KSUG
KANSAS SKYWARD USER GROUP

SKYWARD

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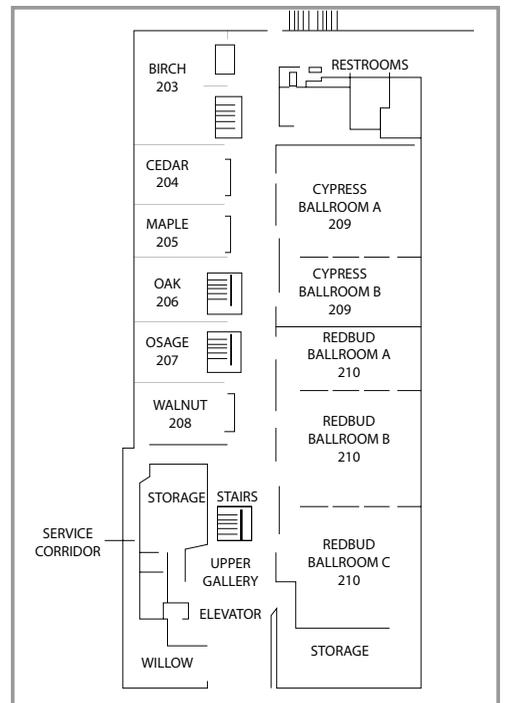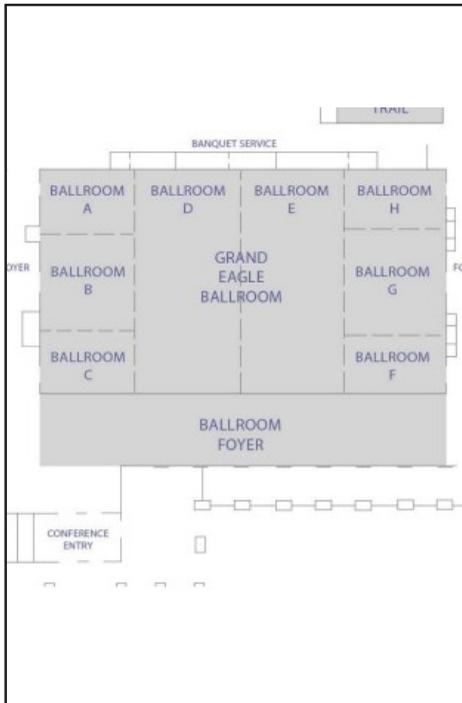# Kansas Skyward User Group

19TH ANNUAL CONFERENCE

April 7 and 8, 2026

Hyatt Regency Convention Center

26

EVENT
SCHEDULE

Mon 4/6	1:00-3:00	Product Ideas Meeting	Walnut
Tues 4/7	7:30 - 8:30	Registration & Breakfast (7:30 - 9:20)	Eagle Ballroom
	8:30 - 9:20	Welcome & Introductions	Eagle Ballroom
	9:30 - 12:20	Morning Sessions	Upper Level
	12:20 - 1:20	Buffet Lunch	Eagle Ballroom
	1:30 – 4:20	Afternoon Sessions	Upper Level
	4:30 – 5:30	Networking Hour	Outside Willow Room
Wed 4/8	7:00 - 8:00	Registration & Breakfast	Eagle Ballroom
	7:50 - 8:05	Welcome & Final Thoughts	Eagle Ballroom
	8:15 – 12:05	Morning Sessions	Upper Level

TRAIL

BANQUET SERVICE

| BALLROOM A | BALLROOM D | BALLROOM E | BALLROOM H |

FOYER

GRAND EAGLE BALLROOM

| BALLROOM B | | | BALLROOM G |

FO

| BALLROOM C | | | BALLROOM F |

BALLROOM FOYER

CONFERENCE ENTRY

RESTROOMS

BIRCH 203

CEDAR 204

MAPLE 205

OAK 206

OSAGE 207

WALNUT 208

CYPRESS BALLROOM A 209

CYPRESS BALLROOM B 209

REDBUD BALLROOM A 210

REDBUD BALLROOM B 210

REDBUD BALLROOM C 210

STORAGE STAIRS

UPPER GALLERY

ELEVATOR

SERVICE CORRIDOR

WILLOW

STORAGE

Please visit our Sponsors in the Foyer	
Company	**Description**
American Fidelity	Employer Benefits Solutions
Agilex	Education Technology
Red Rover	Payment solutions for K-12 schools
SJHL	Understanding KMAGG and how SJHL can help
Skyward IS Corp	Secure private cloud service
STAi	Skyward integrated hardware and software solutions

Kansas Skyward User Group Steering Committee Members						
Title	**Name**	**District**	**S 2.0**	**B 2.0**	**QB**	**QS**
President	**Tracey Moerer**	Ottawa USD 290	X		X	July
Vice President	**Michelle Forney**	Salina USD 305			X	X
Secretary	**Rosalina Shoebrook**	Shawnee Mission USD 512	X			
Treasurer	**Susan Harris**	Valley Center USD 262		X		
SC Member	**Brandi Bloom**	NWKESC			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	**Dennis Elledge**	Derby USD260			X	X
SC Member	**Chris Hipp**	Hays USD 489			X	
SC Member	**Amanda Brunkow**	Eudora USD 491			X	
Branch Manager	**Scott Whitney**	Skyward Representative				

