



PowerSchool Helpdesk – Guide To Accessing ACT Aspire Test Results

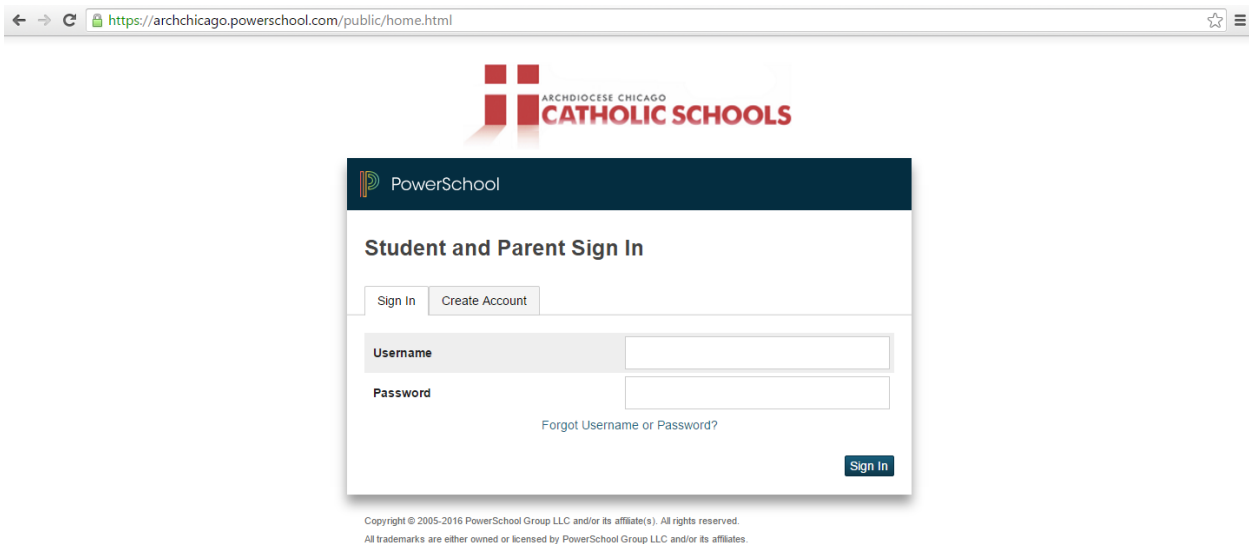
ACT ASPIRE ACCESS FOR PARENTS

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

This guide will show parents how to view the student’s test results.

Prerequisites: You need to have Adobe Acrobat Reader to view the results and one of the following web browsers (Google Chrome, Mozilla Firefox, Microsoft Internet Explorer).

1. To access your student’s ACT Aspire scores you must first go to the following URL:
<https://archchicago.powerschool.com/public>
Here you will enter your username and password to sign into the Parent Portal.



- Upon logging in, you should see a blue button displaying “Retrieve ACT Scores” which you will have to click on. If you do not see this button then it may be because your school has not enabled this feature in PowerSchool.

The screenshot shows the PowerSchool interface for a user named Paxton. The page title is "Grades and Attendance: Cutler, Paxton June". A red box highlights a button labeled "Retrieve ACT Scores" with a red arrow pointing to it. The page contains two tables:

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies		
	M	T	W	H	F	M	T	W	H	F								
Attendance Totals																	0	0

Last Week											This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F		T1	YTD	T1	YTD					
											0	0	0	0					
Attendance Totals											0	0	0	0					

