

2010 Texas Skyward Users Group Conference

Legend for sessions: STU = student, FIN=finance, HR=human resources, TECH=technology, HLTH=health, PR=payroll, GEN=general, and FSVC=food service. (ADV) after a session description means this is targeted for a more advanced user.

All Student sessions (STU legend) will be for the Web version unless specifically stated otherwise.

Monday, October 18, 2010

Description	Time	Session	Category	Session Title	Session Description
Golf Tourney	11:30 AM			Golf Tournament for TSUG Scholarship	http://tsug.org/2010TSUGGolfTournamentFlyer.pdf
Registration	12:00-7:00 PM				
Preconference	1:00 - 4:00 PM		STU	Advanced Data Mining - Hands-On (20 limit)	For individuals who are experienced Data Miners, this session will help you develop more advance skills, such as Mail Merge, Processing Lists, Exporting to Excel, using UDF's. This session will be Web Version Only. Participants will have to bring their own laptop computers with them. - Limit 20 (one per District).
	1:00 - 4:00 PM		STU	Planning and Preparing for Future Scheduling	This session will help you identify all of the steps you need to include in the planning process, identifying a timeline and sequence to ensure that the scheduling process proceeds smoothly.
	1:00 - 4:00 PM		HR/PR	Using Crystal Reports to Create Custom Forms and Reports	This session will demonstrate basic Crystal Reports program features as well as the tools and reports that are built into Skyward to assist with writing custom reports. Sample Employee Management and Finance reports will be created.
	1:00 - 4:00 PM		FIN/HR/PR	PEIMS - Changes in Finance and Staff Reporting	This session is to review the changes to PEIMS reporting for Staff and Finance with PEIMS moving to the web.

1:00 - 4:00 PM

STU Crystal Reports for Students

This session will provide an overview of using Crystal Reports to create custom forms and reports from Skyward databases. An example of a student registration form will be discussed.

Reception 7:00-9:00 PM

Reception for Session Presenters Only (come and go as you can)

Tuesday, October 19, 2010

Registration 7:00 - 8:00 AM

Registration

General Session 8:00 - 9:20 AM

Welcome and Keynote Speaker

Session 1 9:40 - 10:30 AM

A1

STU

Extracting Teacher Schedules for PEIMS for 090 Staff Responsibilities

This session will provide information regarding the significant changes to the reporting of Staff Responsibilities in the 2011 school year. This session is appropriate for both beginning and experienced Skyward users.

B1

STU

PaC to Web Grading

This session will provide an overview of the differences between the Grading module in PaC and Web.

C1

STU

Using the Scheduling Board on the Web

This session will demonstrate how to use the Scheduling Board on the Web.

D1

STU

Introduction to the Standards Gradebook

This session will provide an overview of the Standards Gradebook for primary level teachers.

E1

STU

Family Access Rollout Roundtable

Experienced users will discuss how they rolled out Family Access - issues they encountered and how they resolved them.

F 1

STU

Navigating the Web - Student

This class will provide attendees with an introduction to the Student Web product. It will cover how to access the web and various modules, how to view and filter records, and will also demonstrate how to create and view reports. This class is directed towards users who have limited or no experience with the Web product.

G1

STU

Data Importing / Exporting (ADV)

Come to this session to learn how to set up data imports and exports of student data.

H1	STU	Beginning Data Mining	This session is designed for new users who are just beginning to try to use Student Data Mining on the Web.
I1	STU	Attendance, Discipline, & Guidance Office Visits	This session will demonstrate how to track office visits to the Attendance, Discipline, and Guidance offices.
J1	STU	Advanced Features Button	This session will focus on some of the options under the Advanced Features button on the Web: Product Setup, System Contacts, Student Indicators, Address, Entity Counts, and Transcript Signature.
K1	HLTH	Welcome & General Overview of Web Version for Student Health Users	This session will show users a general overview of the web version of Skyward and how to move around in the system. We will cover some key topics such as searching for students, favorites, preferences, customized settings, and how to change entities as well as favorite tools like the student locator and spell check.
L1	FSVC	Food Service Overview	If your district is considering adding the Food Service module, plan on attending this session. This will be an overview of application processing, report options, and point of sale.
M1	TECH	Technical Fundamentals - Skyward for Beginners	This session is specifically designed for new users to Skyward to introduce the fundamentals of Monolith, Progress and items new users should be aware of.
N1	FIN	Web Based Purchasing - Setup	This session will cover Setup options for the purchasing process including AP ACH, Ecommerce, and Emailing Purchase Orders.
O1	FIN	Budgeting Process on the Web	See the budgeting options that are available on the web, including budget requisitions, mass change options, budget entry and online budget transfer rights.
P1	FIN	School Based Activity Accounting - Overview	Does your district want campuses to track their own student activity funds? Come learn how SBAA can assist moving the check processing responsibility to a more decentralized process.
Q1	HR	Employee Management Overview	Are you new to Skyward or new in your HR position? This session will provide an overview of the Employee Management system, how it works, and how it interfaces with other modules.
R1	HR/PR	Profile on the Web	Human Resources Profile is available on the Web and has some great new features. This session will review the new look and introduce the new fields and options.

