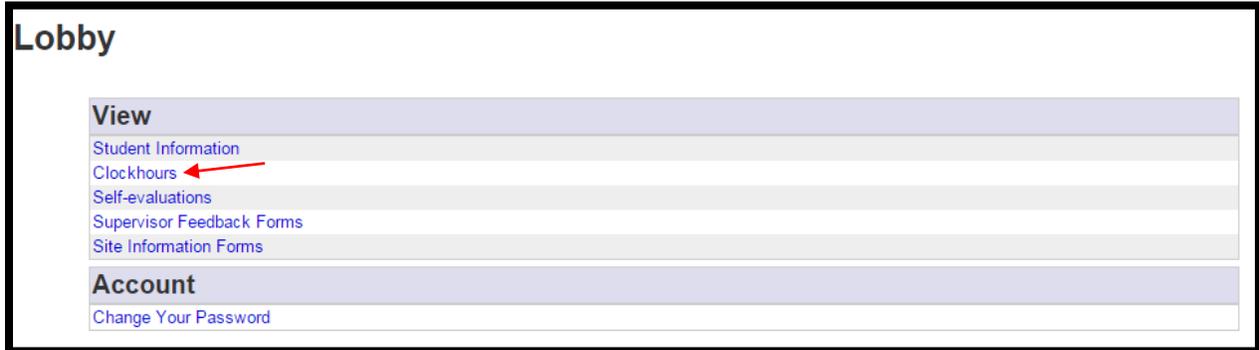


Entering Clockhours in CALIPSO

Login to CALIPSO here – www.calipsoclient.com/pacific. In the Lobby, click on the “[Clockhours](#)” link.



Lobby

View

- Student Information
- Clockhours
- Self-evaluations
- Supervisor Feedback Forms
- Site Information Forms

Account

- Change Your Password

The screen should look like this (it will show additional hours entries if you’ve entered hours for previous semesters). Click on “Daily Clockhours”.



Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record **Daily Clockhours**

Clockhours List

[View experience record](#) for Doe, Jane

Name	Supervisor	Course	Semester	Facility	Setting	Hours	Appr	Submitted		
------	------------	--------	----------	----------	---------	-------	------	-----------	--	--

The screen should look like this. Click on the “[Add new daily clockhour](#)” link. NOTE: You will make one daily clockhour entry for each supervisor/clinical assignment you have.



Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record **Daily Clockhours**

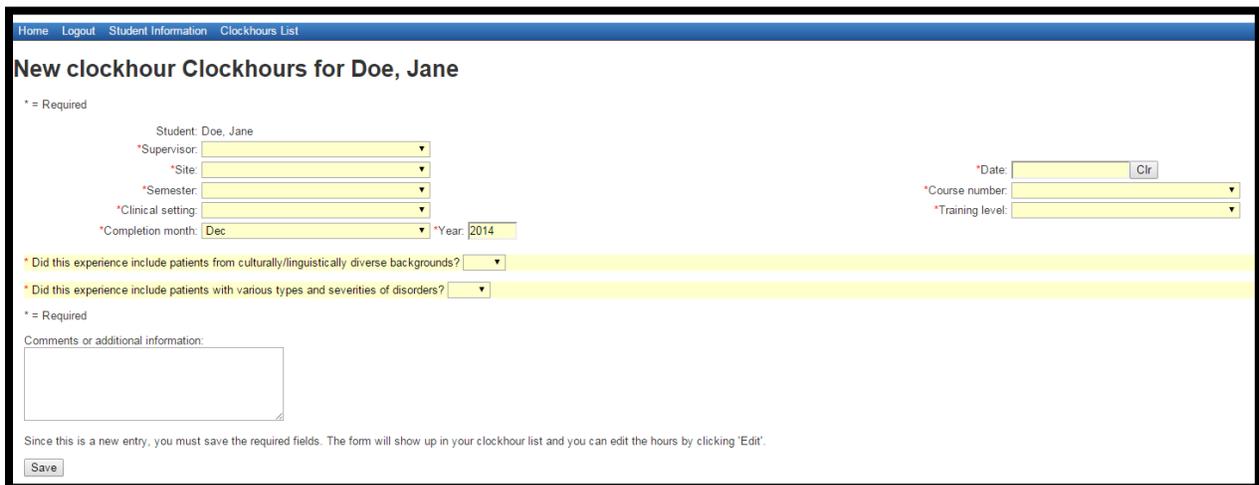
Daily Clockhours

[Add new daily clockhour](#)

Select...

