

EDUCATOR USER GUIDE

for

FIELD COORDINATOR

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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).

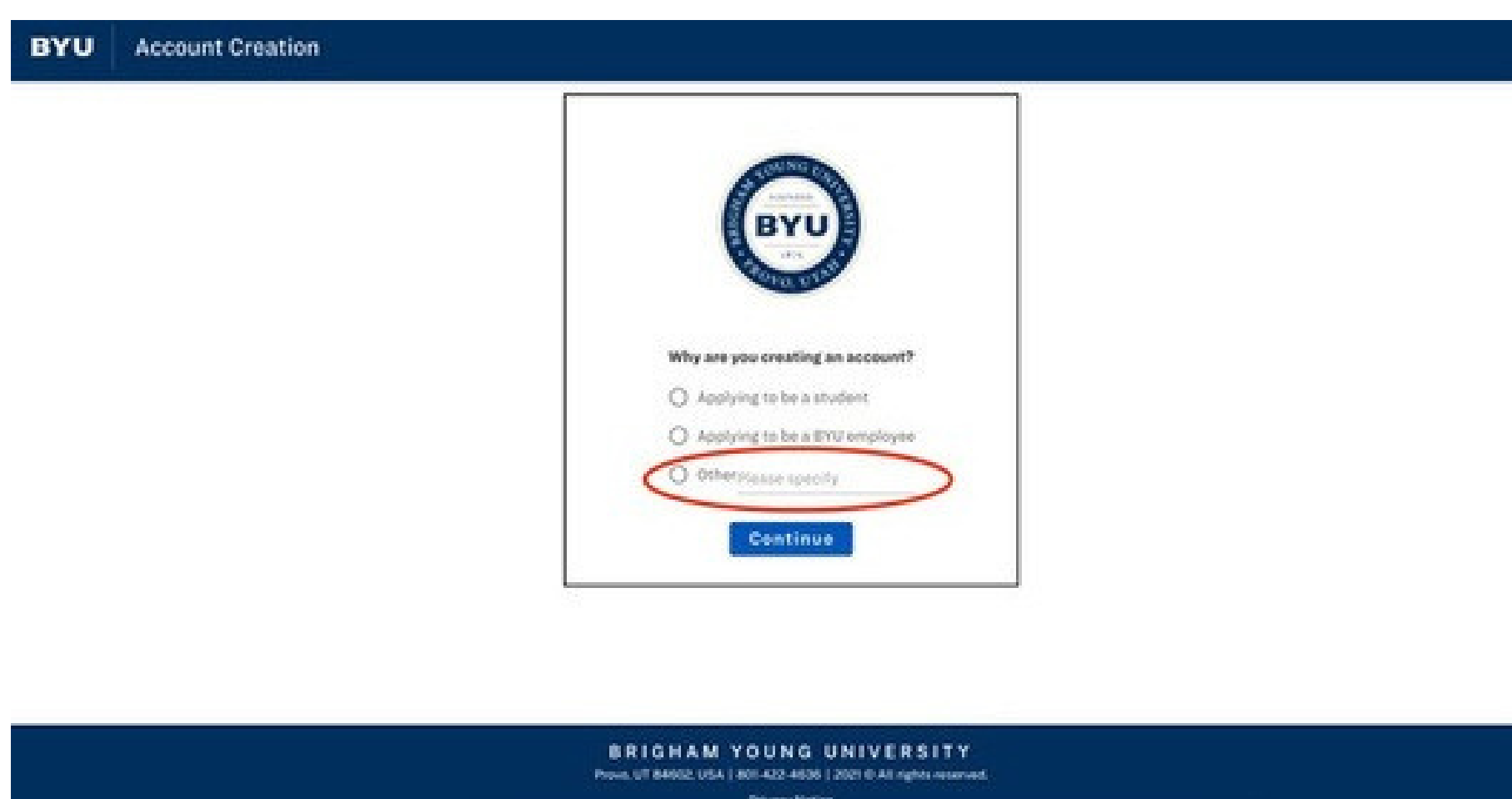
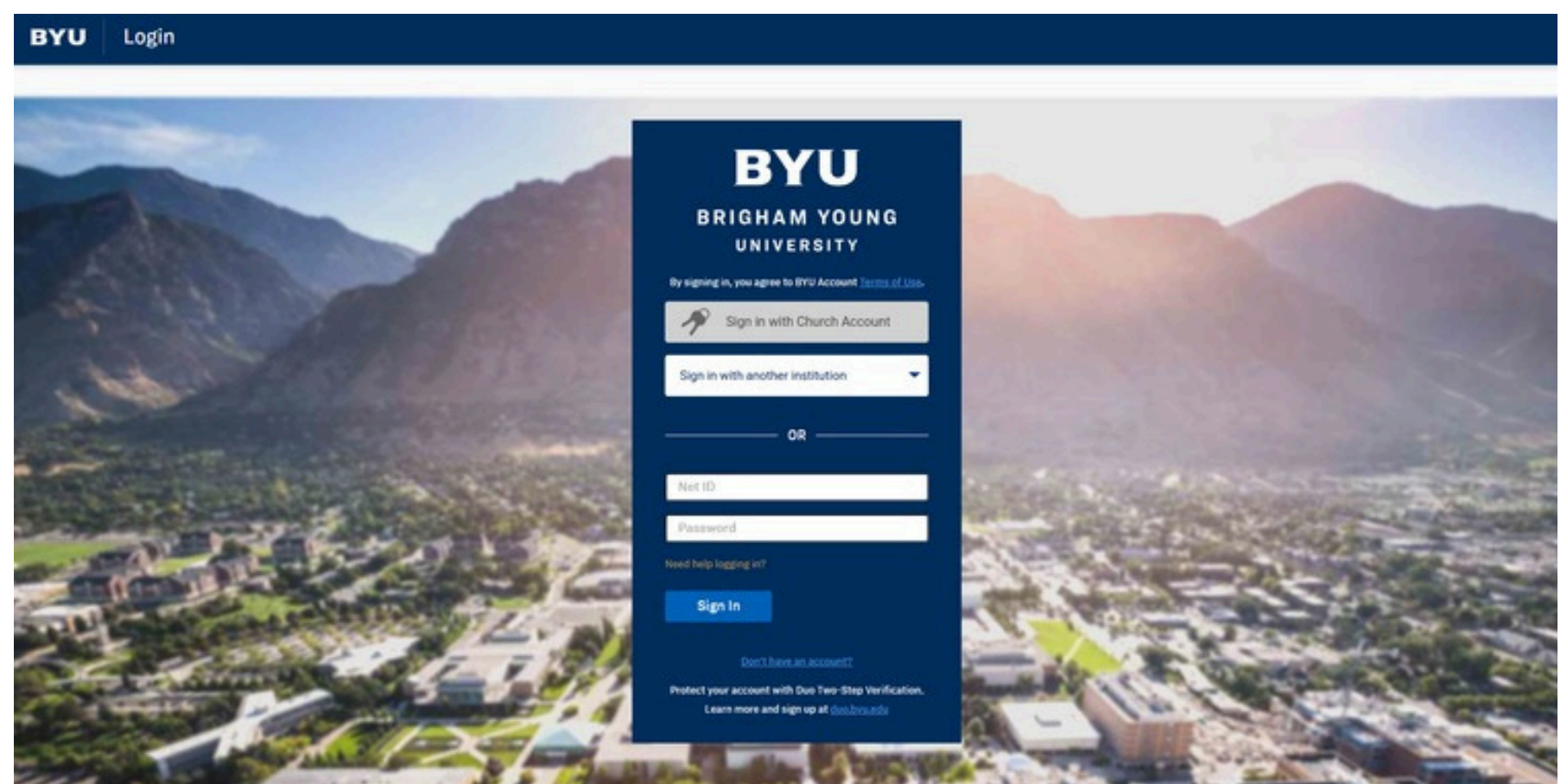
