WASWUG

Breakout Session List
This Breakout Session list is subject to change.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/5/2023 13:00	3/5/2023 14:30	Breakout - Other - Student	Special presentation by ParentSquare (90 Minutes)	[More detailed description to be provided by Presenter]
3/5/2023 13:00	3/5/2023 14:30	Breakout - 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
3/5/2023 13:00	3/5/2023 14:30	Breakout - 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.)
3/5/2023 13:00	3/5/2023 14:30	Breakout - Qmlativ Current Users Finance	Qmlativ Purchasing (90 Minutes)	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.
3/5/2023 13:00	3/5/2023 14:30	Breakout - Qmlativ Current Users HR/Payroll	Retirement Member Profile Changes and Adjustments (90 minutes)	In this session, we will discuss the how to make Retirement Member Profile changes and adjustments in Qmlativ.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/5/2023 13:00	3/5/2023 14:30	Breakout - Qmlativ Current Users Student	Completing P223 Enrollment Count Day - a district's perspective (90 Minutes)	A walk through of the Auburn School District's process to reconcile enrollment count on count day. We 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.
3/5/2023 13:00	3/5/2023 14:30	Breakout - Qmlativ Future Users Business	Qmlativ - Navigating List Views (90 Minutes)	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.
3/5/2023 13:00	3/5/2023 14:30	Breakout - Qmlativ Future Users Student	MTSS Overview (90 Minutes)	MTSS Overview [More detailed description to be provided by Presenter]
3/5/2023 13:00	3/5/2023 14:30	Breakout - SMS 2.0 Finance	Budgetary Data Mining (90 minutes)	Session will cover creating Revenue/Expense reports in Budgetary Data Mining using different parameters, breaks and fields to produce different styles of reports.
3/5/2023 13:00	3/5/2023 14:30	Breakout - SMS 2.0 HR/Payroll	Payroll Balancing (90 Minutes)	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.
3/5/2023 13:00	3/5/2023 14:30	Breakout - SMS 2.0 Student	Attendance Letters (90 minutes)	Learn the steps for getting letters scheduled, i.e. Thresholds, Attendance Types, Date Ranges, Schedule Parameters, Update Parameters and Letter Parameters.
3/5/2023 13:00	3/5/2023 14:30	Breakout - SMS to Qmlativ Migration	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.
3/5/2023 13:00	3/5/2023 14:30	Breakout - State Reporting - Student	CEDARS Discipline (90 Minutes)	CEDARS Discipline State Reporting [detailed description to be provided by presenter]
3/5/2023 15:00	3/5/2023 16:00	Breakout - Other - HR	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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/5/2023 15:00	3/5/2023 16:00	Breakout - 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
3/5/2023 15:00	3/5/2023 16:00	Breakout - Professional Development	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.
3/5/2023 15:00	3/5/2023 16:00	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	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, and Viewing My Report Queue.
3/5/2023 15:00	3/5/2023 16:00	Breakout - Qmlativ Current Users Finance	Qmlativ Introduction to Accounts Payable Processing	This session will provide an introduction to entering AP Invoices, generating reports (Vouchers/Board Reports), processing warrants, and submitting the County Treasurer warrant register.
3/5/2023 15:00	3/5/2023 16:00	Breakout - Qmlativ Current Users HR/Payroll	Preparing your Payroll using Tiles, Views & Filters	Tips and tricks to prepare your Qmlativ Payroll using tiles, views & filters.
3/5/2023 15:00	3/5/2023 16:00	Breakout - Qmlativ Current Users Student	Intro to Qmlativ	During this session, you will learn how to navigate throughout the system, inquire about profile information, as well as utilizing columns and filters. Navigating your way through the Skyward software is a simple, user-friendly process that anyone can master.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/5/2023 15:00	3/5/2023 16:00	Breakout - Qmlativ Future Users Business	SMS vs Qmlativ - Accounts Payable	In this session we will look at the fields for AP in Qmlativ and how they are the same/different than the fields in SMS. Then we will go through the process for Qmlativ AP and how it is the same/different from SMS. The goal is to show that the process might look different but is very similar to what you are currently doing. Get excited to migrate to Qmlativ!
