



QMLATIV EDUCATION MANAGEMENT SYSTEM

Professional Development Center (PDC) Course Catalog

4

QMLATIV BUSINESS MASTERY COURSES

5

Accounts Payable Mastery Course
 Accounts Receivable Mastery Course
 Applicant Tracking Mastery Course
 Assets Mastery Course
 Benefit Management Mastery Course
 Budgeting Mastery Course
 Data Mining (Business Systems) Mastery Course
 Employee Access Setup and Processes Mastery Course

6

Fundamentals of Financial Management Mastery Course
 Fundamentals of Human Resources Mastery Course
 General Navigation (Business Systems) Mastery Course
 Payroll Mastery Course
 Purchasing Mastery Course

7

Reporting (Business Systems) Mastery Course
 Security (Business Systems) Mastery Course
 Staff Planning Mastery Course
 Time Off Mastery Course
 Time Tracking Mastery Course
 Warehouse Mastery Course

8

QMLATIV BUSINESS QUICK START COURSES

9

Accounts Payable Processes Quick Start
 Accounts Payable Setup and Processes Quick Start
 Accounts Receivable Setup and Processes Quick Start
 Assets Setup and Processes Quick Start
 Benefit Management Setup and Processes Quick Start
 Budgeting Processes Quick Start
 Budgeting Setup and Processes Quick Start
 Data Mining Finance Quick Start
 Data Mining Human Resources Quick Start
 Employee Access for Employees Quick Start
 Employee Access Setup and Processes Quick Start
 Fundamentals of Financial Management Processes Quick Start
 Fundamentals of Financial Management Setup and Processes Quick Start
 Fundamental of Human Resources Setup and Processes

10

Fundamentals of Human Resources Processes Quick Start
 Fundamentals of Human Resources Setup and Processes Quick Start
 General Navigation (Business Systems) Quick Start
 Payroll Processes Quick Start
 Payroll Setup and Processes Quick Start
 Purchase Order Entry and Approval Quick Start
 Purchasing Processes Quick Start
 Purchasing Setup and Processes Quick Start
 Reporting (Business Systems) Quick Start
 Security (Business Systems) Quick Start
 Staff Planning Setup and Processes Quick Start
 Substitute Tracking Processes Quick Start
 Time Off for Supervisors Quick Start
 Time Off Processes Quick Start

11

Time Off Setup and Processes Quick Start
 Time Tracking for Supervisors Quick Start
 Time Tracking Processes Quick Start
 Time Tracking Setup and Processes Quick Start
 Warehouse Setup and Processes Quick Start

12

QMLATIV BUSINESS GENERAL COURSES

13

Activity Accounting General Course
 Bank Reconciliations General Course
 Customization (Business Systems) General Course
 Financial Management Year End General Course
 Human Resources Year End General Course
 Knowledge Hub Administration General Course
 Online Forms Setup and Usage (Business Systems) General Course
 Process Management (Business Systems) General Course
 Substitute Tracking General Course

14

System Administration (Business Systems) General Course

15

QMLATIV BUSINESS STATE & FEDERAL COMPLIANCE COURSES

16

Federal Compliance Courses
 State Compliance Courses by State

18

QMLATIV STUDENT MASTERY COURSES

19

Attendance Mastery Course
 Behavior Management Mastery Course
 Data Mining (Student Systems) Mastery Course
 Fee Management Mastery Course
 Food Service Mastery Course
 Fundamentals of Student Management Mastery Course

20

General Navigation (Student Records) Mastery Course
 Gradebook Setup and Teacher Access Processes Mastery Course
 Grading Mastery Course
 Multi-Tiered System of Supports (MTSS) Mastery Course

21

Reporting (Student Records) Mastery Course
 Scheduling – Current Year Mastery Course
 Scheduling – Future Mastery Course
 Security (Student Records) Mastery Course

22

QMLATIV STUDENT QUICK START COURSES

23

Academic/Athletic Eligibility Quick Start
 Attendance Letters Quick Start
 Attendance Processes Quick Start
 Attendance Setup and Processes Quick Start
 Behavior Management Processes Quick Start
 Behavior Management Setup and Processes Quick Start
 Data Mining (Student Systems) Quick Start
 Discipline Letters Quick Start
 Fee Management Processes Quick Start
 Fee Management Setup and Processes Quick Start
 Food Service Point of Sale Quick Start
 Food Service Setup and Processes Quick Start
 Fundamentals of Student Management Processes Quick Start

24

Fundamentals of Student Management Setup and Processes Quick Start
 General Navigation (Student Records) Quick Start
 Teacher Access and Standards Gradebook for Teachers Quick Start
 Teacher Access and Standards Gradebook Setup Quick Start
 Teacher Access and Traditional Gradebook for Teachers Quick Start
 Teacher Access and Traditional Gradebook Setup Quick Start
 Grading (With GPA) Processes Quick Start
 Grading (With GPA) Setup and Processes Quick Start
 Grading (Without GPA) Processes Quick Start
 Grading (Without GPA) Setup and Processes Quick Start
 Health Records Entry Quick Start

25

Multi-Tiered System of Supports (MTSS) Processes Quick Start
 Multi-Tiered System of Supports (MTSS) Setup and Processes Quick Start
 Reporting (Student Records) Quick Start
 Scheduling – Current Year Elementary Processes Quick Start
 Scheduling – Current Year Secondary Processes Quick Start
 Scheduling – Current Year Setup and Processes Quick Start
 Scheduling – Future Setup and Processes Quick Start
 Security (Student Records) Quick Start
 Teacher Access Monitoring for Administrators Quick Start

26

QMLATIV STUDENT GENERAL COURSES

27

Activity Access General Course
 Assessment General Course
 Career Plans General Course
 Conferences General Course
 Customization (Student Records) General Course
 Endorsements General Course
 Family/Student Access Setup and Usage General Course
 Field Trips General Course
 Graduation Planning General Course
 Guidance General Course

28

Health Services General Course
 Lockers General Course
 Multi-Tiered System of Supports (MTSS) Student Services General Course
 New Student Enrollment General Course
 Online Forms Setup and Usage (Student Records) General Course
 Process Management (Student Systems) General Course
 Special Education Setup and Processes General Course
 Special Education Student Services General Course

29

Student Activities Setup and Processes General Course
 Student Management Year End General Course
 Transportation General Course

30

QMLATIV STUDENT STATE & FEDERAL COMPLIANCE COURSES

31

Federal Compliance Courses
 State Compliance Courses by State



QUALITATIVE BUSINESS MASTERY COURSES

5

- Accounts Payable Mastery Course
- Accounts Receivable Mastery Course
- Applicant Tracking Mastery Course
- Assets Mastery Course
- Benefit Management Mastery Course
- Budgeting Mastery Course
- Data Mining Finance Mastery Course
- Data Mining Human Resources Mastery Course
- Employee Access Setup and Usage Mastery Course

6

- Fundamentals of Financial Management Mastery Course
- Fundamentals of Human Resources Mastery Course
- General Navigation (Business Systems) Mastery Course
- Payroll Mastery Course
- Purchasing Mastery Course

7

- Reporting (Business Systems) Mastery Course
- Security (Business Systems) Mastery Course
- Staff Planning Mastery Course
- Time Off Mastery Course
- Time Tracking Mastery Course
- Warehouse Mastery Course

ACCOUNTS PAYABLE

Upon completing this course, you will be able to complete Accounts Payable module setup, create, approve, and process Accounts Payable invoices, manage credit cards, process credit card transactions, create and process expense reimbursements, and produce Accounts Payable checks and ACH.

COURSE OUTCOMES:

- Complete Accounts Payable setup
- Create and approve invoices
- Manage credit cards, credit card checkouts, and credit card groups
- Configure the credit card transaction approval process
- Understand the credit card transaction workflow
- Manually create, import, and approve transactions
- Generate invoices to pay credit card vendors
- Manage expense reimbursement groups and expense reimbursement types
- Configure the expense reimbursement approval process
- Manually create and approve transactions
- Generate invoices to pay the vendors
- Process the invoice batch update
- Process invoice reversals and account changes
- Create and process an accounts payable run
- Print accounts payable checks
- Create ACH files

ACCOUNTS RECEIVABLE

Upon completing this course, you will be able to setup the Accounts Receivable module, create and process Accounts Receivable invoices, and enter and process cash receipts.

