



# Welcome

## 2025 Keystone State Skyward Users Group Conference

On behalf of the Skyward Keystone State User Group Steering Committee, I welcome you to the Keystone State Skyward Users Group Conference! We are excited to facilitate you all coming together to network, enhance your Skyward knowledge, and share your experiences.

This conference is planned by Skyward users from across Pennsylvania to enhance your Skyward product knowledge, allow you to share your understanding, and provide networking opportunities. We are confident that the planned presentations and roundtables will provide you with empowering insights as a Skyward user.

One of the steering committee's goals is to maintain a state-specific network of Skyward users that support each other and share knowledge. As someone who has attended for the last 10+ years, I can personally tell you that this conference is consistently worthwhile. I know there's a lot of anxiety among you about exploring and eventually transitioning to Qmlativ, and I hope this conference can help ease your stress and provide connections with other users who can help you and your district through the process. There's an impressive depth of experience that will be gathered at this event; be sure to make the most of it!

Connecting with the steering committee is a good starting place. Outside the planned meet-and-greet, look for a Steering Committee member and introduce yourself! We've made it easy to spot us: we all wear the same shirt and have a red steering committee ribbon attached to the bottom of our name tag. Don't be shy! Let us know how we can help you. You can contact the committee anytime via email at [SkywardKSUG@gmail.com](mailto:SkywardKSUG@gmail.com) or contact me directly at my office phone number 717-527-1580.

To help things go smoothly, please review the information below concerning our time here together. Save the dates for our next user group meeting on **March 31 and April 1, 2026, at Kalahari Resorts in the Poconos!** Check our webpage, <http://www.paskyward.com>, for updates. We hope to see you again next year and ask that you invite a friend, perhaps someone who has not yet attended a Skyward Keystone State Users Group Meeting.

Best regards,

Jason Carbaugh  
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President  
Keystone State Skyward Users Group

Access an electronic copy of this document  
at <https://bit.ly/KSUG25>



# 2025 Keystone State Skyward Users Group Meeting

## At A Glance

### Walk-in one-on-one Q-and-A opportunities

One student and one school business Skyward product specialist will be on hand, stationed in the Keystone Suite for walk-in, first-come-first-serve, question-and-answer opportunities. One-on-one time will be available during all sessions. One-on-one sessions are limited to 25 minutes. These one-on-one meetings should not be used for support issues.

### District Led Sessions

We are happy to offer District led sessions that feature fellow Skyward users demonstrating how their district is using Skyward and Skyward partners. If you are interested in showcasing your Skyward skills and knowledge in exchange for free conference registration, we'd love to invite you to present a session next year. Please watch your email during the fall of next year soliciting proposals for conference sessions.

### Tuesday Evening Event

We've arranged a fun evening outing at Puttshack Pittsburgh that includes food, beverages, and mini golf! This is a ticketed event, so make sure you have your ticket ready when you board the bus as transportation to and from the event is also provided with your event ticket!

### Conference Feedback = \$100 Amazon Gift Card

A week or so from now, you will receive an email asking you to complete a conference survey. Your feedback is important and is used by the committee to plan subsequent conferences. Everyone who completes the conference feedback survey will be entered into a drawing for a \$100 Amazon gift card. Please take the time to let us know what you liked and didn't like. We welcome any suggestions and constructive feedback!

### Snack Breaks

2 Snack breaks will take place in the Grand Ballroom. One for Tuesday afternoon, and one for Wednesday morning. Check the agenda for times.

### Meals

A buffet-style lunch is provided both days and a buffet breakfast on Wednesday. For lunch, please be seated and wait for staff to dismiss you to the buffet line. All meals are served in the Grand Ballroom.

### Vendors

We appreciate and thank our participating vendors. Vendor sponsorship helps keep conference registration fees low. Please visit the vendor tables to see what they can do for your district.

### Access to Presentations

If you would like to access session presentations, they are available using the following directions (based on your Skyward account, not the topic):