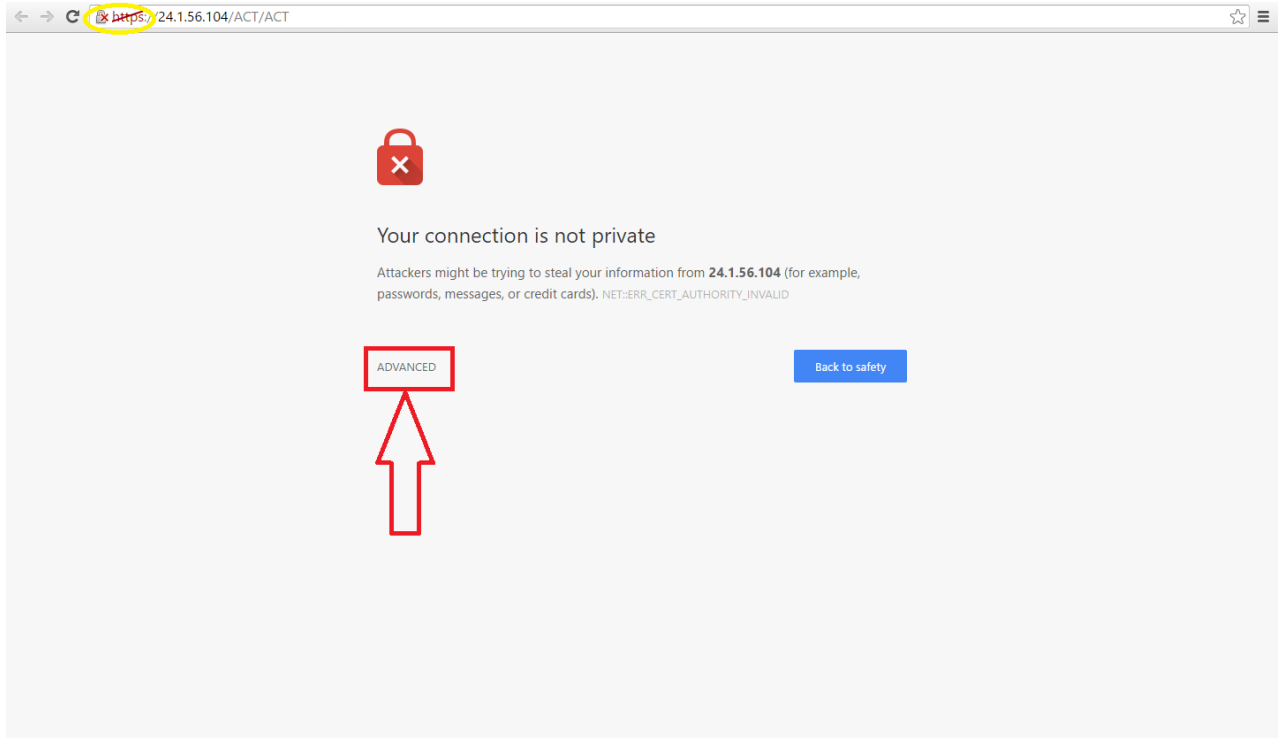
Legend
Attendance Codes: Blank=Present | TU=Unexcused Tardy | AU=Absent Unexcused | AE=Absent Excused | TE=Tardy Excused | AH=Half Day AM | AP=Half Day PM | AT=Truant Absence | SA=School Activity | SU=Suspension | POD=Portion of Day |
Citizenship Codes: E=Excellent | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

- Your browser will open a new tab showing a message. It will appear differently depending on the browser you are using so each will be labeled for you to see which applies. Do not be alarmed, this is your browser taking precaution since you are entering a different website that is not PowerSchool because the ACT files are saved elsewhere.

