



## Fall 2020 Breakout Session Schedule

Session Title	Session Description	Product	Track	Module	Course #
Creating a High School and Beyond Plan	We will walk through the process of creating a High School and Beyond Plan and see how a student can translate their dreams into a realistic High School and Beyond plan using My School Data, and discover how they will get there. We'll also examine the new and existing tools counselors can use when working with students.	MSD for SMS 2.0	Data	HSB	V - 3
Crosswalks and F-series Reporting	Review how to crosswalk account codes and produce financial state report extracts, such as the F-195 and F-196.	Qmlativ	Financial Management	Account Management	FQ - 6
Purchase Order Process	This session provides an overview for entering purchasing requisitions and processing them through the system. This session includes Brief discussion on the Requisition and PO Group setup Demonstration on entering and approving requisitions Batch to open purchase order processing Receiving on purchase orders	Qmlativ	Financial Management	Accounts Payable	FQ - 1
AP Invoice Entry and Processing	Review of AP Invoice entry, approval, and processing in Qmlativ	Qmlativ	Financial Management	Accounts Payable	FQ - 5
AP Corrections	In this session, we'll explore selective scenarios in managing invoices and payment processing. We'll discuss when to void and when to reprint warrants. We will also discuss the process for adjusting Open-status invoices.	Qmlativ	Financial Management	Accounts Payable	FQ - 7
Budgeting Overview	During this session, you'll see how to develop the non-personnel budget in Qmlativ.	Qmlativ	Financial Management	Budgeting	FQ - 2
Qmlativ Introduction for Business Office Personnel	This session will provide an introduction of common features from a Business Office perspective. This session will provide overview of the Financial Management modules and flow.	Qmlativ	Financial Management	Introduction	FQ - 3
Reporting - Financial Management	In this session, we'll explore output options, including browses, on-screen totaling, Quick Reports, and Data Mining. We'll interact to discover solutions to practical, financial management scenarios.	Qmlativ	Financial Management	Reporting	FQ - 4
1099-M Processing and Reporting	In this session, you'll see how to create 1099-M forms and electronic files	Qmlativ	Financial Management	Year-end	FQ - 8
Data Mining - Human Resources	In this session, we'll explore Qmlativ's Data Mining tool and browses. We'll interact to discover solutions to practical, HR scenarios.	Qmlativ	HR	Data Mining	HRQ - 5
State Reporting	Review and Demo of available state reports currently in Qmlativ. New Hire Submission, PFMLA, Quarterly Wage, S-275 and SEBB	Qmlativ	HR	Human Resources, Payroll	HRQ - 2
Time Off	In this session, you'll become familiar with Qmlativ's Time-off module as we demonstrate its setup and operations, including its interaction with payroll processing.	Qmlativ	HR	Human Resources, Payroll	HRQ - 9
Payroll Processing and Corrections	In this session, you'll see how to process a payroll in Qmlativ. Learn more about what scenarios require a payroll purge, payroll reset or just a re-calculation. Additionally, we'll cover how to make some common correction on the fly.	Qmlativ	HR	Payroll	HRQ - 1
Introduction to Payroll (Overview)	For districts not yet using Qmlativ, this session will provide an overview of the payroll process from start to finish	Qmlativ	HR	Payroll	HRQ - 3
Employee Access Setup and Usage	In this session, you will become familiar with the options to configure Employee Access, including the integration of user-initiated Online Forms.	Qmlativ	HR	Payroll	HRQ - 4
Deductions & Benefits	In this session, we will walk through deduction and benefit code setup, ded/ben verification features, ded/ben max configuration, the creation of ded/ben sets and mass processing utilities.	Qmlativ	HR	Payroll	HRQ - 6
Hourly Pay Timesheets	In this session, we'll explore Qmlativ's Timesheet Groups, Timesheet Sets and Timesheets. You'll become familiar with the different ways to process hourly pay for your employees.	Qmlativ	HR	Payroll	HRQ - 7
Payroll Processing Tips and Tricks	In this session, we will discuss features designed to make processing payroll easier. These features include: check date defaults on Pay Schedule Codes, deduction and benefit defaults and how to pre-verify benefit & deduction setup. We'll also cover some helpful views & reports to verify your payroll and how to make them easily accessible.	Qmlativ	HR	Payroll	HRQ - 8
