

WASWUG Fall Tentative Breakout Session Offerings

Session 1 / October 9th / 9:45 - 10:45 am

Course Name	Description	Experience Required	Product Area	Presenter Name
Creating User-Friendly Financial Summary Report	In this session, learn about the pertinent settings for developing Budgetary Data Mining Summary Reports. You'll observe how to use Account Sequences and the like to develop eye-pleasing, efficient reports.	Beginner and Intermediate	Finance	Sean Schaeffer, WSIPC
Insurance Tracking Pooling and Balancing	Use the IT Calculate process and reports to determine pooling and not pooling distributions amounts. Learn options for balancing FTE, deduction, and benefit enrollments.	Beginner	HR	Darlene Gjelsteen, ESD 113
Payroll ACH Child Support Setup	This session will cover the steps regarding the use of Payroll ACH Child Support which allows Child Support withholdings and the associated employee records to be electronically submitted to a state agency in the Payroll ACH file. Allow this integrated process to work for you!	Any	HR	Julie Gray, WSIPC
Excel: Building a spreadsheet from scratch	This session will cover how to Find and Create Templates; Automate data entry, how to add your district logo, add web links and more. Rows, and Columns & how to Insert, Copy, and Group Worksheets.	Beginner and Intermediate	Professional Development	Sherry Prindle, Successful Training Solutions
PCG Session	Full session description coming soon.	Any	Professional Development	
Getting to Know Q: General Overview for Student Users	Have you heard the buzz about Qmlativ? Want to see what Q can do for you? Come take a look! In this session, we'll provide a high-level overview of Qmlativ by demonstrating navigation and other basic functionality, including reporting and security, for Student system users.	Any	Qmlativ - ST	Heather Klein, WSIPC
Attendance Letters from Start to Finish (2 hours)	If you are interested or have been running Attendance Letters, please attend this session as I will be demonstrating how you can extract the data you already record into the Skyward Attendance Module to inform guardians of their student's attendance habits.	Any	ST: Attendance	Bobbette Ewing, ESD 105
Ditch the Paperwork: Let's Talk Advanced Custom Forms	Would you like to trim the paperwork from district forms and track the information in Skyward? Use Advanced Custom Forms to add distinct forms to Skyward for purposes of easy data entry, data collection, form display and validation. Learn how to create and organize your forms for electronic data entry, how to add your district logo, add web links and more. Have you ever considered using Skyward Discipline Letters, but weren't quite sure where to start? If you answered "yes" then this session is for you. We will look at 3 different types of discipline letters. Come and see which option will best meet the needs of your school. These letters are quick and simple to create.	Intermediate and Advanced	ST: Custom Forms	Rosene Hurd, ESD 101
Getting the Word Out: Discipline Communication	Have you ever considered using Skyward Discipline Letters, but weren't quite sure where to start? If you answered "yes" then this session is for you. We will look at 3 different types of discipline letters. Come and see which option will best meet the needs of your school. These letters are quick and simple to create.	Any	ST: Discipline	Shelly Fry, ESD 101

