

# EDUCATOR

## FOR PROGRAM COORDINATORS

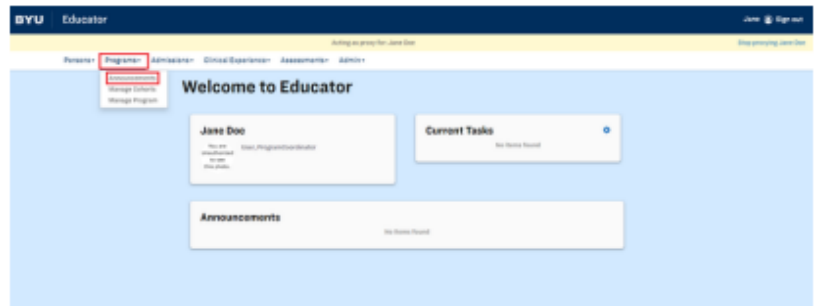
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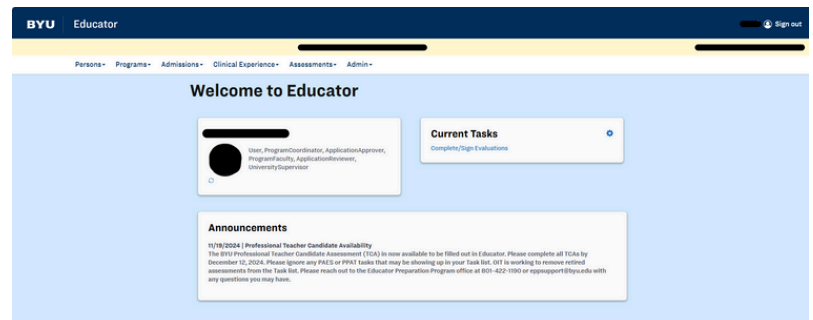
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## Programs - Announcements

To see any announcements that may be pertinent to you made by the administrators, click on the "Programs" tab, then click on "Announcements".



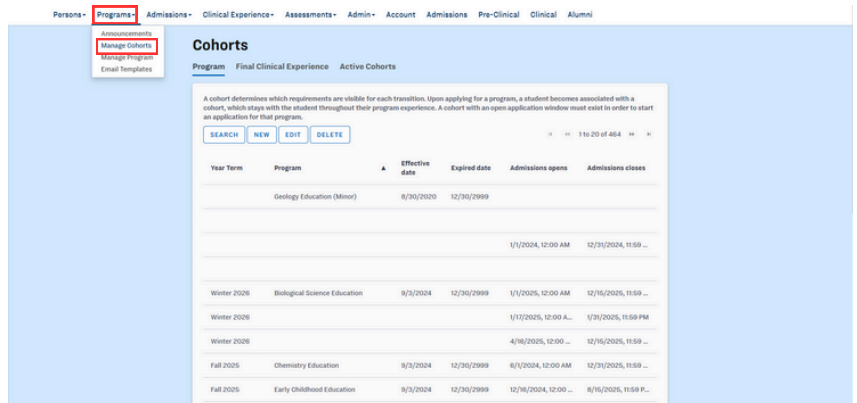
You can also view any announcements on Educator's home page.



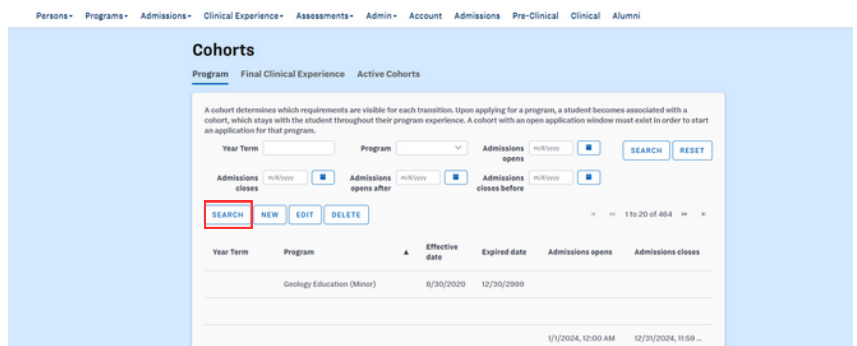
## Programs - Manage Cohorts

A cohort is the semester that a student begins classes as an accepted student in a given program. In order for a student to apply for any program, the program coordinator must open new cohorts for the semesters they would like students to be able to apply.

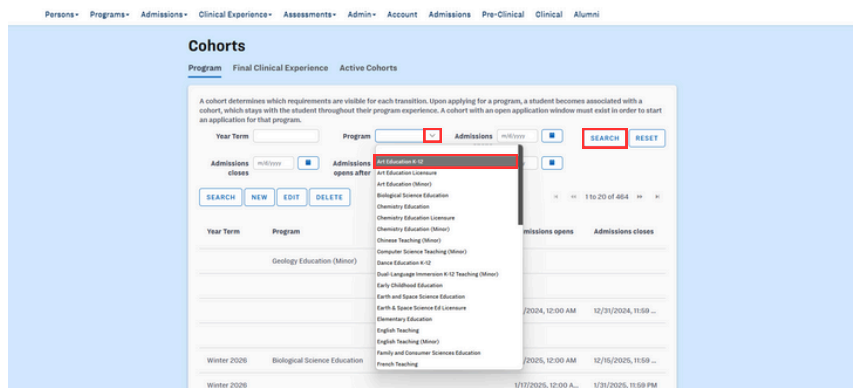
In order to see all cohorts, click on "Programs", then click on "Manage Cohorts".



Click on "Search" to search for your desired cohorts.



The easiest way to find your program and see what cohorts are currently open is to click on the Program filter with the drop down arrow and select your desired program. Once you've selected the program, click on "Search".



## Programs - Manage Cohorts

In order to open a cohort, click on "New".

The screenshot shows the 'Cohorts' management page. At the top, there's a navigation bar with links like 'Persons', 'Programs', 'Admissions', etc. Below it, the 'Cohorts' section is active. A description explains that a cohort determines requirements for each transition. There are input fields for 'Year Term', 'Program', 'Admissions opens', and 'Admissions closes'. A table at the bottom lists existing cohorts. The 'NEW' button is highlighted with a red box.

In the "Edit Cohort" popup window, click on the blue arrow next to the program, then expand the text box until you can see the expired date.

The screenshot shows the 'Edit Cohort' popup window. It has fields for 'Program' and 'Year term'. The 'Program' field has a blue arrow icon next to it, which is highlighted with a red box.

Click on whichever program option you're looking for that has the furthest date out in the future. This will be illustrated with the Art Education minor in the photo. Click on the row you want, then click "Select".

The screenshot shows the 'Select a program...' popup window. It has a table with columns: 'Program id', 'Long description', 'Program type', 'Effective date', and 'Expired date'. The row for 'Art Education' with an expiration date of 8/27/2022 is highlighted with a red box. The 'SELECT' button is also highlighted with a red box.

