



# WASWUG SPRING 2021 SESSION SCHEDULE

The WASWUG Session Schedule is subject to change.

Please use the WASWUG Spring virtual platform for the most accurate, up-to-date schedule.

## Thursday, March 4

### VIRTUAL PRACTICE SESSION

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Virtual practice session	Log in and become familiar with WASWUG's virtual platform, OnAir!	9:00 AM	10:00 AM				

## Monday, March 8

### PRE-CONFERENCE WORKSHOPS

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
<b>Pre-Conference Workshop:</b> The Four Lenses <i>(Additional payment/registration required to attend)</i>	Learn how you can see yourself and others through the Four Lenses™ temperaments discovery. Start your journey by learning about each of the four temperaments and how they relate directly to you. Then, gain an understanding of how you can apply this knowledge and respond with a higher level of maturity when interacting with different temperaments. This life-changing workshop will enrich you with a deeper understanding of your emotional intelligence and the value of viewing people through the different temperament lenses while speaking their language. (Based on the science of Myers Briggs)	9:00 AM	12:00 PM	Dawn Jones		Professional Development	Communication
<b>Pre-Conference Workshop:</b> Advanced Microsoft Excel Training <i>(Additional payment/registration required to attend)</i>	Areas Covered: Automate with Macros, Perform Advanced Functions - IF, LOOKUP, SUMIFS, Create Complex Forms, Contextualize Layouts, and Collaborate Across Workbooks, Platforms, and People	9:00 AM	12:00 PM	Sherry Prindle		Professional Development	Excel

### GENERAL SESSION

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Opening General Session	Welcome to this opening session for WASWUG Spring. We will introduce our theme for the week, hear from WSIPC CEO Marty Daybell and enjoy some special moments with Chase Padgett, our emcee for the next three days.	12:00 PM	1:00 PM				

### SESSION 1

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Budgeting Overview	During this session, you'll see how to develop the non-personnel budget in Qmlativ.	1:10 PM	2:10 PM	Bonnie Morrill, Kayla Clay	Qmlativ	Financial Management	Budgeting
Qmlativ Introduction for Business Office Personnel	This session will provide an introduction of common features from a Business Office perspective. This session will also provide an overview of the Financial Management modules and flow.	1:10 PM	2:10 PM	Diana Guy	Qmlativ	Financial Management	Introduction

## SESSION 1 (continued)

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
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.	1:10 PM	2:10 PM	Ashley Jaquez	Qmlativ	HR	Human Resources
Cashing Out Time Off	Join us as we review the methods and tools that can be used to cash out time off.	1:10 PM	2:10 PM	Chris Weaver	SMS 2.0	HR / Payroll	Payroll
Payroll Fiscal Year End Tips and Tricks	In this session, we will discuss features designed to make the year end process easier. These features include: using the auto calc mass select option, running the W2 Audit, and running the Contract and Associated Pay Record Mass Delete.	1:10 PM	2:10 PM	Cathi Chard	SMS 2.0	HR / Payroll	Payroll
Security Fundamentals	Learn about the fundamentals of Qmlativ Security. See the potential in improving your district's Security accuracy and management.	1:10 PM	2:10 PM	Mary Hager	Qmlativ	Hybrid	Security
Strengthening Your Work Relationships	This session will empower you to enjoy your work relationships while accomplishing your professional responsibilities. You will learn to map out essential conversations, and 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.	1:10 PM	2:10 PM	Dawn Jones		Professional Development	Communication
Excel: Basic and Beyond Formulas and Functions	In this session, we will cover the following: 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.	1:10 PM	2:10 PM	Sherry Prindle		Professional Development	Excel
Golden Ticket Not Required	Did you know that your school automatically has access to e~Funds for Schools, the Best-In-Class payment provider for schools and organizations? Simply request that EFS be turned on and start providing touch free 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 closer to a cash free environment, providing better financial tracking and controls. You can also establish Donation and Fundraising campaigns that net higher than 96% profit revenues. Non-contact Event Ticketing is scheduled for release in spring of 2021. 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 to Qmlativ is quick, simple, and has no upgrade costs.	1:10 PM	2:10 PM	Jeff Miller	Qmlativ & SMS 2.0	Sponsored Session	
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 - Locate siblings - Avoid duplicate entries - Family reports	1:10 PM	2:10 PM	Marney Hefflin	SMS 2.0	Student	Family Maintenance
Elementary Office Staff (3 hours) - Part 1	During this session, we will demonstrate how to manage Student Records from the perspective of Elementary Staff. We will look at Student Enrollment and the P223-enrollment Report; Grading and how to run Report Cards and 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.	1:10 PM	2:10 PM	Heather Klein, Tracy Green	SMS 2.0	Student	Elementary Office Staff
Future Scheduling: Using the Build Master Schedule tools to create a Master Schedule in SMS 2.0	Now that your student requests are entered for next year, it is time to build your Master Schedule in SMS 2.0. During this session, I'll demonstrate how to use the Interactive Scheduling Board to analyze student requests and find the best placement for classes in the Master Schedule and use the Master Schedule Builder to complete the process of building your Master Schedule.	1:10 PM	2:10 PM	Karyn Williams	SMS 2.0	Student	Future Scheduling
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.	1:10 PM	2:10 PM	Donna Gehring	Qmlativ	Student	Qmlativ
P223 Enrollment Reporting	This session will cover the different Qmlativ P223 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 P223 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.	1:10 PM	2:10 PM	Steffanie Campbell, Patricia Bartlette, Becky McLean	Qmlativ	Student	State Reporting

