KALPA

KALPA PDMS ADMINISTRATOR & SUPERVISOR GUIDE

Contents

Welcome

Welcome to KALPA! This User Guide is designed for **Administrators** and **Supervisors** of the KALPA PDMS system. Each section corresponds to the top navigation menu accessible on the district site. If at any time there are questions or additional support is needed, please call us directly (248) 273-1955.

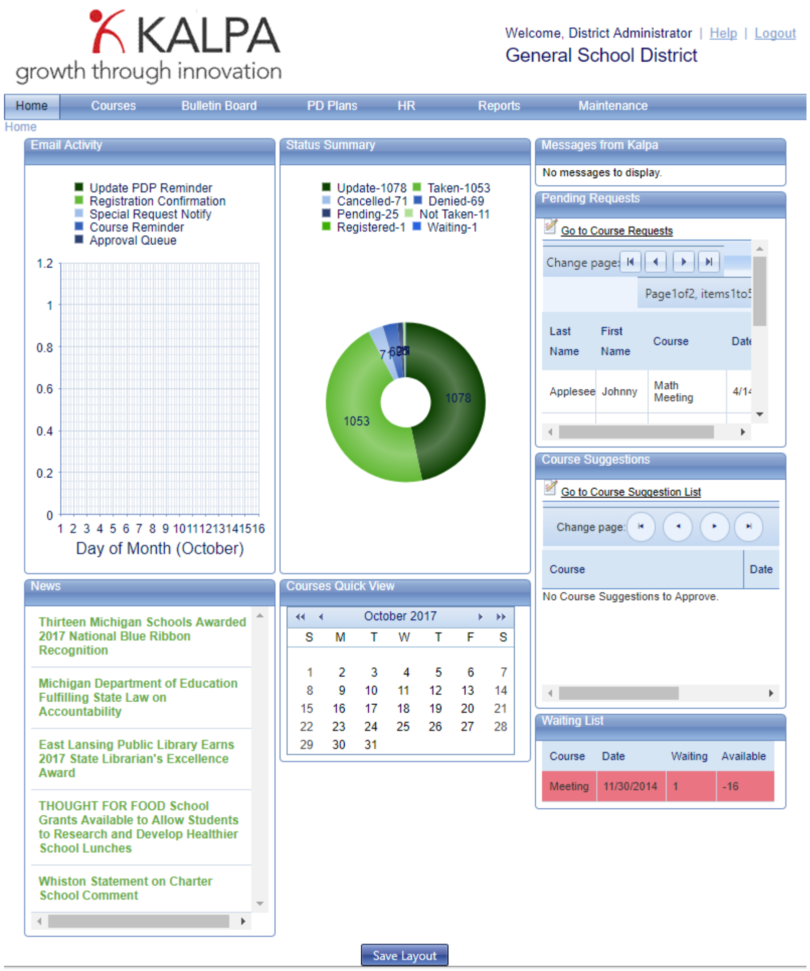
System Access Types:

KALPA is designed to allow various levels of access to district information based on a user's role. This guide will provide information to the entire KALPA system but please keep in mind that a user's defined role will ultimately determine if access is permitted. Please reference the chart below to see available roles and associated access:

	Administrator		Supervisor			
	Administrator	**Administrator w/o HR**	**Supervisor**	**Supervisor w/ Catalog - Add**	**Supervisor w/ Catalog**	**Supervisor w/o Validation**
Home	X	X	X	X	X	X
Courses	X	X	X	X	X	X
Course Requests	X	X	X	X	X	X
Catalog	X	X	(Read Only Access)	(View/Select Edit/Add)	(View/Edit/Add)	(Read Only Access)
Catalog Suggestions	Approve	Approve	Submit	Submit	Submit	Submit
Calendar	X	X	(Read Only Access)	(View/Select Edit/Add)	(View/Edit/Add)	(Read Only Access)
Validation	X	X	X	X	X	
Waiting List	X	X		X	X	
Bulletin Board	X	X				
PD Plans	X	X	X	X	X	X
HR	X					
HR List	X					
Re-Assign Staff	X					
Reports	X	X	X	X	X	X
Maintenance	X	X				
Requirements	X	X				
Schools	X	X				
Positions	X	X				
Course Types	X	X				
Course Categories	X	X				
Course Tags	X	X				
Defaults	X	X				
Goals	X	X				
Files	X	X				
Surveys	X	X				

Home Page

Overview



The Home Page is displayed when an Administrator or Supervisor logs into their KALPA district. This experience is designed to be a dashboard of all the relevant PD activities taking place in the district. It is an instrument panel like a driver would have to drive a car, but it is designed to help you manage the district PD activities.

There are eight separate “widgets” on the home page. Each widget contains action items or information that is time sensitive pertaining to district PD. The widgets will display information and metrics related to a specific user’s role.

The Home Page layout can be adjusted by dragging and dropping the widgets into different slots. Each user can customize the layout to their liking and save the layout using the blue “Save Layout” button at the bottom of the page. The next time the user visits the Home Page the widgets retain their positions from the last saved layout.

Home Page Widgets

The home page contains the following widgets to help the administrators/supervisors manage district PD:

Status Summary

The Status Summary displays as a pie chart depicting all of the current course statuses for the current school year.

- Administrators will see counts for the entire school district
- Supervisor will only see counts for staff assigned to them

Click on each grouping in the key to remove or add the status summary into the pie chart. When a status summary group is removed it will appear with a faded grey font.

Status Buckets include:

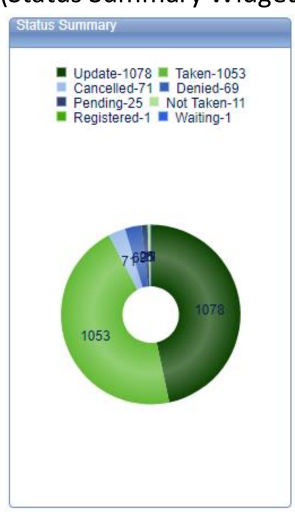
Status Summary	Definition
Cancelled	Course has been cancelled.
Denied	User has been denied access to a Course or Special Request.
Not Taken	User has registered but did not receive credit for the Course.
Pending	User has submitted a Course or Special Request and the request is waiting for approval.
Registered	User is currently signed up for the future PD activity.
Taken	User has attended and received credit for the PD Activity.
Update	User has registered, the Course is complete, a status update is required for the user.
Survey	User attendance has been validated and user must complete survey to receive credit hours.
Cancelled Registration	User cancels registration

As users register for courses and the dates of those courses pass, it is important to ensure that all attendance is validated.

At the end of the year all of the hours should be marked either “Taken” or “Not Taken”. If there is a large “Pending” section, then courses/special requests are not getting approved. If there is a large “Update” section, then courses are not getting marked “Taken” or “Not Taken”.

If there is a large PD day scheduled and there is a very small “Registered” section, this would indicate that no one has registered for courses.

(Status Summary Widget)



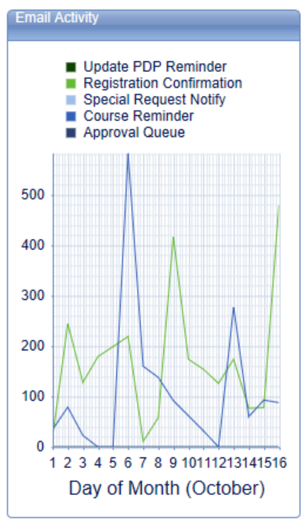
Email Activity

The Email Activity widget is a line chart showing automatic emails sent by KALPA for the current month. The day of the month runs along the bottom (x-axis). The number of emails sent are listed on the left (y-axis). This chart is filtered to show only email activity for your staff. Email language and send frequency is customizable. Please contact KALPA support for additional information.

There are five separate emails tracked by the chart:

Email Type	Function
Special Request Notify	An email generated to a user after an approver approves or denies a special request
Course Reminder	A system generated email that gets sent a few days prior to a PD activity reminding the user of the upcoming event
Registration Confirmation	An email sent to a user after they successfully register for a course
Approval Queue	An email sent to administrators and supervisors reminding them that they have special requests (from users) to approve
Update PDP Reminder	An email sent to users reminding them they have courses in their PD plan that need to be marked taken or not taken. *Note: This email will get sent only if the course is set up with "Honor Validation". Otherwise, the user cannot validate the course status themselves.*

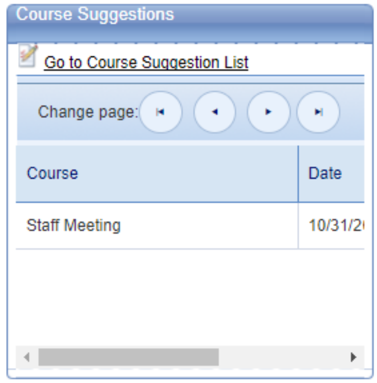
(Email Activity Widget)



Course Suggestions

The Course Suggestions widget displays a list of Supervisor submitted course suggestions that are pending Administrator approval to the catalog. A link to the full Course Suggestions section is provided at the top of the widget. Administrators can view and submit suggestions directly to the course catalog. Course suggestions are for Supervisors who do not have access to add courses directly to the catalog. See "Course Suggestions" section for more details.

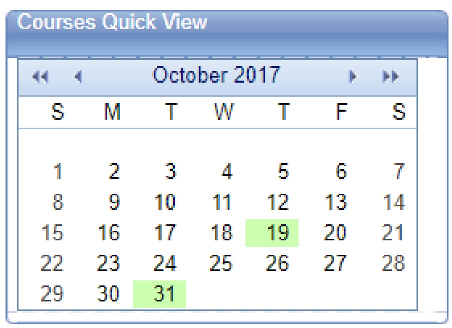
(Course Suggestions Widget)



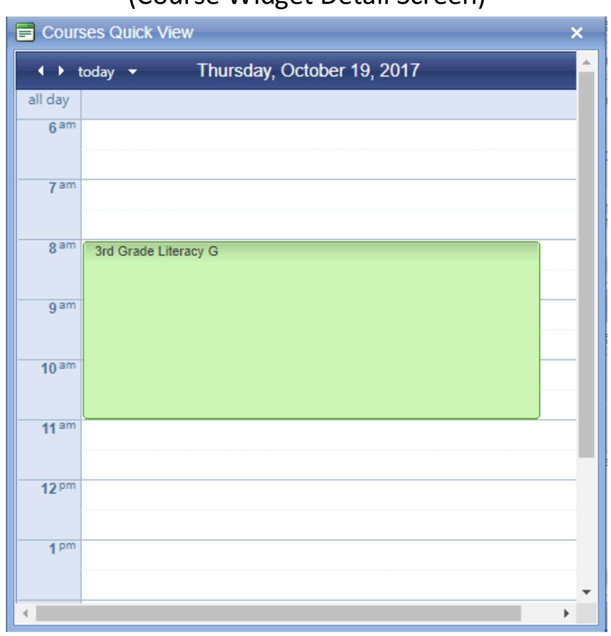
Courses Quick View

The Course Quick View widget displays a calendar that shows days with scheduled PD activities highlighted for easy reference. When a highlighted day is clicked on, a detailed calendar will pop up listing the activities for the selected day. Right-clicking the activity in the calendar will open up the Course Edit screen.

(Course Widget with days having PD activities highlighted in green)



(Course Widget Detail Screen)



Waiting List

The Waiting List widget shows courses that have people waiting to register ***and*** spaces available for registration. The course will appear in green when the course has a waitlist and spots are now available. The course will appear in red when the course has a waitlist and no spots are available. See "Waiting List" section for additional details.

(Waiting List widget)

News

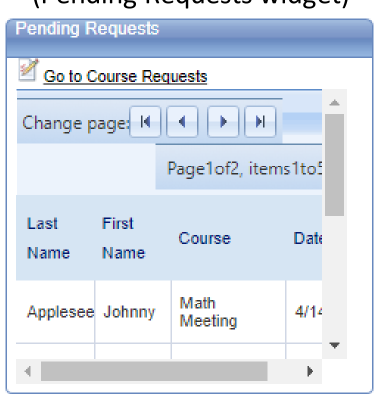
The News widget is a RSS news feed that can be customized to display recent news articles related to education. The news headline appears as a link. Users can click the link to open up the full article in another browser window.

(News feed widget)

Pending Requests

The Pending Requests widget displays a list of Course Requests and Special Requests that are submitted by users assigned to a specific Administrator or Supervisors for approval. A link to the page where these requests can be approved or denied is provided at the top of the widget. After a course is approved or denied it is removed from this list. See "Course Requests" section for more information.

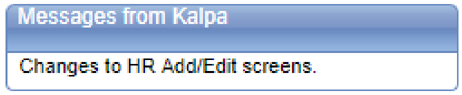
(Pending Requests widget)



Messages from KALPA

The Messages from KALPA widget displays news, updates, and information from KALPA resources. At times KALPA may communicate system changes, outages, or any other information deemed important. Each item is a link and can be clicked to display more detail. Each item has an end date and will disappear when the date has passed.

(Messages from KALPA widget)



Courses

Overview

The Courses section contains all of the necessary tools to manage PD activities. Depending on the access role of a user some items may be disabled partially or completely. For example, a Supervisor who does not have course catalog access will have read only privileges to the course catalog. These users will be able to search the catalog and view courses but will not be able to add or change any course information. Supervisors without validation privileges will not be able to click the validation menu item. Please reference the "Systems Access Types" chart at the beginning of this document for complete details.

Course Requests

One of the primary responsibilities an Administrator or Supervisor has in KALPA is the ability to approve or deny course requests submitted by users. Course requests can be either a Catalog Course or Special Request.

Catalog Course Request

When a course is entered into the catalog it has an option to require zero, one, or two levels of approval. If a user registers for a course with approval settings activated, the course will appear in the PD plan with a "Pending" status. The Course Request will appear in this screen and will require approval for the status to update to "Registered".

Note: This approval setting is rarely used but a few examples include:

1. *The district is paying a stipend to the user for attending and would like to approve individual registrations*
2. *The user's absence will require a substitute*

Catalog Course Requests will appear with a white background. Once approved or denied they will be removed from the queue.

Special Request

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 district attend so it does not always make sense to add them as a catalog course.

Special Requests will show up in the Course Requests list with a blue background. Special Requests require additional approval steps, see "Reviewing Course Requests" below.

