



Monthly Mentions...

Coming up this month....

In July, completing the **Summer Transition** steps should be well underway. These steps are mandatory and need to be completed by the end of the summer. Without completing these steps, your system will not be functional for the next school year.

In addition to working on the Summer Transition steps, there are several other items that need to be addressed. Here are those items:

- Complete Summer Transition Steps
- Fill Teachers' GradeBooks
- Set Up the Master School Calendar
- Define Quarter/Trimester Dates
- Evaluate Grade Scales
- Review ReportCards
- Examine Schedule Codes
- Edit Teacher Accounts
- Archive Finance Accounts*
- Set Up the Cafeteria Daily Menu*

To find out more information on how to complete these items, click on the 'Read More' link at the bottom. HelpDesk is available to help guide you through these steps - just contact HelpDesk to set up a time when you are ready to get started.

* = Only for schools who use these features

[Read More...](#)

Did you know...

For Administrators: July is a perfect month to archive finance accounts! Archiving finance will hide old transactions and help reduce confusion. For past years' Tuition and Registration accounts, archiving will also remove the old, out-dated account headings.

For Teachers: The Reports icon offers resources on a variety of information on the whole student population. Here you will find reports on rosters, birthdays, attendance, contact information, labels, and more.

For Parents: When viewing your finance account balances in FastDirect, each balance is a clickable link. When you click on a specific balance, you will see a list of all the transactions (deposits & charges) made to that account.

[Read More...](#)

What's new..

The bottom section of the staff list in FastDirect contains all of the inactive staff accounts at your school. FastDirect has created a new feature which allows you to hide any of those accounts. By 'retiring' those old, inactive accounts, you will increase performance time and reduce scrolling.

[Read More...](#)