

EDUCATOR

FOR MENTOR TEACHERS

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Creating an Educator Account

Open a web browser and go to educator.byu.edu.

Whether you have an account or not, click the blue **"Log In"** button.

Enter your BYU credentials or click **"Don't have an account?"** to create one.

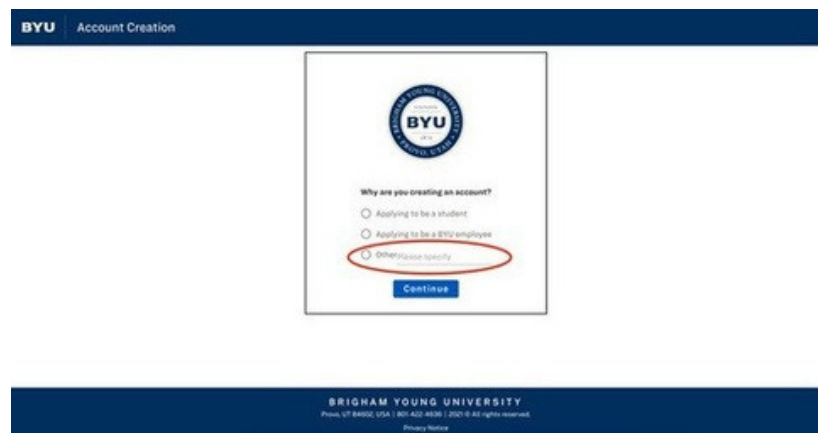
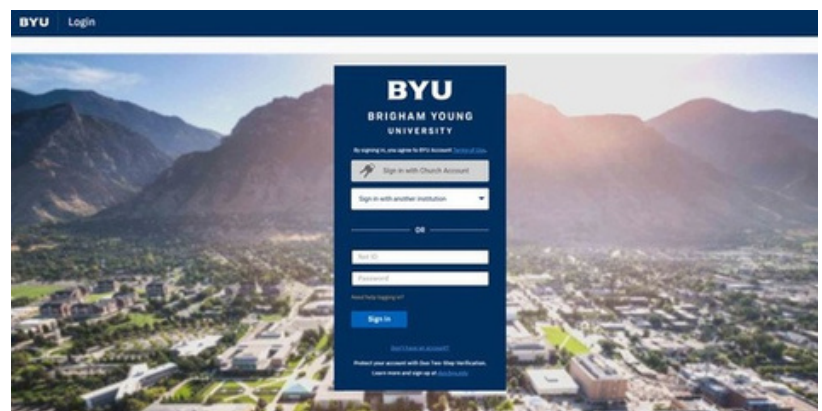
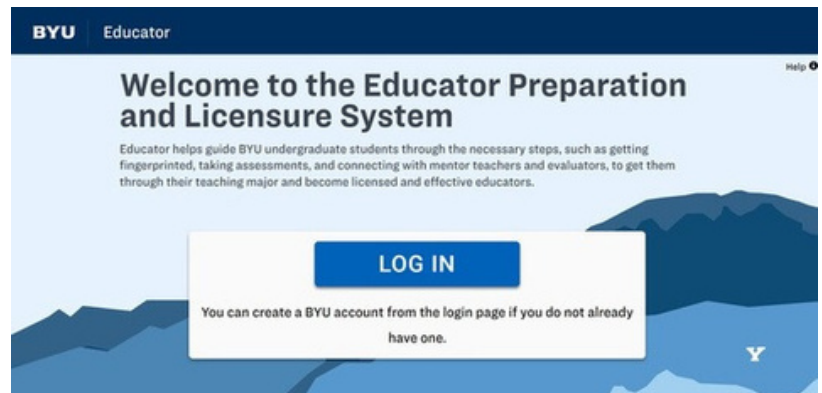
You will be redirected to accountcreation.byu.edu/new/. Click the blue **"Begin"** button.

On the next screen, select **"Other"** and enter **"Educator," "Mentor Teacher,"** or a relevant term in the text box. Then, click **"Continue."**

Next, enter your personal information and create a **NetID** and password. You'll use these credentials to log in to **Educator**.

