

# Set Work-based learning roles

As a Xello administrator, you'll need to set Work-based learning (WBL) roles to give educators the necessary permissions for their responsibilities.

Search for students, groups, and more

Email address:

7 Ashley Horn  
Main Street Public Scho...

STUDENTS

FAMILIES

EDUCATORS

FEATURES

REPORTS

SETTINGS

Main Street Public School

**PERMISSIONS**

You have **administrator** level access

**WORK-BASED LEARNING ROLE**

☐ WBL Administrator ⓘ

WBL Administrators manage companies, contacts, and opportunities.

☒ WBL Coordinator ⓘ

WBL Coordinators work with students to manage their Work-based learning activities.

☐ No WBL role ⓘ

Users with no WBL role have limited access to the system.

Save Cancel

**STUDENTS**

Work-based learning (WBL) in Xello has different roles for educators and admin, each with specific permissions and abilities to help manage student work. These roles provide a streamlined way to handle WBL activities, such as student requests and opportunities, or adding companies and contacts.

## In this guide:

|                                         |   |
|-----------------------------------------|---|
| Work-based learning roles defined ..... | 2 |
| Assign WBL roles .....                  | 3 |

## Work-based learning roles defined

There are three different roles that can be assigned.

| WBL role                                                                                                                                                                | Visibility and capabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>No WBL role</b><br>(Assigned by default)<br>No specific Work-based learning responsibilities.                                                                        | <ul style="list-style-type: none"> <li>• Users with <b>No WBL role</b> have limited access to the system.</li> <li>• Can see student requests and opportunities but cannot manage them.</li> <li>• Can export and filter WBL tables.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>WBL Coordinator</b><br>(School or district/region level)<br>Work with students to manage their Work-based learning activities.                                       | <ul style="list-style-type: none"> <li>• Can manage student requests, which includes changing their status and adding information, files, or hours on behalf of students.</li> <li>• Can approve or decline student-added opportunities.</li> <li>• Is the minimum role required to review and confirm student hours.</li> <li>• Can export and filter WBL tables.</li> </ul>                                                                                                                                                                                                                                         |
| <b>WBL Administrator</b><br>(School level)<br>Manage companies, contacts, and opportunities relevant to their school.                                                   | <ul style="list-style-type: none"> <li>• Has all the capabilities of a <b>WBL Coordinator</b>.</li> <li>• Can add companies and contacts.</li> <li>• Can create opportunities limited to their specific school and by grade.</li> <li>• Can approve and publish opportunities posted by employers.</li> <li>• Can set e-verification requirements for opportunities they create.</li> <li>• Can access and manage WBL settings.</li> <li>• Can filter data to see information relevant to their school.</li> </ul>                                                                                                    |
| <b>WBL Administrator</b><br>(District/Regional level)<br>Manage companies, contacts, and opportunities relevant to all schools/institutions within the district/region. | <ul style="list-style-type: none"> <li>• Has all the capabilities of a <b>WBL Coordinator</b>.</li> <li>• Has comprehensive visibility into all Work-based learning data for students across all schools in their district.</li> <li>• Can filter student opportunities and requests by school.</li> <li>• Can add companies and contacts at the region level.</li> <li>• Can create opportunities available to students in their district and limit them to specific schools.</li> <li>• Can change e-verification requirements for opportunities in bulk.</li> <li>• Can access and manage WBL settings.</li> </ul> |

## Assign WBL roles

Permissions are applied to each educator at the school level and only if WBL is enabled at that school.

To assign **Work-based learning roles** to educators:

- 1 Log in to Xello. From the left menu, click **Educators**. This will open the full list of educators.
  - **Tip:** if you're in a regional/district account, you can narrow the list by school.
- 2 Alternatively, you can search for a specific educator. If you're in a regional/district account and the educator is in more than one school, their name will populate separately for each school they're in. You'll need to update their permissions per school.
- 3 Click the educator's name to open their profile. Scroll to the bottom.
- 4 Next to **Work-based learning role**, click the pencil icon.
- 5 Choose between the three WBL roles and click **Save**.

