Skyward Virtual User Group
Monday, November 2 - Friday, November 13

Legend

Business SMS	Business SMS - HR	Student SMS	Student - Food Service	Student - Health
Business Qmlativ	Business Q - HR	Student Qmlativ	Student - Special Ed	Student - Teacher

Day 1 - Monday, November 2

Session 1 - 8:30 am - 9:30 am

Navigating Skyward for Beginners - Finance and HR	Insurance Tracking: Monthly Processing Setup -HR	Employee Data Mining, Beginning - HR
Payroll Best Practices - HR	Purchasing Order Processing - Qmlativ Finance	Payroll Process Overview - Qmlativ HR

Session 2 - 9:50 am - 10:50 am

Reporting for New Users (Data Mining) - Finance	Insurance Tracking: Open Enrollment -HR	Employee Data Mining, Advanced - HR
Advanced Payroll Options - HR	Accounts Payable Processing - Qmlativ Finance	Position Overview - Qmlativ HR

Session 3 - 11:10 am - 12:10 pm

Peer Discussion: I'm New to Skyward - Finance and HR	Insurance Tracking: Tips and Tricks - HR	Substitute Tracking - HR
Employee Access: Empowering Employees - HR	Financial Reporting - Qmlativ Finance	Payroll / HR Tips and Tricks - Qmlativ HR

Session 4 - 12:30 pm - 1:30 pm

New Features - Student	Future Scheduling Part 1	Food Service - Reporting/Data Mining
Special Ed Tips/Tricks and Best Practices	List Screens/Live Tiles Qmlativ Student	

Session 5 - 1:50 pm - 2:50 pm

Standards Gradebook Features	Future Scheduling Part 2	Food Service - Point of Sale
Special Ed - Forms Set Up & Rules	Tips & Tricks Qmlativ Student	

Session 6 - 3:10 pm - 4:10 pm

Secondary Gradebook Features	Future Scheduling Auto Scheduler/Conflict Resolution	Food Service - Applications
Special Ed - Data Cleanup & Suggested Reports	Online Forms Qmlativ Student	

Agenda is subject to change

Recordings will be linked within 72 hours

Day 2 - Tuesday, November 3

Session 1 - 8:30 am - 9:30 am

Guidance Module Overview	Future Scheduling/Arena Scheduling	New Users Bootcamp Part 1 Student
Special Ed - New Year Set Up	Data Mining Qmlativ Student	

Session 2 - 9:50 am - 10:50 am

Guidance Counselor Grad Reqs/Career Pl	Current Year Scheduling Tips & Tricks	New Users Bootcamp Part 2 Student
Special Ed - Goal Options Set Up/Link to Standards	Basic Report Designer Qmlativ Student	

Session 3 - 11:10 am - 12:10 pm

Tips & Tricks - Underutilized Features Student	Elementary Current Year Scheduling	Mobile App Student
RTI Student	Import Designer Qmlativ Student	

Session 4 - 12:30 pm - 1:30 pm

How Finance/HR Modules fit together - Finance & HR	Employee Professional Development -HR	Custom Forms Basics - HR
Ditch the Computer & Move to Mobile for Employee Access - HR	Building the Budget - Qmlativ Finance	Intro to HR Reporting and Datamining - Qmlativ HR

Session 5 - 1:50 pm - 2:50 pm

Best Practices for Completing Bank Rec - Finance	Certification Import - HR	Employee Profile Tips - HR
Contract Letters and Online Forms - HR	Finance Tips and Tricks - Qmlativ Finance	HR Reporting - Advanced - Qmlativ HR

Session 6 - 3:10 pm - 4:10 pm

Import Options in Finance - Finance	Fixed Asset Year End and Reporting - Finance	New Hire Procedures - HR
Dock Pay Records and Processing - HR	Finance Overview - Qmlativ Finance	Federal Reporting including ACA, W2 & 941 - Qmlativ HR

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Business Qmlativ	Business Q - HR	Student Qmlativ	Student - Special Ed	Student - Teacher

Day 3 - Wednesday, November 4

Session 1 - 8:30 am - 9:30 am

Budgeting Options - Finance	Screen Customization, Skyport, Filters (Dashboard) - Finance and HR	Employee Management: Plan and Setup - HR
Payroll Payables - HR	Security - Qmlativ HR and Finance	Timeoff Options and Reporting - Qmlativ HR

Session 2 - 9:50 am - 10:50 am

Finance Tips & Tricks - Finance	Accounts Payable Credit Card Processing - Finance	Employee Management: Mid Year Job - Salary - Leave Changes - HR
Payroll Tips and Tricks - HR	General NavigationTips & Tricks - Qmlativ HR and Finance	Time Tracking Setup Scenarios - Qmlativ HR