Session 2 / October 9th / 11:00 am - 12:00 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
Basics to Entering and Paying Expense Reimbursements (FM Focus)	In this session, you will learn how to submit Expense Reimbursement Requests. We will also review the process for approving and denying requests, as well as the basic configuration options.	Any	Finance	Kristen Dammel, ESD 101
"Look behind the curtain for the all powerful S-275 Tips"	Tips that may be helpful when preparing and completing the S-275 report.	Any	HR	Lori Osborn, ESD 105
How to Successfully Administer COBRA and FMLA Invoicing Using Insurance Tracking	This session will cover how to successfully administer COBRA and FMLA invoicing in Insurance Tracking and as a result save your district time and money. You will see how to set up the groups, plans and employees under COBRA and FMLA, calculate the employee's premium amounts, bill employees for their premium portion of coverage, receive and process employee payments, have the system automatically create the associated AP invoices for insurance vendors with automatic updates to the general ledger as steps are completed, as well as how to recover your administrative costs.	Any	HR	Joe Towns, WSIPC
Excel: Customize, Manuever and Modify	This session will cover how to: Format Cells, Rows, and Columns - Size, Merged Cells, Number Formats, Styles; Customize the Quick Access Toolbar; Work With Multiple Sheets at Once and how to Record a Basic Macro.	Beginner and Intermediate	Professional Development	Sherry Prindle, Successful Training Solutions
e-Funds Session	Full session description coming soon.	Any	Professional Development	
Make Your District Future Proof - Working in Tomorrow's Schools Today	Our schools were built for efficiency, based on students' date of birth and changes in the workplace are re-defining what "College and Career Ready" really mean. We'll explore Personal and Real-Time learning as we "Shift" the way we work and lead in today's schools.	Beginner and Intermediate	Professional Development	Pete Phillips, NCESD
Getting to Know Q: First Look at Student Management Modules	Follow the Yellow Brick road to Qmlativ! In this session, we'll provide a look at a variety of Student Management modules, such as: Student, Attendance, Discipline, Fee Management, Food Service, Grading, Health, Message Center, and Scheduling.	Any	Qmlativ - ST	Patricia Bartlette, WSIPC
Attendance Letters from Start to Finish (2 hours)	If you are interested or have been running Attendance Letters, please attend this session as I will be demonstrating how you can extract the data you already record into the Skyward Attendance Module to inform guardians of their student's attendance habits.	Any	ST: Attendance	Bobbette Ewing, ESD 105
CEDARS Special Programs	Participants in this session will learn how to enter Special Program data for CEDARS reporting, how to use the WSIPC CEDARS Data Cross Reference document, what the WSIPC CEDARS extract logic is and how it applies to the Student Programs Data Elements and files submitted to OSPI. We'll also talk about "tricky" information, such as what Start or End Date to use, or what Entity value is required, and easily understand the data available.	Beginner and Intermediate	ST: CEDARS	Julie Williams, WSIPC & OSPI
Data Mining Basics - Making Sense out of Data Mining	This session will cover how to successfully administer COBRA and FMLA invoicing in Insurance Tracking and as a result save your district time and money. You will see how to set up the groups, plans and employees under COBRA and FMLA, calculate the employee's premium amounts, bill employees for their premium portion of coverage, receive and process employee payments, have the system automatically create the associated AP invoices for insurance vendors with automatic updates to the general ledger as steps are completed, as well as how to recover your administrative costs.	Beginner and Intermediate	ST: Data Mining & Processing Lists	Donna Gehring, ESD 101

Session 3 / October 9th / 2:00 - 3:00 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
1099-M Prep	This class is intended for anyone who is involved in the preparation of 1099's, or who works in Accounts Payable. The goal is to obtain accurate vendor and invoice information throughout the year, to reduce 1099M maintenance prior to the deadline. We will identify 1099 vendors, look at invoice amounts which should be reported on a vendor's 1099, and review useful websites, and know how to store vendor information in Skyward for easy access.	Beginner and Intermediate	Finance	Lorena Pulido & Madison Keller, NC ESD
Create Custom Forms with the Click of Your Mouse Not Your Ruby Slippers	"I'll get you my pretty and your signature too!" Join Dorothy on a 3-part journey using the Yellow Brick Road to reach electronically signed contracts to request, gain access to, affect what's on your report; how to use "Ranges" to control the information contained on your report; how to print a block of fields on one line, and different methods to build And/Or Filters.	Any	HR	Nicole Brandt, WSIPC
Excel: Create and Manipulate Reports	This session will cover the following: Sort - Quick and Multi-Level; Filter - Query and Clean up; Subtotal; Format As Table; Print - Total Control of How it Shows Up on Paper.	Beginner and Intermediate	Professional Development	Sherry Prindle, Successful Training Solutions
West (School Messenger) Session	Full session description coming soon.	Any	Professional Development	
Qmlativ - Navigation and Design With You in Mind	Experience Qmlativ's simple, yet powerful design, with navigation and features tailored to meet the busy demands of today and tomorrow. In this session, we'll explore the common features and flows of Qmlativ (with a business office-HR slant), including Live Tiles, Global Search, In-line Editing, and customizable browse screens.	Any	Qmlativ - HR & FM	Sean Schaeffer, WSIPC
Getting to Know Q: First Look at Teacher, Parent, and Student Access	Teachers, parents, and students are important stakeholders in your Qmlativ upgrade. Come take a first look at what they can expect when they log into Teacher Access and Family and Student Access.	Any	Qmlativ - ST	Alton Ho, WSIPC
Communication is Key: Message Center & Auto Email	During this session I'll show you how to use Message Center to communicate with your students and send options, visualize how messages appear in Family/Student Access, and configure Automated Emails.	Any	ST: Advanced Features	Lindsay Grams, ESD 105
Moving Beyond the Basics of Data Mining	In this session, you will learn what "Student Inclusion" options are and how to use "Field Areas" to affect what's on your report; how to use "Ranges" to control the information contained on your report; how to print a block of fields on one line, and different methods to build And/Or Filters.	Intermediate and Advanced	ST: Data Mining & Processing Lists	Robin Swecker, WSIPC
ThoughtSpot	My School Data has an exciting new way to get the right data at the right time. ThoughtSpot is a search driven analytics tool that allows you to search data in the data warehouse and ask questions through an interactive search bar that dynamically pulls data. You will see how to use the tool to ask questions about your students, then build, change and share charts with others; even build your own customized dashboard! It's intuitive and fun. Empower your district with My School Data and ThoughtSpot.	Any	ST: MSD	Ken Mock, WSIPC

