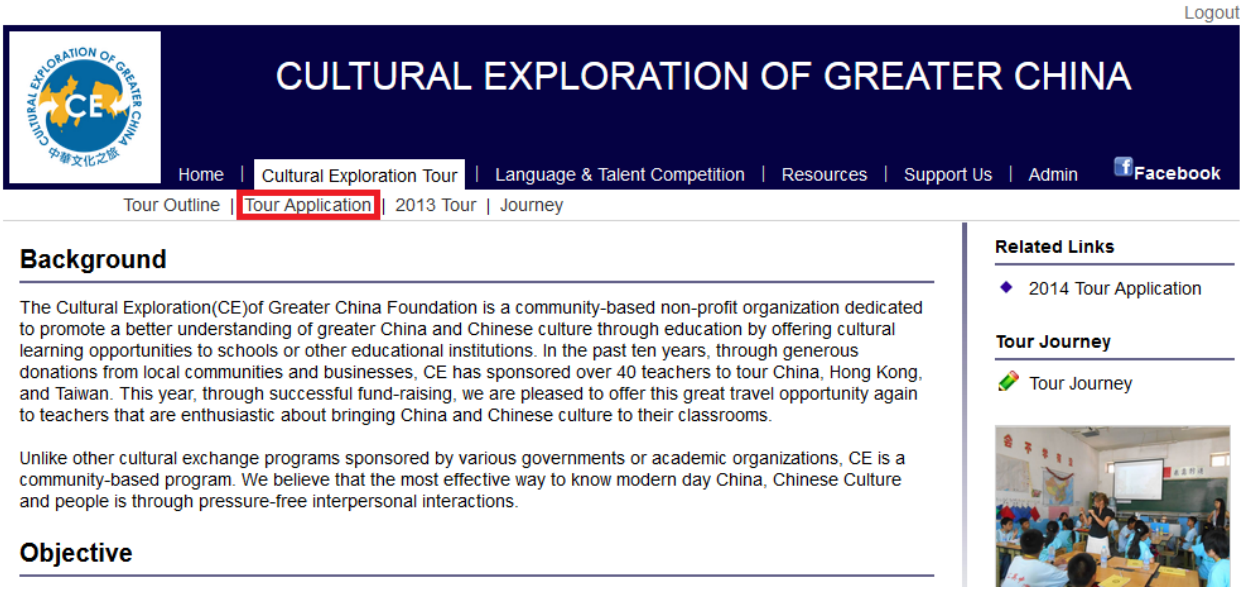
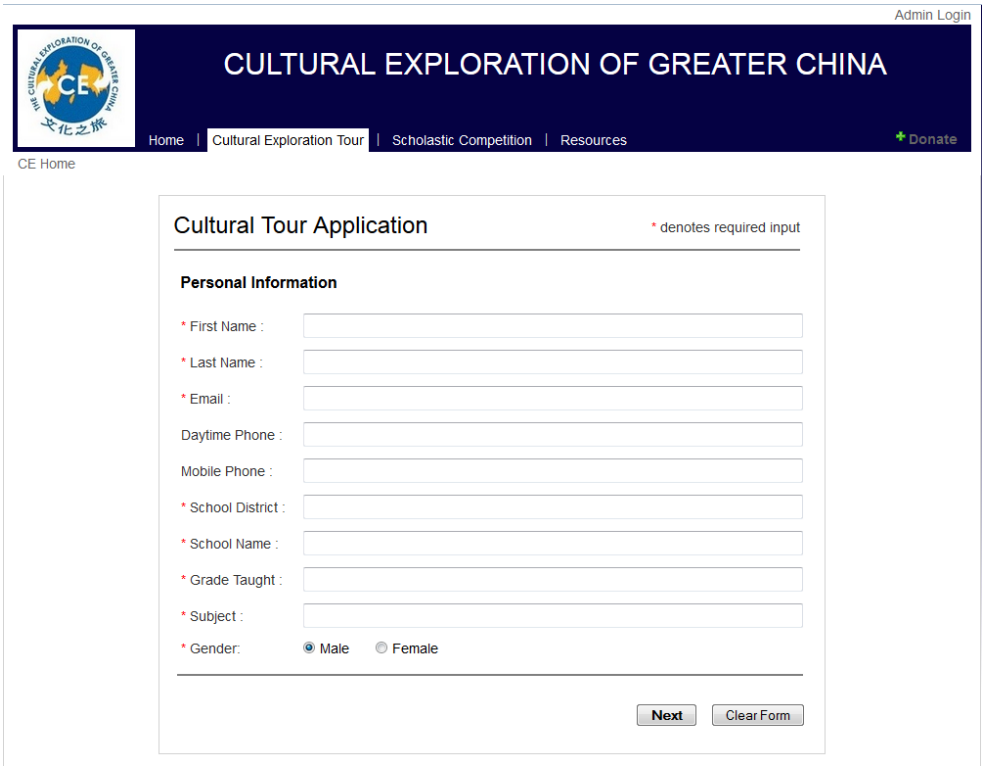
CE Tour Application Online Process

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*.

