The Teaching & Learning Center's

Professional Development Management System

Quick Start Guide

KALPA

Washtenaw Community College | TEACHING AND LEARNING CENTER

Index

Welcome to KALPA!

WHAT IS KALPA?

KALPA is the professional development management tracking system used by Washtenaw Community College. It allows users to view the professional development opportunities available to them, as well as gives users a place to track their professional development completion for the year. KALPA is maintained by the Teaching & Learning Center (TLC) at WCC.

With the WCC TLC KALPA software, you as a user can:

- View the In-Service schedule and register for sessions during our Fall and Winter In-Service weeks
- View the Professional Development sessions offered by the TLC on a day-to-day basis
- Register in advance for Professional Development sessions
- Build your own Professional Development (PD) Plan with calendar reminders
- Complete post-session surveys to share your thoughts about each session you attend
- View your Professional Development progress

You will need both your **WCC NetID** and **WCC Password** in order to login to KALPA.

If any assistance is needed, or for questions or concerns, please contact the Teaching & Learning Center at **tlc.staff@wccnet.edu**.

ABOUT THE TEACHING & LEARNING CENTER

The Teaching & Learning Center underscores the college values of teaching, learning, and innovation; values embedded in the strategic priority of enhancing student success with outstanding curriculum and instruction.

The TLC's mission is dedicated to the professional development of faculty and staff in best-practice, evidence-based, teaching, learning, and educational technology focusing on the end goal of student success.

Quick Tip!

Remember, you do not have to cram all of your sessions in all at once! You have the whole year to complete your requirements!
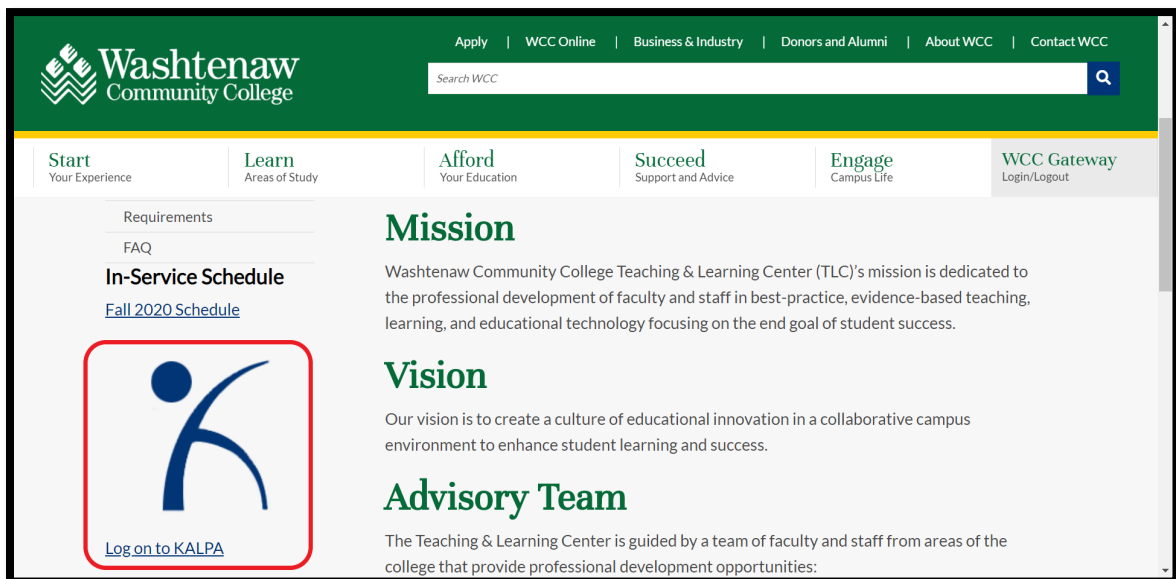
How to Access KALPA