Session 4 / October 9th / 3:15 - 4:15 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
Chart of Accounts and Purchasing Activity: Reports No Longer Needed	Are you a business office professional seeking self-servicing tools to replace financial reporting to schools and departments? Are you an administrator or administrative assistant looking for a demand tool for tracking your balances and purchases? In this session, learn how schools and departments can check balances and review purchasing activity from the web interface. Explore how filters can enhance the experience. Improve your use of these web applications.	Any	Finance	Alice McCallister, WSIPC
Learn to Turn Paper Forms into Employee Letters "Oh, You Liquefied Paper, Eh? Very Resourceful!"	Do you ever wish that clicking your heels together 3 times would cause all the contracts to be signed? Join Dorothy on a 3-part journey using the Yellow Brick Road to reach electronically signed contracts and you might just get your wish. Gain courage, like the Cowardly Lion, by attending the Employee Letters (Contract, Custom Forms (Signature Page), and Online Forms (Framework) sessions. Each will break down the fundamentals of the process and review settings and procedures that will allow Dorothy to obtain signed contracts without the burden of paper. Attending all three sessions is not required, but encouraged.	Any	HR	Nicole Brandt, WSIPC
Excel: Formulas and Functions	This session will cover the following: Formula Syntax and Order of Operations; AutoFill Formulas; SUM, AVERAGE, MAX, MIN; Calculate Dates; Refer to and Pull Data from Other Worksheets and Workbooks.	Beginner and Intermediate	Professional Development	Sherry Prindle, Successful Training Solutions
SnapRaise Session	Full session description coming soon.	Any	Professional Development	
Zoom Your Way to Remote Support	Do you ever wish you could take over and "Drive" their computer when you provide support to your districts? This session will show you how to use Zoom, our 9 ESD's brand new "FREE" web video conferencing software, to display your screen, look at the "Far Site" screen, and take over mouse and keyboard controls on their computer to give them how to instruction 1 on 1.	Beginner and Intermediate	Professional Development	Pete Phillips, NCESD
Qmlativ - Human Resources Just Got an Upgrade	In this session, we'll explore the key features of Qmlativ's Human Resource modules, such as Payroll, Employee, Time Off, and Getting Customers into Qmlativ's powerful Reporting tool and its customizable workflow solution.	Any	Qmlativ - HR	Janet Dockter, WSIPC
The Ins and Outs of Reengagement Program Reporting	In this session you will learn how to successfully submit data through CEDARS for students participating in Reengagement programs. As well we will discuss how to troubleshoot when student's aren't reporting as expected. You'll be shown tools in EDS/CEDARS to verify students participating and how to enter data in Skyward to ensure a student is reported in CEDARS correctly.	Beginner and Intermediate	ST: CEDARS	Julie Williams, WSIPC & Lisa Ireland, OSPI
Athletic Grading: More than Just for Sports	You can use Athletic Grading not only to track eligibility for your athletes, but also to perform grade checks for any groups of students. Come to this session to learn the different ways you can achieve this in Skyward with ease.	Intermediate	ST: Grading	Alton Ho, WSIPC
Career Plans	This training will offer a general overview of Career Plans. A Career Plan is a high school coursework plan which identifies a student's specific post secondary goal(s). Career Plans integrates with Graduation Requirements to seamlessly track progress towards graduation.	Beginner and Intermediate	ST: Graduation Requirements	Teresa Cook, NC ESD
Understanding Vaccinations	Vaccinations- Not just a shot in the dark. In this session we will discuss how to review Vaccination Entry fields in Skyward used for Vaccinations, and how to trouble shoot common Vaccination issues.	Beginner and Intermediate	ST: Health Records	Kim Clark, ESD 105

