

# EDUCATOR

## FOR MENTOR TEACHERS

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## Creating an Educator Account

Open a web browser and go to [educator.byu.edu](https://educator.byu.edu).

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

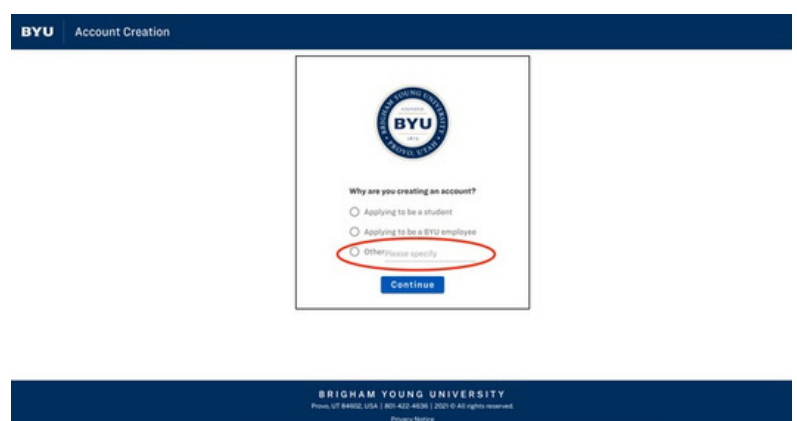
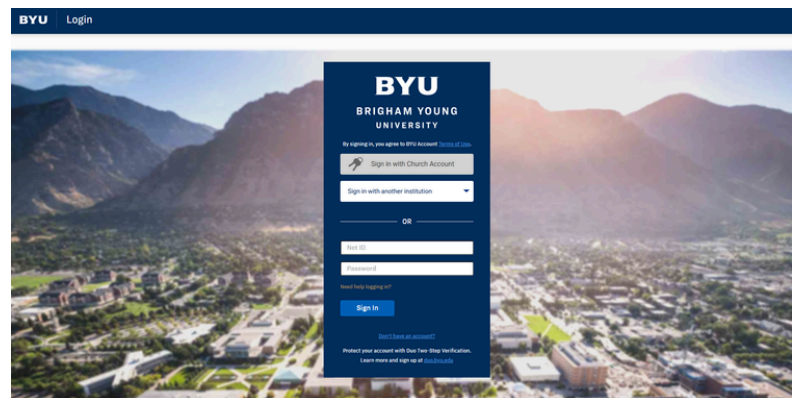
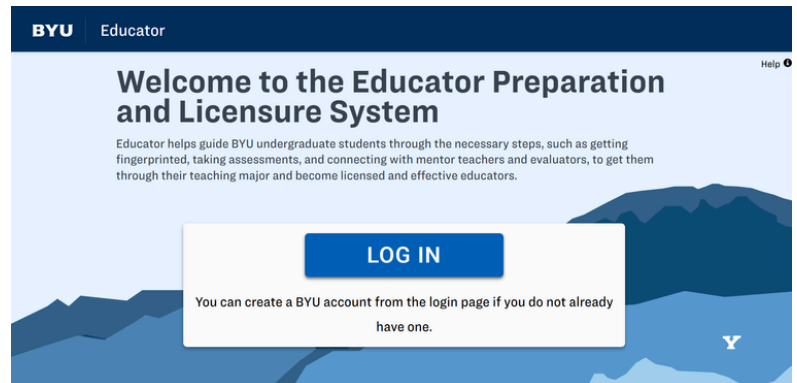
Enter your BYU credentials or click "**Don't have an account?**" to create one.

You will be redirected to [accountcreation.byu.edu/new/](https://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**.

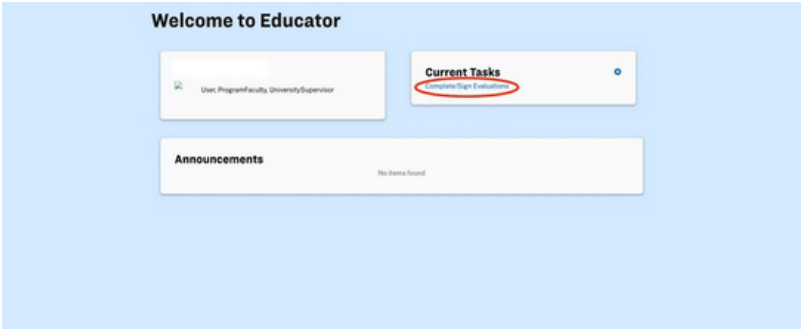
If you have trouble creating a BYU account, contact **BYU IT** at (801) 422-4000 or the **EPP office** at (801) 422-1190.



