



Professional Development Management System
Quick Start Guide

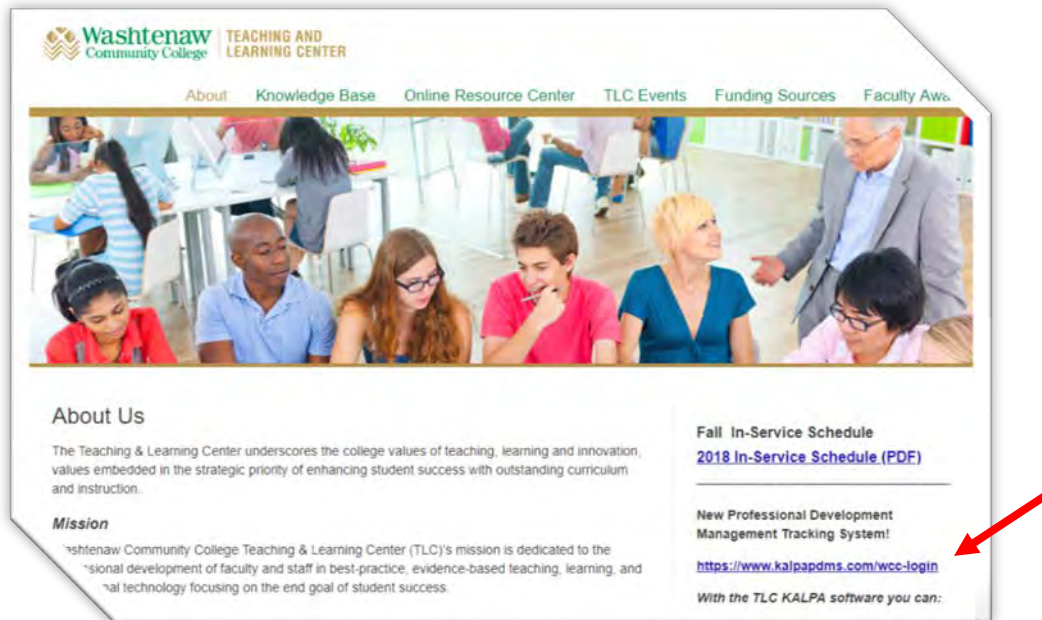


Washtenaw
Community College

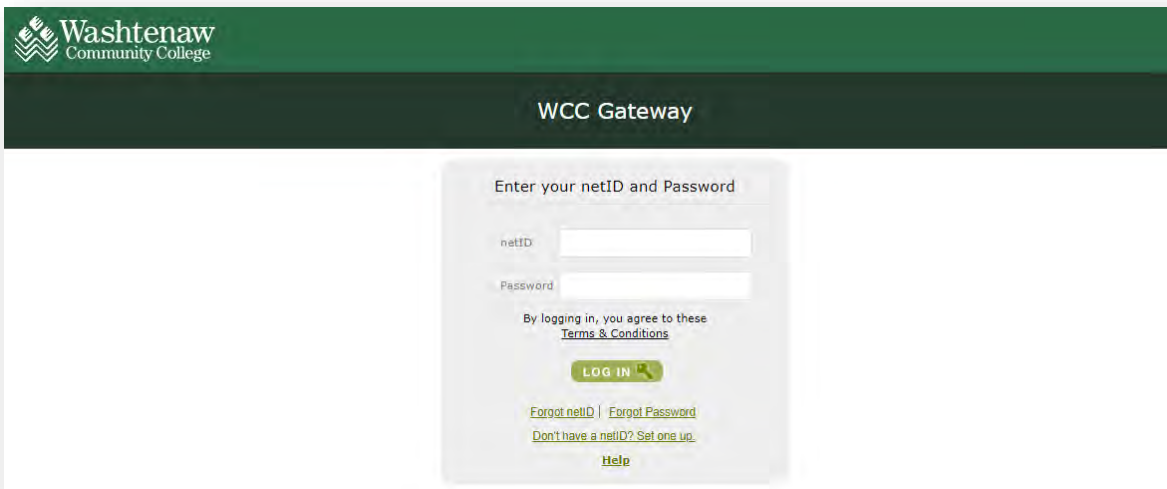
TEACHING AND LEARNING CENTER

Accessing KALPA

To access the KALPA Professional Development Management System, please go to the WCC home page / Faculty & Staff / Teaching & Learning Center. The direct link to KALPA can be found on the right.



This is the window that should appear after clicking the KALPA link, or typing it into the browser.



To access KALPA, please enter your *WCC NetID* and *Password*. If any assistance is needed with the login process please contact thunt2@wccnet.edu. After entering your login information, you will be taken to the *Bulletin Board*. This serves as the home page for users and displays important information and announcements.

