



Washtenaw
Community College

HUMAN RESOURCES

Professional Development Guide For OPT Staff



KALPA

growth through innovation



Washtenaw
Community College

TEACHING AND LEARNING CENTER

Professional Development Requirements for OPT Staff: Each OPT is responsible for completing at least 16 hours of Professional Development every fiscal year (Essential Training counts as 4 hours).

Areas of Focus	Minimum Requirement
HR Essential Training (Compliance)	4 Hours
HR Essential Training	100 % Complete
Workplace Effectiveness (recommended areas of focus):	12 Hours
<ul style="list-style-type: none"> • Professionalism and Productivity • Information Technology • Communication and Collaboration • Other electives approved by supervisor 	
Total Minimum Requirement	16 Hours

Instructions for Supervisors: Please review the areas of focus and subtopics below. On the following pages are some suggested Courses and Learning Pathways that may be helpful for your OPT's professional development. When completing the Annual Appraisal Form in Blue, please note which areas of focus, courses, or pathways would benefit the employee's overall performance for the next fiscal year. *The course titles may vary slightly when listed in LinkedIn Learning or the Kalpa catalog.*

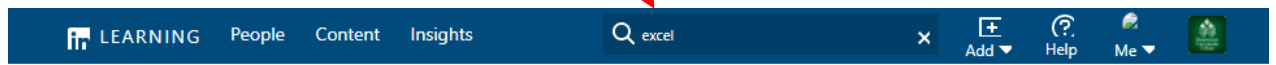
Areas of Focus		
Professionalism & Productivity	Information Technology	Communication & Collaboration
Time Management: scheduling, planning and setting priorities	Adobe Acrobat DC: forms, documents & accessibility	Conflict Resolution: beginning to advanced
Business Etiquette: professionalism, proper phone and email correspondence	Microsoft OneDrive and SharePoint: file management, organization and sharing	Spelling and Grammar
Clerical Support: Editing & Proofreading, Note Taking & Meeting Minutes	Microsoft Excel: from beginning user to advanced formulas and functions	Diversity & Inclusion
Customer Service Foundations: serving internal and external customers	Google Suite: docs, sheets, storage(drive), forms, and surveys	Effective Listening
Organization & Productivity: Microsoft Outlook and OneNote beginner to advanced	Microsoft Word: basic documents, templates and forms, to advanced tips and tricks	Giving and Receiving Feedback
Personal Accountability & Leadership	Windows 10 or Microsoft 365: organization and navigation	Interpersonal Communication
Critical Thinking & Problem-Solving	Virtual Meeting Platforms: Zoom and Microsoft Teams	Teamwork and Collaboration Essentials
Executive Assistant Foundations	Microsoft Access, Publisher, and PowerPoint: beginner to advanced	Working with Difficult People
Project Management	Banner	