Next, select the year term (semester) you want this cohort to be for using the drop-down arrow. Finally, put in the Admissions opens date and the Admissions closes date. This is simply the day the application will be available to students and the day the application closes for that year term. The admission open and close dates are entirely up to your programs discretion. Finally, click "Save & Update Application Due Dates".

The screenshot shows the 'Edit Cohort' popup window. It has fields for 'Program' (Art Education (Minor)), 'Year term' (Winter 2025), 'Admissions opens' (m/d/yyyy), and 'Admissions closes' (m/d/yyyy). At the bottom, there are three buttons: 'SAVE', 'SAVE & UPDATE APPLICATION DUE DATES' (highlighted with a red box), and 'CANCEL'. A note states: 'The closing time will default to 11:59 PM on the date selected.'

## Programs - Manage Cohorts

To edit a cohort, go to the same spot and search for your desired program and year term once more.

The screenshot shows the 'Cohorts' management page. At the top, there are tabs for 'Program', 'Final Clinical Experience', and 'Active Cohorts'. Below the tabs is a search area with fields for 'Year Term', 'Program', 'Admissions opens', and 'Admissions closes'. A table lists cohorts for 'Art Education K-12' across three year terms: Fall 2023, Fall 2022, and Winter 2022. The table columns are Year Term, Program, Effective date, Expired date, Admissions opens, and Admissions closes. The 'Fall 2023' row is highlighted in gray.

Year Term	Program	Effective date	Expired date	Admissions opens	Admissions closes
Fall 2023	Art Education K-12	8/31/2020	12/31/2099	4/1/2023, 12:00 AM	8/1/2023, 11:59 PM
Fall 2022	Art Education K-12	8/31/2020	12/31/2099	8/1/2022, 12:00 AM	1/16/2023, 11:59 PM
Winter 2022	Art Education K-12	8/31/2020	12/31/2099	1/16/2022, 12:00 ...	4/16/2022, 11:59 P...

Double click on the cohort that requires editing or click once to highlight it gray, and then select the “Edit” button.

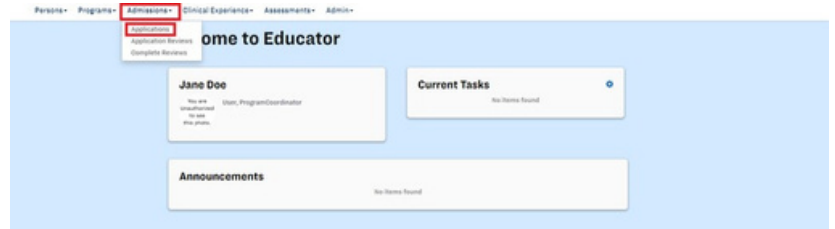
This screenshot is similar to the previous one, but the 'EDIT' button in the search area is highlighted with a red box. Additionally, the 'Fall 2023' row in the table is highlighted with a red box.

In the “Edit Cohort” popup window, alter your admissions opening and closing dates. Then click the blue “Save & Update Application Due Dates” button. Note that if you click “Save,” your changes will not be reflected in any student applications.

The screenshot shows the 'Edit Cohort' popup window. It contains fields for 'Program' (Art Education K-12), 'Year term' (Fall 2023), 'Admissions opens' (4/1/2023), and 'Admissions closes' (9/1/2023). At the bottom, there is a blue button labeled 'SAVE & UPDATE APPLICATION DUE DATES' and a gray button labeled 'CANCEL'. A note at the bottom states: 'The closing time will default to 11:59 PM on the date selected.'

# Admissions - Applications

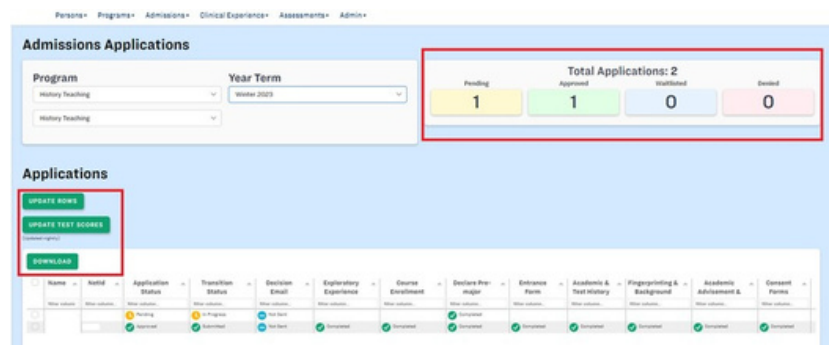
To view or approve any applications for a specific cohort, go to "Admissions", then click on "Applications".



Search for the program you want to see by clicking on the program drop down arrow. You will only see programs that you are over. Next, click on the year term drop down arrow to select a cohort.



If you don't see any students showing up, click on the "Update Rows" button. You can also update test scores and download an Excel copy of what is showing on Educator by clicking on those respective buttons.



# Admissions - Applications

To view the GPA and exam scores of an individual student, click the checkbox to the left of the student's name. A gray box with this information will appear above the admissions applications table.

Averages for selected students

GPA:

Math:  Reading:  Writing:

ACT:  SAT:  PRAXIS:

DOWNLOAD

Name	Noted	Application Status	Transition Status	Decision Email	Exploratory Experience	Course Enrollment	Declare Pre-major	Entrance Exam	Academic & Test History	Fingerprinting & Background	Academic Advisement & Support	Consent Forms
<input checked="" type="checkbox"/>		Pending										

Selecting more than one student at a time will give you an average of their GPA's and scores, which is important because you are required by BYU policy to maintain a specific cohort and individual average for test scores and GPA's.

Averages for selected students

GPA:

Math:  Reading:  Writing:

ACT:  SAT:  PRAXIS:

DOWNLOAD

Name	Noted	Application Status	Transition Status	Decision Email	Exploratory Experience	Course Enrollment	Declare Pre-major	Entrance Exam	Academic & Test History	Fingerprinting & Background	Academic Advisement & Support	Consent Forms
<input checked="" type="checkbox"/>		Pending										
<input checked="" type="checkbox"/>		Pending										
<input checked="" type="checkbox"/>		Pending										
<input checked="" type="checkbox"/>		Pending										

To officially accept, deny, or waitlist an applicant, click on the checkbox to the left of the student's name. When an applicant is selected, it will highlight in blue, and a gray box will appear above the application list. Click on the desired icon to accept, waitlist, or deny the applicant. This will immediately update the application status.

Applications

UPDATE ROWS

UPDATE TEST SCORES

Accept Waitlist Deny

Averages for selected students

GPA:

Math:  Reading:  Writing:

ACT:  SAT:  PRAXIS:

DOWNLOAD

Name	Noted	Application Status	Transition Status	Decision Email	Exploratory Experience	Course Enrollment	Declare Pre-major	Entrance Exam	Academic & Test History	Fingerprinting & Background	Academic Advisement & Support	Consent Forms
<input checked="" type="checkbox"/>		Pending										

## Admissions - Applications

Students are not automatically notified of updates in their application status. To send an email to a student or group of students regarding your decision, select the boxes next to the appropriate name(s) and click the "Email" icon next to the "Admission Decision" options. Here you can enter your own text and/or create email templates for future use.