## SESSION 2

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Find your Golden Ticket to Budget Savings	You won't need to open tons of chocolate bars to find the Golden Ticket. You just have to know where to look. Using readily available financial data this session will help identify where these Golden Tickets of potential budget savings might be when you compare like districts.	2:30 PM	3:30 PM	Adam Saleem, Stewart Mhyre		Financial Management	Sponsored Session
Purchase Order Process	This session provides an overview for entering purchasing requisitions and processing them through the system. This session also 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.	2:30 PM	3:30 PM	Alice McCallister	Qmlativ	Financial Management	Accounts Payable
Introduction to Human Resources (Overview)	For districts not yet using Qmlativ, this session will provide an overview of the steps to bring on a new employee. This will include user access, Employee Access, adding them to positions, setting up their assignments and preparing their data to be processed by payroll	2:30 PM	3:30 PM	Julie Gray	Qmlativ	HR	Human Resources
Online Forms	In this session, you will see the power Online Forms provides for a district. Learn how to create, clone, export and import Online Forms. See how various users will interact with the Online Form features and examples of forms you can take back to your districts to use right away.	2:30 PM	3:30 PM	Nicole Brandt	Qmlativ	HR	Online Forms
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 Forms, Check Estimator, and Time Off options.	2:30 PM	3:30 PM	Beth Michaelson	SMS 2.0	HR / Payroll	Employee Management
Creative Conflict Resolution	Different personality types have different ways of engaging in conflict. This interactive session shows you how to quickly assess which of the five conflict styles you're dealing with and gives you proven techniques for effectively preparing for and defusing conflict.	2:30 PM	3:30 PM	Dawn Jones		Professional Development	Communication
Excel: Shortcuts, Tips and Tricks	In this session, we will cover the following: 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, and Sparklines	2:30 PM	3:30 PM	Sherry Prindle		Professional Development	Excel
Data Mining Made Easy	In this session we'll take a stroll through creating a Data Mining Report. We'll delve into selecting Fields, creating Ranges, and some basic Formatting techniques. Our topic will be the new Student Wellness Screening information and whether students have passed/failed their daily screening questions. Join us for this exciting session all about Data	2:30 PM	3:30 PM	Maya Schaeffer	SMS 2.0	Student	Data Mining
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	2:30 PM	3:30 PM	Carlie Womack	Qmlativ	Student	Grading
CEDARS Discipline Reporting	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	2:30 PM	3:30 PM	Lindsay Grams, Joshua Lynch, Lisa Ireland	Qmlativ & SMS 2.0	Student	Discipline
Elementary Office Staff (3 hours) - Part 2	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.	2:30 PM	3:30 PM	Heather Klein, Tracy Green	SMS 2.0	Student	Elementary Office Staff
Future Scheduling With the Auto Scheduler	This session will discuss how to use the Auto Scheduler with Imperative, Pseudo, and Actual runs to schedule your students more effectively. The session will cover: - Overview of the Auto Scheduler range screen - Imperative vs. Pseudo vs. Actual - Interpret the Scheduling Run Analysis screen - Interpret the Student Conflict Detail Report	2:30 PM	3:30 PM	Robin Swecker	SMS 2.0	Student	Future Scheduling
Preparing for Qmlativ Migration (Q/A)	Qmlativ Migration Question and Answer Panel (Student Side). This session will be discussion based. Helpful tips on clean up preparing for migration from SMS 2.0 to Qmlativ and trainings to offer for migration.	2:30 PM	3:30 PM	Bridgett Alonso, Christine Maley	Qmlativ	Student	