Approved Resources for Completing OPT Professional Development Requirements

Source & Content Type	How to Access	Getting Credit
<p>LinkedIn Learning (LIL)</p> <p>On-Demand videos, courses and learning pathways</p>	<ol style="list-style-type: none"> 1. Log into Intranet 2. Navigate to the Teaching and Learning Center Page. 3. Click on any course link to enter the LinkedIn Learning site. 4. Search for courses or pathways in the Search bar. 	<p>At the end of each month, administrators run a report from LIL that captures all of the completed courses within that grading period. All completed courses are recorded in Kalpa. A course is completed when all course content has been finished successfully (assignments, test, quizzes, and videos).</p> <p>You DO NOT need to send proof of completion to HR or TLC.</p>
<p>Cigna: EAP Wellness Webcasts</p> <p>Live and On-Demand webinars</p>	<ol style="list-style-type: none"> 1. Start here: EAP Wellness Webcasts 2. If you are a first time visitor, you need to click on the link to create an account. "WCC" is the access code, if prompted. 3. You must use your WCC email address to log in. 4. Once logged in, you will see the list of webinars, click Register/Attend next to the webinar. 	<p>Approximately 1-2 business days after completing the Webinar, a certificate of completion will be emailed to you. Please forward this to tlc.staff@wccnet.edu for credit.</p> <p>If you do not receive a certificate of completion, you must send a "Session Completion Email". After you have completed the entire session, send an email with the Session Title & Date (and Certificate of Completion, if applicable) to tlc.staff@wccnet.edu.</p>
<p>Blue Cross Virtual Well-Being</p> <p>Live and On-Demand webinars and meditations</p>	<ol style="list-style-type: none"> 1. Start here: Blue Cross Virtual Well-Being 2. Click on the Webinar you'd like to attend or register for. 	<p>You must send a "Session Completion Email" to receive credit. After you have completed the entire session, send an email with the Session Title & Date (and Certificate of Completion, if received) to tlc.staff@wccnet.edu.</p>
<p>TIAA</p> <p>Live and On-Demand webinars</p>	<ol style="list-style-type: none"> 1. Start here: TIAA Webinars 2. Register as a Guest User or Log-in with your TIAA customer credentials. 	<p>You must send a "Session Completion Email" to receive credit. After you have completed the entire session, send an email with the Session Title & Date (and Certificate of Completion, if received) to tlc.staff@wccnet.edu.</p>
<p>Workforce Development/Community Enrichment (Non-credit)</p>	<ol style="list-style-type: none"> 1. Visit the ECD Website to view courses. 2. To register you must contact the ECD division at 734-677-5060 or email Ecdevelopment@wccnet.edu. 	<p>You must send a "Session Completion Email" to receive credit. After you have completed the session, send an email with the Session Title & Date (and Certificate of Completion, if received) to tlc.staff@wccnet.edu.</p>
<p>WCC Course</p> <p>In-person or virtual</p>	<p>Register for and complete a credit course with a passing grade of "C" or better. WCC courses can count for up to 8 hours of PD credit per fiscal year.</p>	<ol style="list-style-type: none"> 1. Complete the process for a Special Request in Kalpa (last page of booklet). 2. Send an email to ahemphill@wccnet.edu with a copy/screenshot of your final grades.
<p>Other</p> <p>Any other training approved by your supervisor or listed in Kalpa.</p>	<p>Register for any applicable course in Kalpa. If the course is not already in the Kalpa catalog, gather proof of attendance, email from supervisor, certificate of completion, etc.</p>	<p>When you register for a course in Kalpa, your attendance will be verified by the instructor or the TLC. Complete the process for a Special Request (last page of booklet), if the course is not listed in Kalpa.</p>

How to Find Content LEARNING

Use the search box to perform a keyword search



You can narrow your search to Courses and Pathways. You will only receive credit for these two types.

Filter results

416 Content results for 'excel'

Sort by: Best match

Content language: English

Search for 'excel' in Users or Groups

Content by

- LinkedIn Learning (415)
- LinkedIn Talent Solutions (1)

Type

- Courses (379)
- Videos (10,168)
- Articles (0)
- Audio (38)
- Books (0)
- Events (0)
- Learning Paths (37)
- Links (0)
- Documents (0)
- Learning Collections (0)

Level

- Beginner (81)
- Intermediate (208)
- Advanced (30)

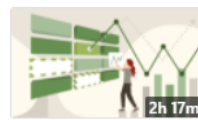


LEARNING PATH

Master Microsoft Excel

Skills: Microsoft Excel and Spreadsheets

3 learners at Washtenaw Commu... [Recommend to learners/groups](#) [More](#)



COURSE

Excel Essential Training (Office 365/Microsoft 365)

By: Dennis Taylor · Skill: Microsoft Excel

437,739 learners

[+ Add to](#) [More](#)

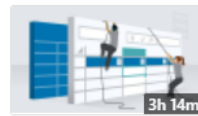


LEARNING PATH

Getting Started with Microsoft Excel

Skills: Microsoft Office and Microsoft Excel

[Recommend to learners/groups](#) [More](#)



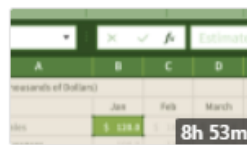
LEARNING PATH

Excel Boot Camp

Skill: Microsoft Excel

[Recommend to learners/groups](#) [More](#)

When you choose a course, pay attention to the software version (year). Most PCs on campus will have Microsoft Office 2016, any new machines or laptops may have version 2019. Microsoft 365 is available from all computers (desktop or laptop). You can check your software version by opening the program, clicking File (top left-hand corner) and then Account.

