EDUCATOR USER GUIDE

for

PROGRAM COORDINATORS

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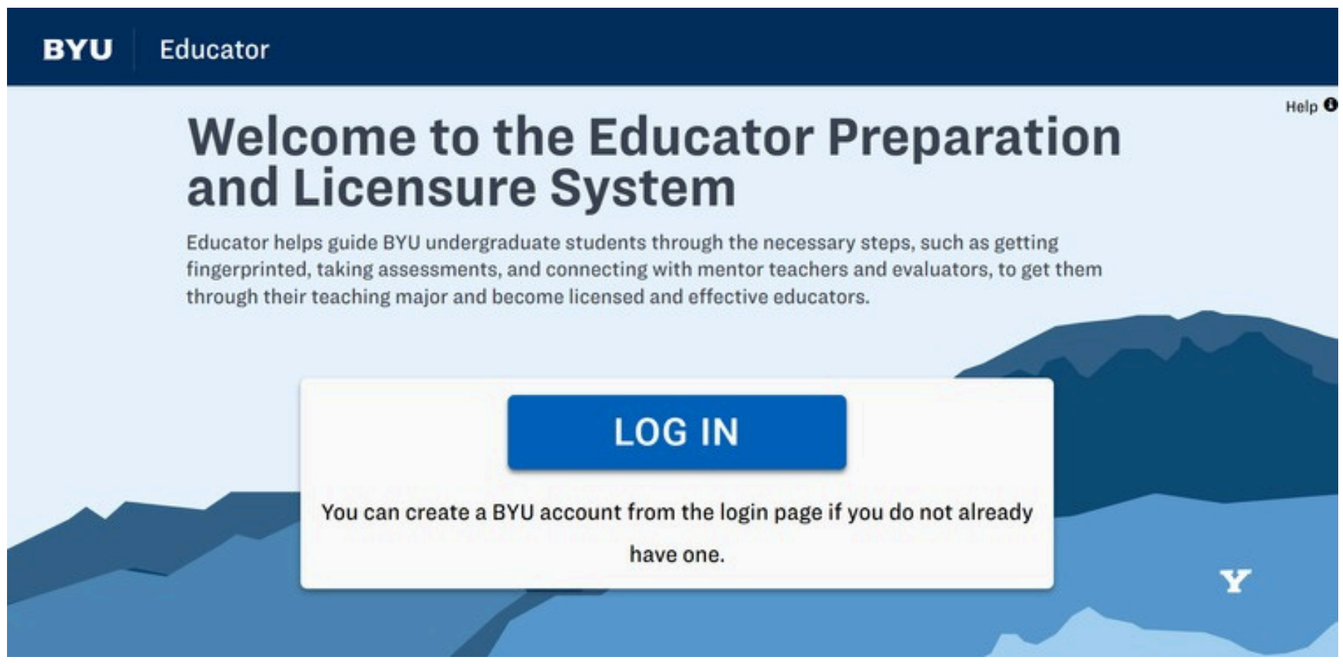
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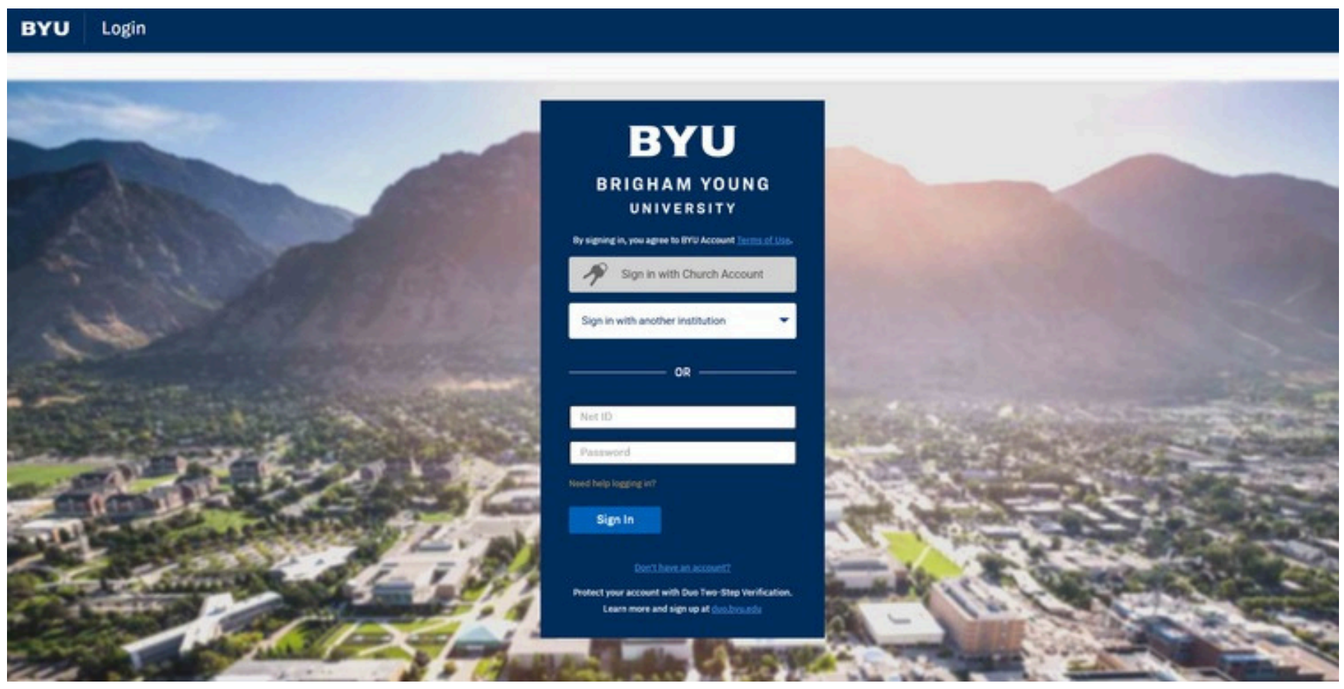
GETTING STARTED

Open a web browser and go to educator.byu.edu

Click the blue "**Log In**" button (even if you don't have an account).

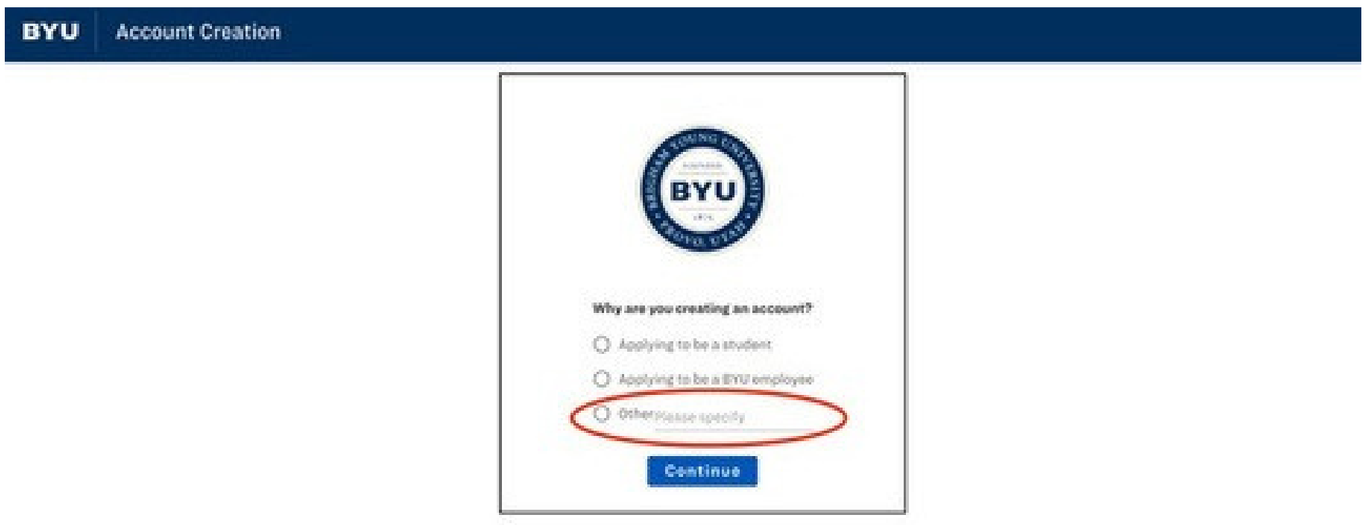


Enter your BYU credentials, or click "**Don't have an account?**" to create one.



You will be redirected to 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. These will be used to log in to Educator.

If you have trouble creating a BYU account or have forgotten your NetID or password contact **BYU IT** at (801) 422- 4000. Please call the **EPP Office** at (801) 422- 1190 with other questions



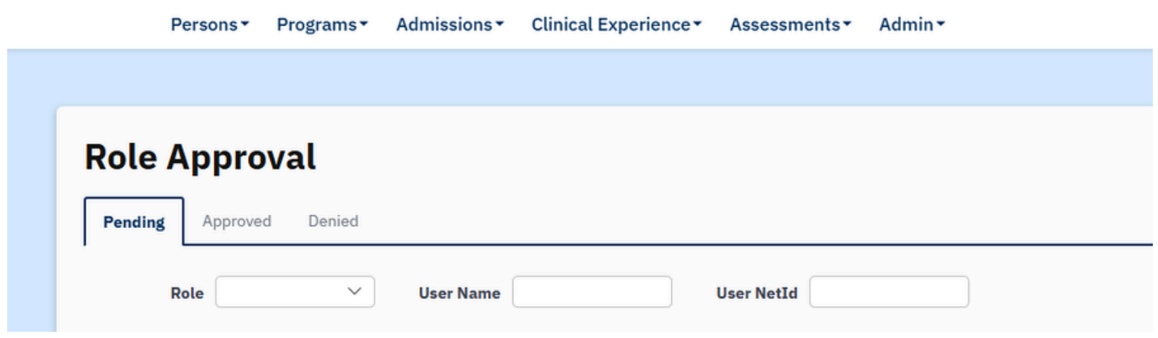
WHAT YOU CAN SEE



On your main page in Educator, you will find a bar across the top with different drop down options as shown above. This section shows what you can see, but not always edit.

