

# Education Foundation: Fund-A-Project

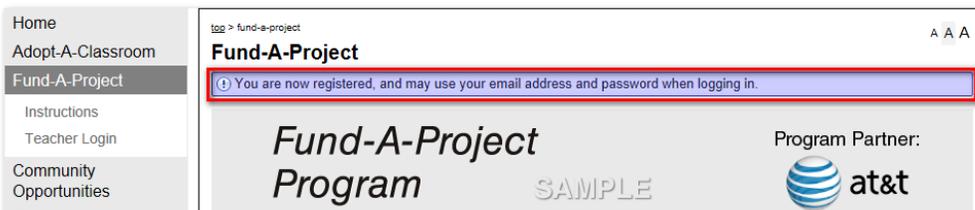
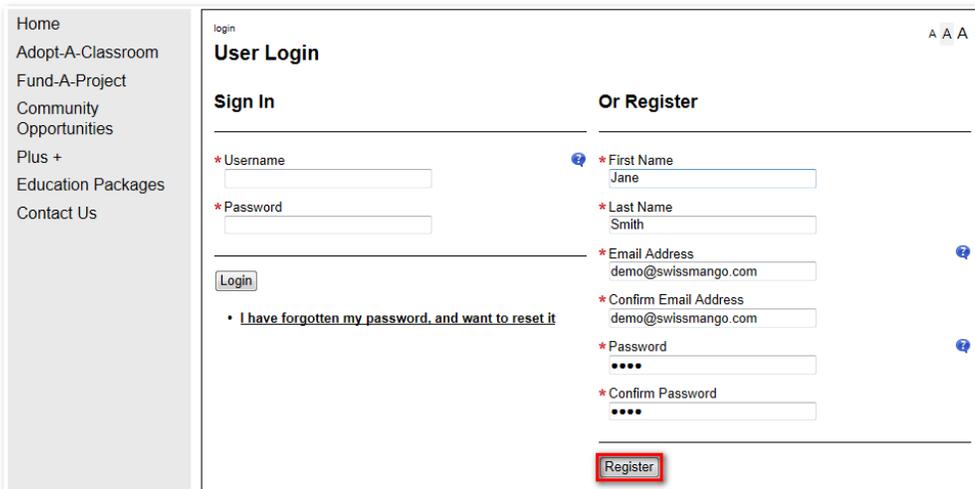
## Instructions for approving a teacher project

### How to register for an account

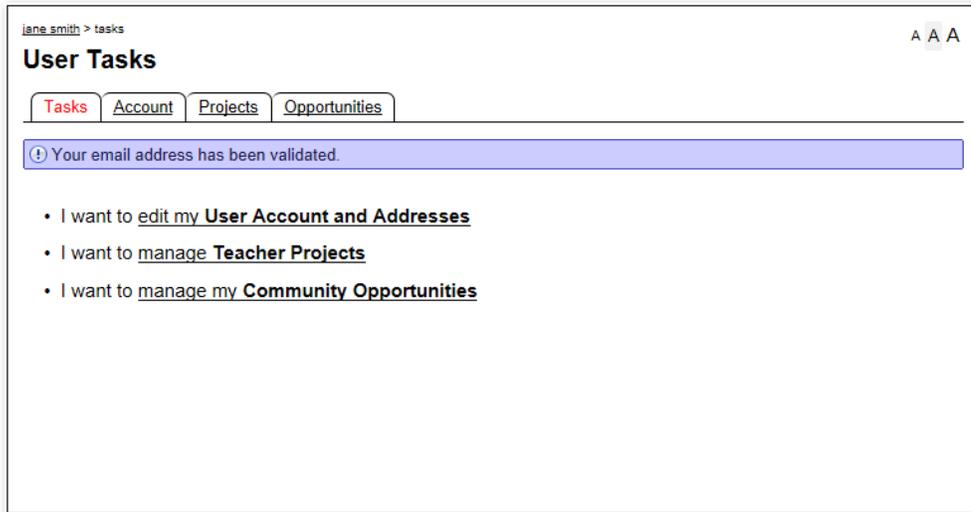
- To create an account, click **Teacher Login**.



