

EDUCATOR

ACADEMIC ADVISOR USER GUIDE

Table of Contents

Manage Cohorts	2
Student Progress	3
Approving Student Teaching Applications	4
Approving Field Placements	5
Signing TCA Evaluations	6
Adjusting Notification Settings	7

Programs - Manage Cohorts

****Please disregard this section if you are not an advisor working for the EAC in Field Services. ****

As an advisor for the EAC, the only cohort you will need to open here will be for the final clinical experience.

In order to open a cohort, click on "Programs", then click on "Manage Cohorts". Finally, select "Final Clinical Experience".

Year Term	Admissions opens	Admissions closes
Winter 2026	1/25/2025, 12:00 AM	3/16/2025, 11:59 PM
Fall 2025	12/1/2024, 12:00 AM	6/16/2025, 11:59 PM
Spring 2025	12/1/2024, 12:00 AM	1/26/2025, 11:59 PM
Winter 2024	2/1/2024, 12:00 AM	2/16/2024, 11:59 PM
Fall 2022	12/1/2021, 12:00 AM	1/16/2022, 11:59 PM

To open a new student teaching application cohort for all majors, please select "New". In the "Edit Cohort" pop-up box, you will then select the year term/semester you wish to open the cohort for, as well as the opening and closing date for the application.

Edit Cohort [X]

Year term [dropdown]

Admissions opens [m/d/yyyy] [calendar icon]

Admissions closes [m/d/yyyy] [calendar icon]

The closing time will default to 11:59 PM on the date selected.

SAVE **CANCEL**

To edit a cohort, go to the same spot. Double click on the cohort that requires editing, or click once to highlight it gray and select the "Edit" button.

Persons • Programs • Admissions • Clinical Experience • Assessments • Admin •

Cohorts

Program Final Clinical Experience Active Cohorts

A cohort determines which requirements are visible for each transition. Upon applying for a program, a student becomes associated with a cohort, which stays with the student throughout their program experience. A cohort with an open application window must exist in order to start an application for that program.

Year Term: Program: Art Education K-12 Admissions opens:

Admissions closes: Admissions opens after: Admissions closes before:

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	8/31/2023, 11:59 PM
Fall 2022	Art Education K-12	8/31/2020	12/31/2099	8/1/2022, 12:00 AM	1/31/2023, 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...

In the "Edit Cohort" popup window, alter the necessary information. Then click the "Save" button.

Edit Cohort

Year term: Winter 2024

Admissions opens: 1/23/2023

Admissions closes: 3/18/2023

The closing time will default to 11:59 PM on the date selected.

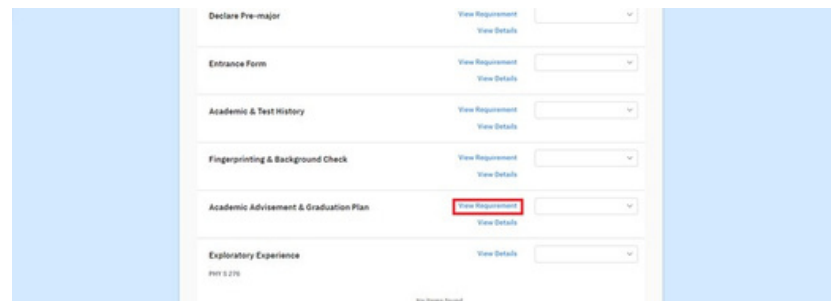
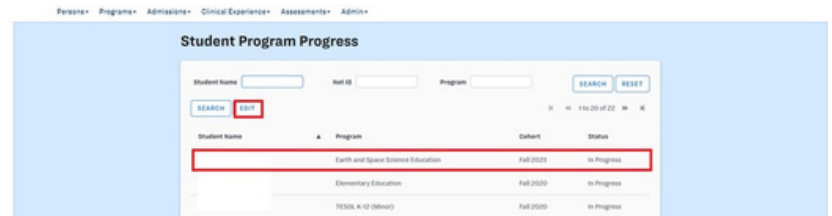
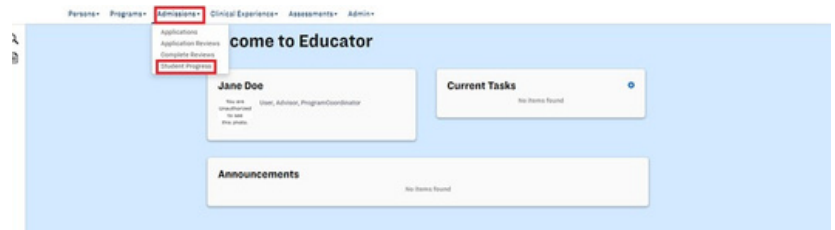
Admissions - Student Progress

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.

