

The Teaching & Learning Center's

Professional Development Management System
Quick Start Guide



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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 giving users a place to track their professional development completion for the year. KALPA is maintained by the Teaching and 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 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 your **WCC Email Address** in order to login to KALPA.

If any assistance is needed, or for questions or concerns, please contact the Teaching and 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.

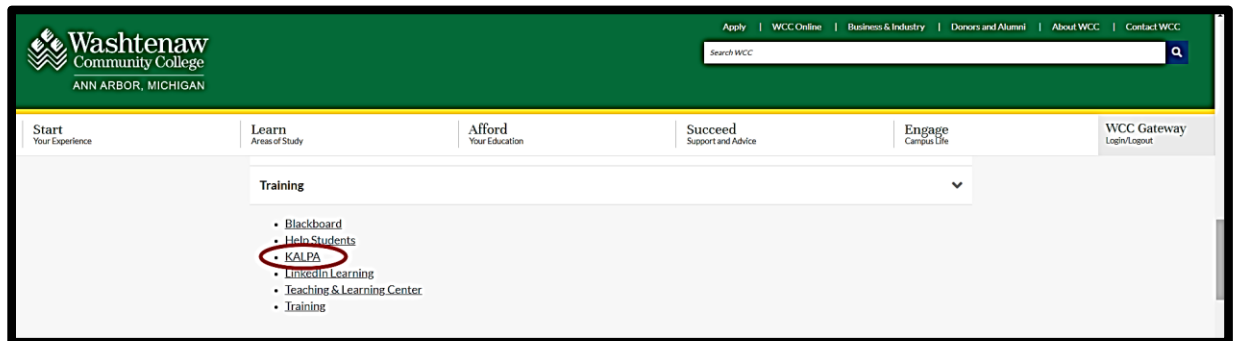
Quick Tip!

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 Gateway**. On the **Faculty & Staff Gateway** page, scroll all the way down to **Training**.

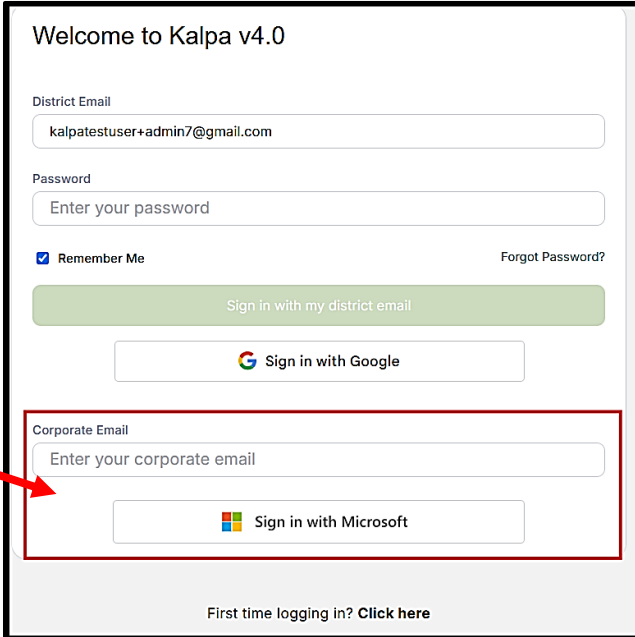
From here, you can either click the direct link to KALPA:



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:



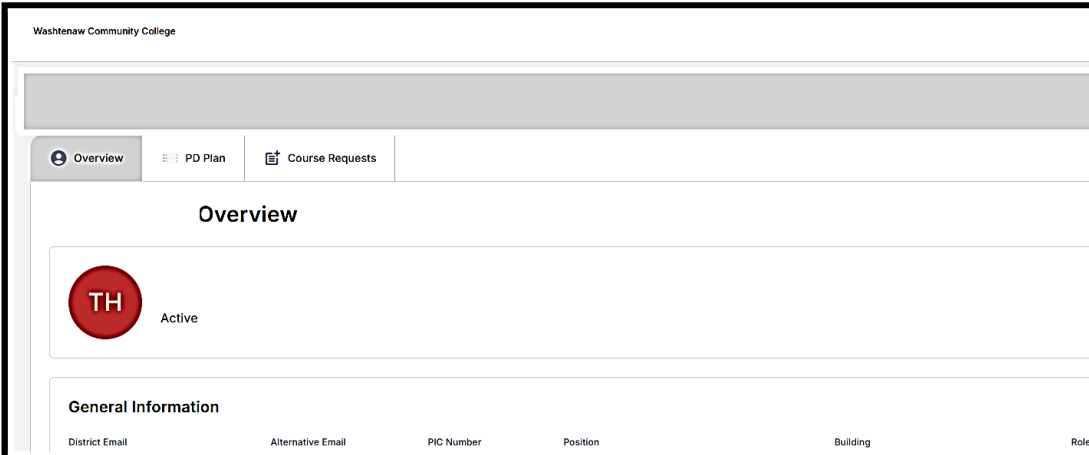
The image shows the KALPA v4.0 login interface. It features a 'Welcome to Kalpa v4.0' header. Below this are two main login sections. The first section, 'District Email', includes a text input field with the placeholder 'kalpatestuser+admin7@gmail.com', a 'Password' field with the placeholder 'Enter your password', a 'Remember Me' checkbox, and a 'Forgot Password?' link. A green button labeled 'Sign in with my district email' is positioned below these fields. The second section, 'Corporate Email', is highlighted with a red rectangle and a red arrow pointing to it. It contains a text input field with the placeholder 'Enter your corporate email' and a 'Sign in with Microsoft' button. At the bottom of the form is a link that says 'First time logging in? Click here'.

To access KALPA, enter your WCC Email address under the “Corporate Email” section at the bottom. Then click “Sign in with Microsoft”.

You will then be taken to our WCC log-in page with Microsoft Authenticator, complete as normal. ***If you have already logged in via the Microsoft Authenticator, you will automatically be taken to KALPA.***

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 your KALPA PD Plan Overview page.

Here, you will find important information about your professional development plan (PD Plan).

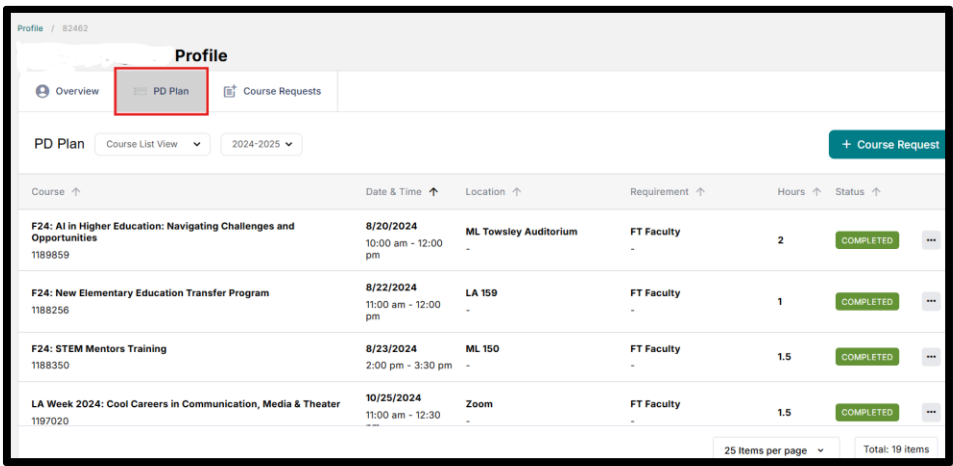


The image displays the 'Overview' page of the KALPA Professional Development Plan. The page header identifies the user as 'Washtenaw Community College'. Below the header is a navigation bar with three tabs: 'Overview' (selected), 'PD Plan', and 'Course Requests'. The main content area is titled 'Overview' and features a user profile card with a red circular avatar containing the letters 'TH' and the status 'Active'. Below the profile card is a section titled 'General Information' which contains a table with the following columns: District Email, Alternative Email, PIC Number, Position, Building, and Role.

