


## Training Module: Getting Started with ASQ Online for Administrators (PowerPoint Slides and Notes)


Slide 1



**ASQ**  
Ages & Stages  
Questionnaires®

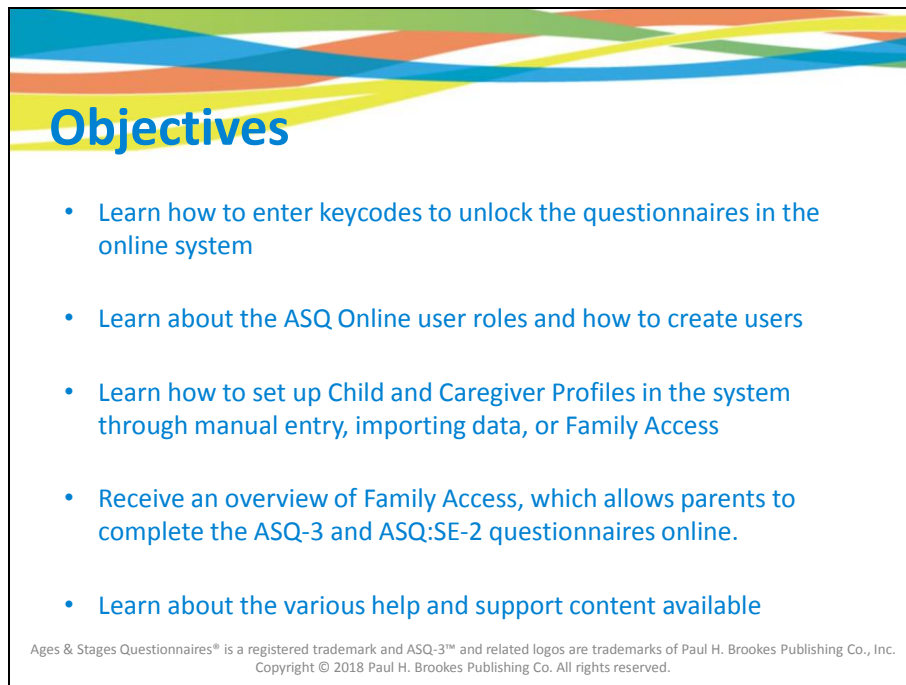
### Training Module: Getting Started with ASQ Online for Administrators

Presenter: Mary Alice Batts-Hatfield,  
ASQ Online Implementation Specialist



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Welcome to the Getting Started with ASQ Online for Administrators training module. My name is Mary Alice Batts-Hatfield and I will be the presenter for this 25-minute module.



## Objectives

- Learn how to enter keycodes to unlock the questionnaires in the online system
- Learn about the ASQ Online user roles and how to create users
- Learn how to set up Child and Caregiver Profiles in the system through manual entry, importing data, or Family Access
- Receive an overview of Family Access, which allows parents to complete the ASQ-3 and ASQ:SE-2 questionnaires online.
- Learn about the various help and support content available

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This online training module is designed to provide an overview of ASQ Online and provide Program Administrators with the steps needed to set up their program and prepare for Kindergarten Readiness Snapshot data collection. You will:

- Learn how to enter keycodes to unlock the questionnaires in the online system
- Learn about the ASQ Online user roles and how to create users
- Learn how to set up child and caregiver profiles in the system by entering them manually, importing data, or having parents use Family Access
- Receive an overview of Family Access, which allows parents to complete the ASQ-3 and ASQ:SE-2 questionnaires online
- Learn about the various help and support content available


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### What is ASQ Online?

ASQ Online is a web-based screening management system that will help your program save time and ensure accurate ASQ implementation. The ASQ Online system will help you screen children, score questionnaires, share results with parents, schedule and perform follow-up, and report on the children in your program.

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The logo graphic consists of several overlapping, curved, ribbon-like shapes in various colors including orange, yellow, green, and blue, arranged in a vertical, slightly curved pattern on the left side of the slide.

## Why ASQ Online?

- Efficient management of screening data
- Accurate, automated scoring
- Easy, flexible reporting
- Family Access component that allows parents to complete questionnaires online

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ASQ Online helps you manage screening data efficiently by scoring your completed questionnaires accurately. The system includes several reports to help you track individual child results as well as overall program results. Through the screening management feature, you can save time by easily printing the correct questionnaire for each child along with personalized letters and documents. ASQ Online also includes a Family Access component that allows parents to complete questionnaires online.