## SESSION 3

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Asset Management	In this session, you'll see how to add and track buildings and equipment.	3:50 PM	4:50 PM	Kayla Clay	Qmlativ	Financial Management	Assets
Budgetary Data Mining - Expenditure and Revenue Reports	In this session we will explore the Revenue/Expenditure reports most often created for school staff. Different examples will be presented to assist the user with the creation of reports that have the information needed in an easy to read format.	3:50 PM	4:50 PM	Peggy Webb	SMS 2.0	Financial Management	Financial Management Student
Introduction to Payroll (Overview)	For districts not yet using Qmlativ, this session will provide an overview of the payroll process from start to finish and will outline some differences between SMS and Qmlativ payroll processes	3:50 PM	4:50 PM	Janet Dockter	Qmlativ	HR	Payroll
Managing Payroll Contracts, Assignment Changes and Ending Employment	There are times when it's necessary to adjust employee assignments and contract pays, or terminate an employee in your Qmlativ database. In this session, you'll learn about contract pay setup options and how to review Contract and Assignment details to confirm Contract statuses.	3:50 PM	4:50 PM	Jessica Gleason	SMS 2.0	HR	Human Resources, Payroll
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.	3:50 PM	4:50 PM	Don Duncan	Qmlativ	Hybrid	Cross Product
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.	3:50 PM	4:50 PM	Dawn Jones		Professional Development	Communication
Excel: Pivot Tables and Pivot Charts	In this session, we will cover the following: Create Pivot Tables, Manipulate Data in Pivot Tables, Analyze Data in Pivot Tables, Calculated Fields and Items, Slicers and Timelines, One-Click Options, and Work with Pivot Charts	3:50 PM	4:50 PM	Sherry Prindle		Professional Development	Excel
Come Take a Fun-filled Tour of the VEBA Factory!	Health reimbursement arrangements (HRAs) can't compare to a fine piece of chocolate, but our easy administration system will leave a pretty good taste in your mouth. After a quick overview of the VEBA Plan, we'll let you in on a couple of factory upgrades that are cranking out even more delicious goodness these days. Of course, we're talking about submitting enrollments, contributions, status changes, and secure messages.	3:50 PM	4:50 PM	Brian Riehs, Emily Spencer	Other	Sponsored Session	
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.	3:50 PM	4:50 PM	IRENA BEEBOUT	Qmlativ	Student	Attendance
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.	3:50 PM	4:50 PM	Tamara Ketchell	SMS 2.0	Student	Curriculum Master
Elementary Office Staff (3 hours) - Part 3	During this session, we will demonstrate how to manage Student Records from the perspective of Elementary Staff. We will look at Student Enrollment and the 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.	3:50 PM	4:50 PM	Heather Klein, Tracy Green	SMS 2.0	Student	Elementary Office Staff
Breezing through P223H Special Education Enrollment Reporting	This session will cover the different Qmlativ P223H 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 P223H 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.	3:50 PM	4:50 PM	Crista Calderon	Qmlativ	Student	Special Education
Student Management for Beginners	Do you work in a school and have multiple tasks that require Skyward knowledge? Then this session is your Golden Ticket! We will navigate through some of the mysteries of Skyward, taking the glass elevator all the way up and down the Student Profile where the mysterious will become magical as you discover how the Student Profile connects with other areas of the software.	3:50 PM	4:50 PM	Micki Sherwood	SMS 2.0	Student	Student Management

