

SESSION DESCRIPTIONS
SPRING 2010

Product Area	Title	Summary <i>(this would come from the summary on the outline)</i>
Custom Reporting	Advanced Crystal Techniques	Learn how to use some of the advanced features available with Crystal Reports Professional XI. Some of the advanced options that will be covered include: dynamic parameters, cross-tabs, and how to use SQL queries in your report. This session is a good opportunity to ask those Crystal questions that keep you up at night!
	Crystal Reporting for the Web	This session will introduce the new web Custom Reports option, demonstrate how to post Crystal Reports to Family Access, and show the new web tools to assist with writing Crystal Reports or queries.
	Crystal Reports Roundtable	Share your experiences during an open discussion about Crystal Reports XI Professional. Discuss Crystal Reports' abilities, limitations, and how Crystal Reports benefits your district. Get answers, share resources, and learn from your peers. Topics will include custom report cards, custom transcripts, enrollment forms, and bursting reports.
	Custom Reporting Tools	Learn how Crystal reports and associated tools can help your district gather the information you are looking for. Learn what Crystal Reports XI Professional is, and how it can benefit your district. See how Crystal Enterprise can keep your district's reports organized through scheduling and exporting the results. Use additional tools to assist in the development of reports.
Finance	A/P System Setup and Adding	Setup invoice parameters to make invoice entry quicker. Use the new wire transfer option. Create invoices from essential purchase order information.
	A/P Updates and Check Processing	Learn how to update entered invoices. Run the accounts payable check register to print checks and update cash accounts. Understand the accounting differences between regular and manual checks. Use the new wire transfer option.
	A/P ACH - Setup and Processing	Make ACH payments to both individual and Business type vendors. See how this option is setup and how the ACH payment is generated.
	Bank Reconciliation	Learn how to use the new Bank Reconciliation option to better track your cash account activity.
	Budgeting on the Web	See the budgeting options that are available on the web, including budget requisitions, mass change options, budget entry options, and online budget transfer requests.
	Credit Card Processing	This session will demonstrate the Credit Card interface and how it integrates with the Skyward PaC Finance System.
	Employee Access - Overview	Learn how Skyward can empower your employees to view relevant information pertaining to their employment by using Employee Access, which allows employees to view payroll information, request time off and more!
	Finance - Preparing for Year End	Learn how to prepare for, and process your finance fiscal year end. 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.

SESSION DESCRIPTIONS
 SPRING 2010

Finance	Finance - Preparing for Year End	Learn how to prepare for, and process your finance fiscal year end. 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.
	Finance Roundtable	This session will provide an opportunity for Finance users to interact with each other, ask questions, and provide information about how they deal with various Finance-related questions and issues.
	Finance Roundtable	This session will provide an opportunity for Finance users to interact with each other, ask questions, and provide information about how they deal with various Finance-related questions and issues.
	Finance Tips and Tricks	Users! 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.
	Fixed Assets Maintenance	This session will provide a general introduction to Fixed Assets and how the system can help you with your depreciation needs.
	New Features - Finance	This session will be a demonstration of some of the newest options available within Finance.
	New Features - Finance	This session will be a demonstration of some of the newest options available within Finance.
	Online Expense Reimbursements	Come see Skyward's new Online Expense Reporting Option. We will demonstrate the setup of this option, and then demonstrate the expense report submission, approval, and payment process.
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	Purchasing on the Web - Process	This session will demonstrate entering requisitions, requisition approval, and methods of accessing purchasing history through Web purchasing, Account Master, or Vendor Profile.
	Purchasing on the Web - Setup	This session will cover utilizing security, setting up purchasing groups, account clearance groups, and configuring the web programs for requisition entry and approval.
	Revenue and Expense Reporting	This session will demonstrate how to set up Revenue/Expense and Balance Sheet reports. We will discuss all of the set up options for both Summary and Detail reports as well as how to set up combination fields and Batch reports.
	School Based Activity Accounting	Discover how this product will allow your district to transfer responsibility for activity funds to your individual schools in order to improve efficiency with entity specific financial management transaction processing.

