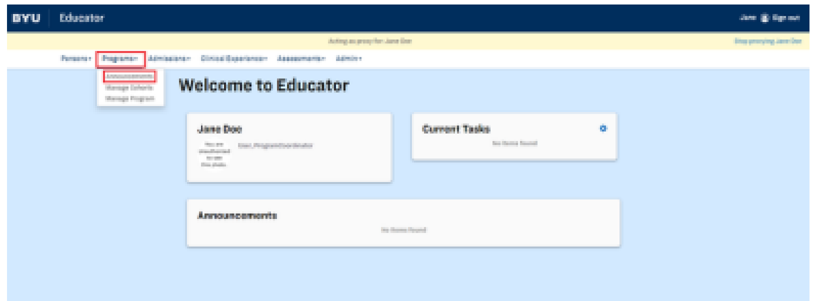
EDUCATOR

FOR PROGRAM COORDINATORS

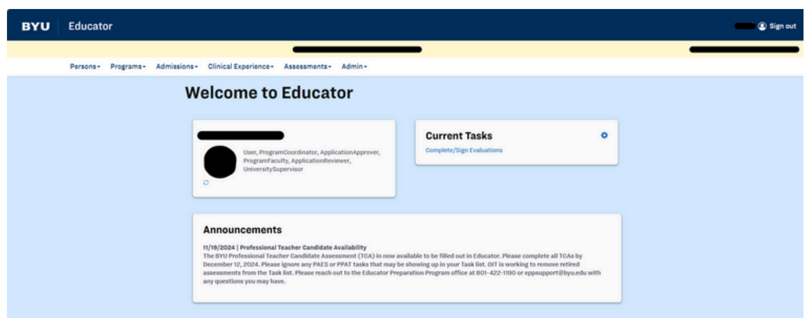
Table of Contents

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".



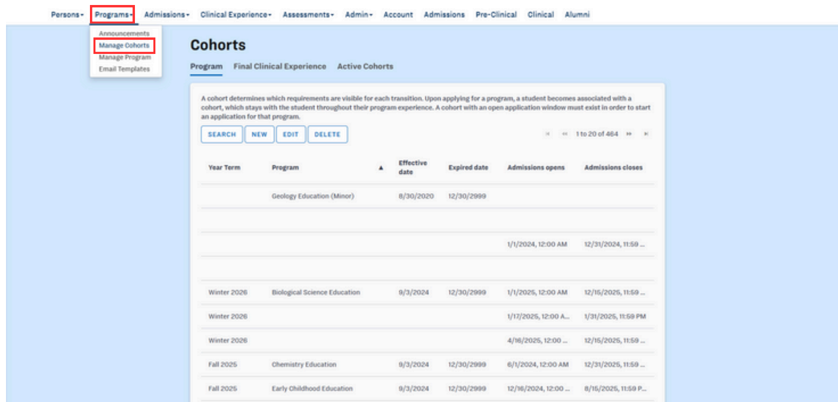
You can also view any announcements on Educator's home page.



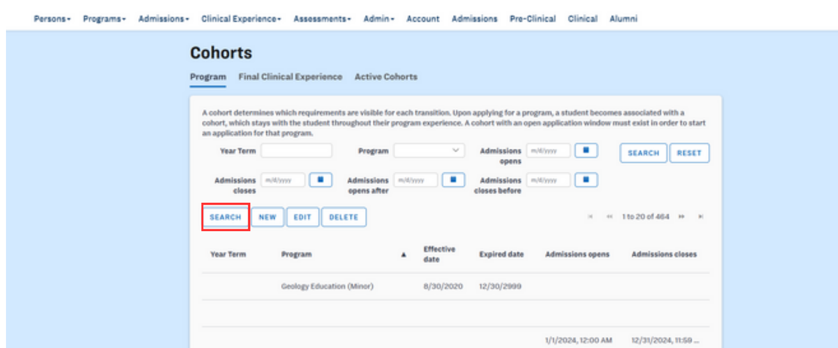
Programs - Manage Cohorts

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.

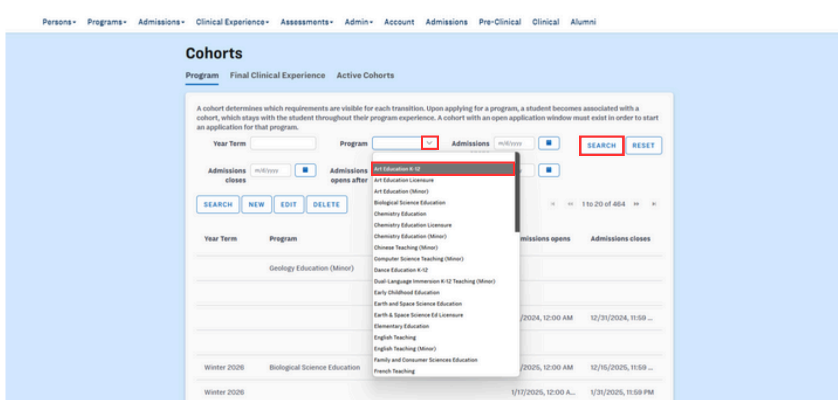
In order to see all cohorts, click on "Programs", then click on "Manage Cohorts".



Click on “Search” to search for your desired cohorts.

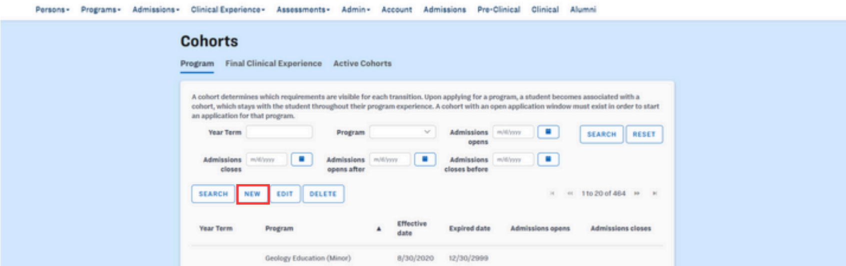


The easiest way to find your program and see what cohorts are currently open is to click on the Program filter with the drop down arrow and select your desired program. Once you've selected the program, click on "Search".

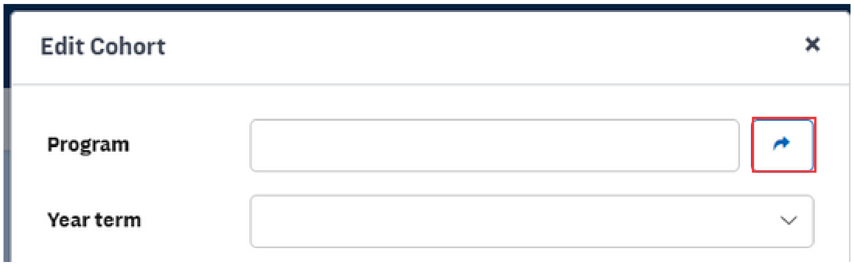


Programs - Manage Cohorts

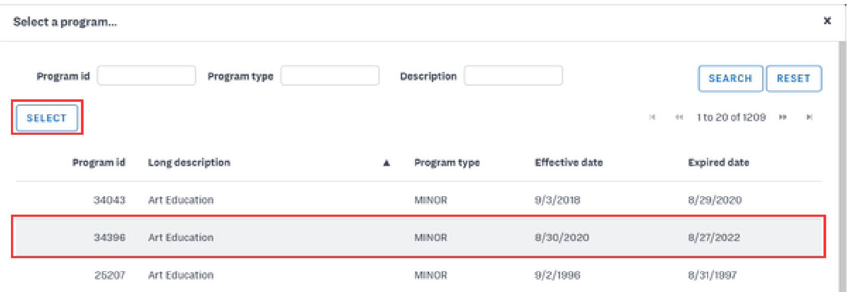
In order to open a cohort, click on "New".