# Tuesday, March 9

## FEATURETTES

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
"Did You Know" Featurette Video - Student - Students with Open Periods	Start your day off with some special tips & tricks from our experts! This 3 minute video will focus on Students with Open Periods.	8:30 AM	9:00 AM				
"Did You Know" Featurette Video - HR - Qmlativ Payroll Encumbrance	Start your day off with some special tips & tricks from our experts! This 3 minute video will focus on Qmlativ Payroll Encumbrance.	8:30 AM	9:00 AM				
"Did You Know" Featurette Video - Finance - Customizing Browse Screens	Start your day off with some special tips & tricks from our experts! This 8 minute video will focus on Customizing Browse Screens.	8:30 AM	9:00 AM				

## GENERAL SESSION

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Tuesday General Session with Keynote Speaker Jeff Kaylor	Join us for a session full of marvelous surprises with magician Jeff Kaylor as he shares on "Creating Magic Moments".	9:00 AM	10:10 AM				

## SESSION 4

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Approving Requisitions	Explore the different ways to assign approvers to requisitions, such as account code selection. You'll hear about the interaction between the different approval methods, as well as tips on implementation, such as using the Home screen widget.	10:10 AM	11:10 AM	Tiki Prohim	SMS 2.0	Financial Management	Purchasing
AP Invoice Entry and Processing	Review of AP Invoice entry, approval, and processing in Qmlativ	10:10 AM	11:10 AM	Diana Guy	Qmlativ	Financial Management	Accounts Payable
HR/Payroll State Reporting	Review and Demo of available state reports currently in Qmlativ: New Hire Submission, PFMLA, Quarterly Wage, S-275 and SEBB	10:10 AM	11:10 AM	Kelli Scott	Qmlativ	HR	Human Resources, Payroll
Pay Records Tips and Tricks	In this session, we'll explore the use of Add Ons, Additional Pay Codes, and other management tips in SMS. We'll also highlight how current Pay Record management efforts will help with the migration process.	10:10 AM	11:10 AM	Ana Gutierrez	SMS 2.0	HR	Human Resources
Qmlativ Payroll Encumbrance	Payroll Encumbrance in Qmlativ is conceptually different than SMS. In this session, we will discuss setup and configuration, how and when to run the encumbrance process and what to do at Fiscal Year End. We will also review calculation logic.	10:10 AM	11:10 AM	Michael Blessing	Qmlativ	HR	Payroll
Knowledge Hub Overview	In this session we'll overview the tremendous resources available within the Skyward Knowledge Hub. This will include how to use the Professional Development Center, how to effectively search for solutions within the Skyward Help Center, and how to benefit from the knowledge of the Skyward Community.	10:10 AM	11:10 AM	Tim Colliver	Qmlativ	Hybrid	Knowledge Hub
Magic Moment Mindset Academy	In this session, you'll learn how to break the normal routine and add a dash of creativity to make everyday interactions memorable. Create unforgettable experiences, build deeper connections, and exceed expectations with the Magic Moments Mindset Academy.	10:10 AM	11:10 AM	Jeff Kaylor		Professional Development	Communication
Are You Eligible for Grant Money for Security Projects?	Learn about the potential Grant Money that might be available for your Schools. This would allow your budgets to expand and provide more Safety and Security for your staff, students and facilities.	10:10 AM	11:10 AM	Jim Jamison		Sponsored Session	
Marvelous Surprises in IEP Online	Come learn what's new and exciting in PCG's IEP Online solution. Attendees can expect to learn about IEP Online Connect, our new parent portal. We will also demonstrate recently added functionality in IEP Online, like digital signatures, a robust Medicaid reporting module to optimize reimbursement, and how IEP Online Translation can streamline communication with families. We may even have a few other surprises under our top hat to share!	10:10 AM	11:10 AM	Kristin Kennedy		Sponsored Session	
Message Center & Auto Email Communication (SMS 2.0)	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.	10:10 AM	11:10 AM	Sue Beau regard	SMS 2.0	Student	Message Center and Auto Email

