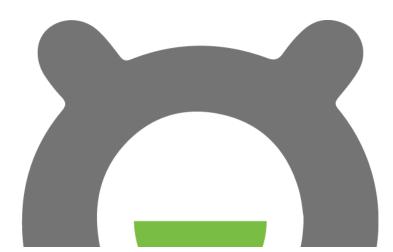# New York's Learning Standards for Career Development and Occupational Studies (CDOS) and Xello

Xello supports New York's Learning Standards for Career Development and Occupational Studies (CDOS) from Kindergarten to 12th Grade. This document highlights the specific components and interactive lessons in Xello that support the CODS.

Elementary Standards (Kindergarten to Grade 5)

CDOS STANDARD	WHERE TO FIND IT IN XELLO
Standard 1: Career Development Students: • begin a career plan that would assist in the transition from school to eventual entry into a career option • demonstrate an awareness of their interests, aptitudes, and abilities • know the value of work to the individual and society in general • describe the changing nature of the workplace brought about by global competition and technology • explore their preferences for working with people, information, and/or things • demonstrate understanding of the relationship of decision making to the attainment of future goals • describe the changing roles of men and women at home and in the workplace.	**Kindergarten to Grade 2** XELLO SPARK Explore Career Town My Profile Jobs I Like EXTENSION ACTIVITIES Me and My Community activities Career/Life Skills Vocabulary activities **Grades 3 to 5** ABOUT ME, CAREERS & GOALS Interests School Subjects Careers Goals MISSIONS Learning and Future Success Goal Setting Interests Learning Paths EXTENSION ACTIVITIES Belonging to a Community Believing You Can Succeed Balancing Life Roles Comparing Careers
Standard 2: Integrated Learning Students: • identify academic knowledge and skills that are required in specific occupations • demonstrate the difference between	**Kindergarten to Grade 2** XELLO SPARK My Profile People

the knowledge of a skill and the ability to use the skill
- solve problems that call for applying academic knowledge and skills.

EXTENSION ACTIVITIES
Investigation and Inquiry activities
Career/Life Skills Vocabulary activities

Grades 3 to 5

ABOUT ME, CAREERS & GOALS
Skills
Careers
Goals

MISSIONS
Skills
School Subjects
Tools for Success

EXTENSION ACTIVITIES
Trying Your Best
Get Gritty
School's Like Work

Standard 3a: Universal Foundation Skills.

Basic
Students listen to and read the ideas of others and express themselves both orally and in writing; they use basic mathematical concepts and computations to solve problems.

Thinking
Students use ideas and information to make decisions and solve problems related to accomplishing a task.

Personal Qualities
Students demonstrate the personal qualities that lead to responsible behavior.

Interpersonal
Students relate to people of different ages and from diverse backgrounds.

Technology
Students demonstrate an awareness of the

Kindergarten to Grade 2

XELLO SPARK
My Profile

EXTENSION ACTIVITIES
About Me activities
Me and My Community activities
Career/Life Skills Vocabulary activities

Grades 3 to 5

ABOUT ME, CAREERS & GOALS
Achievements
Goals

MISSIONS
Facing Big Challenges
Managing Big Feelings

different types of technology available to them and of how technology affects society.

Managing Information
Students describe the need for data and obtain data to make decisions.

Managing Resources
Students demonstrate an awareness of the knowledge, skills, abilities, and resources needed to complete a task.

Systems
Students demonstrate understanding of how a system operates and identify where to obtain information and resources within the system.

EXTENSION ACTIVITIES
Information Literacy
How Others See Me
Integrity
Empathy
Being Helpful

Intermediate Standards (Grades 6 to 8)