# TCA Instructions

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

Complete/Sign Evaluations

Year Term  Student  Evaluation  Evaluator

Course

1 to 2 of 2

Year Term	Student	Evaluation	Evaluator	Course	Starting Term	Completed	Status
Winter 2025	Atkinson, Anna Lea	TCA_MT	Bodenhofer, Jennica	EL ED 400R	1st Term		
Winter 2025	Atkinson, Anna Lea	TCA_MT	Bodenhofer, Jennica	TELL 442R	2nd Term		

Double-click the evaluation to start filling it out.

< 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

# 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

Name:

Semester:

Evaluator

Name:

Type:

Course:

Score

Points:

Passing =

Signatures

Program Coordinator:

Candidate:

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

You have used 0 out of 1,000 allowed words.

3. Engaged Learning Through Nurturing Pedagogy:

The Partnership develops educators who are competent and caring and who promote engaged learning through appropriate instructional strategies, high expectations, and positive classroom environments and relationships.

	Not Effective (0)	Beginning (1)	Demonstrates Competency (2)	Exceptional (3)
<div><div>Classroom Climate 4:</div><div>Address physical and emotional safety concerns in a timely manner.</div></div>	...	...	...	...
<div><div>Classroom Climate 8:</div><div>Encourage an environment where students feel safe to take risks, participate and engage. (InTASC 3)</div></div>	...	...	...	...
<div><div>Classroom Climate 3:</div><div>Involve students in establishing clear guidelines for behavior.</div></div>	...	...	...	...
<div><div>Learners and Learning 5:</div><div>Communicate clear expectations and procedures that include positive behavior interventions to promote student ownership of behavior. (InTASC 6)</div></div>	...	...	...	...

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.

1. BYU-Public School Partnership Commitment: Civic Preparation & Engagement

The Partnership develops educators who model and teach the knowledge, skills, and dispositions required for civic virtue and engagement in our society.

	Not Effective (0)	Beginning (1)	Demonstrates Competency (2)	Exceptional (3)
<div><div>Classroom Climate 1:</div><div>Create a learning climate that is sensitive to multiple experiences and backgrounds, including trauma informed practices and restorative practices.</div></div>	...	...	...	...
<div><div>Classroom Climate 2:</div><div>Promote a classroom environment in which students will respect and value each other. (InTASC 1,2,3)</div></div>	...	...	...	...

4

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](mailto:eppsupport@byu.edu) for assistance.

The screenshot shows a web-based evaluation form. At the top, there are two questions with radio button options for 'Yes' and 'No'. Question 10.1 asks about compliance with university policies, federal and state laws, State Board of Education administrative rules, state assessment policies, local board policies, and supervisory directives. Question 10.2 asks about compliance with all requirements of State Board of Education Rule R277-515 at all levels of teacher development. Below these is a 'SUMMARY STATEMENT' section with a text area for providing a brief summary of the candidate's teaching practices. The text area is currently empty. Below the text area, there are character and word counts: 'You have used 0 out of 5,000 allowed characters.' and 'You have used 0 out of 800 allowed words.' At the bottom right of the form, there is a blue button labeled 'Submit Answers' which is circled in red. The footer of the page displays 'BRIGHAM YOUNG UNIVERSITY' and its contact information.

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 'Clinical Educator Feedback Survey - University Supervisor'. Below the title, it states 'Assessment prepared by the Educator Preparation Program (EPP), to be completed after PACE.' The main section is 'Evaluator's Feedback for University Supervisor', with instructions to 'Please select the options that describe how accurate the following statements are about the University Supervisor.' There are four statements, each with a scale of four radio buttons labeled 'Strongly Disagree (0)', 'Disagree (2)', '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 box for 'Other comments/suggestions, or strengths of the university supervisor that you have not mentioned:'. At the bottom, there are two buttons: 'CEFS EUS' and 'CEFS EUS', with dates '4/26/2021' and '6/26/2021' respectively.

Statement	Strongly Disagree (0)	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"/>

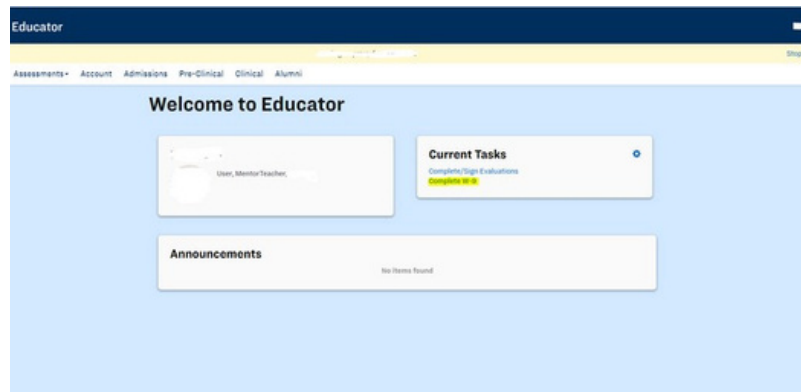
Other comments/suggestions, or strengths of the university supervisor that you have not mentioned:

