



**Technical Guidelines:
Submitting Your Two Page Summary**

Accessing Post Fellowship Reporting Site

1. Visit: www.fundforteachers.org
 - a. Click on Fellows
 - b. Click on Post Fellowship Reporting

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Teacher Project Search

- \$12 Million in Grants
- 3,500 of America's Top Educators
- 113 Countries Traveled

Search our Fellows database to learn more.

We're Celebrating:

- A decade of teachers' destinations and discoveries
- \$14 million in grants to 4,000 preK - 12 teachers
- Teachers' power to transform the world after traveling it first

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2010 Post Fellowship Reporting

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2. Complete the Post Fellowship Reporting Tutorial
Read each page of the tutorial carefully. These pages will walk you through each of the post fellowship requirements.
3. After reading the Two Page Summary Report Guidelines, click "Go to Login Page" to begin your report.

FundForTeachers.org

Houston Program
2010 Post Fellowship Reporting Guidelines
All Fellowship reports are due by Thursday, September 30, 2010.

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Quick Links:

- [Overview](#)
- [Expense Report Guidelines](#)
- [Two-Page Summary Report Guidelines and Link](#)
- [Plan for Fellowship Implementation Guidelines](#)
- [Fellow Survey](#)
- [Submission Information and Link](#)

Go to login page

Two-Page Summary Report Guidelines and Link

A. Content

The purpose of the two page summary is to detail your fellowship in terms of what you learned and how you plan to incorporate that knowledge into your classroom and school community. Please address each of the following sections. The questions are given to help you think about your fellowship's impact. The questions are not meant to restrict your responses.

4. Clicking “Go to Login Page” will open a new window.
Disable any popup blockers to allow this page to open.

onlineapp@fundforteachers.org or call: 713-296-6127'. There are two input fields: 'E-mail' and 'Password'. Below the fields is a 'log in' button and a link '> Need Help?'. At the bottom, it says 'FUND FOR TEACHERS © 2008 ALL RIGHTS RESERVED.'"/>

Logging into Your Account

TIP: Before logging into your account, complete each section of the two page summary (as outlined in the guidelines) in a word processor.

1. Login using you're the email address and password you created to access the online application. If you've forgotten your login information, email your program officer or onlineapp@fundforteachers.org.

Completing your Two Page Summary

1. Once you are logged in you will be directed to a series of text boxes. Each text box with a red asterisk (*) must be completed.
2. Select which format you would like your two pager displayed in. You can preview each format by clicking “view sample”.

Post Fellowship Reporting Template: *
Please select one layout.

PFR Template 01 (View Sample)

PFR Template 02 (View Sample)

3. Save your work as you go. The application will log out after 30 minutes (there is a timer at the top of the screen). To ensure you don't lose any of your work, click the save button at the bottom of the form as you go.



A screenshot of a form's bottom section. On the left, there is a grey rectangular button labeled "Save". A blue arrow points from the right towards the "Save" button. On the right side of the form, there is a red asterisk followed by the text "= required field".

4. Filling in Text Boxes

- a. If you completed your Two Page Summary in a word processor, you can simply cut and paste your content into the boxes. NOTE: any formatting you may have used will disappear after pasting. Do not focus on the formatting, just the content.
- b. If you did not use a word processor to complete your summary, simply type in the desired space. If you selected PFR Template 1 for your report, you will need to use asterisks to designate where you would like the bullets to appear in your report.
- c. Be aware of the character limit for each section. The system will not let you continue if you exceed this limit.

5. Uploading Photos (of YOU not the Scenery!!)

You must have a minimum of eight photos uploaded for your report. In addition to photos, you may upload clipart or other graphics.

Uploading photos into the form is as easy as attaching them to an email.

Click on "browse" and locate the photo you would like to upload.

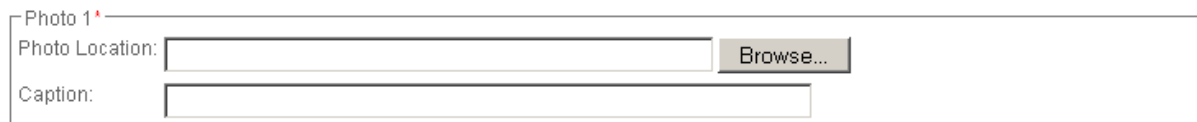
Type a caption for your photo so that the reader understands the content and context of the image. There is an 80 character limit on photo captions.

Photos:

* To replace the existing photo, select a new photo replace it.

* Photos are displayed as square thumbnails. If they look skewed, don't worry, they are fine.

* Click on the photo to see the full-sized image.



A screenshot of the photo upload form. It features a label "Photo 1" with a red asterisk. Below the label is a "Photo Location:" label followed by a text input field and a "Browse..." button. Below that is a "Caption:" label followed by a text input field.

6. Submitting your Report

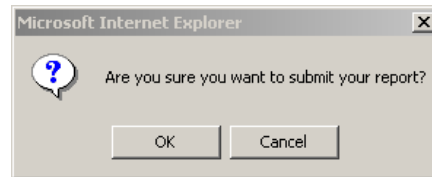
After you have uploaded your photos and completed each required text box, save your work. Once you've saved your work, you'll be taken to a preview of your report. It will not be formatted. Formatting will not happen until our graphic designer has edited and finished your report.

Post Fellowship Reporting - Project Summary

[EDIT](#) | [SUBMIT](#)

If you need to make changes, click "Edit". If you are happy with the report, click "Submit".

You will be prompted to confirm your submission. Click OK.



After submitting, the screen will confirm you submittal.

Post Fellowship Reporting - Project Summary

Your Project Summary has been submitted.

7. After you have submitted you will receive an email confirming receipt of your report. PRINT THIS EMAIL and mail it with your other post fellowship reports.

-----Original Message-----

From: FundForTeachers, Info

Sent: Wednesday, June 04, 2008 5:11 PM

To: Worrell, Perrin

Subject: Fund For Teachers Trip Summary received

<email address> your two page summary report has been received. Print this confirmation and mail it to us with your other post fellowship reports.

You may log in to view your two page summary at:

<http://fundforteachers.org/tpsreports/>