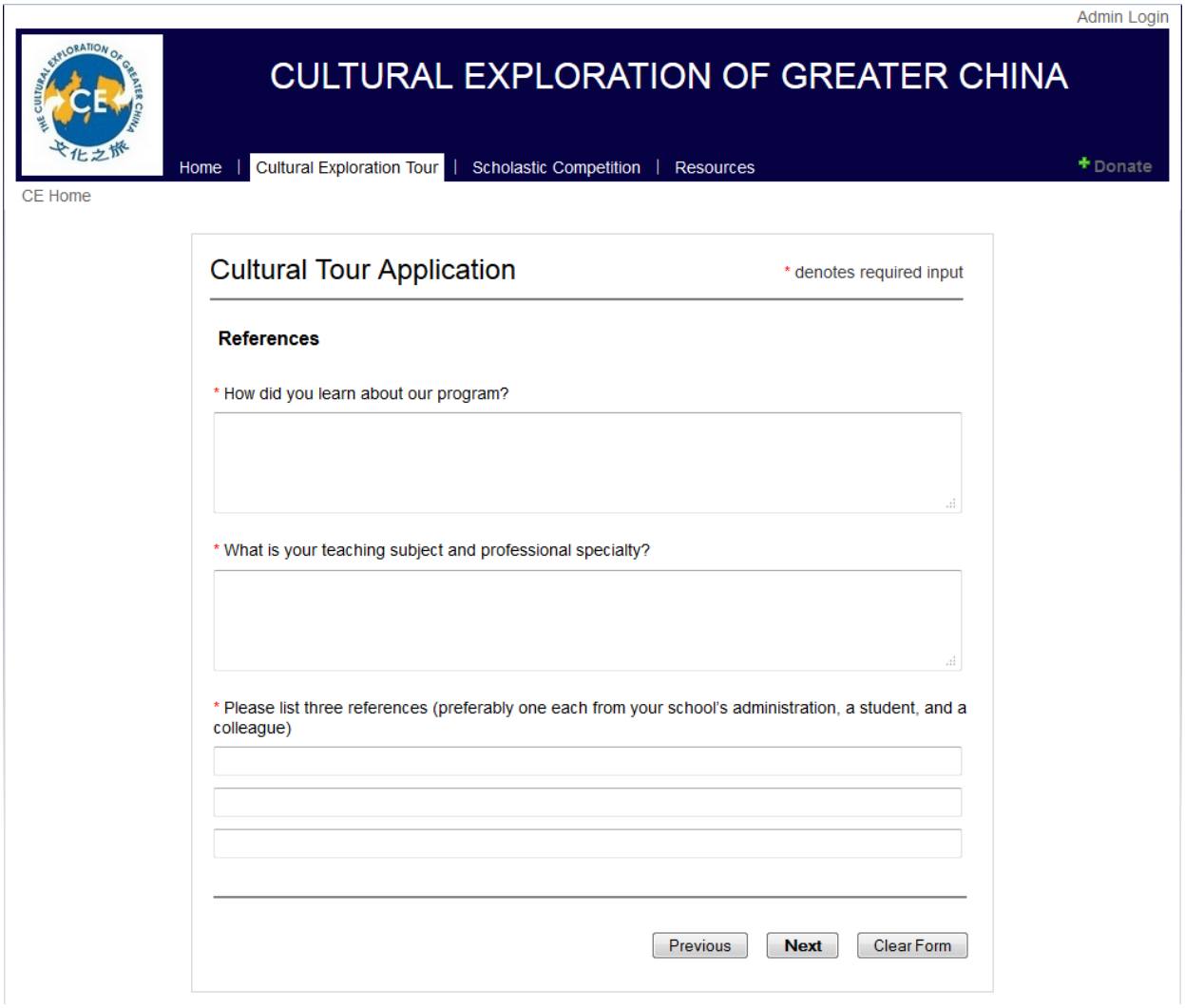


The application form consists of 4 connected sections that can be browsed back and forth. Input field that has a red asterisk is a required field.

