

Tennessee Skyward Users Group Conference
JUNE 5-6, 2019



Music Road Resort & Convention Center
303 Henderson Chapel Road
Pigeon Forge, TN 37863

About the Tennessee Skyward Users Group

TNSUG is an independent non-profit users group established for the benefit of the member users of Skyward, Inc. software. The purpose of this group is to:

- Provide an annual conference to educate members
- Be a resource for other Skyward users by communicating best practices and providing networking resources
- Provide input and guidance to Skyward for enhancements of its products and services

The steering committee is a group of unpaid members from Skyward districts. The steering committee acts as a liaison to Skyward, Inc. about the following:

- Software support
- Hardware support
- Suggestions for software improvements
- Provide networking events for sharing of knowledge and experiences among users

Tennessee Skyward Users Group

Steering Committee

2019-2020

Officers:

David Flynn, President	Macon County Schools
Jeff Edmonds, Vice-President	Oak Ridge City Schools
Lisa Berry, Secretary	Alcoa City Schools
Becky Adams, Treasurer	Bristol City Schools

Committee Members:

Selena Coker	Alcoa City Schools
Karen King	Sevier County Schools
Amy Shultz	Sevier County Schools
Joan Palmer	Lenoir City Schools
Tara Smith	Johnson City Schools
Jeanie Mowery	Lenoir City Schools
Katrina Haley	Warren County Schools
Ruth Ann Osborne	Johnson County Schools
Jonathan Riddell	Williamson County Schools
Malinda White	Marshall County Government

2019 Tennessee Skyward Users Group Conference Agenda

DAY 2: THURSDAY - JUNE 6, 2019

8:00 am - 8:50 am Registration & Continental Breakfast

9:00 am - 11:50 am Morning Sessions

9:00 am - 9:50 am Session #5

9:50 am - 10:00 am Beverage & Snack Break

10:00 am - 10:50 am Session #6

11:00 am - 11:50 am Session #7

12:00 pm - 12:50 pm Lunch

1:00 pm - 3:50 pm Afternoon Sessions

1:00 pm - 1:50 pm Session #8

1:50 pm - 2:00 pm Beverage & Snack Break

2:00 pm - 2:50 pm Session #9

3:00 pm - 3:50 pm Session #10

DAY 2: THURSDAY - JUNE 6, 2019

Session #5

9:00 am - 9:50 am

Payroll Deduction & Benefit Import/Export Options

Human Resources/Payroll

Presenter: Kathryn Smerz

Room: Cello C

This session will cover the Skyward import and export processes used to automate 3rd party vendor Deduction and Benefit changes.

Budgeting Options

Financial Management

Presenter: Bill Lindvig

Room: Cello A/B

This session will cover popular web budgeting options, including budget requisitions, mass change options, budget entry options, budget exporting/importing, and online budget transfer requests.

Salary Notifications and Online Forms

Human Resources/Payroll

Presenter: Betsy Skerik

Room: Violin

Learn about the feature that allows the user to produce letters or documents with employee-related information embedded without needing a mail merge! Templates can be saved for re-use and fields created in Custom Forms can be included.

Student Features

Student Management

Presenter: Becky Thomason

Room: Dulcimer

During this session, new features will be shown that have been added or updated in recent updates.

Attendance Letter Setup

Student Management

Presenter: Arthur Summer

Room: Guitar B

This session will cover how to setup and generate letters notifying parents/guardians of poor student attendance.

Current Year Scheduling/Course Codes/Reporting

Student Management

Presenter: Brandi McBrayer

Room: Banjo

Learn how and where to code courses to better assist with scheduling reports and state reporting.

State Reporting Including Ed-Fi and NCLB/CPM/Special Programs Tabs

State Reporting/Student Management

Presenter: Caitlin Lundquist

Room: Guitar A

This session will cover data entry specific to the Special Programs and TN/NCLB Tabs as they relate to Ed-Fi and EIS reporting.

Vendor Session - School Technology Associates, Inc.

Vendor

Presenter: Dan Hoerl (Vendor)

Room: Cello D

This session is an information session with School Technology Associates, Inc. They are a provider of Skyward Integrated Hardware and Software Solutions. Since 1992, School Technology Associates, Inc. has provided Skyward Software customers with real-time fully integrated solutions that secure, speed up, and improve processes for Skyward Student and Finance Management Systems users.

