



Initial Breakout Session List

This Breakout Session list is subject to change. The final Session list – with date/time of the presentation - will be made available as we get closer to the conference.

Session Title	Session Description	Track	Product
Benefits 24-7 New Online Benefits Portal	SEBB My Account is being replaced with Benefits 24-7 for eligibility and enrollment of SEBB health care benefits. We would love to have an opportunity to share the new platform and review the changes made due to feedback from the SEBB benefits administrators.	Other	
High School and Beyond	We'll take a tour of the HSB application and see all the features it provides to help students think boldly and complete their Plan. We'll see how the application uses information from both SMS 2.0 and Qmlativ to help fill out the Plan. We'll also look at all the tools available for Counselors and Advisors to track students' progress and help them along.	Other	
ParentSquare: What's Working to Engage Families?	The data is in: familial and caregiver engagement defines student success and graduation rates. When it comes to communication in schools, parent and community expectations have shifted. The strategies and tools used 10 years ago are not working today, yet many are still in place; CoSN's annual survey of technology leaders found 95% of their districts changed how they engaged with parents during the pandemic. During this session, attendees will learn modern, updated tips and tools for engaging families across the various layers of their school community: classroom, school, district, and groups (parent groups, student clubs, athletics, the community at large, etc.) and considerations for technology leaders.	Other	

Session Title	Session Description	Track	Product
Improving Outcomes – IEPOnline, Threat Assessment and other Features	Come and learn how Public Consulting Groups' solutions can help improve outcomes for students and staff! We'll share tips and tricks in IEP Online, as well as some sneak peeks of future functionality. We'll also provide demonstrations of other solutions (in use in WA state and around the country) that help improve outcomes for students, increase communication with families, and boost efficiency of staff, such as behavior threat assessment, progress monitoring, and translation of documents.	Other	
Red Rover Software Demo Featuring pdEnroller	Red Rover is the modern, intuitive software for managing employee absences and substitute assignments. Increase sub fill rates in your schools with text messaging, not robo-calls. Streamline payroll with sub pay upload from Red Rover into Skyward SMS 2.0 or Qmlativ. Educators use pdEnroller with Red Rover to simplify substitute scheduling and clock hour reporting. Dozens of Washington school districts have already switched from legacy sub-calling systems to Red Rover; find out why!	Other	
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.	Other	Student
"Underground" Excel – All the Hidden Features You Didn't Know You Needed	Win bragging rights by mastering Macros, Forms, Dashboards, and all sorts of tricks and secrets. · Conditional Formatting · Macros · Consolidate and Remove Duplicates · Forms and Controls · Data Validation · Data Models · Dashboards · Web Queries and Hyperlinks	Professional Development	

Session Title	Session Description	Track	Product
Bootcamp for Managers and Supervisors	<p>You can learn a lot from the “school of hard knocks,” but it is quicker and easier to learn from those who have gone before, as well as from one another. Managers and supervisors take care of business and also take care of employees. This session gives you tools for motivating others and dealing with constant problems and changes. You'll also learn how to manage friends and former co-workers, transition from worker to supervisor, and model the behaviors your team needs to emulate to excel. Create an environment of openness and trust where you can apply the key management skills of coaching, leading, mentoring, mediating, supporting, and remediating. Gain the confidence you deserve to go back out there and be inspiring and resilient.</p>	Professional Development	
Coaching and Team Building	<p>In a Harvard Business Review article "Leadership that Get's Results," Emotional Intelligence expert and psychologist Daniel Goleman states that "Coaching is one of the six essential leadership styles." Yet, most people don't know how to harness or utilize it. This fast-paced, hands-on session will teach you how to have coaching conversations that get results, create job ownership, and keep you connected with your team while decreasing the "overwhelm" in your work and life.</p>	Professional Development	
Communicating with Success	<p>Communication patterns in the workplace existed before you arrived. Learn how to open up communication lines and overcome barriers. Know your own tendencies, and apply them appropriately. Evaluate situations and people to pinpoint the path to clarity and resolution. Train others to change their patterns. Craft an impactful message; deliver using all your faculties; and get results.</p>	Professional Development	
Effective Conflict Resolution	<p>In this session, you will learn how different temperaments tend to manage conflict. Five different conflict styles and strategies will be presented and explored using interactive group activities.</p>	Professional Development	