Qmlativ General Navigation Tips and Tricks	This is an introduction to Qmlativ standard features for all skill and experience levels. Come learn how to set filters, create browse views, build live tiles, dock favorite screens, set themes, adjust screen size and more	Qmlativ	Hybrid	Cross Product	HQ - 1
Reporting Tips & Tricks	Prompt Templates, Scheduled Reports, Quick Reports	Qmlativ	Hybrid	Reporting	HQ - 2
Managing Attendance	Do you work in the front office and manage student attendance? Did you just migrate to Qmlativ and are wondering how to perform your daily tasks in the new software? Come to this session to learn the ins and outs of maintaining Attendance Records for your school.	Qmlativ	Student	Attendance	SQ - 4
Attendance & Discipline Letters	This session will include how to create, process, maintain, and deactivate Attendance and Discipline letters in Qmlativ. Qmlativ has made it a breeze to notify guardians of their student's attendance, absences, and discipline incidents.	Qmlativ	Student	Attendance, Discipline	SQ - 8
Managing CEDARS	Do you manage CEDARS validation errors in Qmlativ? In this session, you'll find resources to assist you when working with CEDARS validation errors, learn how to relate OSPI data elements to specific areas and fields in Qmlativ, and explore how to troubleshoot and correct several OSPI data validation errors in Qmlativ.	Qmlativ	Student	CEDARS, State Reporting	SQ - 6
Data Mining - Student Management	You loved it in SMS 2.0 and you're going to love it even more in Qmlativ. Join us in this session to see how easy it is to create simple Student Management Reports using Data Mining in Qmlativ.	Qmlativ	Student	Data Mining	SQ - 1
CEDARS Discipline Reporting in Qmlativ	This session will familiarize you with the Qmlativ fields used in CEDARS reporting and also overview CEDARS logic used to determine when a discipline incident is included. Discussion and scenarios will be used to help demonstrate data entry and its impact on CEDARS Discipline Reporting.	Qmlativ	Student	Discipline	SQ - 7
Fee Management Overview	In this session we'll overview the Qmlativ Fee Management module. Some highlights will show how Fees and Payments are made, automatic discounting, and using Online Payment Vendors.	Qmlativ	Student	Fee Management	SQ - 14



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Session Title	Session Description	Product	Track	Module	Course #
Food Service Overview	Join us for an overview of the Qmlativ Food Service Module and the Features that make tracking Customer eligibility, purchases and payments, Monthly Reimbursement Claim reporting and Verification a breeze.	Qmlativ	Student	Food Service	SQ - 15
End of Term Grading Tasks	There's more to the end of a term than Report Cards. This session will focus on processes you need to ensure are in place for a successful end of term, such as ensuring teachers can post grades and run validation reports.	Qmlativ	Student	Grading	SQ - 10
Letters & Sounds and High Frequency Words on Elementary Report Cards	Did you know that teachers can track student progress toward mastery of letters, sounds, and high frequency words using their Gradebook? This session will highlight how to configure Letters, Sounds, and High Frequency words for tracking in the Gradebook and for printing on Elementary Report Cards.	Qmlativ	Student	Grading	SQ - 16
Message Center & Auto Email Notifications	During this session I'll show you how to use Message Center to communicate with your students and their guardians, create a message, including posting and sending options, visualize how messages appear in Family/Student Access, and how to configure automated emails.	Qmlativ	Student	Message Center	SQ - 11
Qmlativ Online Forms & New Student Enrollment	Creating Online Forms for families and staff has never been easier. Join us to see how to create forms for a variety of purposes, from New Student Enrollment, Lunch Surveys, and Student Emergency Updates. Once your forms have been created see how administrative staff maintain data submitted.	Qmlativ	Student	Online Forms, New Student Enrollment	SQ - 3
