

# **Tennessee Skyward Users Group Conference**

**May 28 – 29, 2025**



**The Park Vista - Gatlinburg**  
705 Cherokee Orchard Road  
Gatlinburg, TN 37738

## **NOTES:**

**The Wifi is Hilton Honors, password in the sessions area is – PV27.**

### **TN Skyward User Conference Reception**

**Wednesday May 28th 4:30 pm to 5:30 pm a Reception in the beautiful outdoor Pavilion at The Park Vista.**

**A special Thank You to Level Data, ParentSquare, Vanco and USABLE for being reception sponsors.**

**Your sponsorship is appreciated and valued.**

**Please take a moment to thank each one for their sponsorship.**

There will be line dancing, music, corn hole, snacks, hot and cold hors d'oeuvres, and a cash bar. Join in line dancing for a chance to win a cash prize.

Food will be served from 4:30 pm to 5:30 pm

This is a wonderful opportunity to relax and chat with fellow Skyward users.

We have a Photo Circle set up for everyone. Photo Circle is a free app for your phone. We would be honored if you would download the app and join the TNSUG 2025 Conference Photo Circle and upload pictures to the app. On the app the event name is TNSUG 2025. To join just scan the QR code below with your camera and you will be able to join. After the Conference we will post the pictures on the website.



# 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 knowledge and experiences among users.

## Tennessee Skyward Users Group

### Steering Committee

**2024-2025**

#### Officers

Susan Dean, President	Wilson County Schools
Gayle Jones, Vice President	Oak Ridge City Schools
Cheryl Collins, Secretary	Sumner County Schools
Jenifer Van Dyke, Treasurer	Oak Ridge City Schools

#### Committee Members

Will Beasley	Tipton County Schools
Debbie Bennett	Wilson County Schools
Jeff Edmonds	Oak Ridge City Schools
Brooke Johannsen	Monroe County Schools
Randall Robinson	Manchester City Schools

# 2025 Tennessee Skyward Users Group Conference

## Agenda

### Day 1: WEDNESDAY - May 28, 2025

7:00 am - 8:30 am

Registration

7:00 am - 9:00 am

Breakfast Buffet in the Park Vista Restaurant

[breakfast ticket required; distributed at Conference check-in.]

8:45 am – 11:40 am

Morning Sessions

8:45 am – 9:35 am

Session #1

9:45 am - 10:35 am

Session #2

10:35 am - 10:50 am

Beverage & Snack Break - Ballroom 3&4

10:50 am – 11:40 am

Session #3

11:45 am - 12:45 pm

Lunch / Welcome & Introductions - Ballroom 3&4

12:55 pm - 4:00 pm

Afternoon Sessions

12:55 pm - 1:45 pm

Session #4

1:55 pm - 2:45 pm

Session #5

2:45 pm - 3:00 pm

Beverage & Snack Break - Ballroom 3&4

3:00 pm - 3:50 pm

Session #6

4:30 PM

### COMPLIMENTARY RECEPTION

located at the outdoor Pavilion at The Park Vista

*(with line dancing, music, snacks, hot and cold hors d'oeuvres, and corn hole)*

# Day 1: WEDNESDAY - MAY 28, 2025

## Session #1

8:45 – 9:35 am

### Req to Check

Financial Management

*Presenter: Jamie Mayfield*

Room: Mountainview B

See the entire Purchasing/Payment process from start to finish, from the entry of the Requisition all the way to the payment to the Vendor.

### Employee Mid-Year Changes – Assignment/Payroll

Human Resources/Payroll

*Presenter: Aaron Messier*

Room: Mountainview C

Learn about adding, ending, and updating assignments mid-year, as well as a walk-through of the Assignment Export/Payroll Import process.

### HR Year End Processing 1 – Subtracking, Time Off, Payroll

Human Resources/Payroll

*Presenter: Ann Nollinger*

Room: Mountainview D

Learn about the processing requirements for HR modules not associated with Employee Management, namely Subtracking, Time Off and Payroll.

### \*\*New Users/Refresher Boot Camp I

Student Management

*Presenter: Heather Brant*

Room: Ballroom 1

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

### Comparison – S2Q – Payroll Process

Human Resources/Payroll

*Presenter: Cody Dyb*

Room: Gardenview B

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

### Discipline

Student Management

*Presenter: Becky Thomason*

Room: Gardenview C

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.

