

2019 KSUG Session Descriptions

Product	Session Name	Session Description	Session
Finance	Advanced Budgetary Data Mining & Finance Reporting	This session will provide advanced instruction for creating custom Finance Data Mining reports. Maximize your Data Mining reports by learning how to utilize various options.	10
Finance	Basic Budgetary Data Mining & Finance Reporting	Come see how to create new Budgetary Data Mining Reports, as well as Financial Management reports. We will discuss how to process and how to schedule them to run automatically.	3
Finance	Business Newbie Bootcamp	This 3-session continued presentation will be focused on the new user to Financial Management. We will cover all things from Filters and Ranges, to New Employee Entry, Payroll Changes, Employee Data Mining, Adding Vendors, Changing Purchase Orders and Invoices, Print Queue, Using Favorites, SkyDoc, Preferences, etc.	1, 2, 3
Finance	Business Suite Jeopardy	Put your Finance Skyward knowledge to the test in a friendly game of Jeopardy with your peers.	11
Finance	Expense Reimbursements & Check Requests	Come to this session to learn how to most efficiently enter Expense Reimbursement Requests and Check Requests.	9
Finance	Finance Bank & Check Reconciliation	Do you ever find yourself in a pickle when attempting to balance your bank statement every month? This session will include tips and tricks that will make this process easier. We will review reports and processes for both Bank and Check Reconciliations.	9
Finance	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.	7
Finance	Fixed Assets & Inventory Overview	This session will provide an overview of the Fixed Assets and Inventory modules.	5
Finance	General Ledger Account Cleanup	Within this session we will explore some of the utilities which can be used to make changes and make corrections to your General Ledger accounts.	6
Finance	Going Paperless	A lot of districts are in a place where they want to have less paper cluttering up their desks. This session will discuss various ways to save time and money by using some of the options available through Skyward, including Web PO Ordering, Expense Reimbursements, ACH, Check Requests, Credit Cards, and Online Payments. If you're currently using a paper form for any process we want to know about it and find out how we can help you become more efficient to save time and money!	8

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Finance	K12 Payments Plus EDI – Bringing Incredible Efficiencies to Districts	Come and review of our case study with Portland Public Schools and the effect that launching SchoolPay with smart EDI had on its business operation.	11
Finance	Purchasing & AP Processes on the Web	This session examines the purchasing and AP process on the web.	2
Finance	Salary Negotiations Import into Budget	This session will walk through the methods of bringing your Salary Negotiations budget to the actual budget in Financial Management while covering some handy tips and tricks to make sure the process runs smoothly and efficiently.	8
Finance	SBAA – Bank Reconciliation & Fixing Mistakes	This session will review completing the Bank Reconciliation process in SBAA and how to identify mistakes and make the necessary corrections.	5
Finance	Using Credit Cards to Pay Bills & Make Money!!	This session will walk through how to use the Credit Card area of the software for better management of credit card transactions and payments. Bonus – let’s earn some rebates!	10
Finance HR	Business Suite New Features	This session will review and demonstrate Finance and Human Resources new/key features from recent Version and Addendum Updates.	4, 10
HR	A Year in the Life of the HR Team	A lot happens in a single year. This session intends on covering the standard duties and reports that an HR department may need to know to get through any given year.	6
HR	Advanced Payroll Data Mining	Learn how to get the most out of HR Data Mining beyond creating simple reports. Learn how to how to import/export report layouts, how to print address labels, and drop reports to Excel.	6
HR	Assignment Export & Payroll Import	This session will cover everything needed to know about exporting Assignments out of Employee Management and how to import them into Employee Profile properly and accurately.	8
HR	Basic Payroll Data Mining	This session will focus on the basics of using Data Mining in the Payroll module.	5
HR	Creating & Posting Employee Letters	This session will go over how to create and post Employee Letters to Employees Access that offer information to employees, or require actions of employees.	5

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HR	Custom Forms & Online Forms	This session will cover the Custom Forms and Online Forms within the Web Human Resources module and how they can be utilized. These fields take the place of the User Defined Screen fields in PaC.	3, 4
HR	Employee Administration Utilities	Maintaining an Employee Management Plan by individually editing can be quite time consuming. This session will help guide you through the many mass options available in the Employee Administration Utilities to help make the job easier and more efficient.	9
HR	Employee Management – Start Up	This session will provide an overview of the available features in Employee Management. Learn the vocabulary and get started with this valuable module for state reporting.	3
HR	Employee Tab Utility Options	There are multiple utilities available under the Web > Human Resources > Employee tab that users are sure to find helpful. This session will demonstrate how and when to use several employee utilities.	1
HR	FMLA & Other Time Off Situations	This will go through handling FMLA time off and other common scenarios.	4
HR	HR/Payroll 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 and Salary Negotiations.	7
HR	New Employee Setup – Don't Forget.....	This session will cover everything needed to get a new employee setup in Skyward.	2
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.	8
HR	Payroll Retro Pay	This session will cover how to setup Employees in order to be paid via a Retro Pay Payroll, as well as how to process the Retro Pay Payroll.	11
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
HR	Sub-Tracking & 3 rd Party Imports	Discover the integration opportunities with 3rd Party Sub calling packages into Skyward's Subtracking system. Learn which 3rd party software interfaces with Skyward and how to setup up the file layout and cross references.	11

