

# EDUCATOR

## FOR MENTOR TEACHERS

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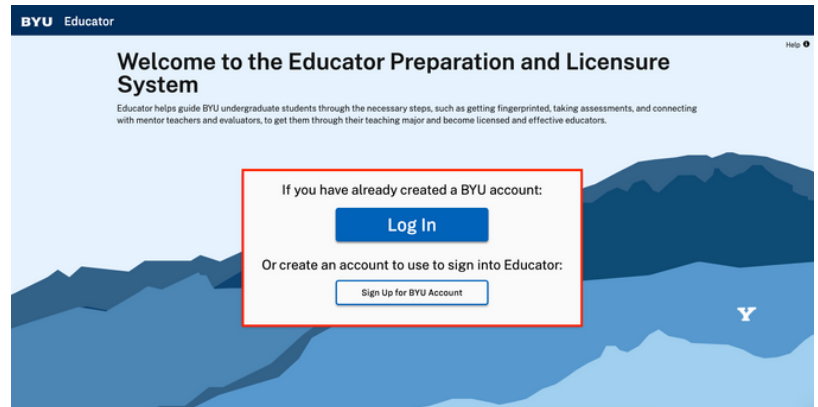
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# Creating an Educator Account

In a web browser, go to [educator.byu.edu](http://educator.byu.edu).

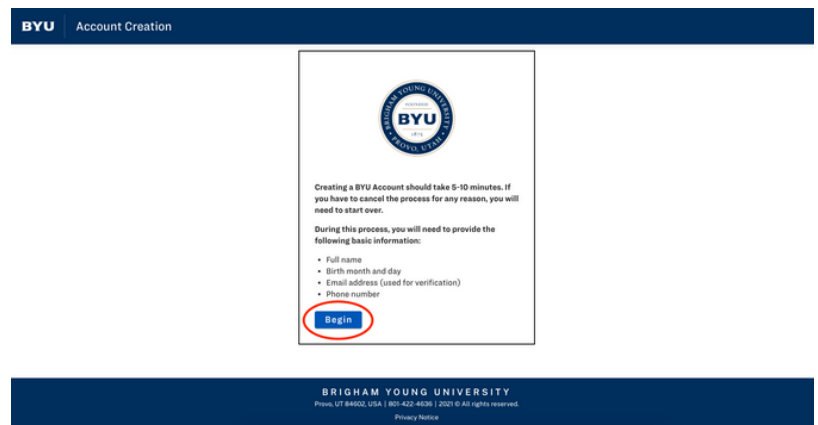
If you already have a BYU account, click the blue "Log In" button and sign in using your NetID and password.

If you do not yet have a BYU account, click the "Sign Up for BYU Account."



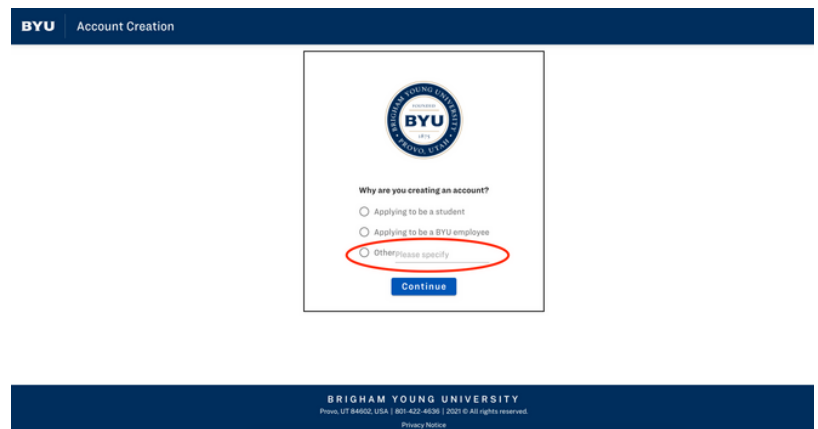
You will be redirected to [accounts.byu.edu/new](http://accounts.byu.edu/new). Click the blue "Begin" button.