Room	Legend	9:30 am - 10:20 am - Work Session #1
Cypress A	SMSB	Bank Reconciliation: Bank Rec Like a Pro
Cypress B	QB	Budgetary: Account Module Reports & Utilities
Birch	QB	Payroll: Exploring Useful Features
Oak	QB	General: General Navigation
Walnut	S&QB	S2Q Time Tracking: Setup
Osage	SMSS	Successfully Migrating to Qmlativ
Maple	QS	Q Future Sched - Course Master Cleanup & Pre & Co Recs
Cedar	QS	Q Activities: Athletic Eligibility
Redbud A	QS	Q Attendance - Attendance Entry & Reporting
Redbud B	S&QS	Q Student Customization: Creating Fields to Use in Online Forms & List Screens
Redbud C	General	General: Be a List Screen Ninja!! - Student or Business Suite - 1st Offering

Room	Legend	10:30 am - 11:20 am - Work Session #2
Cypress A	SMSB	Budgetary: Accounts Payable A-Z
Cypress B	QB	Budgetary: Finance Year End - Preparing for New Fiscal Year
Birch	QB	Employee: Useful Utilities & Reports
Oak	QB	All the small things - Learn how to handle snow days, incrementing years of services, prompt templates and processing lists.
Walnut	S&QB	S2Q Fin: 20/20 Finance - Accounts Payables - Invoice Entry/A/P Runs
Osage	SMSS	SMSS - New User Bootcamp - 1
Maple	QS	Q Student Customization: Personalizing the Experience for My District
Cedar	QS	Q Attendance - Monitoring & Letters
Redbud A	QS	Q CY Sched - New Student - Time & Schedule & Sched Changes
Redbud B	SS	State Reporting - KSDE
Redbud C	QS	QS - New Features

Room	Legend	11:30 am - 12:20 pm - Work Session #3
Cypress A	SMSB	HR: Beginning Employee Data Mining
Cypress B	QB	
Birch	QB	Payroll: Reports
Oak	QB	Import Designer: Beginning Steps on Designing a New Import
Walnut	S&QB	S2Q Fin: 20/20 Fin - Budget Management
Osage	SMSS	New User Bootcamp - 2
Maple	QS	Q CY Sched - Tips & Tricks, Best Practices
Cedar	QS	Q Student - General Navigation
Redbud A	QS	Q Fee Mgmt. - Configuration Deep Dive
Redbud B	SS	State Reporting - KSDE
Redbud C	QB	QB - New Features

Room	Legend	1:30 pm - 2:20 pm - Work Session #4
Cypress A	SMSB	Budgetary Reporting: Data Mining for Pro's
Cypress B	QB	Reporting - Data Mining Finance
Birch	QB	Qmlativ - HR Hiring Process - Overview & Roundtable
Oak	QB	Security: Tips & Tricks
Walnut	S&QB	S2Q: 20/20 HR - Payroll Payables & Summer Payrolls
Osage	SMSS	SMSS - Tips & Tricks - Underutilized Features
Maple	QS	Import Designer: Beginning Steps on Designing a New Import
Cedar	QS	Q Future Sched - Building a Master Schedule
Redbud A	QS	Q Fee Mgmt. - Utilities & Year End Considerations
Redbud B	SS	State Reporting - Ed-Fi Setup - Skyward
Redbud C	QS	Qmlativ Special Ed - Evolving Special Education: Overview & Reflection

Room	Legend	2:30 pm - 3:20 pm - Work Session #5
Cypress A	SMSB	HR: Fiscal Year End Checklist
Cypress B	QB	How do I fix that? Issues encountered in the PO/AP Process
Birch	QB	Reporting - Data Mining Human Resources
Oak	QB	Process Mgmt.: A Beginner's Guide
Walnut	S&QB	S2Q: 20/20 - True Time & Time Tracking Set-up & Processing
Osage	SMSS	SMSS - Fee Management: Common Scenarios
Maple	QS	Q Grad Planning - Set Up of Endorsements & Career Plans
Cedar	QS	Q Imports: Importing Data for Custom Screens
Redbud A	QS	Q Future Sched - Run Analysis & Conflict Resolution
Redbud B	S&QS	20/20 - Student & Family Add Process (SMS & Q Differences)
Redbud C	General	Processing Lists - Reimagined!!

Room	Legend	3:30 pm - 4:20 pm - Work Session #6
Cypress A	SMSB	S2Q Finance: Data Clean-up Checklist for Finance
Cypress B	QB	Budgetary: Accounts Payable Run
Birch	QB	Time Off and Payroll
Oak	QB	Q Business Roundtable
Walnut	S&QB	Time Tracking: Schedules
Osage	SMSS	Stu Mgmt. Migration Topics - What I wish I knew now that I didn't know Then.
Maple	QS	Q Discipline - Reports & Roundtable
Cedar	QS	SMSS - Advanced Data Mining
Redbud A	QS	Q MTSS - Watchlists - Using Data Points in the System
Redbud B	S&QS	Q Student Roundtable & Roadmap
Redbud C	V	American Fidelity: Who the Heck is Gen "Z"?