Reviewing Course Requests

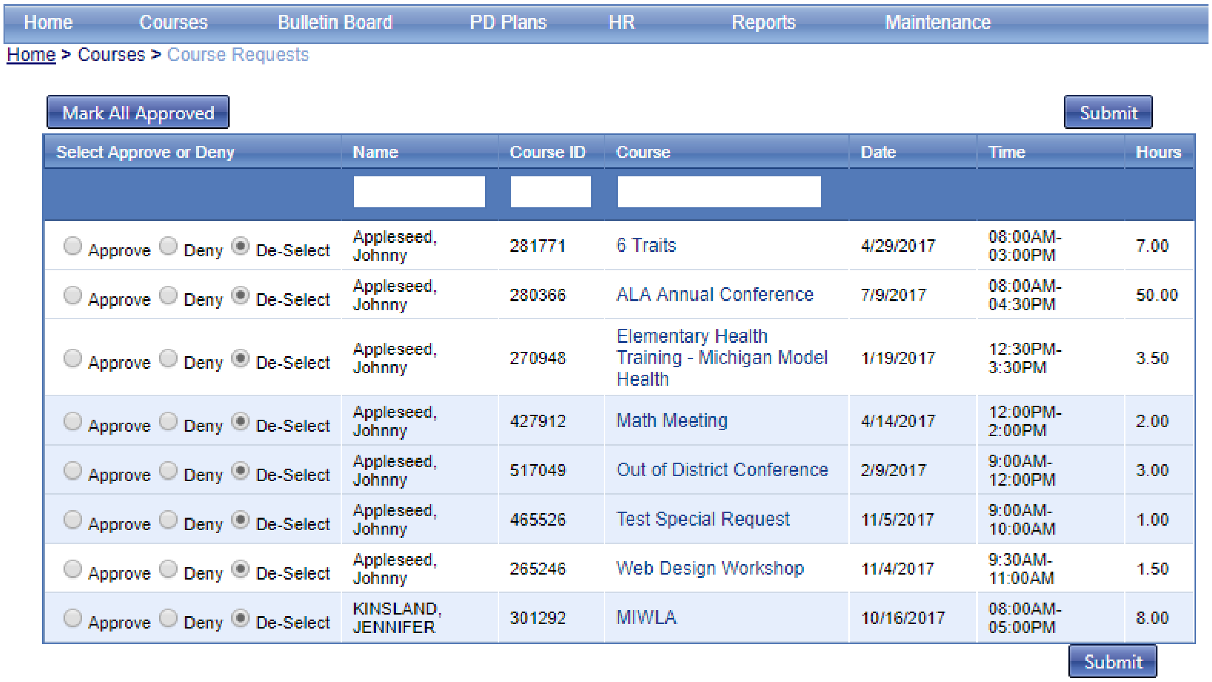
All items included on the Course Requests screen will have an 'approve' or 'deny' button, however, there is a difference between how a pending Catalog Course is approved and how a pending Special Request is approved. If a

Catalog Course request is approved or denied it will immediately disappear from the request list and a user is sent an email update with the status. If a Special Request is approved the approver will need to navigate through the Request Approval Screen for each Special Request that was marked “Approve” from the list. If a Special Request is skipped or the Request Approval Screen is closed without completion, the Special Request will remain in the Course Requests queue until the approval process is completed. If a Special Request is denied it will be immediately removed from the queue. When a Special Request is updated the user will receive a status update email.

The approval screen for special requests is needed to complete the course information for that request. This screen includes the ability to adjust:

Field	Notes
Hours	Approvers may adjust the number of hours the user receives for the PD Activity.
Requirements	The approver must select the requirements for which this particular PD activity will apply. If the Approver does not select any additional requirements, the user is not able to move the PD activity from the default requirement. If more than one requirement is selected a user can choose which requirement to count the activity for. Each activity can only count for one requirement in a PD plan.
Tags	Select all tags that apply to the PD activity
Status	This field is only displayed if the date of the scheduled PD activity is in the past. The dropdown menu offers “Registered” or “Taken” statuses.
Honor Validation	If selected the user is able to personally mark the course as “Taken” without additional validation. If this is not checked it is expected that the user provides some sort of proof they attended the activity and an approver will change the status to “Taken”.
Suggest this Special Request be entered as a Catalog Course	If selected this PD activity will be added into the Course Suggestion queue. This checkbox should be considered when duplicate PD activity requests have been submitted by multiple users for approval. **TIP:** If a Special Request comes in that multiple users attended, select this box to suggest that this activity be converted to a catalog course.
Description	This field displays a description of the PD activity. Edits may be made prior to approving the request.

(Course Request List with four Special Requests listed for review)


Home Courses Bulletin Board PD Plans HR Reports Maintenance

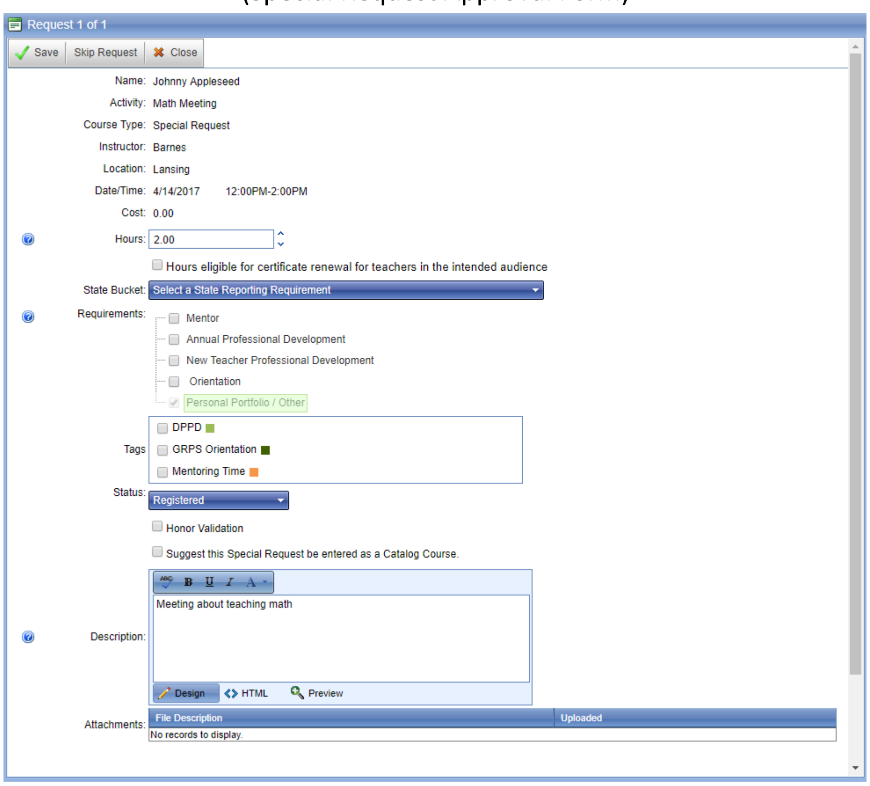
Home > Courses > Course Requests

Mark All Approved Submit

Select Approve or Deny	Name	Course ID	Course	Date	Time	Hours
Approve Deny De-Select	Appleseed, Johnny	281771	6 Traits	4/29/2017	08:00AM-03:00PM	7.00
Approve Deny De-Select	Appleseed, Johnny	280366	ALA Annual Conference	7/9/2017	08:00AM-04:30PM	50.00
Approve Deny De-Select	Appleseed, Johnny	270948	Elementary Health Training - Michigan Model Health	1/19/2017	12:30PM-3:30PM	3.50
Approve Deny De-Select	Appleseed, Johnny	427912	Math Meeting	4/14/2017	12:00PM-2:00PM	2.00
Approve Deny De-Select	Appleseed, Johnny	517049	Out of District Conference	2/9/2017	9:00AM-12:00PM	3.00
Approve Deny De-Select	Appleseed, Johnny	465526	Test Special Request	11/5/2017	9:00AM-10:00AM	1.00
Approve Deny De-Select	Appleseed, Johnny	265246	Web Design Workshop	11/4/2017	9:30AM-11:00AM	1.50
Approve Deny De-Select	KINSLAND, JENNIFER	301292	MIWLA	10/16/2017	08:00AM-05:00PM	8.00

Submit

(Special Request Approval Form)



Course Catalog

The Course Catalog screen allows Administrators and certain Supervisors to add and edit courses in the catalog. Most Supervisors will see a read-only version of the catalog depending on their access level.

The course list is set to automatically display the current school year. To access a prior school year select the desired year from the School Year dropdown menu.

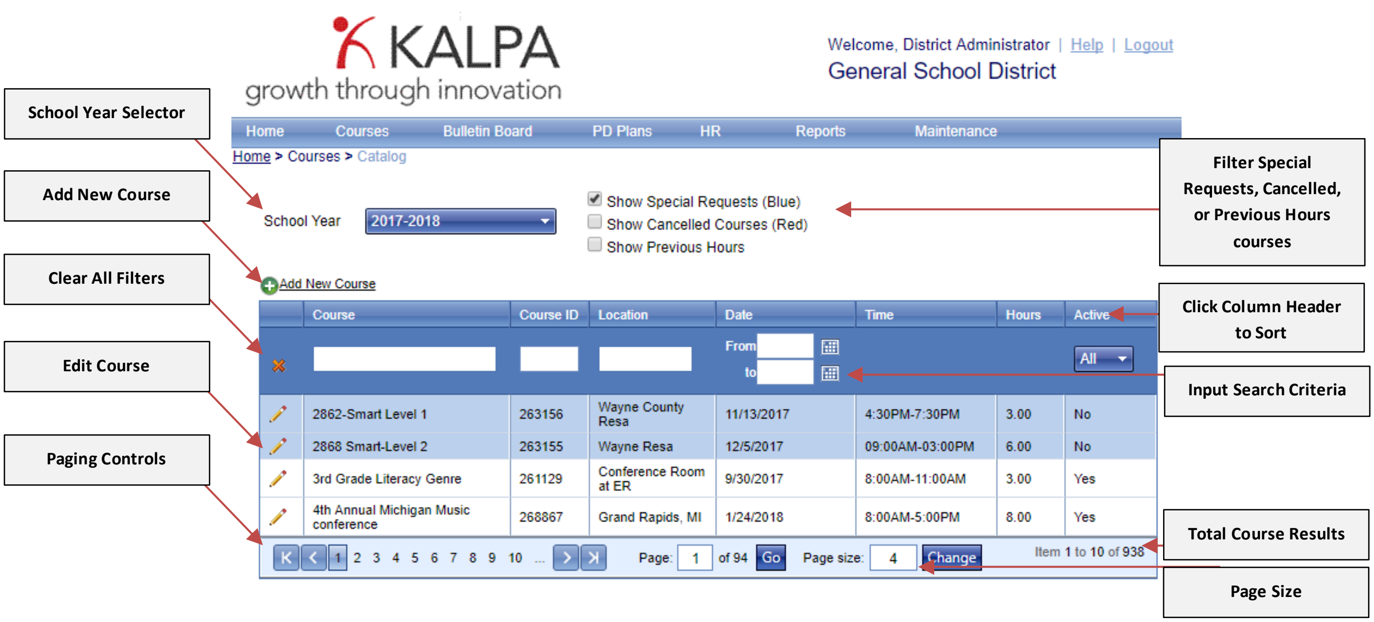
The course list will initially show all courses and special requests alphabetically. Sort other data by clicking on the column title at the very top of each column. The grid will highlight the sorted column in blue to indicate that it is sorted. The course list defaults to display 30 records at a time. Use the Paging Controls at the bottom of the page to navigate to additional records or adjust the Page Size to display additional items.

Filters located to the right of the School Year dropdown offer an option to include Special Requests, Cancelled Courses, or Previous Hours into results. These activities will display with the following color codes:

- Special Requests will display with a blue background
- Cancelled Courses will display with a red background
- Regular courses entered by administrators will have a white background

Results may be filtered by Course Title, Course ID, Location, Date, Time, Hours, and Active Status. The filter for each is located at the top of each column. To activate a filter, type filter criteria into a search field and press tab or enter. The grid will display only the courses matching the searched criteria. Click the red “X-icon” located to the far left of the filter boxes to clear any applied filters or simply remove the search criteria from the filter field.

(Course List)



Adding a Course

Prior to adding a new course, it is always a good idea to search for the course to make sure it is not already included in the catalog. Once it has been determined that the course is not currently in the catalog, click “Add New Course” to bring up the New Course add screen.

Navigate through the New Course set up to input the course information. Press the green check mark “Submit” button at the top left of the window when the course is ready to be saved. The system will validate that all of the necessary information has been entered and will display the new Course ID for reference.

The New Course screen will stay open with all of the previously populated information. This allows for an additional course with similar information to be added. Simply change the necessary fields and press submit again to receive the new Course ID. If a course with completely different information is to be entered, clear the form by pressing “Reset Form” in the top toolbar. Press the red “X-icon” in the top toolbar to close the New Course form.

