

Product	Session Name	Session Description	Session
S	A Week in the Life of a Secretary/Admin Assistant	<i>This session will cover daily processes everyone should know about such as common attendance reports, automated processes, using Favorites, Student Locator...etc!</i>	7
SMS F	Account clearance & Utilities	<i>Maximize your efficiency and ensure data integrity by learning about account clearance and Financial Management utilities you have at your disposal in Skyward.</i>	7
SMS F/HR	Advanced Business Data Mining	<i>Master the art and science of financial reporting in this session designed to demonstrate some of the advanced features found in Budgetary Data Mining.</i>	9
S	Advanced Data Mining	<i>This session will be focused on the uses of advanced options and processes in SMS Student Management Data Mining. Come to see how a current Kansas district staff uses Data Mining to create detailed reports using formatting techniques, unique sorts to manipulate data, uses ranges in conjunction with fields, and finally how to Export Data Mining results to Excel.</i>	4
SMS HR	Advanced Payroll Data Mining	<i>Once you feel comfortable with the basics of data mining, delve deeper with this dive into more advanced employee data mining.</i>	5
S	Advanced Student Mgmt. Utilities & Processes	<i>This session will focus on those tricky utilities you may not use often, but can come in handy throughout the year, such as Student Mass Change, Mass Change Course Master Fields, etc.</i>	2
S	Attendance Letters	<i>This district employee-led session will cover Attendance Letter setup and the option for using and creating a Custom Letter.</i>	5
SMS F	Basic Budgetary Data Mining & Finance Reporting	<i>Learn to pull the financial data you need in this session covering the basics of Budgetary Data Mining, General Inputs History, Vendor Check History, and Other Reports.</i>	3
SMS HR	Basic Payroll Data Mining	<i>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.</i>	4
SMS F	Business Newbie Bootcamp (1of2)	<i>This 2-session continued presentation will be focused on the new user to Financial Management. We will broadly cover all things from Filters and Ranges, to New Employee Entry, Payroll Changes, Adding Vendors, Changing Purchase Orders and Invoices, Print Queue, Using Favorites and widgets, SkyDoc, Preferences, etc.</i>	1
SMS F	Business Newbie Bootcamp (2of2)	<i>This 2-session continued presentation will be focused on the new user to Financial Management. We will broadly cover all things from Filters and Ranges, to New Employee Entry, Payroll Changes, Adding Vendors, Changing Purchase Orders and Invoices, Print Queue, Using Favorites and widgets, SkyDoc, Preferences, etc.</i>	2
SMS F	Check & Bank Reconciliation	<i>In this session, we will be working through the main processes involved in completing your monthly bank reconciliations in Skyward. Topics include: check reconciliation, basic bank rec reporting, and a walkthrough of the basic bank reconciliation procedure.</i>	5
S	Conference Scheduler	<i>Come learn about Skyward's Conference Scheduler. Allow teachers to setup or view conferences, as well as allow guardians to sign up for conferences through Family Access.</i>	8
SMS F	Credit Card Processing & Setup	<i>Did you know you can import credit card transactions directly into the Skyward AP system? Join us in this session to learn how to set up and utilize Skyward's credit card features.</i>	9
SMS HR	Custom Forms & Online Forms (1of2)	<i>Learn the ins and outs of custom form creation and use within the system.</i>	8
SMS HR	Custom Forms & Online Forms (2of2)	<i>Take a look at using Online forms in Employee Access and the best practices of how to link a custom form to the online form.</i>	9
S	Custom Forms Data Collections & Auto-Distribution	<i>This session demonstrates how to utilize Processing Lists from report data to assign Scheduled Tasks to manage and share data. See how a Texas District creates a vision for distributing data and then builds a set of steps on how to share that data using Scheduled Tasks. The result features Custom Form copies from registration processes that are automatically emailed to staff members and administrators that require copies.</i>	8
S	Data Cleanup	<i>In this session we will cover duplicate student records, duplicate families, address clean-up, and secured user clean-up!</i>	10
S	Data Mining Beginning	<i>This session will be focused on the basics of SMS Student Management Data Mining. Come to see how a current Kansas district employee uses Data Mining to pull useful data and reports.</i>	3
S	Day in the Life of a Bookkeeper – Fee Mgmt.	<i>This session will go over best practices, reports, and other tools that will helpfull on a day-to-day basis within Fee Management.</i>	9
SMS F/HR	Differences in SMS & Qmlativ – Business	<i>Julie Grukowski</i>	2
S	Do You Know Skyward? (game)	<i>Test your Skyward knowledge against your colleagues in the one and only Skyward Game Show!</i>	7
S	Elementary Scheduling – Tips & Tricks	<i>In this session we will cover tools to make scheduling easier. We will also discuss how to set up scheduling groups and assigning students to their Homeroom.</i>	3
SMS HR	Employee Management	<i>In this session, learn tips and tricks of how to easily start/stop assignments, track history, and more!</i>	2
S	Fee Management Troubleshooting	<i>This session will go over some common scenarios you may encounter in Fee Management.</i>	7