Room	Legend	8:15 am - 9:05 am - Work Session #7
Cypress A	SMSB	S2Q: What moves from Training to Live
Cypress B	QB	Credit Card Processing
Birch	QB	Time Tracking: Setting up Payroll
Oak	QB	Report Manager - Kickstart your Reporting Adventure
Walnut	S&QB	Custom Forms - Brandi Bloom
Osage	SMSS	20/20: Food Service Comparison/Roundtable
Maple	QS	Q Health: Common Reports & Data Mining
Cedar	QS	Q Message Center & Notifications Roundtable
Redbud A	QS	Q Online Forms - Returning Student Reg for the Upcoming School Year
Redbud B	V	V: Audit-Proof your Skyward: Internal Controls That Actually Work
Redbud C	General	General: Be a List Screen Ninja!! - Student or Business Suite - 2nd Offering

Room	Legend	9:15 am - 10:05 am - Work Session #8
Cypress A	SMSB	S2Q Migration: Data Clean-up Checklist for HR
Cypress B	QB	Budgetary: Making the Most of your Account List
Birch	QB	Employee/Payroll - Setting up Stipends, Supplementals and Special Case Pay Types
Oak	QB	Customization - Custom Projects - Beginner
Walnut	S&QB	Process Development & Staff Resources - Brandi Bloom
Osage	SMSS	20/20: Health - Vaccinations & Vaccination Letters
Maple	QS	Q Food Service - Changes to Q Food Service in 2025
Cedar	QS	Q Grading - Honor Roll, Rank, & Reports - Oh My!!
Redbud A	QS	Q Student - A Day in the Life of a Secretary/Admin Assistant
Redbud B	S&QS	Process Mgmt.: Advanced Features & Flow Control
Redbud C	V	V: Skyward Integrated Virtual Card for a New AP Payment Method; Improve Security, Generate Unlimited Monthly Cash Rebates & Increase Efficiencies." No Cost or Commitment

Room	Legend	10:15 am - 11:05 - Work Session #9
Cypress A	SMSB	S2Q Payroll: Pay Schedules - What & Why are they Needed
Cypress B	QB	Activity - Basic Overview
Birch	QB	Payroll: Manual Adjustments , along with Deductions & Benefits
Oak	QB	Customization - Making Changes to Custom Screens - Advanced
Walnut	V	V: Qmlativ Integrated Solutions for Automation
Osage	SMSS	20/20: Health - Office Visits
Maple	QS	Q Food Service - Applications & App Letters
Cedar	QS	Q Gradebook - Overview
Redbud A	QS	Q Report Manager - Kickstart your Reporting Adventure
Redbud B	S&QS	Your Enrollment, Your Voice: NSOE Feedback & Insights
Redbud C	QS	Q Student - List Screens/Reports - How to Find the Correct Fields!!

Room	Legend	11:15 am - 12:05 pm - Work Session #10
Cypress A	SMSB	S2Q Security: Setup Overview for Business
Cypress B	QB	Budgetary: Budgeting 101
Birch	QB	Position: Matrix Updates & Contracts
Oak	QB	Payroll: Reissue Checks vs Void & Reissue
Walnut	S&QB	Business Migration Topics - What I wish I knew now that I didn't know then
Osage	SMSS	Q Student Process Management - Beginners Guide and linking to Online Forms
Maple	QS	Q Food Service: DC Import & Verification
Cedar	QS	Q Health: Health Plans Forms Creations & Use
Redbud A	QS	Q Report Manager - Jump Start Options for Building a Report
Redbud B	S&QS	Q Data Mining - For Beginners
Redbud C	Sales	DistrictPulse by Skyward - Your Analytics Advantage

Session Descriptions

SMSB	Bank Reconciliation: Bank Rec Like a Pro	Learn how to handle common bank reconciliation scenarios like a pro! Topics include Voiding checks, fixing errors in posting, returned ACH deposits, setting up new banks, and fixing previous month reconciliations.
QB	Budgetary: Account Module Reports & Utilities	Check out common reports used for keeping track of accounts and learn about their flexibility through prompts that empower the report-runner. We will also focus on utilities that exist in the Account module and how they can speed up your processes.
QB	Payroll: Exploring Useful Features	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.
QB	General: General Navigation	Are you looking for some general tips and tricks for navigating your QB system most effectively? This session will cover the options on your Dashboard and help you learn tricks to quickly access your most-visited areas and view information more easily.
S&QB	S2Q Time Tracking: Setup	Start making the Time Tracking groups so you can clock in and out. Explore the complete setup of all the Time Tracking groups needed for the assignments. You will learn how to add these to assignments by hand and also en masse.
SMSS	Successfully Migrating to Qmlativ	In this session, you'll hear of 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 districts sponsors are in this change, and how you can significantly increase your level of success.
QS	Q Future Sched - Course Master Cleanup & Pre & Co Recs	Delve into the reports and features that can be utilized to analyze the Course Master and what updates are needed based on course requests entered. Topics may include running the Mass Update Estimated Number of Sections utility, manipulating the Course browse, utilizing the Common Course Request Matrix feature, the Course Requests in Course Sequence report, and the workflows for creating more sections, activating or inactivating courses and section, updating course details, etc.

