



Fall 2020 Breakout Session Schedule

| Session Title | Session Description | Date and Time | Product | Track | Module | Primary Presenter | Co-Presenter |
|--|--|---------------------------------------|---------|--------------------------|--------------------------|-------------------|------------------|
| MONDAY | | | | | | | |
| Pre-Conference | | 10/12/2020, 9:00 AM - 12:00 PM | | | | | |
| Pre-Conference: Creative Problem Solving Skills | Just how many different ways are there to solve problems? More than most people imagine. Picking one and getting started, or the fear of failure, is often what stops folks from tackling problems. In this fun workshop, attendees will be exposed to a variety of problem-solving techniques. Groups will be formed and given different, fun problems to solve that require the use of these techniques. Group presentations will cap this fun-filled session. | 10/12/2020, 9:00 AM - 12:00 PM | | Professional Development | Communication | Dawn Jones | |
| Pre-Conference: Advanced Microsoft Excel Training | Areas Covered: Automate with Macros; Perform Advanced Functions – IF, LOOKUP, SUMIFS; Create Complex Forms; Contextualize Layouts; Collaborate Across Workbooks, Platforms, and People | 10/12/2020, 9:00 AM - 12:00 PM | | Professional Development | Excel | Sherry Prindle | |
| Opening General Session | | 10/12/2020, 12:30-12:50PM | | | | | |
| Session 1 | | 10/12/2020, 1:00-2:00 PM | | | | | |
| 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. | 10/12/2020, 1:00-2:00 PM | Qmlativ | HR | Human Resources, Payroll | Garrett Zumini | |
| 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 | 10/12/2020, 1:00-2:00 PM | SMS 2.0 | Student | Family Maintenance | Marney Hefflin | Sue Harris |
| Qmlativ Introduction for Business Office Personnel | This session will provide an introduction of common features from a Business Office perspective. This session will provide an overview of the Financial Management modules and flow. | 10/12/2020, 1:00-2:00 PM | Qmlativ | Financial Management | Introduction | Diana Guy | |
| 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. | 10/12/2020, 1:00-2:00 PM | SMS 2.0 | Financial Management | Purchasing | Alice McCallister | |
| 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. | 10/12/2020, 1:00-2:00 PM | SMS 2.0 | HR/Payroll | SEBB | Nicole Brandt | |
| 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. | 10/12/2020, 1:00-2:00 PM | Qmlativ | Student | Qmlativ | Heather Klein | |
| 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. | 10/12/2020, 1:00-2:00 PM | Qmlativ | Student | Attendance, Discipline | Donna Gehring | |
| Automating Attendance - Positive Attendance & Tardy Kiosk | Come learn how Auburn School District uses these Skyward tools to automate and track attendance to help take the burden off 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. | 10/12/2020, 1:00-2:00 PM | SMS 2.0 | Student | Attendance | Lynnette Miller | |
| Excel: 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. | 10/12/2020, 1:00-2:00 PM | | Professional Development | Excel | Sherry Prindle | |
| Strengthening Your Work Relationships | Participants will gain a deeper understanding of how to handle "difficult people" and "difficult situations." After a basic grounding in learning to spot key personality differences, attendees will learn a basic 4-step model for handling almost any difficult situation. | 10/12/2020, 1:00-2:00 PM | | Professional Development | Communication | Dawn Jones | |
| Session 2 | | 10/12/2020, 2:30-3:30 PM | | | | | |
| Attendance Letters from Start to Finish - Part 1 | 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. | 10/12/2020, 2:30-3:30 PM | SMS 2.0 | Student | Attendance Letters | Rachel Cromer | Jana Christensen |
| Budgeting Overview | During this session, you'll see how to develop the non-personnel budget in Qmlativ. | 10/12/2020, 2:30-3:30 PM | Qmlativ | Financial Management | Budgeting | Alice McAlister | |
| 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. | 10/12/2020, 2:30-3:30 PM | SMS 2.0 | Financial Management | Vendors | Robin Richter | |
| Introduction to Payroll (Overview) | For districts not yet using Qmlativ, this session will provide an overview of the payroll process from start to finish. | 10/12/2020, 2:30-3:30 PM | Qmlativ | HR | Payroll | Janet Dockter | |
| 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. | 10/12/2020, 2:30-3:30 PM | SMS 2.0 | HR/Payroll | Employee Management | Chris Weaver | |

