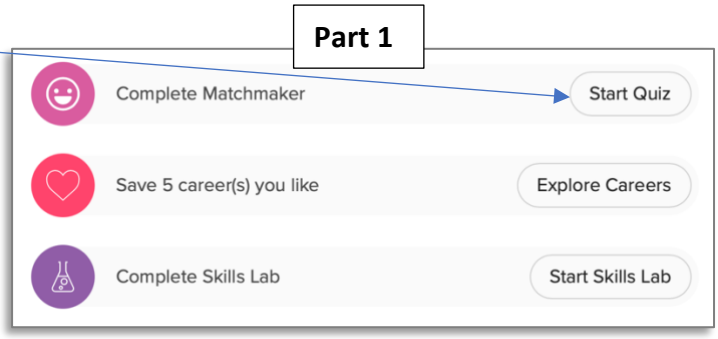
EDUCATION DEVELOPMENT PLAN INSTRUCTIONS

12th

Log into Xello: https://login.xello.world
Username: TSD student email (Included in your email from Mrs. Clippard)
Password: Student ID # (Included in your email from Mrs. Clippard)
Add your personal email to profile for continued use of Xello after high school

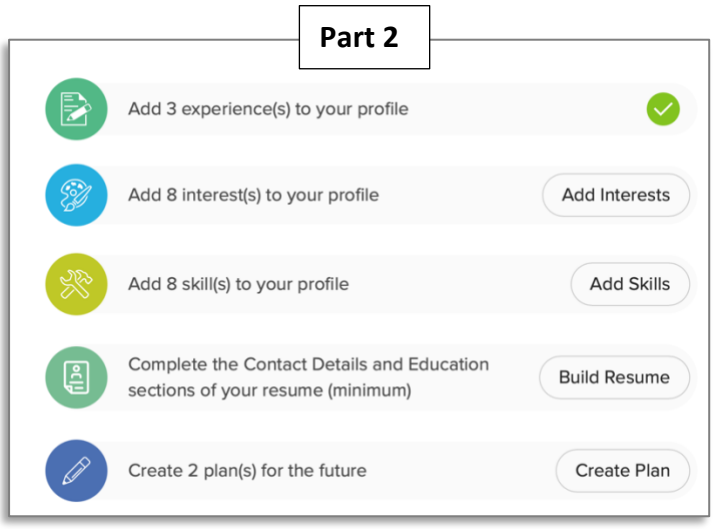
- Locate the ALL LESSONS section on the left side of your Xello Homepage and select Get Started
- You will see a checkmark in a green circle next to the task when it is complete or if you completed the task during a previous grade level.
- Click the link to begin an activity.



Select an activity name from the list below to open step by step instructions

Part 1

→ Career Matchmaker Assessment
→ Explore and Save 5 Careers
→ Skills Lab Assessment



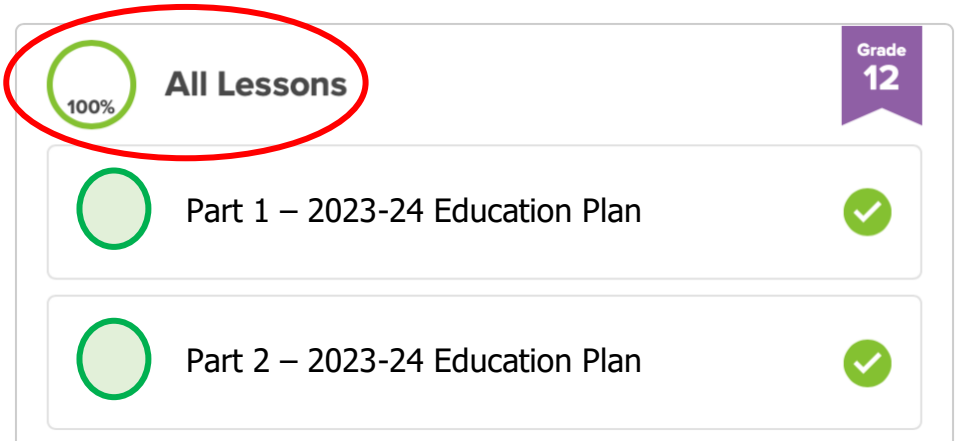
Part 2

→ Save a minimum of 3 Experiences
→ Select a minimum of 8 Interests
→ Save a minimum of 8 Skills
→ Resume
→ Save a minimum of 2 Plans (Goals & Plans)

→ After you complete Part 1 & Part 2 of your EDP, type the answer to the question in the text box. Make sure to click the Turn In button to submit. Turn In

To return to the Xello homepage click on the word Xello in the upper left-hand corner.

Your EDP is complete when you see 100% next to All Lessons.



ADDITIONAL RECOMMENDATIONS

College Planning

On the Xello **homepage**, locate the Goals & Plans section, locate **College Planning**, click **Manage.**

→ **College Applications –** Create and track your college applications here.

→ **Scholarships –** Search for and manage scholarships here.

→ **Knowledge Hub -** Find answers to your college planning questions

Parchment – Student Records

Order your **official high school transcript** for college, apprentice or job applications using Parchment.

- This service is free to high school seniors until July 31st of your graduation year.
- You will need to create an account. This will allow you to log back in and track your transcript progress.
- Make sure you select Troy College and Career High School as your school.
- You may need to order a transcript when you place your initial application and again after your graduation is official.
- Parchment allows you the option to send a copy of your transcript to yourself via email. **This is recommended**

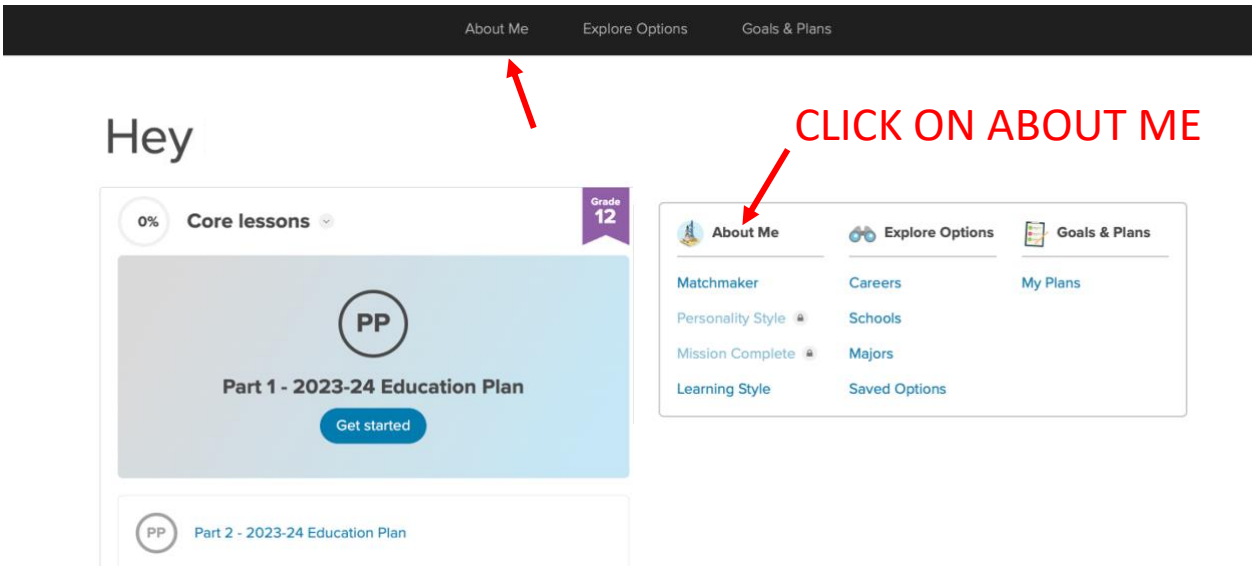
→ **Message Mrs. Clippard to request a copy of the Parchment Instructions.**

The section below contains step by step instructions and screenshots for each EDP activity. Some students report they do not need these detailed instructions, but they are available if you get stuck. If you continue to have difficulty, please reach out to Mrs. Clippard for assistance.

dclippard@troy.k12.mi.us 248-823-5158

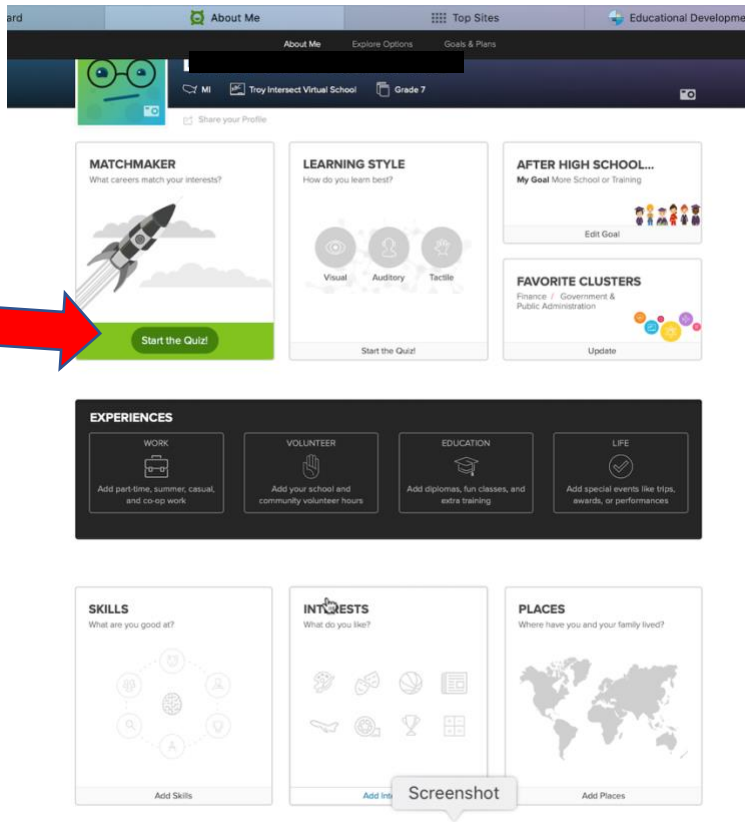
CAREER MATCHMAKER
&
AFTER HIGH SCHOOL GOAL

The first question students will be asked is “What would you like to do after high school?”. This question helps to filter your matches. "Not Sure Yet" is also an option for those who are still on the path of figuring out their first steps after high school.



CAREER MATCHMAKER can be found on the ABOUT ME page
Click GET STARTED to start the 39-question quiz.
Once you select an answer Xello does not allow you to go back and make changes until the quiz is completed.

Click on Start the Quiz



MATCHMAKER

DISCOVER **CAREERS**

that suit your interests

What is Matchmaker?

Matchmaker asks about your likes and dislikes and then suggests careers based on your interests. There are three phases in the quiz. Your matches will be updated as you complete each phase. Ready to see what's on your horizon?

Launch Matchmaker!

Click LAUNCH MATCHMAKER

MATCHMAKER

What would you like to do after high school?

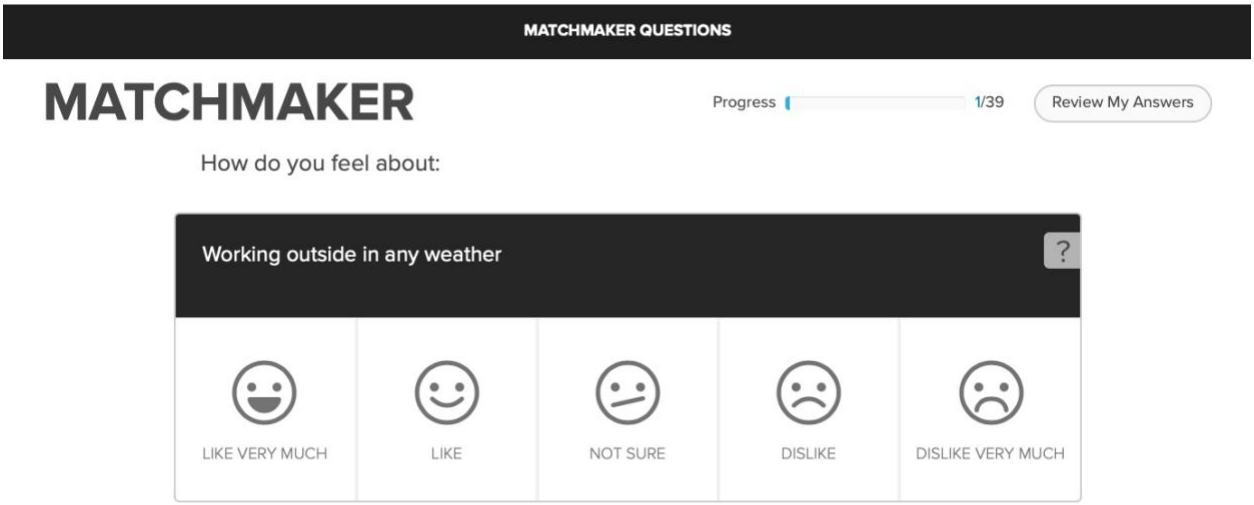
Not Sure Yet

More School or Training

Alternate Route

You can always change your selection!

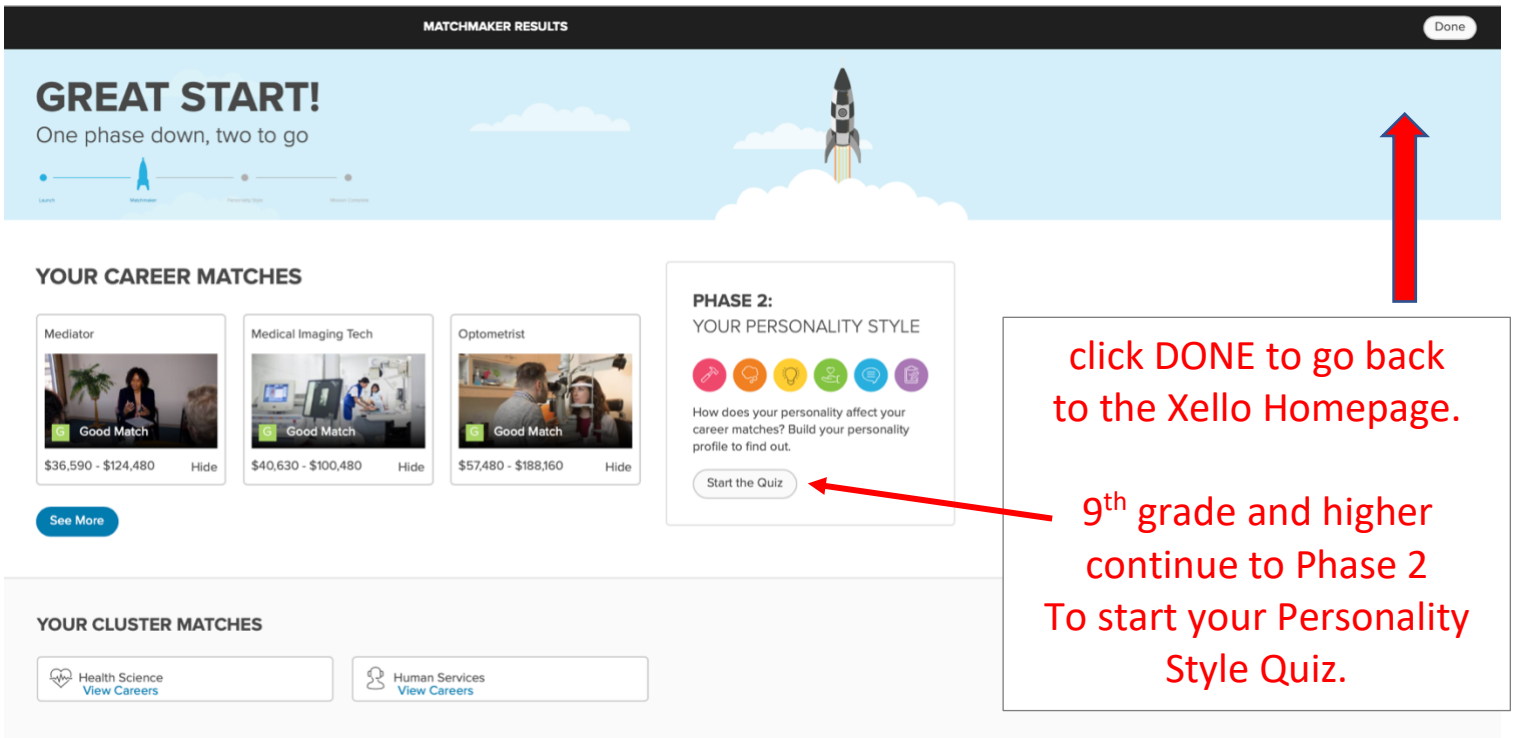
Choose what you think you would like to do after high school. You can always change your answer later. Then click the START MATCHMAKER button



During the Career Matchmaker quiz students will answer 39 questions. These questions have students thinking critically about their interests and ranking them on a scale of Like Very Much to Dislike Very Much.