QS	Q Activities: Athletic Eligibility	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.
QS	Q Attendance - Attendance Entry & Reporting	Enjoy an overview of the Absence Occurrence Feature to find perfect attendance, poor attendance, or students with a certain number of tardies. Other topics may include the Monthly/Quarterly Attendance Report, using attendance columns for Live Tiles or Charts, and more. *Attendance Letters will not be discussed in this session.
S&QS	Q Student Customization: Creating Fields to Use in Online Forms & List Screens	Take your Qmlativ customization skills further by learning how to create custom fields using 1:1 relationships and seamlessly connect them to Online Forms. Once your fields are in place, discover how to integrate them into list screens and explore additional ways to make your data work smarter for you.
ALL	General: Be a List Screen Ninja!! - Student or Business Suite	Unlock the full potential of Skyward Qmlativ with advanced strategies for customizing and mastering List Screens. In this session, you'll go beyond the basics to learn how to create powerful, tailored views and filters that transform data into useful insight and focused tools. Whether you want to streamline daily workflows, uncover hidden information, or present data more effectively, this class will equip you with the tools and tips to make List Screens your secret weapon. Join Derby Public Schools and level up from user to List Screen ninja!"
SMSB	Budgetary: Accounts Payable A-Z	See the entire Accounts Payable process in Skyward from start to finish, beginning with entering Invoices and ending with the Check Reconciliation process.
QB	Budgetary: Finance Year End - Preparing for New Fiscal Year	Walk through the Finance Year End process to feel confidence that everything is set and ready to go.
QB	Employee: Useful Utilities & Reports	This session will go over useful utilities and reports available in the Employee module.
QB	All the small things - Learn how to handle snow days, incrementing years of services, prompt templates and processing lists.	The session name says it all. Come to this session to understand how to handle Snow Days, incrementing years of service, prompt templates, and work on processing list. More will be covered based on time.
S&QB	S2Q Fin: 20/20 Finance - Accounts Payables - Invoice Entry/A/P Runs	In SMS & Qmlativ take a look at the entire Accounts Payable process in Skyward from start to finish.
SMSS	SMSS - New User Bootcamp - 1	Learn the essentials for navigating Skyward, basic record lookup, and best practices for functioning within the system.
QS	Q Student Customization: Personalizing the Experience for My District	Come explore an introduction to the options that allow system administrators to customize the experience for their users. This will include topics like creating District Views and Filters, and customizing Reference Tiles in the Student Profile. Attendees will also learn how to restrict certain fields, such as Social Security Numbers from certain Security Groups.
QS	Q Attendance - Monitoring & Letters	Review ways that schools may monitor attendance for students and run attendance letters once students reach an attendance threshold.
QS	Q CY Sched - New Student - Time & Schedule & Sched Changes	Explore the multiple options available to staff who need to give students a new schedule after enrolling. This will include manually adding student sections, adding by scheduling groups, using course requests in the Student Scheduler, and using the Schedule Builder.
SS	State Reporting - KSDE	KSDE will talk about the roll out plan for the new KEDS system of reporting.

