EDUCATOR USER GUIDE

for

Advisor

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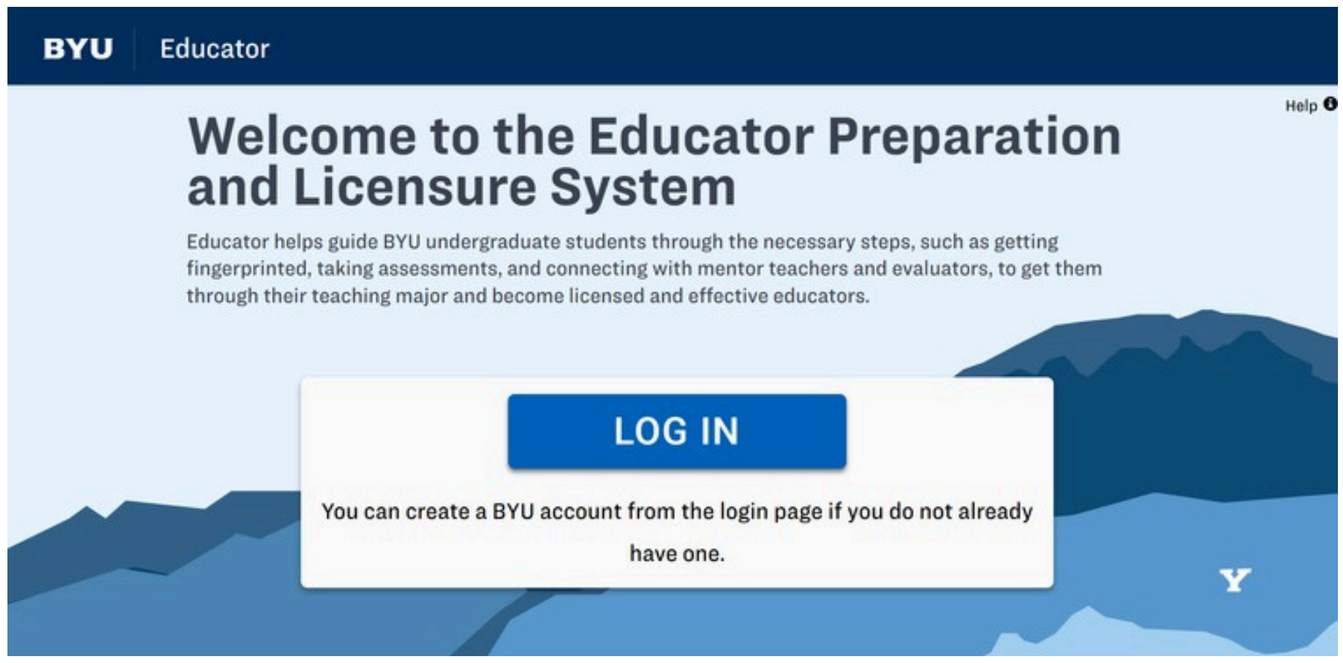
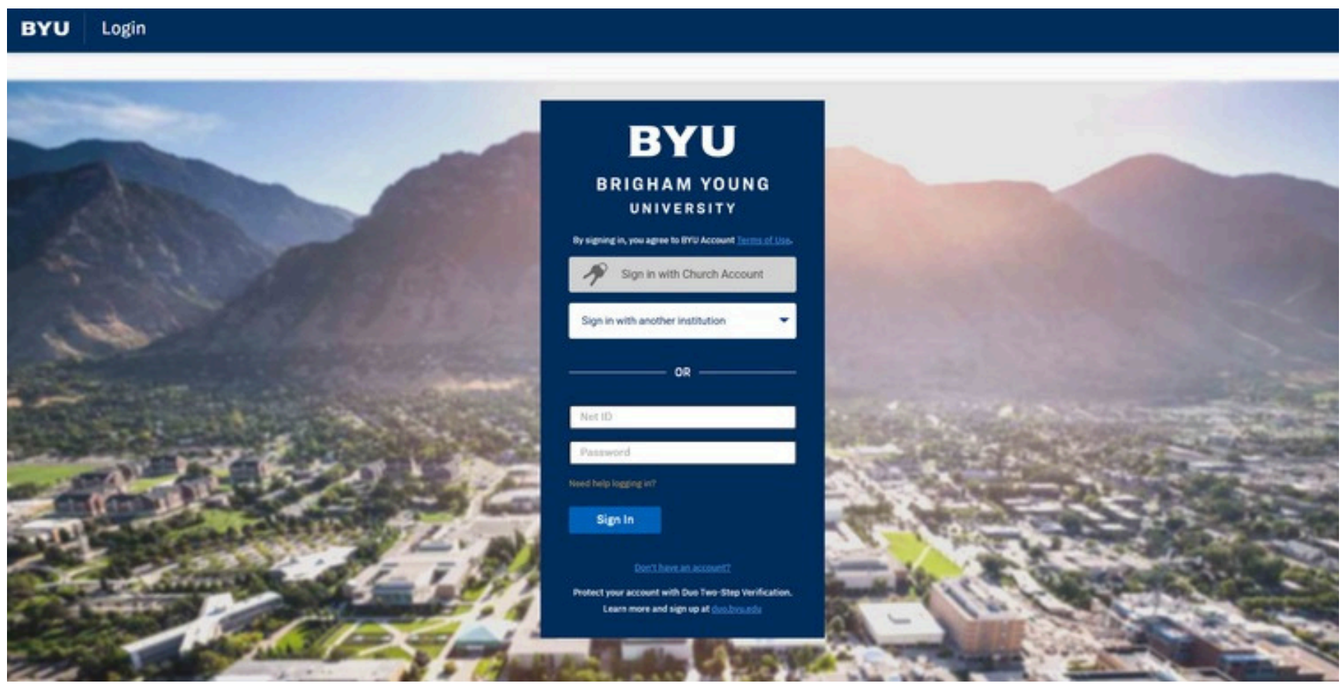
GETTING STARTED

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

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

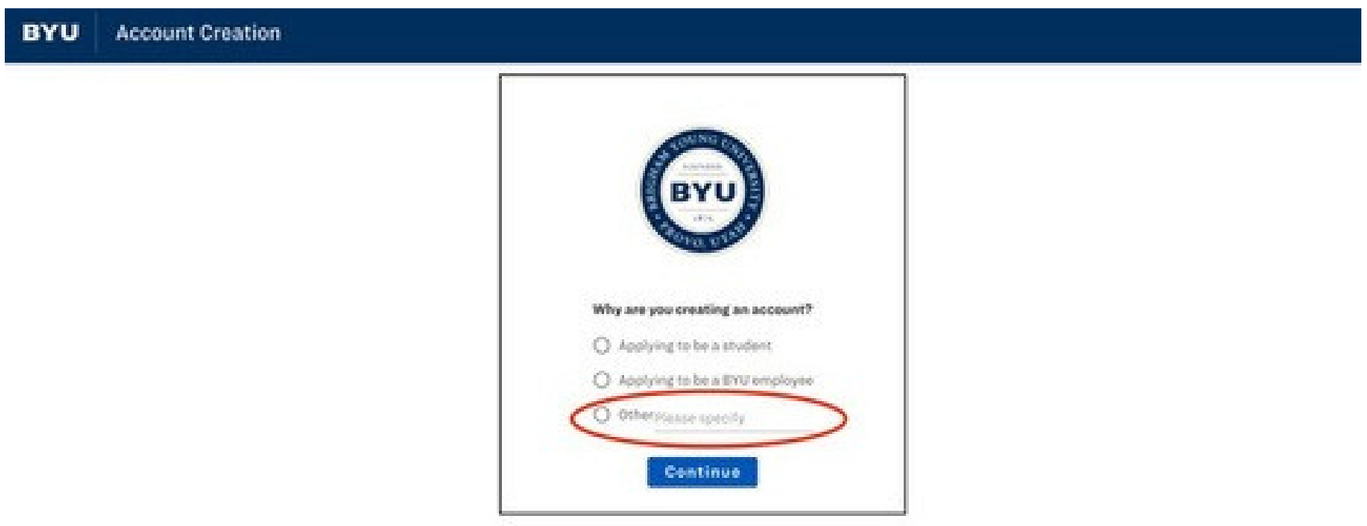


Enter your BYU credentials, or click "**Don't have an account?**" to create one.



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.

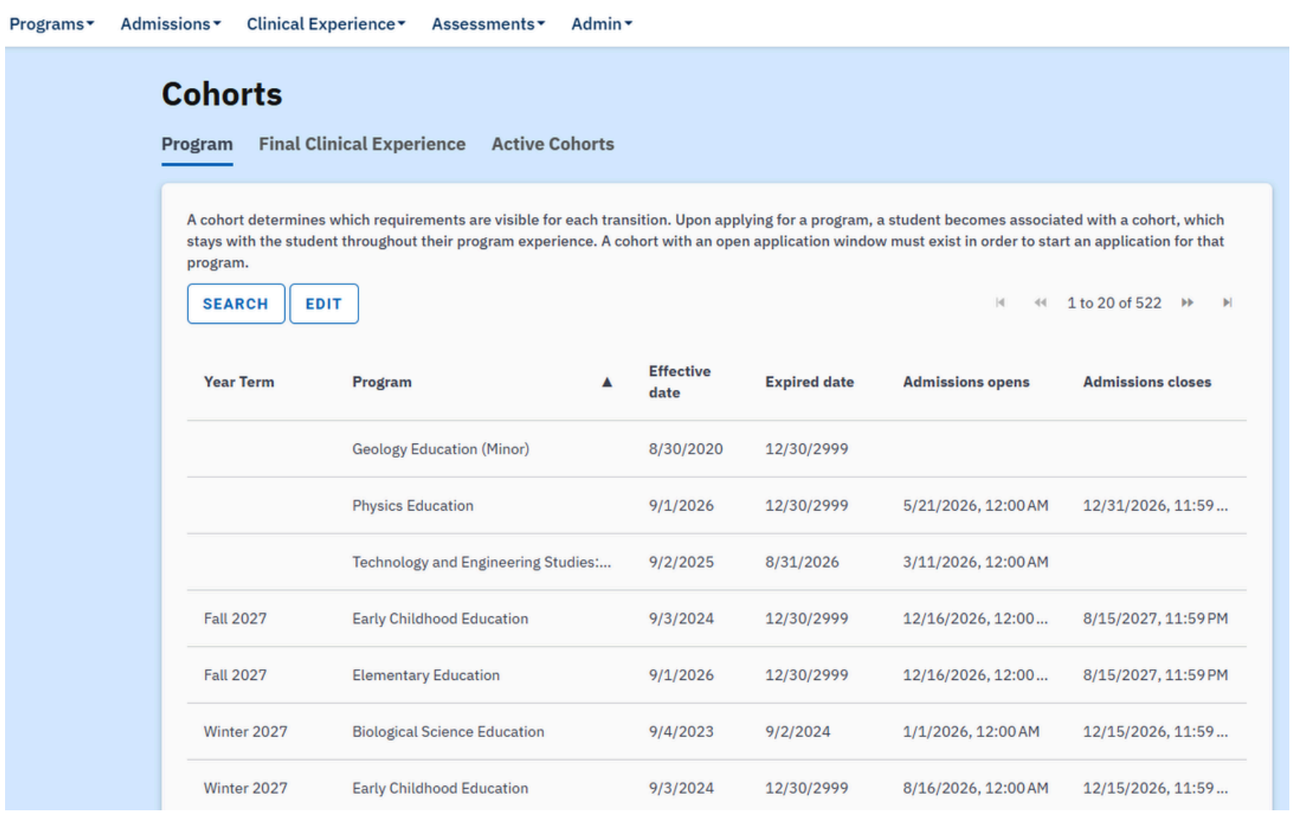
If you have trouble creating a BYU account or have forgotten your NetID or password contact **BYU IT** at (801) 422- 4000. Please call the **EPP Office** at (801) 422- 1190 with other questions

