

2018 TENNESSEE SKYWARD USERS CONFERENCE SESSION DESCRIPTIONS

FINANCE SESSIONS

A/P Processing and Reporting A-Z	We'll cover all of the reporting related to the Accounts Payable process including Vendor Check History and Vendor Data Mining.
Account Management Reporting	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	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	See popular web budgeting options, including budget requisitions, mass change options, budget entry options, budget exporting/importing and online budget transfer requests.
Finance - Preparing for Year End Processing	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	Receive valuable tips on how to make the Financial Management software perform for your district more efficiently.
Finance Transaction Importing Options	This session shows you how to do Journal Entries, Budget figures, Budget Transfers, and how Budget Revisions can be imported to Skyward.
Fixed Assets Overview	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.
New Features in Finance & Human Resources	This session will be a demonstration of some of the newest options available within Finance & Human Resources
Requisitions and PO Receiving	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	How to process SBAA transactions and make proper corrections will be addressed on this topic.
State Reporting-Budget/Financial Reports	Learn how to process financial reports that are tracked in Tennessee's E-Reporting system. Reports included are the Annual Budget Report, Budget Amendment Report, Annual Financial Report, Quarterly Federal Projects Report and Trustees/Treasurer's Report.

HUMAN RESOURCES SESSIONS

Affordable Care Act Reporting	This session will provide a walk through of the processing areas of the 1094/1095 B and C areas.
Custom Forms	We'll explore the purposes and construction of Custom Forms for HR as well as how to record data and report the information from these screens.
Employee Management Year End Roll	As a continuation of the Plan Setup session, this session will demonstrate the Step Increase process, Mass Changing Position/Assignment information, and the Assignment Export/Payroll Import process.
Fast Track Overview	Fast Track integrates your hiring process with the Skyward Software. This session will show you how to use the web to post openings at your district and allow applicants to apply online.
HR Data Mining and Custom Forms	You will learn to create a multitude of Data Mining reports in this workshop, from the simple to the more complex as well as touch on the introduction of Custom Forms information into these reports.
HR/Payroll Tips & Tricks	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!
New and Leaving Employees - Security Management	What steps should be considered in Onboarding and Exiting employees from a Security standpoint as it relates to HR and how does the system assist with this process?
New Features in Finance & Human Resources	This session will be a demonstration of some of the newest options available within Finance & Human Resources
Payroll - Entry and Verification	We'll share tips for payroll data entry as well as reporting for verification and troubleshooting to ensure accuracy in your payroll processing.

Profile Options	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	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.
State Reporting HR/Payroll Reports	Learn about processing retirement and PIRS.
State Reporting- TCRS	We will have a representative from TCRS discuss and take your questions on the processing of this retirement.
Subtracking Overview	In SubTracking, you can enter corrective history, adjust sub pay for prior periods and override breaks for long-terms subs. Come see how to use these features plus discuss other related topics like allowing your employees to access your substitute calling system from Employee Access.
Task Manager	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.
Time Off State Instructional Tracking and Reporting	Learn about approaches to meeting State Instructional Tracking and Reporting through the Skyward system.
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.
True Time Troubleshooting	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.
STUDENT MANAGEMENT SESSIONS	
Administration of EA+/Gradebook	This session will cover administrative features available thru EA+. Items to be covered include Super User and grade posting administration.
Attendance Letter Setup	This sessions will cover how to setup and generate letters notifying parents/guardians of poor student attendance.
Attendance Setup and Entry processing	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.
CRDC	This session will provide an overview of the Office of Civil Rights Data Collection process within Skyward.
Current Scheduling -Scheduling to Reporting	This session will cover some basic Scheduling options, including Scheduling Groups, and using the Walk In Scheduler.
Custom Report Cards - Standard & Secondary	This will be an overview of setting up both Standards and Secondary Custom Report Cards. We will be going over importing in a template previously created, creating a new template from scratch, and editing a previously created one.
Data Reporting Overview	This session will include an overview of the basics in Data Mining. Items that will be covered are, Creating and Running Reports, Setting up a Data Mining Report and Viewing the Results.
Ed-Fi	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.
Fee Management Introduction	In this sales session, we will review the overall functionality of the Fee Management module and the benefits it provides, such as Automated billing of Course Fees, Mass application of fees for Activities, Viewing fee activity and paying fees online.
Food Service Overview	This session will be a general overview of the Food Service module. This session will cover entering information, as well as reporting options. The remainder of the session will be comprised of an open forum for you to ask whatever questions you may have on the topic.
Future Scheduling - Getting started	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.