S1	HR/PR	True Time - Considerations	True Time is Skyward's timekeeping system that interfaces with Skyward's Payroll system. Come hear and see the items to consider when determining how best to roll out this system.
T1	FIN/HR/PR	Workflow Management (Business Office)	Come see how the new Business Process Management System which is Skyward's new workflow management system will assist your district in day to day activities. Skyward has developed a workflow and process management toolkit integrated with Skyward's School Management System enabling districts to electronically manage their operational processes, improve responsiveness, and deliver real-time visibility into daily processes.

Session 2 10:45 - 11:35 AM

A2	STU	Maintaining 090 Staff Responsibilities Records in the Student Database	This session will show new options for maintaining 090 Staff Responsibilities in the Student database.
B2	STU	Operating an Optional Flexible School Day Program (OFSDP)	This session will demonstrate how to code students in an OFSDP, record their attendance, generate the Flexible Attendance Daily Register, and create the 500, 505, and 510 PEIMS records.
C2	STU	PaC to Web Grad Requirements	This session will provide an overview of the differences between the Grad Requirements module in PaC and Web.
D2	STU	Grading Procedures - Finding & Dealing with Gradebook Discrepancies (ADV)	Find out how to troubleshoot problems when discrepancies occur in grade reporting and Gradebook.
E2	STU	Creative Use of Skyward Activities (ADV)	This session will provide you with examples of creative ways to use Activities in Skyward.
F 2	STU	PaC to Web Attendance	This session will provide an overview of the differences between the Attendance module in PaC and Web.
G2	STU	Basic Student Entry	This session will focus on entering basic student data upon enrollment of new students.
H2	STU	Data Mining - Processing Lists (ADV)	This session will introduce you to the powerful tool of processing lists for creating reports for specific groups of students.
I2	STU	Custom Fields and Forms (ADV)	This session will provide an overview of basic custom form creation. You will also see how to use Data Mining to generate reports combining user-defined fields and other information in the software.

J2	HLTH	Health Profile	This session will include a general overview of the Health Profile. It will include an overview of the tabs and how to customize tabs, how to set ranges, how to enter health contact information and critical alert information, adding, editing, and voiding health records, and the different types of notes available in the health module.
K2	FSVC	Food Service - Point of Sale/Applications	This session will focus on cash register setup, payment and purchase options, application entry, direct certification, verification, and reporting.
L2	TECH	Technical Roundtable	This session is an open discussion of technical issues facing school districts that are using the Skyward student management system. (please feel free to bring your laptops to connect back to your district to illustrate concerns, or you may bring logs, entries or any other supporting documents).
M2	FIN	Web Based Purchasing - Reqs and PO's	This session will focus on the actual process of entering requisitions, approvals, notifications, and purchase orders.
N2	FIN	Account Management Utilities	Learn the basics of merging budgetary accounts. The session will also include tips on other Financial Management utilities.
O2	FIN	Going Green: Finance	This session will provide an overview of the various options that are available to keep down the amount of paper your district prints out and uses.
P2	HR	Employee Management - Position Control	This session includes a discussion on Position Control in the Employee Management module including the calculations and uses of the Full Time Equivalent values.
Q2	HR/PR	Profile Data Mining	It is simple to create ad hoc reports with data from the Profile area using the Profile Data Miner. This session will include the basics of using this option to create reports or to export the data to Excel or Word. We will demonstrate how to create labels, use sorts and ranges, and use the many formatting options.
R2	HR/PR	True Time - Rule Sets	This session will cover various options available in Rule Sets. Learn why some areas are used and others aren't depending on the group of people for whom the rule set is created.

S2	HR/PR	What's New in Payroll and Human Resources	Get up-to-date on all the newest changes in the Human Resources and Payroll systems. This session will highlight some of the newest enhancements in the software.
T2	FIN/HR/PR	Roundtable - New Users	This roundtable session will allow new users an opportunity to discuss the joys and challenges of implementing new software with an experienced user and with other users going through the same process.

