***XELLO - 9th Grade EDP***

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

Example: LANS-cb887654

Password\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Birthday: mmddyyyy, Example: 03152006)

If problems with login or password, email 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 is 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 on the heart to “Save” and follow the prompt.
		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.**

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| --- |
| **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 is asking, click on the ? for more details.

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

* 1. 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.**

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.

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| **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. **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 have completed this.

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

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

|  |  |
| --- | --- |
| **Saved Majors** | **List at least one college that offers the major** |
| 1. |  |
| 2. |  |
| 3. |  |

1. **About Me**
	1. Click on “About Me” at the top of the page.

|  |
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| **Favorite Career Cluster** |
| **1.** |

* 1. Click on “Favorite Clusters”. Read the information on the different career clusters. Choose at least 1 that you are interested in. Fill in the table below.
	2. Click on “Experiences”. Add work, volunteer, education, and life experiences that relate to you. **You MUST add at least 3 things.** Fill in the table below.

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| --- |
| **List 3 things that you added into Experiences** |
| **1.** |
| **2.** |
| **3.** |

* 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.

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

* 1. **Places**
		1. Click on Add places. Follow the prompts.

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| **Places Added** |
| **1.** |
| **2.** |

1. **Lessons to Complete: Personality Styles**
	1. Click on Xello in the top left corner. Then click on Start Lesson in the Personality Styles section. Follow the prompts to complete the lesson. **Fill in the table below.**

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| --- |
| **What is the personality that best describes you? Explain why.** |

1. **Lessons to Complete: Exploring Career Factors:**
	1. Click on Start Lesson in the Exploring Career Factors section. Follow the prompts to complete the lesson. **Fill in the table below.**

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| **What’s the MOST important factor to YOU when choosing a career?** |

1. **Lessons to Complete: Getting Experience**
	1. Click on Start Lesson in the Getting Experience section. Follow the prompts to complete the lesson. **Fill in the table below.**

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| **How can you get work-related experiences?** |

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… |

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