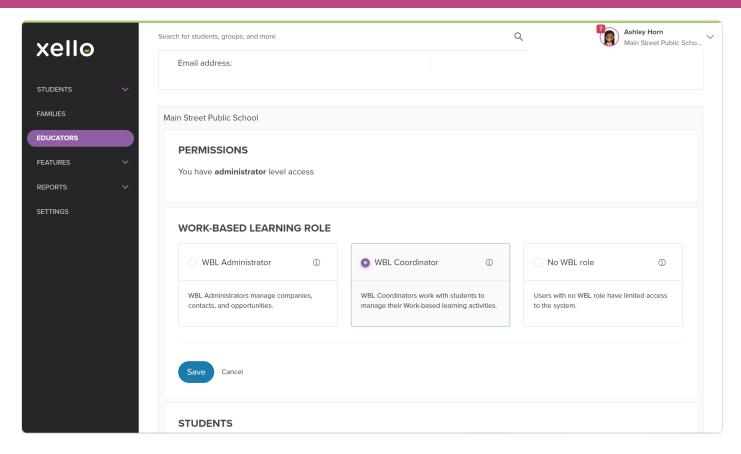
xello

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.



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	-

Work-based learning roles defined

There are three different roles that can be assigned.

WBL role	Visibility and capabilities
No WBL role (Assigned by default) No specific Work-based learning responsibilities.	 Users with No WBL role have limited access to the system. Can see student requests and opportunities but cannot manage them. Can export and filter WBL tables.
WBL Coordinator (School or district/region level) Work with students to manage their Work-based learning activities.	 Can manage student requests, which includes changing their status and adding information, files, or hours on behalf of students. Can approve or decline student-added opportunities. Is the minimum role required to review and confirm student hours. Can export and filter WBL tables.
WBL Administrator (School level) Manage companies, contacts, and opportunities relevant to their school.	 Has all the capabilities of a WBL Coordinator. Can add companies and contacts. Can create opportunities limited to their specific school and by grade. Can approve and publish opportunities posted by employers. Can set e-verification requirements for opportunities they create. Can access and manage WBL settings. Can filter data to see information relevant to their school.
WBL Administrator (District/Regional level) Manage companies, contacts, and opportunities relevant to all schools/institutions within the district/region.	 Has all the capabilities of a WBL Coordinator. Has comprehensive visibility into all Work-based learning data for students across all schools in their district. Can filter student opportunities and requests by school. Can add companies and contacts at the region level. Can create opportunities available to students in their district and limit them to specific schools. Can change e-verification requirements for opportunities in bulk. Can access and manage WBL settings.

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**.

