

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 1: WEDNESDAY - JUNE 5, 2019

8:00 am - 11:30 am Registration & Continental Breakfast

9:00 am - 11:30 am Morning Session

9:00 am - 10:00 am Session #1 - Boot Camps

10:00 am - 10:15 am Beverage & Snack Break

10:15 am - 11:30 am Session #1 - Boot Camps (continued)

11:30 am - 12:30 pm Lunch

12:00 pm - 12:50 pm Welcome & Introductions

1:00 pm - 3:50 pm Afternoon Sessions

1:00 pm - 1:50 pm Session #2

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

2:00 pm - 2:50 pm Session #3

3:00 pm - 3:50 pm Session #4

Day 1: WEDNESDAY - JUNE 5, 2019

Session #1

9:00 am - 11:30 am

Human Resources Data Reporting Overview

Human Resources/Payroll

Presenter: Betsy Skerik

Room: Cello C

This session will look at the many methods of extracting employee data from Skyward to create necessary reports. Data Mining and more will be explored to show how Skyward reports can be used to gather employee information.

Account Management Reporting

Financial Management

Presenter: Ann Nollinger

Room: Cello A/B

Learn about reporting for Budgetary Data Mining, Vendor Check History, and General Inputs including basic setup to more advanced options.

Security Management Review including Account Clearance and PO Groups

Financial Management/Human Resources

Presenter: Bill Lindvig

Room: Cello D

This session will review Security set up essentials, reporting for Finance, and proper set up for managing permissions for Account Number ranges and PO Group access.

Student Data Reporting Overview - 2019 Edition

Student Management

Presenter: James Bembenek

Room: Guitar B

During this session, see how to pull data for reporting purposes by using basic data mining, setting up report templates, and exploring other options available in the system.

Student Year End and Year Start: District and Schools

Student Management

Presenter: Brandi McBrayer

Room: Violin

During this session learn how each entity and the district completes the Student Year End and Year Start processes.

Skyward and Ed-Fi: A Comprehensive Overview

State Reporting/Student Management

Presenter: Caitlin Lundquist

Room: Guitar A

This session will focus on Ed-Fi setup and explain exactly how Skyward and Ed-Fi work together.

Table/Help Desk

Skyward Staff

Arthur Summer, Kathryn Smerz, and Kristi Lensing

Session #2

1:00 pm - 1:50 pm

Task Manager for Human Resources/Payroll

Human Resources/Payroll

Presenter: Kathryn Smerz

Room: Cello A/B

Task Manager is Skyward's free module that allows districts to set up their process/work flows. See how this tool helps districts organize and track processes/work flows when the steps, employees, and data involved have been identified.

Year End Reminders for Payroll, Time Off, and Subtracking

Human Resources/Payroll

Presenter: Betsy Skerik

Room: Guitar B

Learn some tips to make year-end processing much smoother for Payroll, Time Off, and Subtracking.

Fixed Assets Overview

Financial Management

Presenter: Ann Nollinger

Room: Cello D

This session will highlight how to manually add an asset and more advanced options such as the Build from Invoice process. Discussions will also cover batch updating additions and disposals and will demonstrate key reports.

State Reporting - Budget/Financial Reports

State Reporting/Financial Management Presenter: Kristi Lensing Room: Cello C
Learn how to process financial state reports. Reports include the Annual Budget Report, Budget Amendment Report, and the Annual Financial Report.

State Reporting - TN EPSO Tracking

State Reporting/Student Management/User Led Presenters: Greg Sturgill and Caitlin Lundquist Room: Guitar A
Learn what you can do to start identifying and tracking EPSO records in Skyward.

Student Management Tips & Tricks

Student Management Presenter: Becky Thomason Room: Violin
This session will cover Tips and Tricks of our Student Management program. Time saving shortcuts and utilities will be provided.

Future Scheduling - Getting Started

Student Management Presenter: Arthur Summer Room: Dulcimer
This session will discuss options for Future Scheduling including setting up the Course Master (Options for setting up courses, sections, and meet records) and Scheduling Students (Options for by Student, by Class, and by Mass Add Students to Courses).

