

2019 TENNESSEE SKYWARD USERS CONFERENCE		SESSION DESCRIPTIONS
FINANCE SESSIONS		
A/P Processing and Reporting A-Z	8	We'll cover all of the reporting related to the Accounts Payable process including Vendor Check History and Vendor Data Mining.
Account Management Reporting	1	Learn about the reporting for Budgetary Data Mining, Vendor Check History and General Inputs reporting. We'll begin with the more basic setup of Budgetary Data Mining reports and move to more advanced.
AP and SBAA Reporting	4	How do regular A/P vs. SBAA vendors relate and what are some options for reporting accounts payable activity for each of these?
Budgeting Options	5	See popular web budgeting options, including budget requisitions, mass change options, budget entry options, budget exporting/importing and online budget transfer requests.
Expense Reimbursements	6	Learn about how employees can submit their own requests for reimbursements and supervisors and approve them all within the Skyward system.
Finance - Preparing for Year End Processing	7	Learn how to prepare for and process your finance fiscal year end. We will show how to identify activity that has been entered into the software but not yet posted and will show how to close open purchase orders or move them to the next fiscal year.
Finance Tips and Tricks	9	Receive valuable tips on how to make the Financial Management software perform for your district more efficiently.
Finance Transaction Importing Options	10	This session shows you how Journal Entries, Budget figures, Budget Transfers, and Budget Revisions can be imported to Skyward.
Fixed Assets Overview	2	This session will highlight how to manually add an asset and more advanced options such as the Build from Invoice process. We will also discuss batch updating additions and disposals, and demonstrate key reports.
Newer Users and Refresher - FIN/HR	4	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.
Requisitions and PO Receiving	3	A thorough review of the Requisition process and the receiving of items on the approved Requisitions are the subjects of this session.
SBAA Transaction Processing	6	How to process SBAA transactions and make proper corrections will be addressed on this topic.
Security Management Review including Account Clearance and PO Groups	1	This session will review Security set up essentials and reporting for Finance and will extend into proper set up for managing permissions for Account Number ranges and for PO Group access.
SMS Business Features	3	This session will be a demonstration of some of the newest options available within Finance & Human Resources, including changes that may have been around a while but that you might not have realized were now available.
State Reporting - Payroll	3	Learn about processing and reporting for all of the various payroll retirement options.
State Reporting-Budget/Financial Reports	2	Learn how to process financial state reports. Reports included are the Annual Budget Report, Budget Amendment Report, and the Annual Financial Report
HUMAN RESOURCES SESSIONS		
Affordable Care Act Reporting	4	This session will provide a walk through of the set up and processing areas of the 1094/1095 B and C areas.
Employee Management Year End Roll	3	This session will demonstrate all of the steps to rolling your Employee Mgmt plan including the Calendar management, Step Increase process, Mass Changing Position/Assignment information, and the Assignment Export/Payroll Import process.
HR Custom Forms	6	Discuss how you might use Custom Forms to identify information that you haven't been able to track before in Skyward and how to go about setting up Fields and Screens to capture this data.
HR Data Reporting Overview	1	This session will look at the many methods of extracting employee data from Skyward to create the reports you need. We will explore Data Mining and beyond to show how Skyward reports can be used to gather employee information.
HR/Payroll Tips & Tricks	10	Discover if there are options within the Payroll and HR modules that will allow you to speed-up or streamline your payroll processing steps. Maybe you have some useful tips that you'd like to share as well!
Insurance Tracking Overview	8	Are your insurances out of control? The rising costs of insurance seem inevitable, but the Insurance Tracking system can help you maintain all of your different insurance plans. This session will demonstrate setting up Insurance Tracking and follow the process into the Payroll and Accounts Payable systems.
Newer Users and Refresher - FIN/HR	4	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.
Payroll Deduction & Benefit Import/Export Options	5	Do you have a 3rd party that handles Deduction and Benefit changes for you and then you have to update those changes into Skyward? See how you can build import and export files to automate this process.
Payroll, Time Off, Subtracking School Year End Reminders	2	Learn some tips for making your year end processing a smoother process in the areas of Payroll, Time Off and Subtracking.
Profile Options	8	This session will highlight some features in the HR Employee Profile that you may not have realized are available to you.
Salary Notifications and Online Forms	5	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.
