



### Sampling of the Session List for WASWUG 2024

*This list is provided to give you some examples of topics and descriptions.*

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
Top Benefits of the Import (Writeback) from IEP Online	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	WSIPC	Willy Dubendorf
Get Excited about Qmlativ!	This session is all about the cool features and the bells and whistles Qmlativ has to offer - Live Tiles, Chart Tiles, Dock, List Totals, Custom Dashboards, and much more.	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	WSIPC	WSIPC Presenter
Qmlativ Reporting Tips & Tricks	In this session we will explore creating quick reports, creating reports from browse screens, attaching report location to reports, generating scheduled reports, creating and managing prompt templates, and viewing My Report Queue.	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	<b>Presenter Needed</b>	
Creating Data Mining Reports in Qmlativ	In this session we will provide a start to finish overview on how to create Data Mining Reports in Qmlativ for Finance, Human Resources, and Student users.	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Gwendolen Coulter	Gwendolen Coulter
Qmlativ General Navigation Tips and Tricks	Do you know your way around Qmlativ? Or maybe you are looking for some navigation tips and tricks? Then this session is for you!! We will review General Navigation, setting Filters and Browse views, adding and removing columns on List Screens, Live Tiles and more!	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Beth Pedersen	Beth Pedersen

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
Message Center and Notifications in Qmlativ	During this session we will be creating Messages within Message Center for Guardians, Students and Staff Members. We will also be creating Notifications from a few different Modules for Staff Members and Guardians. Once these are created, we will be scheduling them as Scheduled Tasks. As a Guardian, we will view setting up Notifications and view what a Notification looks like when it is received.	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	Teresa Plummer	Teresa Plummer
Advanced Report Designer Features	This session will cover many of the dynamic features of creating reports in Report Designer, including conditionally hiding fields and prompts, and learning how to create a calculated field!	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	WSIPC	Theresa Strain
Security Overview in Qmlativ	In this session, we'll start by introducing you to security concepts and terminology in Qmlativ. Then, we'll take a closer look at security users, groups, and roles. We'll also discuss the most common ways that districts are choosing to configure security in Qmlativ.	Qmlativ Cross-Product (Finance/HR/Payroll/Student)	<b>Presenter Needed</b>	
Qmlativ Purchasing	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, and demonstrations of entering and approving requisitions, batch to open purchase order processing, and receiving on purchase orders.	Qmlativ Current Users Finance	<b>Presenter Needed</b>	
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.	Qmlativ Current Users Finance	Jeremy Loe	
The more you know about AP Corrections and Invoice Processing	AP mistake? Walk through how to adjust, void and reissue AP-related invoices in Qmlativ.	Qmlativ Current Users Finance	<b>Presenter Needed</b>	

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
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.	Qmlativ Current Users Finance	Jeff Sorensen Alice McCallister	Jeff Sorensen
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	Brianna Prange	Brianna Prange
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.	Qmlativ Current Users Finance	Alice McCallister	Alice McCallister
The Life Cycle of a Retirement Record	In this session we'll explore the life cycle of a retirement record	Qmlativ Current Users HR/Payroll	<b>Presenter Needed</b>	
Preparing your Payroll using Tiles, Views & Filters	Come and hear my tips and tricks to prepare your Qmlativ Payroll using tiles, views & filters.	Qmlativ Current Users HR/Payroll	Mandi Strocsher	Mandi Strocsher
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 Current Users HR/Payroll	Don Duncan Michael Blessing Garrett Zumini	Don Duncan
Staff Planning Overview	In this session, you will become familiar with Staff Planning and the tools you will use for Budget development.	Qmlativ Current Users HR/Payroll	Heather Nighbor	Heather Nighbor
Qmlativ 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.	Qmlativ Current Users HR/Payroll	Michael Blessing	Michael Blessing