### Qmlativ Student GPA/Grading – Preparing for Migration

Qmlativ Student Management

*Presenter: Rachel Kubacki*

Room: Gardenview D

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.

### Features You Need to Know

Student Management

*Presenter: Hunter Zakrewski*

Room: Ballroom 2

Tips and Tricks for New Users and Seasoned Users – Find features that are in the system that are shortcuts to streamline your workload – 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!

### ParentSquare

Room: Mountainview A

Save time, streamline work. Send everything—mass notifications, classroom posts, one-to-one messages, forms, sign-ups—using tools built to work together, not pieced together.

### Help Desk F/HR

*Kathryn Smerz*

Room: Gardenview A

### Help Desk SM

*Joe McBrayer*

Room: Gardenview A

### Help Desk QMLATIV

*Courtney Adkins*

Room: Gardenview A

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## Session #2

9:45 - 10:35 am

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### Comparison SMS to Qmlativ Business – State Reporting

Financial Management/State Reporting *Presenter: Emily Young/Kathryn Smerz*

Room: Mountainview B

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

### Qmlativ Business – New Features/Roadmap \*\*\*\*\*

Business

*Presenter: Jordan Steltenpohl*

Room: Mountainview C

Join Skywards Product Management team as they showcase the newest features added to the Qmlativ Student product and provide a look ahead at the product roadmap and plans for future development.

### HR Year End Processing 2 – Employee Management

Human Resources

*Presenter: Ann Nollinger*

Room: Mountainview D

Review the various tasks associated with setting up your HR systems for the new school year.

### \*\*New Users/Refresher Boot Camp II

Student Management

*Presenters: Heather Brant*

Room: Ballroom 1

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.

### Elementary Scheduling

Student Management

*Presenter: Becky Thomason*

Room: Gardenview B

Student Teams, Student Groups, Mass Adding Students to a Course, Mass Copy Students from one course to another – all tools available to make your Elementary Scheduling easier.

### Gradebook Setup Administration – Preparing for New Year

Student Management

*Presenter: Hunter Zakrewski*

Room: Gardenview C

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.

### Understanding ADM and Ed-Fi

State Reporting/Student Management

*Presenter: Brandi McBrayer*

Room: Gardenview D

Since the data used to calculate ADM is reported differently in Ed-Fi, we will go over how it fits together to make the calculation possible.

### Comparison to Qmlativ Student – GPA/Grading

Student Management

*Presenter: Rachel Kubacki*

Room: Ballroom 2

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

### VANCO

Room: Ballroom 2

We make online payment systems for schools simple, with lightning-fast reconciliation and robust software integrations. Eliminate stress and become the well-funded, adored school district you aspire to be.

### Help Desk F/HR

*Jamie Mayfield*

Room: Gardenview A

### Help Desk SM

*Liz Kelley-Vang*

Room: Gardenview A

### Help Desk Qmlativ

*Courtney Adkins*

Room: Gardenview A

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10:35 am to 10:50 am

Beverage & Snack Break

Ballroom 3&4

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## Session #3

10:50 - 11:40 am

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### Finance Tips and Tricks

Finance/Human Resources

*Presenter: Jami Mayfield*

Room: Mountainview B

This session will also include tips for working in Finance which may be new to you.

### Comparison SMS to Qmlativ Finance - Overview

SMS to Qmlativ Business

*Presenter: Kathryn Smerz*

Room: Mountainview C

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

### Task Manager for HR/Payroll Tasks

Human Resources

*Presenter: Aaron Messier*

Room: Mountainview D

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.

### Fiscal Year End

Finance

*Presenter: Brent Siebring*

Room: Ballroom 1

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.

### Comparison SMS to Qmlativ Student – Editing Students/Families

Student Management

*Presenter: Courtney Adkins*

Room: Gardenview B

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.

### API and Resources

Student Management/State Reporting

*Presenter: Liz Kelley-Vang*

Room: Gardenview C

Join the discussion on some of the uses of the LMS and OneRoster APIs, how to go about setting them up in your database, and what resources are available to assist in troubleshooting them.

