Duplicating a Midterm

- 1. Login to Calipso using your ASHA number and password
- 2. Go up to "Choose Cohort Year". Select the year of your student, then click "CHANGE".

bby			Lobby
t successful login: Dec 08 2017 08:31AM (Eastern time) Login error rent selected class: <mark>x Choose Cohort Year x</mark> . Change class	tc ✓ x Choose Cohort Year x DL 2018 Start	Change	Last successful login: Dec 08 2017 08:31AM (Eastern time) Login errors since last successful login: 0 Current selected class: X Choose Cohort Year X. Change class to: Campus 2016 Graduation 2 Cl
View	DL 2017 Start		View
57 clockhour forms pending approval	Campus 2019 Graduation		VICW
Student Information	Campus 2018 Graduation		57 clockhour forms pending approval
New Evaluation	-		Student Information
My Student Evaluations			New Evaluation
Supervisor Feedback Forms			My Student Evaluations
Management			Supervisor Feedback Forms
Update Your Information			Management
Update Your Credentials			Update Your Information
Site Information Forms			Indate Your Credentials
Supervision Summary			Site Information Forms
Account			Supervision Summary
Change Your Password			Account
			Obarra Mara Daamaad

3. Go to "My Student Evaluations"

Lobby



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4. Find your student. Click "Evaluations". Then you will get a drop down of all evaluations you have completed for that student.

Home Logout New Eval	ome Logout New Evaluation Student Information									
my student E	valuations									
	0040 0 1									
Add student of interest	Add	UON. Change class to: Campus 2018 Graduation 🔮 Change								
Show all										
	Evaluations	Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contact Info								
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Brewer, Amanda	Evaluations	Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contact Info								
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Diowol, Amanua	Hide evaluations	Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contac
Semester Course	Supervisor Site	DateSubmitted Score
Semester Course CCHM hours Final CCHM	Boarman, Katie M UA - Audiolog	DateSubmitted Score gr and Speech Center [Oct 19 2017 02:05PM 7.00 Current evaluation Make a duplicate of this evaluation
Semester Course CCHM hours Final CCHM 2017 Fall Midterm 7700 65	Supervisor Site Boarman, Katie M UA - Audiolog S0-3rdSt1 Boarman, Katie M UA - Audiolog	DateSubmitted Score gy and Speech Center Oct 19 2017 02:05PM 7.00 Current evaluation Make a duplicate of this evaluation gy and Speech Center Dec 08 2017 08:33AM 6.00 Current evaluation Make a duplicate of this evaluation
Semester Course CCHM hours Final CCHM 2017 Fall Midterm 7700 65 Dehart, Allyson	Supervisor Site Boarman, Katie M UA - Audiolog SoardSt1 Boarman, Katie M UA - Audiolog Evaluations	DateSubmitted Score yr and Speech Center Oct 19 2017 02:05PM 7.00 Current evaluation Make a duplicate of this evaluation yr and Speech Center Dec 08 2017 08:33M 6.00 Current evaluation Make a duplicate of this evaluation Clinical placement Clicolours Current evaluation Compliance/Immunizations Contact
Semester Course CCHM hours Final CCHM 2017 Fall Midterm 7700 65 Dehart, Allyson Eddleman, Kathrine	Supervisor Site Boarman, Katie M UA - Audiolog S0-3rdSt1 Boarman, Katie M UA - Audiolog Evaluations Evaluations Evaluations	DateSubmitted Score yr and Speech Center Oct 19 2017 02:05PM 7.00 Current evaluation Make a duplicate of this evaluation gy and Speech Center Dec 08 2017 08:33AM 6.00 Current evaluation Make a duplicate of this evaluation Clinical placement Clockhours Currunulative evaluation Compliance/Immunizations Contact Clinical placement Clockhours Currunulative evaluation Compliance/Immunizations Contact
Semester Course CCHM hours Final CCHM 2017 Fall Midterm 7700 65 Cohart, Allyson Eddleman, Kathrine Geome Kathri	Supervisor Site Boarman, Katie M UA - Audiolog Boarman, Katie M UA - Audiolog Evaluations Evaluations Evaluations	DateSubmitted Score ay and Speech Center Oct. 19 2017 02:05PM 7.00 Current evaluation Make a duplicate of this evaluation y and Speech Center Dec 08 2017 08:33AM 6.00 Current evaluation Make a duplicate of this evaluation Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contax Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contax Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contax Clinical placement Clockhours Cumulative evaluation Compliance/Immunizations Contax

5. Find the midterm you wish to copy. Then select "Make a duplicate of this evaluation."

ļ	Brewer, Amanda		Hide evaluation	Clinical placeme	nt Clockhours Cu	imulati	ve evaluation	Compliance/Immunizations C	ont
	Semester	Course	Supervisor	Site	DateSubmitted	Score			
	CCHM hours Final	CCHM	Boarman, Katie M	UA - Audiology and Speech Center	Oct 19 2017 02:05PM	7.00	Current evaluation	Make a duplicate of this evaluation	
	2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	UA - Audiology and Speech Center	Dec 08 2017 08:33AM	6.00	Current evaluation	Make a duplicate of this evaluation	5
- î				e 1 1 1					

After you make the duplicate, your list should now contain one extra item. They both will be titled " *[Semester]* **midterm**".