Future Scheduling - Resolving conflicts	This session will review the functions of the Auto Scheduler and various ways to deal with Conflict Resolution. The setup of the Auto Scheduler will be reviewed.
Getting the most out of Custom Forms	This session will review procedures on how to build and create custom forms and the various options you can use with them.
GPA Calculation\Honor Roll\Class Rank\Transcripts and Transcript Labels	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 - Preparing for New Year	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	In this session Grading Setup, Grade Posting, change requests and Discrepancies are to be handled, and resolved.
Health Records Entry and Reporting	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	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.
Maintaining and cleaning up data	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.
NCLB-2 Tab/Special Programs Tab	Unlock the mystery of what data is needed & where does the data need to be entered on these tabs for state reporting
On Line Registration	This session will cover the concept, setup and processing of the Online Registration process. We will step through all options available.
Portfolio - Adding and updating	This session will go thru the process of Adding various attachments, scanned documents, and Report Cards to student's portfolios.
RTI	This session will cover Skyward's newest product - RTI. Come see our Response to Intervention solution. This session will be a presentation of our current development of our RTI solution. [Add on module]
Secondary Gradebook overview	This session will walk through the options available in the Secondary Gradebook, and how each impacts the use of the Secondary Gradebook processing.
Skybuild - Imports File Builder	This session will go over the capability of Importing information from 3rd party vendors into Skyward covering areas such as Transportation, Attendance, Food Service, Gradebook and Scheduling as well as the capability to export information out to specific files or to specific 3rd party vendors using their file layout.
Skylert/School Messenger	Skylert/School Messenger will go thru the process of sending out notifications to guardians and students by the Administrative Staff and Teachers.
Student - ADM Troubleshooting	This session will cover utilities to aide in ADM Troubleshooting
Student Discipline Overview	This session will be an overview of how to properly setup codes, enter data and run Discipline Reports.
Student Management Tips & Tricks	This session will cover the Tips & Tricks of our Student Management program. Time saving shortcuts and utilities will be provided.
Student New and Upcoming Features including Mobile Apps*	Come see what's new in the Skyward Student Management suite. During this session you'll see recently released features that have been added to Student Management, as well as features coming in future releases.
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Student State Reporting Tips/Updates/Troubleshooting	Learn how to process reports that are required by the State of Tennessee. Topics will include ADA/ADM calculation & verification, graduation cohort, all year end reports, and any upcoming changes we need to be aware of.
Student State Reporting Year End & Year Start	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 Year End/Year Start Processing	Year End and Year Start required State Reports will be covered in this session to help you in the submission.

Test Score Setup	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 regard the tests.
Transportation State Reporting process	This session will go over the required data that needs to be entered in order to properly submit transportation reports to the state.
Understanding Calculations Behind Attendance Reports	This session will go thru a variety of reports and explain how Attendance calculation is working and how your numbers are calculated based on your setup and the report.
Understanding Standards Gradebook	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	
Benefits of Upgrading to OpenEdge 11.7	We will discuss the benefits of the SMS 2.0 OpenEdge 11.7 upgrade and review the upgrade options available for school districts that utilize self-managed on-premises hosting.
Cloud Troubleshooting and Support	Whether your Skyward 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 Skyward.
SkyBuild for IT	Leverage the power of SkyBuild in your IT tool box. Learn how you can create custom data files that you can use with Active Directory to create Users, Groups and even disable accounts. See how easy it is to update Destiny and much more.
Skyward Database Maintenance	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.
Top IT Services Tech Issues	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.
SALES SESSIONS	
SMS 2.0 Business Overview	This session is for new customers and Skyward guests. Learn how Skyward's financial controls, data management tools, and efficient workflows can bring a high-performing culture to your business office.
Qmlativ Review - Business	This presentation will highlight the capabilities of our new and exciting Qmlativ School Business Suite emphasizing the Business aspect of this suite.
Qmlativ Review - HR/Payroll	This presentation will highlight the capabilities of our new and exciting Qmlativ School Business Suite, with an emphasis on human resources.
SMS 2.0 Student Overview	This session is for new customers and Skyward guests. Enjoy a big-picture view of the extensive opportunities for processing and reporting critical data across the school district and learn how you can become a champion for more transparency and improved communication.
Qmlativ Review - Student*	This presentation will highlight the capabilities of our new and exciting Qmlativ Student Management Suite.
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