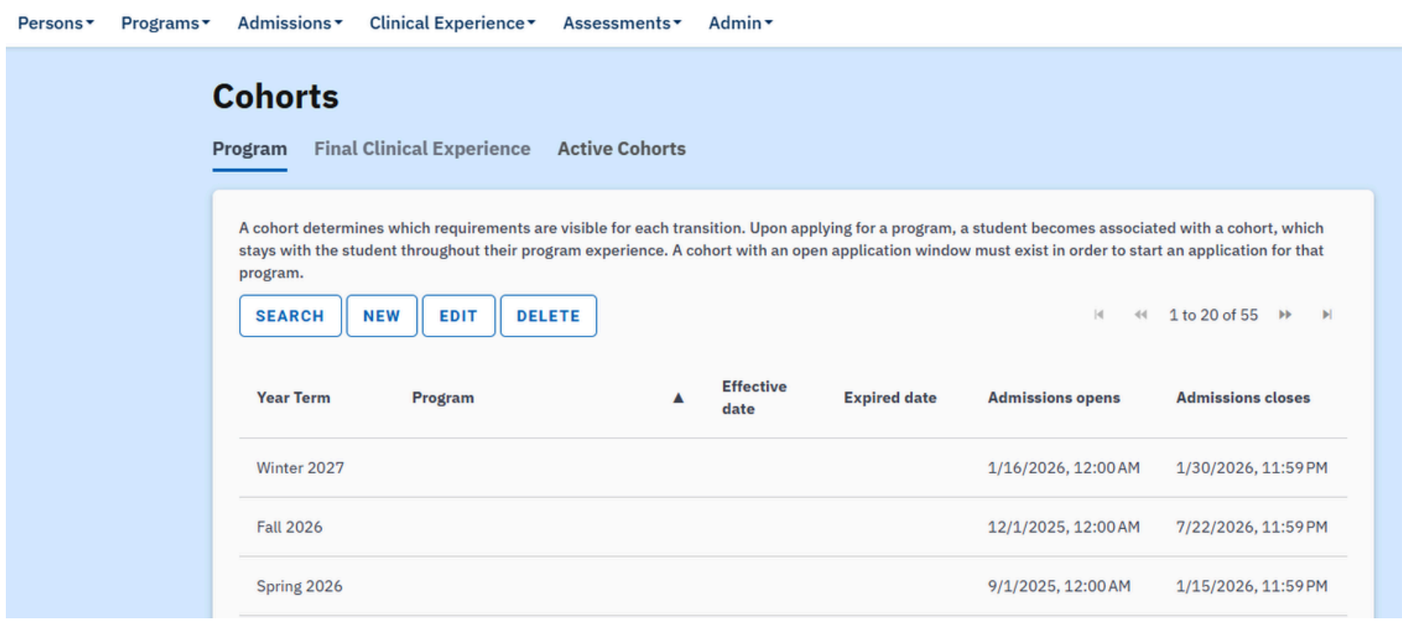
The “**Persons**” tab shows Role Approval, including:

- Pending requests: typically mentor teachers requesting the “mentor teacher” role on Educator
- Approved requests
- Denied Requests



The “**Programs**” tab allows you to manage cohorts and programs.

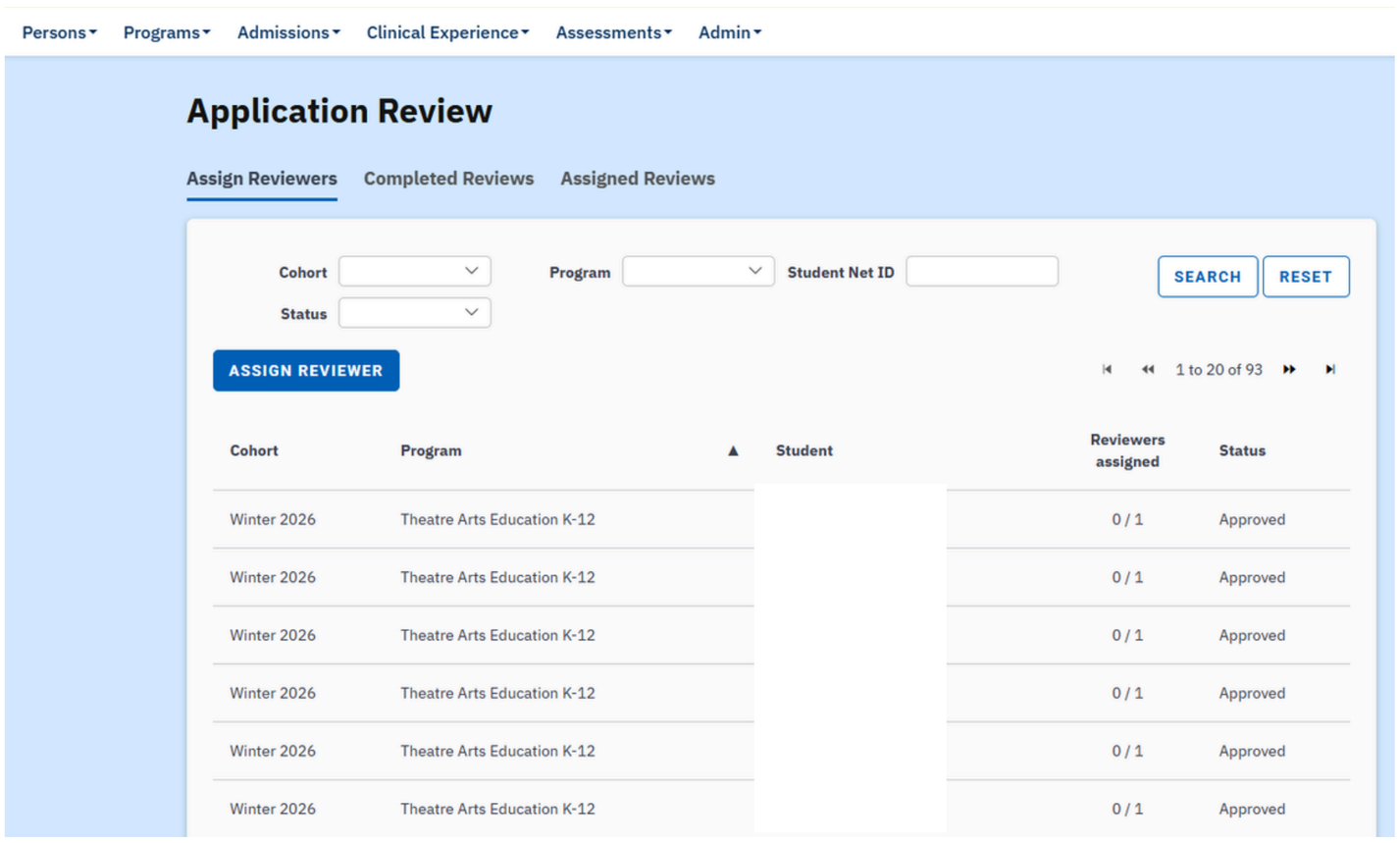
- Managing cohorts shows you when admissions to specific programs and final clinical experiences open and close.
- Managing programs shows all of the students who have opened an application to your program. It also show the list of faculty and what roles they hold. This tab also allows you to edit the text shown on the different transition pages students see on their educator



