



20

Kansas Skyward User Group

17TH ANNUAL CONFERENCE

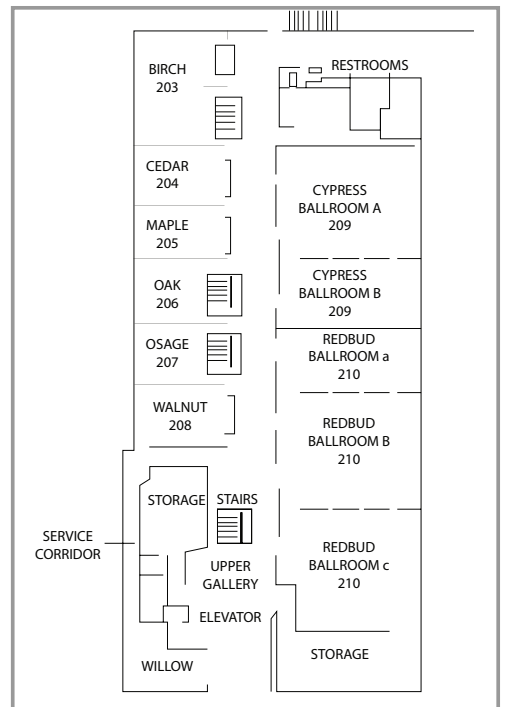
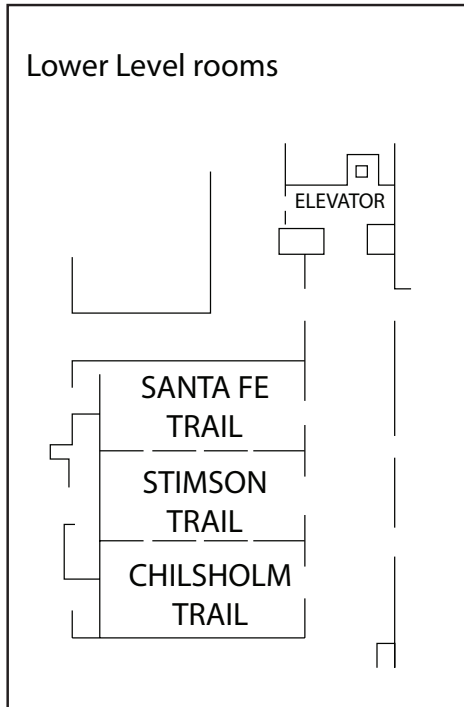
April 2 and 3, 2024

Hyatt Regency Convention Center

24

EVENT SCHEDULE

Mon 4/1	1:00-3:00	Product Ideas Meeting	Walnut
Tues 4/2	7:30 - 8:30	Registration & Breakfast (7:30 - 9:20)	Redbud A,B,C
	8:30 - 9:20	Welcome & Introductions	Redbud A,B,C
	9:30 - 12:20	Morning Sessions	Upper & Lower Level
	12:20 - 1:20	Buffet Lunch	Redbud A,B,C
	1:30 - 4:20	Afternoon Sessions	Upper & Lower Level
Wed 4/3	4:30 - 5:30	HAPPY HOUR	Outside Willow Room
	7:00 - 8:00	Registration & Breakfast	Redbud A,B,C
	7:50 - 8:05	Welcome & Final Thoughts	Redbud A,B,C
	8:15 - 12:05	Morning Sessions	Upper & Lower Level



Please visit our Sponsors in the Foyer

Company	Description	Level
e~Funds	Payment solutions for K-12 schools	1
National Screening Bureau	A leading provider of background screening services	2
National Screening Bureau	A leading provider of background screening services	2
Red Rover	Modern absence management solution	2
Skyward IS Corp	Secure private cloud service	1
STAi	Skyward integrated hardware and software solutions	2

DON'T FORGET!