TIP: To get more information or clarification on a question, click the question mark icon.

TIP: If you've changed your mind on how you answered a previous question, click **Review My Answers**, located next to the progress bar, to update your choice.



click DONE to go back to the Xello Homepage.

9th grade and higher continue to Phase 2 To start your Personality Style Quiz.

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EXPLORING & SAVING CAREERS

Save a minimum of 5 careers that interest you

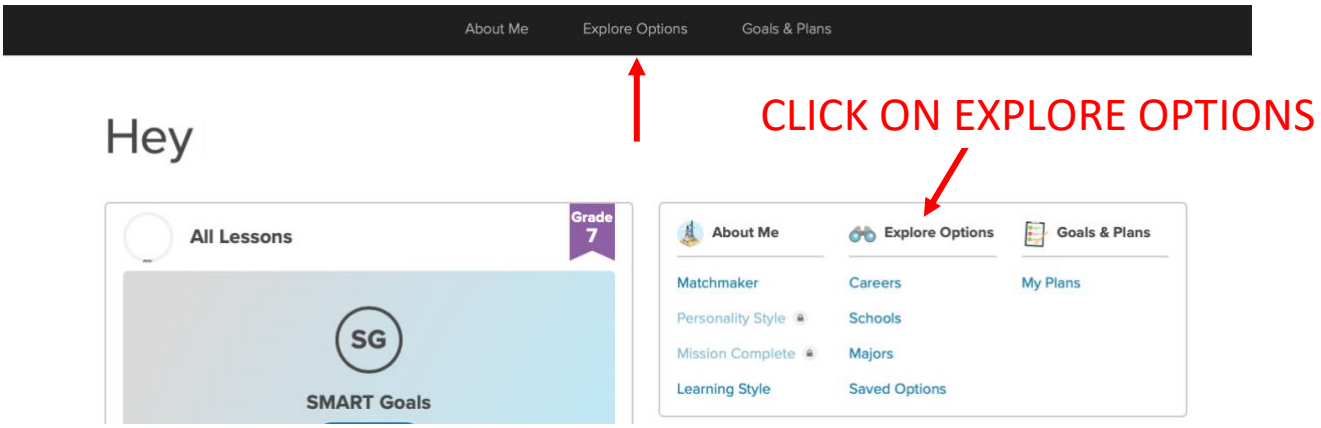
This lesson is designed to get your started in career exploration. Your goal is to save at least five careers you are interested in learning more about. You are welcome to save any additional careers that you find interesting enough to want to learn more about them.

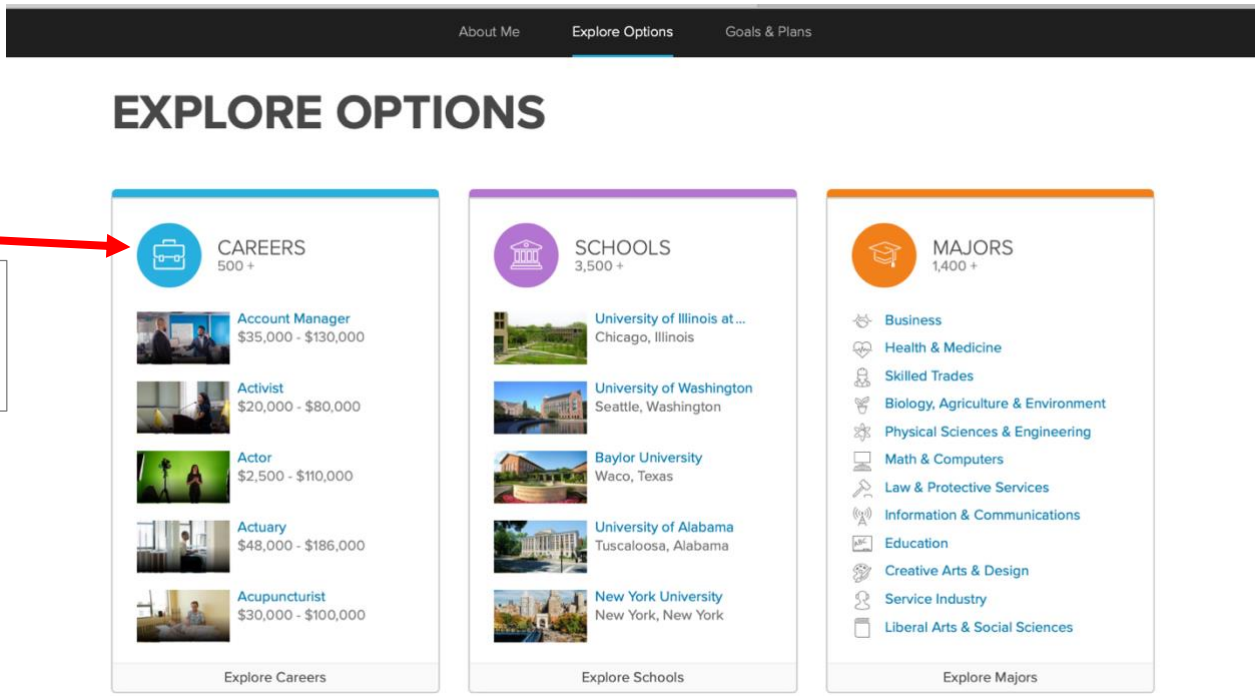
TIP: Explore the dynamic filters by clicking **More Filters** including. You can narrow your list based on factors like earnings, related clusters, and job outlook.

Each career profile page contains:

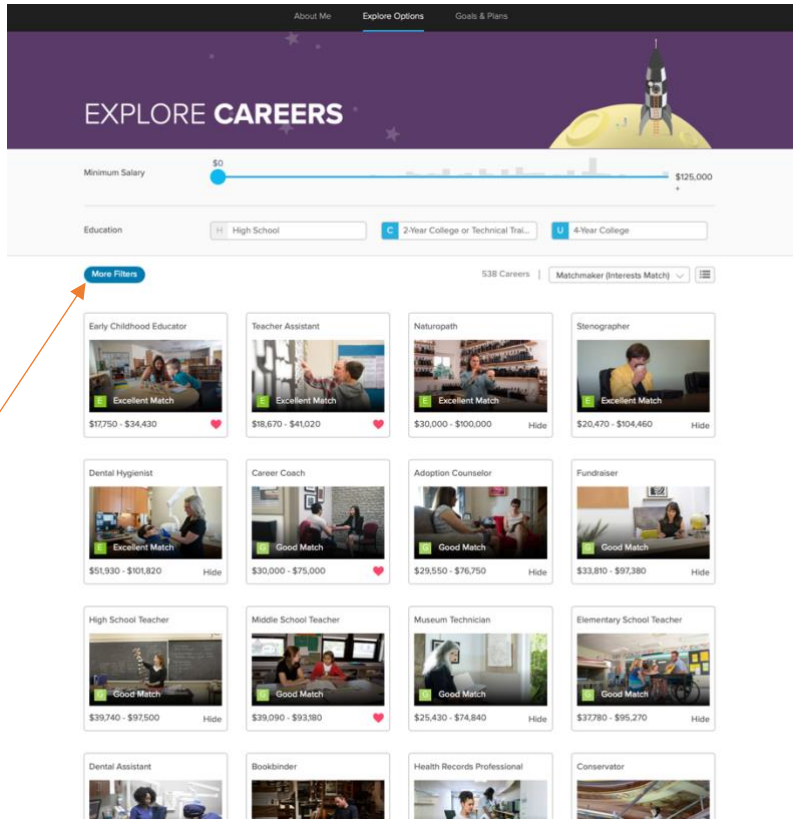
- Job Description
- list of Similar Careers
- Video Interviews
- Core Tasks
- Work Place
- How Career relates to your Personality Style *must have taken the Personality Style Quiz to access this information
- Working Conditions
- Earnings
- Sample Career Path
- Education and Training You will see a list of links under **Related Majors**. Choose one to take you to the profile for that **Major**.

From the Xello homepage
Click on Explore Options and then (see the red arrows below)

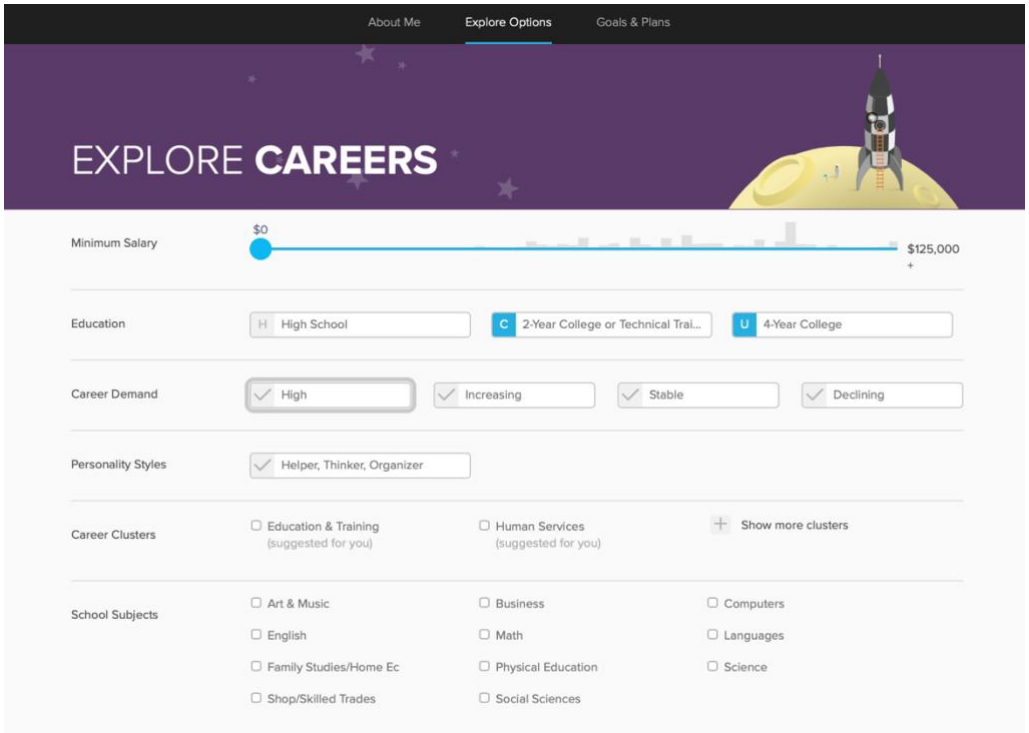




On this screen you can scroll down and look through all your career matches in Xello. When you find a career you are interested in learning more about, click on career name to access more information. Click on 'More Careers' at the bottom of the page to see more career matches. Students typically have more than 400 matches.

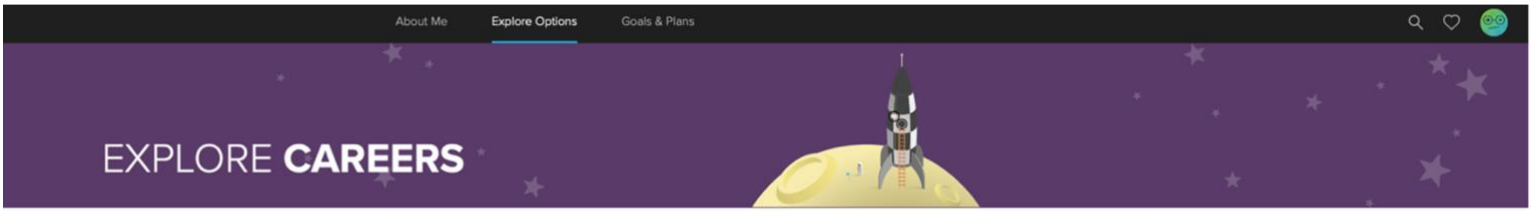


You can use the MORE FILTERS option to help narrow down your career choices



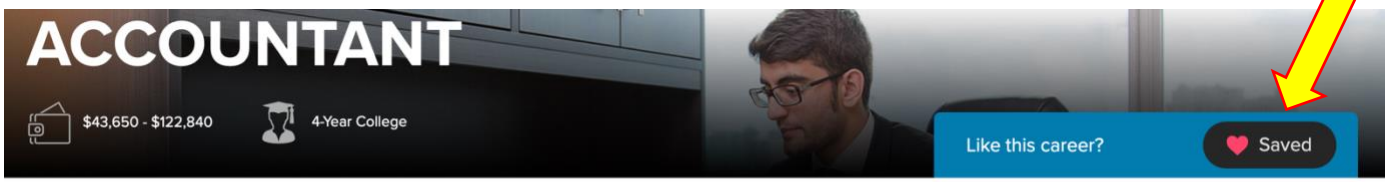
1.