Qmlativ users: <https://bit.ly/KSUG25QDocs>

SMS 2.0 Users: <https://bit.ly/KSUG25SMSDocs>



Tuesday, April 15, 2025

	Ohio	Mellon	Monongahela	Thompson	Salk	Allegheny	Heinz	Frick	Interstate	PPG
Session # 1 10:40 AM - 11:30 AM	State Reporting Overview	Qmlativ Overview	Qmlativ New Features and Roadmap	Qmlativ Gradebook Overview	Business Dashboards & Widgets	Employee Management Tips & Tricks	General Navigation	Basic: HR Overview Session		One on One Q&A
Moderator										
11:35 AM - 12:00 PM	Opening Remarks:									
12:00 PM - 12:50 PM	Lunch: <b>STAFF WILL DISMISS EACH TABLE</b>									
Session # 2 1:00 PM - 1:50 PM	Qmlativ Comparison: Demographics	Grad Pathways / Act 158 (SMS & Q)	Using Online Forms for Returning Student Registration for the Upcoming School Year	Jump Start Options for building a Report	Migration to Qmlativ: What Your Team Needs to Know	Payroll: Current Payroll Best Practices	Making the Most of your Account List	Basic: Handling Job Changes	Connecting School and Home: Streamlining Communication - ParentSquare	One on One Q&A
Moderator										
Session # 3 2:00 PM - 2:50 PM	Qmlativ Comparison: Attendance	SMS 2.0 to Qmlativ Migration: Data Clean Up Reports	Different Ways to Add Student Course Requests	Data Entry Points for Student Health Records	SMS: Security 101	Payroll: Summer Payroll Options	Basic: Budget 101	Comp Time	UX Data Mining - Business	One on One Q&A
Moderator										
Session # 4 3:00 PM - 3:50 PM	Qmlativ Comparison: Grading	Notifications: Setup and User Preferences	Building a Master Schedule	Common Health Reports & Data Mining Health Data	Security Planning for Qmlativ	Time Off: Year End Processing	Basic: Activity Overview (Finance)	Applicant Tracking: Job Board & Links	District Led: Migration - Band Aids or Tourniquets	One on One Q&A
Moderator										
Session # 5 4:00 PM - 4:50 PM	Qmlativ Comparison: Scheduling	Tips and Tricks for New Users	Food Service Direct Cert & Verification Processes	Student Profile: A Grading Journey	The Community & Product Ideas Portal	Payroll: Round Table Discussion	S2Q: What to Expect From Training & Go Live Perspective	I don't remember that from training: exploring useful features in Payroll	Hear from Other Districts: RevTrak Web Store Best Practices - Vanco	One on One Q&A
5:00 PM - Till	Networking Event									
	Student - S2Q	All Users	Student State Reporting	Student - Qmlativ	Finance - SMS	HR/Payroll - SMS	Finance - Qmlativ	HR/Payroll - Qmlativ	Vendor	District Led

# Wednesday, April 16, 2025

	Ohio	Mellon	Monongahela	Thompson	Salk	Allegheny	Heinz	Frick	Interstate	PPG
Session # 6 9:00 AM - 9:50 AM	Name Maintenance and Record Cleanup	Data Mining: Reporting Lite	District Pulse - The Power of Analytics	Current Year Scheduling: Tips & Best Practics	Reporting: Budgetary Data Mining for Pros	True Time: Advanced True Time Options	New Features and Roadmap - Business	Preparing for the New Benefit Year	UX Data Mining - Student	One on One Q&A
Moderator										
Session # 7 10:00 AM - 10:50 AM	Qmlativ Security Tips & Tricks	Reporting Overview	New Student Enrollment Overview & Using Custom Forms to Connect Data (Part 1)	Special Education Introduction	AP: Reporting	SMS to Qmlativ Migration: Data Clean Up Checklist for Human Resources	Q Business Processing Lists: What Are They? How Can They Help Me?	Understanding Benefit Management Calculations		One on One Q&A
Moderator										
Session # 8 11:00 AM - 11:50 AM	Personalizing the Experience for My District	Processing Lists: What Are They? How Can They Help Me?	New Student Enrollment Overview & Using Custom Forms to Connect Data (Part 2)	Special Education: Student Services	SMS AP: Positive Pay/Export Checks to File	SMS to Qmlativ: How does Payroll Convert	Data Mining: Finance	Deductions & Benefits Tools	SchoolTRAK: Automating Attendance - School Technology Associates	One on One Q&A
Moderator										
12:00 PM - 12:50 PM	<b>Lunch STAFF WILL DISMISS EACH TABLE</b>									
Session # 9 1:00 PM - 1:50 PM	Attendance Setup Review & Best Practices	Report Manager 101: Kickstart Your Reporting Adventure	Beginning Steps on Designing a New Import	Student Schedule Changes and Administratively Transferring Grades	Budgeting: Basics	SMS to Qmlativ Payroll Process Comparison	Setting Up Projects and Grants	Setting Up Payroll - Time Tracking	Q Student Dashboard & Widgets	One on One Q&A
Moderator										
Session # 10 2:00 PM - 2:50 PM	Student Attendance Record Entry & Updates	Horizontal Reporting: Transforming Data for Exports	Common Discipline Questions & Answers	Common Scheduling Reports	Qmlativ Business: Security Tips & Tricks	S2Q - Position Management: Comparison & Conversion Tips	Introduction to the Report Designer	Intro to Staff Planning		One on One Q&A
Moderator										
	Student - S2Q	All Users	Student State Reporting	Student - Qmlativ	Finance - SMS	HR/Payroll - SMS	Finance - Qmlativ	HR/Payroll - Qmlativ	Vendor	District Led



# 2025 Keystone State Skyward User Group Conference Agenda

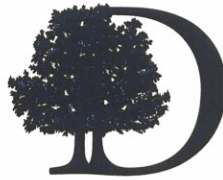
Tuesday, April 15, 2025

Time	Description	Location
9:30 am – 10:30 am	Registration and Vendor time	Grand Ballroom
10:40 am – 11:30 pm	Session 1	See Map
11:35 am – 12 pm	Opening Remarks	Grand Ballroom
12 pm – 12:50 pm	Lunch <b>STAFF WILL DISMISS EACH TABLE</b>	Grand Ballroom
1 pm – 1:50 pm	Session 2	See Map
2 pm – 2:50 pm	Session 3	See Map
3 pm – 3:50 pm	Session 4	See Map
4 pm – 4:50 pm	Session 5	See Map
5 pm – 9 pm	Evening Event	Offsite - PuttShack

