

Session #	Name	Description
1	Accounts: Audits and Utilities	Maximize your efficiency and ensure data integrity by learning about the various Financial Management audits and utilities you have at your disposal in Skyward.
1	HR: Custom Forms Overview and Creation	Learn the ins and outs of custom form creation and use within the system.
1	Utilizing List Screens	List screens can be a great way to get the information you need without building a report. In this session, learn how to set custom views, filters, add totals, and much more.
1	Payroll Utilities	Utilities are processes run in the system. Learn about the payroll utilities and why we use them.
1	SMS 2.0 to Qmlativ: Clean Data is Great Data	Whether it's cleaning up data today or preparing to migrate to Qmlativ in the future, attend this session to find out what data should be cleaned up. There are many areas that should be reviewed prior to a future migration, but these same clean up tasks help your data and reporting now and are always best practice.
1	New User Bootcamp	Learn the essentials for navigating Skyward, basic record lookup, and best practices for functioning within the system.
1	Tips and Tricks for New Users	Are you a new Qmlativ Student user? Stop in for some tips, tricks, and recommendations to make the system work for you. This will include using Live Tiles and Chart Tiles to monitor common data points in the system and setting up personalized Docks and Favorites.
1	Introducing Special Education in Qmlativ	This session will be an introduction into the special education module within Qmlativ.
2	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.
2	HR: Beginning Employee Data Mining	If you're just starting to dip your toe into data mining for employee data, this session gives a nice jumping off point to make you feel comfortable with getting the data you need.
2	Basic: Accounts Payable Run	Come see an Accounts Payable process in context including creating an invoice, updating it, completing an AP Run, voiding the AP run, and recreating the invoices.
2	I don't remember that from training: exploring useful features in Payroll	This session is meant for the user who has been with the software for a few months and could benefit from a refresher on some of the extra features Payroll has to offer: from Payroll utilities, filters, and reports, to making corrections during the payroll process.
2	NSOE vs Online Registration vs Pseudo Changes	New Student Online Enrollment (NSOE), Online Registration, and Pseudo Changes can be used independently or in combination. Learn about the similarities/differences between NSOE and Online Registration and how some districts utilize them as part of a two-step enrollment process. Also hear about how Pseudo Changes can be used to collect updates to family/student information throughout the year.
2	Attendance Entry: Tips and Tricks	Teachers unable to submit their attendance? Need a faster way to mark a group of students who all have the same absence code for the day? Thinking about using guardian-submitted absence notifications? In this session we will go over tips for making attendance entry and review easier.

2	<b>Activities and Athletic Eligibility</b>	Explore an overview of conventional and unconventional uses of activities in the system. Additionally, the Activity/Athletic Eligibility feature will be introduced via Student Thresholds.
2	<b>Personalizing the Experience for My District</b>	Come explore an introduction to the options that allow database administrators to customize the experience for their users. This will include topics like creating District Views, District Filters, and creating a new default set of Reference Tiles in the Student Profile.
2	<b>District Led SMS Student: Getting to know the source of your information-data mining</b>	<b>District Led:</b> New users are sometimes overwhelmed with Data Mining. We will share our own guides to simplifying the process as well as tips and tricks for beginners.
3	<b>SMS 2.0 to Qmlativ Migration: SMS Data Clean Up Checklist for Finance</b>	This session will cover a checklist of items that should be reviewed prior to moving forward with your SMS 2.0 to Qmlativ conversion. There may also be some action items you will want to review with your staff to make the migration a better experience. Prerequisite - SMS HR & Finance knowledge to prepare for conversion to Qmlativ
3	<b>Payroll: Maximizing Your Current Payroll Reports</b>	Pre-Verify, Post-Verify, Saved Reports - See how to get the most out of your payroll reports.
3	<b>How do I fix that? Issues encountered In the PO and AP Process</b>	Get ahead of the game by finding out common issues users encounter and how to combat them when creating and updating POs and Invoices as well as creating an AP Run.
3	<b>Basic: Utilities and Reports in the Employee Module</b>	This session will go over the utilities and reports available in the Employee module
3	<b>Qmlativ Student Comparison: Part 1 Demographics</b>	This session will show a comparison of SMS demographics and Qmlativ demographics to showcase the differences and similarities.
3	<b>Skybuild Overview (Imports and Exports)</b>	Come enjoy a general overview of the import/export tool and offer some ideas on how Skybuild could be utilized. *This session is intended for users that have never used Skybuild before.
