

Instructions for Giving Facilitators Access to CrossLEA Grades

NOTE: This will need to be completed by your District PowerSchool Administrator!

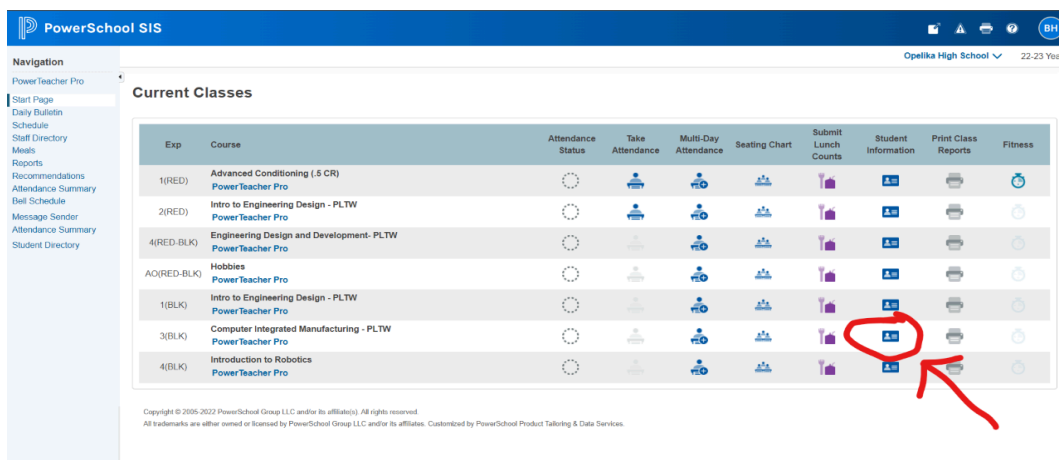


1. Download the plugin here  [PowerTeacherCrossLEAGrades.zip](#) (remember to leave it zipped).
2. Install the plugin into the management dashboard.
3. After installing and enabling the plugin, go to **System —> Special Operation —> Rebuild custom page links —> Run**

The 3-minute video here will show how the facilitators will be able to see the grades once the plugin is installed. <https://youtu.be/qV0waxy7PA0>

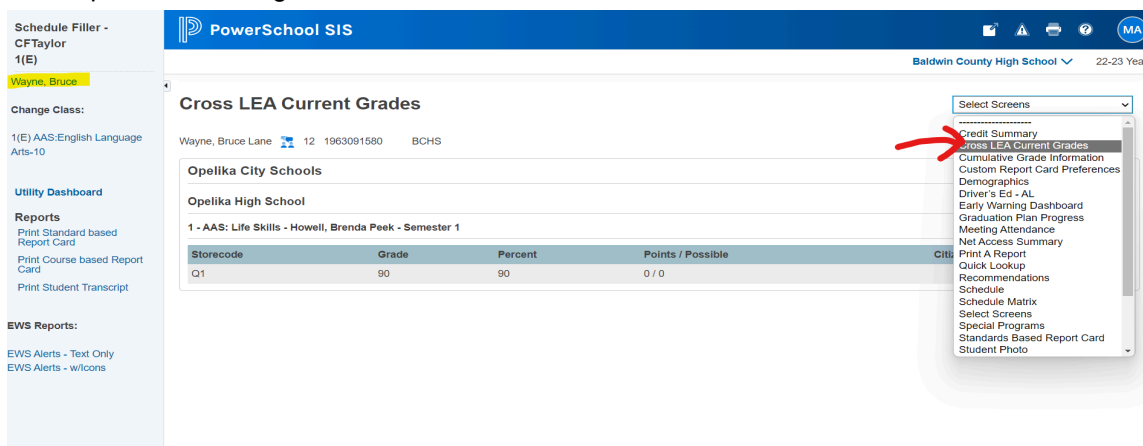
Once completed facilitators can follow the directions below to access the grades of cross-enrolled students they oversee:

1. Click the student information icon for the class that houses the students they are overseeing as a facilitator.



The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with options like 'Start Page', 'Daily Bulletin', 'Schedule', 'Staff Directory', 'Meals', 'Reports', 'Recommendations', 'Attendance Summary', 'Bell Schedule', 'Message Sender', 'Attendance Summary', and 'Student Directory'. The main area is titled 'Current Classes' and contains a table with columns: Exp, Course, Attendance Status, Take Attendance, Multi-Day Attendance, Seating Chart, Submit Lunch Counts, Student Information, Print Class Reports, and Fitness. The table lists several classes, including 'Advanced Conditioning (1.5 CR)', 'Intro to Engineering Design - PLTW', 'Engineering Design and Development - PLTW', 'Hobbies', 'Intro to Engineering Design - PLTW', 'Computer Integrated Manufacturing - PLTW', and 'Introduction to Robotics'. A red arrow points to the 'Student Information' icon in the 'Student Information' column for the 'Computer Integrated Manufacturing - PLTW' class.

2. Choose a student from the left and select the cross LEA current grades screen from the dropdown on the right.



The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with options like 'Schedule Filler - CFTaylor 1(E)', 'Wayne, Bruce', 'Change Class:', '1(E) AAS:English Language Arts-10', 'Utility Dashboard', 'Reports', 'Print Standard based Report Card', 'Print Course based Report Card', 'Print Student Transcript', 'EWS Reports:', 'EWS Alerts - Text Only', and 'EWS Alerts - w/Icons'. The main area is titled 'Cross LEA Current Grades' and shows a student's information: Wayne, Bruce Lane, 12, 1963091580, BCHS. Below this is a table with columns: Storecode, Grade, Percent, Points / Possible, and Credits. The table shows one row: Q1, 90, 90, 0 / 0, and 1. A red arrow points to the 'Cross LEA Current Grades' option in the 'Select Screens' dropdown menu.