

# Entering Community Service hours into XELLO



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You will find the Xello tile in your student portal! You can find your student portal log-on in 2 places.

Search for Frisco ISD. On the FISD homepage, click the students tab. Scroll down to student portal and click icon. Your user name is your Student ID and your password is your 8 digit birthday.

Frisco ISD does NOT require community service for graduation, but there is an optional recognition program for students with 100 approved hours by April 1<sup>st</sup> of their Senior year. While general volunteerism is admirable, the district has specific criteria to qualify for the recognition program. Please reference the [FISD Academic guide](#) for guidance on what FISD will accept for the 100 hour Community service program ; there may be some instances where the hours that have previously been accepted are no longer accepted (i.e. helping someone with a school project).

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### Please Remember:

- Hours must be descriptively logged into [Xello](#).
- Only hours performed outside of the school day are accepted.
- Please do not use acronyms or abbreviations for organizations or in your descriptions.
- Neither parents nor students may approve hours.

Your service hours will be reviewed by RHS Counseling Staff and will either be approved or not approved. If you volunteer for an event that is not approved, see Mrs. Schell for clarification---the issue might be as simple as needing a little more information. **It's up to you to find out!**  
 The reviewing process might take several days.

RHS Approved Community Service	RHS-Non Approved Community Service
<ul style="list-style-type: none"> <li>*Any Volunteer Work for a <u>Non- Profit Organization.</u></li> <li>* Church Activities such as Awana, VBS, Fundraisers for other non-profits (not fundraisers for the church itself)</li> <li>*Community Events such as Health Fairs or Easter Egg Hunts.</li> <li>*Any Activities Organized through RHS or sent from the Counseling Department.</li> <li>* Races that benefit a Non-Profit.(hours earned for races must be as a Volunteer not a participant of the race.)</li> <li>*"Candy Striper" type care at a hospital.</li> <li>* Mission Trips (you may only count the portion of the trip where you actually are serving the community)</li> </ul>	<ul style="list-style-type: none"> <li>*You are a Cheerleader and work and event to raise money for cheerleading.</li> <li>*You are on the Debate Team and help with a Debate Team bulletin board during school hours. (after school hours <u>would</u> count)</li> <li>*You work Usher, Choir, Technical Support or Other Activities Sunday Mornings at church.</li> <li>* You work the senior fundraiser to raise money for seniors.</li> <li>*Your babysit your neighbor's children (even if it's free)</li> <li>* Passing out flyers or visiting with neighbors about a specific religious organization.</li> <li>*Raising money for a booster includes car washes, concessions, and sales)</li> <li>*Training to serve.</li> </ul>

# Your Dashboard

**ABOUT ME**

- Matchmaker Get Started
- Personality Style 🔒
- Mission Complete 🔒
- Learning Style 7/20 Resume
- Skills Lab Get Started

**EXPLORE OPTIONS**

- Careers
- Schools
- Majors
- Saved Options

**GOALS & PLANS**

- My Plans
- College Planning

- When you log into Xello, it will bring you to your dashboard. You will see three option on the top of the page.
- 1. ABOUT ME
- 2. EXPLORE OPTIONS
- 3. GOALS & PLANS

You will need to click on the words ABOUT ME.

You will scroll down the page until you see the experiences box.

You will click on the Volunteer tab.



## EXPERIENCES

WORK



Add part-time, summer, casual, and co-op work

VOLUNTEER



Add your school and community volunteer hours

EDUCATION



Add diplomas, fun classes, and extra training

LIFE



Add special events like trips, awards, or performances

## VOLUNTEER EXPERIENCE

Position

Add position

Organization

Add organization

Time Period *(Required)*

from

Month



Year



Month



Year



Ongoing

Service Hours

hours

minute


Add hours

Add minutes


City or Town

Enter a location


You will come to this screen

 What I liked

500

 What I found challenging

500

 What I learned

500

Please make sure you enter the required information as outlined below:

### VOLUNTEER EXPERIENCE

Position

Add position

Please enter what you did at the non profit organization.