### Schedules and Grading in Ed-Fi

Student Management

*Presenters: Brandi McBrayer*

Room: Gardenview D

In this session we will go over the setup for grade calculations, importing test scores, and Quality Points.

### Top Ten Reports for Office Personnel / Administration

Student Management

*Presenter: Joe McBrayer*

Room: Ballroom 2

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.

### Level Data

Room: Mountainview 2

Data You Can Trust – Preventing data errors before they happen. Level Data's Real Time Validation solution identifies errors at the point of entry, ensuring your SIS data is accurate, compliant, and meets state and district requirements. Minimize corrections, maximize funding, and trust your data every day.

### Help Desk F/HR

*Colby Dyb/Ann Nollinger*

Room: Gardenview A

### Help Desk SM

*Joe McBrayer*

Room: Gardenview A

### Help Desk Qmlativ

*Rachel Kubacki*

Room: Gardenview A

**Session #4****12:55 - 1:45 pm****Comparison SMS to Q Req to Check**

Financial Management

*Presenter: Cody Dyb*

Room: Mountainview B

Let's look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ!

**Beginning Employee Data Mining**

State Reporting/Human Resources/Payroll

*Presenter: Aaron Messier*

Room: Mountainview C

Skyward's Employee Data Mining can deliver helpful insights into your personnel. Learn the basics here.

**State Reporting – Payroll / HR**

Human Resources

*Presenter: Emily Young*

Room: Mountainview D

Learn about processing and reporting to the state for the Payroll and HR functions, including TN Compass and 401K/457 processing.

**Comparison SMS to Qmlativ Student Discipline**

Student Management

*Presenter: Courtney Adkins*

Room: Ballroom 1

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

**Online Enrollment - Students returning**

Student Management

*Presenter: Becky Thomason*

Room: Gardenview B

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.

**Future Scheduling Start to Finish - Overview**

Student Management

*Presenter: Liz Kelley-Vang*

Room: Gardenview C

Overview of the Future Scheduling process that will take you from cloning to getting the process started to the finished product.

**Key Attendance Reports – Entity and District Level**

Student Management

*Presenter: Joe McBrayer*

Room: Gardenview D

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.

**Successfully Changing to Qmlativ**

Qmlativ/Student Management/Business

*Presenter: Dan Wolfram*

Room: Ballroom 2

In this session, you'll hear about 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.

**Help Desk F/HR***Jamie Mayfield*

Room: Gardenview A

**Help Desk SM***Hunter Zakrewski*

Room: Gardenview A

**Help Desk Qmlativ***Rachel Kubacki*

Room: Gardenview A



**Advanced Employee Data Mining**

Financial Management

*Presenter: Aaron Messier*

Room: Mountainview B

Learn more about how to better use the Employee Data Miner to pull data in creative ways in a variety of formats.

**Newer Users and Refresher - FIN/HR**

Financial Management/HR

*Presenter: Jamie Mayfield*

Room: Mountainview C

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.

**W2s and 1099's**

State Reporting/HR/Financial

*Presenter: Ann Nollinger*

Room: Mountainview D

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.

**Skyward Game Show**

Student Management

*Presenter: Arthur Summer/Becky Thomason*

Room: Ballroom 1

Test your knowledge of Skyward – join a team – answer questions to compete for prizes! Fun break that will still have you learning new things!

**District Data Visualizations with Power BI \*\*\*\*\***

SPECIAL

*Presenter: Jeff Edmonds*

Room: Gardenview B

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.

**Qmlativ Student – New Features/Roadmap**

Student Management

*Presenter: Ali DeGeorge*

Room: Gardenview B

Join Skywards Product Management team as they showcase the newest features added to the Qmlativ Student product and provide a look ahead at the product roadmap and plans for future development.

**Student State Reporting Year End & Year Start**

State Reporting/Student Management

*Presenter: Brandi McBrayer*

Room: Gardenview D

This session will give an overview of the steps that need to be completed during year end and year start.

**Future Scheduling Request Processing**

Student Management

*Presenter: Liz Kelley-Vang*

Room: Ballroom 2

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.