Decision Email Confirmation

Select a Template

Select a Template

AcceptanceExample

▼

Creator

(Insert Text Here)

Do you want to send the emails with this text?

YES

NO

EDIT TEXT

EDIT TEMPLATE

CREATE TEMPLATE



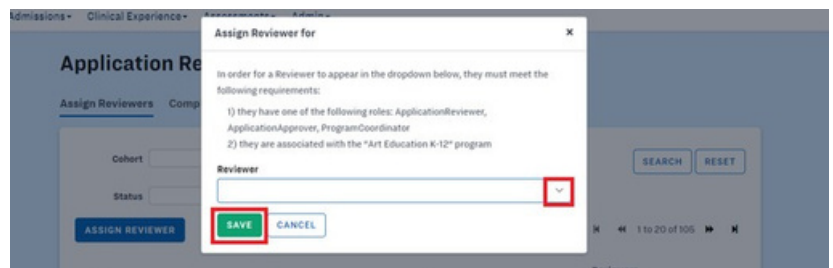
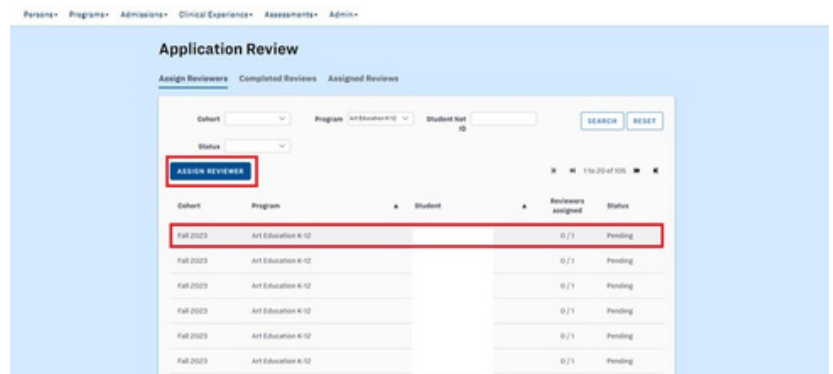
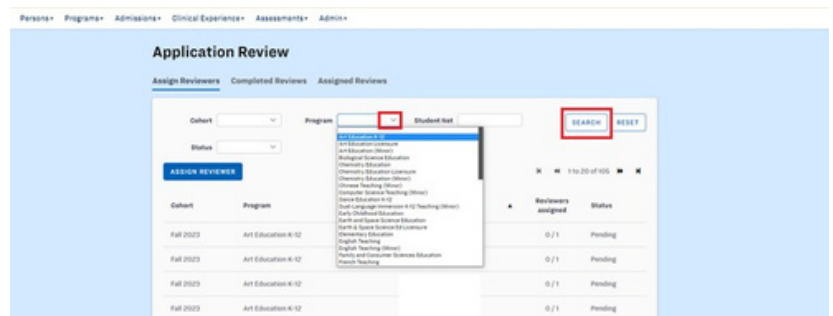
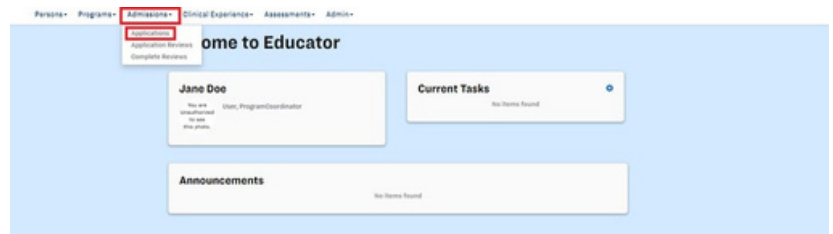
## Admissions - Application Review

To assign faculty members to review a student's application, go to "Admissions", then "Application Reviews". Please note this is not where you will actually complete the review.

Search for the program you want to see by clicking on the program drop down arrow. You can also filter by cohort, the student's net ID, or the application's status.

To assign a review, click on the row of a student that needs to be reviewed, then click on "Assign Reviewer".

In the Assign Reviewer pop-up box, click on the drop down arrow to assign a reviewer. Click on the reviewer's name, then click "Save".

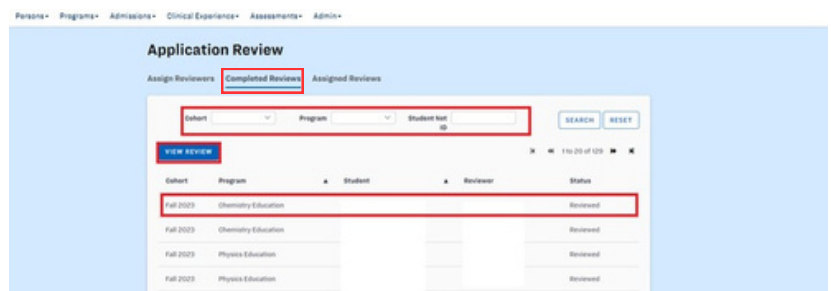


## Admissions - Application Review

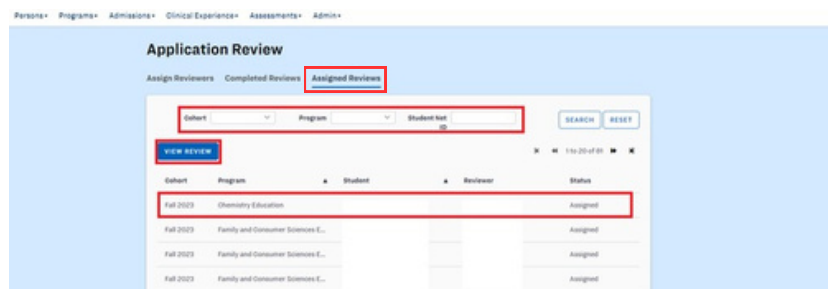
You can see how many reviewers your program requires under the "Reviewers assigned" row. Make sure you assign as many reviewers as needed.

Reviewers assigned	Status
0 / 1	Approved
0 / 1	Pending
0 / 1	Pending

To view completed reviews, click on that tab. Here again, you can filter by cohort, program and net ID. You can also view the review by clicking on the desired row, then "View Review".