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| 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. | 10/12/2020, 2:30-3:30 PM | Qmlativ | Student | Teacher Access | Rosene Hurd | |
| Qmlativ Food Service Overview | Join us for an overview of the Qmlativ Food Service Module and the Features that make tracking Customer eligibility, purchases, and payment; Monthly Reimbursement Claim reporting; and Verification a breeze. | 10/12/2020, 2:30-3:30 PM | Qmlativ | Student | Food Service | Debbie Davis | |
| 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. | 10/12/2020, 2:30-3:30 PM | SMS 2.0 | Student | CEDARS | Patricia Bartlette | |
| Excel: Customize, Maneuver, 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. | 10/12/2020, 2:30-3:30 PM | | Professional Development | Excel | Sherry Prindle | |
| Creative Conflict Resolution | Workshop attendees will learn how different personality types tend to manage conflict. Five different conflict styles and strategies will be presented and explored using interactive group activities. | 10/12/2020, 2:30-3:30 PM | | Professional Development | Communication | Dawn Jones | |
| Session 3 | | 10/12/2020, 4:00-5:00 PM | | | | | |
| Attendance Letters from Start to Finish - Part 2 | 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. | 10/12/2020, 4:00-5:00 PM | SMS 2.0 | Student | Attendance Letters | Rachel Cromer | Jana Christensen |
| Purchase Order Process | This session provides an overview for entering purchasing requisitions and processing them through the system. This session includes a Brief discussion on Requisition and PO Group setup, and a Demonstration on entering and approving requisitions, Batch to open purchase order processing, and Receiving on purchase orders. | 10/12/2020, 4:00-5:00 PM | Qmlativ | Financial Management | Accounts Payable | Alice McCallister | |
| 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 reports that are easy to read. | 10/12/2020, 4:00-5:00 PM | SMS 2.0 | Hybrid | Financial Management Student | Peggy Webb | |
| 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. | 10/12/2020, 4:00-5:00 PM | Qmlativ | HR | Payroll | Don Duncan | |
| 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... | 10/12/2020, 4:00-5:00 PM | SMS 2.0 | HR/Payroll | Payroll | Mandy Bladek | |
| 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. | 10/12/2020, 4:00-5:00 PM | Qmlativ | Student | Message Center | Teresa Cook | |
| Breezing 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. | 10/12/2020, 4:00-5:00 PM | Qmlativ | Student | Special Education | Crista Calderon | |
| 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. | 10/12/2020, 4:00-5:00 PM | SMS 2.0 | Student | CEDARS | Lindsay Grams | |
| Excel: Create and Manipulate Reports | Sort – Quick and Multi-Level, Filter – Query and Clean up, Subtotal, Secure Data, Create Forms, Print Exactly What You Want. | 10/12/2020, 4:00-5:00 PM | | Professional Development | Excel | Sherry Prindle | |
| Powerful Presentations 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. | 10/12/2020, 4:00-5:00 PM | | Professional Development | Communication | Dawn Jones | |
| TUESDAY | | | | | | | |
| General Session, Keynote #1 | | 10/13/2020, 9:00-10:00 AM | | | | | |
| Session 4 | | 10/13/2020, 10:15-11:15 AM | | | | | |
| Qmlativ Reporting Tips & Tricks | Prompt Templates, Scheduled Reports, Quick Reports | 10/13/2020, 10:15-11:15 AM | Qmlativ | Hybrid | Reporting | Alice McCallister | Willy Dubendorf |
| AP Invoice Entry and Processing | Review of AP Invoice entry, approval, and processing in Qmlativ | 10/13/2020, 10:15-11:15 AM | Qmlativ | Financial Management | Accounts Payable | Kayla Clay | |
| Payroll Accounting | In this session, we will walk through a simple payroll run to discover the different data elements that drive accounting. | 10/13/2020, 10:15-11:15 AM | SMS 2.0 | Financial Management | Account Management | Sean Schaeffer | |
| HR/Payroll State Reporting | Review and Demo of available state reports currently in Qmlativ, including New Hire Submission, PFMLA, Quarterly Wage, S-275 and SEBB. | 10/13/2020, 10:15-11:15 AM | Qmlativ | HR | Human Resources, Payroll | Julie Gray | |
| Retro Pay | Join us as we review the methods and tools that can be used to issue retro pay to employees. | 10/13/2020, 10:15-11:15 AM | SMS 2.0 | HR/Payroll | Payroll | Lorena Pulido | |