QS	QS - New Features	During this session we will highlight high-impact features released over the past six months along with key roadmap items currently on the horizon. We'll walk through enhancements that directly improve daily workflows, elevate data visibility, and support district operations. Join us to see what's new, what's coming, and how these updates can empower your teams.
SMSB	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.
QB	Payroll: Reports	New to the world of Payroll? Come check out useful Payroll reports.
QB	Import Designer: Beginning Steps on Designing a New Import	New to Import Designer? This session is your starting point! Learn the fundamentals of creating custom imports and manually importing records with confidence. We'll share practical tips like identifying the correct Base Module and Base Object, designing an Add-only process, searching for existing records to update, and working with small sample sizes in a training environment. Plus, discover best practices to keep your imports accurate and efficient. Note: Skyward recommends submitting a service call to have any custom import reviewed by Tier 3 support.
S&QB	S2Q Fin: 20/20 Fin - Budget Management	This session will cover the budgeting process in SMS/Qmlativ including the different ways to enter your budget, adopting your budget, and making amendments to your budget
SMSS	New User Bootcamp - 2	Learn the essentials for navigating Skyward, basic record lookup, and best practices for functioning within the system.
QS	Q CY Sched - Tips & Tricks, Best Practices	Join us for tips and best practices in regard to the Scheduling module in the Current Year. It will include information regarding identifying students with incomplete schedules, mid-year staffing changes, setting Process Restrictions on the Scheduling Board, and more.
QS	Q Student - General Navigation	Are you looking for some general tips and tricks for navigating your QS Mgmt system most effectively? This session will cover the options on your Dashboard and help you learn tricks to quickly access your most-visited areas and view information more easily.
QS	Q Fee Mgmt. - Configuration Deep Dive	Take a deep look into the various configuration options for Fee Management, including a detailed demonstration of how each of the various Auto Discount Schedules function.
SS	State Reporting - KSDE	KSDE will talk about the roll out plan for the new KEDS system of reporting.
QB	QB - New Features	Join us as we explore our product roadmap, outlining Skyward's strategic vision and plans for future growth. In this session, we'll showcase recent achievements, highlight ongoing developments, and offer a glimpse into what's on the horizon for you and your team!
SMSB	Budgetary Reporting: Data Mining for Pro's	Master the art and science of financial reporting in this session designed to demonstrate some of the advanced features found in Budgetary Data Mining.
QB	Reporting - Data Mining Finance	See an overview of how the Data Mining feature works and learn about recent enhancements such as the ability to print detail on one line and simple calculations. Topics to be covered include Building Account and V Reports, Sorts & Totals, Filters & Prompts, Calculated Fields and Sharing Data Mining reports.
QB	Qmlativ - HR Hiring Process - Overview & Roundtable	Explore the HR Hiring Process tools available today, get a look at what's coming next, and participate in a customer roundtable to share insights and discuss real-world hiring workflows that will help shape the future direction of the Qmlativ solution.

QB	Security: Tips & Tricks	Join us for a practical look at Qmlativ security best practices, reports, and utilities to help with verification and ongoing maintenance. We'll also dive into options for setting up security roles-whether by task or by position-and share strategies districts have found effective. Bring your questions, share your own tips and tricks, and leave with actionable ideas to strengthen your system security and streamline role management.
S&QB	S2Q: 20/20 HR - Payroll Payables & Summer Payrolls	This session will highlight the multiple methods for handling Summer Payrolls and discuss the differences between the pro's and con's, specifically, processes like Payroll Payables, Lump Sum payments, and Contract Payout.
SMSS	SMSS - Tips & Tricks - Underutilized Features	In this session, we will take a look at often overlooked features not everyone is using to their benefit. Join this session to learn how you can develop new strategies with your current resources.
QS	Import Designer: Beginning Steps on Designing a New Import	New to Import Designer? This session is your starting point! Learn the fundamentals of creating custom imports and manually importing records with confidence. We'll share practical tips like identifying the correct Base Module and Base Object, designing an Add-only process, searching for existing records to update, and working with small sample sizes in a training environment. Plus, discover best practices to keep your imports accurate and efficient. Note: Skyward recommends submitting a service call to have any custom import reviewed by Tier 3 support.
QS	Q Future Sched - Building a Master Schedule	Discuss best practices and timelines for creating your Master Schedule through various means.
QS	Q Fee Mgmt. - Utilities & Year End Considerations	Come explore the common use cases for Fee Mgmt's most frequently used utilities, such as Mass Apply General Fee's and Mass Apply Student Course Fee's. We will also cover many of the suggested procedures for handling Fee Mgmt Year End. This will include writing off accounts, resetting balances and rolling forward unpaid charges.
SS	State Reporting - Ed-Fi Setup - Skyward	Come see a walk through of the Ed-Fi Setup in the QS Mgmt system. We will not only go through the process, but also have an open discussion on the Ed-Fi process.
QS	Qmlativ Special Ed - Evolving Special Education: Overview & Reflection	Dive into the evolving workflow of Qmlativ Special Education. This session will walk through best-practice processes across the special education module, followed by an interactive roundtable discussion on future enhancements. While Kansas-specific forms may not yet be available at conference time, all core functionality and framework will be demonstrated. Participants will have an opportunity to share feedback, and help shape the next phase of Special Education development.
SMSB	HR: Fiscal Year End Checklist	Feel confident knowing the processes needed to help make a smooth transition at fiscal year end.
QB	How do I fix that? Issues encountered in the PO/AP Process	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.
QB	Reporting - Data Mining Human Resources	See an overview of how the Data Mining feature works and learn about recent enhancements such as the ability to print detail on one line and simple calculations. Topics to be covered include Building Employee Data Mining Reports, Sorts & Totals, Filters & Prompts, and Sharing Data Mining Reports.
QB	Process Mgmt.: A Beginner's Guide	Learn the essentials of Qmlativ's Process Manager for the ERP System. We'll start with why planning your process upfront is key to success, then show you how to create and manage workflows, assign tasks, and monitor progress. This beginner-friendly session covers setup, navigation tips, and common use cases-giving you the confidence to streamline operations effectively.