## Why ASQ Online?

- Create / Import Child & Caregiver Profiles**
  - Program Administrator can:
    - create or import Child and Caregiver Profiles
    - have Teachers create Child and Caregiver Profiles
  - Parent/Caregiver can enter demographic information via Family Access
- Enter Questionnaire Results**
  - Parent/Caregiver can:
    - enter questionnaire results via Family Access
    - enter Questionnaire results manually
- Review Results**
  - Information Summary Sheet
  - Reports

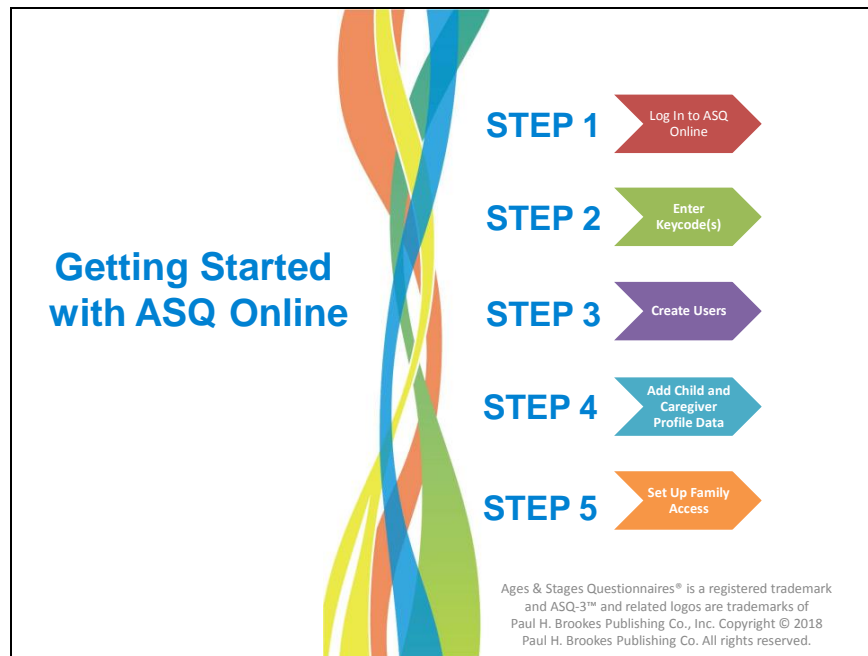
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You have several options for entering questionnaire results into ASQ Online. A child profile and caregiver profile are required before entering the questionnaire results. The information for entering the profile information is collected from the questionnaire cover sheet.

As program administrator, you can manually create the child and caregiver profiles, or you can import them. You can also have teachers manually create the child and caregiver profiles for their classrooms. If your program decides to use Family Access, parents will enter the child and caregiver information directly.

Once a child and caregiver profile have been entered into the system, the next step is to enter the questionnaires into the system. The majority of questionnaires will be entered by the parents through Family Access. There may be instances where you or the teacher will need to enter the results manually from the paper questionnaires.

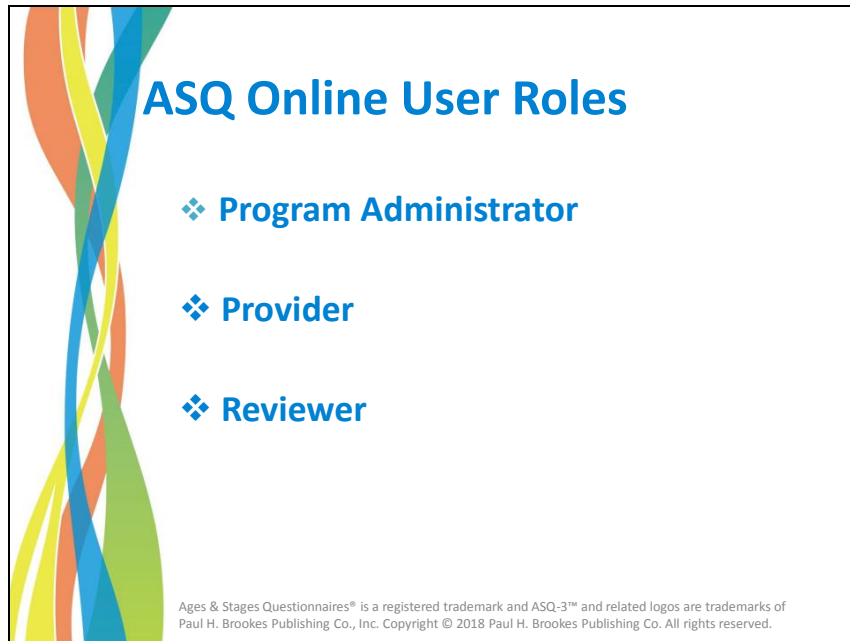
Once the questionnaire results have been entered, ASQ Online automatically scores the questionnaire and provides the information summary sheet, which is automatically populated with the scores, cutoff scores, and results from the overall section. You can also use reports to review results for individual students or all students in your program.