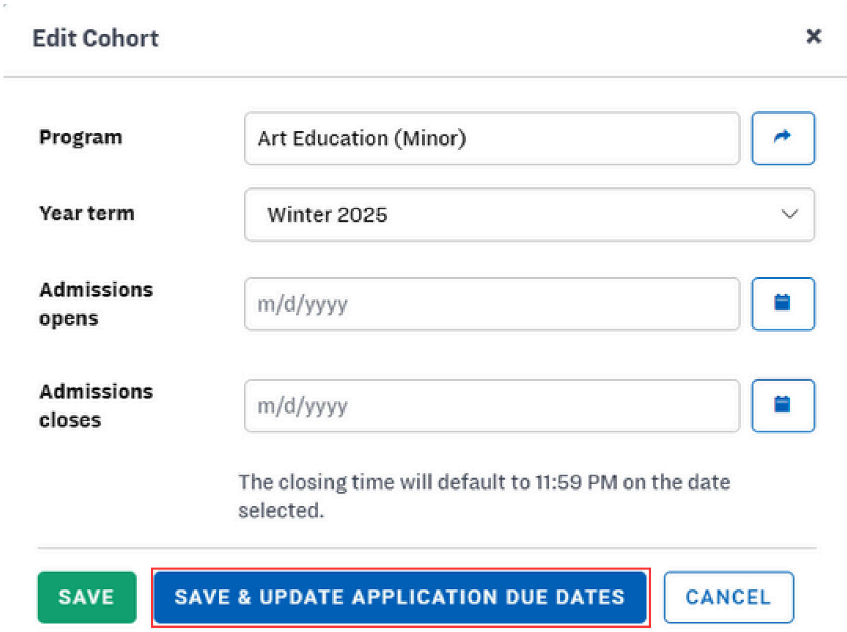
In the "Edit Cohort" popup window, click on the blue arrow next to the program, then expand the text box until you can see the expired date.



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".

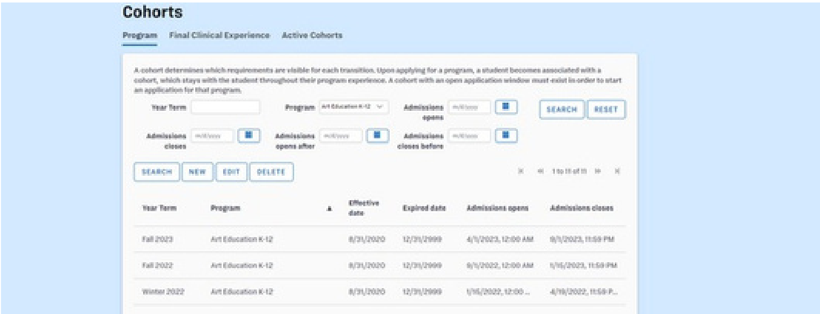


Next, select the year term (semester) you want this cohort to be for using the drop-down arrow. Finally, put in the Admissions opens date and the Admissions closes date. This is simply the day the application will be available to students and the day the application closes for that year term. The admission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

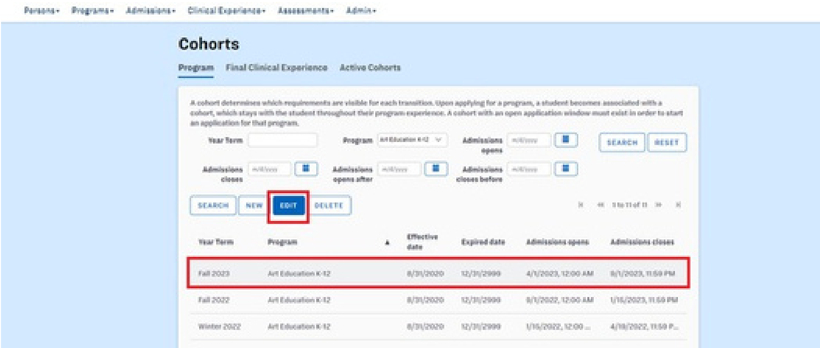


Programs - Manage Cohorts

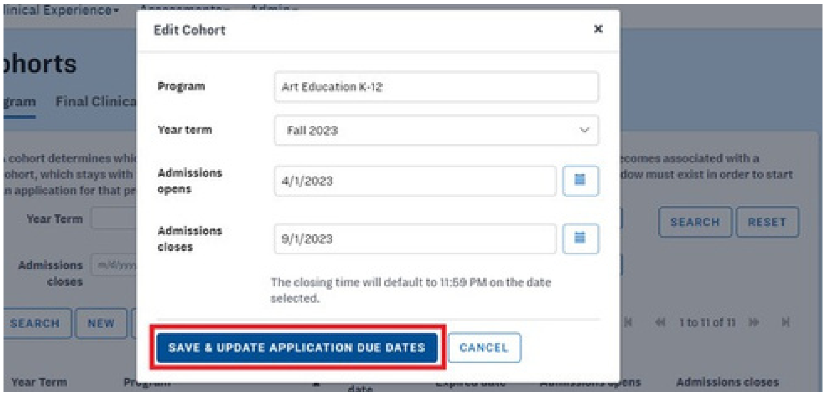
To edit a cohort, go to the same spot and search for your desired program and year term once more.



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

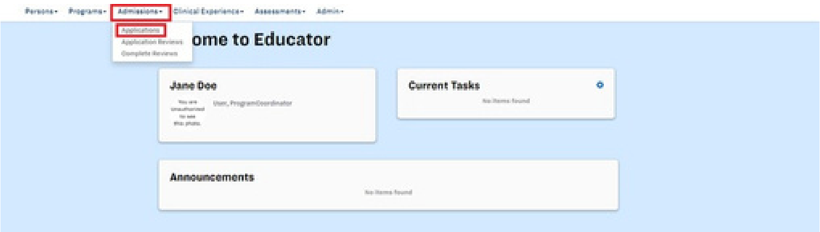


In the "Edit Cohort" popup window, alter your admissions opening and closing dates. Then click the blue "Save & Update Application Due Dates" button. Note that if you click "Save," your changes will not be reflected in any student applications.

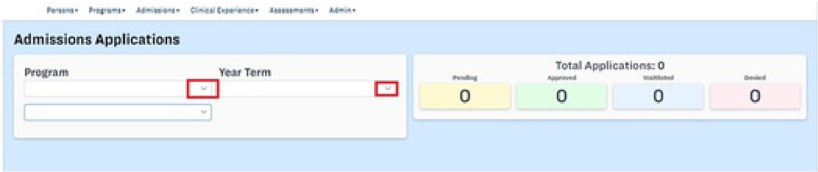


Admissions - Applications

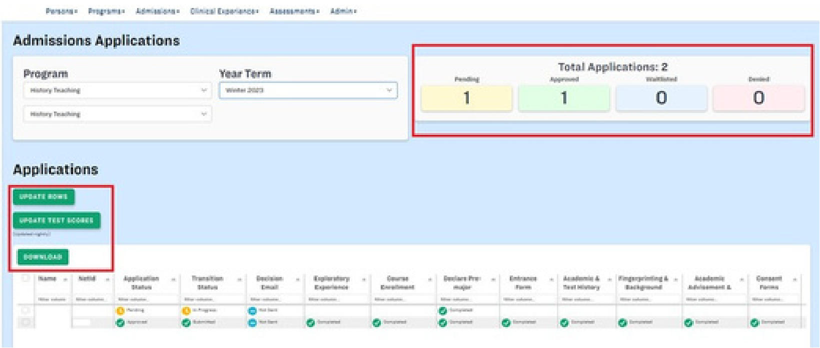
To view or approve any applications for a specific cohort, go to "Admissions", then click on "Applications".



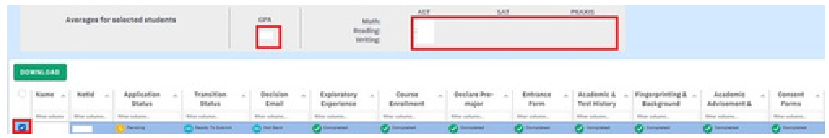
Search for the program you want to see by clicking on the program drop down arrow. You will only see programs that you are over. Next, click on the year term drop down arrow to select a cohort.



