

Tennessee Skyward User Group Conference			
Wednesday, June 6 - Thursday, June 7, 2018			
Music Road Hotel, Pigeon Forge, TN			
Legend			
F - Financial Management	SM - Student Management		
HR - Human Resources / Payroll	SR - State Reporting		
IT - IT & Tech	VR - Vendor Room		
S - Sales / New Developments	UL - Skyward User Led		
* - Indicates offered twice			
DAY 1: Wednesday - June 6, 2018			
8:00 am - 11:30 am - Registration			
9:00 am - 11:30 am - Work Session #1			
Room	Legend	Session	Staff Assigned
Guitar 1	HR	HR Data Mining and Custom Forms	Andy Peterson with User assisting
Cello 3/4	F	Account Management Reporting	Brent Siebring
Cello 1	F/HR	New and Leaving Employees - Security Management	Bill Lindvig
Violin	SM	Data Reporting Overview	Emily Tarras with Lisa Berry, Joan Palmer assisting
Guitar 2	SM	Current Scheduling -Scheduling to Reporting	Tom Manschot
Cello 2	SM	On Line Registration	Brandi McBrayer with David Flynn, Beverly Boyd, and Emilee Phelps.
		Table / Help Desk	Becky Thomason
		Table / Help Desk	Kathryn Smerz
		Table / Help Desk	Caitlin Lundquist
		Table / Help Desk	Brandon Luisier
Lunch: 11:30 am - 12:30 pm			
12:00 pm - 12:50 pm - Welcome and Introductions			
1:00 pm - 1:50 pm - Work Session #2			
Room	Legend	Session	Staff Assigned
Guitar 1	HR	Salary Notifications and Online Forms	Kathryn Smerz
Guitar 2	F	Budgeting Options	Bill Lindvig
Cello 2	SR/F	State Reporting-Budget/Financial Reports	Brandon Luisier
Dulcimer	S/F/HR-Q	Qmlativ Review - Business	Nicole Rustemeyer
Banjo	SM	Portfolio - Adding and updating	Brandi McBrayer
Cello 2	SM	Fee Management Introduction	Chuck Westhoff
Violin	SM	Future Scheduling - Getting started	Becky Thomason
Cello 1	SM	Gradebook Setup - Preparing for New Year	Emily Tarras
		Table / Help Desk	Tom Manschot
		Table / Help Desk	Brent Siebring
		Table / Help Desk	Caitlin Lundquist
2:00 pm - 2:50 pm - Work Session #3			
Room	Legend	Session	Staff Assigned
Guitar 2	HR	Employee Management Year End Roll	Brent Siebring
	F	Requisitions and PO Receiving	Kathryn Smerz
Guitar 1	F	SBAA Transaction Processing	Bill Lindvig
Cello 3/4	S/SM-Q	Qmlativ Review - Student*	Jennifer Dossett
Banjo	SR-SM	Student State Reporting Tips/Updates/Troubleshooting	Caitlin Lundquist
Cello 2	SM	Future Scheduling - Resolving conflicts	Becky Thomason
		GPA Calculation\Honor Roll\Class Rank\Transcripts and Transcript Labels	Chuck Westhoff
Dulcimer	SM	Skybuild - Imports File Builder	Brandi McBrayer
Cello 1	SM		
		Table/Help Desk	Emily Tarras
		Table/Help Desk	Andy Peterson
		Table/Help Desk	Brandon Luisier

3:00 pm - 3:50 pm - Work Session #4			
Room	Legend	Session	Staff Assigned
Guitar 2	S/F/HR	SMS 2.0 Business Overview	Nicole Rustemeyer
Guitar 1	F	AP and SBAA Reporting	Bill Lindvig
Cello 2	HR	True Time Rulegroup Options	Andy Peterson
Violin	SR-SM	NCLB-2 Tab/Special Programs Tab	Emily Tarras
Dulcimer	SM	Student New and Upcoming Features including Mobile Apps*	Leah Kruger
Banjo	SM	Food Service Overview	Chuck Westhoff
Cello 3/4	SM	Understanding Standards Gradebook	Tom Manschot
Cello 1	SM	Health Records Entry and Reporting	Becky Thomason
		Table/Help Desk	Brandi McBrayer
		Table/Help Desk	Bill Lindvig