Happy Hour on Tuesday

4:30-5:30

outside Willow Room

Kansas Skyward User Group Steering Committee Members

SMS 2.0

Title	Name	District	Student	Business	Q
President	Tracey Moerer	Ottawa USD 290	X	X	
Vice President	Michelle Forney	Salina USD 305	X		
Secretary	Rosalina Shoebrook	Shawnee Mission USD 512	X		
Treasurer	Susan Harris	Valley Center USD 262		X	
SC Member	Pearl Sholts	Maize USD 266	X	X	
SC Member	Valerie Armstrong	Goddard USD 265	X	X	
SC Member	Laura Warthen	Spring Hill USD 230	X	X	
SC Member	Denny Johnson	Halstead-Bentley USD 440	X	X	
SC Member	Misty Sawner	De Soto USD 232	X	X	
SC Member	Becky Barger	Bonner Springs USD 204	X		X
SC Member	Chris Hipp	Hays USD 489			X
SC Member	Amanda Brunkow	Eudora USD491			X
Branch Manager	Scott Whitney	Skyward Representative			

9:30 am - 10:20 am - Work Session #1

Room	Legend	Session
Cypress A	HR	Payroll Tips & Tricks
Cypress B	S	Student Mgmt. Newbie Bootcamp - 1 of 2
Birch	A	Skyward & Excel
Oak	F	Business Newbie Bootcamp - 1 of 2
Walnut	QB	Q Business - Data Mining & Report Writing
Osage	QB	Q Business - Staff Planning & Budgeting for Staff
Maple	Q	Migration Center - Successfully Changing to Qmlativ
Cedar	QB	Q Business - Account Setup & Code Structure
Stimson	S	Food Service - Applications
Chisolm	S	Health Records Data Mining

10:30 am - 11:20 am - Work Session #2

Room	Legend	Session
Cypress A	S	Advanced Student Utilities & Processes
Cypress B	S	Student Mgmt. Newbie Bootcamp - 2 or 2
Birch	QB	Q Business - Tips & Tricks
Oak	F	Business Newbie Bootcamp - 2 of 2
Walnut	HR	Employee Management Tips & Tricks
Osage	F/HR	Differences in SMS & Qmlativ - Business
Maple	QB	Q Business - Process Management
Cedar	QB	Q Business - Purchase Orders & E-Commerce
Stimson	S	Food Service - Point of Sale
Chisolm	S	Health Records - Tips & Tricks for Nurses

11:30 am - 12:20 pm - Work Session #3

Room	Legend	Session
Cypress A	HR	True Time Setup
Cypress B	S	Data Mining - Beginning
Birch	S	S2Q - Data Prep for Migration
Oak	S	Elementary Scheduling - Tips & Tricks
Walnut	F	Basic Budgetary Data Mining & Finance Reporting
Osage	QB	Q Business - Applicant Tracking
Maple	QB	Q Business - Accounts Receivable
Cedar	QB	Q Business - FMLA & Other Time Off Situations
Stimson	S	Food Service Reporting
Chisolm	S	Health Records - Creating an IHP

1:30 pm - 2:20 pm - Work Session #4

Room	Legend	Session
Cypress A	HR	Basic Payroll Data Mining
Cypress B	S	Advanced Data Mining
Birch	S	KSDE - Proposed Planned Changes -2025
Oak	QS	Q Student Overview/Demo for SMS Users
Walnut	F	Purchase Orders & Invoices
Osage	QB	State/Federal Reporting Roundtable
Maple	QB	Basic Qmlativ Payroll Data Mining
Cedar	QB	Best Practices for Invoices & Credit Cards
Stimson	S	Food Service Year End
Chisolm	S	Health Records - Office Visits

2:30 pm - 3:20 pm - Work Session #5

Room	Legend	Session
Cypress A	HR	Advanced Payroll Data Mining
Cypress B	QB	Q Business - Grant & Project Management
Birch	S	KSDE - KEDS Planned Rollout
Oak	S	New Student Online Enrollment - NSOE
Walnut	F	Check & Bank Reconciliation
Osage	QB	Qmlativ Security
Maple	S	Attendance Letters
Cedar	QB	Q Business - Sub Tracking
Stimson	S	Student Services - Special Education
Chisolm	S	Health Records - Vaccinations & Vaccination Letters

3:30 pm - 4:20 pm - Work Session #6

Room	Legend	Session
Cypress A	HR	HR Roundtable
Cypress B	QB	Q Business - Quarter & Year End Payroll & KPERs
Birch	F	Finance Roundtable
Oak	S	Secondary Roundtable
Walnut	QB	Q Business Roundtable
Osage	S	Food Service - Roundtable
Maple	S	SPED Module - Roundtable
Cedar	QB	Q Business - Tips & Tricks for the Building Bookkeeper
Stimson	V	Parent Square
Chisolm	S	Health Records - Roundtable for Nurses