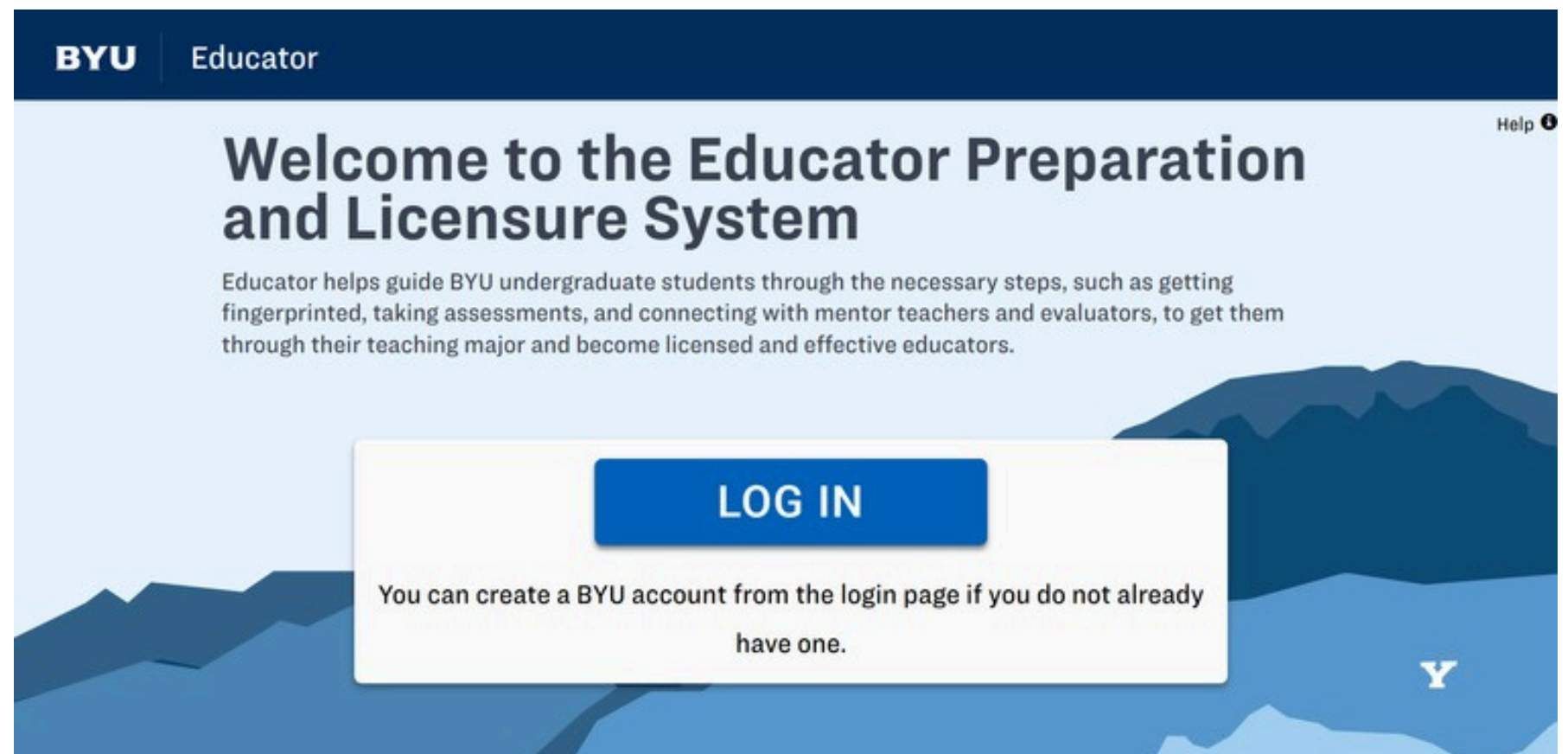
Enter your BYU credentials, or click "**Don't have an account?**" to create one.