The New Course Set Up Fields:

Field	Description	Notes	Required
Course Name	The name of the PD Activity.	60 character limit. This is searchable by teachers in the course catalog.	Yes
Custom Field	This field name is customizable by district.	Other Districts have used this for “PD Session Number” or “Account Number”	No
Course Type	Select the pre-defined type drop down menu item that best fits this course. The list of course types are different for every district and important for reporting purposes.	District defined types are available in the Maintenance section.	Yes
Categories	Select the all pre-defined categories that best fits this course. The list of course categories are different for every district and important for reporting and searching purposes.	District defined categories are available in the Maintenance section. Categories are searchable by users in the course catalog.	No
Credit Hours	The number of credit hours the user receives for attending the activity.	Supports up to two decimal places. Example: 1.25 hours is equal to 1hr 15 min.	Yes
Active*	Indicates whether the Course is available in the Course Catalog for user registration.	Automatically checked by default. Uncheck if course should not appear in course catalog. *See section below for additional information on “Active” field.*	No
Date Offered	The date the PD activity is held.		Yes
Start Time	The time the PD activity begins.	This does not have to coincide with the credit hours entered.	Yes
End Time	The time the PD activity ends.	This does not have to coincide with the credit hours entered.	Yes
Effective Date*	The date an active course will be visible in the course catalog for registration.	This feature is used to enter future PD activities into KALPA that do not appear for registration until a future time. *See section below for additional information on “Effective Date” field.*	Yes
Expiration Date*	The date an active course will drop out of the course catalog and becomes ineligible for registration.	*See section below for additional information on “Expiration Date” field.*	Yes
Approvals	If approval is needed prior to registration select either one or two levels of approval. • One approval level: routed to the user’s supervisor • Two approval levels: routed to the supervisor and then the administrator	Defaults to “No Approvals” which means a teacher is automatically registered as long as the course is not full and there are no conflicts. If approval is required the course will show as “Pending” in the teacher’s plan until approved. *The approvals process can be further customized, contact a KALPA representative to learn more*.	No
Target Audience	Who should attend the PD activity.	This is a text field that displays to the user they type of audience the PD activity is	No

		designed for. It does not limit registration for the activity.	
Location	Where the PD activity is being held.	This field is keyword searchable by users.	Yes
Instructor	The facilitator of the PD activity.	This field is keyword searchable by users.	No
Course Size	The number of available registration spaces for the PD activity.	If a course does not have a registration limit enter "999". After the course registration limit is reached, users will not be able to register for the PD Activity unless a waitlist features is activated.	Yes
Course Cost	Any associated costs for attending the PD activity.	This field only supports numeric values. If used, these values can be summarized to report course costs.	No
Requirements	Select all available requirements that this PD activity can be applied to.	The default requirement will automatically be applied when you save. If 'default' is the only selected requirement, users will not be able to move the activity into other requirement buckets in the PD plan. District defined requirements are available in the Maintenance section.	No
Tags	Indicate which tag(s) apply to the PD activity.	District defined tags are available in the Maintenance section.	No
Hyperlink	Indicate if a website is associated with the PD activity.		No
Survey	Available surveys that can be distributed after the PD activity.	If the "Survey" validation type is selected, this survey completion is required to receive credit for the activity.	No
Validation Type	Indicate the Validation type to confirm user participation in PD activity.	Defaults to administrative validation. See chart below for Validation Type descriptions.	No
Outside Course	Indicate if course sign up should display a reminder to users that their successful registration in KALPA does not necessarily mean they are registered for the PD activity with the outside entity providing the course.	The outside course message setting is available in the Maintenance > Defaults section.	No
Allow Waiting List	Indicate if users are permitted to be waitlisted if the PD activity is at capacity.	Users put on the waiting list have to be granted registration access either manually or automatically depending on system settings. The waitlist can be managed in the Courses > Waiting List section.	No
Require Registration Pin	Indicate if a Pin code is required to register for the course.	Using a Pin can prevent users that are not eligible for the course from registering.	No
State Requirement	Indicate one of the State defined buckets for professional development.	If your State has defined requirements they will appear here.	No
Description	A description of the PD activity.	Copy and paste functionality is available. It is recommended to strip MS Word formatting when pasting. This is a great reference for future reference of the PD activity details.	No

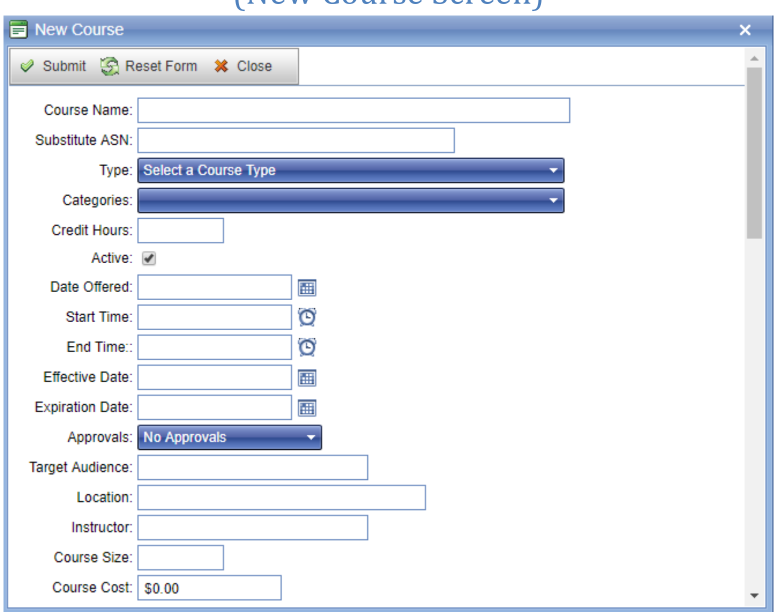
*Active, Effective, and Expiration fields control if and when an activity displays to users in the course catalog. Administrator and Supervisors will always see all courses in the KALPA database, but all courses may not be visible to teachers in the course catalog. A course must be Active to display in course catalog results to a user. Uncheck the Active checkbox if the course should never appear. The Effective Date and Expiration Date will further define when the Active course will display for user registration. This allows a course to be set up in the catalog far in advance of the actual date offered but will only appear for user registration between the Effective and Expirations dates. If a user cannot find an Active course in catalog search results it is most likely because it is outside of the Effective and Expiration dates assigned to the course.

Note: For courses being "pushed" to users, it may not be necessary to make sure the course is active since it's not required to be available to the teachers in the course catalog. Similarly, the effective and expiration dates for courses being pushed may not really matter.

Validation Types:

Validation Type	Description
Administrative	Users are not permitted to update their own attendance in KALPA. Approvers validate attendance.
Honor	Users can mark the course as 'Taken' after the course has occurred. If an approver marks a user 'Not Taken' for a course, the user cannot change their status.
Coupons	Attendees are given a ticket at a PD activity that contains a unique validation number. Users must enter the validation number into KALPA to receive credit for the course. Validation numbers are specific to one teacher and one course to prevent duplication and misuse.
Survey	Assign an available survey during course set up. When a PD activity is completed this survey is emailed to users. Course credit is awarded after the survey has been completed.
Admin and Survey	A two-step validation that requires both approver and survey completion to receive credit for the activity. Once the approver validation is complete the user's activity status changes to "survey". A survey is emailed to the user and a link to the survey is available in KALPA. Once the survey is complete credit is awarded to the user for the activity.

(New Course Screen)

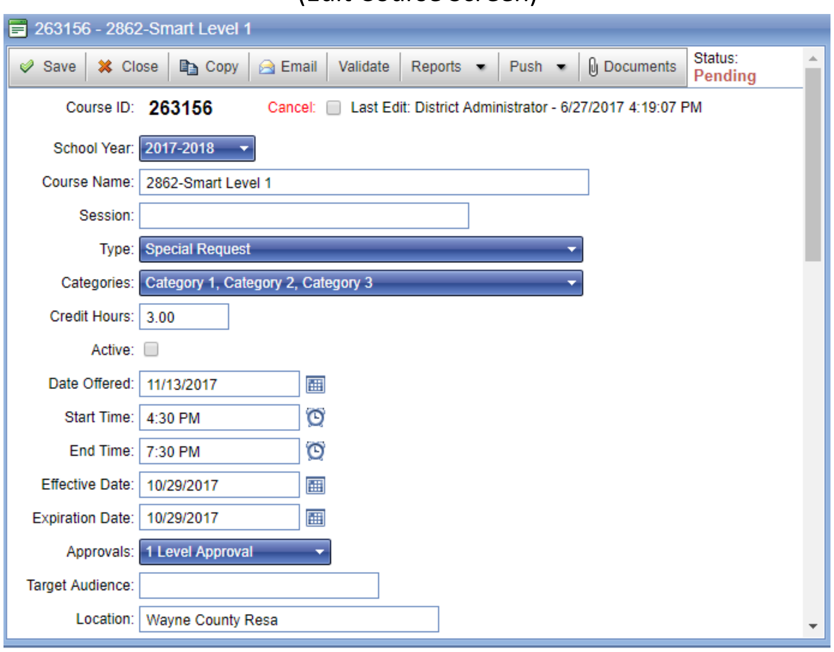


Editing a course

Use the search filters to find the course in the catalog and click the yellow pencil icon in the first column to edit a course. The Course Edit screen will open and display the same fields as the New Course screen. The toolbar at the top contains the following:

Toolbar Icon	Function
Save	Updates any changes to fields and publishes them to the course catalog
Close	Closes the Course Edit window. Any pending changes will be prompted to save before the window closes. Pressing 'cancel' will exit the prompt and keep the Course Edit window open.
Copy	Changes the edit window to 'add' mode with all of the current course information populated. The course id will display as "0" because it has not been created. The new copy will not exist in the system until you save the new course. Once the course is saved the course id will reflect the new course id. *Note: If a group push exists for the original course, the system will ask if the push should be copied*
Email	Allows an email to be sent to everyone who is registered for the course.
Validate	Displays a validation screen for this course (See course validation). This button will be disabled if users do not exist with a 'registered' or update 'status'. Position the mouse over the button to see how many people are in the validation list. *Note: This button is not available to approvers without validation privileges.*
Reports	Allows sign-in-sheets, coupons, master class list, and course information to be viewed and printed.
Push	Allows for group pushes, individual people pushes, or course series pushes. (See Push Section)
Documents	Allows documents to be uploaded and attached to the course.
Cancel	Allows an activity to be cancelled. If selected, users registered for this activity will show a cancelled status in their PD plans and the system will send an email notification to all registered users about the cancellation. The course status will change to 'inactive' in the catalog. *Note: A confirmation dialog box will appear asking the user to verify the cancel prior to submitting the change.*

(Edit Course Screen)



Pushing PD Activities

Administrators and Supervisors are able to push a PD activity into a user's PD plan automatically. Recipients of pushed PD activities are not required to take any additional actions to be 'registered' for the activity.

There are four ways to push activities out to users:

Group Push

(Administrators have access to all Group Push options. Supervisors may only access "Individual School" or "Position at an Individual School)

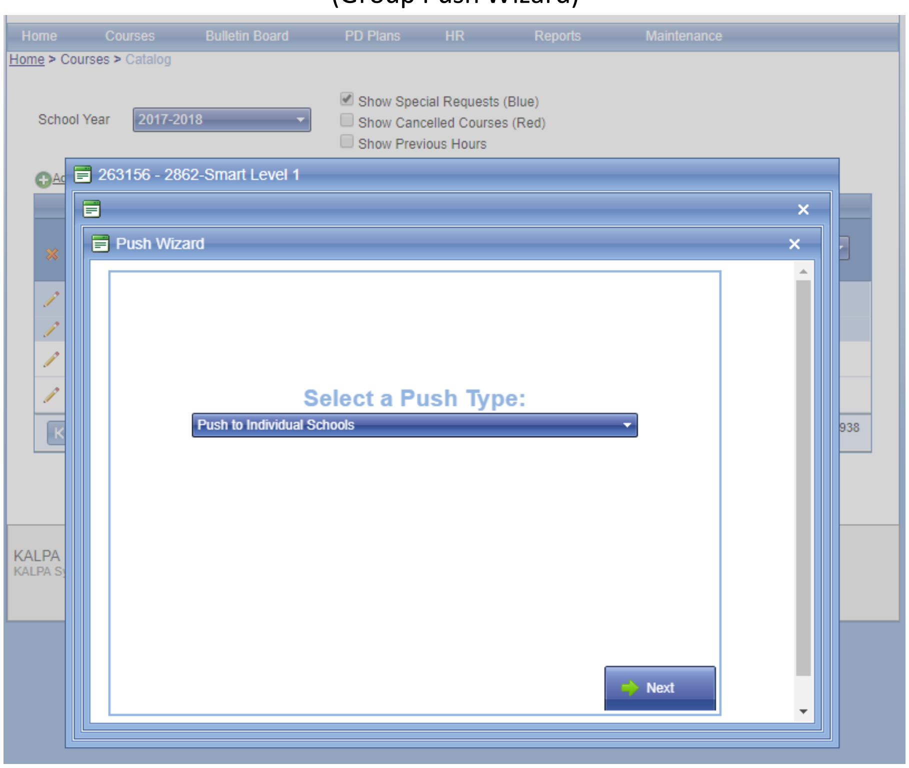
Group push will push the course to one of four different groups of recipients using the Push Wizard:

- Individual School
- Entire District
- Position in Entire District
- Position at an Individual School

After the Push Wizard launches, a series of dropdown menus will appear to configure the push settings. Begin by selecting the group of recipients for the course. Next select one of the available requirements assigned to the course. If the desired requirement is missing it will need to be added to the course using the Course Edit screen and saved. The requirement will appear when the Push Wizard is opened for this course in the future. Only users who have the same requirement will be registered for the course. Continue working through the Push Wizard set up and press the 'Finish' button when the course is ready to be distributed.

Note: A maintenance procedure exists that will re-push the course automatically to users that qualify. This means that if a new user is added to the system, someone changes schools or gets a new requirement then they will automatically be registered for the course. Any PD activity that has already occurred will not push out to a new user.

(Group Push Wizard)



People Push

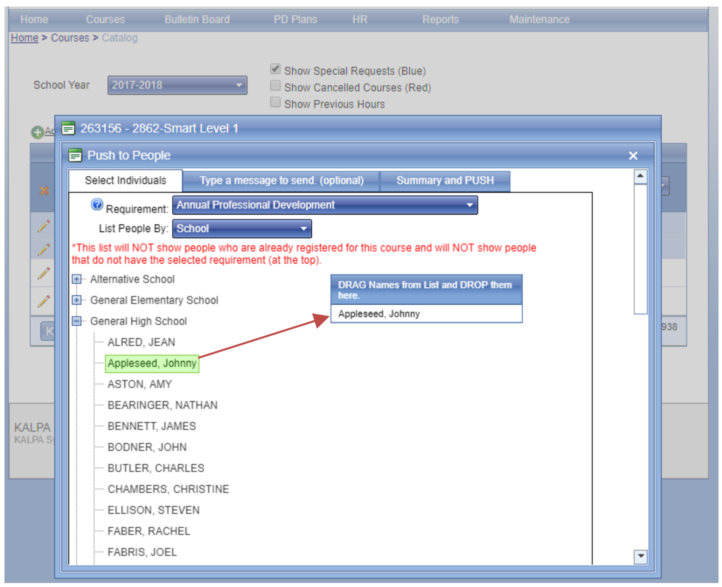
The People Push allows a PD activity to be pushed to individual users. On the ‘Select Individuals’ tab of the People Push screen a list of available users is located on the left. The list is initially grouped by school but can be adjusted to be grouped by Supervisor or position. Start by selecting the individual user(s) on the left and dragging them to the push list on the right. Add multiple users to the push list at a single time by pressing Ctrl or Shift while selecting user names. The list of individuals will be filtered to include only those users that have the selected requirement at the top of the first tab. Users that already have the course in their plans are also filtered out of the list.

