

EDUCATOR

FOR PROGRAM COORDINATORS

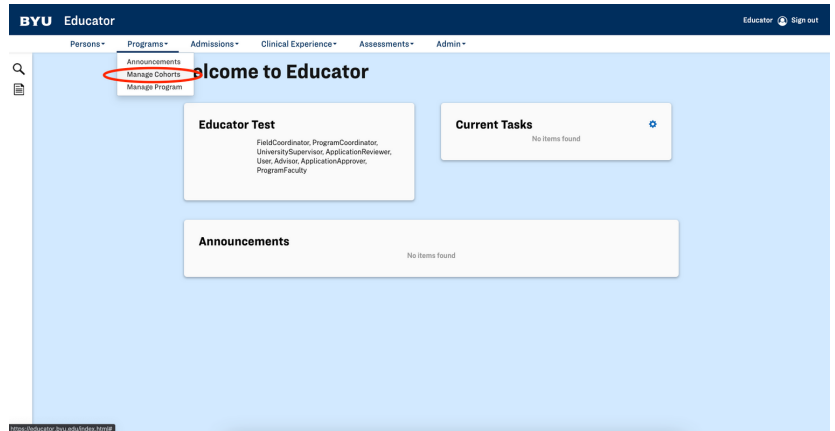
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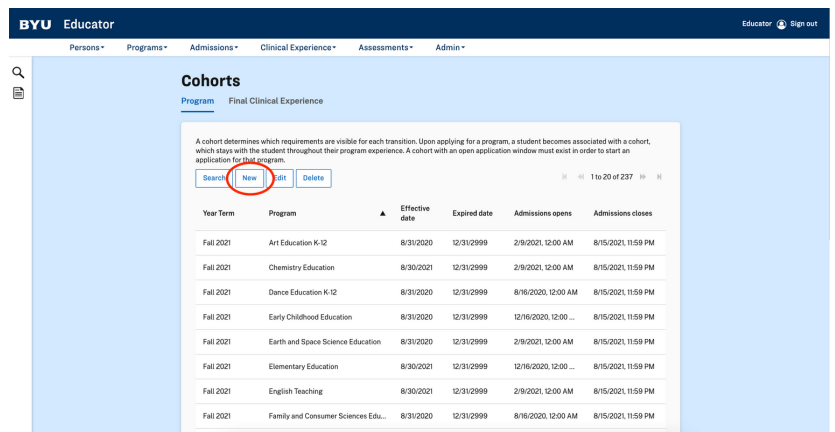
Creating a New Cohort

Log in to Educator at educator.byu.edu.

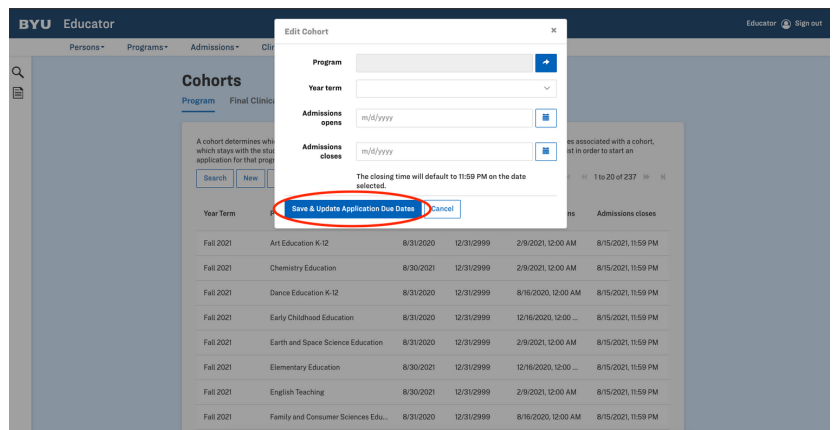
Click the "Programs" tab and then "Manage Cohorts."



On the Cohorts page, click "New."



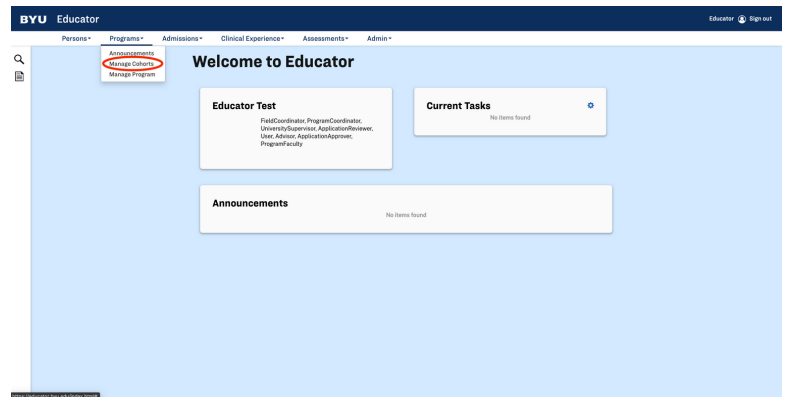
In the "Edit Cohort" popup window, populate each field. Then click "Save & Update Application Due Dates."