1. Personal Information section

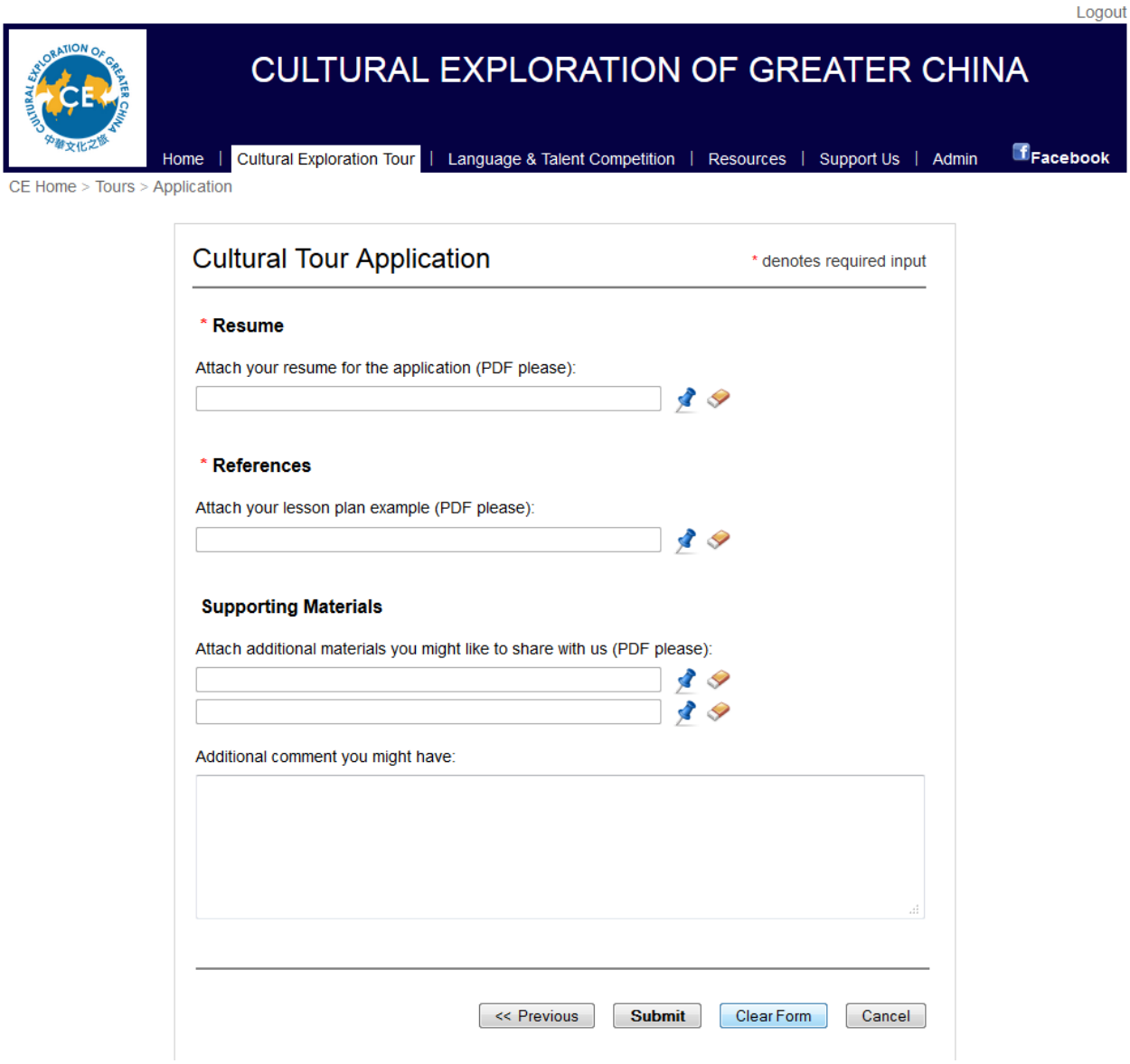


2. Reference section



3. Questionnaire section

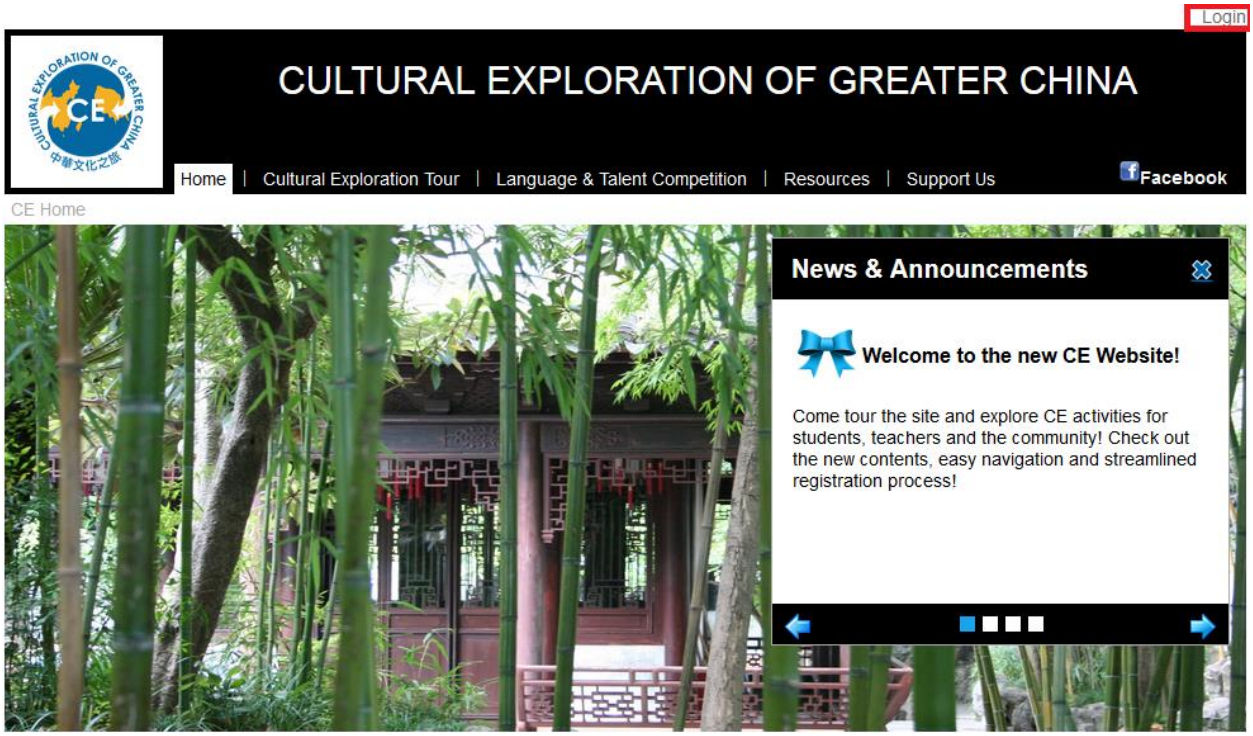
4. File Attachment Section – resume, sample lesson plan, optional support files in PDF format, and additional comments the user might want to share.