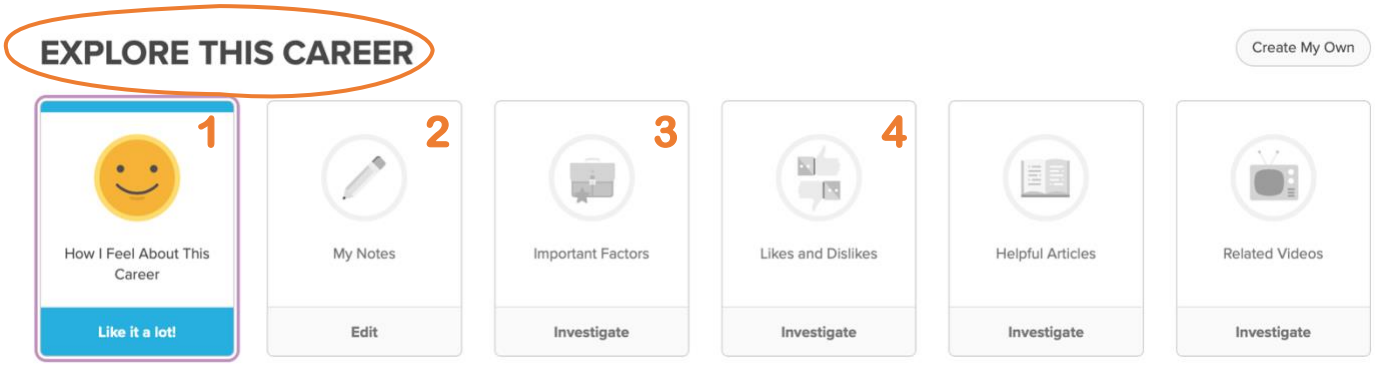
If you already have a career in mind, use the search option to type the career



- **To view your previously saved careers, select the heart located in the upper right corner of the webpage.**

To SAVE a career click on the heart. You know you have saved it when it turns red like below.





For each career you save, complete the Explore This Career section:

1. How I Feel About This Career
2. My Notes - Type your answer to the question *"What classes or activities could help me increase the skills related to this career?*
3. Important Factors
4. Likes & Dislikes

Early childhood educators care for and teach infants, toddlers, and preschool children. They play a key role in shaping these young children's futures.

JOB DESCRIPTION

You may not remember your first few years of life, but they influenced who you are today. The people who took care of us back then also affected who we are now. When you think about it that way, early childhood educators have very important jobs.

Early childhood educators are called ECEs for short. They work with children in nursery schools, daycares, and similar settings. Most ECEs work with children aged 2 to 5. Some daycares take children up to 10 years old in after-school programs.

ECEs must know how children develop on a mental, physical, social, and emotional level. They are trained to design games and activities that are both fun and educational. They know how to treat children based on their age.

ECEs teach young children a variety of things. They teach them how to read and why they should share. They teach them not to hit others and how to deal with anger. Teaching these life skills requires different strategies and techniques.

ECEs must be creative and resourceful. They plan activities that help children develop and build self-esteem. They also must be able to keep them interested and motivated. They organize daily routines that help kids feel comfortable and secure.

ECEs often use arts and crafts in their classroom. These projects help to bring out children's creativity. Art

SIMILAR CAREERS

Personal Care Aide
$18,243 - $30,896

Social Worker
$30,196 - $77,928

ESL Teacher
$29,000 - $91,000

Special Education Tea...
$38,710 - $95,186

Child and Youth Worker
$20,000 - $50,000

CAREER CLUSTER

You will want to keep scrolling all the way to the bottom of the page to learn all about the career you selected. If you don't know what a particular career does read the JOB DESCRIPTION. If you really like a career check out the SIMILAR CAREERS to find out what other careers may use the same skills or education as the career you like.

INCREASING DEMAND

The demand for this career is increasing. Its growth rate is slower than the national average growth for all careers. But, many people are needed to work in this career compared with other careers.

CORE TASKS

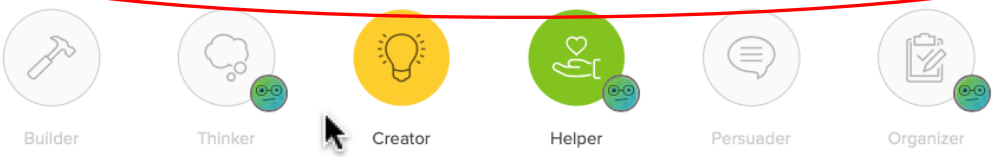
- Consult with parents about their children's development
- Design and lead learning games and activities
- Establish and maintain routines for children
- May specialize in teaching children with disabilities
- Use arts, crafts, and music to help children learn

WORKPLACE

- 40 hours a week, with some early mornings or evenings
- Caring for many small children at once can be demanding
- May need to lift and carry children
- Work closely with children and other educators
- Work for nursery schools, preschools, daycares, or community centers, or are self-employed
- Work indoors in classrooms and playrooms, and outdoors on playgrounds

WELL SUITED TO THESE **PERSONALITY STYLES**

My Styles



WORKING CONDITIONS

Early childhood educators work in:

- nursery schools
- preschools
- daycare centers
- community centers
- recreational facilities

Some start their own child care businesses. Many ECEs work full time, about 40 hours a week. Those who work for daycare centers may work longer hours, starting early in the morning and ending late at night. Most daycare centers are also open in the summer, while schools are not. Directors of daycares may work 10 or 11 hours a day. They often have extra administrative duties to finish before they can go home.

ECEs care for many children at once. They have to watch children in the classroom and outside in the playground. Caring for toddlers involves helping them eat and brush their teeth. They also help toddlers go to the washroom and wash their hands. ECEs who work with children with a disability have even more hands-on duties.

EARNINGS

ECEs can be employed by a variety of businesses. They typically work full time and are paid hourly. Some ECEs are self-employed and run their own business.

In general, ECEs make between $8 and $16 an hour. This means that full-time workers can make up to about $33,000 a year. Assistants earn the lowest wages.

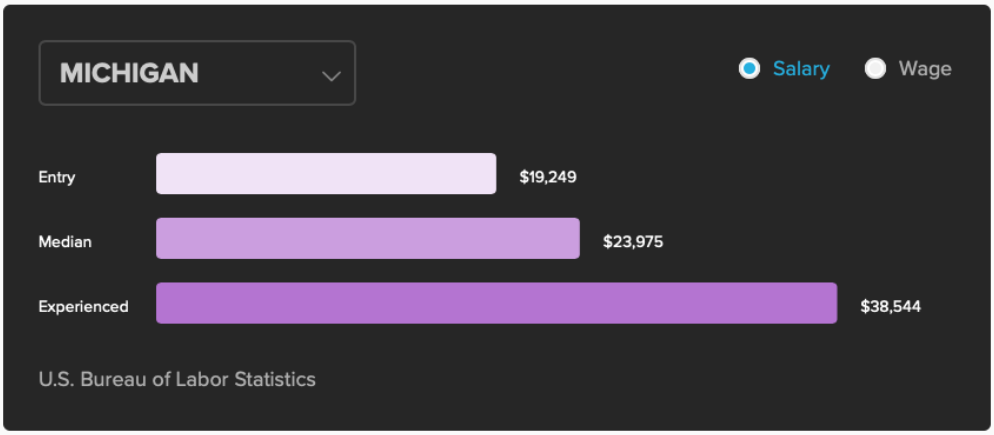
Preschool educators earn between $10 and $26 an hour. Their median wage is $14 an hour. This adds up to about $20,000 to $55,000 a year, with a median of $29,000 a year.

Supervisors and directors can make anywhere from $14 to $41 an hour. This adds up to a range of about $30,000 to $85,000 a year.

Earnings for ECEs depend on many factors. These can include their experience, education, employer, and location. ECEs who work for large daycare centers will make more than those who work for smaller organizations. ECEs with a college degree will make more than those with just a high school diploma.

Earnings for self-employed ECEs depend on the hours they work and how many children they look after. They might have to market themselves to find children to care for.

Some full-time ECEs will receive benefits, such as health coverage and paid vacation days. Those who are self-employed must provide their own benefits. These educators may have a side job to make more money.



SAMPLE CAREER PATH

TITLE / ANNUAL SALARY RANGE	REQUIREMENTS	RESPONSIBILITIES
ASSISTANT EARLY CHILDHOOD EDUCATOR $17,000 - $20,000	• Volunteer experience working with children	• Assist fully qualified ECEs in the classroom
EARLY CHILDHOOD EDUCATOR $20,000 - $30,000	• Degree in early childhood education • A professional designation	• Plan units and daily activities • Care for children • Supervise assistant ECEs • Deal with parents
SUPERVISOR	• Several years of experience as an ECE	• Oversee all the programs and activities of a daycare

EDUCATION & TRAINING

Each state has its own requirements for entering this field. Some states require ECEs to have special education or training. Other states don't require you to get much training. Most employers prefer to hire those who have been trained or certified.

In most states, you need at least a high school diploma. You might also need an associate or bachelor's degree. You can study early childhood education or child development. Depending on where you live, you might need to get both education and child care experience. Supervisors and directors must complete extra training.

Some states require ECEs to be certified as a Child Development Associate (CDA). The Council for Professional Recognition offers this designation. You need at least 120 hours of child care training and 480 hours of experience. The National Child Care Association (NCCA) also certifies ECEs.

It is helpful to take a course in first aid and CPR. In fact, some employers require you to have this training. Fire safety and child abuse prevention training are also recommended. You are usually required to show proof of immunization and have a police records check.

RELATED MAJORS

- Elementary Education and Teaching
- Kindergarten/Preschool Education and Teaching
- Early Childhood Education and Teaching
- Child Development
- Child Care and Support Services Management
- Youth Services/Administration

If a career you are interested in requires further education click on one of the majors to learn what type of classes you would need to take.

In 6th – 10th grades adding a major and a school are optional.
If you are interested in exploring majors & schools, you are welcome to do so. You can save them to your EDP by clicking the heart (the same way you saved your career)

ELEMENTARY EDUCATION AND TEACHING

Certificate ,
Associate Degree ,
Bachelor's Degree ,
Graduate Degree

Like this major? Saved

Imagine teaching a classroom of children about mixing primary colors to make other colors. Then, you help them as they practice adding and subtracting double digits. Now, you're teaching your class to read a challenging fairytale. Every skill you teach these students sets them on the path for success. Could there be anything more rewarding?

Show More

TYPICAL COURSES FOR THIS MAJOR

Each college that offers this major will have different requirements and specific courses. But, you can expect to learn about these types of subjects:

- Social Foundations of Education
- Experiential Education
- Educational Psychology
- Children's Literature
- Elementary Science
- Teaching Methods
- Elementary Math
- Child Growth and Development
- Educational Technology
- Curriculum Development
- Classroom Management
- Special Education
- Learning Theory

Some colleges require you to get some field experience before you graduate.

SCHOOLS THAT OFFER THIS MAJOR:

Michigan (39)

	Certificate/Diploma	Associate	Bachelor's	Graduate
Adrian College Adrian, MI			✓	
Alma College Alma, MI			✓	
Alpena Community College Alpena, MI		✓		

RELATED CAREERS

Instructional Coordinat...
$36,360 - $102,200

Early Childhood Educa...
$17,750 - $34,430
Saved

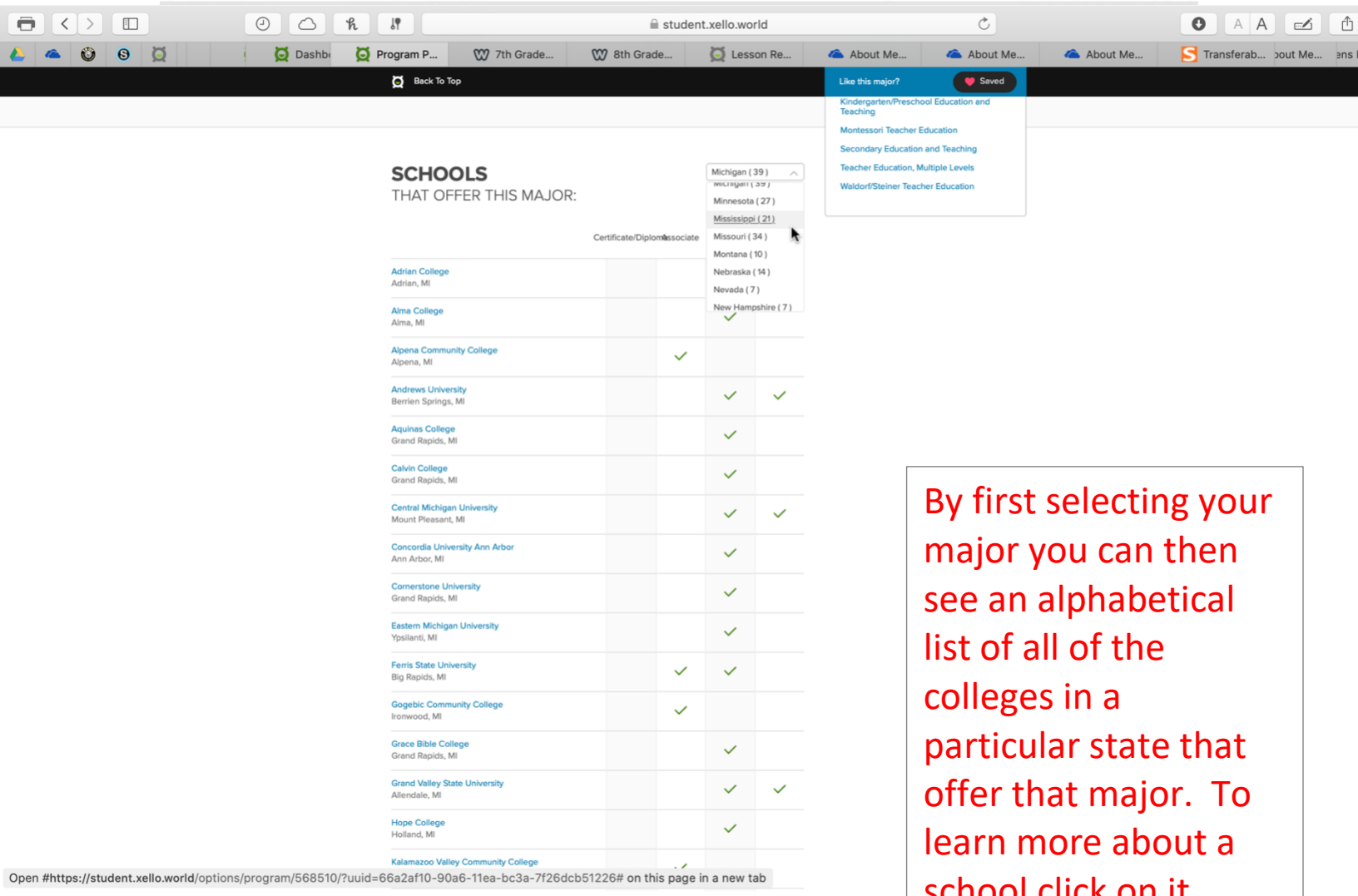
Elementary School Te...
$37,780 - $95,270

School Counselor
$33,610 - $94,690

Physical Education Te...
$39,090 - $97,500

RELATED MAJORS

- Adult and Continuing Education and Teaching
- Junior High/Intermediate/Middle School Education and Teaching
- Kindergarten/Preschool Education and Teaching
- Montessori Teacher Education
- Secondary Education and Teaching
- Teacher Education, Multiple Levels
- Waldorf/Steiner Teacher Education



By first selecting your major you can then see an alphabetical list of all of the colleges in a particular state that offer that major. To learn more about a school click on it.