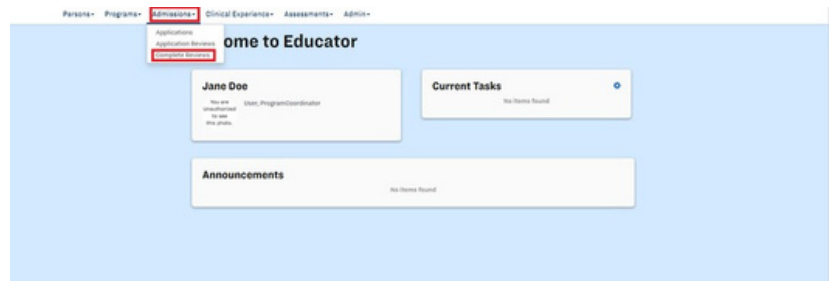


To view assigned reviews, click on that tab. Again, you can filter by cohort, program and net ID.



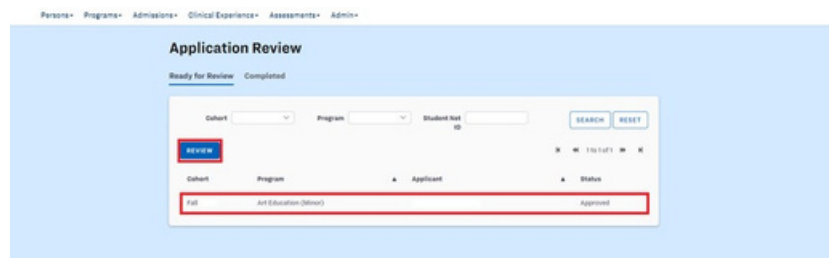
## Admissions - Complete Reviews

To complete any reviews that may have been assigned to you, go to "Admissions", and then click on "Complete Reviews".

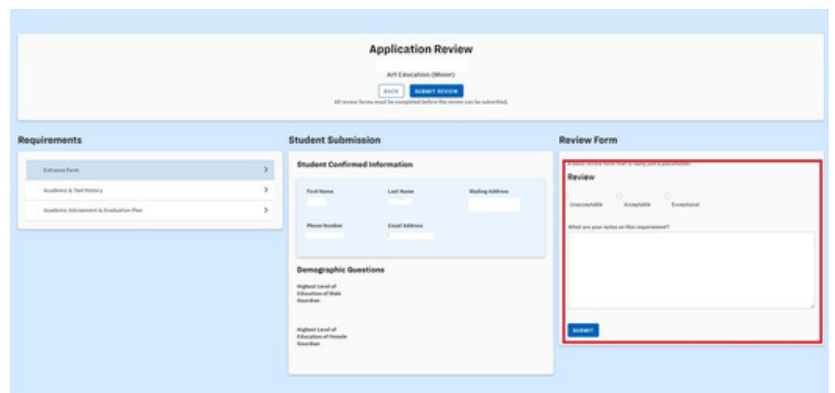


If you have applications to review, they will show up in a list. If you have no applications assigned to you, nothing will show up. You can filter by cohort, program, and net ID here.

To complete a review, click on the row you wish you to review, then click "Review".



Once you are into the application, you will need to review three or more different sections. You will first review the Entrance Form. Review what the student has submitted, then under the Review Form box on the bottom right side of the screen, click whether it is unacceptable, acceptable, or exceptional and type in additional notes. Once you have finished this, click "Submit" to save your notes for this section.



## Admissions - Complete Reviews

Next, click on the "Academic & Test History" section. Follow the same steps here and submit your review form for this section.

Finally, click on the "Academic Advisement & Graduation Plan" section. Follow the same steps and submit your review form for this section. If your program has more than three section, complete the same steps for those sections as well.

Once you have finished reviewing all the sections, go to the top center of the screen and click on "Submit Review". Please note that all of the basic review forms need to be completed before the review can be submitted.

You can view your completed reviews by clicking on that tab. You can also correct past reviews by clicking on the row, selecting "Review", and then changing your response in the basic review form boxes.

Cohort	Program	Applicant	Status
Fall 2022	Art Education (Minor)		Approved
Fall 2021	Art Education (Minor)		Approved
Fall 2020	Art Education (Minor)		Pending

Not every program coordinator has access to student progress, but those who serve as advisors for their students have access to it.

As a program coordinator, the only thing generally used in student progress is granting a student rights to upload their graduation plan.

Requiring rights to be granted is a built-in catch in Educator to make sure that a student meets with an advisor and learns all of the graduation and licensure requirements for their major. Please do not grant rights unless you have actually met with the student.

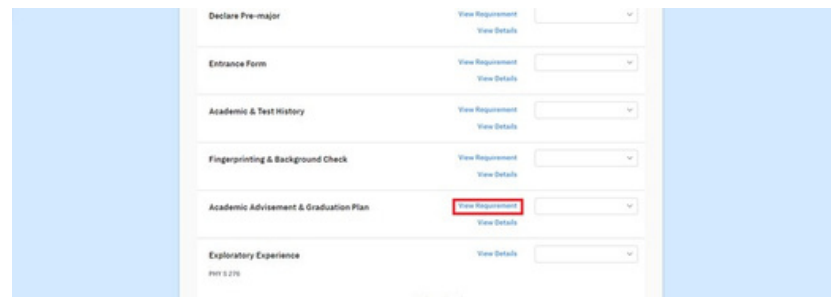
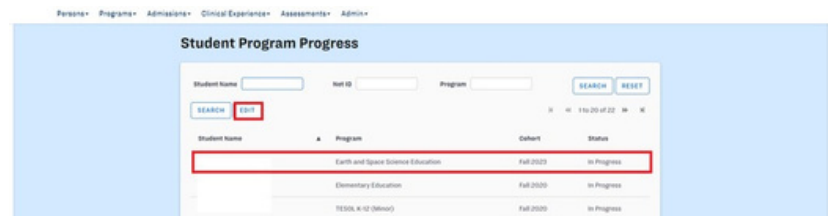
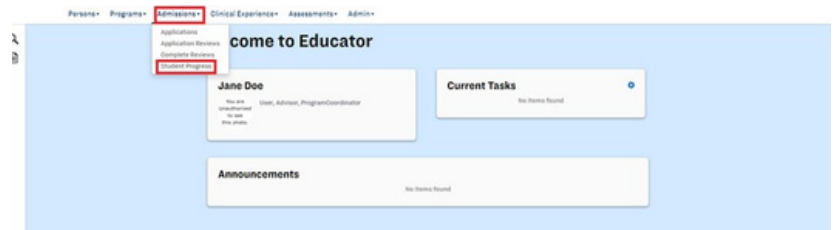
## Admissions - Student Progress

To grant rights, go to "Admissions", then "Student Progress".

Type in your student's name or net ID. Please note that you can only type in the student's first name or last name. If you type in both, the student will not come up. Once the student comes up, double click on their application or select the row and hit "Edit".

Once there, scroll down on their application until you reach the "Academic Advisement & Graduation Plan" requirement. Then, click "View Requirement".

Under Administrator Resources, click "Grant Rights". You can also upload the student's graduation plan for them here.



### Academic Advisement & Graduation Plan

Please meet with your adviser as needed. They can help you adjust or understand your graduation plan, add minors, and direct you to answers for any questions you may have about your major or college experience.