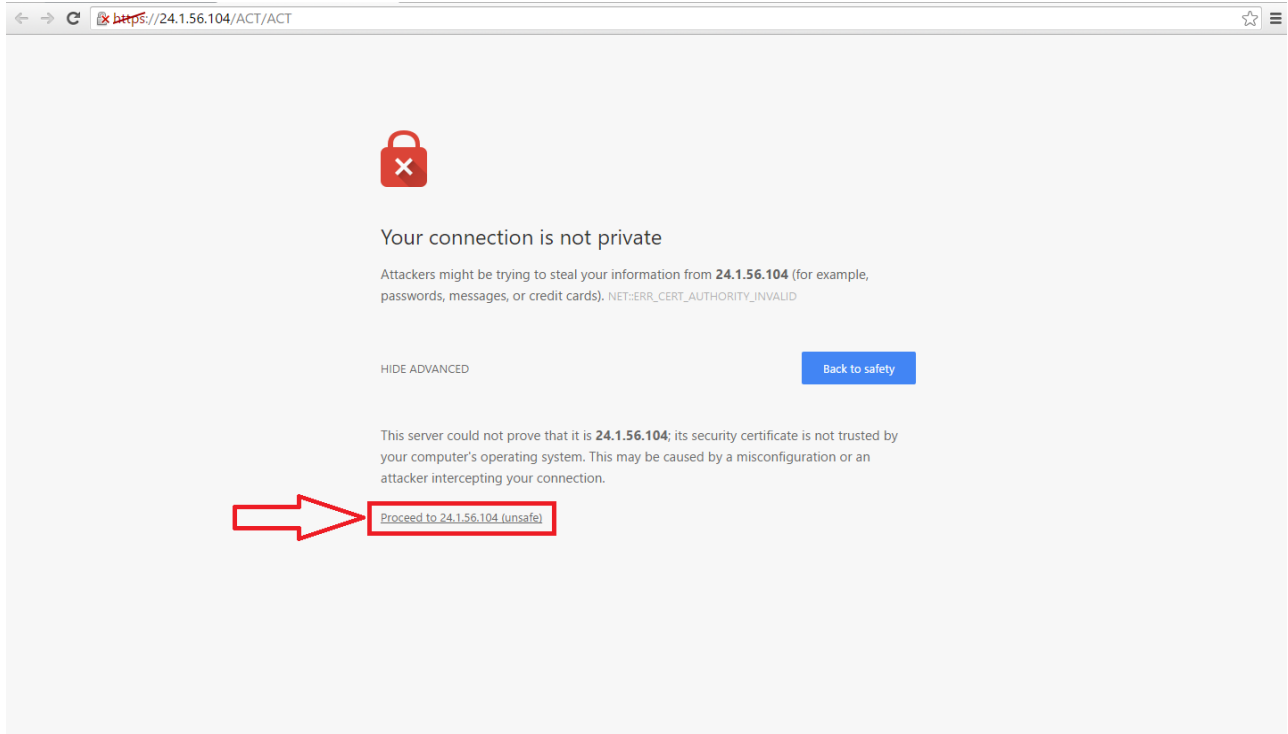
Click on the browser you are using to be sent to proper page:



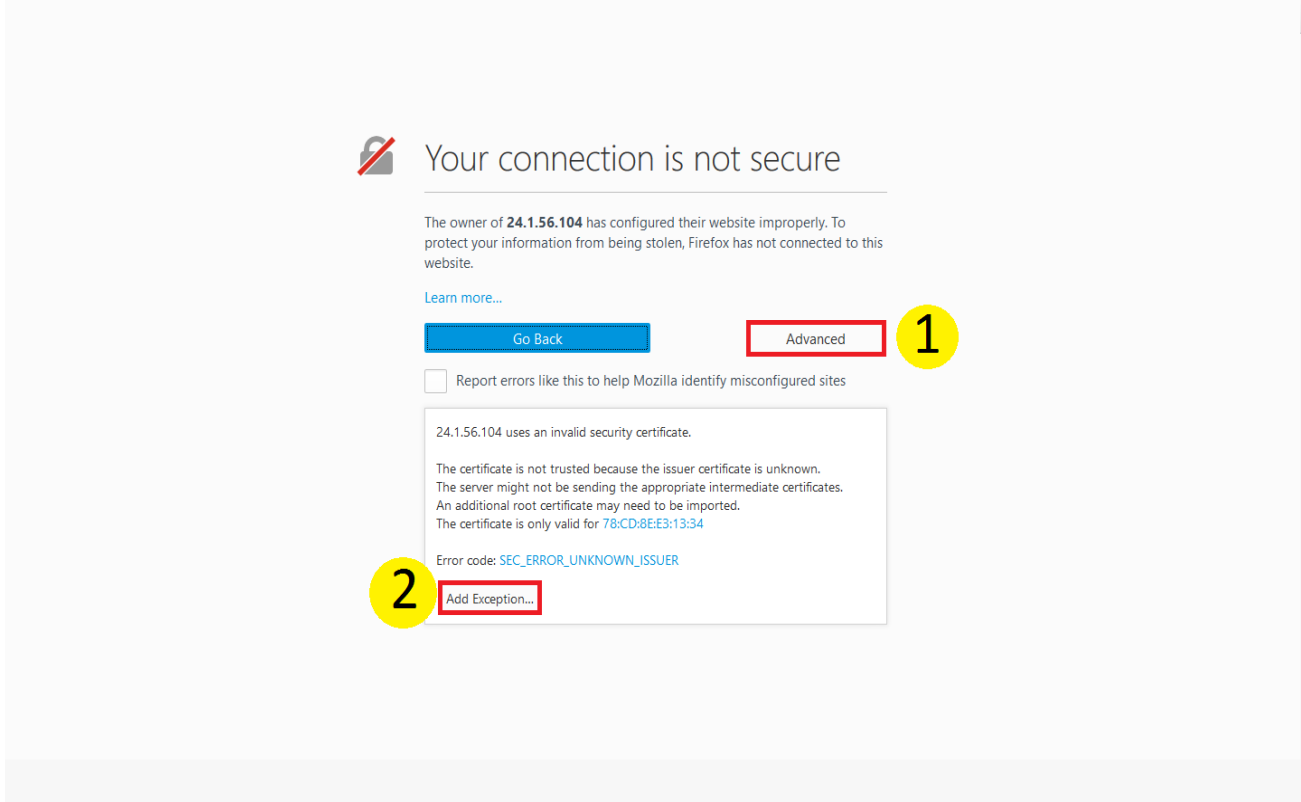
CHROME: Click on the word “ADVANCED” to continue.