Lunch 11:35 - 1:10 PM

Session 3 1:10 - 2:00 PM

A3	STU	The New PEIMS 300 and 305 Records	This session will introduce you to the new PEIMS 300 (Course Section Data) and 305 (Staff Data - Teacher Class Assignment) records for the 2011 school year.
B3	STU	Transcripts - Grade History	This session will provide an overview of how to generate transcripts and how to view and verify grade history.
C3	STU	OCR Reporting (ADV)	Skyward's state reporting department will address OCR reporting for schools in Texas.
D3	STU	Student Lookup Features for Campus Administrators in EA+	This session will show campus administrators how to utilize Gradebook Tracker and view student information in Educator Access Plus.
E3	STU	PaC to Web at Risk	This session will provide an overview of the differences between the At Risk module in PaC and Web.
F3	STU	PaC to Web Demographics	This session will provide an overview of the differences between the Demographics module in PaC and Web
G3	STU	Demographics / Utilities Data Clean-Up	While some information converts cleanly, other kinds of information require cleanup. For example, family information may require cleanup with ties between family members and their addresses. This session will provide an overview of ways to clean up your converted data.
H3	STU	Preparing for the 415 Course Completion Record (Grades 1-8)	The new 415 Course Completion record requirements for grades 1-8 will be a major PEIMS change for those grade levels. This session will focus on preparing to submit 415 records for students in grades 1-8.
I3	HLTH	Health Reports in Web	Running health reports is very different in the web version than in PAC. This session will go over the basics of how to add, edit or view a report in general. Then users will be able to apply this information to key health reports.

J3	FSVC	Profit and Loss Statements Using Skyward Food Service and Finance (ADV)	Come learn to how to utilize Excel to evaluate food service financial status. Create reports to determine needs and expectations for food service department.
K3	FIN/HR/PR	Workflow Management (Business Office)	Come see how the new Business Process Management System which is Skyward's new workflow management system will assist your district in day to day activities. Skyward has developed a workflow and process management toolkit integrated with Skyward's School Management System enabling districts to electronically manage their operational processes, improve responsiveness, and deliver real-time visibility into daily processes.
L3	GEN	Skyward Web Site as an Information Resource	Learn the ins and outs of the Skyward website. Discover the wealth of information available in the Skyward Users Only area and learn how to quickly access the information you need.
M3	TECH	Open Edge Management (ADV)	OpenEdge management is an advanced monitoring tool for your skyward services and servers. This session will show users how this product may be used to keep their Skyward system running optimally.
N3	FIN	Web Vendor Master	This session will provide an overview of the new options available on the Web Vendor Master.
O3	FIN	Bank Reconciliation Program - Setup	Learn how to set-up and use the Bank Reconciliation feature to complete your monthly bank reconciliations electronically.
P3	FIN	What's New in Finance	Come check out some of the new features available in the Financial Management system. This session highlights some of the important changes to the Financial Management system in the recent software updates.
Q3	HR	Certifications & Highly Qualified	Certifications and Highly Qualified information can be maintained in the Skyward software. This session will include a discussion about how to maintain certification information and how to easily access the information for reporting.

	R3	HR/PR	User Defined Screens	User Defined Screens allow you to track any information you like – even though there is not a field for it in the software! This session will include an overview of creating User Defined Screens, how they can be used in Employee Access, and how to generate reports with this information.	
	S3	HR/PR	True Time - Actual Processing	This session will cover actual processing - from time sheet submission to importing into payroll. It will cover making adjustments to time tracked, supervisor approval and payroll updating into worksheets.	
	T3	PR	Terminating Employees	This session will demonstrate the steps to take when terminating an employee. It will also discuss how to use the software to calculate pay-off amounts.	
Session 4	2:15 - 3:05 PM	A4	STU	Elementary Scheduling	This session will focus on how to use the Skyward software to schedule elementary students.
		B4	STU	PaC to Web Grading	This session will provide an overview of the differences between the Grading module in PaC and Web.
		C4	STU	Advanced Master Builder - Prep (ADV)	This session will provide an overview of the steps that must be completed in preparation for using the Advanced Master Builder.
		D4	STU	Secondary Gradebook Roundtable (ADV)	This session will provide participants with an opportunity to share issues they've encountered and solutions they've implemented to resolve those issues.
		E4	STU	Introduction to Discipline	This session will introduce new users to the Discipline module on the Web.
		F4	STU	Family Maintenance & Reporting	This session will provide an overview for new users of how to maintain and report on family information.
		G4	STU	Tracking Student Data Changes (ADV)	This session will show you how to take advantage of student data changes that you can now track on the Web version of the Skyward Student software.
		H4	STU	TREx - Texas Records Exchange (ADV)	This session will provide an overview of TREx and will show you how to set up TREx so that the system will export your students' TAKS scores.
		I4	STU	Obligations Overview	This session will introduce you to the Obligations feature in Skyward and how to use it to track, for example, what a student owes.