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Product	Session Name	Session Description	Session
HR	Task Manager	Task Manager is a free tool that can help organize and track processes at your district. This session will demonstrate the setup of Task Manager Processes, along with how processes are monitored and completed in the Skyward system.	2
HR	True Time Utilities & Advanced Features	This session will cover the advanced options available in True Time to make your life easier. We will discuss Comp Time tracking, Guaranteed Hours setup, and automatically creating time off transactions.	9
IT	SMS 2.0 – Maintaining a Training Database	This session will cover how to maintain a training database for your district. You will learn to determine if you are viewing real or training data; keep a training database updated in Monolith 2; and how to restore a backup file to a training database.	9
IT	SMS 2.0 – Technical Introduction	This session is intended to familiarize System Admins with the IT terminology and basic IT troubleshooting for SMS 2.0. This training session will cover the basic material for SMS 2.0 and Progress for new technicians.	2
IT	SMS 2.0 – Troubleshooting & Support	Whether your Skyward is self-hosted in your districts Private Cloud or you are using the ISCorp Secure Cloud Hosting services, troubleshooting performance issues on the web can seem a bit mysterious. Join us as we review diagnostic, troubleshooting, logging, and performance tools.	10
IT	System Admin 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 the System Administration area.	7
State - Finance	CRDC Federal Report	Is the CDRC on your agenda for this year? This session will walk you through the basics, starting from the top, and working through to answer any questions you have on this Federally mandated collection.	1
State – Student	KIDS 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 KIDS and KS Student Management State Reporting related.	7
State – Student	KSDE – KIDS Planned Changes	This session is led by KSDE, and will focus on the KIDS planned changes for the upcoming school year.	4,5

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Product	Session Name	Session Description	Session
State – Student	Student State Reporting – Steering Committee Panel	This will be a discussion concerning the KS Steering Committee’s experience with State Reporting issues. We will share our tips and tricks on how we manage our records accurately and efficiently. Bring your sticky situation questions to pose to the panel.	10
Student	A Year in the Life of a Secretary	We will look at different features in the software that can make your job go smoothly through the course of the year. We will cover various options and processes starting with the beginning of the school year, through the summer months.	4
Student	Advanced Data Mining	This session will cover areas in Data Mining that you may not be aware of! Come check out processing lists, one line per student, and/or filters, ranges, fields, export options and more!	6
Student	Beginning Data Mining	This session will demonstrate how to use the Data Mining tool. How to build basic reports, and how to use the tools and options within this comprehensive report builder.	3,4
Student	Custom Forms – Advanced Forms & Screens	In this session, we will discuss the use of Advanced Custom Forms. We will review the setup and assignment of these, as well as example of how other districts have used them.	5
Student	Data Clean Up	In this session, we will focus on tools to clean up names and codes in the database, plus ways to prevent additional corruption.	6
Student	Elementary 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 the Elementary Level.	7
Student	Elementary Scheduling Tips & Tricks	This session will assist you in how to use all the features available and to be as efficient as possible, when it comes to Scheduling at the Elementary Level.	5
Student	Family Access Tool Kit	This session will cover a basic overview of the options available in Family Access, some features you may not be aware of, and a quick peek at our Mobile Family Access!	2
Student	Fee Management 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 all things Fee Management.	7
Student	Fee Management Troubleshooting Scenarios	This session will focus on common scenarios found within Fee Management. We will review how to clean up such issues, and also how to avoid them in the future.	4

