



KALPA

Professional Development Management  
System

Quick Start Guide

## Accessing the Application

To access the KALPA PDMS web site, please go to [www.kalpapdms.com](http://www.kalpapdms.com).

This is the window that should appear after entering the web address into your browser.



*If you experience issues while trying to access the KALPA PDMS application, please make sure that you are entering the proper login information into each field. If you have forgotten your password please click on the **Forgot your password?** link, enter your District ID and Login ID and click Submit. A message will be sent to your district e-mail account with further instructions.*

To access the application, please enter your *District ID*, *Login Name*, and *Password*.

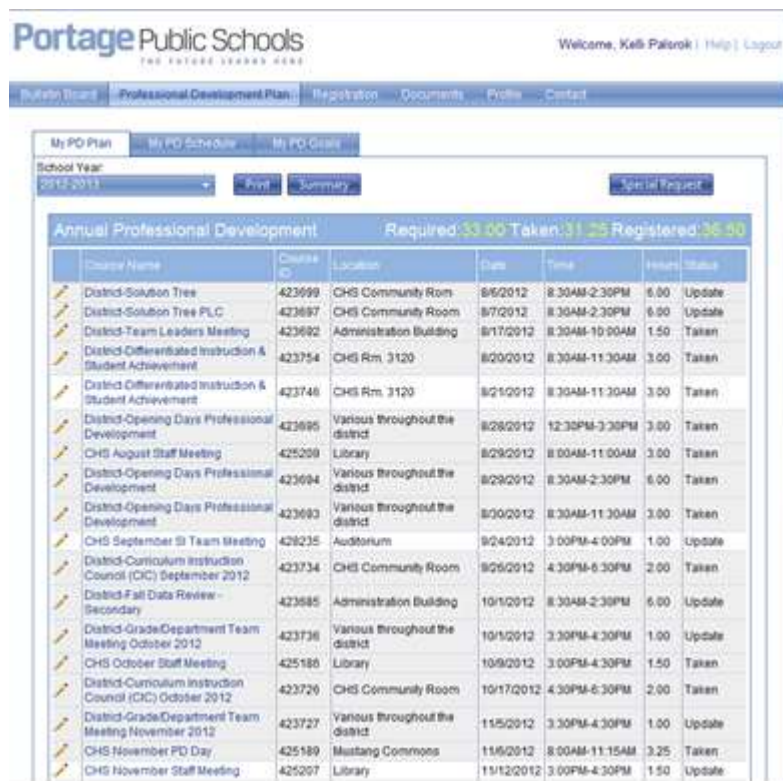
After entering your login information, you will be taken to the *Bulletin Board*. This serves as the home page for users and displays important information and announcements.



*Note: some Bulletin Board items will contain links. To access the link, simply click on it to be redirected to the new page. The new page will be opened in a different menu option or new window so it is possible to access the application and link information at the same time.*

## 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.




Course Name	Course ID	Location	Date	Time	Hours	Status
District-Solution Tree	423699	CHS Community Room	8/6/2012	8:30AM-2:30PM	6.00	Update
District-Solution Tree PLC	423697	CHS Community Room	8/7/2012	8:30AM-2:30PM	6.00	Update
District-Team Leaders Meeting	423692	Administration Building	8/17/2012	8:30AM-10:00AM	1.50	Taken
District Differentiated Instruction & Student Achievement	423754	CHS Rm. 3120	8/20/2012	8:30AM-11:30AM	3.00	Taken
District Differentiated Instruction & Student Achievement	423746	CHS Rm. 3120	8/21/2012	8:30AM-11:30AM	3.00	Taken
District-Opening Days Professional Development	423695	Various throughout the district	8/28/2012	12:30PM-3:30PM	3.00	Taken
CHS August Staff Meeting	425208	Library	8/29/2012	8:00AM-11:00AM	3.00	Taken
District-Opening Days Professional Development	423694	Various throughout the district	8/29/2012	8:30AM-2:30PM	6.00	Taken
District-Opening Days Professional Development	423693	Various throughout the district	8/30/2012	8:30AM-11:30AM	3.00	Taken
CHS September SI Team Meeting	426235	Auditorium	9/24/2012	3:00PM-4:00PM	1.00	Update
District-Curriculum Instruction Council (CIC) September 2012	423734	CHS Community Room	9/26/2012	4:30PM-6:30PM	2.00	Taken
District-Fall Data Review-Secondary	423685	Administration Building	10/10/2012	8:30AM-2:30PM	6.00	Update
District-Grade/Department Team Meeting October 2012	423736	Various throughout the district	10/10/2012	3:30PM-4:30PM	1.00	Update
CHS October Staff Meeting	425180	Library	10/9/2012	3:00PM-4:30PM	1.50	Taken
District-Curriculum Instruction Council (CIC) October 2012	423720	CHS Community Room	10/17/2012	4:30PM-6:30PM	2.00	Taken
District-Grade/Department Team Meeting November 2012	423727	Various throughout the district	11/5/2012	3:30PM-4:30PM	1.00	Update
CHS November PD Day	425180	Mustang Commons	11/6/2012	8:00AM-11:15AM	3.25	Taken
CHS November Staff Meeting	425207	Library	11/12/2012	3:00PM-4:30PM	1.50	Update