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.

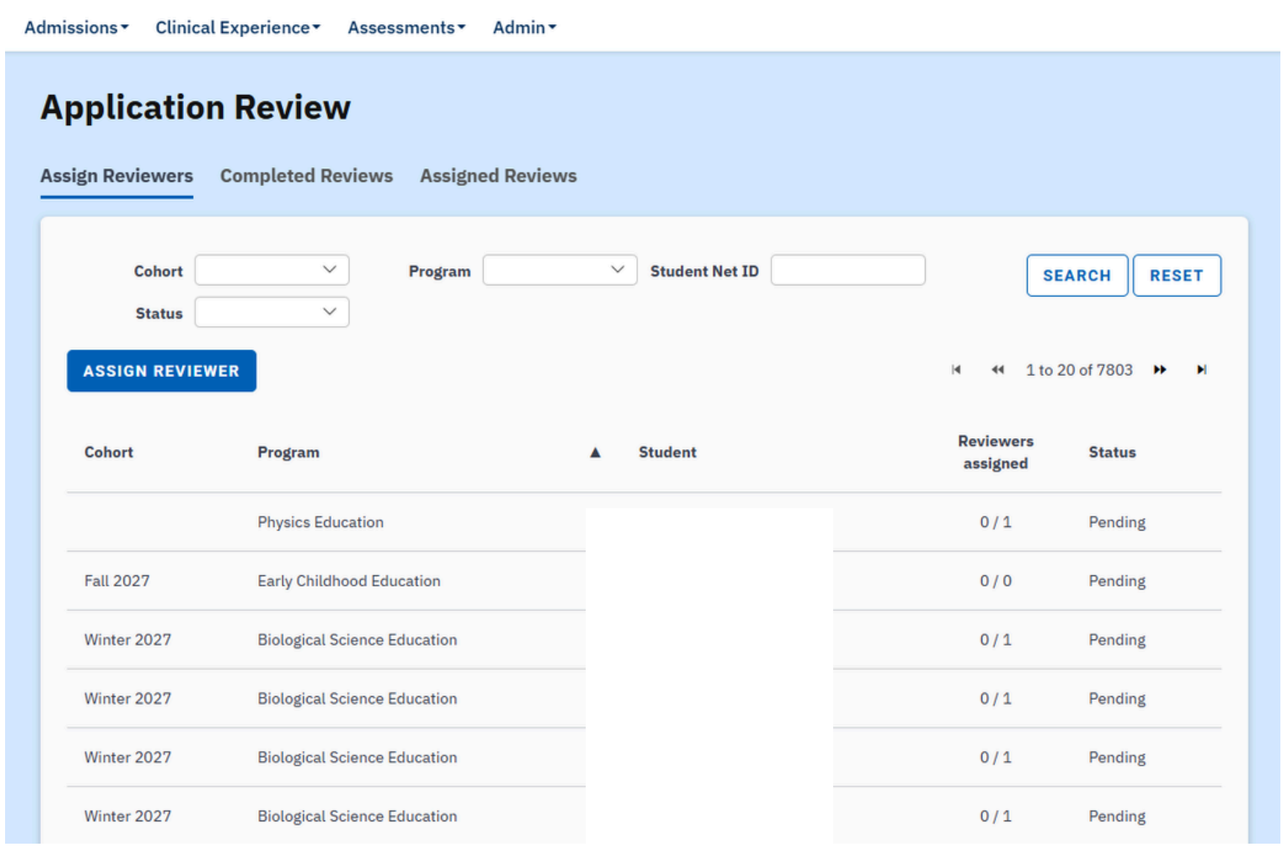
The “**Programs**” tab allows you to view specific cohort information.

- 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 an education program. It also show the list of faculty in the program you are looking at.

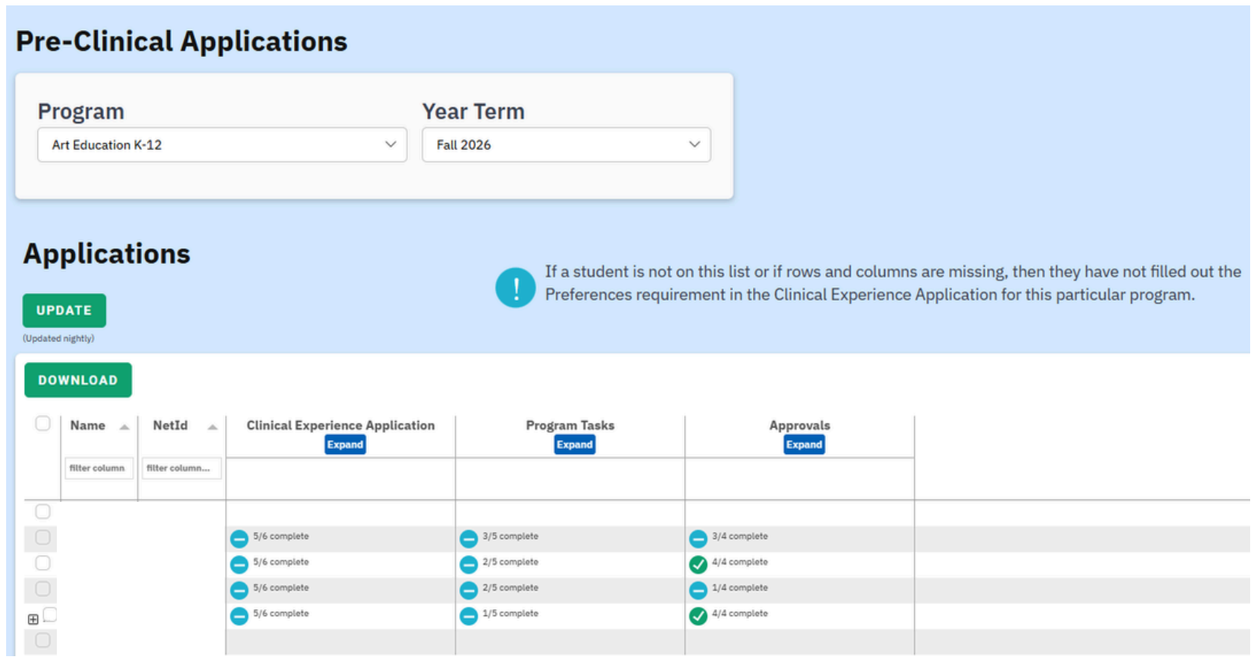


The “**Admissions**” tab shows all current and past applications to your program.

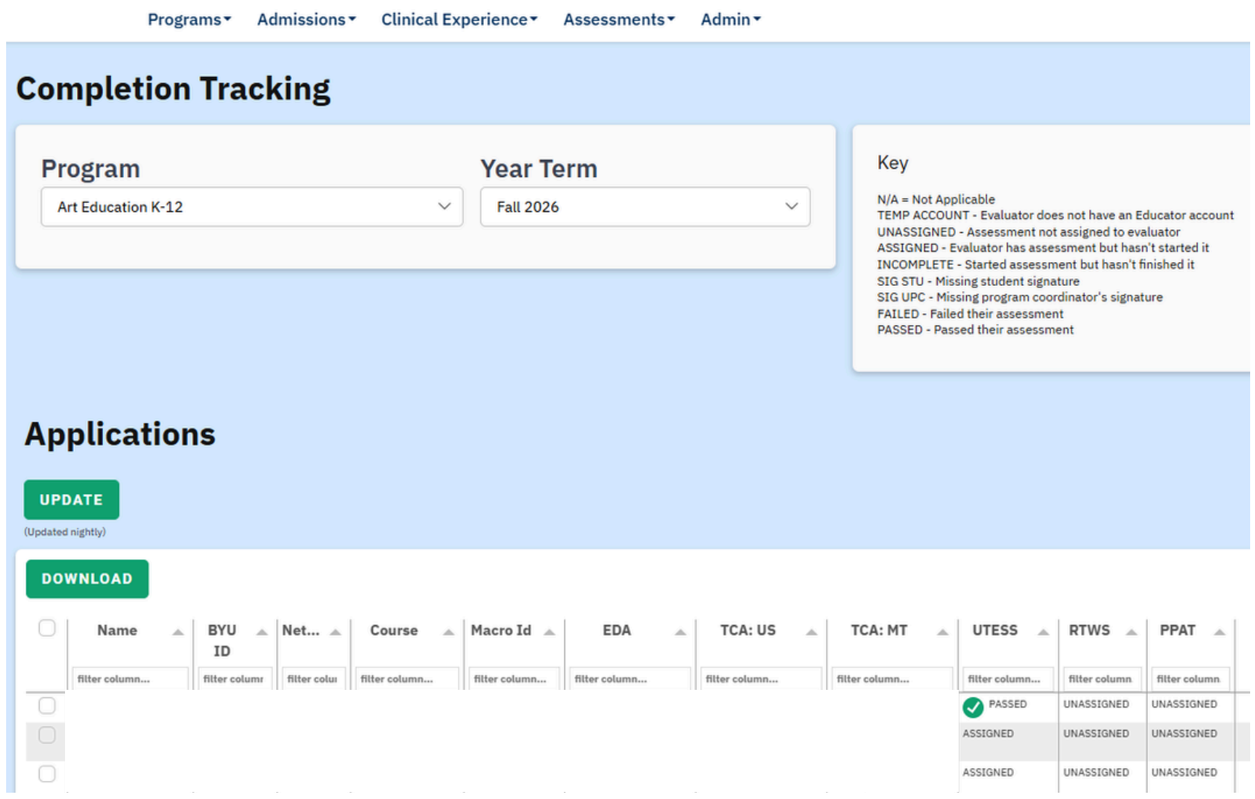
- The application review option will show a list of which applications have been reviewed, which have been assigned, and allows you to assign reviewers.
- Student progress shows a list of all students and their program progress



The “**Clinical Experience**” tab shows all pre-clinical application progress for all students with an abblication open for the selected program and year.