On the next screen, select "Other" for the reason you are creating an account. You can type "Educator," "Mentor Teacher," or something of your choosing in the "Other" text box. Then press "Continue."



Then you will be prompted to enter your personal information and create a NetID and password. These credentials can then be used to log in to Educator.

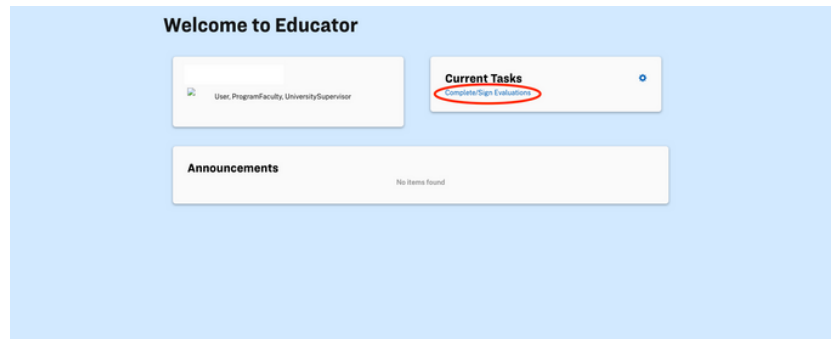
If issues arise in creating a BYU account, contact BYU's IT department at (801) 422-4000.



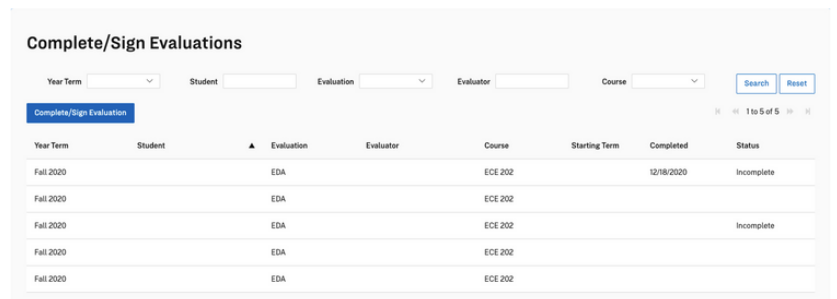
# PAES Instructions

Log in to Educator at [educator.byu.edu](http://educator.byu.edu).

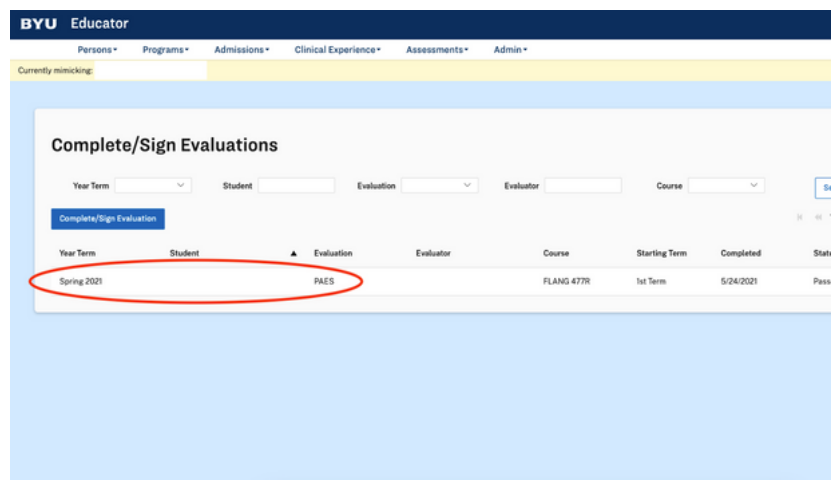
On the "Welcome to Educator" page, you will see a box called "Current Tasks." Click the blue "Complete/Sign Evaluations" link to see all current evaluations assigned to you. (If there aren't any, this link will not be present.)



