Tennessee Skyward Users Group 2024
Session Descriptions

Day 1: Wedneday, May 29, 2024

8:45am - 9:35am - Work Session #1

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F	Next Level Purchasing/Ecommerce	Learn about all of the tools available to enhance your purchasing capabilities including Ecommerce, Emailing of PO's, Receiving Online and more!
Mountainview C	HR	Employee Mid Year Changes - Assignment/Payroll	Learn about adding, ending and updating assignments mid-year, as well as a walk-through of the Assignment Export/Payroll Import process.
Mountainview D	HR	HR Year End Processing 1 - Subtracking, Time Off, Payroll	Learn about the processing requirements for HR modules not associated with Employee Management, namely Subtracking, Time Off and Payroll.
Ballroom 1	SM	**New Users/Refresher Boot Camp I	This session covers the essentials of using Skyward and is designed with new users in mind. Our goal is to provide you with a solid foundation in navigating and using the system that will allow you to make the most out of your Skyward software. Entry/Withdrawal, Editing Families, Basic Attendance Entry
Gardenview B	SM	**Features You Need to Know	Tips and Tricks for New Users and Seasoned Users – Find features that are in the system that are shortcuts to streamline your work load – fun features that can help you navigate the system quicker – change color schemes – exporting to excel – just to name a few of those hidden gems that will make your work easier and more fun!
Gardenview C	SM	Gradebook Setup Administration - Preparing for New Year	Preparing for the New Year - This session will cover basic gradebook set up for users new to the Skyward gradebook and provide insights on making sure your Gradebooks are ready to go for the new school year.
Gardenview D	Q/SM	Qmlativ Student GPA/Grading - Preparing for Migration	GPA Cleanup will consist of isolating GPA Sets and Methods that cause duplication during the migration to Qmlativ and how to consolidate the records into the most current and applicable GPA fields and mitigating any unwanted setup.
Ballroom 2	S2Q	Qmlativ Business HR Differences and Redesign - Preparing for Migration	Qmlativ is the buzz of the conference and we are here to talk about it! This session intends to discuss the major differences between SMS 2.0 and Qmlativ with side by side comparisons between the two, focusing on the finance and HR areas. Whether you just want a peek at Qmlativ or are actively looking to migrate, this session is for you!
Mountainview A	F/HR	Table / Help Desk	
Gardenview A	SM	Table / Help Desk	

9:45am - 10:35am Work Session #2

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F	Zooming in - Top Reports for Business Teams	See how to run 10 of the most requested reports for School Business departments.
Mountainview C	HR	Beginners Employee Data Mining	Skyward's Employee Data Miner can deliver helpful insights about your personnel. Learn the basics here.

Room	Legend	Session	Description
Mountainview D	HR	HR Year End Processing 2 - Employee Management	Review the various tasks associated with setting up your HR systems for the new school year.
Ballroom 1	SM	**New Users/Refresher Boot Camp II	– A continuation of Part 1, this session will cover Fun with Filters, Tips and Tricks for Navigating the system, Underutilized Features and a Question/Answer Session.
Gardenview B	SM	Custom Transcripts - Bring your laptop and Build them Now	This session will cover the steps needed to create Custom Transcripts. Make your transcripts fit your needs.
Gardenview C	SR/SM	Discipline Overview	In this session we will discuss entering Discipline records for students, Auto email options, what families can see in Family Access and giving teachers access to enter Discipline
Gardenview D	SM	TISA ADM Troubleshooting Commone Issues & Solutions	TISA ADM Data Verification with Skyward Reports: In this session we will go over comparing TISA data with Skyward data, discuss some common issues, and learn how to create Skyward reports to compare data.
Ballroom 2	Q/SM	Compare SMS to Qmlativ Student - Editing Students/Families	Correctly and completely enter a student and/or Family the first time will prevent future problems for your district and for the state. Learn the best practice for these entries.
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	

