

Tennessee Skyward User Group Conference
Wednesday, May 27 - May 28, 2026
The Park Vista Gatlinburg TN

Day 1: Wednesday May 27, 2026

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

2026

| ROOM | LEGEND | SESSION 1 | DESCRIPTION |
|----------------|--------|---|--|
| Mountainview B | F | Accounts Payable Reporting | Find the right report for you by attending this A/P Reporting session. We will cover a variety of reports available in Skyward that can help you gain the clearest picture of your financial data. |
| 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 | S2Q B | Comparison - S2Q Payroll Process | Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ! |
| Gardenview C | 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 | Q/S | 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 | 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! |

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

| ROOM | LEGEND | SESSION 2 | DESCRIPTION |
|----------------|--------|---|---|
| Mountainview B | SR/F | Comparison SMS to Qmlativ Business - State Reporting | 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 | F | Budgetary: Accounts Payable - ACH | If you are new to the ACH game, get your bearings with the basic setup and processing involved in paying your vendors via an ACH file through Skyward. |
| 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 | Elementary/Middle School Scheduling | 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. |
| Gardenview C | SM | Gradebook Setup Administration - Preparing for the 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 | S2Q S | Comparison Qmlativ Student GPA/Grading | Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ! |
| Ballroom 2 | SR/SM | Understanding ADM and Ed-Fi | Since the data that is used to calculate ADM is reported differently in Ed-Fi, we will go over how it fits together to make the calculation possible. |

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

| ROOM | LEGEND | SESSION 3 | DESCRIPTION |
|----------------|--------|---|---|
| Mountainview B | F/HR | Business Tips and Tricks | This session will include tips for working in Finance which may be new to you. |
| Mountainview C | S2Q B | Comparison SMS to Qmlativ Finance - Overview | 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 | API | 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. |
| Gardenview C | 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. |
| Gardenview D | S2Q S | Pre-Migration & Data Clean-Up Student Records | S2Q Preparation to clean up data such as students, families, addresses, etc |

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| Ballroom 2 | SR/SM | Schedules and Grading in Ed-Fi | In this session we will go over the setup for grade calculations, importing test scores, and Quality Points. |
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12:55pm - 1:45pm - Work Session #4

| ROOM | LEGEND | SESSION 4 | DESCRIPTION |
|----------------|--------|---|--|
| Mountainview B | S2Q B | Comparison SMS to Qmlativ Req to Check | 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 | F/HR | Beginners Employee Data Mining | Learn about processing and reporting to the state for the Payroll and HR functions, including TN Compass and 401K/457 processing. |
| Mountainview D | SR/HR | State Reporting - Payroll/HR Roundtable | Bring your questions, and feel free to share successes that you have had with resolving state reporting issues |
| Ballroom 1 | S2Q S | Comparison 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. |
| 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 | Q/S/B | Successfully Changing to Qmlativ | 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. |
| 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 | 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. |

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

| ROOM | LEGEND | SESSION 5 | DESCRIPTION |
|----------------|---------|---|--|
| Mountainview B | 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. |
| 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 | 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. |
| Gardenview C | Q/S | Qmlativ Student - New Features/Roadmap | 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 |
| 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. |

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

| ROOM | LEGEND | SESSION 6 | 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 | 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 | 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 | S2Q B | State Reporting Updates/Best Practices | Overview of changes for the 2024-25 school year and some suggestions for best practices. |
| Gardenview B | S2Q B | 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! |

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| Gardenview C | S2Q S | 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 | Q/S/B | Qmlativ Student/Business Round Table | This session will be a roundtable discussion geared toward users helping users understand procedures in Qmlativ and giving suggestions on how you do things, or to find out how someone else might do a task |