J4	HLTH	Vaccinations - Part 1	With the June Release, Skyward made some significant changes to vaccine compliance. The new system is streamlined, accurate, and provides the user with more information on vaccine compliance. This session will cover these new changes and will show the nurses how to maximize the new system. Included in this session will be how to add a shot record, editing a shot record, running vaccine reports, and the state annual report of immunizations.
K4	FSVC	Communications Strategies with Skyward Food Service for Student and Parents (ADV)	Learn how to use e-mail accounts for low balances, wandering messages, and helpful uses of data mining in food service.
L4	TECH	Technical Tips and Tricks	Learn advanced technical tips and tricks for keeping your Skyward systems and networks running at their best. We will discuss common network issues and offer ideas to resolve them.
M4	FIN	On-Line Vendor Request	Come see how campus users can enter the vendors of their choice along with the approval process that makes this option a real time saver.
N4	FIN	Finance Year End Processing	This session will discuss steps needed to complete your fiscal year. We will show how to identify activity that has been entered into the software, but not yet posted, and will show how to close open purchase orders or move them to the next fiscal year.
O4	FIN	Roundtable - Inventory	This roundtable session focuses on the inventory module. It will provide you the opportunity to interact with your peers and swap ideas on how to make your job easier and faster.
P4	HR	Employee Management - Tracking Contract Types	Using the Employee Management Group field can assist your district in tracking various contract types. This session will provide information on how to use the field and how the utilities can be used to change contract types each year.
Q4	HR	Fast Track Overview	Use the web to post openings at your district and allow applicants to apply online. Fast Track integrates your hiring process with the Skyward software. See how to create open positions, screen applicants, hire new employees, and generate profile information.

R4	HR/PR	Time Off Changes and Reporting	This session will review the new options available on the web for maintaining leave. Building reports and tracking balances will also be covered.
S4	PR	Payroll Tips and Tricks	In this session we will discuss audits, reports, and special processes that can make your payroll processing more accurate.
T4	FIN/HR/PR	Security on the Web for Finance	Security for finance users includes basic security set-up, PO group set-up, and account clearance. This session will discuss how these three areas of security combine to provide you many security options as you assign system users.

Session 5 3:20 - 4:10 PM

A5	STU	Options for Setting CTE Indicators	Skyward now provides a new option for setting students' CTE Indicator Codes. This session will show how this new option works and will review the existing option.
B5	STU	Creating Custom Report Cards	This session will demonstrate how to create custom report cards.
C5	STU	Advanced Master Builder - Processing (ADV)	This session will provide information on how to use the Advanced Master Builder to process your data to generate a master schedule.
D5	STU	EA+ Administration	This session will cover administrative features available through Educator Access Plus. Items to be covered include the Super User and grade posting administration. The session is for individuals who oversee the Secondary Gradebook in their districts.
E5	STU	PaC to Web Discipline	This session will provide an overview of the differences between the Discipline module in PaC and Web.
F 5	STU	New Features in the Skyward Student Software	This session will provide an overview of features in the Skyward Student software that will be new with the new release. Come to this session to make sure you're not missing out on features that you would find very useful.
G5	STU	Attendance Letters (ADV)	This session will cover how to set up and generate letters notifying parents/guardians of poor attendance.
H5	STU	SkyPort & SMS Mobile	SkyPort gives you an instant snapshot of key district data and provides real-time graphs and reports for each of your roles in the district. Each employee can customize their own dashboard to show exactly what they need.

I5	STU	Navigating the Web	This class will provide attendees with an introduction to the Student Web product. It will cover how to access the web and various modules, how to view and filter records, and will also demonstrate how to create and view reports. This class is directed towards users who have limited or no experience with the Web product.
J5	HLTH	Vaccinations - Part 2	With the June Release, Skyward made some significant changes to vaccine compliance. The new system is streamlined, accurate, and provides the user with more information on vaccine compliance. This session will cover these new changes and will show the nurses how to maximize the new system. Included in this session will be how to add a shot record, editing a shot record, running vaccine reports, and the state annual report of immunizations.
K5	FSVC	Food Service Roundtable	Bring your questions for discussion and problem solving among other food service staff.
L5	GEN	TSUG Roundtable	Learn about the Texas Skyward User Group and ask or discuss anything you want about it with some of its directors/officers. In this session you will learn things like what the group offers besides the annual conference, how does it handle requests for enhancement (RFEs) and what does serving on the steering committee entail.
M5	TECH	Database Performance Tuning (ADV)	Are you sure your Skyward database is running as well as it could be? This session will show you things you should look for in the Progress tools as well as explain the advantages of Type 2 storage.
N5	FIN	Vendor Data Mining	Learn how to create your own customized reports or labels using the Vendor Data Mining option.
O5	FIN	Budget Transfers - Campus and Department	This session, taught by experienced users, discusses the process and flow for budget transfers entered at the campus/department level with final approval in the central office.
P5	FIN	Accounts Receivable Overview	Come see how the Accounts Receivable module can assist your district when tracking monies owed to the district. This session will cover considerations, basic setup and processing.
Q5	HR	Emp. Mgmt.- Data Mining - Beginning	Learn how to use the Employee Management Data Mining option to create basic reports.