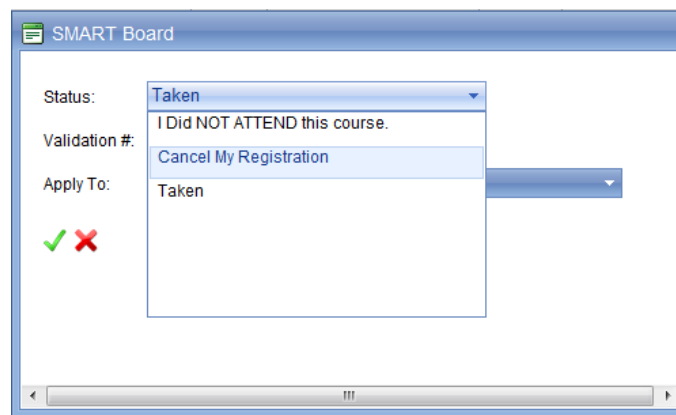
Your PD Plan displays all of your annual professional development requirements, and any PD activity associated with a particular requirement is listed below. At the top of each PD requirement section, the system displays how many PD hours you are required to complete, how many you have completed, and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

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.
  - Un-Register for the event.
  - Define whether or not you attended the event - honor validation.

- **Update:** Anything labeled as *Registered* will change to *Update* after the date for the event has passed. It allows for the same options as the *Registered* status.
- **Pending:** This is an item that is waiting for approval from a supervisor or administrator. When it is approved, its status will be changed to *Registered*.
- **Denied:** This is assigned when a request has been denied by a supervisor or administrator. An item's status cannot be changed when denied. *When this occurs, refer to your district's guidelines for the resubmission of requests if you feel there are issues with the status of the request. For further information please contact your supervisor.*
- **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.



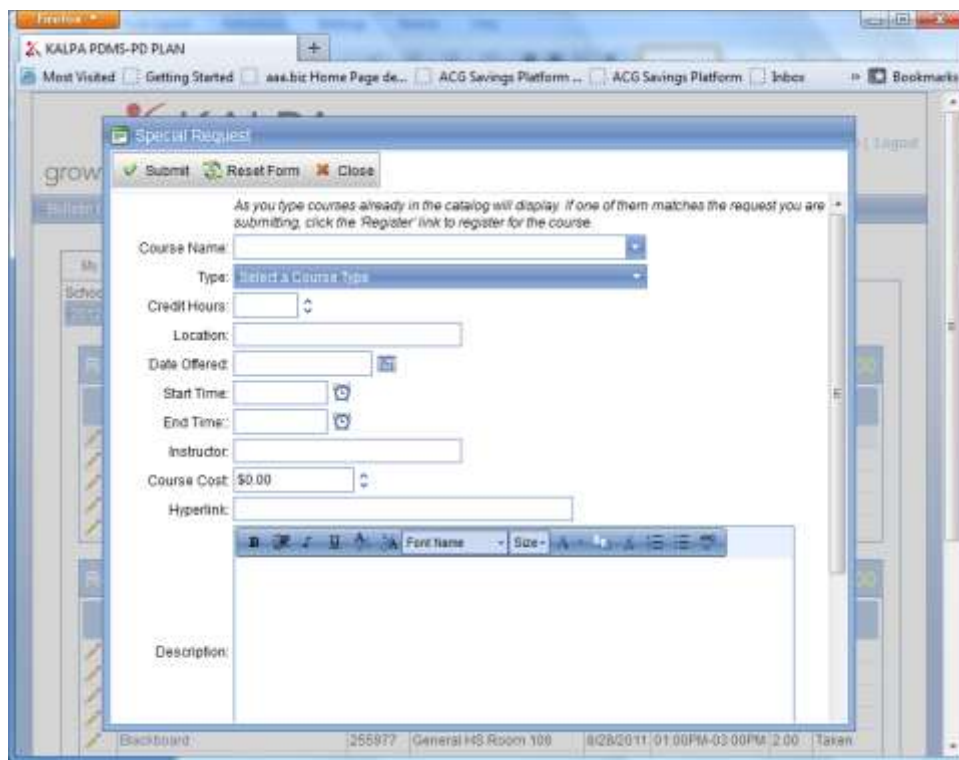
Items in your plan can appear in various colors:

- 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.

## Special Requests:

You can also file *Special Requests* through this page. To file a *Special Request*, click on the icon labeled **Special Request**. This opens a new window with the special request form.

A *Special Request* is used to include items in your professional development plan that may not be available in the district online catalog. Always remember to check the catalog first, before submitting a *Special Request* for a district provided PD activity. Special requests are initially submitted with a status of “*Pending*” and are automatically routed to your supervisor for approval.

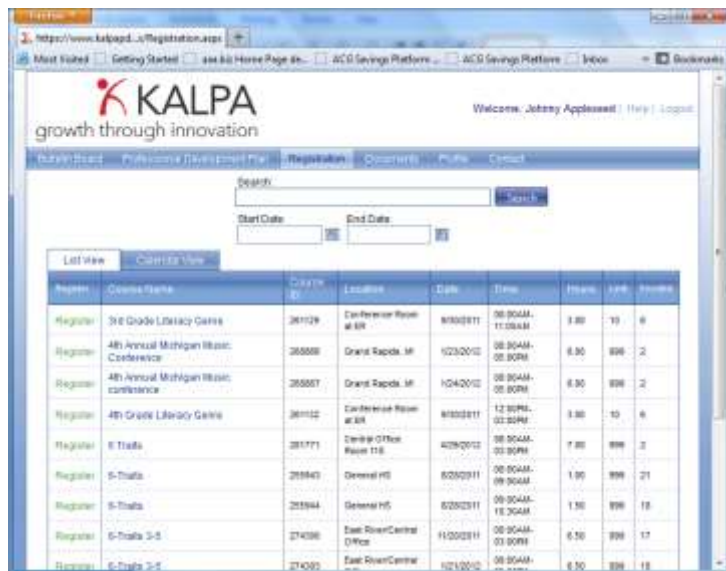


Special Request fields are as follows:

- Course Name: As you type, the system may suggest matching items from the catalog.
- Credit Hours: This is the total number of contact hours towards the completion of your PD requirement. This can include ALL hours for a multiday event.
- Date Offered: This would be the last date if the event was a multiday event.
- Instructor:
- Hyperlink: You can include a link to more information about a particular activity.
- Description: This description will not only be helpful for your supervisor as they make an approval decision about your request, it also becomes part of your permanent professional development record. Including a description of the activity will help you recall the PD activity when you look back on your PD record.

## 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.*

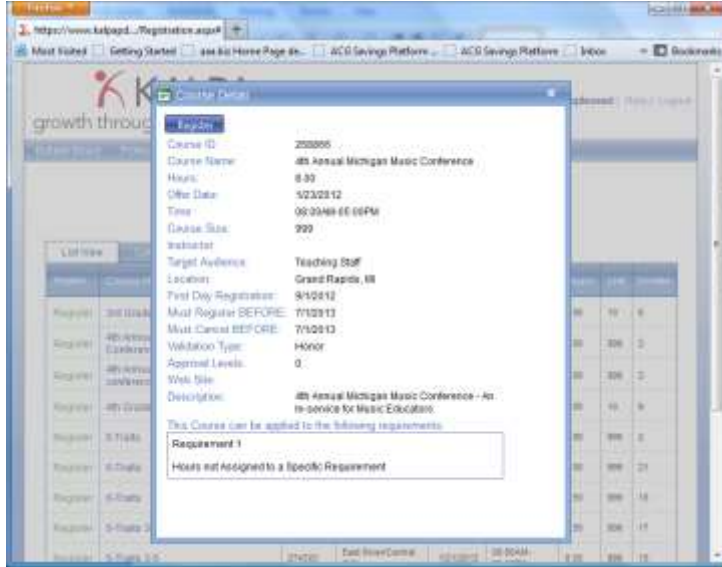
In order to register for courses or events, you must first look through the *Course Catalog* and find courses or events that you wish to attend. There are several ways to search through the *Course Catalog*.