3/5/2023 15:00	3/5/2023 16:00	Breakout - Qmlativ Future Users Student	Qmlativ Overview of Student - Basic	Basic overview of Qmlativ features including home screen, live tiles, and other areas of the software platform.
3/5/2023 15:00	3/5/2023 16:00	Breakout - SMS 2.0 Finance	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!
3/5/2023 15:00	3/5/2023 16:00	Breakout - SMS 2.0 HR/Payroll	New Employee Management	All about managing new employee records. CBRTN, SOC, EEOC, Retirement, SSN.
3/5/2023 15:00	3/5/2023 16:00	Breakout - SMS 2.0 Student	Online Registration/NSOE	Online Registration/New Student Online Enrollment (NSOE) in SMS 2.0 [More detailed description to be provided by Presenter]
3/5/2023 15:00	3/5/2023 16:00	Breakout - SMS to Qmlativ Migration	Do you Gnome the Way to Qmlativ?	This session is for districts wanting to get serious about Migration. We will do an overview of a General Project Cycle, Requirements and Suggestions for success, and provide a brief explanation of the Data Migration Tool (DMT).
3/5/2023 15:00	3/5/2023 16:00	Breakout - State Reporting - Student	CEDARS File U (Special Education)	CEDARS File U State Reporting [more detailed description to be provided by presenter]

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 10:00	3/6/2023 11:00	Breakout - Other - Student	Gnowing (Knowing) All About IEP Online Services & Solutions	This session will include a product demo of PCG's IEP modules and consultation services. Behavior Threat Assessment Solution for managing school safety and student behavioral health using the Salem-Keizer Cascade Model Behavior Threat Assessment. Progress Track System for recording, graphing, and tracking IEP goal progress data. PCG's web-based progress monitoring tool, Progress Track, provides teachers with simple data collection to proactively facilitate problem solving, enhance student learning, and improve educational outcomes. Consultation Services - IEP Online Compliance Audit The purpose of the IEP Online Compliance Audit is for PCG to better understand district processes and recommend modifications or improvements. Mapping Out & Understanding the Existing Processes - Process mapping depicts the flow of work and participants involved in a business process. Identify Bottlenecks & Areas for Improvement - Identify what is working well and what is not working with existing process. Redesign the Process - Create a new process map that depicts recommended process improvements. Implement the Improved Process & Share the New Process at the Organizational Level - The changes in process must be communicated throughout the rest of the organization so that management and employees understand their roles & responsibilities.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 10:00	3/6/2023 11:00	Breakout - Professional Development	Bootcamp for Managers and Supervisors	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.
3/6/2023 10:00	3/6/2023 11:00	Breakout - Professional Development	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
3/6/2023 10:00	3/6/2023 11:00	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Data Mining in Qmlativ	Session on creating Data Mining Reports in Qmlativ from Start to Finish [More detailed description to be provided by Presenter]
3/6/2023 10:00	3/6/2023 11:00	Breakout - Qmlativ Current Users Finance	Qmlativ AP Corrections & Invoice Processing	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.
3/6/2023 10:00	3/6/2023 11:00	Breakout - Qmlativ Current Users HR/Payroll	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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 10:00	3/6/2023 11:00	Breakout - Qmlativ Current Users Student	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 purpose and generate reports directly from the browse screens. Helpful reports regarding student information, creating tiles to have quick access to student or enrollment information.
3/6/2023 10:00	3/6/2023 11:00	Breakout - Qmlativ Future Users Business	Substitute Tracking	In this session, you'll be introduced to Qmlativ's Substitute Tracking module as we demonstrate its setup and operation, including its interaction with payroll processing.
