



## CALIPSO INSTRUCTIONS FOR STUDENTS

<https://www.calipsoclient.com/csueastbay>

### Step 1: Register as a Student User on CALIPSO

- Before registering, have available the PIN provided by your Clinical Coordinator via e-mail.
- Go to <https://www.calipsoclient.com/csueastbay>
- Click on the “Student” registration link located below the login button.
- Complete the requested information, being sure to enter your “school” e-mail address, and record your password in a secure location. Click “Register Account.”
- Please note: **PIN numbers are valid for 40 days**. Contact your Clinical Coordinator for a new PIN if 40 days has lapsed since receiving the registration e-mail.

### Step 2: Login to CALIPSO

- To login, go to <https://www.calipsoclient.com/csueastbay> and login to CALIPSO using your school e-mail and **password that you created for yourself during the registration process (step one.)**
- Upon logging in for the first time, you will be prompted to pay the student fee and to provide consent for the release of information to clinical practicum sites.
  - For the 5 numbers requested at the consent and release step, use your student ID (not Net ID). In your MyCSUEB (use the Classic View), in the Academic section, go to the drop down menu labeled “other academic ...” and select “Degree Audit Report”.
    - Note that the Degree Audit Report is not functional for graduate students.

### Step 3: Enter Contact Information

- Click on “Student Information”
- Click on “Contact Info” and then “Edit” for each corresponding address.
- Enter your local, permanent, and emergency contact info. Enter “rotation” contact info when on externships. Return to this link to update as necessary.
- Click “Home” located within the blue stripe to return to the home/lobby page.

## Step 4: View/Upload Clinical Placement Files

- The file management feature allows you to upload any type of file (e.g. Word, PDF, JPEG, audio/video) to share with your clinical supervisor or clinical administrator.
  - At Cal State East Bay, you should scan and upload your CPR card, negative TB test results, COVID vaccination record, and signed Mandatory Reporting (Child Abuse Recognition Training) form. Other documents may be requested across your graduate education.
- Click on “Student Information” and then “Documents” to upload your own file and/or view a file uploaded by your supervisor or clinical administrator.
- **First, select a folder by clicking on the folder name or create a new folder or subfolder.** To create a new folder or subfolder, type in desired folder name in the "Add folder" field and press "create."
- **Upload a file** by pressing the “Browse” button, selecting a file, completing the requested fields, and clicking "upload." The upload fields will display if you have selected an unrestricted folder. **Set the file permission** by choosing “public” for supervisor and clinical administrator access or “private” for clinical administrator access only.
- **Move files** by dragging and dropping from one folder to another.
- **Rename folders** by clicking the "rename" link to the right of the folder name.
- **Delete files** by clicking the “delete” button next to the file name. **Delete folders** by deleting all files from the folder. Once all the files within the folder have been deleted, a “delete” link will appear to the right of the folder name.

## Step 5: View Immunization and Compliance Records

- Before each semester, click on “Student Information” and then “Compliance/Immunizations” to view a record of compliance and immunization records. At Cal State East Bay, students should look for
  - Child Abuse Recognition Training (CSU EO-1083 Attachment D)
  - CPR (valid for two year period)
  - Liability Insurance Company and policy number (details provided by department)
  - Criminal background check (valid for two year period; offsite clinics may require their own)
    - Accurate Background, and/or Livescan as applicable
  - Immunizations:
    - Negative TB (within past 3 months)
    - Tdap (within past 5 years)
    - MMR (refer to Clinic Manual for details)
    - COVID-19
- Missing or expired records are highlighted in red.
  - Please report any expired items and/or incorrect information to [clinic@csueastbay.edu](mailto:clinic@csueastbay.edu) for the campus administrator to update/correct.
- Upload an electronic file(s) of immunization, training or screening documents as required by your program by clicking on the “Files” link located within the blue stripe at the top of the page.

- 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, click “Printable view (PDF)” located within the blue stripe.
- Click “Home” located within the blue stripe to return to the home page.