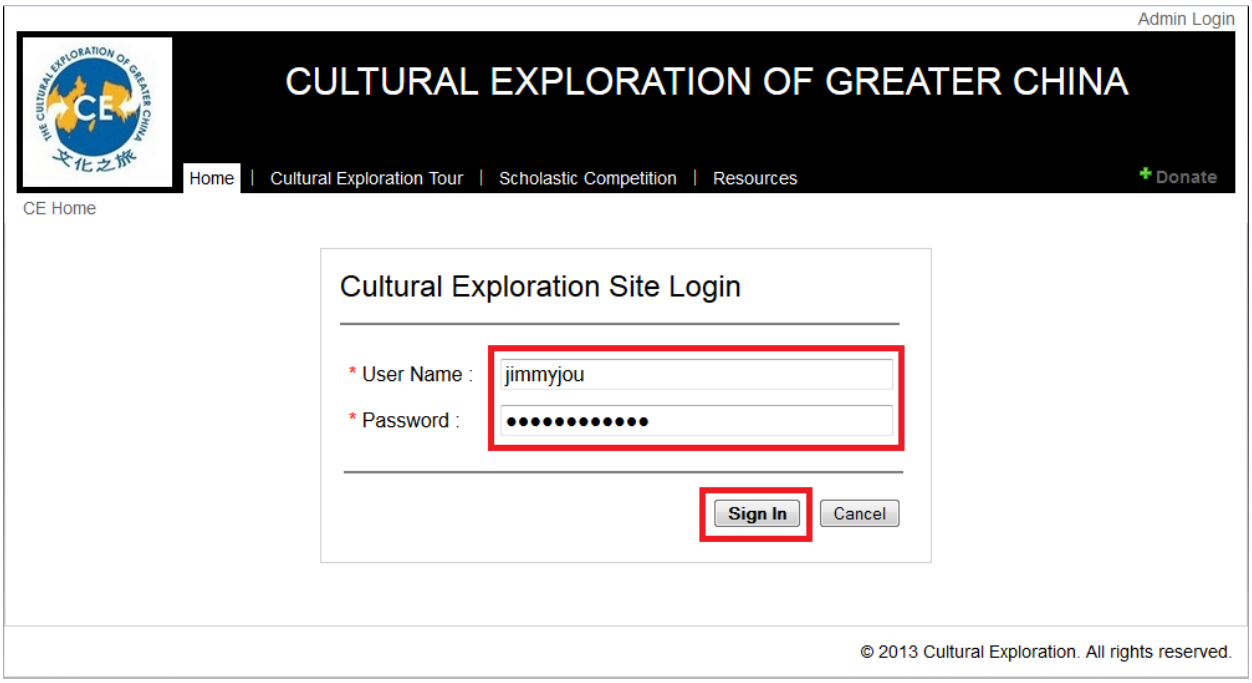


5. Once the applicant fills out the form, the data is saved to a file with the following filename format: ***firstname_lastname_school_grade_year.xml***, ***firstname_lastname_school_grade_year_resume.pdf,*** ***firstname_lastname_school_grade_year_lessonPlan.pdf,*** ***firstname_lastname_school_grade_year_userFile1.pdf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

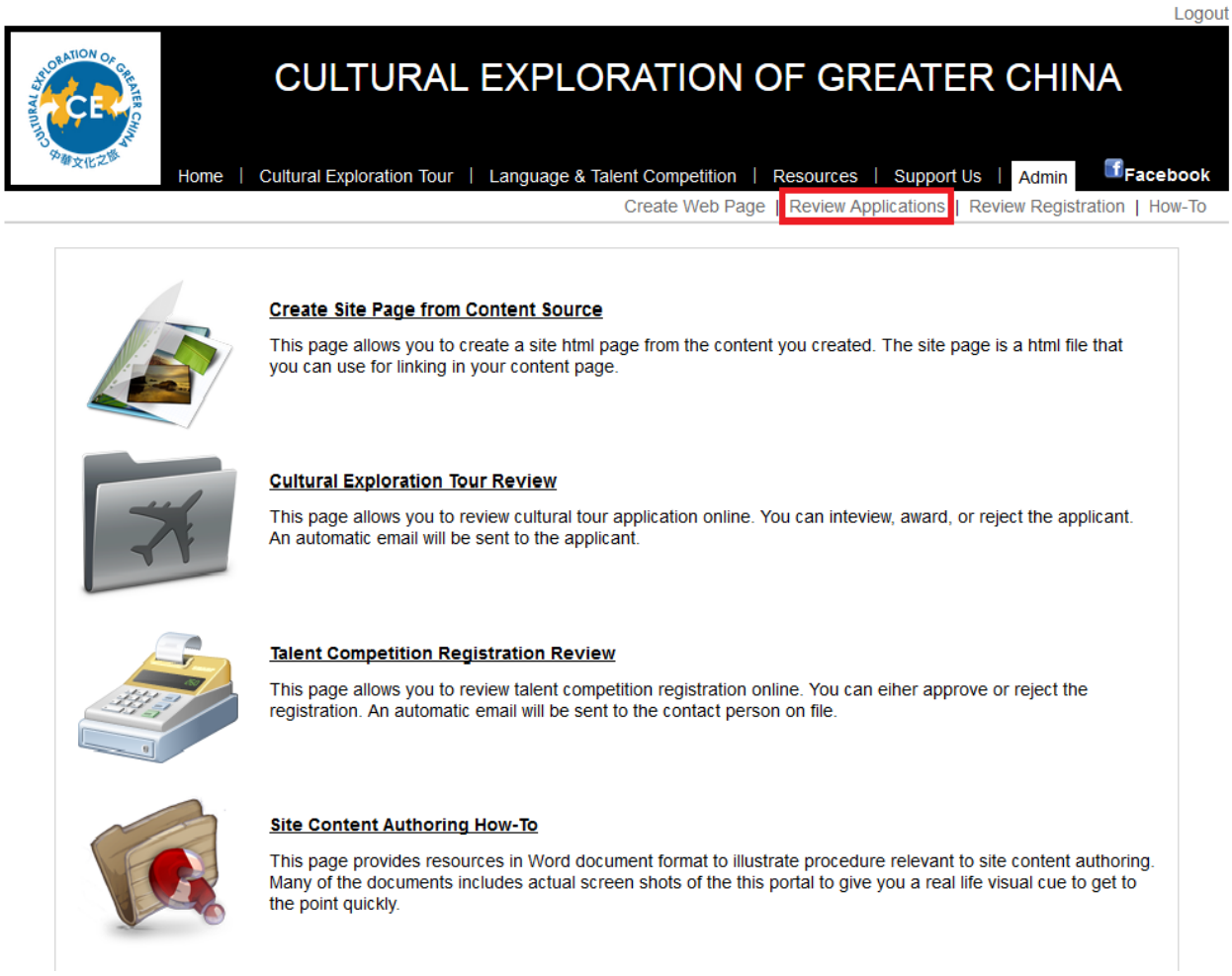
Online Process for Cultural Exploration Tour Applications

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.

