

The 2006 Indiana Skyward Users Conference will be held at the Hilton Garden Inn, 245 N. College Ave, Bloomington, Indiana 47404. HGI is located in the downtown district and is walking distance to shops, restaurants and nightlife. The Conference will be held on **Wednesday, November 8** and **Thursday, November 9, 2006**.

Wednesday will focus on the **Student Management System and Technical Information**. Thursday's focus will be **Financial and Employee Management**. One day registration is **\$65.00/person**; two days' registration for the same person is \$120.00. There is something for everyone—whether your corporation uses one or all of the modules, don't miss this opportunity to learn more about Skyward and to spend time with your peers from across the State.

TENTATIVE SCHEDULE OF SESSIONS

Wednesday, November 8 – Student/Tech

SESSION 1 – Day 1 (9:15-10:15 a.m.)

- ALL Data Mining – Beginning
- ALL Activities & Categories
- ALL Student Access On-Line Entry
- ALL Food Service Q & A
- ALL New Features & District Wide Access

SESSION 2 – Day 1 (10:20-11:15 a.m.)

- ALL Data Mining – Advanced
- ALL State Reports
- ALL Family Access On-Line Entry
- ALL Edu-Track
- ELE Fee Management – Elementary Q & A

SESSION 3 – Day 1 (12:30-1:30 p.m.)

- ALL Attendance & Reporting
- MH Fee Management – Middle/High Q & A

- MH Next Year Scheduling
- ELE Round Table – Elementary Q & A
- TECH Tweaking & Tuning – Advanced Tech

SESSION 4 – Day 1 (1:40-2:40 p.m.)

- ALL Data Mining – Beginning
- MH Grad Requirements & Guidance Module
- ALL Discipline – Beginning
- ALL Special Education Module – Demo/Q & A
- TECH Tech Q & A

SESSION 5 – Day 1 (2:50-3:50 p.m.)

- ALL Data Mining – Advanced
- ALL Gradebook – Train the trainer
- ALL Attendance – Poor Attendance Letters**
- ALL Health Records Module – Nurses' Log
- TECH Web-based Version including Security Issues

Thursday, November 9 – Finance/Employee Management

SESSION 1 – Day 2 (9:15-10:15 a.m.)

- EM Profile Data Mining
- EM Employee Access
- FIN Revenue-Expenses & Balance Sheet Reports; Audits & Utilities
- EM Insurance-Interface with 3rd Party Admin**
- FIN A/P Basic

SESSION 2 – Day 2 (10:20-11:15 a.m.)

- EMPA Interface Employee Management/Payroll
- EM Employee Management Data Mining
- FIN HE 106 – What it Means to You**
- EM Insurance Tracking**
- FIN A/P Advanced

SESSION 3 – Day 2 (12:30-1:30 p.m.)

- EM PERF/TRF w/State Reps
- EM Employee Management Reporting
- FIN Purchasing Q & A

ALL District Wide Access & New Features

- FIN A/P Roundtable
- SESSION 4 – Day 2 (1:40-2:40 p.m.)
- EM PERF/TRF Skyward Q & A
- EM Employee Management Year End
- FIN Fiscal Year End**
- PAY Retro Pay**
- FIN Fixed Assets

SESSION 5 – Day 2 (2:50-3:50 p.m.)

- PAY Payroll Q & A
- EM Employee Management Q & A
- FIN Interfacing with Vendors
- EM Sub Tracking Module
- FIN 1099s

ALL DAY, BOTH DAYS, Skyward Representatives and members of the Indiana Steering Committee will be available for one-to-one discussions in the Great American Grill area.

A Continental Breakfast will begin at 8:15 each morning followed by the General Session at 8:45 with Breakout sessions beginning at 9:15 a.m. The last session will end at 3:50 p.m. each day. Lunch will be provided at 11:30 a.m. Snacks and Beverages will be available.

Overnight Room Reservations are available at \$109/night if reserved on or before October 16, 2006. You may either call 1-877-STAY HGI (1-877-782-9444) or online at www.hiltongardeninn.com. When calling or entering your reservation online our category code is "SKY". Please mention or enter this code to receive the group rate.

Parking is available in the garage connected to the hotel on the west side: \$5/day for overnight guests; \$7/day for non-overnight guests or 50 cents an hour.



Users Conference

Wednesday/Thursday
November 8/9, 2006

www.skyward.com
www.mccsc.edu



REGISTRATION FORM

INDIANA SKYWARD USERS GROUP CONFERENCE

PLEASE PRINT LEGIBLY – REGISTRATION DEADLINE – OCTOBER 27, 2006

Wednesday/Thursday, November 8/9, 2006

Registration fee is \$65.00/person for one day or \$120.00/same person for both days. Continental Breakfast and Lunch are included with the registration fee (cancellations must be postmarked no later than October 30, 2006 for refund.

Name of School Corporation: _____

Name _____ Position _____

School _____

Will be attending: _____ Wednesday (11/8) Student System/Tech _____ Thursday (11/9) Financial/Employee Management
_____ Both Days

Amount Enclosed: _____ or School Purchase Order # _____

Please make checks payable to:

Indiana Skyward Users Group

Please mail to:

Indiana Skyward Users Group
c/o Monroe County Community School Corporation
505 E. North Drive
Bloomington, IN 47401

Questions? Please contact our office at 812-330-7700 extension 3522 or 3429 or e-mail dwoodwar@mccsc.edu
If you are submitting your registration with a P.O. number you may fax your registration to 812-330-7815.

Hilton Garden Inn
245 N. College Avenue
Bloomington, IN 47404
812-331-1335
1-877-STAY-HGI