



## Quick Start End-User Courses

The PDC's quick start courses are designed for districts beginning implementation or for staff members new to Skyward. Quick Start courses focus on the most essential tasks you and your staff will need to know to confidently use your new system and enjoy early success.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Budgetary Quick Start	This essential task-based course covers the fundamental end user processes of the Skyward Budgetary module	This training is intended for District level financial staff such as Business Managers, Directors of Finance, Accounts Payable employees and Accounting Specialists. Other staff who may find this training helpful include Superintendents and Administrative Assistants (who may only want to attend the budgeting and reporting sections of this training).	18 hours	<a href="#">video</a>
Payroll Quick Start	This essential task based course covers the fundamental end user processes of the Skyward Business Management Payroll module.	This training is intended for district level Payroll staff such as, Business Manager, Payroll Manager, and Payroll Clerks responsible for the day-to-day processing. Other staff that may find this training helpful include the Human Resources Director and Human Resource Department personnel responsible for the day-to-day processing of district employees.	28 hours	<a href="#">video</a>
Employee Access Quick Start	This essential task based course covers the fundamental end user processes of the Skyward Employee Access module.	This training is intended for users responsible for maintaining employee information in Skyward, typically HR and/or Payroll. Other staff who may find this training helpful include the district business manager, central office staff responsible for time off (leave) entry/setup, and the Skyward security administrator. The Skyward security administrator will only be required at the beginning of the class to ensure that the appropriate set-up has been completed to allow access to Employee Access.	4 hours	<a href="#">video</a>
Employee Management Quick Start	This essential task based course covers the fundamental end user processes of the Skyward Employee Management module.	This training is intended for Human Resource personnel. Other staff who may find this training helpful include Payroll personnel and Business Managers.	8 hours	<a href="#">video</a>
Time Off Quick Start	This essential task based course covers the fundamental end user processes of the Skyward Human Resources Time Off module.	This training is intended for Human Resources employees who are in charge of setting up, allocating, entering transactions, and tracking time off.	7 hours	<a href="#">video</a>



## Setup Courses

The PDC's setup courses are designed for staff and administrators who will be responsible for determining essential module configurations. Setup courses focus on codes and configurations you and your staff will need to prepare and maintain your live database.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Budgetary Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Business Management Budgetary module.	This training is intended for District level financial staff such as Business Managers and Directors of Finance who will be the decision makers on how this module will be setup.	12 hours	<a href="#">video</a>
Payroll Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Business Management Payroll module.	This training is intended for District level financial staff such as Business Managers and Directors of Finance who will be the decision makers on how this module will be setup.	7 hours	<a href="#">video</a>
Employee Access Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Human Resources Employee Access module.	This training is intended for district level staff who will be making decisions on how this module will be setup.	7 hours	<a href="#">video</a>
Employee Management/ Salary Negotiations Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Business Management Employee Management/Salary Negotiations modules.	This training is intended for district level staff who will be making decisions on how this module will be setup.	3 hours	<a href="#">video</a>
Time Off Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Human Resources Time Off module.	This training is intended for district level staff who will be making decisions on how this module will be setup.	4 hours	<a href="#">video</a>



## Specialty Courses

These intermediate-level courses focus on feature- and function-specific tutorials to help you take the next step within the Skyward solution. Take advantage of these targeted training sessions to expand your capabilities and dive deeper into the applications your district uses most.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Budgetary Data Mining Specialty Course	This specialty course covers all facets of Budgetary Data Mining.	This training is intended for Budgetary staff responsible for building customized reports in Skyward.	4 hours	<a href="#">video</a>
Finance Custom Form Specialty Course	This specialty course covers all facets of creating and using Custom Forms in Finance.	This training is intended for Budgetary staff who design and maintain specialty forms.	2 hours	<a href="#">video</a>
HR Data Mining Specialty Course	This specialty course covers all facets of Human Resources Data Mining.	This training is intended for HR staff responsible for building customized reports in Skyward.	3 hours	<a href="#">video</a>
HR Custom/ Online Forms Specialty Course	This specialty course covers all facets of creating and using Custom Forms in Human Resources.	This training is intended for HR staff who design and maintain specialty forms.	3 hours	<a href="#">video</a>