There are two easy ways to access KALPA, and both start at the WCC home page. From the home page, click **WCC Gateway** in the top right, then select the **Faculty & Staff Dashboard.** On the **Faculty & Staff Dashboard** page, scroll all the way down to **Training**.
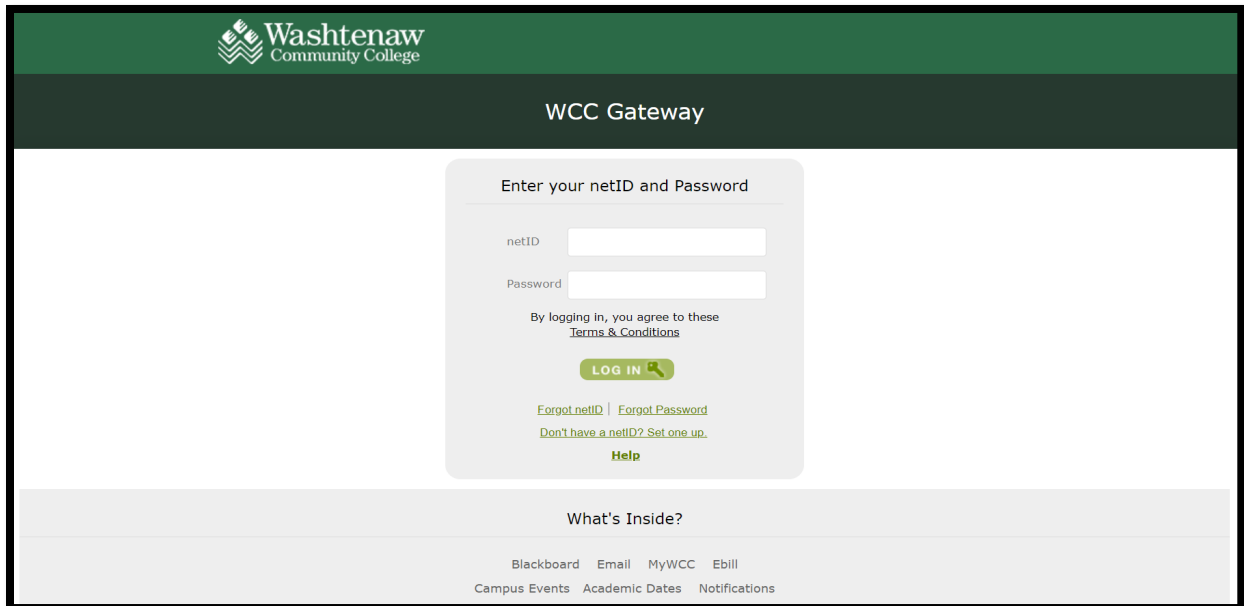
From here, you can either click the direct link to KALPA:
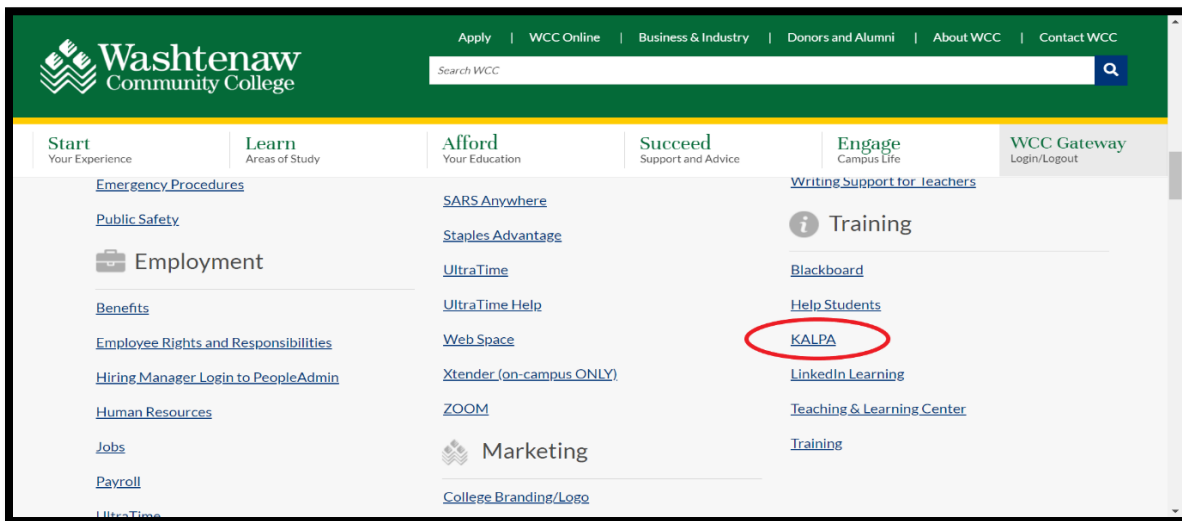
Or, you can click on the **Teaching & Learning Center** just below that to see the latest news and updates from the TLC.

