

Explore Schools and Create an Application Tracker

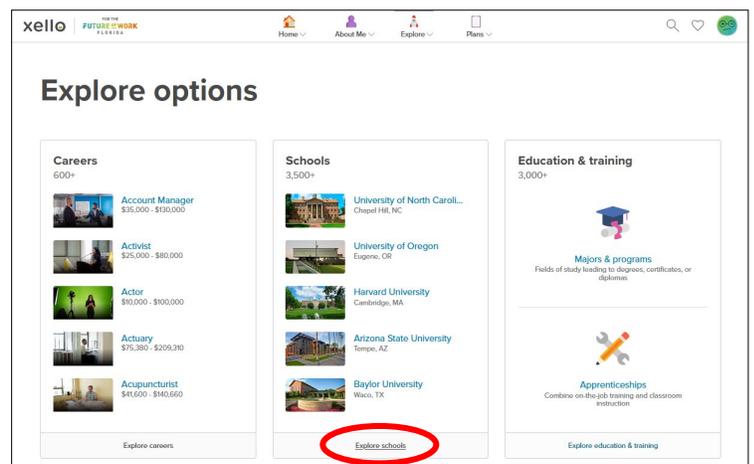
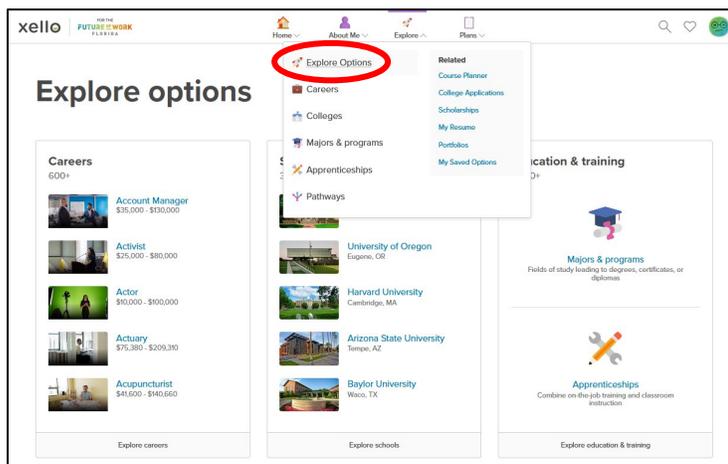
Explore Schools

You will find a lot of information in school profiles to help you decide if the institution is one you want to apply to.

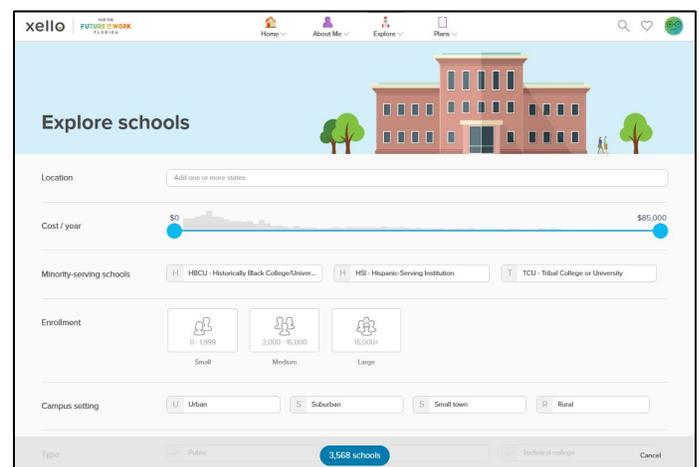
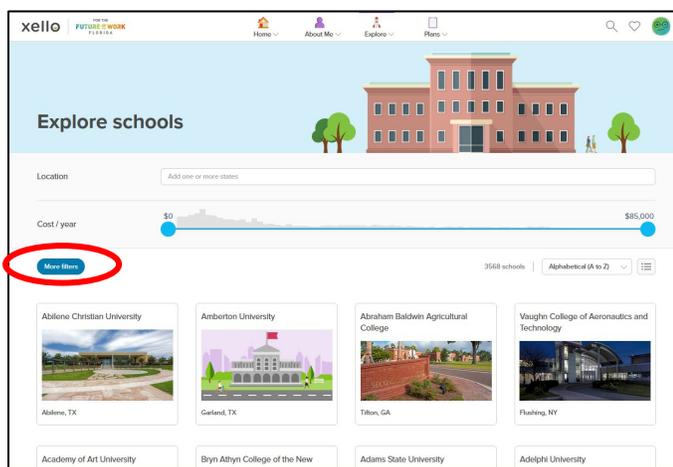
Note: It's not necessary for you to explore and save schools before creating application trackers. If you already know which schools you're applying to, you can head straight to the steps in **Create a College Application Tracker** below.