SMS F	Finance Roundtable	<i>This session is an opportunity to bring questions to a group of your peers and discuss them in an open setting. The focus of this session will be anything Finance related.</i>	6
SMS F	Finance Year End Process	<i>Prepare in advance for your fiscal year end. We will focus on year end preparation as well as on the main steps of the Fiscal Year End process in Skyward.</i>	10
S	Food Service Applications	<i>This session will focus on the process of filling out food service applications and when to use applications. We will also discuss how to use online applications via Family Access.</i>	1
S	Food Service Point of Sale	<i>This session will focus on running a food service Point of Sale line. We will discuss how to enter purchases/payments during POS and background setup necessary to function.</i>	2
S	Food Service Roundtable	<i>This session will focus on collaboration between KS district users who use food service. Feel free to bring your Q/A topics and discuss solutions with fellow KS food service users.</i>	6
S	Food Service Year End Process	<i>This session will focus on the pre-Food Service Year End Steps, the Food Service Year End process, and the post-Food Service Year End steps.</i>	4
S	Health Records – Office Visits	<i>In this session we will be going through how to enter in office visits. We will discuss office visits through the profile, Entry by date, Student Check-in, and Quick Entry.</i>	4
S	Health Records – Roundtable for Nurses	<i>In this session the attendees will be taking the lead. Bring any questions or ideas you have to discuss with your peers.</i>	6
S	Health Records – Tips & Tricks for Nurses	<i>In this session we will be going through health reports, diabetes care log, vision/hearing screenings, and how to create and use a processing list.</i>	2
S	Health Records – Vaccinations & Vaccination Letters	<i>In this session we will be going through the student vaccination tab, as well as, walking through the steps of creating a vaccination report, letter, and mailing labels.</i>	5
S	Health Records Creating an IHP	<i>In this session we will be going through the basics of creating an IHP.</i>	3
S	Health Records Data Mining	<i>In this session we will be going through the basics of creating a health data mining report, how to use it and then will show data mining reports in our district that work well for us.</i>	1
SMS HR	HR Roundtable	<i>This session is an opportunity to bring questions to a group of your peers and discuss them in an open setting. The focus of this session will be Human Recourses, Payroll, Employee Management & Salary Negotiations.</i>	6
S	KSDE – Proposed Planned Changes for 2025	<i>KSDE will go over the proposed changes in state reporting for the 2025 school year.</i>	4
S	KSDE – KEDS Planned Rollout	<i>KSDE will talk about the roll out plan for the new KEDS system of reporting.</i>	5
Q	Migration Center – Successfully Changing to Qmlativ	<i>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.</i>	1
S	NSOE – New Student Online Enrollment	<i>This session will provide an overview of the New Student Online Enrollment (NSOE) portal, and how to utilize the portal to allow parents to enroll new students into the district.</i>	5
V	What's Working to Engage Families Today: Tips for Modern	<i>When it comes to communication in schools, parent & community expectations have shifted recently. The strategies and tools used 10 years ago are not working today, yet many are still in place. Even CoSN's annual survey of technology leaders found 95% say their districts changed how they engaged with parents during the pandemic. During this session, attendees will learn modern tips and tools to capture stakeholder's attention and build engagement, even as trends shift. We will also share more about how ParentSquare and Skyward's partnership provides seamless integration and saves time, while ensuring privacy, security and high family contactability.</i>	10
SMS HR	Payroll Balancing & Payroll Payables	<i>Discover how payroll affects your bank reconciliation and how you can use payroll payables to expense your summer contract pays in the previous fiscal year.</i>	7

SMS HR	Payroll Tips & Tricks	Discover options within the Payroll and Human Resources modules that will allow you to speed-up or streamline your payroll processing.	1
SMS HR	Payroll Year End Process	This session will overview the options within the Payroll and Human Resources modules that will allow you to streamline your payroll fiscal year end process.	10
SMS F	Purchase Orders & Invoices	See the entire Accounts Payable process in Skyward from start to finish, beginning with entering invoices and ending with the payment process.	4
QB	Q Business – Account Setup & Code Structure	Learn about how account numbers are set up, utilized, and maintained in Qmlativ!	1
QB	Q Business – Accounts Receivable	This session will provide an overview of Accounts Receivable setup and usage. It will cover how to record payments from a payor as well!	3
QB	Q Business – Applicant Tracking	This session provides an overview on our new module of Qmlativ Applicant Tracking. We plan to demonstrate the process to successfully post jobs, review applications, and hire the most qualified applicants.	3
QB	Q Business – Bank Rec & Finance Best Practices	Learn about how bank reconciliation in Qmlativ works and some Finance Best Practices that can make your life a bit easier!	8
QB	Q Business – Basic Qmlativ Payroll Data Mining	Learn how to generate different payroll reports through data mining in Qmlativ!	4
