

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.

Search for students, groups, and more

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PERMISSIONS

You have **administrator** level access

WORK-BASED LEARNING ROLE

☐ WBL Administrator ⓘ

WBL Administrators manage companies, contacts, and opportunities.

☒ WBL Coordinator ⓘ

WBL Coordinators work with students to manage their Work-based learning activities.

☐ No WBL role ⓘ

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

Save Cancel

STUDENTS

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.

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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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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**.