SESSION DESCRIPTIONS
SPRING 2010

Human Resources	EM - Online Credit Approvals	Get a first-hand look at this brand new option! Online Credit Pre-Approvals allows you to cut paper costs by providing an electronic method to request approval for various types of credit. Once approved, the credit information will automatically be added to your Skyward database.
	Employee Management - Best Practices and Problem Solving	Discussion on common issues customers submit and how to resolve them. Learn best practices to optimize the use of your Employee Management module.
	Employee Management – Contract Settlement and Retro Pay	Okay, so you've settled your contract. Now what? This session will show how to update the negotiated changes to your Employee Management plan, import the new data to the Profile, and use that information to calculate Retroactive pay.
	Employee Management - Learning the Utilites - 1	This session will demonstrate several of the Employee Management Utilities, including Step Increase Process, Mass Changing Position/Assignment Information, and Plan Calendars Cycle.
	Employee Management – Learning the Utilities - 2	Part 2 of the Employee Management Year End Prep session we will continue the demonstration of processes used to generate your Employee Management plan for the next year.
	Employee Management – Position Setup	The first session will provide an overview on how to set up positions and assignments.
	Employee Management – User Defined Screens and Data Mining	Learn how to create User Defined fields and screens during this session of the Employee Management presentation. This session will also demonstrate how to run basic Employee Data Mining reports from within the EMS system.
	Employee Management Roundtable	This roundtable session uses Employee Management as a topic, providing an opportunity for you to interact with your peers, ask questions, and discuss issues with other users.
	Fast Track for Users	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 with this recently revamped module.
	HR Data Mining	We will be demonstrating the HR data mining and web data mining options
	Insurance Tracking - Open Enrollment	Learn how the new Open Enrollment feature streamlines the process of selecting or updating current insurance elections, sending the data seamlessly into your Insurance Tracking module.
	Insurance Tracking Roundtable	Bring your questions for discussion and problem solving with other Insurance Tracking users.
	New Features - Human Resources	This session will be a demonstration of some of the newest options available within Human Resources
	New Features - Human Resources	This session will be a demonstration of some of the newest options available within Human Resources
	Payroll Fiscal Year End and Payroll Payables	End of the year payrolls are fast approaching. Whether you issue lump sum payments to teachers and other 9 and 10 month employees, or issue checks throughout the summer, Skyward has options to easily complete these payrolls.

SESSION DESCRIPTIONS
 SPRING 2010

Human Resources	Payroll Roundtable	This roundtable session uses Payroll as a topic, providing an opportunity for you to interact with your peers, ask questions, and discuss issues with other users.
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	Salary Negotiations - Budgeting for Salaries and Benefits	This session will demonstrate how to create and use data in Salary Negotiations to build budget figures for Salary and Benefit expenses. Learn what options there are to bring these budget figures from Salary Negotiations to your actual budget.
	Substitute Tracking with 3rd Party Interface	This session will give an overview of the setup and troubleshooting the Sub Tracking 3rd Party Import.
	Time Off - Advanced Options	Learn additional ways to get the most out of the Time Off module. Among the topics, will discuss features such as the ability to default Time Off setup during the employee add/change process, and the Time Off Year End Purge and Rollover.
	Time Off Overview	This session will provide a general overview of the Time Off system. Learn how to set up Time Off records and enter transactions. This session will also demonstrate Limited Access Time Off setup and entry.
	Time Off Requests on the Web	This session will provide an overview of how to setup to software to process online time off requests.
	True Time	This session will give an overview and demonstration of the current options available through the True Time program.
	True Time - Processing	Now that you're setup and ready to start using True Time, see the full process from clocking in to payment issued.
	True Time - Setup	True Time is real time. Before that happens, the setup needs to be completed to handle your districts unique situations. See the different setup options available.