#### Administrator Resources:

Click here to give this student permission to upload a graduation plan.

**GRANT RIGHTS**

You have not uploaded a file yet. Do so below.

**UPLOAD**

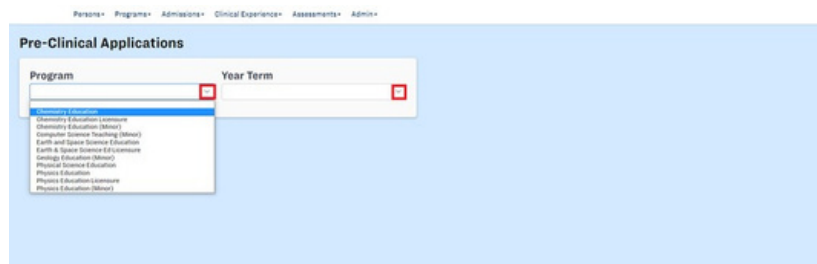
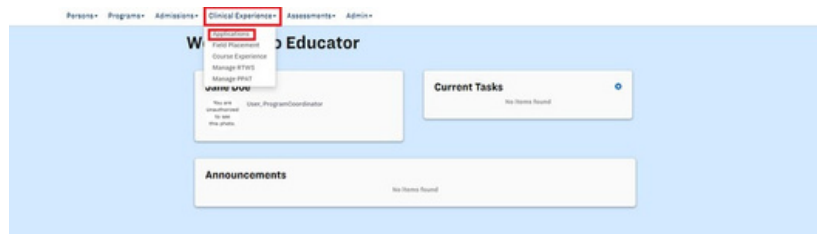
## Clinical Experience - Applications

The Clinical Experience tab is for all things related to practicum and student teaching. In order to approve applications for student teaching, go to "Clinical Experience", then "Applications".

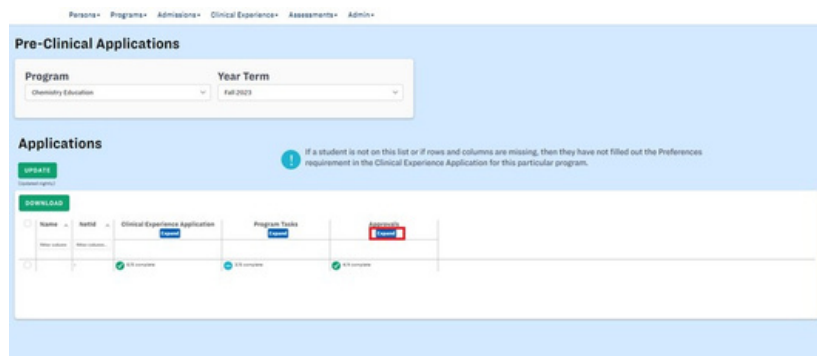
Once there, filter by program and year term. Please note that year term here does not mean the cohort a student is in, but the semester they will be doing their student teaching.

Here you can view a student's clinical experience application and program tasks. If everything in both sections is completed, you can move ahead and approve them for student teaching.

Click on "Expand" underneath Approvals.



Clinical Experience Application <a href="#">Expand</a>	Program Tasks <a href="#">Expand</a>	Approvals <a href="#">Expand</a>
6/6 complete	3/5 complete	4/4 complete
5/6 complete	3/5 complete	4/4 complete
5/6 complete	3/6 complete	3/4 complete
5/6 complete	1/5 complete	Denied!
6/6 complete	3/5 complete	4/4 complete
6/6 complete	3/6 complete	4/4 complete
5/6 complete	1/5 complete	4/4 complete
6/6 complete	3/5 complete	4/4 complete



## Clinical Experience - Applications

Once there, click on the blank space underneath "Program Approval".

The screenshot shows the 'Pre-Clinical Applications' page. At the top, there are filters for 'Program' (Chemistry Education) and 'Year Term' (Fall 2023). Below these are 'UPDATE' and 'DOWNLOAD' buttons. A table lists applications with columns: Name, Email, Clinical Experience Application, Program Tests, Approval, and Field Services. The 'Approval' column is further divided into 'Adviser Approval', 'Program Approval', 'Submitted', 'EPF Approval', and 'Field Services'. A red box highlights the 'Program Approval' sub-column. A message at the top right states: 'If a student is not on this list or if rows and columns are missing, then they have not filled out the Preferences requirement in the Clinical Experience Application for this particular program.'

When the approval pop-up box appears, select to deny, conditionally approve, or approve the student, then click submit.

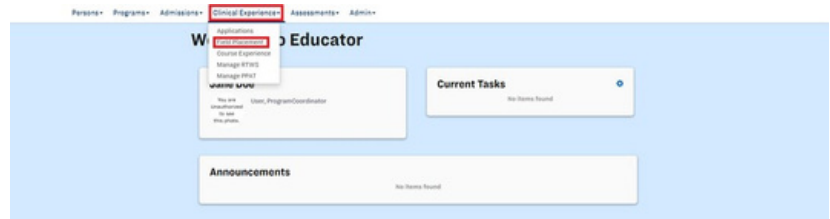
The screenshot shows a 'Submit Review' pop-up box. It has three buttons: 'Approve' (with a green checkmark), 'Conditional Approval' (with a purple checkmark), and 'Deny' (with a red exclamation mark). Below these is a 'Comment' text area. At the bottom are 'SUBMIT' and 'CANCEL' buttons. A red box highlights the 'Approve' button.

Again, only click "Approve" if the student has finished everything. If you two have made plans to finish what is missing, please conditionally approve them, then write pertinent notes in the comments box. When the missing action(s) is completed, you can come back and change the selection to approved. If you forget to approve a student's application for student teaching they will not show up under Clinical Experience.

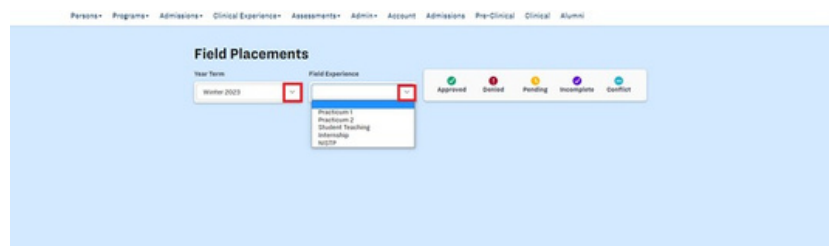


## Clinical Experience - Field Placements

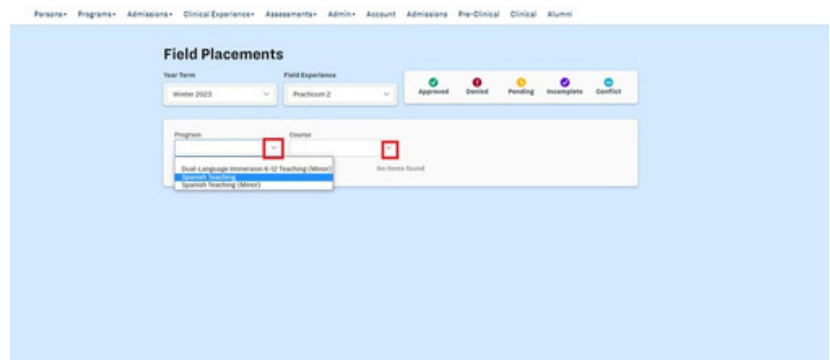
To create a practicum, student teaching, or internship field placement, go to "Clinical Experience", then "Field Placements".