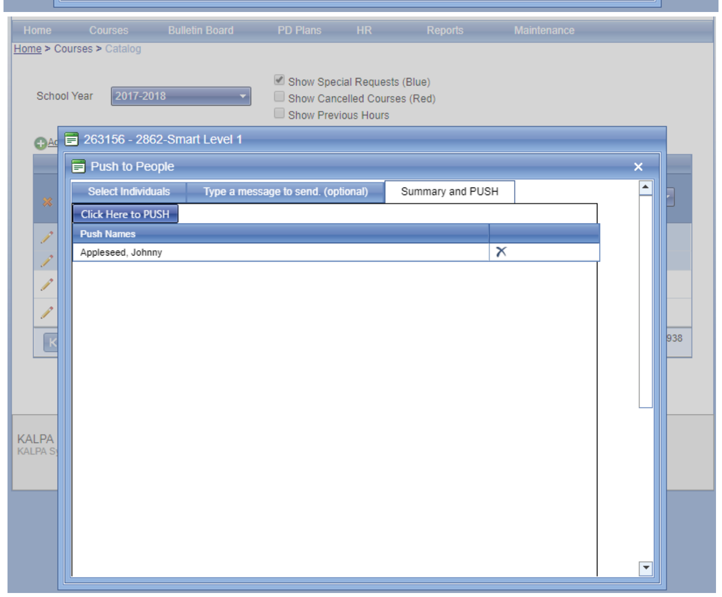
The ‘Type a Message to Send’ tab offers an optional email that can be sent to the selected individuals.

The ‘Summary and Push’ tab provides a review of the push set up. Remove any selected individuals from the push list by pressing the delete button next to their name. Add a new individual by navigating back to the ‘Select Individuals’ tab and dragging their name(s) into the push list.

When the People Push set up is complete press the ‘Click Here to Push’ button on the ‘Summary and Push’ tab. The selected individuals will then be registered for the course and the PD activity will appear in their PD plan.

(People Push Screen)

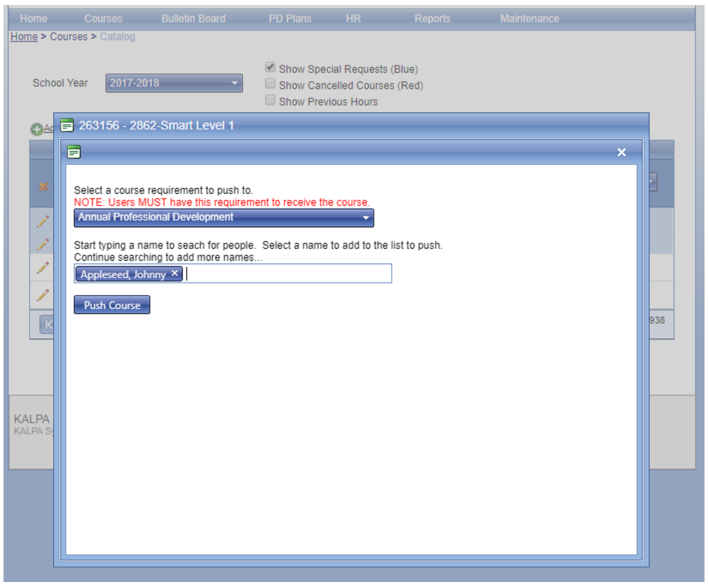




Quick People Push

The Quick People Push will search for a particular user and push a PD activity into their plan. Start by selecting a course requirement from the dropdown menu. A user must have this requirement to be eligible to receive the pushed course. Begin typing the first or last name of an individual into the search field. The system will display a list of results to choose from. Click on the name of a user to include them in the course push. Additional users can be added to the push list by typing names into the search field. Click on the 'X-icon' next to a name to remove a user from the push list. Once the list has been configured, select 'Push Course' to distribute the PD course to the selected users.

(Quick People Push)



Copy and Push

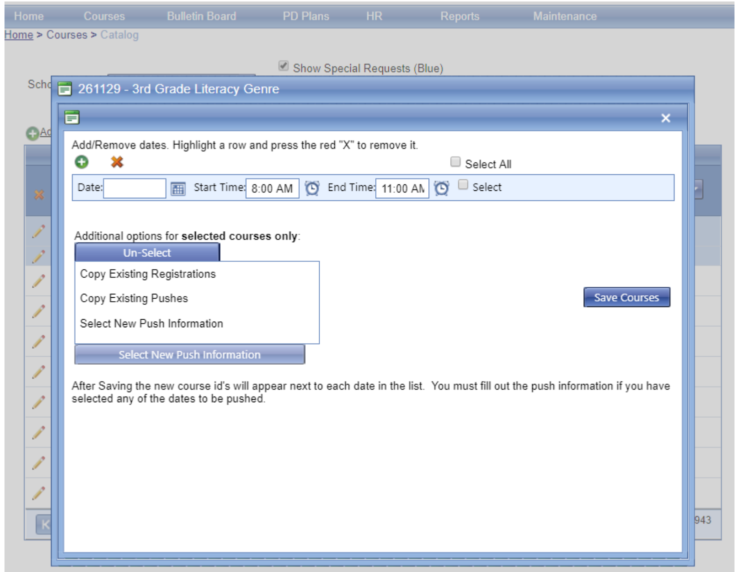
The Copy and Push screen will set up a series of courses or a recurring activity from a single course. For example, there is a weekly building activity that the teaching staff (at a particular school) are all required to attend. A single course can be created to represent the first week. The Copy and Push screen will allow as many dates as there are occurrences for this course to be created. Rows are added to the list by pressing the green plus sign. Rows are removed from the list by selecting the row and pressing the red "X-icon".

After the dates and times have been defined there are two options to distribute the course:

- **Copy Existing Registrations:** Delivers the newly set up reoccurring PD activity into the only user plans included on the original activity.
- **Copy Existing Pushes:** Delivers the newly set up reoccurring PD activity to all qualifying users, this includes newly added users that are eligible for the push.
- **Select New Push Information:** Opens the Push Wizard and allows a new push group to be defined.

Note: Only courses that are selected to be pushed will automatically be added into user PD plans.

(Multiple Copy and Push Screen)



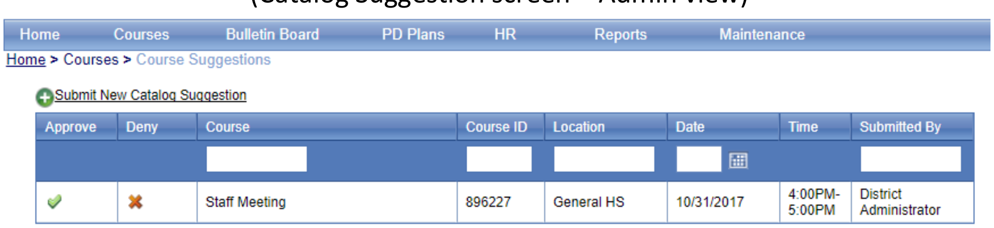
Catalog Suggestions

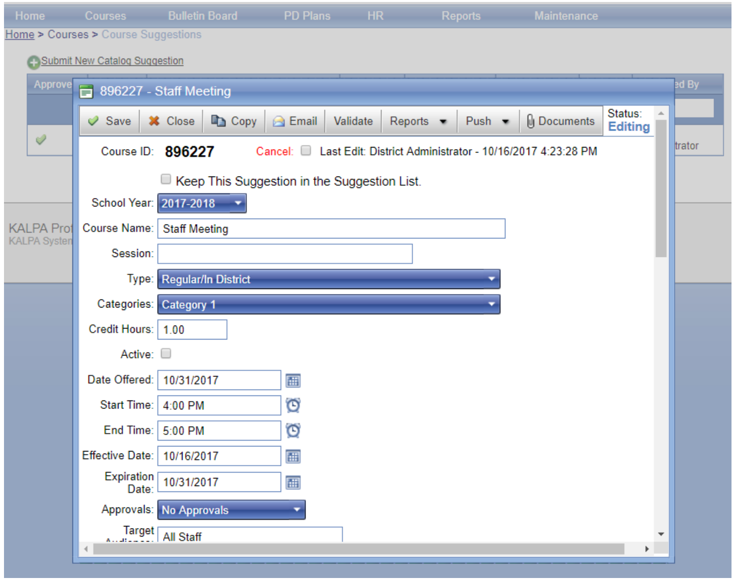
The Catalog Suggestions list is a place for Supervisors without catalog access to input PD activities for an Administrator to approve before the course is officially added to the course catalog. Many districts already have a paper process where Supervisors submit activities for Administrators to enter into the course catalog. One of the main benefits when using KALPA is to consolidate efforts in a single place and eliminate double entries.

Any Supervisor can submit a catalog suggestion using the suggestion form. The suggestion form is very similar to the course entry form that Administrators use. The Supervisor will populate most of the information for the course including the requirements. When an Administrator views the current Course Suggestion list they will see ‘approve’ and ‘deny ‘columns next to each course suggestion. If a course is approved then a Course Edit screen appears which allows an Administrator to edit the information and define dates for the course to appear in the catalog. Clicking ‘save’ will officially approve the activity and it will be removed from the suggestion list unless the ‘Keep This Suggestion in the Suggestion List’ check box has been selected. Selecting the ‘Keep This Suggestion in the Suggestion List’ will display the suggestion in the queue with a yellow background to indicate that it has been reviewed by an approved at some point. If a course is denied, it will immediately be removed from the suggestion list.

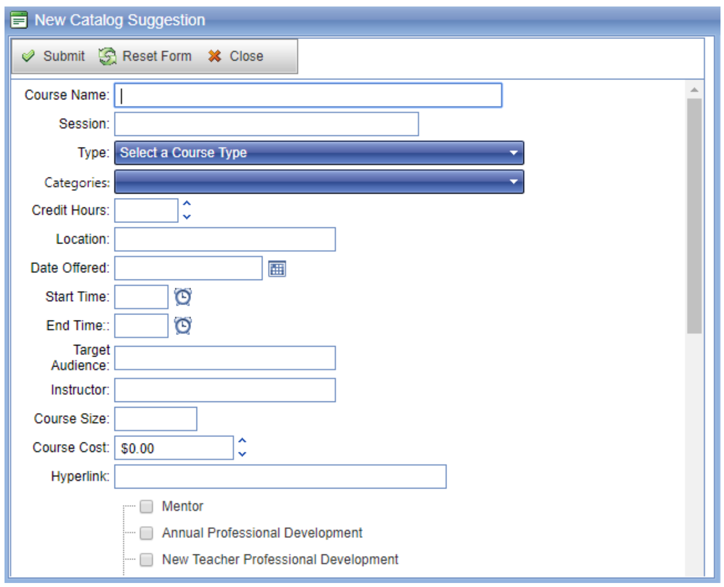
Special Requests will also appear in the suggestion list for catalog approval. During the special request approval process a Supervisor can check a box to indicate to the system to suggest the special request for catalog approval. This is recommended if Supervisors are receiving multiple requests for the same activity. It is less work for everyone when users register for a course in the catalog rather than approve many separate special requests.

(Catalog Suggestion screen – Admin view)





(Catalog Suggestion entry form)



Calendar

The Calendar provides a view of all Administrator entered courses entered into the course catalog. Special requests will not appear on the calendar view since these activities are usually specific to individual users. The layout features four small navigation calendars along the top. Days with PD activities will be highlighted in green. Use the single and double arrows in the calendar header to navigate one or three months at a time.

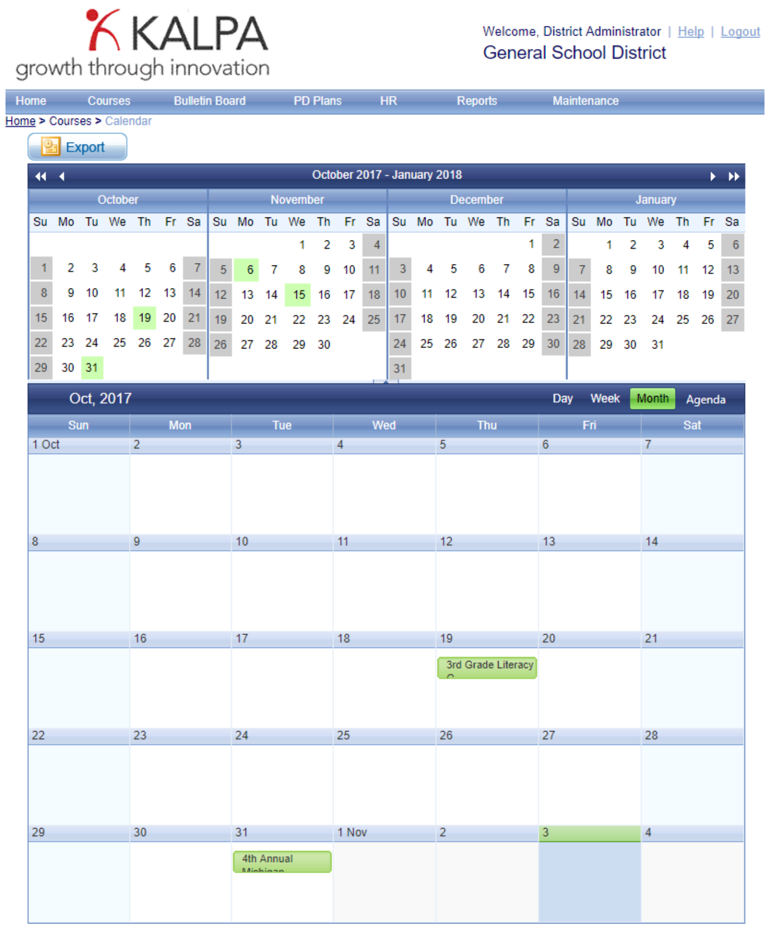
The large calendar features the details of the selected month. To change the month of the large calendar simply click on any single day in one of the small navigation calendars. The default experience will display a monthly view but can be changed to a day, week, or agenda view by clicking on the text links in the large calendar header. The month view will allow up to 5 courses to appear for each day. If additional courses are scheduled a 'more courses…' link will appear and automatically change into a daily view when clicked.

