

KS Skyward User Group Conference

2010 Session Descriptions

Student Records

Advanced Data Mining: This session will demonstrate how to use some advanced features within Data Mining. Tools such as merges, Processing Lists and pushing information to view in Family Access will be covered. (Session 3)

Attendance Letters – Mail Merge Setup: This session will cover how to set up thresholds, process and print Attendance Letters on all 3 different types of letters. (Session 1)

Beginning Data Mining: This session will demonstrate how to use our Data Mining reporting tool. Basic report creation and modification will be covered. (Session 1)

Custom Forms: These are the Web version of User Defined Fields in PaC. We will demonstrate how to set these up, enter data, and report on the data. (Session 4)

Data Maintenance – Student Merge Process: We will review Data Clean up techniques, as well as showing the New Student Merge Process. (Session 4)

Family Access – Message Center: This session will review how to use the Message Center through the software as well as the GRadebook. We will cover both posting options and emailing options. (Session 6)

Fee Management & NY Fee Management: This session will give an overview of the Fee Management program. Set up items, entering fees and payments, and even using the NY Fee Management system will be covered. (Session 5)

Food Service Applications: This session will cover the various method of submitting applications for Food Service, including manual applications, temporary apps, and direct certification. (Sessions 1)

Food Service Reporting: This session will cover the various reports most commonly used with the Skyward Food Service program, including the Monthly Participation report, the AccuClaim report and Daily reports.. (Sessions 2)

Health Records – Nurse’s 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. (Session 7)

Health Records – Vaccinations: This session will cover how to set up compliance groups, how to assign them to students, and how to enter vaccinations in for students. How to run compliance reports will also be covered.(Session 8)

Moving Student to the Web – Benefits and Implementation: This session will focus on the migration to using Web Student Management. Will cover the basic concepts and processing of Web program.(Session 6)

New Features – Student Records: This session will be a demonstration of some of the newest options available within Student Records. (Sessions 2 & 7)

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NY Scheduling – Analyzing Auto Scheduler Reports: This session will assist in analyzing Future reports, in order to clean up conflicts on a large scale. (Session 8)

Student Online Registration: This session will cover how to set up the on-line registration process, demonstrate what parents will see, and how it can be used to assist with the new Race/Ethnicity requirements for districts. (Session 5)

Summer School Overview: This session will cover the special options and processes in the system to accommodate Summer School processing. (Session 3)

Year End Processing – Student Records: This session will walk through the Student Records Year End process. Also covered will be steps to be done prior to and after the Year End. Both Classic and Wizard processes will be discussed. (Session 6)

KIDS Procession Files: This session will focus on how to run, review, and save KIDS files for uploading to the state. Topics that will be covered include: 1. All KIDS File types, 2. Parameters to use for the different file types, 3. Use of Tech Ed/Seminar options when running ENRL or MILT, 4. Identifying Truant Students for EOYA, and 5. Briefly discuss plans for new SCRS Collection.

KCCMS – Curriculum Master Set up: This session will focus on setting up the Curriculum Master correctly for KCCMS (Kansas Course Code Mapping System). We will cover entering the required codes, and completing the Export/Import of Course Code data.

KAN-DIS and Discipline Entry: This session will focus on proper entry of Discipline data into Skyward for KAN-DIS, and how to run the KAN-DIS process. The use of the Web for data entry will also be demonstrated.

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Finance/Human Resources

AP ACH Vendor & Online Travel Reimbursements: This session will show you how to set up vendors through ACH and how you can use our new Online Travel Reimbursement feature. (Session 4)

Budgetary 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. (Session 1)

Employee Access – Setup and Functions: This session will not only show you how to step up Employee Access but will show you all the features an employee can view and edit. (Session 6)

Employee Management – Reporting: This session will go through the reports available in Employee Management. (Session 5)

Fast Track: This session will show you how to set up our online applicant tracking and how to move an applicant to employee status. (Session 4)

Finance Roundtable: This session is built for networking with other Kansas customers. Come with questions on how other districts process. Be ready to give your processing tips as well in order to assist others. (Session 5)

HR/Payroll Roundtable: This session is built for networking with other Kansas customers from an HR/Payroll point of view. Come with questions on how other districts process. Be ready to give your processing tips as well in order to assist others. (Session 7)

Inventory Process – Beginning to End: This session is an overview of the inventory process from stocking the warehouse to distribution to the schools, including utilities to help with physical inventories. (Session 2)

New Features – Finance: This session will be a demonstration of some of the newest options available within Finance. (Session 3)

New Features –HR: This session will be a demonstration of some of the newest options available within Human Resources. (Session 4)

Payroll Tips and Tricks: Discover if there are options within the Payroll module that will allow you to speed-up or streamline your payroll processing steps. Maybe you have some useful tips that you'd like to share as well! (Session 1)

Profile Data Mining: Learn how use Data Mining to find the information you need. (Session 4)

Purchasing – Ecommerce: This session will show you how to order items using Ecommerce. (Session 8)

Security and Account Clearance: This session will walk you through setting up PO groups, security and account clearance. (Session 6)

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True Time: This session will show you our timekeeping system that interfaces with payroll. (Session 5)

State Reporting

KAN-DIS – Discipline Entry and Reporting: What to watch out for in Discipline Entry to avoid problems in KAN-DIS. Learn how to set up Discipline Codes, and create Offense, Action, and Action Detail records correctly for KAN-DIS purposes so the records are ready when the KAN-DIS batch files are created and sent to the state. (Session 7)

KCCMS – Curriculum Master Setup: (Session 3)

KIDS – Processing Files: Learn to use our Export/Import process to review KIDS data, create KIDS files, import State IDs, and import error data files. (Session 2)

KPERS – KS Public Employee Retirement System: This session will demonstrate the important elements of using retirement on Skyward. It will also cover how to create the Annual Retirement Report work file and export file for submitting to KPERS. (Session 8)

LPR – Licensed Personnel Report: This session will provide a general overview of how to create the LPR in Skyward from start to finish. Discover how to enter the data accurately for error-free reporting. (Session 2)

Miscellaneous

Crystal 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. (Session 7)

Crystal Reports – 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! (Session 8)