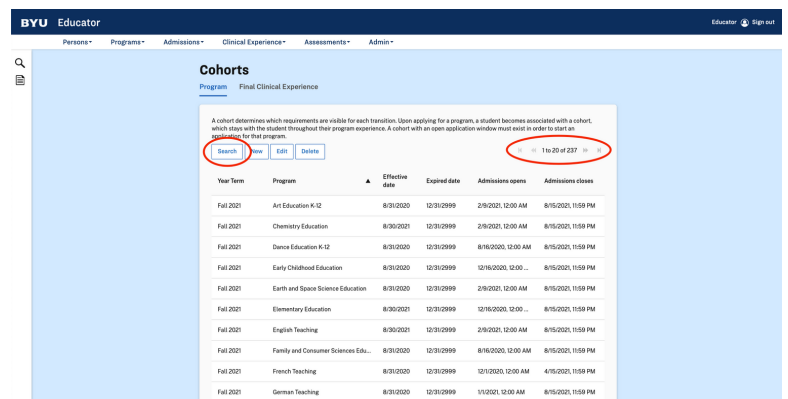
Editing an Existing Cohort

Log in to Educator at educator.byu.edu.

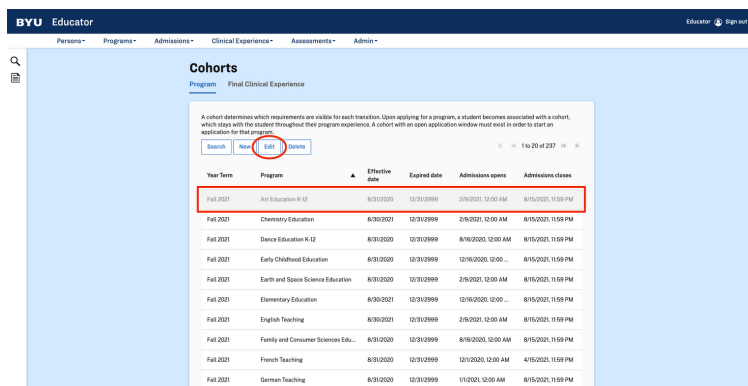
Click on "Programs" and then "Manage Cohorts."



Program names are alphabetized within each year term (Fall 2021, Winter 2022, etc.) You can search for your desired cohort by using the "Search" feature or the arrows on the right.

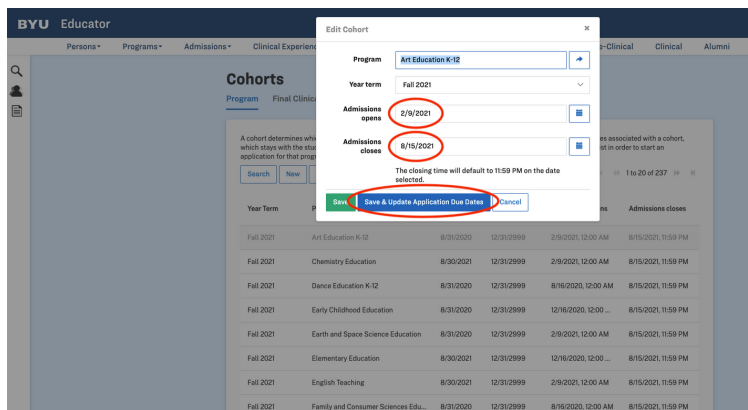


Double click on the cohort that requires editing or click once to highlight it gray, and then select the “Edit” button.



In the “Edit Cohort” popup window, alter your admissions opening and closing dates. Then click the blue “Save & Update Application Due Dates” button.