**Table/Help Desk F/HR***Kathryn Smerz*

Room: Mountainview A

**Table/Help Desk SM***Becky Thomason*

Room: Gardenview A

**Table/Help Desk QMLATIV***Rachel Kubacki*

Room: Gardenview A

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**2:45 – 3:00 pm*****Beverage & Snack Break******Ballroom 3&4***

**True Time Rulegroup Options**

Human Resources

*Presenter: Ann Nollinger*

Room: Mountainview B

Have you had True Time set up 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.

**Advanced Budgetary Data Mining**

Financial

*Presenter: Brent Siebring*

Room: Mountainview C

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.

**Employee Contract Letters and Posting to Online Forms**

Human Resources

*Presenter: Aaron Messier*

Room: Mountainview D

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.

**Student Data Mining Beginning**

Student Management

*Presenter: Joe McBrayer*

Room: Ballroom 1

This session will include an overview of Data Mining and give tips and tricks to make Data Mining work for you, giving you tips and tricks for options that will make your work faster and easier.

**Qmlativ Business - Payroll Clean Up - Preparing for Migration**

SMS to Qmlativ Business

*Presenter: Cody Dyb*

Room: Gardenview B

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!

**Qmlativ Student - Curriculum Clean Up - Preparing for Migration**

Qmlativ Student Management

*Presenter: Rachel Kubacki*

Room: Gardenview C

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.

**State Reporting Updates / Best Practice**

Student Management

*Presenter: Brandi McBrayer*

Room: Gardenview D

Overview of changes for the 2024-25 school year and some suggestions for best practices.

**Future Scheduling Interactive Master Builder/Scheduling Board**

Student Management

*Presenter: Liz Kelley-Vang*

Room: Ballroom 2

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.

**Table/Help Desk F/HR***Kathryn Smerz*

Room: Gardenview A

**Table/Help Desk SM***Heather Brant*

Room: Gardenview A

**Table/Help Desk QMLATIV***Courtney Adkins*

Room: Gardenview A

**4:30 PM COMPLIMENTARY RECEPTION***(with line dancing, music, snacks, hot and cold hors d'oeuvres, and corn hole)*

# 2025 Tennessee Skyward Users Group Conference

## Agenda

### DAY 2: THURSDAY – May 29, 2025

7:00 am - 8:30 am

Registration

7:00 am – 9:00 am

Breakfast Buffet in the Park Vista Restaurant

[breakfast ticket required; distributed at Conference check-in]

8:15 am – 12:10 pm

Morning Sessions

8:15 am - 9:05 am

Session #7

9:15 am - 10:05 am

Session #8

10:05 am - 10:20 am

Beverage & Snack Break – Ballroom 3&4

10:20 am - 11:10 am

Session #9

11:20 am – 12:10 pm

Session #10

12:15 – 12:40 pm

Closing Remarks and PRIZE DRAWINGS!!!!

*(You must be present to win)*

Ballroom 3&4

# DAY 2: THURSDAY – May 29, 2025

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## Session #7

8:15 – 9:05 AM

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### HR Custom Forms

Financial Management

*Presenter: Aaron Messier*

Room: Mountainview B

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.

### SBAA – Making Corrections and Reporting

Financial

*Presenter: Kathryn Smerz*

Room: Mountainview C

Making Corrections and Reporting – How to correct errors, handle voids and re-issues, checks that never clear, vendor changes, etc.

### Comparison – SMS to Qmlativ Subtracking

Financial /Human Resources

*Presenter: Brent Siebring*

Room: Mountainview D

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

### Qmlativ Security Set Up Student Records

Student Management

*Presenter: Courtney Adkins*

Room: Ballroom 1

In this session, we will review some Qmlativ Security best practices, reports and utilities to help with verification and maintenance.

### Guidance Counselor Boot Camp

Student Management

*Presenter: Heather Brant*

Room: Gardenview B

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.

### Student Management Year End/School Level

Student Management

*Presenter: Joe McBrayer*

Room: Gardenview C

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.