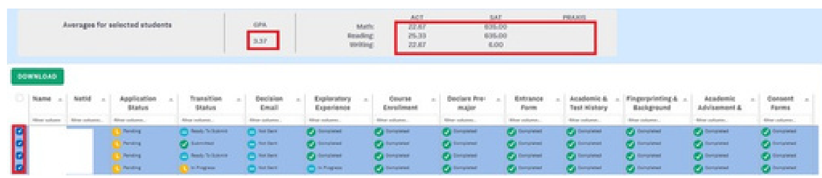
If you don't see any students showing up, click on the "Update Rows" button. You can also update test scores and download an Excel copy of what is showing on Educator by clicking on those respective buttons.



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.



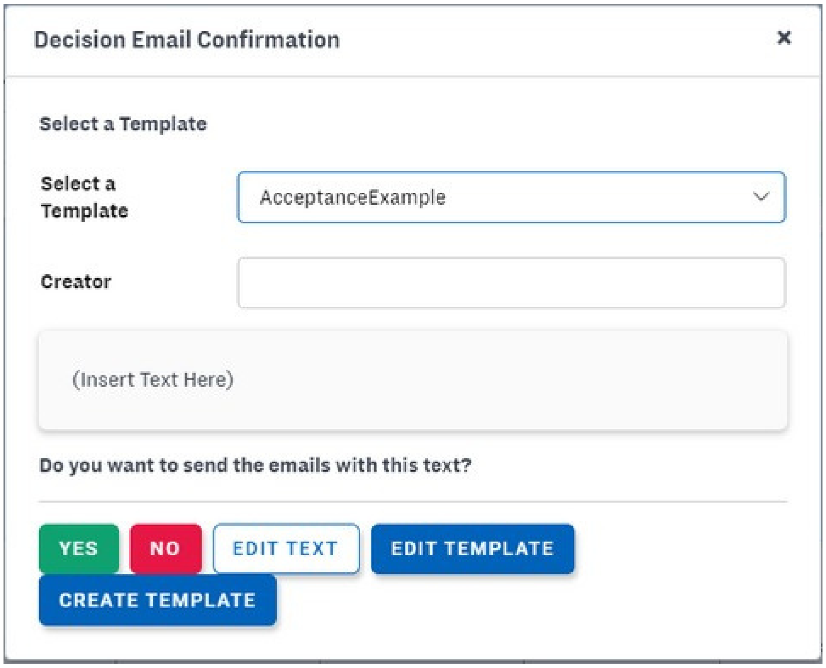
Selecting more than one student at a time will give you an average of their GPA's and scores, which is important because you are required by BYU policy to maintain a specific cohort and individual average for test scores and GPA's.



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.

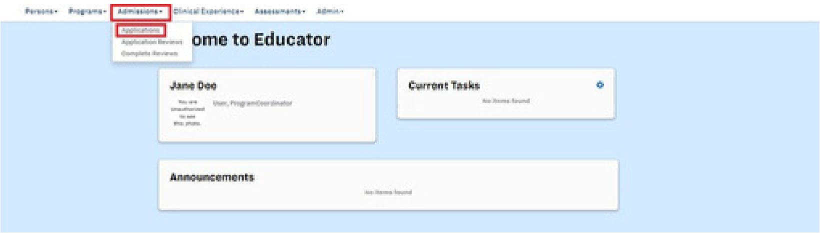
Admissions - Applications

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.

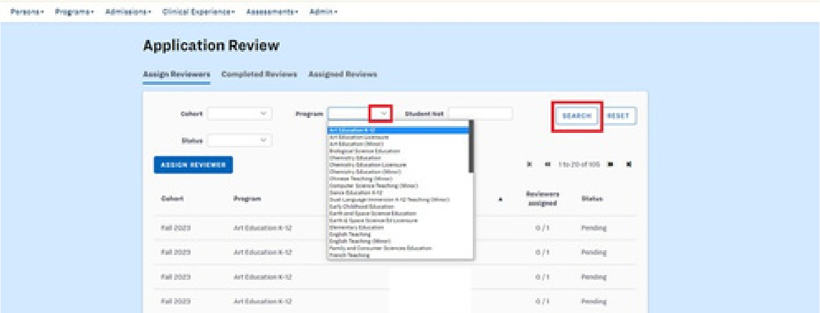


Admissions - Application Review

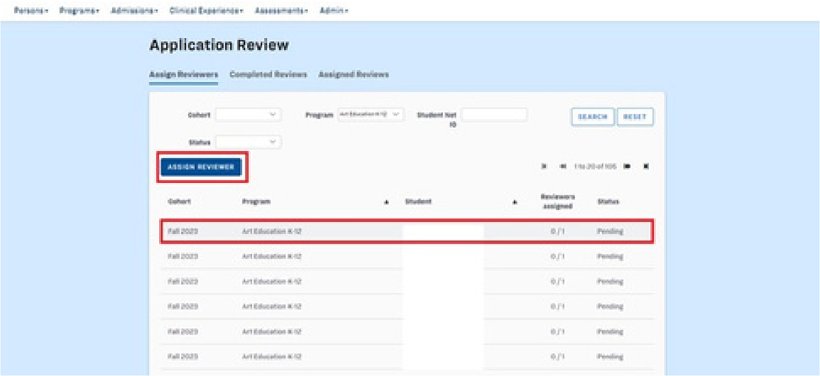
To assign faculty members to review a student's application, go to "Admissions", then "Application Reviews". Please note this is not where you will actually complete the review.



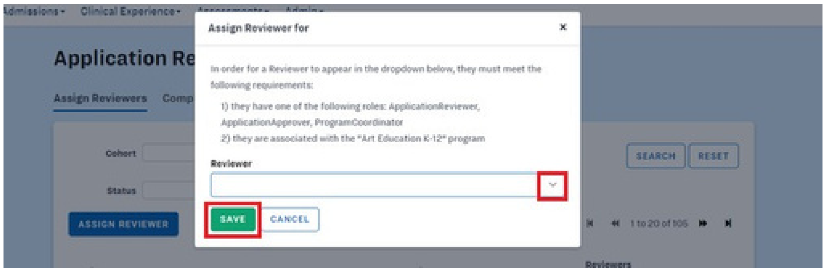
Search for the program you want to see by clicking on the program drop down arrow. You can also filter by cohort, the student's net ID, or the application's status.



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".

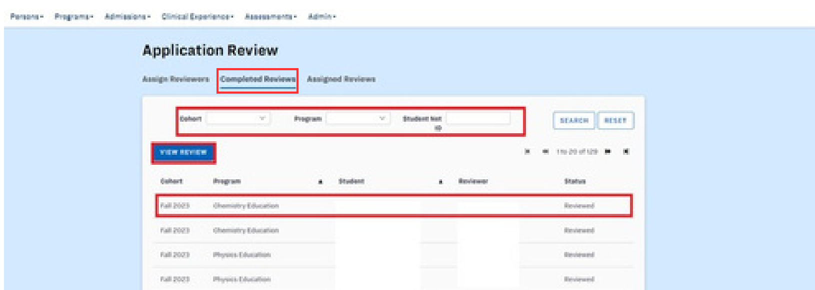


Admissions - Application Review

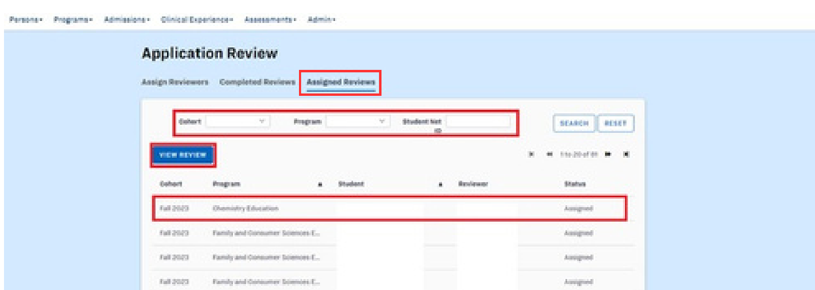
You can see how many reviewers your program requires under the "Reviewers assigned" row. Make sure you assign as many reviewers as needed.