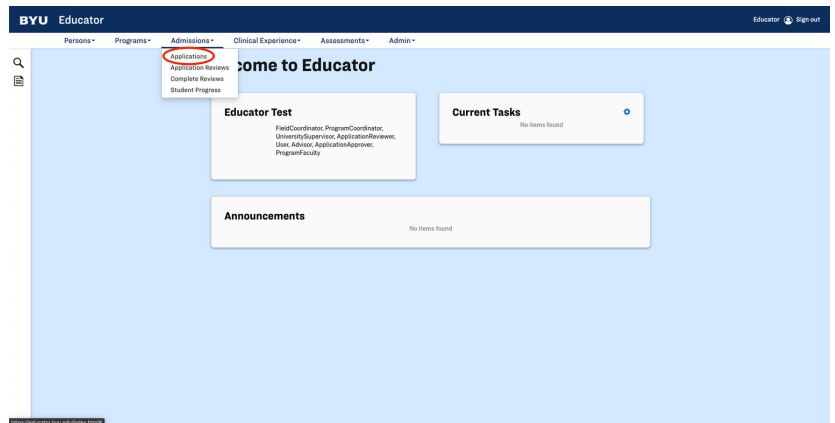
Note that if you click “Save,” your changes will not be reflected in any student applications.



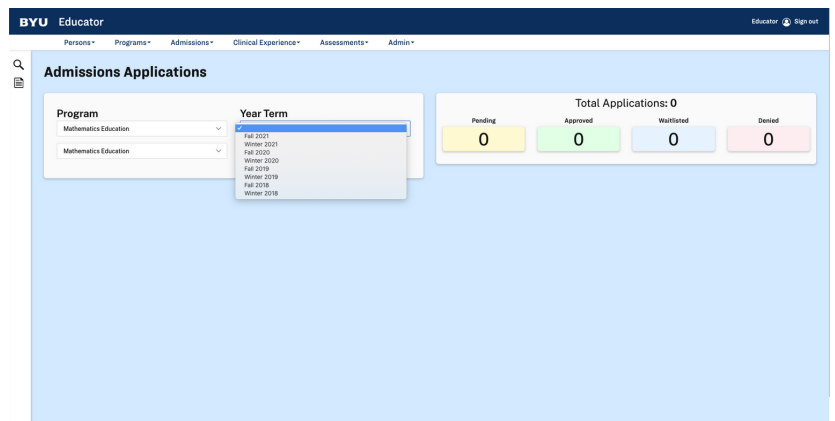
Admissions Applications

Log in to Educator at educator.byu.edu.

Click the "Admissions" tab and then "Applications."



Select the desired program and year term from the appropriate drop-down menus.



The "Total Applications" box is in the top right corner. This shows a breakdown of how many applications there are with each status:

- a. Pending
- b. Approved
- c. Waitlisted
- d. Denied

The screenshot shows the 'Admissions Applications' page in the BYU Educator system. At the top right, a summary box titled 'Total Applications: 17' displays the following counts: Pending (1), Approved (16), Waitlisted (0), and Denied (0). Below this, the 'Applications' table is visible, showing columns for Name, NetID, Application Status, Transition Status, Decision Email, Declare Pre-maj, Entrance Form, Academic & Test History, Fingerprinting & Background, Academic Advisement & Background, Exploratory Experience, and Consent Forms.

To view the GPA and exam scores of an individual student, click the checkbox to the left of the student's name. A gray box with this information will appear above the admissions applications table.

This screenshot shows the same 'Admissions Applications' page, but with a student's GPA and exam scores displayed. A gray box above the table shows 'Averages for selected students' with the following values: GPA 3.12, Math Reading 25.00, ACT Writing 23.00, SAT 630.00, and PRAXIS 4.33. The checkbox for the first student in the table is highlighted with a red circle.

Selecting more than one student at a time will give you an average of their GPAs and scores.

This screenshot shows the 'Admissions Applications' page with multiple students selected. A gray box above the table shows 'Averages for selected students' with the following values: GPA 3.90, Math Reading 30.33, ACT Writing 31.00, SAT 1600, and PRAXIS 1600. The checkboxes for the first three students in the table are highlighted with a red circle.

To officially accept, deny, or waitlist an applicant, click on the checkbox to the left of the student's name.

