



CALIPSO INSTRUCTIONS FOR STUDENTS

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

ENTERING CLOCK HOURS EARNED PRIOR TO CALIPSO

Step 1: 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.)**

Step 2a: Enter Daily Clock Hours

- Click on the “Clockhours” link located on the lobby page under the word “View”
 - Or, from the “Student Information” link, click on “Clockhours.”
- Click on the “Daily clockhours” link located within the blue stripe.
- Click on the “Add new daily clockhour” link
 - Select “Simrin, Shelley Marie” as Supervisor
 - Select Site
 - “CSUEB Rees Clinic” OR
 - “Undergraduate University-CSUEB” (for undergrad observation hours) OR
 - “Undergraduate University-Other” (for undergrad observation hours)
 - Select the applicable Semester
 - If you are trying to add hours for a term that isn’t listed, please email to ask for that term to be added; tiffany.ramoned@csueastbay.edu
 - Select Completion Month and Year
 - Ex: Fall Quarter=Dec, Winter Quarter=March, Spring Quarter=June, Summer Quarter = August.
 - Year should match the applicable term
 - Select or enter the date you are entering the hours
 - You do not need to backdate; you can select the date you are doing this
 - Select the appropriate Course number
 - Verify/change Training level-u.g. for hrs. pre- CSUEB, otherwise graduate.
- Under “Comments or additional information”, please include the following
 - If offsite Tx, please list the site (Ex: “Offsite: Language Essentials”)
 - List name of supervisor (Ex: “Supervisor: Renee Werner”)
 - Include percentage of supervision in “Comments box” If that information isn’t available, use 25% for TX and 50% for DX
 - If onsite, list client initials
 - List type of disorder(s) treated, including etiology if it informs distribution across “the Big 9” (e.g., ASD, Language & AAC... or CVA-AOS, dysarthria..., or AAG, etc.)
 - For non-CSUEB observation hours, list university attended
- Click “save” button located at the bottom of the screen. You will receive a “Clockhour saved” message.

Repeat for each client, and each term, clock hours have already been earned.

- 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 6b: Submit Clock Hours for Supervisor Approval

- Click on the “Clockhours” link located on the lobby page under the word “View”
 - Or, from the “Student Information” link, click on “Clockhours.”
- 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 “Select” drop-down menu and click “Show.”
- Check the box (located by the entry date) for the date you wish to submit for approval, then click “Submit selected clockhours for supervisor approval.” The designated supervisor will receive an automatically generated e-mail requesting approval of the previously earned and consolidated clock hour record.
- Please note: Entries cannot be edited once approved. However, if you delete the entry from the “Clockhour list” link prior to approval, hours may be resubmitted.
- Shelley will approve these clockhours and make necessary adjustments as appropriate.