



## Fall 2021 Initial Breakout Session Schedule\*

Session Title	Session Description	Product	Track	Module
Live With Intention - Remember and Do What Matters	Join Mary Anne Radmacher, author of over a dozen books, creative voice behind thousands of inspiring products, and speaker/trainer who has a unique style of engaging her gathered community as she presents these processes.	Professional Development	Pre-Conference Workshop	Add-on to full WASWUG Conference for \$75
Advanced Microsoft Excel Workshop	Sign up for this in-depth 3-hour workshop by Master Trainer Sherry Prindle, and take your Excel skills all the way to the goal line!	Professional Development	Pre-Conference Workshop	Add-on to full WASWUG Conference for \$75
	WASWUG offers a variety of Professional Development sessions throughout the conference covering Excel, Conflict Management, Business Writing and Communications. A detailed list will be published as we get closer to the conference.	Professional Development	Successful Training Solutions	
Qmlativ Crosswalks and F-series Reporting	We will review how to crosswalk account codes and produce financial State Reporting extracts, such as the F-195 and F-196.	Qmlativ	Financial Management	Account Management
Qmlativ 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
Qmlativ Purchase Order Process	This session is an overview of entering purchasing requisitions and processing them through the system. We'll include a brief discussion on Requisition and PO Group setup, demonstration of entering and approving requisitions, batch to open purchase order processing, and receiving on purchase orders.	Qmlativ	Financial Management	Accounts Payable
Qmlativ Payment Card Processing	This session will provide an overview of credit card processing in Qmlativ. It will focus on importing and approving credit cards transactions, followed by a demonstration of how to build invoices from the approved transactions.	Qmlativ	Financial Management	Accounts Payable
Qmlativ County Treasurer Configuration and Processing	Learn how to process warrant files to send the required information to the County Treasurer. We will also cover the available configuration options.	Qmlativ	Financial Management	Assets
Qmlativ Asset Management	In this session, you'll see how to add and track buildings and equipment.	Qmlativ	Financial Management	Assets
Qmlativ Budgeting Overview	During this session, you'll see how to develop the non-personnel budget in Qmlativ. See how you can add fields and use filters to work on your "Fiscal" budget piece by piece, i.e. Revenues, MSOCs, Fund Balance, etc.	Qmlativ	Financial Management	Budgeting
Qmlativ Introduction for Business Office Personnel	This is an introduction of common features from a Business Office perspective and will provide an overview of the Financial Management modules and flow.	Qmlativ	Financial Management	Introduction
Qmlativ Accounts Receivable Overview	This session will give you an overview of Accounts Receivable in Qmlativ, covering Payor Setup, Item Code Maintenance, Invoice Creation, Deferred Revenue, Payment Entry, and Reporting.	Qmlativ	Financial Management	
Qmlativ Data Mining - Human Resources	We'll explore Qmlativ's Data Mining tool, browses, and the import/export of templates. We'll work to discover solutions to practical HR scenarios.	Qmlativ	HR	Data Mining
Qmlativ 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	Employee Access
Qmlativ 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 to positions, setting up assignments, and preparing their data to be processed by Payroll.	Qmlativ	HR	Human Resources
Qmlativ Assignment Changes and 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 employees, retirement, and issuing settlement payments.	Qmlativ	HR	Position
Qmlativ Understanding Positions and Assignments	In this session, we'll explore the fundamentals of Qmlativ's Position and Assignment design from the ground up. You'll become familiar with the unique elements and learn about best practices for bringing them together to create a seamless connection with HR and Payroll.	Qmlativ	HR	Positions
Qmlativ HR and Payroll Reports and Utilities	Learn about the reporting options and various utilities available to both your Human Resources and Payroll staff.	Qmlativ	HR/Payroll	HR/Payroll
Qmlativ Harnessing the Power of Defaults	In this session, we will explore how investing in defaults can make Qmlativ do a lot of the heavy lifting. Adding defaults for Ded/Bens, Time Off Entitlements, and Salary Matrices can really help with filling new Positions.	Qmlativ	HR/Payroll	Human Resources, Payroll
Qmlativ Time Off	You'll be introduced to Qmlativ's Time-off module as we demonstrate its setup and operation, including its interaction with payroll processing.	Qmlativ	HR/Payroll	Time Off
Qmlativ Payroll Encumbrance	Payroll Encumbrance in Qmlativ is conceptually different than in SMS 2.0. We will discuss setup and configuration, how and when to run the encumbrance process, and what to do at Fiscal Year-End. We'll also review calculation logic.	Qmlativ	Payroll	Payroll
Qmlativ 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	Payroll	Payroll
Qmlativ Payroll Processing Tips and Tricks	We'll 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 how you can easily access some helpful views & reports to verify your Payroll.	Qmlativ	Payroll	Payroll