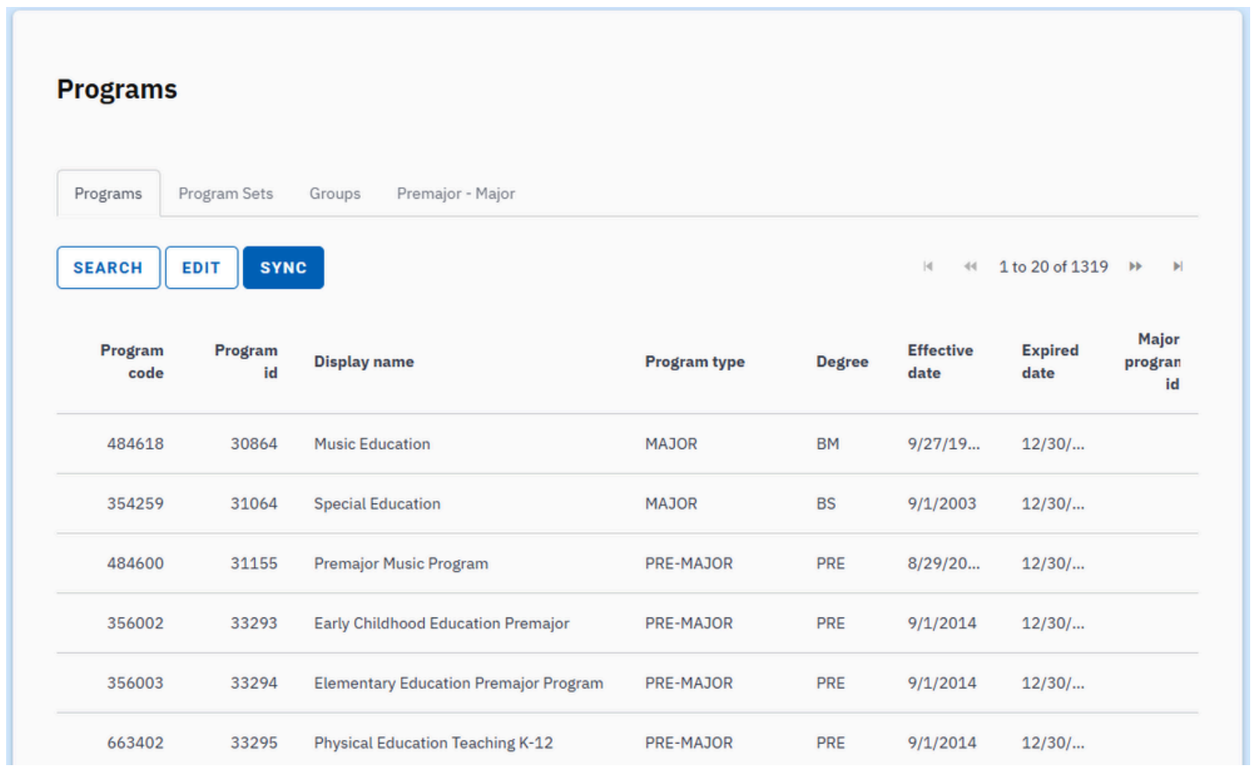


The “**Assessments**” tab shows the completion tracking for students in their last semester. Any program or year term can be viewed. It also shows the progress of their evaluations.



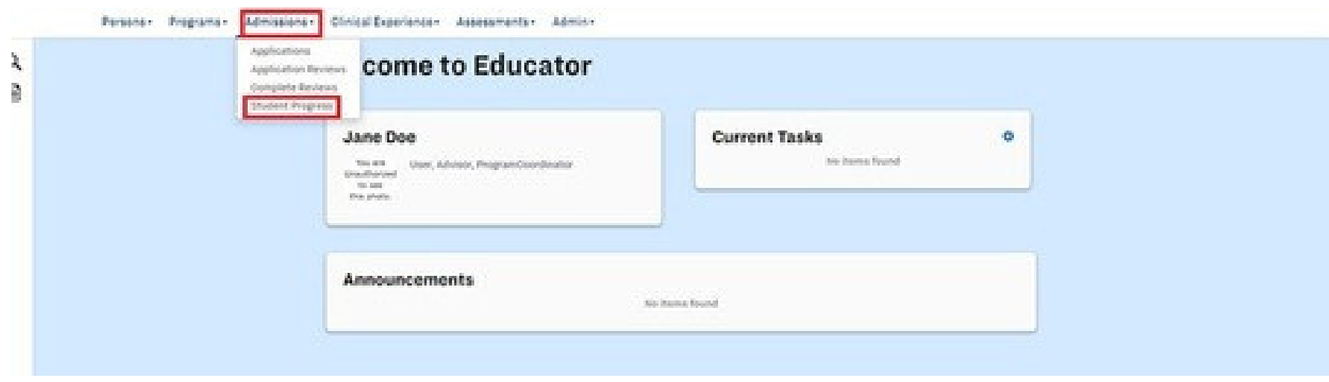
The “**Admin**” tab shows you all program information and program requirements.

- Programs shows information about the program, it’s degree, type, code, etc.
- Requirements shows both EPP and Program requirements for students to move to the next course experience.
- Requirement type shows when specific requirements were put in place

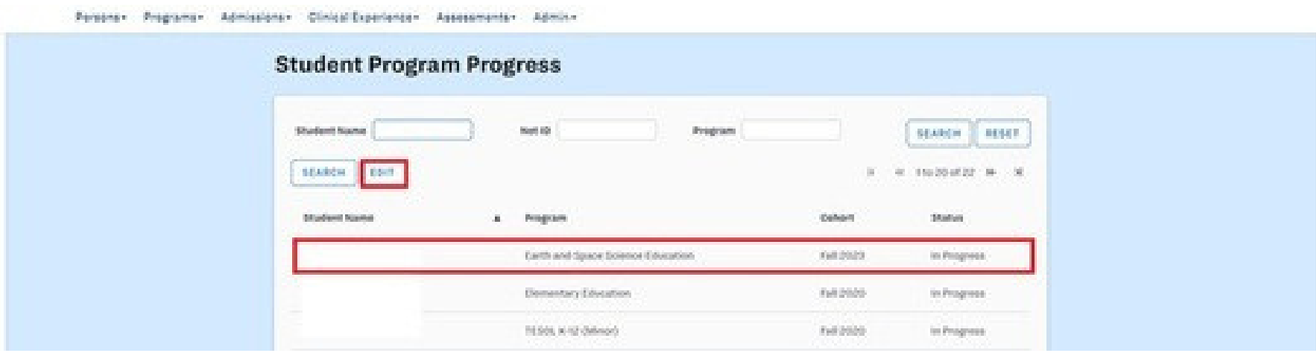


GRANT RIGHTS TO UPLOAD GRADUATION PLAN

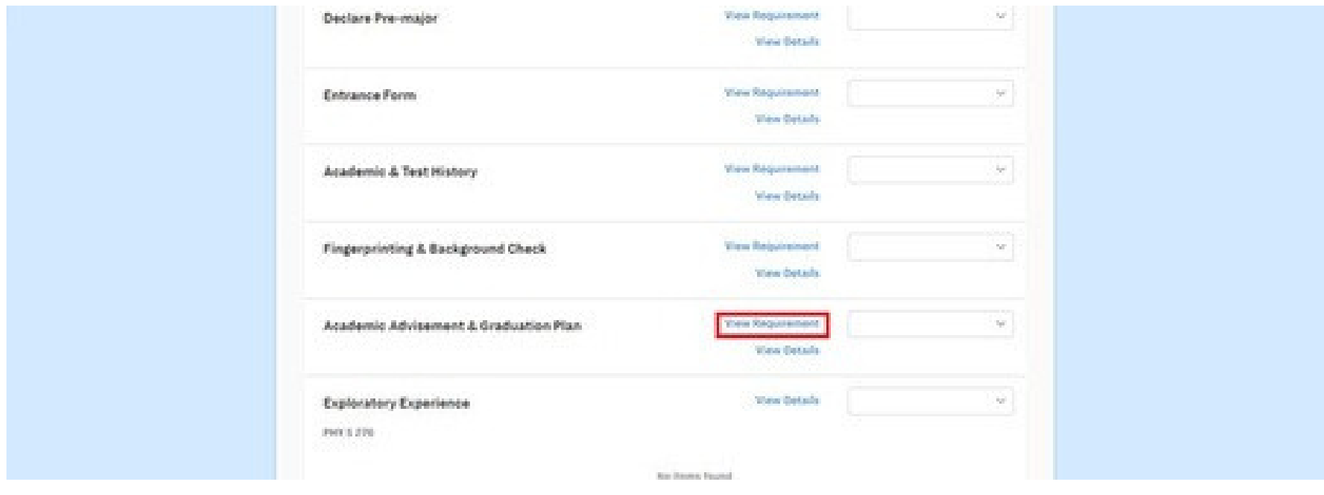
To grant rights, go to **"Admissions"**, then **"Student Progress"**.