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Student	Fee Management Utilities & Year End Process	In this session, we will discuss various Utilities, as well as how to prepare for and run the Fee Management Year End process.	6
Student	Food Service Applications	This session will review different methods of entering Food Service Applications into your system. We will cover both manual and Online Applications.	8
Student	Food Service Point of Sale	This session will review the Point of Sale process. We will cover the options available to cashiers, as well as demonstrating the POS process in action.	9
Student	Food Service Reporting	This session to cover many of those tricky Food Service reports: Accuclaim, Accuclaim Audit, Lunch Code Report, Daily Activity Report, plus others.	10
Student	Food Service 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 the Food Service module.	11
Student	Health Notifications, Emails, & Family Access Display	This session will review peripheral options and processes within the Health Module. Things such as how to address Family Access display of health information, auto-emails, and more.	11
Student	Health Room Boot Camp	This session will focus on all things Health!! We will review codes entry and maintenance, Vaccinations, Health Conditions, and much more.	8, 9, 10
Student	How Safe Are Your Students? Who's on Campus Right Now?	This session will cover various areas in Skyward's Student and Finance Management Suites that can be utilized by school personnel to help ensure the safety of their student body. The goal of this presentation is to demonstrate ways that districts are using Skyward features you have in Skyward such as alerts, custodial flags, Tardy kiosk, Positive attendance, student releases, Skylert and Visitor/Volunteer Management. These tools help to safeguard students, staff and all type of visitors. All attendees, regardless of their area of focus, will walk away from this session with at least one new safety idea to take back to their own district!	3
Student	KSUG & the New Product Idea Portal	This session to demonstrate the use of the new Product Idea Portal, and discuss the Steering Committee's involvement with enhancements.	3

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Student	Paperless Student Enrollment	<p>Registration Gateway by SRC Solutions, Inc. provides paperless enrollment and clean data collection directly integrated with Skyward improving your new and returning registration process. Whether your district uses paper based registration or another online system, come see the benefits of accuracy, compliance, security and searchability. Registration Gateway provides advanced functionality improving data integrity within Skyward.</p> <p>Improve the guardian experience while simplifying the internal processes. See how Registration Gateway can help demonstrate compliance, reduce liability exposure and allow your district to stay in control of your data.</p>	1
Student	Secondary 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 the Secondary Level.	7
Student	Secondary Scheduling Tips & Tricks	This session will assist you in how to use all the features available and to be as efficient as possible, when it comes to Scheduling at the Secondary Levels.	5
Student	Skybuild Import/Export	This 2-part session will cover the setup, export, basic walk-through of mapping an Import file, and how to utilize the 3 rd Party Standardization Interface.	10, 11
Student	Skyward & RevTrak	You probably have learned by now that Skyward and RevTrak work great together. But do you know just how great? Well, grab a seat, and let us tell you. Join RevTrak for our presentation Better Together: Skyward & RevTrak. Our RevTrak expert will point out all the seamless, helpful ways these partners work as a single efficient unit to save your staff time and maximize online payments. You know we're good together. Come hear how we're even better than you thought.	4
Student	SOS for Teacher's Gradebook	This session will cover frequently asked questions about the Gradebook, along with Attendance Entry and other options from EA+.	1

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Student	Special Ed – Medicaid	Participants will benefit from this presentation by gaining knowledge of how to use the Medicaid portion of Skyward Student Services and the types of information that can be derived from the use of the module. We will discuss how USD 308 Hutchinson Public Schools cut costs, increased Medicaid reimbursement, and became more knowledgeable of our data with Skyward.	6
Student	SpED 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 the Special Ed Module.	7
Student	Student & Family Record Maintenance	This session will review how to maintain student and family data. Areas to be covered will be: how to correctly separate guardians; how to change family addresses; how to emancipate a student; and many other options.	8
Student	Student Management – Jeopardy	This session will be a Jeopardy-style game to test everyone’s Student Management Knowledge.	11
Student	Student Management Year End	This session will cover things to do before, during and after the year end process. We will discuss pre-year end checklists, year-end validation, cleaning up errors prior to running the year end, post year end validation, and cleaning up errors afterwards, too.	2
Student	Student New Features	This session will review and demonstrate Student Management new/key features from recent Version and Addendum Updates.	1, 9
Student	Student Newbie Bootcamp	This 3-session continued presentation will be focused on the new user to Student Management. We will cover all things from Filters and Ranges, to New Student Entry, Family Changes, basic Data Mining, Report templates, Attendance Entry, CY Scheduling changes, Data Clean up, Print Queue, Using Favorites, SkyDoc, Preferences, and more.	1, 2, 3
Student	Student Transfers & Task Manager	Come see how Gardner Edgerton USD 231 combines Custom Forms, Online Forms and Task Manager to manage student transfer records. Learn how to create a multi-tiered plan to 1) identify transfer students, 2) provide an annual application for families, and 3) generate a work flow to streamline the approval process.	6
Student	Understanding Grad Requirements	This session will focus on the concepts and use of the Grad Requirements modules. We will review options on how to best utilize this area.	8

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