EDUCATOR MENTOR TEACHERS

User Guide for Mentor Teacher Registration, Tasks, and Evaluations

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Log In To Educator

Navigate to educator.byu.edu and click the blue "Log In" button.

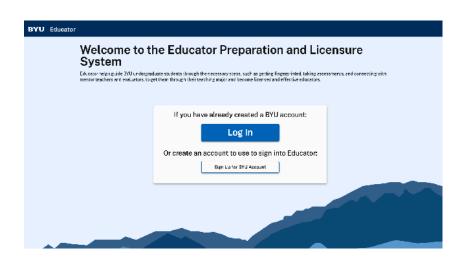
If you do not have a BYU account, please click the white button labeled "Sign Up for BYU Account."

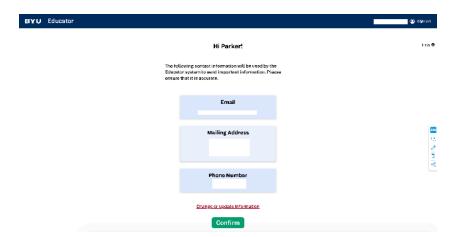
If this is your first time logging in, you'll be asked to confirm your information. If it is correct, please click the green "Confirm" button.

If your information is not correct. please click on the red text below the blue boxes to update it.

If this is your first time logging in. or the terms and conditions have changed, you'll see this screen.

Once you have read the information, please select the two check boxes confirming that you have read and understand the material. Then click the blue "Next" button at the bottom.





Welcome to Educator, Parker

Electronic Release of Information In accordance with the Foreig Education II. plan and Energy Any (**1854), the IRM Educate Proposition Property Training Addition and Energy Assessment and Section Property Assessment and Section Property Assessment and Assessment A As a maile air administrate (Ne Mildestr Pepastin Proportion are electione), and controlled a commission regioner of controlled a commission regioner of controlled a commission and the state of controlled a controlled and controlled a cont ☐ I have read, understand, and agree to adhere to the Ciectronic Release of Information statement above It complains with the Polant Portion between Biglion in Princy Act, 2004-19-09. It is uniously by with load for increasing explainment in their increasing audient read on a Polant Act and a read on a Polant Act and a read on the Indiana respects to the Indiana and a read on a Read on Act and a read on the Indiana and a read of the Indiana and India Submit your complaind written request to the Register's Billion at 1450 458, Protes LT 44882. Place note that your a had no explaided only however, you may need eyect authorization of any time in writing at the ling bitms 00° ba. ☐ Theveread and understand all the above libited rights and conditions protected under FERPA

Prerequisite Tasks

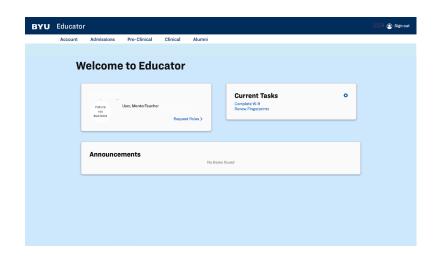
As a mentor teacher, this is your home screen. This account has been altered to hide personal information for privacy. Your account might look slightly different.

Here, you may items under your "Current Tasks" tab such as "Completing W-9" or "Renew Fingerprints". These tasks must be completed before completing PAES and CEFS evaluations.

Once you are approved as a mentor teacher, you will receive an email with information about your roles as a mentor teacher and who the student may be.

You may also receive a second email that is shown here. This email details how to link a temporary Educator account with a BYU account. Linking these accounts allows you to fill out your assigned evaluations.

Once your accounts are linked, a prompting to "Complete/Sign Evaluations" will appear under your current task board.



Dear

Thank you for being a mentor teacher and working with one of our BYU students. A BYU Net ID and Educator account are necessary in order to submit student teacher evaluations. Use the links below to help create or recover an existing BYU Net ID. Once you can sign into your BYU account, click on the following link to create your Educator account:

Link Account

If successful, you should see a message saying that your account has been linked. From there, you can either refresh the page or click here to be redirected to your Educator home page.

Recovering Your BYU Net ID and Password

Creating a New BYU Net ID and Password

Updating Your Personal Information

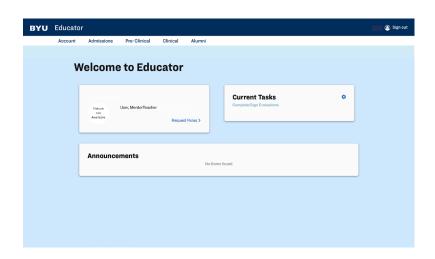
If this email was sent to you in error, please reply and let us know.

Warm Regards,

Education Advisement Center

801-422-3426

educationadvisement@byu.edu



PAES and CEFS Evaluations

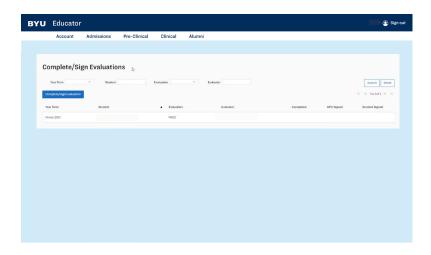
Once you select "Complete/ Sign Evaluations", you will see a prompting linking you to evaluations that need to be completed.

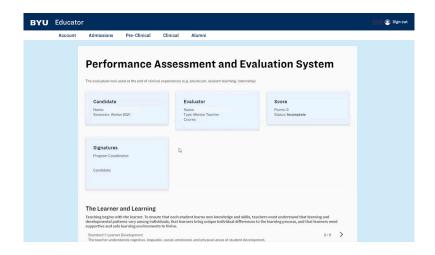
In order to fill out the evaluation, click on the row that you wish to fill out and then click on the dark blue "Complete/Sign Evaluation" button.

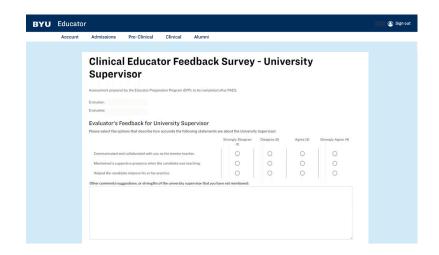
The PAES (Performance Assessment and Evaluation System) will appear for you to fill out.

After you will out the PAES for the student, you will be prompted to fill out a CEFS (Clinical Educator Feedback Survey) for the student university supervisor.

If there are multiple supervisors, you will be asked to fill out a CEFS evaluation for each supervisor.







Once the evaluations are completed, "Complete/Sign Evaluations" will dissapear from under the "Current Tasks" board.