Session 5 / October 9th / 4:30 - 5:30 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
Managing Vendors: Entering W-9 Info, Changing Order-From Relationship and More	Unsure if a vendor should be entered as a Remit-To or an Order From vendor? What if a company's Invoice identifies a different name than the name it submitted on its W-9? In this session, you'll receive guidance on these questions as well as more advice on accurately managing Vendor Profiles so purchase orders, payments, and 1099-M forms contain the correct information.	Beginner and Intermediate	Finance	Alice McCallister, WSIPC
Learn to Use Online Forms to Build the Yellow Brick Road	Do you ever feel like the Wicked Witch of the West when obtaining signed contracts? Join Dorothy on a 3-part journey using the Yellow Brick Road to reach electronically signed contracts. Gain courage, like the Cowardly Lion, by attending the Online Forms (Framework), Custom Forms (Signature Page) and Employee Letters (Contract) sessions. Each will break down the fundamentals of the process and review settings and procedures that will allow Dorothy to obtain signed contracts without the burden of paper. Attending all three sessions is not required, but encouraged.	Any	HR	Nicole Brandt, WSIPC
Excel: Shortcuts, Tips and Tricks	This session will cover the following: Popular Keyboard Shortcuts; Freeze Headers and Split Panes; Insert Comments; Tricks for Data Entry and Moving Through Data.	Beginner and Intermediate	Professional Development	Sherry Prindle, Successful Training Solutions
Qmlativ - Financial Management Just Got an Upgrade	In this session, we'll explore the key features of Qmlativ's business modules, such as Accounts Payable and Purchasing. Experience Qmlativ's powerful Reporting tool and its customizable workflow solution.	Any	Qmlativ - FM	Sean Schaeffer, WSIPC
The Life of a Discipline Incident	In this session, follow the life of an Incident from its "birth" as a referral, rebellious teenage limes, and "graduating" closure. We will see how to keep in line with reporting guidelines and how to stay in this session, we'll cover the basics of the GPA calculations in Skyward and for WA State, including resources to use for troubleshooting a GPA. We'll look at the GPA tabs and discuss the rules, calculation and calculation available to you that is helpful when troubleshooting. As well, we will review the setup of GPA calculations to ensure accuracy.	Beginner and Intermediate	ST: Grading	Michael Blessing, ESD 113
Using Educational Milestones to Track Additional State Requirements	Educational Milestones are the key to the transcript! Additional State Requirements. Learn how to unlock this mystery!	Beginner and Intermediate	ST: Graduation Requirements	Nancy Durham, ESD 105
CTE Completers	Introducing another new addition to the My School Data suite of applications, the CTE Completers tool. The Career and Technical Education Completers tool in My School Data gives districts the opportunity to save time, money and resources typically needed to manually complete annual CTE reporting. In this session we will provide an overview of this exciting new tool and share how you can get access.	Any	ST: MSD	Ken Mock, WSIPC