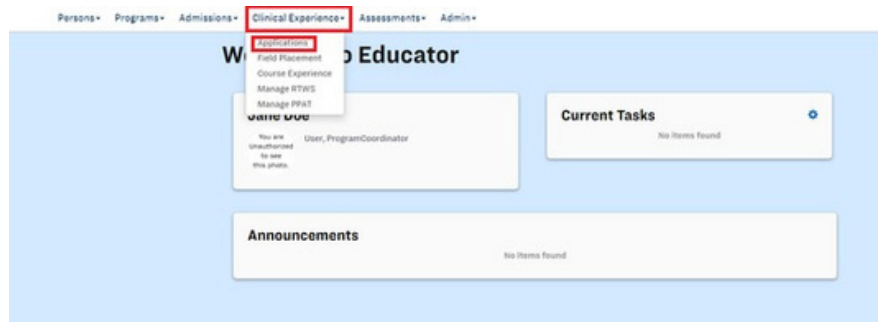
GRANT RIGHTS

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

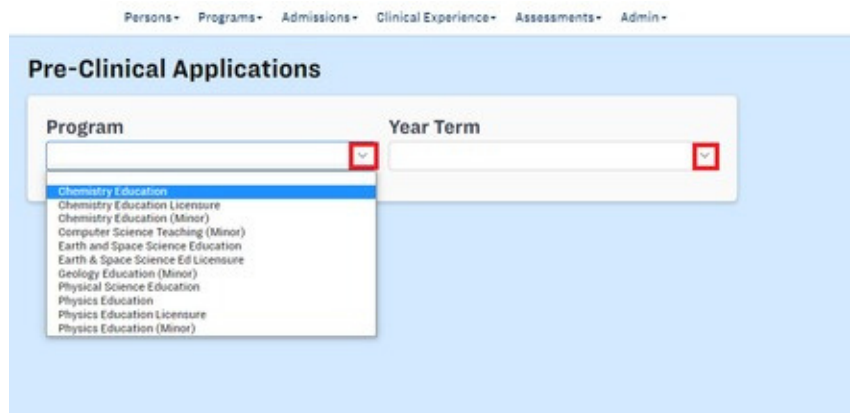
UPLOAD

Approving Student Teaching Applications

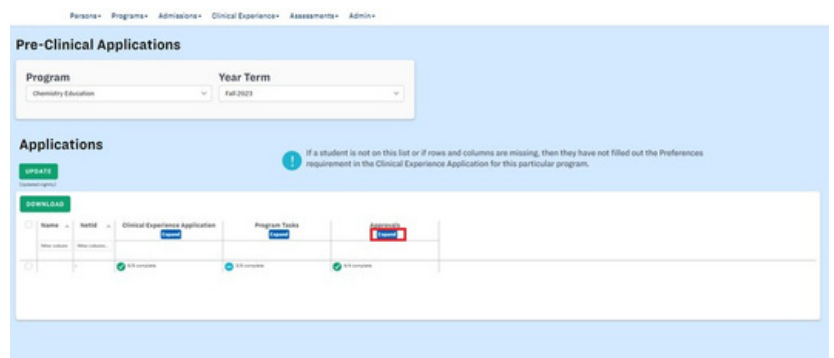
The Clinical Experience tab is for all things related to practicum and student teaching. In order to approve applications for student teaching, go to "Clinical Experience", then "Applications".



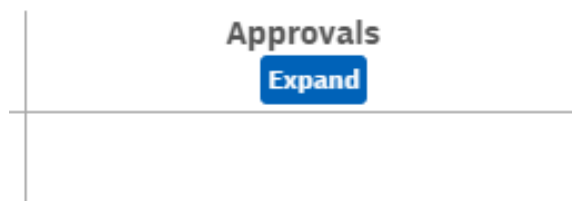
Once there, filter by program and year term. Please note that year term here does not mean the cohort a student is in, but the semester they will be doing their student teaching.



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.



Once there, click on the blank space underneath "Advisor Approval" if you are the program advisor or under "Field Services" if you work in that office.