Introduction to Qmlativ - Student Management	This session is a "first look" at basic navigation and functionality in Qmlativ for those who work primarily within the Student Management modules. We'll familiarize you with the look and feel of Qmlativ, with a focus on list screens in selected Student Management modules as well as the Student Profile.	Qmlativ	Student	Qmlativ	SQ - 2
Current Year Schedule Changes	It's inevitable: Students move in and out of classes all the time. What's the most efficient way to do schedule changes? The answer may be different in each scenario. This session will show you all the different methods available to you in the Scheduling module to make schedule changes a breeze in Qmlativ.	Qmlativ	Student	Scheduling	SQ - 9
Breazing through P223H Special Education Enrollment Reporting	This session will cover the different Qmlativ P-223H processes that you will use to generate your monthly Special Education Enrollment counts, including extracting data, reviewing exceptions, and submitting your file to OSPI. Come learn how the P-223H in Qmlativ will save you time, provide ease of use and efficiency across the district, and generate all electronic files, including summary, audit, and exception data	Qmlativ	Student	Special Education	SQ - 13
P223 Enrollment Reporting	This session will cover the different Qmlativ P-223 processes that you will use to generate your Enrollment data counts, including extracting data, reviewing exceptions and submitting your file to OSPI. Come learn how the P-223 in Qmlativ will save you time, provide ease of use, efficiency across the district, and generate all electronic files, including summary, audit and exception data.	Qmlativ	Student	State Reporting	SQ - 5
Teacher Access	Maybe you're a teacher, or maybe you're the first person teachers go to when they have a question. Either way, you need to know all about how teachers use their Gradebook, take attendance, submit Discipline Referrals, and look up student information. This session is tailor-made for you as we look at Teacher Access in Qmlativ from a teacher's perspective.	Qmlativ	Student	Teacher Access	SQ - 12
Hot Topics in Financial Management	This session will explore relevant topics and the relationship to operating in SMS 2.0. We will explore how set up fund balance summarization to close programs, such as Food Service and CTE, or Activity 34. We will explore how to set up fund balance summarization to support Subfund tracking.	SMS 2.0	Financial Management	Account Management	FS - 1
Account Management: Using Mass Change Tools to Add/Modify Many Accounts at Once	Want to add multiple accounts at once? Need to modify a group of dimensions or change account statuses? How about merging incorrect accounts with the right ones? In this session, we'll show you how to use the Account-related utilities to help you accomplish these tasks.	SMS 2.0	Financial Management	Account Management	FS - 3
Payroll Accounting	In this session, we will walk through a simple payroll run to discover the different data elements that drive accounting.	SMS 2.0	Financial Management	Account Management	FS - 7
Importing Cash Receipts	This session demonstrates how to set up and import Cash Receipts from external files.	SMS 2.0	Financial Management	Account Management	FS - 8
Accounts Payable, Adjustments and Corrections	Districts often need to adjust and correct AP Records. In this session, you'll learn a recommended way to adjust, void, and reissue AP related invoices and payments.	SMS 2.0	Financial Management	Accounts Payable	FS - 4
Credit Card Processing - Features and Highlights	This session will introduce you to SMS's Credit Card module. It will explore beneficial features.	SMS 2.0	Financial Management	Accounts Payable, Credit Cards	FS - 5
Budgetary Data Mining - Expenditure and Revenue Reports	In this session we will explore the Revenue/Expenditure reports most often created for school staff. Examples of different formats will be presented to assist the user with the creation of reports that have the information needed and that a report is easy to read.	SMS 2.0	Financial Management	Financial Management Student	FS - 2
Expediting Order Submissions	In this session, we'll explore emailing POs and sending orders electronically to vendors' fulfillment systems (eCommerce). You'll see key configurations and we'll discuss implementation considerations.	SMS 2.0	Financial Management	Purchasing	FS - 9
