Faculty User Instructions

https://www.calipsoclient.com/schooldomain

Step 1: Register and Log In as a Faculty User

- In order to register as a Faculty User, a PIN will be provided to you by an existing CALIPSO Administrator from your program.
- Go to https://www.calipsoclient.com/**schooldomain**/admin/register
- Complete the requested information and click *Register*.
- For subsequent logins, go to https://www.calipsoclient.com/school-login
- Schools are listed alphabetically; locate your school in the list, and click on the school name link.
- *Login* = Your email address   *Password* = The password you created during registration

Step 2: Select the Appropriate Student Class (Cohort)

- From the Faculty User Lobby page, locate the *Change class to:* drop-down menu which is found towards the top of the page.
- Select from the appropriate class (cohort) from the menu.
- Click the *Change* button to select the active cohort.

Step 3: Check off Academic Courses in KASA Course Checklist

- From the Faculty User Lobby page, click the *View >* Student Information link.
- Locate the appropriate student and click the KASA link located on the far right-side of the line.
- Academic courses are listed. Courses may be marked with one of the following designations:
  - *N/A* – Not Applicable. The student is not taking the course.
  - *Met* – The student has successfully met each standard listed in the Learning objectives link for the course.
  - *In remediation* – The student has not successfully met each standard listed in the Learning objectives link for the course.
  - *In Progress* – This designation may be used to indicate that a course is currently in progress, and/or part of a sequence of courses.
- Comment boxes are available for each designation; free type comments as needed.
- Click the *Save* button located at either the top or bottom of the page to save the changes.
- A KASA Summary form may be produced by clicking on the *KASA form* link in the blue stripe at the top of the page.
- Repeat this process for each student as appropriate.