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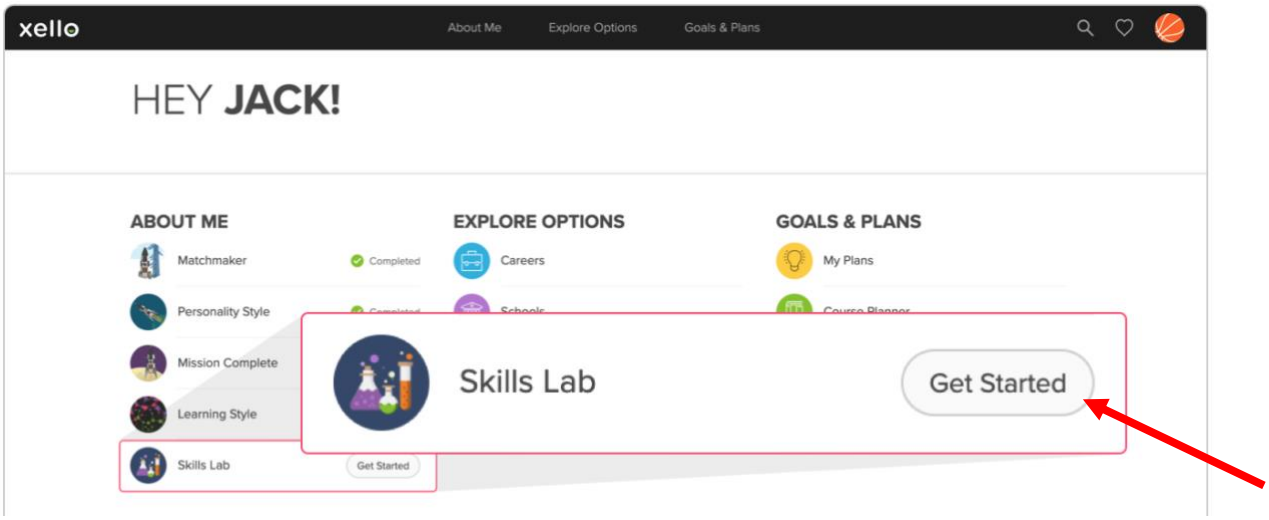
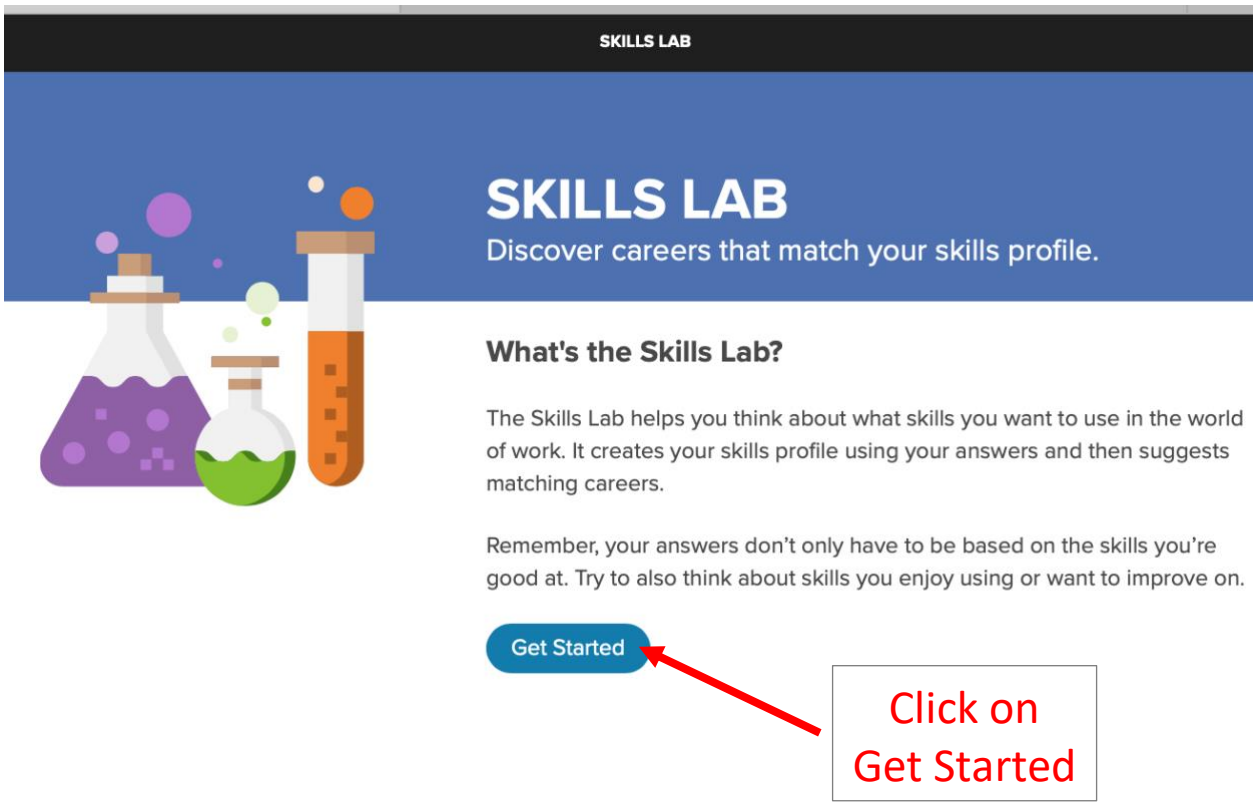
SKILLS LAB

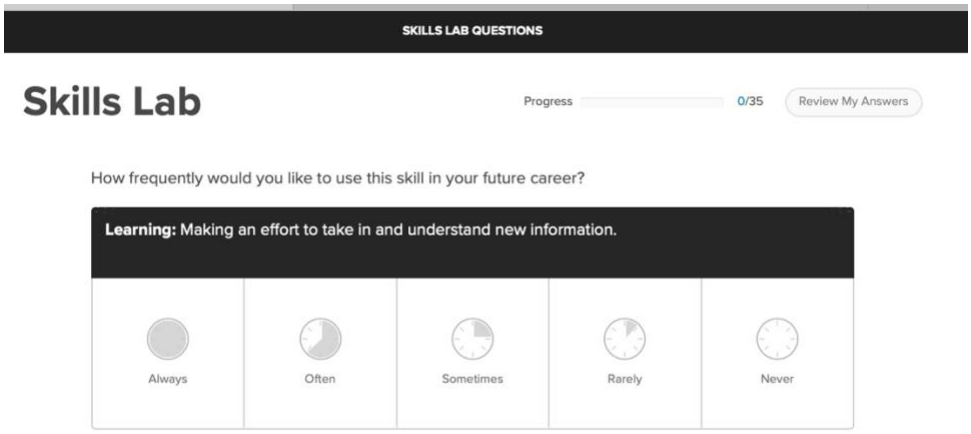
In Skills Lab, you assess 35 skills and critically evaluate how often you wish to use each skill in your future career. This assessment is unique as it removes the anxiety and pressure that often comes with assessing how good you already are at a skill. Instead, it has you focusing on the skills you would most enjoy using, and which ones you value most.

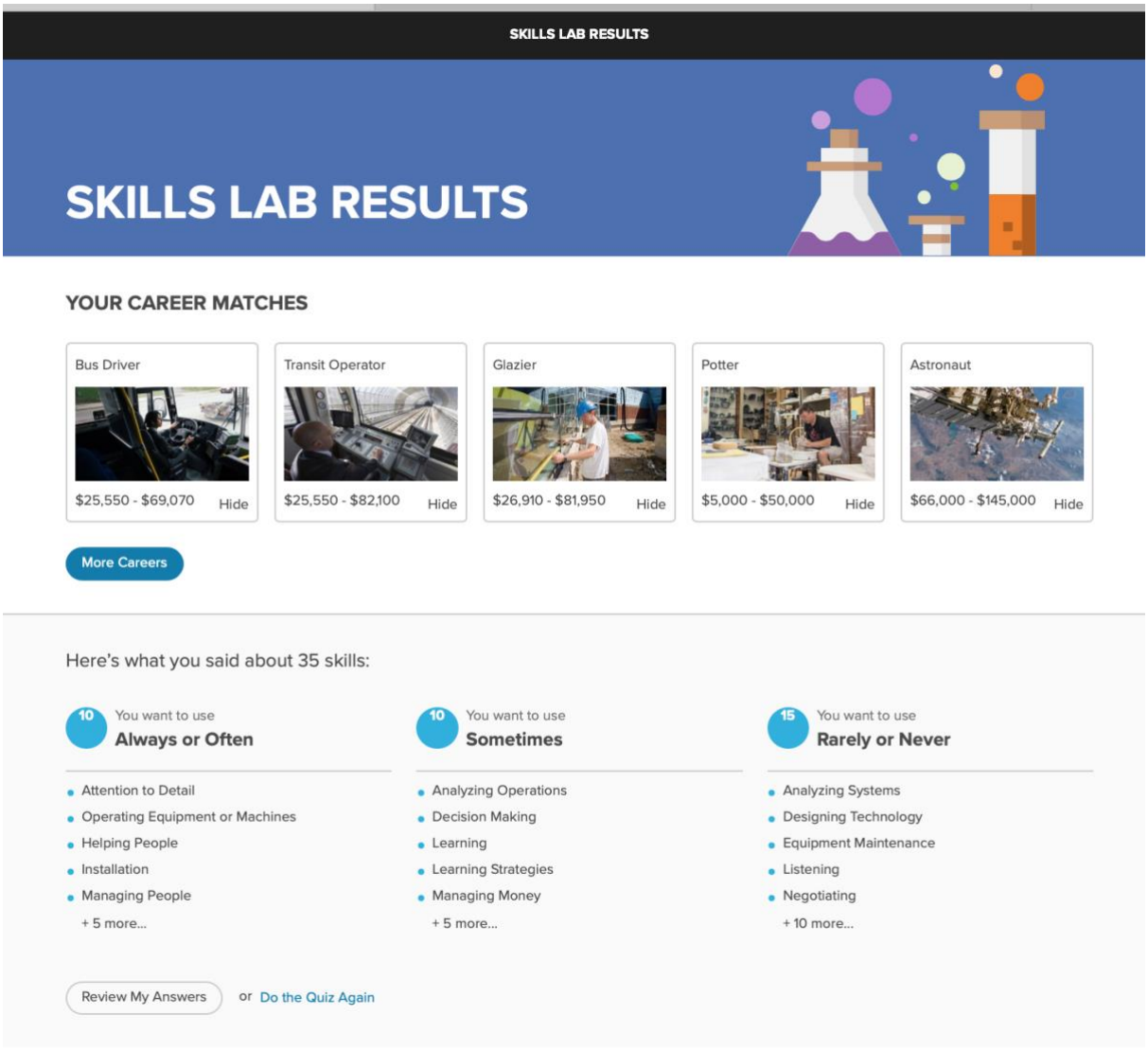
Students can access the new skills assessment from their Student dashboard or within their About Me section.





After clicking on the *Get Started* button, students are presented with a series of 35 questions that have students consider how frequently they would like to use certain skills in their future career.

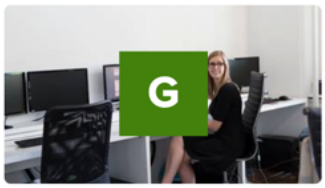




As students delve into specific careers, they can learn more about how they got their match by clicking on *Find out Why*. They'll see how their overall match was determined based on their responses to both the interest and skills assessments. They can also delve deeper into how frequently each skill is used in each career and how that compares to their desired use.

WEBSITE DESIGNER - YOUR MATCH

Overall | Matchmaker (Interests) | Skills Lab (Skills)



Good Match

This match is based on your answers to Matchmaker and Skills Lab. It takes into account both your interests and the skills you want to use in the future.

Here's how your results from the 2 quizzes are combined:

MATCHMAKER (INTERESTS)	SKILLS LAB (SKILLS)	OVERALL
Excellent	Excellent	E Excellent
Excellent	Good	E Excellent
Excellent	Fair	G Good
Excellent	Poor	G Good
Good	Excellent	E Excellent
Good	Good	G Good
Good	Fair	G Good
Good	Poor	F Fair
Fair	Poor	F Fair

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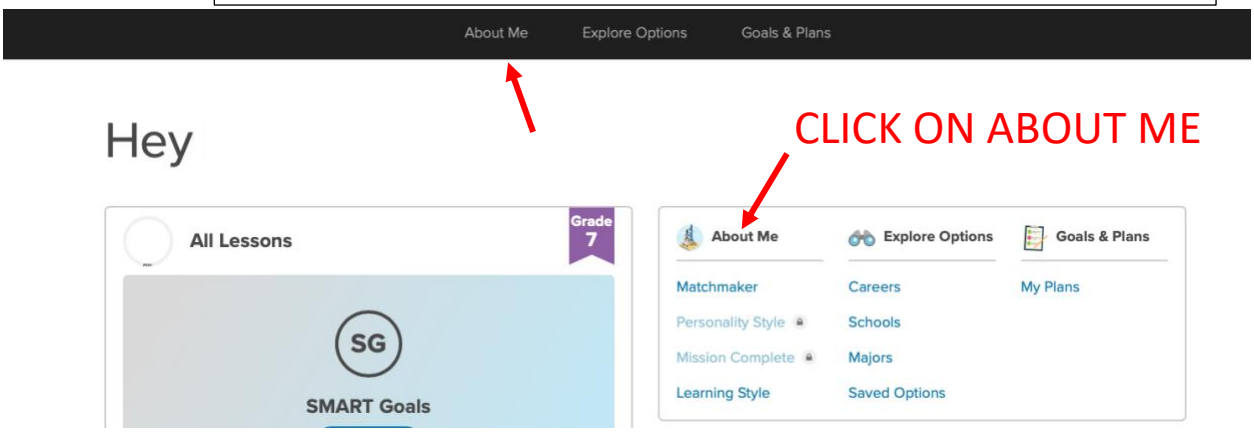
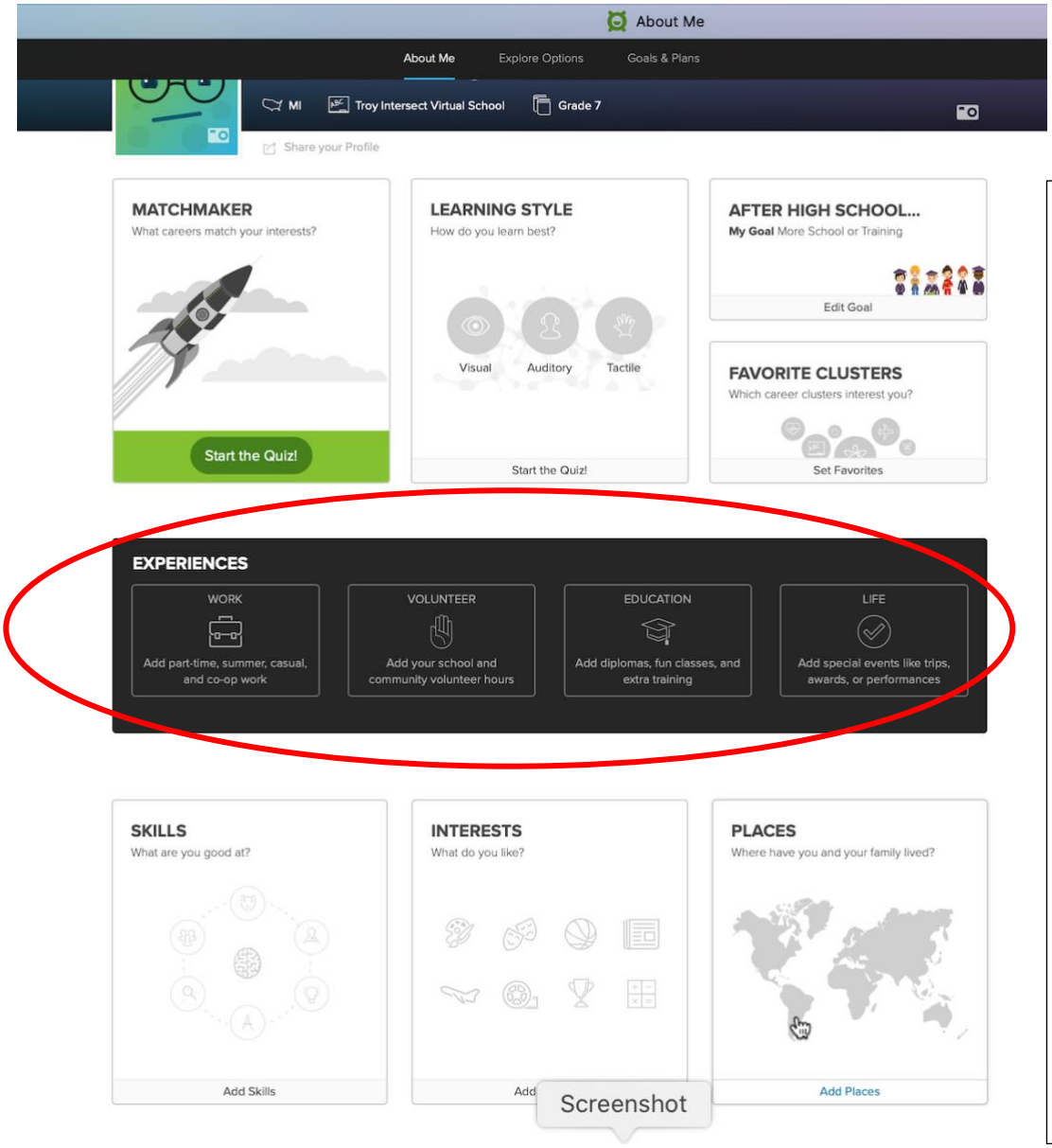
EXPERIENCES