SESSION DESCRIPTIONS
SPRING 2010

Sales	Data Warehouse	Find out what options are available for your administrators and board members to see key district data through an easy to use portal. We will demonstrate how this systems analysis reporting tools and easy to use dashboards.
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	Fast Track	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. This session will provide a presentation of Skyward's applicant tracking software and new development features within the module.
	Finance Web Development	Skyward continues to make substantial progress on moving our entire Financial system to a web-based system. This session will cover the new developments.
	New Customer Overview	A walk through of the complete sales cycle to becoming a part of the Skyward team. We will talk about conversions, implementation and tools available to you.
	Response to Intervention (RTI)	This session will cover Skyward's newest product - RTI. Come see our Response to Intervention solution. This session will be a presentation of our current development of our RTI solution.
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	Skylert	This session will cover Skyward's newest product – Skylert. This product allows schools to send emergency & non0emergency information to parents & guardians via phone, voicemail and/or SMS (Text) Message.
	Skylert	This session will cover Skyward's newest product – Skylert. This product allows schools to send emergency & non0emergency information to parents & guardians via phone, voicemail and/or SMS (Text) Message.
	Workflow Management	Learn how to set up step-by-step processes, assign shortcuts that jump you directly to the area of work, and add notifications on each workflow item.

SESSION DESCRIPTIONS
 SPRING 2010

Special Education	At Risk	If you've not begun using the At Risk component of the Student Services area of PaC Student to help identify At Risk Students, this session is for you. Come see how to identify and track At Risk students according to eligibility criteria.
	New Features - Special Ed	This session will review the new options added to the Special Education module. Items that will be discussed are Auto E-mail, New HTML forms editor, and SE Tracker to name a few.
	PaC to Web Implementation	This session will include recommendations on how to transition to Web Special Education
	SkyForms 3.0 - Converting Templates	Review the steps necessary to convert existing forms to SkyForms 3.0.
	SkyForms 3.0 - Introduction	This session will be an overview of SkyForms 3.0 and how it works.
	Skyport - Special Ed	See how Skyport widgets can help with your Special Education processing.
	Special Ed - Roundtable	This is a general session where end users can ask questions and discuss topics they are encountering in their day to day job duties.
	Special Ed - Year End	Review recommendations and requirements for processing the Year End for Special Ed and preparing for the Start of the new year.
	Special Ed in Family Access/EA+	This session will demonstrate how to setup the system to display Special Education information in Family Access and/or Educator Access Plus.
	Special Ed Reporting - Data Mining	This session will review any new options added to Data Mining and use the tool to create custom Special Education reports.
	Special Ed Reporting/Canned Reports	We will review new reports added to the system and field questions on other existing reports.

SESSION DESCRIPTIONS
SPRING 2010

State - Finance	403(b) and 457 Compliance Reports	This session will demonstrate how to generate 403(b) and 457 compliance reports within Skyward if your district uses one of three available formats - CPI, TSA, or Gatekeeper.
	Annual and Fund 27 Reporting	This session will demonstrate how to create the Annual Report work file for both the reports, how to verify the data and how to create the export files for submission to the DPI reporting portal.
	EEOC - Utilities and Report	Use Skyward utilities to update the EEOC types for your employees. Then use the software to quickly create the EEOC report.
	EEOC - Utilities and Report	Use Skyward utilities to update the EEOC types for your employees. Then use the software to quickly create the EEOC report.
	WI PI-1202 Reporting	It's never too early to start your PI-1202 report planning. This session will focus on options Skyward provides for updating class number information to the report, including how that data can be extracted from our Student Management software.
	WI PI-1202 Reporting	It's never too early to start your PI-1202 report planning. This session will focus on options Skyward provides for updating class number information to the report, including how that data can be extracted from our Student Management software.
	Wisconsin Retirement	This session will give an overview of the retirement reporting section of the software, including retirement setup, running the monthly and annual retirement reports, and how to record retirement for Retro Pay.
	PI-1563 Reconciliation Report	Attendees to this session will learn how to create the PI-1563 report and compare a fall and winter report to run the PI-1563 Reconciliation Report.
State - Student	Resident/Non Resident Enrollment, and other Exceptions Student Data Entry for ISES and/or PI- 1563	This session will show the NCLB-2 tab reporting options of Resident Enrolled Out and Non-Resident Enrolled In Students. Also, show how to record a Parent Placed Private student.
	VEERS Reporting	This session will demonstrate how to input data, create the export file, purge student VEERS records, and running the PI-1330R VEERS Report.
	WI/NCLB - NCLB-2	This session will focus on entering records on the NCLB-2 tab, focusing on fields that pull for the ISES files. The NCLB tab will also be discussed.
	WSLS - Basic Student Entry	Attendees to this session will learn important guidelines to use when entering a new student into the Skyward software to ensure that the state reporting results will be accurate.
	WSLS/ISES - Beginning	This session will provide a thorough explanation of how WSLS relates to ISES, and how to use Skyward to submit WSLS data to the state. Also, it will explain how to create and send ISES files using Skyward.
	Year End ISES Data Review	Review all Year End ISES Data Elements to ensure they are completed correctly to make submission in the fall go smoothly.