Wednesday, April 16, 2025

Time	Description	Location
8 am – 8:40 am	Registration, Continental Breakfast & Vendor time	Grand Ballroom
8:40 am – 8:50 am	Opening General Session	Grand Ballroom
9 am – 9:50 am	Session 6	See Map
10 am – 10:50 am	Session 7	See Map
11 am – 11:50 am	Session 8	See Map
12 pm – 12:50 pm	Lunch <b>STAFF WILL DISMISS EACH TABLE</b>	Grand Ballroom
1 pm – 1:50 pm	Session 9	See Map
2:00 pm – 2:50 pm	Session 10	See Map

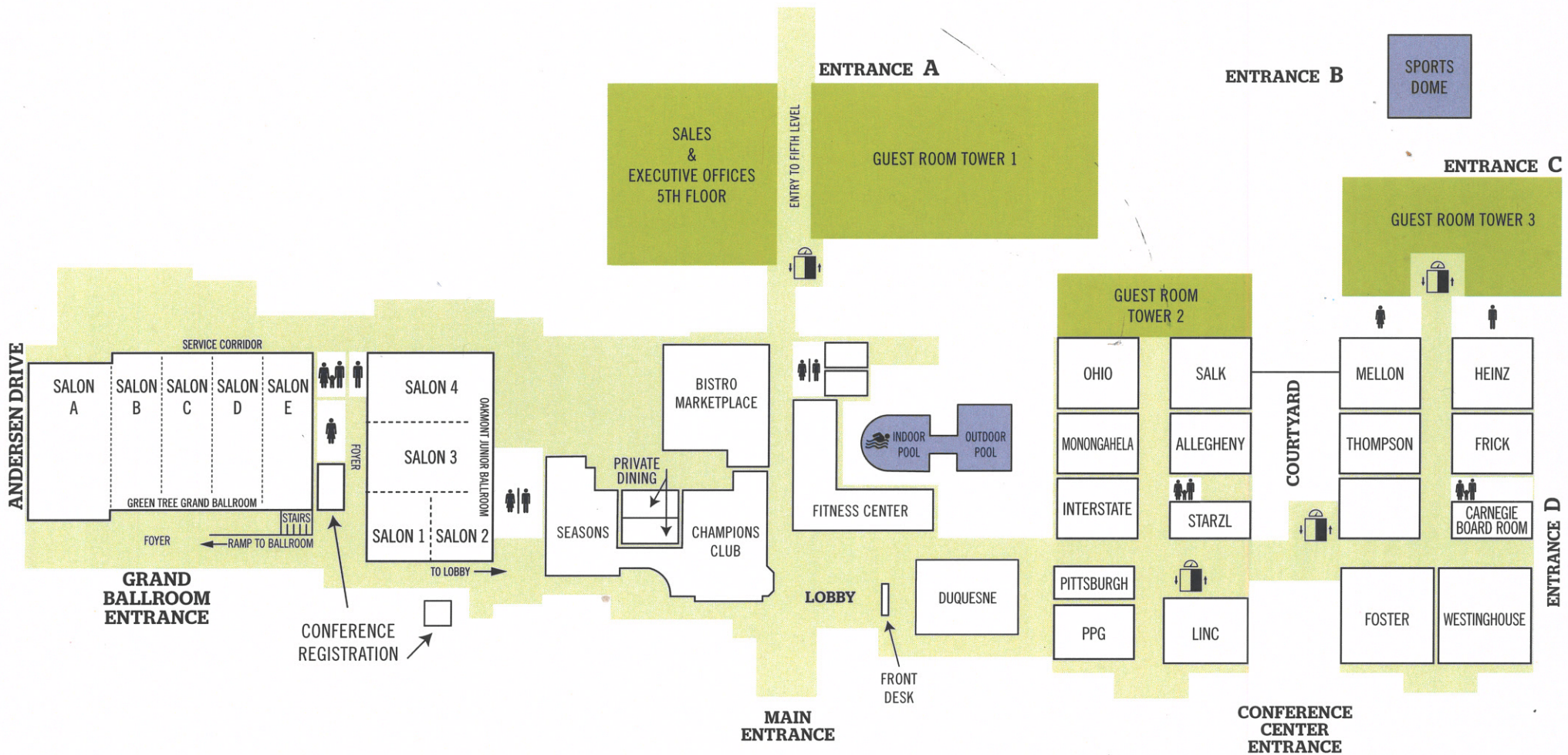
Everything is complete once session 10 ends. Thank you for attending!