3	<b>Verification Selection and Direct Certification Processes</b>	Take a dive into the Verification Selection Process from start to finish: review of the income eligibility guidelines, how to exclude an application from selection, how to ensure an application is selected, running the verification process, replacing applications, viewing and adding data to the selected applications, etc. And get a high-level overview of the direct certification process: running the utility en masse with a file and adding manual records.
3	<b>Different Ways to Add Student Course Requests</b>	Explore the various means that course requests can be added to students for the future scheduling process and see common reports and/or browses that can be used to verify all requests are entered.
3	<b>Sneak Peek: Qmlativ Dashboard &amp; Widgets - Student</b>	This session is for Student Qmlativ & SMS 2.0 users! Come get a sneak peek at the future of Qmlativ Dashboard. Explore in detail the 7 Widgets coming to you in 2024! Be the first to see the Dashboard Manager & Library. Give your advice for additional Widgets and influence the future of the Qmlativ Dashboard.
4	<b>SMS 2.0 to Qmlativ: Payroll Process Comparison</b>	Would you like to see how the Payroll process works in Qmlativ and the major differences? This is your chance to find out firsthand what everyone is starting to talk about!
4	<b>AP: A-to-Z</b>	See the entire Accounts Payable process in Skyward from start to finish, beginning with entering Invoices and ending with the Check Reconciliation process.
4	<b>Data Mining: Finance</b>	Come see how to create finance-related Data Mining Reports.

4	<b>Introduction to the Report Designer</b>	Dip your toes into the Advanced Report Designer and learn basic report writing skills.
4	<b>Qmlativ Student Comparison: Part 2 Reports &amp; Datamining</b>	This session will show a comparison of SMS reports/datamining within Qmlativ while showcasing the differences/similarities and different locations.
4	<b>LMS and OneRoster APIs</b>	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.
4	<b>Using browses to your advantage within Discipline</b>	Delve into the ways in which browses within the system can be manipulated to find and interact with discipline information. This includes adding fields to the Student List and Discipline browses, utilizing filtering and sorting, exporting information out of the system, creating live and chart tiles, etc. Examples could include creating a list of students with incidents that do not have actions, students within a range of in school or out of school suspensions, number of incidents involving drugs or weapons, etc.
4	<b>Scheduling Run Analysis / Conflict Resolution</b>	Get more comfortable with how to take a scheduling run and use the data to update your master schedule to minimize conflicts.
	<b>Sneak Peek: Qmlativ Dashboard &amp; Widgets - Business</b>	This session is for Business Qmlativ & SMS 2.0 users! Come get a sneak peek at the future of Qmlativ Dashboard. Explore in detail the 8 Widgets coming to you in 2024! Be the first to see the Dashboard Manager & Library. Give your advice for additional Widgets and influence the future of the Qmlativ Dashboard.
5	<b>Fixed Assets: Accounting</b>	Gain a deeper understanding of your Skyward system by attending this session designed to walk you through each phase of Fixed Asset accounting.
5	<b>HR: Processing New Hires, Retirements, and Terminations.</b>	Come learn about the processing of New Hires, Retirements, and Terminations in Employee Profile.
5	<b>Basic: Activity Accounting Groups</b>	How are Activity Accounting Groups set up and how do they affect what a user can see and do in Qmlativ?
5	<b>Advanced: Troubleshooting Time Off</b>	This session will go over issues that users frequently encounter, such as missing Time Off Types, Hours Per Day discrepancies, and missing allocation amounts.
5	<b>SMS 2.0 to Qmlativ Migration: GPA, Grading, &amp; Curriculum Clean Up Prior to Migration</b>	This session will focus on pre-migration clean up of GPA, Grading and Curriculum.
5	<b>When did that happen?</b>	Pick up some tools and strategies to help you identify when/how changes were made to data in your database. Areas like Change History, Name Maintenance, Address History, and Grade Change History will be covered.
5	<b>Optional Attendance Features</b>	Come learn about some of the optional features that schools may choose to implement for attendance entry. This will include the topics of the Guardian Entered Attendance Requests and the Tardy Kiosk.
5	<b>Transfer Courses</b>	Become confident in how mid year transfer courses are handled within district and from Out of District. The goal is to make sure the course will print --- and calculate --- correctly.
6	<b>Purchasing: Encumbrances Explained!</b>	Join us in discussing PO encumbrances. Topic includes: Summary Account Setup, Purchase Order Accounting, and Year End Encumbrance Utilities.
6	<b>Ins. Tracking: Mid-Year Plan Changes</b>	Learn how to manage changes to both employee coverages and to your Insurance Tracking plan setup.

