Day 1: Wednesday, May 29, 2024			
8:45am - 9:35am - Work So	1	T	I
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.
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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!
Cardoniau	CM	Gradebook Setup Administration - Preparing for	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
Gardenview C	SM	New Year	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.
		Qmlativ Business HR Differences and Redesign -	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
Ballroom 2	S2Q	Preparing for Migration	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 S 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.
O and a main and D	014	Custom Transcripts - Bring your	This session will cover the steps needed to create Custom Transcripts. Make your transcripts fit your needs.
Gardenview B Gardenview C	SM SR/SM	laptop and Build them Now 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
		SMS Newer Business Features/Finance Tips and	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 B	F/HR	Tricks	
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!

		Took Managar far LID/Daywall	Learn the basics for setup of Task Manager and how to use this to automate the individual
Mountainview D	HR	Task Manager for HR/Payroll Tasks	tasks that must be done to complete needed processes like adding a new employee into
Mountainview D	пк	Tasks	the system.
			How smooth was your last year-end rollover? Attend this session and learn how to close
Ballroom 1	F	Fiscal Year End	out the year quickly, accurately, and with fewer headaches.
Data com 1	ľ	I local Four Ena	
			Learn how to build a report in one area of the software and then use the students from that
Gardenview B	SM	**Utilizing Processing Lists	list to create reports/mailing labels etc, from different areas.
		Grading Set Up and State	In this session we will go over the setup for grade calculations, importing test scores, and
Gardenview C	SR/SM	Reporting	Quality Points.
			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
İ			work easier. We will review the set up and display of data along with the concept behind
Gardenview D	SM	Food Service Reporting	the "why".
			This session will introduce common reports for administrators and office staff from
		Top Ten Reports for Office	different modules including demographics, attendance, scheduling and grading. Schedule
Ballroom 2	SM	Personnel/Administration	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 - Wor			
ROOM	LEGEND	SESSION	DESCRIPTION
			Learn how to set up and use Advanced options like Vendor ACH payments and create time-
			saving workflows in expense reimbursements.
Mountainview B	F	AP Advanced Options	
		0 5 5	Learn about processing and reporting to the state for the Payroll and HR functions,
Mountainview C	SR/HR	State Reporting - Payroll/HR	including TN Compass and 401K/457 processing.
		Advanced Employee Data	Learn more about how to better use the Employee Data Miner to pull data in creative ways
Mountainview D	HR	Mining	in a variety of formats.
			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?
		Daniel Otypical	This session will be a roundtable discussion geared toward users helping users and giving
Dallya ama 1	CM	Panel Student	suggestions on how you do things, or to find out how someone else might do a task.
Ballroom 1	SM	Discussion/Round Table	
		Online Enrollment - Students	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.
Cardonvious P	ew.		
Gardenview B	SM	Returning Future Scheduling Start to	Overview of the Future Scheduling process that will take you from cloning to get the
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Gardenview B Gardenview C	SM SM		process started to the finish product.
		Future Scheduling Start to Finish - Overview	process started to the finish product. Entity and District Level - This session will cover the top ways to report and access the data
Gardenview C	SM	Future Scheduling Start to Finish - Overview Key Attendance Reports - Entity	process started to the finish product. 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
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Gardenview C Gardenview D Ballroom 2 Mountainview A Gardenview A 1:55pm - 2:45pm - Work S	SM SM Q/SM/B F/HR SM Session #5	Future Scheduling Start to Finish - Overview Key Attendance Reports - Entity and District Level Successfully Changing to Qmlativ Table/Help Desk Table/Help Desk	process started to the finish product. 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. 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. DESCRIPTION
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Gardenview C Gardenview D Ballroom 2 Mountainview A Gardenview A 1:55pm - 2:45pm - Work S ROOM Mountainview B Mountainview C	SM Q/SM/B F/HR SM Session #5 LEGEND F F/HR SR/HR/F	Future Scheduling Start to Finish - Overview Key Attendance Reports - Entity and District Level Successfully Changing to Qmlativ Table/Help Desk Table/Help Desk SESSION Beginners - Budgetary Data Mining Newer Users and Refresher - FIN/HR W2s and 1099's Student State Reporting Year	process started to the finish product. 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. 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. DESCRIPTION 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. 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. 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. This session will give an overview of the steps that need to be completed during year end
Gardenview C Gardenview D Ballroom 2 Mountainview A Gardenview A 1:55pm - 2:45pm - Work S ROOM Mountainview B Mountainview C	SM Q/SM/B F/HR SM Session #5 LEGEND F F/HR SR/HR/F	Future Scheduling Start to Finish - Overview Key Attendance Reports - Entity and District Level Successfully Changing to Qmlativ Table/Help Desk Table/Help Desk SESSION Beginners - Budgetary Data Mining Newer Users and Refresher - FIN/HR W2s and 1099's Student State Reporting Year	process started to the finish product. 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. 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. DESCRIPTION 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. 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. 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. This session will give an overview of the steps that need to be completed during year end

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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!
Pallroom 2	c _M	Future Scheduling Request	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
Ballroom 2 Mouintainview A	SM	Processing	once they are added.