COURSE OUTCOMES:

- Complete Accounts Receivable setup
- Create accounts receivable invoices
- Process accounts receivable invoice updates
- Enter and process cash receipts
- Perform accounts receivable invoice maintenance

APPLICANT TRACKING

Upon completing this course, you will be able to create and maintain hiring processes and job postings, review applicants and move them through various hiring phases, and hire an applicant for the position.

COURSE OUTCOMES:

- Complete Applicant Tracking setup and configure Applicant Tracking codes and configurations
- Set up reference questions
- Create application requirements
- Set up Applicant Access and view job postings
- Create an application workflow

ASSETS

Upon completing this course, you will be able to setup the Asset module, create items, create assets, and process addition, disposal, and depreciation records.

COURSE OUTCOMES:

- Complete Asset setup
- Create item and asset records
- Create and process addition, disposal, and depreciation records
- Reset asset accounting updates

BENEFIT MANAGEMENT

Upon completing this course, you will be able to create plans, sub-plans, and employee plan enrollments based on the different types of insurance offered at your organization, update employee's plans and coverages, create invoices to pay your insurance vendors, and process online open enrollment.

COURSE OUTCOMES:

- Create plans
- Create sub-plans
- Create employee plan enrollments
- Update your employees' coverage months
- Create invoices to pay your insurance vendors
- Create and complete the open enrollment online form

BUDGETING

Upon completing this course, you will be able to complete budget version setup and maintenance, enter, process, and adopt budget amounts, complete budget amendment setup, and process budget amendments.

COURSE OUTCOMES:

- Complete budget version setup and maintenance
- Enter, process, and adopt budget amounts
- Complete setup for budget amendments
- Create, approve, and update budget amendments

DATA MINING FINANCE

Upon completing this course, you will be able to create custom reports on Account, Employee, Position, and Vendor related data.

COURSE OUTCOMES:

- Create and run data mining reports
- Utilize filters, sorts, and breaks for data mining reports

DATA MINING HUMAN RESOURCES

Upon completing this course, you will be able to create custom reports on Account, Employee, Position, and Vendor related data.

COURSE OUTCOMES:

- Create and run data mining reports
- Utilize filters, sorts, and breaks for data mining reports

EMPLOYEE ACCESS SETUP AND PROCESSES

Upon completing this course, you will be able to designate what information displays for employees in Employee Access, enable users to access Employee Access, access information such as payroll history, position data, and demographic data, submit time off requests, complete online forms, enter time tracking status updates, and utilize the check estimator.

COURSE OUTCOMES:

- Configure security to allow the use of Employee Access
- Utilize Employee Access utilities
- Create default username structure
- View payroll and demographic information
- View time off balances and submit time off requests
- Clock in and out and submit timesheets using Time Tracking
- Utilize the check estimator

FUNDAMENTALS OF FINANCIAL MANAGEMENT

Upon completing this course, you will be able to maintain vendor information, complete Account module setup, create projects and grants, process journal entries and cash receipts, and run account utilities and reports.

COURSE OUTCOMES:

- Create and maintain name codes, addresses, and codes related to contact information
- Create and maintain vendor codes
- Create and maintain vendors
- Utilize the vendor list and vendor profile areas
- Maintain account system and district configurations
- Create and maintain general ledger accounts, summary accounts, and bank accounts
- Create and maintain account groups
- Utilize the account list and account profile
- Create projects
- Create grants
- Create and maintain cash receipt and journal entry groups
- Create, close, and update journal entries
- Create, clone, and update cash receipts
- Process account utilities
- Generate account reports

FUNDAMENTALS OF HUMAN RESOURCES

Upon completing this course, you will be able to add employees into the system, maintain employee data, create and maintain your organization's calendars, setup payment structures, create and process changes for positions and assignments, and create and maintain organization charts.

COURSE OUTCOMES:

- Create and maintain addresses and name codes
- Create and maintain account settings and general ledger accounts
- Add and delete an employee from the system
- Maintain information within the employee profile
- Create and maintain calendars
- Create, maintain, and view salary calculation methods
- Create and maintain matrices and placement codes
- Create and maintain position codes
- Create and maintain positions and assignments
- Prepare assignments for payroll
- Process position and assignment changes
- Create organization charts
- Maintain organization charts

GENERAL NAVIGATION (BUSINESS SYSTEMS)

Upon completing this course, you will be able to navigate the system, utilize columns and filters, as well as inquire on profile information.

COURSE OUTCOMES:

- Manage the options on the home screen
- Use columns and filters
- Inquire on vendor information

PAYROLL

Upon completing this course, you will be able to complete Payroll module setup and configurations, create and maintain deductions and benefits, configure employee's payroll information, process a payroll run to compensate employees, complete payroll run corrections and retro pay, and generate payroll reports.

COURSE OUTCOMES:

- Implement ACH and check setup
- Configure Payroll settings
- Create and maintain payroll codes
- Create and maintain deduction and benefit codes
- Configure employees' payroll information
- View employee check history
- Complete a payroll run
- Process payroll run corrections
- Process retro pay
- Process payroll audits
- Generate payroll reports

PURCHASING

Upon completing this course, you will be able to complete Purchasing module setup, enter, approve, and process purchase orders, and run purchasing reports.

COURSE OUTCOMES:

- Complete Purchasing setup
- Create standard and online e-commerce purchase orders
- Approve purchase orders
- Run purchase order updates
- View purchase orders and print purchase order reports
- Complete e-commerce ordering
- Create purchase order receiving records

REPORTING (BUSINESS SYSTEMS)

Upon completing this course, you will be able to create and process custom reports, utilize formatting and properties within reports, add an assortment of fields to reports, grant users security access to utilize reports, and schedule reports to run automatically.

COURSE OUTCOMES:

- Create, clone, and run a report
- Understand the Report Designer
- Utilize formatting and properties
- Add text and images to a report
- Create calculated fields and aggregate math fields
- Add and sort sections and lines on a report
- Configure report filters, prompts, variables, parameters, and styles
- Configure report security
- Utilize the Report Designer, report, and my report queue areas
- Import, export, and replace reports
- Configure scheduled report runs
- Create and maintain prompt templates

SECURITY (BUSINESS SYSTEMS)

Upon completing this course, you will be able to maintain security configurations, create security users, roles, and groups to determine which areas individuals will have access to, utilize advanced security options such as impersonation, verify security setup through reports, and run mass processes to update security access for users.

COURSE OUTCOMES:

- Maintain security system configurations
- Configure alternate authentication options
- Create security users, security roles, and security groups
- Set up screen security and maintain security roles
- Set up and maintain security groups
- Configure advanced functions on security roles
- Configure advanced functions on security groups
- Utilize the impersonation functionality
- Process security setup verification reports
- Run mass change processes to adjust security access for users

STAFF PLANNING

Upon completing this course, you will be able to create and maintain staff plans, update staff planning plan positions and employees in preparation for the new year, and budget pay amounts based upon plan positions.

COURSE OUTCOMES:

- Clone human resources codes
- Create staff planning plan codes
- Configure staff planning groups
- Maintain staff plans using the plan list or plan profile
- Configure staff planning plan positions
- Configure staff planning plan employees
- Configure position budgeting plan positions
- Configure position budgeting plan pays
- Utilize the position budgeting utilities
- Add the staff planning budget into a new fiscal year in the Account module

TIME OFF

Upon completing this course, you will be able to complete Time Off module setup and configurations, allocate time off to employees based on their assignment, enter and report on time off transactions, create an organization chart to identify the approval process for time off requests, and approve or deny employee time off requests.

COURSE OUTCOMES:

- Complete configuration for time off transaction settings, time off types, and type off reasons
- Complete setup for time off allocations and update employees' assignments with entitlement
- Allocate time off to employees
- Enter time off transactions for employees in employee profile or in the time off transactions area
- Print the time off transaction list report
- Create an organization chart for time off and complete setup for time off approvals
- Approve/deny time off requests entered in Employee Access
- Print the employee time off balances report

TIME TRACKING

Upon completing this course, you will be able to complete Time Tracking module setup based on employee and assignment information, create time transactions in Employee Access, submit timesheets in Employee Access, configure timesheet approvals, and approve or deny timesheets.

