Tennessee Skyward User Group Conference
Wednesday, May 28 - May 29, 2025

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F	Req to Check	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.
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 SMS processes 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!

Mountainview A	V	Parent Square	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.
Gardenview A	SM/F/HR QMLATIV	Table / Help Desk	

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

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	SR/F	Comparison SMS to Qmlativ Business - State Reporting	Let's take a look at what your everyday SMS processes will look like when you do them in Qmlativ!
Mountainview C	Q/B	Qmlativ Business - 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
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 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	SR/SM	Understanding ADM and Ed-Fi	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.
Ballroom 2	Q/S	Comparison Qmlativ Student - GPA/Grading	Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!
Mountainview A	V	VANCO	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.

	SM/F/HR		
Gardenview A	QMLATIV	Table/Help Desk	

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

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	F/HR	Finance 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 look at what your everyday SMS processes 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	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 C	SM	API and Resources	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 D	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.
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	V	Level Data	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.
Gardenview A	SM/F/HR QMLATIV	Table / Help Desk	

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

ROOM	LEGEND	SESSION	DESCRIPTION

Mountainview B	S2Q B	Comparison SMS to Qmlativ Req to Check	Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!
Mountainview C	F/HR	Beginners Employee Data Mining	Skyward's Employee Data Mining can deliver helpful insights about your personnel. Learn the basics here.
Mountainview D	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.
Ballroom 1	S2Q S	Comparison SMS to Qmlativ Student Discipline	Let's look at what your everyday SMS processes will look like when you do them in Qmlativ!
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/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 A	SM/F/HR QMLATIV	Table/Help Desk	

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

ROOM	LEGEND	SESSION	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.**

ROOM	LEGEND	SESSION	DESCRIPTION
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	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!
Gardenview B	SPECIAL	District Data Vizualizations w/ Power BI	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	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	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.
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.
Gardenview A	SM/F/HR 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.

Room	Legend	Session	Description
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	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
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!
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	S2Q B	State Reporting Updates/Best Practices	Overview of changes for the 2024-25 school year and some suggestions for best practices.
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.
Gardenview A	SM/F/HR	Table/Help Desk	
Gardenview A	QMLATIV	Table/Help Desk	

Day 2: Thursday May 30, 2024

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

ROOM	LEGEND	SESSION	DESCRIPTION

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	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 SMS processes will look like when you do them in Qmlativ!
Ballroom 1	S2Q 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 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	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	SR/SM	Ed-Fi and EIS - Let's Compare	Comparing how things are reported in EIS vs Ed-Fi
Ballroom 2	SM	When was this Changed? Who Changed This?	There are so many areas in the software that have tracking abilities. Changes in Demographic Information on Students, Grade Changes, Attendance transactions, User Tracking. Let's explore the area's that will give you the "insider" information!
Mountainview A	F/HR QMLATIV	Table/Help Desk	
Gardenview A	SM QMLATIV	Table/Help Desk	

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

ROOM	LEGEND	SESSION	DESCRIPTION
Mountainview B	HR	Managing Calendar Changes	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.
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	S2Q S	Pre-Migration & Data Clean Up/Misc Student Records	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
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	Business Data Clean-Up	In this session, we will point out tips & tricks that can be useful in day-to-day operations.
Gardenview D	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.
Ballroom 2	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
Mountainview A	F/HR QMLATIV	Table/Help Desk	
Gardenview A	SM QMLATIV	Table/Help Desk	

10:20am - 11:10am - 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	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!

Room	Legend	Session	Description
Mountainview D	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.
Ballroom 1	S2Q S	Comparison SMS to Qmlativ Student - Current Scheduling	Let's take a look at what your everyday SMS processes will look like when you do them in Qmlativ!
Gardenview B	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	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	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.
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
Mountainview A	F/HR QMLATIV	Table/Help Desk	
Gardenview A	SM QMLATIV	Table/Help Desk	

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

ROOM	LEGEND	SESSION	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	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

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 use to assist in your day to day needs for staying in contact with staff, students and families, Message Center, Skylert, Automated emails to
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 your District to utilize test scores - Building a test, importing information, Test Score Analysis and Reporting
Mountainview A	F/HR QMLATIV	Table/Help Desk	
Gardenview A	SM QMLATIV	Table/Help Desk	