Courses are color coded to easily identify status:

Color	Description
Green	Active in the Course Catalog
Blue	Inactive in the Course Catalog
Red	Cancelled Courses

An Administrator and certain Supervisors can add a new course into the catalog by right clicking an open slot on the calendar. The 'add new course' link will open the New Course screen to submit the activity information. Edit or copy a course in the calendar view by right clicking the activity and selecting an option from the menu.

(Calendar View - Month)



Validation

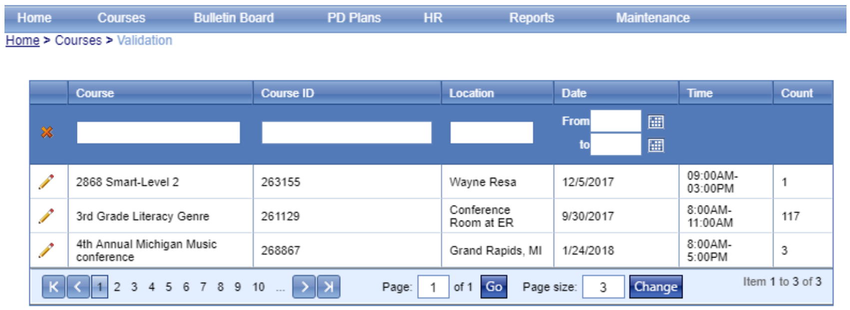
The Validation screen provides a list of courses with registered users currently in the "Registered" or "Update" status. A count of the people whose attendance needs to be validated is located on the far-right column. This list only includes courses with users pending validation. If a course does not appear in filtered search results then users are not pending validation. The Validation course list will be empty when every course has been completely validated.

Search for a course by Course Name, Course ID, Location, or Date. Click the yellow pencil in the first column next to the Course Name to bring up the validation list. Next to each name in the list indicate if the user status is 'Taken' or 'Not Taken'. Select "Leave Update" if the user should remain in the list without a validation update at this time.

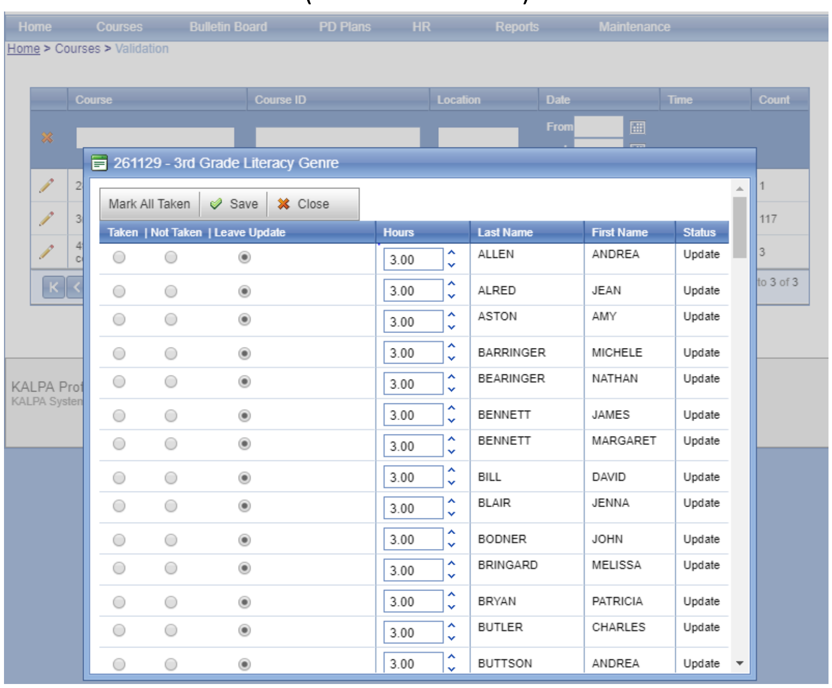
The hours that an individual user receives for the activity may also be adjusted in this screen in the hours column. Hours earned may differ from the course default hours if an individual left the PD activity early or put in additional effort to set up or manage the activity. Changes to hours earned are made at an approvers discretion.

Press “Save” to save the validation updates once all changes have been made. Any user marked as “Leave Update” will remain in the list to be validated at another time.

(Course Validation List)



(Validation Screen)



Waiting List

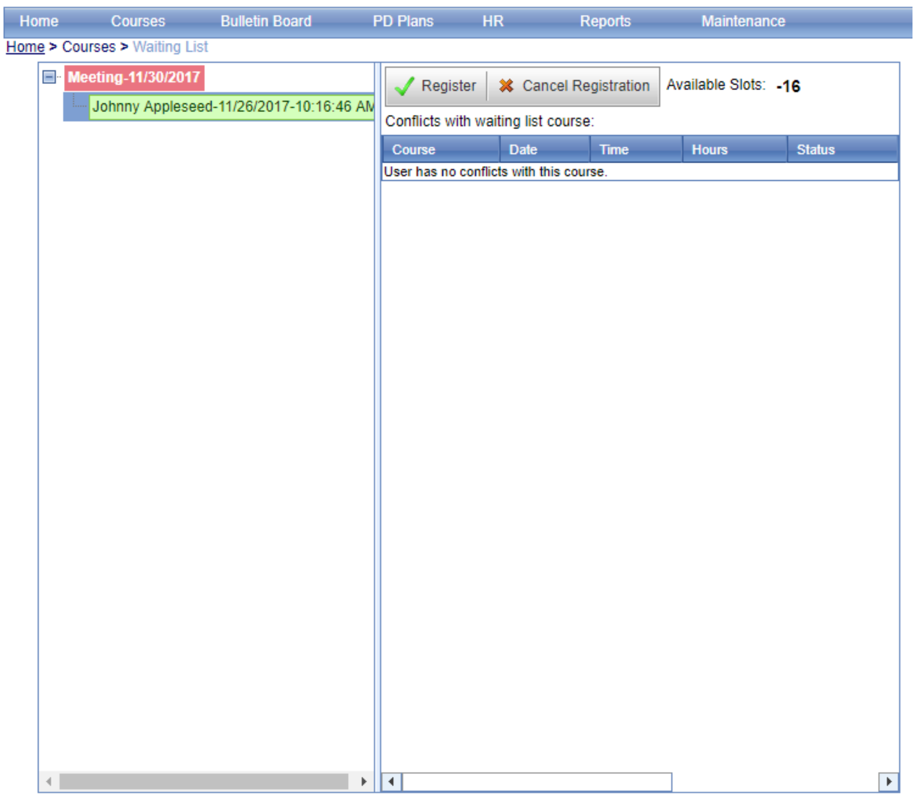
The Waiting List screen includes a list of all classes with users currently wait listed. During the course set up there is an option to ‘Allow Waiting List’. If a user attempts to register after the course is full, they are asked if they want to be placed on a waiting list. If the user selects ‘yes’ they are placed on a waiting list for the course and that information displays on this screen. The activity will display a “waiting” status in the user’s PD plan.

The waiting list is only managed by an Administrator or a Supervisor with access. Courses that now have available spots will appear in green. Courses that remain full will appear in red. Use the plus boxes to expand the course and reveal the waitlisted users in the order that they signed up. Click on each user's name to see if the user has signed up for another course at the same time, this is indicated in the right column. The system will not allow a user to schedule two activities at the same time. The approver must decide on a single activity for the user. Clicking the green "Register" button will cancel the conflicting registration and add this waitlisted course to the user's PD plan. Clicking the "Cancel Registration" will cancel this waitlisted course and keep the other registration in the user's PD plan.

Note: Even if spaces are now available for a course any new registrants will be placed at the bottom of the wait list queue instead of being automatically registered for the activity. This allows an administrator to accept registrants in the order they are wait listed.

Automatic waitlist management is available. Speak to a KALPA representative to learn more about this set up.

(Wait List Screen)



Bulletin Board

The Bulletin Board is a communication tool to post information that gets displayed to users when they login. This tool can inform users of the following types of information:

- New or changed PD requirements in the district
- New PD opportunities in the course catalog
- PD school year deadlines
- Instructions on using KALPA
- Links to external websites
- Any valuable message that users should read

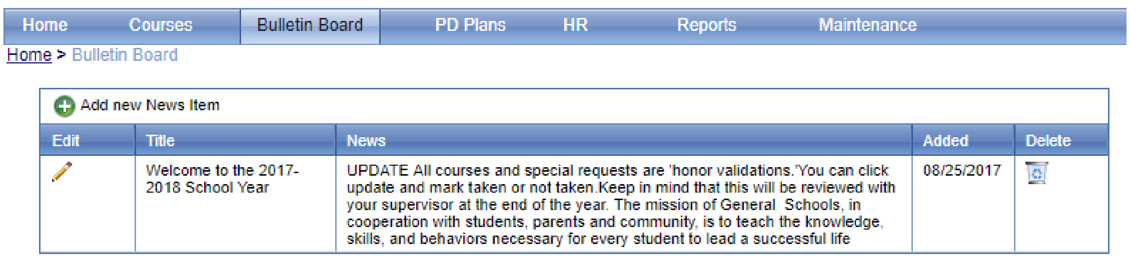
Click the green plus button to open a screen and input message information into the following fields:

Field	Description	Required
Title	Summarize the communication	Yes
News	Details for the communication. This field is rich text, use the toolbar at the top to bold, italicize, and modify fonts. Images, documents and hyperlinks may be added. Hoover over each icon to learn more about its function. Options exist to review the html mark up and preview the new item before saving.	Yes
Link	Includes a link at the bottom of the communication that takes users to an external website	No

Press the green checkmark at the bottom of the add screen to save the bulletin board communication. The add window will close and the new item will now appear at the top of the bulletin board.

Click the yellow pencil icon to edit a news item. When all changes have been made press the green checkmark to save the news item. Changes will post in real time and are available to users immediately.

(Bulletin Board)



PD Plans

The PD Plans screen is used to view and manage the PD plans for every user in the district. A Supervisor will be limited to view only their assigned staff. When the PD Plan screen first loads a “Status, “User Name” and “School Year” dropdown list appears. The Status dropdown menu provides the ability to search for active or inactive users. The School Year will default to the current school year but can be changed. To view a user’s PD plan simply select their name from the “User Name” drop down or type directly into the User Name field. The suggested results will filter to display matching names to the searched criteria.

Once a user is selected their PD plan will be loaded onto the screen with icons to email the user, edit the user’s profile, and print the PD plan. The Edit button is only visible to Administrators. Courses marked ‘not taken’ or ‘cancelled’ will disappear from the teacher’s view after two weeks, however, these course statuses are always visible to supervisors and administrators.

Courses listed in the PD Plan screen have the following color codes:

Color	Description
White	User-Registered Courses
Grey	Pushed Courses
Blue	Special Request Courses

Course details may be viewed by clicking on a Course Name in the PD Plan. Click the yellow pencil in the far-left column next to the course name to edit this course. The PD Plan edit screen allows for the following changes:

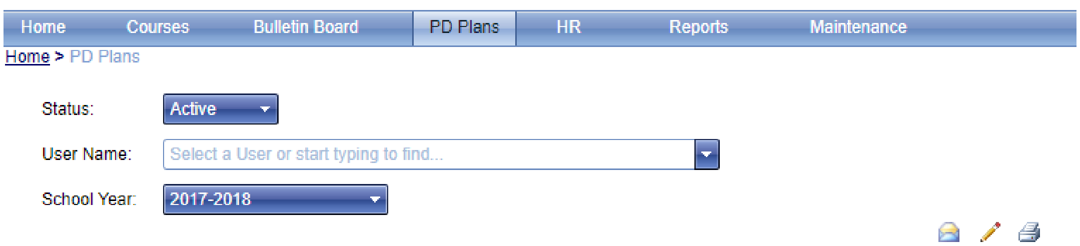
- Current course status
- Which requirement course hours are applied to
- Credit hours received for the course

Press the green checkmark to save changes. Press the red x-icon to cancel out of the screen without saving changes.

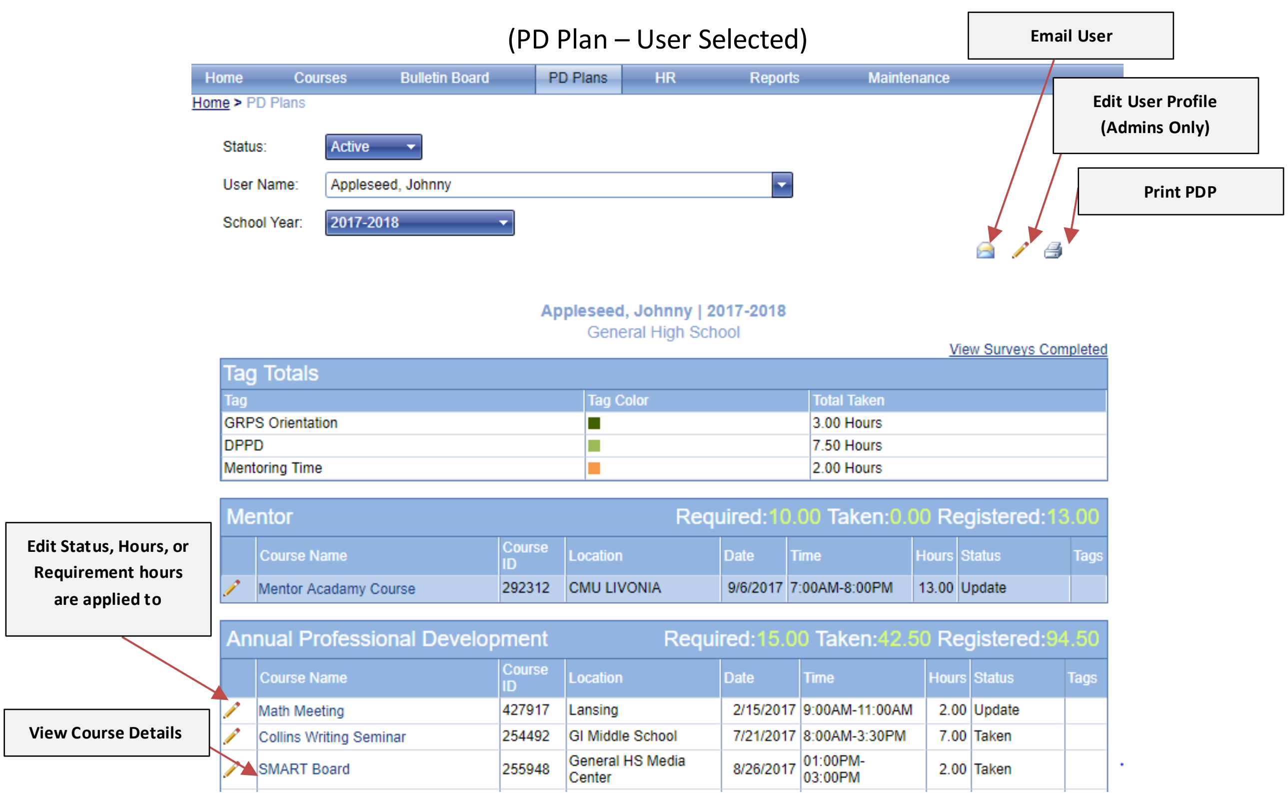
Changes to the actual course can also be made from the PD Plan edit screen. Click the yellow pencil icon in the upper left corner of the window to bring up the Course Edit screen. Please note that any changes to the actual course will change for everyone registered for the course.