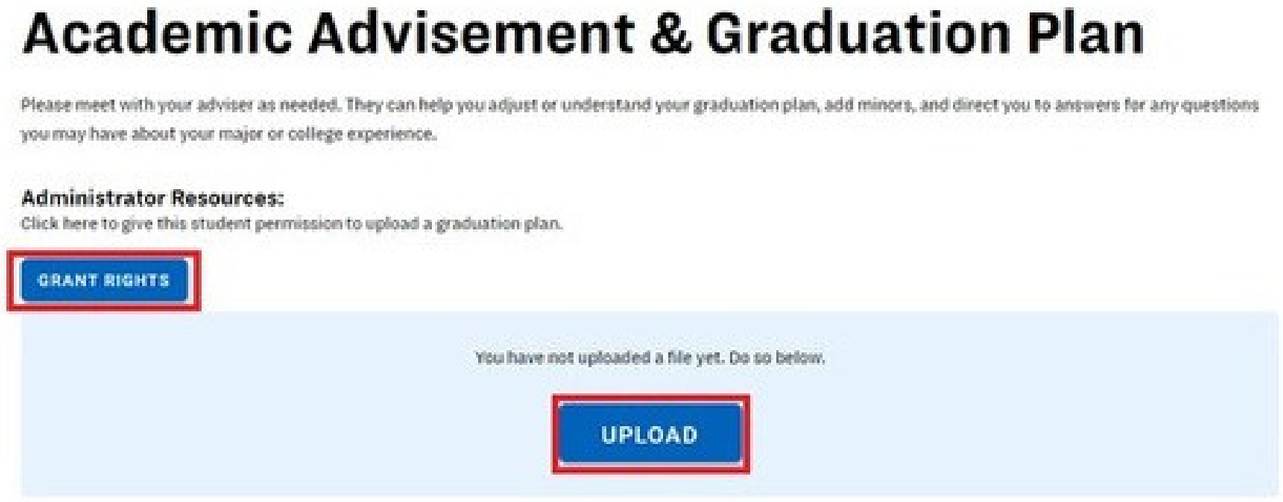
Enter the student's name or net ID. Please note that you can only type in the student's first name or last name. If you type in both, the student will appear. Once the student comes up, double click on their application or select the row and hit "**Edit**".



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



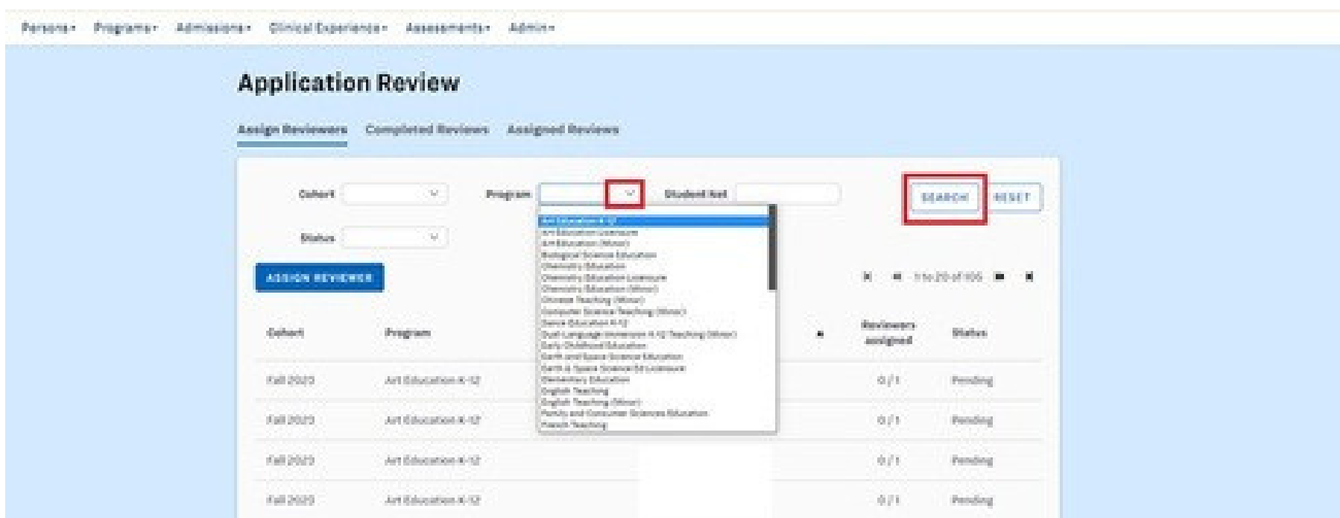
Under Administrator Resources, click "**Grant Rights"**. You can also upload the student's graduation plan for them here.



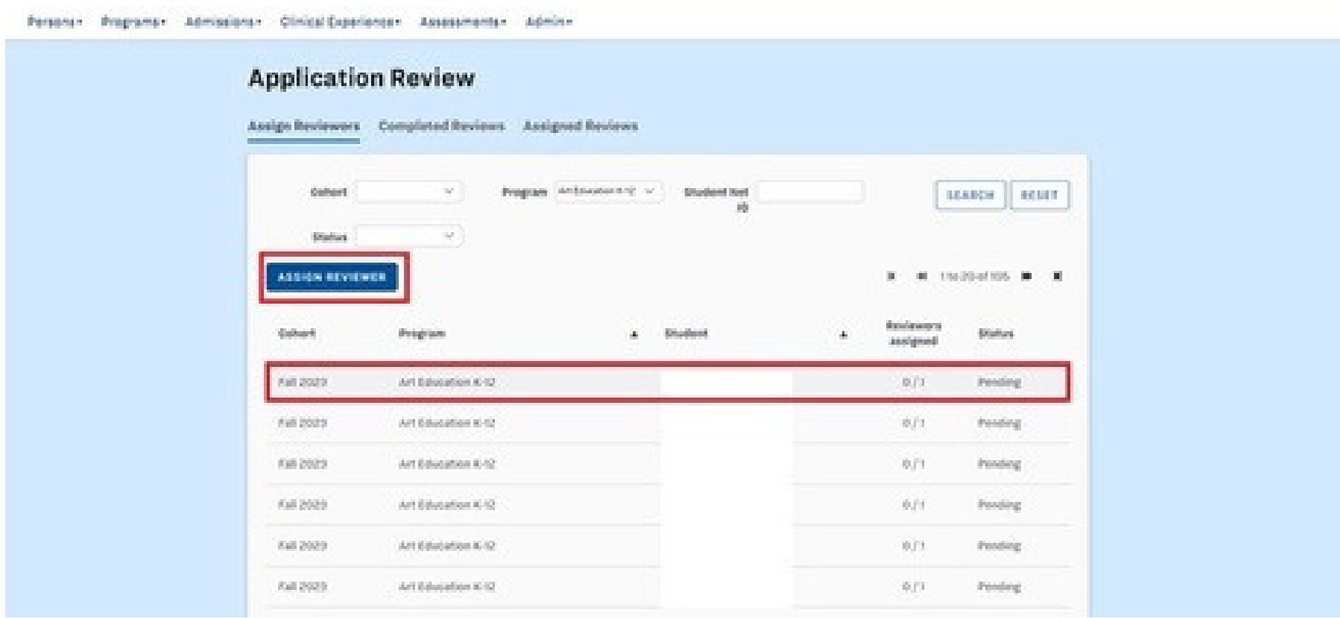
ASSIGN REVIEWERS

To assign faculty members to review a student's application, go to "**Admissions**", then "**Application Reviews**".

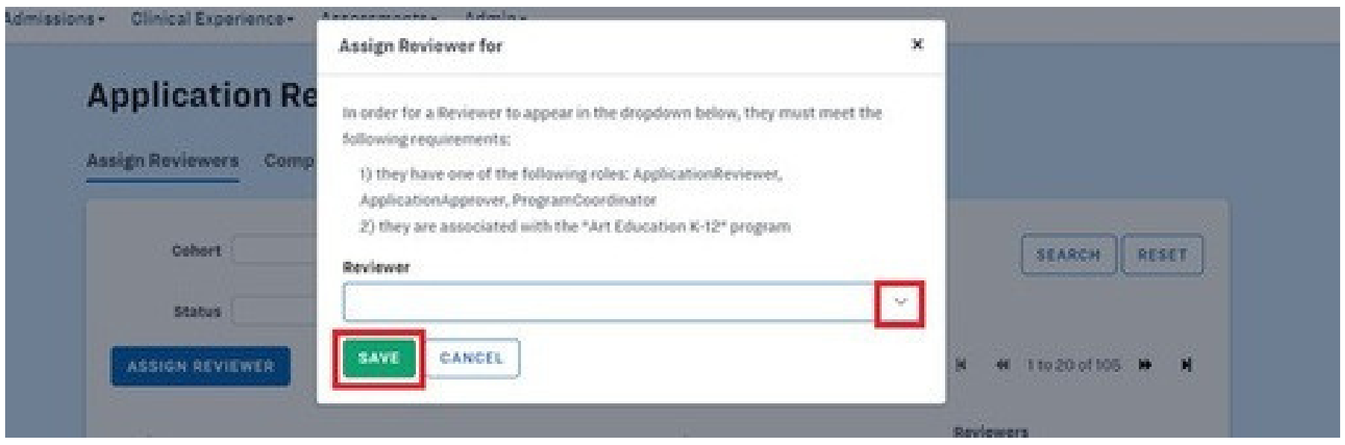
Select the program you want to view using the **Program** drop-down menu. You can also filter results by cohort, the student's Net ID, or the application status.



