



# Fluid Review Tutorial



Register in Fluid Review

# Sign-Up for Fluid Review



- ▶ Applicants must first Sign Up to use Fluid Review
- ▶ To register, click here for OPSB's Charter Application Site: <https://opsb-charter-rfa.fluidreview.com/>
- ▶ On the first page, you will find a button for those who **Need an Account**
- ▶ When signing up, you will also indicate which type of application you plan to submit
  - ▶ Type 1: New Operators
  - ▶ Type 1: Existing Operators
  - ▶ Type 3: Conversion of Existing Public School
  - ▶ Further information about application types can be found on page 11 of the [RFA Part 1 Guidance](#)

The screenshot shows the Orleans Parish School Board website for the 2016 Charter School Request for Applications. The page includes the OPSB logo, navigation links, and a sign-in section. A yellow box highlights the "Need An Account?" section with a "Sign Up »" button, which is pointed to by a large blue arrow.

Resources & Attachments Web Links Resources Help

## Orleans Parish School Board

### 2016 Charter School Request for Applications

*OPSB has adopted strategic priorities to guide its charter authorization efforts, based on an assessment of the district's needs and future goals. These strategic priorities have been adopted by the Board and released to the public prior to the close of the application period. Alignment with the district's strategic priorities will be considered as a primary factor for all applicants in the proposal evaluation process. To view the full report of priorities, please see here: [2016 OPSB Authorizer Priorities](#)*

Louisiana law sets out specific requirements for all groups submitting charter applications:

- Only nonprofit organizations may hold charters in Louisiana.
- Application teams must include three Louisiana teachers certified by the State Board of Elementary and Secondary Education.

All applicants must meet these eligibility requirements in order to submit a full application.

In this Request for Applications, applicants will be considered in two groups, each of which has specific requirements. [New Operators](#) are nonprofit organizations which:

- Have never operated a charter school OR currently operate a charter school that has been open for less than one school year (regardless of location)

Sign In

Email:

Password:

[Trouble Signing In?](#)

**Need An Account?**



# Sign-Up for Fluid Review

- ▶ Enter the name of the main point of contact for the application
- ▶ Enter an email address where this person can be contacted
  - ▶ This email address may be used by OPSB Portfolio office to contact you in the event there are questions about the application submission
- ▶ Create a password and confirm it

**Ready to go?**

We just need a bit more information from you before you can start. Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly! If you already have an account, you can [log in here](#).

**Full name:**

**Email:**

**Create a password:**

**Confirm your password:**



# Sign-Up for Fluid Review

- ▶ Add a logo or photo to represent your organization (optional)
- ▶ Select your applicant category
  - ▶ Type 1: New Operators
  - ▶ Type 1: Existing Operators
  - ▶ Type 3: Conversion of Existing Public School
  - ▶ Further information about application types can be found on page 11 of the [RFA Part 1 Guidance](#)
- ▶ Enter your local time zone
  - ▶ Entering your local time zone will ensure that deadlines are set to your local time zone
- ▶ Complete registration

The screenshot shows a registration form with the following sections:


- Add an Avatar:** Includes an "Upload a Picture:" section with a text input field and a "Browse..." button, and a "Webcam picture:" button.
- Category:** A dropdown menu with the following options: "Please select...", "Evaluators", "Type 1 EXISTING Operator", "Type 1 NEW Operator", and "Type 3 Applicant".
- Time Zone:** A dropdown menu with the selected value "(GMT-0600) US/Central".
- Disclaimer:** A yellow highlighted box containing the text: "By registering, you agree to receive email communications from us. You may unsubscribe at any time."
- Register:** A button at the bottom of the form.