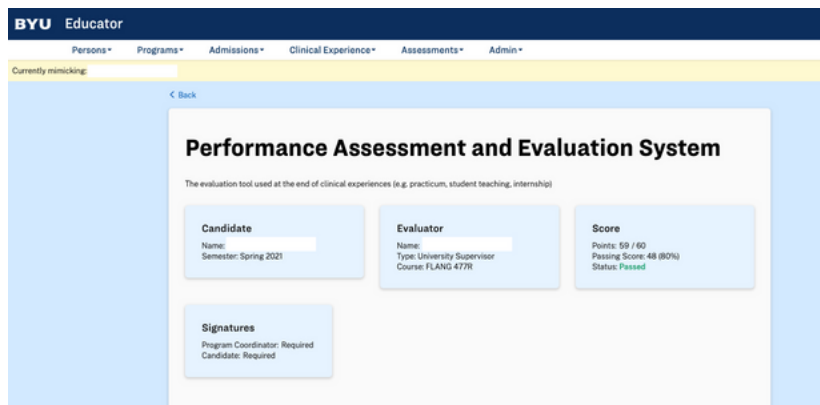
If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields. (Student and evaluator names have been removed from this picture.)



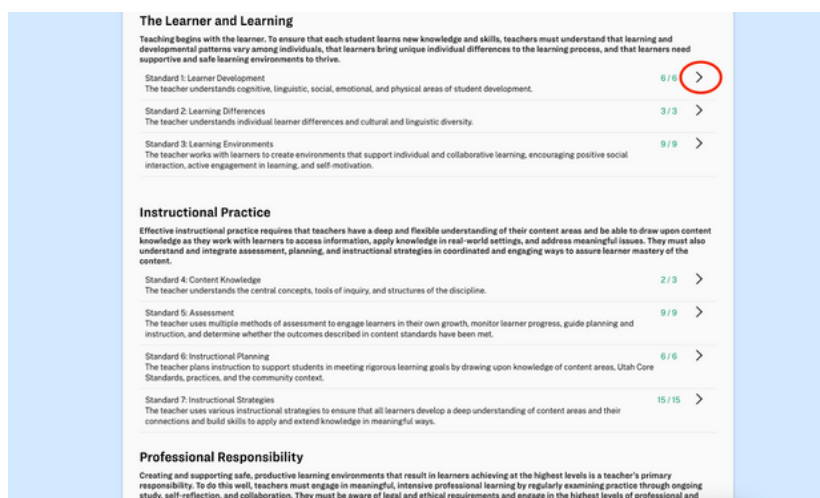
Double click on the desired evaluation to begin filling it out.



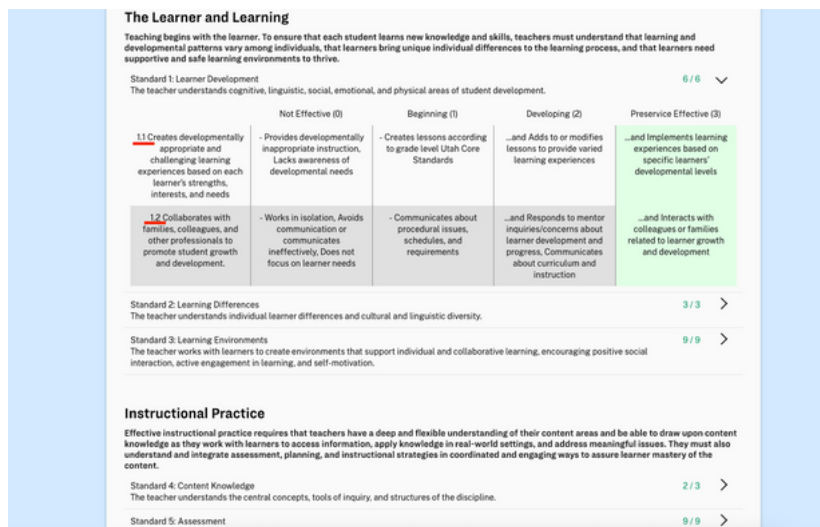
At the top of the evaluation is information identifying the candidate, evaluator, and score of the evaluation. Note that upon completion, this PAES will be reviewed and signed by the university program coordinator and candidate.