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

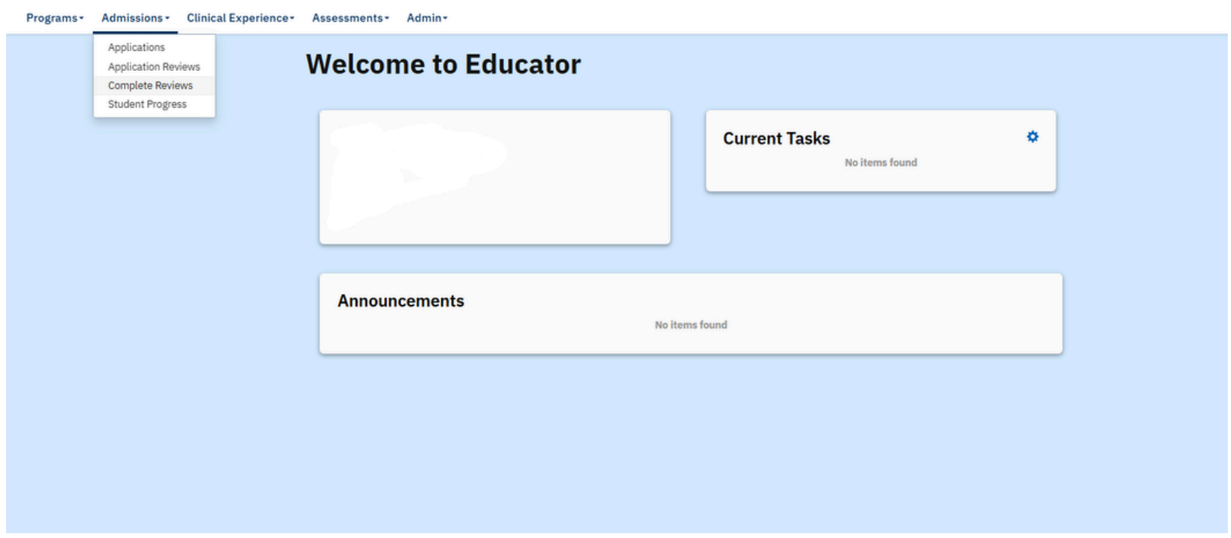


In the Assign Reviewer pop-up box, click on the drop down arrow to assign a reviewer. Click on the reviewer's name, then click "**Save**".

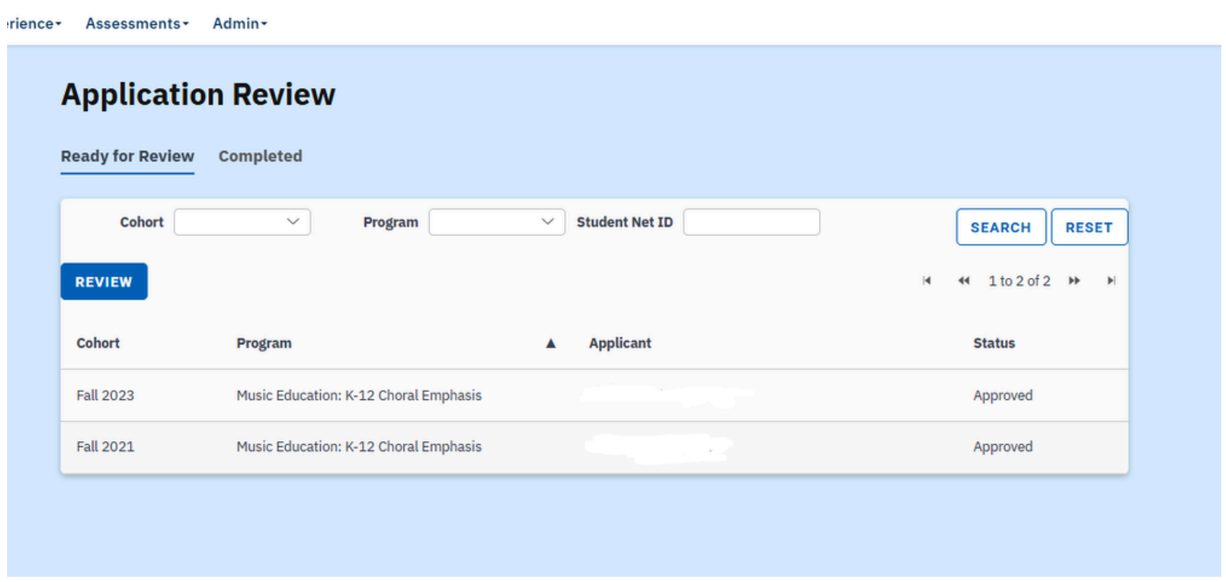


COMPLETE REVIEWS

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

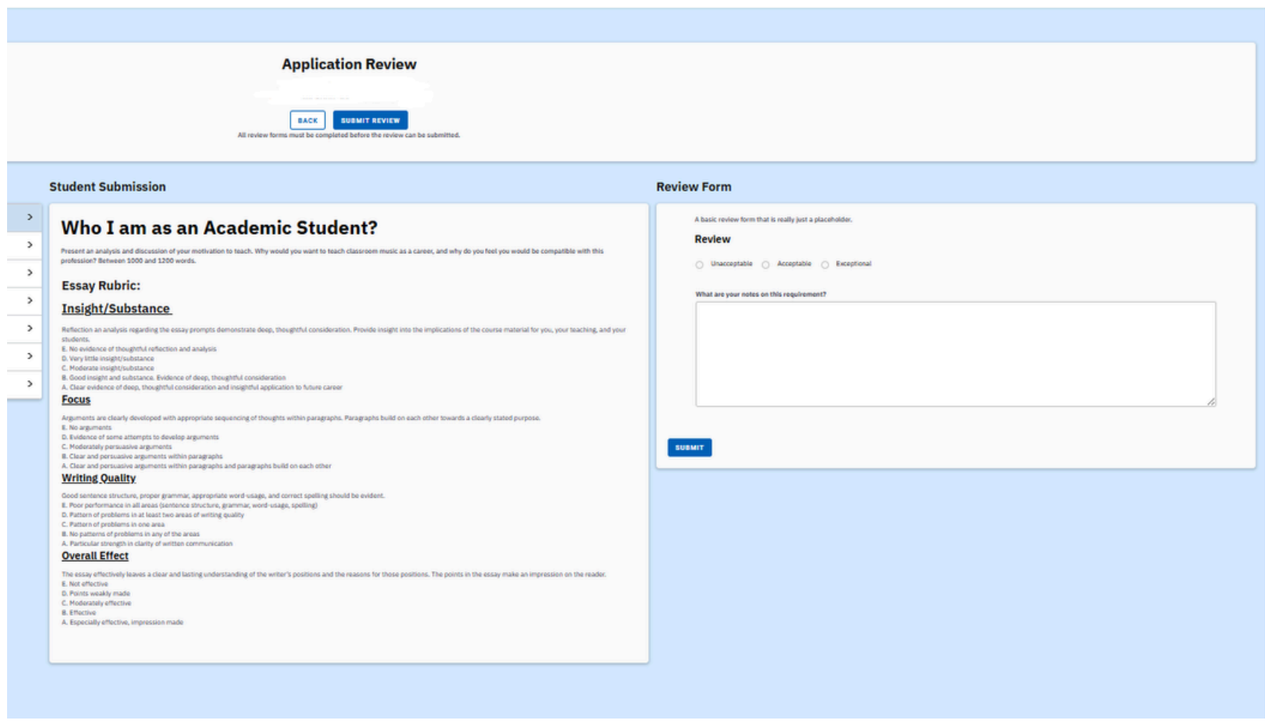


If you have applications to review, they will show up on the list. If you have no applications assigned to you, nothing will show up. You can filter by cohort, program, and net ID here.



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.



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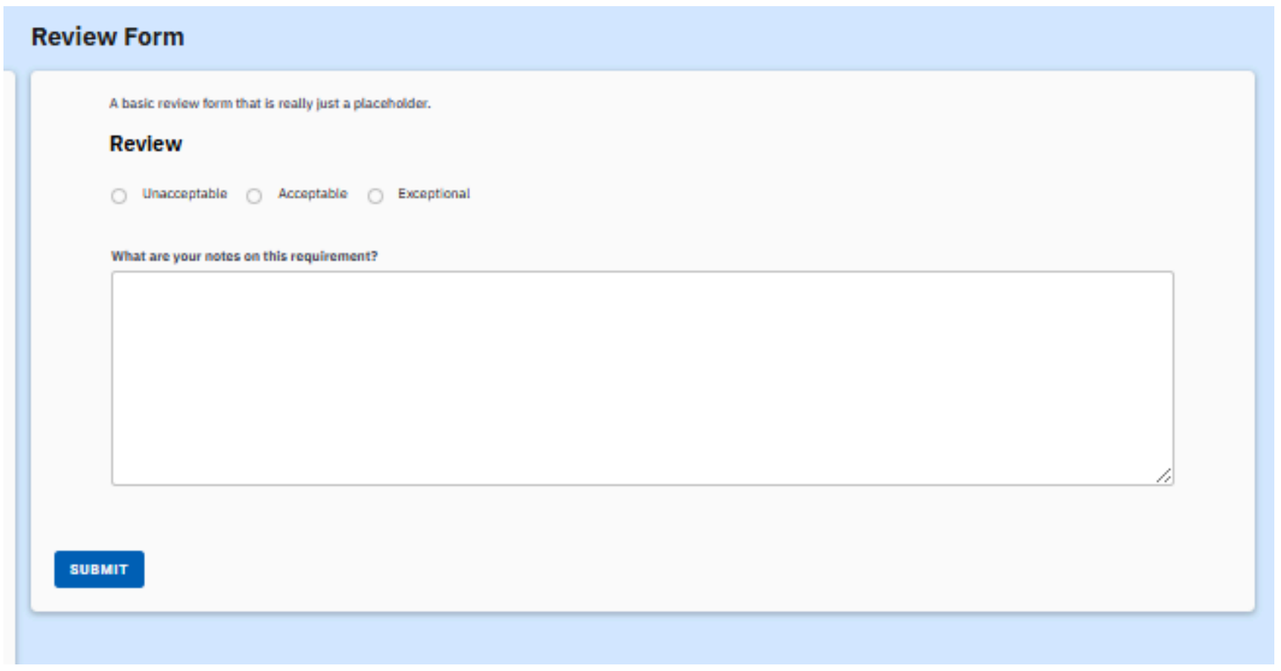
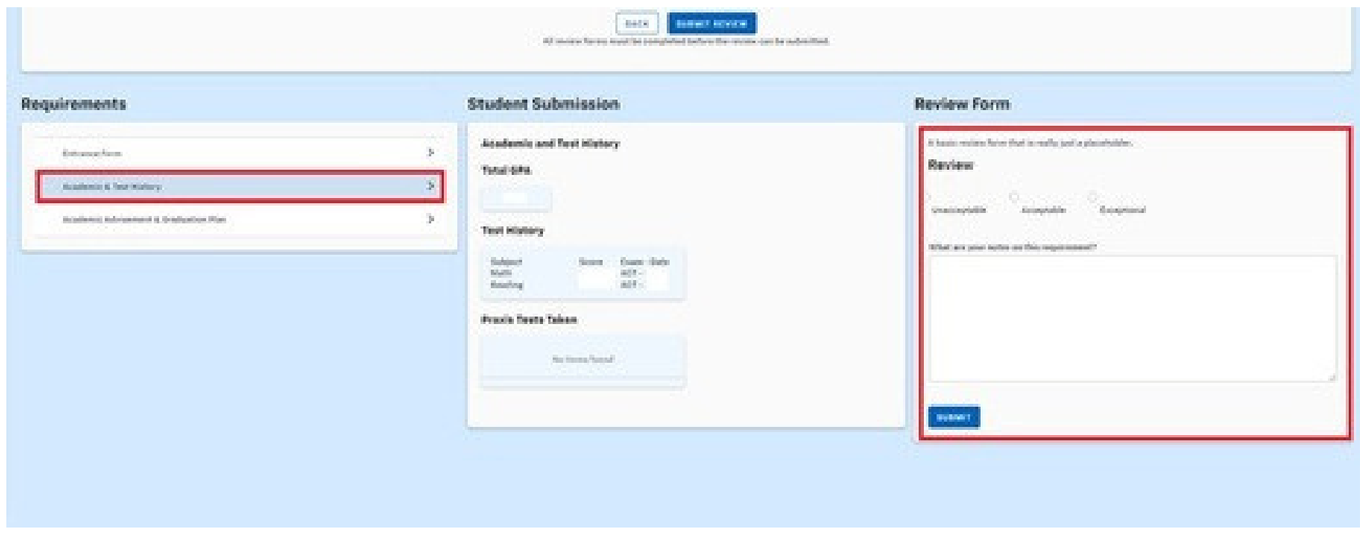
Review what the student has submitted, then under the Review Form box on the bottom right side of the screen, click whether it is unacceptable, acceptable, or exceptional and type in additional notes.