Session 3 - 11:10 am - 12:10 pm

Accounts Receivable - Finance	e-Commerce: Setting up Your District - Finance	Employee Management: Import Plan - HR
Payroll Reporting Options - HR	Setting up Account Clearance and Filters - Qmlativ Finance	W2 process - Qmlativ HR

Session 4 - 12:30 pm - 1:30 pm

Skybuild - Imports and File Builder Student	Attendance -Basics and Beyond	Food Service Year Start/Year End
Health Records Module Overview	Transitioning from SMS to Qmlativ	

Session 5 - 1:50 pm - 2:50 pm

Skybuild Advanced Student	Attendance Letters	Food Service Letters
Health Records Medications/Inventory	Future Scheduling Tips & Tricks Qmlativ Student	

Session 6 - 3:10 pm - 4:10 pm

Tips & Tricks for Teachers	Positive Attendance	Food Service Tips & Tricks/Best Practices
Health Records Immunizations	Gradebooks Secondary Qmlativ Student	

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Day 4 - Thursday, November 5

Session 1 - 8:30 am - 9:30 am

NSOE - New Student Online Enrollment	Custom Report Cards - Secondary	Administrators Bootcamp Student
Health Records Office Visits/Automated Emails	Security roles & Field Restrictions Qmlativ Student	

Session 2 - 9:50 am - 10:50 am

OnLine Registration	Custom Report Cards - Standards	Teacher Tracking
Health Records Reporting	Bell Schedule Groups Qmlativ Student	

Session 3 - 11:10 am - 12:10 pm

Family Access Set up Options	Custom Transcripts	Top 10 Reports for Administrators Student
Test Score Importing	Gradebooks Standards Qmlativ Student	

Session 4 - 12:30 pm - 1:30 pm

Vendor 101 - Finance	The Path to Better Budgeting Using Salary Negotiations - HR	Employee Management: Position Control - HR
Retro Pay - HR	Activity Accounting - Qmlativ Finance	Pre Migration To Do list - Qmlativ HR and Finance

Session 5 - 1:50 pm - 2:50 pm

Accounts Payable - Finance	Task Manager for HR Tasks - HR	Employee Management: Utilities -HR
Time Off: Accrual Processing and Rollover - HR	Bank Reconciliation Best Practices - Qmlativ Finance	Position Clean Up / Position Merge - Qmlativ HR

Session 6 - 3:10 pm - 4:10 pm

Purchase Order Group Setup and Usage - Finance	Task Manager for Financial Tasks - Finance	Employee Management: Year End - HR
Time Off: Advanced Options - HR	Staff Planning Overview - Qmlativ HR	Best Practices for Position / Assignment and FTE - Qmlativ HR

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Business Qmlativ	Business Q - HR	Student Qmlativ	Student - Special Ed	Student - Teacher

Day 5 - Friday, November 6

Session 1 - 8:30 am - 9:30 am

Budgetary Data Mining, Advanced - Finance	Data Cleanup - Finance and HR	True Time Overview -HR
Time Off Reporting & FMLA Tracking - HR	Credit Card Processing and Exp Reimbursement - Qmlativ Finance	Sub Tracking Setup and Import - Qmlativ HR
Data Mining for Beginners Student	GPA Troubleshooting	Implementing Standards in a Secondary Gradebook
Custom Forms Overview Student	MTSS Qmlativ Student	

Session 2 - 9:50 am - 10:50 am

Account Clearance and Utilities - Finance	SBAA Overview and Processing - Finance	True Time Troubleshooting -HR
Fast Track Online Applications - HR	Benefit Management Overview - Qmlativ HR	Utilizing Position Utilities - Qmlativ HR
Data Mining Advanced/Processing Lists Student	GPA Reports / Honor Roll / Rank / Transcripts and GPA Calc	Discipline Module Overview
Custom Forms Advanced Student	Customization Qmlativ Student	

Session 3 - 11:10 am - 12:10 pm

Year End Processing - Finance	Understanding Security & Security Groups - Finance and HR	Time Off, Subtracking, True Time: How They Work Together - HR
W2 Audit: Tips to Prepare for W2 season - HR	Import Overview - Qmlativ HR and Finance	Time Tracking Troubleshooting - Qmlativ HR
Advanced Features Button Student	Family Access-What do Parents/Students See	Year End Prep/Wizard Student
Data Clean Up - Tips & Tricks Student	Grading Set Up Wizard Qmlativ Student	

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