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

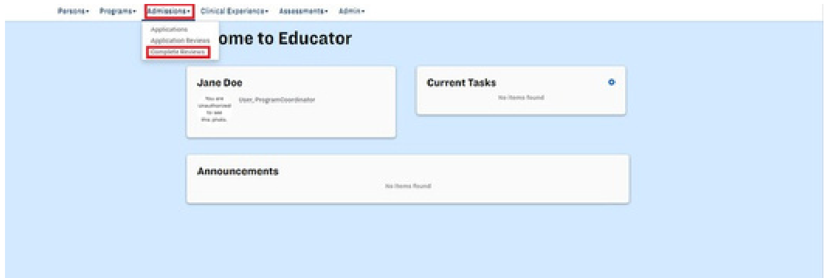
To view completed reviews, click on that tab. Here again, you can filter by cohort, program and net ID. You can also view the review by clicking on the desired row, then "View Review".



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

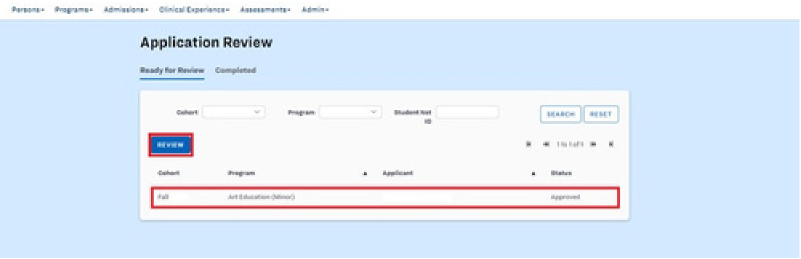


To complete any reviews that may have been assigned to you, go to "Admissions", and then click on "Complete Reviews".

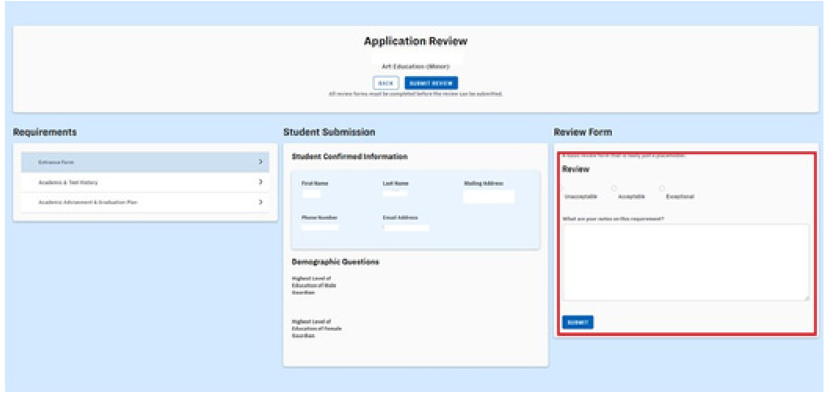


If you have applications to review, they will show up in a list. If you have no applications assigned to you, nothing will show up. You can filter by cohort, program, and net ID here.

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

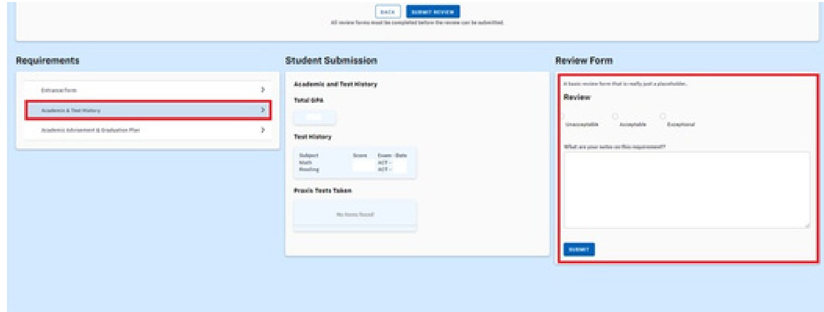


Once you are into the application, you will need to review three or more different sections. You will first review the Entrance Form. Review what the student has submitted, then under the Review Form box on the bottom right side of the screen, click whether it is unacceptable, acceptable, or exceptional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

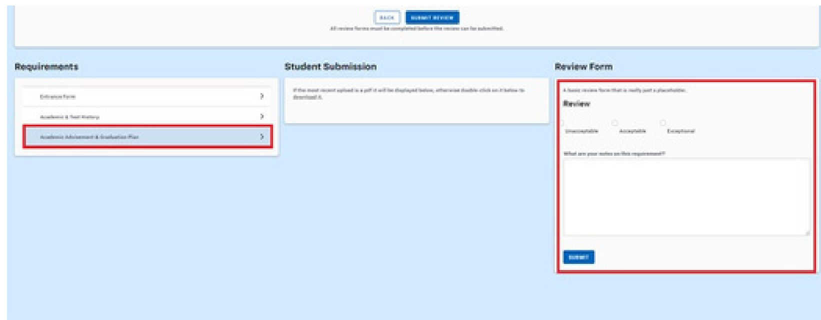


Admissions - Complete Reviews

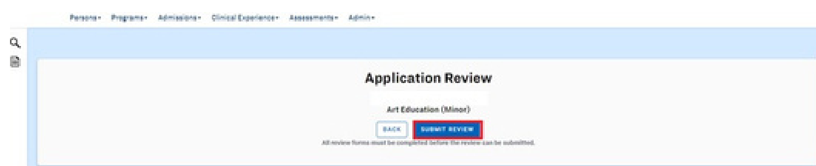
Next, click on the "Academic & Test History" section. Follow the same steps here and submit your review form for this section.



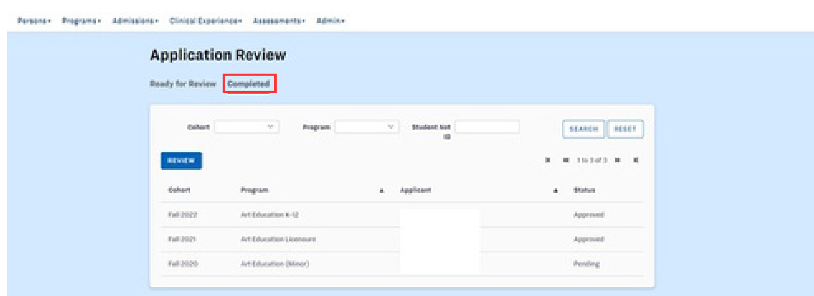
Finally, click on the "Academic Advisement & Graduation Plan" section. Follow the same steps and submit your review form for this section. If your program has more than three section, complete the same steps for those sections as well.



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.

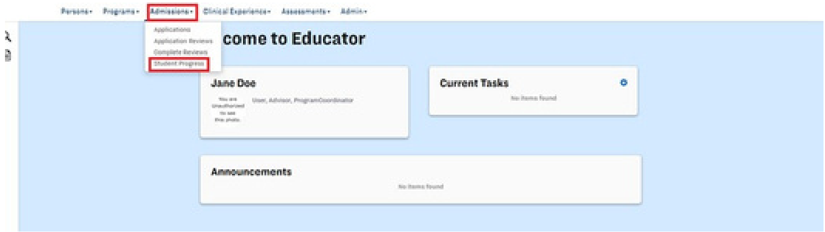


Not every program coordinator has access to student progress, but those who serve as advisors for their students have access to it.