CEFS EUS 4/26/2021

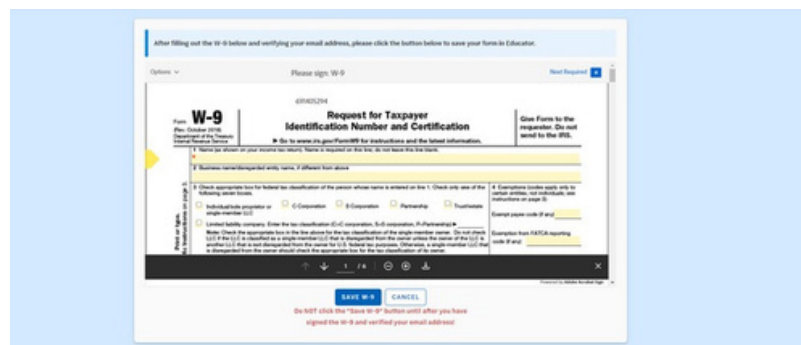
CEFS EUS 6/26/2021

## W-9 Instructions

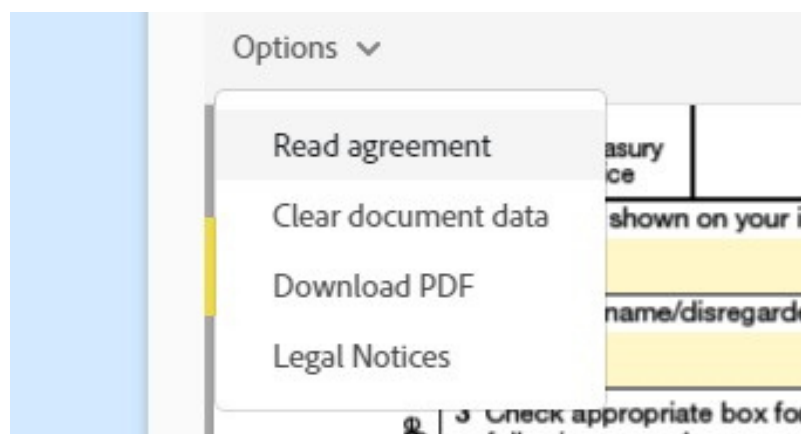
On the home page, find the "**Current Tasks**" box and click the blue "**Complete W-9**" link to access your W-9 form.



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.

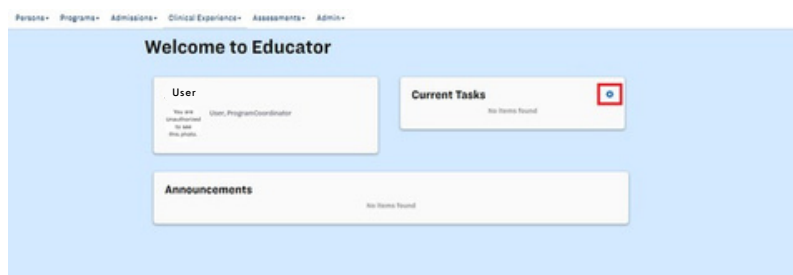


On the top left of the document, find the "**Options**" button. This is your only chance to download a copy of your W-9, so if needed, do so before clicking "**Save W-9.**"

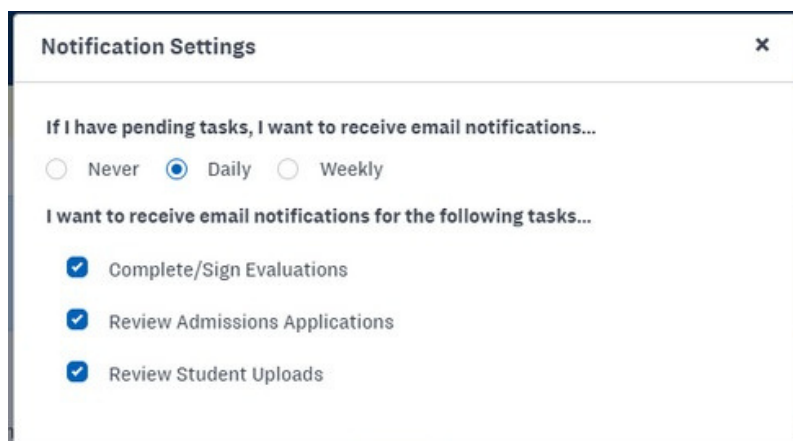


## Adjusting Notification Settings

**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.





## FAQ's

### 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."