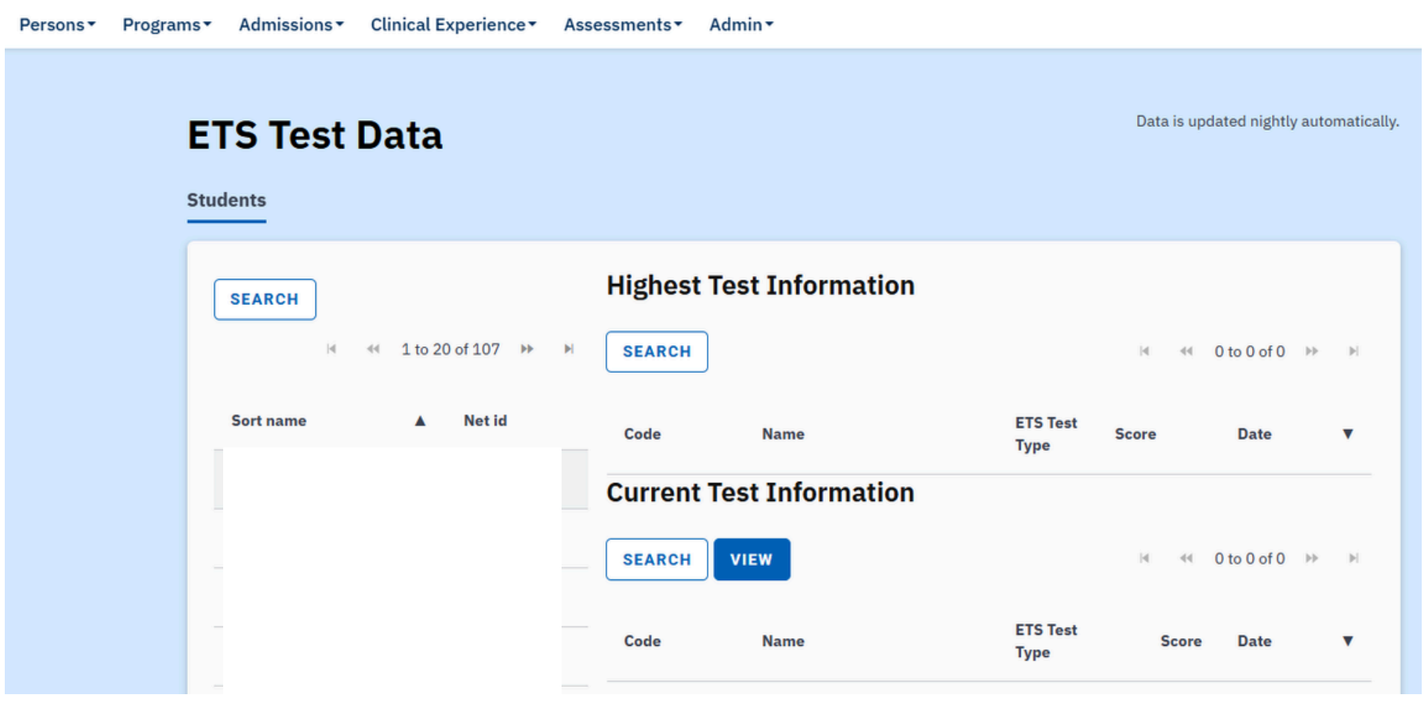


The “**Admissions**” tab shows all current and past applications to your program

- The application review option will show a list of which applications have been reviewed, which have been assigned, and allows you to assign a reviewer to an application.



The “**Admin**” tab allows you to see all ETS data which includes all of a student’s highest test scores from both the Praxis and ACT/SAT.

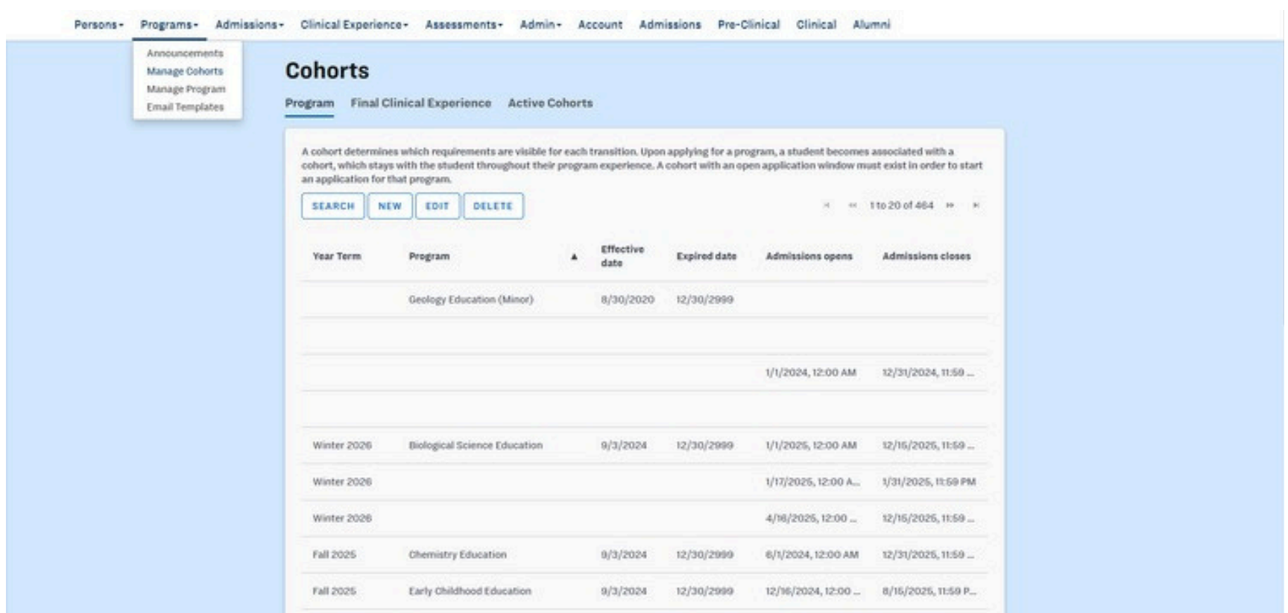


WHAT YOU CAN EDIT

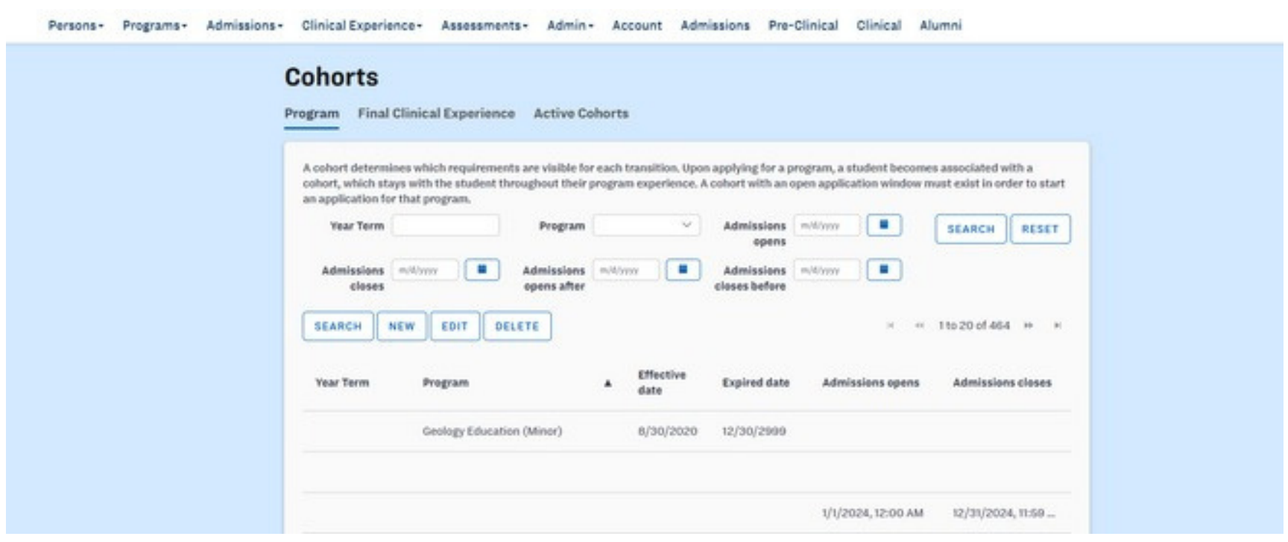
Manage Cohorts

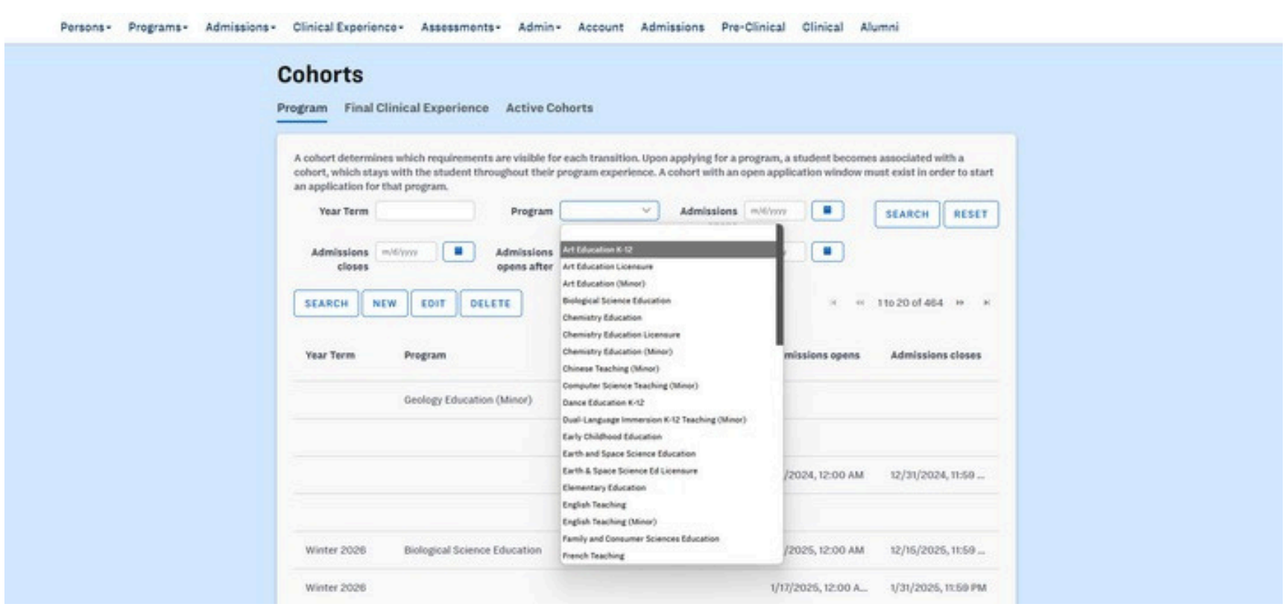
A cohort is the semester that a student begins classes as an accepted student in a given program. In order for a student to apply for any program, the program coordinator must open new cohorts for the semesters they would like students to be able to apply.