- Fill in the required fields when registering (you must use your district-provided email address to be recognized as a principal)

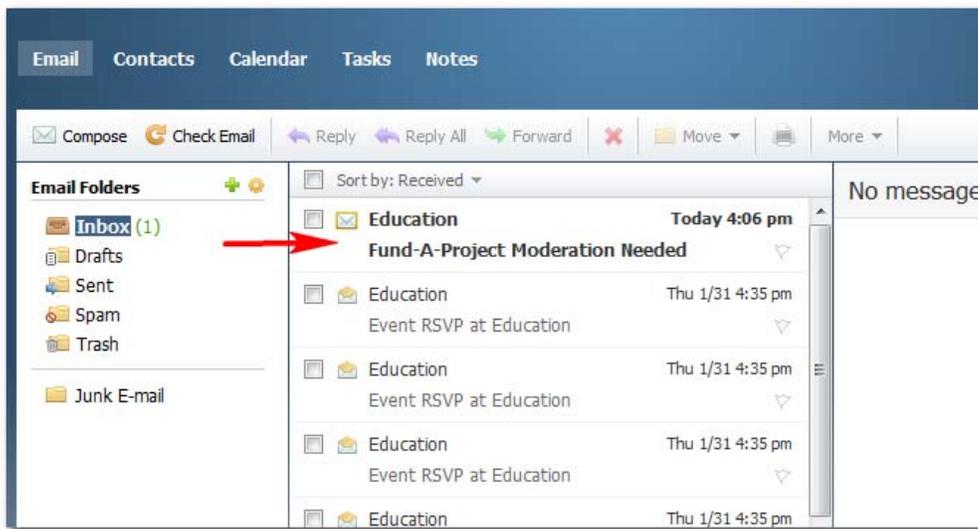


- An email will be sent to you, asking that you **validate your account**. Click on the link provided in the email. This will take you to your account page on the website.



## Approving a Teacher Project

1. When a teacher has marked their project as 'Complete', an email titled 'Fund-A-Project Moderation Needed' will be sent to you.



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2. You will be able to open this email in your email program and review the project there. Decide if the project and wording is appropriate. If you are satisfied with it, you will need to approve the project. To do this, click the link provided in the '**Approve**' field at the bottom of the email.

Reply Reply All Forward X [Folder Icon] [Printer Icon] More [Up Arrow] [Down Arrow]

## Fund-A-Project Moderation Needed

From: Education [Add to Contacts](#)

Sent: Tue, Mar 12, 2013 at 12:32 pm

To: Principal Jane

### Science Rules!

Date	01/29/2013
Teacher	Teacher (Demo), Jane
School	Demo Elementary School
Grade	1st Grade
Subject	Science
Goal	Help students to see science as a fun and interesting through the use of kid-oriented science DVDs.
Description	Bill Nye the Science Guy's videos have been used for years, helping students to learn about science in an exciting and fun way. I aim to introduce my students to different aspects of science in a way they will enjoy and remember. While watching the videos, students will be expected to fill out multiple choice worksheets on the subject matter, to ensure that their full attention remains on the videos.
Benefits	Students will better retain the information and be more excited about learnign new things.
Budget Narrative	The majority of the budget will be spent on purchasing the 10-disc Bill Nye: The Science Guy DVD set. The entire collection costs \$250.00 dollars, and includes 20 episodes (300 hours of video). A small portion of the budget will be spent on making copies of worksheets for each student to complete as we watch the episodes (\$15.00) and pencils for the class (\$10.00). We will also testtestest
Approve Sent	<a href="/site-users/ef-teacher-project-form/id/2">/site-users/ef-teacher-project-form/id/2</a> 2013-03-12 12:32:18

3. You will need to log into your account to approve the project.

The screenshot shows a web form titled "User Login" with a sub-header "login" and a font size selector "A A A". A red error message at the top states: "You must be logged in to access your account." Below this, the form is split into two columns: "Sign In" and "Or Register".

**Sign In:**

- \* Username:
- \* Password:
- (highlighted with a red box)
- [I have forgotten my password, and want to reset it](#)

**Or Register:**

- \* First Name:
- \* Last Name:
- \* Email Address:
- \* Confirm Email Address:
- \* Password:
- \* Confirm Password:
- 

4. When you click 'Login', you should be automatically taken to the project page.
5. **Change the Principal Approved field from 'No' to 'Yes'.** Once that has been done, **hit 'Submit'**, and the project will move forward to be approved by a Foundation Administrator.

The first screenshot shows the "Display Options" section with the following settings:

- \* Teacher Status:  Complete  Draft
- \* Principal Approved:  Yes  No (highlighted with a red box)

A blue error message below states: "You must click 'Submit' to save any changes." A "Submit" button is visible at the bottom.

The second screenshot shows the same "Display Options" section after the change:

- \* Teacher Status:  Complete  Draft
- \* Principal Approved:  Yes  No (highlighted with a red box)

The same blue error message and "Submit" button are present. A red arrow points to the "Submit" button.