Security Management Review including Account Clearance and PO Groups	1	This session will review Security set up essentials and reporting for Finance/HR and will extend into proper set up for managing permissions for Account Number ranges and for PO Group access.
State Reporting - HR	7	Learn about processing and reporting to the state for PIRS.
State Reporting - TCRS	9	We will have a representative from TCRS discuss and take your questions on the processing of this retirement.
Task Manager for HR/Payroll Tasks	2	Task Manager is Skyward's free module that allows districts to set up their particular process flows. In many cases, data entry is just one part of the process. Get an idea of how this tool allows you to organize and track your processes when you identify the steps, employees and data involved.
True Time Rulegroup Options	10	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 avenues for making corrections to True Time entries at various stages in the process as well as reporting that will assist with identifying issues.
True Time Troubleshooting	7	
STUDENT MANAGEMENT SESSIONS		
Administration of EA+/Gradebook	10	This session will cover administrative features available thru EA+. Items to be covered include Super User and grade posting administration.
Attendance Letter Setup	5	This session will cover how to setup and generate letters notifying parents/guardians of poor student attendance.
Attendance Setup and Entry processing	8	This session will cover how to look at your current Attendance Setup and what each area means, as well as how to enter/edit Attendance on a daily basis thru various means in Skyward.
Current Yr Scheduling/Course Codes/Reporting	5	This session will go over how and where you can code your courses to better assist with running scheduling reports and state reporting.
Custom Forms - Basic Uses	3	This session will go over the basics of how to create custom fields and create custom forms in Student.
Custom Report Cards - Secondary	9	This session will cover the steps needed to create a template for a custom secondary report card.
Custom Report Cards - Standard	7	This session will cover the steps needed to create a template for a custom standards report card.
Data Mining - Advanced	7	This session will be a continuance of Student Data Mining - Beginners and cover items such as exporting, custom forms, and Report Directory
Data Mining- Beginners	4	This session will be for individuals just starting with Student Data Mining covering items such as selecting fields, setting up filters etc.
Ed Fi Data Corrections*	4&7	During this session we will cover how to make corrections on your Ed-Fi data previously submitted. Suggestions and best practices for reviewing and verifying your data will be discussed, along with how to use the Ed-Fi Data by Subject screen to compare your records in Skyward with what is currently listed in the Ed-Fi program.
Family/Student Access using the Mobile Application	7	This session will show you how to setup and allow Families access to Family Access using our Mobile Application.
Future Scheduling - Getting started	2	This session will discuss options for Future Scheduling for setting up the Course Master and Scheduling Students. Setting up the Course Master- Options for setting up courses, sections and meet records. Scheduling Student - By Student options, By Class and Mass Add Students to Courses.
Getting the Most Out of Custom Forms	10	This session will dive into more advanced applications for Custom Forms

GPA Calculation\Honor Roll\Class Rank\Transcripts and Transcript Labels	3	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.
Gradebook Setup Administration - Preparing for New Year	2	What steps need to be completed in order for the Gradebooks to be setup properly for the start of the new year? This session will cover these to help you be ready.
Grading Procedures and Discrepancies	6	In this session Grading Setup, Grade Posting, change requests and Discrepancies are to be handled, and resolved.
Health Records Entry and Reporting	4	This session will provide an overview of some of the reporting options available to Health Records and well as various ways to make entries. Reports covered will include the Health Conditions Report, Vaccination Report and options, and Office Visit Report.
Health Records Roundtable	9	This Roundtable discussion will be for users who work with the Health Records program. This is a perfect venue to discuss your questions with other users. Bring your questions to this session to give and get feedback from your peers.
How to Achieve Accurate Attendance Reporting Corresponding to the State	6	During this session we will show you what areas of the software are pulled for State Reporting and how to set this up for accurate submission
Maintaining and Cleaning up Data	9	Data clean up and maintenance can be overwhelming without the right tools. This session will discuss tools available to assist in cleaning up duplicate names and addresses, and will also cover how to avoid these occurrences in the future.
Newer Users and Refresher - Student	6	This session will be a general overview or refresher on how to get around in Skyward Student, how to look at student information as well as setting up basic reports.
Panel Student Discussion: Veteran Skyward Users	3	This session is a roundtable discussion for experienced Skyward Users on various topics. This will be an open session to discuss various topics regarding the Student side.