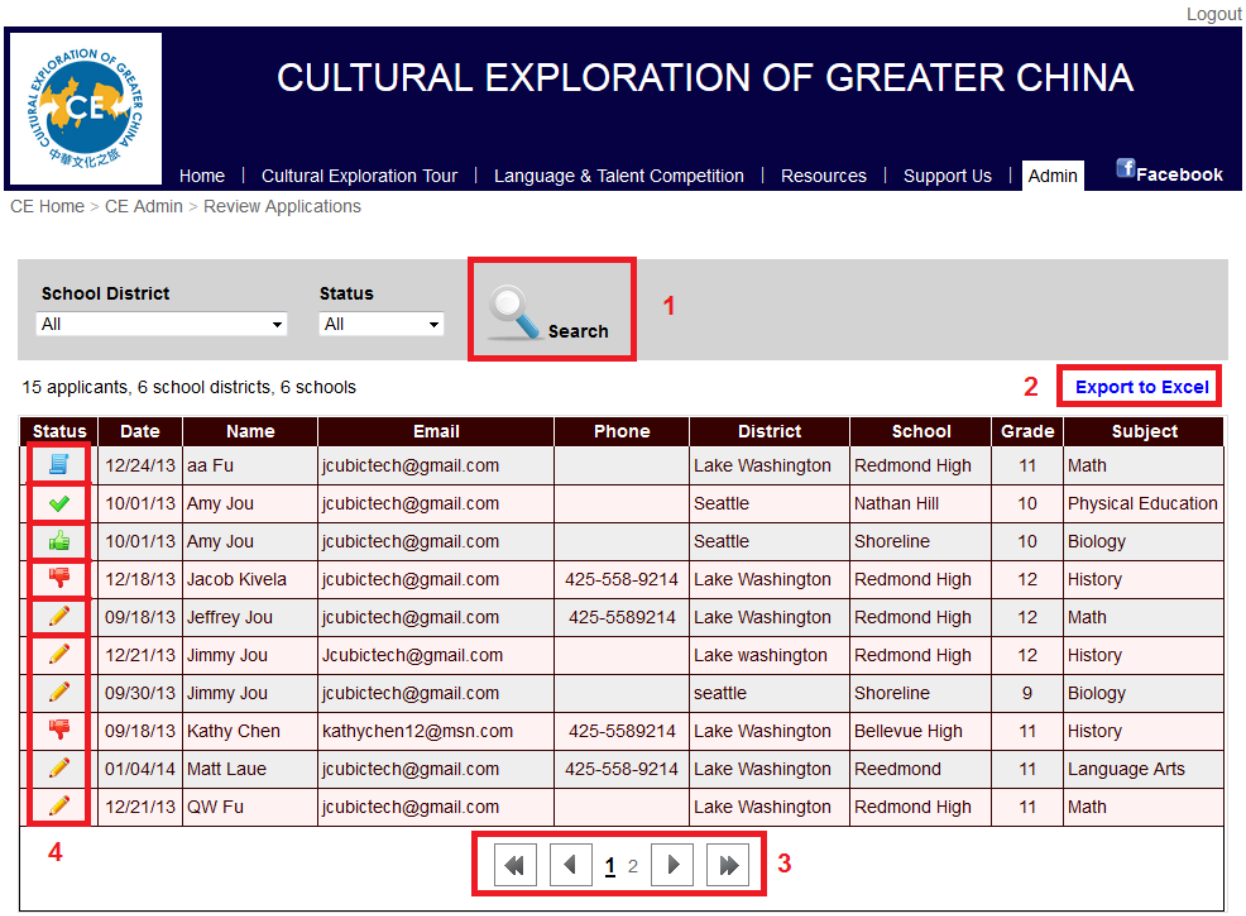




Once logged in, hover over the *Admin* menu and select *Review Applications* submenu.