QB	Q Business – Best Practices for Invoices & Credit Cards	Learn about different Skyward best practice methods for Accounts Payable in Qmlativ Business!	4
QB	Q Business – Budget Year End Process	Learn about what you'll need to do and know to have a successful Fiscal Year End process in Qmlativ!	9
QB	Q Business – Contract Letters	This session provides an overview of Skyward's electronic contract feature. We plan to demonstrate the process of setting up, sending, and signing contract letters electronically in Skyward, as well as how it helps streamline the onboarding process.	8
QB	Q Business – Custom Views & Custom Screens	Learn how to generate different custom browse views and explore how to create a custom screen in Qmlativ!	10
QB	Q Business – Data Mining & Report Writing	Learn about how to create different data mining reports. Learn how to modify list screens to create quick reports and other tools for report designer.	1
QB	Q Business – Employee Access	Learn what options and controls you have for empowering your employees to help themselves and find important information through the use of Employee Access.	8
QB	Q Business – FMLA & Other Time Off Situations	Learn about how we can manage a variety of common time off scenarios in Qmlativ.	3
QB	Q Business – Grant & Project Management	Learn about how Project and Grants in Qmlativ can help you keep track of your finances!	5
QB	Q Business – HR Year End Process	Look at the Human Resources Year End processes and discuss what they accomplish.	10
QB	Q Business – Online Forms	If you're hoping to have online form field responses populate directly into a profile, this session is for you. We will focus on the creation of an Online Form and investigate which options may connect to/update fields directly within the Qmlativ database.	9
QB	Q Business – Position Management Best Practices	Learn about the different Skyward Best Practice methods for maintaining Position data in Qmlativ!	7
QB	Q Business – Process Management	Employee onboarding is your first opportunity to create a lasting and engaging relationship with new staff. Skyward Qmlativ and the Process Management module provide a tool to create an onboarding program that will not only ensure that your business office is ready for the new hire but also creates a positive first impression. Eudora School District will cover how to leverage the tools found in Skyward, walking you through the ins and outs of building a seamless onboarding process.	2
QB	Q Business – Purchase Orders & E-Commerce	Learn how to update open Purchase orders, re-establish encumbrances, re-open historical purchase orders and more with this session! We will also take you through how to create an e-commerce Amazon purchase order in Qmlativ!	2
QB	Q Business – Qmlativ Security	Does the thought of setting up your Security seem to overwhelm you? This session is for you to Learn the most effective and efficient way to setup your security that will work for you with the least amount of maintenance possible!	5
QB	Q Business – Quarter & Year End Payroll & KPERS	This session will cover troubleshooting discrepancies on 941s and KPERS data, resolving errors, and manipulating payroll reports using filters to achieve desired outcomes. We will also review pre-steps to take before completing the HR year-end rollover along with cleaning up assignments, pay types, and so on.	6
QB	Q Business – Staff Planning & Budgeting for Staff	This session is a basic overview for budgeting salaries and benefits in Skyward for new users.	1
QB	Q Business – State/Federal Reporting Roundtable	This session will be a Roundtable Discussion on any topics under the Qmlativ Business State Reporting "umbrella". Please come with questions to ask of your peers to get opinions and experiences.	4
QB	Q Business – Sub Tracking	This session will show how to manually add Sub Tracking transactions and import from a 3rd party vendor	5
QB	Q Business – Tips & Tricks	Learn about different ways you can improve upon workflows and utilize lesser known features to make daily tasks easier in Qmlativ Business!	2
QB	Q Business – Tips & Tricks for the Building Bookkeeper	Learn about the different work processes building bookkeepers can utilize in Qmlativ Business!	6
QB	Q Business – Understanding Account Types/KS Cash Report	Most Kansas districts are familiar with Expense and Revenue account; however, have you wondered what all those balance sheet accounts are and how they are used? In this session, we will discuss how to use the Equity and Asset Accounts to see Summaries and Balance. Additionally, we will review the benefits of the KS Cash Summary Report and how it is setup & used.	7
QB	Q Business Roundtable	This session will be a Roundtable Discussion on any topics under the Qmlativ Finance or Human Resources "umbrella". Please come with questions to ask of your peers to get opinions and experiences.	10
QB	Q Business Time Tracking	Learn how to troubleshoot common time tracking errors as well as more recent enhancements in Qmlativ!	7
QS	Qmlativ Student Management Demonstration For SMS Users	This session will be a demonstration of the Qmlativ Student Management system. Skyward Sales will provide this demo and will be available for questions during and after.	4, 7
