COMMUNITY ADULT
LEARNING PROGRAM

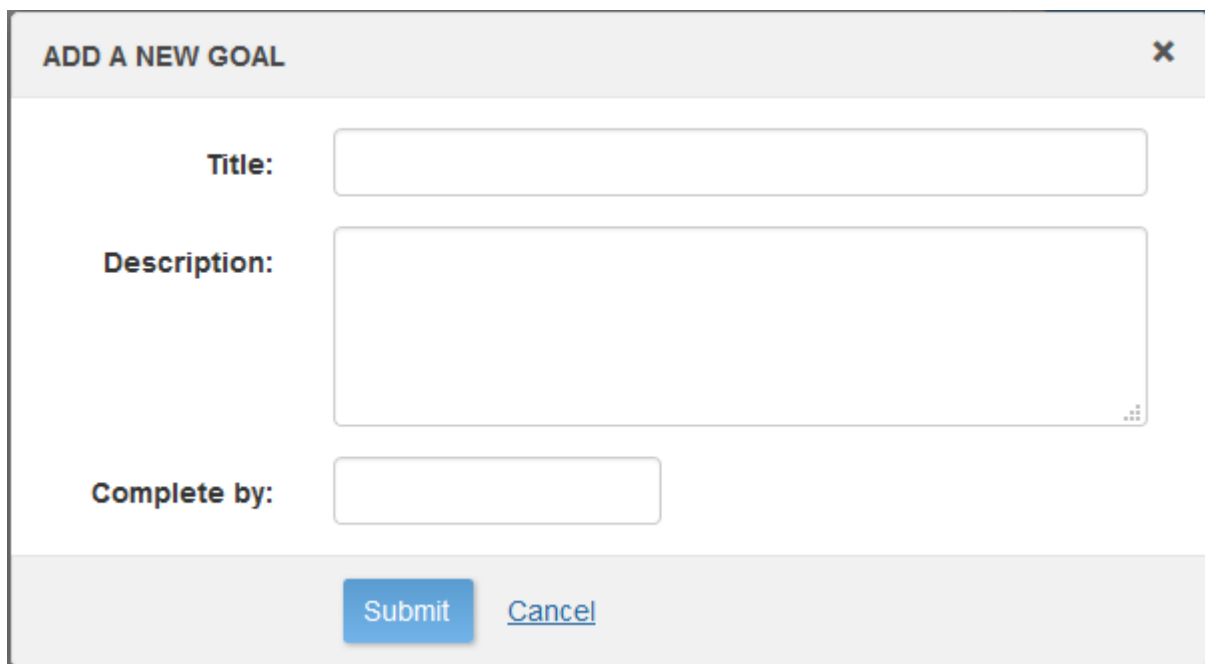## Get Started with your Professional Learning Plan on the CALP Portal

Use the CALP Portal to track your personal PD, training, and professional learning goals and achievements. To find your personal learning plan, scroll down to the bottom of your "My Portal" dashboard page.

Start by setting a goal for yourself.



Click the "Add" button to create a new goal.

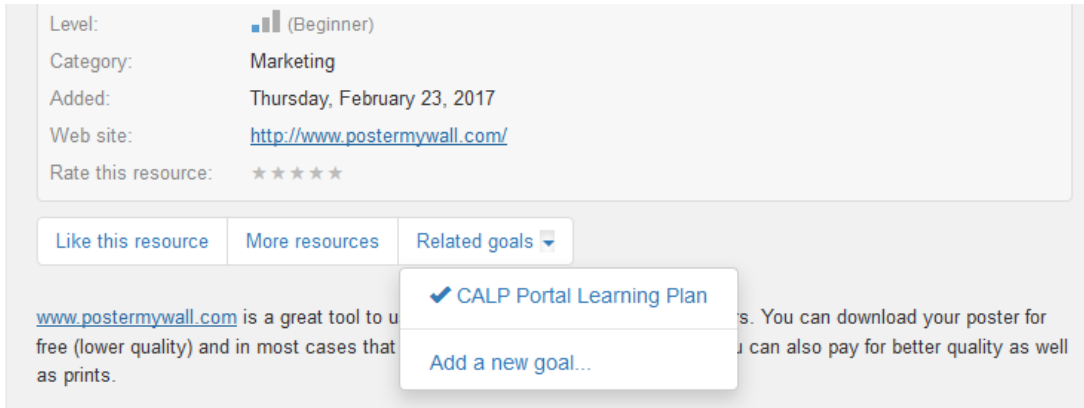Give your goal a title, add a description, and set a deadline for yourself. Then just click "Submit".



To access and modify your goals at any time, just use the "View All" button.

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There is a lot of great content on the Portal that can support your learning. When you find something you want to bookmark, you can attach it to one of your goals by using the "related goals" button to either link it to an existing goal, or to create a new goal.
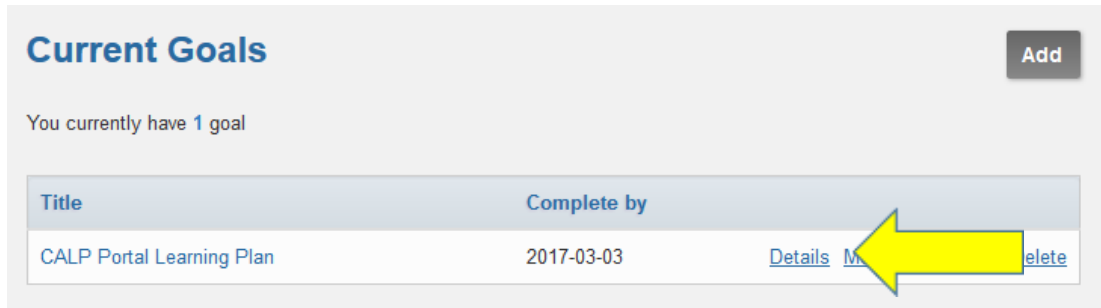