S&QB	S2Q: 20/20 - True Time & Time Tracking Set-up & Processing	This session will overview the Time Tracking/True Time modules, the time-keeping systems used by employees to clock in and out.
SMSS	SMSS - Fee Management: Common Scenarios	Walk through how to handle common fee scenarios, including but not limited to how to add payments, reverse charges, void or delete charges and payments, apply discounts, apply write offs, transfer fees, etc.
QS	Q Grad Planning - Set Up of Endorsements & Career Plans	This session will cover both the setup of Endorsements and Grad Plans in the QS system. Career Plans help to determine which classes should be taken and when, and endorsements can be used in conjucntion with Career Plans
QS	Q Imports: Importing Data for Custom Screens	If your district has a custom screen in Skyward, you may find yourself wanting to get data into those new fields en masse. In this session, we will go over how to create an import from an Excel spreadsheet to your custom screen.
QS	Q Future Sched - Run Analysis & Conflict Resolution	Get more comfortable with how to initiate a scheduling run and use the data to update your master schedule to minimize conflicts.
S&QS	20/20 - Student & Family Add Process (SMS & Q Differences)	This SMS & Qmlativ session will focus on the Student Add process. How to add a Student to the system, along with Family & Addresses.
ALL	Processing Lists - Reimagined!!	Discover how Processing Lists have evolved from a simple filter tool to a dynamic powerhouse for reports and utilities. Learn how to create lists using the Student or Staff list screens, Data Mining, or importing-and now, build them directly from related list screens, as well as canned or custom reports. We'll showcase recent features including the ability to share lists with individuals or security groups, making collaboration easier than ever. Whether you're new to the concept of Processing Lists or a seasoned pro, this session will teach you how to make Processing Lists work smarter for you!
SMSB	S2Q Finance: Data Clean-up Checklist for Finance	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
QB	Budgetary: 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.
QB	Time Off and Payroll	How does my employee's day off work affect their pay transactions? How do I set the system up to automatically dock my employee's pay for an unpaid work day? What special setup do I need in Time Off and Payroll? This session will answer these questions and more.
QB	Q Business Roundtable	Come attend an Open-Forum session where you come with questions, and allow your peers to offer their input as to how they handled this or similar situations. Skyward will be present for additional feedback and perspective as well.
S&QB	Time Tracking: Schedules	Explore the benefits of Time Tracking schedules and walk through how to set them up.
SMSS	Stu Mgmt. Migration Topics - What I wish I knew now that I didn't know Then.	Come to the session which will help identify and discuss items in the Migration Process which many districts may not be aware of ahead of time. You get to gain the experience of those who have gone through the process previously.
QS	Q Discipline - Reports & Roundtable	Come learn about the various Discipline reports that we have canned, as well as, the data mining capability for creating reports with discipline information.
QS	SMSS - Advanced Data Mining	Already have some prior knowledge of Data Mining in Skyward? Focus will be on advanced formatting options, filters, and processing lists.

QS	Q MTSS - Watchlists - Using Data Points in the System	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.
S&QS	Q Student Roundtable & Roadmap	Join an open conversation with the Qmlativ Product Team. We'll bring the top-voted student product ideas—both nationally and from Kansas—to kick off the discussion, but the direction is entirely up to the room. This is your opportunity to speak directly with the team that drives product prioritization, share what's working, where challenges remain, and what improvements would have the biggest impact for your district.
V	American Fidelity: Who the Heck is Gen "Z"?	This presentation will examine Gen Z, explore what is important to them when choosing an employer, and how you can attract and retain them.
SMSB	S2Q: What moves from Training to Live	Think you are putting in a lot of hard work in Training? You are!!! Come and find out how that will benefit you and what will move to your Live database for you!
QB	Credit Card Processing	Have you been considering using the credit card feature and would like to see how it works? Join us during this session!
QB	Time Tracking: Setting up Payroll	Looking for a comprehensive setup of timesheets to payroll from approval on down? Come see how to pay employees using Time Tracking.
QB	Report Manager - Kickstart your Reporting Adventure	Report Designer is a powerful tool with endless possibilities-and this session is designed to give you a taste of what it can do. We'll demonstrate creating a report from scratch, showing how to choose the right base module and object, add fields, filters, and prompts, and structure your report for clarity and accuracy. Along the way, we'll share tips to avoid common pitfalls and explain the next steps once your report meets your specifications-so you can confidently move from design to delivery and start exploring the full potential of this feature.
S&QB	Custom Forms - Brandi Bloom	Learn how to create custom W-4 and K-4 forms in Skyward and enable two-way data syncing between forms and employee records. Also learn how employees complete and submit forms digitally, with completed documents automatically attaching to their profiles for recordkeeping.
SMSS	20/20: Food Service Comparison/ Roundtable	If you are currently using the SMS Food Service module, come see how the SMS and Qmlativ systems compare. We will be presenting similar processes on both systems.
QS	Q Health: Common Reports & Data Mining	We will look at the most commonly used health reports and how data mining or browses in the system can be used to support creation of reports not already created.
QS	Q Message Center & Notifications Roundtable	Message Center and Notifications continue to be powerful communication tools within Qmlativ, and we've heard valuable feedback on where clearer controls and transparency are needed. This roundtable will explore how districts are currently using notifications, pain points you may be experiencing, and opportunities to enhance guardian visibility and control. We'll also discuss the future direction of Notifications to ensure the system supports consistent, clear, and district driven communication.
QS	Q Online Forms - Returning Student Reg for the Upcoming School Year	You can create an Online Form to collect or verify information for students who will return/continue attending in the next school year. Prior to this session, the student year end process would have been run to create the next school year and students would have been Mass Enrolled into the next school year.