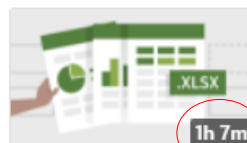


COURSE

Excel 2016 Essential Training

By: Dennis Taylor · Skill: Microsoft Excel

409,551 learners



COURSE

Learning Excel 2019

By: David Rivers · Skill: Microsoft Excel

293,976 learners

Definitions

Course vs. Pathway : a course focuses mainly on improving one skill set or one type of software. A Pathway is a group of courses that focus on improving a desired set of skills or software tools.

Credit awarded in hours/minutes: The credit awarded in Kalpa for completion of a course or pathway is determined by the total course time listed on LinkedIn Learning. In this example, you would receive credit for 1 hour of credit. It may take you longer to complete the course, but you will only be awarded 1 hour.

Communication & Collaboration



Courses	Skills	Total Course Time	Level
Grammar Foundations	English Grammar	2h11m	Beg
Advanced Grammar	English Grammar	2h8m	Adv
Conflict Resolution For Beginners	Conflict Resolution	1h34m	Beg
Having Difficult Conversations	Interpersonal Communication	1h7m	Int
Unlocking Authentic Communication in a Culturally-Diverse Workplace	Cross-cultural Communication	49m	Beg
Improving Your Listening Skills	Active Listening	29m	Beg
Communicating with Diplomacy and Tact	Tactfulness and Diplomacy	1h5m	Int
Giving and Receiving Feedback	Constructive Feedback	48m	Beg
Customer Service: Managing Customer Feedback	Customer Service and Communication	54m	Int
Communication Foundations	Communication	1h17m	Beg
Communication Tips	Interpersonal Communication	3h42m	Int
Critical Thinking for More Effective Communication	Critical Thinking	46m	Adv
Teamwork Foundations	Teamwork	1h25m	Beg
Working with Difficult People	Teamwork and Interpersonal Communication	1h46m	Beg

Pathways

Improve Your Teamwork Skills	Teamwork, Conflict Management, Cross-team Collaboration, Interpersonal Communication	6h47m	Beg
Develop Conflict Management and Resolution Skills	Teamwork, Conflict Management, Conflict Resolution, Communication, Personal Development	8h23m	Adv
Diversity, Inclusion, and Belonging for All	Diversity & Inclusion	6h13m	Beg
Develop Your Communication Skills and Interpersonal Influence	Interpersonal Skills, Interpersonal Communication, Communication	7h41m	Adv

NOTE: These courses can be accessed 24/7 through LinkedIn Learning (access through Intranet/TLC). This is only a partial list of what is available via LinkedIn Learning/Kalpa, please feel free to browse the catalog or the OPT Collection for more opportunities. Credit for ALL LinkedIn Learning courses will be given after the first of each month automatically; there is no need to send certificates of completion.

Professionalism & Productivity



Courses	Skills	Total Time	Level
Outlook Essential Training (Office 365)	Outlook	2h13m	Beg
Outlook 2016 Essential Training	Outlook and Email Management	2h49m	Beg
Outlook 2019 Essential Training	Outlook and Email Management	2h12m	Beg
Outlook: Time Management with Calendar and Tasks	Outlook and Task Management	1h1m	Int
Outlook 2016: Time Management with Calendar and Tasks	Outlook and Task Management	2h54m	Int
Outlook Microsoft Office Specialist - Cert Prep (different versions)	Microsoft Outlook and Email	varies	Adv
Time Management Fundamentals	Time Management	1h47m	Beg
Business Etiquette: Phone, Email, and Text	Professional Communication, Email Etiquette....	58m	Beg
Writing Customer Service Emails	Customer Service and Email Etiquette	1h6m	Beg
Editing and Proofreading Made Simple	Proofreading and Copy Editing	39m	Beg
Administrative Professional Foundations	Administrative Assistance	44m	Beg
Administrative Professional Tips	Administrative Assistance	3h2m	Int
Customer Service Foundations	Customer Service	1h22m	Beg
Note-Taking for Business Professionals	Business Writing and Note Taking	47m	Beg
Smarter Note-Taking with Microsoft Office 365	Note Taking and Office 365	1h5m	Beg
OneNote 2016 Essential Training	OneNote	1h49m	Beg
OneNote Tips and Tricks	OneNote	2h3m	Int
Productivity: Prioritizing at Work	Priority Management	48m	Beg
Time Management Tips: Scheduling	Scheduling and Time Management	46m	Beg
Project Management Reinvented for Non-Project Managers	Project Management	1h24m	Adv
How to Ask Productive Questions	Problem-Solving and Productivity	27m	Beg
Problem Solving Techniques	Logical Reasoning and Problem Solving	1h32m	Int
Learning Everyday Math	Mathematics	2h6m	Beg
Pathways			
Master Microsoft Outlook	Microsoft Outlook	10h	Int
Master In-Demand Professional Soft Skills	Critical Thinking, Emotional Intelligence, Life Skills, Resiliency, Leadership, +2 more	9h13m	Beg
Improve Organizational Skills	Organization Skills, Time Management, Personal Development	6h20m	Int
Build Your Critical Thinking Skills	Critical Thinking and Professional Development	1h56m	Int
Become an Administrative Professional (OPT 101)	Microsoft Office, Administrative Assistance, Time Management, Note-Taking, Business Etiquette	16h	Beg
Become a Customer Support Specialist	Customer Service, Email Etiquette, Expectations Management, Professional Phone Skills, Customer Communication	7h10m	Beg
Master Microsoft OneNote	Microsoft Office, Note Taking, and OneNote	5h17m	Int