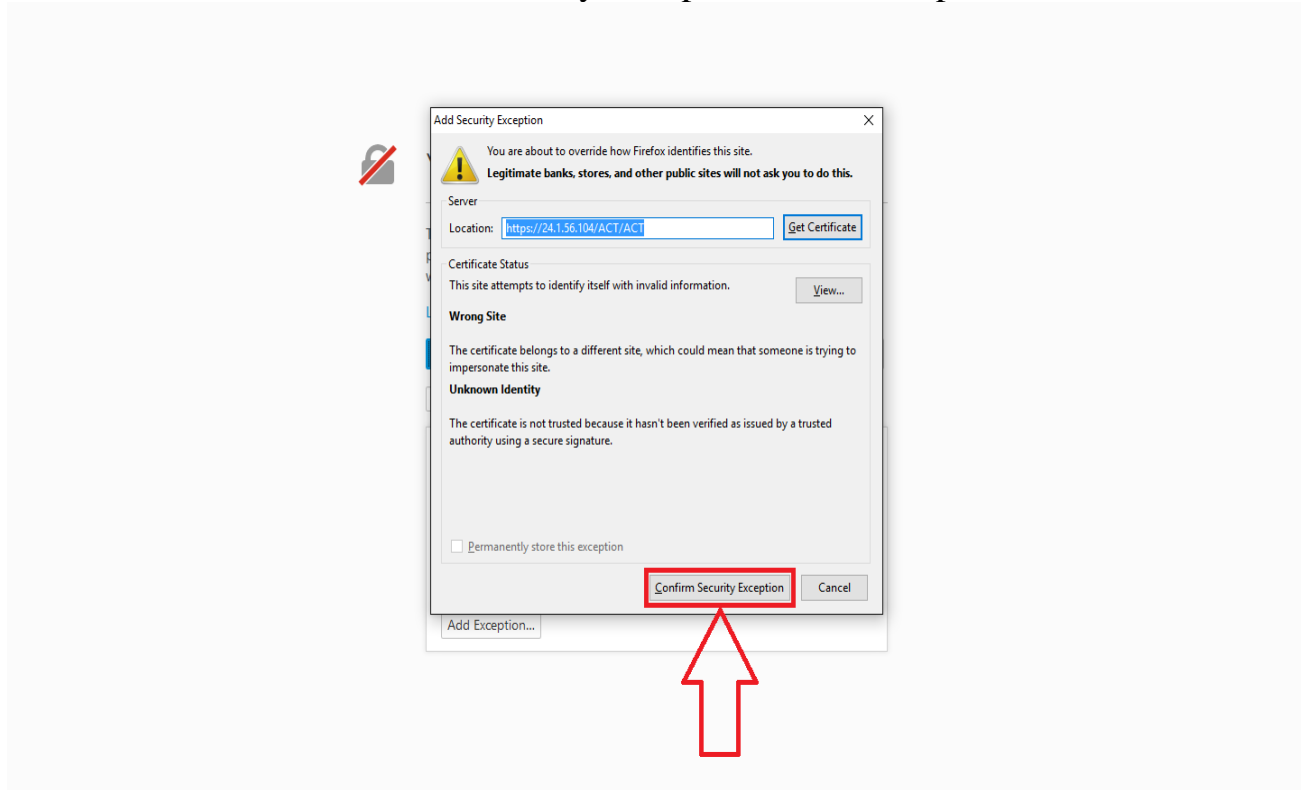
CHROME: You'll see a new block of text, click on “Proceed” to download the PDF.