## SESSION 4 (continued)

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
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.	10:10 AM	11:10 AM	Juli Jones	Qmlativ	Student	Data Mining
Multi-Tiered System of Supports	MTSS (Multi-Tiered System of Supports) has a ton of flexibility for tracking students. In this session we'll take a look at how districts can use Watchlists, Observations, Referrals, and/or Intervention Plans to improve student success.	10:10 AM	11:10 AM	Maya Schaeffer	Qmlativ	Student	MTSS
CEDARS 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.	10:10 AM	11:10 AM	Julie Williams, Lisa Ireland, Matthew Frizzell	Qmlativ & SMS 2.0	Student	CEDARS
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.	10:10 AM	11:10 AM	Rachel Cromer, Jana Christensen	SMS 2.0	Student	Attendance Letters

## SESSION 5

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Credit Card Processing - Features and Highlights	This session will introduce you to SMS's Credit Card module. It will explore beneficial features.	11:30 AM	12:30 PM	Shae Eldredge	SMS 2.0	Financial Management	Accounts Payable, Credit Cards
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.	11:30 AM	12:30 PM	Diana Guy	Qmlativ	Financial Management	Accounts Payable
Understanding Positions and Assignments	In this session, we'll explore Qmlativ's Position and Assignment design. You'll become familiar with how this design impacts payroll and other functions.	11:30 AM	12:30 PM	Mike Critchett	Qmlativ	HR	Human Resources, Payroll
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.	11:30 AM	12:30 PM	Darlene Gjelsteen, Denise Ames	SMS 2.0	HR / Payroll	Human Resources, Payroll
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.	11:30 AM	12:30 PM	Michael Blessing	SMS 2.0	HR / Payroll	Employee Management
Using Browse Filters and Views to Find Information Fast	Need information fast? Uncertain as to what report would work best to find what you think would be simple information? Participants will learn how to use browse views and filters to find information with ease. Come see if browse views and filters could work for you!	11:30 AM	12:30 PM	Michelle Daugherty	SMS 2.0	Hybrid	Filters
Qmlativ Reporting Tips & Tricks	Prompt Templates, Scheduled Reports, Quick Reports	11:30 AM	12:30 PM	Tyler Hoffman	Qmlativ	Hybrid	Reporting
The Power of Qmlativ	A strong foundation and understanding can unlock additional power and strength. This session will focus on building your Qmlativ foundational knowledge to empower you as a user. Gain an understanding of relational databases, reporting outside a report, tips and tricks to selecting fields to display, advanced filtering, Standard Prompts and filters, and take a look at the Customization module.	11:30 AM	12:30 PM	Alice McCalister, Patricia Barlette	Qmlativ	Hybrid	Cross Product
Lead to Flourish	Enhance the leader you are to help those you mentor flourish. Experience a series of activities to develop your values as a leader and use them to make a bigger impact	11:30 AM	12:30 PM	Jenna Bayne		Professional Development	Communication

## SESSION 5 (continued)

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Data Mining: Labels & Mail Merge (Student)	In this session, we will explore how we can take a data point from over there and combine it with another one over here to create just what we're looking for. You're limited only by your imagination (and Security) as to the data you can merge into labels and documents.	11:30 AM	12:30 PM	Willy Dubendorf	SMS 2.0	Student	Data Mining
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.	11:30 AM	12:30 PM	Debbie Davis	Qmlativ	Student	Scheduling
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.	11:30 AM	12:30 PM	Julie Williams, Lisa Ireland, Amy Ingram	Qmlativ & SMS 2.0	Student	CEDARS
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.	11:30 AM	12:30 PM	Rachel Cromer, Jana Christensen	SMS 2.0	Student	Attendance Letters

## FEATURED PRESENTER

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Cara Lane	<p>Another marvelous surprise as Cara Lane presents on "Worthy of a Compliment".</p> <p>Do you ever struggle with receiving a compliment? There is a "secret formula" that will be revealed in this session. Adding acceptance of our worth will help with the compliment dilemma. You will be able to see your unique talents and strengths as a gift of service to others. Why not use the power of appreciation for yourself and others?</p> <p>Keynote take-aways:</p> <ul style="list-style-type: none"> <li>#1 You are the Golden Ticket (your uniqueness is honored)</li> <li>#2 Trust is a Treasure (give and receive &gt; handle with care)</li> <li>#3 Own the Compliment (live out your newfound skill)</li> </ul>	1:00 PM	2:00 PM				