# DOUBLE TREE by Hilton™

PITTSBURGH - GREEN TREE

## 5TH FLOOR UPPER LEVEL PARKING AND ENTRANCE



MANSFIELD AVENUE

(Map is not to scale)

MANSFIELD AVENUE

# Keystone State Skyward Users Group Meeting: Session Descriptions

## DAY 1

Session 1 10:40 AM - 11:30 AM

General Navigation	Are you looking for some general tips and tricks for navigating your system most effectively? This session will cover the options on your Dashboard and help you learn tricks to quickly access your most-visited areas and view information more easily.
Qmlativ Business Dashboards & Widgets	This session is for Business Qmlativ & SMS 2.0 users! Come and learn about widgets and the new chart building features in the Qmlativ Dashboard. Explore in detail the new Widgets, the Dashboard Manager & Library and hear some tips and tricks for making your job easier! Share your advice for additional Widgets and influence the future of the Qmlativ Dashboard.
Qmlativ Overview	Want to learn more about Qmlativ Student? This session is for you! The Solutions Engineers will focus on the Qmlativ solution, providing the audience with a general overview of key features, including navigation and user experience within Student Management. The overview will preview the Administrative, Teacher, and Family Access Portals, and audience members will be guided to additional resources to help learn more about the exciting Qmlativ solutions.
Qmlativ New Features and Roadmap - Student	Join us as we explore our product roadmap, outlining Skyward's strategic vision and plans for future growth. In this session, we'll showcase recent achievements, highlight ongoing developments, and offer a glimpse into what's on the horizon for you and your team!
Qmlativ Gradebook Overview	Review the important components of setting up your gradebook for Qmlativ. Whether the desired setup is Standards or Secondary, there are a number of settings such as grading scale and how grades calculate for different grades or classes that will need to be correct to ensure that your teachers' gradebooks are set up to meet your district's specific rules. This session is intended for current Qmlativ users.
Basic: HR Overview Session	Get an introduction to the employee position area of Qmlativ. Overview what positions, assignments, and FTEs are.
Employee Management Tips & Tricks	Learn how to easily start/stop assignments, track history, use state labels, and more!
Student State Reporting Overview	Overview of Qmlativ Student State Reporting

## Day 1

Session 2 1:00 PM - 1:50 PM

Making the Most of Your Account List	Let the Account list work for you. Learn helpful columns to add to your Account list and other tips and tricks to help you gather the information you need.
Using Online Forms for Returning Student Registration for the Upcoming School Year	You can create an Online Form to collect or verify information for students who will return/continue attending in the next school year. Prior to this session, the student year end process would have been run to create the next school year and students would have been Mass Enrolled into the next school year.
Jump Start Options for Building a Report	Explore how to use Quick Report from various list screens of the system and Data Mining as a means to start the foundation of a Report Manager report to use for exports. Alternatively, you may choose to clone an existing report to modify it. The chosen starting point will greatly impact what data you may be able to add to the report and how the data will build within the report.
Qmlativ Comparison: Demographics	This session will demonstrate common features and tasks found in and around the Student Profile in Qmlativ, including but not limited to: Custom List Screens, Family Changes, Enrollment Changes, Data Mining, Live Tiles, Family/Student Access
Basic: Handling Job Changes	This session will cover some basic scenarios including employee termination, work location changes, changing hours per day worked, and increasing pay.
Migration to Qmlativ: What Your Team Needs to Know	Topics include key considerations when selecting a go-live date, factors that contribute to a successful migration, available resources such as the Knowledge Hub and Professional Development Center and steps teams can take now before the purchase
Payroll: Current Payroll Best Practices	Come learn helpful tips and tricks that can save you time when running payroll.
ParentSquare: Connecting School and Home: Streamlining Communication	ParentSquare is proud to be the preferred family and parent engagement partner of Skyward! In this session, we will share more about how ParentSquare and Skyward's partnership helps to improve the way schools connect and engage with students and parents. We'll focus on how the partnership provides seamless integration and saves time, while ensuring privacy, security and high family contactability. Attendees will leave with modern tips to build family engagement, and learn how one platform can have everything you need to communicate, involve, and collaborate with families.
Grad Pathways / Act 158 (SMS & Q)	Review of Grad Pathways/Act 158 in both SMS and Qmlativ

# Day 1

## Session 3 2:00 PM - 2:50 PM

Basic: Budget 101	Get your feet wet with adding a budget and adopting it within your system.
Different Ways to Add Student Course Requests	Explore the various means that course requests can be added to students for the future scheduling process and see common reports and/or browses that can be used to verify all requests are entered.
Data Entry Points for Student Health Records	Explore the different screens and browses that can be utilized and manipulated by staff to enter student health records. This may include the Office Visit Queue, Student Profile Office Visit and Medication/Procedure sub-tabs, Scheduled Medication and Scheduled Procedure browses, Schedule Medication and Scheduled Procedure Quick Entry screens, etc.
Qmlativ Comparison: Attendance	This sessions will demonstrate common features and tasks found within the Attendance module in Qmlativ, including but not limited to: Various Attendance Entry, Seating Charts, Recorded/Unrecorded Attendance, Attendance Letter Options, Calendar Changes, Bell Schedules
Comp Time	Comp time has been added to time tracking. Learn how to set up the rules for comp time and overtime. This session will cover setup and how the end user requests comp time upon submission of the timesheet.
Payroll: Summer Options	Check out the multiple methods for handling Summer Payrolls and their differences with processes like Payroll Payables, Lump Sum Payments, and Contract Payout.
Skyward: UX Data Mining Business	Have ideas and suggestions to help improve Data Mining in Qmlativ? Join us in this session to see what we have planned and share your voice to shape Data Mining features that will work best for you!