# Sign-Up for Fluid Review

- ▶ If your applicant team does not have an existing application, one will need to be created
- ▶ To start the application for the year, select **Create a New Submission** and select your application type
- ▶ Select **Get Started** to create your new submission

[Resources & Attachments](#) [Web Links](#) [Resources](#) [Settings](#) [Help](#)



## Orleans Parish School Board

2016 Charter School Request for Applications

[Home](#)

### Submissions

Your Tasks

Task	Status	Actions
Part 1: Notice of Intent & Eligibility	<b>INCOMPLETE</b>	<a href="#">Start</a>

Please upload a single pdf document to submit the Part 1: Notice of Intent and Initial Eligibility Determination

Hi, T  
You haven't submitted anything yet.

**Create a new submission?**

Please fill any of the necessary information shown below (if applicable) to get started.

Category:

- Type 1 EXISTING Operator
- Type 1 NEW Operator
- Type 3 Applicant


[Get Started](#)

# Submit Documents via Fluid Review



- ▶ Sign-in to Fluid Review
- ▶ If your organization has not started an application for this year, select **Create a New Submission**
- ▶ Select your application type
- ▶ Enter a name for your application submission
  - ▶ The title of your application should be the SCHOOL NAME of the school you intent to open
  - ▶ If your school name and CMO name are separate, please format as CMO – SCHOOL NAME
- ▶ Select **Get Started** to create your new submission

[Resources & Attachments](#) [Web Links](#) [Resources](#) [Settings](#) [Help](#)



## Orleans Parish School Board

2016 Charter School Request for Applications

[Home](#)

### Submissions

Your Tasks

Task	Status	Actions
Part 1: Notice of Intent & Eligibility	<b>INCOMPLETE</b>	<a href="#">Continue</a>

Please upload a single pdf document to submit the Part 1: Notice of Intent and Initial Eligibility Determination

Hi, T  
You haven't submitted anything yet.

**Create a new submission?**

Please fill any of the necessary information shown below (if applicable) to get started.

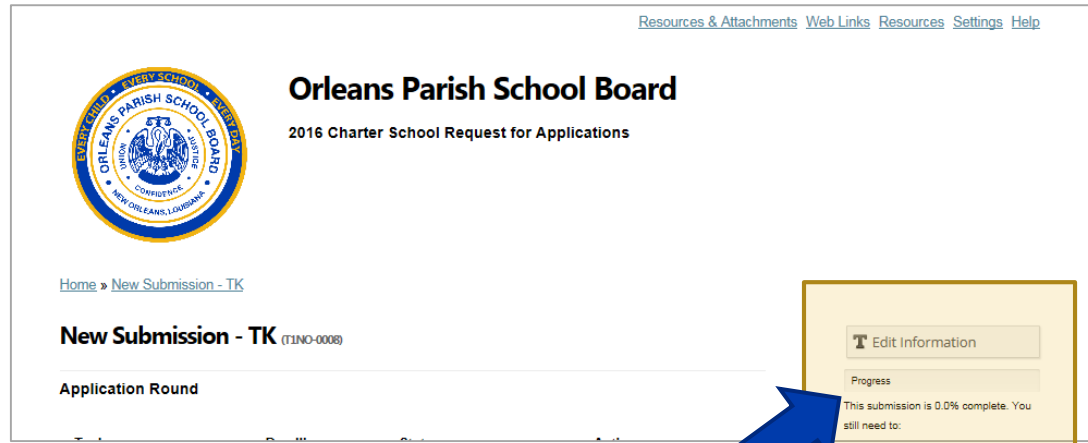
Category:

Please enter a name for your submission:




# Renaming your application

- ▶ To edit the name of your application, select **Edit Information**
- ▶ You will have the opportunity to edit the name of your application
- ▶ Select **Save** to save the changes you have made



Resources & Attachments Web Links Resources Settings Help

 **Orleans Parish School Board**  
2016 Charter School Request for Applications

[Home](#) » [New Submission - TK](#)