## SESSION 6

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
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.	2:20 PM	3:20 PM	Vault - Alice McCallister	SMS 2.0	Financial Management	Purchasing
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.	2:20 PM	3:20 PM	Sean Schaeffer	Qmlativ	Financial Management	Account Management
Payroll Processing Tips and Tricks	In this session, we will discuss features designed to make processing payroll easier. These features include: defaults, utilities, some helpful views, and tips.	2:20 PM	3:20 PM	Ashley Vereker	Qmlativ	HR	Payroll
Cashing Out 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.	2:20 PM	3:20 PM	Garrett Zumini	Qmlativ	HR	Human Resources, Payroll
Tools for Managing Remote Students and Employees	Working and learning remotely is now a common occurrence. Join us as we highlight HR-Payroll and Student features in both SMS 2.0 and Qmlativ that can help make your experience managing employees and students in a virtual world a little bit easier.	2:20 PM	3:20 PM	Maya Schaeffer, Chris Weaver	Qmlativ & SMS 2.0	Hybrid	Other
Magic of Views, Filters & "More"	In this session, you will see how to tailor Qmlativ to meet your navigational and analytical preferences. We'll demonstrate how to set Views and Filters as well as create Tiles and Charts on your personal homepage.	2:20 PM	3:20 PM	Laura Pomeroy	Qmlativ	Hybrid - Fin/HR	Finance, Human Resources, Payroll
Build Trust, Sustain Interest	Learn effective strategies to create and build trust among those you serve to enhance retention and response for effective learning	2:20 PM	3:20 PM	Jenna Bayne		Professional Development	Communication

## SESSION 6 (continued)

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Help Make Your School Safer	Steven W. Anderson is a renowned educational influencer (@web20classroom on Twitter), author and a former teacher and district tech director. He talks student safety and introduces Intrado Safety Shield, a cutting-edge complete digital safety platform that helps bridge the gap between schools and first responders.	2:20 PM	3:20 PM	Steven W. Anderson		Sponsored Session	
Creating Processing Lists Using Data Mining	Do you struggle to include the correct group of students on your reports? This simple tool will help you generate reports that include just the subgroup of students you are looking for. In this session we will manually create a processing list, import a processing list and use Data Mining to create a processing list. We will use these processing lists to run the Data Mining and other Student Management Reports.	2:20 PM	3:20 PM	Shelly Fry	SMS 2.0	Student	Processing Lists
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.	2:20 PM	3:20 PM	Rosene Hurd	Qmlativ	Student	Message Center
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 and Lunch Surveys, to Student Emergency Updates. Once your forms have been created, see how administrative staff maintain data submitted.	2:20 PM	3:20 PM	Debbie Davis	Qmlativ	Student	Online Forms, New Student Enrollment
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.	2:20 PM	3:20 PM	Julie Williams, Lisa Ireland, Lee Collyer	Qmlativ & SMS 2.0	Student	CEDARS
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.	2:20 PM	3:20 PM	Willy Dubendorf	SMS 2.0	Student	Special Education

## Wednesday, March 10

### FEATURETTES

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
"Did You Know" Featurette Video - Student - Recorded/Unrecorded Class Attendance	Start your day off with some special tips & tricks from our experts! This 3 minute video will focus on Recorded / Unrecorded Class Attendance.	8:30 AM	9:00 AM				
"Did You Know" Featurette Video - HR - Qmlativ Browse List Totals	Start your day off with some special tips & tricks from our experts! This 3 minute video will focus on Qmlativ Browse List Totals.	8:30 AM	9:00 AM				
"Did You Know" Featurette Video - Finance - Live Tiles & Chart Tiles	Start your day off with some special tips & tricks from our experts! This 3 1/2 minute video will focus on Live Tiles & Chart Tiles.	8:30 AM	9:00 AM				

### GENERAL SESSION

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
General Session with Chase Padgett	You've seen Chase Padgett in action this week but now you get to learn more about his story and of course hear some more music!	9:00 AM	10:00 AM				