How to explore schools in Xello:

1. From the top menu of any page in Xello, click **Explore** and then **Explore Options**.
2. From the **Explore options** page, click **Explore schools**.



3. You'll be able to browse through the list of institutions. Or you can click **More filters** to narrow the list by a variety of factors, including location, cost, areas of study, and more.



4. Clicking on a school will open its profile.

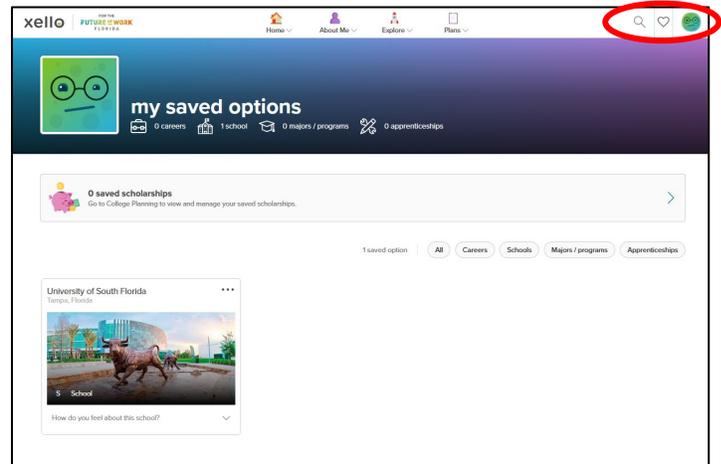
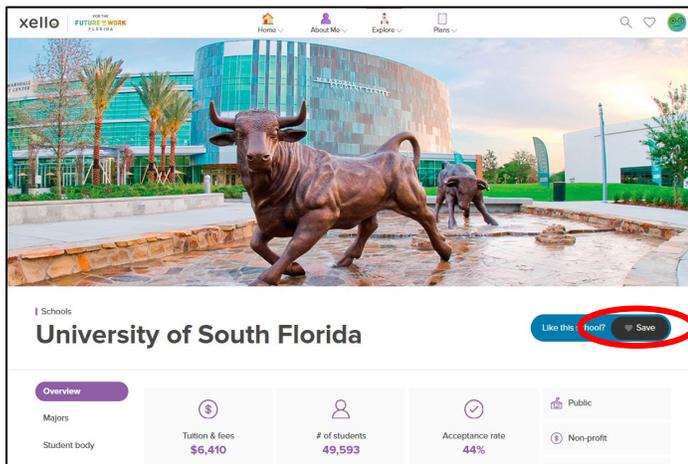
Once you've clicked on a school to open the profile, you'll find lots of information, including an overview with high-level details like tuition costs, acceptance rate, important dates and similar schools.

As you scroll down, you'll find information such as majors offered at the institution, student body demographic, and campus life.

In the **Applying** section, you can check out the chances of admission scattergram. This will show you the acceptance rates and average GPA at the school. You'll also be able to view your own chances of admission by comparing your SAT/ACT and GPA scores with historical data from past applicants. You'll see your own avatar on a graph alongside the data points of previous applicants. You can click filters to add or remove those who were accepted, waitlisted, or not accepted, and by admission type.

By scrolling down the school profile, you can get in-depth, dynamic information on costs at the institution.

To quickly select the school when you create a tracker, you can click the **Save** button to record it to your list of **Saved options**. The options can be accessed at any time by clicking the heart in the top corner.

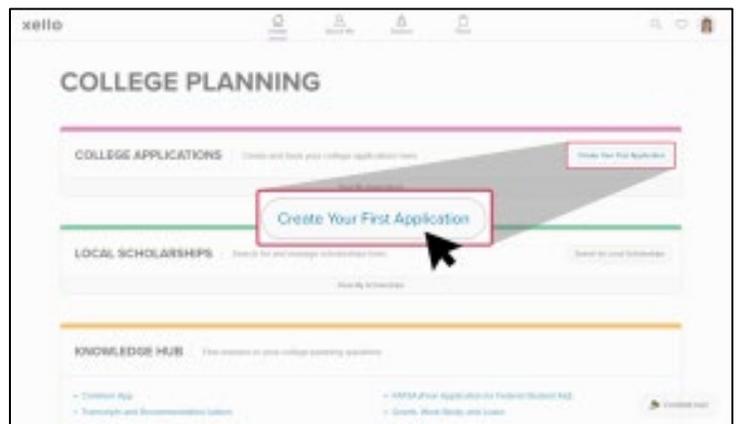
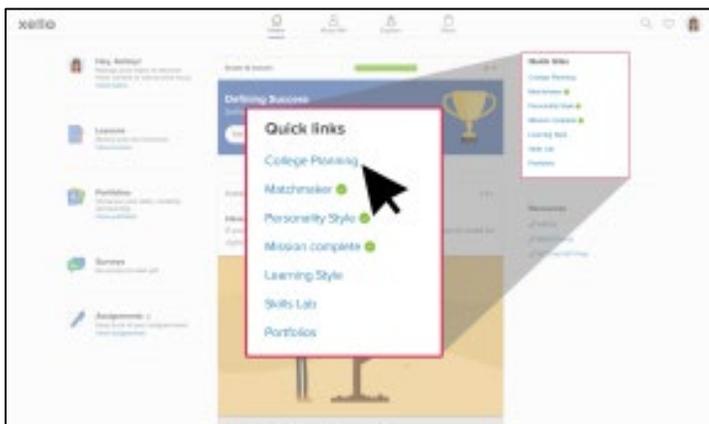