Qmlativ Introduction to Time Tracking	Learn how Time Tracking can be used in your district to streamline time entry and payroll processing. We will discuss the following: Assignment Time Tracking Group, Employee Time Tracking Group, District Configuration, Clocking in, Submit and Approve Timesheet, and Move Timesheet to Payroll.	Qmlativ	Payroll	Time Tracking

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
Qmlativ Custom Screens in Customization	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.	Qmlativ	Hybrid	Cross Product
Qmlativ 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, how to benefit from the knowledge of the Skyward Community, and finally how to review and submit Product Ideas.	Qmlativ	Hybrid	Knowledge Hub
Qmlativ Reporting Tips & Tricks	This session will cover Prompt Templates, Scheduled Reports, & Quick Reports.	Qmlativ	Hybrid	Reporting
Qmlativ Security Fundamentals	Learn about the fundamentals of Qmlativ Security. This session will examine two theories of Security that will assist you in developing your Security plan.	Qmlativ	Hybrid	Security
Introduction to State and Federal Reporting for Finance and HR	We'll showcase Qmlativ's State and Federal Reporting functionality from a Finance and HR perspective. Does Qmlativ have the ability to produce an S-275, F-195, or Budget Status Report? We'll answer these types of questions.	Qmlativ	Hybrid - FM/HR	State Reporting
CEDARS - What is New This Year?	This session will provide an overview of new data elements being reported in CEDARS to OSPI in the 2021-22 school year, as well as a demonstration of these features in the software (both SMS & Qmlativ).	Qmlativ / SMS 2.0	Student	CEDARS
Qmlativ 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
Qmlativ Special Ed / CEDARS Data Elements (2 Hours)	This session will cover the Qmlativ Special Education elements found in Files I, K, and U, for accurate CEDARS Reporting.	Qmlativ	Student	CEDARS
Qmlativ 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
Qmlativ Fee Mangement Overview	In this session, I'll provide an overview of the Qmlativ Fee Management module which will include how Fees and Payments are made, the use of automatic discounting, and a demonstration of reporting and utility options.	Qmlativ	Student	Fee Management
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 payments, Monthly Reimbursement Claim Reporting, and Verification a breeze.	Qmlativ	Student	Food Service
Qmlativ Introduction - 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. I'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	Future Users
Qmlativ 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 that teachers can post grades and run validation reports.	Qmlativ	Student	Grading
Qmlativ 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. I'll cover how to create a message, including posting and sending options, help you visualize how messages appear in Family/Student Access, and how to configure automated emails.	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 to Student Emergency Updates. Once your forms have been created, see how administrative staff can maintain submitted data.	Qmlativ	Student	Online Forms, New Student Enrollment
Qmlativ 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
Qmlativ Breezing through P223H Special Education Enrollment Reporting	See how easy and breezy the P223H can be in Qmlativ! You'll save time, increase efficiency across the district, and quickly generate all necessary electronic files - in just a few short clicks! This session will cover the processes that you will use to generate your monthly P223H Special Education Enrollment counts. We will look at extracting the data, reviewing exceptions, and submitting your file to OSPI.	Qmlativ	Student	Special Education
Qmlativ State Reports Overview	In this session, we'll share the basics of State Reporting in Qmlativ including an overview, Extract vs. Export, and Hyperlinked Data.	Qmlativ	Student	State Reporting
Qmlativ P223 Enrollment Reporting	Ever wish your P223 Enrollment data was at your fingertips? Come learn how efficient, simplified, and dynamic the P223 Enrollment process is in Qmlativ! We will cover the steps used each month to process your district enrollment counts. These include generating your P223 enrollment numbers, viewing and understanding your P223 Exceptions, creating your final P223 electronic files, and submitting your P223 files to OSPI.	Qmlativ	Student	State Reporting
Qmlativ 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
Purchasing Encumbrance Liquidation - Changing Your Game Plan	We'll compare how SMS 2.0 and Qmlativ liquidate encumbrances. We'll explore the reasons you may want to make some changes to your data entry playbook NOW, to ensure you have the highest tactical advantage for migrating to Qmlativ.	Qmlativ / SMS 2.0	Financial Management	Purchasing
Accounts Payable, Adjustments and Corrections	Districts often need to adjust and correct AP Records. In this session, you'll learn how to adjust, void, and reissue AP-related invoices and payments.	SMS 2.0	Financial Management	Accounts Payable
Budgetary Data Mining - Expenditure and Revenue Reports	We will explore the Revenue/Expenditure reports most often created for school staff. Examples of different formats will be presented in order to assist the user with the creation of easy-to-read reports that contain the necessary information.	SMS 2.0	Financial Management	Financial Management Student