Day 1

Session 4 3:00 PM - 3:50 PM

Applicant Tracking: Job Board & Links	Your Job Board is customizable! Learn how to upload images, change the color, and attach links to the Job Board. You'll also explore how to generate links and QR codes for specific types of Job Postings.
Basic: Activity Overview (Finance)	This session will provide an overview of Skyward's Activity Accounting module and discuss how the Activity module can help streamline your district's Student Activity Accounting.
Notifications: Setup and User Preferences	In this session, we will review the notifications available in Qmlativ, the setup options you control as well as how your end users can set their preferences.
Building a Master Schedule	Discuss best practices and timelines for creating your master schedule through various means.
Common Health Reports & Data Mining Health Data	We will look at the most commonly used health reports and how data mining or browses in the system can be used to support creation of reports not already created.
Qmlativ Comparison: Grading	This session will demonstrate common features and tasks found within the Grading module in Qmlativ, including but not limited to: Report Cards, Transcripts, Transfer Grades, Honor Roll, Rank, Grading Entity Setup
Security Planning For Qmlativ	Do you maintain security for your system in SMS 2.0? Is your district looking to move to Qmlativ? If yes, please join us for an overview on designing security in Qmlativ. We will share the differences between SMS 2.0 and Qmlativ security, review some security tips and best practices to help you prepare for the move and discuss the tools available to help keep users updated in the Qmlativ system.
Time Off: Year End Processing	Learn about the preparation and processing required to successfully roll your Time Off balances.
District Led: Band Aids or Tourniquets	Migrations aren't always smooth. We'll discuss how we dealt with the unexpected, deciding when to apply quick fixes, and when to bring in the big guns. Get real world insight into the difference between band aids and tourniquets in a product migration."

Day 1

Session 5 4:00 PM - 4:50 PM

S2Q: Expectations for Training and Go-Live	Curious about what to expect in the different phases of your S2Q migration? You won't want to miss this informative session and the opportunity to get all your questions answered!
Tips and Tricks for New Users	Are you a new Qmlativ Student user? Stop in for some tips, tricks, and recommendations to make the system work for you. This will include using Live Tiles and Chart Tiles to monitor common data points in the system and setting up personalized Docks and Favorites.
Food Service Direct Cert & Verification Processes	Get a high-level overview of the direct certification process: running the utility en masse with a file and adding manual records.
Student Profile: A Grading Journey	Delve into the various tabs and subtabs related to Grading and GPA in the Student Profile. Special attention will be paid to the Grade Bucket Status, Grade History, and override potential within a Student Section.
Qmlativ Comparison: Scheduling	This session will demonstrate common features and tasks found within the Scheduling module in Qmlativ, including but not limited to: Adding Courses and Sections, Student Schedule Generation, Student Schedule Changes, Course Requests and Availability Lists, Scheduling Board, Scheduling Codes
I Don't Remember That From Training: Exploring Useful Features in Payroll	This session is meant for the user who has been with the software for a few months and could benefit from a refresher on some of the extra features Payroll has to offer: from Payroll utilities, filters, and reports, to making corrections during the payroll process.
The Community & Product Ideas Portal	Want to be a part of the Skyward community? Learn how to network with other Qmlativ users in the Community. Also learn how to compare, create, and vote for your favorite ideas for improving Qmlativ in the Product Ideas Portal.
Payroll: Round Table Discussion	Come enjoy an open forum to discuss questions and bounce ideas off of other users and an expert Skyward employee on any and all aspects of the Payroll System.
Vanco: Hear from Other Districts: RevTrak Web Store Best Practices	Ever wondered how other districts overcome challenges and streamline processes for student fees? Learn from the experience of others, including the effective use of RevTrak's seamless Skyward integrations, like Qmlativ. Uncover more ways to leverage the Web Store to make operations smoother in your district. Benefit from the wisdom gained by districts just like yours. It's time to learn, adapt and excel!

## Day 2

### Session 6 9:00 AM - 9:50 AM

New Features & Roadmap - Business	Join us as we explore our product roadmap, outlining Skyward's strategic vision and plans for future growth. In this session, we'll showcase recent achievements, highlight ongoing developments, and offer a glimpse into what's on the horizon for you and your team!
Data Mining: Reporting Lite	Come see how you can use Data Mining to build your own basic custom reports. The intention of this session is to introduce users to how to create a new Data Mining report, add desired fields, update label names, add filters, and set sorts for reports. Additionally, how to share Data Mining reports will be discussed.
District Pulse - The Power of Analytics	Do you want to take your data to the next level? You already have a vast amount of information related to enrollment, attendance, discipline, grades, and more. See how District Pulse can elevate your ability to use cloud-based analytics and create visual dashboards secured to your team.
Current Year Scheduling: Tips & Best Practices	Join us for tips and best practices in regard to the Scheduling module in the Current Year. It will include information regarding identifying students with incomplete schedules, mid-year staffing changes, setting Process Restrictions on the Scheduling Board, and more.
Name Maintenance and Record Cleanup	Discover reports and tools available to help identify duplicate user records in your database and best practices for merging/removing the records.
Preparing for the New Benefit Year	Time keeps flying by. Too soon, it's time to consider next year. This session will cover what utilities and processes need to be complete when preparing for the new benefit year.
True Time: Advanced True Time Options	Come learn some of the more nuanced options within True Time including Comp Time, Guaranteed Hours, Mass Processes, Unique Rules for specific employees, Setting limits, and more.
Skyward: UX Data Mining Student	Have ideas and suggestions to help improve Data Mining in Qmlativ? Join us in this session to see what we have planned and share your voice to shape Data Mining features that will work best for you!
Reporting: Budgetary Data Mining for Pros	Master the art and science of financial reporting in this session designed to demonstrate some of the advanced features found in Budgetary Datamining.