Gardenview A	F/HR SM	Table/Help Desk	
Lower Lobby	QMLATIV	Table/Help Desk Table/Help Desk	
Lower Lobby	QIILATIV	Table/Tieth Desk	
3:00pm - 3:50pm - Worl	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	
4.000 4.50 121	Coorder #7		
4:00pm - 4:50pm - Work ROOM	LEGEND	SESSION	DESCRIPTION
	LLGEND	22301011	
			This session will cover creating custom forms in HR. Explore single forms vs Multiple forms
Mountainview B	HR	HR Custom 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
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Gardenview C SH Cuidence Courselor Box Misstance Dutties Data Camp **Attendence Letter Set Up This session will cover how to result pand generate letters notifying parental guardien of planning your student's furties. **Section of the Courselor Box Cours				This session will discuss things to do to prepare for the year end process, checklists and
discovers how to track/read/make/spegination requirements—how to use Educational Milestone for graduation requirements—how to use Educational Milestone for graduation reduced to this or in sharing your student's futures. ***Tathendince Letter Set Up** This season will cover how to seem and see what is growth this in sharing your student's futures. ***Tathendince Letter Set Up** This season will cover how to seem and generate letters notifying parents/guardians of post-shudent attendance. ***Data Third Set Up *** Third Set Up			Student Management Year	fixes after the year end process and what to expect during the actual running of the Year
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Secondary Cardenovery Carden	Gardenview D	SM	Camp	planning your student's futures.
Secondary Cardenovery Carden			**Attendance Letter Set Up/	This session will cover how to setup and generate letters notifying parents/guardians of
Mountainview N Firth Salabrites Desk Settleam - 9:38 am - Work Session #8 ROOM Lock N SetSion SetSion DESCRIPTION Lam how to set up and process imports from 3rd party Sub Calling and Time Off programs into Sylvarid Control of SetSion DESCRIPTION Lam how to set up and process imports from 3rd party Sub Calling and Time Off programs into Sylvarid Control of CRS and Empower will be presenting on various aspects and mountainview D Stoth R Salab Reporting TCRS Setup to 1 This session will dominate the create card process in Sylvarid . Description Stoth R Setup to 1 Setup Reporting CRS Setup Reporting Reporting Report Report Report Rep	Ballroom 2	SM	· ·	
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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 8:45am - 10:35am - Work Session #9 ROOM LEGEND SESSION DESCRIPTION This session will cover various payroll reports and the options included in running these reports. 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 dut how someone else might do a task. Come and learn about some of the OPA calculation setup is used in determining the results of Honor Rolls, Class Rank, Transcripts and Transcript Labels. You will see suggestions for the stup to Create Honor Rolls, Options for Class Rank and an overview of setting up Transcripts 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. 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 sepperation entry that results in Free, Reduced, and Paid benefits. Finally, we will closues how to manually add Direct Cert applications when students are not included in the state's Direct Certification. Sharing Templates, Creating Up Cours, sharing this session yill term how to create Data Mining Reports using more advanced tools, such as Processing Lists, Ranges, Sorts, Formatting, Sharing Templates, Creating U				showing you the basic setup, as well as procedures to setting up assignments and posting
Search Production 2 SM First Tables/Help Desk Sardenview A SM Tables/Help Desk Sardenview A SM Tables/Help Desk Sardenview A SM Tables/Help Desk Smooth 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. Been with Skyward for awhile? Have that nagging question about a procedure that 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. Come and learn about some of the OPA calculation Start you gover he follows 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. GPA CalculationHenor Roll/Class Rank/Transcripts- Ballroom 1 SM Set up Transcripts - Student Schedules and State Reporting 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. 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 civer 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 Certification. This process can be run multiple times a year to ensure that all Directly Certified students are in the s	Gardenview D	SM	Secondary Gradebook Overview	grades.
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Gardenview D/E SM Data Mining - Advanced Letters and Mail Merge etc.	Mountainview C Mountainview D Ballroom 1 Gardenview B	HR Q/HR/F F SM SR/SM	Payroll Reporting Possibilities Panel Business Discussion/Roundtable Vendor Management & Reporting GPA Calculation\Honor Roll\Class Rank\Transcripts - Set up Student Schedules and State Reporting Food Service - Free-Reduced-	This session will cover various payroll reports and the options included in running these reports. 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. 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. 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 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. 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. During this session you will learn how to create Data Mining Reports using more advanced
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			This session will cover creating custom forms in Student Management. Explore single
		**Custom Forms Making Them	forms vs Multiple forms per student, setting up data types, field type choices, Skyward
Ballroom 2	SM	Work for You	fields, custom fields
	F/HR		netas, custom netas
Mountainview A		Table/Help Desk	
Gardenview A	SM	Table/Help Desk	
10:50am - 11:40am - V		-	
ROOM	LEGEND	SESSION	DESCRIPTION
		Compare SMS to Qmlativ	Let's take a look at what your everyday processes that you do in SMS will look like when you
Mountainview B	S2Q	Business - Finance	do them in Qmlativ!
			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 C	HR	True Time Troubleshooting	are available when the process does not rollow the normat low for the payroll eyele.
			Learn how to process financial state reports. Reports included are the Annual Budget
Mountainview D	SR/F	Finance State Reporting	Report, Budget Amendment Report, and the Annual Financial Report
			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,
		Administrative	Message Center, Skylert, Automated emails to name a few options. Find reports and
Ballroom 1	SM	Bootcamp/Teacher Tracking	modules that will help you keep track of everything that is going on in your Entity/District
		Compare SMS to Qmlativ -	In this session, review the similarities between attendance taking in SMS 2.0 compared to
Gardenview B	Q/SM	Student - Attendance	Qmlativ
			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
Gardenview C	SM	**Advanced Features	Indicators – demographic distribution to name a few.
		Custom Report Cards -	This session will cover the steps needed to create Secondary Report Cards. Make your
Gardenview D	SM	Secondary	report cards fit your needs.
			Learn how to configure you District to utilize test scores - Building a test, importing
Ballroom 2	SM	Test Score Setup and Import	information, Test Score Analysis and Reporting
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	