Information Technology



Courses	Skills	Total Time	Level
Acrobat DC Essential Training	PDF Management and Adobe Acrobat	2h9m	Beg
Acrobat DC: Creating Forms	Adobe Acrobat and Forms	1h49m	Int
Creating Accessible PDFs	PDF Management and Accessibility	5h33m	Adv
Google Sheets Essential Training	Google Sheets	1h52m	Beg
Google Docs Essential Training	Google Docs	1h31m	Beg
Google Drive Essential Training	Digital Asset Management, Google Drive	1h19m	Int
Microsoft Teams Essential Training	Microsoft Teams	2h21m	Beg
Using Microsoft Teams and Outlook Together: Maximizing Productivity	Microsoft Outlook and Teams	49m	Int
Learning OneDrive	Microsoft OneDrive	48m	Beg
Windows 10: Organizing Files and Folders	Windows	1h41m	Beg
Microsoft Cloud Fundamentals: SharePoint Online, OneDrive, and Teams	Microsoft OneDrive, SharePoint and Teams	2h4m	Int
Excel 2016 Essential Training	Microsoft Excel	8h53m	Beg
Learning Excel 2019	Microsoft Excel	1h7m	Beg
Excel: Advanced Formulas and Functions	Microsoft Excel	4h46m	Int
Excel: Tips and Tricks	Microsoft Excel	4h24m	Int
Excel 2016: Advanced Formulas and Functions	Microsoft Excel	6h18m	Adv
Cert Prep: Excel 2016 Microsoft Office Expert	Microsoft Excel	3h45m	Adv
Word Essential Training (Office 365/Microsoft 365)	Microsoft Word	2h10m	Beg
Word 2016 Essential Training	Microsoft Word	5h41m	Beg
Word Tips and Tricks	Microsoft Word	1h7m	Int
Word: Templates in Depth (365/2019)	Microsoft Word	1h13m	Int
Cert Prep: Word 2016 Microsoft Office Expert	Microsoft Word	2h13m	Adv
Word 2016: Advanced Tips and Tricks	Microsoft Word	1h41m	Adv
SharePoint Online Essential Training: The Basics	Document Management, SharePoint	2h1m	Beg
SharePoint Online Essential Training: Beyond the Basics	Document Management, SharePoint	2h9m	Int
PowerPoint Essential Training (Office 365/Microsoft 365)	Microsoft PowerPoint	2h37m	Beg
PowerPoint 2016 Essential Training	Microsoft PowerPoint	3h1m	Beg
PowerPoint Tips and Tricks	Microsoft PowerPoint	1h53m	Int
Access 2016 Essential Training	Microsoft Access	6h45m	Beg
Publisher 2016 Essential Training	Page Layout and Microsoft Publisher	4h18m	Beg
Zoom Essential Training	Zoom	1h34m	Beg
Learning Computer Security and Internet Safety	Windows and Browsers	1h18m	Beg
Pathways			
Master Microsoft Excel	Microsoft Excel	25h	Beg
Build Your Excel Skills	Microsoft Excel	8h50m	Int
Master Microsoft Word	Microsoft Word	13h	Beg
Improve Your Microsoft Word Skills	Microsoft Word	5h34m	Int
Working Smarter with Microsoft 365	Windows, Microsoft Office, 365	23h	Int
Master Microsoft PowerPoint	Microsoft PowerPoint and Presentations	11h	Beg

Frequently Asked Questions (FAQs)

Will any "Live" or in-person training events be held this year?