## SESSION 7

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Simplify Payments with a One-Stop Shop	Your team is too busy for outdated administrative and payment systems. Ditch the patchwork of legacy software and accept ALL payments online in one place. Vanco Education was built to reduce work for staff members and allow parents to easily make payments, order meals and stay connected with the school from one central hub. Our custom solutions and seamless Skyward integration will fit your district's needs. Free your staff from administrative headaches, so they can focus on more important things. And, parents and students will feel less stress knowing they can do almost anything school-related fast and online. Watch our 20-minute session to learn how simple it is to create a one-stop shop for your district!	10:00 AM	11:00 AM	Nick Sellwood		Sponsored Session	
Payroll Accounting	In this session, we will walk through a simple payroll run to discover the different data elements that drive accounting.	10:00 AM	11:00 AM	Vault - Sean Schaeffer	SMS 2.0	Financial Management	Account Management
Payment Card Processing	Review of Credit Card Processing in Qmlativ	10:00 AM	11:00 AM	Alice McCallister, Diana Guy	Qmlativ	Financial Management	Accounts Payable
Staff Planning Overview	In this session, you will become familiar with Staff Planning and the tools you will use for Budget development.	10:00 AM	11:00 AM	Julie Gray	Qmlativ	HR	Staff Planning
Payroll Corrections	Learn about what payroll scenarios require a payroll purge, payroll reset or just a re-calculation. Additionally, we'll cover how to make some common payroll corrections on the fly.	10:00 AM	11:00 AM	Lorena Pulido	Qmlativ	HR	Payroll
Retro Pay	Join us as we review the methods and tools that can be used to issue retro pay to employees.	10:00 AM	11:00 AM	Kyla Dordan, Tammy Burnham	SMS 2.0	HR / Payroll	Payroll
Custom Screens in Customization	In this session we will introduce how Custom Forms and UDF fields migrate into Qmlativ and how to view the data within those fields by creating Custom Screens.	10:00 AM	11:00 AM	Patricia Bartlette, Nicole Brandt	Qmlativ	Hybrid	Cross Product
Made up in the Moment Academy	This workshop teaches the fundamentals of improv comedy and how those lessons can spark creativity in other facets of life. Participants will go through scenes and exercises that will help identify personal creative blocks, how to overcome them, and how to be a great partner in any team situation. Don't think you're funny or quick? Doesn't matter one bit! Everyone is welcome to learn and laugh regardless of what you think you can contribute. Who knows, you might just surprise yourself.	10:00 AM	11:00 AM	Chase Padgett		Professional Development	Communication
Processing Lists and Practical Uses	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.	10:00 AM	11:00 AM	Barbara Wischer	SMS 2.0	Student	Processing Lists
Creating & Maintaining Section 504 Records	This session will guide users through creating and maintaining a student's Section 504 record in the Section 504 module.	10:00 AM	11:00 AM	Carla Ross, Spencer Glushak	SMS 2.0	Student	
Future Scheduling - Building a Master Schedule	You've collected student course requests in Qmlativ for next year; now what? In this session we will focus on using the requests and scheduling tools in Qmlativ to build a Master Schedule.	10:00 AM	11:00 AM	Karyn Williams	Qmlativ	Student	Scheduling
State Reporting Overview	Share basics of State Reporting in Qmlativ (Overview, Extract vs. Export, Hyperlinked Data)	10:00 AM	11:00 AM	Julie Williams, Lindsay Grams, Lisa Ireland	Qmlativ	Student	State Reporting
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, and Student Record Creation via Application Approval. We will also discuss lessons learned from real district implementations.	10:00 AM	11:00 AM	Justina McPherson	SMS 2.0	Student	NSOE
2020-2021 Requirements for Special Education CEDARS Data Elements in Files I, K, and U (Part 1)	Learn about the new changes to the P223H Special Education Enrollment Report and all the new Special Education CEDARS Data Elements. The first portion of our 2 hour session will focus on the P223H report and then we'll move on to discuss the updated and new data elements in File K, plus look at the brand new file Initial Evaluation and Eligibility Timelines - File U.	10:00 AM	11:00 AM	Steffanie Campbell, Donna Gehring, Lisa Ireland	SMS 2.0	Student	CEDARS, P223H

