

# Set Work-related learning roles

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

Search for students, groups, and more

Email address:

Main Street Public School

**PERMISSIONS**

You have **administrator** level access

**WORK-RELATED LEARNING ROLE**

☐ WRL Administrator ⓘ

WRL Administrators manage companies, contacts, and opportunities.

☒ WRL Coordinator ⓘ

WRL Coordinators work with students to manage their Work-related learning activities.

☐ No WRL role ⓘ

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

**Save** Cancel

**STUDENTS**

Work-related learning (WRL) 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 WRL activities, such as student requests and opportunities, or adding companies and contacts.

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## Work-related learning roles defined

There are three different roles that can be assigned.

WRL role	Visibility and capabilities
<b>No WRL role</b> (Assigned by default) No specific Work-related learning responsibilities.	<ul style="list-style-type: none"> <li>• Users with <b>No WRL 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 WRL tables.</li> </ul>
<b>WRL Coordinator</b> (School or region level) Work with students to manage their Work-related 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 WRL tables.</li> </ul>
<b>WRL Administrator</b> (School level) Manage companies, contacts, and opportunities relevant to their school.	<ul style="list-style-type: none"> <li>• Has all the capabilities of a <b>WRL Coordinator</b>.</li> <li>• Can add companies and contacts.</li> <li>• Can create opportunities limited to their specific school and by year.</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 WRL settings.</li> <li>• Can filter data to see information relevant to their school.</li> </ul>
<b>WRL Administrator</b> (Regional level) Manage companies, contacts, and opportunities relevant to all schools/institutions within the region.	<ul style="list-style-type: none"> <li>• Has all the capabilities of a <b>WRL Coordinator</b>.</li> <li>• Has comprehensive visibility into all Work-related learning data for students across all schools in their region.</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 WRL settings.</li> </ul>

## Assign WRL roles

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

To assign **Work-related 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 account, you can narrow the list by school.
- 2 Alternatively, you can search for a specific educator. If you're in a regional 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-related learning role**, click the pencil icon.
- 5 Choose between the three WRL roles and click **Save**.