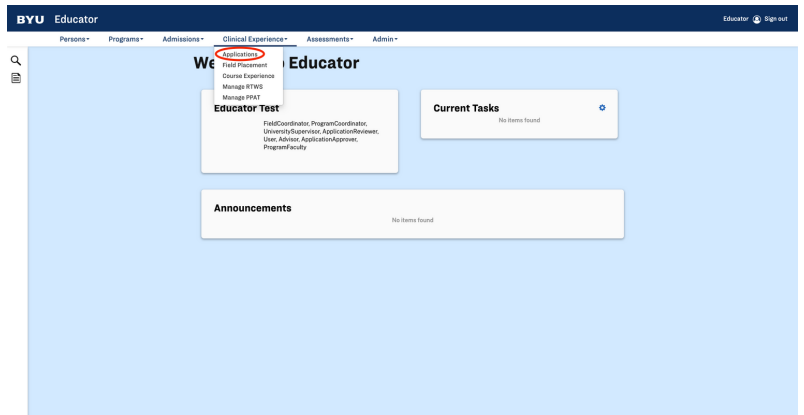
When an applicant is selected, it will highlight in blue, and a gray box will appear above the application list. Click on the desired icon to accept, waitlist, or deny the applicant. This will immediately update the application status.

Students are not automatically notified of updates in their application status. To send an email to a student or group of students regarding your decision, select the boxes next to the appropriate name(s) and click the "Email" icon next to the "Admission Decision" options. Here you can enter your own text and/or create email templates for future use.

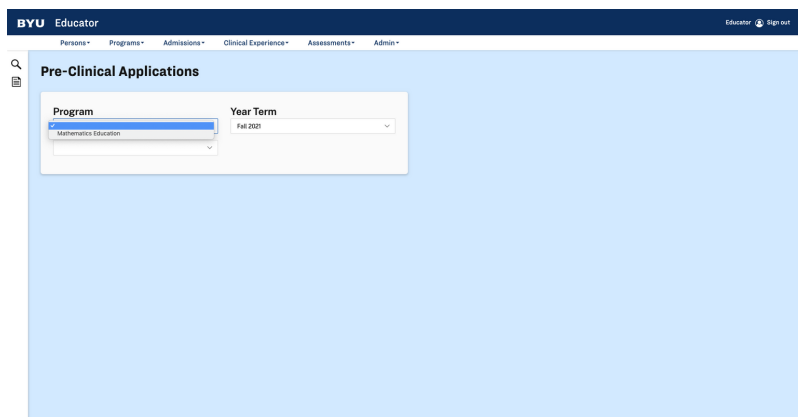
Pre-Clinical Applications

Log in to Educator at educator.byu.edu.

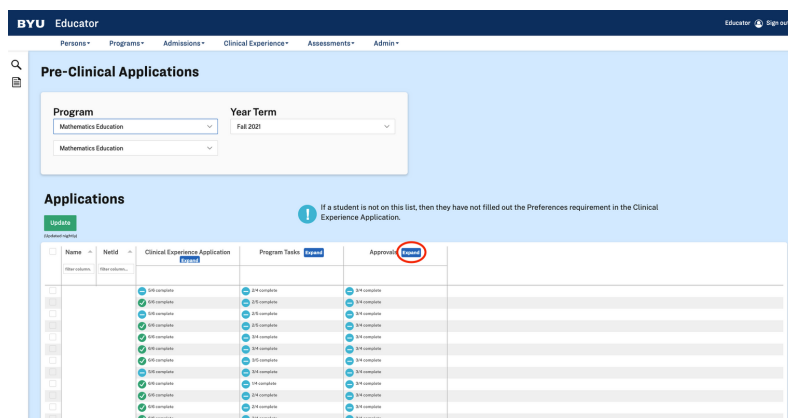
Click the "Clinical Experience" tab and then "Applications."



Select the desired program and year term from the appropriate drop-down menus.

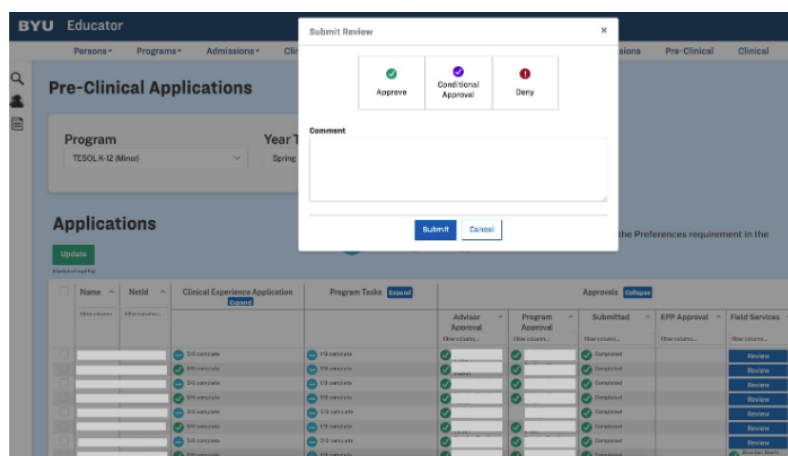


Click the "Expand" button in the "Approvals" column.