We will add some "live" virtual training for both In-Service sessions (August and January), and occasionally throughout the year as needed.

What happens if the OPT does not meet their minimum 16 hours of required training? Satisfactory performance of the OPT job duties includes an obligation to complete professional development as assigned by the supervisor.

What if the supervisor does not allow the OPT to attend training or complete the 16 hour minimum requirement? It is the responsibility of the supervisor to set professional development goals with each OPT including a plan for completing the required training throughout the fiscal year.

What if a supervisor wants their OPT to attend a training session that isn't listed in this program? This program contains a list of recommended courses. A Supervisor may decide to assign other courses that are similar in scope to the courses in this program or job-specific training.

How will OPTs and Supervisors keep track of their required training hours? All training attended at WCC, through the TLC will be tracked using the Kalpa System. If OPTs attend training outside of the TLC, the activity must be entered in the Kalpa System and approved by the supervisor to count towards required hours. The Supervisor is able to view the PD records at any time throughout the year.













Can I receive credit for a WCC credit or non-credit course? Yes, as long as your supervisor agrees that the course satisfies the "Workplace Effectiveness" recommended area(s) of focus listed in this program.

Who do I contact if I have questions about this program? Please contact Andrea Mendrick at 734-973-3335 or ahemphill@wccnet.edu



Managing your PD

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

[View Surveys Completed](#)

Tag Totals		
Tag	Tag Color	Total Taken
Teaching (Faculty Tag)		0.00 Hours
Leadership (Faculty Tag)		0.00 Hours
Workplace Effectiveness (Faculty Tag)		1.00 Hours
Information Technology (OPT Tag)		0.00 Hours
Communication and Collaboration (OPT Tag)		0.00 Hours
Job Specific Training (OPT Tag)		0.00 Hours
Diversity in the Workplace (OPT Tag)		0.00 Hours
Diversity and Inclusion (OPT Tag)		0.00 Hours
Essential Training		4.00 Hours
Wellness (OPT Tag)		0.00 Hours
Professionalism and Productivity (OPT Tag)		0.00 Hours
Advising & Counseling		0.00 Hours

PD Requirements

OPT - Essential Training		Required: 4.00 Taken: 4.00 Registered: 0.00						
	Course Name	Course ID	Location	Date	Time	Hours	Status	Tags
	Essential Training 21-22	1126628	Blackboard	7/1/2021	Anytime	4.00	Taken	

OPT - Workplace Effectiveness		Required: 16.00 Taken: 1.00 Registered: 0.00						
	Course Name	Course ID	Location	Date	Time	Hours	Status	Tags
	WebXtender Training (Webinar)	1114109	Webinar	7/28/2021	10:00AM-11:00AM	1.00	Taken	

Other Professional Development		Required: 0.00 Taken: 0.00 Registered: 0.00						
	Course Name	Course ID	Location	Date	Time	Hours	Status	Tags

Requirements: 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.

You may have PD activities pre-assigned by your supervisor, or you can add PD activities to your plan by registering. The system displays the Course Name, Course ID, Location, Date, Time, Hours, and Status.

Tags: Course Tags are related to PD Requirements. These tags help to identify which requirements each of the courses will count towards. Each tag is assigned a different color. Although Administrators can assign more than one Tag to a course, the PD activity can only count for one requirement at a time.

