



Ancaster High School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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Xello Help Guide for Grade 9 Courses

February 2022

**Video with active demonstration on how to select grade 9 courses available on our website at the end of the grade 9 presentation*

PART ONE – Accessing Xello

- Students must access Xello **only** through the Hub. The Xello icon is found at the top of the page. *NOTE: students must be logged into a class to see it!*
- To begin, please click on the Xello icon, then click on Course Planner (see screenshot below)

The screenshot shows the HWDSB Hub interface. At the top, there is a navigation bar with the HWDSB logo, the user's name 'Sean Nicholson', and a settings gear icon. Below this is a row of navigation icons: Course Home, Gigit, Content, Appointment B..., Xello, Calendar, Email, and Portfolio. A red arrow points to the Xello icon. Below the navigation bar is a large banner image of a grassy field. In the foreground, there are two panels. The left panel is titled 'Core Lessons' and shows '0%' progress with a 'Get Started' button. The right panel is titled 'Goals & Plans' and contains a list of options: Matchmaker, Personality Style, Mission Complete, Learning Style, Skills Lab, Explore Options, Careers, Schools, Programs, Saved Options, My Plans, and Course Planner. A red arrow points to the 'Course Planner' option in the 'Goals & Plans' panel.

curiosity.

creativity.

possibility.

HWDSB



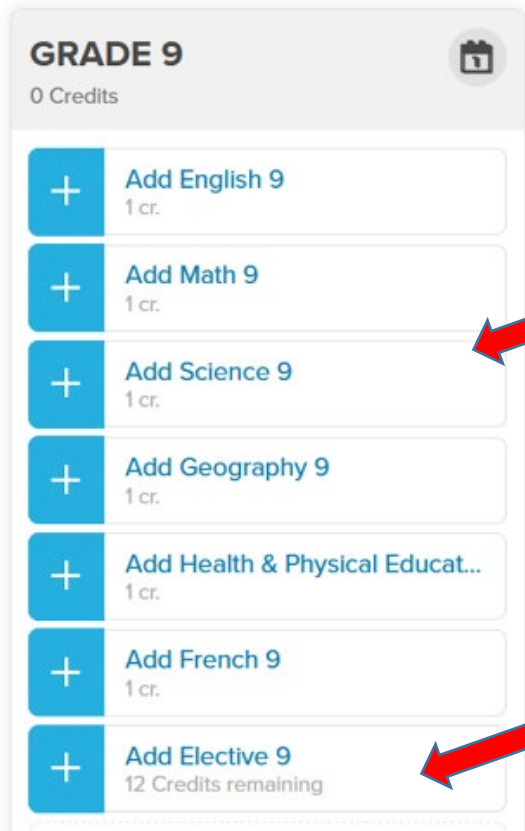
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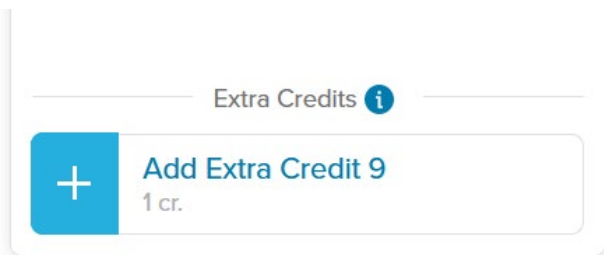
PART TWO – Using Xello



Choosing English, French, Geography, Math, Science, and Phys-Ed is easy because Xello only shows options from that category

Choosing elective courses can be overwhelming because so many options pop up! Follow the Grade 9 Option Sheet to help

Grade 8 students are allowed to select one **Extra Credit**, but only if it's **Repertoire Music (AMR101)**





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Adding a compulsory looks like this:

[CODE]	NAME	GRADE	CREDIT	STATUS
[ENGI01]	English, Grade 9	9, 10, 11, 12	1	Add
[ENGI01eL]	English, Grade 9, eLearning	9, 10, 11, 12	1	Add

Simply click “Add” next to the course. Some students might choose e-Learning. Please ask your teacher what the difference is

After each subject is chosen, Xello will prompt you to move onto the next! (English then Math):

COURSE PLANNER Done

ENGLISH 9

1 Credit left

MATH 9 >

	GRADE	CREDIT	STATUS
English, Grade 9	9, 10, 11, 12	1	Add

Click in the top right corner as shown to move along to the next subject!

Adding an elective looks like this:

COURSE PLANNER 12 Credits

explor

Exploring Technology Discipline

	GRADE	CREDIT	STATUS
HIF101eL Exploring Family Studies, Grade 9, Open, eLearning			
HIF201 Exploring Family Studies, Grade 10, Open	9, 10, 11, 12	1	Add
HIF201eL Exploring Family Studies, Grade 10, Open, eLearning			
TJU101 Exploring Technologies, Grade 9, Open	9, 10, 11, 12	1	Add
[MHF4U1eL] Advanced Functions, Grade 12, University, eLearning	9, 10, 11, 12	1	Add
[GLER01] Advanced Learning Strategies, Grade 11, Open	9, 10, 11, 12	1	Add

There are so many electives at Ancaster High School, Xello shows you ALL of them. Tip: start typing the name of the elective you wish to take and it will appear in the list!



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PART THREE – Finishing Up!

- Clicking the Printer icon allows students to double-check they are submitting courses for Ancaster High and not another school
- Once all courses are chosen, click **“Ready to Submit”**. This button only becomes available on **February 8, 2022**

The screenshot shows the Xello application interface. At the top, there are navigation tabs: 'About Me', 'Explore Options', and 'Goals & Plans'. Below these are search, heart, and user profile icons. The main area is divided into two columns. The left column contains a grid of course cards, each with a title, course code, and credit value. The right column is a summary panel with sections for 'Available period', 'Alternate Courses', and 'Extra Credits'. A prominent blue button labeled 'Ready to Submit' is located at the bottom of the summary panel, with a red arrow pointing to it from the right.

NOTE

- If a **blue** warning symbol appears, hover over the symbol and read the special note.
- If a **red** warning symbol appears, hover over the symbol to read the note. This will usually mean you are missing the pre-requisite course. Xello should suggest a solution