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 BYU-EPP support staff at (801) 422-1190 or [eppsupport@byu.edu](mailto: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

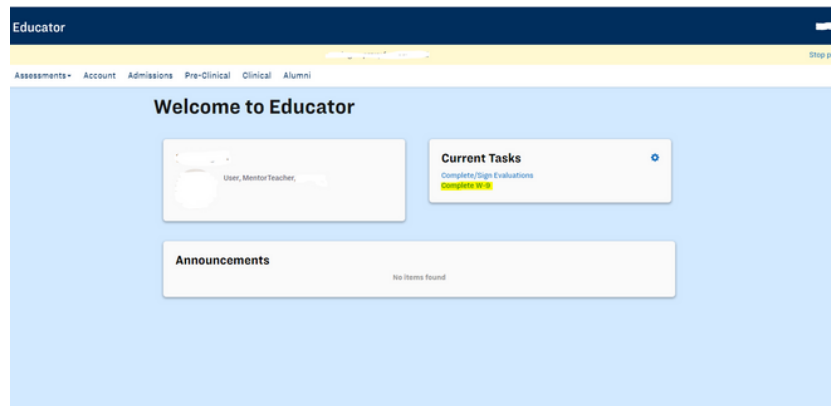
After completing a PAES for a student teacher or intern, you will be given a Clinical Educator Feedback Survey (CEFS) to complete about the university supervisor. Answer the four questions on a scale of Strongly Disagree (0) to Strongly Agree (4), add comments to the textbox, and click the blue “Submit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

The screenshot shows a web interface for the 'Clinical Educator Feedback Survey - University Supervisor'. The survey is titled 'View Assessment' and is prepared by the Educator Preparation Program (EPP). It asks the evaluator to select options for four statements on a scale from Strongly Disagree (1) to 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 'Strongly Agree (4)' option is selected for all three statements. There is a text box for 'Other comments, suggestions, or strengths of the university supervisor that you have not mentioned:' and a 'Submit Answers' button at the bottom right. The background shows the 'BYU Educator' system interface with navigation tabs for 'Persons', 'Programs', 'Clinical', and 'Alumni'.

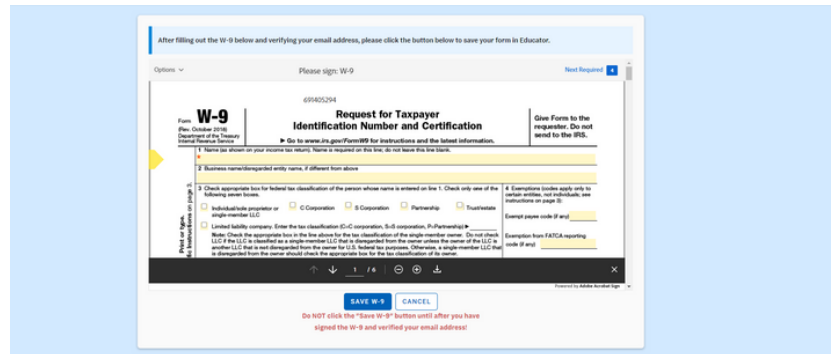
	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
Communicated and collaborated with you as the mentor teacher.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Maintained a supportive presence when the candidate was teaching.	<input type="radio"/>	<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"/>