Managing Vendors: Entering W-9 Info, Changing Order-From Relationship and More	Unsure if a vendor should be entered as a Remit-To or an Order From vendor? What if a company's invoice identifies a different name than the name it submitted on its W-9? In this session we'll cover these questions and more, such as accurately managing Vendor Profiles so purchase orders, payments, and 1099-MISC forms contain the correct information.	SMS 2.0	Financial Management	Vendors	FS - 6
Ending Employment	There are times when it's necessary to terminate an employee in your database. This session will focus on the steps required to properly terminate an employee, including the special process required in managing the death of an employee. We will focus on these key points: Changes to payroll data before final payroll, changes to payroll data after final payroll, special circumstances, deceased employee, retirement, and issuing settlement payments.	SMS 2.0	HR/Payroll	Employee Management	HS - 1
Get the Most out of Employee Access	This session will show you how to get the most out of Employee Access by looking beyond the basics with an overview of features you may not be using. We will take a look at the Electronic W2 and 1095 forms, Employee Letters, Professional Development, Expense Reimbursement, Request Change options, Online Open Enrollment, Online Forms, Check Estimator, and Time Off options.	SMS 2.0	HR/Payroll	Employee Management	HS - 4
Payroll Accounting Adjustments	Come learn all about payroll accounting adjustments. In this session, you'll learn when you may need to do a payroll accounting adjustment, how to reclassify charges from one salary account, and how to reclassify charges from multiple salary accounts.	SMS 2.0	HR/Payroll	Payroll	HS - 2
Managing Payroll Contracts	In this session, you'll learn how to use the utilities and processes available to mass update contracts. These utilities include options to mass update Retro or Dock Pay Codes associated with contracts, mass change paid/work dates on contracts, and set up contract defaults.	SMS 2.0	HR/Payroll	Payroll	HS - 5



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Session Title	Session Description	Product	Track	Module	Course #
Garnishments, Child Support & Taxes	In this session, we will demonstrate how to configure SMS to process garnishments and child support. We will also discuss how to manage employee W4 information.	SMS 2.0	HR/Payroll	Payroll	HS - 6
Payroll Corrections - Tips and Tricks	Join us for a review of efficient ways to process payroll corrections in SMS. We will cover the following scenarios: - Employee Overpaid - Employee Underpaid - Returning a Garnishment to the Employee - Deduction or Benefit for Employee without Pay - and more...	SMS 2.0	HR/Payroll	Payroll	HS - 7
Retro Pay	Join us as we review the methods and tools that can be used to issue retro pay to employees.	SMS 2.0	HR/Payroll	Payroll	HS - 8
SEBB Processing in SMS 2.0	Come and hear about SEBB processing in SMS 2.0. Learn about determining eligibility for 2020-2021, managing SEBB deductions using imports, and how to update benefits.	SMS 2.0	HR/Payroll	SEBB	HS - 3
Data Mining for Staffing	What has the state given us, FTE wise, for allocation? What are we currently using? How can I compare this in a quick and accurate way?  This Skyward session will explore a custom data mining extract for certificated staffing in order to compare with state apportionment/allocation data utilizing Microsoft Excel and/or Google Sheets. This presentation may be more suited to small to mid-size school districts (0-10,000 enrollment), or ESD audiences supporting districts of this size.	SMS 2.0	Hybrid - Fin/HR	Financial Management Human Resources	HY - 1
Automating Attendance - Positive Attendance & Tardy Kiosk	Come learn how Auburn School District uses these Skyward tools to automate and track attendance to help take burden off of teachers and staff. During this session we will talk about implementation and ongoing support at our 4 high schools and also some tips and tricks we learned along the way. Learn more about this process to see if this could be the golden ticket to attendance success at your building.	SMS 2.0	Student	Attendance	SS - 18