### Ed-Fi and EIS – Let's Compare

Student Management

*Presenter: Brandi McBrayer*

Room: Gardenview D

Comparing how things are reported in EIS vs Ed-Fi

### When Was This Changed? Who Changed This?

Student Management

*Presenter: Becky Thomason*

Room: Ballroom 2

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

### Table/Help Desk F/HR

*Cody Dyb/Jamie Mayfield*

Room: Mountainview A

### Table/Help Desk SM

*Hunter Zakrzewski*

Room: Gardenview A

### Table/Help Desk QMLATIV

*Courtney Adkins*

Room: Gardenview A

**Managing Calendar Changes**

Human Resources

*Presenter: Ann Nollinger*

Room: Mountainview B

Learn how to optimally update your calendar for snow days and other changes so that they don't have negative impacts on Assignments, Time Off, Subtracking and anywhere else that might be affected by such a change.

**State Reporting – TCRS**

State Reporting/Human Resources/Payroll

*Presenter: Emily Young*

Room: Mountainview C

Representatives from TCRS and Empower will be presenting various aspects and processes of state retirement reporting.

**Credit Card Processing**

Financial

*Presenter: Jami Mayfield*

Room: Mountainview D

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.

**Pre-Migration & Data Clean Up/Misc Student Reports**

Student Management

*Presenter: Rachel Kubacki*

Room: Ballroom 1

During this session, you will be given suggestions and instructions on getting your data in SMS in order in preparation for a smoother migration from SMS to Qmlativ.

**Student Data Mining Advanced**

Student Management

*Presenter: Heather Brant*

Room: Gardenview B

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.

**Business Data Clean-up**

Student Management

*Presenter: Cody Dyb*

Room: Gardenview C

In this session, we will point out tips & tricks that can be useful in day-to-day operations.

**State Reporting Ed-Fi – Set Up to Understanding Errors**

State Reporting/Student Management

*Presenter: Brandi McBrayer*

Room: Gardenview D

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.

**GPA Calculation\Honor Roll\Class Rank\Transcripts – Set Up**

Student Management

*Presenter: Hunter Zakrewski*

Room: Ballroom 2

This session 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

**Help Desk F/HR***Aaron Messier*

Room: Mountainview A

**Help Desk SM***Becky Thomason*

Room: Gardenview A

**Help Desk Qmlativ***Courtney Adkins*

Room: Gardenview A

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**10:05 - 10:20 am*****Beverage & Snack Break******Ballroom 3&4***

**Payroll Reporting Possibilities**

Human Resources

*Presenter: Aaron Messier*

Room: Mountainview B

This session will cover various payroll reports, and the options included in running these reports.

**Qmlativ Business HR Differences and Redesign – Preparing for**

Human Resources/Financial

*Presenter: Cody Dyb*

Room: Mountainview C

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!

**True Time Troubleshooting**

Financial

*Presenter: Ann Nollinger*

Room: Mountainview D

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.

**Comparison SMS to Qmlativ Student – Current Scheduling**

Student Management

*Presenter: Courtney Adkins*

Room: Ballroom 1

Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!

**Secondary Gradebook Overview**

State Reporting/Student Management

*Presenter: Hunter Zakrewski*

Room: Gardenview B

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.

**Student Management - Roundtable**

Student Management

*Presenter: Heather Brant/Becky Thomason*

Room: Gardenview C

Been with Skyward for a while? 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 tricks 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

**State Reporting Q/A**

Student Management

*Presenter: Brandi McBrayer*

Room: Gardenview D

This session is offered to answer any questions you may have from previous sessions, and any other Ed-Fi or general state reporting questions.

**Student Custom Forms Making Them Work for You**

Student Management

*Presenter: Liz Kelley-Vang*

Room: Ballroom 2

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.

**Help Desk F/HR***Kathryn Smerz*

Room: Mountainview A

**Help Desk SM***Joe McBrayer*

Room: Gardenview A

**Help Desk Qmlativ***Rachel Kubacki*

Room: Gardenview A

**Qmlativ Security Set Business**

SMS to Qmlativ

*Presenter: Cody Dyb*

Room: Mountainview B

In this session, we will review some Qmlativ Security best practices, reports and utilities to help with verification and maintenance.

**Salary Negotiations and Budgeting**

Human Resources

*Presenter: Ann Nollinger*

Room: Mountainview C

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.

**Zooming in – Top Reports for Business Teams**

Finance

*Presenter: Jami Mayfield*

Room: Mountainview D

See how to run 10 of the most requested reports for School Business departments.

**Comparison SMS to Qmlativ Business – True Time/Time Tracking**

Student Management

*Presenter: Kathryn Smerz*

Room: Ballroom 1

Explore basic navigation and discover all the different areas of the system you can use 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.