If you have trouble creating a BYU account, contact:

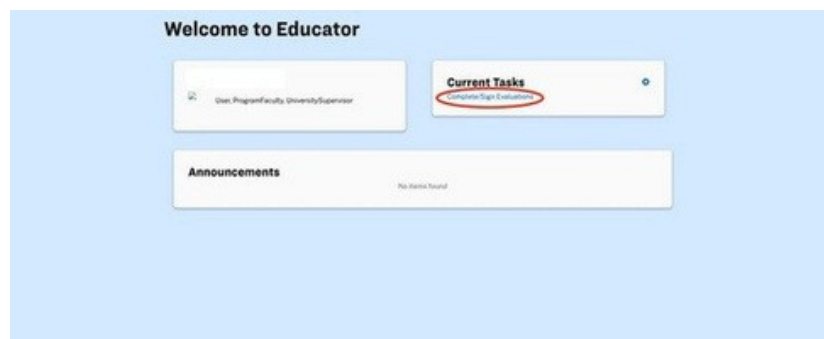
BYU IT at (801) 422- 4000 or the **EPP office** at (801) 422- 1190.



TCA Instructions

Log in to Educator at educator.byu.edu.

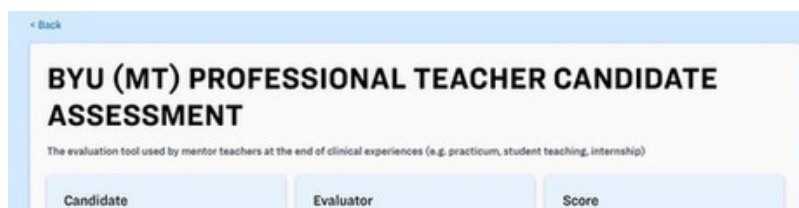
On the "**Welcome to Educator**" page, find the "**Current Tasks**" box. Click the blue "**Complete/Sign Evaluations**" link to view your assigned evaluations. If none are assigned, the link won't appear.



If needed, use the "**Year Term**," "**Student**," "**Evaluation**," "**Evaluator**," and/or "**Course**" search fields to find a specific evaluation. (Student and evaluator names have been removed from this picture.)



Double-click the evaluation to start filling it out.



TCA Instructions

At the top of the evaluation, you'll find details about the candidate, evaluator, and score. Once completed, the TCA will be reviewed and signed by the university program coordinator and the candidate.

[← Back](#)

BYU (MT) PROFESSIONAL TEACHER CANDIDATE ASSESSMENT

The evaluation tool used by mentor teachers at the end of clinical experiences (e.g. practicum, student teaching, internship)

Candidate	Evaluator	Score
Name: Semester:	Name: Type: Course:	Points: Passing +
<h3>Signatures</h3> <div> Program Coordinator: </div> <div> Candidate: </div>		

Scroll down to fill out all required fields. There are five areas to evaluate, each scored from 0 to 3 points.

	Not Effective (0)	Beginning (1)	Demonstrates Competency (2)	Exceptional (3)
<p>Classroom Climate 4: Address physical and emotional safety concerns in a timely manner.</p> <p>Classroom Climate 8: Encourage an environment where students feel safe to take risks, participate and engage. (InTASC 3)</p> <p>Classroom Climate 3: Involve students in establishing clear guidelines for behavior.</p> <p>Learnners and Learning 5: Communicate clear expectations and procedures that include positive behavior interventions to promote student ownership of behavior. (InTASC 6)</p>	<p>Fails to create an environment where students feel safe and willing to take risks, participate, or engage</p> <p>Does not establish clear expectations, procedures, or guidelines for behavior</p>	<p>Creates an environment where some students feel safe and willing to take risks, participate, and engage</p> <p>Establishes and communicates teacher-created expectations, procedures, and guidelines for behavior</p>	<p>Addresses physical and emotional safety concerns in a timely manner to create an environment where students feel safe to take risks, participate, and engage</p> <p>Involves students in establishing clear guidelines for behavior; communicates clear expectations and procedures, including positive behavior interventions that promote student ownership of behavior</p>	<p>...and Creates a nurturing environment, develops relationships, and supports student learning</p> <p>... and Creates an environment where students demonstrate high accountability to self and others</p>

The **TCA** has different areas, each with specific aspects to evaluate. Click on the answer that best describes the student's ability. The section's score will update automatically.

	Not Effective (0)	Beginning (1)	Demonstrates Competency (2)	Exceptional (3)
<p>Classroom Climate 1: Create a learning climate that is sensitive to multiple experiences and backgrounds, including trauma informed practices and restorative practices.</p> <p>Classroom Climate 2: Promote a classroom environment in which students will respect and value each other. (InTASC 1,2,3)</p>	Creates a classroom environment that is <i>disrespectful</i> or is insensitive to students' experiences and backgrounds	Creates a learning environment that is sensitive to students' experiences and backgrounds	Creates a classroom environment in which students respect and value each other and that is sensitive to multiple experiences and backgrounds, including trauma informed practices and restorative practices	... and Explicitly teaches and models respect and caring of every member of the classroom

Enter your comments in the **"Feedback to Candidate"** textbox, then click the blue **"Submit Answers"** button. Please note that once you submit, you will no longer be able to view or edit the evaluation. If you need to make changes to a TCA that has already been submitted, contact the BYU-EPP support staff at [\(801\) 422-1190](tel:8014221190) or eppsupport@byu.edu for assistance.

