



How to Guide for Students

Poudre School District

Xello is the platform Poudre School District utilizes to help students in grades 6–12 create their very own ICAP (Individual Career and Academic Plan). Students are able to discover their own personalized pathway through self-knowledge, exploration, and planning.

LOGIN AS A STUDENT:

1. Go to www.psdfutureready.org/xello - Click on the “student” button

CUSTOMIZE YOUR XELLO PROFILE:

1. Click on your avatar in the top right corner of your Xello profile
2. Click on **PROFILE**, then **UPDATE AND ADD CONTACT INFO AND A PROFILE PICTURE**

SHARE YOUR SKILLS AND INTERESTS:

1. From the Xello homepage click on the **ABOUT ME** tab
2. Click on **FAVORITE CLUSTERS**, choose two that you are interested in
3. Click on **SKILLS**, add 5 skills that you are good at

ADD IN-DEMAND CAREERS OF INTEREST TO YOUR PLAN:

1. From the Xello homepage click on the **EXPLORE** tab and then **CAREERS**
2. Click on **MORE FILTERS** and then filter by **CAREER DEMAND** and **CAREER CLUSTER**
3. Read about the careers, watch videos, and for careers that interest you click the **SAVE** button

BUILD YOUR RESUME:

1. From the Xello homepage click on the **ABOUT ME** tab
2. Click **UPDATE** Resume

BUILD YOUR 2-YEAR OR 4-YEAR COLLEGE LIST:

1. From the Xello homepage click on the **EXPLORE** tab and then **SCHOOLS**
2. Click the “MORE FILTERS” button to narrow your search and find colleges that match your goals
3. For colleges that interest you click the **SAVE** button to add to your profile

PLAN COURSES RELATED TO YOUR CAREER INTERESTS (8th-12th grade only):

1. Open a new tab and go to www.psdfutureready.org to find courses classes related to your career interest area
2. Click on the **PLANS** tab in Xello and then **COURSE PLANNER - MANAGE**
3. Click on **ADD ELECTIVE** then search to find courses related to your career interest - click **ADD**

FIND AND APPLY FOR WORK-BASED LEARNING OPPORTUNITIES (9th - 12th grade only):

1. From the **EXPLORE** page - click on **OPPORTUNITIES**
2. Filter by activity to see local **PAID JOBS, JOB SHADOWS, INTERNSHIPS, APPRENTICESHIPS**
3. Interested in an Opportunity? Click on the **REQUEST** button to start your application

PREP FOR YOUR ACT/SAT (9th-12th grade only):

1. From the Xello homepage (click on the Xello logo in the top left corner) click on the **METHOD TEST PREP** icon located in the bottom right corner under links and resources

FIND SCHOLARSHIPS & FINANCIAL AID RESOURCES (11th and 12th grades only):

1. Click on **PLANS** and then **COLLEGE PLANNING** to find local scholarships and financial aid information and resources.