V	V: Audit-Proof your Skyward: Internal Controls That Actually Work	Ever wonder what auditors really look for—and how Skyward can help (or hurt) your audit results? This session breaks down key internal control concepts, common audit findings, and practical ways to use Skyward features to strengthen compliance. Attendees will leave with real-world tips to reduce audit issues, improve documentation, and make internal controls work in daily operations—not just on paper.
SMSB	S2Q Migration: Data Clean-up Check-list for HR	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. *Prerequisite - SMS HR & Finance knowledge to prepare for conversion to Qmlativ
QB	Budgetary: Making the Most of your Account List	Let the Account list work for you. Learn helpful columns to add to your Account list and other tips and tricks to help you gather the information you need.
QB	Employee/Payroll - Setting up Stipends, Supplementals and Special Case Pay Types	Come to this session which will explain and demonstrate how to set up Stipends, Supplementals and Special Case Pay Types in the Qmlativ Employee/Payroll system.
QB	Customization - Custom Projects - Beginner	Discover how to leverage Qmlativ's Custom Projects feature to tailor your database to your district's unique needs. This beginner-friendly session provides a high-level overview of adding local fields that aren't part of Skyward's standard setup. We'll walk through the planning and implementation process for creating custom fields and screens-giving you the tools to make Qmlativ work for you.
S&QB	Process Development & Staff Resources - Brandi Bloom	Learn how to fully digital employee records, and how new processes can be implemented to centralize information and improve efficiency. Also learn how to bridge communication between staff and administration through clear perspectives and ongoing training to ensure consistent, accurate use of the system.
SMSS	20/20: Health - Vaccinations & Vaccination Letters	This SMS & Qmlativ session will focus on Vaccination Entry options, as well as Vaccination reporting, such as how to determine who may be out of compliance.
QS	Q Food Service - Changes to Q Food Service in 2025	Over the past year, the Product Team conducted an in-depth review of the Q Food Service module, analyzing resolution notes from service calls, trends, and customer feedback. This session will highlight more than six major improvements already completed based on that analysis. We'll share what has changed, why it matters, and what's next. Participants will also have the opportunity to discuss challenges or needs in their district to help guide the next round of Food Service enhancements.
QS	Q Grading - Honor Roll, Rank, & Reports - Oh My!!	Come see how to set up and run your honor roll and rank. Additional common Grading reports will be introduced as well.
QS	Q Student - A Day in the Life of a Secretary/Admin Assistant	This session will cover daily processes Secretaries/Admin Assistants often use such as common attendance reports, automated processes, using Favorites, Student Locator, List Screens, ...etc!
S&QS	Process Mgmt.: Advanced Features & Flow Control	Ready to go beyond the basics? This session explores advanced capabilities in Process Manager to help you streamline workflows and keep process moving. Learn how to assign steps to a specific user, when to use options to terminate an instance mid-process, and understand your responsibilities as an Instance Manager. We'll also cover creating new versions of processes when tasks are added or removed from your workflow, ensuring your processes stay flexible and efficient. If you're looking to optimize workflows and empower your team with smarter process management, this session is for you.