10:50am - 11:40am Work Session #3

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F/HR	SMS Newer Business Features/Finance Tips and Tricks	Time to explore some of the latest new features in SMS 2.0.This session will also include tips for working in Finance which may be new to you.
Mountainview C	S2Q	Compare SMS to Qmlativ Business	Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ!
Mountainview D	HR	Task Manager for HR/Payroll Tasks	Learn the basics for setup of Task Manager and how to use this to automate the individual tasks that must be done to complete needed processes like adding a new employee into the system.
Ballroom 1	F	Fiscal Year End	How smooth was your last year-end rollover? Attend this session and learn how to close out the year quickly, accurately, and with fewer headaches.
Gardenview B	SM	**Utilizing Processing Lists	Learn how to build a report in one area of the software and then use the students from that list to create reports/mailing labels etc, from different areas.
Gardenview C	SR/SM	Grading Set Up and State Reporting	In this session we will go over the setup for grade calculations, importing test scores, and Quality Points.
Gardenview D	SM	Food Service Reporting	This session will focus on common Food Service Reports such as the Daily Activity Report, the Accuclaim & Accuclaim Audit report and various other reports which may make your work easier. We will review the set up and display of data along with the concept behind the "why".

Room	Legend	Session	Description
Ballroom 2	SM	Top Ten Reports for Office Personnel/Administration	This session will introduce common reports for administrators and office staff from different modules including demographics, attendance, scheduling and grading. Schedule reports to run automatically. Use the browse screens as reports and sharing filters.
Mountainview A	F/HR	Table / Help Desk	
Gardenview A	SM	Table / Help Desk	

12:55pm - 1:45pm - Work Session #4

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F	AP Advanced Options	Learn how to set up and use Advanced options like Vendor ACH payments and create time-saving workflows in expense reimbursements.
Mountainview C	SR/HR	State Reporting - Payroll/HR	Learn about processing and reporting to the state for the Payroll and HR functions, including TN Compass and 401K/457 processing.
Mountainview D	HR	Advanced Employee Data Mining	Learn more about how to better use the Employee Data Miner to pull data in creative ways in a variety of formats.
Ballroom 1	SM	Panel Student Discussion/Round Table	Been with Skyward for awhile? Have that nagging question about a procedure that you just can't get the hang of or need a report that you are sure everyone uses but you just can't find? Or do you have some amazing tips and trick you would like to share with everyone? This session will be a roundtable discussion geared toward users helping users and giving suggestions on how you do things, or to find out how someone else might do a task.
Gardenview B	SM	Online Enrollment - Students Returning	This session will cover the concept, set up and processing of the On-Line Registration process for students returning to your school. We will step through all options available.
Gardenview C	SM	Future Scheduling Start to Finish - Overview	Overview of the Future Scheduling process that will take you from cloning to get the process started to the finish product.
Gardenview D	SM	Key Attendance Reports - Entity and District Level	Entity and District Level - This session will cover the top ways to report and access the data after it has been entered. Poor Attendance, Perfect Attendance, Day Summary reports and more.
Ballroom 2	Q/SM/B	Successfully Changing to Qmlativ	In this session, you'll hear from Vice President of Qmlativ Migrations, Tim Casey, on the importance of building awareness and desire for the move to Qmlativ in your organization. You'll also gain a better understanding of how important your district's sponsors are in this change, and how you can significantly increase your level of success.
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	

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1:55pm - 2:45pm - Work Session #5

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F	Beginners - Budgetary Data Mining	This session will review the basics of constructing reports for Revenue/Expense reporting and Balance Sheets. We'll discuss the purpose of the various fields in each setup screen.
Mountainview C	F/HR	Newer Users and Refresher - FIN/HR	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.
Mountainview D	SR/HR/F	W2s and 1099's	A refresher course on how to process your W-2s, and tips for correcting exceptions that are reported. Will also be similarly demonstrating 1099 processing.
Ballroom 1	SR/SM	Student State Reporting Year End & Year Start	This session will give an overview of the steps that need to be completed during year end and year start.
Gardenview B	SM	Grading Procedures and Discrepancies	This session will cover tips and tricks to resolve GPA-related issues using reports like GPA improvements or regressions and Grade Analysis to name a couple.
Gardenview C	SM	NSOE New Student Online Enrollment	This session will provide an overview of the New Student Online Enrollment (NSOE) portal, and how to utilize the portal to allow parents to enroll new students into the district.
Gardenview D	SM	Skyward Game Show	Test your knowledge of Skyward – join a team – answer questions to compete for prizes! Fun break that will still have you learning new things!
Ballroom 2	SM	Future Scheduling Request Processing	This session will go over the many methods for entering Student Course Requests into Skyward, including Online Course Requests and the Mass Add/Change/Delete Student Requests Utility. You will also learn different ways to review and verify the Course Requests once they are added.
Mouintainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	
Lower Lobby	QMLATIV	Table/Help Desk	

3:00pm - 3:50pm - Work Session #6

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	HR	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.
Mountainview C	F	Budgeting Options	See popular web budgeting options, including budget requisitions, mass change options, budget entry options, budget imports and online budget transfer requests
Mountainview D	HR	Employee Contract Letters and Posting to 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
Ballroom 1	SR/SM	State Reporting Updates/Best Practices	Overview of changes for the 2024-25 school year and some suggestions for best practices.