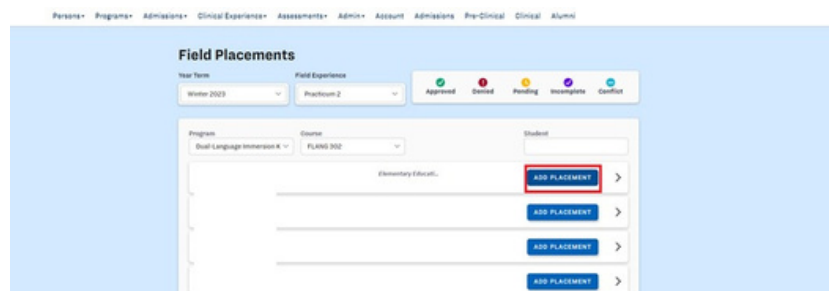
Once there, put in the year term or semester the student will be doing their field placement in, then what type of field experience it will be (eg. practicum, student teaching, etc.)



To do a practicum placement, click on the practicum option, then put in your program and course information for the placements you wish to enter.



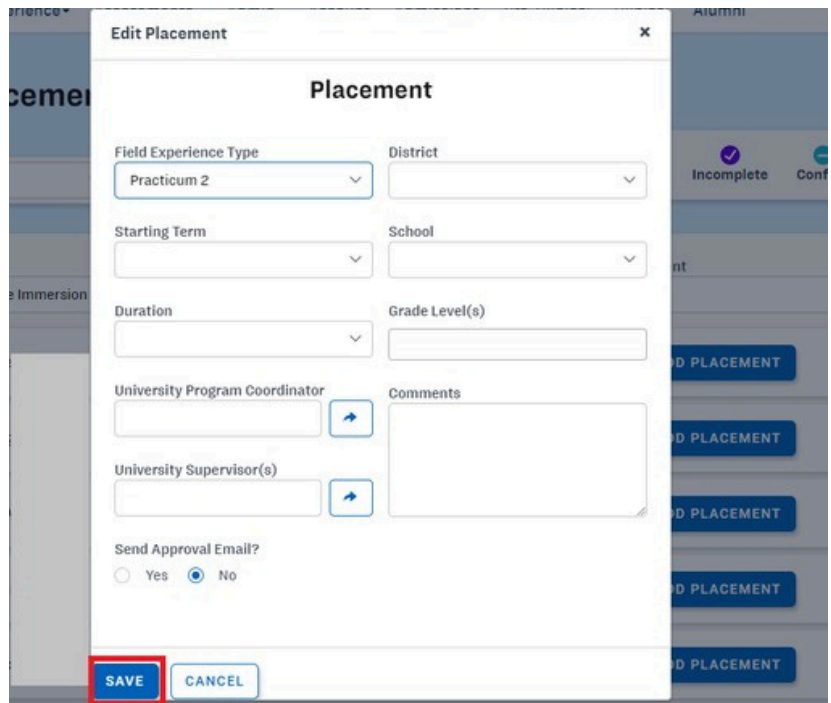
To add a placement, click "Add Placement".



## Clinical Experience - Field Placements

Enter in the placement information for the student. You will need to fill in all of the boxes except the comments box in order for the placement to be marked as complete. For practicum placements, you do not insert a mentor teacher.

Once you are finished, click "Save", then repeat these actions for the remaining students.



The screenshot shows a web application interface for editing a placement. The main window is titled "Edit Placement" and contains a form titled "Placement". The form has several fields: "Field Experience Type" (a dropdown menu with "Practicum 2" selected), "District" (a dropdown menu), "Starting Term" (a dropdown menu), "School" (a dropdown menu), "Duration" (a dropdown menu), "Grade Level(s)" (a text input field), "University Program Coordinator" (a text input field with a blue arrow icon to its right), "University Supervisor(s)" (a text input field with a blue arrow icon to its right), and "Comments" (a large text area). At the bottom of the form, there is a "Send Approval Email?" section with two radio buttons: "Yes" and "No" (which is selected). Below the form, there are two buttons: "SAVE" (highlighted with a red box) and "CANCEL".

Follow these same instructions for student teaching and internship placements, except you will enter a mentor teacher as well. The mentor teacher will also needed to be approved by the Education Advisement Center before any evaluations can be filled out which takes some time, so please plan for that.

## Clinical Experience - Field Placements

There are several things that are important to note under a field placement.

Click on the drop-down arrow, and it will show you the student's placement information.

To view the status of a placement's approval process, click on "View Progress".

To edit a placement's information, click on "Edit". Please note that once a student teaching or internship placement is made, the mentor teacher can only be changed through the Education Advisement Center.

To view what evaluations have been done or to assign evaluations for a placement, click on "View Evaluations".

To delete a placement, click on "Delete". This button is rarely, if ever, used.

The screenshot displays the 'Field Placements' interface. At the top, there's a navigation bar with links like 'Persons', 'Programs', 'Admissions', 'Clinical Experience', 'Assessments', 'Admin', 'Account', 'Admissions', 'Pre-Clinical', 'Clinical', and 'Alumni'. Below this, the 'Field Placements' section shows filters for 'Year Term' (Winter 2023) and 'Field Experience' (Student Teaching). A table lists placements, with one highlighted: 'Student Teaching Winter 2023 - 2nd Term 4 Weeks'. To the right of this row, a red box highlights the 'APPROVED' status and three action buttons: 'View Progress', 'Edit', and 'Delete'. Below the table, a 'Placement Progress' modal is open, showing a progress bar with five steps: Program, Field Services, District, School, and Final. All steps are marked with green checkmarks. The modal also displays the status 'Approved' and a message: 'The placement has been approved. Mentor teachers that are associated with this placement will receive an email notifying them of the approval as well as instructions about how to setup an Educator account, if they have not already done so.' Below this, there's a 'Status' dropdown set to 'Approved' and a 'Comments' text area containing 'Auto-approved'. At the bottom of the modal are three buttons: 'SAVE', 'SAVE & SEND EMAILS', and 'CANCEL'. Below the modal, an 'Assignment Checklist' table is visible, showing a list of evaluators and their roles.

Evaluator	Role	Evaluation	Status
University Super...	EDA	Comple...	
Mentor Teacher	PAES	Comple...	
University Super...	PAES	Comple...	