Session Title	Session Description	Track	Product
Excel Basics: How to Create and Use Spreadsheets to Their Full Potential	Whether you are new to Excel or have years of experience, knowing the basic "where" and "how" will up your confidence and productivity. · Navigate Through Excel · Create a Workbook from Scratch · Find, Create, and Edit Templates · Input Data and Automate Data Entry with AutoFill · Insert, Delete, Move, and Manipulate Cells, Rows, Columns · Insert and Copy Worksheets · Freeze Headers and Split Panes	Professional Development	
Excel Data Mastery - Format, Arrange and Print	Master your lists, databases, and reports by formatting, sorting, filtering, protecting, and printing - all while you're automating the process! · Format and Size Cells, Rows, and Columns · Merge and Center, Wrap Text, Alignment, and Cell Styles · Number Formats · Format As Table · Flash Fill and Text-to-Columns · Sort - Quick and Multi-Level · Filter - Query and Clean up · Secure Data · Print - Total Control of How it Shows Up on Paper	Professional Development	
Excel Formulas from Beginner to Intermediate	Formulas allow you to calculate and manipulate data as well as automate many of the things you are doing manually – even with non-numerical data. Get a comprehensive overview and gain confidence and expertise with hands-on application and practice. The session is designed not to go over the heads of beginners, while keeping intermediate to advanced spreadsheet users engaged and learning new things. · Write Basic Formulas · Formula Syntax and Order of Operations · AutoFill Formulas · Refer to/Pull Data from Other Worksheets and Workbooks · SUM, AVERAGE, MAX, MIN · Calculate Dates · Find and apply multiple functions · Nested and 3-D Functions · The IF Function · VLOOKUP and XLOOKUP · Formula Auditing	Professional Development	

Session Title	Session Description	Track	Product
Excel Pivot Tables, Charts, and Reports	Did you know you can take apart a spreadsheet and put it together in any configuration? Pivot Tables and Charts allow you to do advanced analysis and fluid formatting. They are also fun! · Subtotals · The Advanced Filter · Pivot Tables · Pivot Charts · All Types of Charts, Sparklines, and Combo Charts	Professional Development	
Habit Forming: Change Your Habits, Change Your Life!	This insightful session shows you how to create good habits and break bad ones. You'll discover the key steps for establishing and maintaining life-long behaviors that result in more satisfaction and fulfillment in your work and life. You'll recognize how to break old patterns and replace them with the habits you want rather than ones you may be putting up with. As a bonus, you'll learn how to reap the benefits of harnessing that "dopamine high" and putting it to work for you instead of against you. Come prepared with at least one habit you'd like to change.	Professional Development	
Microsoft Office Shortcuts, Tips, and Tricks	The Office Suite of tools is designed to work in tandem. This session will give you tens of shortcuts, settings, customizations, and practices that will help you focus and be productive. · 20+ Popular Keyboard Shortcuts · Selection Shortcuts · Settings and Options · Magic with Paste Special · Organize and Access Files · Customize the Quick Access Toolbar and Ribbon · Basic Macros	Professional Development	
Preparing and Delivering Powerful Presentations Whether You're Live or Virtual	Impactful presentations - both LIVE and VIRTUAL - require more than a written speech, some PowerPoint slides, a webcam, microphone and backdrop. Multiple facets of a presentation need to be altered to achieve success in the live and virtual realms. If you find yourself meeting through a shared screen or with a live audience, take advantage of this session. (Bonus "Powerful Presentation Checklist" included.)	Professional Development	