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| Managing CEDARS Data and Validation Errors | 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. | 10/13/2020, 10:15-11:15 AM | Qmlativ | Student | CEDARS, State Reporting | Patricia Bartlette | |
| 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. | 10/13/2020, 10:15-11:15 AM | Qmlativ | Student | Scheduling | Karyn Williams | |
| 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. | 10/13/2020, 10:15-11:15 AM | SMS 2.0 | Student | State Reporting | Steffanie Campbell | |
| 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 | 10/13/2020, 10:15-11:15 AM | SMS 2.0 | Student | Current Scheduling | Lynnette Miller | |
| Excel: 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 | 10/13/2020, 10:15-11:15AM | | Professional Development | Excel | Sherry Prindle | |
| Session 5 | | 10/13/2020, 11:45 AM-12:45 PM | | | | | |
| 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. | 10/13/2020, 11:45 AM-12:45 PM | SMS 2.0 | HR/Payroll | Payroll | Darlene Gjelsteen | Denise Ames |
| 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. | 10/13/2020, 11:45 AM-12:45 PM | SMS 2.0 | Financial Management | Account Management | Aaron Villanueva | Tyler Hoffman |
| 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. | 10/13/2020, 11:45 AM-12:45 PM | Qmlativ | HR | Payroll | Madison McNeil | |
| 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. | 10/13/2020, 11:45 AM-12:45 PM | Qmlativ | Student | Data Mining | Juli Jones | |
| 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. | 10/13/2020, 11:45 AM-12:45 PM | Qmlativ | Student | Grading | Carlie Womack | |
| Excel: 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 | 10/13/2020, 11:45 AM-12:45 PM | | Professional Development | Excel | Sherry Prindle | |
| 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. | 10/13/2020, 11:45 AM-12:45PM | Qmlativ | Financial Management | Accounts Payable | Diana Guy | |
| 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. | 10/13/2020, 11:45 AM-12:45PM | SMS 2.0 | Student | Curriculum Master | Donna Gehring | |
| 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. | 10/13/2020, 11:45 AM-12:45PM | Qmlativ & SMS 2.0 | Student | CEDARS | Julie Williams, OSPI | |
| 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 Reports; 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. | 10/13/2020, 11:45 AM-4:30 PM | SMS 2.0 | Student | Elementary Office Staff | Heather Klein | Robin Swecker |
| Session 6 | | 10/13/2020, 2:00-3:00 PM | | | | | |
| 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. | 10/13/2020, 2:00-3:00 PM | Qmlativ | Financial Management | Account Management | Sean Schaeffer | |
| Importing Cash Receipts | This session demonstrates how to set up and import Cash Receipts from external files. | 10/13/2020, 2:00-3:00 PM | SMS 2.0 | Financial Management | Account Management | Katie Burr | |
| 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. | 10/13/2020, 2:00-3:00 PM | Qmlativ | HR | Payroll | Kristen Dammel | |