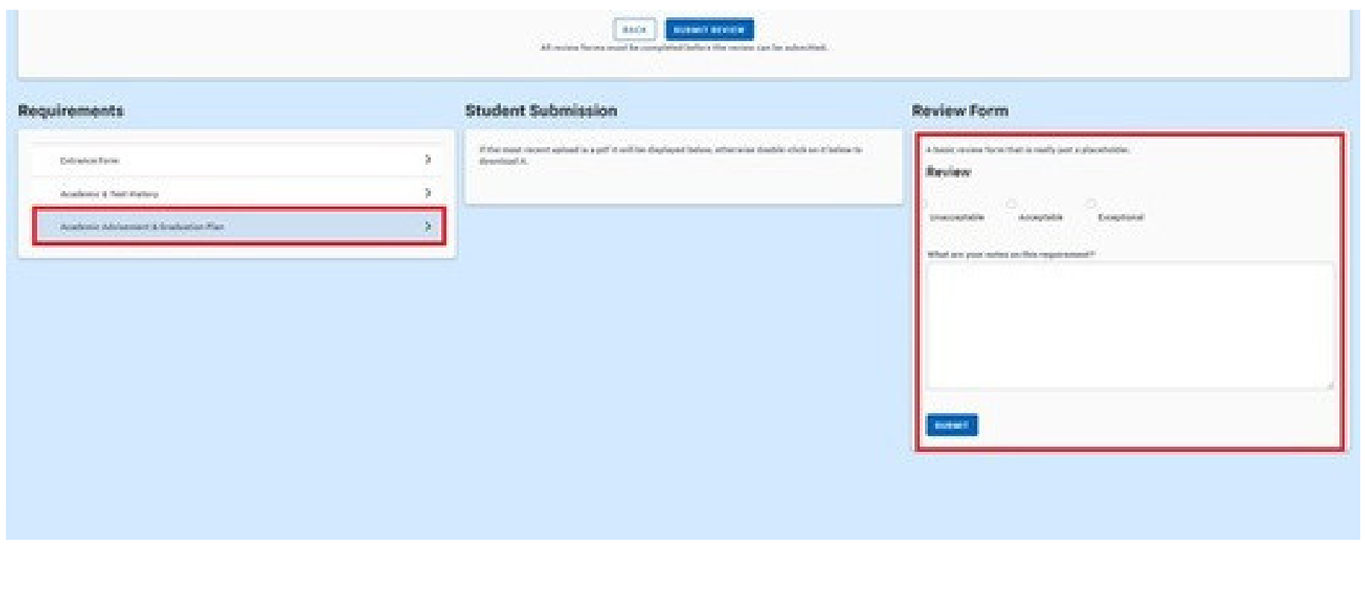


Once you have finished this, click **"Submit"** to save your notes for this section.

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.



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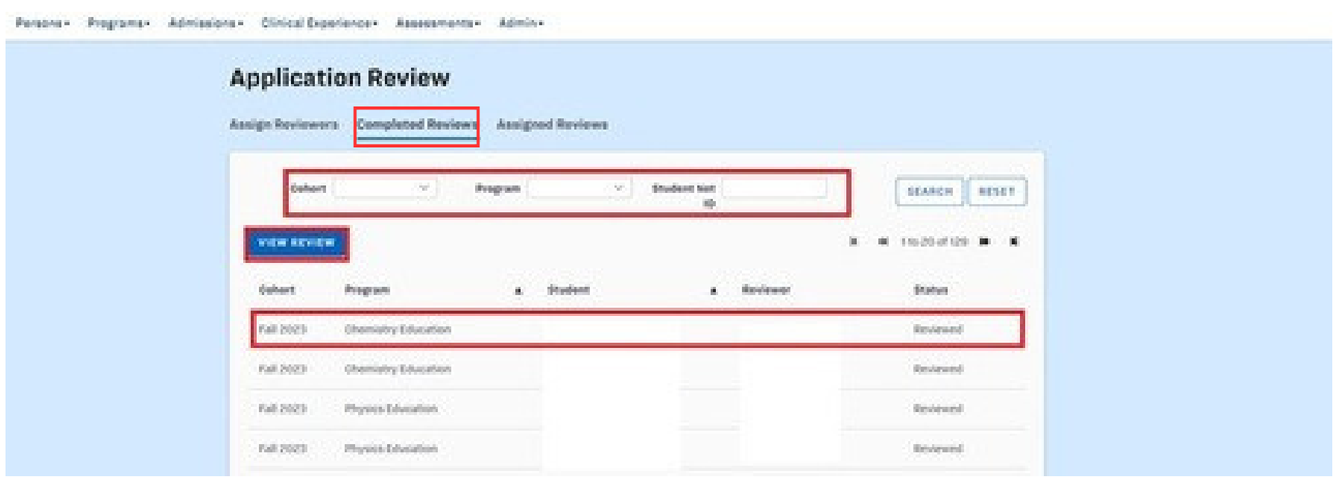
VIEW COMPLETED REVIEWS

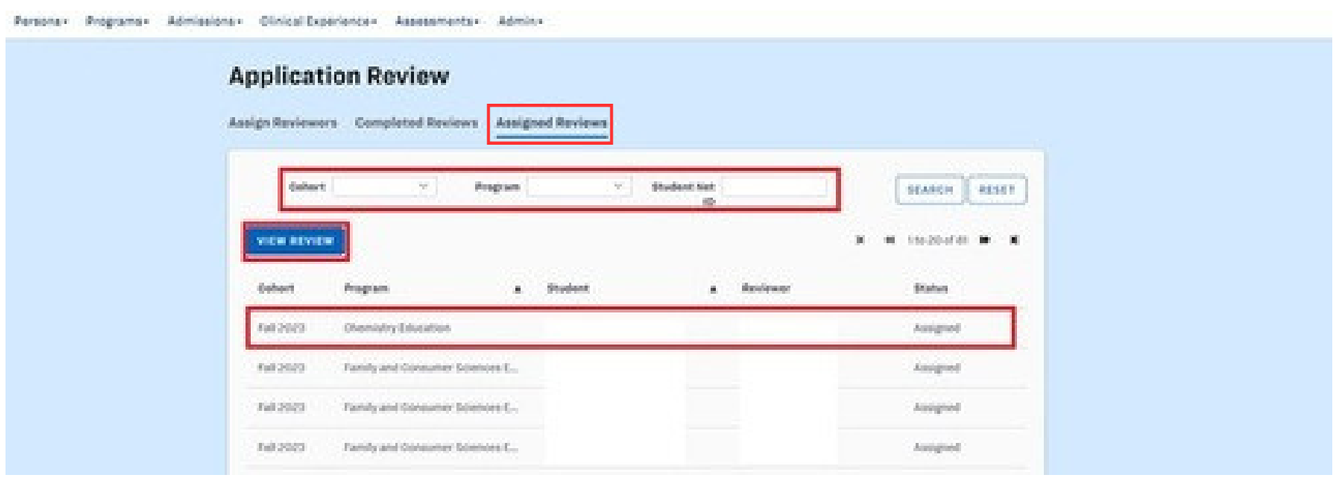
You can see how many reviewers your program requires under the "**Reviewers assigned**" row. Make sure you assign as many reviewers as needed.

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 netID. You can also view the review by clicking on the desired row, then "**View Review**".