Session 6 / October 10th / 8:30 - 9:30 am

Course Name	Description	Experience Required	Product Area	Presenter Name
Scheduling Budgetary Data Mining Reports	Participants in this session will learn how to create and manage a Scheduled Task for a Budgetary Data Mining report. During this session I will show you how to: Create a Budgetary Data Mining Scheduled Task, Access Scheduled Tasks from your print queue and the Scheduled Tasks screen, Utilize various scheduling features such as using a blackout period.	Beginner and Intermediate	Finance	Jennifer Chamberlain, NC ESD
Creating and Using Custom Forms in Human Resources	Do you work with the employees of your district and have information you need to store/track for them but don't have a place in Skyward to do that? If this is a challenge you face plan on attending my session, "Creating & Using Custom Forms in Human Resources". Learn how you can build the fields you need, enter the data, and then extract the information later in reports.	Any	HR	Don Duncan, ESD 113
Cleaning Up Your Name Records - HYBRID (Stu/Fin/HR)	Have you ever come across a duplicate name record in Skyward and wondered how to fix it? In this session we will explore a variety of utilities and reports which will help identify duplicate name records. We will discuss the Name Merge utility and how and when it can be used. Finally we will review the option to allow Student Management Users to change demographic information for Inactive Employees.	Intermediate and Advanced	Hybrid - Stu/Fin/HR	Tim Collier, ESD 101
Google Suite	Full session description coming soon.	Any	Professional Development	Kristina Wambold, ESD 112
Qmlativ - Financial Management Just Got an Upgrade	In this session, we'll explore the key features of Qmlativ's business modules, such as Accounts Payable and Purchasing. Experience Qmlativ's powerful Reporting tool and its customizable workflow solution.	Any	Qmlativ - FM	Sean Schaeffer, WSIPC
Getting to Know Q: General Overview for Student Users	Have you heard the buzz about Qmlativ? Want to see what Q can do for you? Come take a look! In this session, we'll provide a high-level overview of Qmlativ by demonstrating navigation and other basic functionality, including reporting and security, for Student system users.	Any	Qmlativ - ST	Heather Klein, WSIPC
Processing Lists & Practical Uses	Processing Lists allow you to create a list of names and then use those names to run reports in many areas of the Skyward software in Student Management. In this session, you will learn how to create a Processing List, and how to add to or subtract names from your list(s).	Beginner and Intermediate	ST: Data Mining & Processing Lists	Debbie Harkness, NC ESD
Cleaning Up Your Name Records - HYBRID (Stu/Fin/HR)	Have you ever come across a duplicate name record in Skyward and wondered how to fix it? In this session we will explore a variety of utilities and reports which will help identify duplicate name records. We will discuss the Name Merge utility and how and when it can be used. Finally we will review the option to allow Student Management Users to change demographic information for Inactive Employees.	Intermediate and Advanced	ST: Hybrid - Stu/Fin/HR	Tim Collier, ESD 101
HSB	Come see the exciting changes we have made to the My School Data High School and Beyond Planning tool. We will take a tour through the plan as though we were a student. Exploring the questions "Who Am I?", "What Can I Become?", and "How Will I Become?" and also peek at where a student can enter their postsecondary goals. We will delve into the Four-Year Course Plan, upgrades we have made to the area, what is displayed, and where that data comes from.	Beginner and Intermediate	ST: MSD	Ken Mock, WSIPC
Elementary Office Staff (3 hours)	During this session, we will demonstrate how to manage Student Records from the perspective of Elementary Staff. We will look at Health Records, how to troubleshoot and manage Family Information, and how to keep on top of daily Attendance. We will also cover some general tips and tricks that will help you do your job that includes Navigation, Reporting, Data Mining, Surveys, and Student Labels.	Any	ST: Other	Robin Swecker, WSIPC & Lynnette Miller, WSIPC