Show

Enter the requested information (refer to the “CALIPSO Clock Hours Entry” PDF for details on how to enter hours for each type of experience/clinical setting). And click “Save”.



Home Logout Student Information Clockhours List

New clockhour Clockhours for Doe, Jane

* = Required

Student: Doe, Jane

*Supervisor:

*Site:

*Semester:

*Clinical setting:

*Completion month: Dec *Year: 2014

*Date:

*Course number:

*Training level:

* Did this experience include patients from culturally/linguistically diverse backgrounds?

* Did this experience include patients with various types and severities of disorders?

* = Required

Comments or additional information:

Since this is a new entry, you must save the required fields. The form will show up in your clockhour list and you can edit the hours by clicking 'Edit'.

Entering Clockhours in CALIPSO

The screen should now look like this:

Clockhours for Doe, Jane

* = Required

Student: Doe, Jane

*Supervisor: Smith-Stubblefield, Simalee

*Site: Pacific Speech, Hearing & Language C

*Semester: 2014 Fall

*Clinical setting: University Clinic

*Completion month: Dec

*Year: 2014

*Date: December 03, 2014

*Course number: SLPA 289A - Advanced Clinic (Fall)

*Training level: Graduate

	Child	Adult	Total
	HH:MM	HH:MM	HH:MM
Observation - Evaluation			
Speech (articulation, fluency, voice, swallowing, communication modalities)			
Language (expressive/receptive language, cognitive aspects, social aspects)			
Hearing			
Total Observation - Evaluation Hours			
Observation - Treatment			
Speech (articulation, fluency, voice, swallowing, communication modalities)			
Language (expressive/receptive language, cognitive aspects, social aspects)			
Hearing			
Total Observation - Treatment Hours			
Evaluation			
Articulation			
Fluency			
Voice and resonance			
Expressive/Receptive language			
Hearing			
Swallowing			
Cognitive aspects of communication			
Social aspects of communication			
Communication Modalities			
Total Evaluation Hours			
Treatment			
Articulation			
Fluency			
Voice and resonance			
Expressive/Receptive language			
Hearing			
Swallowing			
Cognitive aspects of communication			
Social aspects of communication			
Communication Modalities			
Total Treatment Hours			
Total (non-Observation)			

* Did this experience include patients from culturally/linguistically diverse backgrounds? Yes

* Did this experience include patients with various types and severities of disorders? Yes

* = Required

Comments or additional information:

This section is for **observation hours**.
NOTE: lefthand columns are for hours with children;
righthand columns are for hours with adults.

This section is for hands-on **clinical practicum hours**.
NOTE: lefthand columns are for hours with children;
righthand columns are for hours with adults.

Once you have entered your hours, be sure to click "Save". If you have done everything correctly, it will say "Clockhour saved" in **GREEN** at the top of the screen. Once you get this message, click on "Daily Clockhours".

Home Logout Student information Clockhours List Daily Clockhours

Clockhours for Doe, Jane

* = Required

Student: Doe, Jane

*Supervisor: Smith-Stubblefield, Simalee

*Site: Pacific Speech, Hearing & Language C

*Semester: 2014 Fall

*Clinical setting: University Clinic

*Completion month: Dec

*Year: 2014

*Date: December 03, 2014

*Course number: SLPA 289A - Advanced Clinic (Fall)

*Training level: Graduate

	Child	Adult	Total
	HH:MM	HH:MM	HH:MM
Observation - Evaluation			
Speech (articulation, fluency, voice, swallowing, communication modalities)			
Language (expressive/receptive language, cognitive aspects, social aspects)			
Hearing			
Total Observation - Evaluation Hours			
Observation - Treatment			
Speech (articulation, fluency, voice, swallowing, communication modalities)			
Language (expressive/receptive language, cognitive aspects, social aspects)			
Hearing			
Total Observation - Treatment Hours			
Evaluation			
Articulation			
Fluency			
Voice and resonance			
Expressive/Receptive language		1	1:00
Hearing		15	0:15
Swallowing			

Clockhour saved

Entering Clockhours in CALIPSO

You should be back at a screen that looks similar to this:

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record Daily Clockhours

Daily Clockhours

[Add new daily clockhour](#)

Select...

Show

Select the appropriate supervisor (NOTE: even hours that are entered in error/deleted by administrators, will show up here; e.g. “Test Supervisor” and “Supervisor, Undergraduate” in this example).