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



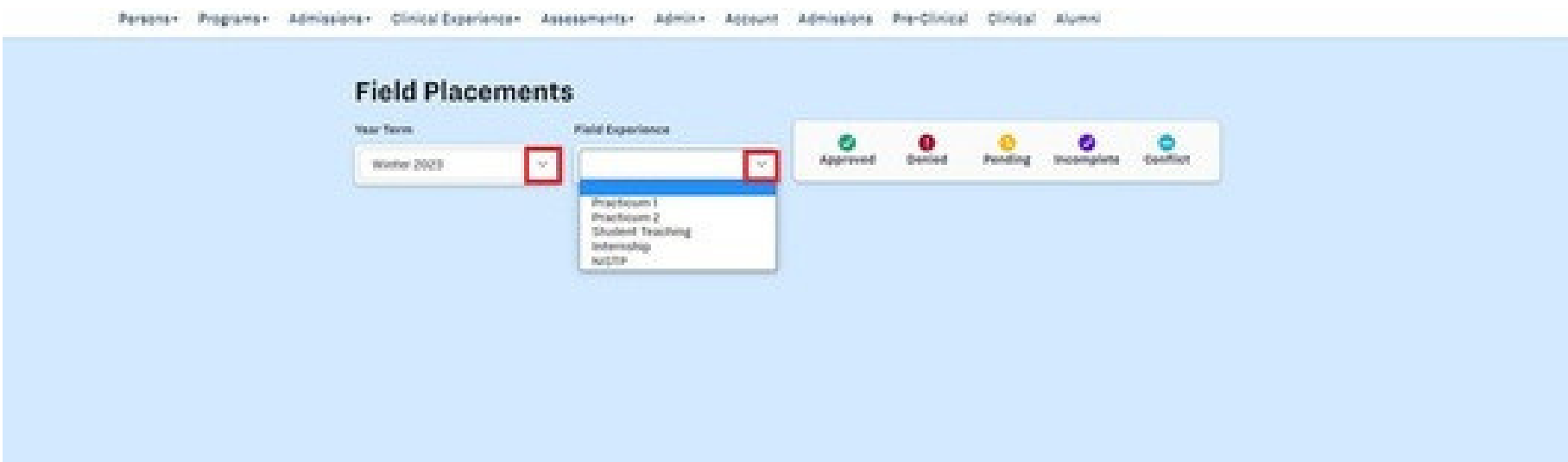
ADD FIELD PLACEMENTS

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

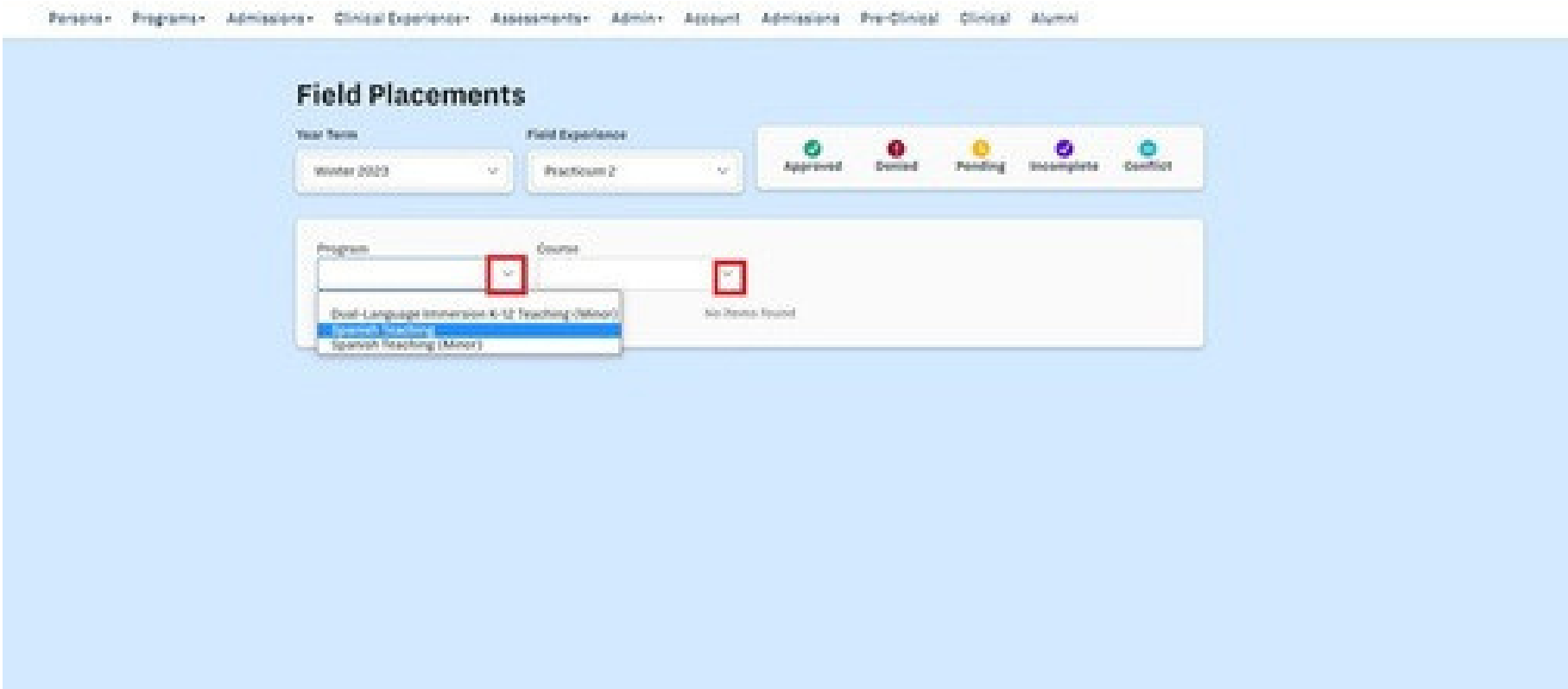
1. Go to "**Clinical Experience**" tab
2. Click on "**Field Placement**"