3/6/2023 10:00	3/6/2023 11:00	Breakout - Qmlativ Future Users Student	Fee Management Overview	Fee Management Overview in Qmlativ [More detailed description to be provided by Presenter]
3/6/2023 10:00	3/6/2023 11:00	Breakout - SMS 2.0 Finance	Finance 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 for ways to accurately sort and subtotal on Budgetary Data Mining reports, this session is for you.
3/6/2023 10:00	3/6/2023 11:00	Breakout - SMS 2.0 HR/Payroll	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.

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3/6/2023 10:00	3/6/2023 11:00	Breakout - SMS 2.0 Student	Managing Non-Engaged Students in Skyward SMS 2.0	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.
3/6/2023 10:00	3/6/2023 11:00	Breakout - SMS to Qmlativ Migration	Finance Cleanup for Migration	This session will detail Finance System Users on SMS Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.
3/6/2023 10:00	3/6/2023 11:00	Breakout - State Reporting - Student	Seal of Biliteracy	State Reporting - Seal of Biliteracy [more detailed description to be provided by Presenter]
3/6/2023 11:30	3/6/2023 12:30	Breakout - Other - Student	IEP Online - What's New or What's Gnome?	This session will show you what's new in IEP Online and what's next! 2022 - 2023 IEP Online Updates, Developments & Enhancements. See a demonstration of all the enhancements and releases during the 2022-2023 school year. An IEP Online Expert will demonstrate all the new development releases that enhance the IEP Online experience. This includes the FBA and BIP modules, as well as other exciting new features. Question & Answers - What questions do you have about IEP Online? IEP Online Experts will be available to answer the questions you've been wanting to ask! What's Next for IEP Online? See what is in IEP Online's future.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 11:30	3/6/2023 12:30	Breakout - Professional Development	Coaching and Team Building	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.
3/6/2023 11:30	3/6/2023 12:30	Breakout - 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
3/6/2023 11:30	3/6/2023 12:30	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Qmlativ General Navigation Tips and Tricks	Qmlativ General Navigation Tips and Tricks [More detailed description to be provided by Presenter]
3/6/2023 11:30	3/6/2023 12:30	Breakout - Qmlativ Current Users Finance	Qmlativ County Treasurer Configuration and Processing	In this session, you will see how to process warrant files to send the required information to the County Treasurer. We will also cover the available configuration options.
3/6/2023 11:30	3/6/2023 12:30	Breakout - Qmlativ Current Users HR/Payroll	Staff Planning Overview	(Qmlativ - Current Users - HR) In this session, you will become familiar with Staff Planning and the tools you will use for Budget development.
3/6/2023 11:30	3/6/2023 12:30	Breakout - Qmlativ Current Users Student	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.
3/6/2023 11:30	3/6/2023 12:30	Breakout - Qmlativ Future Users Business	Qmlativ Introduction for Business Office Personnel	Provide an introduction to common features from a Business Office perspective. This session will provide an overview of the Financial Management modules and flow.
3/6/2023 11:30	3/6/2023 12:30	Breakout - Qmlativ Future Users Student	Food Service Overview	Food Service Overview in Qmlativ [More detailed description to be provided by Presenter]

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 11:30	3/6/2023 12:30	Breakout - SMS 2.0 Finance	Managing Expense Reimbursements	In this session, you will see how an Expense Reimbursement flows through the system from entry to payment.
3/6/2023 11:30	3/6/2023 12:30	Breakout - SMS 2.0 HR/Payroll	Time Off	Time Off from start to finish [More detailed description to be provided by Presenter]
3/6/2023 11:30	3/6/2023 12:30	Breakout - SMS 2.0 Student	Athletic Department Reporting	How to run reports for Athletes, such as Grade Check Rosters Programs, WIAA Scholastic Awards, GPA Calculation, House Bill 1660 Dos and Don'ts, Ticketing, Athletic Accounting ASB vs District funds.