Gardenview B	S2Q	Qmlativ Business - Payroll Clean Up - Preparing for Migration	Getting everything in order to migrate can seem like a tall task but early preparation can help lessen that load. Even if you are not actively looking to migrate to Qmlativ, this session will help you get a better understanding of what clean up work can be done right now to help for a future conversion. From EM Plan setup, to code cleanup, to data standardization, we will have something for you!
Gardenview C	Q/SM	Qmlativ Student - Curriculum Clean Up - Preparing for Migration	Curriculum cleanup will address courses that are either not assigned to Curriculum records, or are assigned at the entity level. In Qmlativ, all Curriculum records are housed at the district level and as such, cleanup of these records in SMS needs to reflect that for a successful migration.
Gardenview D	SM	**Student Data Mining Beginning	This session will include an overview of Data Mining and give tips and trick to make Data Mining work for you giving you tips and tricks for options that will make your work faster and easier
Ballroom 2	SM	Future Scheduling Interactive Master Builder/Scheduling Board	This session will focus on how to use the master builder and/or the Interactive Scheduling Board in conjunction with the auto scheduler. Best practices along with Tips & Tricks will be discussed.
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	

4:00pm - 4:50pm - Work Session #7

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	HR	HR Custom Forms	This session will cover creating custom forms in HR. Explore single forms vs Multiple forms per student, setting up data types, field type choices, Skyward fields, custom fields.
Mountainview C	F	Advanced Budgetary Data Mining	This session will provide advanced instruction for creating custom finance data mining reports. Maximize your data mining reports by learning how to utilize features you may not have known existed in the reporting setup.
Mountainview D	F/HR	Salary Negotiations and Budgeting	They say 80% of a district's budget goes toward salaries and benefits. Join this session to learn how to prepare your budget by using Salary Negotiations. Explore setting up budgets for non-salary accounts, and learn how to import, mass change and set budget limits
Ballroom 1	SM	Legal Names/Preferred Names	– Be informed on how to efficiently change preferred names while maintaining legal names for reporting purposes. See all the area's in the software that you can show/print preferred names including transcripts/report cards/teachers gradebooks.
Gardenview B	SR/SM	The In's and Out's of Extracts	This session will cover TN State Reporting Extracts: the journey from Skyward to Extracts to EIS. Troubleshooting missing data by using the extract report with tips on the correlation between specific records. We will cover where to look in the EIS system to verify your data has been loaded. Skyward support will discuss the extract codependency

Gardenview C	SM	Student Management Year End/School Level	This session will discuss things to do to prepare for the year end process, checklists and fixes after the year end process and what to expect during the actual running of the Year End Wizard
Gardenview D	SM	Guidance Counselor Boot Camp	discover how to track/read/analyze graduation requirements – how to use Educational Milestones for graduation – check out Career Plans and see what a great help this is in planning your student's futures.
Ballroom 2	SM	**Attendance Letter Set Up/ Maintenance/Utilities	This session will cover how to setup and generate letters notifying parents/guardians of poor student attendance.
Mouintainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	

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Day 2: Thursday May 30, 2024

8:45am - 9:35am - Work Session #8

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	HR	Subtracking/Time Off Importing	Learn how to set up and process imports from 3rd party Sub Calling and Time Off programs into Skyward.
Mountainview C	SR/HR	State Reporting- TCRS	Representatives from TCRS and Empower will be presenting on various aspects and processes of state retirement reporting.
Mountainview D	F	Credit Card Processing	This session will demonstrate the credit card process in Skyward. Users will learn how to set up Credit Card Processing and use the check in/out feature, import transactions, and build invoices.
Ballroom 1	SM	New Users Roundtable	You have gotten a lot of information at this convention – confused? Questions? Need clarification – come to this session to get your questions/concerns answered.
Gardenview B	SR/SM	Secondary Gradebook Overview	This session will be a general overview of the Skyward Gradebook Secondary program showing you the basic setup, as well as procedures to setting up assignments and posting grades.
Gardenview C	SM	Food Service Best Practices Q/A	In this session, we will point out tips & tricks that can be useful in day-to-day operations.
Gardenview D	SM	Student Management Year Start/School Level	After you have completed your year end process you will want to make sure you are all ready to begin the new year and have everything set up and working correctly for all involved. We have a checklist of items for you to consider
Ballroom 2	SM	State Reporting- Ed-Fi - Set Up to Understanding Errors	Best Practices for setting up Ed-Fi to alleviate errors and - if errors persist - learn what they mean and what needs to be done to correct.
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	