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

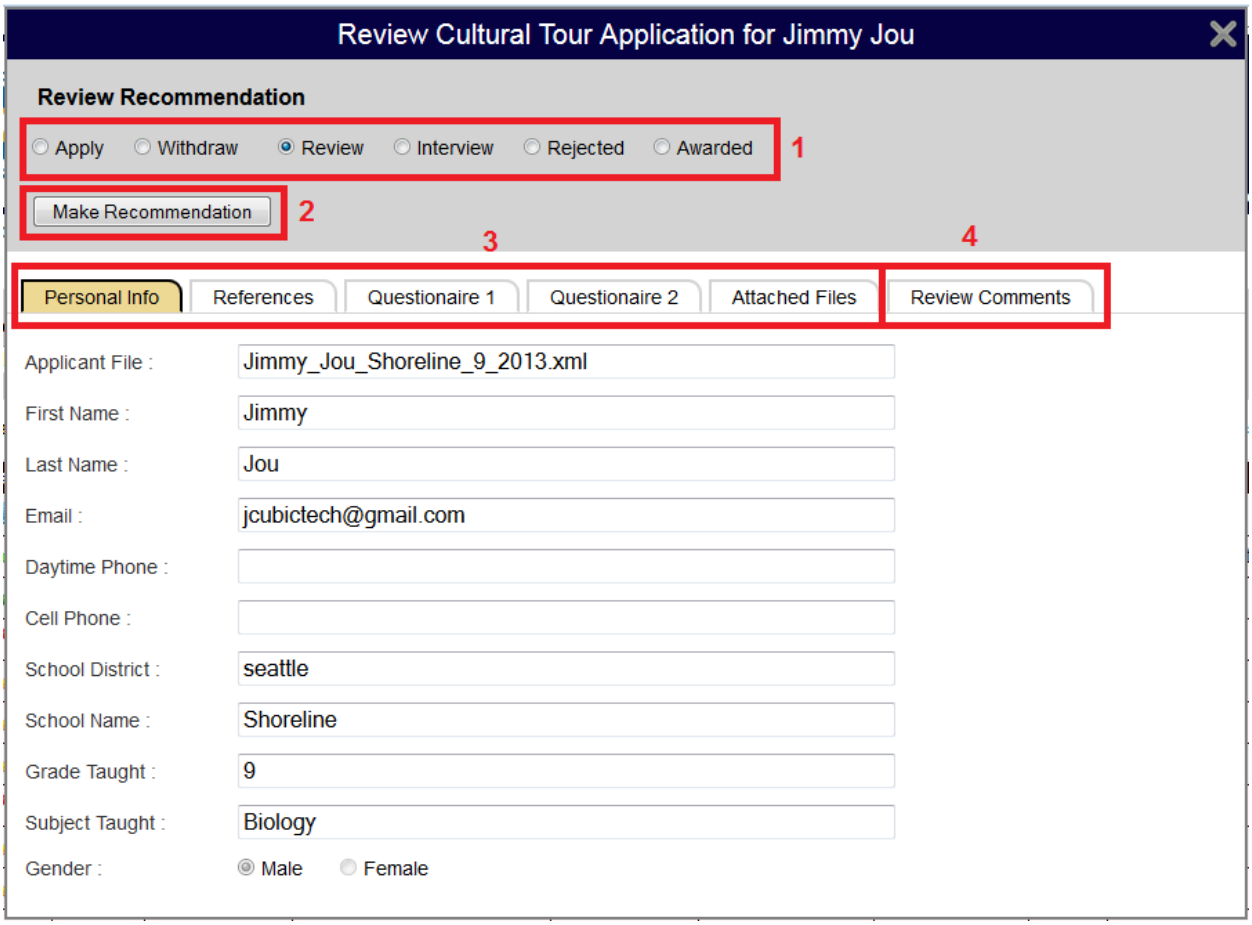


The **online tour application process page** provides functionality for processing online tour application. The functionality includes the following features (red # refers to the screen shots below):

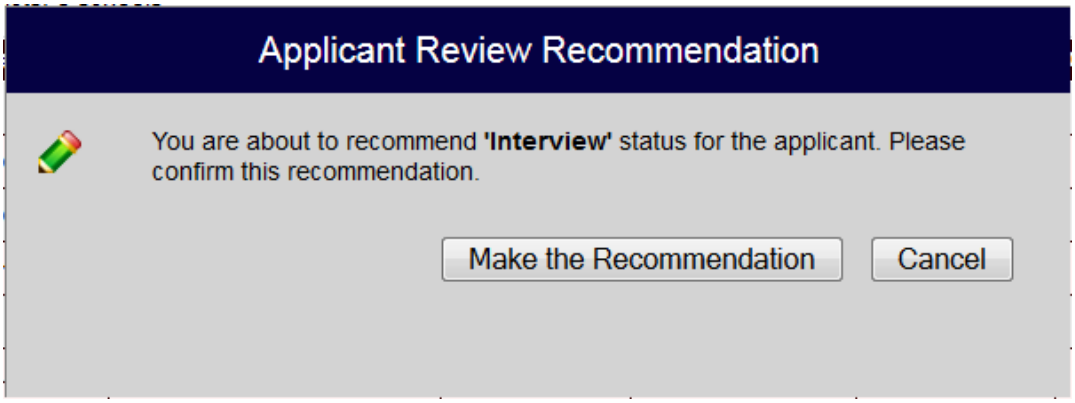
- Visual icon cue to indicate the status of each application (4)
  - The *paper* icon indicates that the applicant is applying for the tour.
  - The *check* icon indicates that the applicant is granted for an interview for the tour.
  - The *thumbup* icon indicates that the applicant has been awarded for the tour.
  - The *thumbdown* 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:



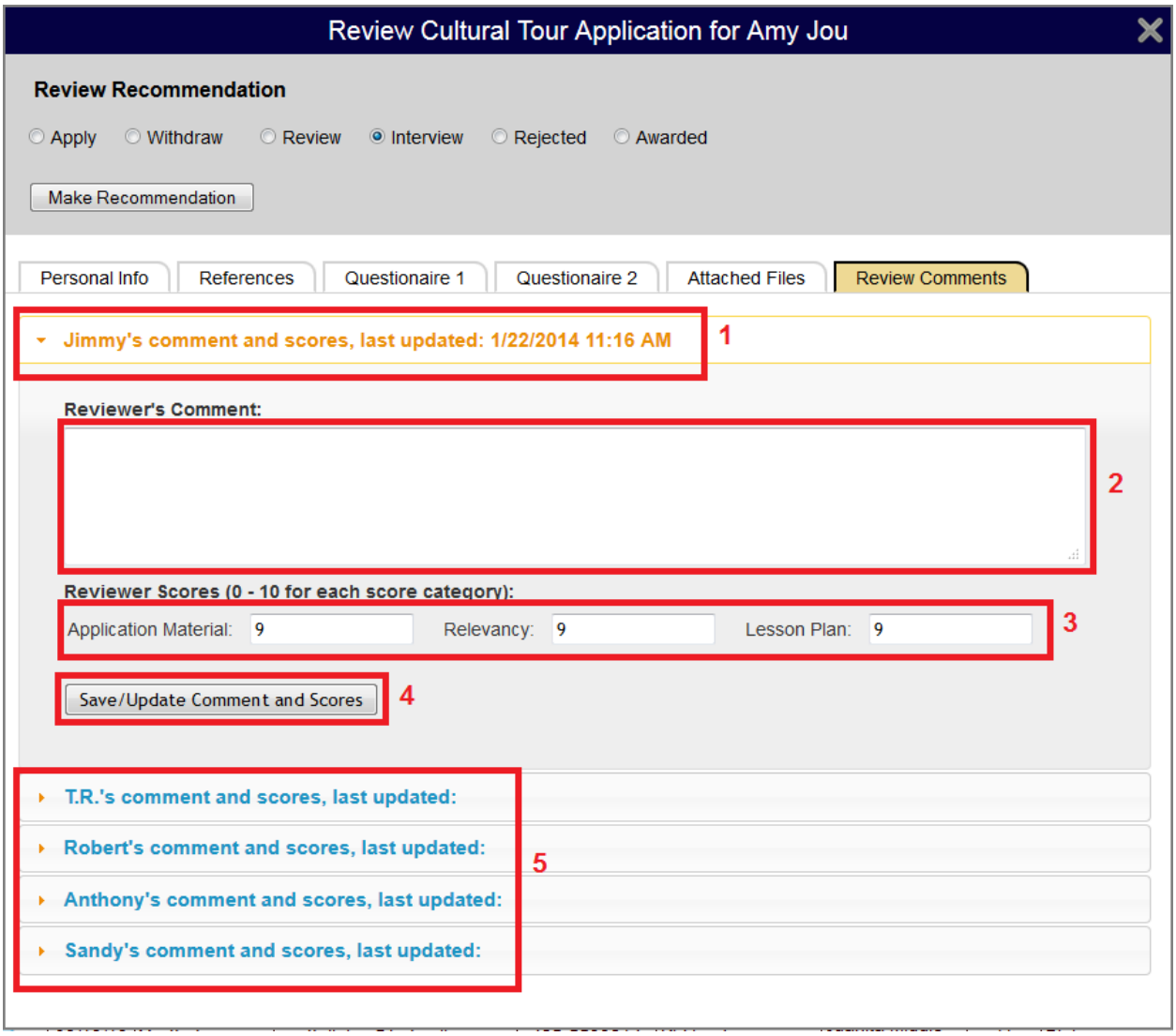
- Application status (1)
  There will be no email sent to the applicant when the status is changed.
- Application status Modifier (2)
  Use this button to change application status. A confirmation dialog as shown below will appear before the status is changed.



- 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:



- 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)