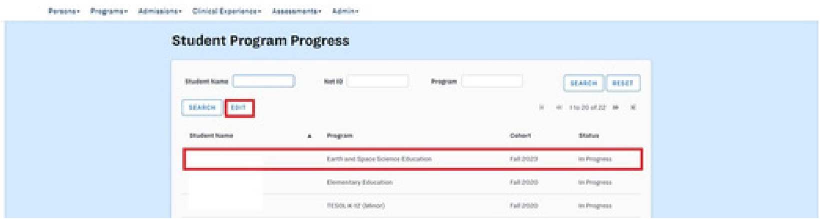
As a program coordinator, the only thing generally used in student progress is granting a student rights to upload their graduation plan.

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.

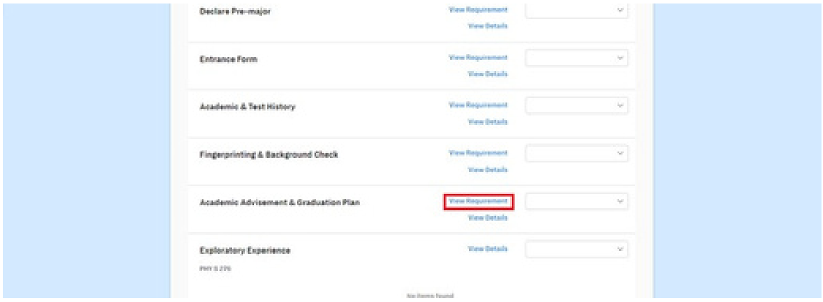
To grant rights, go to "Admissions", then "Student Progress".



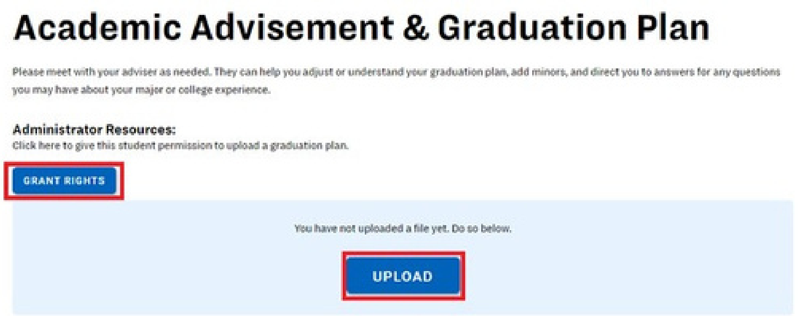
Type in your student's name or net ID. Please note that you can only type in the student's first name or last name. If you type in both, the student will not come up. Once the student comes up, double click on their application or select the row and hit "Edit".



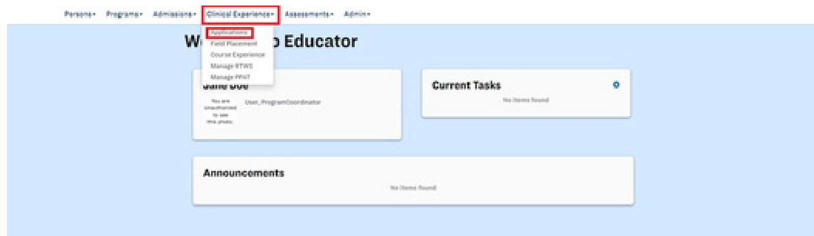
Once there, scroll down on their application until you reach the "Academic Advisement & Graduation Plan" requirement. Then, click "View Requirement".



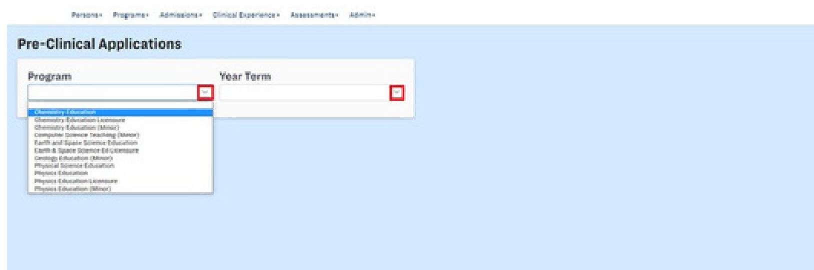
Under Administrator Resources, click "Grant Rights". You can also upload the student's graduation plan for them here.



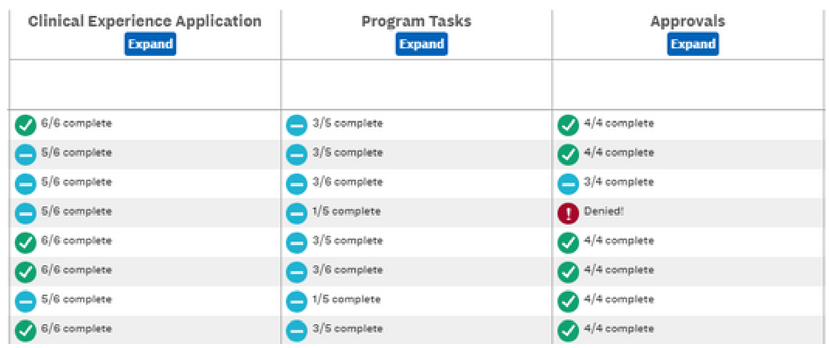
The Clinical Experience tab is for all things related to practicum and student teaching. In order to approve applications for student teaching, go to "Clinical Experience", then "Applications".



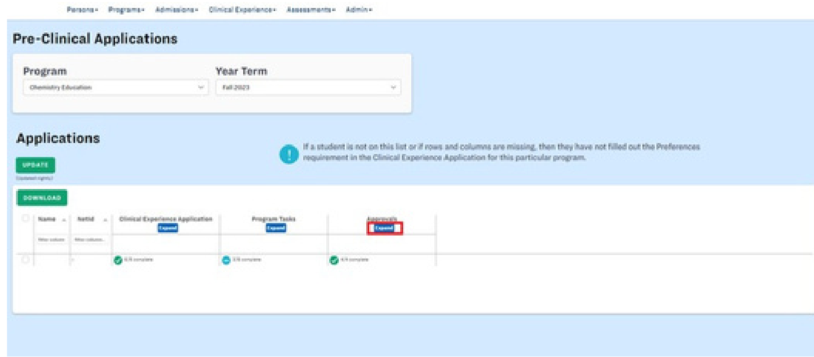
Once there, filter by program and year term. Please note that year term here does not mean the cohort a student is in, but the semester they will be doing their student teaching.



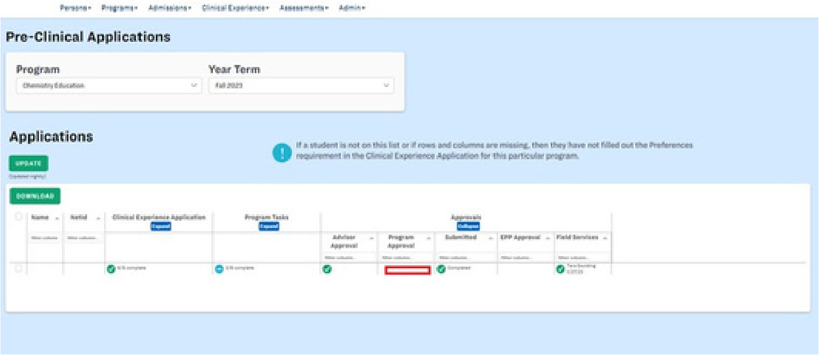
Here you can view a student's clinical experience application and program tasks. If everything in both sections is completed, you can move ahead and approve them for student teaching.



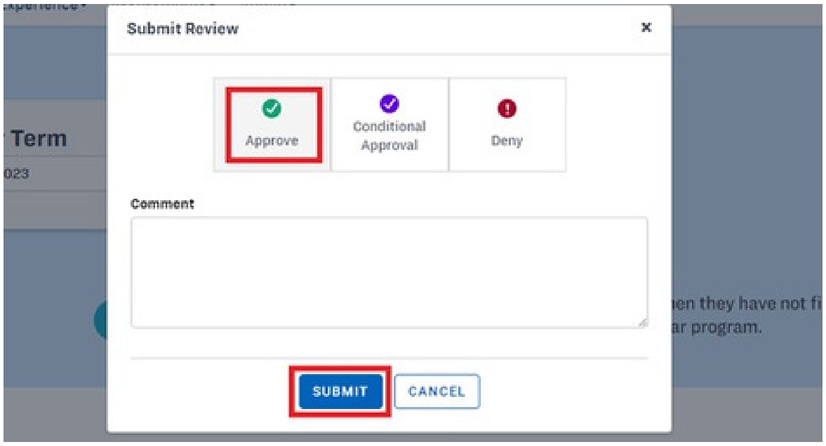
Click on "Expand" underneath Approvals.