Financial Reports: Sequences and Data Mining	This session demonstrates the creation of Account Sequences and their role in producing accounting/finance reports. If you are looking at ways to accurately sort and subtotal on Budgetary Data Mining reports, this session is for you.	SMS 2.0		Financial Management
Financial Reports: Data Mining Fields	This session clarifies the different types of fields that are available in Budgetary Data Mining. What is the difference between Fiscal Year and Fiscal Year to Date fields? How do I combine two fields into a single column? If you have these types of questions, this session is for you.	SMS 2.0		Financial Management
Introduction to Accounts Payable	This session is an Introduction to Accounts Payable. We will work with several invoices and see how they run through the check register process, ultimately generating payments to vendors. Come learn how to set invoice retention, understand Accounts Payable reports, and tips for balancing along the way.	SMS 2.0		Financial Management
Skyward Mobile Access	Learn how Skyward Mobile Access can enhance the use of Skyward's software for your students, parents, teachers, employees, and administrators.	SMS 2.0	Hybrid	Mobile
SMS 2.0 Bells & Whistles	Discover how you can personalize Skyward's software by customizing User Preferences, making Views/Filters on Browse screens work for you, organizing your Saved Reports, and setting up your favorite Quick Print reports.	SMS 2.0	Hybrid	Navigation
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 student-level data is populated to the TIDE – ELPA 21 Test Platform.	Qmlativ / SMS 2.0	Student	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 participating students, and how to enter data in Skyward's software to ensure a student is reported in CEDARS as intended.	Qmlativ / SMS 2.0	Student	CEDARS
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	Hybrid	CEDARS
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 Scheduler	SMS 2.0	Student	Current Scheduling
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
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.	SMS 2.0	Student	Data Mining
Data Mining Made Easy	In this session, we will demonstrate the why's and how's of Data Mining. We will cover what you should know before creating, limitations, selecting an entity, fields, ranges, sorting, and so much more.	SMS 2.0	Student	Data Mining
Elementary Office Staff (3 hours)	In this 3-hour block session, we'll discuss how to manage student records from the elementary office staff perspective. We'll cover a range of topics, such as how to stay on top of daily Attendance, understanding Health records and the Wellness Screening tool, how to manage and troubleshoot Family information, using Message Center to connect with Guardians, and general tips and tricks including navigation, reporting, surveys, and labels.	SMS 2.0	Student	Elementary Office Staff
Annual Student Information Update (Online Registration) through Family Access!	Attend this session to learn how you can collect your annual student information updates through Family Access. Learn how to: reduce paperwork (save trees), cut down on secretary input (save time), increase response from guardians, and collect supplemental information via Custom Forms.	SMS 2.0	Student	Family Access
Message Center & Auto Email Communication	During this session, I'll show you how to use Message Center to communicate with your students and their guardians, how to create a message, including posting and sending options, visualize how messages appear in Family/Student Access, and how to configure automated emails.	SMS 2.0	Student	Message Center and Auto Email
New Student Online Enrollment	This session will cover the following: NSOE Parent Portal, Account Creation, New Student Application Completion, Data Submission, NSOE Application Approval Overview, and Student Record Creation via Application Approval. We will also discuss lessons learned from real district implementations.	SMS 2.0	Student	NSOE
Creating and Using Processing Lists with 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 Data Mining and other Student Management Reports.	SMS 2.0	Student	Processing Lists
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, demonstrate 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
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

SMS 2.0 Data Management for CTE	Please join us to gain insights into the use of Skyward to track data for CTE programs. Topics will include: how to set up CTE Classes in Skyward, how do we enter IRC's, WBL's, CTE Dual Credit, and other accomplishments, including Vocational FTE Calculation in Skyward.	SMS 2.0	Student	
Migration HR-Payroll Pre-Migration Considerations	This session will detail HR/Payroll Business considerations and process changes that have been found to improve SMS 2.0 data migration into Qmlativ.	Qmlativ / SMS 2.0	HR/Payroll	Human Resources, Payroll
Get Ready to Mass Add Additional Pay Codes	Learn how to easily use the Additional Pay Code Mass Add Utility in EMS to reduce redundant entries in Payroll. A few minutes in EMS can save hours in Payroll! You will also be eliminating a step for your district in migration!	SMS 2.0	HR	Employee Management
