

# EDUCATOR

## FOR UNIVERSITY SUPERVISORS

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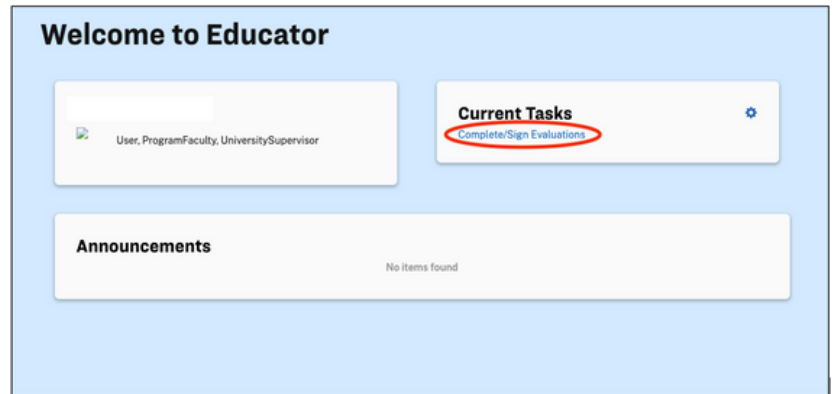
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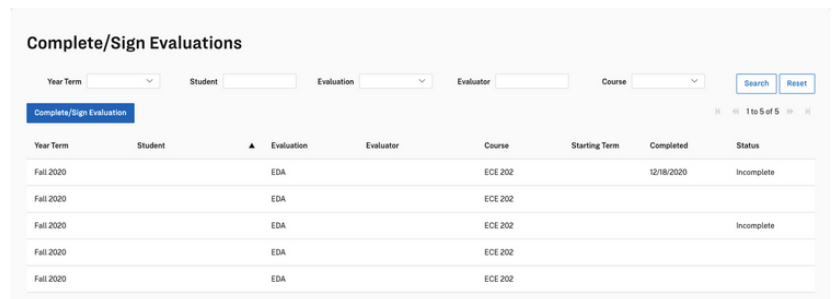
# EDA Instructions

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 evaluations, this link will not be present.)

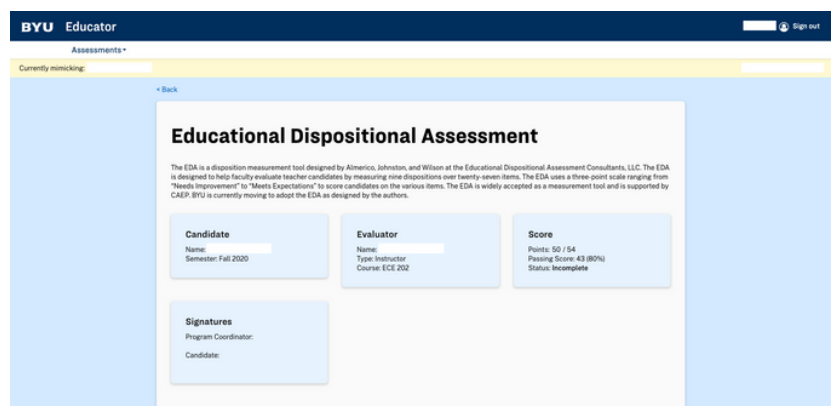


If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields. (Student and evaluator names have been removed from this picture.)



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.



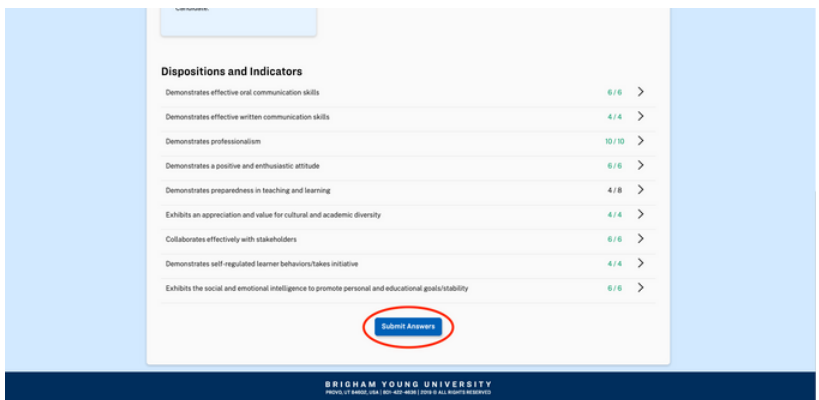
To display the questions associated with a specific disposition or indicator, click on the drop-down arrow. Each question is scored on a scale of 0-2 points, and a passing grade is 80%.