## Step 6: Enter Daily Clock Hours

- Click on the “Clockhours” link located on the lobby page or the “Student Information” link then “Clockhours.”
- Click on the “Daily clockhours” link located within the blue stripe.
- Click on the “Add new daily clockhour” link.
- Complete the requested information and click “save.”
- Record clock hours and click “save” located at the bottom of the screen. You will receive a “Clockhour saved” message.

To add clock hours for a **\*different\*** supervisor, clinical setting, or semester:

- Repeat above steps to enter additional clock hours gained under a different supervisor, clinical setting, or semester.

To add additional clock hours to the **\*same\*** record:

- Click on the “Daily clockhours” link located within the blue stripe.
  - Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click “Show.”
  - Click the “Copy” button located next to the date of a previous entry.
  - Record the new clock hours (changing the date if necessary) and click “save” located at the bottom of the screen. You will receive a “Clockhour saved” message.
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- To **view/edit** daily clock hours, click on the “Daily clockhours” link located within the blue stripe.
  - Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click “Show.”
  - Select the desired entry by clicking on the link displaying the entry date located along the top of the chart. Make desired changes and click save.
  - Please note: Supervisors are not notified and are not required to approve daily clock hour submissions.

## Step 7: Complete Mid Quarter Self-Evaluation

- From the lobby page, click on the “Self-evaluations” link.
- Click on “New self-evaluation.”
- Complete required fields designated with an asterisk and press “save.”
- Continue completing self-evaluation by scoring all applicable skills across the Big 9 using the provided scoring method and saving frequently to avoid loss of data.
- Once the evaluation is complete, check the “final submission” box and click “save.”
- Receive message stating “evaluation recorded.”
- 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.

## Step 8a: Submit Clock Hours for Supervisor Approval

- At Cal State East Bay, this should be done
  - Once at the end of each Treatment and Internship practicum experience.
  - If enrolled in Assessment clinic, after each diagnostic performed/assisted.
- Click on the “Daily clockhours” link located within the blue stripe.
- Select the record you wish to view (posted by supervisor, semester, and course) from the drop-down menu and click “Show.”
- Check the box (located beside the entry date) for all dates you wish to submit for approval then click “Submit selected clockhours for supervisor approval.” Clock hours logged for the dates selected will be consolidated into one record for supervisor approval. The designated supervisor will receive an automatically generated e-mail requesting approval of the clock hour record.
- Please note: Daily entries cannot be edited once approved. However, if you delete the entry from the “Clockhour list” link prior to approval, daily hours may be resubmitted.
- View consolidated clock hour entries by clicking “Clockhours list” located within the blue stripe.

## Step 8b: Complete Self-Evaluation

- From the lobby page, click on the “Self-evaluations” link.
- Identify the evaluation completed at midterm and click on “Make a duplicate of this evaluation.”
- The duplicated evaluation will appear in the evaluations list.
- Identify the duplicate (noted as “in progress”) and click on the “current evaluation” link highlighted in blue.
- Change “Evaluation type” from midterm to final.
- Complete evaluation by changing and/or adding scores for applicable skills across the Big 9 using the provided scoring method and saving frequently to avoid loss of data.
- Once the evaluation is complete, check the “final submission” box and click “save.”
- Receive message stating “evaluation recorded.”

- 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.

### Step 8c: Complete Supervisor Feedback Form

- 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.”

### Step 8d: Complete Evaluation of Off Campus Placement

- 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.”
- Click “New off campus placement evaluation.”
- Complete form and click “Save.”

## ADDITIONAL CALIPSO STUDENT RECORDS AVAILABLE FOR REVIEW

### Clinical Performance Evaluations

- Click on “Student Information” and then “Evaluations.”
- As clinical performance evaluations are completed on you by your supervisors, the evaluations will automatically post to this link.
- View a desired evaluation by clicking on the “current evaluation” link highlighted in blue.

## Cumulative Evaluation

- 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.

## Experience Summary (summary of clock hours earned)

- 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

## Performance Summary

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

## My Checklist

- Click on “Student Information” and then “My Checklist” to view your progress in meeting your clinical requirements.