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
Qmlativ Retro Pay	In this session, we will review what a retro pay is, when to process a retro pay, retro pay setup requirements, and the three ways of processing the retro pay.	Qmlativ Current Users HR/Payroll	Lynnette Cummings	Lynnette Cummings
The Power of Defaults	In this session we review various defaults on Position Types and Deductions & Benefits. We will also review how Ded/Ben verification sets can speed up adding new Position and Assignments to Qmlativ.	Qmlativ Current Users HR/Payroll	Michael Blessing	
Qmlativ Pay Type & Pay Schedule Basics	In this session, we will discuss general configuration of Pay Types and Pay Schedules in Qmlativ, how they relate together to drive employee pay, and strategies to leverage efficiencies and system functionality to streamline setup and maintenance.	Qmlativ Current Users HR/Payroll	Michael Blessing	Michael Blessing
Garnishments	During this session we will show you how easy it is to process garnishments using the Disposable Earnings Calculation in Qmlativ.	Qmlativ Current Users HR/Payroll	<b>Presenter Needed</b>	
Completing P223 Enrollment Count Day - a district's perspective	Come walk through Auburn School District's enrollment count reconciliation process followed on count day. Learn about custom student views, how to balance to the P223, reports, completing a checklist using Process Manager, saving files for retention, tracking adjustments, tracking students not counted (but kept enrolled), special programs, and more.	Qmlativ Current Users Student	Tiffany Bucci	Tiffany Bucci

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
Did you know about Browse Screens?	As you work in Qmlativ Browse Screens, you should be aware of various buttons and icons you can click to display additional screens or options. These features help you navigate through your task and enable you to work more intuitively. You can display a detail panel to access a record on a list for viewing or changing information. You can view an expanded screen when you open a record to view or change information. Additionally, you can click More Options to access actions you can perform that affect an entire record, such as deleting it. You can export data and reorder records on a browse screen if needed, as well as update and attach columns to browses. If you wish to view certain information within a column, you can attach a filter to sort information by specific criteria. Alternatively, if you would rather limit the information that is seen within columns, you can choose to update the filters and views created for your browse screens.	Qmlativ Current Users Student	Kim Clark	Kim Clark
<del>Managing Student Information</del>	<del>Learn how to navigate in Qmlativ, add 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. We'll also cover helpful reports regarding student information and creating tiles to have quick access to student or enrollment information.</del>	<del>Qmlativ Current Users Student</del>	<del>Presenter Needed</del>	Not being presented in 2024

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
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 a Graduation Pathway has been fully satisfied.	Qmlativ Current Users Student	<b>Presenter Needed</b>	
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.	Qmlativ Current Users Student	Marcy Harness/ Kimberley Mirenta	Marcy Harness/ Kimberley Mirenta
Qmlativ - Report Cards	During this session we will walk through the steps necessary to set up a basic report card in Qmlativ.	Qmlativ Current Users Student	Christie Griswold Shelly Fry Khristy McRobert	Shelly Fry
Qmlativ - Navigating Finance 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. Specifically, we will focus on modifying the List View by adjusting the View (adding, deleting, moving fields); modifying the Filter (filtering and sorting fields); adding List Totals; and creating Tiles on the Dashboard. In this session we'll highlight Account Lists, Invoice Lists, PO Lists, Budgeting, and Vendor Lists.	Qmlativ Future Users Business	Don Duncan	Don Duncan
SMS 2.0 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 2.0. Then we will go through the process for Qmlativ AP and how it is the same/different from SMS 2.0. 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!	Qmlativ Future Users Business	<b>Presenter Needed</b>	