Session 7 / October 10th / 9:45 - 10:45 am

Course Name	Description	Experience Required	Product Area	Presenter Name
AP ACH Implementation	Learn the key steps and considerations for implementing electronic funds payments to your vendors.	Any	Finance	Sandi Hendrickson, WSIPC
True Time Considerations	Come learn about the many considerations to make before implementing True Time in your district. Is Employee Access and Time Off being utilized? Learn how to build a pilot group, look at what gets done and how to keep on top of daily Attendance. We will also cover some general tips and tricks that will help you do your job that includes Navigation, Reporting, Data Mining, Surveys, and Student Labels.	Any	HR	Stephen Lord, ESD 113
Clean Out Your Closet: Database Maintenance & Cleanup - HYBRID (Stu/Fin/HR)	Ever heard the saying, "Garbage In, Garbage Out?" Well, your Skyward database could be providing your district with bad data if you don't take the garbage out; much like Sarah Sylvia Cynthia Stout. This session will explore many reports and utilities to help identify the garbage. We will discuss ways to address the issues and possible corrections. And finally Sara Cynthia Stout said, "OK, I'll take the garbage out!"	Intermediate and Advanced	Hybrid - Stu/Fin/HR	Tim Collier, ESD 101
Google Suite	Full session description coming soon.	Any	Professional Development	Kristina Wambold, ESD 112
Qmlativ - Human Resources Just Got an Upgrade	In this session, we'll explore the key features of Qmlativ's Human Resource modules, such as Payroll, Employee, Time Off and Budgeting. Experience Qmlativ's powerful Reporting tool and its customizable workflow solution.	Any	Qmlativ - HR	Janet Dockter, WSIPC
Getting to Know Q: First Look at Student Management Modules	Follow the Yellow Brick road to Qmlativ! In this session, we'll provide a look at a variety of Student Management modules, such as: Student, Attendance, Discipline, Fee Management, Food Service, Grading, Health, Message Center, and Scheduling.	Any	Qmlativ - ST	Patricia Bartlette, WSIPC
Clean Out Your Closet: Database Maintenance & Cleanup - HYBRID (Stu/Fin/HR)	Ever heard the saying, "Garbage In, Garbage Out?" Well, your Skyward database could be providing your district with bad data if you don't take the garbage out; much like Sarah Sylvia Cynthia Stout. This session will explore many reports and utilities to help identify the garbage. We will discuss ways to address the issues and possible corrections. And finally Sara Cynthia Stout said, "OK, I'll take the garbage out!"	Intermediate and Advanced	ST: Hybrid - Stu/Fin/HR	Tim Collier, ESD 101
New Student Online Enrollment	This session will cover the following: NSOE Parent Form & Account Creation, New Student Application Completion, Custom Forms & Data Submission, Portals users ARBA, NSOE Application Approval Overview, Student Record Creation via Online Enrollment. We will also discuss lessons learned from real district implementations.	Beginner and Intermediate	ST: New Student Online Enrollment	Michael Blessing, ESD 113
Tardy Kiosk	As a result of this session, you will be able to: Share the report of using the Skyward Tardy Kiosk; Apply a filter in Transaction Tracking window to see student checkins; Enter a report to show student checkins; Show where the checkin time is recorded on the student's record; Adjust a student's tardy entry; Start the kiosk device and get logged in; Show students how to scan/enter.	Intermediate	ST: Other	Cindi Robinson, ESD 114
Elementary Office Staff (3 hours)	During this session, we will demonstrate how to manage Student Records from the perspective of Elementary Staff. We will look at Health Records, how to troubleshoot and manage Family Information, and how to keep on top of daily Attendance. We will also cover some general tips and tricks that will help you do your job that includes Navigation, Reporting, Data Mining, Surveys, and Student Labels.	Any	ST: Other	Robin Swecker, WSIPC & Lynnette Miller, WSIPC