SESSION DESCRIPTIONS
SPRING 2010

Student Management	Advanced Master Builder - Prep	This session will review the steps necessary to use the Advanced Master Builder. Steps include Staff Unavailability, Populating the Master Builder Tab, and Locking Sections and Meeting Patterns.
	Advanced Master Builder - Processing	This session will review how the Advanced Master Builder analyzes Course Information to suggest the following: Period, Room, Teacher, and Control Set Length.
	Attendance Letters	This session will cover how to setup and generate letters notifying parents/guardians of poor student attendance.
	Basic Student Entry	This session will cover the entry of a new Student into the system. We will focus on how to avoid duplicate entries, and the adding of families and addresses.
	Basic Student Entry	This session will cover the entry of a new Student into the system. We will focus on how to avoid duplicate entries, and the adding of families and addresses.
	Custom Fields	This session will cover the New Custom Fields within Web Student. These fields will take the place of User Defined Screens Fields from PaC.
	Custom Report Cards - Part 1	This session will cover the steps needed to create a custom standards report card template
	Custom Report Cards - Part 2	This session will cover testing and printing the newly created custom standards report card
	Data Clean-up	Data clean up and maintenance can be overwhelming without the right tools. This session will discuss tools available to assist in cleaning up duplicate names and addresses, and also discuss how to avoid these occurrences in the future.
	Data Clean-up	Data clean up and maintenance can be overwhelming without the right tools. This session will discuss tools available to assist in cleaning up duplicate names and addresses, and also discuss how to avoid these occurrences in the future.
	Data Mining - Advanced	This session will provide advanced instruction for creating reports, incorporating ranges, sorts, exporting and formatting techniques. Process lists will also be discussed.
	Data Mining - Advanced	This session will provide advanced instruction for creating reports, incorporating ranges, sorts, exporting and formatting techniques. Process lists will also be discussed.
	Data Mining - Beginning	This session will provide the basics for creating simple reports and exports from the Student data miner.
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	Discipline	This session will cover the entry of offenses and actions. It will also cover viewing referrals and running reports.
	Discipline - Data Entry for ISES Reporting	This session will provide information on entering and reporting on Discipline information as it relates to the ISES process. Find out what the requirements are for ISES reporting.
	Educator Access Plus	This session is a broad overview of all aspects of Educator Access +, including Gradebook, Attendance, Discipline referrals, running rosters, and Survey options.

