Training Module: Getting Started with ASQ Online for Teachers (PowerPoint Slides with Notes)

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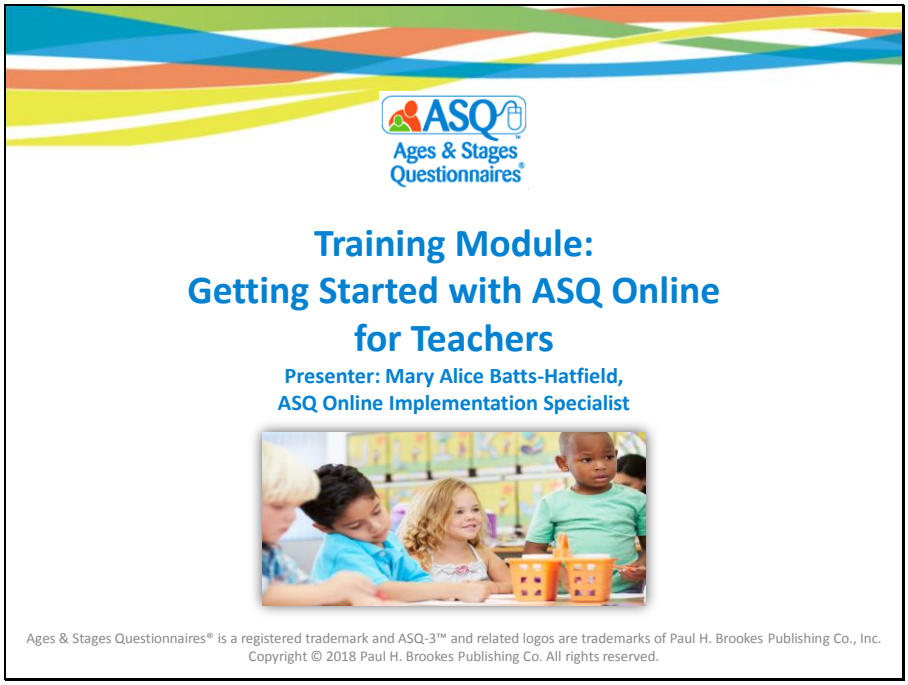

Welcome to the Getting Started with ASQ Online for Teachers training module. My name is Mary Alice Batts-Hatfield, and I will be the presenter for this 25-minute module.

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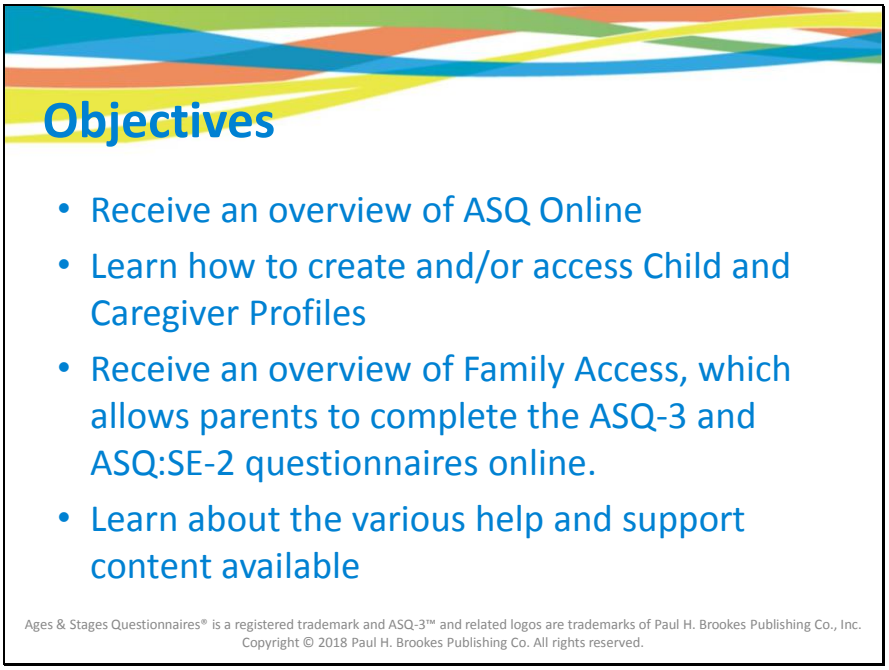