CDOS STANDARD	WHERE TO FIND IT IN XELLO
Standard 1: Career Development Students: ● continue development of a career plan that would assist in the transition from school to eventual entry into a career option of their choosing ● demonstrate an understanding of the relationship among personal interests, skills and abilities, and career research ● understand the relationship of personal interests, skills, and abilities to successful employment ● demonstrate an understanding of the relationship between the changing nature of work and educational requirements ● understand the relationship of personal choices to future career decisions.	ABOUT ME Favorite Clusters Interests Matchmaker EXPLORE OPTIONS Careers Schools Majors GOALS & PLANS Plans DASHBOARD Portfolios LESSONS Interests Biases and Career Choices Discover Learning Pathways Explore Career Matches
Standard 2: Integrated Learning Students: ● apply academic knowledge and skills using an interdisciplinary approach to demonstrate the relevance of how these skills are applied in work-related situations in local, state, national, and international communities ● solve problems that call for applying academic knowledge and skills ● use academic knowledge and skills in an occupational context, and demonstrate the application of these skills by using a variety of communication techniques (e.g., sign	ABOUT ME Experiences Timeline Skills EXPLORE OPTIONS Careers Schools Majors GOALS & PLANS Course Planner

language, pictures, videos, reports, and technology).	LESSONS School Subjects at Work Jobs and Employers Skills Transition to High School
Standard 3a: Universal Foundation Skills. *Basic* Students listen to and read the ideas of others and analyze what they hear and read; acquire and use information from a variety of sources; and apply a combination of mathematical operations to solve problems in oral or written form. *Thinking* Students evaluate facts, solve advanced problems, and make decisions by applying logic and reasoning skills. *Personal Qualities* Students demonstrate an understanding of the relationship between individuals and society and interact with others in a positive manner. *Interpersonal* Students demonstrate the ability to work with others, present facts that support arguments, listen to dissenting points of view, and reach a shared decision. *Technology* Students select and use appropriate technology to complete a task. *Managing Info* Students select and communicate information in an appropriate format (e.g., oral, written, graphic, pictorial, multimedia) *Managing Resources* Students understand the material, human, and financial resources needed to accomplish tasks	ABOUT ME Experiences Timeline Skills Resume Builder Personality Style Learning Style LESSONS Decision Making Time Management Self-Advocacy

and activities.	
Systems Students understand the process of evaluating and modifying systems within an organization.	

High School Standards (Grades 9 to 12)

CDOS STANDARD	WHERE TO FIND IT IN XELLO
Standard 1: Career Development Students: ● complete the development of a career plan that would permit eventual entry into a career option of their choosing ● apply decision-making skills in the selection of a career option of strong personal interest ● analyze skills and abilities required in a career option and relate them to their own skills and abilities.	ABOUT ME Favorite Clusters Matchmaker Interests EXPLORE OPTIONS Careers Schools Majors GOALS & PLANS Plans College Application Tracking DASHBOARD Portfolios LESSONS Exploring Career Factors Careers and Lifestyle Costs Program Prospects Choosing a College Work/Life Balance Career Backup Plans Career Path Choices

Standard 2: Integrated Learning	ABOUT ME
	Experiences Timeline
Students:	Skills
● demonstrate the integration and application of academic and occupational skills in their school learning, work, and personal lives.	Skills Lab
	GOALS & PLANS
	Course Planner
● use academic knowledge and skills in an occupational context, and demonstrate the application of these skills by using a variety of communication techniques (e.g., sign language, pictures, videos, reports, and technology)	Specializations
	LESSONS
	Getting Experience
	Study Skills and Habits
	Career Demand
● research, interpret, analyze, and evaluate information and experiences as related to academic knowledge and technical skills when completing a career plan.	Entrepreneurial Skills

Standard 3a: Universal Foundation Skills.

Basic
Students use a combination of techniques to read or listen to complex information and analyze what they hear or read; convey information confidently and coherently in written or oral form; and analyze and solve mathematical problems requiring use of multiple computational skills.

Thinking
Students demonstrate the ability to organize and process information and apply skills in new ways.

Personal Qualities
Students demonstrate leadership skills in setting goals, monitoring progress, and improving their performance.

Interpersonal
Students communicate effectively and help others to learn a new skill.

Technology
Students apply their knowledge of technology to identify and solve problems.

Managing Info
Students use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data.

Managing Resources
Students allocate resources to complete a task.

Systems
Students demonstrate an understanding of how systems performance relates to the goals, resources, and functions of an organization.

ABOUT ME
Experiences Timeline
Skills
Resume Builder
Personality Style

LESSONS
Personality Styles
Work Values
Workplace Skills and Attitudes
Defining Success
Job Interviews

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Appendix

The following provides descriptions
for each of Xello's features.