Returning Student Online Registration	4	This session will go thru the steps to properly setup and allow users to complete Online Registration for returning students.
Secondary Gradebook overview	8	This session will walk through the options available in the Secondary Gradebook, and how each impacts the use of the Secondary Gradebook processing.
SkyAlert/School Messenger	10	SkyAlert/School Messenger will go thru the process of sending out notifications to guardians and students by the Administrative Staff and Teachers.
Skyward and Ed-Fi: A Comprehensive Overview	1	This session will go over exactly how Skyward and Ed-Fi work together. We'll discuss the setup related to Ed-Fi.
SMS Student Features	5	During this session new features will be shown that you may not be aware of that have been added or updated in recent updates.
State Reporting - Course Codes Utilities	3	This session will cover the Course Code utilities that were added to help with the Course Code updates for the 2019-2020 school year and also other useful Course Reports and Utilities.
State Reporting - Ed Fi and NCLB/CPM/Special Progra	5	This session will cover data entry specific to the Special Programs and TN/NCLB Tabs as they relate to Ed-Fi and EIS reporting.
State Reporting - Ed Fi Data Corrections*	4&7	During this session we will cover how to make corrections on your Ed-Fi data previously submitted. Suggestions and best practices for reviewing and verifying your data will be discussed, along with how to use the Ed-Fi Data by Subject screen to compare your records in Skyward with what is currently listed in the Ed-Fi program.
State Reporting - TN EPSO tracking	2	Learn what you can do start identifying and tracking EPSO records in Skyward.
State Reporting - Student - ADM Troubleshooting	6	This session will cover utilities to aide in ADM Troubleshooting
State Reporting - Transportation State Reporting process	10	This session will go over the required data that needs to be entered in order to properly submit transportation reports to the state.
State Reporting - Year End & Year Start	8	This session will cover basic steps prior to and during the Year End process. Tasks included are saving final report card to portfolio, next year school path, mass assigning student classification begin & enter dates, and mass assigning year entered 9th grade after year end processing.
Student Data Reporting Overview - 2019 Edition	1	During this session we will show you how to pull data for reporting purposes, covering basic data mining, but primarily setting up report templates and other options available in other areas of the system.
Student Discipline Overview	8	This session will be an overview of how to properly setup codes, enter data and run Discipline Reports.
Student Management Tips & Tricks	2	This session will cover the Tips & Tricks of our Student Management program. Time saving shortcuts and utilities will be provided.
Student Year End and Year Start: District and Schools	1	During this session we will go over how each entity and also the district completes the Student Year End and Year Start process
Test Score Setup	9	With today's emphasis on measuring student achievement on test scores, having this information within Skyward is very important. This session will provide an overview of test score setup, demonstrating the components of information held regarding the tests.
Understanding Standards Gradebook	4	This session will walk through the options available in the Standards Gradebook, and how each impacts the use of the Standards Gradebook processing.
TECH SESSIONS		
What's New in IT Services?	5	Find out what's new in IT Services. This session will equip you with everything you need to know about new features that affect IT. This session will also include a discussion on what new technology Skyward has planned.
Disaster Recovery Planning	6	We encourage all System Admins with on premise servers to attend this session and learn what options are available to protect your mission critical skyward data when disaster strikes.
Troubleshooting and Support	7	Whether your SMS 2.0 is self-hosted in your districts Private Cloud or you are using the ISCorp Secure Cloud Hosting service troubleshooting performance issues on the web can seem a bit mysterious. Join us as we review the diagnostic, troubleshooting, logging, and performance tools that are available within SMS 2.0.
Top IT Services Tech Issues	8	IT Services will discuss the current top technical issues and answer questions, including common email issues and how to recover from a failed release install.
Database Maintenance	9	This session will cover common items you can review on your skyward system to make sure your database is running optimally. For example, do you need to reformat your database extents or consider a database tune-up to improve performance? Has your district ever run database cleanup utilities to remove old unimportant data? These topics and more will be covered.
Advanced SQL/ODBC Configuration	10	We will cover all aspects of ODBC including why you may need ODBC. In this session you will learn all the steps required to configure ODBC for a SMS 2.0 database. We will also discuss ODBC security, creating and testing ODBC connections, and scheduling ODBC tools such like Update Statistics and DBTool using Monolith 2.