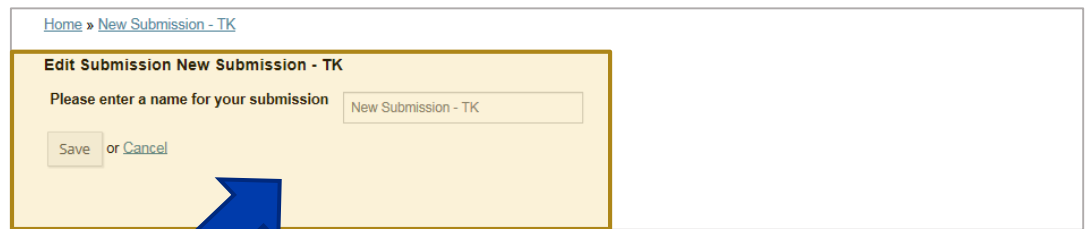
**New Submission - TK** (T1NO-0008)

Application Round

**Edit Information**

Progress  
This submission is 0.0% complete. You still need to:

A blue arrow points from the "Edit Information" button to the right.



[Home](#) » [New Submission - TK](#)

**Edit Submission New Submission - TK**

Please enter a name for your submission

or

A blue arrow points from the "Save" button to the right.






# Managing your application

- ▶ To add additional members to your application, select **Add Member**
  - ▶ You can set access for new members (Owner, Standard User, Read-Only)
- ▶ To remove members or modify member access, select **Edit Members**
- ▶ To withdraw your application, select **Withdraw Application**
  - ▶ You will be asked to confirm that you wish to withdraw the application
  - ▶ Please note, if you select **ok**, your team will no longer be able to access your application and this action cannot be undone.

Resources & Attachments Web Links Resources Settings Help

 **Orleans Parish School Board**  
2016 Charter School Request for Applications

[Home](#) » [New Submission - TK](#)

**New Submission - TK** (TJNO-0008)

Application Round

Task	Deadline	Status	Actions
<a href="#">Part 1: NOI and Eligibility Packet</a>	01/29/2016 12:00:00 PM CST	INCOMPLETE	<a href="#">Start</a>


[Edit Information](#)

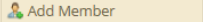
Progress

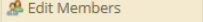
This submission is 0.0% complete. You still need to:

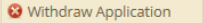
- [Complete task "Part 1: NOI and Eligibility Packet"](#)
- [Complete proposal Coversheet](#)

**Members**

 T Knox (owner)









Submitting your application

# Charter RFA Part 1: Notice of Intent & Eligibility

## Submit via Fluid Review



- ▶ Guidance and directions about Part 1: NOI & Eligibility Packet is posted within Resources & Attachments

- ▶ [RFA Part 1 Guidance](#)

- ▶ To start Part 1: NOI & Eligibility Packet, select **Start**



The screenshot shows the Fluid Review application interface for the Orleans Parish School Board. At the top right, a navigation menu includes "Resources & Attachments", "Web Links", "Resources", "Settings", and "Help". A blue arrow points to the "Resources & Attachments" link. The main header displays the school board logo and the text "Orleans Parish School Board" and "2016 Charter School Request for Applications". A green notification bar states: "Your submission, 'New Submission - TK', has been created." Below this, a breadcrumb trail shows "Home » [New Submission - TK](#)". The main content area is titled "New Submission - TK (T1NO-0008)". Under the "Application Round" section, a table lists tasks with columns for Task, Deadline, Status, and Actions. A blue arrow points to the "Start" link in the Actions column for the "Part 1: NOI and Eligibility Packet" task.

Task	Deadline	Status	Actions
<a href="#">Part 1: NOI and Eligibility Packet</a>	01/29/2016 12:00:00 PM CST	INCOMPLETE	<a href="#">Start</a>

Below the table, there is explanatory text: "All prospective applicants must complete Part 1 of the 2016 RFA, the Notice of Intent and Eligibility Packet, and receive confirmation of eligibility from the OPSB Charter School Office BEFORE submitting a full application." and "The OPSB Portfolio Office will provide prospective applicants with a single review of all application documentation prior to the submission deadline. Applicants wishing to receive an Early Eligibility Review must submit documents no later than 12:00 p.m. CST, Wednesday, January 20, 2016." At the bottom, it says: "Upload your NOI and Eligibility Packet here. Use the template provided by OPSB to prepare your submission. When you have compiled all required documents, save them as a single PDF file, named according to this convention OPERATORNAME\_NOI.pdf."