Session 8 / October 10th / 11:00 am - 12:00 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
Exploring Vendor Custom Forms	Do you work with the Vendor Master in your district and have information you need to store/track for your vendors but don't have a place in Skyward to do that? If this is a challenge you face plan on attending my overview session, "Exploring Vendor Custom Forms". Learn how you can build the fields you need, enter the data, and then extract the information later in reports.	Any	Finance	Don Duncan, ESD 113
W-2 Preparations	This session will provide tips and tricks to minimize stress when preparing W-2's in January.	Any	HR	Alan Steinfort, ESD 101
After the Update: Payroll's Impact on Financial Management	The goal of this session is to help FM and HR employees understand how certain invoices are generated and accounts are affected by various payroll updates.	Any	Hybrid	Travis Belisle, ESD 105
Google Suite	Full session description coming soon.	Any	Professional Development	Kristina Wambold, ESD 112
Qmlativ - Navigation and Design With You in Mind	Experience Qmlativ's simple, yet powerful design, with navigation and features tailored to meet the busy demands of today and tomorrow. In this session, we'll explore the common features and flows of Qmlativ (with a business office-HR slant), including Live Tiles, Global Search, In-line Editing, and customizable browse screens.	Any	Qmlativ - HR & FM	Sean Schaeffer, WSIPC
Getting to Know Q: First Look at Teacher, Parent, and Student Access	Teachers, parents, and students are important stakeholders in your Qmlativ upgrade. Come take a first look at what they can expect when they log into Teacher Access and Family and Student Access.	Any	Qmlativ - ST	Alton Ho, WSIPC
Understanding & Managing CEDARS Validations	In this session you'll find resources to assist you when working with CEDARS validation errors, learn how to relate OSPI Data Elements to specific areas and fields in Skyward and you'll learn how to trouble shoot and correct OSPI and data validation errors.	Any	ST: CEDARS	Julie Williams, WSIPC & OSPI
Elementary Office Staff (3 hours)	During this session, we will demonstrate how to manage Student Records from the perspective of Elementary Staff. We will look at Health Records, how to troubleshoot and manage Family Information, and how to keep on top of daily Attendance. We will also cover some general tips and tricks that will help you do your job that includes Navigation, Reporting, Data Mining, Surveys, and Student Labels.	Any	ST: Other	Robin Swecker, WSIPC & Lynnette Miller, WSIPC
Creating Filters & Using Browse View to Maximize Efficiency	Find information, counts, and create basic reports quickly and with ease.	Any	ST: Other	Rachel Cromer, ESD 113

Session 9 / October 10th / 1:45 - 2:45 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
Comp Tax - Understanding, Configuring, and Processing Comp Tax through the AP Module	We will discuss the configuration and processing of compensatory tax, as well as a background explanation of comp tax.	Any	Finance	Nick Howard, ESD 101
Defining HR Payroll Messages and How to Fix them	This session will provide you with examples of common Payroll Error and Warning messages received during a Payroll calculate. Determining the cause for the errors/warnings and provide you with solutions to resolve the issues(s), as well as learning how to prevent issues in the future.	Any	HR	Meghan Setzer, ESD 101
Tips for Online: How to save time with tools.	Full session description coming soon.	Any	Professional Development	Kristina Wambold, ESD 112
Skyward Mobile from the Guardian, Student, and Teacher Perspectives	Learn how Skyward Mobile Access can enhance your students, parents, and teachers use of Student, Family, and Educator Access.	Beginner and Intermediate	ST: Skyward Mobile	Michael Blessing, ESD 113
IEP Online Writeback	During this session we will look at the process to import data from IEP Online into Skyward, including considerations and steps. We will also look at the benefits of using the write-back, what fields are available for update and the general logic that is used, including troubleshooting tips and how to describe reports.	Beginner and Intermediate	ST: Special Education	Lynnette Miller, WSIPC
Entering & Importing Test Scores	This session will review the steps necessary to assign student test scores either manually or using the Test Score Import Wizard.	Intermediate	ST: Test Scores	Magdalena Sanchez, ESD 105

Session 10 / October 10th / 3:00 - 4:00 pm

Course Name	Description	Experience Required	Product Area	Presenter Name
Importing into Financial Management	Learn how to import cash receipts and journal entries into Skyward (both PaC and Web).	Beginner and Intermediate	Finance	Garrett Zumini, ESD 101
Processing Payroll AP Invoices	We will be going through the Payroll AP process, and talking about where and how the numbers tie into your payroll to get a better understanding of how Payroll AP works in the system.	Any	Hybrid	Katrina Aton, ESD 101
Making Flyers with Smore & Canva	Full session description coming soon.	Any	Professional Development	Kristina Wambold, ESD 112
ThoughtSpot	My School Data has an exciting new way to get the right data at the right time. ThoughtSpot is a search driven analytics tool that allows you to search data in the data warehouse and ask questions through an interactive search bar that dynamically pulls data. You will see how to use the tool to ask questions about your students, then build, change and share charts with others; even build your own customized dashboard! It's intuitive and fun. Empower your district with My School Data and ThoughtSpot.	Any	ST: MSD	Ken Mock, WSIPC
Security Basics for Student Management				