Table/Help Desk

Skyward Staff

James Bembenek, Ann Nollinger, and Kristi Lensing

Session #6

10:00 am - 10:50 am

Human Resources Custom Forms

Human Resources/Payroll

Presenter: Betsy Skerik

Room: Violin

This session will cover how Custom Forms may be used to identify information that hasn't been able to be tracked before in Skyward and how to set up fields and screens to capture this data.

Expense Reimbursements

Financial Management

Presenter: Ann Nollinger

Room: Cello C

Learn how employees are able to submit their own requests for reimbursements to supervisors who can then approve reimbursements within the Skyward system.

SBAA Transaction Processing

Financial Management

Presenter: Bill Lindvig

Room: Cello A/B

Learn how to process School Based Activity Accounting transactions and make proper corrections.

Ed-Fi Data Corrections*

State Reporting/Student Management

Presenter: Caitlin Lundquist

Room: Guitar A

This session will cover how to make corrections in your Ed-Fi data. Suggestions and best practices for reviewing and verifying data will be discussed.

Grading Procedures and Discrepancies

Student Management

Presenter: Trisha Walloch

Room: Guitar B

In this session, learn how to handle and resolve Grading Setup, Grade Posting, Change Requests, and Discrepancies.

State Reporting - Accurate Attendance Reporting

Student Management/User Led

Presenters: Brandi McBrayer,
Emilee Phelps, and Joan Palmer

Room: Banjo

This session will discuss tools for ensuring that accurate information is submitted to the state.

Skyward Student Basics

Student Management

Presenter: James Bembenek

Room: Dulcimer

This session will be a general overview on how to navigate Skyward Student Management including how to look at student information and how to set up basic reports.

Disaster Recovery Planning

IT/Tech

Presenter: Dave Mancel

Room: Cello D

All System Administrators with on premise servers are encouraged to attend this session to learn what options are available to protect critical Skyward data when disaster strikes.

Table/Help Desk

Skyward Staff

Becky Thomason, Kathryn Smerz, and Kristi Lensing

Session #7

11:00 am - 11:50 am

State Reporting – Human Resources

State Reporting/Human Resources/Payroll

Presenter: Kristi Lensing

Room: Banjo

Learn about processing and reporting to the state for PIRS.

True Time Troubleshooting

Human Resources/Payroll

Presenter: Ann Nollinger

Room: Cello C

This session will explore avenues for making corrections to True Time entries at various stages in the process and reporting that will assist with identifying issues.

***Indicates repeated session**

Finance - Preparing for Year End Processing

Financial Management Presenter: Brent Siebring Room: Cello A/B
Learn how to prepare for and process the finance fiscal year end. This session 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.

Family/Student Access using the Mobile Application

Student Management Presenter: Trisha Walloch Room: Guitar B
This session will show how to setup Family Access for our mobile application.

State Reporting - Average Daily Membership (ADM) Troubleshooting

State Reporting/Student Management Presenter: Caitlin Lundquist Room: Guitar A
This session will cover utilities to aide in ADM troubleshooting.

Data Mining - Advanced

Student Management Presenter: James Bembenek Room: Dulcimer
This session will include advanced features of Student Data Mining covering items such as exporting, custom forms, and Report Directory.

Custom Report Cards - Standard

Student Management Presenter: Arthur Summer Room: Violin
This session will cover the steps needed to create a template for a custom standards-based report card.

Troubleshooting and Support

IT/Tech Presenter: Dave Mancel Room: Cello D
Whether your SMS 2.0 is self-hosted in a private cloud or in ISCorp's Secure Cloud Hosting service, this session will review the diagnostic, troubleshooting, logging, and performance tools that are available within SMS 2.0.

Table/Help Desk

Skyward Staff Becky Thomason and Bill Lindvig

Session #8

1:00 - 1:50 pm

Profile Options

Human Resources/Payroll Presenter: Betsy Skerik Room: Dulcimer
This session will highlight features in the Human Resources Employee Profile that may be helpful and underutilized.

Insurance Tracking Overview

Human Resources/Payroll Presenter: Ann Nollinger Room: Cello C
This session will demonstrate setting up Insurance Tracking and following the process into the Payroll and Accounts Payable systems to help systems maintain the many different insurance plans.

