

CE Tour Application Online Process

To fill out Cultural Exploration Tour application, go to CE site <http://www.culturalexploration.org>, hover over the *Cultural Exploration Tour* menu and then select *Tour Application*.

Logout



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Background

The Cultural Exploration(CE)of Greater China Foundation is a community-based non-profit organization dedicated to promote a better understanding of greater China and Chinese culture through education by offering cultural learning opportunities to schools or other educational institutions. In the past ten years, through generous donations from local communities and businesses, CE has sponsored over 40 teachers to tour China, Hong Kong, and Taiwan. This year, through successful fund-raising, we are pleased to offer this great travel opportunity again to teachers that are enthusiastic about bringing China and Chinese culture to their classrooms.

Unlike other cultural exchange programs sponsored by various governments or academic organizations, CE is a community-based program. We believe that the most effective way to know modern day China, Chinese Culture and people is through pressure-free interpersonal interactions.

Objective

Related Links

- ◆ 2014 Tour Application

Tour Journey


- 📅 Tour Journey



The application form consists of 4 connected sections that can be browsed back and forth. Input field that has a red asterisk is a required field.

1. Personal Information section

Admin Login



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Cultural Tour Application * denotes required input

Personal Information

* First Name :

* Last Name :

* Email :

Daytime Phone :

Mobile Phone :

* School District :

* School Name :


* Grade Taught :

* Subject :

* Gender: ☒ Male ☐ Female

2. Reference section

[Admin Login](#)



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Cultural Tour Application

* denotes required input

References

* How did you learn about our program?

* What is your teaching subject and professional specialty?

* Please list three references (preferably one each from your school's administration, a student, and a colleague)

Previous

Next

Clear Form

3. Questionnaire section



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CE Home > Tours > Application

Logout

Cultural Tour Application

* denotes required input

Questionnaire (4000 characters or less for each question)

* How do you relate your current teaching or work experiences to our program?

* How have you incorporated a prior experience to augment a lesson plan?
(Please provide a sample lesson plan developed by you in the next screen.)

* What are your short-term and long-term teaching goals?

* How do you expect this travel experience to benefit your students and your teaching?
(If you are selected for interview, you will be asked to present a lesson plan you will develop as a result of your trip.)

<< Previous

Next >>

Clear Form



4. File Attachment Section – resume, sample lesson plan, optional support files in PDF format, and additional comments the user might want to share.



Cultural Tour Application * denotes required input



*** Resume**

Attach your resume for the application (PDF please):





*** References**

Attach your lesson plan example (PDF please):

Supporting Materials

Attach additional materials you might like to share with us (PDF please):


Additional comment you might have:

5. Once the applicant fills out the form, the data is saved to a file with the following filename format: ***firstname_lastname_school_grade_year.xml***, ***firstname_lastname_school_grade_year_resume.pdf***, ***firstname_lastname_school_grade_year_lessonPlan.pdf***, ***firstname_lastname_school_grade_year_userFile1.pdf (optional)***, and ***firstname_lastname_school_grade_year_userFile2.pdf (optional)***. These application files can be processed online as described in the following section.

Online Process for Cultural Exploration Tour Applications

To Process Cultural Exploration Tour applications, login to the CE site

<http://www.culturalexploration.org>. If you save your login information offered by the browser, you don't need to type in again next time you login.




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CE Home




News & Announcements

 **Welcome to the new CE Website!**

Come tour the site and explore CE activities for students, teachers and the community! Check out the new contents, easy navigation and streamlined registration process!





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CE Home

Cultural Exploration Site Login


* User Name :

* Password :

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Once logged in, hover over the *Admin* menu and select *Review Applications* submenu.

Logout



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Create Web Page


Review Applications

Review Registration | How-To




Create Site Page from Content Source

This page allows you to create a site html page from the content you created. The site page is a html file that you can use for linking in your content page.




Cultural Exploration Tour Review

This page allows you to review cultural tour application online. You can interview, award, or reject the applicant. An automatic email will be sent to the applicant.



Talent Competition Registration Review

This page allows you to review talent competition registration online. You can either approve or reject the registration. An automatic email will be sent to the contact person on file.



Site Content Authoring How-To


This page provides resources in Word document format to illustrate procedure relevant to site content authoring. Many of the documents includes actual screen shots of the this portal to give you a real life visual cue to get to the point quickly.

This submenu brings up the **online tour application process page**.

