



KSDE Kindergarten Readiness Snapshot
Live Q&A Session for Administrators Transcript
January 23, 2018

1. I am supposed to be a the Program Administrator and I have not received my ASQ Online login information.

If you haven't received an email from ASQ Online, please email Julie Ewing (jewing@ksde.org) and Brookes Publishing (implementation@brookespublishing.com) with your name, phone number, email address, and name(s) of the school(s) you need access to. Brookes will verify this information with KSDE and then get you set up in the ASQ Online system.

2. I received my email but the link to set up the password doesn't work.

You must activate the log-in information within two weeks of receipt of the email. If the link to create the password has expired, please contact Brookes Implementation Support (implementation@brookespublishing.com) and they will re-send the log-in email. You can also use the "Forgot Password" link on <https://www.asqonline.com/password/new>. Enter your username and click "Reset Password" and the system will re-send your login email.

3. I am the responsible Program Administrator for more than one elementary school? Do I need a separate login?

You do not need a separate login if you are the Program Administrator for more than one elementary school. If you need additional program administrator access, email implementation@brookespublishing.com.

4. I set up a teacher and they did not receive the email. What do I do?

If the teacher did not receive the email then they should check their SPAM folder. The email will come from donotreply@asqonline.com. The Program Administrator can either resend the teacher the welcome email or edit the profile for the teacher by entering a password for them and advising the teacher of the assigned user name and password.

5. How do I add a keycode?

In order to enter a keycode, the Program Administrator will go to the Program tab in the green navigation bar. Once on the program page they will scroll down to the keycode section. The sixteen-character keycode must be entered with the dashes included and no spaces. Once the keycode is entered the user will click the Add button. After the keycode has been successfully added the questionnaire type will be available for use.

6. Do I need to set a separate Family Access page for ASQ-3 and ASQ:SE-2?

Yes, a separate Family Access page is required for each questionnaire type that you



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have. The available web pages to create will appear under the left menu navigation of the Family Access main page.

7. How do I import data into ASQ Online?

Brookes Publishing created a document for importing student data from a variety of systems. Please see the instructions: http://www.agesandstages.com/wp-content/uploads/2017/12/import_guide.pdf

8. I don't have all the required fields needed for the import file in my database system. What can I do?

If your system doesn't have the information for a field that is required in ASQ Online, you will have to manually enter that information into the data template. For example, if you do not have "Relationship to Child" for the caregiver, you might enter "Guardian" for all the caregivers in your import file. For more information about how to import and which fields are required, download the import guide at http://www.agesandstages.com/wp-content/uploads/2017/12/import_guide.pdf

9. Can we practice using ASQ Online when training teachers?

KSDE encourages teachers and administrators to log in and use their assigned ASQ Online account to practice and become familiar with using ASQ Online. To support continued training for schools, neither KSDE nor the districts will incur screening charges for completed screenings entered prior to August 1, 2018.

Any screening data that was entered before August 1, 2018 that schools wish to retain must be archived within ASQ Online or exported from ASQ Online. Practice screening or information that the school does not wish to retain must be deleted from the system. Further direction will be provided via upcoming webinars to complete these steps. The required screening window for the Kansas Kindergarten Readiness Snapshot is August 1–September 20.

To view a recording of this Q&A Session, select the following link:

<https://attendee.gotowebinar.com/recording/3607400182483697665?assets=true>

Additional questions specific to the Kansas Kindergarten Readiness Snapshot may be found in the Frequently Asked Questions (FAQs) section of the ASQ Kansas website

<http://agesandstages.com/ks/frequently-asked-questions/>.

Be sure to visit <http://agesandstages.com/ks/> for valuable information about the Kansas Kindergarten Readiness Snapshot including Ordering ASQ, FAQs, Quick Reference Guides, Training Modules, "How-To" Videos, and Live Q&A Session sign-ups.