## Day 2

### Session 7 10:00 AM - 10:50 AM

Q Business Processing Lists: What Are They? How Can They Help Me?	Want an easy, reusable way to filter on a list of Employees? This session will introduce all the ways to make Processing Lists including the Employee List, Data Mining, or Importing Processing Lists and make them work for you.
Qmlativ Security Tips & Tricks	In this session, we will review some Qmlativ Security best practices, reports and utilities to help with verification and maintenance. If you have questions, we'd love to hear them! If you have tips & tricks to share, we'd love to hear those too! Come and share your Qmlativ security experiences and go home with some new, helpful ideas!
Reporting Overview	Are you trying to find different ways to access your data? This session will discuss the flexible reporting options such as dashboard tiles, filtering and reporting on list screens, processing lists, data mining, and report designer.
Special Education Introduction	This session will provide an introduction of the Special Education module in Qmlativ. This add-on module allows the entering of evaluations, IEPs, and their related forms directly in the system. Once entered, we'll explore the functionality in the different portals.
Understanding Benefit Management Calculations	Explore how Qmlativ calculates the values on deductions and benefits when utilizing the Benefit Management Module.
SMS to Qmlativ Migration: Datat Clean Up Checklist for Human Resources	We will cover a checklist of items that should be reviewed prior to moving forward with your SMS 2.0 to Qmlativ conversion. There may also be some action items you will want to review with your staff to make the migration a better experience.
Accounts Payable: Reporting	Learn how to print invoices and statements, print aging reports and address labels for payors within the A/R Module

Day 2

Session 8 11:00 AM - 11:50 AM

Data Mining Finance	See an overview of how the Data Mining feature works and learn about recent enhancements such as the ability to print detail on one line and simple calculations. Topics to be covered include: Building Account and Vendor Reports, Sorts & Totals, Filters & Prompts, Calculated Fields and Sharing Data Mining reports
Personalizing the Experience for My District	Come explore an introduction to the options that allow database administrators to customize the experience for their users. This will include topics like creating District Views, District Filters, and creating a new default set of Reference Tiles in the Student Profile. Attendees will also learn how to restrict certain fields, such as Social Security Numbers, from certain Security Groups.
Processing Lists: What Are They? How Can They Help Me?	Want an easy, reusable way to filter on a list of Students & Staff? This session will introduce all the ways to make Processing Lists including the Student List, Data Mining, or Importing Processing Lists and make them work for you.
New Student Enrollment Overview & Using Custom Forms to Connect Data (Part 2)	District Led: Part two will expand student enrollment forms to include automatically updating data fields within the database to reduce/prevent the need for manual data entry. It will include discussing using customization options to create custom data points that can be included in online forms.
Special Education: Student Services	This session will explore the Student Services portal --- a portal designed specifically for Staff to see their own Special Ed caseloads.
Deductions & Benefits Tools	Learn how Deduction Benefit Groups, Selection Sets, and Verifications can help you maintain and report on your payroll data.
SMS to Qmlativ: How Does Payroll Convert	How does Payroll Convert: Want to find out what to expect and how your payroll data will look after conversion? Here's your chance to see what to anticipate when you get your Qmlativ database.
SMS AP: Positive Pay/Export Checks to File	Take financial security seriously by learning how to use the Positive Pay feature to generate check information files for uploading directly to your bank.
SchoolTRAK: Automating Attendance - School Technology Associates	Hear how School Technology's new SchoolTRAK software specifically designed for Skyward Qmlativ users has become districts one-stop-shop for attendance data!