Create a College Application Tracker

The first thing you must do to track your tasks, view your deadlines, request transcripts and recommendation letters be sent, is build an **Application tracker** for each institution you're applying to.

How to create a college applications tracker:

1. From your dashboard, under **Quick links**, click **College Planning**.
2. Under **College Applications**, click **Create Your First Application**.



3. Choose one of your saved schools and click **Next**. If you don't have any saved schools yet, search for the institution and click **Select**, then **Next**.

4. You then select an application method and admission type. If available, the application deadline will automatically populate. You can review and edit the application deadline, if necessary. The deadline is reported by the college, but you are encouraged to check the college website for any recent changes.
5. To finish building the application tracker, click **Create**.

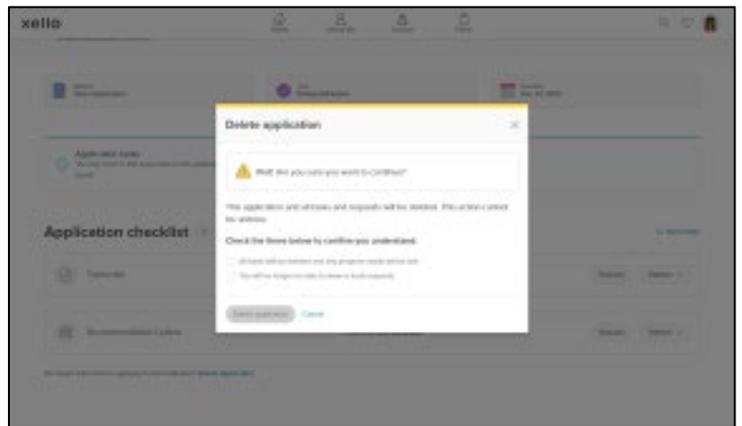
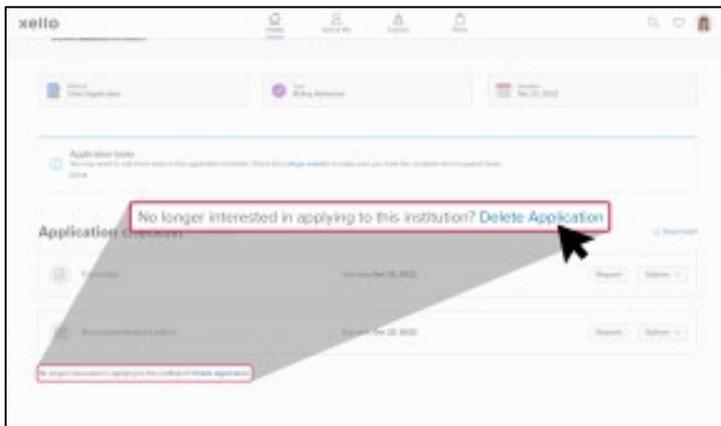
Delete an Application

If you create an application tracker in Xello and decide you no longer wish to track the application, or if you made a mistake in creating the tracker, you can opt to delete it.

Note: Deleting an application tracker in Xello does not stop either a transcript or recommendation letter request already in progress from being completed. Institutions will still receive the transcript if sent, and referrers will still receive the request with a message stating it's no longer available. Deleting the application tracker removes your ability to view or track your tasks or requests.

How to delete an application:

1. From the institution you want to stop tracking, at the bottom of the **Application Checklist**, click the **Delete Application** link.
2. You need to confirm that you understand:
 - All tasks will be deleted and any progress made will be lost, and
 - You will no longer be able to view or track requests



3. Once you've checked both boxes, click **Delete Application**.
 - That institution's application will be removed from your list of applications.