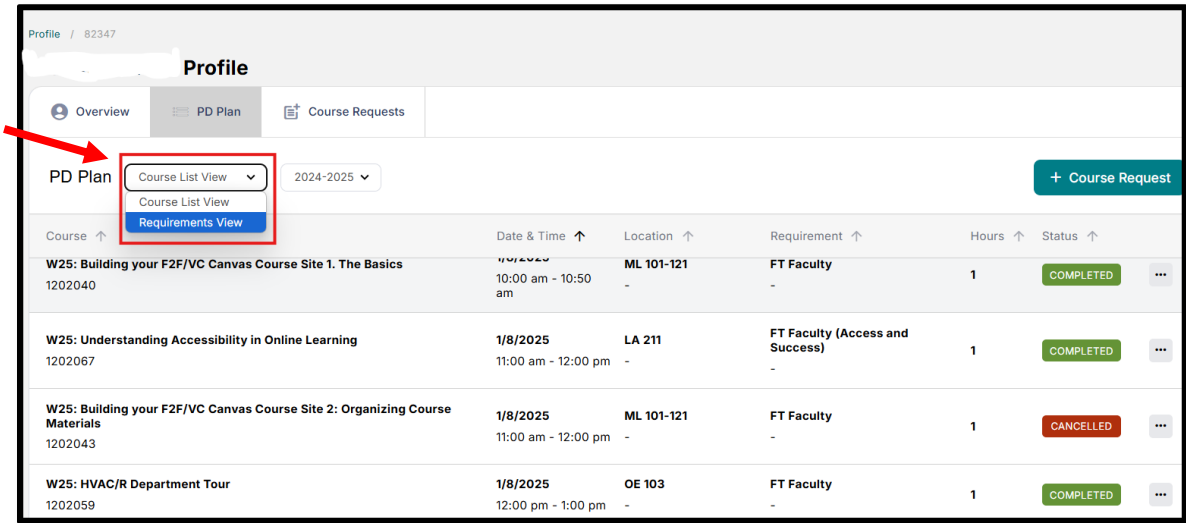
Congratulations, you’ve accessed KALPA! Your Professional Development plan awaits!

Managing Your PD

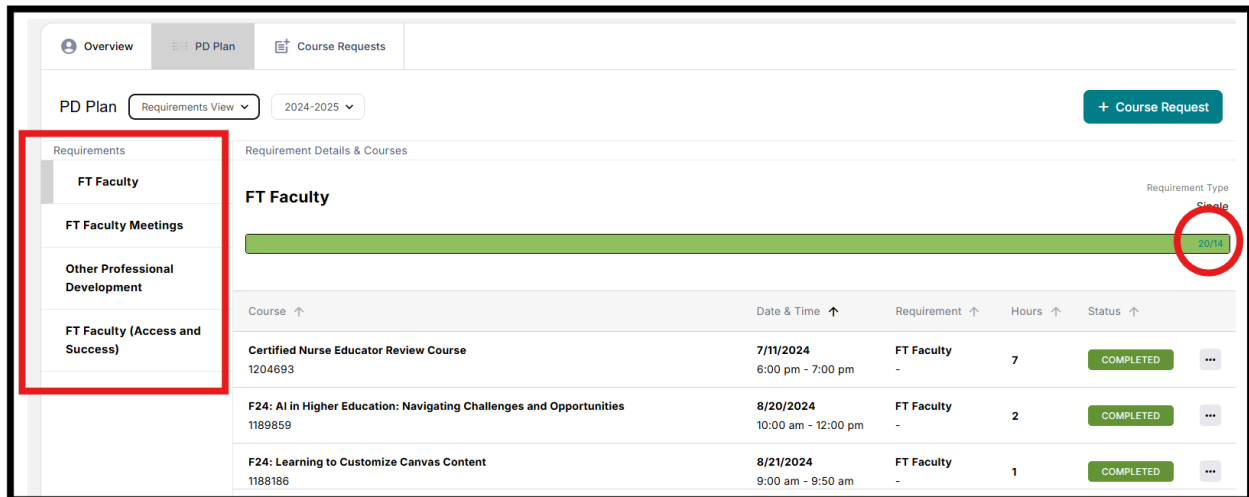
Once you have reached the KALPA overview page, you are able to access your Professional Development Plan. In the tabs at the top, you will see a tab marked **PD Plan** (Professional Development Plan). This will bring you to the page where you can view your PD Plan.



Your PD Plan displays all of your professional development in two views: **Course List View** and **Requirements View**. You can switch between Course List View and Requirement View by clicking the drop-down menu, in the upper left corner, next to “PD Plan”



Your requirements, and any PD activity associated with a particular requirement is listed under **Requirement View**. At the top of each PD requirement section, the system displays how may PD hours you are required to complete and how many you have completed.



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, Date, Time, Requirement, Hours, and Status.

