



## Congratulations on applying to become a Partners in Learning Pathfinder School.

This document provides detailed instructions for completing your application on the Partners in Learning Network. **You can start an application which will be automatically saved. It is not necessary to complete the application in one sitting.**

Go to: [Get Ready](#) | [Detailed Instructions](#) | [FAQ](#)

### Get Ready

Completing this application will go more quickly if you have completed these items:

	Mandatory	Recommended	Optional
<input type="checkbox"/> Your primary contact for the application has joined the Partners in Learning Network, completed their personal profile (including picture) and created a school profile	✓		
<input type="checkbox"/> Your school profile is completely filled out including the profile picture	✓		
<input type="checkbox"/> Your school application video has been uploaded to YouTube	✓		
<input type="checkbox"/> You have any other photographs of your school you want to share in your application gallery ready			✓
<input type="checkbox"/> You have any documents you want to upload as part of your application ready; such as a letter of reference			✓
<input type="checkbox"/> Encourage teachers from your school to join the Partners in Learning Network, associate themselves with your school, and complete their profiles so they can take advantage of the rich teacher resources on the Network		✓	


### Things to know before you start:

1. You do not have to complete the application in one sitting. The application will automatically save, and you can return to it anytime you like.
2. Your application cannot be viewed by the panel of judges until you have clicked "Submit." **You must click "Submit" by May 15, 2012 to be considered.**
3. You can make changes to your application after you click "Submit;" however, the selection process takes place over several weeks so the judges may or may not see your updates.
4. Anyone who has affiliated with your school can edit your application.
5. The Partners in Learning Network is optimized to **work best with Internet Explorer 9 and the latest version of Chrome and Firefox.** Like any website, there is functionality that won't work in older browsers.



## Detailed Instructions:

1. If you are not already on the site, go to [www.pil-network.com/pathfinderapplication](http://www.pil-network.com/pathfinderapplication). Click "Apply." You will be prompted to join or log in.
2. If you are not already a member you will need to create your profile on the Partners in Learning Network. Please include your profile picture.
3. Complete your school profile, including a profile picture. If you already had a school profile, confirm the details are correct and that all the fields are complete.

Select language ▾ PILN Demo Account 

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Pathfinder School application

PROFILE INNOVATIVE JOURNAL ADD FILES SUBMIT

\* indicates required field

Demo School \*

United States \*

Seattle \*

Washington \*

98110 \*

**Type of school \***


Public

Private

Other



5. Complete the questions in the Innovation Journal and click “next” at the bottom of the page.

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### Pathfinder School application

PROFILEINNOVATIVE JOURNALADD FILESSUBMIT

\* indicates required field

#### Primary contact

School member to be contacted regarding application status.  
Information will not be shared or displayed.

\*

\*

#### Innovation Journal questions


1. What is the vision for your school over the next 3 to 5 years?  

Write your vision here. Up to 1,000 characters are allowed. \*
2. Please give an example (complete description) of an innovative or interesting practice that takes place at your school.  

This is an example with a thorough description. \*



6. Add your school video (mandatory). Upload your video to YouTube. Then copy and paste the URL from the video into the form. **Click “Add” and then “Save video”**
- If you are uploading multiple videos and pictures, make sure you label them, so the evaluation committee knows which one video is your primary application video.
  - You may also add pictures of school if they support your application.
  - You can drag and drop the video and pictures into the order you want.

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### Pathfinder School application

PROFILE INNOVATIVE JOURNAL **ADD FILES** SUBMIT

\* indicates required field

**Add pictures or videos**

Picture  Video 

YouTube URL:  
 **add >** 

**Add supporting resources**

Add link  Add file



7. If you have supporting resources, such as a letter of recommendation, or a links you'd like to provide that support your application, click "add link" or "add file". If you are uploading a file:
- The file must be closed to upload it.
  - Make sure you click "Start upload" or your files will not be viewable

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### Pathfinder School application

PROFILE INNOVATIVE JOURNAL **ADD FILES** SUBMIT

\* Indicates required field

**Add pictures or videos**

Picture  Video

**add pictures >**

JPG, GIF or PNG files supported. File size limit is 6 MB

**Add supporting resources**

Add link  Add file


**Select files**  
Add files to the upload queue and click the start button.

Filename	Status	Size
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**add files** **start upload** 0% 0 kb



8. Click submit. If there is anything missing from your application, you will see it here.

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#### Pathfinder School application

Saved as draft by USERNAME\_HERE on DATE\_HERE

PROFILE	INNOVATIVE JOURNAL	ADD FILES	SUBMIT
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\* indicates required field

**Application Complete**





## FAQ:

### 1. My school has multiple profiles on PILN. What do I do?

Decide which profile you want to use and have colleagues from your school who are on the Partners in Learning Network associate themselves with that profile. To do this, go to your profile and choose "edit." In the "My school or organization" window (see below), start typing your school name. Select which of your school profiles you want to associate yourself with to create your application and click "done."