Gradebook Setup Administration - Preparing for New Year

Student Management Presenter: Brandi McBrayer Room: Banjo
This session will help ensure gradebooks are ready for the new year by covering the steps for proper setup.

Table/Help Desk

Skyward Staff Trisha Walloch and Bill Lindvig

Session #3

2:00 pm - 2:50 pm

Employee Management Year End Roll

Human Resources/Payroll Presenter: Betsy Skerik Room: Guitar B
This session will demonstrate all of the steps involved in rolling over Employee Management, including Calendar management, Step Increase, Position/Assignment information changes, and Assignment Export/Payroll Import.

Requisitions and PO Receiving

Financial Management Presenter: Kathryn Smerz Room: Cello A/B
This session will include a thorough review of the Requisition process including the receiving of Requisition items.

SMS Business Features

Financial Management Presenter: Bill Lindvig Room: Cello D
This session will be a demonstration of some of the newest options available within Finance and Human Resources. Some potentially underutilized features will also be discussed.

State Reporting - Payroll

State Reporting/Human Resources/Payroll Presenter: Kristi Lensing Room: Cello C
Learn about processing and reporting for all of the various payroll retirement options.

State Reporting - Course Code Utilities

State Reporting/Student Management Presenter: Caitlin Lundquist Room: Guitar A
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 will also highlight many other useful Course Reports and Utilities.

Panel Discussion with Veteran Skyward Users

Student Management

Presenters: Joan Palmer, Jeff Edmonds,
Lisa Berry, and James Bembenek

Room: Banjo

This session is a roundtable discussion led by experienced Skyward Users and will focus on user's questions. Be prepared to brainstorm and collaborate about the Student side of the software.

GPA Calculation/Honor Roll/Class Rank/Transcripts and Transcript Labels

Student Management

Presenter: Trisha Walloch

Room: Violin

This session will explain how the GPA calculation setup is used in determining the results of Honor Rolls, Class Rank, Transcripts, and Transcript Labels.

Custom Forms - Basic Uses

Student Management

Presenter: Arthur Summer

Room: Dulcimer

This session will go over the basics of how to create custom fields and custom forms in Student Management.

Table/Help Desk

Skyward Staff

Brandi McBrayer and Ann Nollinger

Session #4

3:00 pm - 3:50 pm

Finance and Human Resources Basics

Financial Management/Human Resources/Payroll

Presenter: Betsy Skerik

Room: Guitar B

This session is intended for new Skyward users and those wanting a refresher on the basics of the Financial Management and Human Resources modules. The session will include a concise overview of the core functions performed in the Financial portion of the Business suite.

AP and SBAA Reporting

Financial Management

Presenter: Bill Lindvig

Room: Cello C

This session will cover how vendors in Accounts Payable and School Based Activity Accounting are related and the options for reporting Accounts Payable activity for each.

Affordable Care Act Reporting

State Reporting/Human Resources/Payroll

Presenter: Kristi Lensing

Room: Cello D

This session will provide a walkthrough of the set up and processing areas of the 1094/1095 B and C areas.

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.

Data Mining - Beginners

Student Management

Presenter: James Bembenek

Room: Banjo

This session will be for Student Data Mining beginners and will cover items such as selecting fields, setting up filters, and more.

Returning Student Online Registration

Student Management

Presenter: Brandi McBrayer

Room: Violin

This session will go through the steps to properly setup and allow users to complete Online Registration for returning students.

***Indicates repeated session**

Understanding Standards Gradebook

Student Management

Presenter: Arthur Summer

Room: Dulcimer

This session will walk through the options available in the Standards Gradebook and will show the impacts of each option.