3/6/2023 11:30	3/6/2023 12:30	Breakout - SMS to Qmlativ Migration	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.
3/6/2023 11:30	3/6/2023 12:30	Breakout - State Reporting - Student	Qmlativ Transcript Overview	State Reporting - Qmlativ Transcript Overview [More detailed description to be provided by Presenter]
3/6/2023 14:00	3/6/2023 15:00	Breakout - Other	How to Engage All Families with Secure, Equitable Communications	The state of Washington recently passed House Bill 1153, which "requires public schools to implement a language access plan and program for culturally responsive, systemic family engagement developed through meaningful stakeholder engagement." How can you ensure you are engaging all families, regardless of language barriers? In this interactive session, we will share how to overcome several common barriers to engagement with the help of a unified, two-way communications platform. We'll focus on how to comply with House Bill 1153 and ensure that ELL families can send and receive communications in their preferred language, as well as how districts can use real-time data and analytics to increase contactability and be prepared for required state reporting regarding this new law. We'll also discuss how to maintain secure communications with all stakeholders, what to consider in terms of data security, and how best to protect internal and external stakeholders' privacy.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 14:00	3/6/2023 15:00	Breakout - Professional Development	Communicating with Success	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.
3/6/2023 14:00	3/6/2023 15:00	Breakout - Professional Development	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
3/6/2023 14:00	3/6/2023 15:00	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Intro to Process Management	Intro to Process Management in Qmlativ [More detailed description to be provided by Presenters]
3/6/2023 14:00	3/6/2023 15:00	Breakout - Qmlativ Current Users Finance	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.
3/6/2023 14:00	3/6/2023 15:00	Breakout - Qmlativ Current Users HR/Payroll	HR/Payroll Optimization	In this session, we will discuss common areas where districts can gain efficiencies and streamline current HR/Payroll operations to optimize their use of Qmlativ. Topics will include Pay Type Codes, Stipend Pay, Timesheet Group Configuration, Calendars, and more.
3/6/2023 14:00	3/6/2023 15:00	Breakout - Qmlativ Current Users Student	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.
3/6/2023 14:00	3/6/2023 15:00	Breakout - Qmlativ Future Users Business	Qmlativ Fiscal Budget	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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 14:00	3/6/2023 15:00	Breakout - Qmlativ Future Users Student	Teacher Access Overview	Teacher Access Overview in Qmlativ [More detailed description to be provided by Presenter]
3/6/2023 14:00	3/6/2023 15:00	Breakout - SMS 2.0 Finance	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 and understand Accounts Payable reports, and see tips for balancing along the way.
3/6/2023 14:00	3/6/2023 15:00	Breakout - SMS 2.0 HR/Payroll	Federal Reporting Maintenance	Steps you can take to proactively prepare for various federal reports. [More detailed description to be provided by Presenter]
3/6/2023 14:00	3/6/2023 15:00	Breakout - SMS 2.0 Student	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 them how to set-up Unrecorded Class Attendance auto emails for staff and others. I will then finish the session by showing the set-up and running of several attendance reports, while providing examples of the best use of these reports in their daily work with attendance.
3/6/2023 14:00	3/6/2023 15:00	Breakout - SMS to Qmlativ Migration	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.
3/6/2023 14:00	3/6/2023 15:00	Breakout - State Reporting - Student	Qmlativ P223H Exceptions	State Reporting - Qmlativ P223H Exceptions [More detailed description to be provided by Presenter]
3/6/2023 15:30	3/6/2023 16:30	Breakout - Other - Student	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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 15:30	3/6/2023 16:30	Breakout - Professional Development	"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
3/6/2023 15:30	3/6/2023 16:30	Breakout - Professional Development	Effective Conflict Resolution	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.