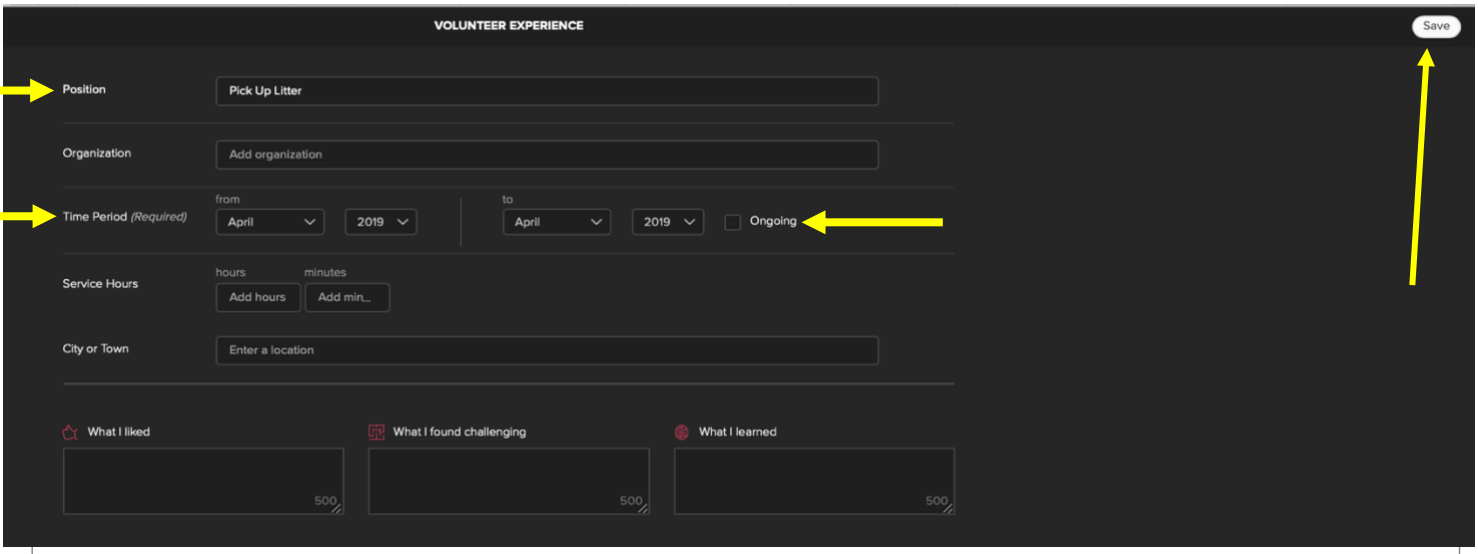
From the Xello homepage
Click on ABOUT ME (see the red arrows below)





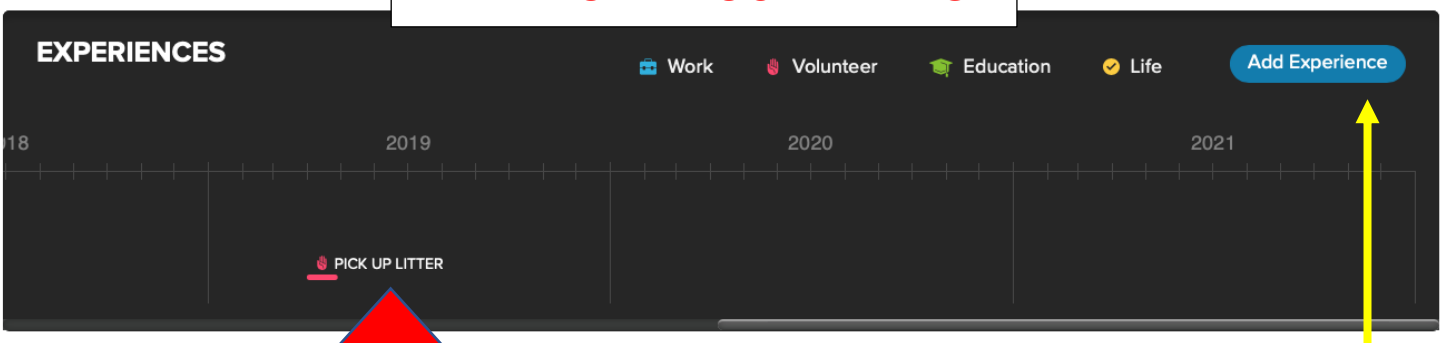
Document your extracurricular activities, volunteer experiences and jobs. This information is useful when it comes time to fill out job, apprentice, or college applications and can easily be added to your Resume Builder assignment (9^{th} – 12^{th} grade). Update your experiences at least once a year.

- Work: document each job you have received money for
- Volunteer: specify if you participated one time or ongoing
- Education: enter your high school's name and expected date of graduation. Enter classes you take outside of school – art, music, karate, gymnastics…..
- Life: enter extracurricular activities you participate in – sports, band, clubs, performances, and awards.



- Next to Position type in the name/title of what your experience was. This example shows "Picked Up Litter"
- You must fill in a start date (month & year) and an end date (month and year) or select ongoing if it is something you are still participating in. The SAVE button will appear once you enter the date.
- Fill in the other boxes if possible or come back later and add details you may need to look up.
- Once you have the required information you will see the SAVE button in upper right-hand corner.
- Click on SAVE to add your experience.

VIEW FROM ABOUT ME PAGE



You can now see the experience you added

To add another experience click here

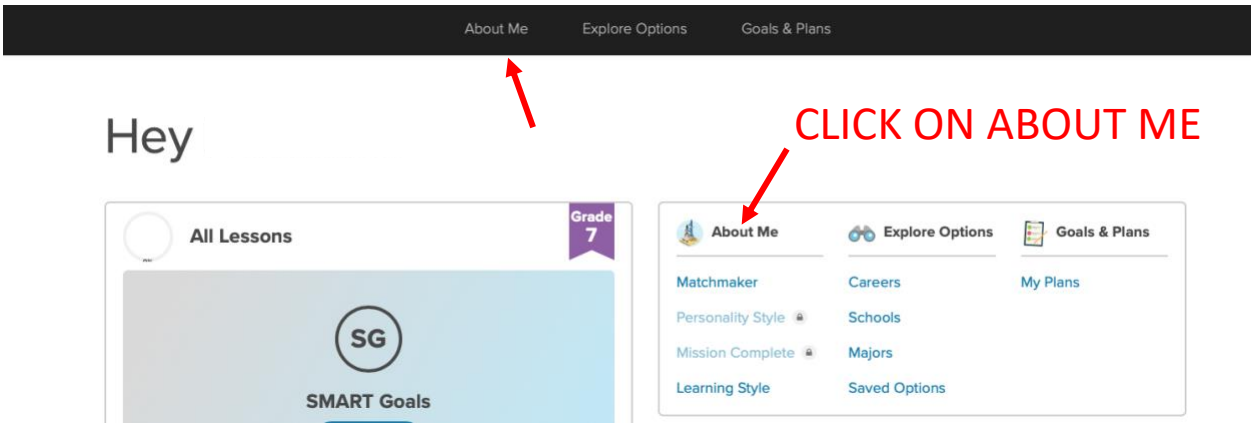
Return to Top of Document

Adding Interests in Xello

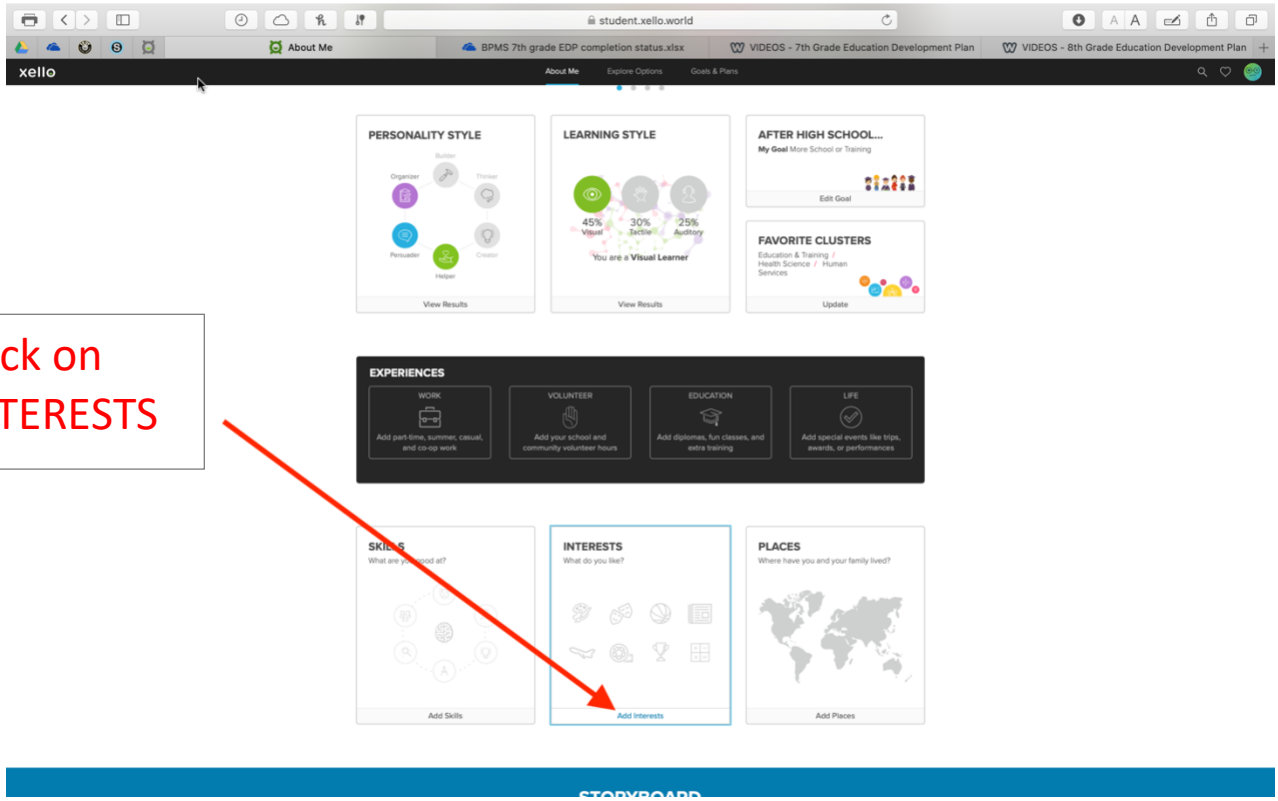
As you prepare to complete the Interests portion of your EDP take a few minutes to consider:

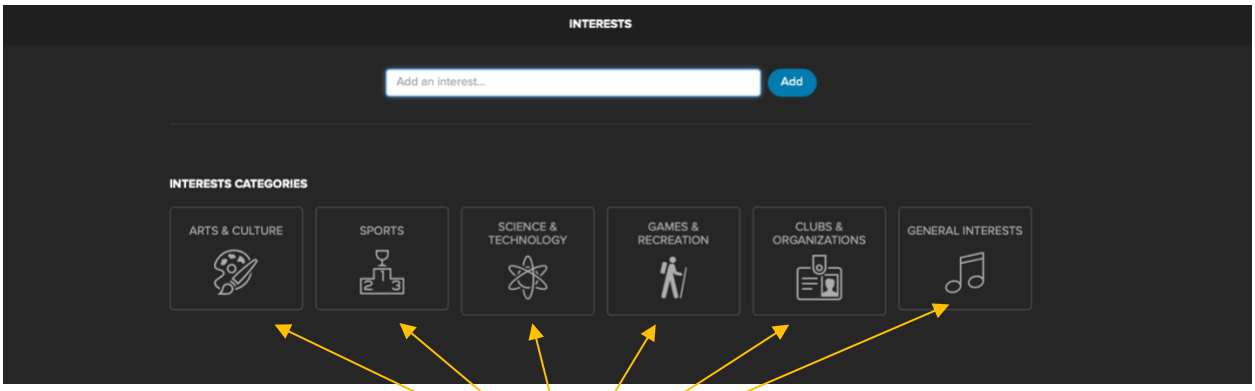
- What are some things you enjoy doing?
- How do you think your interests may change as you grow older?
- What do your interests say about you?
- How do your interests influence your options now and in the future? For example, have you joined a club based on one of your interests, or what jobs are you thinking about that are related to your interests?
- If you could get paid for one of your interests, what would it be?