Daily Clockhours

[Add new daily clockhour](#)

Select...

Select...

- Test Supervisor, | 2013 Summer | SLPA 288 - Externship in Speech & Hearing | University Clinic
- Supervisor, Undergraduate | 2014 Spring | SLPA 183 - Diagnostic Lab | University Clinic
- Smith-Stubblefield, Simalee | 2014 Fall | SLPA 289A - Advanced Clinic (Fall) | University Clinic

Click on the “Show” button.

Daily Clockhours

[Add new daily clockhour](#)

Smith-Stubblefield, Simalee | 2014 Fall | SLPA 289A - Advanced Clinic (Fall) | University Clinic

Show

The screen should now look like this. Verify that things look correct. Incorrect? Click on the date and make adjustments. Correct? Click on the box next to the date and click the, “Submit selected clockhours for supervisor approval” button.

Daily Clockhours

[Add new daily clockhour](#)

Smith-Stubblefield, Simalee | 2014 Fall | SLPA 289A - Advanced Clinic (Fall) | University Clinic

Show

Submit selected clockhours for supervisor approval

12/03/2014 Copy

	EDH	Green	Total	0	Green	T
Observation - Evaluation						
Speech (articulation, fluency, voice, swallowing, communication modalities)						
Language (expressive/receptive language, cognitive aspects, social aspects)						
Hearing						
Observation - Treatment						
Speech (articulation, fluency, voice, swallowing, communication modalities)						
Language (expressive/receptive language, cognitive aspects, social aspects)						
Hearing						
Evaluation						
Articulation						
Fluency						
Voice and resonance						
Expressive/Receptive language		1:00	1:00	1:00	1:00	
Hearing		0:15	0:15	0:15	0:15	
Swallowing						
Cognitive aspects of communication						
Social aspects of communication						
Communication Modalities						
Treatment						
Articulation						
Fluency						
Voice and resonance						
Expressive/Receptive language		10:00	10:00	10:00	10:00	
Hearing						
Swallowing						
Cognitive aspects of communication						
Social aspects of communication		9:15	9:15	9:15	9:15	
Communication Modalities						
Totals:		20:30	20:30			

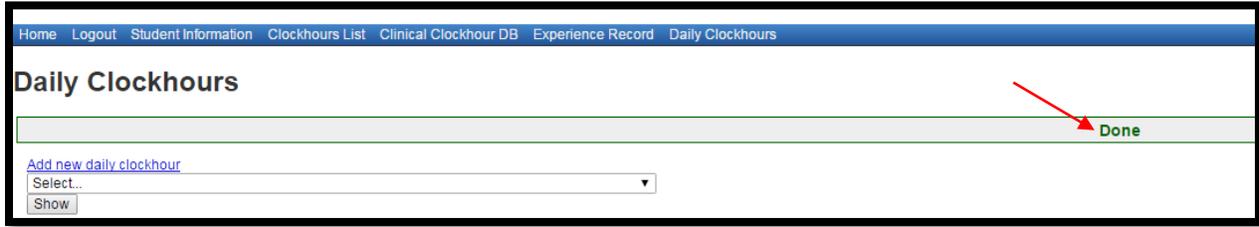
If you still see this “button” when selecting your clockhours from the dropdown list, you have NOT submitted them and the supervisor CANNOT verify/approve the hours.

CORRECT?
Click here and then click the “Submit selected clockhours for supervisor approval” button.

INCORRECT?
Click the date and re-enter/adjust your hours. Don't forget to click “Submit” again. Then return to this screen and here and then check the little box and click the “Submit clockhours for . . .” button.

Entering Clockhours in CALIPSO

When you have successfully submitted your hours to your supervisor for approval, the “Done” message will appear at the top of the screen in **GREEN**.



One final way to verify that your hours have been entered/submitted correctly is to click on the “Clockhours List” link at the top of the screen (on the blue bar). Your hours should appear like the example below (pink in the “Appr” column means that the hours are awaiting approval; once approved, a “Y” will appear in this column).

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record Daily Clockhours

Clockhours List

[View experience record for Doe, Jane](#)

Name	Supervisor	Course	Semester	Facility	Setting	Hours	Appr	Submitted		
Doe, Jane	Smith-Stubblefield, Simalee	SLPA 289A - Advanced Clinic (Fall)	2014 Fall	Pacific Speech, Hearing & Language Center	University Clinic	20:30		Dec 08 2014 05:42PM	View/Edit	Delete