	R5	HR/PR	Pay Docks/ Time Off/ Service Records	The Skyward software can auto-create pay dock records from the Time Off system. This session will discuss how. The session also includes how to ensure that the docked days are not included in Days Employed for Service Record reporting.	
	S5	HR/PR	Going Green - HR and PR	This session will provide an overview of the various options that are available to minimize the amount of paper used for Payroll and Human Resources functions while using Skyward software.	
	T5	PR	Roundtable - Payroll	The Roundtable is an opportunity for you to interact with your peers, ask questions, and discuss software-related Payroll issues with other users.	
Session 6	4:25 - 5:15 PM	A6	STU	Preparing for the 415 Course Completion Record (Grades 9-12)	The 415 Course Completion record in PEIMS Submission 3 is one record you cannot edit completely until the end of the school year. So it's extremely important that everything be set up correctly because there's little time between the processing of final grades and the PEIMS submission. This session will identify everything that you should do in advance to prepare for accurate Course Completion records.
	B6	STU	Grading Procedures - Finding & Dealing with Gradebook Discrepancies (ADV)	Find out how to troubleshoot problems when discrepancies occur in grade reporting and Gradebook.	
	C6	STU	PaC to Web Scheduling	This session will provide an overview of the differences between the Scheduling module in PaC and Web.	
	D6	STU	Advanced Secondary Gradebook Features (ADV)	This session will focus on advanced Secondary Gradebook functions, including on-line assignments and referrals by teachers.	
	E6	STU	Security Concepts for Student Management Users (ADV)	This session will review security management in the web version. We will share examples of security groups, cloning, using Teacher Security to mass assign, and other security tips.	
	F 6	STU	Attendance Reporting Procedures	Skyward users will share the attendance reporting procedures their districts use on a daily basis, weekly basis, at the end of each six weeks, and at the end of the school year.	
	G6	STU	Procedures for Changing Schedules Throughout the Year	This session will focus on procedures to follow when making current year scheduling changes to avoid issues between scheduling and grading.	

H6	STU	Basic Student Entry	This session will focus on entering basic student data upon enrollment of new students.
I6	HLTH	Student Health Review Q&A Session	This session will be an open question and answer format where users can ask specific questions about content covered earlier in the day or specific questions from health users on moving from PAC to the WEB.
J6	GEN	Skyward Web Site as an Information Resource	Learn the ins and outs of the Skyward website. Discover the wealth of information available in the Skyward Users Only area and learn how to quickly access the information you need.
K6	GEN	Q&A With Skyward Executives	Informal question and answer session with Cliff King (CEO), Scott Glinski (President) and other Skyward executives. This session will provide a setting for any current and prospective customer, regardless of district size, to ask or discuss anything they want of a corporate, not technical, nature.
L6	TECH	Web Quick Picks and Crystal Enterprise	Learn how to setup and manage web quick pick reports that allows users to run crystal reports from within Skyward. Additional discussions will center on Crystal Enterprise and how it can help districts meet their reporting needs.
M6	FIN	Importing Journal Entries from Excel	This session will talk about using Excel to import your Journal Entries into the Skyward software.
N6	FIN	Receiving Overview	Receiving is an integral part of the purchasing and payables process. Learn how this option can be a real time saver for both employees receiving items and for your accounts payable staff.
O6	FIN	What's New in Finance	Come check out some of the new features available in the Financial Management system. This session highlights some of the important changes to the Financial Management system in the recent software updates.
P6	HR	Emp. Mgmt. - Data Mining - Advanced (ADV)	Using the Employee Management Data Mining option, this session will demonstrate how to create employee contracts using the mail merge process.
Q6	HR/PR	SubTracking - Managing Substitute Information	Come learn how this module can save time on your payroll processing by using rate tables and time codes. You can keep records of when substitutes work, who they work for, and how much they are paid. All of this information is easily accessible over the years.

R6	PR	TRS Common Reporting Errors	This session will include a discussion about common problems that users encounter with Teacher Retirement System reporting and the solutions.
S6	FIN/HR/PR	What's New in PEIMS (Finance and Staff)	This session will discuss current PEIMS changes and will include a review of the pre-PEIMS reports that can be run prior to PEIMS picture date.
T6	HR/PR	Crystal Reports for Human Resources	This session will include a demonstration of the power and flexibility of creating reports with Crystal.

Reception 5:15 - 7:15 PM

TSUG/Skyward Reception (LOTS & LOTS of GOOD food, FANTASTIC door prizes, cash bar)

Wednesday, October 20, 2010

Registration 7:30 - 8:15 AM

Session 7	8:30 - 9:20 AM	A7	STU	Extracting Teacher Schedules for PEIMS for 090 Staff Responsibilities	This session will provide information regarding the significant changes to the reporting of Staff Responsibilities in the 2011 school year. This session is appropriate for both beginning and experienced Skyward users.
		B7	STU	GPA Troubleshooting (ADV)	This session will introduce you to some of the common troubleshooting techniques for correcting errors with GPAs, including Grade Marks, Course Master setup, and Mass Audit processing.
		C7	STU	PaC to Web Scheduling	This session will provide an overview of the differences between the Scheduling module in PaC and Web.
		D7	STU	Introduction to Fee Management	This session will introduce new users to the Fee Management module on the Web.
		E7	GEN	TSUG Roundtable	Learn about the Texas Skyward User Group and ask or discuss anything you want about it with some of its directors/officers. In this session you will learn things like what the group offers besides the annual conference, how does it handle requests for enhancement (RFEs) and what does serving on the steering committee entail.