## Day 2

Session 9 1:00 PM - 1:50 PM

Setting Up Projects and Grants	Are you looking to set up projects and grants in your system? Come learn how these features can work for you!
Skyward: Qmlativ Student Dashboard & Widgets	This session is for Student Qmlativ & SMS 2.0 users! Come and learn about widgets and the new chart building features in the Qmlativ Dashboard. Explore in detail the new Widgets, the Dashboard Manager & Library and hear some tips and tricks for making your job easier! Share your advice for additional Widgets and influence the future of the Qmlativ Dashboard.
Attendance Setup Review & Best Practices	Review the setup of the various elements that make up the attendance module and share common best practices. Example topics may include calendar maintenance, bell schedules, attendance type review, and notifications.
Report Manager 101: Kickstart Your Reporting Adventure	Looking for an intro to the Report Manager feature? This session will introduce how to start a new report in Report Manager from scratch, giving tips on choosing the correct base module and base object, adding fields, filters, and prompts to a basic report. Once a report is designed to desired specifications, the next steps will be discussed.
Beginning Steps on Designing a New Import	Join us for an introduction to the process of creating a custom import and how to manually import records. This will include tips and tricks such as identifying the Base Module and Base Object for the import, designing the import as an Add-only process, Search for existing records to update, and working with small sample sizes in a training environment. *Skyward recommends submitting a service call to have any custom import reviewed by our Tier 3 support.*
Student Schedule Changes and Administratively Transferring Grades	Review the options on how to update a student's schedule after the school year has begun. It will also introduce the Transfer Grade process that may be completed from within the Student Profile and pushed into the new teacher's gradebook.
Setting Up Payroll - Time Tracking	Looking for a comprehensive setup of timesheets to payroll from approval on down? Come see how to pay employees using time tracking.
SMS to Qmlativ: Payroll Process Comparison	Would you like to see how the Payroll process works in Qmlativ and the major differences? This is your chance to find out firsthand what everyone is starting to talk about!
Budgeting Basics	New to budgeting in Skyward? This session will cover the basics --from how to get started and how to finalize a budget, all the way through to making budget revisions and transfers.

## Day 2

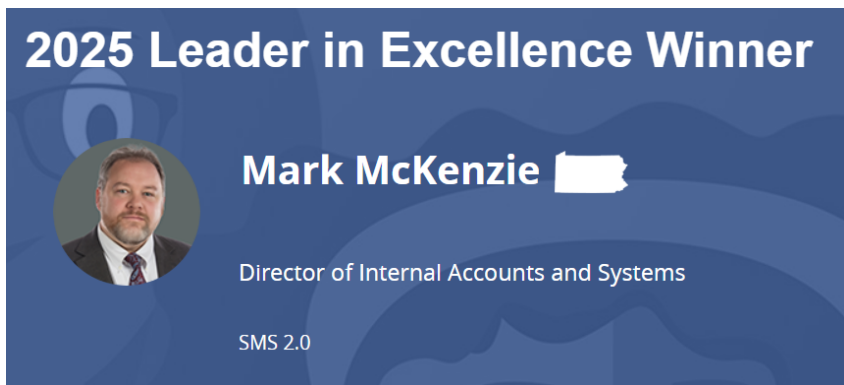
Session 10 2:00 PM - 2:50 PM

Introduction to the Report Designer	Dip your toes into the Advanced Report Designer and learn basic report writing skills. Topics to be covered include: List Screens vs Data mining vs Advanced Reporting, Where to start reports from, Understanding the Report designer, Inserting fields, Formatting fields, Basic Calculated fields, Creating filters/prompts and subtotals/aggregates.
Qmlativ Business Security Tips & Tricks	In this session, we will review some Qmlativ Security best practices, reports and utilities to help with verification and maintenance. If you have questions, we'd love to hear them! If you have tips & tricks to share, we'd love to hear those too! Come and share your Qmlativ security experiences and go home with some new, helpful ideas!
Student Attendance Record Entry & Updates	Learn the various ways to create student attendance records and how staff may update the record after one exists. This will include a tour of the Student Profile's Attendance tab, the Attendance menu module's Features and Utilities, etc.
Horizontal Reporting: Transforming Data for Exports	Learn how reports can be built with multiple detail section fields pulling up to a single line for exporting in Data Mining and Report Designer.
Common Discipline Questions & Answers	Explore some of the most commonly asked questions about discipline. Questions may include things like "Why can't I see all of the incidents or why don't they all show up on reports?", "How can I change incident information from a historical year?", "How can I automatically create attendance records while adding discipline actions?", etc.
Common Scheduling Reports	Check out common scheduling reports that are used in the current year, such as printing student schedules, class rosters, and more. Additionally, the ability to insert columns in list screens may also be discussed.
Intro to Staff Planning	Learn How to create your base plan to show what the current amounts are. Explore how to import in the staff data and use the filters to only pull staff you will budget for. Make sure all assignments you wish to have pull in by checking exceptions and clean them up so you can calculate your amounts.
SMS To Qmlativ Position Management: Comparison & Conversion Tips	Comparison & Conversion Tips and what you can do to make the transition better!

# Leaders in Excellence

Each year, Skyward honors users with “Leader in Excellence” awards at iCon. These awards recognize “an individual or district who uses our solutions to simplify operations, strengthen their teams, and improve learning outcomes.”