This online training module is designed to provide an overview of ASQ Online and provide teachers with the steps needed to prepare for Kindergarten Readiness Snapshot data collection. You will:

- Receive an overview of ASQ Online
- Learn how to create and/or access Child and Caregiver Profiles
- 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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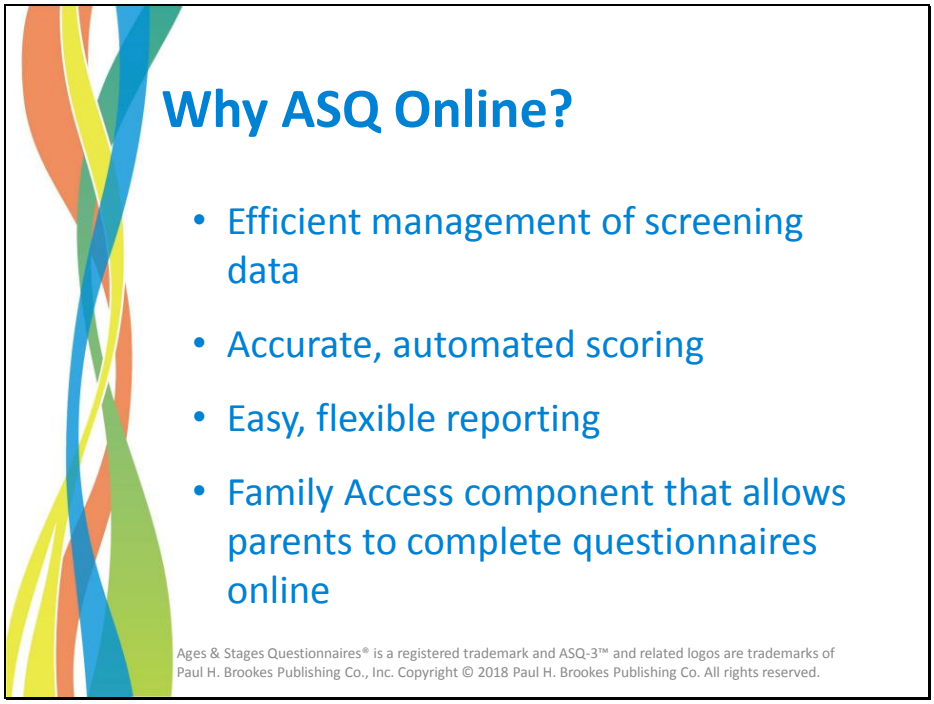

ASQ Online helps you manage screening data efficiently by scoring your completed questionnaires accurately. The system includes several reports to help you track individual child results as well as overall program results. Through the screening management feature, you can save time by easily printing 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.

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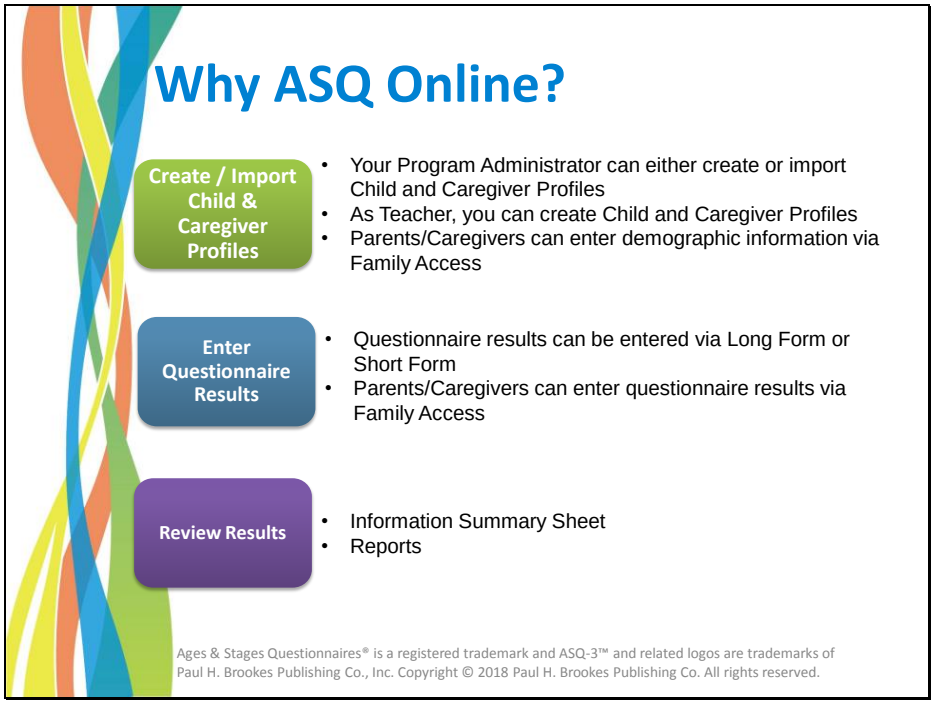

