EDUCATOR FOR 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 evaluations, this link will not be present.)

elcome to Educator		
Cuser, ProgramFaculty, UniversitySupervisor	Current Tasks	٥
Announcements	No items found	

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.

Complete/Sign Evaluations		

Year Term	 ✓ Student 	Evaluation	 Evaluator 	Course	• v		SEARCH RESET
COMPLETE/SIGN EVAL	HIDE DUPLICATES						H et 1 to 18 of 18 H H
Year Term	Student	Evaluation	Evaluator	Course	Starting Term	Completed	Status
Winter 2025		TCA_MT		SFL 476			
Winter 2025		EDA		SFL 476			



EDA Instructions

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	5/6	>
Demonstrates effective written communication skills	3/4	>
Demonstrates professionalism	9 / 10	>
Demonstrates a positive and enthusiastic attitude	6/6	>
Demonstrates preparedness in teaching and learning	6/8	>
Exhibits an appreciation and value for cultural and academic diversity	4/4	>
Collaborates effectively with stakeholders	6/6	>
Demonstrates self-regulated learner behaviors/takes initiative	2/4	>
Exhibits the social and emotional intelligence to promote personal and educational goals/stability	6/6	>



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.



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.

Before completing a TCA 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.

Clinical Educator Feedback Survey - University Supervisor

Assessment prepared by the Educator Preparation Program (EPP), to be completed after

Evaluator's Feedback for University Supervisor

Please select the options that describe how accurate the following statements are about the University Supervisor:

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
Communicated and collaborated with you as the mentor teacher.	0	0	۲	0
Maintained a supportive presence when the candidate was teaching.	0	0	۲	0
Helped the candidate improve his or her practice.	0	0	۲	0
Other comments/suggestions, or strengths of the university supervisor that you	have not mentioned:			

TCA Instructions

Log in to Educator at 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.)

User, ProgramFaculty, UniversitySupervisor	Current Tasks	۰
Announcements	No items found	

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.

Complete/Sign Evaluations								
Year Term	 ✓ Student 		Evaluation	V Evaluator	c	burse 🔍 👻		SEARCH RESET
COMPLETE/SIGN EVA	HIDE DUPLICATES							H + 1 to 18 of 18 H H
Year Term	Student		Evaluation	Evaluator	Course	Starting Term	Completed	Status
Winter 2025			TCA_MT		SFL 476			
Winter 2025			EDA		SFL 476			

TCA Instructions

At the top of the evaluation is information identifying the candidate, evaluator, and score of the evaluation. Note that upon completion, the TCA 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 TCA that has already been submitted, you can contact the EPP support staff at (801) 422-1190 or eppsupport@byu.edu for assistance.

FAQs

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.

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

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?

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