SESSION DESCRIPTIONS

SPRING 2010

Student Management	Elementary Scheduling	This session will cover the Future Scheduling process specific to Elementary schools. The concept is scheduling students for the main purpose of Standards Gradebook and Teacher Access Attendance.
	Email Processing	This session will cover the concept of Email Processing. Also covered will be the available Events and Triggers, as well and steps in set up.
	Family Access / Student Access	This session will be an overview of the Family Access module, demonstrating what options are available to parents as well as their impact on issues such as attendance and discipline. The remainder of the session will be comprised of an open forum for you to ask whatever questions you may have on the topic.
	Family Access/Student Access	This session will be an overview of the Family Access module, demonstrating what options are available to parents as well as their impact on issues such as attendance and discipline. The remainder of the session will be comprised of an open forum for you to ask whatever questions you may have on the topic.
	Fee Management - Suppress Auto Apply	This session will give a general overview of the Web Fee Management system. We will discuss how to add, remove and modify charges. Also to be discussed are new enhancements coming in future releases.
	Food Service	This session will be a general overview of the Food Service module. This session will cover entering information, as well as reporting options.
	Food Service - Applications	This session will cover the process of entering applications, including the new "Temporary Application" process.
	Food Service - Payments	This session will cover how to enter Food Service payments through payment entry as well as taking payments in line through purchase entry. Food Service payment reporting will also be covered.
	Food Service - Reporting	This session will focus on reading and understanding different Food Service reports.
	Food Service - Year End/Q&A/Utilities	Review of the Food Service Year End process. We will explain all steps and processes before and during the Year End itself.
	Food Service Roundtable	Bring your questions for discussion and problem solving among other food service staff.
	Future Scheduling - Auto Sched/Conflict Resolution	This session will analyze Scheduling Runs using various reports in order to best resolve conflicts.
	GPA Troubleshooting	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.
	Grade Analysis	This session will cover reporting that deals with Grade Analysis. Reports such as Selected Grades by Other, By Student, Grade Analysis, and GPA Improvement/Regression will be covered.

SESSION DESCRIPTIONS
SPRING 2010

Student Management	Graduation Requirements	This session will cover the utilization of Graduation Requirements, covering setup and reporting aspects. We will also cover how to link to curriculum, as well as some question and answer time.
	Health - Compliance/Immunizations	This session will cover the set up and maintenance of Compliance records as well as how to run utilities and reports to check for students Out of Compliance.
	Health - Nurses Log	This session will focus on the options within the Nurse's Log. We will discuss what kind of information can be logged, along with how these features will help you better serve students.
	Health - Reporting	This session will cover reporting that deals with Health Records. Reports such as Health Conditions Report, Vaccination Report, and Office Visit Report will be covered.
	Lockers/Activities/Athletics	This session will do a basic overview of Lockers, focusing on mass assigning and unassigning, Activities and Athletic Eligibility.
	Moving Your School Management System to the Web... Benefits and Implementation Plan	As a customer, you keep hearing that Skyward is moving to a web-based system and away from PaC. But, what does that really mean to you? This session will discuss the benefits of moving to a web-based system. You'll see the advantages of being able to access your network 24/7/365 anywhere, anytime, and how the web provides self service modules for Employee and Family Access.
	Moving Your School Management System to the Web... Benefits and Implementation Plan	As a customer, you keep hearing that Skyward is moving to a web-based system and away from PaC. But, what does that really mean to you? This session will discuss the benefits of moving to a web-based system. You'll see the advantages of being able to access your network 24/7/365 anywhere, anytime, and how the web provides self service modules for Employee and Family Access.
	New Features - Student	This session will be a demonstration of some of the newest options available within Student Records.
	New Features - Student	This session will be a demonstration of some of the newest options available within Student Records.
	New Features - Student	This session will be a demonstration of some of the newest options available within Student Records.
	New Race/Ethnicity Requirements	This session will focus on the new Race and Ethnicity requirements.
	Secondary Gradebook	This session will be a general overview of the Skyward Gradebook Secondary program showing you the basic setup in PaC and Administrative Access, as well as procedures to setting up assignments and posting grades to PaC.
	Secondary Gradebook	This session will be a general overview of the Skyward Gradebook Secondary program showing you the basic setup in PaC and Administrative Access, as well as procedures to setting up assignments and posting grades to PaC.
	Standards Gradebook - Processing	This session will be an overview of the Standards Gradebook including Event creation and scoring.