# W-9 Instructions

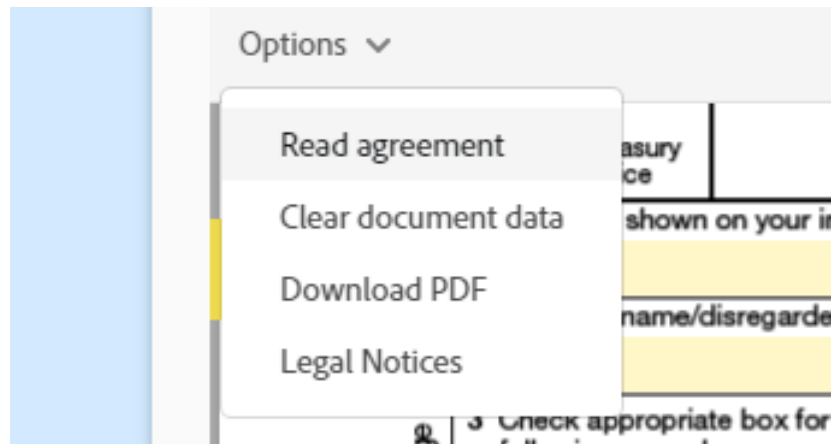
On the home page, you will see a box called "Current Tasks." Click the blue "Complete W-9" link to access your W-9 form.



Fill out anything on the form that is highlighted in yellow. Once you have completed this, verify your email address and click "Save W-9". Your W-9 form cannot be edited nor will you have access to it once saved, so please ensure that all of your information is accurate.

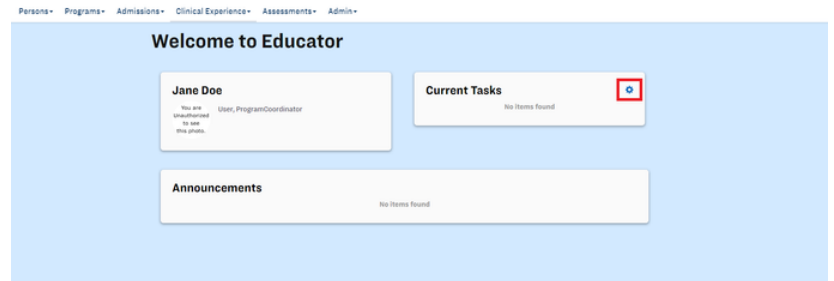


On the top left side of the document, note the "Options" button. This is the only time you will be able to download a copy of your W-9, so if you wish to, please do so before clicking "Save W-9".

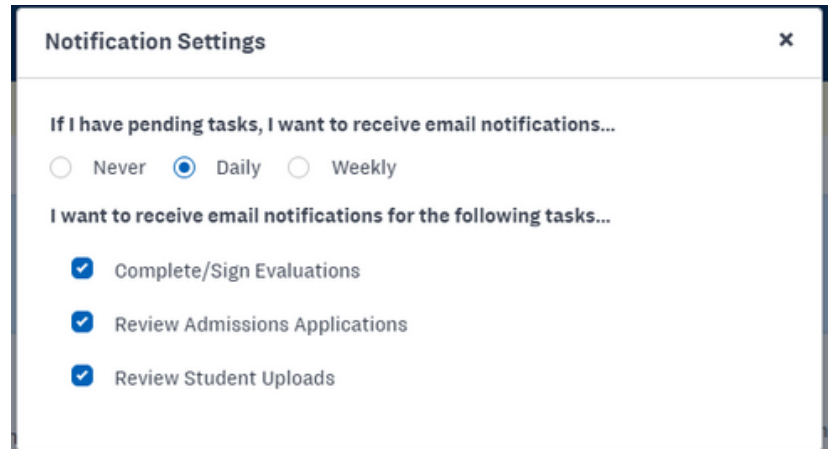


# Adjusting Notification Settings

Educator was enhanced to notify you when you have current tasks. To adjust your notification preferences, click on the gear icon next to "Current Tasks".



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





QUESTION

When will I receive my stipend for mentoring?

ANSWER

The Education Advisement Center (EAC) deals with mentor teacher payments. Please contact them at 801-422-3426.

QUESTION

I don't see my W-9 or my student's PAES evaluation?

ANSWER

Please email or call our office. Your student has most likely not been assigned to your account properly, or your mentor account is not set up.

QUESTION

I am receiving an error message when I try to access my W-9, what now?

ANSWER

Try clearing your computer's cache and cookies, that should resolve the issue. If you need instructions on how to do this, just google "How to clear cache and cookies".