



WELCOME TO XELLO

Learn how to use Xello to plan
your future, explore careers, and
prepare for and apply to college.



BTHS School Counselors



WHAT IS XELLO?

- ▶ Xello is an online program that helps students build skills, explore career options, and create actionable plans for a bright future.



HOW TO LOG IN

- ▶ Student's access Xello through their Clever account.

Clever × **xello**



CAREER EXPLORATION

- ▶ Use Xello to explore careers based on your interests, skills, and goals. Take assessments and read career profiles.



GOAL SETTING

- ▶ Set short-term and long-term goals. Track your progress and update goals as you grow.



COLLEGE APPLICATIONS & XELLO

St. John's County School District has partnered with Xello as the primary program for completing college applications. Whether your student needs a transcript or letters of recommendation Xello will help to simplify the process.



CONNECTING XELLO TO COMMON APP

- ▶ Link your Common App account to Xello to streamline your college application process. This allows counselors to send required documents directly through Xello.

Walk through to connect Common App and Xello

Click 
here!



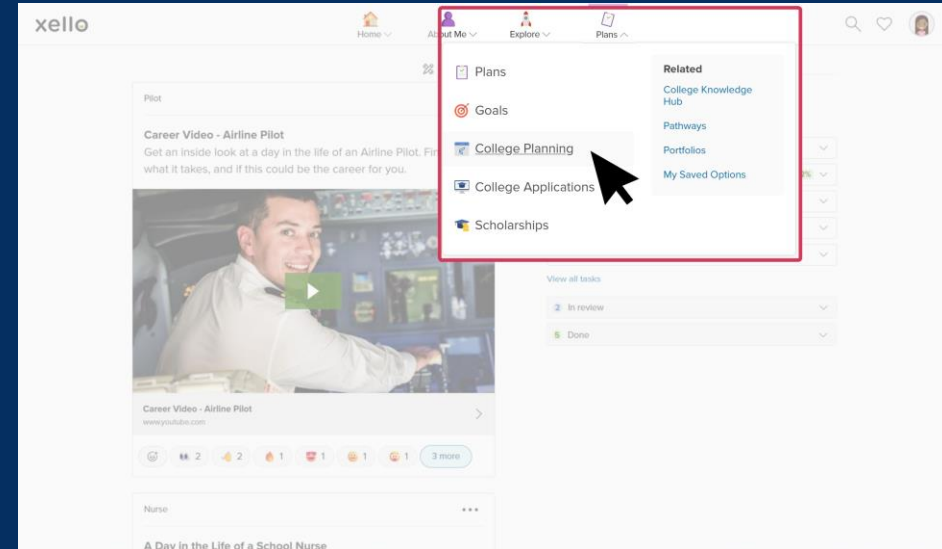
REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

- For colleges not in Common App, use Xello's transcript request feature. Select the college, submit your request, and your school counselor will send the transcript.



REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 1

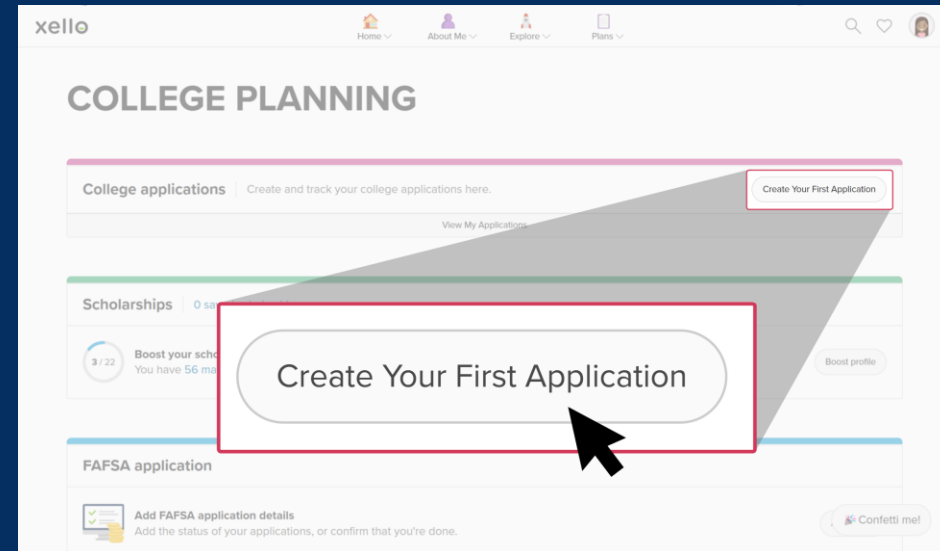


Open **Plans** and click
College Planning.



REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

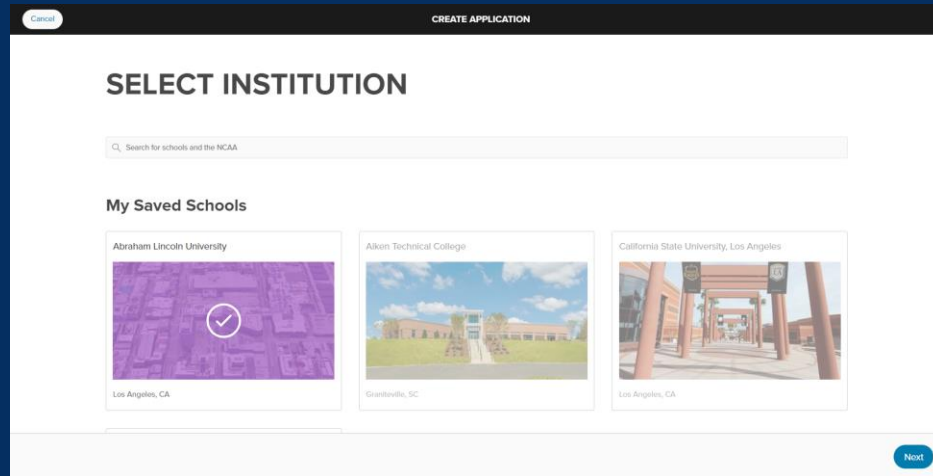
STEP 2



Under **College Applications**,
they click **Create Your First
Application**.

REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 3

The screenshot shows a web interface for selecting an institution. At the top, there are buttons for 'Cancel' and 'CREATE APPLICATION'. Below this is the heading 'SELECT INSTITUTION'. A search bar with the placeholder text 'Search for schools and the NCAA' is present. Under the heading 'My Saved Schools', there are three cards. The first card is for 'Abraham Lincoln University' in 'Los Angeles, CA' and has a purple background with a white checkmark icon. The second card is for 'Alken Technical College' in 'Greenville, SC' and shows a photo of a school building. The third card is for 'California State University, Los Angeles' in 'Los Angeles, CA' and shows a photo of a school entrance. A 'Next' button is located at the bottom right of the screen.

They choose one of their
saved schools and click
Next.

If they don't have any
saved schools yet, they
search for the institution
and click **Select**, then **Next.**



REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 4

They select an application method and admission type. If available, the application deadline will automatically populate. They can review and edit the application deadline, if necessary.

*The deadline is reported by the college, but students are encouraged to check the college website for any recent changes.




REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 5

Cancel Create Application

ADD DETAILS

 Abraham Lincoln University
Los Angeles, CA

Fill in your application details in the fields below:

Application method
Direct Application

Admission type
Rolling Admission

Application deadline ⓘ
Set your own deadline for this application.
12/23/2022

Need help?

Application method ^

This is a guideline to help you decide how to apply to this college. Each college will have different methods for applying. Check the college's website to make sure you have the correct details.

Direct Application
Select this option if you intend to apply directly on the college's website: <https://www.alu.edu/apply/>

Other
Select this option when the method you are looking for is not listed in the dropdown menu.

Admission type v

Ready to create a new college application? **Create**

To finish building the
application tracker they
click **Create**.



REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 6

Under the **Application
checklist** they find
Transcript.

To the right, they click
Request.



REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 7

A screenshot of the xello website interface. A modal dialog box titled "Request transcript" is open in the center. It has a close button (X) in the top right corner. Inside the dialog, under "Select transcript type", there are three radio button options: "Initial", "Mid-year", and "Final". Below each option is a description of the grades included. "Initial" includes grades from 9th to 11th grade. "Mid-year" includes grades from 9th to 11th grade and the first semester of 12th grade. "Final" includes grades from 9th to 12th grade. At the bottom of the dialog, there is a note: "Reach out to your counselor if you're not sure which transcript type to request." and two buttons: "Send request" (in blue) and "Cancel". The background of the website is dimmed, showing the "College Applications" section for "RABBI JACOB JOSEPH SCHOOL" with an admission decision of "No decision yet" and an application checklist.

They'll choose which transcript type they'd like to request, along with a due date. The transcript types are:

- Initial
- Mid-year
- Final



REQUESTING TRANSCRIPTS FOR NON-COMMON APP COLLEGES

STEP 8

They click **Send request.**



QUESTIONS?

HAVE YOUR STUDENT
SPEAK TO THEIR
SCHOOL
COUNSELOR.

Thank you!