Statuses are assigned as follows:

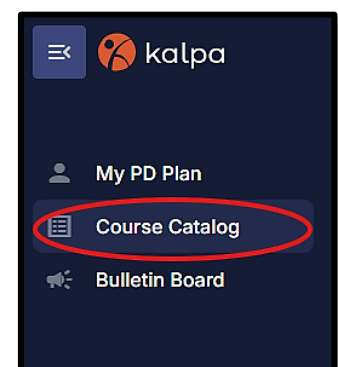
- **Registered:** This means you are registered or have been approved for attendance to this event. Clicking on the three dots (...) on the far right by the title will allow you to change the status.
- **Cancelled:** This indicates that an event that you were registered for has been cancelled. This status 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.
- **Missed:** This indicates that you did not attend a scheduled event. The status cannot be changed by users.
- **Completed:** This indicates that you have completed this course. (Your attendance was validated; the **REGISTERED** tag will change to the **COMPLETED** tag.)

Searching for PD

Finding courses to take is one of the most exciting parts of our Professional Development Process! From the menu on the left side of the page, select **Course Catalog**. The upcoming catalog of professional development session will populate for you to view.

You have multiple ways of filtering courses:

- Search Bar – Use keywords, titles, or course IDs. Example: Use “Curriculum” to find assessment-related sessions
- Filters – Filter by required tags (e.g., Teaching, Leadership, Access and Success) or specific dates



Registering for PD

Once you see a course you're interested in, click on the course title. The course details will populate and provide you with a description of the course, location, date, time, and requirements the session will count towards. Please read the description to make sure the session is what you are looking for.

To register for courses or events from the online catalog, click **Register for this course** in the lower corner or the course detail screen. *Or, select the 3 dots (...) next to the course title for quick registration.*

The screenshot shows a web interface for a course catalog. On the left is a sidebar with a search bar and a list of courses. The main area displays the details for 'Course ID 1211025'. The details include general information, instructor, course cost, description, and availability. A green button labeled 'Register for this course' is located in the bottom right corner of the details panel, circled in red.

Course Catalog

Search

Course ↑

- MSFAA FA 101 Training
1204937
- FPD: Getting to Know HR
1211821
- FPD Canvas: Virtual & F2F Course Design
1211025
- FPD Canvas: Quizzes & Item Banks
1211024
- FPD Canvas: Gradebook Settings
1211023
- FPD Canvas: Communicating with Students
1211022

Course Details: Course ID 1211025

General Information

Course Name	Hours	Course Type	Status
FPD Canvas: Virtual & F2F Course Design	1	WCC Offered	Active

Instructor **Course Cost**

Michelle Westerdale \$0

Course Description

Join CITL and FPD and your colleagues as we discuss using Canvas for our Virtual and F2F courses! See how your colleagues have set up their Canvas sites, share how you've set-up your own, ask questions about how Canvas can best support your specific course needs, and learn from CITL's amazing instructional designers, Megan Blaha & Michelle Westerdale. To join this session, [CLICK HERE](#).

Course Availability

999 seats available (waitlist disabled)

Exit Window **Register for this course**

Quick Tip!

Finding Some of Our Most Popular Sessions

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

- To find Curriculum & Assessment sessions, type **"Curriculum"** into the search bar.
- To find courses that ran during Fall 2025 In-Service, type **"F25"** into the search bar.
- To find sessions that evoke a sense of calm, or provide tips on your personal well-being, type **"CIGNA"** into the search bar.

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 your **Professional Development Plan**.

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 sessions are full or near full. Please be mindful of your colleagues and cancel your registration if you cannot attend.

To cancel your registration: Go to the PD Plan Tab and click on the three dots (...) located on the far right of the course title. Select "Update Course Status", then select "Cancel my registration".

Validation

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

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

FAQ's

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

Sessions have to be listed in KALPA and tagged as PD qualifying to get credit. (If you have your supervisor's permission to receive credit for PD completed outside of KALPA, please submit a "Course Request" for approval.)

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 MY PROFESSIONAL DEVELOPMENT, HOW WILL IT BE ADDED TO MY PD PLAN IN KALPA?

LinkedIn Learning reports will be generated at the end of each month and your PD will be validated in KALPA to reflect the hours you completed for that month.

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

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

HOW DO I CANCEL MY REGISTRATION FOR A COURSE I REGISTERED FOR?

Log into KALPA, go to your PD Tab, click on the three dots after the "status" section of the session you wish to cancel, and select "Update Course Status" and select "Cancel my Registration."

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

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

WHAT'S 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 assignment's semester)