**Comparison SMS to Qmlativ Student - Attendance**

Qmlativ Student Management

*Presenter: Courtney Adkins*

Room: Gardenview B

In this session, review the similarities between attendance taking in SMS 2.0 compared to Qmlativ.

**Advanced Features**

Student Management

*Presenter: Becky Thomason*

Room: Gardenview C

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.

**Skybuild**

Student Management

*Presenter: Liz Kelley-Vang*

Room: Gardenview D

Learn some of the basics to building a Skybuild import/export interface. This tool can be used to update existing records or create new records. This session will not cover all types of imports/exports but will highlight the most important steps and features.

**Test Score Setup and Import**

Student Management

*Presenter: Heather Brant*

Room: Ballroom 2

Learn how to configure your District to utilize test scores - Building a test, importing information, Test Score Analysis and Reporting

**Help Desk F/HR***Brent Siebring*

Room: Mountainview A

**Help Desk SM***Hunter Zakrewski*

Room: Gardenview A

**Help Desk Qmlativ***Rachel Kubacki*

Room: Gardenview A

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**12:15 - 12:40 pm****Closing Remarks and PRIZE DRAWINGS****Ballroom 3&4***(You must be present to win)*

# The Park Vista Meeting Rooms Map

Wi-Fi  
Password is  
PV27

**2025 DAY 1 MAY 28**

**UPPER LEVEL**  
**MOUNTAINVIEW**

**MVA**

VENDOR  
PRESENTATIONS

**MVB SESSIONS**

1. F: Req To Check
2. F/SR: Comparison SMS to Qmlativ Business – State Reporting
3. F/HR: Finance Tips & Tricks
4. S2Q B: Comparison SMS to Q Req to Check
5. HR: Advanced Employee Data Mining
6. HR: True Time Rulegroup Options

**MVC SESSIONS**

1. HR: Employee Mid-Year Changes- Assignment/ Payroll
2. B/Q: Qmlativ Business- New Features/Roadmap
3. S2Q B: Compare SMS to Qmlativ Finance Overview
4. F/HR: Beginners Employee Data Mining
5. F/HR: Newer Users and Refresher – Finance/HR
6. F: Advanced Budgetary Data Mining

**MVD SESSIONS**

1. HR: Year End Processing 1
2. HR: Year End Processing 2
3. HR: Task Manager for HR/Payroll Tasks
4. SR/HR: State Reporting/Payroll
5. SR/HR/F: W2's and 1099's
6. HR: Employee Contract Letters and Posting to Online Forms

**LOWER LEVEL**  
**GARDENVIEW**

**GVA**

HELP DESK  
STUDENT  
FINANCE/HR  
QMLATIV

**GVB SESSIONS**

1. S2Q B: Comparison S2Q-Payroll Process
2. SM: Elementary Scheduling
3. S2Q S: Compare SMS to Qmlativ Student-Editing Students/Families
4. SM: Online Enrollment – Students Returning
5. SPECIAL: District Data Visualizations w/Power BI \*\*\*\*\*
6. B/Q: Qmlativ Business-Payroll Cleanup - Preparing for Migration

**GVC SESSIONS**

1. SM: Discipline Overview
2. SM: Gradebook Setup Admin Preparing for the New Year
3. SR: API Setup and Resources
4. SM: Future Scheduling Start to Finish Overview
5. SM/Q: Qmlativ New Features/ Roadmap
6. SM/Q: Qmlativ Student-Curriculum Clean-Up –Preparing for Migration

**GVD/E SESSIONS**

1. Q/SM: Qmlativ Student – GPA Grading – Preparing for Migration
2. SR/SM: Understanding ADM and Ed-Fi
3. SR/SM: Schedules and Grading in Ed-Fi
4. SM: Key Attendance Reports – Entity & District
5. SM: Student State Reporting Year End-Year Start
6. SM: Student State Reporting Updates/Best Practices

**BALLROOM 1 – LOWER LEVEL SESSIONS**

1. SM: New Users/Refresher Boot Camp I:
2. SM: New Users/Refresher Boot Camp II:
3. F: Fiscal Year-End
4. S2QS: Comparison SMS to Qmlativ Student - Discipline
5. SM: Skyward Game Show
6. SM: Student Data Mining Beginning