About Me / Glossary

Education Experiences
Students log their educational achievements in their Experiences timeline, reflecting on what they liked, what they found challenging, and what they learned in each case.

Experiences Timeline
Students create a graphical timeline of their education, volunteer, life, and work experiences. Entries include names, organizations, and reflective questions.

Favorite Clusters
Students can review the Career Clusters and save their favorites in the About Me. Students can also see their recommended career clusters and filter their career list by cluster when exploring their options.

Interests
Students identify their personal interests. They can select from predefined lists in categories like Science & Technology, Arts & Culture, and Clubs & Organizations, or they can enter their own.

Learning Style
The Learning Styles inventory helps students understand different ways of learning how they best learn.

Life Experiences
From extracurricular activities to travel to significant life events, students can record meaningful events and experiences, reflecting on what they liked, what they found challenging, and what they learned in each case.

Matchmaker
The career-match assessment matches students' interests directly to careers, allowing students to see exactly why a career is a strong match or not.

Mission Complete
The final portion of the career-match interest assessment will refine career matches and give students the best results.

Personality Style
A Personality profile (based on the Holland code) helps students better understand who they are and how that relates to individual occupations.

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About Me / Glossary

Places
Students map out where they currently live, where they were born, and where their family is originally from.

Resume Builder
Students take the work they've already done in Xello, including skills, interests, and experiences, and quickly turn it into a professional resume, which they can download and share.

Share Your Profile
Students can activate a single page view of their profile, including their About Me profile and their Saved Options. The link can be shared with parents, mentors and others.

Skills
Students identify and rate their skills. They can select from predefined lists in categories like Communication & Teamwork, Leadership, and Information & Analysis, or they can enter their own.

Skills Lab
Skills Lab is an assessment that helps students in grades 9–12 understand career fit based on how frequently they'd like to use certain skills.

Volunteer Experiences
Students log their volunteer and community service participation in their Experiences timeline, including hours completed, reflecting on what they liked, what they found challenging, and what they learned in each case.

Work Experiences
Students log their paid and unpaid work experiences in their Experiences timeline, reflecting on what they liked, what they found challenging, and what they learned in each case.

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Explore Options / Glossary

Careers
Students can explore richly descriptive, easy-to-understand career profiles with key information on education, workplaces, wages, and job outlook. When students save a career they're interested in, they are prompted to complete additional investigation, rating, and reflection.

Find Out Why
Within each career profile, students can see how their Matchmaker and/or Skills Lab results create their career match. Students can review the underlying breakdown of interests and/or skills to understand how their answers impact matches.

Majors
Students can explore and save over a thousand majors with student-friendly descriptions, typical courses, related careers, and schools that offer it.

My Saved Options
Students can save careers, schools, and majors as they explore options. Students review, reflect and update saved options overtime to keep pace with new learnings and evolving preferences. An up-to-date list of saved options is a great foundation for students' future planning.

Opportunities
If your school has purchased Xello's Work-Based Learning add-on module, this is where your students will have access to additional WBL features, such as internship and job shadowing opportunities and profiles of local businesses partnering with your district.

Pathways
Engaging Pathway Profiles educate students about their options and show them what life might look like if the choose a given path – what careers will be open to them, what their finances might look like, the education and training they'll need, and more.

Schools
Students can explore and save engaging, detailed college profiles that include key facts on enrollment, applications, costs, athletics, and majors. An interactive campus map that lets them see what's nearby and take a virtual campus tour using Google Street View

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Goals and Plans / Glossary

College Applications
A suite of tools to help keep students informed and on track with their college applications. It provides a seamless transition from college and career exploration activities to the college application process.

College Planning Knowledge Hub
Relevant content to help guide students through the college planning journey using short and digestible articles and videos.

Course Planner
The Course Plan allows students to create a personalized four-year course plan that fulfills graduation requirements and aligns to students' goals. Integrating student course history, custom course lists, diploma tracking ensures students' plans are complete and accurate.

Course Planner Optimization
With a click of a button, students can ensure their course plans are configured in an optimal way. Xello offers suggestions to ensure graduation requirements are met and will automatically move courses around for the most optimal plan.