Are You Ready to Get on the Fast Track for Hiring?	This session will outline the benefits of using Fast Track and provide an overview of the applicant's experience when applying for positions in your district. We will review workflow options and integration possibilities that can enhance your district's ability to fill your open positions and streamline the onboarding process.	SMS 2.0	HR	Fast Track
Migration Prep	In this session, we will discuss areas to review before you migrate. This will include: calendar cleanup, mixed-use Pay Codes, the Purge Utility, Assignment considerations, employee cleanup, and Payroll Comparison Reports.	SMS 2.0	HR/Payroll	Human Resources, Payroll
Garnishments, Child Support, & Taxes	In this session, we will demonstrate how to configure SMS 2.0 to process garnishments and child support. We will also discuss how to manage employee W4 information.	SMS 2.0	HR/Payroll	Payroll
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
W2 Processing - Work File Creation	This W-2 Processing session will cover: creating and modifying the W-2 Work File, Box 12 and Box 14 export/import, and reports.	SMS 2.0	Payroll	Federal Reporting
Payroll Encumbrance	In this session, we'll review setting up Payroll Encumbrance batches, calculation logic, and processing considerations. We'll also discuss best practices for handling Administrator Contracts.	SMS 2.0	Payroll	Payroll
Score big...win with EFS...Champions of the Payment Industry!	Skyward's Qmlativ and SMS 2.0 Integrated Touch-Free / Non-Contact Payments! e-Funds for Schools (EFS) is a top payment processor for K-12 schools across the nation. Non-contact methods for online, mobile, and in-person payments are established for your district at no cost to your schools. Even our in-person payments are Touch-Free! Discover how EFS provides solutions whereby all features work uniformly across multiple platforms and post seamlessly into Skyward programs. Several major functions such as Family/Student Cap, F&R Discounting, Sales Tax, and G/L Direct Posting add to the many other features included in e-Funds for Schools / Skyward payment integrations. EFS moves your district to a touch-free/cash-free environment which provides safer processing with better financial tracking and controls. You can also establish Donation and Fundraising 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 SMS 2.0 to Qmlativ is quick, simple, and has no upgrade costs.	eFunds for Schools	Sponsored Session	
Looking For Something Better? You Already Have It!	If you are like most other Washington districts, and have long trusted Intrado SchoolMessenger for your parent notification or website, you won't want to miss this session. We'll update you on our new and improved UI and parent app, enhanced SIS integration, unrivaled website accessibility tools, and more. You'll also get a chance to peek into our brand new, cutting edge, and award-winning school safety products. Unified communication tools from SchoolMessenger provide more immediate and complete community engagement. Let the 2021-22 school year be your district's best ever with Intrado SchoolMessenger.	Intrado SchoolMessenger	Sponsored Session	
Preventing Cybersecurity and Safety Risks in K-12 Cloud Applications	School districts are increasing the use of cloud applications like Google Workspace and Microsoft 365 to help keep classrooms connected from anywhere. Students have access to email, document creation, file sharing, and cloud storage in school to help support their learning, whether in the classroom, at home, or elsewhere. However, these apps and tools create another layer of cybersecurity and safety that K-12 IT teams must address. In this session, learn about the cybersecurity threats and student safety risks that live within Google Workspace and Microsoft 365, and how district IT teams can better prevent them to help make schools safer in the cloud.	Managed Methods	Sponsored Session	
What's Working with Family Engagement?	When it comes to communication in schools, parent & community expectations have shifted recently. The strategies and tools used 10 years ago are not working today, yet many are still in place. Even CoSN's annual survey of technology leaders found 95% say their districts changed how they engaged with parents during the pandemic. During this session, attendees will learn about ParentSquare's modern tips and tools for engaging families across the various layers of their school community—classroom, school, district, and groups (parent groups, student clubs, & athletics) — and considerations for technology and communication leaders.	ParentSquare	Sponsored Session	
Questica: K-12 Budgeting, Forecasting & Scenario Planning	Questica will discuss and demonstrate how Washington K12 schools use Questica's software to develop and maintain budgets, forecasts, and scenarios and model revenue using enrollment numbers. We'll also demonstrate our transparency product for graphically sharing budget information with stakeholders in a controlled fashion.	Questica	Sponsored Session	
New Absence Management Software is "Q'd-up" and Ready to Go	Red Rover is the new generation of employee absence & substitute management software. If you need to improve substitute fill rates - and you probably do - then you need to engage your sub pool more effectively. Robo-calling is out; text messaging is in. Skyward has partnered with Red Rover to build the most advanced integrations with SMS 2.0 and Qmlativ. Come on over to Red Rover!	Red Rover	Sponsored Session	

\* 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.