Lunch: 12:20 pm - 1:20 pm

Full Itinerary

Day 2: Wednesday, April 3, 2024

7:00 am - 8:00 am Registration and Breakfast (Redbud A, B, C)
 7:50 am - 8:05 am Welcome and Final Thoughts

Full Itinerary**8:15 am - 9:05 am - Work Session #7**

Room	Legend	Session
Cypress A	HR	Payroll Balancing & Payroll Payables
Cypress B	S	Symphony of Proc Lists and Scheduled Tasks
Birch	S	Do You Know Skyward? Prove It!!
Oak	S	Week in the Life of a Secretary/Admin Assistant
Walnut	QB	Q Business - Time Tracking
Osage	QB	Q Business - Understanding Account Types/KS Cash Report
Maple	QB	Q Business - Position Management Best Practices
Cedar	QS	Q Student Overview/Demo for SMS Users
Stimson	F	Account Clearance & Utilities
Chisolm	S	Fee Management Troubleshooting

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

Room	Legend	Session
Cypress A	QB	Q Business - Bank Rec. & Finance Best Practices
Cypress B	S	Custom Forms Data Collection & Auto-Distribution
Birch	HR	Custom Forms & Online Forms - 1 of 2
Oak	S	Student Mgmt. - Misc. Tips & Tricks
Walnut	S	Returning Student Online Registration
Osage	S	Conference Scheduler
Maple	QB	Q Business - Employee Access
Cedar	QB	Q Business - Contract Letters
Stimson	F	SBAA Best Practices
Chisolm	V	Red Rover - Integrating Leave & Substitute Activity

10:15 am - 11:05 am - Work Session #9

Room	Legend	Session
Cypress A	QB	Q Business - Budget Year End Processes
Cypress B	S	Responsive Online Custom Forms & Java Script
Birch	HR	Custom Forms & Online Forms - 2 of 2
Oak	QS	Student Features - Differences in SMS & Qmlativ
Walnut	S	Student Management - Year End Process
Osage	S	Day in the Life of a Bookkeeper - Fee Mgmt.
Maple	HR/F	Advanced Business Data Mining
Cedar	QB	Q Business - Online Forms
Stimson	F	Credit Card Processing & Set-up
Chisolm	V	STAI

11:15 am - 12:05 pm - Work Session #10

Room	Legend	Session
Cypress A	HR	Payroll Year End processes
Cypress B	QB	Q Business - Roundtable
Birch	S	Student/Family Maintenance
Oak	S	SkyCoder - Must See Tips & Tricks for Customizing SMS Stu Mgmt
Walnut	S	Data Clean-up
Osage	QB	Q Business - Human Resources Year End processes
Maple	F/HR	S2Q - Data Prep for Migration
Cedar	QB	Q Business - Custom Views & Custom Screens
Stimson	F	Finance Year End Processes
Chisolm	V	NATSB

Session Descriptions

S	A Week in the Life of a Secretary/Admin Assistant	This session will cover daily processes everyone should know about such as common attendance reports, automated processes, using Favorites, Student Locator...etc!	7
SMS F	Account clearance & Utilities	Maximize your efficiency and ensure data integrity by learning about account clearance and Financial Management utilities you have at your disposal in Skyward.	7
SMS F/HR	Advanced Business Data Mining	Master the art and science of financial reporting in this session designed to demonstrate some of the advanced features found in Budgetary Data Mining.	9
S	Advanced Data Mining	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.	4
SMS HR	Advanced Payroll Data Mining	Once you feel comfortable with the basics of data mining, delve deeper with this dive into more advanced employee data mining.	5
S	Advanced Student Mgmt Utilities & Processes	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.	2
S	Attendance Letters	This district employee-led session will cover Attendance Letter setup and the option for using and creating a Custom Letter.	5