If a given student has already received advisor approval, the advisor approval box will have a green checkmark, the advisor's name, and the date it was approved. The advisor approval must take place before you grant program approval.

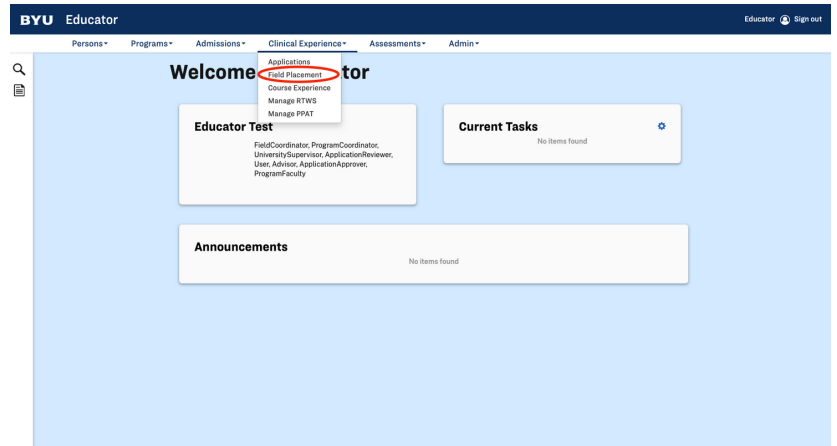
To update the program approval status for a particular student, click the blank program approval box. If there is a conditional approval from the advisor or a course deficiency on an application, take time to consider what steps need to be taken before fully accepting the application. Then in the "Submit Review" popup window, select "Approve," "Conditional Approval," or "Deny." Include any necessary comments and press the blue "Submit" button.



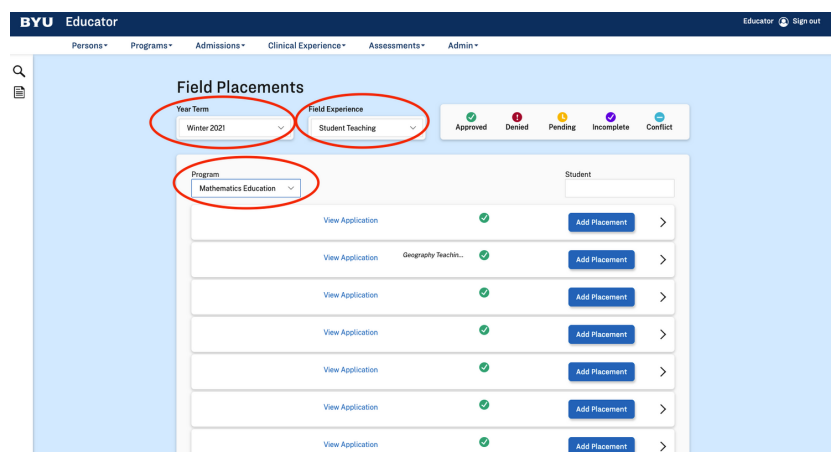
Creating Field Placements

Log in to Educator at educator.byu.edu.

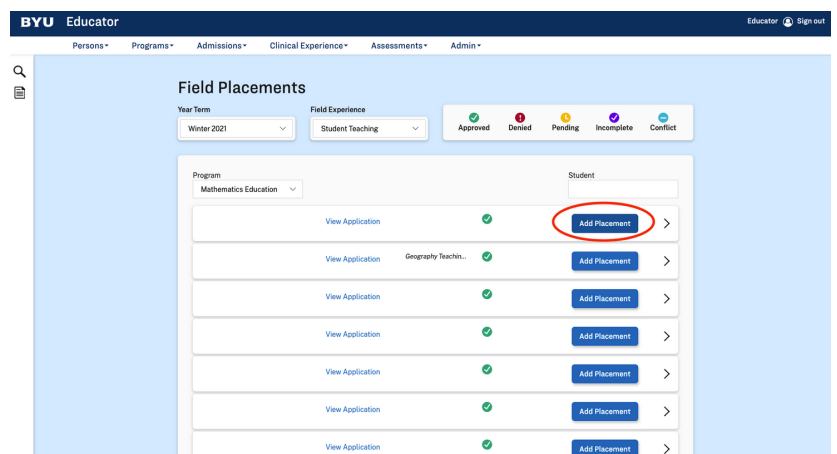
Click the "Clinical Experience" tab and then "Field Placement."



