



# ARCHDIOCESE OF CHICAGO



## PowerSchool Helpdesk – Guide To Setting Up The ACT Aspire Test Results

### ACT ASPIRE SET UP FOR ADMINS

PowerSchool will now offer parents the capability of viewing their childrens’ ACT Aspire test results via the parent portal with the simple click of a button.

This guide will show admins how to enable the button for parents to view and use in the parent portal for both [groups](#)\* of students and [individual](#)\* students.

**\*Click to jump to their corresponding guides\***

### Groups

1. On the start page, select the students you’d like to enable this feature. Select by grade level or select by hand. For this example all the students have been selected.

The screenshot shows the PowerSchool interface. At the top, there's a navigation bar with 'Welcome', 'Help', and 'Sign Out'. Below that, 'School:' and 'Term: 16-17 Year' are displayed. The main content area is titled 'Start Page' and has tabs for 'Students', 'Staff', and 'Parents'. A search bar is present with an 'Advanced' option and a 'View Field List' link. Below the search bar is an alphabetical index (A-Z) and a 'Map Your Students' button. The 'Current Student Selection (145)' section contains a table with the following data:

Student	Grade Level	Student Number
Aguayo, Isabella Sofia	PK3	110552
Albrecht, Abigail Grace	7	43119
Anderson, James Frost	8	43143
Auer, Madeline May	4	43068
Bacci, Sofia Luisa	8	43144
Bates, Bobbie Simone	PK4	97298
Baumann, Alissa Trevino	7	43120
Baumann, Leo Trevino	4	43069
Bobay, Nicholas Dennis	4	43070
Bonfranceschi, Mateo	PK4	109856

At the bottom of the table, there are navigation arrows and a 'Select By Hand' button. Below the table is a 'What's New' section.

2. After the students have been selected, on the bottom right corner click on the small blue button with the white triangle to bring the group functions menu. Here you will select ‘Student Field Value’ under the “Functions” category.

The screenshot shows the PowerSchool interface. On the left is a navigation menu with categories: Functions, Reports, People, Setup, and Applications. The main area is titled 'Start Page' and shows a 'Current Student Selection (145)' table. A 'Group Functions' dropdown menu is open on the right, listing various actions. The 'Student Field Value' option under the 'Functions' category is highlighted with a red box and a yellow circle labeled '2'. At the bottom right of the menu, the 'Select By Hand' button is highlighted with a red box and a yellow circle labeled '1'.

Student	Grade Level
Aguayo, Isabella Sofia	PK3
Albrecht, Abigail Grace	7
Anderson, James Frost	8
Auer, Madeline May	4
Bacci, Sofia Luisa	8
Bates, Bobbie Simone	PK4
Baumann, Alissa Trevino	7
Baumann, Leo Trevino	4
Bobay, Nicholas Dennis	4
Bonfranceschi, Mateo	PK4

3. You will be redirected to the Student Field Value page where you will be changing the field called ‘act\_enable’ with the value of ‘Y’. Because all students by default are set to ‘N’, by changing that to ‘Y’, it allows parents to view the ACT Aspire button in the parent portal. Click Submit on the lower right of the screen.

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- Message Sender

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

- School
- System
- Personalize

**Applications**

- PowerLunch
- PowerScheduler

## Student Field Value

145 Students are selected

Option	Value
<b>Field To Change (Fields)</b>	act_enable <span style="float: right;">1</span>
<b>New Field Value</b>	Y <span style="float: right;">2</span>
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
<b>Options</b>	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

3

4. At this page, you'll get the opportunity to review what you will be changing, you'll notice that each one is labeled as old and new for the field you will be changing. In this example the old is 'N' or blank and the new will be 'Y'. To immediately get to the bottom of the page for large quantities of students press the "End" key on the keyboard and click Submit. Otherwise scroll to the bottom of the page to confirm this change, click Submit at the bottom right corner of the page.

124.	Dorsey, Ann Kelly	N	Y
125.	Ledezma, Juan Andres	N	Y
126.	Moy, Venec Shogun	N	Y
127.	Reddy, Lucas Daniel	N	Y
128.	Dreher, Allison Emily	N	Y
129.	Sluzynski, Parker John	N	Y
130.	Weiss, Margaret Andrea	N	Y
131.	Grant, John Vincent	N	Y
132.	Shortal, Daniel Patrick	N	Y
133.	Hanusa, Caden William	N	Y
134.	Sienicki, John Christopher	N	Y
135.	del Rosario, Caleb Christian	N	Y
136.	Nicks, Kennedy Nyemah	N	Y
137.	Burke, Gabriel David	N	Y
138.	Seymour, Ava Grace	N	Y
139.	Webster, Hannah Ashton	N	Y
140.	Greene, Sophia Rose	N	Y
141.	Urbon, Nicholas Jerry	N	Y
142.	Bates, Bobbie Simone	N	Y
143.	Goodwin, Sierra Paige		Y
144.	Reddy, Mark		Y
145.	Bonfranceschi, Mateo		Y

5. This completes the change for enabling the ACT Aspire results button in the parent portal for groups.

## Individuals

1. On the start page, select the student you'd like to enable this feature. You can do this by either searching by the student's last name or clicking on the grade level of the student.