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
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 as well as a review of the Third Party Import process.	Qmlativ Future Users Business	<b>Presenter Needed</b>	
Qmlativ Introduction for Business Office Personnel	This session will provide an introduction to common features from a Business Office perspective including the Financial Management modules and flow.	Qmlativ Future Users Business	Tyler Hoffman	Tyler Hoffman
Qmlativ Fiscal Budget	An overview of the Fiscal Budget process in Qmlativ. See how this often-confusing process in SMS 2.0 is streamlined and much easier to manage in Qmlativ.	Qmlativ Future Users Business	<b>Presenter Needed</b>	
HR/Payroll Overview	HR/Payroll Overview in Qmlativ - Future User. Are you a future Qmlativ user and wondering what the HR & Payroll modules look like in the new software? In this session, we'll tour Qmlativ and explore some of the HR & Payroll features.	Qmlativ Future Users Business	Katie Connor	Katie Connor
Time Tracking	In this session, we will discuss how Time Tracking can be set up and configured to track employee time in Qmlativ. After setup, we will review how the employee will punch in and out, edit punches, and submit. We will conclude with a look at the approval process and general management of submitted Time Tracking Timesheets.	Qmlativ Future Users Business	<b>Presenter Needed</b>	
Applicant Tracking and Employee Onboarding	<del>It's no surprise that staffing your district with great employees is an essential factor in your success. The new Applicant Tracking module is designed to make the hiring process easy and efficient while allowing your district to customize it to meet your specific needs. This session will demonstrate how your district can streamline the hiring and onboarding process and utilize seamless integration with other modules within your database.</del>	<del>Qmlativ Future Users Business</del>	<del>Amanda Fisher &amp; Linda Hilley</del>	Not being presented in 2024

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
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	Jennifer Schwebach	Jennifer Schwebach
New Student Enrollment Overview	Overview of New Student Enrollment! As I welcome you in, you'll see how families use Online Forms to enroll their students using NSE, then how staff approve the enrollment forms. We'll take a look at configuration and security, and lastly, the Online Forms Manager where we'll take a look at the New Student Enrollment form that the family used.	Qmlativ Future Users Student	Jolene Ungren & Rachel Cromer	Jolene Ungren & Rachel Cromer
Teacher Access Overview	Teacher Access Overview in Qmlativ. Teacher tasks beyond the Gradebook or secrets teachers can do that administrative staff should know about! This session does not include Gradebook.	Qmlativ Future Users Student	Khristy McRobert	Khristy McRobert
Food Service Overview – Everything Food Service	Food Service and best practices in Qmlativ. Overview of Applications, Direct Cert., and letters. Key differences between SMS and Qmlativ - what districts need to know to use the Qmlativ FS Module effectively.	Qmlativ Future Users Student	Kimberley Mirenta	Kimberley Mirenta
Gradebook Overview	Come learn about Teacher Gradesheet settings and configurations so you can help your staff.	Qmlativ Future Users Student	Lynnette Miller	Lynnette Miller
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.	SMS 2.0 Finance	Peggy Webb	Peggy Webb
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 a data mining report!	SMS 2.0 Finance	<b>Presenter Needed</b>	



W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
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.	SMS 2.0 Finance	<b>Presenter Needed</b>	
How To Manage Expense Reimbursements	Learn how an Expense Reimbursement flows through the system from entry to payment.	SMS 2.0 Finance	<b>Presenter Needed</b>	
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 see tips for balancing along the way.	SMS 2.0 Finance	<b>Presenter Needed</b>	
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.	SMS 2.0 Finance	<b>Presenter Needed</b>	
Credit Card Processing - Features and Highlights	This session will introduce you to the SMS 2.0 Credit Card module. It will explore beneficial features.	SMS 2.0 Finance	<b>Presenter Needed</b>	
Purchasing Encumbrance in Qmlativ - Three Types	In this session we'll explore the three Encumbrance Types available in the Qmlativ Purchasing module and explore how they differ from SMS 2.0.	SMS 2.0 Finance	<b>Presenter Needed</b>	
Payroll Balancing	Do you struggle to balance Contract Pay, 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	Darlene Gjelsteen and Melissa Sylvester	Darlene Gjelsteen and Melissa Sylvester
New Employee Management	All about managing new employee records: CBRTN, SOC, EEOC, SSN.	SMS 2.0 HR/Payroll	<b>Presenter Needed</b>	

