EDUCATORFOR UNIVERSITY SUPERVISORS

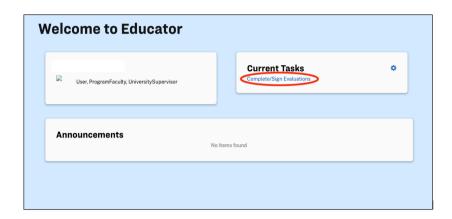
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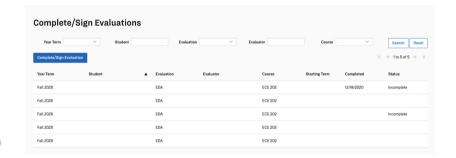
EDA Instructions

Log in to Educator at educator.byu.edu.

On the "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.)

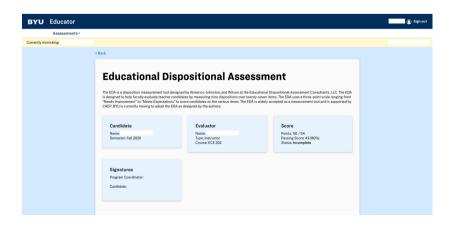


If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields. (Student and evaluator names have been removed from this picture.)

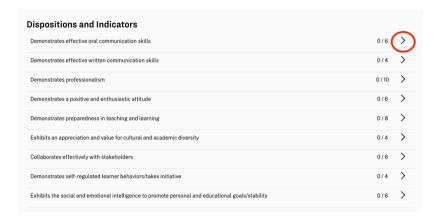


Double click on the desired evaluation to begin filling it out.

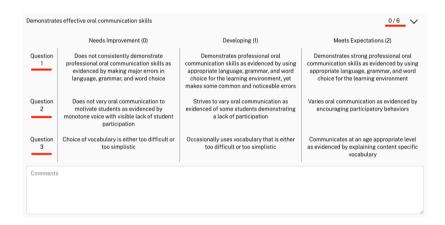
At the top of the evaluation is information identifying the candidate, evaluator, and score of the evaluation. Note that signatures are not required for EDAs.



To display the questions associated with a specific disposition or indicator, click on the drop-down arrow. Each question is scored on a scale of 0-2 points, and a passing grade is 80%.



In this first section, there are three questions. Click directly on the answer for each question that most accurately describes the student's ability. The score for the section will automatically update as you do so. Leave any relevant comments in the textbox at the bottom of each section.



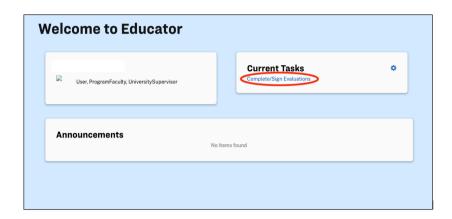
When you have completed the evaluation, click the blue "Submit Answers" button at the bottom of the evaluation. Note that once you do so, you will not be able to view or edit the evaluation. If you need to make changes to an EDA that has already been submitted, you can contact the EPP support staff at (801) 422-1190 or eppsupport@byu.edu for assistance.



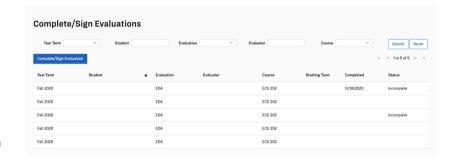
PAES Instructions

Log in to Educator at educator.byu.edu.

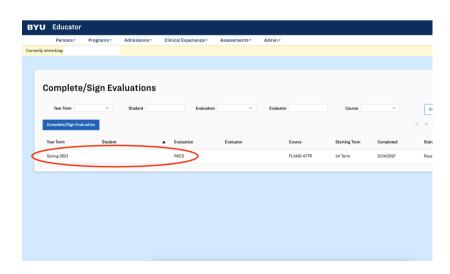
On the "Welcome to Educator" page, you will see a box called "Current Tasks." Click the blue "Complete/Sign Evaluations" link to see all current evaluations assigned to you. (If there aren't any, this link will not be present.)



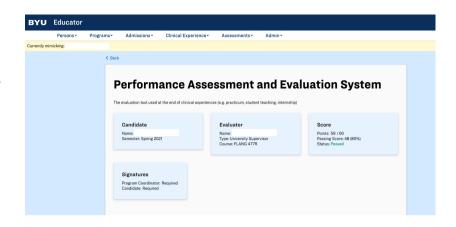
If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields. (Student and evaluator names have been removed from this picture.)



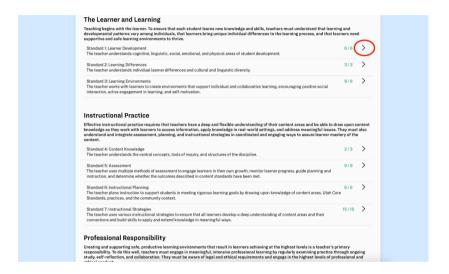
Double click on the desired evaluation to begin filling it out.



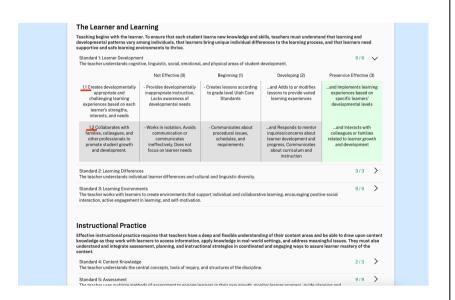
At the top of the evaluation is information identifying the candidate, evaluator, and score of the evaluation. Note that upon completion, this PAES will be reviewed and signed by the Program Coordinator and Candidate.



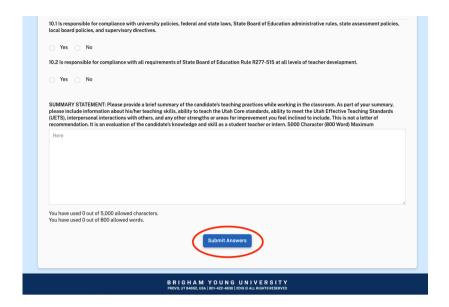
To display the questions associated with a specific standard, click on the drop-down arrow. Each one is scored on a scale of 0-3 points.



In Standard 1, there are two questions. Click directly on the answer for each question that most accurately describes the student's ability. The score for the section will automatically update as you do so.



Enter your comments in the "Summary Statement" textbox, then click the blue "Submit Answers" button. Note that once you do, you will not be able to view or edit the evaluation. If you need to make changes to a PAES that has already been submitted, you can contact the EPP support staff at (801) 422-1190 or eppsupport@byu.edu for assistance.



CEFS Instructions

Log in to Educator at educator.byu.edu.

Before completing a PAES for a student, you will be given a Clinical Educator Feedback Survey (CEFS) to complete about the mentor teacher. 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.