Dispositions and Indicators	
Demonstrates effective oral communication skills	0 / 6 >
Demonstrates effective written communication skills	0 / 4 >
Demonstrates professionalism	0 / 10 >
Demonstrates a positive and enthusiastic attitude	0 / 6 >
Demonstrates preparedness in teaching and learning	0 / 8 >
Exhibits an appreciation and value for cultural and academic diversity	0 / 4 >
Collaborates effectively with stakeholders	0 / 6 >
Demonstrates self-regulated learner behaviors/takes initiative	0 / 4 >
Exhibits the social and emotional intelligence to promote personal and educational goals/stability	0 / 6 >

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. If the score does not update, click on your response again after 5-10 seconds. Leave any relevant comments in the text box at the bottom of each section.

Demonstrates effective oral communication skills			
0 / 6			
	Needs Improvement (0)	Developing (1)	Meets Expectations (2)
Question 1	Does not consistently demonstrate professional oral communication skills as evidenced by making major errors in language, grammar, and word choice	Demonstrates professional oral communication skills as evidenced by using appropriate language, grammar, and word choice for the learning environment, yet makes some common and noticeable errors	Demonstrates strong professional oral communication skills as evidenced by using appropriate language, grammar, and word choice for the learning environment
Question 2	Does not vary oral communication to motivate students as evidenced by monotone voice with visible lack of student participation	Strives to vary oral communication as evidenced of some students demonstrating a lack of participation	Varies oral communication as evidenced by encouraging participatory behaviors
Question 3	Choice of vocabulary is either too difficult or too simplistic	Occasionally uses vocabulary that is either too difficult or too simplistic	Communicates at an age appropriate level as evidenced by explaining content specific vocabulary
Comments			

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 the evaluation. If you need to make changes to an EDA that has already been submitted, please 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](http://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). Then, add comments to the text box, and click the blue “Submit Answers” button.

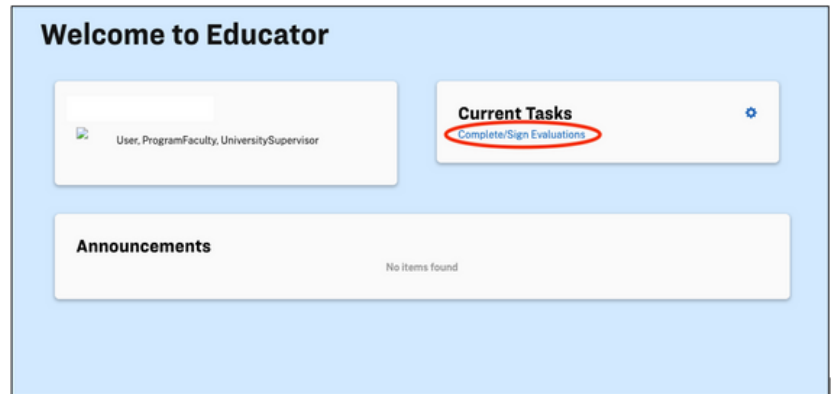
The screenshot shows the 'Clinical Educator Feedback Survey - Mentor Teacher' form within the 'YU Educator' system. The form is titled 'Edit Assessment' and includes the following sections:

- Assessment prepared by the Educator Preparation Program (EPP), to be completed before PAES.**
- Evaluator's feedback for Mentor Teacher**
- Please select the options that describe how accurate the following statements are about the University Supervisor:**
- A scale with four options: Strongly Disagree (0), Disagree (2), Agree (3), and Strongly Agree (4).
- Four statements with radio button options:
  - Communicated and collaborated with BYU faculty. (Selected: Strongly Agree)
  - Maintained a supportive presence when the candidate was teaching. (Selected: Strongly Agree)
  - Helped the candidate improve his or her practice. (Selected: Strongly Agree)
  - Used BYU's PAES instrument to provide formative and summative feedback. (Selected: Strongly Agree)
- Other comments/suggestions, or strengths of the university supervisor that you have not mentioned:**
- A text box containing the following text: "\_\_\_\_\_ loves to have students from BYU in her classroom. She takes time with them to answer their questions and direct their efforts in positive ways. She is easy to work with, has evaluations done in a timely manner and is pleasant and positive to be around."