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
Getting The Most Out of Employee Access	This session will show you a variety of ways you can expand your district's use of Employee Access. We will show you how to get the most out of Employee Access by going over features that bring additional value to the user experience and empower your employees. We will take a look at Online Forms, Request Change Options, Time Off Options, Widgets, Electronic W2 and 1095 Forms, and so much more!	SMS 2.0 HR/Payroll	<b>Presenter Needed</b>	
Time Off for Beginners	An in-depth look through the WSIPC Guide to Time Off. Demonstrations on Code creation, Time off Transactions, Organizational Charts, Leave Roll, and Employee Access leave requests.	SMS 2.0 HR/Payroll	Mandy Bladek	Mandy Bladek
Federal Reporting Maintenance	Reviewing and maintaining your employee data throughout the year can make your federal reporting tasks and deadlines a breeze. In this session we will review federal employee reporting requirements along with some steps you can take to best position your district for success.	SMS 2.0 HR/Payroll	Amanda Fisher	Amanda Fisher
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, deduction or benefit for employee without pay, and correcting a deduction or benefit amount.	SMS 2.0 HR/Payroll	<b>Presenter Needed</b>	
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.	SMS 2.0 HR/Payroll	<b>Presenter Needed</b>	

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
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 daily work with attendance.	SMS 2.0 Student	Suzette Gutierrez	Suzette Gutierrez
Data Mining: Beyond the Basics	In Data Mining, you know the basics, but you want to know more about what this powerful tool in SMS 2.0 can do for you. We will learn about the format tab and/or filters, family access display, the power of sorting, and more.	SMS 2.0 Student	<b>Presenter Needed</b>	
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 a Processing List can be used and how to create, update and edit one. We'll also cover helpful examples and scenarios on how using this feature can save time and improve workflow.	SMS 2.0 Student	Stacy Kostelnik	Stacy Kostelnik
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 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
Do you Know the Way to Qmlativ Street?	This session is for districts wanting to get serious about Migration to Qmlativ. We will review the roadmap a typical Migration Project may follow, and we'll talk about some core requirements and suggestions for success! Pack your bags, we're going on a ride!	SMS 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
1, 2, 3 steps to Finance Cleanup for Migration, Ah-Ah-Ah	This session will detail Finance System Users on SMS 2.0 Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.	SMS 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
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 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
Student Cleanup for Migration to Qmlativ	This session will detail Student System Users on SMS 2.0 Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.	SMS 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
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 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
HR/Payroll Cleanup for Migration	This session will detail HR-Payroll System Users on SMS 2.0 Cleanup Tasks that can be started now to support a successful Migration to Qmlativ.	SMS 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
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 2.0 to Qmlativ Migration	WSIPC	WSIPC QMT will be covering
CEDARS Discipline	This session will familiarize you with the fields used in CEDARS Discipline State Reporting in both SMS 2.0 and Qmlativ. We will discuss the CEDARS logic used to determine when a discipline incident is included. Scenarios will be used to help demonstrate data entry and the impact on CEDARS Discipline reporting.	State Reporting - Student	WSIPC	WSIPC Presenter

W2023 Session Name	Description	Category/Track	2024 Presenter - Request Received	2024 Presenter – Assigned
Work Smarter, Not Harder	<p>(Idea submitted by a Middle School Secretary)            Providing school counselors with tools (technology) to make their workload less and provide more time for students. With budgets and limited resources some schools are forced to share counselors among other buildings thus providing more work for them. School Counselors would benefit from Skyward, like their message center to get in touch with families. Counselors could be taught how to utilize "to do lists" and google calendar. Not to mention they play an important role creating student schedules and helping them navigate throughout the day. WASWUG should definitely appeal to and reach out to school counselors to attend. They would benefit greatly from most of the sessions.            Submit your session description for this and volunteer to present at WASWUG!</p>	SMS 2.0 Student	Alisha Stickel	Alisha Stickel
Beginners' Data Mining	<p>School districts have new employees who would greatly benefit from a Beginners session on Data Mining in SMS 2.0. Submit your session description for this and volunteer to present at WASWUG!</p>	SMS 2.0 Student	Irena Beebout	Irena Beebout
Graduation Requirements & Educational Milestones	<p>High Schools using SMS 2.0 would greatly benefit from a session on Grad Requirements and Educational Milestones. Submit your session description for this and volunteer to present at WASWUG!</p>	SMS 2.0 Student	Emily Lowrie & Gwen Tveten	Emily Lowrie & Gwen Tveten
<b>NEW:</b> Introducing IHPs in Qmlativ	Individual Health Plans overview presentation	Qmlativ – Student Current Users Future Users	<b>Presenter Needed</b>	