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| 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. | 10/13/2020, 2:00-3:00 PM | SMS 2.0 | HR/Payroll | Payroll | Ana Gutierrez | |
| 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. | 10/13/2020, 2:00-3:00 PM | Qmlativ | Student | Fee Management | Tracy Green | |
| 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. | 10/13/2020, 2:00-3:00 PM | Qmlativ | Student | State Reporting | Steffanie Campbell | |
| 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, how to create a CSV file using Skyward and Excel to import into a Processing List, how to 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. | 10/13/2020, 2:00-3:00 PM | SMS 2.0 | Student | Processing Lists | Barbara Wischer | |
| 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 that is submitted to CEDARS, and how the student level data is populated to the TIDE – ELPA 21 Test Platform. | 10/13/2020, 2:00-3:00 PM | Qmlativ & SMS 2.0 | Student | CEDARS | Julie Williams, OSPI | |
| Excel: 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. | 10/13/2020, 2:00-3:00 PM | | Professional Development | Excel | Sherry Prindle | |
| Session 7 | | 10/13/2020, 3:30-4:30 PM | | | | | |
| Credit Card Processing - Features and Highlights | This session will introduce you to SMS's Credit Card module. It will explore beneficial features. | 10/13/2020, 3:30-4:30 PM | SMS 2.0 | Financial Management | Accounts Payable, Credit Cards | Shae Eldredge | |
| 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. | 10/13/2020, 3:30-4:30 PM | Qmlativ | Hybrid | Cross Product | Christine Maley | |
| 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. | 10/13/2020, 3:30-4:30 PM | Qmlativ | HR | Data Mining | Nicole Hall | |
| 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 to Lunch Surveys and Student Emergency Updates. Once your forms have been created, see how administrative staff maintain data submitted. | 10/13/2020, 3:30-4:30 PM | Qmlativ | Student | Online Forms, New Student Enrollment | Debbie Davis | |
| CEDARS Data Therapy | Come ask OSPI and WSIPC staff your CEDARS and related questions, in a question/answer formatted session. | 10/13/2020, 3:30-4:30 PM | Qmlativ & SMS 2.0 | Student | CEDARS | Julie Williams, OSPI | |
| Touch-Free / Non-Contact Payments and New Features Integrated with Skyward SMS 2.0 and Qmlativ | Start providing non-contact payment solutions across multiple payment platforms (Online, Mobile, and In-Person) at no cost to your district. Learn how e-Funds for Schools moves your district to a non-contact, cash free environment providing more safety, better financial tracking and tighter controls. You can also establish Donation and Fundraising (crowdfunding) campaigns that net higher than 96% profit revenues. EFS is easily implemented and flexible for all school related fees, events, and activities. When the time comes, the integration transition from Skyward's SMS 2.0 to Qmlativ is quick, simple and has no upgrade costs. | 10/13/2020, 3:30-4:30 PM | Qmlativ & SMS 2.0 | WSIPC Purchasing Partner | e-Funds for Schools | Jeff Miller | |
| Creating a High School and Beyond Plan | We will walk through the process of creating a High School and Beyond Plan. We will 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. | 10/13/2020, 3:30-4:30 PM | MSD | Data | HSB | Ken Mock | |
| 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. | 10/13/2020, 3:30-4:30 PM | SMS 2.0 | Student | Special Education | Willy Dubendorf | |
| Excel: 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. | 10/13/2020, 3:30-4:30 PM | | Professional Development | Excel | Sherry Prindle | |
| Wednesday | | | | | | | |
| General Session, Keynote #2 | | 10/14/2020, 8:45-10:00 AM | | | | | |
| Session 8 | | 10/14/2020, 10:15-11:15 AM | | | | | |
| 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. | 10/13/2020, 10:15-11:15 AM | SMS 2.0 | HR/Payroll | Employee Management | Michael Blessing | |
| "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. | 10/14/2020, 10:15-11:15 AM | Qmlativ | Financial Management | Reporting | Don Duncan | |