To see all cohorts click “**Programs”** and then “**Manage Cohorts”**



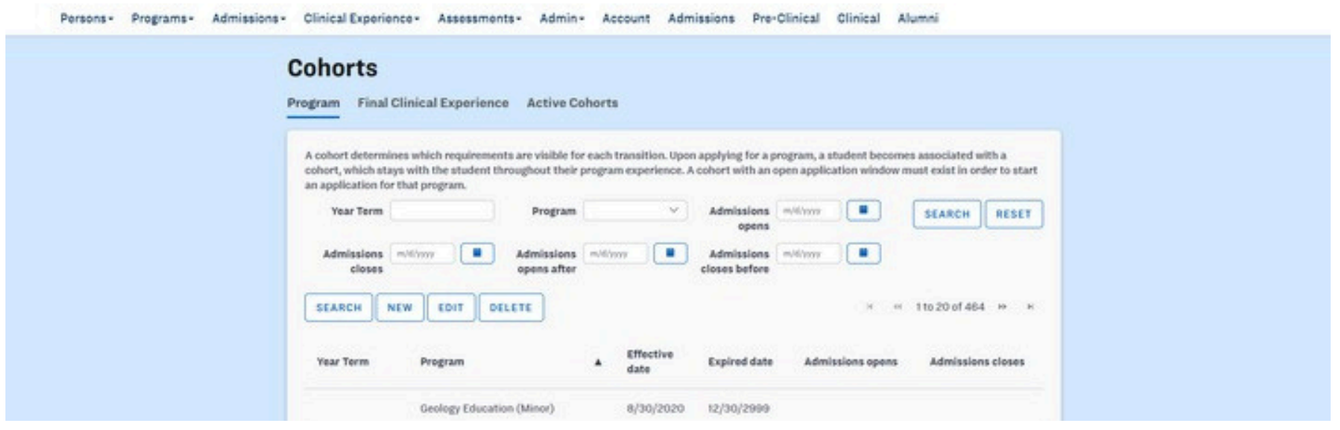
To find a specific cohort, click “**Search**.” The easiest way is to select your program from the drop down list on the program filter. Once your program is selected, click “**Search**.”



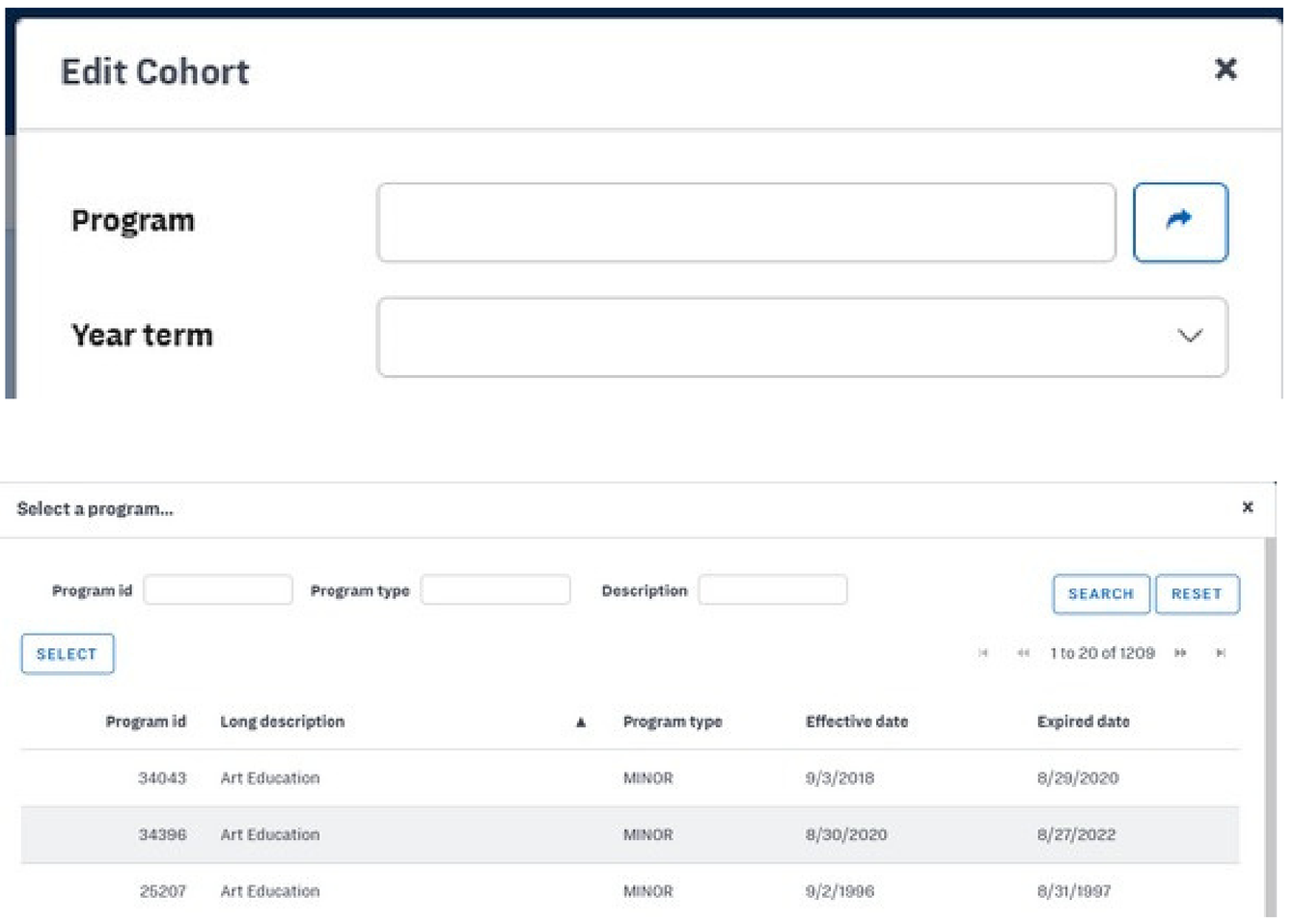


Manage Cohorts

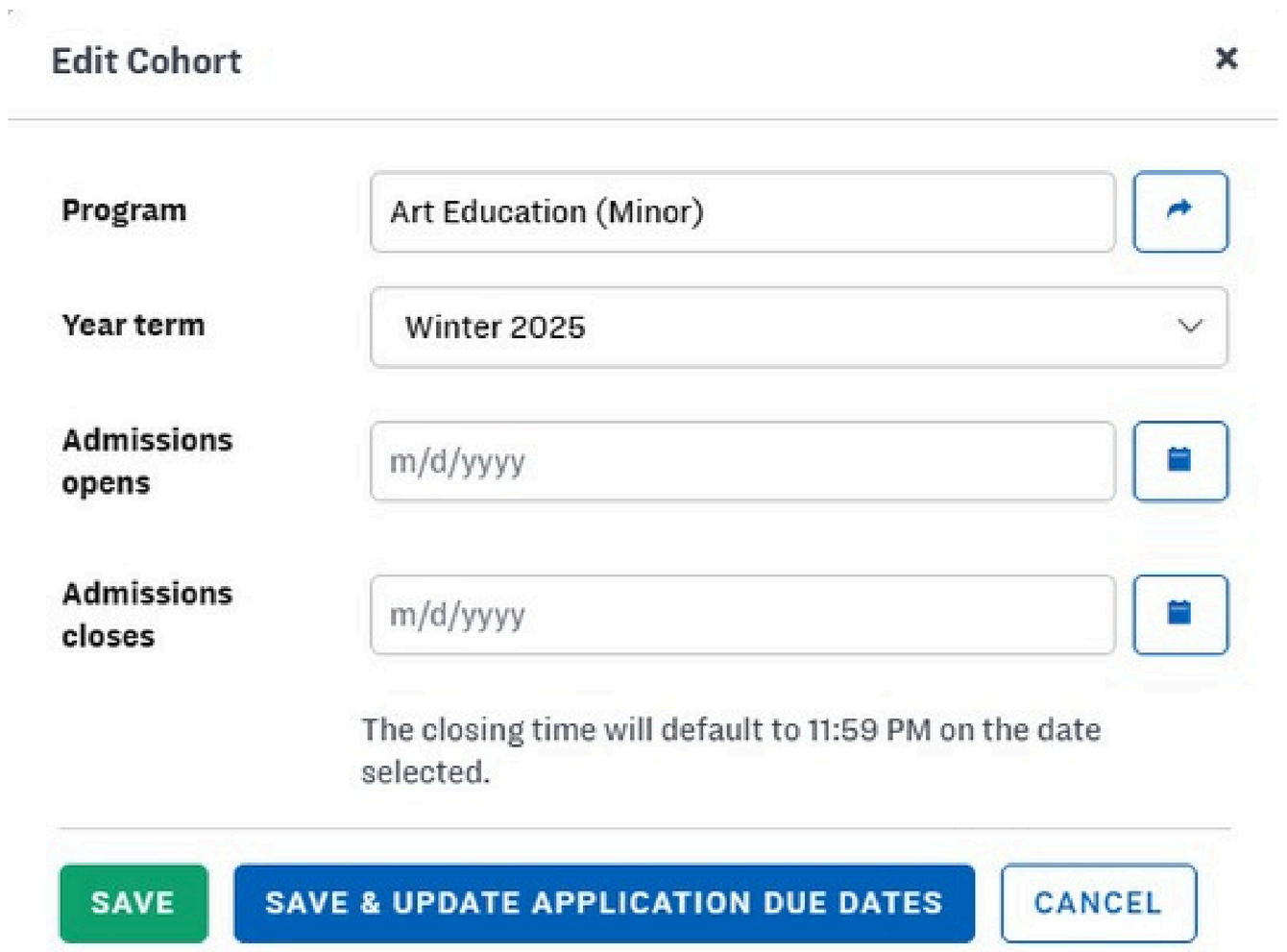
In order to open a cohort, click on "**New**".