Brewer, Amanda		Hide evaluation	ons Clinical placeme	nt Clockhours Cu	evaluation Com	pliance/Immunizations Conta		
	Semester	Course	Supervisor	Site	DateSubmitted	Score		
	CCHM hours Final	CCHM	Boarman, Katie M	UA - Audiology and Speech Center	Oct 19 2017 02:05PM	7.00	Current evaluation	Make a duplicate of this evaluation
	2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	UA - Audiology and Speech Center	In progress	In progress	Current evaluation	Make a duplicate of this evaluation
	2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	UA - Audiology and Speech Center	Dec 08 2017 08:33AM	6.00	Current evaluation	Make a duplicate of this evaluation

6. Find the copy- this will be noted by *"In progress"* in the date submitted/scoring section. Then click "Current Evaluation" to open this new copy.

Brewer, Amanda		Hide evaluation	ons	Clinical placeme	nt Clockhours Cu	umulative e	evaluation Compliance/Immunizations Contac
Semester	Course	Supervisor	Site		DateSubmitted	Score	
CCHM hours Final	CCHM	Boarman, Katie M	UA - Audiolog	y and Speech Center	Oct 19 2017 02:05PM	7.00	Current evaluation Make a duplicate of this evaluation
2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	UA - Audiolog	y and Speech Center	In progress	In progress	Current evaluation Make a duplicate of this evaluation
2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	UA - Audiolog	y and Speech Center	Dec 08 2017 08:33AM	6.00	Current evaluation Make a duplicate of this evaluation

7. The new copy of the evaluation will open up. The values, comments, and title should all be the same as the midterm. You must now <u>change the evaluation type</u>. Click on the drop down box "Evaluation Type". And select **Final**.

Home Logout Student Information Make a duplicate	
Performance Evaluation	
Fields marked with an * are required.	
Supervisor: Boarman, Katie M	
*Student- Brower Amanda *Site Midterm *Evaluation Type ✓ Final *Semester, 2017 Fail	*Patient population: 2 Young Child (0-5) 2 Child (6-17) Aduit (18-64) Older adult (65+)
*Course number: 7700 650-3rdSt1 3rd STANDARD Prac \$	
Client(s)/Patient(s) Multicultural Aspects (check all that apply): [?] Patientity Race Culture National origin	Client(s)/Patient(s) Linguistic Diversity (check all that apply): [?] Cliglish English Language Learner Primary English dialect Secondary English dialect

8. The values will all be the same as in the midterm. Go through and change the necessary values for the new evaluation.

OLD Values

ii fira, piease leave s	Articulation	Eluency?	Voice	Language?	Hearing?	Swallowing?	Cognition?	Social Aspects?	AAC?
Evaluation skills	Refer to Performance Rating Scale above and place number corresponding to skill level in eve observed bo								
1. Conducts screening and prevention procedures (std IV-D, std V-B, 1a)									6.00
2. Collects case history information and integrates information from clients/patients and/or relevant others (std V-B, 1b)									6.00
3. Selects appropriate evaluation instruments/procedures (std V-B, 1c)		[]							6.00
4. Administers and scores diagnostic tests correctly (std V-B, 1c)									6.00
5. Adapts evaluation procedures to meet client/patient needs (std V-B, 1d)									6.00
6. Possesses knowledge of etiologies and characteristics for each communication and swallowing disorder (std IV-C)									6.00
7. Interprets, integrates, and synthesizes test results, history, and other behavioral observations to develop diagnoses (std V-B, 1e)			[6.00
8. Makes appropriate recommendations for intervention (std V-B, 1e)		[]							6.00
9. Completes administrative and reporting functions necessary to support evaluation (std V-B, 1f)									6.00
10. Refers clients/patients for appropriate services (std V-B, 1g) ?									6.00
Score totals:	0	0	0	0	0	0	0	0	60
Total number of items scored: 10 Total number of p	points: 60	Section A	verage:	6					
Comments:									