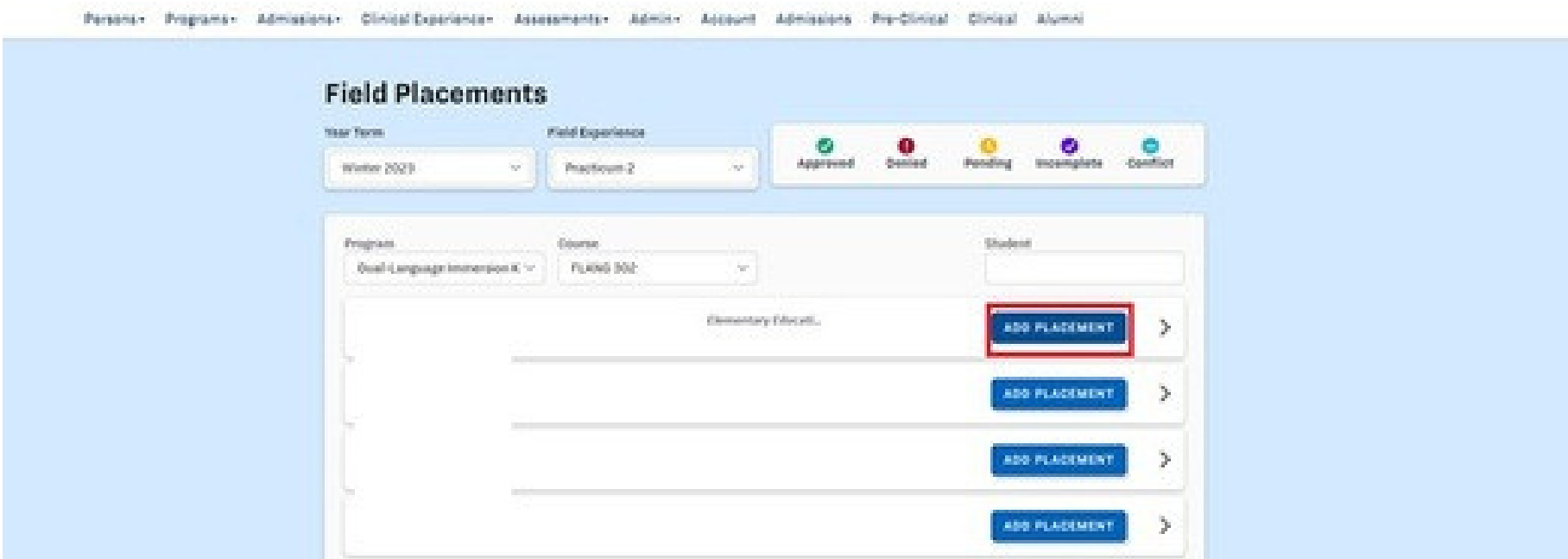
Once there, select the semester (**Year Term**) the student will be doing their clinical experience, and the **Field Experience** type (e.g., practicum, student teaching).



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



Click "**Add Placement**".



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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 do not enter 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 form is titled "Edit Placement" and contains a section titled "Placement". The form includes the following 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.
- Comments:** A large text area.
- Send Approval Email?:** Radio buttons for "Yes" and "No" (the "No" button is selected).

At the bottom of the form, there are two buttons: "SAVE" (highlighted with a red box) and "CANCEL".

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.