### Edit profile

A screenshot of the 'My school or organization' form in the PILN application. The form is titled 'My school or organization' and is currently expanded. It contains several input fields: a 'School' dropdown menu, a text input field containing 'PILN Demo School' with a character count of '16/40', a text input field containing 'Redmond, Washington', a text input field containing 'Redmond', a 'Washington' dropdown menu, and a text input field containing '11111'. A red arrow points to the 'PILN Demo School' text input field. At the bottom of the form, there are two buttons: 'next >' and 'done >'. The form is set against a light gray background with an orange header bar.

### 2. I've saved a draft of my Pathfinder Application, how do I get back to edit it?

Go to and click "edit."

### 3. I want to list a different primary contact, but their name is not in the drop down menu.

The primary contact must be a member of the Partners in Learning Network. Whoever you choose in the drop down list is the person who will receive notifications about the application, and is the person who will be contacted if we have questions or suggestions about the application.

### 4. Do I have to complete the application in one sitting?

No. You can come back and finish it; however, **you must click submit before May 15, 2012.**

### 5. Are my responses saved even if I haven't clicked submit?

Yes.



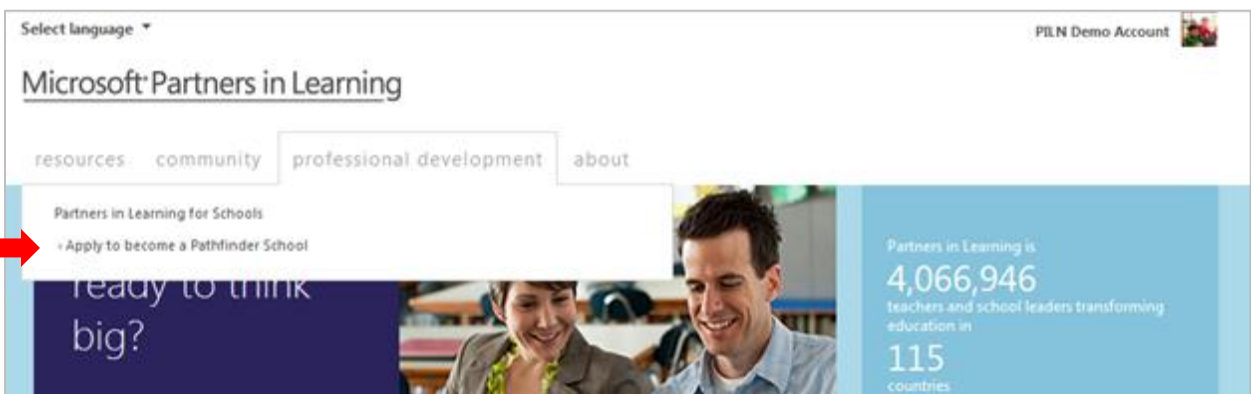
6. How do I associate myself with a school?

In your profile, look for the “My school or organization.” Start typing your school name. If someone else has created a profile for your school already, it will show up and you can pick it. If not, you will complete the fields to create your school profile.

Edit profile

7. Once I submit my application, where do I go to make changes?

Just navigate back to “Apply to become a Pathfinder School” and you will see your application.



8. If I make changes to my application after I click “Submit” do I need to click “Submit” again?

No. Those changes will be immediately viewable.



**9. Which browsers work best with the Partners in Learning Network?**

The Partners in Learning Network is optimized to work with Internet Explorer 9 and the latest version of Firefox and Chrome. Like any website, some of the functionality on the Network will not be compatible with older browsers.

**10. What do I do if I'm having problems submitting my online application?**

For problems with the site, go to the footer of any page and click on contact us, or email, [Contact-PILN@microsoft.com](mailto:Contact-PILN@microsoft.com). Please include the name and version of the browser you are using and the country you are from.