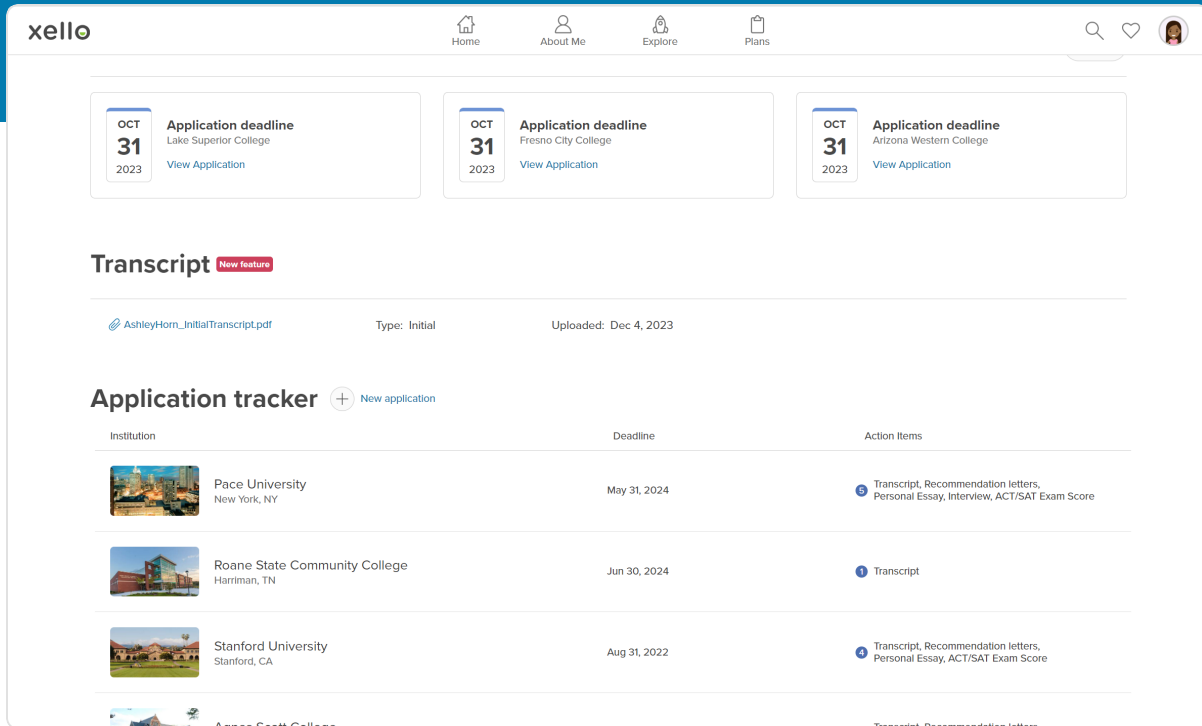


# How to track a college application



In Xello, you can use the college planning tool to create a tracker. This tracker will give you a checklist for each college application. The checklist helps you keep track of all the things you need to do for each application. You can also ask for a recommendation letter or have your transcript sent right off the checklist.

Use this guide for all the ways you can use the tracker to help you with your college applications.

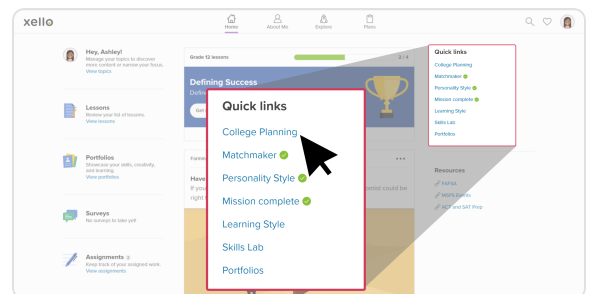
<b>Create a college application tracker</b>	<b>2</b>
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## Create a college application tracker

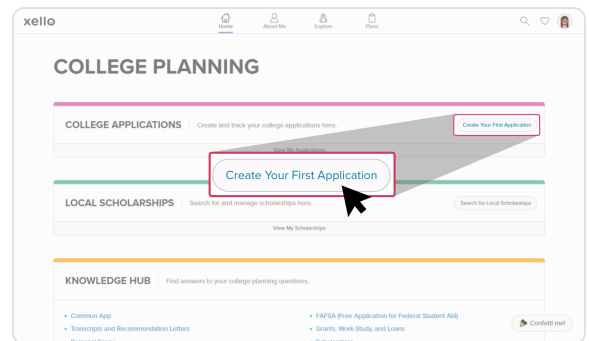
To keep track of your tasks, deadlines, and to request transcripts and recommendation letters, you need to create a college application tracker for each school you're applying to.