Managing your PD

When you are ready to move on, please click on the menu option labeled **Professional Development Plan**. This will bring you to the page where you can view your PD Plan.



Your PD Plan displays all of your professional development requirements, and any PD activity associated with a particular requirement is listed below. At the top of each PD requirement section, the system displays how many PD hours you are required to complete, how many you have completed, and a total of the hours for which you are currently registered.

When logging into KALPA for the first time, you may have PD activities pre-assigned by your supervisor, or you can add PD activity to your plan by registering for additional activities. The system displays the Course Name, Course ID, Location, Date, Time, Hours, and Status.

Statuses are assigned as follows:

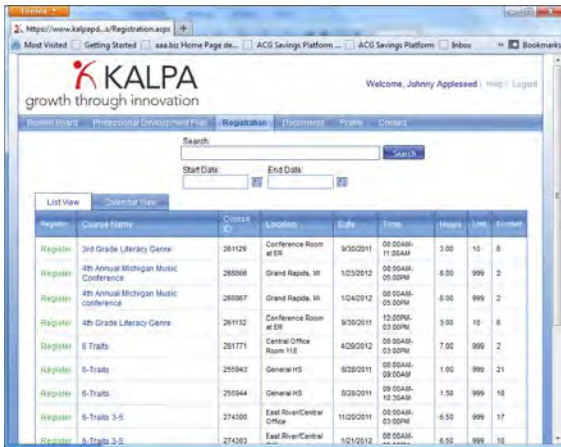
- **Registered:** This means that you are registered or have been approved for attendance to this event. Clicking on the pencil icon next to the course name allows you to change the status.
- **Update:** Anything labeled as *Registered* will change to *Update* after the date for the event has passed.
- **Cancelled:** This indicates that an event that you were registered for has been cancelled. This status can be assigned by administrators or by un-registering for a course and cannot be changed by users unless the course is still available and you re-register.
- **Not Taken:** This indicates that you have failed to attend a scheduled event. The status cannot be changed by users.

Items in your plan can appear in various colors:

- Blue items represent Special Requests.
- Grey items represent PD activities that have been pre-registered for you.
- No color items are PD activities that you registered for from the online catalog.

Registration

To register for courses or events from the district online catalog, click on the **Registration** menu option located on the menu.



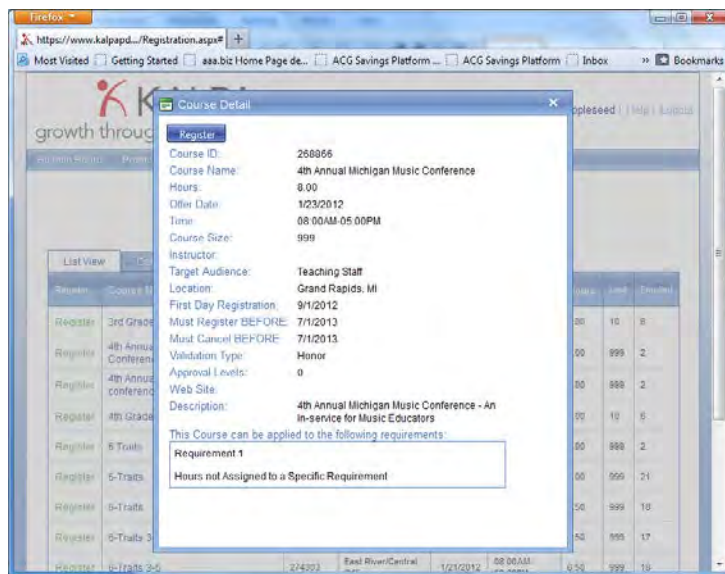
Note: The Course Catalog can also be viewed in calendar form by clicking on the Calendar View tab option located at the top of the list.

In order to register for courses or events, you must first look through the *Course Catalog* and find courses or events that you wish to attend. There are several ways to search through the *Course Catalog*.

Search: The *Search* function allows you to type in a *keyword* or other search term. A keyword will search the course title, description and location fields. You can also enter the course ID, if you know it.

Date: If you know the date of the event you are looking for you can filter by date. To do so, enter a start and end date in the corresponding fields on the page.

To register for a course, simply click “register” next to the title of the session. If you would like to read the session details click on the title of the course. A new window will open with the course information and the option to register in the top left corner.



Note: You cannot add courses with timeslots that conflict with existing ones on your current schedule. The application will not add these courses until you un-register from existing courses in your PD Plan.

Once you have registered for a course, it will be added to your *PD Plan* and you can view it along with all of the other courses you have registered for under the **Professional Development Plan** menu option.