Day 2: Thursday May 28, 2026

8:15 - 9:05 am - Work Session #7

| ROOM | LEGEND | SESSION 7 | 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 | SBAA - Making Corrections and Reporting | Making Corrections and Reporting – How to correct errors, handle voids and re-issues, checks that never clear, vendor changes, etc. |
| Mountainview D | S2Q B | Comparison - SMS to Qmlativ Subtracking | Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ! |
| Ballroom 1 | SR/SM | Ed-Fi and EIS - Let's Compare | Comparing how things are reported in EIS vs Ed-Fi |
| Gardenview B | Q/S | Qmlativ Security Setup - Student Records | In this session, we will review some Qmlativ Security best practices, reports and utilities to help with verification and maintenance. |
| 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 | Qmlativ Student Overview | What does change look like to you! Let's learn from each other and make this transition exciting, not overwhelming. |
| Ballroom 2 | SM | When was this Changed? Who Changed This? | Changes to Grades, Attendance, Discipline, Student Information? Find out how to track the who/what/where and when these changes were made |

9:15 - 10:05 am - Work Session #8

| ROOM | LEGEND | SESSION 8 | DESCRIPTION |
|----------------|--------|--|--|
| Mountainview B | HR | Calendars, Calendars, Calendars! | Join us for talks about Calendars and their usage, their intricacies, and tips and tricks for maximizing them. |
| 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 | SR/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. |
| Gardenview B | SM | Student 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. |
| Gardenview C | Q/B | S2Q Migration - Data Clean Up for Finance | In this session, we will point out tips & tricks that can be useful in day-to-day operations. |
| Gardenview D | 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 |
| Ballroom 2 | SM | Creating and Maintaining Calendars | Calendars are used in many areas of Skyward. Learn how to determine what calendars need to be set up, how to manage calendar changes mid-year, and how to move calendars from year-to-year using event codes. |
| Mountainview A | Q/S/B | Qmlativ Student/Business Round Table | This session will be a roundtable discussion geared toward users helping users understand procedures in Qmlativ and giving suggestions on how you do things, or to find out how someone else might do a task |

10:20 - 11:10 am - Work Session #9

| ROOM | LEGEND | SESSION 9 | DESCRIPTION |
|----------------|--------|--|---|
| Mountainview B | B | Payroll: Voids, Refunds, Returned ACH Deposits, & Lost Check (SMS BUS) | This session will cover various payroll reports and the options included in running these reports. |
| Mountainview C | S2Q B | 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! |

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| 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 | SR/SM | State Reporting Q/A | This session is offered to answer any questions you may have from previous sessions, and any other Ed-Fi or general state reporting questions. |
| Gardenview B | S2Q S | Comparison SMS to Qmlativ Student - Current Scheduling | Let's take a look at what your everyday processes that you do in SMS will look like when you do them in Qmlativ! |
| Gardenview C | SM | SMS Student Management 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 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 |
| Gardenview D | 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. |
| Ballroom 2 | SM | Student 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 |

11:20 am - 12:10 pm - Work Session #10

| ROOM | LEGEND | SESSION 10 | DESCRIPTION |
|----------------|--------|--|--|
| Mountainview B | S2Q B | Qmlativ Security Setup - Business | In this session, we will review some Qmlativ Security best practices, reports and utilities to help with verification and maintenance. |
| 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 | F | Zooming in - Top Reports for Business Teams | See how to run 10 of the most requested reports for School Business departments. |
| Ballroom 1 | S2Q B | Comparison SMS to Qmlativ Business - True Time/Time 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 | S2Q S | 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 | Skybuild | 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. |
| 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 | Q | District Pulse | Are you a Qmlativ Student or Business user ready to turn your data into decisions? From accounting and employment to attendance, enrollment, discipline, and grades—you already have a wealth of information at your fingertips. Now it's time to elevate how you use it. Join us to discover how District Pulse empowers your team with secure, cloud-based analytics and dynamic dashboards. Learn how to visualize trends, uncover insights, and make data-driven decisions with confidence. Whether you're looking to streamline operations or tell a compelling story with your data, this session will show you what's possible. |