Managing your PD

	Body Language: Using Non-Verbal Communication	945337	LA 275	10/5/2018	9:00AM-11:00AM	2.00	Cancel Registration	
	Lynda.com: Writing Formal Business Letters and Emails (608988)	974923	Lynda.com	11/1/2018	1:00AM-11:30PM	0.75	Taken	
	Banner 9: Self-Service Requisitions	945270	SC 318	11/7/2018	10:00AM-11:30AM	1.50	Taken	
	Banner 9: Finance Budget Query	972081	SC 318	11/14/2018	11:00AM-12:00PM	1.00	Taken	
	Lynda.com: Learning to be Assertive (175640)	976209	Lynda.com	12/1/2018	1:00AM-11:30PM	1.00	Taken	
	Conversations with Colleagues: OPT Professional Development	972524	BE160	12/7/2018	2:00PM-3:00PM	1.00	Taken	
	It's Not Me, It's You! Changing Defensive Communication -L&L	975147	SC 105 Community Room	2/13/2019	11:30AM-1:00PM	1.00	Registered	
	VitalSmarts Presents: Getting Things Done	964839	ML 150	3/8/2019	8:30AM-4:00PM	7.50	Cancel Registration	

Other Professional Development								Required:0.00 Taken:4.25 Registered:0.00
	Course Name	Course ID	Location	Date	Time	Hours	Status	Tags
	Lynda.com: Writing in Plain English (373555)	967139	Lynda.com	9/1/2018	1:00AM-11:30PM	1.75	Taken	
	ITS Open Lab	945898	SC 318	9/21/2018	10:30AM-12:00PM	1.50	Not Taken	
	Website Overview (Student Services Dept. Only)	961787	TI 244	10/4/2018	10:00AM-11:00AM	1.00	Cancelled	

Course 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. You can Cancel Your Registration by clicking the pencil icon.
- **Update:** Anything labeled as *Registered* will change to *Update* after the date for the event has passed.
- **Canceled:** This indicates that an event that you were registered for has been canceled.
- **Not Taken:** This indicates that you have failed to attend a scheduled event. The status cannot be changed by users.
- **Cancel Registration:** This indicates that you canceled your registration for this session. Your Supervisor and Kalpa Administrators also have the ability to cancel your registration.
- **Taken:** This indicates that you attended this PD activity.

Shaded 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 course catalog, click on the **Registration** menu option located on the menu.

The screenshot shows the top navigation bar with 'Registration' selected. Below it is a search bar with the placeholder 'Enter Search Keyword' and a magnifying glass icon. There are also fields for 'Start Date' and 'End Date' with calendar icons. A dropdown menu for 'Additional Filters...' is visible. Below the filters are two tabs: 'List View' (selected) and 'Calendar View'. A table of courses is displayed with columns: Register, Course Name, Course ID, Location, Date, Time, Hours, Limit, and Enrolled.

Register	Course Name	Course ID	Location	Date	Time	Hours	Limit	Enrolled
Register	"Goals Tool" - Alignment and Assessment	977266	GM 230A	1/25/2019	11:00AM-12:00PM	1.00	12	5
Register	Annual MI A.C.E. Network Conference (2 day event)	975155	Off Campus - See link for details	6/3/2019	8:00AM-5:00PM	12.00	150	1
Register	Banner 9: Finance Query Self-Service	977859	SC 318	1/30/2019	10:30AM-11:30AM	1.50	12	0
Register	Body Language: Using Non-Verbal Communication	969966	LA 278	3/15/2019	1:00PM-3:00PM	2.00	30	24
Register	Bridging the Gaps: Generations Working Together	975813	BE 250	4/9/2019	10:00AM-11:00AM	1.00	35	2
Register	Build Social Presence and Increase Retention (Online/Blended Faculty Only)	974196	BE 180	2/20/2019	12:00PM-1:00PM	1.00	28	1

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*.

Keyword 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 Search: 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.

Sort by Tags, Requirements and or Categories: Click the drop down arrows next to "Additional Filters", under "Categories", or check any of the other boxes to narrow down your search for available courses. This should help you find courses that will count towards your PD Requirements.

This screenshot shows the 'Additional Filters...' section. It includes three columns: 'Requirement(s)', 'Tag(s)', and 'Categories'. The 'Requirement(s)' column has checkboxes for 'FT Faculty' (unchecked) and five 'OPT' options (checked). The 'Tag(s)' column has checkboxes for 'Civility in the Workplace', 'Communication and Collaboration', 'Diversity and Inclusion', 'Essential Training', and 'Information Technology' (all checked). The 'Categories' column has a dropdown menu currently set to 'OPT'. Red circles highlight the upward arrow of the 'Additional Filters...' dropdown and the downward arrow of the 'Categories' dropdown.