COURSE OUTCOMES:

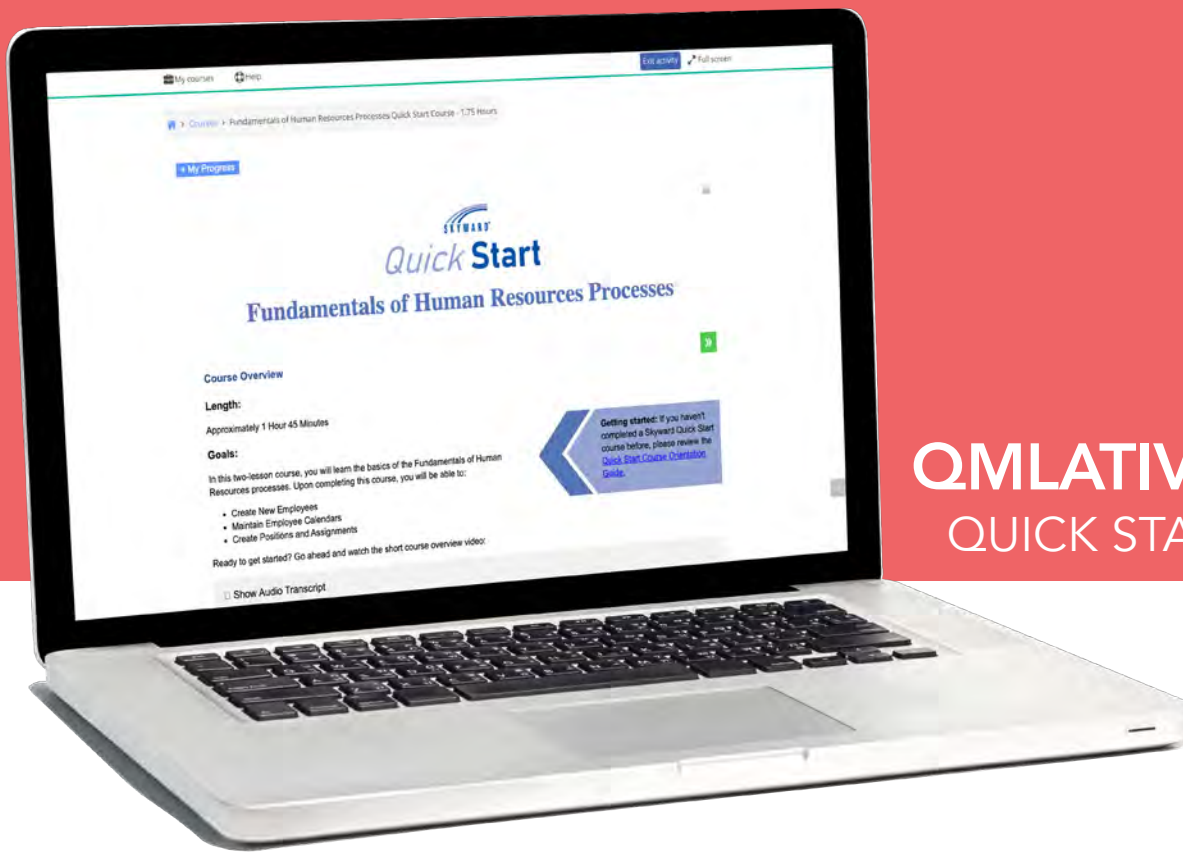
- Complete Time Tracking configurations
- Create employee time tracking transactions
- Process time tracking records in Employee Access
- Submit timesheet weeks in Employee Access
- Configure timesheet approvals
- Approve and deny timesheets
- Review time tracking timesheets

WAREHOUSE

Upon completing this course, you will be able to create and purchase warehouse items, process warehouse requests, create pick lists, process stock transactions, and record physical inventory.

COURSE OUTCOMES:

- Complete Warehouse setup
- Purchase warehouse items
- Process warehouse requests
- Create pick lists
- Process stock transactions and physical inventory



QMLATIV BUSINESS QUICK START COURSES

9

- Accounts Payable Processes Quick Start
- Accounts Payable Setup and Processes Quick Start
- Accounts Receivable Setup and Processes Quick Start
- Assets Setup and Processes Quick Start
- Benefit Management Setup and Processes Quick Start
- Budgeting Processes Quick Start
- Budgeting Setup and Processes Quick Start
- Data Mining Finance Quick Start
- Data Mining Human Resources Quick Start
- Employee Access for Employees Quick Start
- Employee Access Setup and Processes Quick Start
- Fundamentals of Financial Management Processes Quick Start
- Fundamentals of Financial Management Setup and Processes Quick Start

11

- Time Off Setup and Processes Quick Start
- Time Tracking for Supervisors Quick Start
- Time Tracking Processes Quick Start
- Time Tracking Setup and Processes Quick Start
- Warehouse Setup and Processes Quick Start

10

- Fundamentals of Human Resources Processes Quick Start
- Fundamentals of Human Resources Setup and Processes Quick Start
- General Navigation (Business Systems) Quick Start
- Payroll Processes Quick Start
- Payroll Setup and Processes Quick Start
- Purchase Order Entry and Approval Quick Start
- Purchasing Processes Quick Start
- Purchasing Setup and Processes Quick Start
- Reporting (Business Systems) Quick Start
- Security (Business Systems) Quick Start
- Staff Planning Setup and Processes Quick Start
- Substitute Tracking Processes Quick Start
- Time Off for Supervisors Quick Start
- Time Off Processes Quick Start

ACCOUNTS PAYABLE PROCESSES

In this three-lesson course, you will learn the basics of completing Accounts Payable processes. Upon completing this course, you will be able to:

- Process invoices
- Complete an Accounts Payable run
- Perform Accounts Payable run maintenance

ACCOUNTS PAYABLE SETUP AND PROCESSES

In this three-lesson course, you will learn the basics of Accounts Payable. Upon completing this course, you will be able to:

- Complete the Accounts Payable setup
- Create Accounts Payable invoices
- Batch update invoices
- Create Accounts Payable runs

ACCOUNTS RECEIVABLE SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Accounts Receivable. Upon completing the course, you will be able to:

- Complete the Accounts Receivable setup
- Create and process accounts receivable invoices
- Receive money with cash receipts

ASSETS SETUP AND PROCESSES

In this two-lesson course, users will learn the basics of Assets, which include:

- Asset module setup and configuration
- Creating assets
- Creating and updating depreciation records
- Disposing of an asset

BENEFIT MANAGEMENT SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Benefit Management. Upon completing the course, you will be able to:

- Complete the Benefit Management setup
- Create sub plans
- Create employee plan enrollments
- Update employee deductions and benefits in the Employee Profile

BUDGETING PROCESSES

In this two-lesson course, you will learn about Budgeting processes. Upon completing this course, you will be able to:

- Create and adopt a budget
- Process budget amendments

BUDGETING SETUP AND PROCESSES

In this four-lesson course, users will learn the basics of Budgeting, which include:

- How to create a budget version
- How to move a budget version forward to adoption
- How to create and process budget amendments

DATA MINING FINANCE

In this one-lesson course, you will learn the basics of Data Mining financial management information. Upon completing the course, you will be able to:

- Create a data mining report
- Run a data mining report

DATA MINING HUMAN RESOURCES

In this one-lesson course, you will learn the basics of Data Mining human resources information. Upon completing the course, you will be able to:

- Create a data mining report
- Run a data mining report

EMPLOYEE ACCESS FOR EMPLOYEES

In this five-lesson course, users will learn the basics of Employee Access for employees, which include:

- Navigating Employee Access
- Running a check estimate
- Submitting time off requests and timesheets

EMPLOYEE ACCESS SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Employee Access. Upon completing the course, you will be able to:

- Create Employee Access security groups and roles
- Configure employee usernames
- Audit and update employee users
- Impersonate Employee Access user

FUNDAMENTALS OF FINANCIAL MANAGEMENT PROCESSES

In this three-lesson course, you will learn about processing the Fundamentals of Financial Management. Upon completing this course, you will be able to:

- Create general ledger accounts
- Process cash receipts and journal entries
- Create and maintain vendor information

FUNDAMENTALS OF FINANCIAL MANAGEMENT SETUP AND PROCESSES

In this five-lesson course, you will learn the basic Fundamentals of Financial Management. Upon completing the course, you will be able to:

- Complete the Financial Management setup
- Create and maintain vendor information
- Setup and create accounts
- Create and process cash receipt deposits
- Create and process journal entries

