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
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)

Access PACE Reports:

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

   ![Click on Academic Resources]

   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.

   ![Click on the pull down list to see course/sections]

   Figure 2 – PACE Reports

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