An option to add notes to a users PD plan appears at the bottom of the screen. Notes are only available to Administrators and Supervisors. Users will never see the notes in their PD plan experience. While Administrators and Supervisors are able to view all available notes, they can only edit notes that they have input themselves.

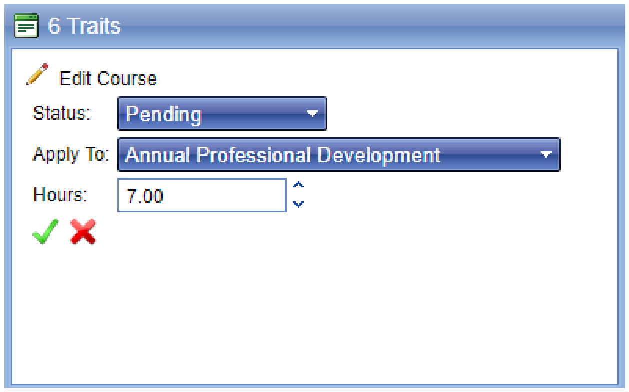
(PD Plan - No User Selected)



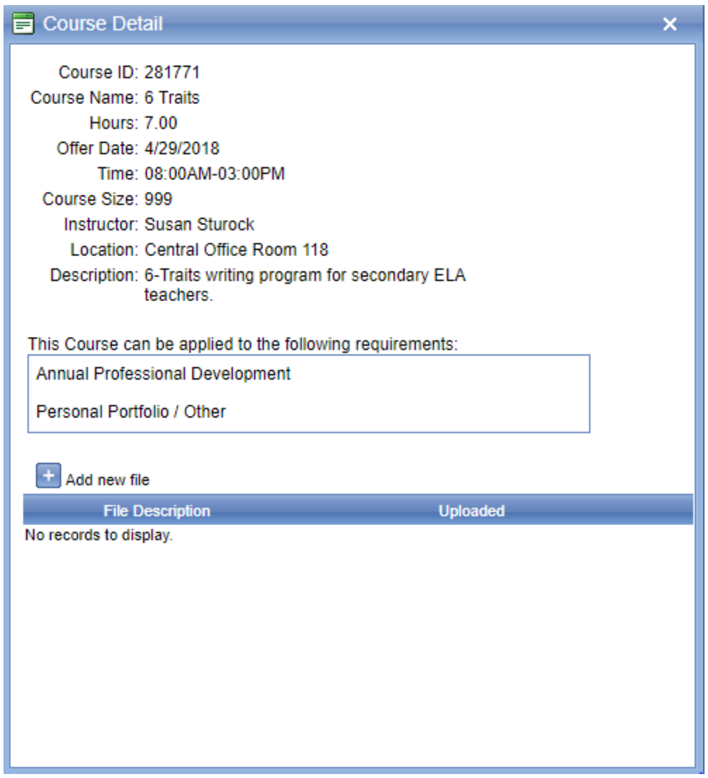
(PD Plan – User Selected)



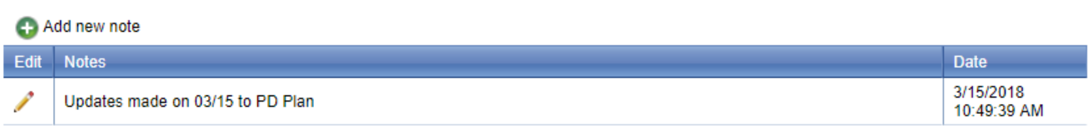
(PD Plan Update status window)



(PD Plan - Course Detail Window)



(PD Plan – Notes Section)



HR

The HR section allows Administrators to manage account information for all users in the district, including the ability to add/edit personal user information and change associated requirements, schools, and Supervisor assignments. This section is only available to Administrators and users with an "HR Only" role due the to sensitive nature of the information.

Note to Districts with HR Integration: Any manual changes made in the HR section may be overwritten with automatic updates. Additionally, manual changes may prevent users from accessing their accounts.

HR List

Adding New Users

Click the green 'add new user' link to add a new user into the system. The New User screen includes the following eight sections of information:

Section	Description
First Name	User's first name. This field is required.
Last Name	User's last name. This field is required.
SSN	Social Security Number or any unique ID associated to the user. This field is required but does not have to be a social security number.
PIC	Personal Identification Code for internal district use.
Mentor	Any mentor that the user is assigned to.
District Email	District provided email address to receive KALPA communications. This field is required.
Alternate Email	Alternative email address to received KALPA communications.
Password	Password for the user account. This field is required.
Status	Current status of the user in the district.
Administrator(s)	Indicate administrator(s) from available list, select all that apply.
Supervisor(s)	Indicate supervisor(s) from available list, select all that apply.
Schools (s)	Indicate all school locations A home school location must be identified by highlighting a single location in green
Position(s)	Indicate all positions from available list
Access	Indicate at least one access setting for each login associated to the user For additional information see 'Access' section below
Requirements	Indicate at least one requirement and associated required hours If no requirements are listed, a default requirement will be assigned to the user
Certification	Indicate the certification associated to the user.
Expiration Year	Include the certification expiration year. If activated by the district, KALPA can email the user certification reminders.
License Type	Select a License Type from the available options in the dropdown menu.
License Does Not Expire	Select this checkbox if the license does not have an expiration date.

To save changes press the green 'save' button on the New User screen. The status in the New User screen will update from 'editing' to 'saved' to indicate that the changes have been documented in the database. Press close to exit the edit form. If the close button is clicked before changes have been saved to the database the system will prompt a save message before closing the window. If any required fields have been left blank the system will return you to the New User screen and indicate the required fields with a red error message.

User Access

With the Add New User screen open click the 'Add Access' button to insert a row into the access table. Populate the user's unique login and select the associated access type for that login. Click on the green checkmark to submit the information to the system. The new login and access will be verified to make sure it is not already in use. Every system user is required to have at least one login and access type associated to their account.

Best Practice for the login format include using all or part of the user's district email address. For Supervisor access use the same login format and append "-super" to the end. For Administrator access use the same login format and append "-admin" to the end.

Access Types

Please reference the "System Access Types" table.

Editing Existing Users

The list is initially filtered to only display active staff but can be adjusted with the dropdown menu in the Status column. Use the text box filters at the top of each column to search for specific users. The filter will include all variations of the searched text. Remove the text from the field to clear a single filter or click the red 'x-icon' to clear all filters.

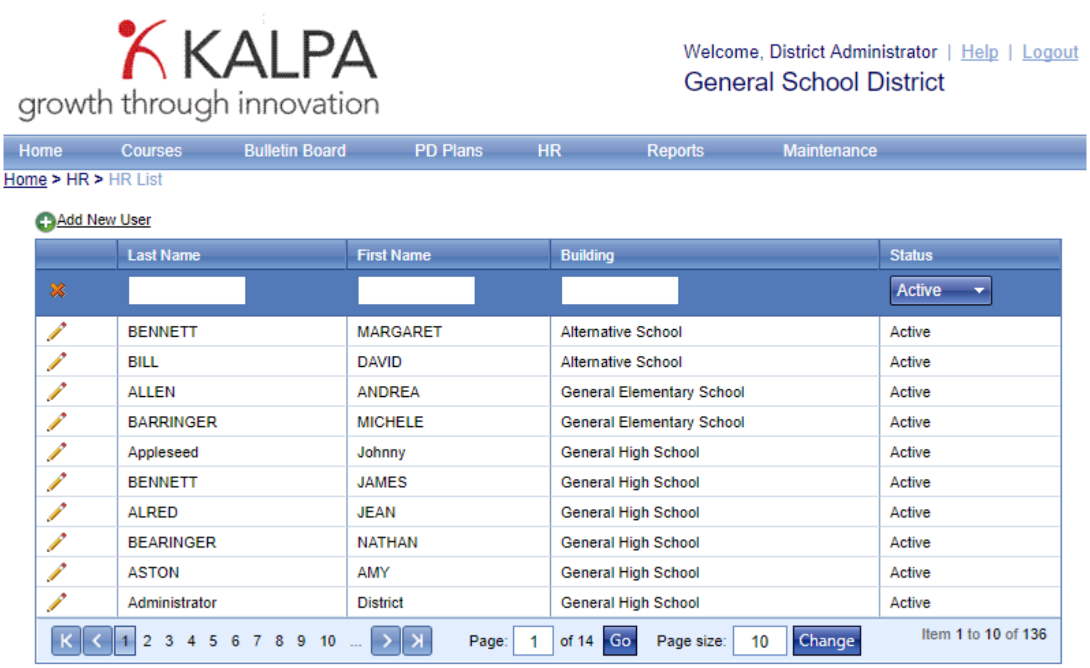
Clicking the column header will adjust the sort order for the displayed results. The sorted column will be highlighted in blue to indicate which column is driving the sort order. Clicking the column once will sort the column in descending order. Clicking the same column a second time will sort the column in ascending order.

Once the employee appears on the screen click the yellow pencil icon to in the far-left column to view and edit the employee's current information. All changes can be saved by clicking on the green checkmark. To exit without saving changes click on the red 'x-icon'.

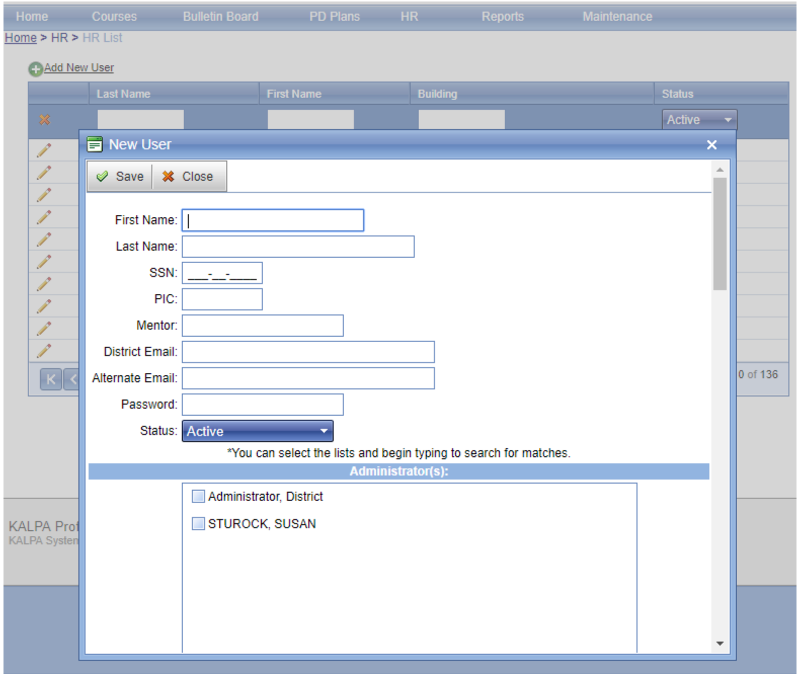
Inactivating Users

Users that are no longer active in the district should have an "inactive" status. When an inactive status is in place the user will not have the ability to log into the system and will be automatically disenrolled from any courses. User data is never deleted from the system. Administrators have the option to change the user status back to active in the future.

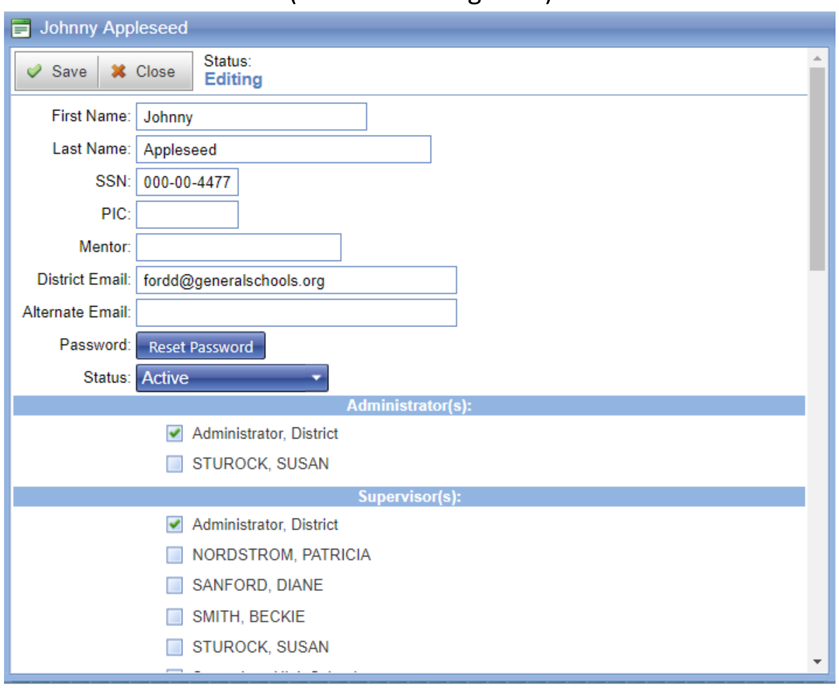
(HR List)



(HR Add New User)



(HR Edit Existing User)



Reassign Staff

The Reassign Staff screen allows Administrators to make bulk HR Supervisor, Administrator, requirements, or building reassignments to staff that have already been entered into the HR list.