Diplomas & Specializations
Xello helps ensure students are on track to graduate with a sophisticated algorithm that checks to see that students' course selections include all necessary requirements for graduation. It also tracks specializations students work towards in conjunction with their diploma.

Goals
Students define, set manageable tasks, and track personal, academic, and other types of short- and long-term goals.

Local Scholarships
A centralized platform for educators to share local scholarship information with their students.

Plans
Students explore different pathway options to build after high school plans that include a customizable to-do list with actionable next steps

Goals and Plans / Glossary

Recommendation Letters
Provides students with a simple workflow to draft and send requests for recommendation letters that includes guidance on what makes a good request.

Transcripts
Students can request a transcript and monitor the status of that request. Students can see at a glance when their transcript request goes through and the date of the latest update so they always know where they stand.

Dashboard / Glossary

Assignments
Projects can be submitted and tracked as assignments. Educators can see which students have submitted work and provide feedback to students.

Links & Resources
Put links to websites, documents, and other resources right at students' finger tips. Educators can add resources that appear on the dashboard that students see when they log in to Xello. If your school subscribes to Methodize, this is also where it will appear.

Portfolios
Students create and share vibrant portfolios to showcase their work and reflect on what they've learned. Students can highlight the self-exploration and planning they've done in Xello and add their own artifacts, like photos, videos, and journal entries.

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Educator Tools / Glossary

Courses & Diplomas
In-depth reports on Course Planner progress, including course planner completion, course planner alerts, diploma completion, and more.

Educator Dashboard
See at a glance how students are engaging with Xello. The Educator Dashboard shows usage and makes assignments and groups easy to access.

Engagement Reports
These reports will show how often and how recently students have signed in to Xello, with the option to narrow by day, month, or student.

Lesson Progress Reports
These reports will track where students are at with lessons: complete, in progress, and not started.

Student Work Reports
These reports will track students' participation in activities on the About Me page, such as the assessments, post-secondary plans, and their saved careers, schools, and majors/programs.

Xello Family / Glossary

Parent/Guardian Accounts
Gives parents and guardians access to their child's work in Xello to provide them the opportunity to discuss and support their future goals and plans.

Lessons / Glossary

Biases and Career Choices
(Recommended Grade 7)

Students identify biases of gender, ethnicity, ability, and class in the workplace and explore how biases can influence career choices.

Career Backup Plans
(Recommended Grade 12)

Students understand the importance of career backup plans, and explore potential backup careers for themselves.

Career Demand
(Recommended Grade 11)

Students learn about job projections and outlook, analyze factors that impact job demand, such as changes in technology, demographics, business practices or production methods, consumer preferences, and workplace restructuring, and explore how their career plans may be shaped by demand for a career that interests them.

Career Path Choices
(Recommended Grade 12)

Students understand that career development is a process of constant change, that flexibility and adaptability can help them continually explore their career options, and the importance of re-evaluating their interests, skills, etc. in order to identify the need or desire for a career change.

Careers and Lifestyle Costs
(Recommended Grade 10)

Students identify some of their most important lifestyle goals and assess whether or not they can achieve their lifestyle goals in a career that interests them.

Choosing a College
(Recommended Grade 11)

Students identify which factors are important to them in a potential postsecondary school, and investigate how a college or university stacks up to their priorities.

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Lessons / Glossary

Decision Making
(Recommended Grade 6)

Students understand the importance of making informed, responsible decisions when faced with important choices. They learn about the importance of considering the consequences of potential decisions, explore the difference between gut and logic decisions, and reflect on an important decision they've recently made.

Defining Success
(Recommended Grade 12)

Students explore what success means to them in various aspects of life, including their personal life, school, and career, and explore ways they can make a difference and achieve success in a career that interests them

Discover Learning Pathways
(Recommended Grade 7)

Students investigate their postsecondary pathway options, explore the postsecondary pathways to various careers, and evaluate the pathways they could take to a career that interests them.