CE Home > CE Admin > Review Applications











School District

Status






Search

1

15 applicants, 6 school districts, 6 schools 2 Export to Excel






Status	Date	Name	Email	Phone	District	School	Grade	Subject
	12/24/13	aa Fu	jcubitech@gmail.com		Lake Washington	Redmond High	11	Math
	10/01/13	Amy Jou	jcubitech@gmail.com		Seattle	Nathan Hill	10	Physical Education
	10/01/13	Amy Jou	jcubitech@gmail.com		Seattle	Shoreline	10	Biology
	12/18/13	Jacob Kivela	jcubitech@gmail.com	425-558-9214	Lake Washington	Redmond High	12	History
	09/18/13	Jeffrey Jou	jcubitech@gmail.com	425-5589214	Lake Washington	Redmond High	12	Math
	12/21/13	Jimmy Jou	Jcubitech@gmail.com		Lake washington	Redmond High	12	History
	09/30/13	Jimmy Jou	jcubitech@gmail.com		seattle	Shoreline	9	Biology
	09/18/13	Kathy Chen	kathychen12@msn.com	425-5589214	Lake Washington	Bellevue High	11	History
	01/04/14	Matt Laue	jcubitech@gmail.com	425-558-9214	Lake Washington	Reedmond	11	Language Arts
	12/21/13	QW Fu	jcubitech@gmail.com		Lake Washington	Redmond High	11	Math

4



1 2



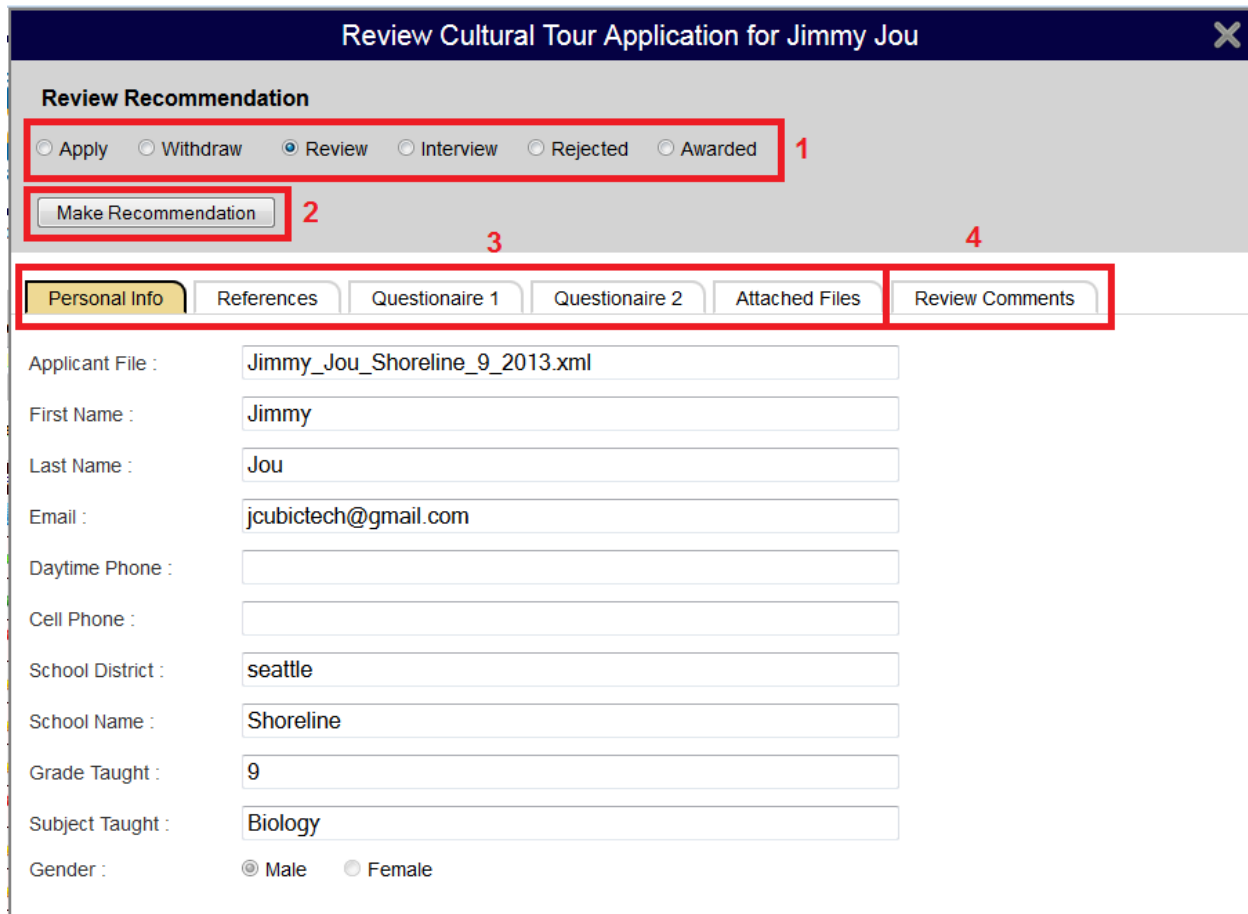
3

The **online tour application process page** provides functionality for processing online tour application. The functionality includes the following features (red # refers to the screen shots below):

- Visual icon cue to indicate the status of each application (4)
 - The *paper* icon  indicates that the applicant is applying for the tour.
 - The *check* icon  indicates that the applicant is granted for an interview for the tour.
 - The *thumbsup* icon  indicates that the applicant has been awarded for the tour.
 - The *thumbedown* icon  indicates that the applicant has been rejected for the tour.
 - The *pencil* icon  indicates that the applicant is under review process for the tour.
- Search by application (1)
Search available by school district or application status.
- Export application to Excel file (2)
The exported Excel file format matches those used in 2013, including reviewer's scores and statistics.
- Paging (3)
Tour application page size is set internally.