This particular module focuses on the steps to get started using ASQ Online:

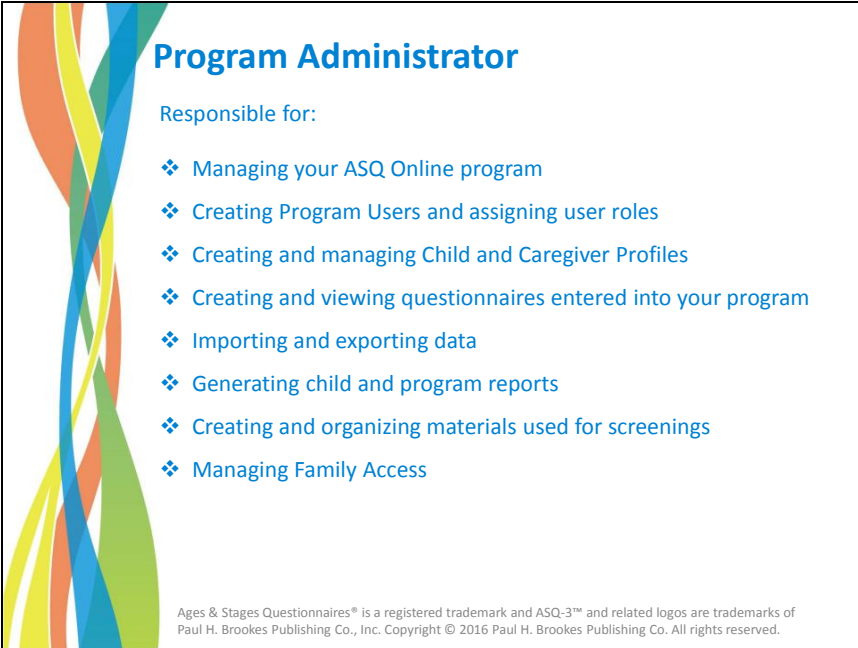
- Step 1 is logging in to ASQ Online.
- After you have logged in, Step 2 is to enter the keycodes that came with the ASQ Starter Kit. The keycode unlocks the questionnaires in the online system.
- In Step 3, you will create user accounts for the teachers and other administrators who will need access to the online system.
- Step 4 is to create the child and caregiver information. You have three options for setting up the child and caregiver profiles: manually creating the profiles, importing the child and caregiver data, or allowing parents to complete this information through Family Access.
- Finally, in Step 5 you'll want to set up your Family Access page, which allows parents to complete the questionnaires online.

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ASQ Online comes with three pre-defined user roles: Program Administrator, Provider, and Reviewer.

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**Program Administrator**

Responsible for:

- ❖ Managing your ASQ Online program
- ❖ Creating Program Users and assigning user roles
- ❖ Creating and managing Child and Caregiver Profiles
- ❖ Creating and viewing questionnaires entered into your program
- ❖ Importing and exporting data
- ❖ Generating child and program reports
- ❖ Creating and organizing materials used for screenings
- ❖ Managing Family Access