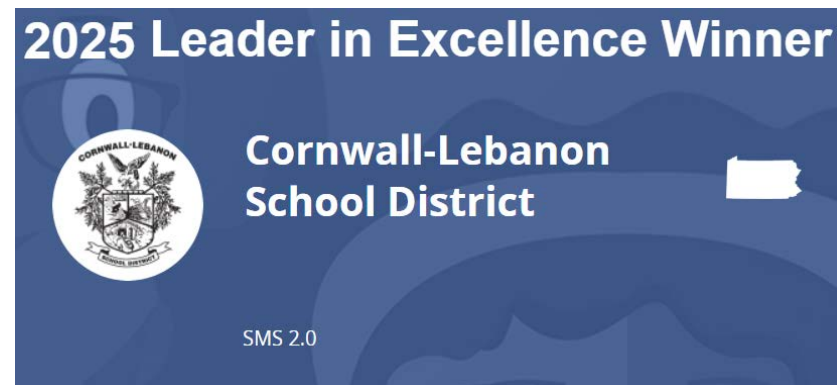
**We are honored to have TWO award winners from Pennsylvania this year!**



For over a decade, Mark McKenzie has been the secret weapon behind Allentown School District’s success with SMS 2.0. As the district’s Skyward expert, he’s not just solving problems — he’s elevating his entire team’s ability to make smarter, more efficient decisions. Mark is always there to guide staff through tricky issues, explain complex features, and ensure everyone is getting the most out of the system. Whether it’s a quick answer via email or a detailed training session, Mark’s responsive, clear, and patient approach has made him a trusted resource for all staff at Allentown.

Mark’s influence reaches far beyond user support. He’s been instrumental in managing and shaping the district’s budget and HR processes, from overseeing complex grant structures to designing employee management systems for union contracts. He always finds a way to improve Skyward in order to ensure that Allentown stays ahead of the curve (and any curveballs.)

Through year-round training, one-on-one sessions, and his tireless attention to detail, Mark has become the go-to person for all things Skyward. His expertise, dedication, and proactive approach have made him an essential part of the district’s daily operations. His commitment has turned Skyward into not just a system, but a key driver of the district’s



A dedicated user since 2009, Cornwall-Lebanon School District has harnessed SMS 2.0 to enhance data accuracy, streamline staff onboarding, and automate key processes. By using Skyward’s API connections, Skybuild, and other integrations, the district has made it easier for students to access curriculum tools without managing multiple logins. New staff get onboarded quickly, with rostering and system integrations enabling teachers to start using instructional tools within a day.

Skyward’s automation tools have saved CLSD countless hours, from simplifying emergency planning to gathering data for school awards. The district also improved communication with families through Skyward’s Message Center and integrated School Messenger for emergency broadcasts. Customization of transcripts and report cards has allowed the district to better showcase student achievements, including state-required Industry Credentials.

Through their creative use of SMS 2.0, CLSD has saved time by automating repetitive tasks, enabling the technology team to take on additional responsibilities without adding staff hours. Overall, Skyward’s efficiency has saved the district over 50 man-hours annually, making an educational experience focused on students, staff, and families.

**Pennsylvania has a long history of award winners! Prior winners include:**

**Andrew Thumma**, Cumberland Valley School District—2024 Individual winner     **Kathy Reynolds**, Owen J Roberts SD—2020 Individual winner

**Scott Herring**, Lehigh Career and Technical Institute—2020 Individual winner

## THANK YOU VENDORS

We greatly appreciate and thank our participating vendors. Vendor sponsorship helps keep conference registration fees low. Please visit the vendor tables set up in the ballroom.



# ParentSquare

**ParentSquare** is the premier fully unified product that engages every family with school communications and communications-based services—all the way from the district office to the classroom teacher, and all in one place.

Website: [www.parentsquare.com](http://www.parentsquare.com)

Puttshack event sponsor



**Integrated Systems Corporation (dba ISCorp)** is a global provider of custom design, managed secure private cloud services. Born out of the rigorous requirements of the financial services industry in 1987, today the ISCorp platform services millions of end users globally across multiple industries.

Website: [iscorp.com](http://iscorp.com)

Puttshack event sponsor



**Red Rover**

From employee absence management, to substitute scheduling, to time tracking — Red Rover software helps HR leaders manage mission-critical, high volume activities. Our solutions are continuously refined to reflect your dynamic needs for a natively-integrated user experience.

Website: [redroverk12.com](http://redroverk12.com)

**School Technology Associates**

Providing a wide range of Skyward integrated hardware and software solutions that specifically meet the unique needs of K12 education such as Tardy Kiosk, Positive Attendance, SchoolTRAK®, ID Badging, Time Clocks, and more!

Website: [k12sta.com](http://k12sta.com)



**SCHOOL  
TECHNOLOGY**  
associates, inc.





**Vanco** integrates directly with Skyward in real-time to make accepting payments for any school-related fees as easy as possible. Vanco is a Skyward Gold Partner, and Skyward's preferred online payment solution.

Skyward and Vanco make it simple to collect all payments in a central place and have parents pay in their Skyward account.

Website: [vancopayments.com](http://vancopayments.com)

### **Kurtz Bros**

Kurtz Bros. is big enough to supply educational settings with the most modern selection of best-quality school supplies available, but we have never lost our personal touch. We partner with schools to establish processes for business offices that reduce the administrative burden on school staff.

We can meet or exceed your schools' expectations. You won't receive the same level of attention from one of the large, national companies. We are big enough to service your schools, and small enough to care about you.

Website: [kurtzbros.com](http://kurtzbros.com)

