

Monthly Mentions...

Coming up this month....

In April, most of our schools will be releasing mid-quarter reports. Here are some items that may need to be addressed:

- Closing input for 3rd quarter report cards
- Confirming the date range in the system for the 4th mid-quarter report
- Opening up teacher input for mid-quarter reports
- Closing mid-quarter reports when teachers have finished importing grades

April is also a good time to start getting ready for graduation and the end of the school year. In mid April, we will be turning on the steps for the Summer Transition process, which will appear at the top of your Home screen. Some of these steps involve:

- Moving the school calendar forward to 2011-2012
- Creating staff accounts for any new teachers
- Moving students forward to their new grade and homeroom

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Trimesters...

If your school is on a trimester schedule, we have a separate list of FastDirect functions that may need to be addressed this month.

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Did you know...

For Administrators: Keeping track of registrants for the next school year can be a time saver and help get you ahead of the game for August. One helpful tool is the registration report which can be opened in Excel, allowing you to sort the data in a variety of ways.

For Teachers: When going through the ReportCard grade input process, it can be helpful to see what grades those students received in previous grading periods. Therefore, FastDirect has made the names of the students clickable so that you can see that specific child's ReportCard.

For Parents: April is tax month and FastDirect has a tax report for parents on their Home page.

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What's new...

Communicating between school and home has never been easier! With the new file upload feature, you are able to attach a file to an eMessage, just like an email. Your parents can also receive text messages from the school directly to their cell phones.

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