F 7	STU	New User Roundtable - Student	This session targets first-year Skyward users and provides them with an opportunity to share their successes and challenges. The session will be coordinated by a Skyward manager.
G7	STU	Family Maintenance & Reporting	This session will provide an overview for new users of how to maintain and report on family information.
H7	STU	E-Mail Processing	This session will focus on the use of e-mail to improve communications with staff, students, and families.
I7	STU	SkyPort and SMS Mobile	SkyPort gives you an instant snapshot of key district data and provides real-time graphs and reports for each of your roles in the district. Each employee can customize their own dashboard to show exactly what they need.
J7	STU	Elementary Scheduling	This session will focus on how to use the Skyward software to schedule elementary students.
K7	HLTH	Student Health Office Visits	This session will demonstrate how to enter and manage office visits in the Web version. Attendees will learn how to enter an office visit, how to use the office visit master, the student entry option and how to run reports to aggregate data from office visits. This session will also cover the new editing software and void function that brings a new level of professionalism and legal integrity to the health module. Another new feature is the ability to document staff office visits.
L7	TECH	Skyward and Server Virtualization	This session will focus on the benefits of server virtualization (not only skyward but other servers as well).
M7	FIN	Report Writing - BS & OS - Beginning	This session will demonstrate how to set up Revenue/Expense and Balance Sheet reports. We will discuss the set up options for both Summary and Detail reports, as well as field definitions. Exporting to Excel will also be discussed.
N7	FIN	Roundtable - Purchasing	This roundtable session focuses on the purchasing process. Come talk with your peers to swap ideas on how to make your job easier and faster.
O7	FIN	Budgeting Tips & Tricks	Bring your tips and tricks to this session to share with others! The presenter will bring a few as well, including Quick Keys, Category Codes, Group Codes, and Budget Entry tips and budgeting by level.

P7	HR	Salary Negotiations Overview	Budgeting for salaries and benefits can be challenging. Let the Salary Negotiations system help! This session will discuss how Salary Negotiations interfaces with Employee Management and Financial Management and how you can use Salary Negotiations to evaluate different staffing scenarios.		
Q7	HR/PR	HR and Payroll Working Together - Adding New Employees	As you implement the Skyward software fully, you may find that responsibilities and interaction between the Payroll and Human Resources departments require change in order to function most efficiently. This session will be led by experienced end users and will focus on ways to increase harmony and efficiency as the Human Resources and Payroll departments work together to establish new procedures. This session will include adding basic demographics and assigning the new employee to the position and assignment.		
R7	HR/PR	Time Off Accrual Overview	Learn how the Time Off Accrual module can help you allocate leave as it is earned. This session will provide an overview of this system and demonstrate how it can enhance your allocation process.		
S7	PR	TRS Statutory Minimum & Other Matching Expenditures	This session will include a discussion about how the software calculates TRS matching expenditures and will demystify the Statutory Minimum matching calculation.		
T7	GEN	Skyward Data Warehouse	Skyward's Data Warehouse allows your administrators, teachers and board members to see key district data through an easy-to-use portal. We will explain the simple and streamlined method for mapping your Skyward data into the Data Warehouse and then demonstrate the full range of analysis reporting tools and user-defined dashboards included with the program.		
Session 8	9:35 - 10:25 AM	A8	STU	Maintaining 090 Staff Responsibilities Records in the Student Database	This session will show new options for maintaining 090 Staff Responsibilities in the Student database.
		B8	STU	Introduction to Graduation Requirements	This session will introduce new users to the Graduation Requirements module on the Web.
		C8	STU	Grade Analysis (ADV)	This session will cover reports available under Grade Information/Analysis (WS or SM)\OF\GR\RE\GI).

D8	STU	Importing Test Scores - TAKS	This session will provide an overview of importing TAKS scores using Skyward Editions, their connection to TREx and how to process the imports.
E8	STU	PaC to Web Discipline	This session will provide an overview of the differences between the Discipline module in PaC and Web.
F 8	STU	New Features in the Skyward Student Software	This session will provide an overview of features in the Skyward Student software that will be new with the new release. Come to this session to make sure you're not missing out on features that you would find very useful.
G8	STU	Advanced Data Mining (ADV)	For individuals who are familiar with creating basic reports in student Data Mining, this session will help you develop more advanced skills, such as using the Mail Merge capability.
H8	STU	Introduction to Textbook Tracking	This session will introduce new users to the Textbook Tracking modules on the Web.
I8	STU	Online Registration with Custom Forms	In this session, a Skyward district will demonstrate how they use custom forms for on-line student registration.
J8	STU	Procedures for Changing Schedules Throughout the Year	This session will focus on procedures to follow when making current year scheduling changes to avoid issues between scheduling and grading.
K8	HLTH	Medications	The new web version streamlines medication administration and documentation. Come learn how to enter PRN and scheduled medications into the system and how to manage your medication administration record electronically. We will also cover the medication reports available through Skyward.
L8	TECH	One Touch User Management with Skyward and SIF	Learn how your district can benefit from SIF by automating user management and reducing the overhead of redundant data entry. We will look at real world examples of how SIF can save your district time and money.
M8	FIN	Report Writing - BS & OS - Advanced (ADV)	Can't get just the exact report you need? Could be that you just need a different Report Sequence or you need to know how to use the combination settings. Come to this session to learn about sequences and the combination field, how to build them and how to use them for reporting.