This will give you quick access to the content right from your Learning Plan Goals.
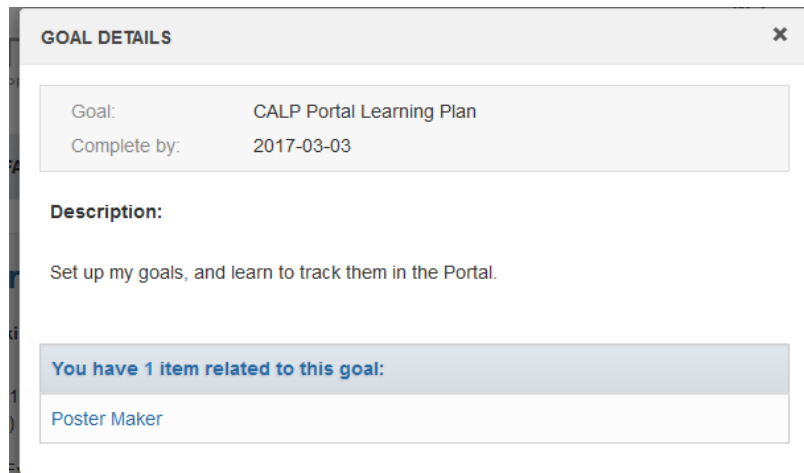
To see your goal, and all the related items, just click on the "details" link from the Learning Plan page.

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You can also access and reprint receipts for any training you have registered for through the CALP Portal. Below your Goals, you will see your "Registration History"

## Registration History

| Invoice | Subject | Date | Status |
|---------|---------|------|--------|
| #00000829 | IAFL Registration | 2016-09-11 | Paid |
| #00000614 | Books for Babies (Grande Prairie) | 2016-07-07 | Paid |
| #00000052 | Rhymes that Bind (Didsbury) | 2016-01-29 | Paid |
| #00000030 | Rhymes That Bind Training (South) | 2015-12-23 | Paid |

To re-print a receipt, click on the name of the event to open the payment confirmation page. Then just click on the "Print" button.

Below the Registration History, you will see your "Training History". The Training History allows you to track your participation in training and PD. When you register for an event through the CALP Portal, whether it is a free learning opportunity or a paid training, it will automatically be added to your training history.

## Training History

| Description | Completed | | | |
|-------------|-----------|---|---|---|
| Jasperactive Webinar (Dec. 7) | 2016-12-07 | Details | Modify | Delete |
| Regional Meeting - Edson (West-Central) | 2016-05-17 | Details | Modify | Delete |
| CALP Portal Training - Big Valley (Central) | 2016-05-12 | Details | Modify | Delete |
| CALP Portal Training - Edmonton (West-Central) | 2016-05-10 | Details | Modify | Delete |
| CALP Portal Training - Lethbridge & Area (South) | 2016-05-09 | Details | Modify | Delete |
| Training Institute 2016 | 2016-05-06 | Details | Modify | Delete |
| CALP Portal Training - Grande Prairie (North) | 2016-04-22 | Details | Modify | Delete |
| Regional Meeting - Grande Prairie (North) | 2016-04-21 | Details | Modify | Delete |
| First Nations Knowledge Services Without Borders Institute | 2016-04-15 | Details | Modify | Delete |
| CALP Portal Training - St. Paul (East-Central) | 2016-04-07 | Details | Modify | Delete |
| "Rhymes that Bind" Train the Facilitator (Didsbury) | 2016-02-19 | Details | Modify | Delete |
| 9 Basic Facilitation Skills | 2015-11-09 | Details | Modify | Delete |

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In the list of trainings, use the "modify" link to confirm that you attended and enter the date that you completed the training. You can also make notes for yourself in the "comments" box.



You can also record training and PD in your history, even if you did not register for it through the Portal. Use the "Add" button to manually enter information about the training or certificate.

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To print a transcript of your training history, click on the "Report" button to generate a detailed list of your training, and then click "print".

## Training History

<div style="text-align: right">Print</div>

**For:** Odette Lloyd — Community Learning Network
**Date:** 2017-02-27

| Description | Location | Attended? | Completed | Comments |
|---|---|---|---|---|
| Free Webinar: Succession Planning | Online via Adobe Connect | No | | |
| Strategies for Teaching Listening, Speaking, Reading and Writing | Grande Prairie Council for Lifelong Learning | No | | |
| Jasperactive Webinar (Dec. 15) | Webinar | Yes | 2016-12-15 | |
| Rhymes that Bind (Taber) | Taber & District Community Adult Learning Association | Yes | 2016-12-05 | |
| CALP Portal Training - Fort McMurray & Area (East-Central) | Fort McMurray, AB | Yes | 2016-05-18 | |

**Reset Training History**

If your CALP Portal account is linked to an email address that someone else was using before you, you can use the "Reset" button so that the training history only shows your information.

Click on "Reset", and enter the date you started in your position, or took on the email address associated with your CALP Portal account.

If you have any questions, feel free to talk to your Regional Support Staff,

or contact Odette at news@calp.ca.

Happy learning!

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