

## How to Access PACE Reports – for Faculty

### Login Instructions:

1. Open a web browser (e.g. Safari, Chrome, Internet Explorer) and access the URL shown below:  
[kscope.uchastings.edu](https://kscope.uchastings.edu)
2. To log in, use your Hastings email user name (without @uchastings.edu) and password.
  - If you have issues logging in, please send an email to the UC Hastings Help Desk ([helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu))

### Access PACE Reports:

1. Once you have logged into the Kaleidoscope portal or Kscope portal, click on **Academic Resources** as shown below.

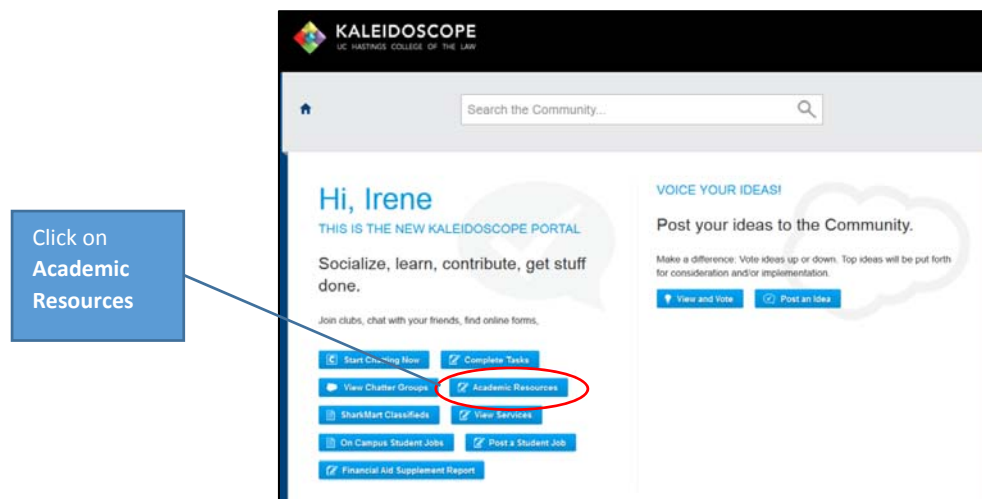


Figure 1- Kaleidoscope Portal Home Page

2. Click on PACE Reports. See Figure 2.
3. Click on the pull down list/arrow and select the course/section for the PACE report.

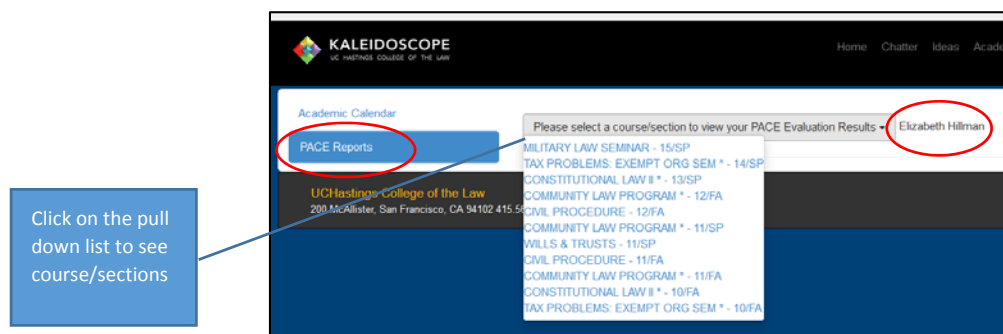


Figure 2 – PACE Reports

If you have any issues accessing PACE reports, please contact the **UC Hastings IT Help Desk** ([helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu)).