Attendance Letters from Start to Finish (2 hours)	This two part session begins with creating Custom Letters and stretches into the setup tasks which include setting up parameter codes (Attendance Types, Thresholds, and Date Ranges), and creating scheduled letter templates.	SMS 2.0	Student	Attendance Letters	SS - 11, 12
CEDARS - Restraint & Isolation Data Reporting to OSPI	In this session we will chat about the requirements to capture Restraint or Isolation student level data for every student involved in an incident. We will show how and where the data is entered in Skyward and which of that data is submitted to CEDARS. Additionally, we will discuss the detailed definitions of both Restraint & Isolation, frequently asked questions, and what the reporting expectations are if an action/incident is both a Discipline and a Restraint or Isolation incident.	SMS 2.0	Student	CEDARS	SS - 2
CEDARS Data Therapy	Come ask OSPI and WSIPC staff your CEDARS and related questions, in a question/answer formatted session.	SMS 2.0	Student	CEDARS	SS - 3
CEDARS Discipline Reporting	This session will familiarize you with the fields in Discipline used in CEDARS Reporting, both in SMS 2.0 and Qmlativ. We will also discuss the CEDARS logic used to determine when a discipline incident is included. Scenarios will be used to help demonstrate data entry and its impact on CEDARS Discipline Reporting.	SMS 2.0	Student	CEDARS	SS - 5
Understanding & Interpreting CEDARS Validations	Do you manage CEDARS validation errors in SMS 2.0? In this session, you'll find resources to assist you when working with CEDARS validation errors, learn how to relate OSPI data elements to specific areas and fields in Skyward's software, and explore how to troubleshoot and correct OSPI several data validation errors in Skyward's software.	SMS 2.0	Student	CEDARS	SS - 7
CEDARS - English Language Learners Reporting to OSPI	This session will cover the "why's" and "how to's" regarding identifying, documenting and submitting data for English Learner students in your districts. We will discuss the Home Language Survey, the program data that is entered into Skyward, the data is submitted to CEDARS and how the student level data is populated to the TIDE - ELPA 21 Test Platform.	SMS 2.0	Student	CEDARS	SS - 14
Highlighting Data Used for P223H and CEDARS Reports (2 Hours)	Learn how Special Education data entered in Skyward is used in the P223H and CEDARS report logic! During this session, we'll look at all the Special Education fields required to qualify students for these reports. We will explore different scenarios and look at how the requirements may change from one Evaluation to another and how splitting IEPs between Evaluations is essential for accurate reporting.	SMS 2.0	Student	CEDARS	SS - 16
Current Scheduling Tips and Tricks	This session will focus on basic scheduling functions. This session will include: - Adding or removing courses from a student's schedule - Creating Scheduling Groups for the Walk-in Scheduler - Using filters to find courses - Using the Walk-in	SMS 2.0	Student	Current Scheduling	SS - 9
Preparing your Curriculum Master for Qmlativ Migration	Curriculum Records are essential in connecting Courses to other features and modules in SMS 2.0, and even more so in Qmlativ. In this session, we'll discuss ways to identify Curriculum Records that need to be updated or removed and look at some reports and utilities that will assist in the cleanup process to get your Curriculum Master ready for migration.	SMS 2.0	Student	Curriculum Master	SS - 13
Data Mining Made Easy	In this session, we will explore the setup of deductions and benefits. We'll also review considerations for moving forward in Qmlativ.	SMS 2.0	Student	Data Mining	SS - 1
Elementary Office Staff (3 hours)	During this session, we will demonstrate how to manage Student Records from the perspective of Elementary Staff. We will look at Student Enrollment and P223-enrollment Report, Grading and how to run Report Cards, Health Records; how to troubleshoot and manage Family Information; and how to stay on top of daily Attendance. We will also cover some general tips and tricks that will help you do your job, including navigation, reporting, surveys, and student labels.	SMS 2.0	Student	Elementary Office Staff	SS - 15