6	<b>Applicant Tracking Features</b>	Explore the different Features in the Applicant Tracking module and learn which users should have access to the various features.
6	<b>Account Module Utilities</b>	Discover which utilities exist in the Account module and how they can speed up your processes.
6	<b>Advanced Data Mining</b>	Already have some prior knowledge of data mining in Skyward? Focus will be on advanced formatting options, filters, and processing lists.
6	<b>New(ish) User Bootcamp</b>	You've figured out the basics of functioning in Skyward and now you're ready for some tips and tricks to become even more efficient. This is also a great review even if you're not new! Session to cover topics like filters, scheduled tasks, quick prints, and processing lists.
6	<b>Creating reports with detail fields on the main line</b>	Learn how reports can be built with multiple detail section fields pulling to a single line.
6	<b>MTSS Watchlists: Using Data Points in the System</b>	Investigate how to use data points in the system to generate a list of students who meet certain criteria. Once on the MTSS Watchlist, you will be able to continue to monitor student(s), create an MTSS Referral, and/or create an MTSS Intervention Plan.
6	<b>District Led Qmlativ Student: Go Digital! New Student Online Enrollment and Onine Forms</b>	<b>District Led:</b> This presentation aims to offer a comprehensive understanding of our utilization of Skyward for enrolling new students online. Additionally, we will delve into creating online forms designed for various administrative tasks, such as technology contracts and student handbook acknowledgments. The goal is to showcase how these streamlined processes enhance the efficient collection of essential information.
7	<b>General: Project/Grant Codes</b>	Learn how to use Project/Grant Codes throughout the Skyward system to track unique or ongoing financial activities.
7	<b>HR: Advanced Employee Data Mining</b>	Once you feel comfortable with the basics of data mining, delve deeper with this dive into more advanced employee data mining.
7	<b>Preparing for the New Benefit Year</b>	Time keep flying by. Too soon, it's time to consider next year. This session with cover what utilities and processes need to be complete when preparing for the new benefit year.
7	<b>Basic: Purchasing 101</b>	Come dip your toes into the world of purchasing. Topics covered include: Adding POs, Ecommerce Ordering, Receiving Records, and Purchase Order Deliveries.
7	<b>Data Mining: Beyond Reports</b>	Data Mining can be used for more than just reports. In this session you will learn about additional features available within data mining like address labels, information labels, and mail merges.
7	<b>SMS - Back to Basics: Discipline and PIMS</b>	<b>District Led:</b> Many districts have been entering in new discipline codes to conform to certain situations at the drop of a hat and have lost site of the basic codes required for State reporting: required victim, follow-up, LLE, etc... I've created a guide for both administrators and data entry specialists to refer to that adheres to PIMS/Safe Schools Requirements and is easy to understand. If utilized, it can clean up the discipline module and eliminate end-of-year digging for answers, phone calls during June, and wasted time. I also created a comparison chart for districts to see just how out-of-hand their coding has become. I've created several other guides, a district Skyward Resource Drive, and conduct summer trainings for staff interested in increasing efficiency by utilizing Skyward.

7	<b>Processing Lists: What Are They? How Can They Help Me?</b>	The Standard Student Filter, used by many reports and utilities throughout the system, allow you to filter by common student fields --- or by Processing List. This session will introduce how to make Processing Lists via the Student List or Data Mining and make them work for you.
7	<b>Student Schedule Changes and Administratively Transferring Grades</b>	Review the options on how to update a student's schedule after the school year has begun. It will also introduce the Transfer Grade process that may be completed from within the Student Profile and pushed into the new teacher's gradebook.
8	<b>Budgeting: Import Feature</b>	Learn how to use the Budget Import feature to streamline your annual budgeting process.
8	<b>SMS 2.0 to Qmlativ Position Management: Comparison &amp; Conversion Tips</b>	Comparison & Conversion Tips and what you can do to make the transition better!
8	<b>Benefit Management: Reports and Utilities</b>	Together, we will explore the different Reports and Utilities available in the Benefit Management Module to track and collate data.
8	<b>Why don't I see it on my Bank Rec?</b>	Are you looking for clarity on the reconciliation process? Within this session, we will cover Bank Recs and common issues encountered.
8	<b>Future Scheduling: Using the Advanced Master Builder</b>	Taking the Master Builder a step further, the Advanced version can be used for creating a first draft of the new year's schedule by incorporating suggestions for terms, teachers, and days in addition to the period suggestions that the regular version does. We will spend much of this session going over the additional setup that is needed when using the Advanced version.
