xello

Implementing Xello: The Roadmap to Success

Congratulations! You're on your way to making every student future-ready with Xello. Every journey is more successful with a clear roadmap, so here's an at-a-glance guide to help you navigate these next few steps to get Xello up and running.

Meet your Xello Team

Every Xello client has a dedicated success management team. This includes an Onboarding Manager and Success Manager. As a first step, you'll be introduced to these team members. They'll work in lockstep to set-up Xello and ensure you're prepared to start using it with your students.

Prepare for your Kick-Off Meeting

After introductions, expect an invite to a kick-off call. Get the most out of this meeting by preparing beforehand. Identify key participants - like your technical and student data management staff, and district champions. Give them a heads up about what's to come so they're ready.

Complete your Kick-Off Meeting

Once you receive your kick-off meeting invite, add it to your calendar. Your kick-off will include you, your Xello implementation team, key district leaders (like your IT staff), and anyone critical for your success. You'll get an agenda beforehand to know what's being covered.

You will talk about:
- Goals
- Key roles and team members
- Critical dates

Technical Set-Up

Some of the key stops along the road to becoming technically ready to use Xello.

Launch Preparation

The major milestones towards getting ready to introduce your staff and students to Xello.

Package up Data for Integration

Prepare your student data to share with the team at Xello. We'll align on data definitions and you'll get guidance on the files we need to ensure it's the right format.
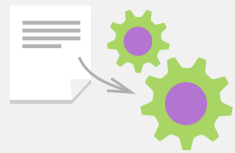
Review Launch Plan & Provide Feedback

Take a look at your launch plan. Share any changes you'd like to see, feedback you might have, or questions. Your Success Manager will make adjustments and clarify details.

Data Integration Complete

Your Onboarding Manager will load your student and other relevant data into Xello and work with your IT lead to make sure things are configured properly. You'll be notified once this work is complete.

Update Calendar with Key Meetings

Be sure to add any key dates outlined in your onboarding plan to your calendar. Invite other relevant people on your team to help keep everyone on the same page.
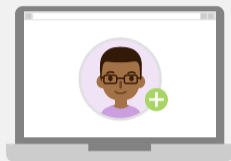
Single Sign on (SSO) Set-up

If you're planning on having your students and staff log in using SSO, your Onboarding Manager will work to set this up once data integration is complete.

Become Familiar with Key Resources

Visit our online Xello Support portal at help.xello.world. You'll find articles, videos and FAQs to help you get started and expertly navigate the program with your staff and students.

Account Creation

With data integration complete, you can now start creating accounts for your staff. Educator logins and passwords will be provided via email. You'll also receive instruction on how to share student login information.

Lesson Configuration

Based on your goals and agreed upon implementation plan, your Onboarding Manager will configure Xello's Lessons to your curriculum goals.

Set-up of Course Planner, Transcripts and Letters of Recommendation

We'll set-up your courses, disciplines, diplomas, and other course planner data. We'll guide you through how to check to ensure all information is accurate. If you're using Xello's Transcripts and Letters of Recommendation features, we'll also turn these on in your account and walk you through how they work.

Complete Intro Training Session

You'll get a one-hour introductory training webinar as part of your implementation experience. Our training experts will guide you and your team through the student and educator experiences in Xello so you can hit the ground running.

Xello is Now Ready for Your Staff to Use!

Visit **help.xello.world** to download free resources for introducing Xello to your students and community.

You'll find:
- Parent Letters
- Printable Posters
- Brochures & Flyers
- Videos

Additional Training as Necessary

If you've purchased additional in-person or online training, we'll work with you to schedule, create, promote and deliver these sessions to your district.
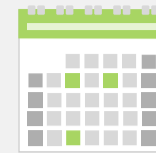
Xello Goes Live for Students!

With set-up complete, Xello is now ready to be rolled out to your schools and students. Free resources are available at help.xello.world to help you and your staff introduce the program in your district.

Ongoing Support and Optimization

Unlimited support is just a call or email away. Your Success Manager will schedule regular check-ins to see how things are going and make sure you get the most out of your subscription. You can also reach out anytime with questions by contacting our Client Solutions team at 1.800.965.8541, or via email at help@xello.world.

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