



# Monthly Mentions...

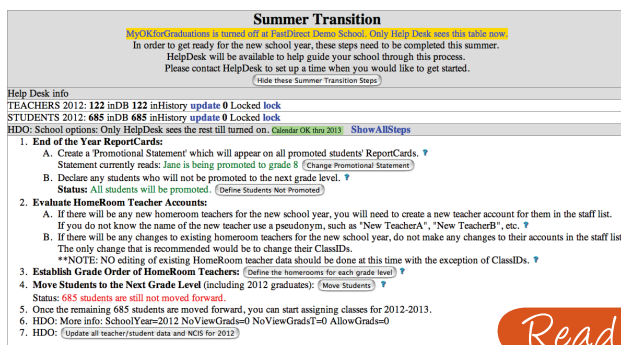
## Coming up this month....

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.

**Summer Transition** - 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...](#)

## Did you know...

**Administrators:** As the parents are sending in money for the next school year's tuition, let HelpDesk get your 2013-2014 Tuition account created. Don't wait until August to start making deposits and charges on next year's accounts!

**Teachers:** When going through the ReportCard grade input process, it can be helpful to see what grades the 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.

**Parents:** Having a parent account in FastDirect is essential for staying connected and informed of your child's education. Allowing students access to their own student account can be equally helpful.



[Read More...](#)

## What's new...

A new look for GradeBook! We've spent many, many months redesigning the layout of GradeBook and improving some of the functionality. After several months of beta testing, we would love for any and all teachers to give it a go!

**Video Tutorial of the Month:** [Click here to find out what has changed in GradeBook and how you can try it out for yourself.](#)

[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...](#)