In the "**Edit Cohort**" popup window, click on the blue arrow next to the program. Then, click on the program option you're looking for with the furthest future date and then click "**Select**."

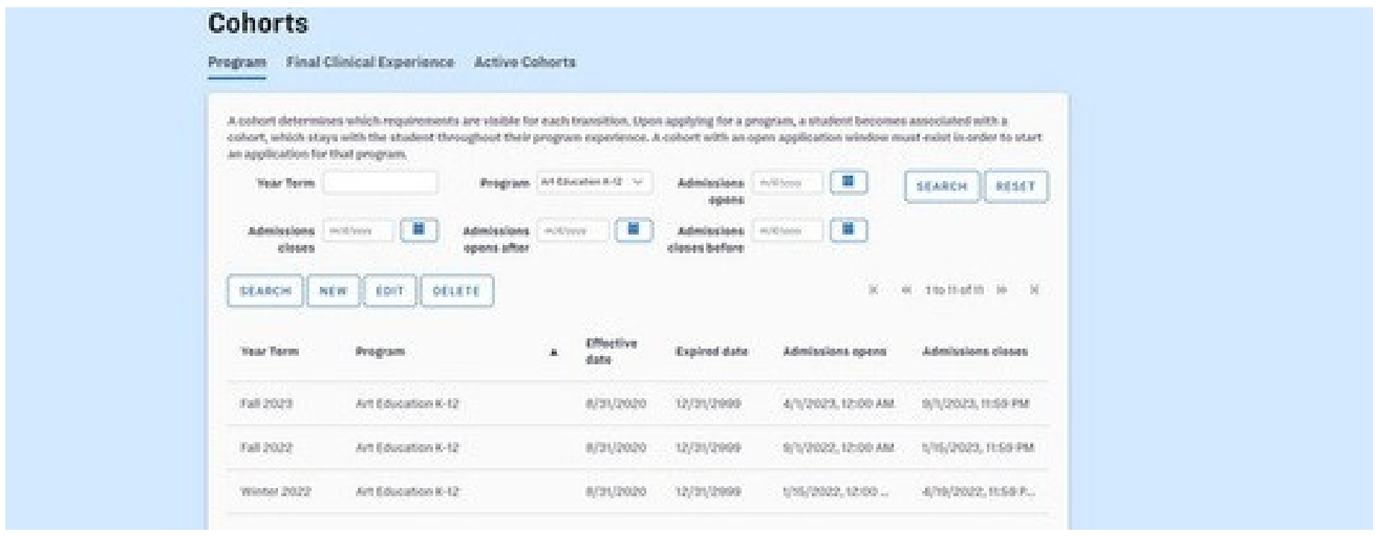


Next, select which semester this applies to by using the drop down next to "**Year Term**." Input which date admissions will open and close and then finalize by clicking "**Save & Update Application Due Dates**."

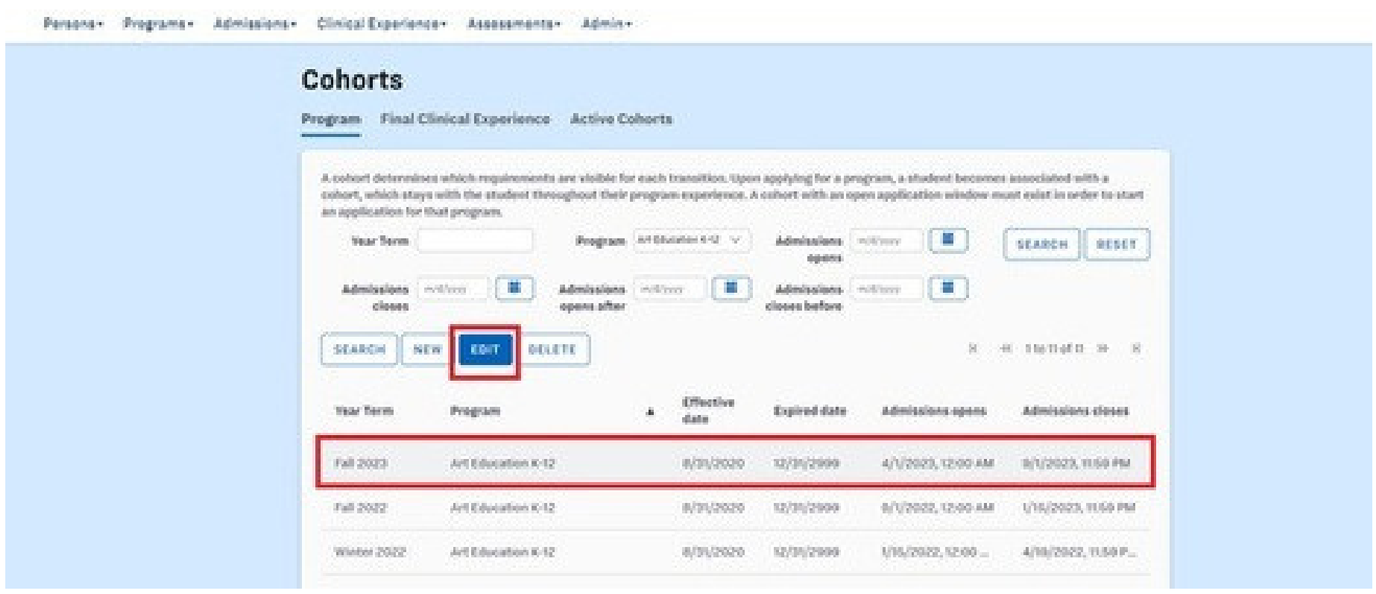


Manage Cohorts

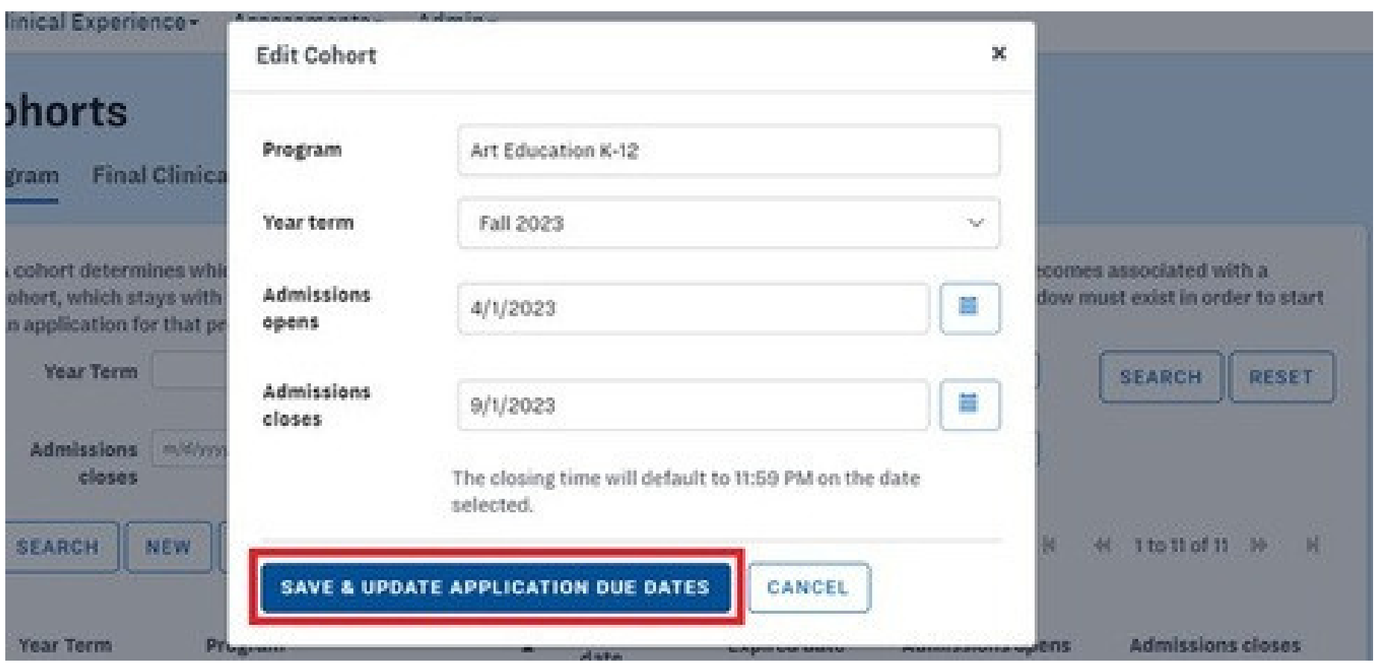
To edit a cohort, go to the same spot and search the cohort you need to change.