On the right side, there is a "Progress" section showing "This submission is 0.0% complete. You still need to:" followed by a list of tasks to complete, each with a "Complete task" link.

# Charter RFA Part 1: Notice of Intent & Eligibility

## Submit via Fluid Review



- ▶ To submit Part 1: NOI & Eligibility Packet, first collect all of the required documents
- ▶ Save all documents in a single pdf document.
  - ▶ Please name your pdf according to the following naming convention: NAME OF OPERATOR.2016IntenttoApply
- ▶ Enter the title of your document
  - ▶ Title should be the same as the document: NAME OF OPERATOR.2016IntenttoApply
- ▶ Select **Browse** to locate the document on your computer or device
- ▶ Select **Submit** to complete

The screenshot shows the Orleans Parish School Board website interface for the 2016 Charter School Request for Applications. The page title is "Orleans Parish School Board" and the subtitle is "2016 Charter School Request for Applications". There are navigation links for "Resources & Attachments", "Web Links", "Resources", "Settings", and "Help". A "Back" button is visible in the top right corner. The main content area is titled "Part 1: NOI and Eligibility Packet" and includes instructions for prospective applicants. A yellow box highlights the submission form, which contains a "Title:" field, a "Document:" field with a "Browse..." button, and a "Submit" button. A large blue arrow points to the "Submit" button.

Resources & Attachments Web Links Resources Settings Help

**Orleans Parish School Board**

2016 Charter School Request for Applications

Back

Home » New Submission - TK » Part 1: NOI and Eligibility Packet

**Part 1: NOI and Eligibility Packet**

All prospective applicants must complete Part 1 of the 2016 RFA, the Notice of Intent and Eligibility Packet **AND** must receive confirmation of eligibility from the OPSS Charter School Office **BEFORE** submitting a full application.

The OPSS Portfolio Office will provide prospective applicants with a single review of eligibility documentation prior to the submission deadline. Applicants wishing to receive an Early Eligibility Review must submit documents no later than 12:00 p.m. CST, Wednesday, January 20, 2016.

Upload your NOI and Eligibility Packet here. Use the template provided by OPSB to prepare your submission. **When you have compiled all required documents, save them as a single PDF file, named according to this convention OPERATORNAME\_NOI.pdf.**

Upload a single PDF file

Title:

Document:  Browse...