Please also note the key at the top right of every field placement page.

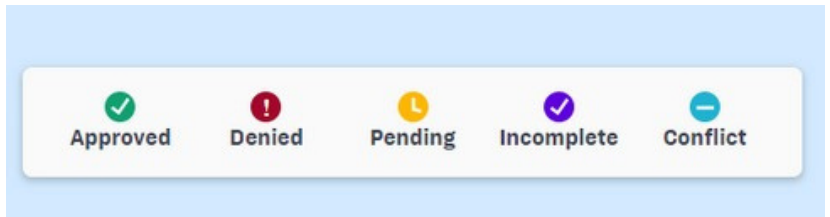
A green checkmark means the placement is approved and ready to go.

A red exclamation mark means that the EAC denied the chosen mentor teacher and the mentor will need to be switched.

A yellow sign means the EAC hasn't approved or denied the mentor yet.

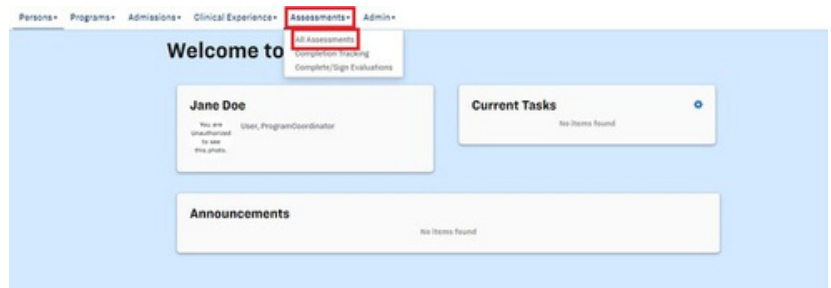
A purple checkmark means that the placement is missing information.

A blue hyphen means that the student has two conflicting placements.

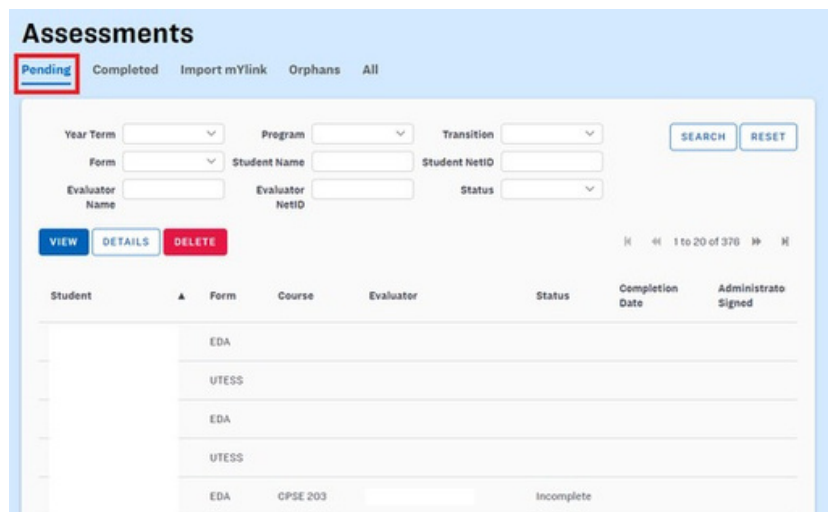


## Assessments - All Assessments

To view the status of your students' assessments in one location, go to "Assessments", then "All Assessments". The only two tabs here you should need to use are "Pending" and "Completed".

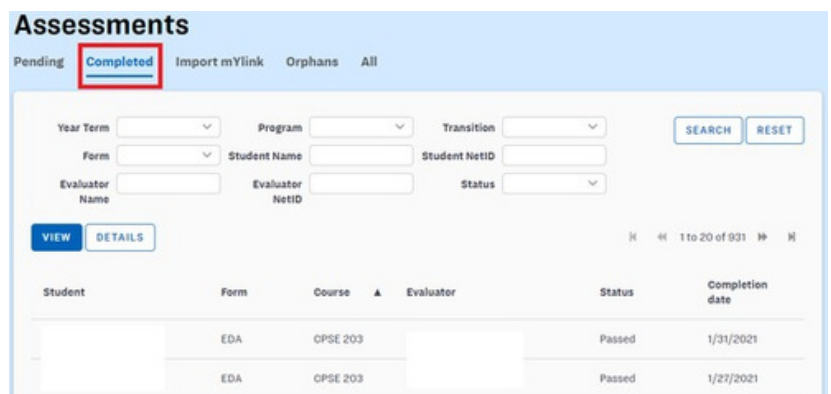


Under "Pending", you will find all of your students' evaluations that have not been entirely completed yet.



There are several filter options here to look for whichever student you want to check on.

Under "Completed", you will find all of your students' evaluations that are all the way finished.



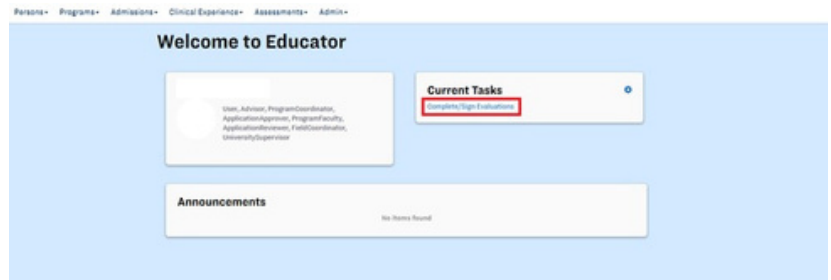
There are several filter options here as well.

## Assessments - Signing TCA Evaluations

To complete or sign evaluations, go to "Assessments", then "Complete/Sign Evaluations", or go to your homepage and click the blue hyperlink entitled the same thing under current tasks. If there is no hyperlink, you have no evaluations to complete.

If needed, you can search for a specific evaluation using the "Year Term," "Student," "Evaluation," "Evaluator," and/or "Course" search fields, then double click on the desired evaluation or click on the row once and click "Complete/Sign Evaluation".

Review the TCA evaluation, then scroll to the bottom and click where it asks for the reviewer signature and enter your name. Then click "Save". Once the evaluation has been saved or submitted, it will disappear from your current tasks box and will move to the completed section of All Assessments.



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

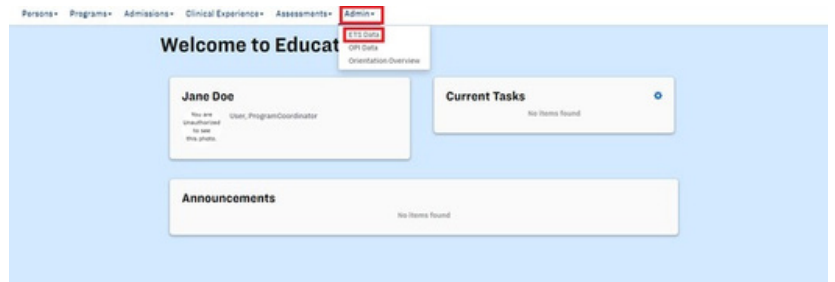
You have used 232 out of 5,000 allowed characters.  
You have used 42 out of 800 allowed words.