10.1 Is responsible for compliance with university policies, federal and state laws, State Board of Education administrative rules, state assessment policies, local board policies, and supervisory directives.

☐ Yes ☐ No

10.2 Is responsible for compliance with all requirements of State Board of Education Rule R277-515 at all levels of teacher development.

☐ Yes ☐ No

SUMMARY STATEMENT: Please provide a brief summary of the candidate's teaching practices while working in the classroom. As part of your summary, please include information about his/her teaching skills, ability to teach the Utah Core standards, ability to meet the Utah Effective Teaching Standards (UETS), interpersonal interactions with others, and any other strengths or areas for improvement you feel inclined to include. This is not a letter of recommendation. It is an evaluation of the candidate's knowledge and skill as a student teacher or intern. 5000 Character (800 Word) Maximum

Here

You have used 0 out of 5,000 allowed characters.
You have used 0 out of 800 allowed words.

Submit Answers

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CEFS Instructions

After completing a TCA for a student teacher or intern, you will be given a Clinical Educator Feedback Survey (CEFS) to complete about the university supervisor. Answer the four questions on a scale of Strongly Disagree (0) to Strongly Agree (4), add comments to the textbox, and click the blue “**Submit Answers**” button.

The screenshot shows a web interface for the "Clinical Educator Feedback Survey - University Supervisor". The form is titled "View Assessment" and includes a sub-header "Assessment prepared by the Educator Preparation Program (EPP), to be completed after PAES." Below this is the section "Evaluator's Feedback for University Supervisor" with the instruction "Please select the options that describe how accurate the following statements are about the University Supervisor:". The survey consists of four statements, each with a scale of five radio buttons labeled "Strongly Disagree (0)", "Disagree (1)", "Agree (3)", and "Strongly Agree (4)". The statements are: "Communicated and collaborated with you as the mentor teacher.", "Maintained a supportive presence when the candidate was teaching.", and "Helped the candidate improve his or her practice." The fourth statement is a text input field for "Other comments, suggestions, or strengths of the university supervisor that you have not mentioned:". At the bottom of the form, there are two buttons: "CEFS EUS" and "CEFS SUS". The background shows a sidebar with navigation links like "Persons", "Programs", "Clinical", and "Alumni", and a top navigation bar with "BYU Educator" and a "Sign out" link.

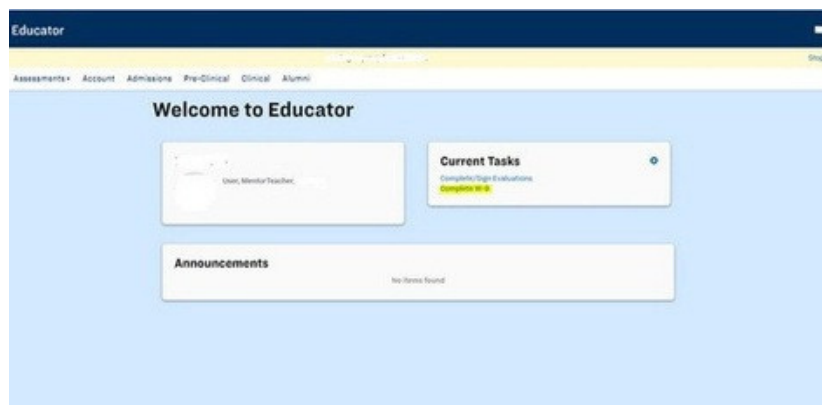
	Strongly Disagree (0)	Disagree (1)	Agree (3)	Strongly Agree (4)
Communicated and collaborated with you as the mentor teacher.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Maintained a supportive presence when the candidate was teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Helped the candidate improve his or her practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Other comments, suggestions, or strengths of the university supervisor that you have not mentioned:

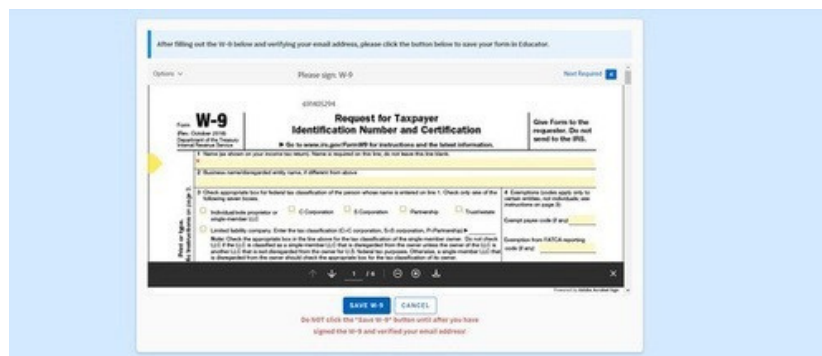
CEFS EUS 4/26/2021
CEFS SUS 4/26/2021

W-9 Instructions

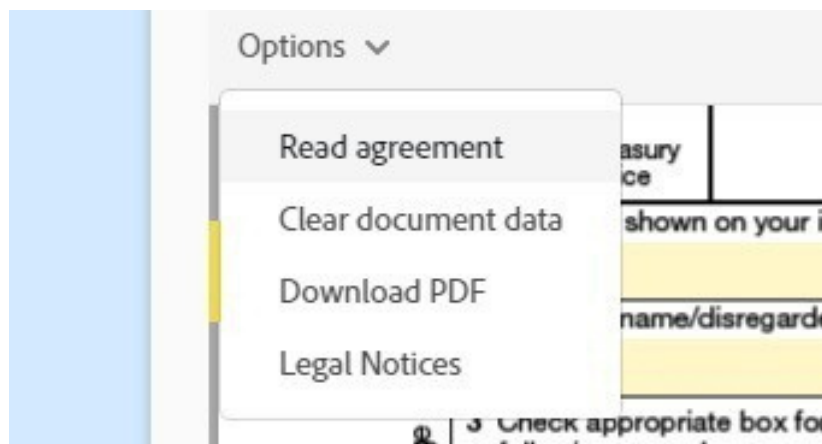
On the home page, find the "**Current Tasks**" box and click the blue "**Complete W-9**" link to access your W-9 form.



Fill out all highlighted fields on the form. Once completed, verify your email address and click "**Save W-9.**" Note that your W-9 cannot be edited or accessed after saving, so double-check your information for accuracy.

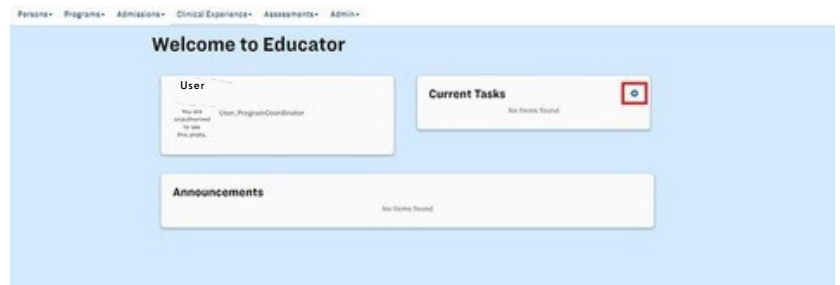


On the top left of the document, find the "**Options**" button. This is your only chance to download a copy of your W-9, so if needed, do so before clicking "**Save W-9.**"



Adjusting Notification Settings

Educator now notifies you of current tasks. To adjust your notification preferences, click the **gear icon** next to "Current Tasks."



In the pop-up box, customize your notification settings to match your preferences.

A screenshot of the 'Notification Settings' pop-up box. It has a title bar with a close button (X). The content includes two sections. The first section is 'If I have pending tasks, I want to receive email notifications...' with three radio button options: 'Never', 'Daily' (which is selected), and 'Weekly'. The second section is 'I want to receive email notifications for the following tasks...' with three checked checkboxes: 'Complete/Sign Evaluations', 'Review Admissions Applications', and 'Review Student Uploads'.

Question

When will I get my mentoring stipend?

Answer

The Education Advisement Center (EAC) handles mentor teacher payments. Call 801-422-3426 for help.

Question

I don't see my W-9 or my student's TCA evaluation.

Answer

Please email or call our office. Your student may not have been assigned to your account properly, or your mentor account may not be set up.

Question

I am receiving an error message when accessing my W-9. What now?

Answer

Clear your computer's cache and cookies to resolve the issue. If you need instructions, search online for "How to clear cache and cookies."