***Grade 12 EDP***

1. Open the internet browser using chrome. Go to [www.login.xello.world](http://www.login.xello.world)
2. Type Username: LANS-first initial of first name, first initial of last name, student number

(EX: LANS-JD123456)

Password: mmddyyyy (EX: 02032007)

If problem with login or password, contact your counselor.

1. **Matchmaker**
	1. Click on “Get Started” for the matchmaker.
	2. Click on “Launch Matchmaker”
		1. Go through and answer all of the questions rating them from “like very much” to “dislike very much”. If you need more information about what it’s asking, click on the ? for more details.
		2. Once you finish phase one, your career matches will show up. Click on “See More” for a full list of careers.
		3. Read through the careers. Click on the ones that you’re most interested in to read more about them. Once you’ve found one that you’re interested in, click the heart to “Save” your career. Click on “love it” or “like it a lot”.
		4. Go back and explore more careers. **You must save at least 3 careers that you’re interested in. Fill in the table below. Once you’ve saved your careers, click on Xello in the top left corner.**

|  |
| --- |
| **Saved Careers** |
| 1. |
| 2. |
| 3. |

1. **Personality Style**
	1. Click on “Get Started”
		1. Go through and answer all of the questions rating them from “like very much” to “dislike very much”. If you need more information about what it’s asking, click on the ? for more details.
	2. Once you finish phase two, your personality styles will show up. Click on “View Full Results” for details about your personality styles. **Fill in the table below.**

|  |
| --- |
| **Your Personality Styles** |
| 1. |
| 2. |
| 3. |

1. **Mission Complete**
	1. Click on “Get Started”
	2. Follow the prompts and answer the questions.
	3. When you’re finished click on “View My Matches”. Explore the careers that are listed. **Save at least 2 additional careers that you’re interested in. Fill in the table below.** Click on Xello in the top left corner when you’ve completed this.

|  |
| --- |
| **Additional Saved Careers** |
| 1. |
| 2. |

1. **Learning Style**
	1. Click on “Get Started”
	2. Click on “Start the Quiz”. Follow the prompts to complete the quiz. Once you’re finished, complete the table below. Click on Xello in the top left corner when you’ve completed this.

|  |  |
| --- | --- |
| Percentage  | Type of Learner |
|  |  |
|  |  |
|  |  |

1. **Schools**
	1. Under “Explore Options”, click on Schools.
	2. Explore the different schools. You may look at schools in or outside of Michigan. Click on the school, click on the heart to “Save” the school. **Save at least 3 schools you may be interested in. You must save Lansing Community College. Fill in the table below.** Click on Xello in the top left corner when you’ve completed this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **Average GPA of Entering Students** | **Acceptance Rate** | **Cost of Tuition & Fees** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3.  |  |  |  |

1. **Careers:**
	1. Go under “Explore Options”, click on Majors.
	2. Explore the different majors that are listed. Click on the ones that you’re interested in and read more about them. Click on the heart to “Save” majors. **Save at least 3 majors. Fill in the table below.**

|  |  |
| --- | --- |
| **Saved Majors** | **Colleges that offer the major** |
| 1. |  |
| 2. |  |
| 3. |  |

1. **Goals and Plans:**
	1. Click on “Goals & Plans” at the top of the page.
	2. Click on “+New Plan”. Follow the prompts to complete your plan. Fill in the table below.

|  |
| --- |
| My plan is… |

1. **College Applications**
	1. Click on “Goals & Plans” at the top of the page.
	2. **Click “Get started” next to college applications**
	3. **Add schools that you want to apply to (or already have applied to). Set your deadlines. Keep track of your application status for each school. You MUST put Lansing Community College on this part. Fill in the table below.**

|  |  |
| --- | --- |
| **Schools** | **Application Deadline/Complete?** |
|  |  |
|  |  |
|  |  |

1. **About Me**
	1. Click on “About Me” at the top of the page.
	2. Click on “Favorite Clusters”. Read the information on the different career clusters. Choose at least 3 that you’re interested in. Fill in the table below.

|  |
| --- |
| **Favorite Career Clusters** |
| **1.** |
| **2.** |
| **3.** |

* 1. Click on “Experiences”. Add work, volunteer, education, and life experiences that relate to you. Fill in the table below.

|  |
| --- |
| **List 3 things that you added into Experiences** |
|  |
|  |
|  |

* 1. **Skills**
		1. Click on Add skills. Add at least 3 skills that describe you. Follow the prompts. Fill in the table below.

|  |
| --- |
| **Skills Added** |
| **1.** |
| **2.** |
| **3.** |

* 1. **Interests**
		1. Click on Add interests. Add at least 3 interests that describe you. Follow the prompts. Fill in the table below. **YOU MUST GET YOUR TEACHER/COUNSELOR’S SIGNATURE BEFORE MOVING ON.**

|  |
| --- |
| **Interests Added** |
| **1.** |
| **2.** |
| **3.** |

**LESSONS TO COMPLETE:**

**Scroll to the top and click on XELLO on the left side**

**1. CAREER BACKUP PLANS:**

Click on “start lesson”, “get started” and “start activity”

Follow prompts to complete lesson

**2. JOB INTERVIEWS:**

Click on “start lesson”, “get started” and “start activity”

Follow prompts to complete lesson

**3. DEFINING SUCCESS:**

Click on “start lesson”, “get started” and “start activity”

Follow prompts to complete lesson

**FINAL TEACHER/COUNSELOR’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**