Under the “Reassign Staff” button there is an option to ‘Copy Staff (without removing) from current assignment’. Selecting this box will copy staff into new criteria and allow them to retain their existing criteria. If this box is not selected the staff will be removed from the exiting criteria and only be associated to the new criteria.

In the ‘Reassignment Type’ dropdown there are seven different reassignment choices:

School

The School reassignment allows staff at one building to be reassigned to another building using the following steps:

1. Select the desired school from the “Current Assignment” dropdown
   (*A list of currently assigned staff will appear below*)
2. Click the checkbox next to the staff to want to reassign
3. In the “New Assignment” dropdown select the school to reassign the staff
4. Press “Reassign Staff” to move the selected individuals from one building to another

Administrator

The Administrator reassignment allows staff to be assigned to a new administrator using the following steps:

1. Select the current administrator from the “Current Assignment” dropdown
   (*A list of currently assigned staff will appear below)*
2. Click the checkbox next to the staff to reassign
3. In the “New Assignment” dropdown select the administrator to reassign the staff
4. Press “Reassign Staff” to move the selected individuals from one administrator to another

Supervisor by Current Supervisor

The Supervisor by Current Supervisor allows staff to be assigned to a new supervisor using the following steps:

1. Select the current supervisor from the “Current Assignment” dropdown
   (A list of currently assigned staff will appear below)
2. Click the checkbox next to the staff to reassign
3. In the “New Assignment” dropdown select the supervisor to reassign the staff
4. Press “Reassign Staff” to move the selected individuals from one supervisor to another

Supervisor by School Assignment

The Supervisor by School Assignment allows the selected staff at a particular location to be assigned to a new supervisor using the following steps:

1. Select a building location from the “Current Assignment” dropdown
   (A list of currently assigned staff will appear below)
2. Click the checkbox next to the staff to reassign
3. In the “New Assignment” dropdown select the supervisor to reassign the staff
   (A read-only list of users currently assigned to this person will appear below)
4. Press “Reassign Staff” to move the selected individuals from one supervisor to another

Note: If a supervisor does not appear in the dropdown list, please review the access type settings associated to the user’s profile and confirm that supervisor access has been assigned.

Assign Requirement to Staff

The Assign Requirement to Staff allows the selected staff to be assigned to a new requirement using the following steps:

1. Select ‘Get All Staff’ from the “Current Assignment” dropdown
   (A list of current users will appear below)

2. Click the checkbox next to the staff to reassign
3. In the “New Assignment” dropdown select the new requirement to assign to the staff
   (A read-only list of users currently assigned to this requirement will appear below)
4. Press “Reassign Staff” to assign the new requirement to the selected staff

Assign New Requirement Based on Existing Requirement

The Assign New Requirement Based on Existing Requirement allows the selected staff assigned to a current requirement to be assigned to a new requirement using the following steps:

1. Select a current requirement from the “Current Assignment” dropdown
   (A list of current users will appear below)
2. Click the checkbox next to the staff to reassign
3. In the “New Assignment” dropdown select the new requirement to assign to the staff
   (A read-only list of users currently assigned to this requirement will appear below)
4. Press “Reassign Staff” to assign the new requirement to the selected staff

Assign New Requirement Based on School Assignment

The Assign New Requirement Based on School Assignment allows the selected staff at a particular location to be assigned to a new requirement using the following steps:

1. Select a current location from the “Current Assignment” dropdown
   (A list of current users will appear below)
2. Click the checkbox next to the staff to reassign
3. In the “New Assignment” dropdown select the new requirement to assign to the staff
   (A read-only list of users currently assigned to this requirement will appear below)
4. Press “Reassign Staff” to assign the new requirement to the selected staff

(Reassignment Example: Assign Requirement to Staff)

Reports

The Reports section provides a complete list of available reports and their descriptions. Administrators have access to all available reports. Supervisors may not see all of the reports in this list or they may be filtered to show only assigned staff in results. Custom reporting for a district is available, please contact a KALPA representative to learn more.

Executing Reports

Press the chart button next to the report name to open a report. All of the reports on this screen open a new browser window or tab depending on browser settings. Browser pop up settings may need to be adjusted if the report is blocked from opening. Available filters for the report will appear at the top of the screen. Once the report settings have been established click on the 'view report' button to execute the query. Results will display on the screen. The toolbar at the top of the report provides the ability to page through results, search for specific keywords or phrases, save the results to various file formats, and refresh the report for real time results.

Standard Report Types

Report	Description
Catalog Extract	Export the course catalog for a specified time range.
Course Conflicts	When a teacher tries to register for a course that conflicts with a course they have in their plan they get a conflict message. They must either keep the course they are registered for or cancel the registration and then register for the new course. If a course is pushed into their plan the push process ignores conflicts and will give them the pushed course no matter what. This report will show you who (if any) have been pushed a course that conflicts with another course in their plan.
Course Detail	Export the details of the courses included in the catalog.
Course Type Distribution	This report shows you two pie charts. The first chart shows you the percentage of courses assigned to each of your district defined course types (what is available in the catalog). The second shows the courses marked Taken by course type (what teachers are taking).
DPPD Eligible Courses	Courses where the eligible for teacher certificate renewal flag was checked.
Employee Location	View all staff and their current school and supervisor assignments.
Enrollment	Use the filters to display the enrollment counts for the specified courses.
Individual Requirements	Report showing users with required hours that have been changed from the default required hours.
Invalid Supervisors	This report shows which staff are not assigned to an active supervisor. Therefore, their PD requests will go unanswered.
Master Class List	Search for a course using the filters. Select the desired course to view everyone who has registered for the course and their current status. Unlike the sign in sheet, this report shows who cancelled their registration and who was marked not taken.
New Teacher REP Report	Report to enter new teacher (1526) hours for REP field 24. This report shows days of new teacher professional development broken down into days of classroom management and instructional delivery.
PD Schedule	Print an individualized PD Schedule for a particular date or range of dates.
PD Summary	This report is a cross tab of how many hours each teacher has taken for each requirement. The report displays only the taken PD for the time range at the top of the report.
Pending Requests	View all the Pending requests waiting for supervisor approval and the supervisor who needs to approve them.
Registered hours for Date Range	View total registered hours for a particular date range. This report can be used to see who has not registered for any courses on an upcoming PD Day.
Requirements	See who has taken more than or less than a specified number of hours. Good at the end of the year to determine who has/has not met their PD requirements.

Rolling Requirements	For requirements that span multiple years. This report will show you how many years they have had the rolling requirement and how many hours they have accumulated.
Sign In Sheets	Search for a course and select it to print the sign in sheet.
Survey Results by Course	Search for a course using the filters at the top. Select a course to view survey responses for that individual course.
Tag Totals	Shows total hours teachers have accumulated for each tag by school year.
Totals by Course Type	Total hours taken by course type.
Update Courses	When a course is in the Update status, the day of the activity has passed and the course needs to be validated. At the end of the year any courses in the Update status get marked not taken.
User Positions	See all of the users assigned to each position.

Maintenance

The Maintenance section allows an Administrator to add, change, and manage the way KALPA works in their district. When a district is first set up certain requirements, schools, positions, course categories, course types, and course tags are defined for your account. Administrators are able to add and edit information for the system set up as well as create district/PD goals.

Requirements

The Requirements section displays all district requirements for the **current** school year. Add a new requirement by clicking on the green 'add new requirement' button. Edit a requirement by clicking the yellow pencil icon next to the requirement name. Save changes on the edit screen by clicking the green checkmark. Cancel out of the edit screen by clicking the red 'x-icon'. When a new requirement is added it will be available as a choice on the HR and Course screens. Contact KALPA to automatically assign a group of users or courses to the new requirement.

The Requirement set up fields include:

Field	**Description**
Requirement	The name of the requirement
Hours	The default number of hours necessary to complete the requirement
Required Days	The default number of days necessary to complete the requirement (leave blank if not applicable)
Header	The header appears at the top of each requirement section on a PD plan.
Description	The text that users see on the "Check Requirements" page. This is a rich-text editor that allows text formatting, images, documents and links.
Report to State	If this box is selected the hours for the requirement will be counted on State reporting.
Default	If this box is selected, the requirement will be set as the default requirement for the district. Note: Districts are set up with a default requirement typically referred to as "Other", "Unassigned" or "Personal Portfolio". It is NOT RECOMMENDED to change the default requirement from the original one created.
Display Order	The order which the requirement displays in a PD plan and pick lists. Two or more requirements with the same display order value will be listed alphabetically.
Rolling	If this box is selected, the requirement will be carried over from one school year to the next.

(Requirements Screen)

Home | Courses | Bulletin Board | PD Plans | HR | Reports | Maintenance

Home > Maintenance > Requirements

Add new Requirement

Edit	Requirement	Hours	Report on REP	Default	Display Order
	Mentor	10.00			
	Annual Professional Development	30.00			1
	New Teacher Professional Development	90.00	✓		2
	Orientation	18.00			4
	Personal Portfolio / Other	0.00		✓	4
	Administrative PD Requirement	180.00			5
	Priority School Requirement	15.00	✓		5

Schools

The Schools screen displays a list of current locations included in the district. Add or edit information by clicking on the yellow pencil icon in the far-left column. Once a location is added it is immediately available for user assignment. Use the 'Reassign Staff' screen in the HR section to assign individuals to the new location.

(Schools Screen)

Home | Courses | Bulletin Board | PD Plans | HR | Reports | Maintenance

Home > Maintenance > Schools

Add new School

Edit	Building #	School Name	School Type
	5555	Alternative School	Unknown
	5432	General Elementary School	Elem
	12345	General High School	HS
	1234	General Middle School	MS
	0	General Schools Admin Building	Unknown

Positions

The Positions screen displays a list of current position assignments available to the HR profile screen. Administrators can add, edit, and delete positions from this screen.

(Positions Screen)

Home | Courses | Bulletin Board | PD Plans | HR | Reports | Maintenance

Home > Maintenance > Positions

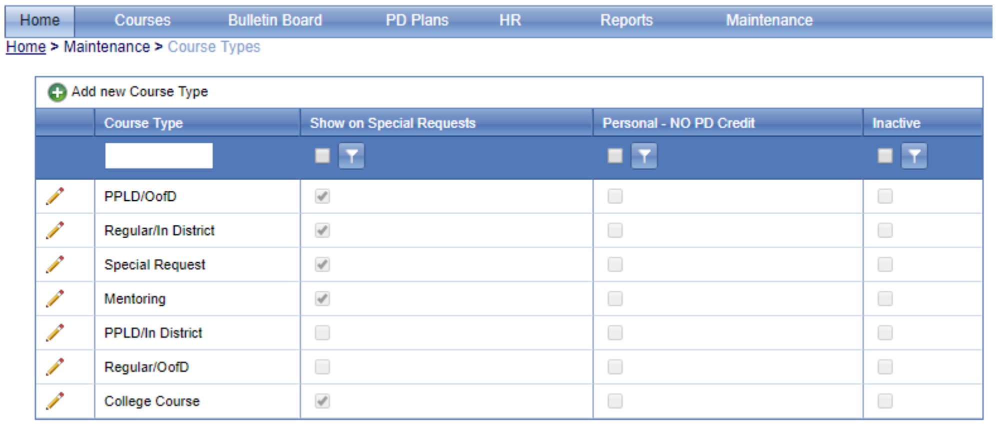
Add new Position

	Position	
	Administrator	
	Art Teacher	
	K-12 Band Teacher	
	Mentor	
	Other	
	PE Teacher	
	School Administrator	
	Supervisor	
	Teacher	

Course Types

The Course Types screen displays a list of course types available during a course set up. Selecting a course type is mandatory during the course set up. Indicating a course type is a great way to group PD in a district for reporting purposes. Each course entered into KALPA can only have one assigned course type.

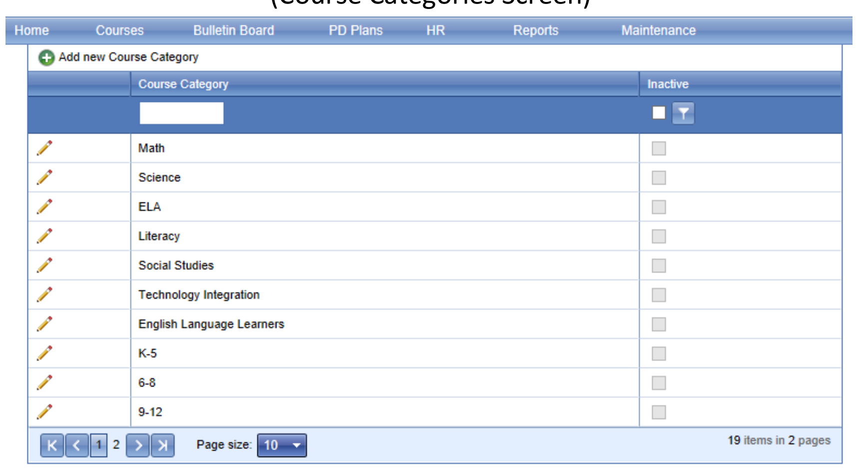
(Course Types Screen)



Course Categories

The Course Categories screen displays a list of course categories available during a course set up. These categories are very useful for users searching the course catalog for PD activities. Similar to course types, these categories will provide additional ways to group PD for reporting purposes. Course categories are not required but it is highly recommended to select all course categories that apply to a PD activity.

(Course Categories Screen)



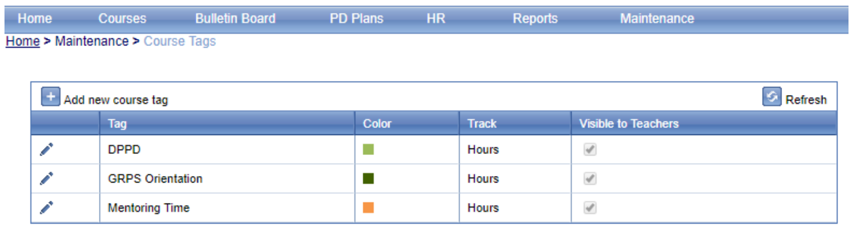
Course Tags

The Course Tags screen displays a list of course tags available for an Administrator during a course set up. These tags help users to easily identify a course attribute with a defined colored tag. These tags appear next to an individual course and totaled at the top of a PD plan.