View Applicant Data

Click the **status icon** of the applicant you want to view. The following dialog screen appears:



Review Cultural Tour Application for Jimmy Jou

Review Recommendation

☐ Apply ☐ Withdraw ☒ Review ☐ Interview ☐ Rejected ☐ Awarded

Make Recommendation

Personal Info | References | Questionnaire 1 | Questionnaire 2 | Attached Files | Review Comments

Applicant File : Jimmy_Jou_Shoreline_9_2013.xml

First Name : Jimmy

Last Name : Jou

Email : jcubictch@gmail.com

Daytime Phone :

Cell Phone :

School District : seattle

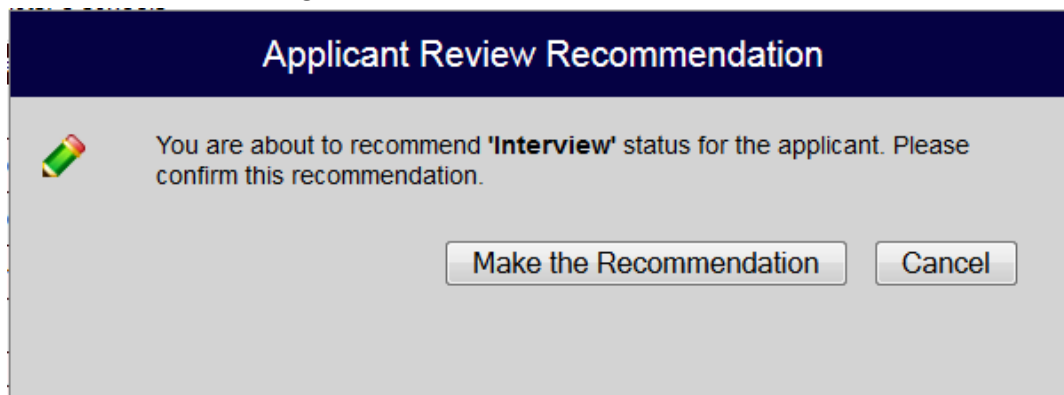
School Name : Shoreline

Grade Taught : 9


Subject Taught : Biology

Gender : ☒ Male ☐ Female

- Application status (1)
There will be no email sent to the applicant when the status is changed.
- Application status Modifier (2)
Use this button to change application status. A confirmation dialog as shown below will appear before the status is changed.



Applicant Review Recommendation

 You are about to recommend 'Interview' status for the applicant. Please confirm this recommendation.

Make the Recommendation **Cancel**

- Application data (3)
Application data is organized into 6 tabs matching how the application is filled out, which includes all attached files (resume, lesson plan, and optional user files) that the reviewer can download.
- Review comment and scores (4)
The reviewer can add comment and scores for applicant.

Reviewer Comment and Scores

Click the **Review Comments** tab will bring up the reviewer comment and score page as shown below:

Review Cultural Tour Application for Amy Jou

Review Recommendation

☐ Apply
 ☐ Withdraw
 ☐ Review
 ☒ Interview
 ☐ Rejected
 ☐ Awarded

Make Recommendation

Personal Info | References | Questionnaire 1 | Questionnaire 2 | Attached Files | **Review Comments**

▼ **Jimmy's comment and scores, last updated: 1/22/2014 11:16 AM** **1**

Reviewer's Comment:

2

Reviewer Scores (0 - 10 for each score category):

Application Material:
 Relevancy:
 Lesson Plan:
3

4 Save/Update Comment and Scores

▶ **T.R.'s comment and scores, last updated:**
 ▶ **Robert's comment and scores, last updated:**
 ▶ **Anthony's comment and scores, last updated:**
 ▶ **Sandy's comment and scores, last updated:**
5

- Current reviewer pane (1)
This is the default pan and will expand by default.

- Reviewer comment (2)
Reviewer can add/modify own comment in this text box. Other reviewer comment text boxes are read-only.
- Reviewer scores (3)
Reviewer can add/modify own scores in these text boxes. Other reviewer scores text boxes are read-only.
- Reviewer comment and scores modifier (4)
This button is only available in the reviewer own pane.
- Other reviewer panes (5)