		Table/Help Desk	Caitlin Lundquist
		Table/Help Desk	Brandon Luisier
DAY 2: Thursday - June 7, 2018			
8:00 am - 8:50 am Registration and Continental Breakfast			
9:00 am - 9:50 am - Work Session #5			
Room	Legend	Session	Staff Assigned
Cello 3/4	HR	Task Manager	Andy Peterson
Guitar 2	F	Finance - Preparing for Year End Processing	Brent Siebring
Guitar 1	HR	Payroll - Entry and Verification	Kathryn Smerz
Banjo	SM	Student New and Upcoming Features including Mobile Apps*	Leah Kruger
Dulcimer	SM/UL	Attendance Letter Setup	Chuck Westhoff
Violin	SM	Student Year End/Year Start Processing	Tom Manschot
Cello 2	SR/SM	CRDC	Brandi McBrayer
Cello 1	IT	Benefits of Upgrading to OpenEdge 11.7	Dave Mancel
		Table/Help Desk	Emily Tarras
		Table/Help Desk	Bill Lindvig
		Table/Help Desk	Caitlin Lundquist
		Table/Help Desk	Brandon Luisier
10:00 am - 10:50 am - Work Session #6			
Room	Legend	Session	Staff Assigned
Cello 3/4	HR	Custom Forms	Andy Peterson with user assisting
Cello 1	HR	Subtracking Overview	Brent Siebring
Guitar 2	F/HR	New Features in Finance & Human Resources	Ben Abbott
Violin	SR/SM	Student - ADM Troubleshooting	Caitlin Lundquist
Banjo	SM	Grading Procedures and Discrepancies	Becky Thomason
Dulcimer	SM	Understanding Calculations Behind Attendance Reports	Chuck Westhoff
Guitar 1	S/SM	SMS 2.0 Student Overview	Jennifer Dossett
Cello 2	IT	SkyBuild for IT	Dave Mancel w/Jeff Edmonds
		Table/Help Desk	Tom Manschot
		Table/Help Desk	Kathryn Smerz
		Table/Help Desk	Brandon Luisier
11:00 am - 11:50 am - Work Session #7			
Room	Legend	Session	Staff Assigned
Dulcimer	SR/HR	State Reporting- TCRS	Jessica Reaves from TCRS w/Brandon Luisier
Violin	HR	True Time Troubleshooting	Andy Peterson
Guitar 1	F	Fixed Assets Overview	Kathryn Smerz
Cello 2	S/SM-Q	Qmlativ Review - Student *	Jennifer Dossett
Cello 1	SM	Ed-Fi	Brandi McBrayer and Caitlin Lundquist
Banjo	SM	Student Management Tips & Tricks	Tom Manschot
Guitar 2	SM	Test Score Setup	Emily Tarras
Cello 3/4	IT	Cloud Troubleshooting and Support	Dave Mancel
		Table/Help Desk	Chuck Westhoff
		Table/Help Desk	Bill Lindvig
Lunch: 12:00 pm - 12:50 pm			
1:00 pm - 1:50 pm - Work Session #8			
Room	Legend	Session	Staff Assigned
Cello 2	HR	Profile Options	Andy Peterson
Guitar 1	F	A/P Processing and Reporting A-Z	Kathryn Smerz
Violin	S/F/HR-Q	Qmlativ Review - HR/Payroll	Nicole Rustemeyer
Cello 1	SR/SM	Student State Reporting Year End & Year Start	Caitlin Lundquist
Dulcimer	SM	Attendance Setup and Entry processing	Brandi McBrayer
Guitar 2	SM	Student Discipline Overview	Becky Thomason
Cello 3/4	SM	Secondary Gradebook overview	Emily Tarras

Banjo	IT	Top IT Services Tech Issues	Dave Mancel
		Table/Help Desk	Chuck Westhoff
		Table/Help Desk	Brent Siebring
		Table/Help Desk	Brandon Luisier
2:00 pm - 2:50 pm - Work Session #9			
Room	Legend	Session	Staff Assigned
Violin	SR/HR	State Reporting HR/Payroll Reports	Brandon Luisier
Guitar 1	HR	Fast Track Overview	Bill Lindvig
Cello 3&4	F	Finance Tips and Tricks	Kathryn Smerz
Cello 1	SM	Custom Report Cards - Standard & Secondary	Brandi McBrayer
Cello 2	SM	RTI	Emily Tarras
Guitar 2	SM	Health Records Roundtable	Becky Thomason
Dulcimer	SM	Maintaining and cleaning up data	Tom Manschot
Banjo	IT	Skyward Database Maintenance	Dave Mancel

		Table/Help Desk	Chuck Westhoff
		Table/Help Desk	Caitlin Lundquist
		Table/Help Desk	Andy Peterson
3:00 pm - 3:50 pm - Work Session #10			
Room	Legend	Session	Staff Assigned
Cello 3/4	SR/HR	Affordable Care Act Reporting	Brandon Luisier
Violin	HR	HR/Payroll Tips & Tricks	Bill Lindvig
Guitar 1	F	Finance Transaction Importing Options	Kathryn Smerz
Cello 1	HR	Time Off State Instructional Tracking and Reporting	Andy Peterson
Guitar 2	SR/SM	Transportation State Reporting process	Caitlin Lundquist
Banjo	SM	Getting the most out of Custom Forms	Tom Manschot
Dulcimer	SM	Skylert/School Messenger	Becky Thomason/ with Lisa Berry
Cello 3/4	SM	Administration of EA+/Gradebook	Emily Tarras
		Table/Help Desk	Chuck Westhoff
		Table/Help Desk	Brent Siebring