Organization

Add organization

Please enter the name of the non profit organization and the name and email address of the contact at the non profit

Time Period *(Required)*

from

Month

Year

to

Month

Year

Ongoing

Service Hours

hours

Add hours

minute


Add minutes

Please enter how long you volunteered

City or Town


Enter a location

Enter the city where you volunteered

 What I liked


Describe what you liked about the opportunity

500

 What I found challenging

Describe any challenges

500

 What I learned

Describe what you learned from the opportunity

500

# EXAMPLE

## VOLUNTEER EXPERIENCE

Position

Cage cleaning

Organization

SPCA – Jill Smith smithj@spca.com

Time Period *(Required)*

from

July

2020

to

July

2020

Ongoing

Service Hours

hours


5

minute

Add minutes


City or Town

McKinney, Texas, United States

 What I liked


I loved being able to interact with the animals that were up for adoption

427

 What I found challenging

It was hard to move the animals in order to clean the cages. They kept wanting to play.

412

 What I learned

I learned that there are a lot of animals that need adopting and that the SPCA does a great job at finding homes for all the animals

368



When you are finished entering your volunteer information, you will need to click save in the upper right hand corner



**VOLUNTEER EXPERIENCE** Save

Position

Organization

Enter the city where you volunteered

Describe what you liked about the opportunity

Describe any challenges

Describe what you learned

You will be sent back to your About Me home screen.  
The experiences section will now look like this:

The screenshot displays the 'EXPERIENCES' section of a mobile application. At the top, the word 'EXPERIENCES' is written in white on a dark background. Below this, there are four category icons: a briefcase for 'Work', a hand for 'Volunteer', a graduation cap for 'Education', and a checkmark for 'Life'. To the right of these icons is a blue button labeled 'Add Experience'. Below the navigation bar is a horizontal timeline with markers for the years 2019, 2020, 2021, and 2022. A red hand icon is positioned above the year 2020, with the text 'CAGE CLEANING' written in white below it. The rest of the timeline is currently empty.

Describe what you liked about the opportunity. Describe any challenges. Describe what you learned.

You can use your mouse to hover over the cage cleaning experience and see the details that you entered. You can also click on the pencil icon and this will allow you to update or delete the experience.

The screenshot shows the xello website interface. At the top, there is a navigation bar with the xello logo and links for 'About Me', 'Explore Options', and 'Goals & Plans'. Below this, there are three buttons: 'Start the Quiz!' (highlighted in green), 'Finish the Quiz!', and 'Get Started'. The main content area is divided into several sections:

- AFTER HIGH SCHOOL...**: A section asking 'How far do you want to go?' with a 'Set Goal' button and icons of graduates.
- FAVORITE CLUSTERS**: A section asking 'Which career clusters interest you?' with a 'Set Favorites' button and icons representing different career paths.
- EXPERIENCES**: A timeline view showing experiences from 2019 to 2021. A yellow arrow points to a specific experience: 'CAGE CLEANING' at SPCA, dated July 1, 2020 - July 31, 2020. A pop-up window displays details for this experience, including 'Service Hours: ( 5 hours )' and three sub-sections: 'What I liked', 'What I found challenging', and 'What I learned'. A pencil icon in the top right of the pop-up indicates an edit function.
- SKILLS**: A section asking 'What are you good at?'.

When you are ready to add another volunteer experience, you will click on the volunteer tab.

The screenshot shows a dark-themed user interface for a profile's 'EXPERIENCES' section. At the top, there are four tabs: 'Work' (with a briefcase icon), 'Volunteer' (with a hand icon), 'Education' (with a graduation cap icon), and 'Life' (with a checkmark icon). A yellow arrow points to the 'Volunteer' tab. To the right of the tabs is a blue button labeled 'Add Experience'. Below the tabs is a horizontal timeline with years 2019, 2020, 2021, and 2022. A red hand icon and the text 'CAGE CLEANING' are visible in the 2020 section of the timeline.

Describe what you liked about the opportunity.

Describe any challenges.

Describe what you learned.

# Additional Information

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- Unlike X2Vol, Xello's system doesn't have a feature that automatically emails a verifier. This is why the instructions ask you to include, on the organization line, the organization's name and the email of the person in charge of your service event. This allows us to "spot" check and follow up with that person to verify your hours ourselves. Please remember that this person cannot be your parent.
- If you have any additional questions, please email Mrs. Schell at [schelln@friscoisd.org](mailto:schelln@friscoisd.org).