From the Xello homepage
Click on ABOUT ME (see the red arrows below)



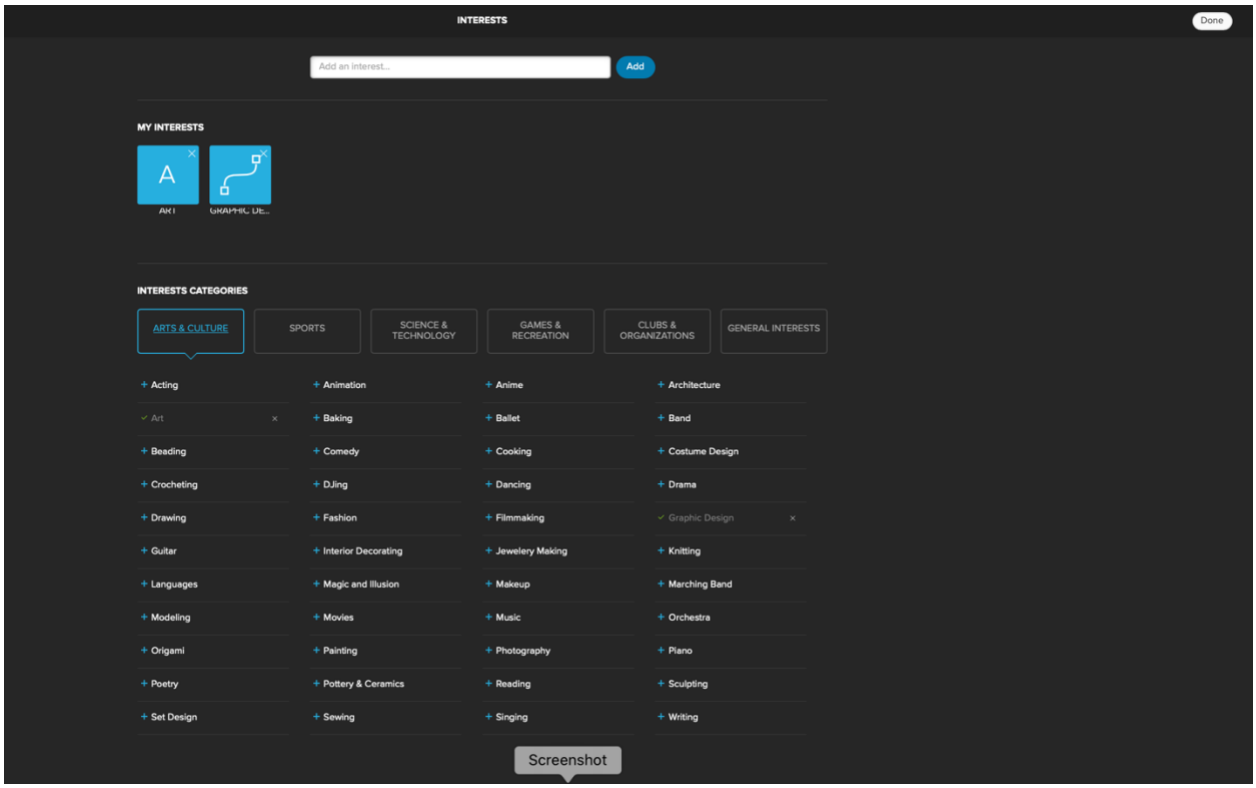
Next click on
ADD INTERESTS



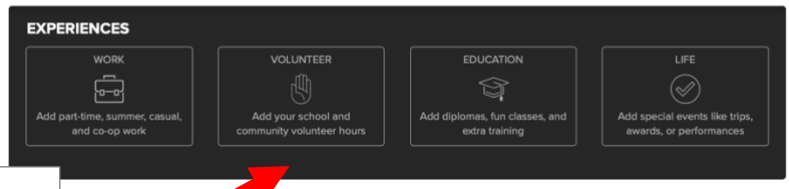


Choose one of the 6 categories

OR type your interests in the text box and click ADD



Open each category and select the options that you feel apply to you.
Once an option is selected the text color changes to gray
You will also see an ICON towards the top of the screen for each interest selected.
When you have added all your interests, click DONE located in the upper right-hand corner of the screen



Back on the Xello ABOUT ME page
Your INTERESTS section will now show the list of interest you selected.

Return to Top of Document

Adding Skills in Xello

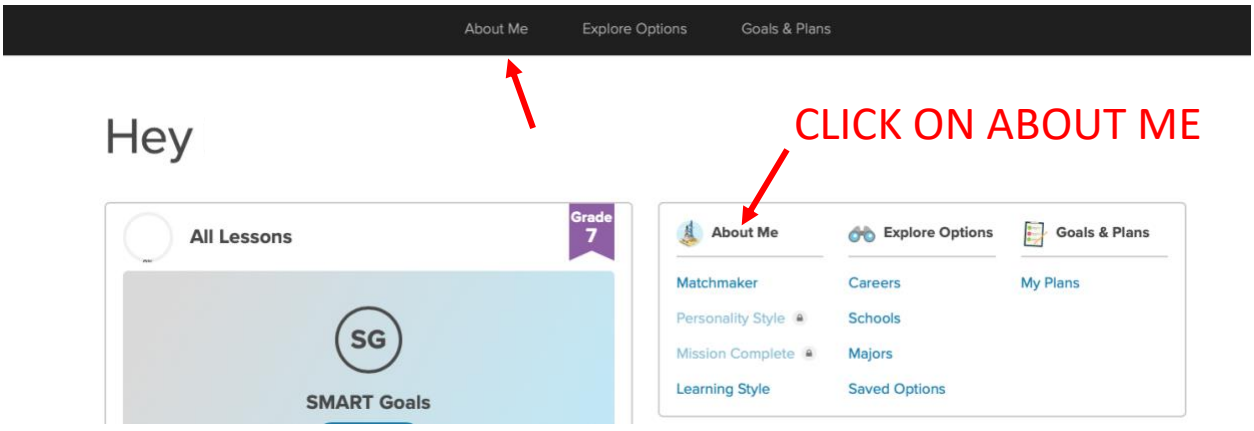
As you prepare to complete the Skills portion of your EDP take a few minutes to consider:

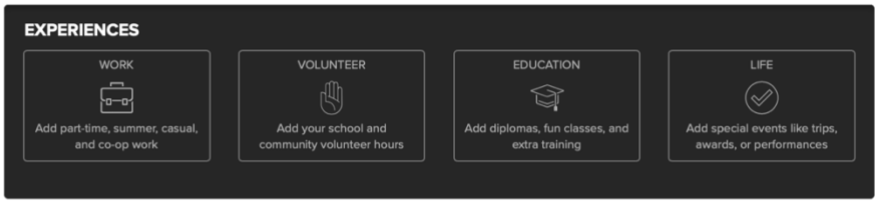
- What is a skill?
  According to Dictionary.com
  Skill noun
  1. the ability, coming from one's knowledge, practice, aptitude, etc., to do something well: *Carpentry was one of his many skills.*
  2. competent excellence in performance; expertness; dexterity: *The dancers performed with skill.*
  3. a craft, trade, or job requiring manual dexterity or special training in which a person has competence and experience: *the skill of cabinetmaking.*

- What are transferable skills? Transferable skills are talents and abilities that can be used in many different jobs and career paths. List of transferable skills

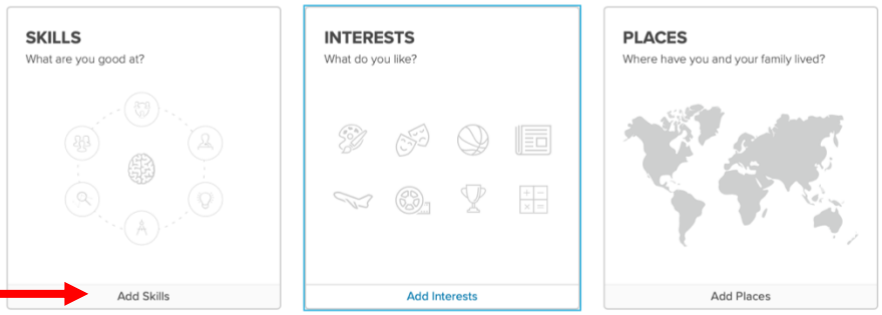
- What skills do you use at school? What skills do you use outside of school?
- What skills are you most proud of? What are some skills you'd like to improve?
- What skills do you think are required to perform some of the jobs at a school (e.g. teacher, accountant, plumber, computer software developer)?
- Think of someone who has a skill you admire. Why do you admire that skill?

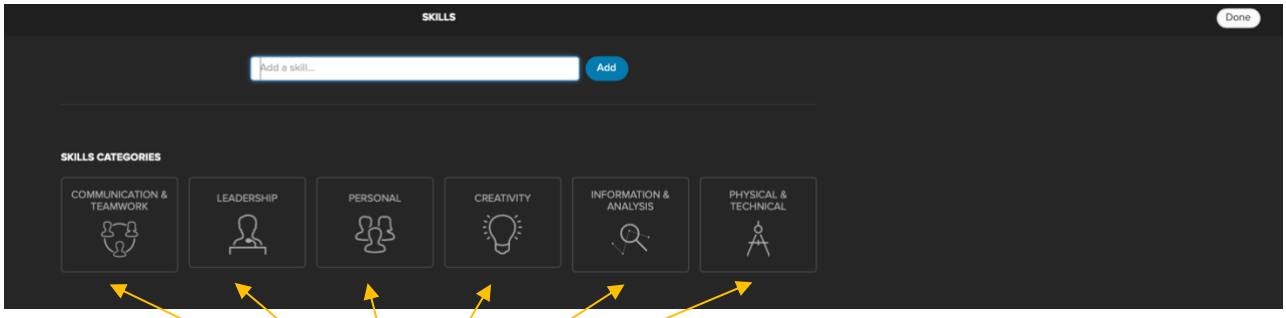
From the Xello homepage
Click on ABOUT ME (see the red arrows below)





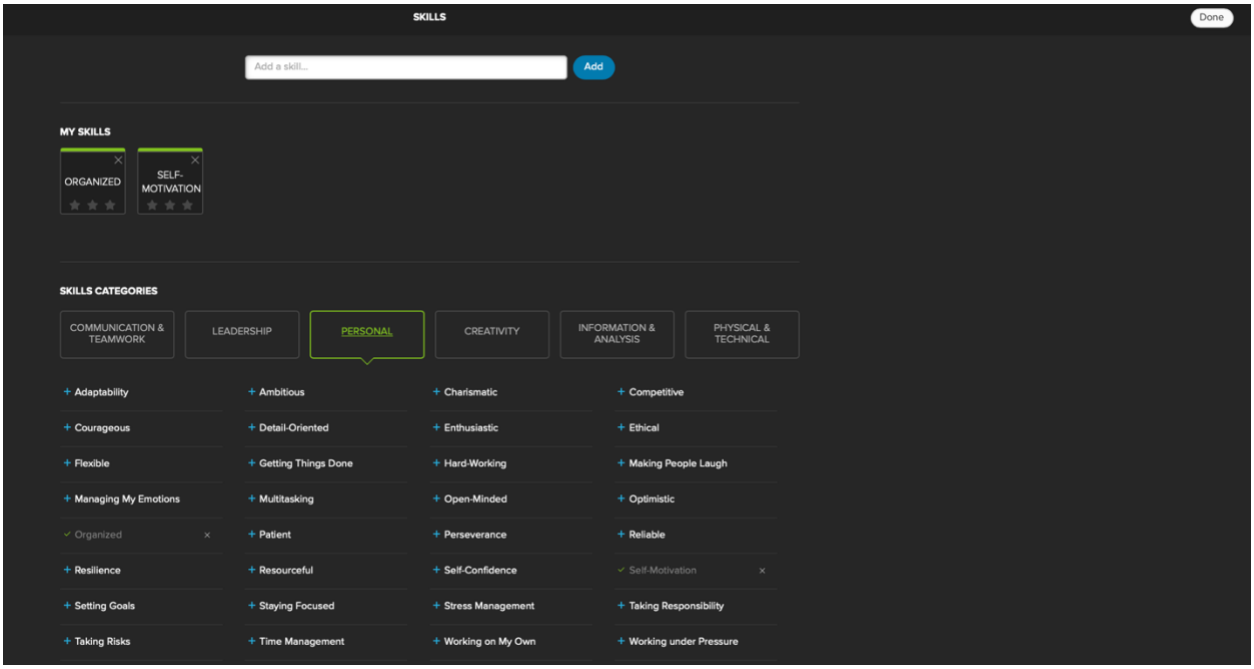
Next click on ADD SKILLS



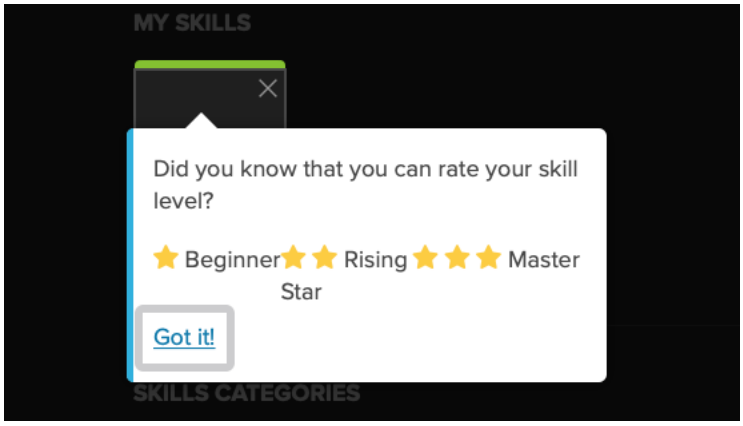


Choose one of the 6 categories

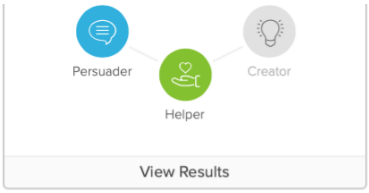
OR type your skill in the text box and click ADD



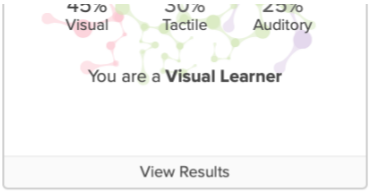
Open each category and select the options that you feel apply to you.
Once an option is selected the text color changes to gray
You will also see an ICON towards the top of the screen for each skill selected.
When you have added all of your skill click DONE located in the upper right-hand corner of the screen



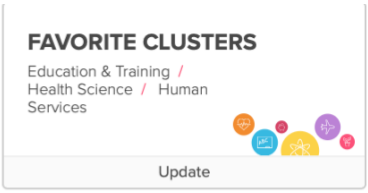
When you chose each skill you have the option of selecting your skill level choosing from beginner, rising or master.



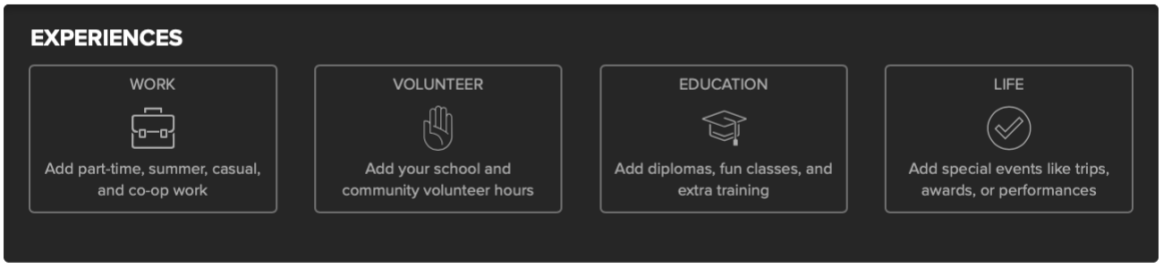
View Results

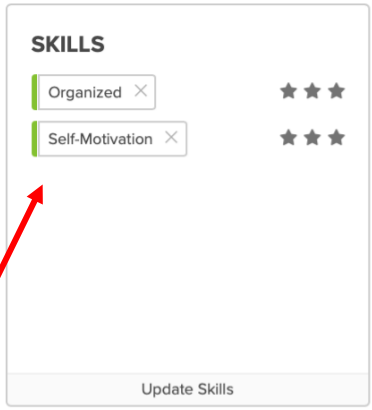


View Results

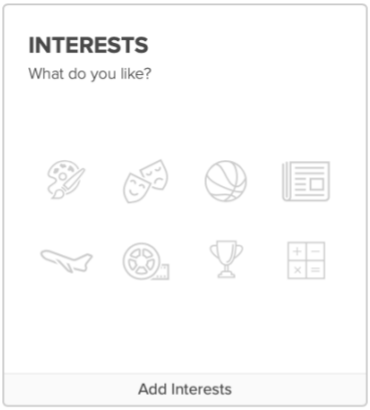


Update





Update Skills



Add Interests

Add Places

When you return to the Xello ABOUT ME page
Your SKILLS section will now show the list of skills you selected.