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

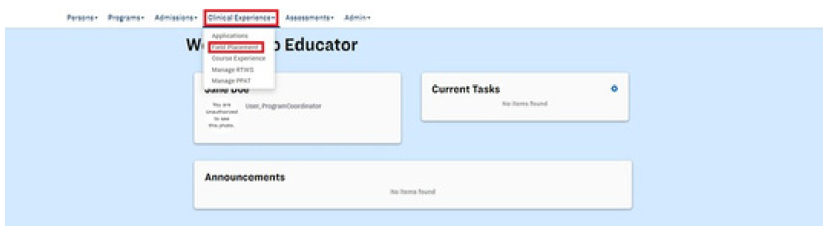


When the approval pop-up box appears, select to deny, conditionally approve, or approve the student, then click submit.

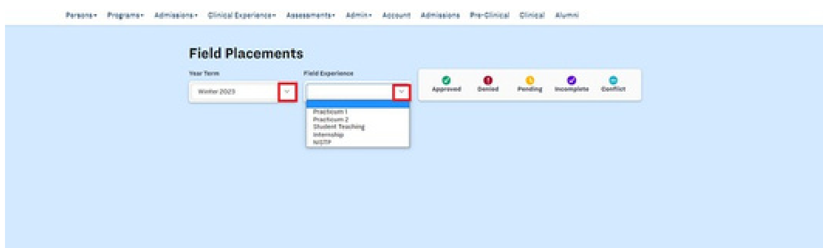


Again, only click "Approve" if the student has finished everything. If you two have made plans to finish what is missing, please conditionally approve them, then write pertinent notes in the comments box. When the missing action(s) is completed, you can come back and change the selection to approved.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

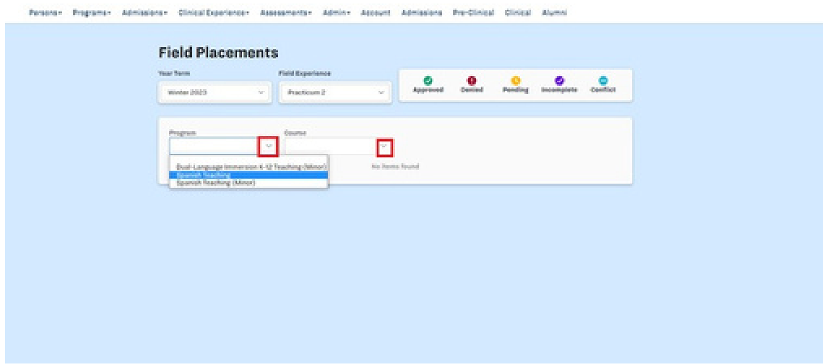
To create a practicum, student teaching, or internship field placement, go to "Clinical Experience", then "Field Placements".



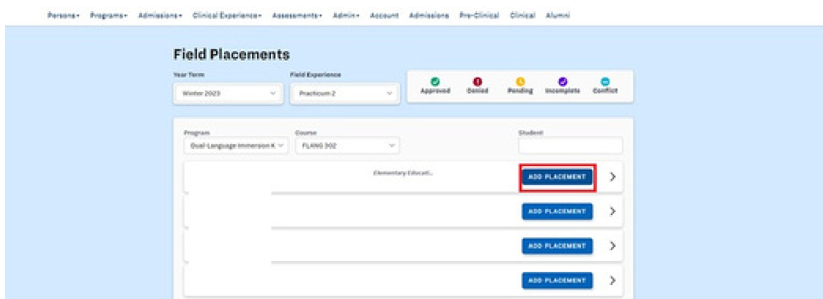
Once there, put in the year term or semester the student will be doing their field placement in, then what type of field experience it will be (eg. practicum, student teaching, etc.)



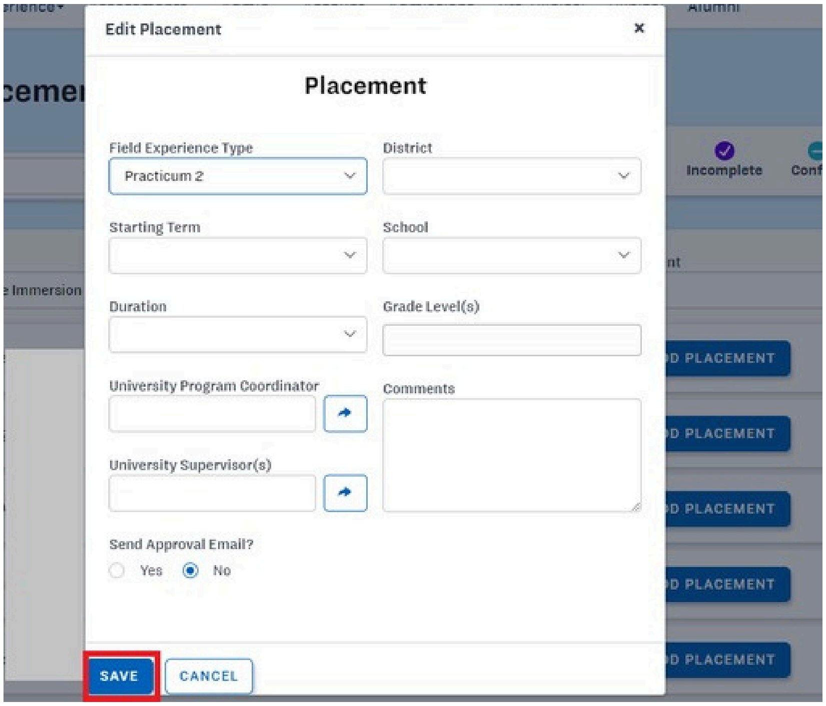
To do a practicum placement, click on the practicum option, then put in your program and course information for the placements you wish to enter.



To add a placement, click "Add Placement".



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.

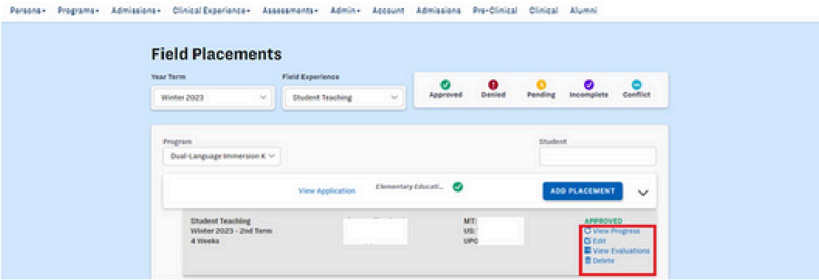


Once you are finished, click "Save", then repeat these actions for the remaining students.

