

CALIPSO INSTRUCTIONS FOR CLINICAL SUPERVISORS

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

Complete Final Evaluation

- Login to CALIPSO (step two)
- **Select the desired “Class” and click “Change.”**
- Click “Student Information” then “evaluations” located to the right of the student’s name.

Home Logout

Lobby

Please remember to [log out](#) when you're finished!

Current selected class: 2014 Change class to: 2014

View

51 clockhour forms pending approval

Student Information

New evaluation

My Student Evaluations

Supervisor feedback forms

Management

Update your information

Update your credentials

Site information forms

Supervision summary

Account

Change your password

Home Logout New evaluation Student Information

Current selected class: Test Change class to: Test

Add student of interest:

Doe, Jane

Evaluations

[Clinical placement](#) | [Clockhours](#) | [Cumulative evaluation](#) | [Compliance/Immunizations](#) | [Contact Info](#)

- Identify the evaluation completed at midterm and click on “Make a duplicate of this evaluation.”

Home Logout New evaluation Student Information

Current selected class: **Test**. Change class to: **Test**

Add student of interest:

Doe, Jane [Hide evaluations](#) [Clinical placement](#) | [Clockhours](#) | [Cumulative evaluation](#) | [Compliance](#)

Term	Course	Supervisor	Site	Date Submitted	Score	Current evaluation	Make a duplicate of this evaluation
2013 Summer Midterm	CMSD 467	St. Clair, Jennifer Christine	LLU	In progress	0.00	Current evaluation	Make a duplicate of this evaluation
2012 Fall Final	CMSD 467	St. Clair, Jennifer Christine	LLU	In progress	0.00	Current evaluation	Make a duplicate of this evaluation
2013 Spring Midterm	CMSD 567	St. Clair, Jennifer Christine	Phonology	Jun 06 2013 01:18PM	3.70	Current evaluation	Make a duplicate of this evaluation
2013 Summer Midterm	CMSD 567	St. Clair, Jennifer Christine	Autism	In progress	0.00	Current evaluation	Make a duplicate of this evaluation
Term	Course	Supervisor	Site	Date Submitted	Score		

- 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.

Doe, Jane [Hide evaluations](#) [Clinical placement](#) | [Clockhours](#) | [Cumulative evaluation](#) | [Compliance](#)

Term	Course	Supervisor	Site	Date Submitted	Score	Current evaluation	Make a duplicate of this evaluation
2013 Summer Midterm	CMSD 467	St. Clair, Jennifer Christine	LLU	In progress	0.00	Current evaluation	Make a duplicate of this evaluation
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2013 Summer Midterm	CMSD 567	St. Clair, Jennifer Christine	Autism	In progress	0.00	Current evaluation	Make a duplicate of this evaluation
2013 Spring Midterm	CMSD 567	St. Clair, Jennifer Christine	Phonology	Jun 06 2013 01:18PM	3.70	Current evaluation	Make a duplicate of this evaluation
Term	Course	Supervisor	Site	Date Submitted	Score		

- Change “Evaluation type” from midterm to **final**.

Fields marked with an * are required.

Supervisor: St. Clair, Jennifer Christine

*Student:

*Site:

*Evaluation Type:

*Term:

*Course number:

% the student was observed while providing: Evaluation: (minimum of 25% of the total contact with each client/patient)

Treatment: (minimum of 25% of the total contact with each client/patient)

- 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. If the skill does not apply, just leave it blank.
- Please see Appendix F for levels of expectation, at the final, for all skills within this rotation.
- Complete the “comments” section for each area, if applicable.
- Complete the “improvements”, “strengths and weaknesses” and “recommendations” sections at the end of the evaluation.

	<small>Page 1 of 1</small>
Comments:	
<input type="button" value="Save"/>	
Improvements Since Last Evaluation:	
Strengths/Weaknesses:	
Recommendations for Improving Weaknesses:	

- Once the evaluation is complete, review it with the student. Type his/her name with the corresponding date as well as your name with the corresponding date located at the bottom of the page.
- **Check the “final submission” box located just below the signatures; this is important!**
- Click “save.”

	<small>Level: grade Learning needs or clinical performance Quality points: N/A</small>
	By entering the student's name, I verify that this evaluation has been reviewed and discussed with the student prior to final submission.
	Student name: <input type="text"/> Date reviewed: <input type="text"/>
	I verify that this evaluation is being submitted by the assigned clinical supervisor and that I have supervised the above named student.
	*Supervisor name: <input type="text"/> *Date completed: <input type="text"/>
	If you want to save an evaluation in progress and come back to it later, make sure the "final submission" is un-checked and then press Save.
	<input type="checkbox"/> Final submission (if this box is checked, no more changes will be allowed)
	<input type="button" value="Save"/>

- Receive message stating “evaluation recorded.”