaded with detailed information, how-to videos, and supplemental activities to help support you every step of the way. We also encourage you to reach out to your district's Xello success manager for further ideas and assistance.

If you are ready to employ the full range of what Xello has to offer, hats off to you. Educators have already had to put in a tremendous amount of additional work this year, so going above and beyond to dedicate time to your students' self-knowledge journey speaks volumes. No matter which pathway you choose, know that, **by implementing Xello, you are helping students develop critical skills for the present and future, and are supporting their pursuit of postsecondary success**.



ABOUT THE AUTHOR

Kate McKenzie is a school counselor and former English teacher from Cincinnati, Ohio. As an educator who's been in the classroom for years, Kate is committed to exploring the many facets of lifelong learning & believes that building skills at a young age helps prepare students for future academic & social-emotional success.



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