# Tennessee Skyward User Group 2024
## May 29-30, 2024
### Session Descriptions

| Day 1: Wednesday, May 29, 2024 | | | |
|---|---|---|---|

**8:45am - 9:35am - Work Session #1**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | F | Next Level Purchasing/Ecommerce | Learn about all of the tools available to enhance your purchasing capabilities including Ecommerce, Emailing of PO's, Receiving Online and more! |
| Mountainview C | HR | Employee Mid Year Changes - Assignment/Payroll | Learn about adding, ending and updating assignments mid-year, as well as a walk-through of the Assignment Export/Payroll Import process. |
| Mountainview D | HR | HR Year End Processing 1 - Subtracking, Time Off, Payroll | Learn about the processing requirements for HR modules not associated with Employee Management, namely Subtracking, Time Off and Payroll. |
| Ballroom 1 | SM | **New Users/Refresher Boot Camp I | This session covers the essentials of using Skyward and is designed with new users in mind. Our goal is to provide you with a solid foundation in navigating and using the system that will allow you to make the most out of your Skyward software.  Entry/Withdrawal, Editing Families, Basic Attendance Entry |
| Gardenview B | SM | **Features You Need to Know | Tips and Tricks for New Users and Seasoned Users – Find features that are in the system that are shortcuts to streamline your work load – fun features that can help you navigate the system quicker – change color schemes – exporting to excel – just to name a few of those hidden gems that will make your work easier and more fun! |
| Gardenview C | SM | Gradebook Setup Administration - Preparing for New Year | Preparing for the New Year - This session will cover basic gradebook set up for users new to the Skyward gradebook and provide insights on making sure your Gradebooks are ready to go for the new school year. |
| Gardenview D | Q/SM | Qmlativ Student GPA/Grading - Preparing for Migration | GPA Cleanup will consist of isolating GPA Sets and Methods that cause duplication during the migration to Qmlativ and how to consolidate the records into the most current and applicable GPA fields and mitigating any unwanted setup. |
| Ballroom 2 | S2Q | Qmlativ Business HR Differences and Redesign - Preparing for Migration | Qmlativ is the buzz of the conference and we are here to talk about it! This session intends to discuss the major differences between SMS 2.0 and Qmlativ with side by side comparisons between the two, focusing on the finance and HR areas. Whether you just want a peek at Qmlativ or are actively looking to migrate, this session is for you! |
| Mountainview A | F/HR | Table / Help Desk | |
| Gardenview A | SM | Table / Help Desk | |

**9:45am - 10:35am  Work Session #2**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | F | Zooming in - Top Reports for Business Teams | See how to run 10 of the most requested reports for School Business departments. |
| Mountainview C | HR | Beginners Employee Data Mining | Skyward's Employee Data Miner can deliver helpful insights about your personnel. Learn the basics here. |
| Mountainview D | HR | HR Year End Processing 2 - Employee Management | Review the various tasks associated with setting up your HR systems for the new school year. |
| Ballroom 1 | SM | **New Users/Refresher Boot Camp II | – A continuation of Part 1, this session will cover Fun with Filters, Tips and Tricks for Navigating the system, Underutilized Features and a Question/Answer Session. |
| Gardenview B | SM | Custom Transcripts - Bring your laptop and Build them Now | This session will cover the steps needed to create Custom Transcripts. Make your transcripts fit your needs. |
| Gardenview C | SR/SM | TISA ADM Data Verification with Skyward Reports | TISA ADM Data Verification with Skyward Reports:  In this session we will go over verifying TISA data with Skyward reports, and discuss some of the most common issues with TISA ADM and users needs in using Skyward to compare data. |
| Gardenview D | SM | Discipline Overview | In this session we will discuss entering Discipline records for students, Auto email options, what families can see in Family Access and giving teachers access to enter Discipline |
| Ballroom 2 | Q/SM | Compare SMS to Qmlativ Student - Editing Students/Families | Correctly and completely enter a student and/or Family the first time will prevent future problems for your district and for the state.  Learn the best practice for these entries. |
| Mountainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |

**10:50am - 11:40am  Work Session #3**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | F/HR | SMS Newer Business Features/Finance Tips and Tricks | Time to explore some of the latest new features in SMS 2.0.This session will also include tips for working in Finance which may be new to you. |
| Mountainview C | S2Q | Compare SMS to Qmlativ Business | Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ! |