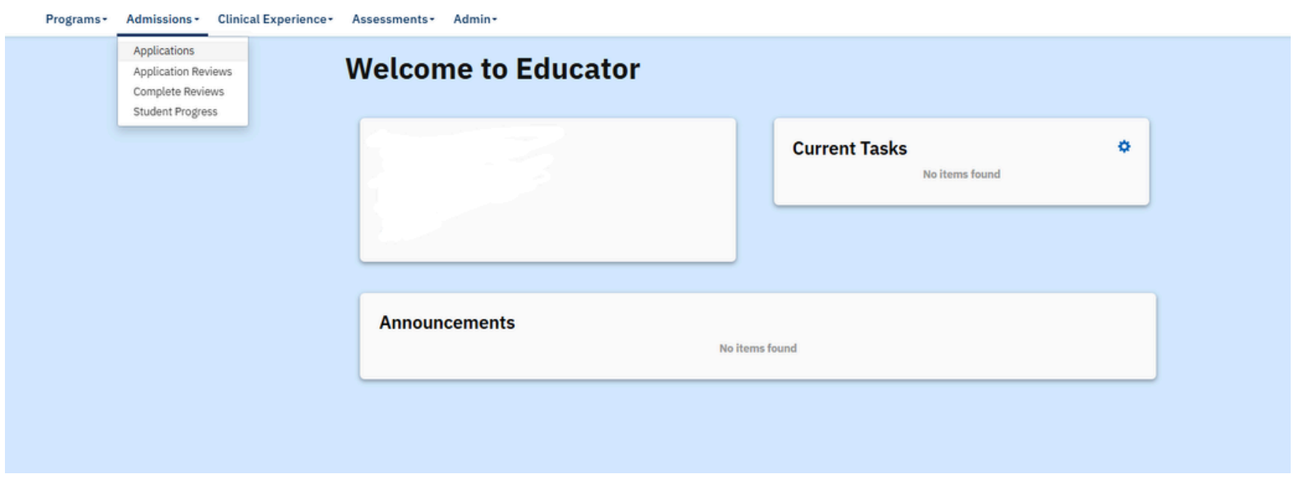


To view assigned reviews, click on that tab. Again, you can filter by cohort, program and net ID.

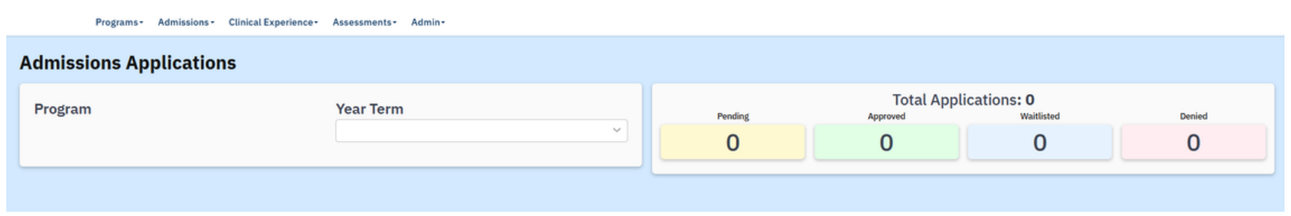


ADMISSIONS APPLICATIONS

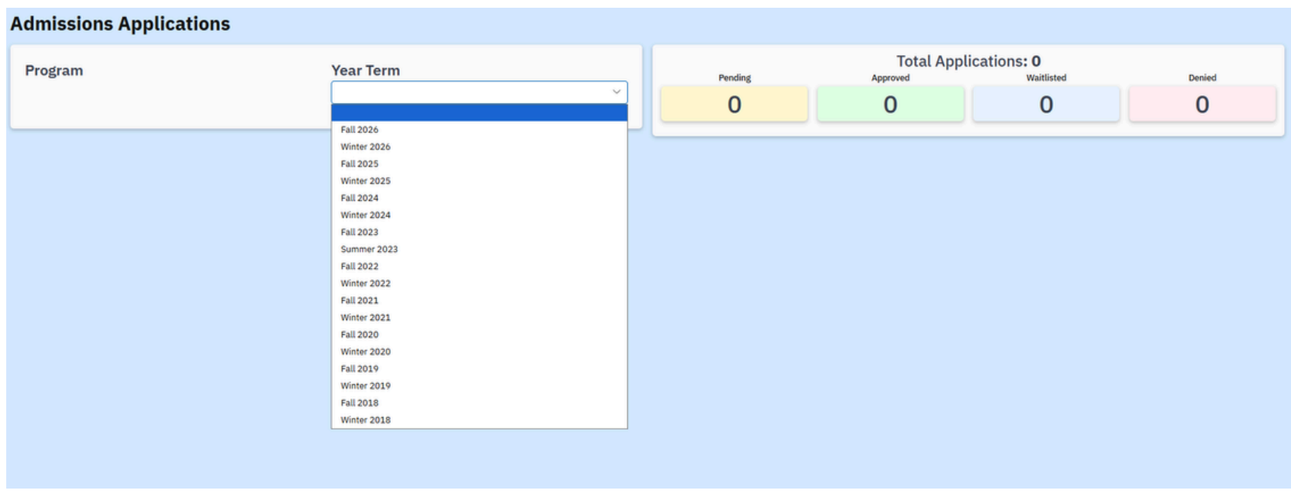
To view or approve any applications for a specific semester, go to "**Admissions**", then click on **"Applications".**



To view a program, click the "**Program"** drop-down arrow and select the desired program. Only the programs you are authorized to manage will be displayed.



Next, click the **"Year/Term"** drop-down arrow and select the appropriate semester



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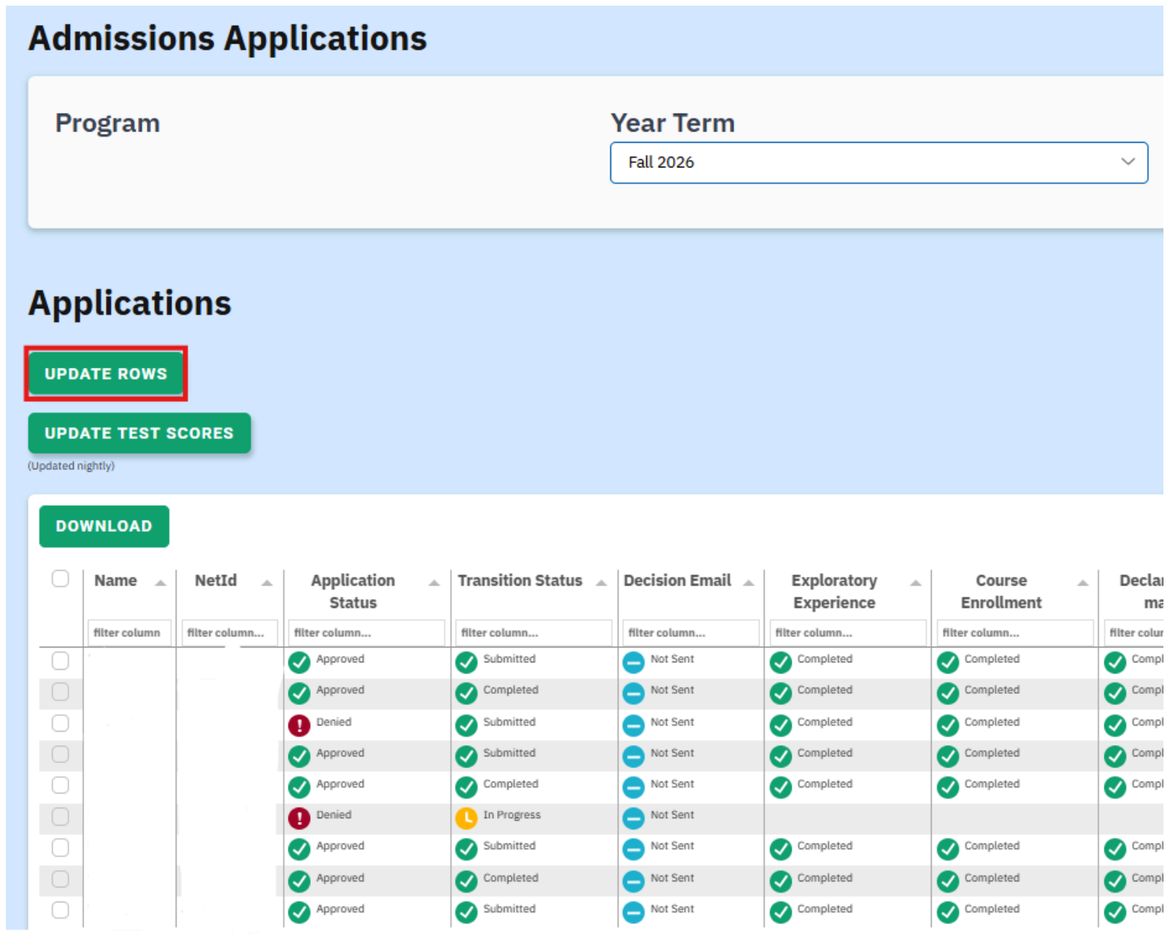
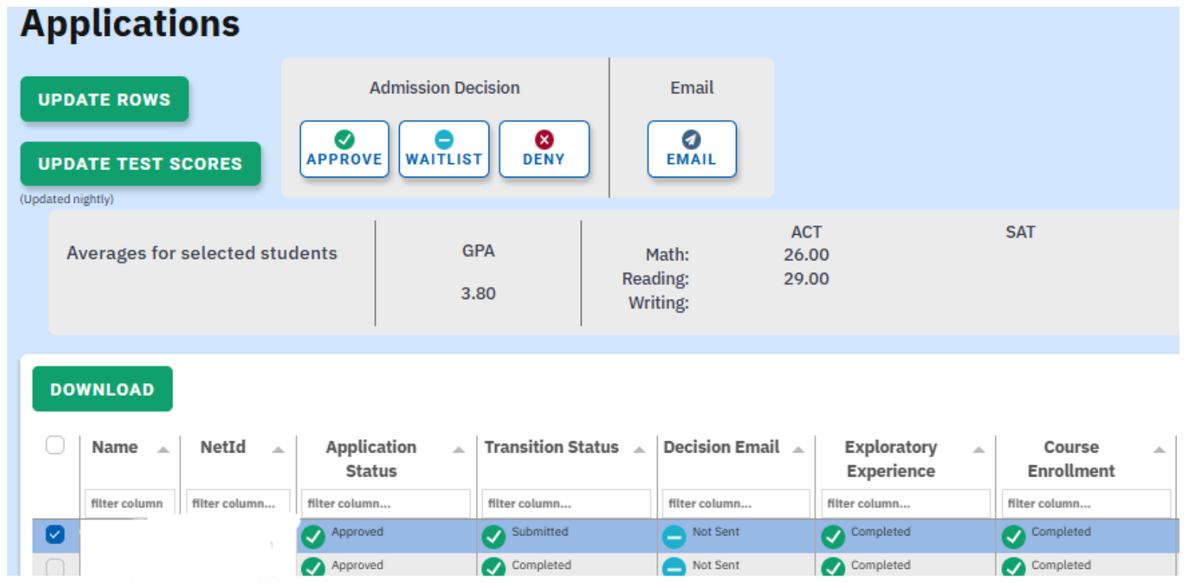
If no students are displayed, click the **“Update Rows”** button to refresh the list.