Session Title	Session Description	Track	Product
Rejuvenating Yourself and Your Relationships	This session covers the skills needed to cope with life's rough edges and will provide you with dozens of practical ways to focus on the task at hand. Learn how to confront behaviors, not people. Practice letting things happen without judgment and reframing interpretations. Let go of old concerns that keep you from being productive. Life should be fun with relationships as your top priority. But instead, we let things get in the way, and we put what is most important on the back burner. Take control and learn how to choose to be successful and happy with these fresh approaches.	Professional Development	
Strengthening Your Work Relationships	In this session, you 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, you will learn a basic 4-step model for handling almost any difficult situation.	Professional Development	
Writing, Editing, and Proofreading Master Class (2 Hours)	We spend so much time formulating ideas into effective communications. Unfortunately, mistakes are noticed before anything else. To communicate clearly, provide good customer service, and preserve our own reputations, we must get our message across—accurately and articulately. · Fix common grammar and proofreading errors forever. · Know and remember rules through activities and memory hooks. · Keep sentences correct, without fragments or run-ons. · Use the right word; spell, capitalize, and punctuate, it correctly. · Organize thoughts into coherent messages quickly. · Make your point clearly and concisely. · Take the worry and work out of communicating effectively. (NOTE: this is a 2-hour session with a 30-minute break from 11:00AM-11:30AM.)	Professional Development	
Managing Expense Reimbursements in Qmlativ	TBD	Qmlativ - Current Users - Finance	Qmlativ
Qmlativ Asset Management	Introduction to the Assets Module in Qmlativ. How to add and track buildings and equipment.	Qmlativ - Current Users - Finance	Qmlativ

Session Title	Session Description	Track	Product
Qmlativ County Treasurer Configuration and Processing	TBD	Qmlativ - Current Users - Finance	Qmlativ
Qmlativ Credit Card Processing	This session will provide an overview of credit card processing in Qmlativ. It will focus on importing and approving credit card transactions, followed by a demonstration of how to build invoices from the approved transactions.	Qmlativ - Current Users - Finance	Qmlativ
Qmlativ Introduction to Accounts Payable Processing	TBD	Qmlativ - Current Users - Finance	Qmlativ
Qmlativ Purchasing	TBD	Qmlativ - Current Users - Finance	Qmlativ
TBD: Qmlativ AP Corrections & Invoice Processing	TBD	Qmlativ – Current Users – Finance	Qmlativ
Garnishments	Let Qmlativ work for you! In this session, we will explore Garnishment configuration and setup. Topics will include the power of disposable earning types and how they can be used to meet different withholding orders.	Qmlativ - Current Users - HR/Payroll	Qmlativ
HR/Payroll Optimization	TBD	Qmlativ - Current Users - HR/Payroll	Qmlativ
Preparing Your Payroll Using Tiles, Views, & Filters	Tips and tricks to prepare your Qmlativ Payroll using tiles, views & filters. I will show you how to create and use the live tiles to verify pre note info, contracts & stipends unverified, EE w/o Retirement info etc., In a Payroll run using view and filters, we will verify the accuracy of workers comp hours, retirement hours. A handout on how to build live tiles will also be provided.	Qmlativ - Current Users - HR/Payroll	Qmlativ
Retirement Adjustments	A scenario based session on retirement adjustments.	Qmlativ - Current Users - HR/Payroll	Qmlativ
Retirement Member Profile Changes	Let's talk about the Retirement Trifecta. Top 5 scenarios that happen, from start to finish.	Qmlativ - Current Users - HR/Payroll	Qmlativ