**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 or are looking for entries on a specific date, you can also filter by date. To do so, enter a start and end date in the corresponding fields on the page or select them a calendar by clicking on the calendar icon beside each entry point.

To register for a course first locate it in the *Course Catalog*. After finding the course, click on the title of the course. A window new window will open with the course information and the option to register for the course. To register for the course simply click on the *Register* button located in the upper left portion of the screen. (Next Page)





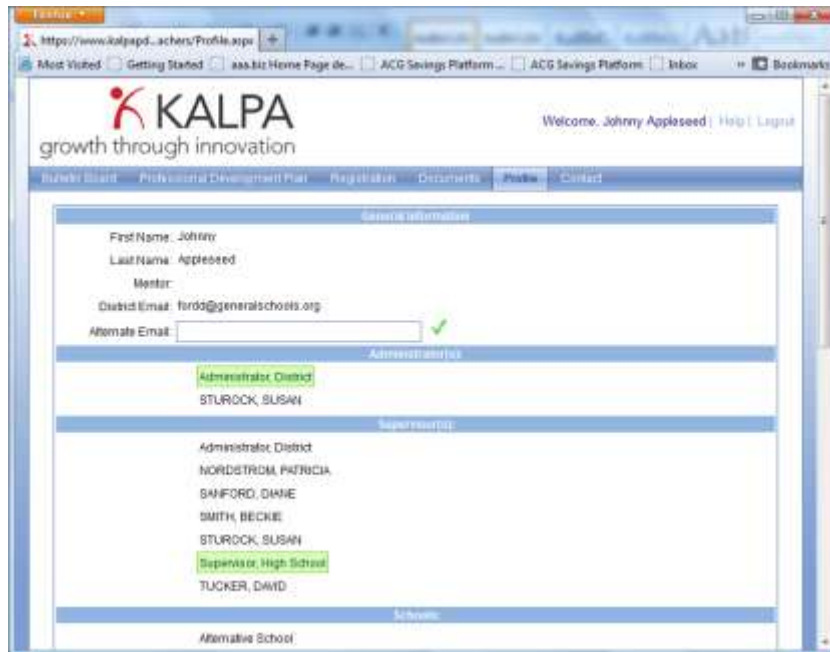
*Note: You cannot add courses with timeslots that conflict with existing ones on your current schedule. The application will not add these courses until you unregister from existing courses in your PD Plan.*

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.

## Profile

Clicking the *Profile* menu option will load your KALPA PDMS profile information. This page displays information relevant to your personal PD such as Login ID, position(s), building(s), supervisor(s), and administrator(s).

Information in your profile can only be modified by a supervisor or administrator, but it is a good idea to review your profile and make sure the information is accurate.



The screenshot shows a web browser window displaying the KALPA PDMS Profile page. The page header includes the KALPA logo and the text "growth through innovation". A navigation menu contains links for "Home", "Professional Development Plan", "Registration", "Documents", "Profile", and "Contact". The main content area is titled "General Information" and contains the following fields:

- First Name: Johnny
- Last Name: Applesseed
- Mentor:
- District Email: fford@generalschools.org
- Alternate Email:

Below the general information, there are three sections:

- Administrators:** A list of administrators for the district, with "STURCK, SUSAN" highlighted in green.
- Supervisors:** A list of supervisors for the district, including "NORDSTROM, PATRICIA", "SANFORD, DANIE", "SMITH, BECKIE", "STURCK, SUSAN", and "TUCKER, DAVID". "STURCK, SUSAN" is highlighted in green.
- Schools:** A section for alternative schools, with "Alternative School" listed.




## Getting Help

The KALPA PDMS is designed to be easy and simple to use. However, if you do need help, there are lots of ways to get it.

If you have questions, or need to change any information in your profile, click on the Contact button.



  
growth through innovation

Welcome, Johnny Appleseed | [Help](#) | [Logout](#)

[Bulletin Board](#) | [Professional Development Plan](#) | [Registration](#) | [Documents](#) | [Profile](#) | **[Contact](#)**

Contact: Kalpa Administrator  
Phone: (999) 123-4567  
Email: [kalpaadmin@generalschools.org](mailto:kalpaadmin@generalschools.org)

To obtain a copy of the Teacher's Getting Started Manual, [click here](#).

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