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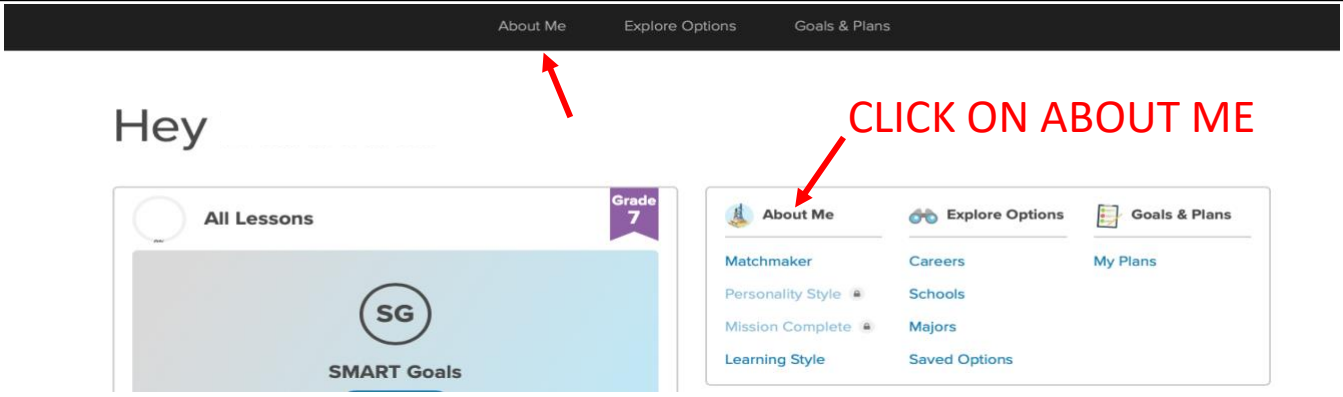
Xello Resume Builder

Xello Resume Video

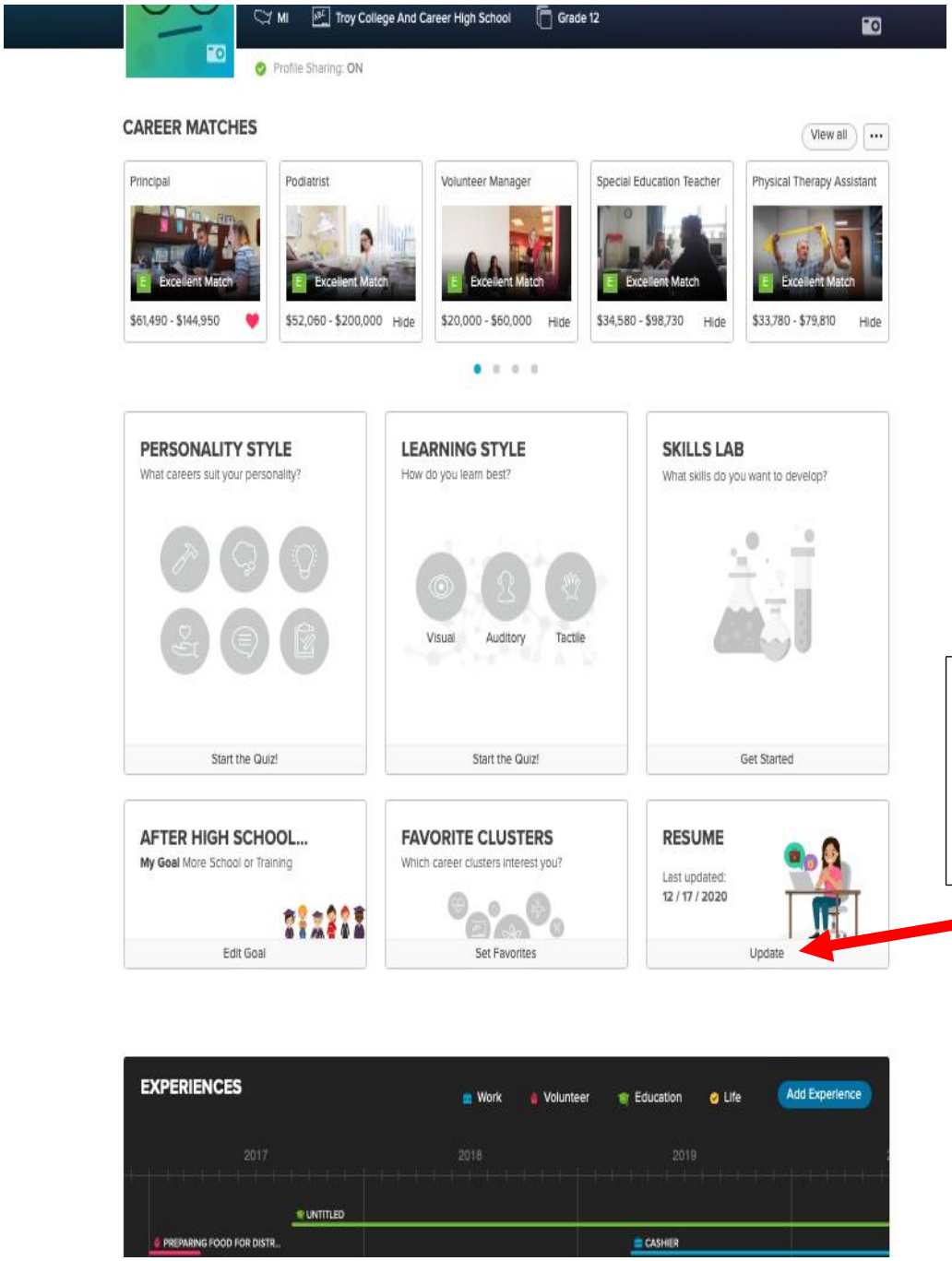
Resume Builder makes it easy to take the valuable information students have learned about themselves through assessments, self-reflection, and early experiences, and turn it into a professional resume.

Students access this feature from their **About Me** page. Once they've begun, they have access to the **Tips & Samples** on every page to help guide them in do's and don'ts of writing a stand-out resume. As they fill out each section of their resume using content already entered in **About Me**, they also have the option to add new skills, interests, or experiences. New content is then synced and saved to their **About Me** profile. At any point they're able to readjust the order of the sections so they can put their strongest skills and experiences first. Once they're ready, they download their completed resume either as a fully formatted, professional PDF, or as an RTF file if they wish to style their resume their own way.

To access the Resume Builder, click on the ABOUT ME on the Xello homepage.



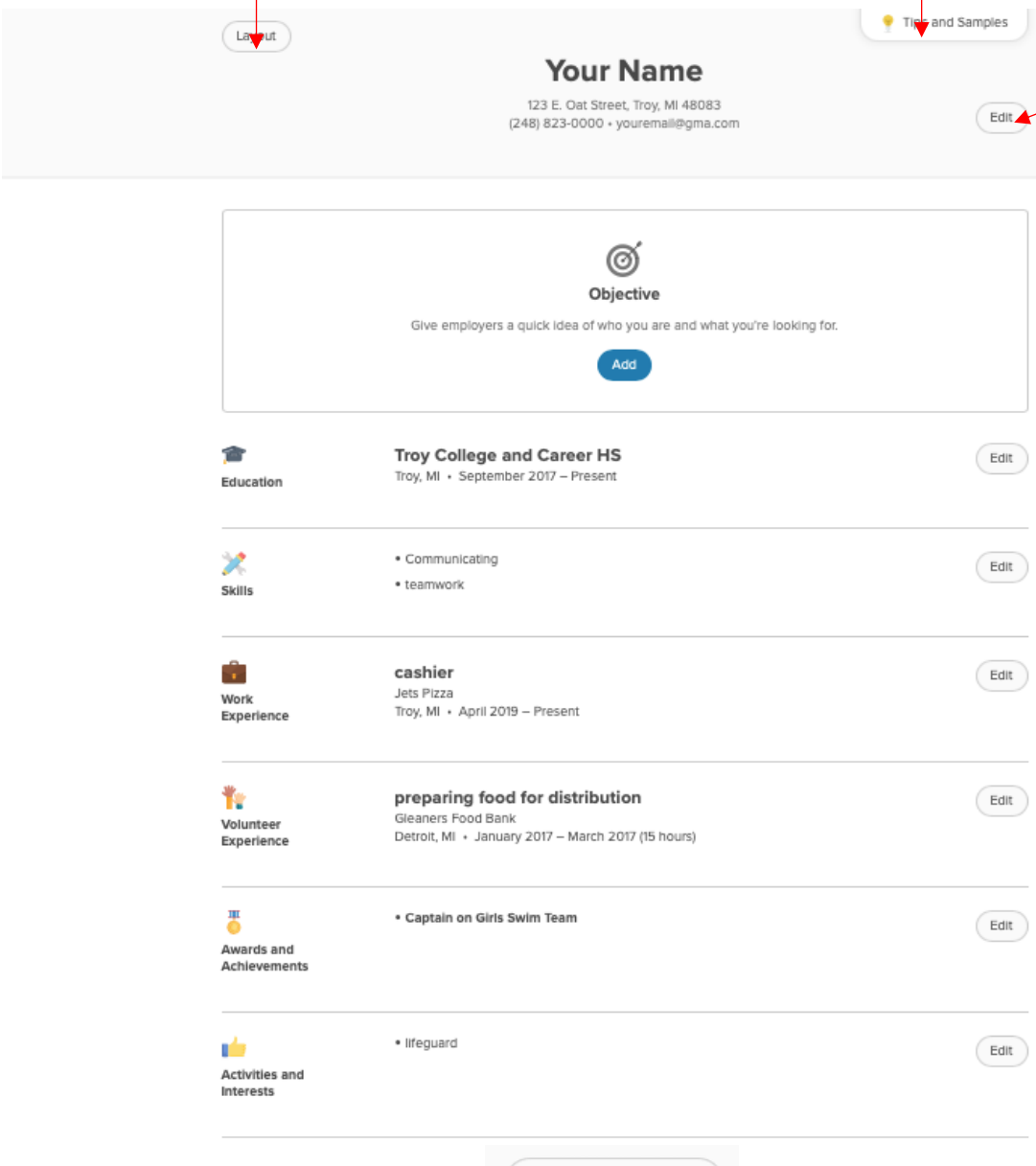
If you are applying to a job or need a resume before 12th grade you are welcome to use the Resume Builder to create your resume.



On the ABOUT ME page find the section labeled RESUME and click on ‘update’ to get started.

Select your layout

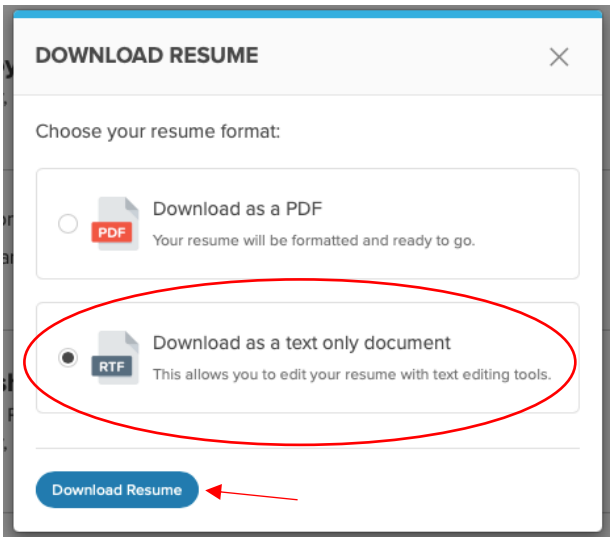
Select to view tips and sample



Enter your contact information. You want to make it easy for a potential employer to be able to reach you. Make sure you use an

Use the 'ADD' or 'EDIT' buttons to add your information to each section of the resume.
If you added information in the corresponding sections on the ABOUT ME page you will be able to select the information you want to add to your resume.
You also have the option of adding

Once you have added or updated each section of the resume select DOWNLOAD RESUME at the bottom of



We recommend downloading as a RTF - TEXT ONLY DOCUMENT. The RTF file can be opened with MS Word or other text editing apps. From there it is a simple task to edit margins and remove any extra spacing between sections. Making these changes will allow you to create a one-page resume.
Make sure you upload your resume into the Resume Lesson or in the Storyboard in Xello. Also, make sure you save your resume so you can access it again in the future.