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



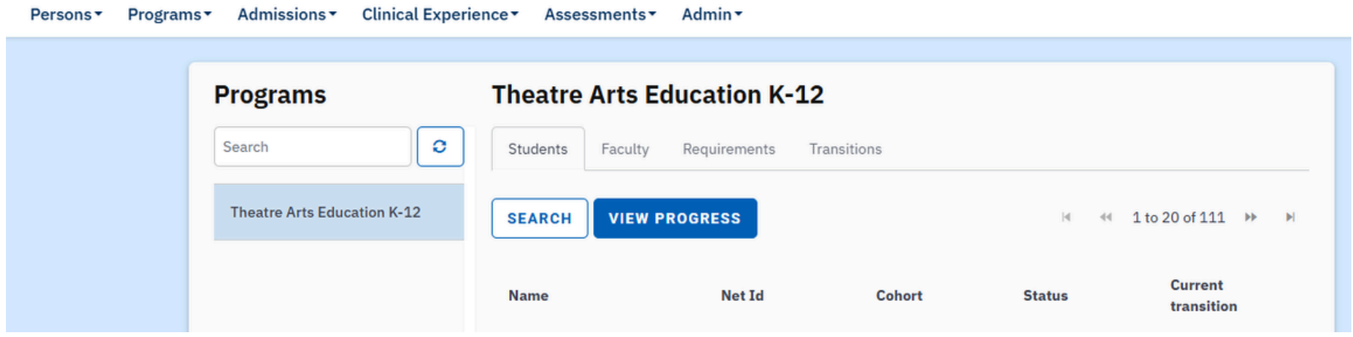
In the Edit Cohort popup window, alter your admissions opening and closing dates. Then click the blue “**Save & Update Application Due Dates”** button.



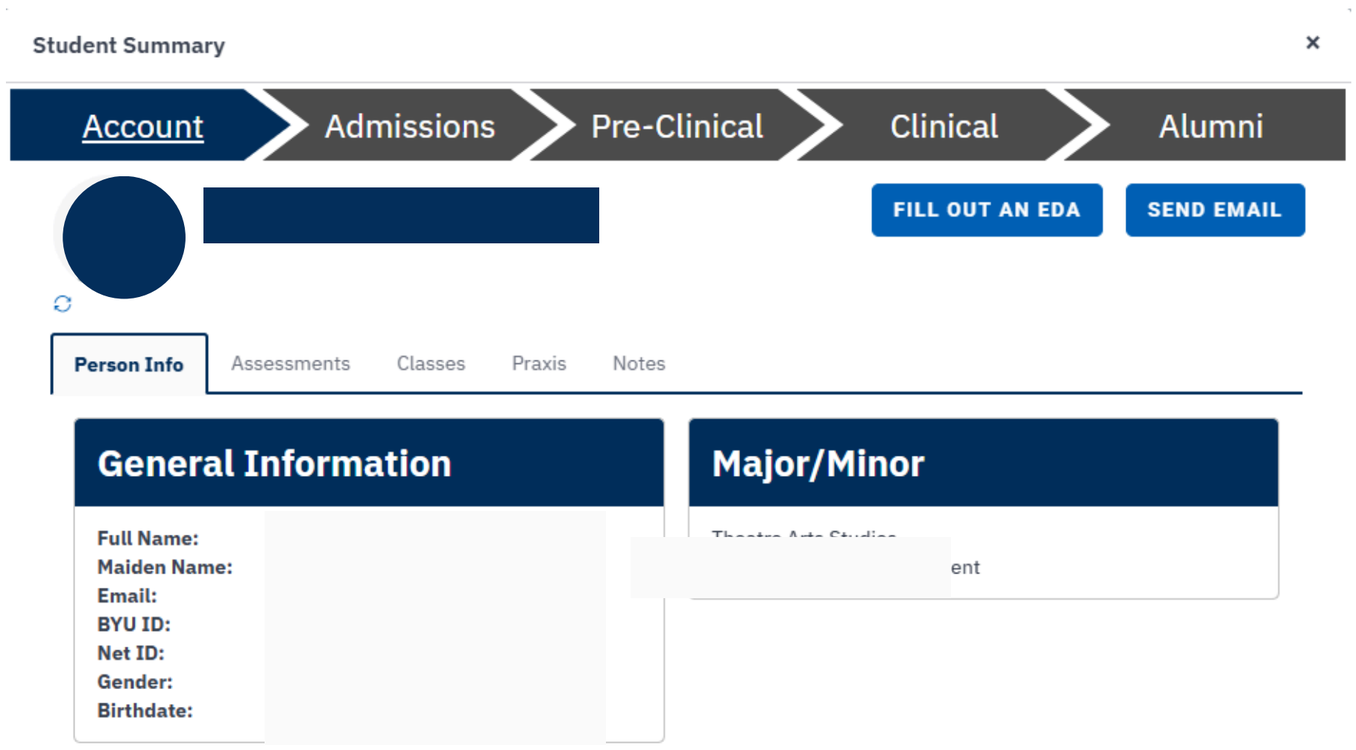
Manage Program

In order to manage the requirements, transitions, and faculty in your program, you must go to Manage Program under Programs. The students on this page can only be viewed, not edited.

Once you go to “**Manage Programs**” under the “**Programs**” tab, you have the option to view student progress on the first tab.

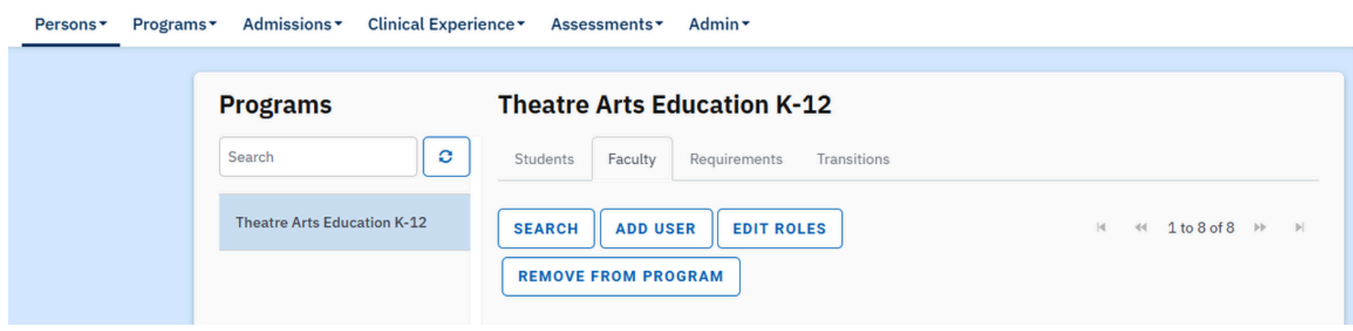


To view student progress, click “**Search**” and input their name or Net Id. Once their name pops up, select their row and click “**View Progress**” to see their progress.



Under the “**Faculty**” tab, you can edit a faculty member’s roles, add a user, and remove someone from the program.

In order to take any of these actions, you must click once on the person’s name and select which action you would like to take and press “**Save**” at the end.