Family Maintenance and Reporting	This session will provide new users an overview of how to manipulate family information in the database (to include family splits and mergers). This session will cover: - Add, split or merge a family - Add a guardian - Locating siblings - Avoid duplicate entries - Family reports	SMS 2.0	Student	Family Maintenance	SS - 6
New Student Online Enrollment	This session will cover the following: NSOE Parent Portal; Account Creation, New Student Application Completion, Custom Forms & Data Submission, Portal Users Area, NSOE Application Approval Overview, Student Record Creation via Application Approval. We will also discuss lessons learned from real district implementations.	SMS 2.0	Student	NSOE	SS - 10
P223 and Enrollment Reporting Tips & Tricks	Hop on the P223 Enterprise to learn about any upcoming changes to P223 Enrollment Reporting for the 2019-20 school year. If time allows, we'll also discuss other hot topics related to enrollment reporting.	SMS 2.0	Student	P223	SS - 4



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Processing Lists and Practical Uses	In this session, you'll learn about Processing Lists. We'll provide an overview of how a Processing List works, demonstrate how to create a CSV file using Skyward and Excel to import into a Processing List, create a Processing List from Skyward Browse Screens, how to refine your list by adding or deleting names and scenarios that show what is possible, and inspire creative thinking about ways to utilize this option and save time! Think of a processing list as another set of ranges or parameters to help you capture just the right group of data to report on.	SMS 2.0	Student	Processing Lists	SS - 8
Reengagement Program Reporting to OSPI	In this session presented by OSPI and WSIPC, you will learn how data should be reported to CEDARS for students participating in a 1418 Open Doors Youth Reengagement Program. We will also discuss why a student who was intended to be reported as participating, may not have been and what you can do to troubleshoot these issues. You'll be shown tools in EDS/CEDARS to verify students participating, and how to enter data in Skyward's software to ensure a student is reported in CEDARS as intended.	SMS 2.0	Student	Reengagement Reporting	SS - 17
Top Benefits of the Import (Writeback) from IEPOnline	Do you already use IEP Online or are you thinking about it? Did you know that WSIPC's custom integration not only sends data from Skyward to IEP Online, but can also import data from IEP Online to Skyward? Come explore the top benefits of implementing the Writeback at your district.	SMS 2.0	Student	Special Education	V - 4
Strengthening Your Work Relationships	This must-attend session will empower you to enjoy your work relationships while accomplishing your professional responsibilities. You will learn to map out essential conversations, make positive deposits into people's emotional bank accounts. This interactive session equips you to utilize effective techniques to help you quickly identify what is causing things to go off course, and more importantly, how to get back on track.		Professional Development	Communications	PD - 8
Creative Conflict Resolution	Different personality types have different ways of engaging in conflict. This interactive session shows you how to quickly assess which style you're dealing with and gives you proven techniques for effectively preparing for and defusing conflict.		Professional Development	Communications	PD - 9
Powerful Presentation Skills	Positions at every level require competent presentation skills. Employees who excel must have outstanding communication skills. This interactive session will prepare you to clearly and effectively communicate your ideas with confidence to your supervisors, team members, and customers. Participants will learn how to overcome the fear of public speaking, obtain the nonverbal secrets of confident speakers, and discover how to capture and retain your audience from beginning to end.		Professional Development	Communications	PD - 10