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

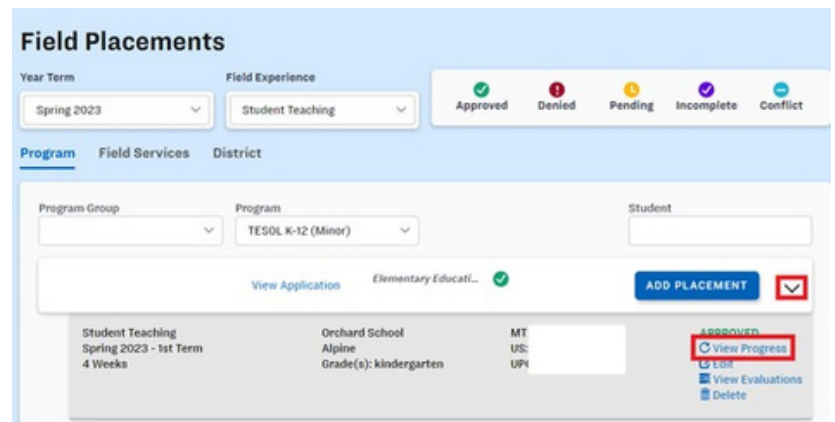
Again, only click "Approve" if the student has finished everything. If you and the student have made plans to finish what is missing, please conditionally approve them, then write pertinent notes in the comments box. When the missing action(s) is completed, you can come back and change the selection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

Approving Field Placements

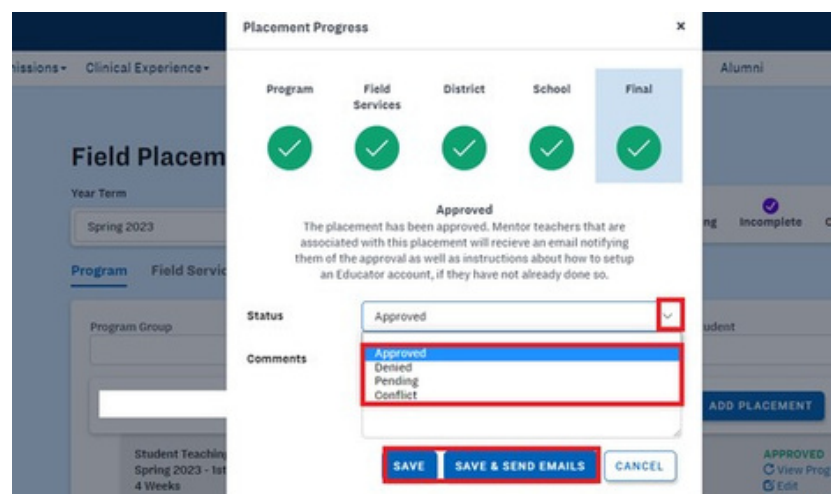
To approve a field placement as a field services advisor, please go to "Clinical Experience", then select "Field Placements".



Once there, fill out the year term/semester, field experience, and program information. Once you have reached the correct area, flick on the drop-down arrow of any student that still has a pending field placement and click "View Progress".



Click on the drop-down arrow, then select "Approved". If you have just completed the final approval, click "Save & Send Emails". Otherwise, just click "Save".

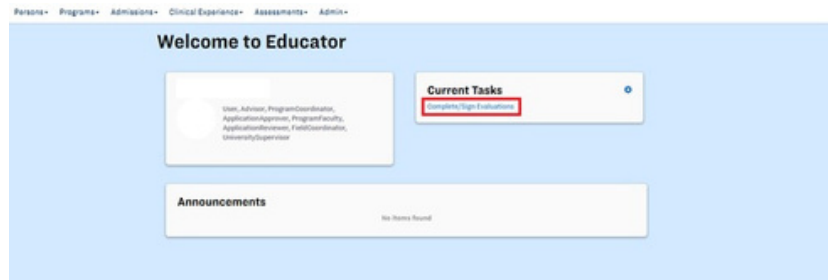


Signing TCA Evaluations

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.

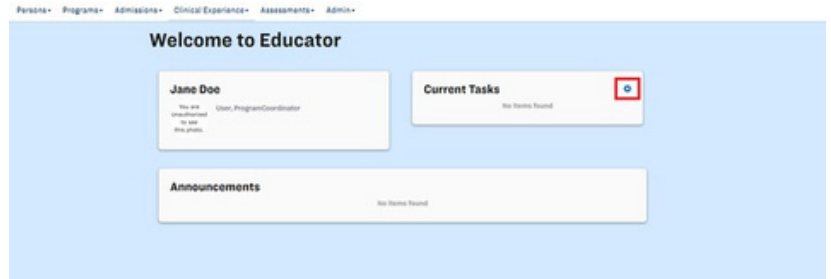
Reviewer Signature:

Candidate Signature:

[SAVE](#)

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.

Notification Settings ✕

If I have pending tasks, I want to receive email notifications...
☐ Never ☒ Daily ☐ Weekly

I want to receive email notifications for the following tasks...

- ☒ Complete/Sign Evaluations
- ☒ Review Admissions Applications
- ☒ Review Student Uploads