

Qmlativ Training Outline

Registrar

Topic	Date
General Navigation	10/6/2025
Student Basics	10/22/2025
Enrollment	11/19/2025
Reports/Browse Screens/ Message Center	12/3/2025
Scheduling Basics	<i>Possibly Week of Jan 13, 2026</i>
NWRDC Grading Basics	1/21/2026 8:30 – 10:30
NWRDC Transcripts	1/21/2026 1:30 – 2:30
NWRDC Scheduling Basics	1/22/2026 9-11
Registrar Guided & Scheduled Tasks	1/28/2026
NWRDC New Registrar Survival Skills P1	2/17/2026 8:30 – 10:30
NWRDC New Registrar Survival Skills P2	2/17/2026 1-3
NWRDC New Registrar Survival Skills P3	2/17/2026 9-11
Family Student Access Overview	3/18/2026
P223	4/2026
Report Cards K-5	5/13/2026
Managing Grad Requirements & Report Cards	5/15/2026 <i>Waiver Day</i>
WA State Transcripts - LHS/LA Only	5/15/2026 <i>Waiver Day</i>
Secondary Support	5/20/2026
Year End Tasks	5/27/2026
Bell Schedule Lunch Code Set Up	6/17/2026
Registrar Survival Skills Part 1	Summer
Registrar Survival Skills Part 2	Summer
Registrar Survival Skills Part 3	Summer
Secondary Only	
Conference Scheduler	10/5/2026 <i>Waiver Day?</i>

Attendance

Topic	Date
General Navigation	10/6/2025
Student Basics	10/29/2025
Attendance Basics	11/25/2025 ½ PM K-5 ER 12:30-3:30
Reports/Browse Screens/Message Center	12/17/2025
NWRDC Attendance Basics	1/12/2026 – 8:30 – 12:30
NWRDC – Attendance Letters	1/27/2026 8:30 – 12:00

Tardy Kiosk & Scheduled Tasks	2/4/2026
Attendance Letters	3/16/2026 <i>PM Waiver Day 12:30-3:30</i>
Truancy/Discipline Entry & Reporting	3/16/2026 <i>PM Waiver Day 12:30-3:30</i>
Family Student Access Overview	3/25/2026
Attendance Check In	5/06/2026
Year End Tasks	6/3/2026

Activities

Topic	Date
General Navigation	10/6/2025
Student Basics	11/5/2025
Activity Basics & Overview	11/5/2025
Reports/Browse Screens/Message Center	1/14/2026
Family Student Access Overview	1/14/2026