	N8	FIN	Accounts Payable Processing	Learn how to setup invoice parameters to make invoice entry quicker, use the wire transfer option, and create invoices from essential purchase order information.	
	O8	FIN	Fixed Assets Overview	Come learn the ins and outs of the Fixed Asset system including building assets from invoices, reporting and depreciation.	
	P8	HR	Roundtable - Human Resources	The Roundtable is an opportunity for you to interact with your peers, ask questions, and discuss software-related Human Resources issues with other users.	
	Q8	HR/PR	HR and Payroll Working Together - Interface Emp. Mgmt. and Payroll	As you implement the Skyward software fully, you may find that responsibilities and interaction between the Payroll and Human Resources departments require change in order to function most efficiently. This session covers the next steps to take once the new employee demographics are entered. The Employee Management Export/ Payroll Import process is the focus of this session. If you do not currently use this option, come to find out how it can help make your work more efficient. If you already use this option, come to discuss best practices in the interface between the Employee Management and Payroll departments.	
	R8	PR	Payroll - New Fiscal Year	Starting a new payroll contract year is always a challenge! This session will discuss methods for minimizing the stress of updating payroll records for the new fiscal year, including steps for ensuring the data is accurate before running that first payroll.	
	S8	PR	TRS - TRAQS	A TRS reporting representative will lead this session. This is an opportunity for you to ask questions about TRS reporting issues.	
	T8	FIN/HR/PR	Calendar of Activities for the Business Office (HR, PR & Fin)	This session will include a discussion about the timing of activities that affect the finance, human resources, and payroll side of the business office.	
Session 9	10:40 - 11:30 AM	A9	STU	The New PEIMS 300 and 305 Records	This session will introduce you to the new PEIMS 300 (Course Section Data) and 305 (Staff Data - Teacher Class Assignment) records for the 2011 school year.
		B9	STU	Grade History & Class Ranking - 5th Six Weeks (ADV)	This session will focus on how to enter and maintain grade history and will provide an overview of how to set up the software to calculate GPAs to determine class ranking at the end of the 5th six weeks.

C9	STU	Surviving a Leaver Audit (ADV)	Come hear how one district survived an audit on School Leaver data.
D9	STU	Auto Scheduler	Find out how to use the Auto Scheduler with Imperative, Pseudo, and Actual runs to schedule your students more effectively.
E9	STU	Advanced Features Button	This session will focus on some of the options under the Advanced Features button on the Web: Product Setup, System Contacts, Student Indicators, Address, Entity Counts, and Transcript Signature.
F 9	STU	PaC to Web Demographics	This session will provide an overview of the differences between the Demographics module in PaC and Web
G9	STU	Bilingual/ESL Entry and Reporting	This session will review how to enter information for Bilingual and ESL students and how to create reports.
H9	STU	Response to Intervention (RTI)	Take control of your Response to Intervention (RtI) activities with a comprehensive solution that identifies students in need of improvement, gives you a comprehensive overview of all their educational history, and allows you to initiate and manage intervention actions in a team or teacher environment.
I9	STU	Online Registration with Custom Forms (ADV)	In this session, a Skyward district will demonstrate how they use custom forms for on-line student registration.
J9	STU	Bells & Whistles	This session will introduce you to some of the enhanced features available in Skyward, such as setting preferences, quick lists to EXCEL, computer-generated tardy slips, and much more! Come see and share!
K9	HLTH	Health Screenings	Entering all your required state screenings into Skyward streamlines your state reporting and allows you to track student trends. Come learn how to enter hearing, vision, and scoliosis screenings and what fields drive your state reporting. Skyward has added the new cover/uncover and Hirschberg test to the vision screening. AN screening and health physicals will also be covered. Reports and state reports associated with screening will also be covered.
L9	TECH	Automated Processes and Print Engine	This session will discuss ways to set up automated tasks using the windows scheduler and Skyward report Queue. We will also discuss possible jobs that users should set up to manage Skyward.