Writing Clear and Concise Emails and Avoid Being Misunderstood	Increasingly, a large percentage of communication is done electronically including email, instant messaging, texting, and social media. As a result, in absence of your voice tone, tempo, and body language, your meaning can be misinterpreted. This can lead to wasted time and energy fixing misunderstandings. Learning Objectives for this session include: "How to keep emails short while making your point" "Avoiding misunderstandings, confusion, and emotional responses to your emails" "How to capture your reader's attention so your email gets read and responded to" "Stay current with the latest email trends and avoid common email pitfalls and pet-peevs" "Recognize when it's time to email, phone, text, or have a face-to-face conversation"		Professional Development	Communications	PD - 11
Effective Writing for Impact and Influence	When writing to your colleagues and peers, your correspondence reflects your level of ability, confidence, and skill. The degree of respect you receive is affected by how you write. Whether you write memos, letters, reports, proposals, articles, reviews, procedures, or documentation, learning the following skills will be useful to you every day for the rest of your life: "Write openings that draw readers in and build rapport instantly" "Get to the point and keep the reader's attention" "Avoid being among the documents they toss or decide to read later" "Increase the chance readers will act on what you write" "Overcome writers block to get things done more quickly and painlessly" "Make sure your documents are accurate and uncluttered" "Find your own writing voice to achieve the most appropriate tone" "Go from start to finish with a plan that saves time and helps complete projects"		Professional Development	Communications	PD - 12
Grammar and Proofreading for Speed and Credibility	Have you ever sent out a document, only to have it come back with corrections? Face it...every day you work with words, and mistakes are the first thing people notice. Your accuracy in speaking and writing reflects your level of ability, confidence, and credibility. This presentation will show you how to stop wondering whether you have said or written something properly—and show you how to do it correctly.		Professional Development	Communications	PD - 13
Excel: Build a Spreadsheet from Scratch	Build a Spreadsheet from Scratch: Design a Spreadsheet, Find and Create Templates, Automate Data Entry with AutoFill, Insert, Delete, Move, and Manipulate Cells, Rows, and Columns, Insert, Copy, and Group Worksheets		Professional Development	Excel	PD - 1
Excel: Customize, Maneuver, Modify	Customize, Maneuver, and Modify: Format Cells, Rows, and Columns, Size, Merge Cells, Format Numbers, Use Styles, Customize the Quick Access Toolbar and Ribbon, Work with Multiple Sheets at Once, Record a Basic Macro		Professional Development	Excel	PD - 2
Excel: Create and Manipulate Reports	Create and Manipulate Reports: Sort – Quick and Multi-Level, Filter – Query and Clean up, Subtotal, Secure Data, Create Forms, Print Exactly What You Want		Professional Development	Excel	PD - 3
Excel: Basic and Beyond Formulas and Functions	Basic and Beyond Formulas and Functions: Formula Syntax and Order of Operations, AutoFill Formulas - Relative and Absolute Reference, Name Cells and Ranges, SUM, AVERAGE, MAX, MIN, Refer to and Pull Data from Other Worksheets and Workbooks, Calculate Dates, The IF Function		Professional Development	Excel	PD - 4
Excel: Shortcuts, Tips and Tricks	Shortcuts, Tips, and Tricks: 20+ Popular Keyboard Shortcuts, Freeze Headers and Split Panes, Insert Comments, Tricks for Data Entry and Moving Through Data, Text Functions and Text-to-Columns, Paste Special, Sparklines		Professional Development	Excel	PD - 5
Excel: Summarize Data on Custom Dashboards	Summarize Data on Custom Dashboards: Set Up a Dashboard, Link to Source Data, Summarize Data using SUMIFS and COUNTIFS, Use Dynamic Charts, The VLOOKUP Function, Clean Up Data, Remove Duplicates		Professional Development	Excel	PD - 6
Excel: Pivot Tables and Pivot Charts	Pivot Tables and Pivot Charts: Create Pivot Tables, Manipulate Data in Pivot Tables, Analyze Data in Pivot Tables, Calculated Fields and Items, Slicers and Timelines, One-Click Options, Work with Pivot Charts		Professional Development	Excel	PD - 7

This Breakout Session Schedule is subject to change. Session dates/times will be available when the schedule is posted on the WASWUG website and virtual conference site. Use the WASWUG virtual site for the most current, up-to-date Breakout Session Schedules, featuring live and recorded sessions, Professional Development classes and Keynote Speaker schedules.