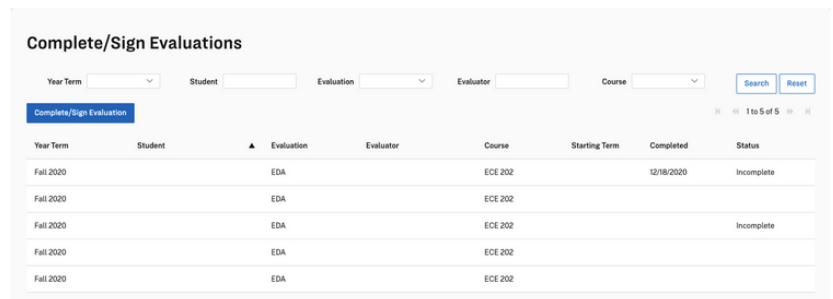
# PAES Instructions

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

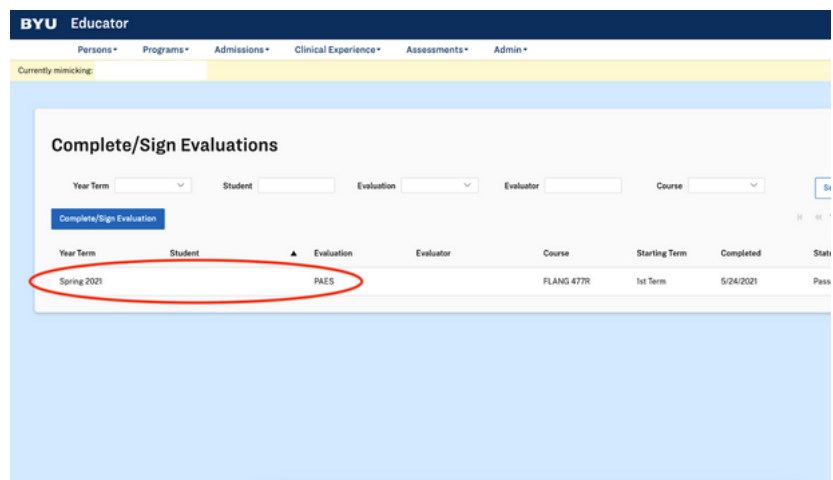
On the homepage, you will see a box called "Current Tasks." Click the blue "Complete/Sign Evaluations" link to see all current evaluations assigned to you. (If there aren't any, this link will not be present.)



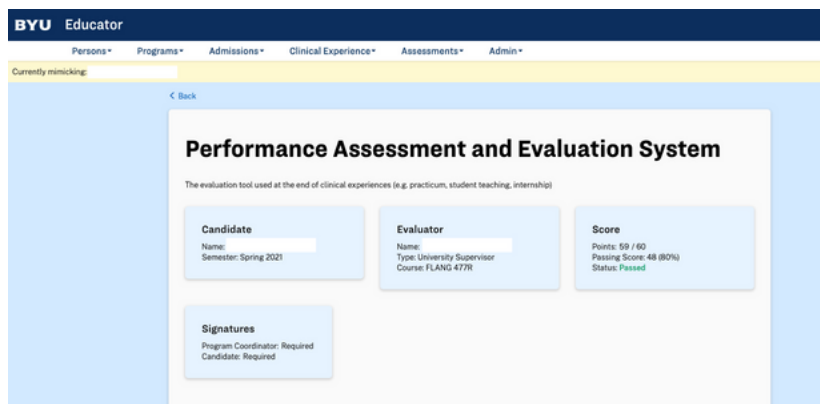
If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields. (Student and evaluator names have been removed from this picture.)