3/6/2023 15:30	3/6/2023 16:30	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Message Center and Notifications in Qmlativ	Session on broadcasting messages to students, guardians, and staff, configuring Notifications, and using the My Messages feature to read messages and notifications.
3/6/2023 15:30	3/6/2023 16:30	Breakout - Qmlativ Current Users Finance	Managing Expense Reimbursements in Qmlativ	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.
3/6/2023 15:30	3/6/2023 16:30	Breakout - Qmlativ Current Users Student	Grad Requirement Endorsements	Setting up and using Grad Requirement endorsements. Impacts of endorsements on Transcripts Using endorsements to track Graduation Pathways for students and viewing when Graduation Pathway has been fully satisfied.
3/6/2023 15:30	3/6/2023 16:30	Breakout - Qmlativ Future Users Business	HR/Payroll Overview	HR/Payroll Overview in Qmlativ [More detailed description to be provided by Presenter]
3/6/2023 15:30	3/6/2023 16:30	Breakout - Qmlativ Future Users Student	Gradebook Overview	Gradebook Overview in Qmlativ [More detailed description to be provided by Presenter]
3/6/2023 15:30	3/6/2023 16:30	Breakout - SMS 2.0 Finance	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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/6/2023 15:30	3/6/2023 16:30	Breakout - SMS 2.0 HR/Payroll	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, I'll run through the basics of Power Query and how to use it to build a staffing model using de-identified data. This session will be very similar to the session presented last year, and is meant for users comfortable with Microsoft Excel. That said, don't let that scare you!
3/6/2023 15:30	3/6/2023 16:30	Breakout - SMS 2.0 Student	Deep Dive into Data Mining	[Need an updated description from Presenter] An advanced class to learn more about Data Mining in Skyward Student Management. You know the basics, but trying to figure out intricate steps to take for very specific reports is very difficult. You can spend days trying to make a report work and still have it not give you the information you need. Examples: GPA reports, current bus routes, graduation requirements, LAP information, attendance counts, discipline occurrences.
3/6/2023 15:30	3/6/2023 16:30	Breakout - SMS to Qmlativ Migration	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.
3/6/2023 15:30	3/6/2023 16:30	Breakout - State Reporting - Student	CEDARS File J: English Learners	CEDARS File J: English Learners [More detailed description to be provided by Presenter]
3/7/2023 10:00	3/7/2023 11:00	Breakout - Other	The More You Gnome about Cybersecurity (aka Rollin' With My Gnomies)	Let's talk about cybersecurity in the workplace! In this session, we'll cover the following: Purchasing Processing - What are the pitfalls?, What controls can be implemented to prevent scams and/or breaches?, Phone / Caller ID Scams, Vendor Relationships and Contracting Situations, Where You Are Vulnerable, and Take-Aways for you and your School.
3/7/2023 10:00	3/7/2023 11:00	Breakout - 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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/7/2023 10:00	3/7/2023 12:30	Breakout - 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.)
3/7/2023 10:00	3/7/2023 11:00	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Advanced Report Design Features	Advanced Report Design features - for example: Prompts, Calc Fields, Variables, Aggregates, Style Templates, etc. [More detailed description to be provided by Presenters]
3/7/2023 10:00	3/7/2023 11:00	Breakout - Qmlativ Current Users Finance	Qmlativ Asset Management	Introduction to the Assets Module in Qmlativ. How to add and track buildings and equipment.
3/7/2023 10:00	3/7/2023 11:00	Breakout - Qmlativ Current Users HR/Payroll	Qmlativ Pay Type & Pay Schedule Basics	[Presenter to provide Session Description] The Basics of Pay Types & Pay Schedule in Qmlativ.
3/7/2023 10:00	3/7/2023 11:00	Breakout - Qmlativ Current Users Student	Scheduling Tools for the Current Year	Session on tools available to users for making schedule changes for a student, mass changing schedules, scheduling a new student, and other current year scheduling tasks.
