if

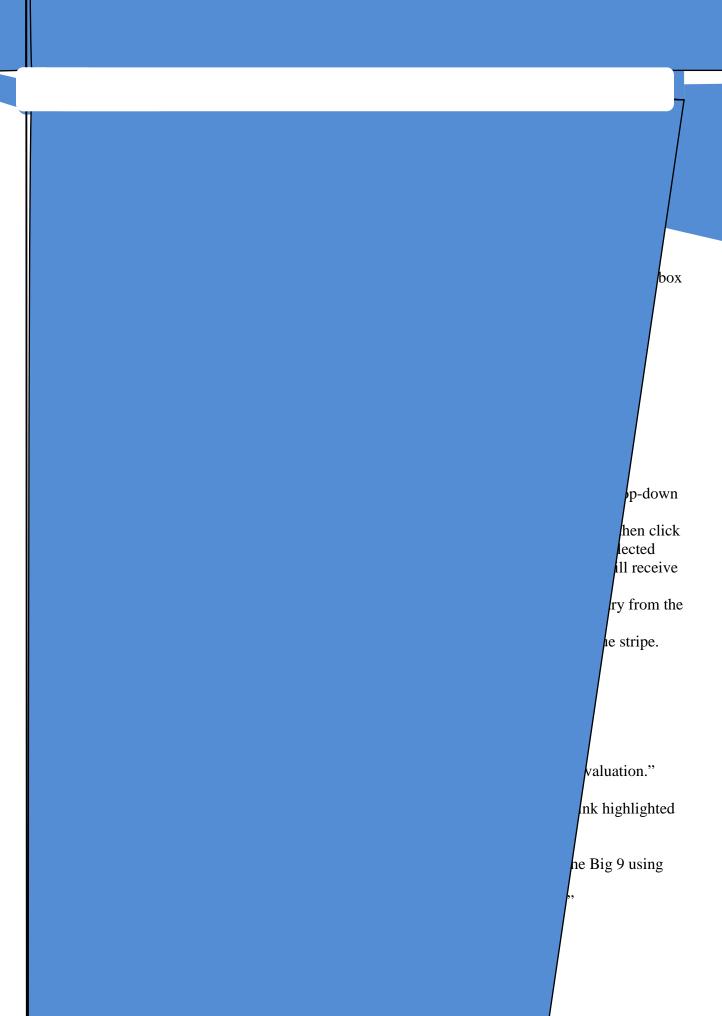## Step 2: Login to CALIPSO

Click on "Student Info
Click on "Contact Info" a
Enter your local, permanent
externships. Return to this lin
Click "Home" located within the

The file management feature allows you to upload any type of file (e.g. Word, PDF, JPEG,

Click the "Edit Compliance/Immunization data" link located just beneath the blue strip to enter the effective dates for the immunization, training or screening items as required by your program. Click in the box to the right of the item for which a date is to be entered, and select the effective date from the pop-up calendar. Click the "Save the changes below" button to save the entered dates.
To create a "Health Record" document to save and/or print for clinical placements, clic

box

p-down

hen click

lected

ll receive

ry from the

e stripe.

valuation."

nk highlighted

he Big 9 using

"

Please note: you may edit and save the evaluation as often as you wish until the final submission box is checked. Once the final submission box is checked and the evaluation saved, the status will change from "in progress" to "final".
To view the evaluation, click "Evaluations list" located within the blue stripe.

At the completion of each clinical course or as directed by your Clinical Coordinator, complete feedback for each clinical supervisor.
From the lobby page, click "Supervisor feedback forms."
Click "New supervisor feedback."
Complete form and click "Submit feedback."
Your completed feedback form will be posted for Clinical Coordinator approval. Once approved, feedback will be posted for the clinical supervisor to view. Until approved, the feedback may be edited by clicking on "View/edit.

- At the completion of each clinical course or as directed by your Clinical Coordinator, complete feedback for each off-campus placement.
- From the lobby page, click "Student Evaluation of Off Campus Placement."
- Cl78ꟷj4Ack4 ( )23e E -7 2 (E)o4 (-7 t (a)o4 (p -7 2 (E6 -7 2 (E6 -7 2 (E6 -7((S6ev 2 (Ea6 -7 2 (a)o4atC)-7

Click on "Student Information" and then "Cumulative evaluation" to view a summary of your clinical competency across the 9 disorder areas.
Upon graduation, you must demonstrate competency for all clinical competencies listed on the form. Please make note of any areas of deficiency which are highlighted in orange.

Click on "Clockhours" and then "Experience Record" in the blue menu bar.
Select "Printable View (PDF) to download your clock hour summary
        Needed for Exit Interview to confirm minimum hours requirements have been met

Click on "Student Information" and then "Performance summary" to view a summary of your clinical performance across all clinical courses to date.

.