Session Title	Session Description	Track	Product
Retro Pay	Walk through what a retro pay is, when to process a retro pay, and the three ways of processing the retro pay.	Qmlativ - Current Users - HR/Payroll	Qmlativ
Staff Planning Overview	TBD	Qmlativ - Current Users - HR/Payroll	Qmlativ
The Power of Defaults	Show how various defaults on Position Types, Deductions and Benefits, and Ded/Ben verification sets can speed up adding new Position and Assignments to Qmlativ.	Qmlativ - Current Users - HR/Payroll	Qmlativ
Understanding Positions and Assignments	TBD	Qmlativ - Current Users - HR/Payroll	Qmlativ
Automated Tardy Consequence	Using the attendance letters feature to create discipline records for scholars with tardies. The discipline record assigns detention based on the number of tardies. Then discipline letters are generated to notify scholars they have a detention to serve and a notification goes out to families.	Qmlativ - Current Users - Student	Qmlativ
Completing P223 Enrollment Count Day - a district's perspective	A walk through of the Auburn School District's process to reconcile enrollment count on count day. It will show the student views used, balancing to the P223, reports run, checklist completion using Process Manager, saving files for retention, tracking adjustments, tracking students not counted (but kept enrolled), tracking special programs, and more.	Qmlativ - Current Users - Student	Qmlativ
Conference Scheduler	We will look at conference scheduler configuration and setup for school, teachers and families. Learn how Auburn School District used this tool to manage and track Parent Teacher conferences.	Qmlativ - Current Users - Student	Qmlativ

Session Title	Session Description	Track	Product
Grad Requirement Endorsements	TBD	Qmlativ - Current Users - Student	Qmlativ
Intro to Qmlativ	During this session you will learn how to navigate throughout the system, inquire about profile information, and utilize columns and filters. Navigating your way through the Skyward software is a simple, user-friendly process that anyone can master.	Qmlativ - Current Users - Student	Qmlativ
Managing Student Information	Navigating in Qmlativ, adding a new student with basic demographics (family, enrollment and emergency contact information), add Special Program records (including Military Family), update information (phones, addresses, family changes, family split) and process a withdrawal correctly. In addition, participants will learn how to utilize browse screens to customize their views for different purposes and generate reports directly from the browse screens. Helpful reports regarding student information and creating tiles to have quick access to student or enrollment information will also be covered.	Qmlativ - Current Users - Student	Qmlativ
Report Card Setup in Qmlativ	Setting up and printing report cards in Qmlativ	Qmlativ - Current Users - Student	Qmlativ
Scheduling Tools for the Current Year	TBD	Qmlativ - Current Users - Student	Qmlativ
Applicant Tracking and Employee Onboarding	TBD	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ
HR/Payroll Overview	TBD	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ
Qmlativ - Navigating List Views	Come find out why everyone says List Views in Qmlativ is such a great tool. We will show you the basics of navigating and harnessing the full power of List Views in Qmlativ.	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ

Session Title	Session Description	Track	Product
Qmlativ Fiscal Budget	This sessions offers attendees an overview of the Fiscal Budget process in Qmlativ. See how this often-confusing process in SMS is streamlined and much easier to manage in Qmlativ.	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ
Qmlativ Introduction for Business Office Personnel	Provides an introduction to common features from a Business Office perspective. This session will provide an overview of the Financial Management modules and flow.	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ
SMS vs Qmlativ - Accounts Payable	This sessions will look at the fields for Accounts Payable in Qmlativ and how they are the same/different than the fields in SMS. We'll go through the process for Qmlativ Accounts Payable and how it is the same/different from SMS.	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ SMS 2.0
Substitute Tracking	TBD	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ
Time Tracking	TBD	Qmlativ - Future Users – Business (includes HR, Payroll & Finance)	Qmlativ
Family & Student Access Overview	TBD	Qmlativ - Future Users - Student	Qmlativ
Fee Management Overview	TBD	Qmlativ - Future Users - Student	Qmlativ
Food Service Overview	TBD	Qmlativ - Future Users - Student	Qmlativ
Gradebook Overview	TBD	Qmlativ - Future Users - Student	Qmlativ
MTSS Overview	TBD	Qmlativ - Future Users - Student	Qmlativ
New Student Enrollment Overview	TBD	Qmlativ - Future Users - Student	Qmlativ