| Room | Legend | Session | Description |
|---|---|---|---|
| Mountainview D | HR | Task Manager for HR/Payroll Tasks | Learn the basics for setup of Task Manager and how to use this to automate the individual tasks that must be done to complete needed processes like adding a new employee into the system. |
| Ballroom 1 | F | Fiscal Year End | How smooth was your last year-end rollover? Attend this session and learn how to close out the year quickly, accurately, and with fewer headaches. |
| Gardenview B | SM | **Utilizing Processing Lists | Learn how to build a report in one area of the software and then use the students from that list to create reports/mailing labels etc, from different areas. |
| Gardenview C | SR/SM | Grading Set Up and State Reporting | In this session we will go over the setup for grade calculations, importing test scores, and Quality Points. |
| Gardenview D | SM | Food Service Reporting | This session will focus on common Food Service Reports such as the Daily Activity Report, the Accuclaim & Accuclaim Audit report and various other reports which may make your work easier. We will review the set up and display of data along with the concept behind the "why". |
| Ballroom 2 | SM | Top Ten Reports for Office Personnel/Administration | This session will introduce common reports for administrators and office staff from different modules including demographics, attendance, scheduling and grading. Schedule reports to run automatically. Use the browse screens as reports and sharing filters. |
| Mountainview A | F/HR | Table / Help Desk | |
| Gardenview A | SM | Table / Help Desk | |

**12:55pm - 1:45pm - Work Session #4**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | F | AP Advanced Options | Learn how to set up and use Advanced options like Vendor ACH payments and create time-saving workflows in expense reimbursements. |
| Mountainview C | SR/HR | State Reporting - Payroll/HR | Learn about processing and reporting to the state for the Payroll and HR functions, including TN Compass and 401K/457 processing. |
| Mountainview D | HR | Advanced Employee Data Mining | Learn more about how to better use the Employee Data Miner to pull data in creative ways in a variety of formats. |
| Ballroom 1 | SM | Panel Student Discussion/Round Table | Been with Skyward for awhile? Have that nagging question about a procedure that you just can't get the hang of or need a report that you are sure everyone uses but you just can't find? Or do you have some amazing tips and trick you would like to share with everyone? This session will be a roundtable discussion geared toward users helping users and giving suggestions on how you do things, or to find out how someone else might do a task. |
| Gardenview B | SM | Online Enrollment - Students Returning | This session will cover the concept, set up and processing of the On-Line Registration process for students returning to your school. We will step through all options available. |
| Gardenview C | SM | Future Scheduling Start to Finish - Overview | Overview of the Future Scheduling process that will take you from cloning to get the process started to the finish product. |
| Gardenview D | SM | Key Attendance Reports - Entity and District Level | Entity and District Level - This session will cover the top ways to report and access the data after it has been entered. Poor Attendance, Perfect Attendance, Day Summary reports and more. |
| Ballroom 2 | Q/SM/B | Successfully Changing to Qmlativ | In this session, you'll hear from Becca Borre, on the importance of building awareness and desire for the move to Qmlativ in your organization. You'll also gain a better understanding of how important your district's sponsors are in this change, and how you can significantly increase your level of success. |
| Mountainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |

**1:55pm - 2:45pm - Work Session #5**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | F | Beginners - Budgetary Data Mining | This session will review the basics of constructing reports for Revenue/Expense reporting and Balance Sheets. We'll discuss the purpose of the various fields in each setup screen. |
| Mountainview C | F/HR | Newer Users and Refresher - FIN/HR | This session is for anyone who is new to Skyward or just feels like they need a refresher. Get a concise overview of the core functions performed in the Financial portion of the Business suite. |
| Mountainview D | SR/HR/F | W2s and 1099's | A refresher course on how to process your W-2s, and tips for correcting exceptions that are reported. Will also be similarly demonstrating 1099 processing. |
| Ballroom 1 | SR/SM | Student State Reporting Year End & Year Start | This session will give an overview of the steps that need to be completed during year end and year start. |
| Gardenview B | SM | Grading Procedures and Discrepancies | This session will cover tips and tricks to resolve GPA-related issues using reports like GPA improvements or regressions and Grade Analysis to name a couple. |

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Gardenview C | SM | NSOE New Student Online Enrollment | This session will provide an overview of the New Student Online Enrollment (NSOE) portal, and how to utilize the portal to allow parents to enroll new students into the district. |
| Gardenview D | SM | Skyward Game Show | Test your knowledge of Skyward – join a team – answer questions to compete for prizes! Fun break that will still have you learning new things! |
| Ballroom 2 | SM | Future Scheduling Request Processing | This session will go over the many methods for entering Student Course Requests into Skyward, including Online Course Requests and the Mass Add/Change/Delete Student Requests Utility. You will also learn different ways to review and verify the Course Requests once they are added. |
| Mouintainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |
| Lower Lobby | QMLATIV | Table/Help Desk | |