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| 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. | 10/14/2020, 10:15-11:15 AM | SMS 2.0 | Financial Management | Accounts Payable | Diana Guy | |
| 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; and how to make some common corrections on the fly. | 10/14/2020, 10:15-11:15 AM | Qmlativ | HR | Payroll | Jessica Gleason | |
| 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. | 10/14/2020, 10:15-11:15 AM | Qmlativ | Student | Grading | Alton Ho | |
| CEDARS Discipline Reporting in Qmlativ | This session will familiarize you with the Qmlativ fields used in CEDARS reporting and also provide an overview of 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. | 10/14/2020, 10:15-11:15 AM | Qmlativ | Student | Discipline | Lindsay Grams | |
| 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. | 10/14/2020, 10:15-11:15 AM | SMS 2.0 | Student | Data Mining | Maya Schaeffer | |
| New Student Online Enrollment | This session will cover the following: NSOE Parent Portal, Account Creation, New Student Application Completion, Custom Forms & amp. Data Submission, Portal Users Area, NSOE Application Approval Overview, and Student Record Creation via Application Approval. We will also discuss lessons learned from real district implementations. | 10/14/2020, 10:15-11:15 AM | SMS 2.0 | Student | NSOE | Tim Colliver | |
| Writing Clear and Concise Emails and Avoiding Being Misunderstood | Increasingly a large percentage of communication is done electronically, including email, instant messaging, texting, and social media. As a result, in the absence of your voice tone, tempo, and body language, your meaning can be misinterpreted. This can lead to wasted time and energy fixing misunderstandings. | 10/14/2020, 10:15-11:15 AM | | Professional Development | Writing | Sherry Prindle | |
| Interpreting your P223H Report and Special Education CEDARS Elements (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. | 10/14/2020, 10:15-12:30 PM | SMS 2.0 | Student | CEDARS, P223H | Steffanie Campbell, Willy Dubendorf | |
| Session 9 | | 10/14/2020, 11:30 AM-12:30 PM | | | | | |
| 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. | 10/14/2020, 11:30 AM-12:30 PM | Qmlativ | HR | Payroll | Don Duncan | |
| 1099-M Processing and Reporting | In this session, you'll see how to create 1099-M forms and electronic files. | 10/14/2020, 11:30 AM-12:30 PM | Qmlativ | Financial Management | Year-end | Ashley Jaquez | |
| Hot Topics in Financial Management | This session will explore relevant topics and the relationship to operating in SMS 2.0. We will explore how to 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, | 10/14/2020, 11:30 AM-12:30 PM | SMS 2.0 | Financial Management | Account Management | Sean Schaeffer | |
| 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. | 10/14/2020, 11:30 AM-12:30 PM | SMS 2.0 | Hybrid - Fin/HR | Financial Management Human Resources | Nathan Fitzpatrick | |
| Managing Attendance | Do you work in the front office and manage student attendance? Did you just migrate to Qmlativ and are you 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. | 10/14/2020, 11:30 AM-12:30 PM | Qmlativ | Student | Attendance | Maya Schaeffer | |
| CEDARS Restraint & Isolation Data 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. | 10/14/2020, 11:30 AM-12:30 PM | Qmlativ & SMS 2.0 | Student | CEDARS | Julie Williams, OSPI | |
| The Questions All Districts are Asking | In uncharted territory all districts are asking the same 4 basic questions: Are my students engaged? Will I have enough money? How do I plan for what's next? What does the future look like? This session will explore all of these questions using Skyward SIS and Financial data along with Forecast5 software to provide real time actionable analytics. | 10/14/2020, 11:30 AM-12:30 PM | | WSIPC Purchasing Partner | Forecast5 | Stewart Mhyre | |

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Fall 2020 Breakout Session Schedule

| Session Title | Session Description | Date and Time | Product | Track | Module | Primary Presenter | Co-Presenter |
|--|--|------------------------------------|---------|--------------------------|---------|-------------------|--------------|
| Effective Writing for Impact and Influence | <p>"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:</p> <ul style="list-style-type: none">* 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 | 10/14/2020, 11:30 AM-12:30 PM | | Professional Development | Writing | Sherry Prindle | |
| Closing General Session with Prizes | | 10/14/2020, 12:30 - 1:00 PM | | | | | |

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