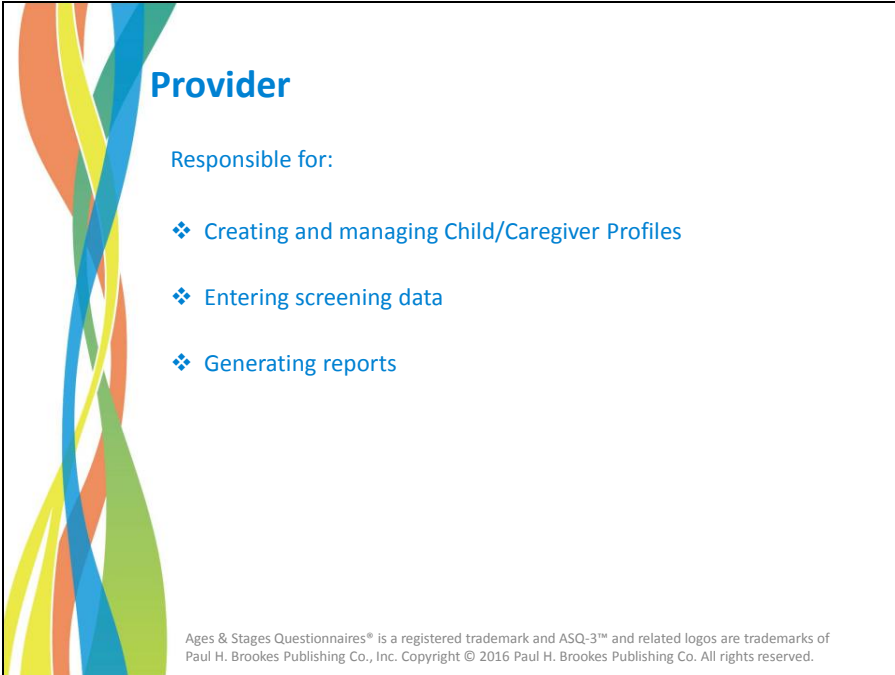
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A Program Administrator is responsible for managing all facets of the ASQ Online program. Responsibilities include:

- Managing your ASQ Online Program
- Creating Program Users and assigning user roles
- Creating and managing Child and Caregiver Profiles
- Creating and viewing questionnaires entered into your program
- Importing and exporting data
- Generating child and program reports
- Creating and organizing materials used for screenings
- Managing Family Access



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**Provider**


Responsible for:

- ❖ Creating and managing Child/Caregiver Profiles
- ❖ Entering screening data
- ❖ Generating reports

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The Provider role is designed for teachers who work directly with the children in your program. A Provider's responsibilities include:

- Creating and managing Child/Caregiver Profiles
- Entering screening data
- Generating reports




## Reviewer

- ❖ Most limited role in the system
- ❖ Designed for users who need to review individual child and program reports (e.g., program directors)
- ❖ Cannot add or edit child profiles or enter screening data
- ❖ Can view only de-identified child data

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The Reviewer role is the most limited role in the ASQ Online system. It is designed for users such as program directors who need to review individual child and program reports but do not need to add child profiles or enter screening data. The Program Administrator has the option to designate whether a Reviewer can access de-identified child data.



### Options for Creating Child/Caregiver Profiles

1. Manually create Child and Caregiver Profiles
2. Import Child and Caregiver Profiles
3. Caregivers/parents submit Child and Caregiver Profile Data when completing questionnaires through Family Access

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There are three main options for creating the Child and Caregiver Profiles in ASQ Online, where the caregiver is defined as a child's parent or guardian.

As program administrator, you can manually create the child and caregiver profiles. You can also assign this task to teachers to manually create the child and caregiver profiles for their classroom.

In the second option, you can import child and caregiver information directly into your ASQ Online program from either PowerSchool, Skyward, Go Edustar, or another database system. This saves time compared with individually entering the child and caregiver data.

If your program decides to use Family Access, your third option is for caregivers/parents to submit the child and caregiver information when they complete the questionnaire. If you decide to use Family Access, you do not need to manually create profiles or import data.

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### What is Family Access?

- Online questionnaire completion system for Parents/Caregivers
- A way for programs to create a secure, customizable webpage where caregivers can complete screenings for children online
- A convenient and easy option for parents

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Family Access is the online questionnaire completion system for parents/caregivers. It allows you to create a secure, customizable webpage where you can send parents to complete screenings for their children online.

## How Family Access Works

**STEP 1** The Program Administrator sets up the Family Access page.

**STEP 2** Once a Family Access page has been created, a unique URL is available that can be emailed to parents, posted on a web page, placed on a flyer, or shared in any way that is convenient for the program/school/teacher.