V	V: Skyward Integrated Virtual Card for a New AP Payment Method; Improve Security, Generate Unlimited Monthly Cash Rebates & Increase Efficiencies." No Cost or Commitment	Agilex ePayables Program will streamline your purchasing, drive internal efficiencies, reduce the chance of fraud, all while providing monthly cash rebates. Since 2016, our solution is an excellent opportunity to expand a school's financial resources. There is no cost, no spend requirements and no commitment. Our solution can turn your AP department in to a profit center. With our ePayables program, one single payment file could include expenses from office supplies, school program expenses to equipment rentals and much more. In return, cash rebates are generated for eligible purchases which can add up quickly. In short, added efficiencies for payments being made plus cash back is a win-win situation for any school district.
SMSB	S2Q Payroll: Pay Schedules - What & Why are they Needed	This session will cover pay schedule details and how they affect your Payroll, such as dates worked, requested off, and paid for, etc. What days does the Payroll look at for this information?
QB	Activity - Basic Overview	This session will provide an overview of Skyward's Activity Accounting module and discuss how the Activity module can help streamline your district's Student Activity Accounting.
QB	Payroll: Manual Adjustments , along with Deductions & Benefits	Learn how to use Manual Payroll Adjustments to fix missed deductions, benefits, and incorrect grosses.
QB	Customization - Making Changes to Custom Screens - Advanced	Ready to go beyond the basics? This advanced session dives into modifying existing custom screens in Qmlativ. Learn how to add new fields, adjust layouts, and apply traditional customization techniques to refine functionality and improve usability. We'll share practical tips and best practices so you can tailor screens to meet your district's unique needs and make Qmlativ work smarter for you.
V	V: Qmlativ Integrated Solutions for Automation	Looking to simplify employee time tracking or streamline student tardies and attendance? See how School Technology's Skyward integrated products help districts automate their day in Qmlativ.
SMSS	20/20: Health - Office Visits	This SMS & Qmlativ session will spend time on entering Office Visits within the Health Module. View the different options available in this area.
QS	Q Food Service - Applications & App Letters	This session will cover how to handle Applications & Application Letters in the QS system.
QS	Q Gradebook - Overview	Review the important components of setting up your Gradebook for Qmlativ. Whether the desired setup is Standards or Secondary, there are a number of settings such as grading scale and how grades calculate for different grades or classes that will need to be correct to ensure that your teachers' gradebooks are set up to meet your district's specific rules. This session is intended for current Qmlativ users.
QS	Q Report Manager - Kickstart your Reporting Adventure	Report Designer is a powerful tool with endless possibilities-and this session is designed to give you a taste of what it can do. We'll demonstrate creating a report from scratch, showing how to choose the right base module and object, add fields, filters, and prompts, and structure your report for clarity and accuracy. Along the way, we'll share tips to avoid common pitfalls and explain the next steps once your report meets your specifications-so you can confidently move from design to delivery and start exploring the full potential of this feature.
S&QS	Your Enrollment, Your Voice: NSOE Feedback & Insights	Come ready to explore NSOE within Qmlativ. We'll walk through current capabilities, discuss district needs, and gather feedback on how the SNOW can better support your enrollment workflows. We would love for SMS Districts to come ready to share their thoughts or priorities that will help shape thew Qmlativ product.

QS	Q Student - List Screens/Reports - How to Find the Correct Fields!!	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, along with building reports. If time permits, we will also look at tools to help you find the fields you are looking for.
SMSB	S2Q Security: Setup Overview for Business	This session will give you a clear, practical overview of Security setup in Qmlativ and how it differs from SMS. Learn how Qmlativ's security model works, why these changes matter, and how they help your district ensure every user has the right access to succeed with daily tasks. Highly recommended for districts planning a migration or recently transitioned to Qmlativ.
QB	Budgetary: Budgeting 101	Get your feet wet with adding a budget and adopting it within your system.
QB	Position: Matrix Updates & Contracts	This session will review how to update Matrix records and what happens on Assignments when a Matrix changes. Once you have your Matrix updates completed, quickly learn how to create contracts to send to employees.
QB	Payroll: Reissue Checks vs Void & Reissue	Find out the difference between the Reissue Payroll Checks Utility and the Void & Reissue Payroll processes and learn when each of the two options should be utilized.
S&QB	Business Migration Topics - What I wish I knew now that I didn't know then	Come to the session which will help identify and discuss items in the Migration Process which many districts may not be aware of ahead of time. You get to gain the experience of those who have gone through the process previously.
SMSS	Q Student Process Management - Beginners Guide and linking to Online Forms	Come to this session to understand the strategies and setup for using Process Management within the QS system. Learn how Process Management can help you define and monitor pre-determined work-flows and tasks to make sure things get done.
QS	Q Food Service: DC Import & Verification	Take a dive into the Verification Selection and Direct Certification processes! For Verification Selection, we will review 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. For Direct Certification, we will cover how to run the utility en masse with a file and adding manual records.
QS	Q Health: Health Plans Forms Creations & Use	Learn how to create Health Plan Forms to track Individual Health Plans or Emergency Action Plans directly within the Qmlativ software.
QS	Q Report Manager - Jump Start Options for Building a Report	Successful reporting in Qmlativ begins with choosing the right starting point. In this session, you'll discover how to jump-start your reports by creating Quick Reports from list screens, using Data Mining to build a strong foundation for Report Designer, or cloning an existing report for easy customization. We'll show how each option affects the data you can include and the final structure of your report, helping you select the best approach for your reporting needs.
S&QS	Q Data Mining - For Beginners	Come see how you can use Data Mining to build your own basic custom reports. The intention of this session is to introduce users to how to create a new Data Mining report, add desired fields, update label names, add filters, and set sorts for reports. Additionally, how to share Data Mining reports will be discussed.
Sales	DistrictPulse by Skyward - Your Analytics Advantage	Do you want to take your data to the next level? You already have a vast amount of information related to enrollment, attendance, discipline, grades, and more. See how District Pulse can elevate your ability to use cloud-based analytics and create visual dashboards secured to your team.

Upcoming Conferences

2027
04/06/2027 – 04/07/2027
2028
04/03/2028 – 04/05/2028
2028
04/09/2029 – 04/11/2029

Online
https://ksusergroup.wixsite.com/ksug

The Kansas Skyward Users Group is an organization consisting of Kansas public and private school districts, municipalities, and cooperative educational service agencies that use software and related service purchased from or through Skyward. This organization was established to address a number of concerns common to most school districts and municipalities.