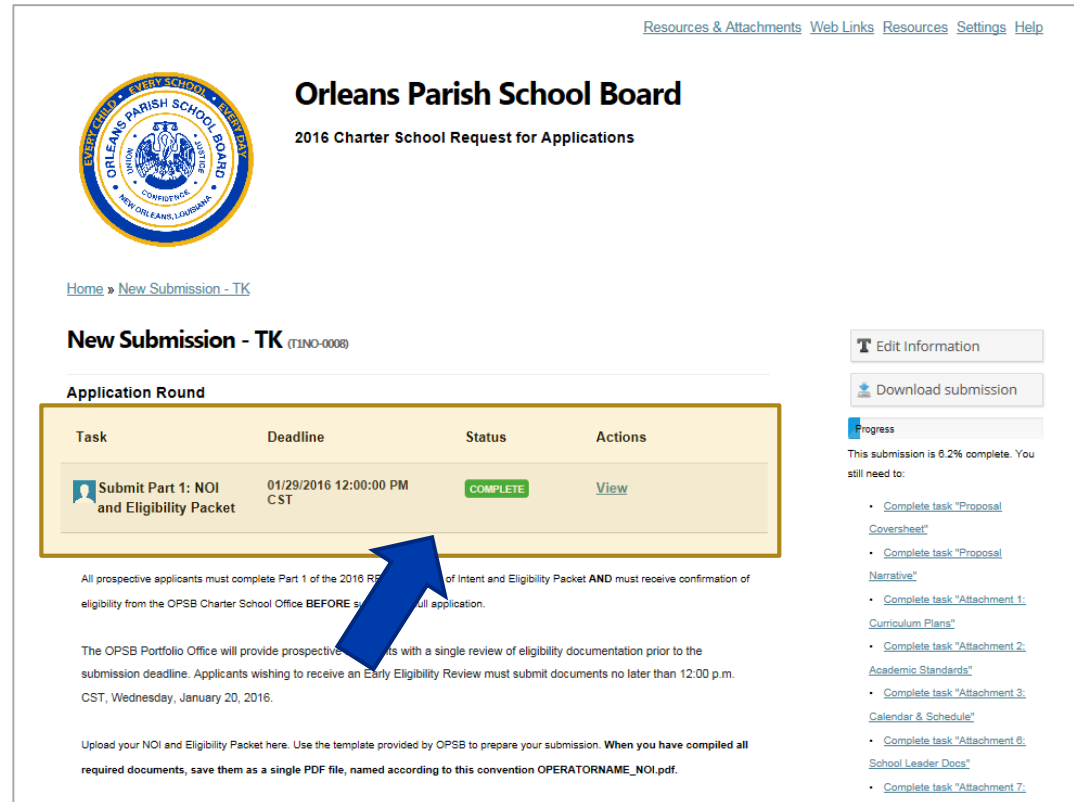
Submit

# Charter RFA Part 1: Notice of Intent & Eligibility

## Submit via Fluid Review




- ▶ Your submission is now recorded
- ▶ You will see that Part 1: NOI and Eligibility Packet is now **Complete**
- ▶ To view your submitted document, select **View**
- ▶ If you need to make changes or remove the document you have uploaded, select **Edit** or **Delete**



The screenshot shows the Fluid Review interface for the Orleans Parish School Board. At the top, there are navigation links: "Resources & Attachments", "Web Links", "Resources", "Settings", and "Help". The main header displays the school board logo and the text "Orleans Parish School Board" and "2016 Charter School Request for Applications". Below this, there is a breadcrumb trail: "Home » New Submission - TK". The main title is "New Submission - TK (TINO-0008)".

The "Application Round" section contains a table with the following data:

Task	Deadline	Status	Actions
 Submit Part 1: NOI and Eligibility Packet	01/29/2016 12:00:00 PM CST	COMPLETE	<a href="#">View</a>

A blue arrow points to the "View" link in the table. Below the table, there is a note: "All prospective applicants must complete Part 1 of the 2016 RFA of Intent and Eligibility Packet AND must receive confirmation of eligibility from the OPSB Charter School Office BEFORE submitting a full application." Another note states: "The OPSB Portfolio Office will provide prospective applicants with a single review of eligibility documentation prior to the submission deadline. Applicants wishing to receive an Early Eligibility Review must submit documents no later than 12:00 p.m. CST, Wednesday, January 20, 2016." A final note says: "Upload your NOI and Eligibility Packet here. Use the template provided by OPSB to prepare your submission. When you have compiled all required documents, save them as a single PDF file, named according to this convention OPERATORNAME\_NOI.pdf."

On the right side, there are buttons for "Edit Information", "Download submission", and "Progress". The "Progress" section indicates: "This submission is 6.2% complete. You still need to:" followed by a list of tasks: "Complete task 'Proposal Coversheet'", "Complete task 'Proposal Narrative'", "Complete task 'Attachment 1: Curriculum Plans'", "Complete task 'Attachment 2: Academic Standards'", "Complete task 'Attachment 3: Calendar & Schedule'", "Complete task 'Attachment 6: School Leader Docs'", and "Complete task 'Attachment 7:'".