**STEP 3** The parent visits the Family Access page to print the questionnaire, do the activities with their child, complete the questionnaire(s) and enter their responses.

**STEP 4** The Program Administrator reviews and accepts the questionnaires and assigns them to the appropriate teacher.

**STEP 5** After reviewing the information summary sheet and questionnaire, the teacher discusses results and next steps with the caregiver.

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Here is how Family Access works:

In step 1, you as program administrator set up the Family Access page.

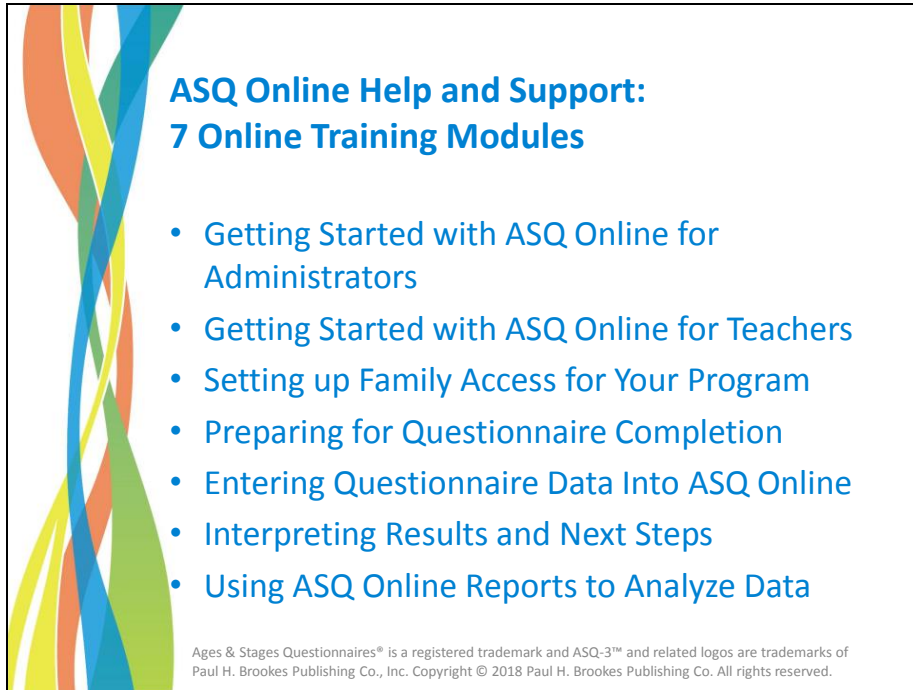
In step 2, the Family Access page's unique URL becomes available. It can be emailed to parents, posted on a web page, placed on a flyer, or shared in any way that is convenient for your program.

In step 3, the parent visits the Family Access page to print the questionnaire, do the activities with their child, complete the questionnaire(s), and enter their responses.

In step 4, you review and accept the questionnaires and assign them to the appropriate teacher.

In step 5, the teacher can immediately review the information summary sheet and questionnaire and then discuss results and next steps with the caregiver.

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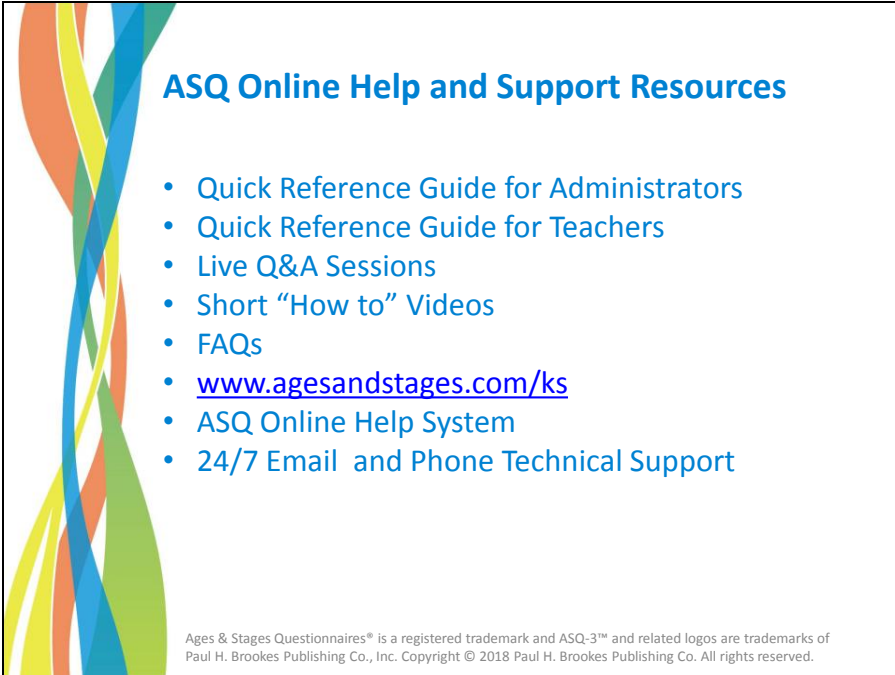
**ASQ Online Help and Support:  
7 Online Training Modules**