PowerSchool

Welcome, | Help | Sign Out

School: Term: 16-17 Year

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- Message Sender

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

- School
- System
- Personalize

**Applications**

- PowerLunch
- PowerScheduler

**Start Page**

Students | Staff | Parents

C

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK3 PK4 K 1 2 3 4 5 6 7 8 M F All Stored Searches Stored Selections Map Your Students

**Current Student Selection (1)**

Student	Grade Level	Student Number
Cutler, Jay	6	35063

Select By Hand Student Field Value

**What's New**

See what's new in the latest feature release of PowerSchool. Read more...

- In the student's page, on the left side you'll see a list of options to choose from. Click on 'Custom Screens' which can be found under the "Information" category.

PowerSchool

Welcome, | Help | Sign Out

School: Term: 16-17 Year

Quick Lookup Print A Report Switch Student List (1)

**Information**

- Access Accounts
- Addresses
- Attachments
- Custom Screens
- Demographic
- Emergency Contact
- Family
- Health
- Modify Info
- Other Information
- Student Email
- Parents
- Photo
- State/Province - IL
- Transportation

**Academics**

- Attendance
- Cumulative Info
- Graduation Plan Progress
- Graduation Plan Selection
- Graduation Progress
- Historical Grades
- Honor Roll
- Standards
- Teacher Comments
- Term Grades
- Test Results
- Truancies

**Quick Lookup**

Cutler, Jay 6 35063 standar

Quick Lookup Standards Grades

**Attendance By Class**

Exp	Last Week					This Week					Course	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F		16-17	16-17	16-17	16-17
HR(A-E)											1st Grade Homeroom Pippin, Took - Rm: 101	0	0	0	0
1(A-E)											1st Grade Religion Jara, Elisa - Rm: 101	0	0	0	0
P3(A-E)											1st Grade Lang. Arts Jara, Elisa - Rm: 101	0	0	0	0
P5(A-E)											1st Grade Science Jara, Elisa - Rm: 101	0	0	0	0
P5(A-C)											1st Grade Music James, Mary - Rm: 205	0	0	0	0
<b>Attendance Totals</b>											0	0	0	0	

Show dropped classes also

**Attendance By Day**

Last Week	This Week	Absences	Tardies
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- The menu on the left will change with new options. Click on "Confidential", the fifth item in the list.

Student Screens  
List (1)

Registration 1. Student Info  
Registration 2. Parent Info  
Registration 3. Emergency  
ACT/ASPIRE & TerraNova  
Labels  
**Confidential**  
Next Year Plans  
Message S

PowerSchool

Welcome, Help | Sign Out

School: Term: 16-17 Year

Start Page > Student Selection > Quick Lookup

### Quick Lookup

Cutler, Jay 6 35063 standar

Quick Lookup Standards Grades

Exp	Attendance By Class										Absences		Tardies		
	Last Week					This Week					Course	16-17	16-17	16-17	16-17
	M	T	W	H	F	M	T	W	H	F					
HR(A-E)											1st Grade Homeroom Pippin, Took - Rm: 101	0	0	0	0
1(A-E)											1st Grade Religion Jara, Elisa - Rm: 101	0	0	0	0
P3(A-E)											1st Grade Lang. Arts Jara, Elisa - Rm: 101	0	0	0	0
P5(A-E)											1st Grade Science Jara, Elisa - Rm: 101	0	0	0	0
P5(A-C)											1st Grade Music James, Mary - Rm: 205	0	0	0	0
Attendance Totals											0	0	0	0	

Show dropped classes also

Attendance By Day			
Last Week	This Week	Absences	Tardies

4. You will be directed to the Confidential page. The field you want to change is labeled “Parent Portal ACT Access?”. At the moment it is set to ‘N’, click on the letter ‘N’ and change it to ‘Y’. After that, click on Submit on the bottom right corner to complete the alteration.

Quick Lookup  
Print A Report  
Switch Student  
List (1)

PowerSchool

Welcome, Ruben Chauca | Help | Sign Out

School: Standards Academy Term: 16-17 Year

Start Page > Student Selection > Confidential

### Confidential

Cutler, Jay 6 35063 standar

Student Given Tuition Assistance	N
Applied Date (MM/DD/YYYY)	
Big Shoulders Fund Scholar	<input type="checkbox"/>
Bus Route	
Bus Route 2	
ISP	N
Parent Handbook Sign Off	<input type="checkbox"/>
Technology Responsible Usage Policy	<input type="checkbox"/>
Mass & Media Release Form	<input type="checkbox"/>
Tuition Agreement	<input type="checkbox"/>
Parent Portal ACT Access? (Y or N)	Y

Submit

https://archchicago.powerschool.com/admin/students/quicklookup.html?fm=00149851

5. This completes the change for enabling the ACT Aspire results button in the parent portal for individuals.

