



Monthly Mentions...

Coming up this month....

In May, most of our schools will be wrapping up their final grading period. Here are some items that may need to be addressed:

- Closing input for 4th mid-quarter reports
- Opening up teacher input for 4th quarter report cards
- Closing 4th quarter report cards when teachers have finished importing grades

Some schools also have a 'Semester 2' and/or a 'Final' column on their report cards. If this has been set-up at your school, then you will need to open up input for those grading periods as well.

May is also the time to get ready for the end of the school year. We have turned on the steps for the Summer Transition process, which appear at the top of your Home screen. 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. 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.

[Read More...](#)

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.

[Read More...](#)

Did you know...

Administrators: Your file upload capacity has been increased! Each administrator account was previously allowed to upload 50 files and now that has been increased to 100 files!

Teachers: Your file upload capacity has been increased! Each teacher account was previously allowed to upload 50 files and now that has been increased to 100 files!

Parents: Your file upload capacity has been increased! Each parent account was previously allowed to upload 10 files and now that has been increased to 25 files! Additionally, if your child has been given a account, their upload capacity is also 25 files.

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What's new...

FastDirect video tutorials are an excellent way to learn about certain functions in a visual and audial manner. These FAQ video tutorials give step by step instructions on topics ranging from how to add a new teacher, make finance deposits and charges, add a course to a teacher's GradeBook or enter in grades into a ReportCard. Furthermore, there are some video tutorials to help with the Summer Transition steps.

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