FUNDAMENTALS OF HUMAN RESOURCES PROCESSES

In this two-lesson course, you will learn the basics of the Fundamentals of Human Resources processes. Upon completing this course, you will be able to:

- Create new employees
- Maintain employee calendars
- Create positions and assignments

FUNDAMENTALS OF HUMAN RESOURCES SETUP AND PROCESSES

In this five-lesson course, you will learn the basics of the Fundamentals of Human Resources. Upon completing the course, you will be able to:

- Complete the Human Resources setup
- Add an employee
- Update employee information
- Create positions and assignments

GENERAL NAVIGATION (BUSINESS SYSTEMS)

In this four-lesson course, you will learn about the basics of General Navigation. Upon completing this course, you will be able to:

- Navigate the system
- Utilize columns and filters

PAYROLL PROCESSES

In this three-lesson course, you will learn about processing Payroll. Upon completing this course you will be able to:

- Process a Payroll run
- Complete Payroll run corrections

PAYROLL SETUP AND PROCESSES

In this five-lesson course, you will learn the basics of Payroll. Upon completing the course, you will be able to:

- Complete the Payroll setup
- Complete employee setup for payroll
- Run payroll runs
- Complete payroll run corrections

PURCHASE ORDER ENTRY AND APPROVAL

In this one-lesson course, you will learn about purchase order entries and approvals. Upon completing the course, you will be able to:

- Create purchase orders
- Approve purchase orders

PURCHASING PROCESSES

In this two-lesson course, you will learn the basics of completing Purchasing processes. Upon completing the course, you will be able to:

- Create and approve purchase orders
- Deliver and receive purchase orders
- Process purchase order updates

PURCHASING SETUP AND PROCESSES

In this three-lesson course, you will learn the basics of Purchasing. Upon completing the course, you will be able to:

- Complete the Purchasing setup
- Create purchase orders
- Process and deliver purchase orders

REPORTING (BUSINESS SYSTEMS)

In this four-lesson course, you will learn the basics of Reporting. Upon completing the course, you will be able to:

- Create a report
- Use the Report Designer to modify a report
- Make a report available to the correct users

SECURITY (BUSINESS SYSTEMS)

In this three-lesson course, you will learn the basics of Security. Upon completing this course, you will be able to:

- Complete the Security setup
- Specify menu security
- Link roles, groups, and users
- Use utilities to efficiently maintain groups of security users

STAFF PLANNING SETUP AND PROCESSES

In this four-lesson course, users will learn the basics of Staff Planning. Upon completing this course, you will be able to:

- Create a Staff Planning plan and import data
- Update data in the Staff Plan for staffing and budgeting purposes
- Finalize a Staff Plan and complete the budget

SUBSTITUTE TRACKING PROCESSES

In this two-lesson course, you will learn about processing Substitute Tracking. Upon completing this course, you will be able to:

- Create and correct substitute transactions
- Calculate substitute pay

TIME OFF FOR SUPERVISORS

In this one-lesson course, you will learn the basics of Time Off for supervisors. Upon completing the course, you will be able to:

- Enter time off for employees
- Approve time off for employees

TIME OFF PROCESSES

In this one-lesson course, you will learn the basics of completing Time Off processes. Upon completing the course, you will be able to:

- Enter and approve time off

TIME OFF SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Time Off. Upon completing the course, you will be able to:

- Complete the Time Off setup
- Allocate time off
- Process time off requests

TIME TRACKING FOR SUPERVISORS

In this one-lesson course, you will learn the basics of Time Tracking for supervisors. Upon completing the course, you will be able to:

- Submit timesheets for employees
- Review and approve employee timesheets

TIME TRACKING PROCESSES

In this one-lesson course, you will learn the basics of completing Time Tracking processes. Upon completing the course, you will be able to:

- Submit and approve employee timesheets

TIME TRACKING SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Time Tracking. Upon completing the course, you will be able to:

- Complete the Time Tracking setup
- Create time transactions
- Process employee timesheets

WAREHOUSE SETUP AND PROCESSES

In this two-lesson course, users will learn the basics of Warehouse, which include:

- Setting up the Warehouse module
- Creating warehouse requests
- Creating pick lists
- Updating stock transactions



QMLATIV BUSINESS GENERAL COURSES

13

Activity Accounting General Course
Bank Reconciliations General Course
Customization (Business Systems) General Course
Financial Management Year End General Course
Human Resources Year End General Course
Knowledge Hub Administration General Course
Online Forms Setup and Usage (Business Systems) General Course
Process Management (Business Systems) General Course
Substitute Tracking General Course

14

System Administration (Business Systems) General Course

ACTIVITY ACCOUNTING

Upon completing this course, you will be able to set up activity accounting groups and specialty groups, process activity accounting, and process activity bank reconciliation.

COURSE OUTCOMES:

- Set up the Activity Accounting module
- Create a bank account
- Create a cash receipt group
- Create a journal entry group
- Create a purchasing group
- Create an accounts payable invoice group
- Create a credit card group
- Create a bank reconciliation
- Modify a bank reconciliation
- Close a bank reconciliation

BANK RECONCILIATIONS

In this three-lesson course, users will learn about Bank Reconciliation, which includes:

- Creating bank reconciliation records
- Reconciling and adjusting your bank account
- Closing a bank reconciliation

CUSTOMIZATION (BUSINESS SYSTEMS)

Upon completing this course, you will be able to customize navigation and profile menus, configure district-wide views and filters, create and maintain custom codes and screens, and configure customization security settings.

COURSE OUTCOMES:

- Understand database structure basics
- Configure navigation and profile menus
- Configure district-wide views and filters
- Create custom codes and screens
- Maintain custom screens
- Maintain customization security settings

FINANCIAL MANAGEMENT YEAR END

In this four-lesson course, users will learn about Year End for Financial Management, which includes:

- Preparing for Financial Management Year End processing
- Processing Year End for Financial Management
- Closing fiscal year

HUMAN RESOURCES YEAR END

In this three-lesson course, users will learn about Year End for Human Resources, which includes:

- Preparing for Human Resource Year End processing
- Processing Year End for Human Resources
- Completing maintenance tasks to prepare Human Resource system for the next fiscal year

KNOWLEDGE HUB ADMINISTRATION

In this four-lesson course, you will be able to learn about the Knowledge Hub.

COURSE OUTCOMES:

- Create and maintain Knowledge Hub roles, course lists, and users
- Establish Auto Enrollments
- Create and maintain Skyward contacts

ONLINE FORMS SETUP AND USAGE (BUSINESS SYSTEMS)

Upon completing this course, you will be able to create, complete, and maintain online forms.

COURSE OUTCOMES:

- Create and maintain online forms and steps
- Upload files in the online form attachment area
- Create and maintain online forms and steps for Employee Access
- Approve, deny, and delete users' online forms
- Mass print online forms

PROCESS MANAGEMENT (BUSINESS SYSTEMS)

In this three-lesson course, you will learn about Process Management.

COURSE OUTCOMES:

- Create and maintain processes, which include tasks for a particular procedure
- Manage instances of each process during the workflow

SUBSTITUTE TRACKING

Upon completing this course, you will be able to setup substitute tracking, create and import substitute transactions, calculate substitute pay, and update substitute timesheets.

COURSE OUTCOMES:

- Complete Substitute Tracking setup
- Create and import substitute transactions
- Calculate substitute pay scales
- Update substitute timesheets

SYSTEM ADMINISTRATION (BUSINESS SYSTEMS)

Upon completing this course, you will be able to complete district and system setup, manage system profile information, and process system utilities.

