xello

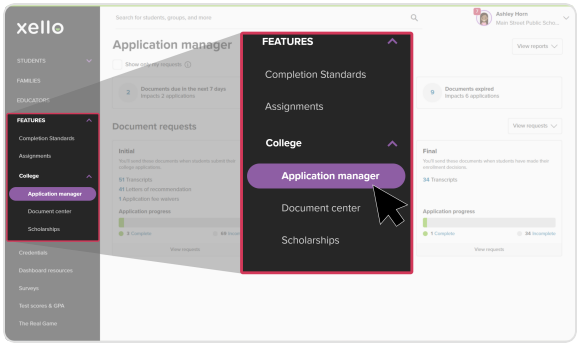
Upload and send recommendation letters

If you're a Xello administrator or educator, you can complete student requests right in your Xello account. Log in to Xello to view all student requests. Click into a student's request to view their personalized note, upload your completed letter, and send it to the institution.

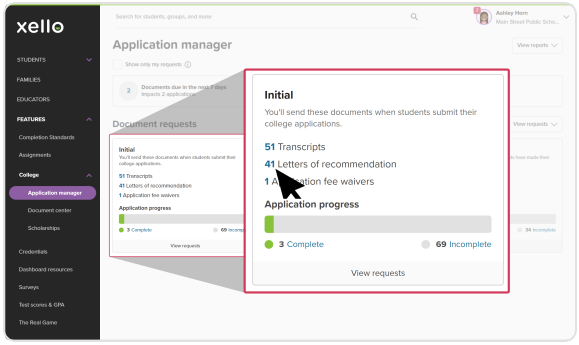
Upload and send from Xello

To upload a recommendation letter from your educator account:

1. From your educator account, under **Features**, click **College** and select **Application manager**.
   - Or, from your dashboard, click the **College applications** banner.

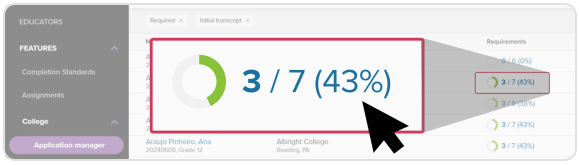


2. In the **Document requests** tile called **Initial**, click the number next to **Letters of recommendation**. This will open the list of incomplete document requests that include recommendation letters and teacher evaluations.

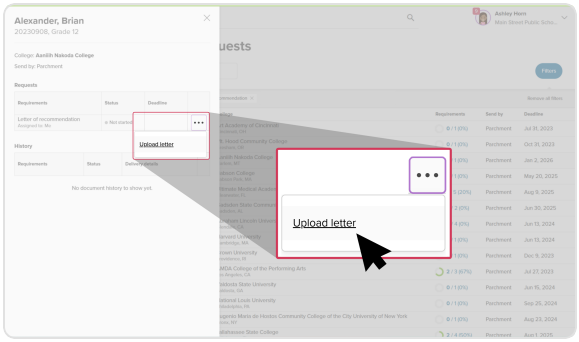


3. Browse or use the search bar directly above the student list to search for the student whose request you plan to complete.

4. Locate the student and click the **progress wheel** to open a side panel with the student's requests.



5. Next to the recommendation letter request, click **Upload letter** to view the personalized student request.
   - Take this opportunity to view the student's personal note to you.
   - Click **View tips** for idea-starters on what content to include in the recommendation letter.

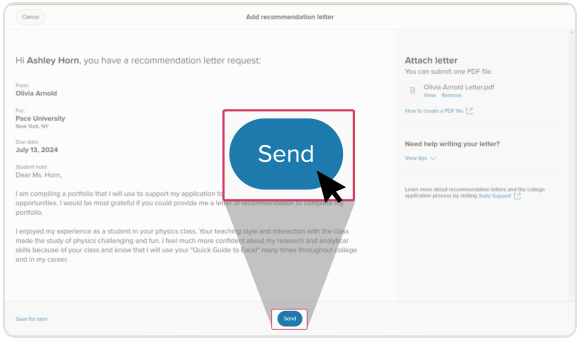


Upload and send recommendation letters

6. Click **Upload PDF** to locate the recommendation letter on your computer or device.
    - Click **Choose a local file** to add the recommendation letter. Ensure it's the PDF version. Once you've found and selected the file, click **Add**.
    - To double check you've uploaded the correct file, the file name is visible where the **Upload PDF** button was.



7. When finished, click **Send**.
    - If the institution is in Parchment's network or has a verified email, a message will confirm you're ready to send it. Click **Send**.
    - If the institution is not in Parchment's network or doesn't have a verified email, enter the email address and click **Send**.
        - If you don't have the email address handy, click **Cancel** to return to the student's request. Then click **Save for later**. This will save your work so you or a fellow educator can return and complete the request when you have the address.



Once you've sent the letter, the request will move down to the **History** section so you and other educators can easily view the progress of the document.