Once you have clicked to sign into KALPA, this is the screen that you will be presented with:


To access KALPA, enter your **WCC NetID** and **Password**. If any assistance is needed with the login process, please contact tlc.staff@wccnet.edu. After entering your login information, you will be taken to the KALPA homepage, the **Bulletin Board**. Here, you will find important information and announcements from the Teaching & Learning Center.
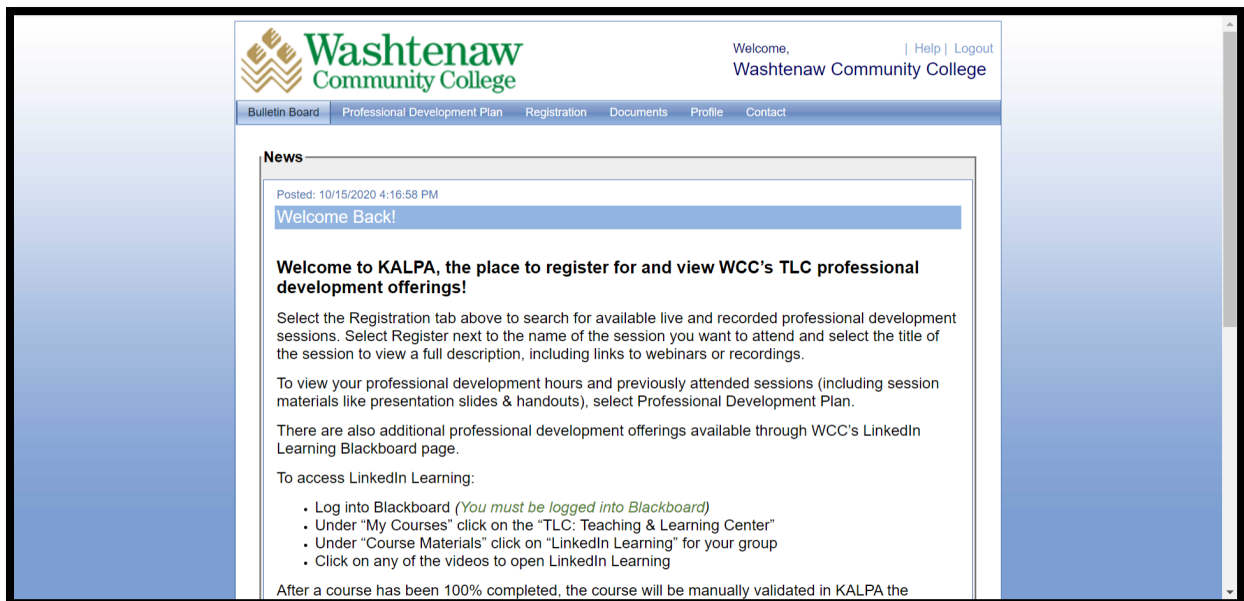
Congratulations, you've accessed KALPA! Your Professional Development plan awaits!

Managing Your PD

Once you have reached the KALPA homepage, you are able to access your Professional Development Plan. In the tabs at the top, you will see a tab marked **Professional Development Plan**. This will bring you to the page where you can view your PD Plan.
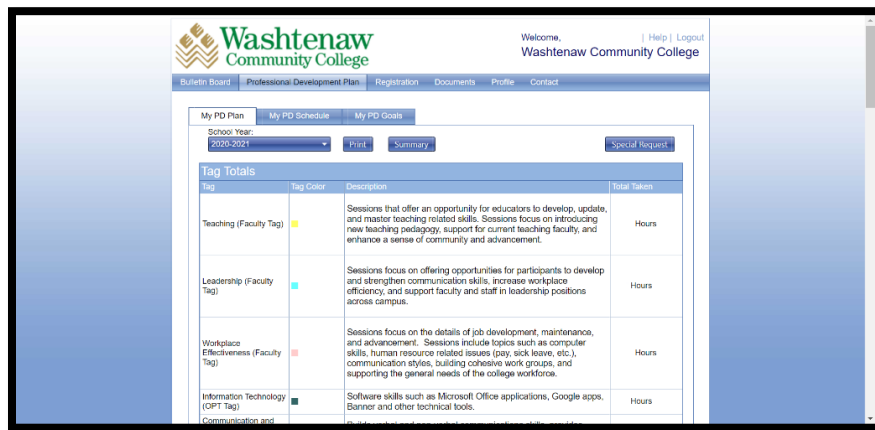
Your PD Plan displays all of your professional development requirements, and any PD activity associated with a particular requirement is listed below. At the top of Each PD requirement section, the system displays how may PD hours you are required to complete, how many you have completed, and a total 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 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 *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.

Searching for PD

Finding courses to take is one of the most exciting parts of our Professional Development Process! To register for courses or events from the online catalog, click on the **Registration** tab at the top.

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*.

List View & Calendar View: View courses under the List View (default) or select the Calendar View to view courses offered by month, week, or day.

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 known.