Select the desired information from drop-down menus in the "Year Term," "Field Experience," and "Program" boxes.



Press the blue "Add Placement" button next to the student you desire to assign a field placement to. Note that a student will only appear in the Field Placements page if his or her pre-clinical application has been approved.



Fill out all the fields in the "Edit Placement" box, including "Field Experience Type," "Starting Term," "Duration," "District," "School," "Grade Level(s)," "University Program Coordinator," "University Supervisor," and "Mentor Teacher."

To input names for the "University Program Coordinator," "University Supervisor," and "Mentor Teacher" fields, you must press the blue arrow on the right side of the box and select individuals who already have Educator accounts with the appropriate roles. The easiest way to find/select them is to search their Net ID and then double click on their name.

On adding mentor teachers:

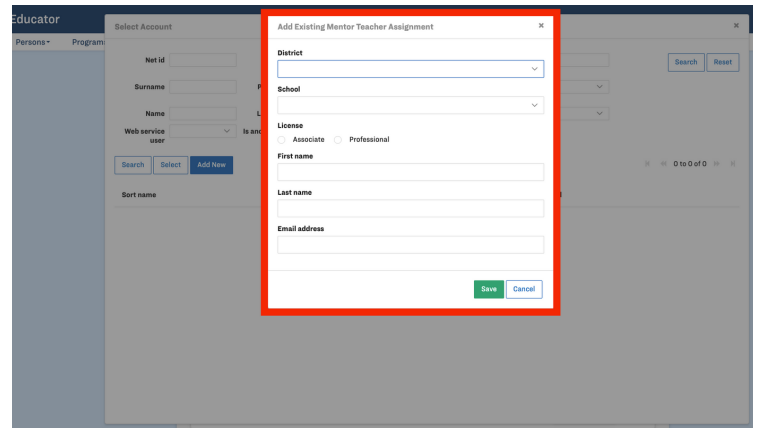
If the mentor teacher you want is not an option, this is because the mentor teacher has not yet created an Educator account or because the mentor teacher has not been linked to the district and school already entered into the field placement. In this case, click the blue "Add New" button to create a temporary account for the mentor teacher.

Fill in the mentor teacher's information and then click the green "Save" button.

NetIDs that have "@" or "." in them are temporary accounts. Mentor teachers cannot use temporary accounts to complete evaluations. They must create permanent accounts and have them merged with the temporary accounts to complete evaluations. The EPP office staff can assist mentor teachers in merging these accounts if necessary. For assistance, call (801) 422-1190 or email eppsupport@byu.edu and provide the mentor teacher's name and NetID, as well as the student teacher's name and program.

It is possible to include multiple mentor teachers on a single field placement. Within the "Select Account" popup window, highlight all of the relevant mentor teachers before clicking "Select."

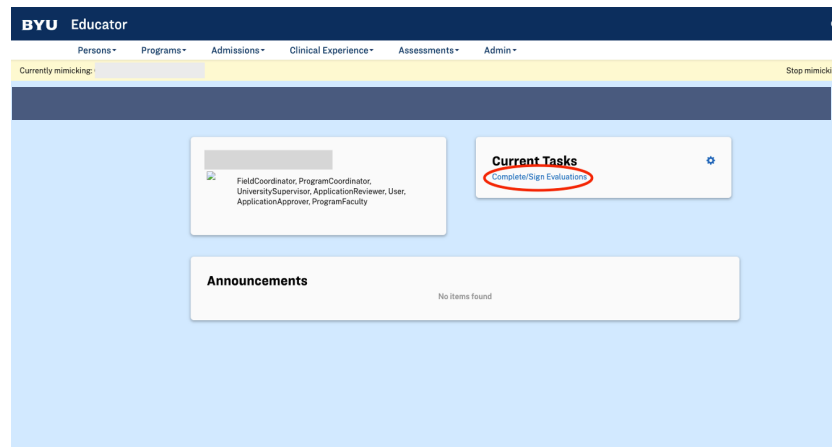
Once Field Services approves the field placement you created, you will no longer be able to edit it. To make substantive changes to an already approved field placement, such as altering the university supervisor or university program coordinator, contact the Education Advisement Center at (801) 422-3426 or educationadvisement@byu.edu.

