

XELLO COURSE PLANNER WEB-BASED INSTRUCTIONS Grades 9 to 12

PART 1: How to Access XELLO:

Step 1: Go to your school Gmail account. Click on the waffle 

Step 2: Scroll down and select "Xello"

PART 2: How to Select Courses in Course Planner:

Step 1: To select courses, click on **Course Planner** under **Goals & Plans**.

- The upcoming school year is greyed and has a calendar icon. This is where you select next year's courses.
- You can select and remove courses as many times as you like until you **SUBMIT** your selections. When you **SUBMIT**, your selections are locked.
- Your completed and current courses also appear in **Course Planner**.

Step 2: To add remaining **compulsory** courses:

- Compulsory courses are identified for you. Simply click the blue plus-sign (+) box to see your level choices.
- Click the name of the course to see a course description and possible course pathways.
- Choose the level you desire, and click the "Add" button. Click "Done" in the top right-hand corner to return to your Course Planner.
- Continue until you have selected all your required courses.
- To remove a course, click on the course and select the "Remove" button.

Step 3: To choose **elective** courses

- Click on the "Add Elective" plus-sign (+). A list of all possible electives will appear. The courses are listed in alphabetical order.
- Locate your desired course and click the "Add" button. Click "Done" in the top right-hand corner to return to your Course Planner.
- Continue until you have selected the correct number of courses.

Spares are only permitted for Grade 12 students and can be added as a course. It is under "Spare". **Make sure your credit count is accurate and satisfies diploma requirements!**



This **BLUE** symbol means there is a **Course Note** that you must read. Click it and a note will appear. An example is: "This course may include live dissections."



This **RED** symbol means "stop". Click it and a note will appear. Examples include: "This course requires a prerequisite" or "This course requires approval from a guidance counsellor." Check your selection and either correct your error, or see a guidance counsellor for any override permission.

Step 4: Only for returning Grade 12 students:

- Make sure you see your guidance counsellor to complete a "Request to Return" form. You will need the Principal's approval.
- If you are planning to have all your classes in the first semester, select **NRT200**. If you are planning to have all your courses in second semester, select **NRT100**.

PART 3: Submit your Selections

- When you have selected all courses for the next school year and completed a review, click on the **SUBMIT** button at the bottom of the course planning column.

PART 4: Get Parental / Guardian Approval

- **Print the Course Request Sign Off Sheet.** Ensure all forms are **signed** by you and your parent/guardian.
- Return this sheet to **Student Services** by **THURSDAY, FEBRUARY 28, 2019.**

Xello is an excellent education and career planning tool that parents and students can access at any time. It is only the course submission function that closes February 28, 2019.