## SESSION 8

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
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.	11:20 AM	12:20 PM	Vault - Diana Guy	SMS 2.0	Financial Management	Accounts Payable
Managing Expense Reimbursements	In this session, you will see how an Expense Reimbursement flows through the system from entry to payment. We will also explore the configuration options available, and see how these configuration options impact the entry process.	11:20 AM	12:20 PM	Alice McCallister	Qmlativ	Financial Management	Accounts Payable
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.	11:20 AM	12:20 PM	Madison McNeil	Qmlativ	HR	Human Resources, Payroll
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.	11:20 AM	12:20 PM	Don Duncan, Kelly Bonde	Qmlativ	HR	Payroll
Fundamentals of Position Assignment Migration to Qmlativ	In this session, we'll explore the Assignment/Contract/Pay Record relationship in SMS 2.0 and discuss the way Qmlativ HR and Payroll records are created during migration.	11:20 AM	12:20 PM	Jessica Gleason	SMS 2.0	HR / Payroll	Human Resources, Payroll
Skyward Mobile Access	Learn how Skyward Mobile Access can enhance the use of Skyward's software for your students, parents, teachers, employees, & administrators.	11:20 AM	12:20 PM	Diana Guy, Tracy Green	SMS 2.0	Hybrid	Mobile, SMS2.0
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.	11:20 AM	12:20 PM	Christie Griswold	Qmlativ	Student	Teacher Access
Intermediate Processing Lists: Refining Your Data	Learn how Processing Lists are created and modified. You will observe demonstrations of how to create Processing Lists manually, from a Skyward Report Template, from Skyward Browse Screens, and by importing using an Excel spreadsheet. See how you can manage and modify a Processing List by adding, deleting or replacing names. Uncover how a Processing List can be a time saver and inspire creative thinking. You will behold how a Processing List can be an impressive way to group specific lists of students in order to generate reports and utilities.	11:20 AM	12:20 PM	Khristy McRobert	SMS 2.0	Student	Processing Lists
Future Scheduling - Scheduling Students	In this Qmlativ session we will review the tools you can use to Schedule Students in Qmlativ. This session will cover: the Mass Student Scheduler, Mass Add from a Section Roster, and the Mass Add Requests or Sections utility. We will review how to unschedule students and identify other tools that may be helpful when working with Student Schedules.	11:20 AM	12:20 PM	Robin Swecker	Qmlativ	Student	Scheduling
Entering Transfer Grades for High School Transcript	This session is for high school personnel who enter a transfer student's previous high school transcripts into Skyward. We'll start with entering the entry/withdrawal dates from previous schools, and show you how to enter each course onto your high school transcript.	11:20 AM	12:20 PM	Micki Sherwood	SMS 2.0	Student	Grading
Current Scheduling Tips and Tricks	This session will focus on basic scheduling functions, including: - 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 Scheduler	11:20 AM	12:20 PM	Peggy VanDeen	SMS 2.0	Student	Current Scheduling
2020-2021 Requirements for Special Education CEDARS Data Elements in Files I, K, and U (Part 2)	Learn about the new changes to the P223H Special Education Enrollment Report and all the new Special Education CEDARS Data Elements. The first portion of our 2 hour session will focus on the P223H report and then we'll move on to discuss the updated and new data elements in File K, plus look at the brand new file Initial Evaluation and Eligibility Timelines - File U.	11:20 AM	12:20 PM	Steffanie Campbell, Donna Gehring, Lisa Ireland	SMS 2.0	Student	CEDARS, P223H

## GENERAL SESSION

SESSION TITLE	SESSION DESCRIPTION	START	END	PRESENTER(S)	PRODUCT	TRACK	MODULE
Closing General Session & Prizes	Join us for this closing session to celebrate a successful WASWUG Spring. We will also be doing a live prize drawing for those who earned points throughout the conference, plus promotional give aways from WSIPC, Skyward, and our other wonderful sponsors. *You do not need to be present to win. Winners will be sent their prizes via email and postal mail (as appropriate).	12:20 PM	12:40 PM	Kristi Barrios, Jamie Cowan			