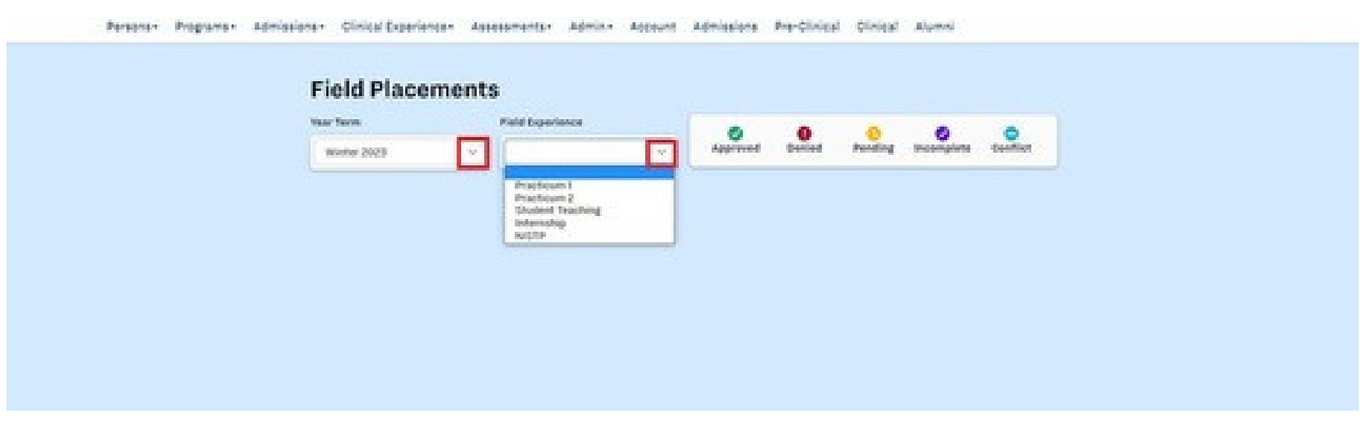
Field Placements

To create a Practicum, Student Teaching, or Internship field placement

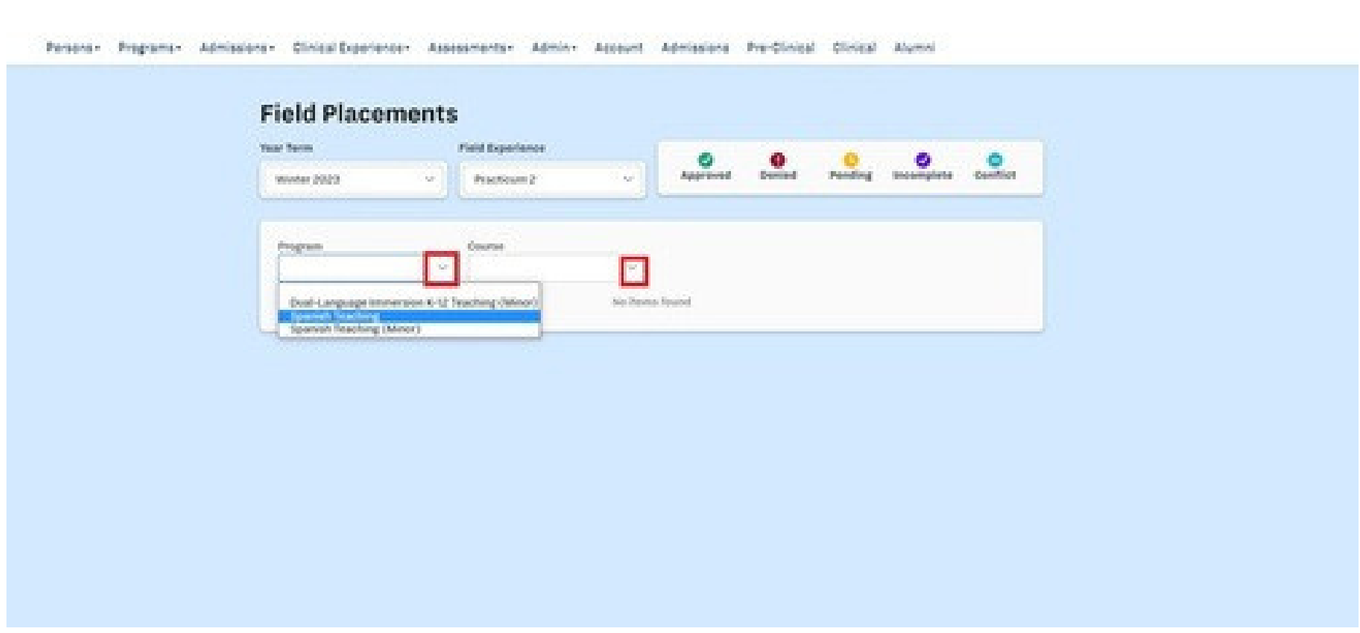
1. Go to "**Clinical Experience"** tab
2. Click on "**Field Placement"**



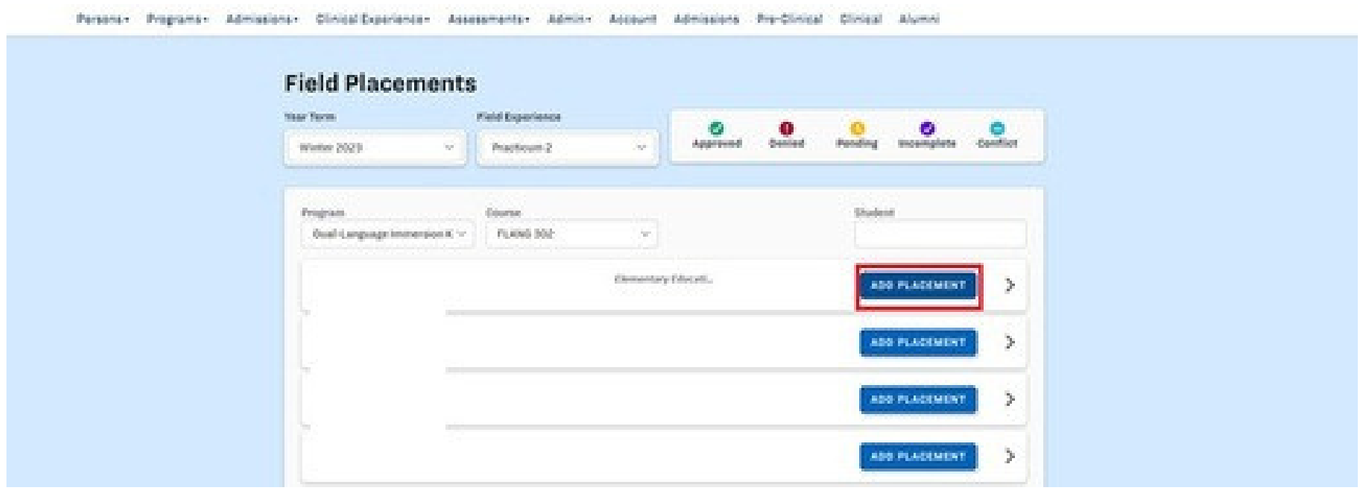
Once there, select the “**Year Term**” the student will be doing their clinical experience, and the **“Field Experience”** type (e.g., practicum, student teaching).



Select the “**Program”** and “**Course”** for the placements you wish to enter.



Click "**Add Placement**".



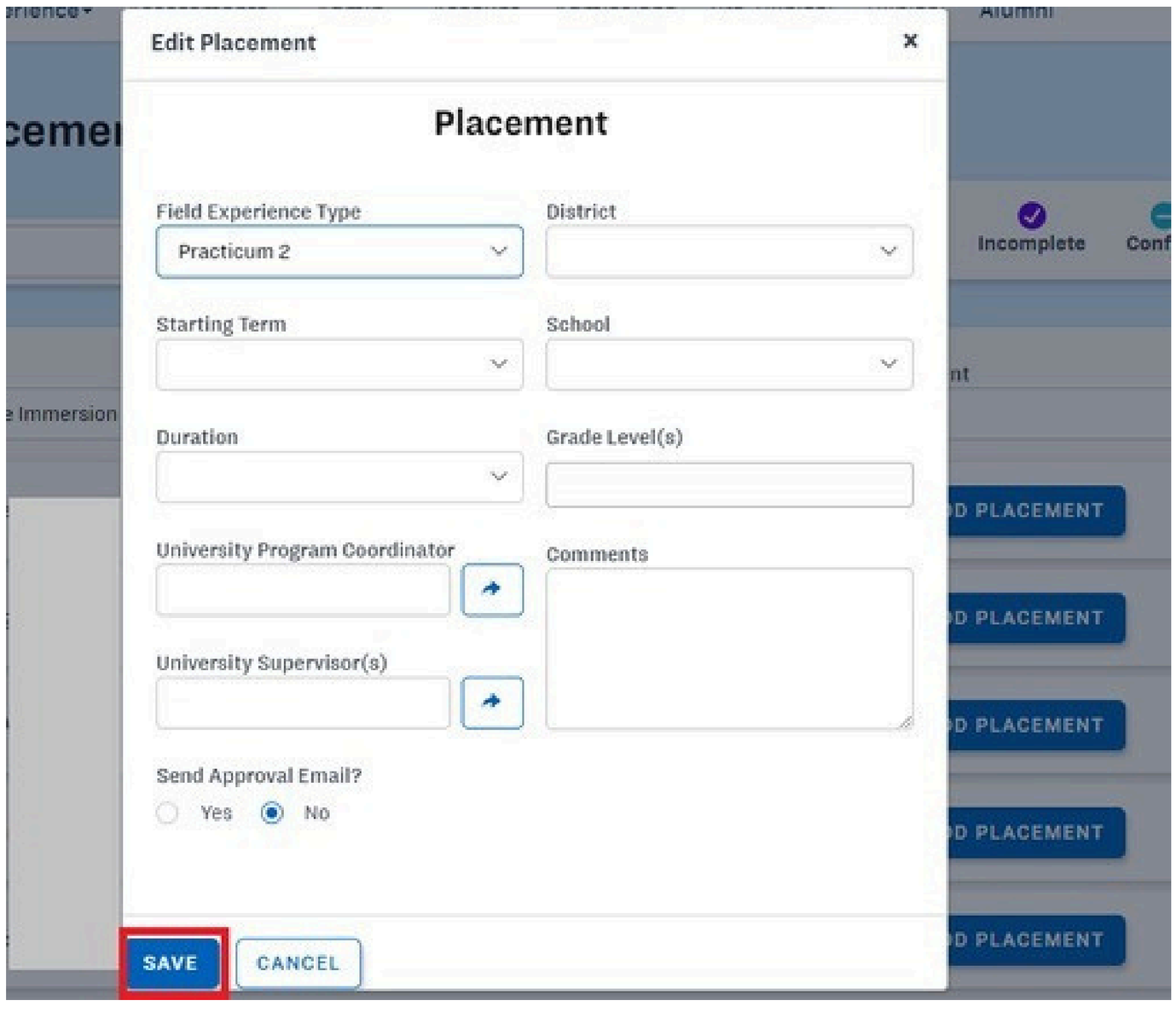
(CONTINUED ON NEXT PAGE)

Field Placements

Enter the placement information for the student. You will need to fill in all of the boxes except for the comments box in order for the placement to be marked as complete.

For practicum placements, you <u>do not insert a mentor teacher.</u>

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



Please Note: Placements will also need to be approved by the Education Advisement Center (EAC) before any evaluations can be assigned and completed. Please ensure placements are entered at the beginning of each semester.