Here's how you can create a college application tracker:

1 From your dashboard, under **Quick links**, click **College planning**.

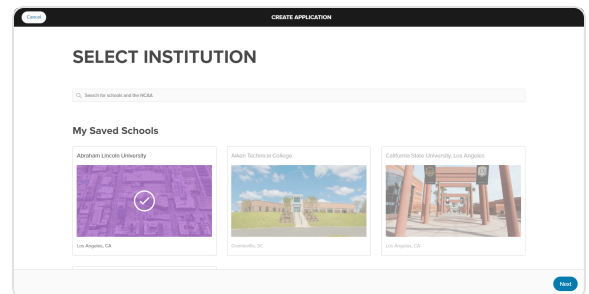


2 In the **College applications** section, click **Create your first application**.



3 Choose one of the schools you have saved and click **Next**.

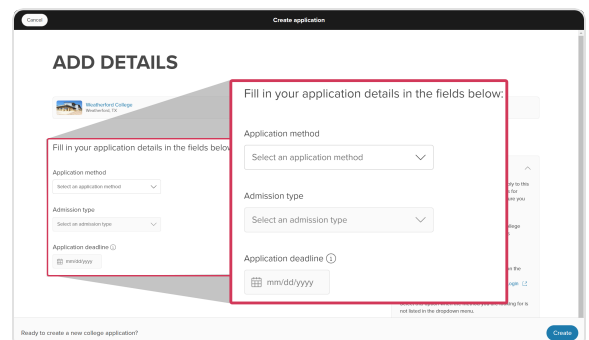
- If you haven't saved any schools yet, search for the school and click **Select**, then click **Next**.



4 Pick the way you want to apply and the type of admission. The application deadline will show up automatically. You can change the deadline if needed.

- Remember, the deadline is given by the college, but it's a good idea to check the college website for any updates.

5 Finally, click **Create** to finish making your application tracker



## Edit a college application tracker

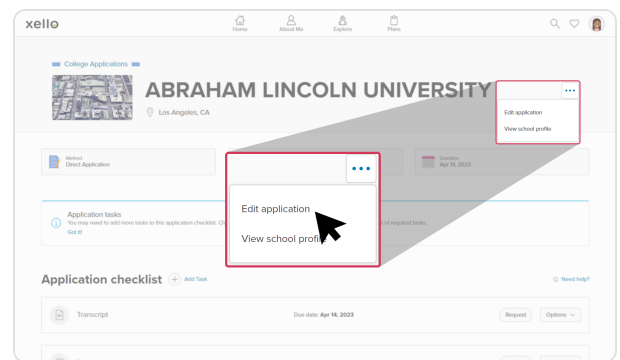
You can make changes to your college application tracker later on. You have the power to update the way you apply, the type of application, and the deadline.



**Note:** if your school uses Common App and you've connected your Xello and Common App accounts, you won't be able to edit Common App trackers in Xello. Instead, you'll need to make any updates directly in your Common App account.

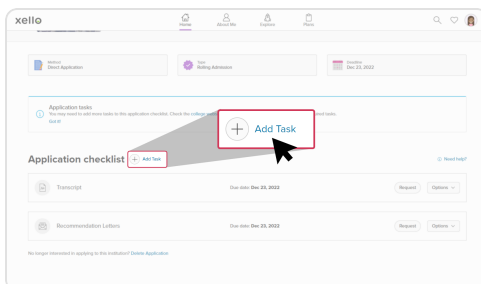
To edit your college application tracker:

- 1 Find the college application tracker you want to change and click the three-dot menu.
- 2 Select **Edit application**.
- 3 Make the changes you need to make and click **Save**.



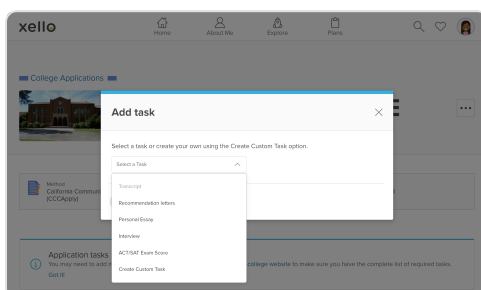
## Add or create tasks

Once you've made your college application tracker, you'll get a checklist with all the things you need to do. Sometimes, the school might not have all the things listed, or you might have your own special things to do. In those cases, you can add your own tasks to the tracker.



Here's how you can add a task:

- 1 Go to the college application tracker where you want to add a task.
- 2 Click **Add task**.
- 3 In the window that pops up, choose a task from the list or make your own.
  - If you make your own task, give it a name.
- 4 When you're done, click **Add task**.



By adding tasks, you can keep track of everything you need to do for your college applications.