- Getting Started with ASQ Online for Administrators
- Getting Started with ASQ Online for Teachers
- Setting up Family Access for Your Program
- Preparing for Questionnaire Completion
- Entering Questionnaire Data Into ASQ Online
- Interpreting Results and Next Steps
- Using ASQ Online Reports to Analyze Data

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ASQ Online offers 7 training modules. Besides this one, there are 6 additional topics:

- Getting Started with ASQ Online for Teachers
- Setting up Family Access for your Program
- Preparing for Questionnaire Completion
- Entering Questionnaire Data Into ASQ Online
- Interpreting Results and Next Steps
- Using ASQ Online Reports to Analyze Data

A slide titled "ASQ Online Help and Support Resources" with a list of resources. The slide features a decorative graphic on the left side consisting of several overlapping, curved, colorful bands in shades of orange, yellow, green, and blue. The text is in a blue font. At the bottom, there is a small copyright notice.

**ASQ Online Help and Support Resources**

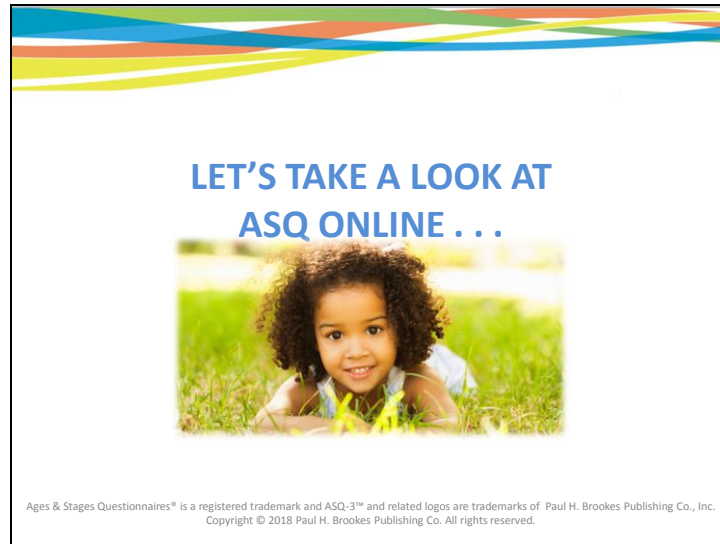
- Quick Reference Guide for Administrators
- Quick Reference Guide for Teachers
- Live Q&A Sessions
- Short “How to” Videos
- FAQs
- [www.agesandstages.com/ks](http://www.agesandstages.com/ks)
- ASQ Online Help System
- 24/7 Email and Phone Technical Support

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Besides the 7 training modules, you also have access to a wealth of other resources and support content, including:

- *Quick Reference Guide for Administrators*: A fully illustrated PDF guide with step-by-step procedures on how to use ASQ Online.
- *Quick Reference Guide for Teachers*: An illustrated PDF guide specifically for teachers.
- Live Q&A webinar sessions where you can get your questions answered by a member of the ASQ Online implementation team
- Short “How to” videos
- FAQs
- A dedicated web portal, [www.agesandstages.com/ks](http://www.agesandstages.com/ks), where you can access the Quick Reference Guides, online training modules, videos, FAQs, and other support materials
- The ASQ Online Help system at [www.asqonline.com](http://www.asqonline.com), which contains user manuals, additional FAQs, online tutorials, and support documentation
- Email and phone technical support--24 hours a day, 365 days a year

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Now, let's take a look at ASQ Online . . .