Reviewer Signature

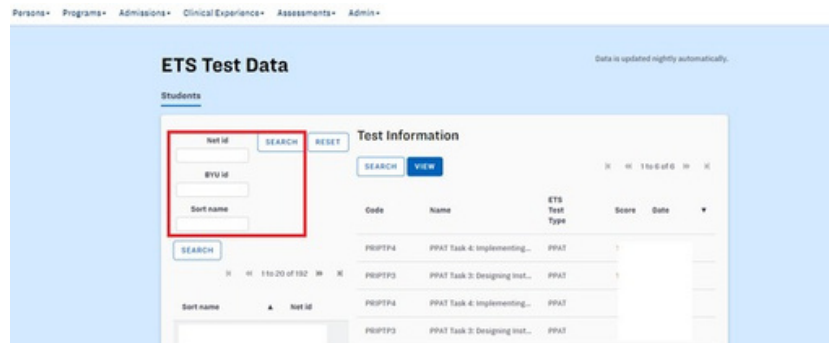
Candidate Signature

## Admin - ETS Data

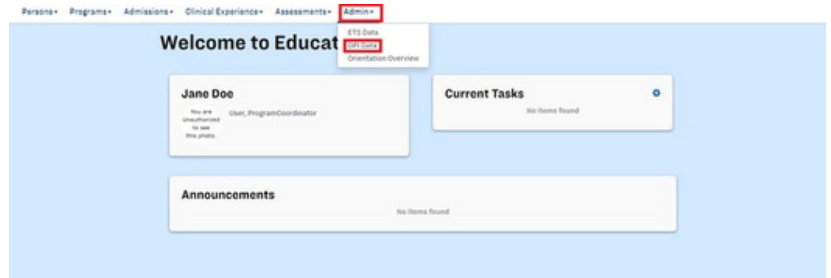
To view your students' ETS scores , go to "Admin", then "ETS Data".



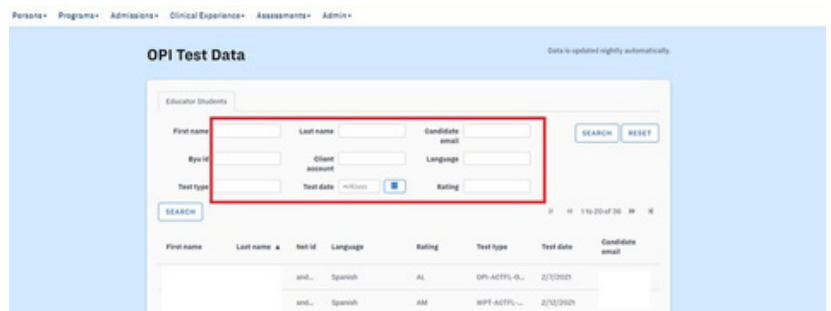
You can search here by Net ID, BYU ID, or name.



To look up your students Oral Proficiency Data, go to "Admin", then "OPI Data".



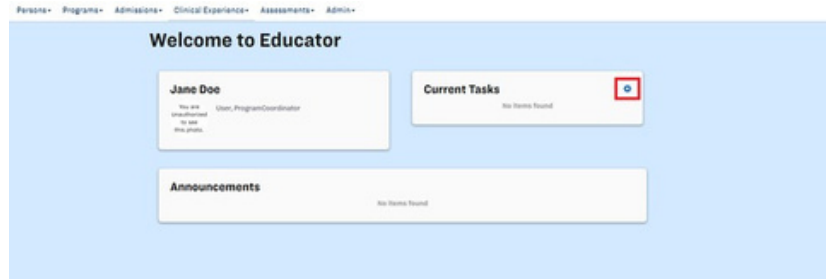
There are several search field options here as well for your convenience.



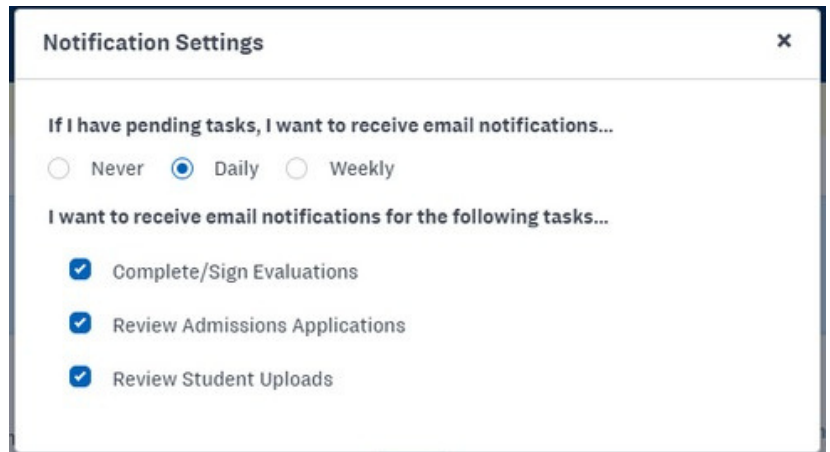


## Notification Settings

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 preference.



### QUESTION

One of my student's applications isn't showing up in Clinical Experience Applications, but I know they're student teaching this semester. What do I do?

### ANSWER

The student is not showing up because they have not selected their preferences on their student teaching application, or they selected a different semester on accident. Reach out to the student and ask them to complete their preferences on their Pre-Clinical tab. If they need further help, direct them to our office!

### QUESTION

One of my students is trying to apply for my program but the program isn't showing up as an option for them. What does that mean?

### ANSWER

This means that you do not have an open cohort currently. Please refer to pages 3-4 to see how to open a cohort, and page 5 for how to edit a cohort.

### QUESTION

My field placement for my student teacher has not been approved yet. How do I speed up this process?

### ANSWER

Email or call the Education Advisement Center (EAC). They have 2-3 advisors that are in charge of approving placements, so letting them know you are waiting on approval often speeds this up!

### QUESTION

I need to change the mentor teacher on a field placement, why isn't it letting me do that myself?

### ANSWER

For quality assurance, the EAC likes to handle mentor teacher changes themselves once a placement has been approved. To change a mentor teacher, email the placement information and desired change to [eac.frontdesk@byu.edu](mailto:eac.frontdesk@byu.edu) and they will change that for you!

### QUESTION

I accidentally submitted the wrong score for a student on an evaluation. How do I fix it?

### ANSWER

Email our office at [eppsupport@byu.edu](mailto:eppsupport@byu.edu) and we will send you screenshots so that you can change the evaluation to reflect the score you meant to give.

### QUESTION

Why aren't any students showing up under applications?

### ANSWER

Try hitting "Update Rows"! If students still aren't showing up, it may just be that no one has applied to that cohort.