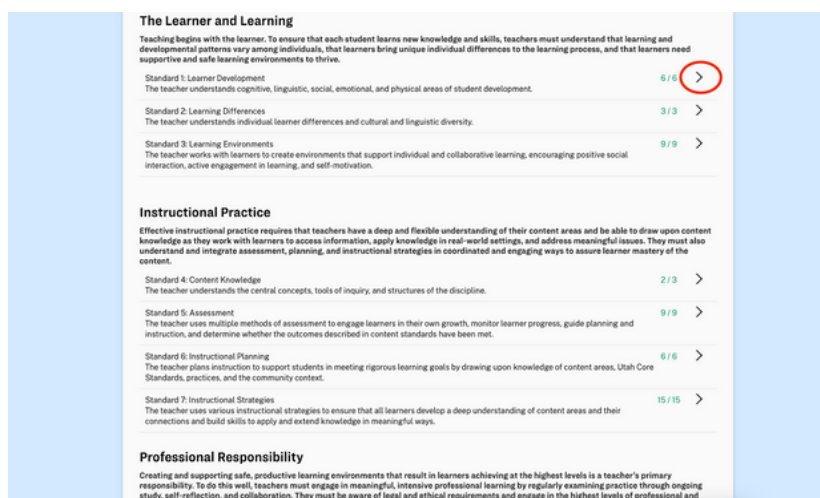
Double click on the desired evaluation to begin filling it out.



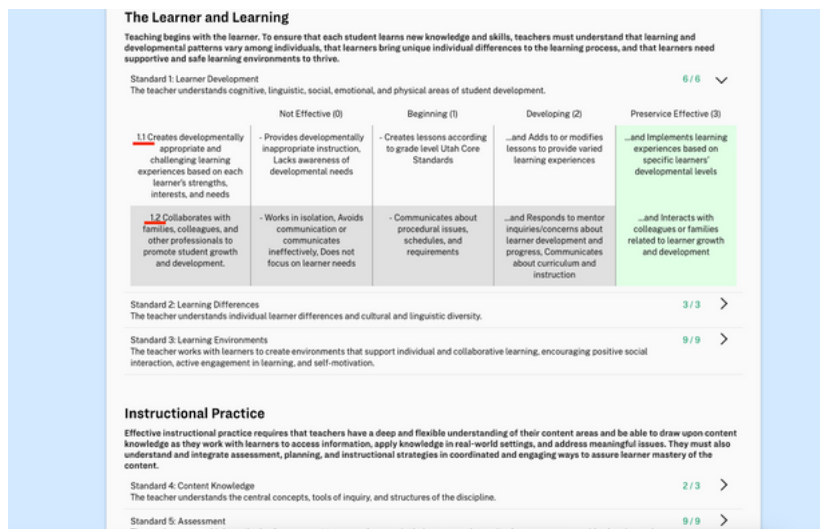
At the top of the evaluation is information identifying the candidate, evaluator, and score of the evaluation. Note that upon completion, the PAES will be reviewed and signed by the program coordinator and student.



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. If the score does not update after 5-10 seconds, click on the desired response a second time.



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 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](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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## FAQ's

### QUESTION

One of the students I need to evaluate isn't in my current tasks. How do I complete their evaluation?

### ANSWER

This means that the student either doesn't have a field placement created yet or they were assigned to the wrong supervisor. Please reach out to the program coordinator so they can correct the listed university supervisor on the field placement.

### QUESTION

I have a student in my current tasks that I did not evaluate. How do I clear that task from my account?

### ANSWER

This means that the student was assigned to the wrong supervisor. Please reach out to the program coordinator so they can correct the listed university supervisor on the field placement.

### QUESTION

I have a duplicate evaluation for a student (eg. two EDA's for the same student and the same course). Do I have to fill it out twice?

### ANSWER

No! First verify that it is really a duplicate, then call or email EPP Support at 801-422-1190 or [eppsupport@byu.edu](mailto:eppsupport@byu.edu) and we will remove the duplicate evaluation for you.