SMS F	Basic Budgetary Data Mining & Finance Reporting	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.	3
SMS HR	Basic Payroll 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.	4
SMS F	Business Newbie Bootcamp (1of2)	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.	1
SMS F	Business Newbie Bootcamp (2of2)	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.	2
SMS F	Check & Banck Reconciliation	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.	5
S	Conference Scheduler	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.	8
SMS F	Credit Card Processing & Setup	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.	9
SMS HR	Custom Forms & Online Forms (1of2)	Learn the ins and outs of custom form creation and use within the system.	8
SMS HR	Custom Forms & Online Forms (2of2)	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.	9
S	Custom Forms Data Collections & Auto-Distribution	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.	8
S	Data Cleanup	In this session we will cover duplicate student records, duplicate families, address clean-up, and secured user clean-up!	10

S	Data Mining Beginning	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.	3
S	Day in the Life of a Bookkeeper Fee Mgmt	This session will go over best practices, reports, and other tools that will be helpful on a day-to-day basis within Fee Management.	9
SMS F/HR	Differences in SMS & Qmlativ - Business	Julie Grulkowski	2
S	Do You Know Skyward? (game)	Test your Skyward knowledge against your colleagues in the one and only Skyward Game Show!	7
S	Elementary Scheduling - Tips & Tricks	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.	3
SMS HR	Employee Management	In this session, learn tips and tricks of how to easily start/stop assignments, track history, and more!	2
S	Fee Management Troubleshooting	This session will go over some common scenarios you may encounter in Fee Management.	7
SMS F	Finance Roundtable	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.	6
SMS F	Finance Year End Process	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.	10
S	Food Service Applications	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.	1
S	Food Service Point of Sale	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.	2
S	Food Service Reporting	This session will focus on the more frequently used food service daily and monthly reports.	8
S	Food Service Roundtable	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.	6
S	Food Service Year End Process	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.	4
S	Health Records - Office Visits	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.	4

S	Health Records – Roundtable for Nurses	In this session the attendees will be taking the lead. Bring any questions or ideas you have to discuss with your peers.	6
S	Health Records – Tips & Tricks for Nurses	In this session we will be going through reports, diabetes care log, vision/hearing screenings, and how to create a processing list.	2
S	Health Records – Vaccinations & Vaccination Letters	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.	5
S	Health Records Creating an IHP	In this session we will be going through the basics of creating an IHP.	3
S	Health Records Data Mining	In this session we will be going through the basics of creating a health data mining report. We will also be going through other helpful reports found in the Health module.	1
SMS HR	HR Roundtable	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.	6
S	KDSE – Proposed Planned Changes for 2025	KSDE will go over the proposed changes in state reporting for the 2025 school year.	4
S	KSDE – KEDS Planned Rollout	KSDE will talk about the roll out plan for the new KEDS system of reporting.	5
Q	Migration Center – 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.	1
V	NATSB	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
S	NSOE – New Student Online Enrollment	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.	5

V	Parent Square	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.	10
SMS HR	Payroll Balancing & Payroll Payables	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.	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	Q 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 with 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 demoinstration of the Qmlativ Student Management system. Skyward Sales will provide this demo and will be available for questions during and after.	4, 7
V	Red Rover	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	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 on several tabs at the same time? Excel isn't only about formulas and programming. Come learn about some tools to help make your life easier when working with data in Excel.	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	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 year end 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

**Thank you for attending the
Kansas Skyward User Group
Annual Conference.**

Upcoming Conferences

2025

04/08/2025 – 04/09/2025

2026

04/07/2026 – 04/08/2026

Online

ksusergroup.wixsite.com

Breakout Sessions

Need to run your ideas by another district on a certain topic, see the list below of steering committee members who can help with some of your questions...

Don't see a breakout topic that you are needing advice on...grab a steering committee member and we will help get the answers you need!

Also, don't forget there are Skyward Representative in Willow. Sign up early for one on one time troubleshooting.

Session	Steering Committee	Topic
2	Michelle Forney	Data and Excel
4	Tracey Moerer	SMS Finance/HR Share your Data Mine Reports
6	Michelle Forney	Data and Excel
6	Misty Sawner	Student Mgmt. - Misc. Tips & Tricks
7	Misty Sawner	Attendance Letter Setup
8	Tracey Moerer	SMS Finance/HR Going Paperless - How is your district doing this?
9	Misty Sawner	Troubleshooting Student Data