Accounts Payable Processing and Reporting A-Z

Financial Management Presenter: Kathryn Smerz Room: Guitar B
Learn about all reporting related to the Accounts Payable process including Vendor Check History and Vendor Data Mining.

State Reporting - Year End & Year Start

State Reporting/Student Management Presenter: Caitlin Lundquist Room: Banjo
This session will cover basic steps prior to and during the Year End process. Some of the tasks that will be explored in this session are saving final report card to portfolio, next year school path, mass assigning student classification begin and end dates, and mass assigning year entered 9th grade after year end processing.

Attendance Setup and Entry Processing

Student Management Presenter: Becky Thomason Room: Violin
This session will cover how to look at current Attendance Setup and will also explore multiple methods to enter/edit Attendance on a daily basis.

Student Discipline Overview

Student Management Presenter: Arthur Summer Room: Cello A/B
This session will be an overview of how to properly setup codes, enter data, and run Discipline Reports.

Understanding Secondary Gradebook

Student Management Presenter: James Bembenek Room: Guitar A
This session will walk through the options available in the Secondary Gradebook and will show the impacts of each option.

Current Technology Issues

IT/Tech Presenter: Dave Mancel Room: Cello D
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.

Table/Help Desk

Skyward Staff Brandi McBrayer, Brent Siebring, and Kristi Lensing

Session #9

2:00 pm - 2:50 pm

State Reporting - Tennessee Consolidated Retirement System (TCRS)

State Reporting/Human Resources/Payroll Presenter: TCRS Representative and Kristi Lensing Room: Dulcimer
A representative from TCRS will be available to discuss and take questions on the retirement process.

Salary Negotiations Overview - Bargaining and Budgeting

Human Resources/Payroll/Financial Management Presenter: Ann Nollinger Room: Cello C
This session will demonstrate how to use Salary Negotiation Plans and provide information about importing options in order to see how different plans affect budget and expenses.

Finance Tips and Tricks

Financial Management Presenter: Kathryn Smerz Room: Guitar B
During this session, attendees will receive valuable tips for ensuring the Financial Management software performs most efficiently for the district.

Custom Report Cards - Secondary

Student Management Presenter: James Bembenek Room: Guitar A
This session will cover the steps needed to create a template for a custom secondary report card.

Test Score Setup

Student Management Presenter: Arthur Summer Room: Cello A/B
This session will provide an overview of test score setup and will demonstrate the components of the tests held within Skyward.

Health Records Roundtable

Student Management Presenter: Becky Thomason Room: Violin
This Roundtable discussion is ideal for users who work with the Health Records module. This is a perfect venue to discuss questions with other users.

Maintaining and Cleaning Up Data

Student Management

Presenter: Brandi McBrayer

Room: Banjo

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.

Database Maintenance

IT/Tech

Presenter: Dave Mancel

Room: Cello D

This session will cover common items available in Skyward to ensure your database is running optimally. Topics covered will include information about reformatting your database extents, performing a database tune-up, and running a database cleanup utility.

Table/Help Desk

Skyward Staff

Trisha Walloch, Caitlin Lundquist, and Betsy Skerik

Session #10

3:00 pm - 3:50 pm

True Time Rule Group Options

Human Resources/Payroll

Presenter: Ann Nollinger

Room: Cello C

This session will explore how the True Time options work to track time entered for various scenarios.

Human Resources/Payroll Tips & Tricks

Human Resources/Payroll

Presenter: Bill Lindvig

Room: Dulcimer

Discover options within the Payroll and Human Resources modules that will help speed-up or streamline payroll processing steps.

Finance Transaction Importing Options

Financial Management

Presenter: Kathryn Smerz

Room: Guitar B

This session will show how Journal Entries, Budget Figures, Budget Transfers, and Budget Revisions can be imported into Skyward.

State Reporting - Transportation Processing

State Reporting/Student Management

Presenter: Caitlin Lundquist

Room: Violin

This session will go over the required data to be entered in order to properly submit transportation reports to the state.

Advanced Uses for Custom Forms

Student Management

Presenter: Brandi McBrayer

Room: Banjo

This session will dive into more advanced applications for Custom Forms.

Skylert/School Messenger

Student Management/User Led

Presenters: Arthur Summer and Jennifer Conner

Room: Cello A/B

This session will go through the process of sending notifications to guardians and students using Skylert/School Messenger.