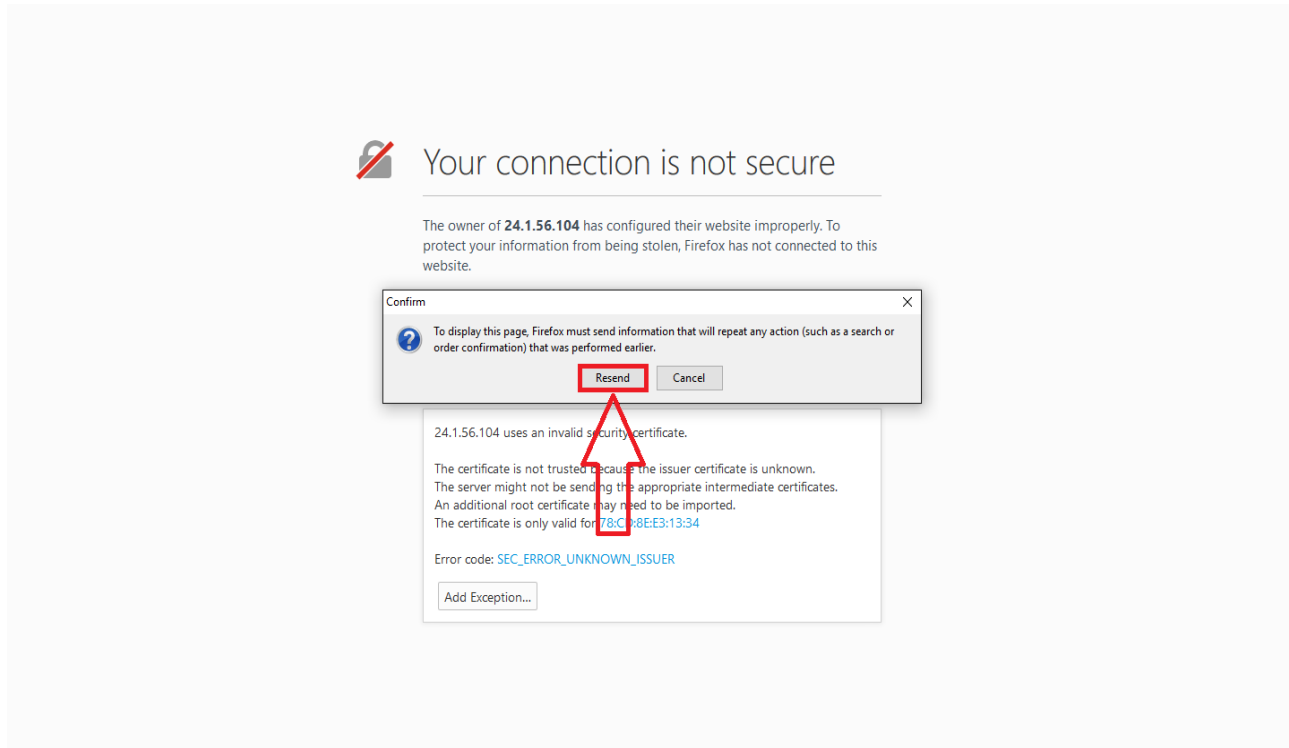
FIREFOX: Click on “Advanced” then under the box of text click on “Add Exception...”