9:45am - 10:35am - Work Session #9

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	HR	Payroll Reporting Possibilities	This session will cover various payroll reports and the options included in running these reports.
Mountainview C	Q/HR/F	Panel Business Discussion/Roundtable	Been with Skyward for awhile? Have that nagging question about a procedure that you just can't get the hang of or need a report that you are sure everyone uses but you just can't find? Or do you have some amazing tips and trick you would like to share with everyone? This session will be a roundtable discussion geared toward users helping users and giving suggestions on how you do things, or to find out how someone else might do a task.

Mountainview D	F	Vendor Management & Reporting	Come and learn about some of the tools that you can use to review and clean up your vendor data. Additionally we will cover some broad basics of Vendor Data Mining and using the Vendor Browse to collect Vendor data.
Ballroom 1	SM	GPA Calculation\Honor Roll\Class Rank\Transcripts - Set up	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. You will see suggestions for the set up to Create Honor Rolls, Options for Class Rank and an overview of setting up Transcripts
Gardenview B	SR/SM	Student Schedules and State Reporting	This session will go over the fields used for state reporting when setting up courses, sections, and meets. We will also cover student schedules and making schedule changes.
Gardenview C	SM	Food Service - Free-Reduced-Direct Cert	The Direct Certification Import process is run by Food Service staff to import a file that is created by the state to identify students are Free based on Direct Certification. This process can be run multiple times a year to ensure that all Directly Certified students are in the software with the correct Economic Status. This session will cover the process of importing the Direct Certification file. We will also cover the food service application entry that results in Free, Reduced, and Paid benefits. Finally, we will discuss how to manually add Direct Cert applications when students are not included on the state's Direct Cert file.
Gardenview D/E	SM	Data Mining - Advanced	During this session you will learn how to create Data Mining Reports using more advanced tools, such as Processing Lists, Ranges, Sorts, Formatting, Sharing Templates, Creating Letters and Mail Merge etc.
Ballroom 2	SM	**Custom Forms Making Them Work for You	This session will cover creating custom forms in Student Management. Explore single forms vs Multiple forms per student, setting up data types, field type choices, Skyward fields, custom fields
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	

10:50am - 11:40am - Work Session #10

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	S2Q	Compare SMS to Qmlativ Business - Finance	Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ!
Mountainview C	HR	True Time Troubleshooting	Find out how to address issues that occur when processing True Time. Review options that are available when the process does not follow the normal flow for the payroll cycle.
Mountainview D	SR/F	Finance State Reporting	Learn how to process financial state reports. Reports included are the Annual Budget Report, Budget Amendment Report, and the Annual Financial Report

Ballroom 1	SM	Administrative Bootcamp/Teacher Tracking	Explore basic navigation and discover all the different areas of the system you can you to assist in your day to day needs for staying in contact with staff, students and families, Message Center, Skylert, Automated emails to name a few options. Find reports and modules that will help you keep track of everything that is going on in your Entity/District
Gardenview B	Q/SM	Compare SMS to Qmlativ - Student - Attendance	In this session, review the similarities between attendance taking in SMS 2.0 compared to Qmlativ
Gardenview C	SM	**Advanced Features	Have you ever wondered how the options under the Advanced Features tab can help make your life easier? If so, this session is the one for you. Automated emails – student Indicators – demographic distribution to name a few.
Gardenview D	SM	Custom Report Cards - Secondary	This session will cover the steps needed to create Secondary Report Cards. Make your report cards fit your needs.
Ballroom 2	SM	Test Score Setup and Import	Learn how to configure you District to utilize test scores - Building a test, importing information, Test Score Analysis and Reporting
Mountainview A	F/HR	Table/Help Desk	
Gardenview A	SM	Table/Help Desk	