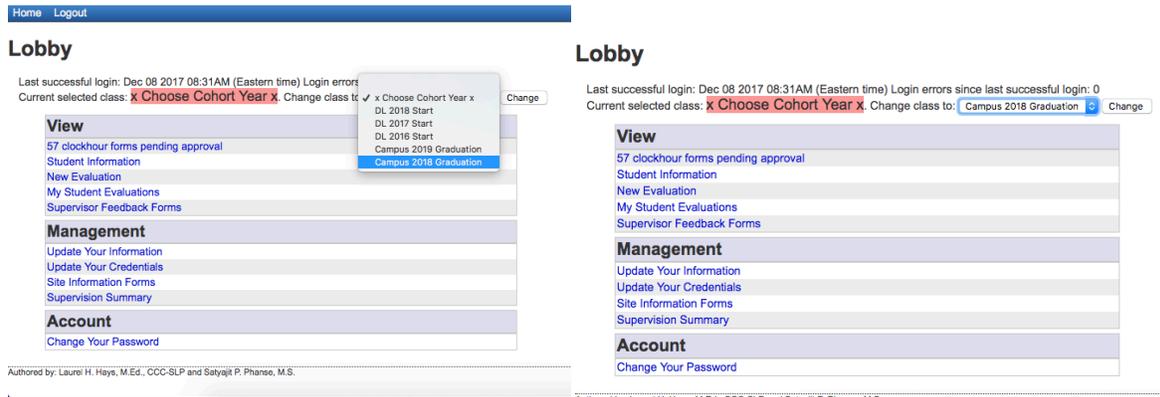
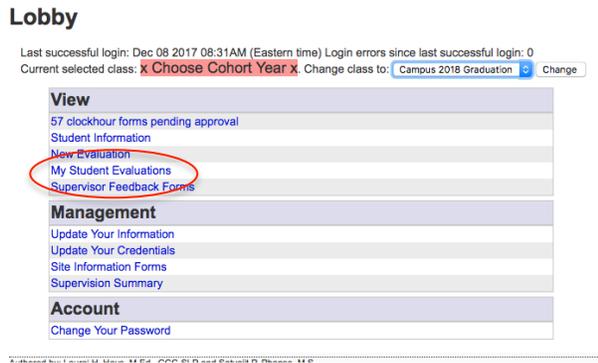


Duplicating a Midterm

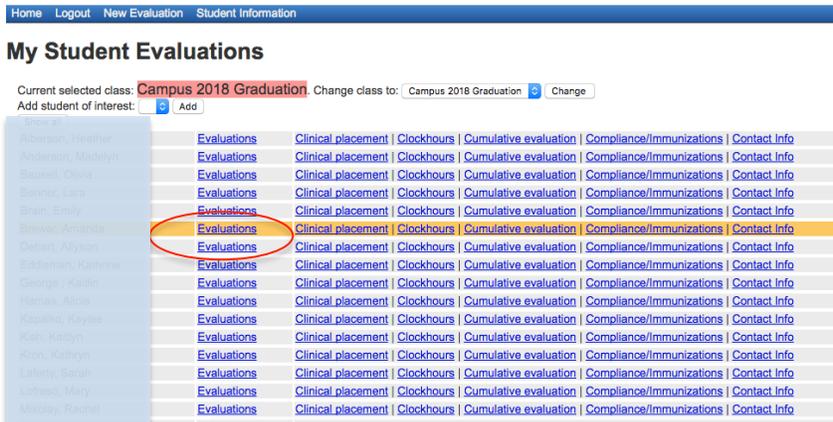
1. Login to Calipso using your ASHA number and password
2. Go up to “Choose Cohort Year”. Select the year of your student, then click “CHANGE”.



3. Go to “My Student Evaluations”



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



Alberson, Heather	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
Anderson, Madelyn	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
Bausell, Olivia	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
Bennet, Lara	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
Brain, Emily	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
2017 Fall Midterm	Hide evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
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
Denari, Allyson	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
Eddleman, Kathrine	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
Garner, Kaitlin	Evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact

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

Brewer, Amanda		Hide evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
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

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

Brewer, Amanda		Hide evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
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 evaluations	Clinical placement	Clockhours	Cumulative evaluation	Compliance/immunizations	Contact
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

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 change the evaluation type. 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: Brewer, Amanda

* Site: Midterm

* Evaluation Type: **Final**

* Semester: 2017 Fall

* Course number: 7700 650-3rdSt1 3rd STANDARD Prac

* Patient population:

Young Child (0-5)

Child (6-17)

Adult (18-64)

Older adult (65+)

Client(s)/Patient(s) Multicultural Aspects (check all that apply): [?]

Ethnicity

Race

Culture

National origin

Client(s)/Patient(s) Linguistic Diversity (check all that apply): [?]

English

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

* If n/a, please leave space blank

Evaluation skills	Articulation?	Fluency?	Voice?	Language?	Hearing?	Swallowing?	Cognition?	Social Aspects?	AAC?	
	Refer to Performance Rating Scale above and place number corresponding to skill level in every observed box.									
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) 2										6.00
Score totals:										0
Total number of items scored: 10										Total number of points: 60
Section Average:										6
Comments:										

NEW Values

* If n/a, please leave space blank

Evaluation skills	Articulation?	Fluency?	Voice?	Language?	Hearing?	Swallowing?	Cognition?	Social Aspects?	AAC?	
	Refer to Performance Rating Scale above and place number corresponding to skill level in every observed 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) 2										6.00
Score totals:										0
Total number of items scored: 10										Total number of points: 61
Section Average:										6.1
Comments:										

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): Adjustment:
 divided by total number of items
 Evaluation score:
 Letter grade:
 Quality points:

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: *Date completed:

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!)

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 Information **Make a duplicate**

Performance Evaluation

Evaluation has been finalized and cannot be edited.

Fields marked with an * are required.

Supervisor: Boarman, Katie M

*Student: Brewer, Amanda

*Site: UA - Audiology and Speech Center

*Evaluation Type: Midterm

*Semester: 2017 Fall

*Course number: 7700 650-3rdSt1 3rd STANDARD Prac

*Patient population:

Young Child (0-5)

Child (6-17)

Adult (18-64)

Older adult (65+)

Client(s)/Patient(s) Multicultural Aspects (check all that apply): [?]

Ethnicity

Race

Culture

National origin

Socioeconomic status

Gender identity

Sexual orientation

Religion

Exceptionality

Other

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**.

Brewer, Amanda [Hide evaluations](#) [Clinical placement](#) [Clockhours](#) [Cumulative evaluation](#) [Compliance/Immunizations](#) [Contact](#)

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
2017 Fall Midterm	7700 650-3rdSt1	Boarman, Katie M	UA - Audiology and Speech Center	In progress		Current evaluation	Make a duplicate of this evaluation
2017 Fall Final	7700 650-3rdSt1	Boarman, Katie M	UA - Audiology and Speech Center	Dec 08 2017 08:44AM	6.10	Current evaluation	Make a duplicate of this evaluation