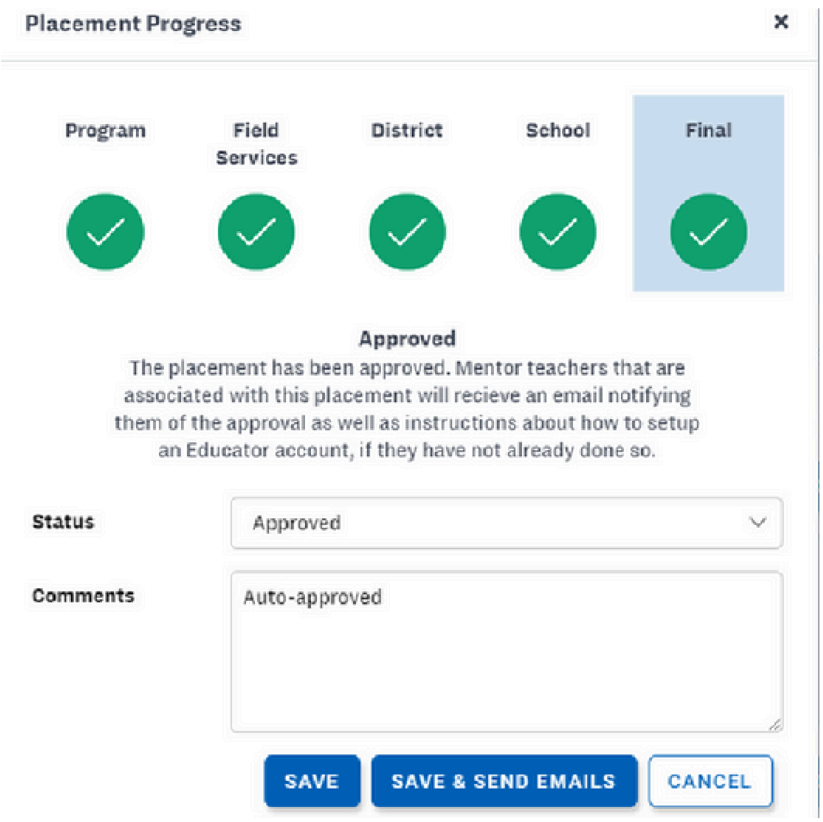
Follow these same instructions for student teaching and internship placements, except you will enter a mentor teacher as well. The mentor teacher will also needed to be approved by the Education Advisement Center before any evaluations can be filled out which takes some time, so please plan for that.

Clinical Experience - Field Placements

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

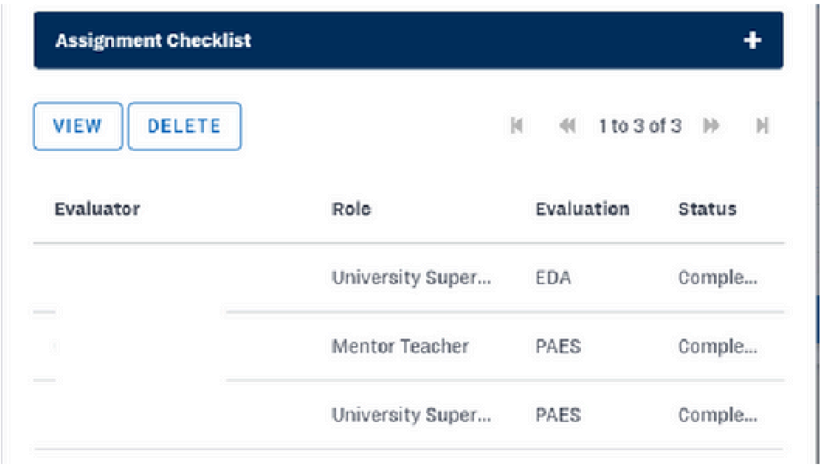


Click on the drop-down arrow, and it will show you the student's placement information.



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

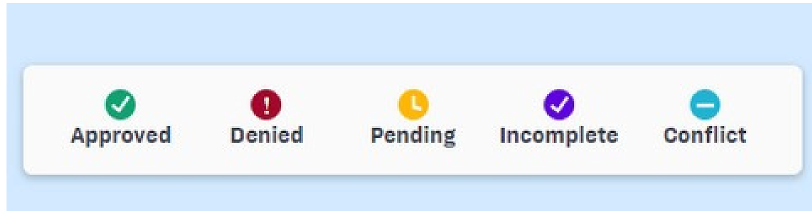
To edit a placement's information, click on "Edit". Please note that once a student teaching or internship placement is made, the mentor teacher can only be changed through the Education Advisement Center.



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.

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.

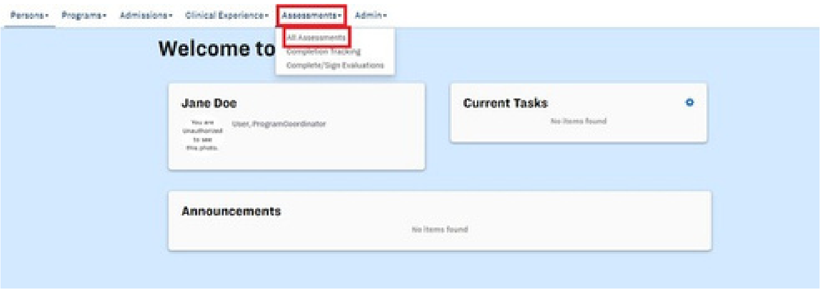
A yellow sign means the EAC hasn't approved or denied the mentor yet.

A purple checkmark means that the placement is missing information.

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

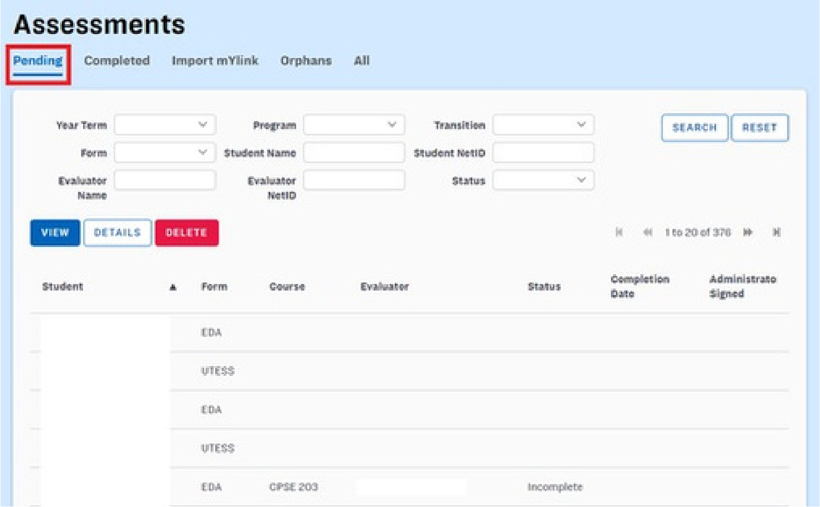
Assessments - All Assessments

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".



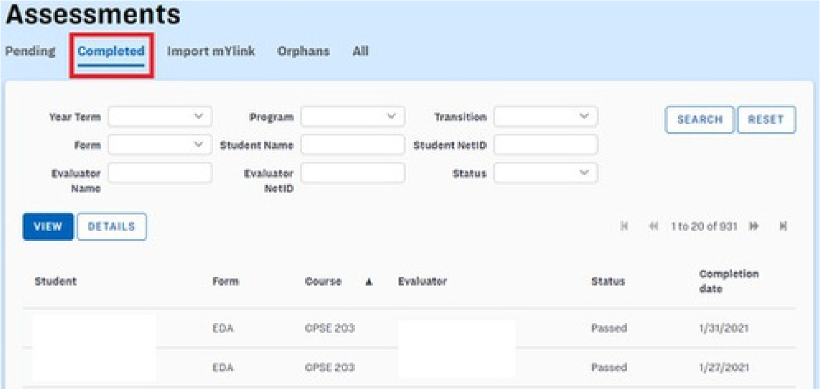
Under "Pending", you will find all of your students' evaluations that have not been entirely completed yet.

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

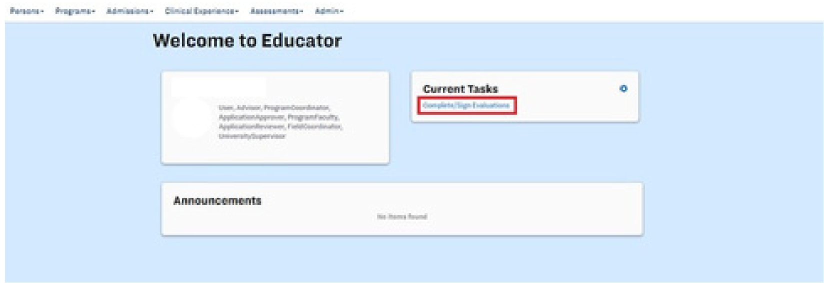


Under "Completed", you will find all of your students' evaluations that are all the way finished.