Session Title	Session Description	Track	Product
Qmlativ Overview of Student - Basic	Basic overview of Qmlativ features including home screen, live tiles, and other areas of the software platform.	Qmlativ - Future Users - Student	Qmlativ
Teacher Access Overview	TBD	Qmlativ - Future Users - Student	Qmlativ
TBD: Advanced Report Design Features (Report Designing for All)	TBD	Qmlativ Cross Product (includes topics that apply to Student, HR, Payroll and Finance)	Qmlativ
Data Mining in Qmlativ	TBD	Qmlativ Cross Product (includes topics that apply to Student, HR, Payroll and Finance)	Qmlativ
Get Excited About Qmlativ	TBD	Qmlativ Cross Product (includes topics that apply to Student, HR, Payroll and Finance)	Qmlativ
Message Center & Notifications	TBD	Qmlativ Cross Product (includes topics that apply to Student, HR, Payroll and Finance)	Qmlativ
Qmlativ General Navigation Tips and Tricks	TBD	Qmlativ Cross Product (includes topics that apply to Student, HR, Payroll and Finance)	Qmlativ
Qmlativ Reporting Tips & Tricks	Creating Quick Reports Creating Reports from Browse Screens Attaching Report Location to Report Generating Scheduled Reports Creating and Managing Prompt Templates Viewing My Report Queue	Qmlativ Cross Product (includes topics that apply to Student, HR, Payroll and Finance)	Qmlativ
Accounts Payable Adjustments and Corrections	TBD	SMS 2.0 - Finance	SMS 2.0

Session Title	Session Description	Track	Product
Budgetary Data Mining	Session will cover creating Revenue/Expense reports in Budgetary Data Mining using different parameters, breaks, and fields to produce different styles of reports. We will show how to import/export reports and how wonderful the Vendor Check History report is. We will also show how to set up Batch Reports in the Web.	SMS 2.0 - Finance	SMS 2.0
Credit Card Processing – Features & Highlights	TBD	SMS 2.0 - Finance	SMS 2.0
Finance Reports: Sequences and Data Mining	TBD	SMS 2.0 - Finance	SMS 2.0
Financial Reports: Data Mining Fields	In this session we will review fields available in data mining reports, look at common parameters, and look at examples of combining two fields. Bonus Material: Review options for scheduling data mining report!	SMS 2.0 - Finance	SMS 2.0
Introduction to Accounts Payable	TBD	SMS 2.0 - Finance	SMS 2.0
Managing Expense Reimbursements	TBD	SMS 2.0 - Finance	SMS 2.0

Session Title	Session Description	Track	Product
Purchasing Encumbrance Liquidation - Changing your Game Plan	TBD	SMS 2.0 - Finance	SMS 2.0
Employee Access: Make the System Work for You	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.	SMS 2.0 - HR/Payroll	SMS 2.0
Federal Reporting Maintenance	TBD	SMS 2.0 - HR/Payroll	SMS 2.0
New Employee Management	TBD	SMS 2.0 - HR/Payroll	SMS 2.0
Payroll Balancing	Do you struggle to balance SEBB medical deductions/benefits, WA Cares-Paid Family Medical Leave (PFML), and Standard Long Term Disability (LTD) monthly premiums? Join us for payroll balancing tips.	SMS 2.0 - HR/Payroll	SMS 2.0
Payroll Records Tips and Tricks	In this session, we'll explore the use of Add-ons, Additional Pay Codes, and other management tips in SMS 2.0. We'll also highlight how current Pay Record management efforts will help with the migration process.	SMS 2.0 - HR/Payroll	SMS 2.0
Power Query - You'll Never Gnome Alone	Power Query is a powerful tool using Microsoft Excel which can help make meaning of data mining extracts from Substitute Online. In this session we will run through the basics of Power Query and how to use it to build a staffing model using de-identified data.	SMS 2.0 - HR/Payroll	SMS 2.0