Anytime Courses: As the TLC has grown, more and more pre-recorded webinars are now available to view. These courses can be taken anytime, on-demand. Given the number of webinars now available, you have three options for searching these "Anytime" courses (see the dropdown menu below the Search bar);

- **Include**: Anytime courses will be included in your search.
- **Exclude**: Anytime courses will be excluded from your search; you will only see live courses listed.
- **Only:** Anytime courses will only be reflected in your search, you will see no live courses listed.

Additional Filters: The *Additional Filters* option allows you to search for PD that is required for you and/or contains tags/topics that you're interested in. For example, under "Requirement(s)," faculty can select the "FT Faculty" option and then select the required faculty tags – **Teaching**, **Learning**, and **Workplace Effectiveness** to see what courses will count toward their sixteen PD hours (this search will also show part-time teaching faculty what courses will count toward a stipend).
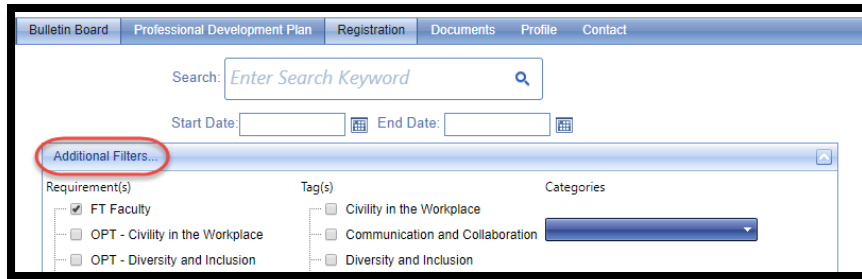
Note: If you are a Faculty Member, selecting the "Leadership," "Teaching," and "Workplace Effectiveness" tags in the Additional Filters option, you will see the most accurate offerings to fulfill your 16-hour PD Requirement.

Date: If you know the date of the event that 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.

Quick Tip!

Finding Some of Our Most Popular Sessions

Here are some hints to find some of our favorite sessions!

- To find training on Zoom, type **"Zoom Training"** into the search bar
- To find courses that ran during In-Service, type **"In-Service"** into the search bar
- To find sessions that evoke a sense of calm, type **"Meditation,"** or **"Yoga"** into the search bar
- To find sessions where you can see a friendly face in real time, **exclude "Anytime" sessions** from your search

Registering for PD

To register for a course: Click on the course title, this will open the Couse Details page. You can click on the blue "**Register**" button at any time. **However, it is always best practice to read the description of each course to obtain important information (ex. external registration info or any embedded links).**
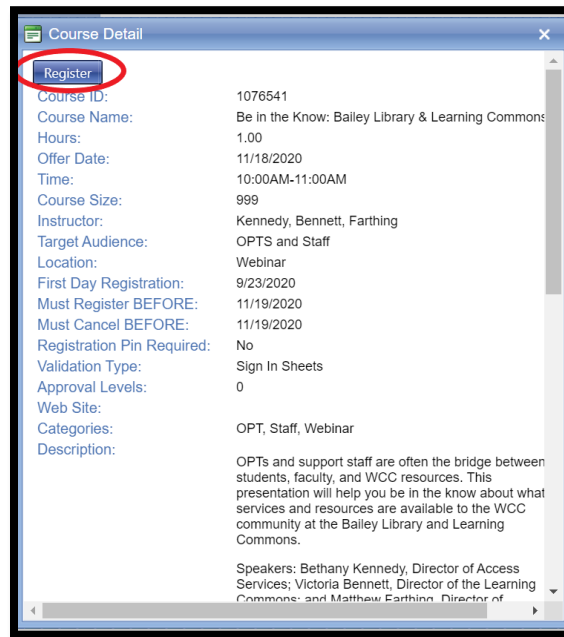
Once you have registered for a course, it will be added to your *PD Plan* and you can view it along with all of the other courses you have registered for under the **Professional Development Plan** Tab.

If your course has an embedded link, you will need to go to your PD Plan, click on the course title and in the course description, you can access the embedded link.

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.

CANCELLING YOUR REGISTRATION

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

To cancel your registration:

1. In KALPA, click on the Professional Development Plan Tab.
2. Click on the pencil icon (🖊) next to the course title.
3. Click the drop-down arrow next to "Status" and choose "Cancel my Registration."
4. Then click the green checkmark to save your changes.
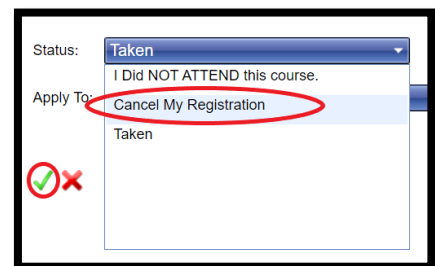
Validation

Upon completion of a **live session**, the host will send the attendance sheet from that session to the Teaching & Learning Center. Attendance will be validated by the TLC as soon as possible upon receiving the attendance sheet.