S	Responsive Online Custom Forms & Java Script	This session demonstrates how to access, setup, and create Advanced Custom Forms and how to utilize JavaScript to enhance your forms. Take your Skyward SMS registration and locally used Custom Forms from 1985 to 2024! See how one Texas District streamlines and customizes forms for responsive answers, colors and branding, and an overall flow of information packaged in a professional presentation. This is an advanced course but is open to all users to brainstorm possibilities of taking registration and online forms to the absolute top level!	9
S	Returning Student Online Registration	This session will cover the concept, set up and processing of the Online Registration process. We will step through all options available.	8
S	S2Q – Data Prep for Migration	This session will focus on two critical areas of SMS cleanup that will ensure that data migrated to Qmlativ is as accurate user-friendly as possible: GPA Cleanup and Curriculum Cleanup	3
SMS F	SBAA Best Practices	Learn about SBAA best practices and the unique steps involved in changing or adding new banks for your SBAA entities.	8
S	Secondary Roundtable	This networking session is for users to discuss processes and options with other users. Skyward will have representation, but the focus is to discuss ideas and options between users.	6
S	SkyCoder – Must See Tips & Tricks for Customizing SMS Student Mgmt.	This session demonstrates how to access, enable, and use the SkyCoder feature including a general overview of the feature and general options to make changes. See how a Texas District utilizes SkyCoder features to make their SMS system more user-friendly with colors, links, and customized programming to enable features that do not currently exist. Additional demonstration will show links to documentation and features that assist district staff with making accurate choices. This is an advanced course but is open to all users to brainstorm possibilities of taking SMS product to the absolute top level!	10
A	Skyward & Excel	You know how to get data out of Skyward, great! But then what? Did you know you can include emoji's in formulas? How about typing something once and having it appear o	1
S	SPED Roundtable	This session will be a Roundtable discussion on the Special Ed module. It will be an opportunity for KS customers either using the Special Ed Module, or those interested in learning more about it to come and discuss various aspects of the product. It isn't a Q&A session, but rather an open discussion.	6

V	STAI: Automate Your Day Student & Staff	Learn how you can improve your staff's time reporting with School Tech's Time Clocks and streamline student time and attendance tracking with Tardy Kiosk, Positive Attendance, and the new SchoolTRAK solution.	9
QS	Student Features – Differences in SMS & Qmlativ	This session will demonstrate various processes in SMS Student Management, and then we will turn around and demonstrate the same process in Qmlativ.	9
S	Student Mgmt. – Newbie Bootcamp (1of2)	Learn the essentials for navigating Skyward, basic record lookup, and best practices for functioning within the system	1
S	Student Mgmt. – Newbie Bootcamp (2of2)	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.	2
S	Student Mgmt. – Tips & Tricks	This session will be focused on showing various Tips & Tricks within the SMS Student Management system. Little tips to help save you time or key strokes in your day to day operations.	8
S	Student Mgmt. – Year End Process	Feel more confident in the recommended steps prior to the yearend process, the process itself, and the most important steps to prepare for the start of the new school year.	9
S	Student Services – Special Education	This session will be an overview of the Special Ed Module and how it's being used at Shawnee Mission. We will cover our district's IEP system and how it can be used for bulk reporting to KSDE's SpedPro system.	5
S	Student/Family Maintenance	This session will review how to maintain student and family data. We will look at how to separate guardians, how to change family addresses, etc.	10
S	Symphony of Proc Lists & Scheduled Tasks	This session demonstrates how to utilize Processing Lists from report data to assign Scheduled Tasks to manage and share that data. See how a Texas District creates a vision for distributing data and then builds a set of steps on how to gather that data chronologically to create a "symphony" of Scheduled Tasks that result in desirable reports and data sharing.	7
SMS HR	True Time Setup	Exploring the True Time Module setup and configuration for new users.	3
V	NATSB: Background checks through Skyward? It's as easy as sending an email!	In this session, we will review the importance of background checks, explore the ordering process for employees and volunteers (including our volunteer self-pay option) and how you can build the ordering process into Skyward. NATSB screens for over 200 Kansas School Districts so we would love to get your feedback on ideas to integrate background screening even deeper into the Skyward system.	6
V	Vendor – Red Rover - Employee Leave & Substitute pay.	Skyward and Red Rover, a "Best-of-Breed" Substitute Placement and Employee Absence management software, have teamed up to help districts manage absences and substitutes more effectively and efficiently. These systems integrate tightly, whether you have SMS 2.0 or Qmlativ, providing streamlined processes and time savings for your Business and HR offices. Learn how you can join districts around the country with the most powerful integration in absence and substitute management.	8
S	Food Service Reporting	This session will focus on the more frequently used food service daily and monthly reports.	