Administration of EA+/Gradebook

Student Management

Presenter: James Bembenek

Room: Guitar A

This session will cover administrative features available through Educator Access Plus. Items to be covered include Super User and Grade Posting Administration.

Advanced SQL/ODBC Configuration

IT/Tech

Presenter: Dave Mancel

Room: Cello D

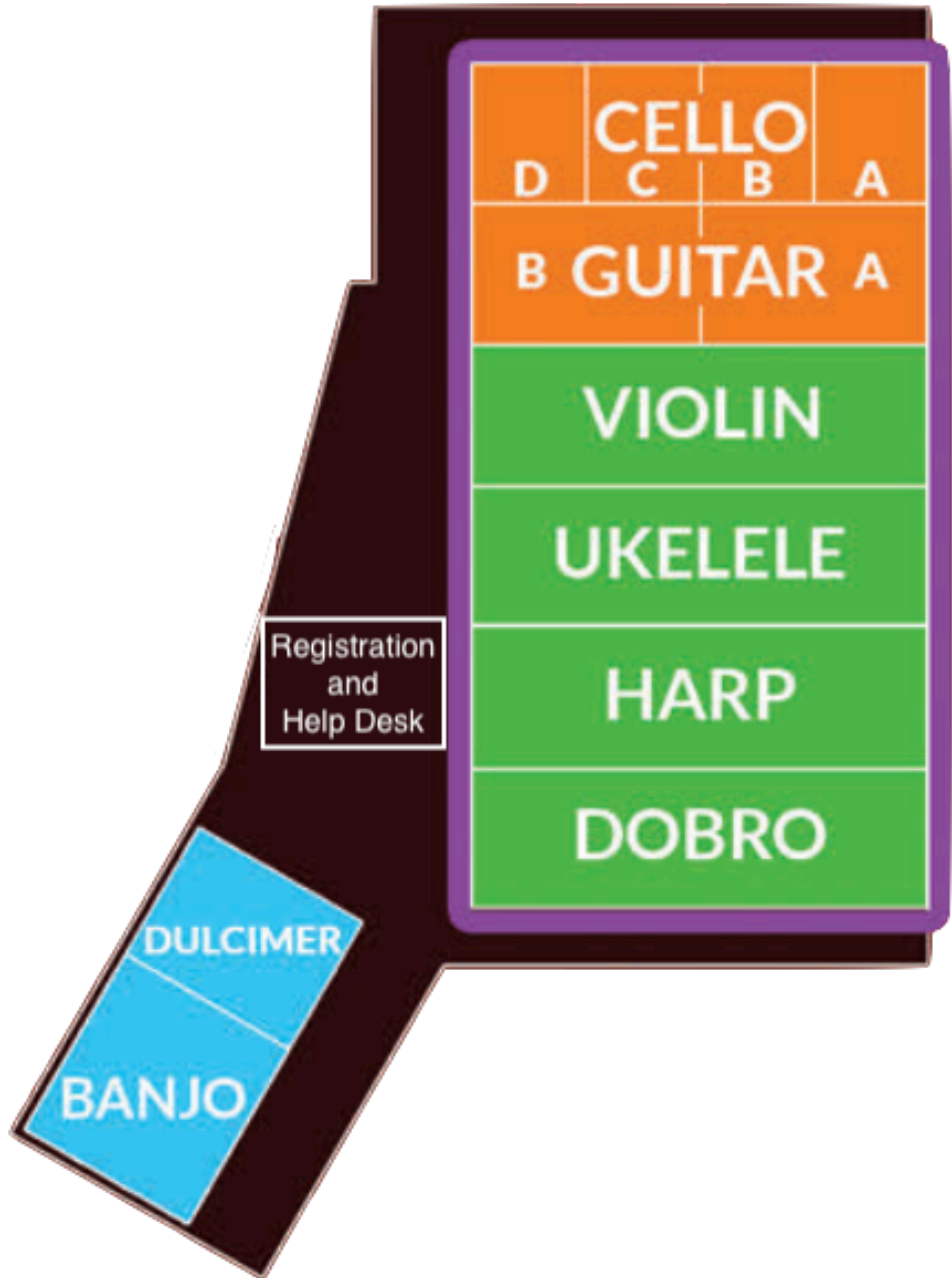
In this session, learn all the steps required to configure ODBC for a SMS 2.0 database. Discussions will also include ODBC security, creating and testing ODBC connections, and scheduling ODBC tools like Update Statistics and DBTool using Monolith 2.