Session Title	Session Description	Track	Product
Processing Payroll Corrections	TBD	SMS 2.0 - HR/Payroll	SMS 2.0
Time Off	TBD	SMS 2.0 - HR/Payroll	SMS 2.0
TBD: Athletic Department Reporting	TBD	SMS 2.0 - Student	SMS 2.0
Attendance Letters	Share the steps for getting letters scheduled, i.e. Thresholds, Attendance Types, Date Ranges, Schedule Parameters, Update Parameters, and Letter Parameters.	SMS 2.0 - Student	SMS 2.0
Deep Dive into Data Mining	TBD	SMS 2.0 - Student	SMS 2.0
Future Scheduling - Collecting and Using Student Requests	Successful Future Scheduling depends on knowing what courses students need or want to take. See how using student requests can help you with Future Scheduling and different ways requests can be entered into your database.	SMS 2.0 - Student	SMS 2.0

Session Title	Session Description	Track	Product
It's All About Attendance	We will talk about the Mental Health absence guidelines and about changes to Truancy, while briefly talking about the advantages of setting up attendance letters. I will show several different places to look when you are unable to take attendance for a whole school, a particular class or for just one student. I will show you how to set up Unrecorded Class Attendance auto emails for staff and others. I will then finish the session by showing the setup and running of several attendance reports, while providing examples of the best use of these reports in their daily work with attendance.	SMS 2.0 - Student	SMS 2.0
Managing Non Engaged Students in Skyward	During the pandemic, Yakima School District came up with processes to maintain student enrollment within Skyward while students were non-engaged. It was and still is very important to Yakima administration that staff continue to reach out to students to get them back into school. This session will share how Yakima managed students in Skyward without withdrawing students for non-participation. In addition, information will be shared on processes needed to make sure that students are not claimed on the P223, P223H, Bilingual and CTE counts while they are non-engaged.	SMS 2.0 - Student	SMS 2.0
Online Registration/NSOE	TBD	SMS 2.0 - Student	SMS 2.0
Processing Lists and Practical Uses	The What, Why and Where of Processing Lists. This session will guide users on the meaning of a Processing List, where Processing List can be used and how to create, updated and edit one. It will also provide helpful examples and scenarios on how using this feature can save time and improve work flow.	SMS 2.0 - Student	SMS 2.0
Do You Gnome the Way to Qmlativ?	This session is for districts wanting to get serious about Migration. We will overview a General Project Cycle, Requirements and Suggestions for success, and provide a brief explanation of the Data Migration Tool (DMT).	SMS to Qmlativ Migration	Qmlativ SMS 2.0

Session Title	Session Description	Track	Product
Finance Cleanup for Migration to Qmlativ	This session will detail Finance System Users on SMS Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
Finance Migration Knowledge Share	This session will provide a roundtable of Finance Project participants to "Share Knowledge" about their experience with Migrating Finance data to Qmlativ, and the ongoing use of Qmlativ after Go-Live.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
HR-Payroll Cleanup for Migration to Qmlativ	This session will detail HR-Payroll System Users on SMS Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
HR-Payroll Migration Knowledge Share	This session will provide a roundtable of HR-Payroll Project participants to "Share Knowledge" about their experience with Migrating HR-Payroll data to Qmlativ, and the ongoing use of Qmlativ after Go-Live.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
Migration Tools for Migration Project Teams	This session will provide an overview of Migration Project Tools that will be used during the District's project by members of the Project Team.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
Student Cleanup for Migration to Qmlativ	This session will detail Student System Users on SMS Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
Student Migration Knowledge Share	This session will provide a roundtable of Student Project participants to "Share Knowledge" about their experience with Migrating Student data to Qmlativ, and the ongoing use of Qmlativ after Go-Live.	SMS to Qmlativ Migration	Qmlativ SMS 2.0
Student State Reporting	There will be several sessions hosted by OSPI and WSIPC to present on State Reporting topics such as CEDARS, Special Programs – ELL, Reengagement Reporting, and more.	State Reporting	Qmlativ SMS 2.0