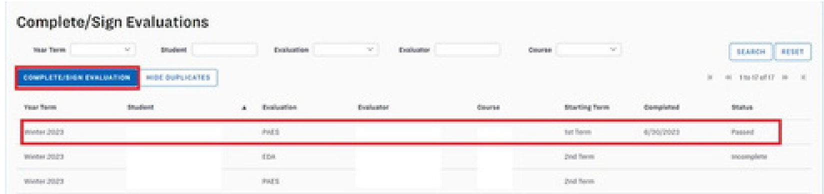
There are several filter options here as well.



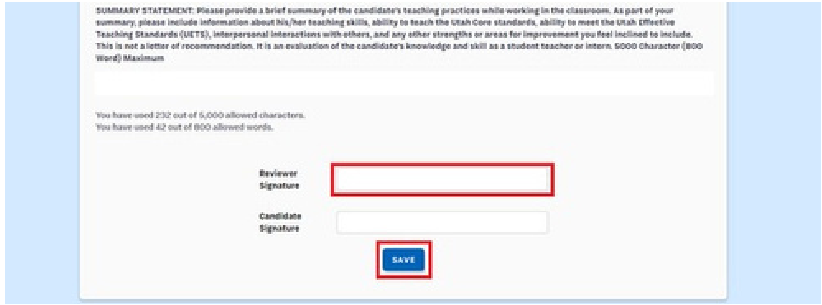
To complete or sign evaluations, go to "Assessments", then "Complete/Sign Evaluations", or go to your homepage and click the blue hyperlink entitled the same thing under current tasks. If there is no hyperlink, you have no evaluations to complete.



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".

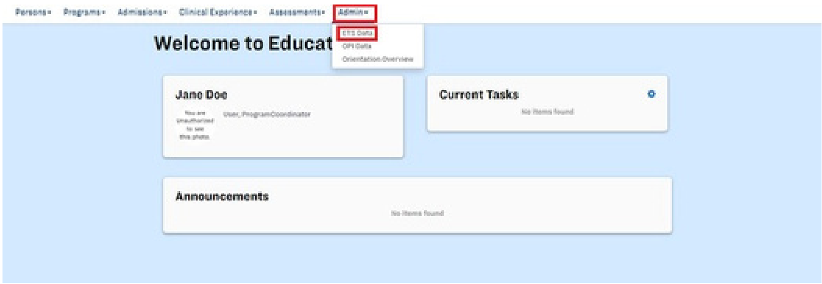


Review the TCA evaluation, then scroll to the bottom and click where it asks for the reviewer signature and enter your name. Then click "Save". Once the evaluation has been saved or submitted, it will disappear from your current tasks box and will move to the completed section of All Assessments.

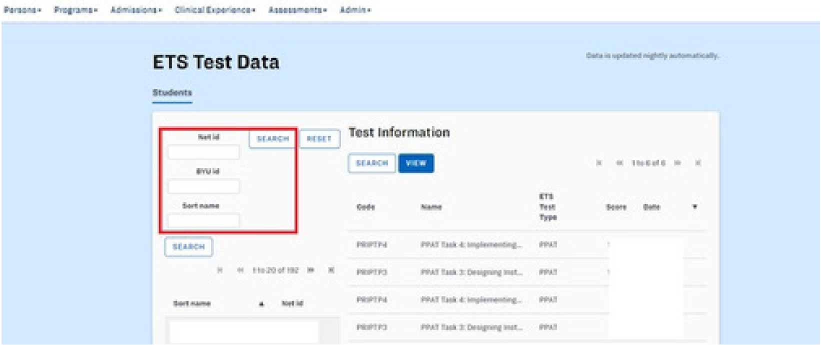


Admin - ETS Data

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

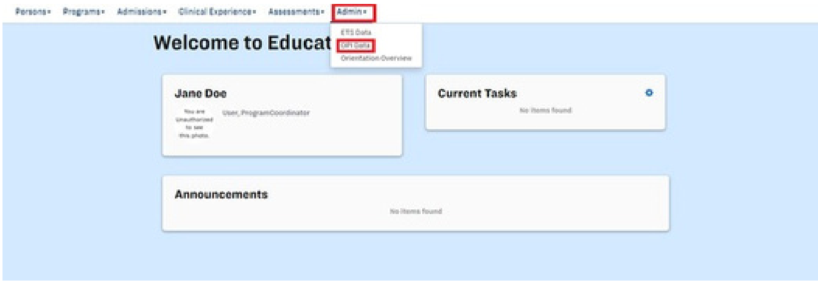


You can search here by Net ID, BYU ID, or name.

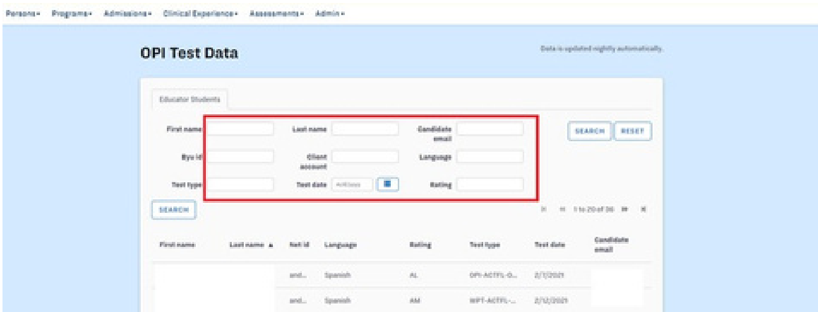


Admin - OPI Data

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

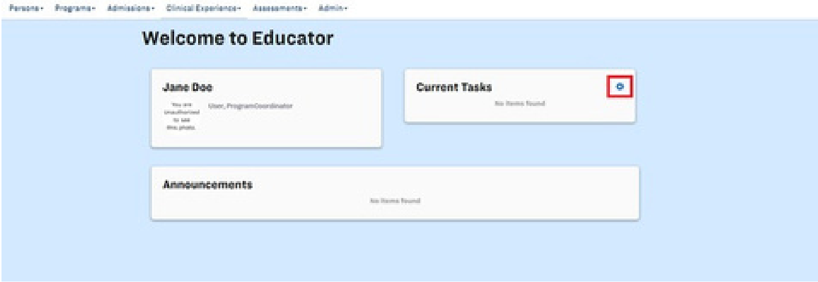


There are several search field options here as well for your convenience.

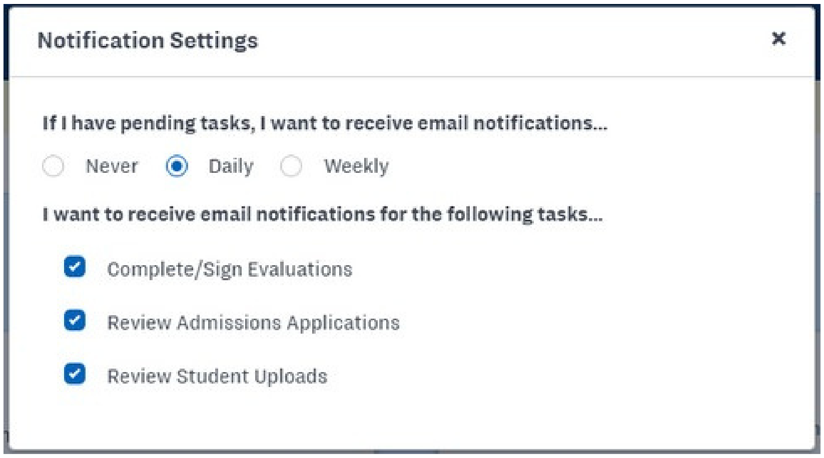


Notification Settings

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.



FAQ's

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!

FAQ's

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 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 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.