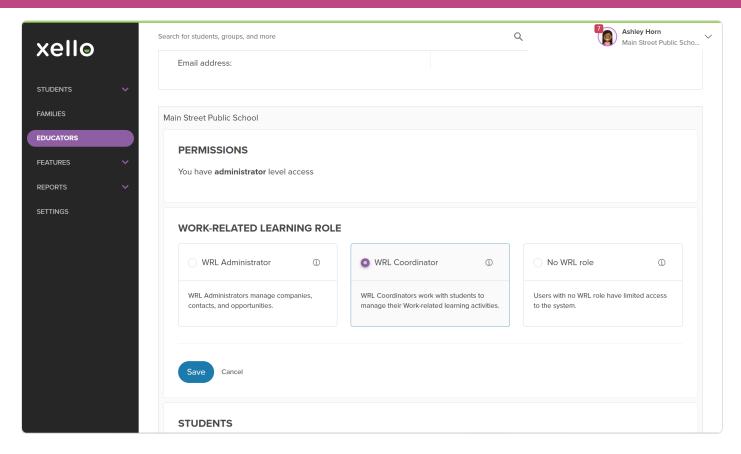


# Set Work-related learning roles

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



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.

#### In this guide:

Work-related learning roles defined	 2
Assign WRL roles	 3

# **Set Work-related learning roles**



## Work-related learning roles defined

There are three different roles that can be assigned.

WRL role	Visibility and capabilities
No WRL role  (Assigned by default)  No specific Work-related learning responsibilities.	<ul> <li>Users with No WRL role 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>
WRL Coordinator (School or region level) Work with students to manage their Work-related learning activities.	<ul> <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>
WRL Administrator (School level)  Manage companies, contacts, and opportunities relevant to their school.	<ul> <li>Has all the capabilities of a WRL Coordinator.</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>
WRL Administrator (Regional level) Manage companies, contacts, and opportunities relevant to all schools/institutions within the region.	<ul> <li>Has all the capabilities of a WRL Coordinator.</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>

### Set Work-related learning roles



#### **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:

- 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**.