COURSE OUTCOMES:

- Define the structure of your database with districts and fiscal years
- Create buildings for use on employee positions
- Understand the name table
- Configure auto-generated employee identification numbers and email addresses
- Synchronize employee and vendor name numbers
- Import profile photos
- Configure system settings and codes
- Understand the information contained in the System Profile
- Resend emails from the email queue
- Schedule processes to automatically run at regular intervals
- Understand and process system utilities
- Understand and utilize the Import Designer



QMLATIV BUSINESS

STATE & FEDERAL COMPLIANCE COURSE

16

Federal Compliance Courses
State Compliance Courses by State

FEDERAL COMPLIANCE COURSES

941 Submission
 1099M Reporting
 1099-NEC Reporting
 Affordable Care Act Transmission (ACA)
 Civil Rights Data Collection (CRDC)
 Equal Employment Opportunity Commission EEO-5 Submission
 Governmental Accounting Standards Board (GASB)
 W2 Correction Submission
 W2 Submission

STATE COMPLIANCE COURSES

COLORADO:

- Educator Identification System Export/Import Submission
- Finance December Submission
- New Hire Submission
- Public Employees' Retirement Association (PERA) Submission
- Staff Interchange Submission
- Unemployment Compensation Submission
- Vendors Public Employees' Retirement Association (PERA) Retirees Report

FLORIDA:

- Florida Retirement System (FRS) Submission
- Personnel Email Submission
- New Hire Submission
- Random Moment Medicaid Sampling Submission
- Staff Survey 8
- Sunshine Connection (PEERS)

IDAHO:

- New Hire Submission
- Public Employee Retirement System of Idaho (PERSI) Submission
- Unemployment Compensation Submission

ILLINOIS:

- Annual Financial Report Form (AFR 50-35)
- Annual Publication Submission
- Annual Statement of Affairs (50-37)
- Child Support
- Employment Information System (EIS) Employment File
- Employment Information System (EIS) End Employment File
- Employment Information System (EIS) Salary/Evaluation
- Every Student Succeeds Act (ESSA) Submission
- Municipal Retirement Fund (IMRF)
- Joint Agreement Budget Form 50-39
- New Hire
- School District Budget Form 50-36
- Teachers Retirement System (TRS) Submission
- Unemployment Compensation Submission

INDIANA:

- 100R Submission
- DOE-CE Submission
- DOE-NE Submission
- ECA Risk Submission
- Form 9 Submission
- INPRS Submission
- New Hire Submission
- Unemployment Compensation Submission

KANSAS:

- Budget Report
- KPERS Submission
- Licensed Personnel Report
- Medicaid Cost Report
- New Hire Submission
- Unemployment Compensation Submission

MICHIGAN:

- Financial Information Database (FID) Submission
- New Hire Submission
- Office of Retirement Services ORS Submission
- Registry of Educational Personnel (REP) End of Year Submission
- Registry of Educational Personnel (REP) Fall Submission
- Unemployment Compensation

MINNESOTA:

- Budget Publication
- Child Support
- New Hire
- Public Employees Retirement Association (PERA)
- PERA Annual Leave Submission
- PERA Exclusion
- Staff Automated Reporting (STAR) Submission
- Teachers Retirement Association Submission (TRA)
- UFARS Final
- UFARS Preliminary
- Wage Detail Submission

MISSOURI:

- ASBR Submission
- MOSIS Submission
- New Hire Submission
- PSRS/PEERS Submission
- PSRS/PEERS Supplemental Submission (Adjustment Prior Year)
- PSRS/PEERS Supplemental Submission (Annual Base)
- PSRS/PEERS Supplemental Submission (Gross Salary)
- Unemployment Compensation Submission

PENNSYLVANIA:

- Annual Financial Report (AFR) Submission – Expenditure
- Annual Financial Report (AFR) Submission – Revenue
- General Fund Budget Submission Finalized
- General Fund Budget Submission Preliminary
- New Hire Submission
- PIMS Collection 1 (Business Systems)
- PIMS Collection 6 (Business Systems)
- PIMS Internal Snapshot (Business Systems)
- PSERS Work History Adjustment Submission
- Retirement Contract Record Submission
- Retirement Member Demographic Submission
- Retirement PSERS Work Report Submission
- Retirement VOYA Work Report Submission
- Social Security Reimbursement
- SupPer (Support Personnel) Submission
- Unemployment Compensation Submission

TENNESSEE:

- Budget/FER Submission (District)
- New Hire Submission
- Tennessee Consolidated Retirement System (TCRS) Submission
- Unemployment Compensation

TEXAS:

- Child Support
- Class Roster Submission (Business Systems)
- New Hire Submission
- Service Records
- TRS (Teacher Retirement System)
- Termination
- TSDS PEIMS Submission 1
- TSDS PEIMS Submission 2
- TSDS PEIMS Submission 3
- TSDS Unique ID (Business Systems)
- Unemployment Compensation Submission

WASHINGTON:

- Budget Status Report
- Child Support Using Expert Pay
- Child Support Using Payroll ACH
- F-195 Submission
- F-196 Submission
- Leave and Care Submission
- New Hire Submission
- Quarterly Wage Detail
- Retirement Transmittal
- School Employees Benefits Board (SEBB) Submission
- Workers' Compensation

WISCONSIN

- Ed-Fi Finance
- Medicaid Cost
- New Hire Submission
- Unemployment Compensation Submission
- WISE Staff
- Wisconsin Retirement System (WRS)



QMLATIV STUDENT MASTERY COURSES

19

Attendance Mastery Course
Behavior Management Mastery Course
Data Mining (Student Systems) Mastery Course
Fee Management Mastery Course
Food Service Mastery Course
Fundamentals of Student Management Mastery Course

20

General Navigation (Student Records) Mastery Course
Gradebook Setup and Teacher Access Processes Mastery Course
Grading Mastery Course
Multi-Tiered System of Supports (MTSS) Mastery Course

21

Reporting (Student Records) Mastery Course
Scheduling – Current Year Mastery Course
Scheduling – Future Mastery Course
Security (Student Records) Mastery Course

ATTENDANCE

Upon completing this course you will be able to setup the attendance module, record student attendance, process attendance letters, and run various attendance reports.

COURSE OUTCOMES:

- Create and maintain attendance codes
- Configure Attendance settings
- Create and maintain attendance calendars
- Enter and maintain individual student attendance records
- Produce attendance reports

BEHAVIOR MANAGEMENT

Upon completing this course you will be able to track student discipline incidents, process discipline letters, communicate student behavior management information to guardians and staff, as well as identify behavior patterns through reports.

COURSE OUTCOMES:

- Complete Behavior Management setup
- Maintain discipline codes
- Maintain discipline configuration options
- Maintain student discipline records
- Produce discipline reports as needed

DATA MINING (STUDENT SYSTEMS)

Upon completing this course, you will be able to create data mining custom reports.

COURSE OUTCOMES:

- Create and run data mining reports
- Utilize filters, sorts, and breaks for data mining reports

FEE MANAGEMENT

Upon completing this course, you will be able to create Fee Management customers, track fee and payment information, send balance notifications, and generate reports.

COURSE OUTCOMES:

- Set up the account configurations and create the codes in the account area that are necessary for fee processing
- Configure the fee management setting within the entity and entity group year configuration areas
- Create fee codes and payment type codes
- Create and maintain fee management customers
- Record student fees and payments
- Update and export payment accounting information
- Complete fee transactions such as deleting student fees, creating fee reversals, applying unapplied payments, reimbursing payments, and processing NSF checks
- Utilize and generate fee management reports
- Process fee management year end utilities

FOOD SERVICE

Upon completing this course, you will be able to create Food Service customers and payors, enter Food Service applications, create Food Service items, as well as enter purchases and payments.

COURSE OUTCOMES:

- Maintain account system and district configurations
- Create and maintain account groups
- Configure food service accounting settings
- Create and maintain customer information
- Create and maintain payor accounts and applications
- Create and maintain direct certifications
- Process the verification selection and maintain the selected applications
- Configure and utilize the Point of Sale feature
- Maintain purchase and payment transactions
- Configure online payments for students and guardians
- Generate food service reports

FUNDAMENTALS OF STUDENT MANAGEMENT

Upon completing this course, you will be able to create buildings and rooms, mass enroll students, enter family and student information, and send messages in the system.

COURSE OUTCOMES:

- Create and maintain codes
- Create new students
- Create entry defaults
- Attach families to students
- Attach information to the student profile
- Create and maintain homeroom records
- Identify and use appropriate utilities for the mass assign homerooms processes
- Identify and use appropriate utilities for the mass assign advisors processes
- View entry and withdrawal records
- Withdraw students
- Complete status changes
- Process no show records
- Update family information
- Record family changes and situations
- Maintain school paths
- Process student utilities
- Process enrollment and student reports
- Utilize the Message Center

GENERAL NAVIGATION (STUDENT RECORDS)

Upon completing this course, you will be able to navigate the system, utilize columns and filters, as well as inquire on profile information.

COURSE OUTCOMES:

- Manage the options on the Home screen
- Use columns and filters
- Inquire on student information

GRADEBOOK SETUP AND TEACHER ACCESS PROCESSES

Upon completing this course, you will be able to configure gradebook settings, maintain student grades and attendance records, update teacher settings, and report on student progress.