The image shows a screenshot of a web application interface. In the background, there is a 'Select Account' window with fields for 'Net id', 'Surname', 'Name', and 'Web service user', along with 'Search', 'Select', and 'Add New' buttons. Overlaid on this is a smaller 'Add Existing Mentor Teacher Assignment' dialog box, which is highlighted with a red border. This dialog box contains dropdown menus for 'District' and 'School', radio buttons for 'License' (Associate and Professional), and text input fields for 'First name', 'Last name', and 'Email address'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Signing Evaluations

Log in to Educator at educator.byu.edu.

On your “Welcome to Educator” page, you will see a box called “Current Tasks.” Click the blue “Complete/Sign Evaluations” link to see all current evaluations assigned to you. (If there aren’t any, this link will not be present.)



If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields. (Student and evaluator names have been removed from this picture.)

Complete/Sign Evaluations

Year Term: Student: Evaluation: Evaluator: Course:

[Complete/Sign Evaluation](#) 1 to 5 of 5

Year Term	Student	Evaluation	Evaluator	Course	Starting Term	Completed	Status
Fall 2020		EDA		ECE 202		12/18/2020	Incomplete
Fall 2020		EDA		ECE 202			
Fall 2020		EDA		ECE 202			Incomplete
Fall 2020		EDA		ECE 202			
Fall 2020		EDA		ECE 202			

Double click on the desired evaluation.

Review the evaluation as needed and scroll to the bottom to type your name into the “Reviewer Signature” box, then press “Save.” Once you’ve done this, the candidate will be able to review and sign the evaluation. Once it is fully signed, this evaluation will appear in the “Completed” section of “All Assessments.”

The screenshot shows a web-based evaluation form. At the top, there are radio buttons for "Yes" and "No". Below this is a "SUMMARY STATEMENT" section with a detailed paragraph of text. Underneath the text, there are two input fields: "Reviewer Signature" and "Candidate Signature". The "Reviewer Signature" field is highlighted with a red circle. Below the "Candidate Signature" field, there is a blue "Save" button, also highlighted with a red circle. At the bottom of the form, there is a footer for "BRIGHAM YOUNG UNIVERSITY" with contact information.

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 (900 Words) Maximum

Jalene demonstrated professionalism in all aspects of her student teaching. At the beginning of her placement, she took the initiative to contact me and her mentor teacher, and she maintained regular contact throughout the placement. She consistently submitted assignments on time, as well as lesson plans on the days that I observed her. In addition, she showed a willingness to seek and implement suggestions on issues such as waiting for silence before speaking and providing corrective feedback on students' Spanish errors. Despite the limited length of her placement at Daniels Canyon (four weeks), Jalene showed a genuine interest in her students, quickly learning their names as well as what she could about their backgrounds and performance in the class. She made a consistent effort to tailor her lessons to students' level, making on-the-spot adjustments when needed to ensure that students had the necessary Spanish vocabulary to accomplish the activities in the lesson. Although classroom management proved a bit challenging, as it does with nearly all new teachers, Jalene rose to the challenge by implementing techniques to bring students back together after group work and to focus their attention when it started to drift. She made good use of her mentor teacher's management techniques, including a chart where students' names on clothespins could be moved up or down based on their daily attitude and participation. One thing that particularly impressed me about Jalene was her teaching presence. She smiled frequently at students and always appeared to be calmly in control of her emotions, even when students were a bit unruly. She truly seemed to enjoy teaching. Based on my observations of Jalene, I have every reason to believe that she has what it takes to be a successful teacher, and I believe she will be an asset to any school where she works.

You have used 1,880 out of 5,000 allowed characters.
You have used 307 out of 800 allowed words.