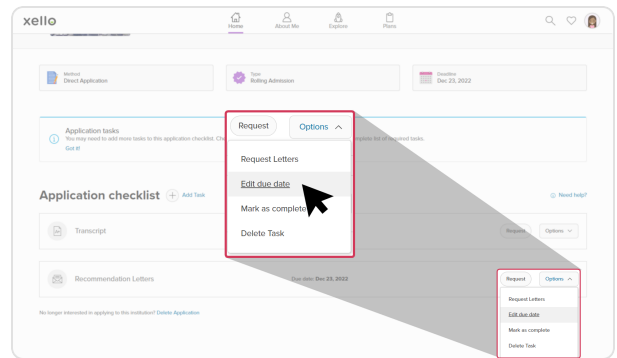
## Edit due dates

You can add a due date to your custom tasks or change the due date on mandatory tasks. If the college has set a deadline for a task, it will be automatically shown.

Here's how you can add or change a due date:

- 1 Go to the college application tracker where you want to change a due date.
- 2 Click the **Options** dropdown and select whichever is available: **Add due date** or **Edit due date**.
- 3 Pick the date you want and click **Save**.
- 4 The due date will be shown next to the task.

By adding or changing due dates, you can keep track of when each task needs to be done. This will help you stay organized while applying to college.

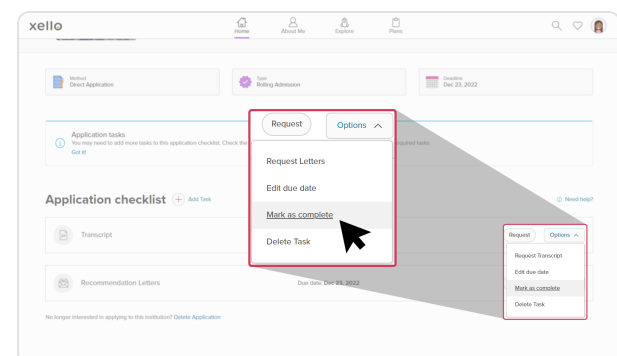


## Mark as complete

To give you more control over your application tracker, you can mark tasks in your application checklist as done. If you change your mind, you can also reopen a task in the same way.

Here's how you can change a task's completion status:

- 1 Go to the college application tracker you want to update.
- 2 In the **Application checklist** section, look for the task you want to mark as done.
- 3 Click the **Options** dropdown and select **Mark as complete**.
- 4 If you change your mind, follow the same steps and click **Undo** to reopen the task.



When you mark all tasks as complete, to celebrate this milestone, a burst of confetti will be released on the screen!

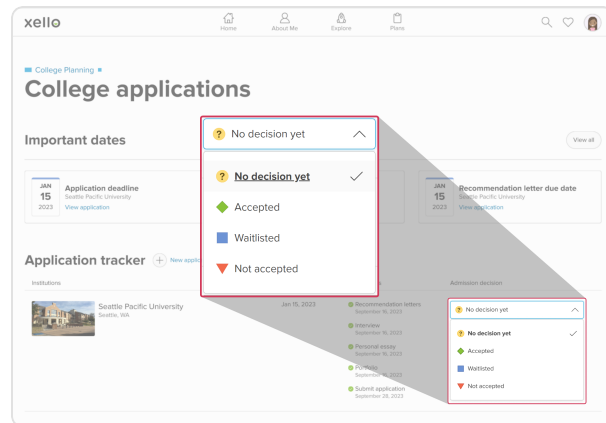
## Record admission decisions

After the school responds to your application, record which admissions decisions you're making. There are three choices:

- Accepted
- Waitlisted
- Not accepted

To record your decision in Xello:

- 1 Go to the **College applications** page.
- 2 Scroll down to **Application tracker**.
- 3 Find the school you heard from.
- 4 In the **Admission decision** box, pick your decision.



## Delete an application tracker

If you created an application tracker in Xello but don't want to track your application anymore, or if you made a mistake, you can delete it.



**Note:** Deleting an application tracker in Xello won't stop any transcript or recommendation letter requests that are already in progress. The school will still get your transcript if it was sent, and the person writing your recommendation will still get the request, but they'll see a message saying it's no longer available. Deleting the application tracker means you can't see or track your tasks or requests anymore.

Here's how you can delete an application:

- 1 Go to the college application tracker you want to delete.
- 2 Scroll down to the bottom of the **Application checklist**.
- 3 Click the **Delete application** link.
- 4 You'll need to confirm that you understand two things:
  - All tasks will be deleted, and any progress you made will be lost.
  - You won't be able to see or track your requests anymore.
- 5 Once you've checked both boxes, click **Delete application**.
  - The school's application will be removed from your list.