Health Records Entry and Reporting

Student Management

Presenter: Becky Thomason

Room: Cello A/B

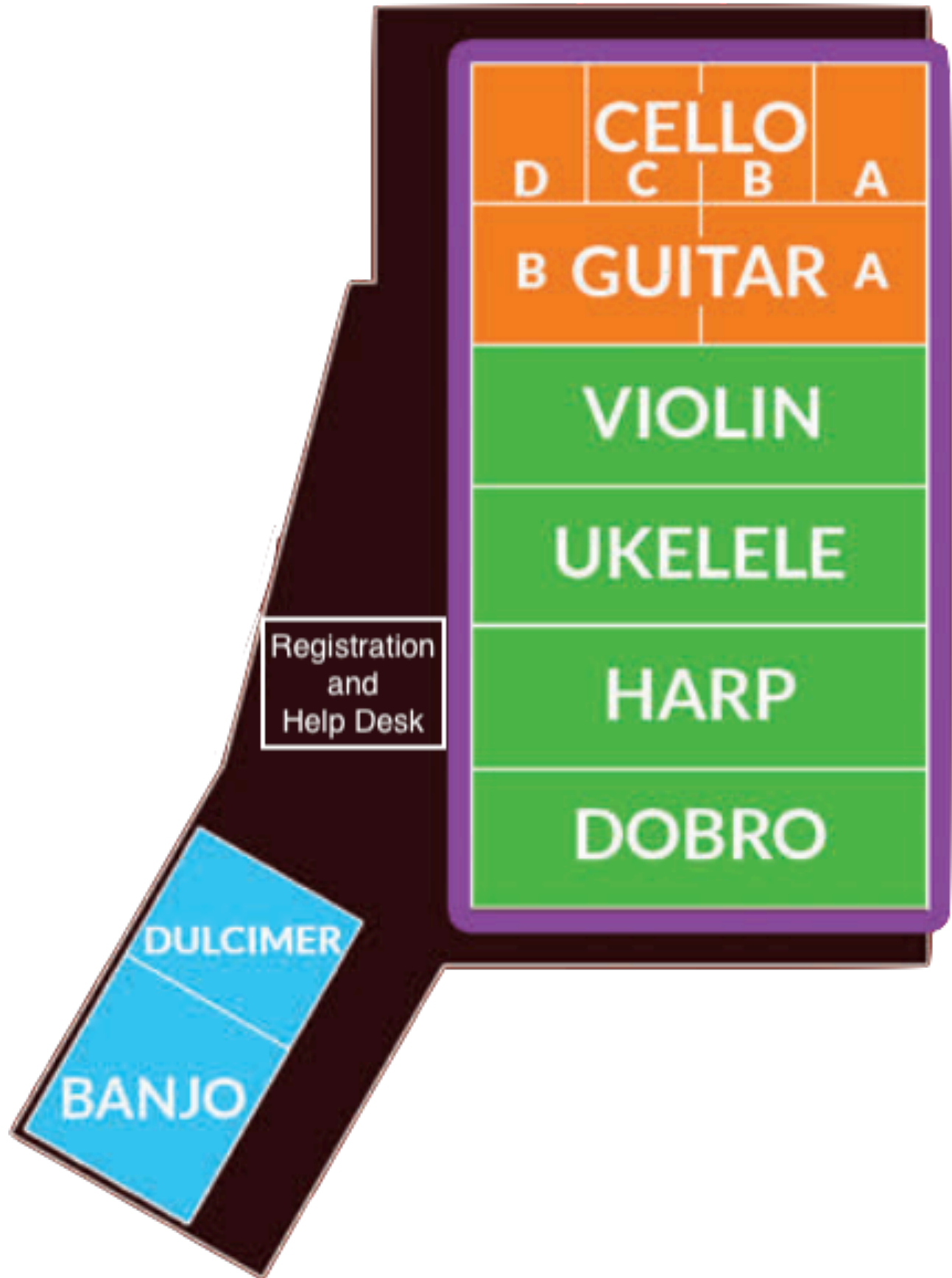
This session will provide an overview of some of the reporting options available within the Health Records module as well as various ways to make entries. Reports covered will include the Health Conditions Report, Vaccination Report, and Office Visit Report.

Table/Help Desk

Skyward Staff

Brent Siebring and Trisha Walloch

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>.