Entrepreneurial Skills
(Recommended Grade 11)

Students identify the skills and characteristics that make entrepreneurs successful, investigate paths to becoming an entrepreneur (e.g. starting your own business, buying a franchise, etc.). Students explore the benefits and challenges of becoming an entrepreneur and investigate ways to apply entrepreneurial skills within a career that interests them (develop entrepreneurial opportunities for themselves with any career).

Explore Career Matches
(Recommended Grade 8)
After completing the first part of the career-match assessment, students investigate central, secondary, and other aspects of the career match assessment, and how they relate to careers, reflect on their results, and explore the aspects for a career that interests them.

Explore Learning Styles
(Recommended Grade 7)

After completing the Learning Styles Quiz, students investigate visual, auditory, and tactile learning styles, and explore how understanding their own learning style can help them in school and on the job.

Lessons / Glossary

Exploring Career Factors

(Recommended Grade 9)

Students further explore the Investigate important factors: work/life balance, money, making a difference, education, interests, growth; assess which of these 6 core factors are important to them when making a career decision, and why; and prioritize the 6 core factors that influence their career decisions.

Getting Experience

(Recommended Grade 9)

Students explore different ways they can get work experience now. They identify several ways to get experience while still in school: community service/volunteerism, co-op programs, part-time job, internships, etc. and assess which type of experience is best suited for their career interests and goals.

Interests

(Recommended Grade 6)

Students reflect on some of the interests they have saved in Xello, explore the link between interests and various careers, and investigate how their interests match up with a career they like.

Job Interviews

(Recommended Grade 12)
Students explore ways to prepare for a job interview, describe their own abilities and qualifications in the context of an interview, investigate job interview questions in the context of a career that interests them, and explore appropriate post-interview behaviours and actions.

Jobs and Employers

(Recommended Grade 7)

Students explore ways to find employment (e.g. job boards, networking, etc.), reflect on the advantages and disadvantages to various work search strategies, and research potential employers in their community.

Personality Styles

(Recommended Grade 9)

After completing the second part of the career match assessment, students investigate personality styles, and explore how their own personality style can help them at home, school, work, and other areas of their life.

Lessons / Glossary

Program Prospects
(Recommended Grade 10)

Students distinguish between different types of postsecondary programs, such as apprenticeships and degree programs, explore career options related to different types of programs, and evaluate their program options in terms of their strengths, academic interests, and career interests.

School Subjects at Work
(Recommended Grade 6)

Students relate school subjects to various tasks, reflect on their favorite school subject, and explore ways to use their favorite school subject in a career that interests them.

Self-Advocacy
(Recommended Grade 8)

Students understand the concept of self-advocacy, identify situations where they may need to advocate for themselves or issues they may want to advocate for, identify skills and behaviors required to effectively advocate for themselves, such as leadership, confidence, and communication, and explore ways they can advocate for themselves in school, the community, at home, and in a career.

Skills
(Recommended Grade 8)

Students explore the skills required to perform various activities, as well as the link between their skills and career goals.

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Lessons / Glossary

Study Skills and Habits

(Recommended Grade 9)

Students identify skills, habits, and behaviors they need to learn successfully in high school, explore potential obstacles to success in their schoolwork (such as lack of motivation, distractions, and lapses in self-confidence), and plan how to develop positive study habits and behaviors.

Time Management

(Recommended Grade 6)

Students explain why time management is important in school and on the job, create a time budget to assess how they currently manage their time, and explore ways to improve their time management skills.

Transition to High School

(Recommended Grade 8)

Students explore ways to make their transition to high school easier and more successful. They identify questions and concerns they have about entering high school; explore clubs, activities, and other resources to help handle transition to high school; and develop other strategies to deal with transitions.

Work/Life Balance

(Recommended Grade 11)
Students assess how their current work (school) demands affect family life, free time, etc., identify the work demands of a career of interest, and explore strategies for maintaining a healthy life-work balance now and in the future.

Workplace Skills and Attitudes

(Recommended Grade 10)

Students explore skills and behaviors that employers look for, such as time management (plan/organize work), dependability, good attitude, communication skills, problem solving, etc. Students explain why these skills and behaviors are important to various careers and how they manifest on the job, and assess their own employability skills.

Work Values

(Recommended Grade 10)

Students explore their own work values, and investigate careers that they may find satisfying based on their values.