**3:00pm - 3:50pm - Work Session #6**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | HR | True Time Rulegroup Options | Have you had True Time setup for a while now but are wondering if there are other options that you could be using or in a better way. This session will explore how the options work to track time entered for various scenarios. |
| Mountainview C | F | Budgeting Options | See popular web budgeting options, including budget requisitions, mass change options, budget entry options, budget imports and online budget transfer requests |
| Mountainview D | HR | Employee Contract Letters and Posting to Online Forms | This feature allows the user to produce letters or documents with employee-related information embedded in the documents without needing a mail merge! You can save templates for re-use and you can include fields created in Custom Forms |
| Ballroom 1 | SR/SM | State Reporting Updates/Best Practices | Overview of changes for the 2024-25 school year and some suggestions for best practices. |
| Gardenview B | S2Q | Qmlativ Business - Payroll Clean Up - Preparing for Migration | Getting everything in order to migrate can seem like a tall task but early preparation can help lessen that load. Even if you are not actively looking to migrate to Qmlativ, this session will help you get a better understanding of what clean up work can be done right now to help for a future conversion. From EM Plan setup, to code cleanup, to data standardization, we will have something for you! |
| Gardenview C | Q/SM | Qmlativ Student - Curriculum Clean Up - Preparing for Migration | Curriculum cleanup will address courses that are either not assigned to Curriculum records, or are assigned at the entity level. In Qmlativ, all Curriculum records are housed at the district level and as such, cleanup of these records in SMS needs to reflect that for a successful migration. |
| Gardenview D | SM | **Student Data Mining Beginning | This session will include an overview of Data Mining and give tips and trick to make Data Mining work for you giving you tips and tricks for options that will make your work faster and easier |
| Ballroom 2 | SM | Future Scheduling Interactive Master Builder/Scheduling Board | This session will focus on how to use the master builder and/or the Interactive Scheduling Board in conjunction with the auto scheduler. Best practices along with Tips & Tricks will be discussed. |
| Mountainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |

**4:00pm - 4:50pm - Work Session #7**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | HR | HR Custom Forms | This session will cover creating custom forms in HR. Explore single forms vs Multiple forms per student, setting up data types, field type choices, Skyward fields, custom fields. |
| Mountainview C | F | Advanced Budgetary Data Mining | This session will provide advanced instruction for creating custom finance data mining reports. Maximize your data mining reports by learning how to utilize features you may not have known existed in the reporting setup. |
| Mountainview D | F/HR | Salary Negotiations and Budgeting | They say 80% of a district's budget goes toward salaries and benefits. Join this session to learn how to prepare your budget by using Salary Negotiations. Explore setting up budgets for non-salary accounts, and learn how to import, mass change and set budget limits |
| Ballroom 1 | SM | Legal Names/Preferred Names | – Be informed on how to efficiently change preferred names while maintaining legal names for reporting purposes. See all the area's in the software that you can show/print preferred names including transcripts/report cards/teachers gradebooks. |
| Gardenview B | SR/SM | The In's and Out's of Extracts | This session will cover TN State Reporting Extracts: the journey from Skyward to Extracts to EIS. Troubleshooting missing data by using the extract report with tips on the correlation between specific records. We will cover where to look in the EIS system to verify your data has been loaded. Skyward support will discuss the extract codependency |

| Gardenview C | SM | Student Management Year End/School Level | This session will discuss things to do to prepare for the year end process, checklists and fixes after the year end process and what to expect during the actual running of the Year End Wizard |
| Gardenview D | SM | Guidance Counselor Boot Camp | discover how to track/read/analyze graduation requirements – how to use Educational Milestones for graduation – check out Career Plans and see what a great help this is in planning your student's futures. |
| Ballroom 2 | SM | **Attendance Letter Set Up/ Maintenance/Utilities | This session will cover how to setup and generate letters notifying parents/guardians of poor student attendance. |
| Mouintainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |

| | | | |
|---|---|---|---|
| **Day 2: Thursday, May 30, 2024** | | | |
| **8:45am - 9:35am - Work Session #8** | | | |
| **ROOM** | **LEGEND** | **SESSION** | **DESCRIPTION** |
| Mountainview B | HR | Subtracking/Time Off Importing | Learn how to set up and process imports from 3rd party Sub Calling and Time Off programs into Skyward. |
| Mountainview C | SR/HR | State Reporting- TCRS | Representatives from TCRS and Empower will be presenting on various aspects and processes of state retirement reporting. |
| Mountainview D | F | Credit Card Processing | This session will demonstrate the credit card process in Skyward. Users will learn how to set up Credit Card Processing and use the check in/out feature, import transactions, and build invoices. |
| Ballroom 1 | SM | New Users Roundtable | You have gotten a lot of information at this convention – confused? Questions? Need clarification – come to this session to get your questions/concerns answered. |
| Gardenview B | SR/SM | State Reporting - Ed-Fi Setup to Error Resolutions | This session reviews your Ed-Fi setup, adding staff/student Id's, understanding errors, and help on how to resolve errors. |
| Gardenview C | SM | Student Management Year Start/School Level | After you have completed your year end process you will want to make sure you are all ready to begin the new year and have everything set up and working correctly for all involved. We have a checklist of items for you to consider |
| Gardenview D | SM | Secondary Gradebook Overview | This session will be a general overview of the Skyward Gradebook Secondary program showing you the basic setup, as well as procedures to setting up assignments and posting grades. |
| Ballroom 2 | SM | Food Service Best Practices Q/A | In this session, we will point out tips & tricks that can be useful in day-to-day operations. |
| Mountainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |

| | | | |
|---|---|---|---|
| **9:45am - 10:35am - Work Session #9** | | | |
| **ROOM** | **LEGEND** | **SESSION** | **DESCRIPTION** |
| Mountainview B | HR | Payroll Reporting Possibilities | This session will cover various payroll reports and the options included in running these reports. |
| Mountainview C | Q/HR/F | Panel Business Discussion/Roundtable | Been with Skyward for awhile? Have that nagging question about a procedure that you just can't get the hang of or need a report that you are sure everyone uses but you just can't find? Or do you have some amazing tips and trick you would like to share with everyone? This session will be a roundtable discussion geared toward users helping users and giving suggestions on how you do things, or to find out how someone else might do a task. |
| Mountainview D | F | Vendor Management & Reporting | Come and learn about some of the tools that you can use to review and clean up your vendor data. Additionally we will cover some broad basics of Vendor Data Mining and using the Vendor Browse to collect Vendor data. |
| Ballroom 1 | SM | GPA Calculation\Honor Roll\Class Rank\Transcripts - Set up | This sessions will go over how the GPA calculation setup is used in determining the results of Honor Rolls, Class Rank, Transcripts and Transcript Labels. You will see suggestions for the set up to Create Honor Rolls, Options for Class Rank and an overview of setting up Transcripts |
| Gardenview B | SR/SM | Student Schedules and State Reporting | This session will go over the fields used for state reporting when setting up courses, sections, and meets. We will also cover student schedules and making schedule changes. |
| Gardenview C | SM | Food Service - Free-Reduced- Direct Cert | The Direct Certification Import process is run by Food Service staff to import a file that is created by the state to identify students are Free based on Direct Certification. This process can be run multiple times a year to ensure that all Directly Certified students are in the software with the correct Economic Status. This session will cover the process of importing the Direct Certification file. We will also cover the food service application entry that results in Free, Reduced, and Paid benefits. Finally, we will discuss how to manually add Direct Cert applications when students are not included on the state's Direct Cert file. |
| Gardenview D/E | SM | Data Mining - Advanced | During this session you will learn how to create Data Mining Reports using more advanced tools, such as Processing Lists, Ranges, Sorts, Formatting, Sharing Templates, Creating Letters and Mail Merge etc. |

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Ballroom 2 | SM | **Custom Forms Making Them Work for You | This session will cover creating custom forms in Student Management. Explore single forms vs Multiple forms per student, setting up data types, field type choices, Skyward fields, custom fields |
| Mountainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |

**10:50am - 11:40am - Work Session #10**

| ROOM | LEGEND | SESSION | DESCRIPTION |
|---|---|---|---|
| Mountainview B | S2Q | Compare SMS to Qmlativ Business - Finance | Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ! |
| Mountainview C | HR | True Time Troubleshooting | Find out how to address issues that occur when processing True Time. Review options that are available when the process does not follow the normal flow for the payroll cycle. |
| Mountainview D | SR/F | Finance State Reporting | Learn how to process financial state reports. Reports included are the Annual Budget Report, Budget Amendment Report, and the Annual Financial Report |
| Ballroom 1 | SM | Administrative Bootcamp/Teacher Tracking | Explore basic navigation and discover all the different areas of the system you can you to assist in your day to day needs for staying in contact with staff, students and families, Message Center, Skylert, Automated emails to name a few options. Find reports and modules that will help you keep track of everything that is going on in your Entity/District |
| Gardenview B | Q/SM | Compare SMS to Qmlativ - Student - Attendance | In this session, review the similarities between attendance taking in SMS 2.0 compared to Qmlativ |
| Gardenview C | SM | **Advanced Features | Have you ever wondered how the options under the Advanced Features tab can help make your life easier? If so, this session is the one for you. Automated emails – student Indicators – demographic distribution to name a few. |
| Gardenview D | SM | Custom Report Cards - Secondary | This session will cover the steps needed to create Secondary Report Cards. Make your report cards fit your needs. |
| Ballroom 2 | SM | Test Score Setup and Import | Learn how to configure you District to utilize test scores - Building a test, importing information, Test Score Analysis and Reporting |
| Mountainview A | F/HR | Table/Help Desk | |
| Gardenview A | SM | Table/Help Desk | |