Table/Help Desk

Skyward Staff

Becky Thomason, Betsy Skerik, and Kristi Lensing

Music Row Convention Center Map



2019 Tennessee Skyward Users Group Conference Exhibitors

Thank you to the following companies for sponsoring our 2019 conference:



e~Funds for Schools

<http://www.efundsforschools.com>

1039 3 Mile Rd NW

Grand Rapids, MI 49544

(866) 770-5856

Representative: Greg Rester

Products/Services Offered: Electronic Payment Services Provider and Online Payment System

ISCorp

10325 N Port Washington Road

Mequon, WI 53092

(414) 801-7012

Representative: Jeff Zillner

Products/Services Offered: Cloud Hosting - Because of our innovative, reliable, and secure services, ISCorp is trusted by industry giants to build and maintain custom-tailored secure private cloud solutions.

Registration Gateway

<http://www.registrationgateway.com/>

4647 Saucon Creek Rd. STE 225

Center Valley, PA 18034

(888) 262-9830

Representative: Andy Holloway

Products/Services Offered: K-12 Enrollment Solutions and more - Registration Gateway is a one stop shop for Student Lifecycle Management in K12.

RevTrak, a Vanco company- Bronze Sponsor

<http://www.RevTrak.com>

3800 American Blvd W STE 500

Bloomington, MN 55431

(800) 323-5953

Representatives: Nick Sellwood, Krysten Demster

Products/Services Offered: RevTrak, a Vanco company, makes it easy for your school district to track every student fee. With RevTrak, all district payments, childcare fees, and food service payments can be collected online with a customized web store built to meet your needs.





State of Tennessee Treasury Department

<https://treasury.tn.gov/>

502 Deaderick Street 15th Floor

Nashville, TN 37243

(800) 922-7772

Representatives: Michele Cilurzo, Ana Hepker, Brooke Cantrell, Jessica Reaves

Products/Services Offered: RetireReady is the financial wellness initiative to ensure that all State employees, teacher, employees of higher education, local government participants, and retirees can easily gain access to informational and educational resources regarding their retirement.



School Technology Associates Inc.

<http://www.k12sta.com>

207 Chestnut Street, Suite 150

Chaska, MN 55318

(877) 436-4657

Representative: Dan Hoerl

Products/Services Offered: Provider of Skyward Integrated Hardware and Software Solutions - Since 1992, School Technology Associates, Inc. has provided Skyward Software customers with real-time fully integrated solutions that secure, speed up, and improve processes for Skyward Student and Finance Management Systems users.



USABLE Life

3200 West End Ave, Suite 306

Nashville, TN 37203

(800) 370-5856

Representatives: Doug Davis, Cory Call, Rebecca Coker, Carl McMaster
Products/Services Offered: USABLE Life has been a trusted name among elite carriers in ancillary insurance for more than 30 years. Our financial strength and stability provide you the security you need in an insurance partner. We offer the advanced expertise and capabilities of a major carrier without treating you just like another number.



RevTrak, a Vanco company, makes it easy for your school district to track every student fee. With RevTrak, all district payments, childcare fees, and food service payments can be collected online with a customized web store built to meet your needs. We also provide reporting based on fund accounting principles that enable staff to reconcile in 10 minutes or less. RevTrak has partnered with Skyward to create a seamless solution for collecting all payments through Skyward Family Access. With automated payment processing, real-time balance updates, and the ability to pay fees for multiple students at once, our integration simplifies the process for staff and parents and schools.



Food and Fees Made Easy

Skyward goes great with a side of RevTrak! We work with Skyward to handle both school fees and food payments, which simplifies work for staff and parents. By working with Skyward, RevTrak drives parent participation – and brings you closer to being a cashless campus.

See how and request a demo:
www.RevTrak.com

Online Survey

We hope you had a great time at the conference!

Now that you have participated, we have a few questions we would like you to answer online. With your help, we can make Tennessee Skyward Users Group Conference 2020 even better!

Please take a few minutes to complete the survey at
<https://www.surveymonkey.com/r/TNSUG2019>.