**BALLROOM 2 – LOWER LEVEL SESSIONS**

1. SM: Features You Need to Know
2. SM/Q: Comparison Qmlativ Student – GPA Grading
3. SM: Top 10 Reports for Office Personnel/Administrators
4. Q/SM/B: Successfully Changing to Qmlativ
5. SM: Future Scheduling Request Processing
6. SM: Future Scheduling Interactive Master Builder/Scheduling Board

**2024 DAY 2 MAY 29**

**UPPER LEVEL**  
**MOUNTAINVIEW**

**MVA**

HELP DESK  
FINANCE & HR  
QMLATIV BUSINESS

**MVB SESSIONS**

7. HR: Custom Forms
8. HR: Managing Calendar Changes
9. HR: Payroll Reporting Possibilities
10. S2Q B: Qmlativ Security Setup Business

**MVC SESSIONS**

7. F: SBAA-Making Corrections and Reporting
8. SR/HR: State Reporting - TCRS
9. S2Q B: Qmlativ Business HR Differences & Redesign- Preparing for Migration
10. HR: Salary Negotiations & Budgeting

**MVD SESSIONS**

7. S2Q B Comparison-SMS to Qmlativ Subtracking
8. F: Credit Card Processing
9. F/HR: True Time Troubleshooting
10. F: Zooming in-Top Reports for Business Teams

**LOWER LEVEL**  
**GARDENVIEW**

**GVA**

HELP DESK  
STUDENT & QMLATIV STUDENT

**GVB SESSIONS**

7. SM: Guidance Counselor Boot Camp
8. SM: Student Data Mining Advanced
9. SM: Secondary Gradebook Overview
10. S2Q S: Comparison SMS to Qmlativ Student - Attendance

**GVC SESSIONS**

7. SM: Student Management Year End/School/Level
8. QB: Business Data Clean-Up
9. SM: SMS Student Management Roundtable
10. SM: Advanced Features

**GVD/E SESSIONS**

7. SR/SM: Ed-Fi & EIS – Let's Compare
8. SR/SM: State Reporting Ed-Fi – Setup to Understanding Errors
9. SR/SM: State Reporting Q/A
10. SM: Skybuild

**BALLROOM 1 – LOWER LEVEL SESSIONS**

7. S2Q S: Qmlativ Security Setup Student Records
8. S2Q S: Pre-Migration/Data Cleanup/Misc Student Records
9. S2Q S: Compare SMS to Qmlativ Student-Current Scheduling
10. S2Q B: Compare SMS to Qmlativ Business-True Time/Time Tracking

**BALLROOM 2 – LOWER LEVEL SESSIONS**

7. SM: When was this changed? Who Changed This?
8. SM: GPA Calculation/Honor Roll/Class Rank/Transcripts- Setup
9. SM: Student Custom Forms Making Them Work for You
10. SM: Test Score Setup and Import

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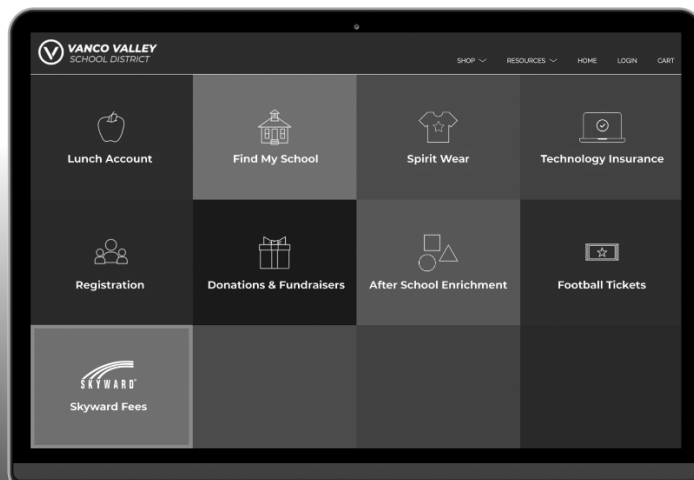
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**Please take a few minutes to complete the survey at the link below for a chance to win a \$25 Amazon Card.**

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