Reviewer Signature

Candidate Signature

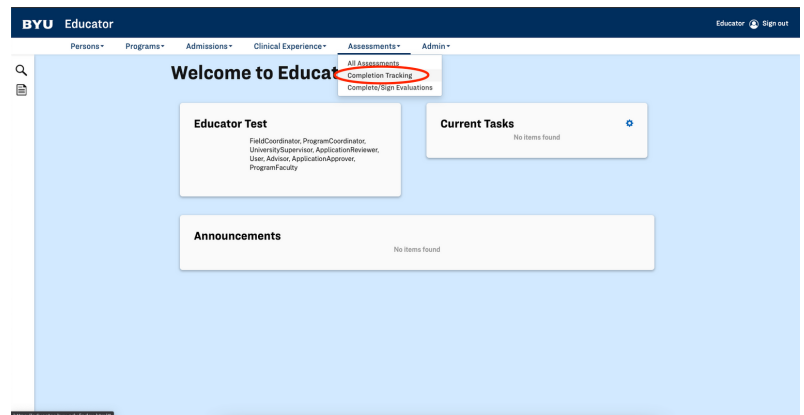
Save

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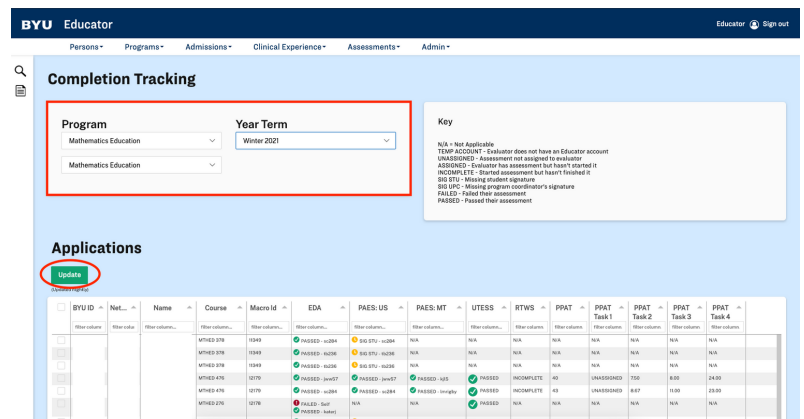
Viewing Completion Tracking

Log in to Educator at educator.byu.edu.

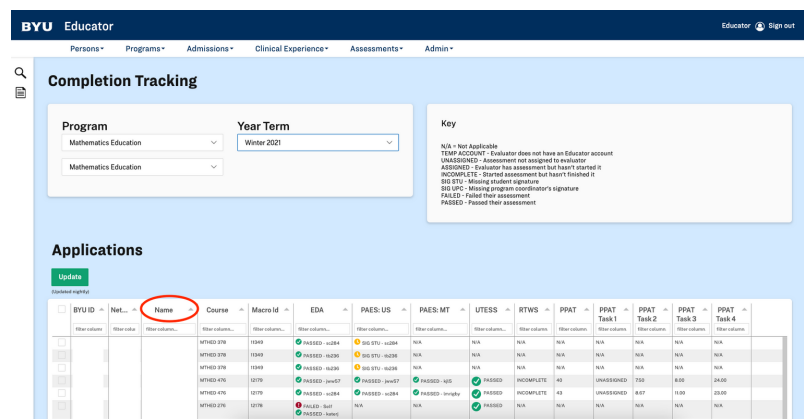
Click the "Assessments" tab and then "Completion Tracking."



Select the program and year term you wish to view. If the table doesn't automatically populate, click the green "Update Rows" button.



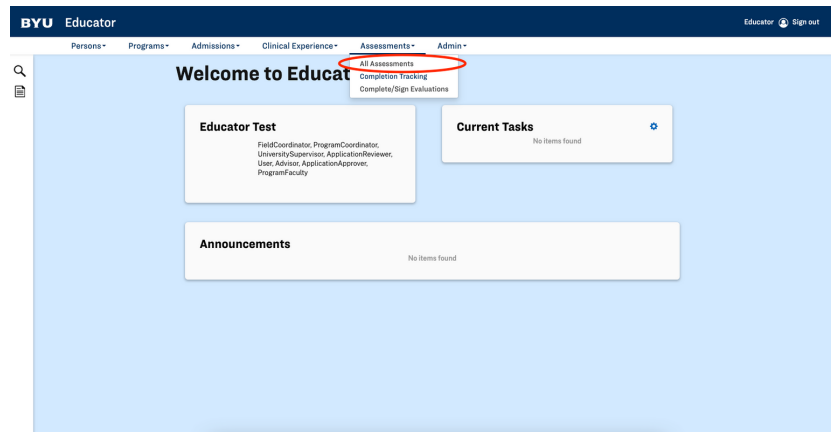
When the table populates, it will be sorted by BYU ID. Click on the "Name" column to sort the contents alphabetically by last name. Then review the students' assessment statuses as needed.



Viewing All Assessments

Log in to Educator at educator.byu.edu.

Click the “Assessments” tab and then “All Assessments.”



Select “Pending” or “Completed” to begin searching for a specific student or evaluation. Evaluations will be listed under “Pending” if they have not yet been filled out or if they are lacking the UPC and/or candidate signature. Evaluations will automatically transfer to the “Completed” section once they have been filled out and fully signed.

"All Assessments" contains multiple search fields. If you don't see a student or evaluation that you believe you should see, try clearing all fields and search only by “Student Name” or “Student NetID.”