3/7/2023 10:00	3/7/2023 11:00	Breakout - Qmlativ Future Users Business	Time Tracking	In this session, we will discuss how Time Tracking can be set up and configured to track employee time in Qmlativ.
3/7/2023 10:00	3/7/2023 11:00	Breakout - Qmlativ Future Users Student	New Student Enrollment Overview	New Student Enrollment Overview in Qmlativ [More detailed description to be provided by Presenter]
3/7/2023 10:00	3/7/2023 11:00	Breakout - SMS 2.0 Finance	Credit Card Processing - Features and Highlights	This session will introduce you to the SMS 2.0 Credit Card module. It will explore beneficial features.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/7/2023 10:00	3/7/2023 11:00	Breakout - SMS 2.0 HR/Payroll	Processing Payroll Corrections	Join us for a review of efficient ways to process payroll corrections in SMS. We will cover the following scenarios: -Employee Overpaid -Employee Underpaid -Returning a Garnishment to the Employee -Deduction or Benefit for Employee without Pay - and more...
3/7/2023 10:00	3/7/2023 11:00	Breakout - SMS 2.0 Student	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 provided helpful examples and scenarios on how using this feature can save time and improve work flow.
3/7/2023 10:00	3/7/2023 11:00	Breakout - SMS to Qmlativ Migration	HR/Payroll Cleanup for Migration	This session will detail HR-Payroll System Users on SMS Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.
3/7/2023 10:00	3/7/2023 11:00	Breakout - State Reporting - Student	CEDARS Safety & Security Staff	State Reporting - CEDARS Safety & Security Staff [More detailed description to be provided by Presenter]
3/7/2023 11:30	3/7/2023 12:30	Breakout - Other - Student	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.
3/7/2023 11:30	3/7/2023 12:30	Breakout - 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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Security Overview in Qmlativ	Security Overview in Qmlativ [More detailed description to be provided by Presenter]
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Current Users HR/Payroll	Garnishments	[Presenter to provide description] How to Process Garnishments in Qmlativ
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Current Users HR/Payroll	Retro Pay	Walk through what a retro pay is, when to process a retro pay, and the three ways of processing the retro pay.
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Current Users HR/Payroll	The Power of Defaults	Show how various defaults on Position Types, Deductions and Benefits, Ded/Ben verification sets can speed up adding new Position and Assignments to Qmlativ.
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Current Users Student	Report Card Set Up in Qmlativ	Setting up and printing report cards in Qmlativ.
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Future Users Business	Applicant Tracking and Employee Onboarding	Applicant Tracking and Employee Onboarding in Qmlativ [More detailed description to be provided by Presenter]
3/7/2023 11:30	3/7/2023 12:30	Breakout - Qmlativ Future Users Student	Family & Student Access Overview	Family & Student Access Overview in Qmlativ [More detailed description to be provided by Presenter]
3/7/2023 11:30	3/7/2023 12:30	Breakout - SMS 2.0 Finance	Purchasing Encumbrance Liquidation - Changing Your Game Plan	In this session, we'll compare how SMS 2.0 and Qmlativ liquidate encumbrances. We will explore the reasons why you may want to make some changes to your data entry NOW, to ensure you have the highest tactical advantage for migrating to Qmlativ.
3/7/2023 11:30	3/7/2023 12:30	Breakout - SMS 2.0 HR/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 2.0. We'll also highlight how current Pay Record management efforts will help with the migration process.
3/7/2023 11:30	3/7/2023 12:30	Breakout - SMS 2.0 Student	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
3/7/2023 11:30	3/7/2023 12:30	Breakout - SMS to Qmlativ Migration	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.

Start Date/Time	End Date/Time	Category	Session Name	Description
3/7/2023 11:30	3/7/2023 12:30	Breakout - State Reporting - Student	Qmlativ P223 Exception Processing	State Reporting - P223 Exceptions in Qmlativ [More detailed description to be provided by Presenter]