Registration

To register for a course: Click on the Course Name (in blue font); this will take you to the course description. Important things to note in the description:

- **The Target Audience** - does this apply to you or to your job?
- **Description** - Are there pre-requisites required before you attend? Are there attached documents to review or other important instructions?
- **Tags and Requirements:** are always listed at the bottom of the description.

The screenshot shows a 'Course Detail' window with the following information:

- Register** (button)
- Course ID: 977859
- Course Name: Banner 9: Finance Query Self-Service
- Hours: 1.50
- Offer Date: 1/30/2019
- Time: 10:30AM-11:30AM
- Course Size: 12
- Instructor: Nichole Marbury Info Sys Train
- Target Audience: Banner 9 Users
- Location: SC 318
- First Day Registration: 1/15/2019
- Must Register BEFORE: 1/31/2019
- Must Cancel BEFORE: 1/31/2019
- Registration Pin Required: No
- Validation Type: Sign In Sheets
- Approval Levels: 0
- Web Site:
- Categories: OPT, Staff
- Description: This workshop provides a basic overview of the Banner Finance System. Participants will be introduced to fundamental purchasing concepts and terminology used here at Washtenaw Community College. Topics include: Overview of Purchasing Process, FOAPAL Descriptions, and Finance Terminology.

Below the description, there are two sections:

- This Course can be applied to the following requirements:** (circled in red)
 - OPT - Workplace Effectiveness
 - Other Professional Development
- Tags applied to this course:** (circled in red)
 - Information Technology
 - Software skills such as Microsoft Office applications, Google apps, Banner and other technical tools.

Once you're ready, simply click "register" next to the title of the session or at the top of the window (in Course Detail screen).

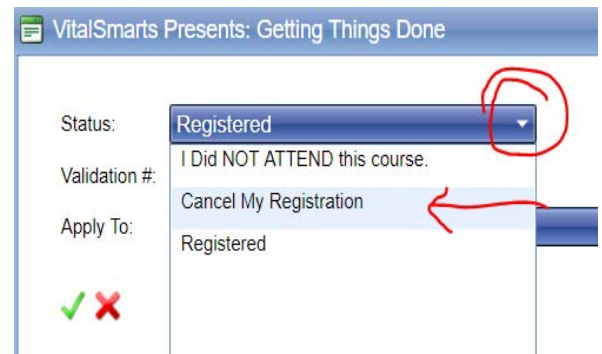
Once you have registered for a course, it will be added to your *PD Plan* and you can view it along with all of the other courses you have registered for under the **Professional Development Plan** menu option.

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.

Canceling Your Registration

It's important to cancel your registration if you discover that you cannot attend. This will open up seats for others to register - especially when classes are full or near full. Please be mindful of your colleagues and cancel your registration when you cannot attend.

To cancel your registration: Go to the **PD Plan Tab** and Click on the little pencil icon next to the Course Name (in blue font). Click the drop-down arrow next to Status and choose "Cancel my Registration". Then Click the green checkmark to save your changes.



Special Requests: Entering Other Professional Development

Users can submit any activities outside of the course catalog into their PD plan through the Special Request process. These are typically activities that only one or two people from the college attend so it does not always make sense to add them as a catalog course.

Special Requests will show up in your PD Plan with a blue background **once they are approved by your supervisor.**

Using the "Special Request" button in KALPA:

- In KALPA, click on "Professional Development Plan"
- On the far right you'll see a blue button "Special Request"
- Click on the Special Request and entered all the details from the conference/event
- You can also add attachments such as handouts or a certificate of completion

A screenshot of the KALPA Professional Development Plan interface. The top navigation bar includes "Bulletin Board", "Professional Development Plan", "Registration", "Documents", "Profile", and "Contact". Below this, there are tabs for "My PD Plan", "My PD Schedule", and "My PD Goals". The "School Year" is set to "2018-2019", with "Print" and "Summary" buttons. A blue button labeled "Special Request" is circled in red. Below this is a "Tag Totals" table with columns for Tag, Tag Color, Description, and Total Taken. The table shows one entry: "Civility in the Workplace" with a red tag color, a description about promoting a safe workplace, and 2.00 hours taken. Below the table is a section for "Other Professional Development" with a summary: "Required: 0.00 Taken: 11.50 Registered: 21.50". At the bottom is a table with columns for Course Name, Course ID, Location, Date, Time, Hours, Status, and Tags.