COURSE OUTCOMES:

- Create and maintain gradebook-related codes
- Process gradebook utilities
- Maintain attendance records and seating charts
- Create a discipline referral
- Create and send messages in Message Center
- Maintain gradesheet settings within a gradebook
- Create and maintain assignments within one or more gradebooks
- Score assignments utilizing all scoring functions
- Create and maintain online assignments
- Navigate the gradebook and view student information
- Transfer grades for new students in your class
- Analyze student performance
- Produce gradebook reports through Teacher Access
- Enter grade overrides and percent adjustments
- Enter report card comments
- Configure and process grade change requests
- Enter grade change requests through Teacher Access
- View the last time the gradebook was accessed
- View student assignments and scores
- Maintain substitute assignments
- Process administrative gradebook reports

GRADING

Upon completing this course, you will be able to track student grades, generate student report cards, run various grading reports, and calculate GPA.

COURSE OUTCOMES:

- Create and maintain grading codes
- Set up and maintain configuration settings for the Grading module
- Process necessary grading utilities
- Configure GPA for later use on things like honor roll and rank
- Maintain course master records as they pertain to grading
- Create and maintain grading codes
- Maintain the grading tab in the student profile
- Process necessary grading utilities
- Create and maintain grading codes for honor roll and rank
- Interpret GPA through honor roll and rank
- Generate grading reports for honor roll and rank
- Create and maintain grading codes for transcripts
- Set up and maintain grading configuration settings for report cards and transcripts
- Process grading utilities to assist with generating report cards and transcripts
- Generate report cards and transcripts
- Generate reports from the Grading module

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Upon completing this course, you will be able to create and maintain intervention plans, as well as monitor student progress.

COURSE OUTCOMES:

- Create codes used with watchlists
- Process the mass run watchlist threshold utility
- Create and maintain observation and referral records
- Process referrals
- Create codes used for intervention plans
- Create and maintain student intervention plans
- Configure and view MTSS information in Family Access and Student Access

REPORTING (STUDENT RECORDS)

Upon completing this course, you will be able to create and process custom reports, utilize formatting and properties within reports, add an assortment of fields to reports, grant users security access to utilize reports, and schedule reports to run automatically.

COURSE OUTCOMES:

- Create, clone, and run a report
- Understand the Report Designer
- Utilize formatting and properties
- Add text and images to a report
- Create calculated fields and aggregate math fields
- Add and sort sections and lines on a report
- Configure report filters, prompts, variable, parameters, and styles
- Configure report security
- Utilize the Report Designer, report, and my report queue areas
- Import, export, and replace reports
- Create and maintain prompt templates

SCHEDULING – CURRENT YEAR

Upon completing this course, you will be able to complete the scheduling setup, build courses, sections, and meets, as well as schedule your students.

COURSE OUTCOMES:

- Create and maintain scheduling codes
- Create and maintain curriculums
- Add and maintain staff codes
- Add and maintain staff records
- Create and maintain courses within the course list
- Create and maintain sections within a course
- Create and maintain meets within a section
- Generate and utilize course reports
- Create and maintain scheduling student codes
- Create and manipulate individual student schedules appropriately
- Use individual and mass utilities for the creation of student schedules
- Configure Cross Entity Course Scheduling (CECS)
- Set up courses offered to and by your entity
- Understand how CECS interacts with other modules
- Generate and utilize student and teacher reports

SCHEDULING – FUTURE

Upon completing this course, you will be able to complete scheduling setup, build courses, sections, and meets, as well as enter course requests for students, build the master schedule, and schedule your students.

COURSE OUTCOMES:

- Complete the preliminary scheduling processes
- Create and maintain scheduling codes
- Create and maintain curriculums
- Add and maintain staff codes
- Add and maintain staff records
- Create and maintain courses within the course list
- Create and maintain sections within a course
- Create and maintain meets within a section
- Create and maintain course and section corequisite groups
- Generate and utilize course reports
- Create and maintain scheduling categories
- Create and maintain scheduling teams
- Create and maintain scheduling groups
- Configure and maintain Family/Student Access course requests
- Create and maintain individual and mass student course requests
- Generate and utilize reports to verify course requests
- Create and maintain block periods
- Create schedule restore points
- Process the update estimated number of sections and initialize meet details utilities
- Run the section scheduler processes
- Create and manipulate individual student schedules
- Use mass scheduling utilities
- Configure Cross Entity Course Scheduling (CECS)
- Set up courses offered to and by your entity
- Understand how CECS interacts with other modules
- Generate and utilize student and teacher reports

SECURITY (STUDENT RECORDS)

Upon completing this course, you will be able to maintain security configurations, create security users, create security roles, as well as create security groups. You will also utilize advanced security options, verify security setup through reports, and run mass processes to update security access for users.

COURSE OUTCOMES:

- Maintain security system configurations
- Configure alternate authentication options
- Create security users, security roles, and security groups
- Set up screen security and maintain security roles
- Set up and maintain security groups
- Configure advanced functions on security roles
- Configure advanced functions on security groups
- Utilize the impersonation functionality
- Process security setup verification reports
- Run mass change processes to adjust security access for users



QMLATIV STUDENT QUICK START COURSES

23

Academic/Athletic Eligibility Quick Start
 Attendance Letters Quick Start
 Attendance Processes Quick Start
 Attendance Setup and Processes Quick Start
 Behavior Management Processes Quick Start
 Behavior Management Setup and Processes Quick Start
 Data Mining (Student Systems) Quick Start
 Discipline Letters Quick Start
 Fee Management Processes Quick Start
 Fee Management Setup and Processes
 Food Service Point of Sale Quick Start
 Food Service Setup and Processes Quick Start
 Fundamentals of Student Management Processes Quick Start

25

Multi-Tiered System of Supports (MTSS) Processes Quick Start
 Multi-Tiered System of Supports (MTSS) Setup and Processes Quick Start
 Reporting (Student Records) Quick Start
 Scheduling – Current Year Elementary Processes Quick Start
 Scheduling – Current Year Secondary Processes Quick Start
 Scheduling – Current Year Setup and Processes Quick Start
 Scheduling – Future Setup and Processes Quick Start
 Security (Student Records) Quick Start
 Teacher Access Monitoring for Administrators Quick Start

24

Fundamentals of Student Management Setup and Processes Quick Start
 General Navigation (Student Records) Quick Start
 Teacher Access and Standards Gradebook for Teachers Quick Start
 Teacher Access and Standards Gradebook Setup Quick Start
 Teacher Access and Traditional Gradebook for Teachers Quick Start
 Teacher Access and Traditional Gradebook Setup Quick Start
 Grading (With GPA) Processes Quick Start
 Grading (With GPA) Setup and Processes Quick Start
 Grading (Without GPA) Processes Quick Start
 Grading (Without GPA) Setup and Processes Quick Start
 Health Records Entry Quick Start

ACADEMIC/ATHLETIC ELIGIBILITY

In this three-lesson course, you will learn the basics of Athletic/Academic Eligibility. Upon completing the course, you will be able to:

- Create and maintain activities
- Complete the eligibility setup
- Process eligibility

ATTENDANCE LETTERS

In this one-lesson course, you will learn the basics of Attendance Letter processes. Upon completing this course, you will be able to:

- Complete the Attendance Letter setup
- Process Attendance Letters

ATTENDANCE PROCESSES

In this three-lesson course, users will learn the basics of completing Attendance processes. Upon completing the course, you will be able to:

- Enter attendance for students
- Report on student attendance

ATTENDANCE SETUP AND PROCESSES

In this four-lesson course, you will learn the basics of Attendance. Upon completing the course, you will be able to:

- Complete the Attendance setup
- Enter attendance by student
- Mass create attendance records

BEHAVIOR MANAGEMENT PROCESSES

In this three-lesson course, you will learn the basics of Behavior Management processes. Upon completing the course, you will be able to:

- Create an incident
- Attach actions to an incident
- Attach action details to actions

BEHAVIOR MANAGEMENT SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Behavior Management. Upon completing the course, you will be able to:

- Create the Behavior Management setup
- Create an incident
- Attach actions to incidents
- Attach action details to actions

DATA MINING (STUDENT SYSTEMS)

In this one-lesson course, you will learn the basics of Data Mining. Upon completing the course, you will be able to:

- Create a Data Mining report
- Run a Data Mining report

DISCIPLINE LETTERS

In this one-lesson course, you will learn the basics of Discipline Letter processes. Upon completing the course, you will be able to:

- Complete the Discipline Letter setup
- Process Discipline Letters

FEE MANAGEMENT PROCESSES

In this six-lesson course, you will learn the basics of Fee Management processes. Upon completing this course, you will be able to:

- Create Fee Management customers
- Attach fees to customers
- Attach payments to customers

FEE MANAGEMENT SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Fee Management. Upon completing this course, you will be able to:

- Complete the Fee Management setup
- Attach fees to customers
- Attach payments to payors

FOOD SERVICE POINT OF SALE

In this one-lesson course, users will learn the basics of the Food Service Point of Sale, which include:

- Entering purchases
- Entering payments
- Closing out the line

FOOD SERVICE SETUP AND PROCESSES

In this five-lesson course, users will learn the basics of Food Service, which include:

- Running Point of Sale
- Entering purchases
- Entering payments

FUNDAMENTALS OF STUDENT MANAGEMENT PROCESSES

In this nine-lesson course, you will learn the basics of completing the Fundamentals of Student Management processes. Upon completing the course, you will be able to:

- Add a new student and maintain student information
- Create and maintain families
- Maintain student enrollment information

FUNDAMENTALS OF STUDENT MANAGEMENT SETUP AND PROCESSES

In this four-lesson course, you will learn the basics of Fundamentals of Student Management. Upon completing the course, you will be able to:

- Complete the Student Management setup
- Add a new student
- Create families
- Record a student status change

GENERAL NAVIGATION (STUDENT RECORDS)

In this four-lesson course, you will learn about the basics of General Navigation. Upon completing this course, you will be able to:

- Navigate the system
- Utilize columns and filters

TEACHER ACCESS AND STANDARDS GRADEBOOK FOR TEACHERS

In this six-lesson course, you will learn the basics of the Standards Gradebook. Upon completing this course, you will be able to:

- Record daily attendance
- Create and maintain standards-based assignments
- Track student grades

TEACHER ACCESS AND STANDARDS GRADEBOOK SETUP

In this three-lesson course, you will learn about the basics of the Standards Gradebook. Upon completing this course, you will be able to:

- Complete the Gradebook setup
- Configure attendance for Teacher Access
- Create subjects and standards
- Create grading scales
- Create calculation groups

TEACHER ACCESS AND TRADITIONAL GRADEBOOK FOR TEACHERS

In this six-lesson course, you will learn the basics of the Traditional Gradebook. Upon completing this course, you will be able to:

- Record daily attendance
- Create and maintain assignments
- Track student grades

TEACHER ACCESS AND TRADITIONAL GRADEBOOK SETUP

In this two-lesson course, you will learn the basics of the Traditional Gradebook. Upon completing this course, you will be able to:

- Complete the Gradebook setup
- Configure attendance for Teacher Access
- Create grading scales
- Create calculation groups

GRADING (WITH GPA) PROCESSES

In this six-lesson course, you will learn the basics of the Grading with GPA processes. Upon completing the course, you will be able to:

- Maintain student grades
- Generate report cards
- Generate transcripts

GRADING (WITH GPA) SETUP AND PROCESSES

In this four-lesson course, you will learn the basics of Grading with GPA. Upon completing the course, you will be able to:

- Complete the Grading setup
- Maintain student grades
- Generate report cards
- Generate transcripts

GRADING (WITHOUT GPA) PROCESSES

In this three-lesson course, you will learn the basics of Grading without GPA processes. Upon completing this course, you will be able to:

- Maintain student grades
- Generate report cards

GRADING (WITHOUT GPA) SETUP AND PROCESSES

In this three-lesson course, you will learn the basics of Grading without GPA. Upon completing the course, you will be able to:

- Complete the Grading setup
- Maintain student grades
- Generate report cards

HEALTH RECORDS ENTRY

In this five-lesson course, you will learn the basics of Health Records Entry. Upon completing the course, you will be able to:

- Create Student Health Records
- Enter and maintain vaccination records
- Create health office visits

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) PROCESSES

In this four-lesson course, you will learn the basics of MTSS processes. Upon completing this course, you will be able to:

- Create intervention plans
- Create intervention plan meeting records

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) SETUP AND PROCESSES

In this two-lesson course, you will learn the basics of Multi-Tiered System of Support (MTSS). Upon completing this course, you will be able to:

- Complete the MTSS setup
- Create intervention plans
- Create intervention plan meeting records

REPORTING (STUDENT RECORDS)

In this four-lesson course, you will learn the basics of Reporting. Upon completing the course, you will be able to:

- Create a report
- Use the Report Designer to modify a report
- Make a report available to the correct users

SCHEDULING – CURRENT YEAR ELEMENTARY PROCESSES

In this six-lesson course, you will learn the basics of elementary Scheduling processes:

- Create and maintain student schedules

SCHEDULING – CURRENT YEAR SECONDARY PROCESSES

In this six-lesson course, you will learn the basics of secondary Scheduling processes:

- Create and maintain student schedules

SCHEDULING – CURRENT YEAR SETUP AND PROCESSES

In this three-lesson course, you will learn the basics of Current Scheduling. Upon completing the course, you will be able to:

- Complete the Scheduling setup
- Create courses, sections, and meets
- Schedule students

SCHEDULING – FUTURE SETUP AND PROCESSES

In this five-lesson course, you will learn the basics of Future Scheduling. Upon completing this course, you will be able to:

- Complete the Scheduling setup
- Create courses, sections, and meets
- Build the master schedule
- Request courses
- Schedule students

SECURITY (STUDENT RECORDS)

In this three-lesson course, you will learn the basics of Security. Upon completing this course, you will be able to:

- Complete the Security setup
- Specify menu security
- Link roles, groups, and users
- Use utilities to efficiently maintain groups of security users

TEACHER ACCESS MONITORING FOR ADMINISTRATORS

In this two-lesson course, users will learn the basics of Teacher Access Monitoring for Administrators, which include:

- Viewing Monitor by Class and Monitor by Teacher information
- Configuring grade change requests
- Processing grade change requests



QUALITATIVE STUDENT GENERAL COURSES

27

Activity Access General Course
 Assessment General Course
 Career Plans General Course
 Conferences General Course
 Customization (Student Records) General Course
 Endorsements General Course
 Family/Student Access Setup and Usage General Course
 Field Trips General Course
 Graduation Planning General Course
 Guidance General Course

28

Health Services General Course
 Lockers General Course
 Multi-Tiered System of Supports (MTSS) Student Services General Course
 New Student Enrollment General Course
 Online Forms Setup and Usage (Student Records) General Course
 Process Management (Student Systems) General Course
 Special Education Setup and Processes General Course
 Special Education Student Services General Course

29

Student Activities Setup and Processes General Course
 Student Management Year End General Course
 Transportation General Course

ACTIVITY ACCESS

In this four-lesson course, users will learn about Activities, which includes:

- Maintaining student activities
- Generating student activity reports
- Maintaining activity events
- Maintaining participation records

ASSESSMENT

In this two-lesson course, users will learn about Assessment, which includes:

- Creating district-defined tests
- Maintaining and analyzing student test scores

CAREER PLANS

In this four-lesson course, users will learn about Career Plans, which includes:

- Configuring career plans
- Configuring curriculum
- Modifying student career plans

CONFERENCES

In this four-lesson course, users will learn the basics of Conferences, which include:

- Creating and maintaining conferences
- Creating and maintaining conference detail records

CUSTOMIZATION (STUDENT RECORDS)

Upon completing this course, you will be able to customize navigation and profile menus, configure district-wide views and filters, create and maintain custom codes and screens, and configure customization security settings.

COURSE OUTCOMES:

- Understand database structure basics
- Configure navigation and profile menus
- Configure district-wide views and filters
- Create custom codes and screens
- Maintain custom screens
- Maintain customization security settings

ENDORSEMENTS

In this four-lesson course, users will learn about Endorsements, which includes:

- Creating and maintaining endorsements
- Creating student endorsement records

FAMILY/STUDENT ACCESS SETUP AND USAGE

Upon completing this course, you will be able to set up Family and Student Access, view Family and Student Access information, and maintain change requests.