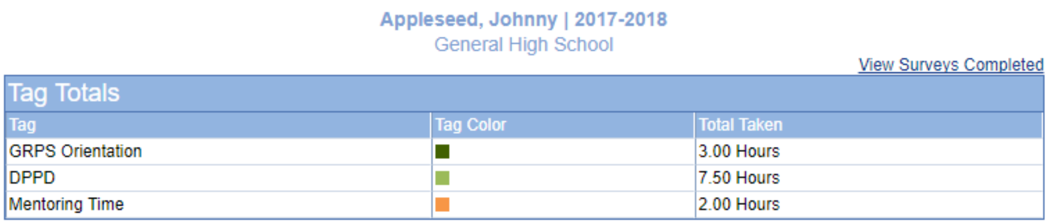
In a user's PD plan a PD activity can only count under a single PD requirement at a time. However, a PD activity can have more than one tag simultaneously.

Course tags are a way to keep running PD totals that are outside of the regular PD requirements that a user has. For example, a teacher may be new to the district and is required to get 15 hours of "Orientation" PD during their first year. The teacher also has a 30-hour Annual PD requirement that they must satisfy. During course set up an administrator can specify that a course qualifies for the Annual PD requirement, and a tag could be set up so the course adds to the "Orientation" hours for anyone new to the district. If the course is set up with the option to count for multiple requirements, it can only count for one requirement at a time, but it will always count for the Orientation tag no matter which requirement it is moved to.

(Course Tags Screen)



(PD Plan Screen)



Defaults

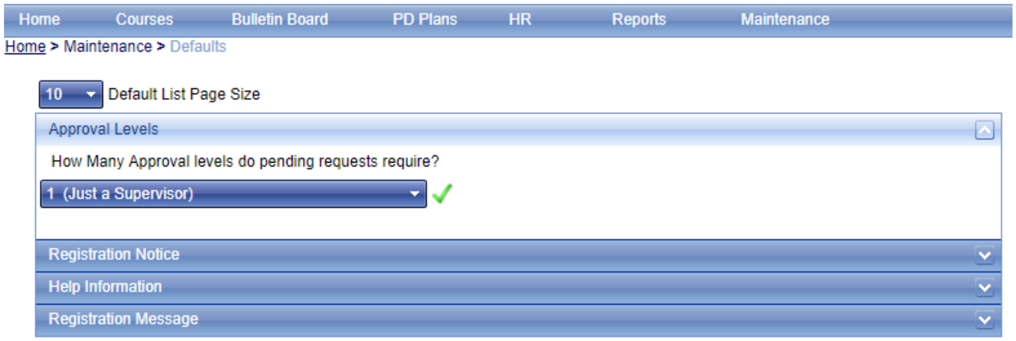
There are four system defaults that can modify the way KALPA will behave. Click on each section header to expand or collapse the setting information to view and edit the settings. Click the green checkmark next to each field to save any changes.

Approval Levels

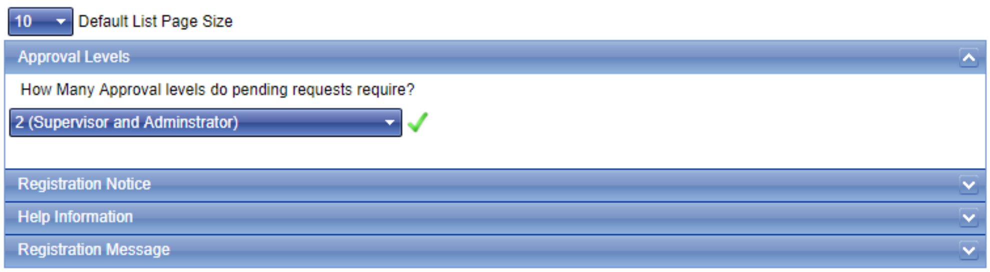
Approval Levels tells the system how many approvals a Special Request needs before a teacher is registered for a course. Approval levels for Catalog Courses can be set individually for each course on the Add/Edit screens.

1. Just a Supervisor: Only the assigned supervisor approval is required
2. Supervisor and Administrator: First the request routed to the assigned supervisor approval then the request is routed to the assigned Administrator for approval

(Approval Levels Screen – Just a Supervisor)



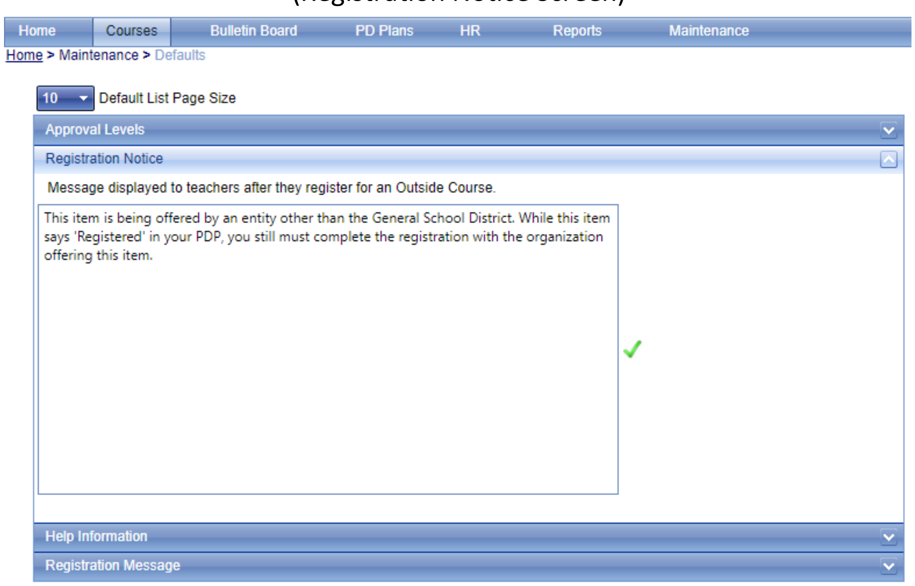
(Approval Levels Screen – Supervisor and Administrator)



Registration Notice

The Registration notice appears to users after they successfully register for a course that is marked “Outside Course”. The Outside Course message is designed to inform users that their registration in KALPA does not necessarily mean they are registered for the outside entity.

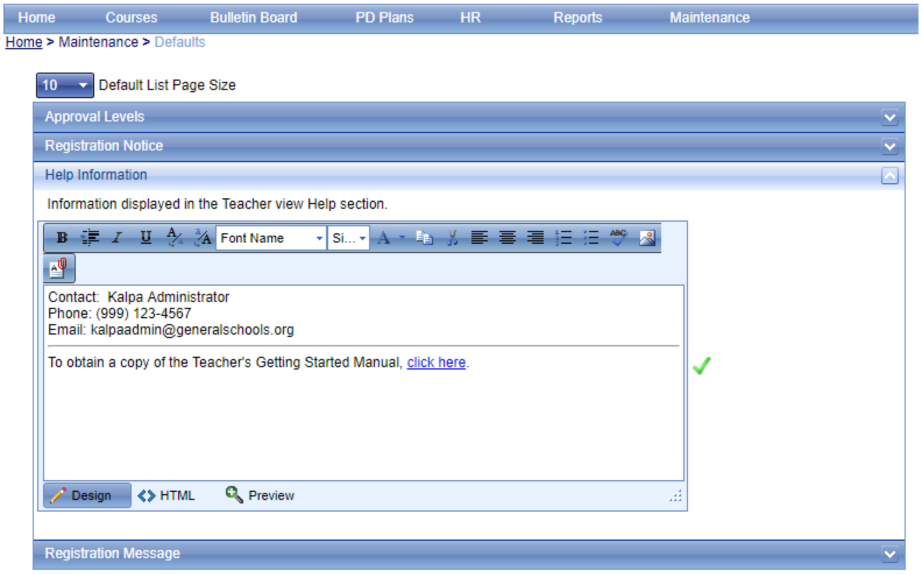
(Registration Notice Screen)



Help Information

The Help Information appears when a user navigates to the Help section. This text informs users who they should contact or the steps they should take if assistance with the system is needed.

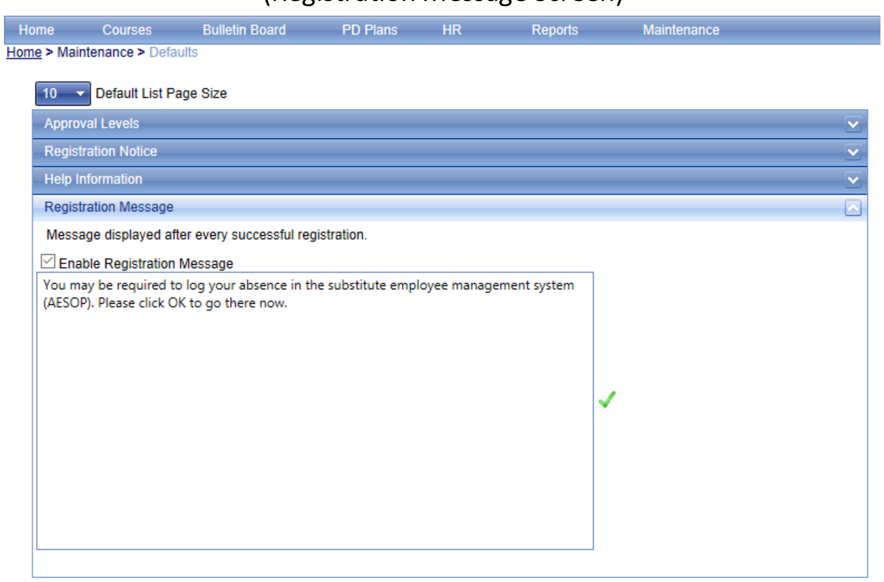
(Help Information Screen)



Registration Message

The Registration Message displays to users after every successful course registration. The 'Enable Registration Message' checkbox at the top of the screen configures the message on and off. Messages should be typed into the large text box. This is a browser pop-up message and does not support html or rich-text formatting.

(Registration Message Screen)

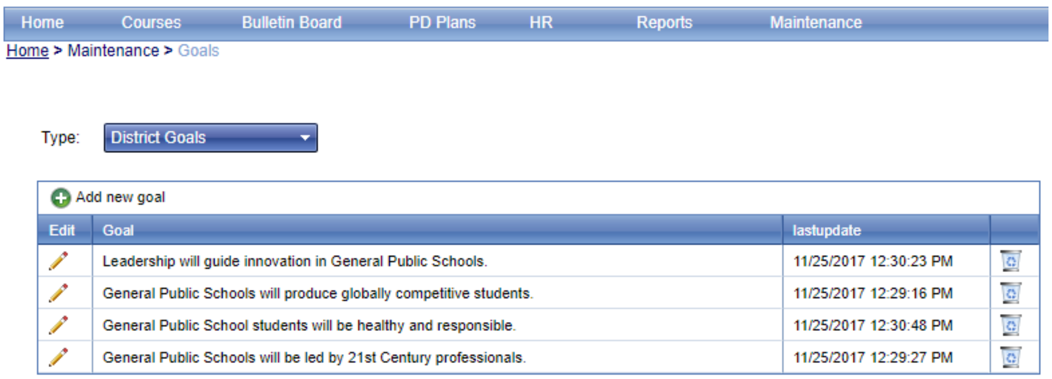


Goals

The Goals section displays the information that populates to the goals section at the top of a user's PD plan. Goals can be set up at the district and school level. Users can enter up to three personal PD goals. The system can display up to five districts and up to five location level PD goals.

When setting up a goal the dropdown menu will indicate whether the goal is district wide or location specific. Click the green 'add new goal' to open a new window to input information about the goal. Options exist to review the html mark up and preview the new goal before saving. Press the green checkmark to save the new goal or the red 'x-icon' to exit the screen without saving.

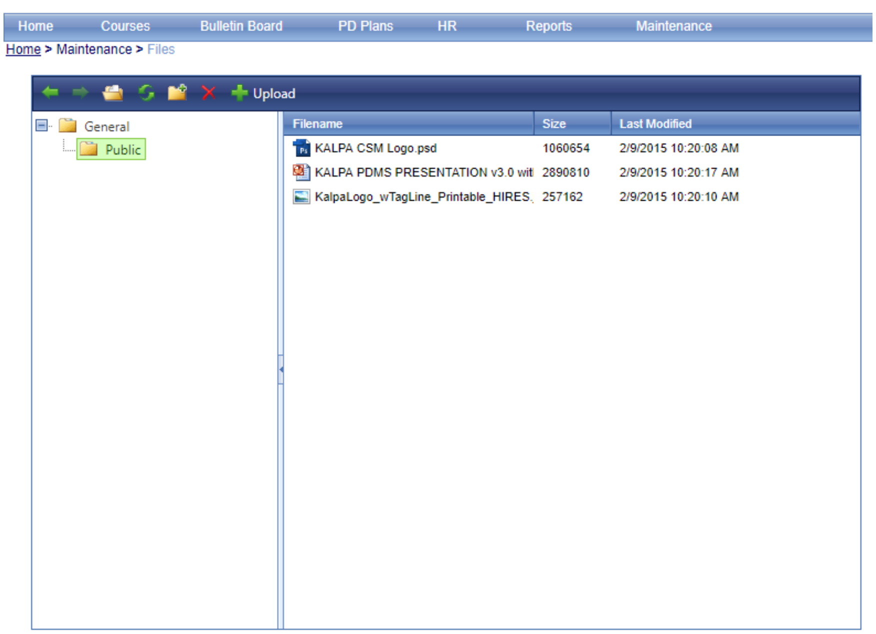
(Goals Screen)



Files

Each district has a private folder on the KALPA web server to store documents and images. Every rich-text editor box available on the site has an image and document manager where images or documents can be inserted into the experience. Administrators see the images and can view the documents directly from the text editor toolbar. Files can be uploaded, deleted, moved, and viewed in the Files screen.

(File Maintenance Screen)



Surveys

Available district surveys will appear on the Surveys screen. Actual survey set up and content is hosted by KALPA on a separate application. Clicking the “Manage Surveys” tab will open this application in a new tab or window. Administrators have full access to the survey tool. Survey results can be viewed by clicking the magnifying glass icon in the View Results column.

Please contact a KALPA representative to help set up and manage surveys used for course validation.

(Surveys Screen)