NEW Values

" Il riva, piease leave sp	ace biank												
	Articulation	Fluency	Voice?	Language?	Hearing?	Swallowing?	Cognition?	Social Aspects?	AAC?				
Evaluation skills	n skills Refer to Performance Rating Scale above and place number corresponding to skill level in every												
								observ	ed box.				
1. Conducts screening and prevention procedures (std IV-D, std V-B, 1a)									7				
2. Collects case history information and integrates information from clients/patients and/or relevant others (std V-B, 1b)	(6.00				
3. Selects appropriate evaluation instruments/procedures (std V-B, 1c)									6.00				
4. Administers and scores diagnostic tests correctly (std V-B, 1c)									6.00				
5. Adapts evaluation procedures to meet client/patient needs (std V-B, 1d)									6.00				
6. Possesses knowledge of etiologies and characteristics for each communication and swallowing disorder (std IV-C)									6.00				
7. Interprets, integrates, and synthesizes test results, history, and other behavioral observations to develop diagnoses (std V-B, 1e)									6.00				
8. Makes appropriate recommendations for intervention (std V-B, 1e)	[6.00				
9. Completes administrative and reporting functions necessary to support evaluation (std V-B, 1f)									6.00				
10. Refers clients/patients for appropriate services (std V-B, 1g) ?	[6.00				
Score totals:	0	0	0	0	0	0	0	0	61				
Total number of items scored: 10 Total number of po	oints: 61	Section Av	erage:	6.1									
Comments:													
									·····				
									/				
									í;				

9. Once you are satisfied with the scores, save the evaluation. When you are ready to officially submit (i.e. No scores can be changed!), check the "**Final Submission**" button, just like on the midterm.

Total points (all sections included): <u>61</u> Adjustment: <u>0.0</u> divided by total number of items <u>10</u> Evaluation score: <u>6.1</u> Letter grade <u>A</u> Quality points: <u>N</u> /A
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: Date reviewed:
I verify that this evaluation is being submitted by the assigned clinical supervisor and that I have supervised the above named student. *Supervisor name: Katie Boarman *Date completed: 12/8/17
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. Final submission (if this box is checked, no more changes will be allowed!) Save

Standards referenced herein are those contained in the Membership and Certification Handbook of the American Speech-Language-Hearing Association. Readers are directed to the ASHA Web site to access the standards in their entirety.

****ALTERNATE OPTION****

1. Begin within the midterm you wish to copy. Select "Make a Duplicate" at the top.

Home Logout Student Informatio	n Make a duplicate	
Performance Eval	luation	
	Evaluat	on has been finalized and cannot be edited.
Fields marked with an * are required	d.	
Supervisor:	Boarman, Katie M	
*Student:	Brewer, Amanda	*Patient population:
*Site:	UA - Audiology and Speech Center 🗘	 Young Child (0-5) Child (6-17)
*Evaluation Type:	Midterm \$	Adult (18-64)
*Semester:	2017 Fall \$	Older adult (65+)
*Course number:	7700 650-3rdSt1 3rd STANDARD Prac \$	
Client(s)/Patient(s) Multicultural . Pace Culture National origin Socioeconomic status Gender identity Sexual orientation Religion Exceptionality Other	Aspects (check all that apply): [?]	Client(s)/Patient(s) Linguistic Diversity (check all that apply): [?] © English English Language Learner Primary English dialect Secondary English dialect Bilingual Polyglot Gender identity Sign Language (ASL or SEE) Cognitive / Physical Ability Other

2. Clicking this will pull you out to the "Student Information" section. You will see an extra evaluation. It will say "*In Progress"*. Click on "Current Evaluation" and then follow steps # 7-9 above to change it from the midterm to a **final**.

l	Brewer, Amanda	1	Hide evaluati	tions Clinical placeme	nt Clockhours Cu	imulative e	valuation Com	oliance/Immunizations Conta	lCt
	Semester	Course	Supervisor	Site	DateSubmitted	Score			
	CCHM hours Final	CCHM	Boarman, Katie M	I UA - Audiology and Speech Center	Oct 19 2017 02:05PM	7.00	Current evaluation	Make a duplicate of this evaluation	
	2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	I UA - Audiology and Speech Center	Dec 08 2017 08:33AM	6.00	Current evaluation	Make a duplicate of this evaluation	
	2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	I UA - Audiology and Speech Center	In progress	In progress	Current evaluation	Make a duplicate of this evaluation	
	2017 Fall Final	7700 650-3rdSt1	Boarman, Katie M	I UA - Audiology and Speech Center	Dec 08 2017 08:44AM	6.10	Current evaluation	Make a duplicate of this evaluation	