Upon completion of a **recorded webinar**, the responsibility of confirming attendance falls on the viewer. After you have completed the entire recording, send an email with the Course Title & Date to tlc.staff@wccnet.edu.
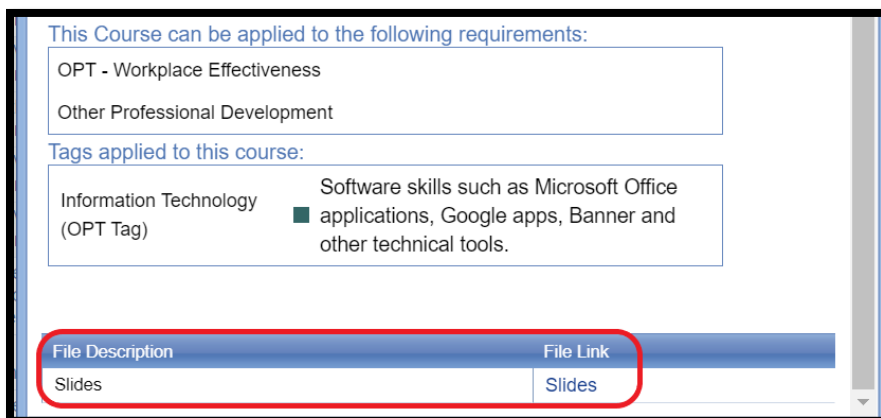
Post-Session Resources

After you've completed a course, you have the option to go back and look at any handouts, slides, or resources that were presented during the course. To do so:

1. Log into KALPA
2. Click on the Professional Development Plan Tab at the top
3. Locate and click on the title of the course's resources you wish to view in your PD List

✏️	Zoom Q & A Live Sessions with Doug Shaw (Webinar)	1080884	Zoom	10/27/2020	2:00PM-3:00PM	1.00	Not Taken
✏️	Deescalating Conflict (Webinar)	1078310	Zoom	10/29/2020	11:00AM-12:00PM	1.00	Taken

4. Scroll to the bottom of the screen to access linked material

This Course can be applied to the following requirements:

OPT - Workplace Effectiveness

Other Professional Development

Tags applied to this course:

Information Technology (OPT Tag)	■ Software skills such as Microsoft Office applications, Google apps, Banner and other technical tools.

File Description	File Link
Slides	Slides

FAQ's

CAN I GET PD CREDIT FOR PROFESSIONAL DEVELOPMENT I'VE COMPLETED OUTSIDE OF KALPA?

Courses/Sessions have to be listed in KALPA and tagged as PD qualifying to get credit. (Supervisor permission? Special Request)

I'M A TEMPORARY FULL-TIME FACULTY MEMBER THIS SEMESTER, WHAT ARE MY REQUIREMENTS?

Temporary full-time faculty members are required to complete 8 hours of PD (8 hours for half a year).

IF I USE LINKEDIN LEARNING FOR PROFESSIONAL DEVELOPMENT, HOW WILL IT BE ADDED TO MY PD PLAN IN KALPA?

LinkedIn Learning reports are generated at the end of each month; your PD will be validated in KALPA to reflect the hours you completed for that month. Courses must be from your group's Collection and 100% completed to qualify.

I'VE COMPLETED ESSENTIAL TRAINING IN BLACKBOARD, BUT I DON'T SEE THOSE HOURS ADDED IN MY KALPA PD PLAN?

Essential Training is primarily tracked by HR in Blackboard. All Essential Training questions should be directed to the Human Resources Department.

HOW DO I CANCEL MY COURSE REGISTRATION?

Log into KALPA, go to your PD Plan and click the pencil on the left of the course you wish to cancel, click the drop-down arrow next to "Status" and choose "Cancel my Registration." Click the green checkmark to confirm.

DOES MY OUTLOOK CALENDAR UPDATE AUTOMATICALLY AFTER I CANCEL A COURSE/SESSION? OR IF THE COURSE INFO CHANGES?

No, changed information in KALPA does not update; you will have to manually change your Outlook calendar.

WHAT IS THE TIMELINE TO COMPLETE MY PROFESSIONAL DEVELOPMENT?

July 1st to June 30th of the following year (however, if you are a FT Temp Faculty, it must be completed during your assignments semester).