SESSION DESCRIPTIONS
 SPRING 2010

Student Management	Standards Gradebook - Setup	This session will discuss the set up requirements for the Standards Gradebook, such as Academic Areas, Grade Marks and Categories.
	Student Management - Roundtable	The Roundtable session is a networking session for users to discuss processes and options with other users. Skyward will have representation, but the focus is to discuss with other customers on ideas and options.
	Summer School and 1804 Processing	This session will cover different methods of setting up Summer School in the Skyward program. We will also discuss data elements for the 1804 Report.
	Test Scores	See how to use Skyward developed test score templates and modify Test Score screens within the Web version of test scores. We will demonstrate the functions created so far and what is still to come.
	Transcripts - Grade History	This session will cover how to enter Historical Grades into the system, and a complete demonstration of Transcript set up and processing.
	Transcripts - Grade History	This session will cover how to enter Historical Grades into the system, and a complete demonstration of Transcript set up and processing.
	User Preferences	This session will cover basic user preference options, such as using the Save/Load option, Setting up Tab Preferences, colors, etc. This is focusing on the relatively new user.
	User Preferences	This session will cover basic user preference options, such as using the Save/Load option, Setting up Tab Preferences, colors, etc. This is focusing on the relatively new user.
	Web Report Cards	Come see how you can create customer report cards using Skyward's new Report Card Builder!
	Web Student Management	This session will give an overview and demonstration of the current options available through the Web Student Management program.
	Web Student Management	This session will give an overview and demonstration of the current options available through the Web Student Management program.
	Year End Processing	This session will cover basic steps prior to and during the Year End process.
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SESSION DESCRIPTIONS

SPRING 2010

Technology	Advanced Skyward Database Backup Strategies	Learn how Database After Imaging can be used to improve your Skyward backup and disaster recovery strategy. Skyward will show you how to configure and manage After Imaging.
	Building a Secure Distributed Wireless Network	Learn how to build a distributed wireless network that includes secure access for authenticated users and guest access services. Discuss the solutions available today and some of the common problems implementing a wireless network.
	Database Performance Tuning	Is your database running as well as it could be? Learn about the advantages of Type 2 Databases and Storage Areas. Learn how Skyward can implement Type 2 Storage at your district.
	Implementing Voice Over IP	Is your district considering a Voice over IP (VoIP) upgrade? In this session we will discuss how to prepare your network for VoIP and also preview the current solutions available from 3Com.
	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.
	Protecting your Skyward using LightSpeed	Regardless of the size of your network, it faces numerous security threats every day. In this session you will learn how LightSpeed can address security concerns from the network to the desktop. Learn how to save your district money with a comprehensive solution using LightSpeed's additional features. A few examples include automated power conservation with Power Manager, Email Filtering and Archiving, and powerful Content Filters that include anonymous proxy detection.
	Skyward and OpenEdge Management	OpenEdge Management is an advanced monitoring tool for your skyward servers and services. We will show you how OpenEdge Management can be used to make sure your skyward system is running optimally and alert you of problems before your end users do.
	Skyward Managed Services	Skyward Managed Services is the perfect option for school districts that don't have the time or resources to manage their skyward systems. Utilizing Skyward BackStage Manager, we will monitor and manage your Skyward servers and databases for you.
	Technical Requirements for PaC to Web	This session will cover technical aspects of the latest software developments, including moving from PaC to the Web, Monolith 2, District to District Transfer, Data Warehouse, and others.
	Technical Tips and Tricks	Learn advanced technical tips and tricks to keep your skyward systems and networks running at blazing speeds. Discuss common network issues and tips to resolve them.
Upgrading to Monolith 2	This session will include the steps to configure Monolith 2, and an explanation of the screens and fields in Monolith 2. We will review the new Control Center and Scheduled Tasks features and demonstrate an update using Monolith 2.	