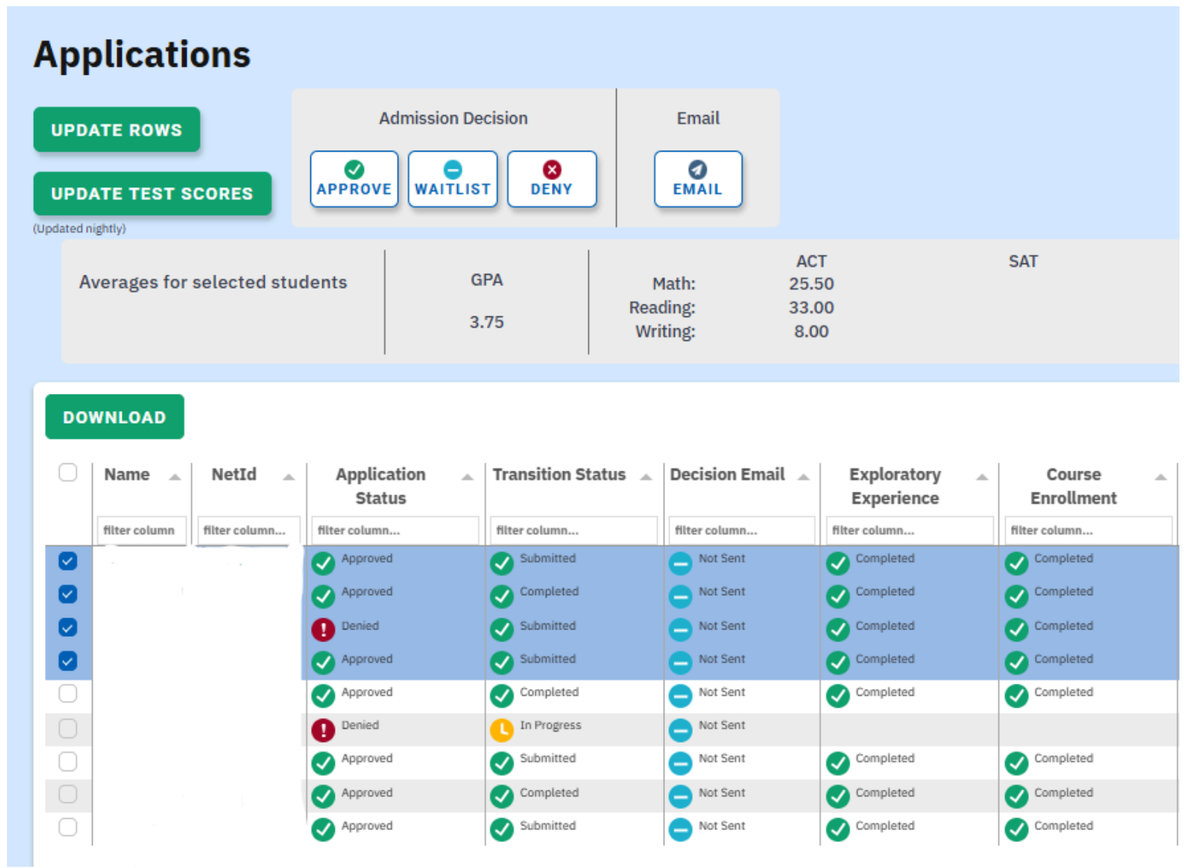
You can also update test scores by clicking the **“Update Test Scores”** button or download the current Educator data as an Excel file by clicking the Download Excel button.

To view a student's GPA and exam scores, select the checkbox next to their name. A gray information box 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.

Remember, the GPA of the cohort being admitted must be a combined 3.0.



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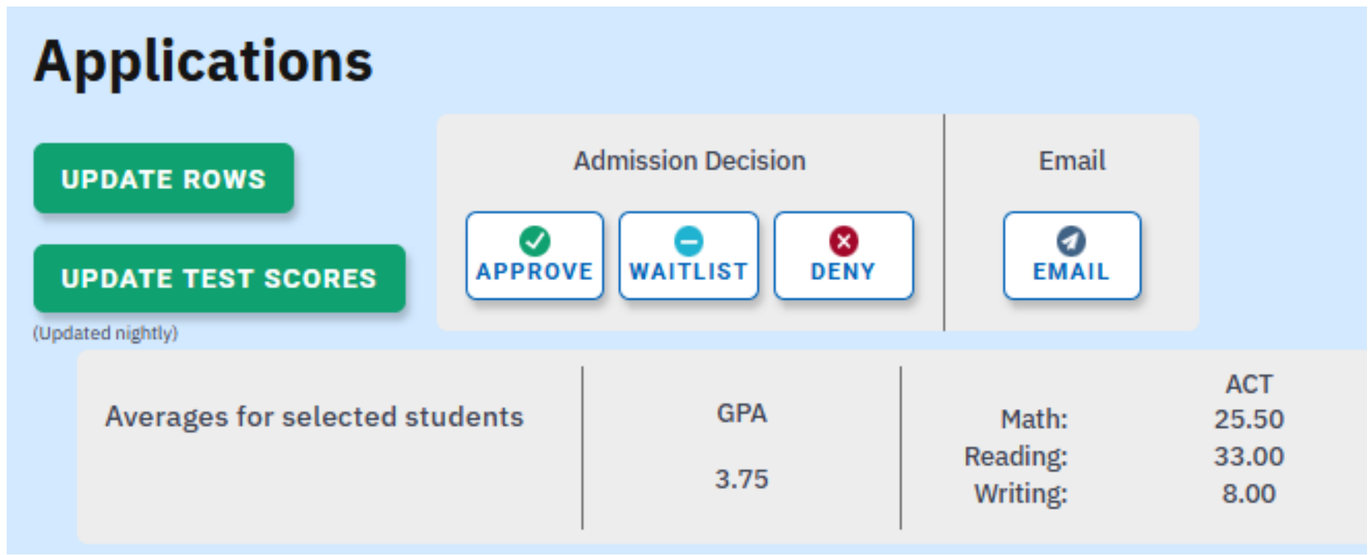
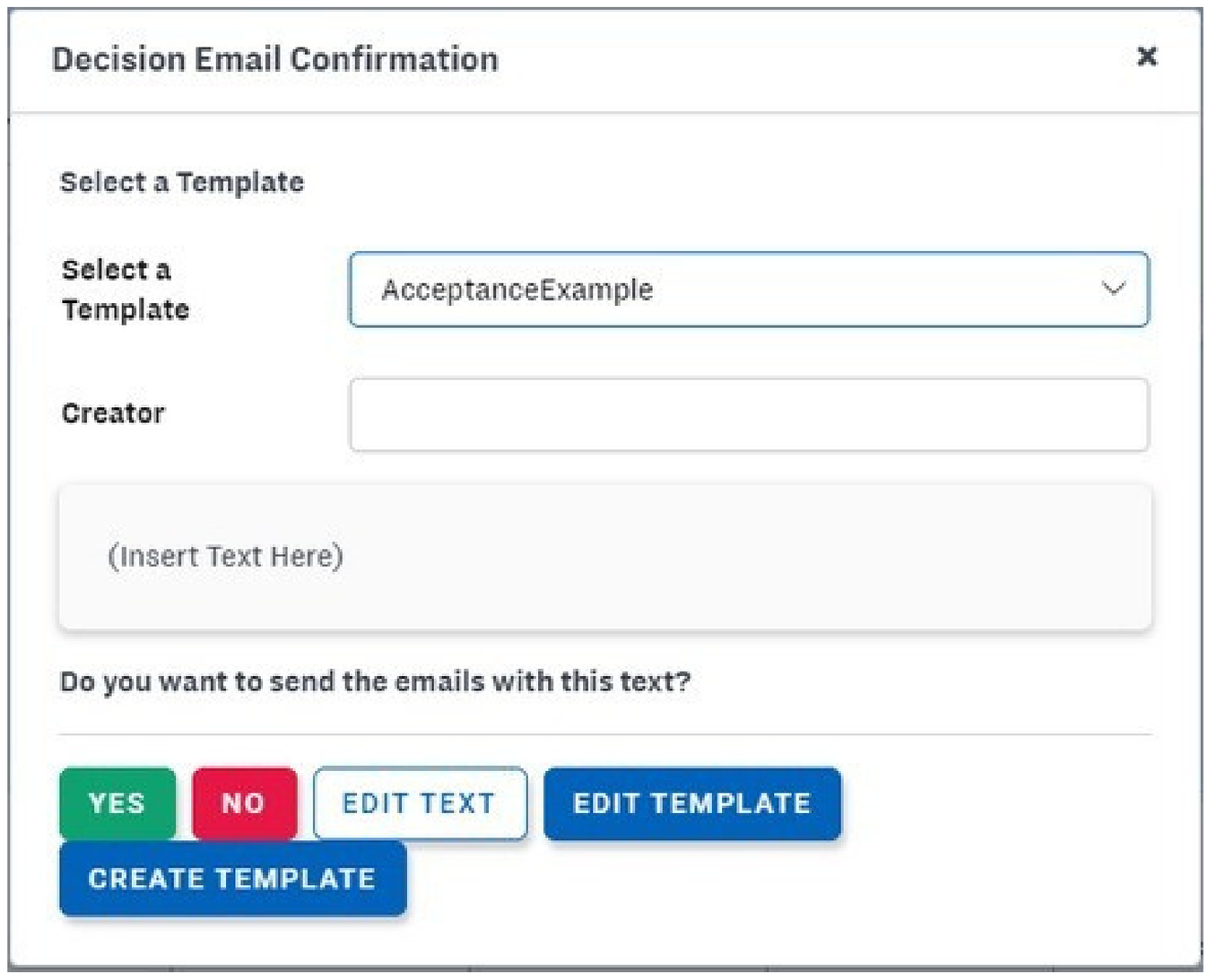
To officially accept, deny, or waitlist an applicant, click on the checkbox to the left of the student's name.

Click on the desired icon to accept, waitlist, or deny the applicant. This will immediately update the application status.



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.