8	<b>Attendance: Positive Attendance and Tardy Kiosk</b>	See demonstrations of the Tardy Kiosk and Positive Attendance, including information on their setup and implementation, along with discussion on how they might be used for various student check in scenarios.
8	<b>Fee Management Year End Considerations</b>	It can be helpful to go over all of the suggested procedures for handling Fee Management Year End. This will include writing off accounts, resetting balances, rolling forward unpaid charges, and unapplied payments and how to direct fee data to new entities.
8	<b>Act 158 Roundtable</b>	Discussion on how districts are handling Act 158 tracking, how can Skyward help with this
8	<b>District Led Qmlativ Student: Maximizing the MTSS Module</b>	<b>District Led:</b> This presentation will showcase utilizing the MTSS module for SAP (Student Assistant Program) referrals and LIFTT (Launching Interventions for Targeting Teaching) referrals specifically addressing academic concerns. Within our district, we utilize the MTSS module as a centralized platform for data storage, communication of action plans, and the maintenance of continuous records. This data plays a crucial role in facilitating special education referrals and monitoring the progress of students over time.
9	<b>Bank Rec: Like a Pro</b>	Learn how to handle common bank reconciliation scenarios like a pro! Topics include: Voiding checks, fixing errors in posting, returned ACH deposits, and setting up new banks.
9	<b>Payroll: Advanced Options</b>	Comfortable processing payroll? Learn additional ways to save time processing miscellaneous payroll tasks in Skyward.
9	<b>Data Mining: HR</b>	Delve into how to create HR-related Data Mining Reports.

9	<b>Deductions &amp; Benefit Tools</b>	Learn how Deduction Benefit Groups, Selection Sets, and Verifications can help you maintain and report on your payroll data.
9	<b>Year End Process</b>	Come bolster your confidence in the recommended steps prior to the year end process, the process itself, and the most important steps to prepare for the start of the new school year.
9	<b>Grad Reqs / Career Plans</b>	Enjoy this overview of graduation requirements and the use of career plans.
9	<b>Data Mining: Adding More Tools into the Toolkit</b>	Now that you feel comfortable with the basics, come learn how to make slightly more complex Data Mining reports: pulling data from multiple Field Areas, deciding which Report Type to use, and when to apply other available options in Data Mining.
9	<b>Q: Act 158 Tracking with Reports and Customization</b>	<b>District Led:</b> A look at how Cumberland Valley School District is working to transition Act 158 tracking into Skyward with the help of customization, reports, and imports to reduce the potential for error and utilize existing data.
10	<b>SBAA: SBAA and Fee Management</b>	Need a better way to track student fees? Learn how fee information from the Student-side can be seamlessly brought over into the Finance-side of Skyward by using the Fee Management-SBAA interface.
10	<b>SMS to Qmlativ Migration: Data Clean Up Checklist for Human Resources</b>	We will cover a checklist of items that should be reviewed prior to moving forward with your SMS 2.0 to Qmlativ conversion. There may also be some action items you will want to review with your staff to make the migration a better experience.
10	<b>Advanced: Employee Access after Termination</b>	Many organizations still want employees to be able to log into Employee Access even after their employment is terminated so they can view past pay stubs and W2 information. This session will cover how to set this up and how to manage the security of terminated employees.
10	<b>District Browsers, Views, and Restricted Fields</b>	Come learn how to create Views and Filters specific for your organization; this includes changing the reference tiles in certain areas of the software. Attendees will also learn how to restrict certain fields, such as Social Security Numbers, from certain Security Groups.
10	<b>Discipline Tips &amp; Tricks</b>	Come learn tips and tricks to effectively use the Discipline module.
10	<b>Advanced Custom Forms</b>	Do you have prior knowledge of custom forms? We will cover more advanced formatting options, how to data mine the values in custom forms, how to use custom screens with Skycoder, and more.
10	<b>Student Profile: A Grading Journey</b>	Delve into the various tabs and subtabs related to Grading and GPA in the Student Profile. Special attention will be paid to the Grade Bucket Status, Grade History, and override potential within a Student Section.
10	<b>Beginning Steps on Designing a New Import</b>	Join us for an introduction to the process of creating a custom import and how to manually import records. This will include tips and tricks such as identifying the Base Module and Base Object for the import, designing the import as an Add-only process, Search for existing records to update, and working with small sample sizes in a training environment. *Skyward recommends submitting a service call to have any custom import reviewed by our Tier 3 support.*