M9	FIN	Overview of Finance Options on the Web	Skyward continues to make substantial progress on moving our entire Finance system to a web-based system. This session will cover the new developments.		
N9	FIN	Roundtable - Accounts Payable	This roundtable session focuses on the accounts payable process. It will provide you the opportunity to interact with your peers and swap ideas on how to make your job easier and faster.		
O9	FIN	Salary Accruals & Payroll Payables	Come learn what option is best for your district when tracking salaries depending on whether your district is a 7/1 or 9/1 fiscal year and the times you might use both options.		
P9	HR/PR	Employee Access - Getting Started	Come see the wonderful options that are available in Employee Access. Learn how this module can benefit all your employees. This session goes through the steps to get started.		
Q9	HR/PR	Salary Negotiations - Reporting	This session will provide an overview of the salary and benefit reports that are available after the calculate process has been run. Comparison reports can be run along with the payroll budgeting scenarios.		
R9	HR/PR	ID Image	In this session, you will learn about a new option available from American for scanning employee and student images.		
S9	PR	W-2 Processing - Running the Audit and Making Corrections	This session will provide an overview of the W-2 process. It will include preparation work such as running the W-2 audit, handling exceptions, and fixing them. Creation of the work file and creating the print files will also be covered.		
T9	FIN/HR/PR	Conversion Considerations Roundtable – HR, Payroll, and Finance	Your district may be considering or has just purchased the Skyward software. Come hear from a user’s perspective what the next steps are, how best to decipher the terminology, and how to prepare for the change. This discussion will focus on implementations from the Business Office and Human Resources department point of view.		
Session 10	11:45 - 12:35 PM	A10	STU	Options for Setting CTE Indicators	Skyward now provides a new option for setting students’ CTE Indicator Codes. This session will show how this new option works and will review the existing option.

B10	STU	Preparing for the 415 Course Completion Record (Grades 1-8)	The new 415 Course Completion record requirements for grades 1-8 will be a major PEIMS change for those grade levels. This session will focus on preparing to submit 415 records for students in grades 1-8.
C10	STU	How to Implement Online Request Entry	This session will cover the online request entry process including steps to take prior to implementing and processing requests.
D10	STU	Tracking Student Data Changes (ADV)	This session will show you how to take advantage of student data changes that you can now track on the Web version of the Skyward Student software.
E10	STU	Security Concepts for Student Management Users (ADV)	This session will review security management in the web version. We will share examples of security groups, cloning, using Teacher Security to mass assign, and other security tips.
F 10	STU	PaC to Web Attendance	This session will provide an overview of the differences between the Attendance module in PaC and Web.
G10	STU	PaC to Web At Risk	This session will provide an overview of the differences between the At Risk module in PaC and Web.
H10	STU	Communicating with Families	This session will focus on various ways for schools and teachers to communicate with parents.
I10	STU	Custom Forms Roundtable (ADV)	This session will provide districts that are using custom forms to share what they are doing with others and learn from others' experiences, too.
J10	STU	Bells & Whistles	This session will introduce you to some of the enhanced features available in Skyward, such as setting preferences, quick lists to EXCEL, computer-generated tardy slips, and much more! Come see and share!
K10	HLTH	Miscellaneous Health Records	This session will cover some of the more advanced Skyward features such as IHPs, process lists, TREX, more complex reports and process lists. It will end with a question and answer session where health users can ask any remaining questions concerning the new web version before the end of the conference.
L10	GEN	Scheduling Tasks & Other Cool Web Features	This session will cover how to setup scheduling routine tasks and also several other features available out on the Web. Examples will focus on the finance and HR office but all are welcome to attend.

M10	TECH	Technical Requirements for Moving from PAC to WEB	This session will focus on new software developments needed to move from PAC to Web. This will make sure that you have enough hardware to meet your districts needs as they move to the Web. There will also be discussions other features such as district to district transfer and Monolith 2.
N10	FIN	1099 Processing	This session provides an overview of the 1099M process, including the creation of the work file, handling exceptions and creating the print files.
O10	FIN	Credit Card Interface	This session will demonstrate the Credit Card interface and how it integrates with the Skyward finance system.
P10	FIN	Roundtable - Business Office Supervisor	This roundtable session is for Business Office Supervisors. Come interact with your peers and discuss common software-related Business Office issues and solutions.
Q10	PR	Payroll - Importing Deductions and Benefits from TPA	Come learn how to setup an interface for exporting employee demographics for your Third Party Administrator and also how to import the changes back into the Skyward system.
R10	HR	Service Records	Come learn how this module can assist you with creating your service records, verify the data and where it is pulled from.
S10	HR/PR	What's New in Payroll and Human Resources	Get up-to-date on all the newest changes in the Human Resources and Payroll systems. This session will highlight some of the newest enhancements in the software.
T10	HR/PR	Employee Access - Using Web Posting and Surveys	Learn how to create surveys and display other useful information for your employees on Employee Access. Web Posting allows you to provide links to important documents.

Legend for sessions: STU = student, FIN=finance, HR=human resources, TECH=technology, HLTH=health, PR=payroll, GEN=general, and FSVC=food service. (ADV) after a session description means this is targeted for a more advanced user.

All Student sessions (STU legend) will be for the Web version unless specifically stated otherwise.