COURSE OUTCOMES:

- Configure security to enable the use of Family Access and Student Access
- Maintain the system configuration and entity group configuration
- Run Family/Student Access utilities
- View the student information available to you
- Configure the system to allow change requests
- Approve and maintain change requests

FIELD TRIPS

In this one-lesson course, users will learn the basics of Field Trips, which includes:

- Creating and maintaining field trip records
- Creating and maintaining student field trip detail records

GRADUATION PLANNING

In this three-lesson course, users will learn about Graduation Planning, which includes:

- Creating graduation plans
- Setting up graduation plan defaults
- Maintaining student graduation plans

GUIDANCE

In this two-lesson course, users will learn about Guidance, which includes:

- Creating guidance office codes
- Entering students in the guidance office
- Updating office visits

HEALTH SERVICES

Upon completing this course, you will be able to create and maintain student health records, track student medications, enter office visit records, manage the office visit queue, and maintain student vaccination records.

COURSE OUTCOMES:

- Create codes that pertain to applicable medical records
- Create and maintain student health records
- Create records for students en masse
- Edit or void records created in error
- Maintain the codes needed for student medication records
- Track student medications
- Run a report of the medications that are to be administered for a day
- Create codes needed for office visits
- Enter office visit records and manage the office visit queue
- Create district-specific vaccine and vaccination codes
- Create and maintain student vaccination records
- Track student compliance and keep parents informed about compliance

LOCKERS

In this two-lesson course, users will learn about Lockers, which includes:

- Creating and maintaining the necessary codes to track student lockers
- Maintaining locker records attached to students

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) STUDENT SERVICES

In this two-lesson course, you will learn about Multi-Tiered System of Supports (MTSS) in Student Services. Upon completing this course, you will be able to:

- Create and maintain observation and referral records
- Maintain intervention details
- Track student intervention progress

NEW STUDENT ENROLLMENT

In this five-lesson course, users will learn about New Student Enrollment, which includes:

- Setting up New Student Enrollment security
- Enabling notifications for New Student Enrollment
- Enrolling students

ONLINE FORMS SETUP AND USAGE (STUDENT RECORDS)

Upon completing this course, you will be able to create, complete, and maintain online forms.

COURSE OUTCOMES:

- Create and maintain online forms and steps
- Upload files into the online form attachment area
- Create and maintain online forms and steps for Family Access and Teacher Access
- Approve, deny, and delete users' online forms
- Mass print online forms

PROCESS MANAGEMENT (STUDENT SYSTEMS)

In this three-lesson course, you will learn about Process Management. Upon completing this course, you will be able to:

- Create and maintain processes, which include tasks for a particular procedure
- Manage instances of each process during the workflow

SPECIAL EDUCATION SETUP AND PROCESSES

Upon completing this course, you will be able to set up the Special Education module, as well as create and maintain student evaluation and IEP records. You will also learn how to attach and complete student special education forms for students.

COURSE OUTCOMES:

- Set up evaluations
- Create referral reason and assessment codes
- Maintain evaluation and age-related notifications
- Complete IEP and Placement setup
- Maintain IEP and Placement records
- Set up Special Education forms and Student Special Education forms

SPECIAL EDUCATION STUDENT SERVICES

In this three-lesson course, you will learn about Special Education in Student Services. Upon completing this course, you will be able to:

- Create and maintain student evaluation records
- Create and maintain student IEP records
- Attach and complete student special education forms

STUDENT ACTIVITIES SETUP AND PROCESSES

Upon completing this course, you will be able to set up activities, create and maintain activities, manage student activities, as well as setup and maintain athletic eligibility.

COURSE OUTCOMES:

- Complete Activity Access setup
- Attach students to activities
- Create activity award codes
- Create activity event types
- Record participation for activity events
- Create activity requirements

STUDENT MANAGEMENT YEAR END

In this four-lesson course, users will learn about Year End for Student Management, which includes:

- Creating a new school year
- Completing the Year End process for a district
- Completing the Year End process for an entity

TRANSPORTATION

In this two-lesson course, users will learn about Transportation, which includes:

- Maintaining bus routes and stops for students
- Maintaining student transportation records



QMLATIV STUDENT STATE & FEDERAL COMPLIANCE COURSE

31

Federal Compliance Courses
State Compliance Courses by State

FEDERAL COMPLIANCE COURSES

Civil Rights Data Collection (CRDC)

Verification Collection Report.

STATE COMPLIANCE COURSES

ILLINOIS:

- Assessment of Readiness: Student Registration/Personal Needs Profile
- Birth to Three Caregiver Submission
- Birth to Three Indicator Submission
- Birth to Three Program Submission
- College and Career Readiness Indicator Submission
- College Course Assignment Submission
- DLM-AA Pre-ID Submission
- Early Childhood Outcome Submission
- Early Childhood Program Submission
- Early Childhood Submission
- EL Screener Submission
- English Learner Submission
- Exit Student Enrollment Submission
- Gifted and Accelerated Submission
- Homeless Submission
- IAR Correction Submission
- Immigrant Submission
- Outside Course Assignment Submission
- Prenatal Services Submission
- Prenatal to Student Match Submission
- Regional Safe School Program (RSSP) Submission
- SAT Pre-ID Submission
- Seal of Biliteracy Submission
- Service Provider Submission
- Special Programs
- Student 504 Plan Submission
- Student Address Submission
- Student Attendance Submission
- Student Course Assignment Submission
- Student Demographic Enrollment Submission
- Student Discipline Group Submission
- Teacher Course Assignment Entry Submission
- Teacher Course Assignment Exit Submission
- WINS Submission

IDAHO:

- Special Programs

INDIANA:

- Additional Student Information Submission
- Alternative Education Submission
- Attendance Submission
- Certified Position Submission
- Course Completion Submission
- Curricular Materials Assistance Submission
- Discipline Submission
- Dual Credit Submission
- English Learner and Immigrant Submission
- Educator Evaluation Submission
- Graduate Report Submission
- Homebound-Hospitalized Submission
- INTERS Submission
- IREAD-3 Submission
- LEP Federal Flexibility Collection Submission
- Membership Submission
- P-EBT Submission
- Real Time Access Submission
- Real Time Submission
- Student Residence Submission
- Special Education Evaluation Submission
- Special Education Submission
- Special Education Termination Submission
- State Board of Accounts 8400 Report
- School Personnel Number Export/Import
- Student Test Number Export
- Test Accommodation Submission
- Testing Online and Barcode Submission
- Title 1 Submission

MICHIGAN:

- Career Technical Education Information System (CTEIS)
- Membership Report
- Michigan Care Improvement Registry (MCIR)
- Percent Attendance Audit Report
- Percent Attendance Report
- Special Programs

MICHIGAN:

- Career Technical Education Information System (CTEIS)
- Membership Report
- Michigan Care Improvement Registry (MCIR)
- Percent Attendance Audit Report
- Percent Attendance Report
- Special Programs

MINNESOTA:

- Carl Perkins Submission
- Disciplinary Incident Reporting System (DIRS) Submission
- MARSS Submission End of Year
- MARSS Submission Fall
- MCCC Submission
- Special Programs
- STAR Student Submission

PENNSYLVANIA:

- PIMS Submission 1
- PIMS Submission 2
- PIMS Submission 3
- PIMS Submission 4
- PIMS Submission 5
- PIMS Collection 6
- Secure ID Export/Import
- Special Programs

TEXAS:

- Charter School Waitlist Submission
- Child Find Submission
- Class Roster Submission (Student Systems)
- Crisis Submission
- P-EBT Submission
- Precoding Submission
- Residential Facility Tracker Submission
- Special Education Language Acquisition (SELA) Submission
- Special Programs
- SPPI-14 Submission
- TREx Export
- TSDS Enrollment Tracking
- ECDS Prekindergarten Submission
- ECDS Kindergarten Submission
- TSDS PEIMS Submission 1
- TSDS PEIMS Submission 3
- TSDS PEIMS Submission 4
- TSDS Unique ID

WASHINGTON:

- Assessment of District Student Health Services
- Comprehensive Education Data and Research Systems (CEDARS)
- Immunization Status Report - Preschool
- Immunization Status Report - School Age
- P223 Monthly School District Enrollment Report
- P223H Monthly Special Education Enrollment Report
- SSID Export/Import
- Truancy Petition Claim

WISCONSIN:

- Ed-Fi Submission
- PI-1563 Submission