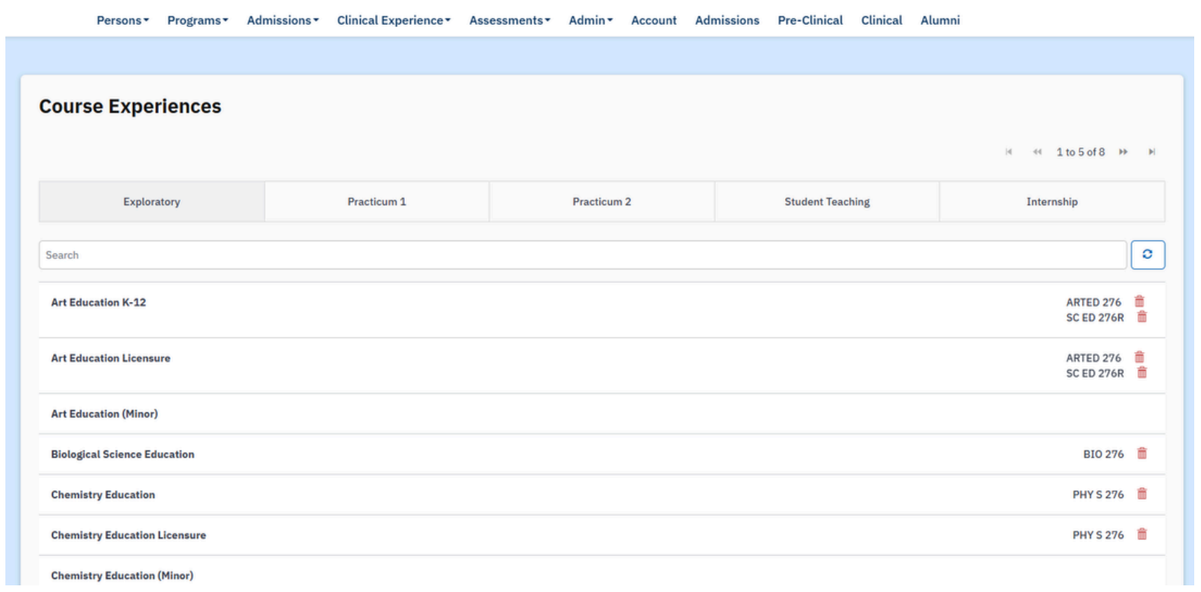
Course Experience

The Course Experiences page is found under the Clinical Experience tab and shows which class codes pertain to which experience in each program. Experiences include their exploratory class, Practicum 1 and 2, and Student Teaching or Internship.

To get to this page, click the “**Clinical Experience**” tab and click “**Course Experience**”



Five tabs will show up and under each tab will be a list of all education majors and their class code for that experience.

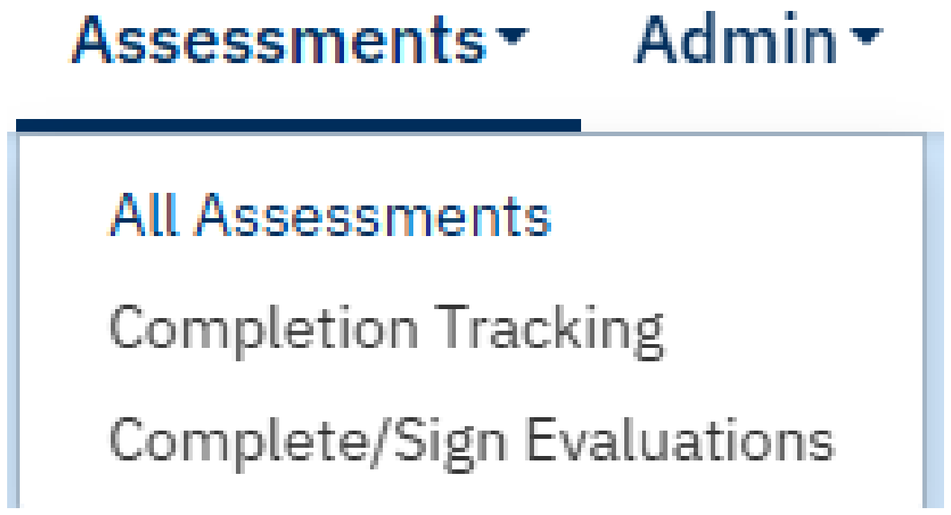


In order to find the class you need, click “**Search**” and type in the major you are looking for. Not all majors require all of the experiences, for example, very few majors require a Practicum 1.

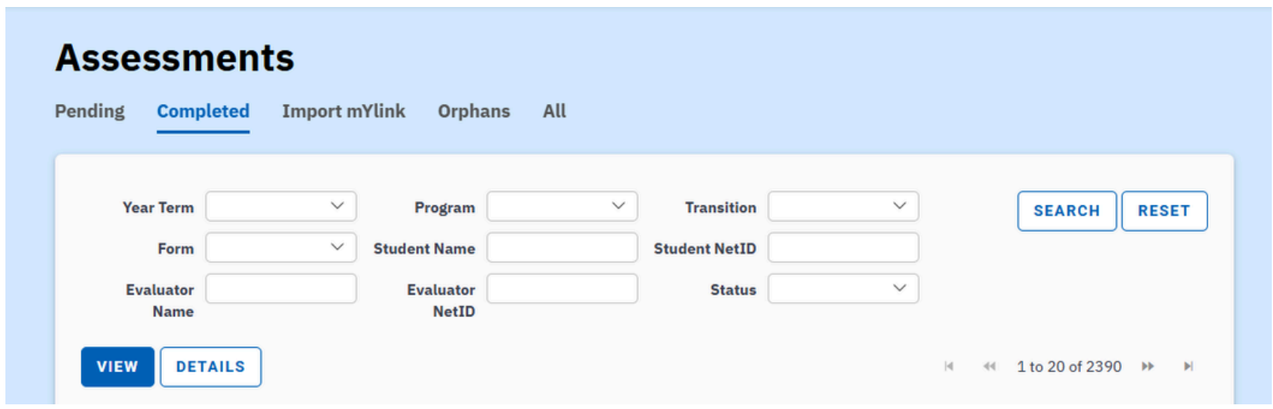
Assessments

Under the “Assessments” tab, you can see all assessments that have been filled out in the past. You can also see all pending assessments. Near the end of each semester, you will need to complete/sign evaluations for the students in your program.

To view all assessments that have been completed or all pending assessments, you will go to the “**Assessments**” tab and click “**All Assessments**”



To find a specific student, assessment, or program, you can input their information and then click “**Search**”

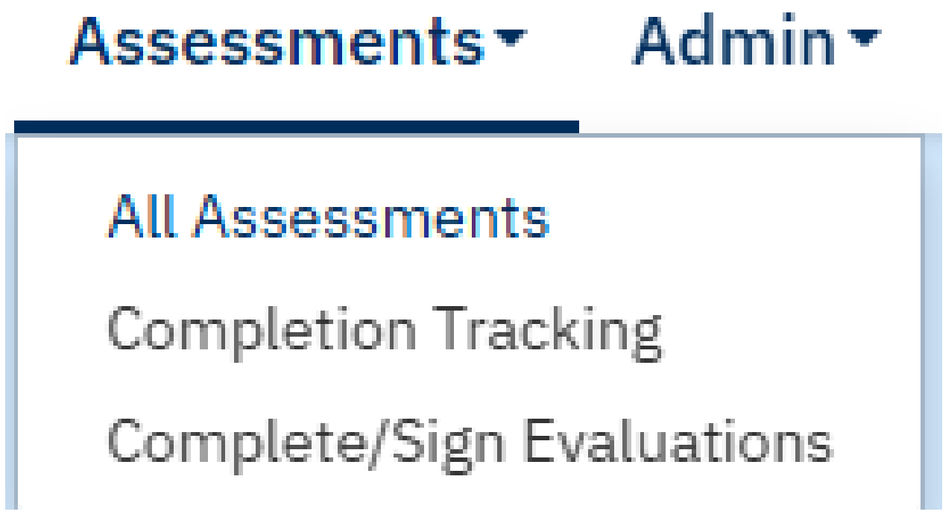


After you find the specific student, you will click their row once and then click “**View**” to see the assessment or you can click “**Details**” to see the date it was completed and who evaluated them.

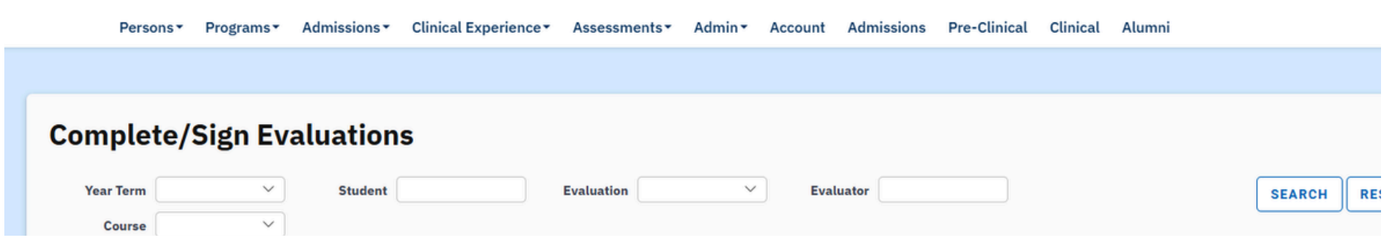


Assessments

Every student's evaluation must be signed by the end of the semester. You can find the list of evaluations ready to be assigned by going to the "**Assessments**" tab and click "**Complete/Sign Evaluations**"



To see the list of your students, cselect the correct "**Year Term**" and "**Course**" and then click "**Search**"



In order to complete/sign the evaluation, you must click the student's name and then press "**Complete/Sign Evaluation**"



FAQs

Q: 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?

A: 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!

Q: 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?

A: This means that you do not have an open cohort currently. Please refer to pages 5-7 to see how to open or edit a cohort.

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

A: 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!

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

A: 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 and they will change that for you!

FAQs

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

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

Q: Why aren't any students showing up under applications?

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

For any additional help, feel free to reach out to us at eppsupport@byu.edu or give us a call at (801) 422-1190