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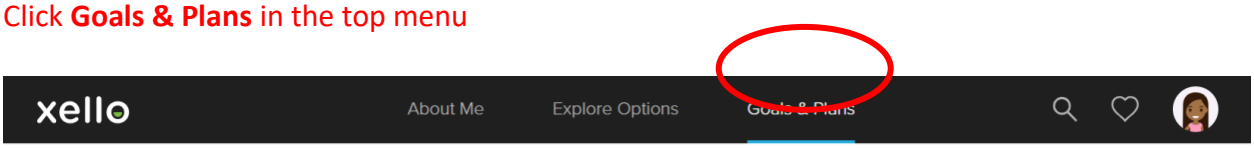
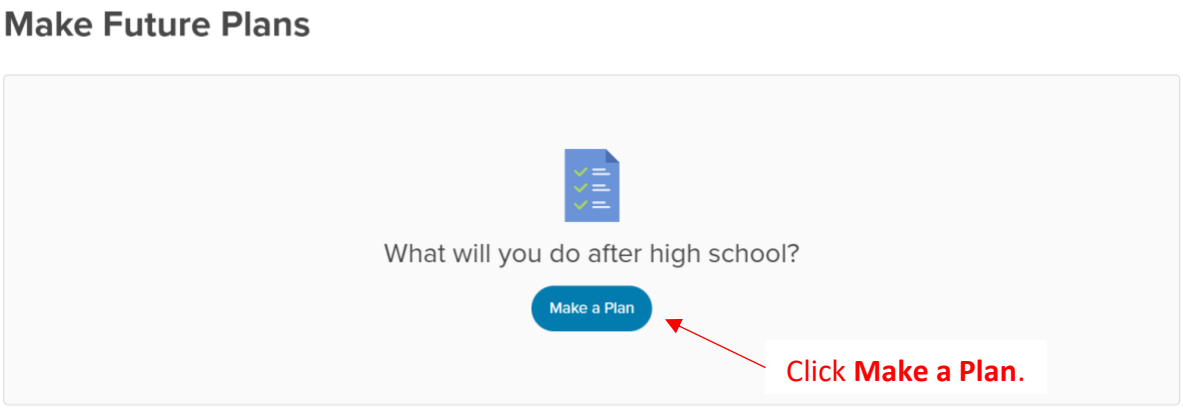
GOALS & PLANS

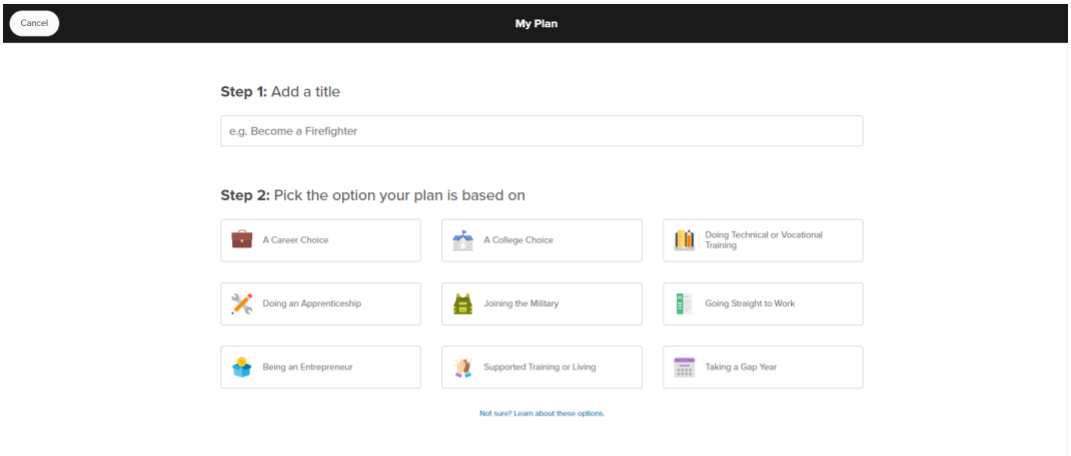
[Xello Goals and Plans Overview Video]

As you start to make plans for your future, you will first want to consider your options for after graduation. **To complete your 12th grade EDP requirements we ask that you create at least 2 plans**. Your Xello Plans should reflect your real-life plans. If you already know what your dream job is that is great! Create a plan for it and then also create a 'Back Up" plan as well. Perhaps you are considering several different careers, you can create a plan for each of them. Hopefully as you explore all your options and research the steps you will need to take to achieve your goals you can narrow down your choices.

Click **Goals & Plans** in the top menu

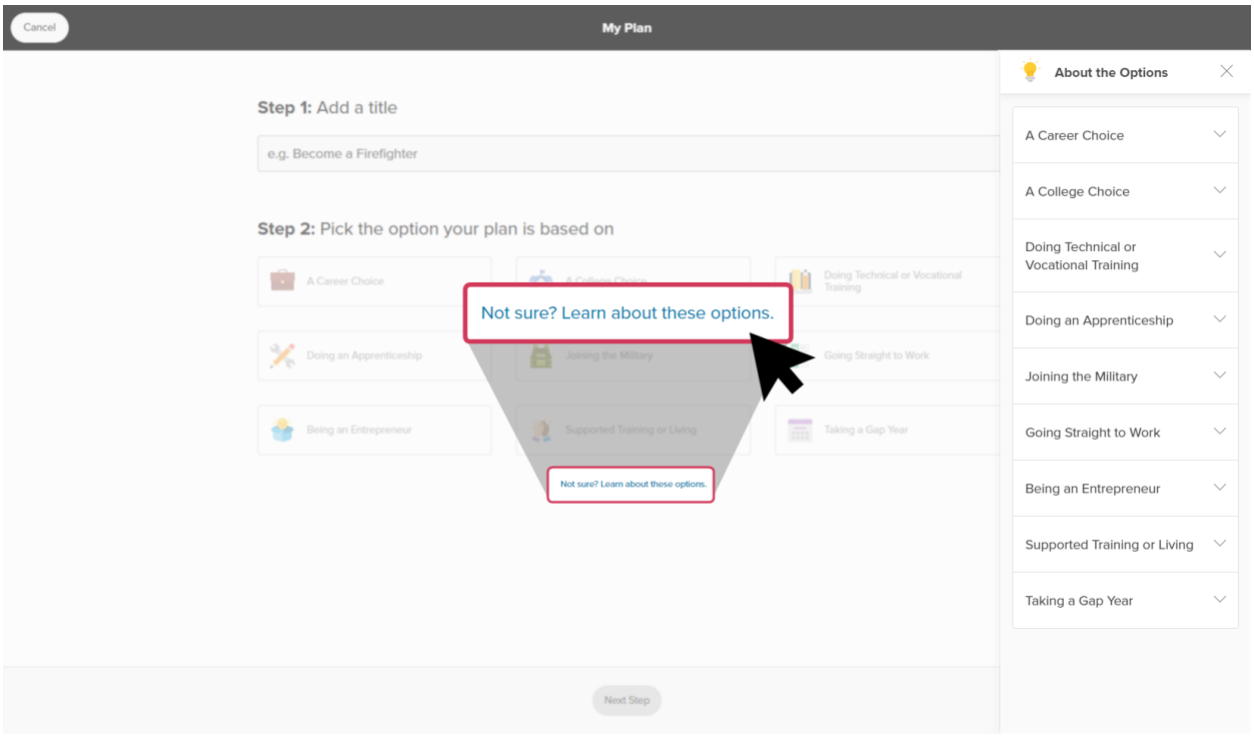






Step 1. Add a title

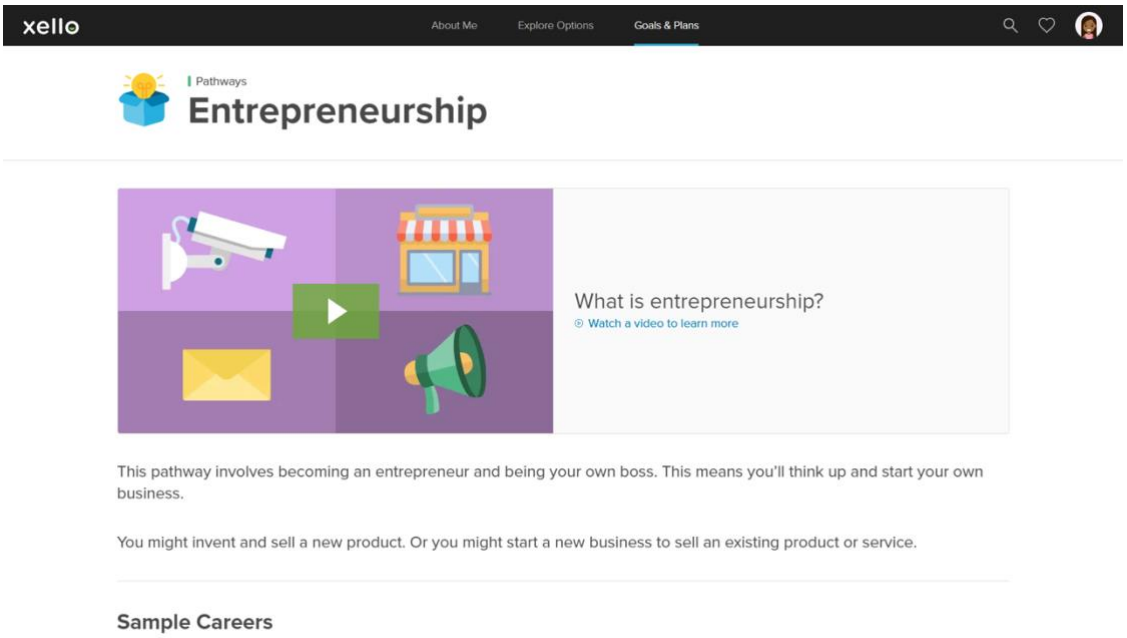
Step 2. Choose one of nine different pathways. Some of these pathways may be ones you've never considered, or even heard of before!



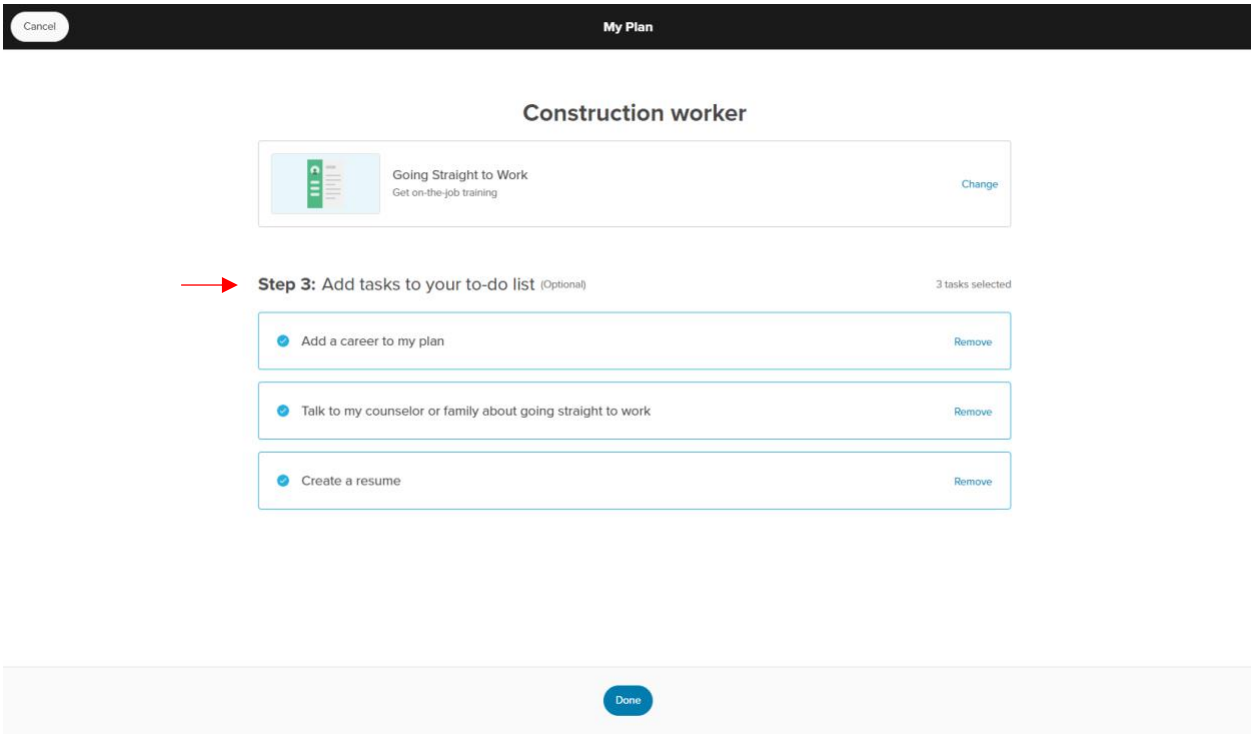
If you're not sure which option to choose, that's okay! You can click the **Not sure? Learn about these options** link which opens a menu to the side where they'll get a brief explanation, plus a chance to read a full profile of the option.

Pathway profiles include lots of information about the option, such as:

- A short video
- Sample careers they can explore
- Finances involved in taking that pathway
- Any requirements or education
- Other considerations for students to think about

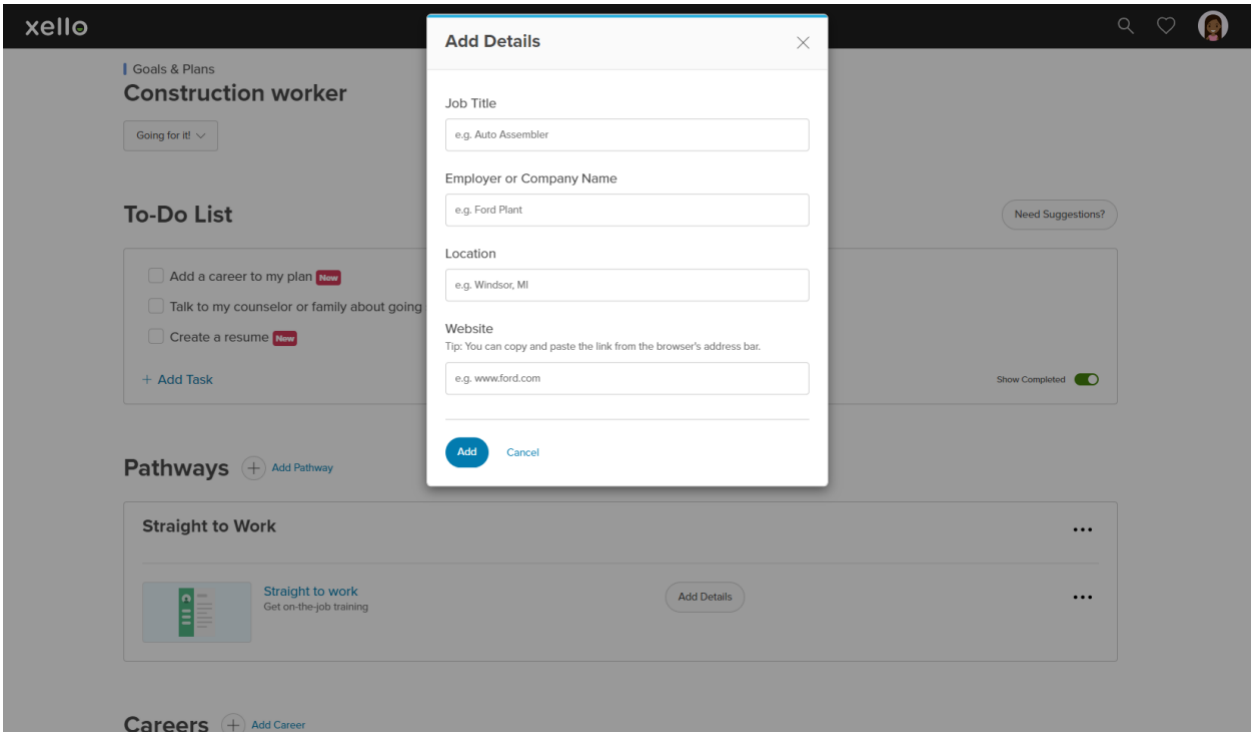


Step 3. Plans can change and evolve. There is always room to edit a plan, add or remove tasks, change the pathway, and add notes or reminders.
Once you have titled your plan and picked an option, you'll move on to step 3 which has you thinking about tasks you might need to complete. For each pathway, there is already a suggested task lists of to-do items. If you don't think you'll need to complete it, it can easily be removed.



Once you have created your plan, you can edit as much as you want!
Any information they added when first creating the plan is editable. This includes:

- At the top of the profile is a commitment level they can adjust as you learn more about future options.
- You can add more tasks to the to-do list, mark them as complete, or remove them. There's a helpful **Need Suggestions** button which offers tasks related to the option they chose.
- There's a section for you to add or remove careers. Your saved careers will populate at the top of the list for easy reference.
- You can take and keep notes as they explore. If you find websites related to your plan, you can add the link in your notes to keep everything in one place.
- If you haven't already, you can add a new pathway, or change an existing one. Any relevant saved options will show at the top of the list so you can easily pull in previous work.
- You also have the option to add details to the pathway. Details are dependent on the pathway and can include job or apprenticeship titles, schools or majors.



Return to Top of Document