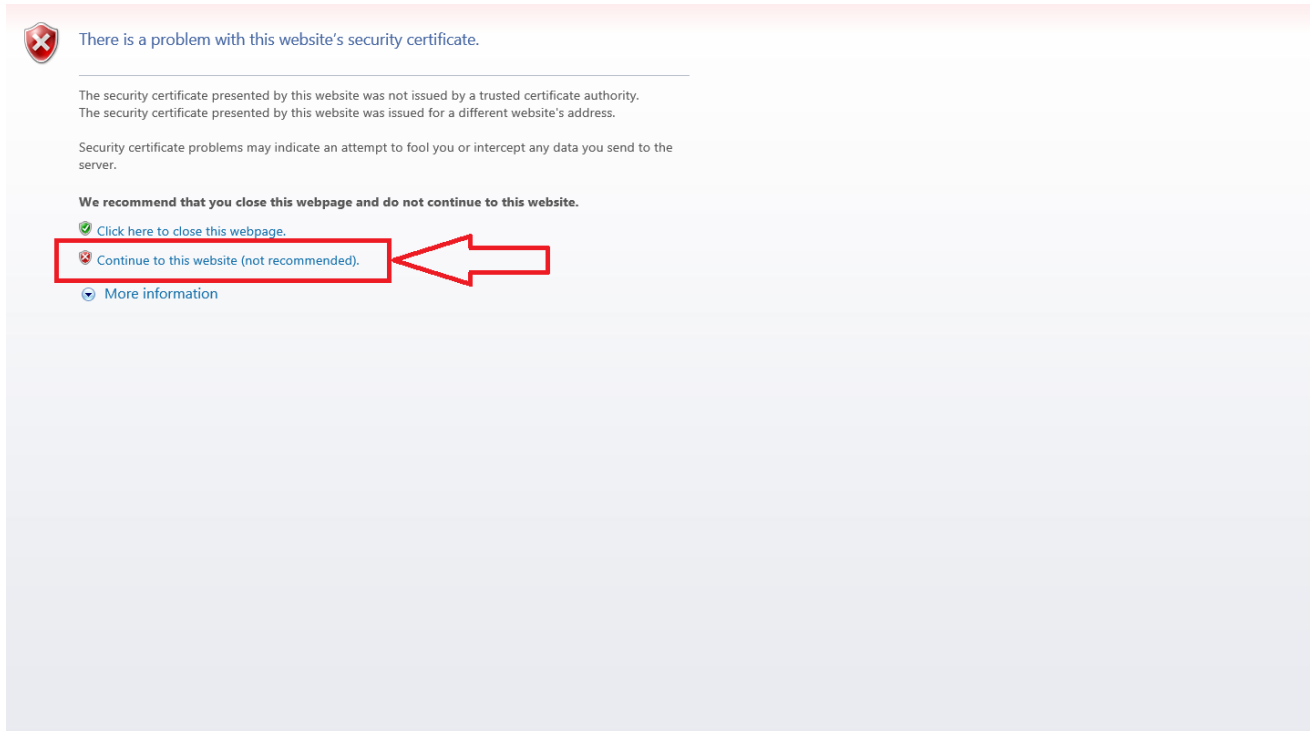
FIREFOX: Click on “Confirm Security Exception” to finish up.



FIREFOX: Click on “Resend” to download the PDF for the student.



INTERNET EXPLORER: Click on “Continue to this website” to download the PDF.



4. Once the PDF has finished downloading the tab should close itself and you'll be back on the Parent Portal home page. Here you'll notice that there is a persistent loading bar. To get around this, refresh the page by either pressing [F5] on the keyboard or clicking the reload button at the top of the browser which will appear as an arrow going clockwise.

If you were not able to download your child's ACT Aspire test results then it could be because there is not a record on file. Contact your school and provide them your child's name to have it forwarded to the PowerSchool help desk.

The screenshot shows the PowerSchool Guardian interface for Paxton Cutler. The browser address bar shows the URL <https://archchicago.powerschool.com/guardian/home.html>. The page title is "Grades and Attendance: Cutler, Paxton June". A "Loading" dialog box is overlaid on the "Attendance By Class" table. The "Attendance By Class" table has columns for "Exp", "Last Week" (M, T, W, H, F, M), "Class", "T1", "T2", "T3", "Absences", and "Tardies". The "Attendance Totals" row shows 0 for Absences and 0 for Tardies. Below this is a "Show dropped classes also" section with an "Attendance By Day" table. The "Attendance By Day" table has columns for "Last Week" (M, T, W, H, F, M), "This Week" (M, T, W, H, F), "Absences" (T1, YTD), and "Tardies" (T1, YTD). The "Attendance Totals" row shows 0 for T1 and YTD in both Absences and Tardies columns. A "Legend" section at the bottom provides codes for Attendance (Blank=Present, TU=Unexcused Tardy, AU=Absent Unexcused, AE=Absent Excused, TE=Tardy Excused, AH=Half Day AM, AP=Half Day PM, AT=Truant Absence, SA=School Activity, SU=Suspension, POD=Portion of Day) and Citizenship (E=Excellent, S=Satisfactory, N=Needs to improve, U=Unsatisfactory). The "District Code" is FCGG.