There are several options for entering questionnaire results into ASQ Online. A child profile and caregiver profile is required before entering the questionnaire results. The information for entering the profile information is collected from the questionnaire cover sheet. As program administrator you can manually create the child and caregiver profiles or import the data. Or, you can import the child and caregiver profiles. 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 child and caregiver profiles 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 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.

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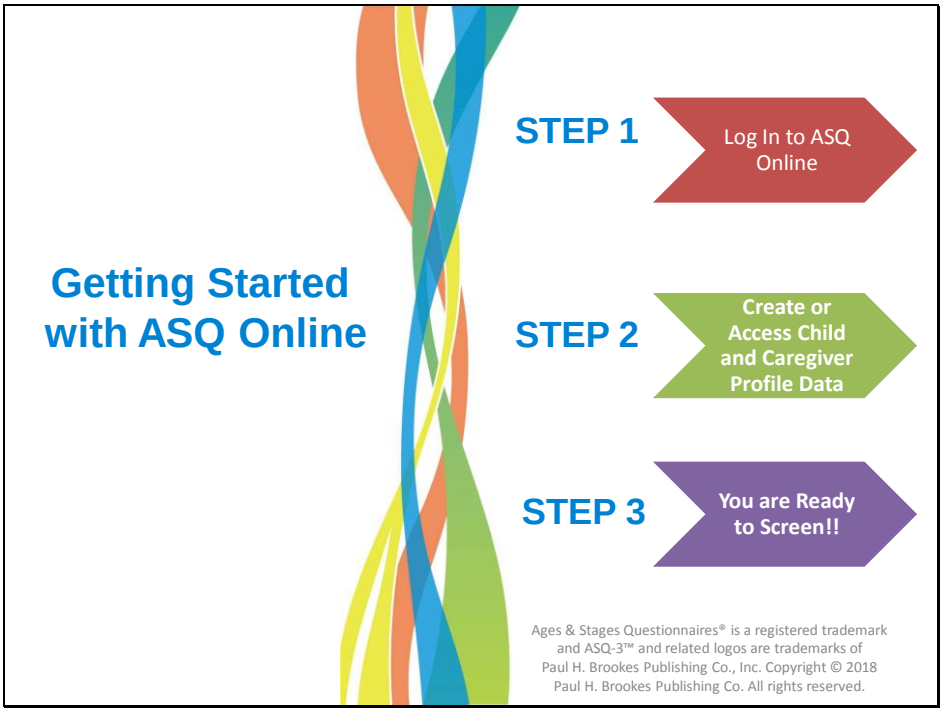

This module focuses on the steps needed to get started using ASQ Online:

- Step 1 is to log in to ASQ Online.
- Step 2 is to create the child and caregiver information. You have three options for setting up the child and caregiver profiles: create the profiles manually, import the child and caregiver data, or allow parents to complete this information through Family Access.
- Once the child and caregiver information has been entered into your program, you are ready for step 3--start screening!

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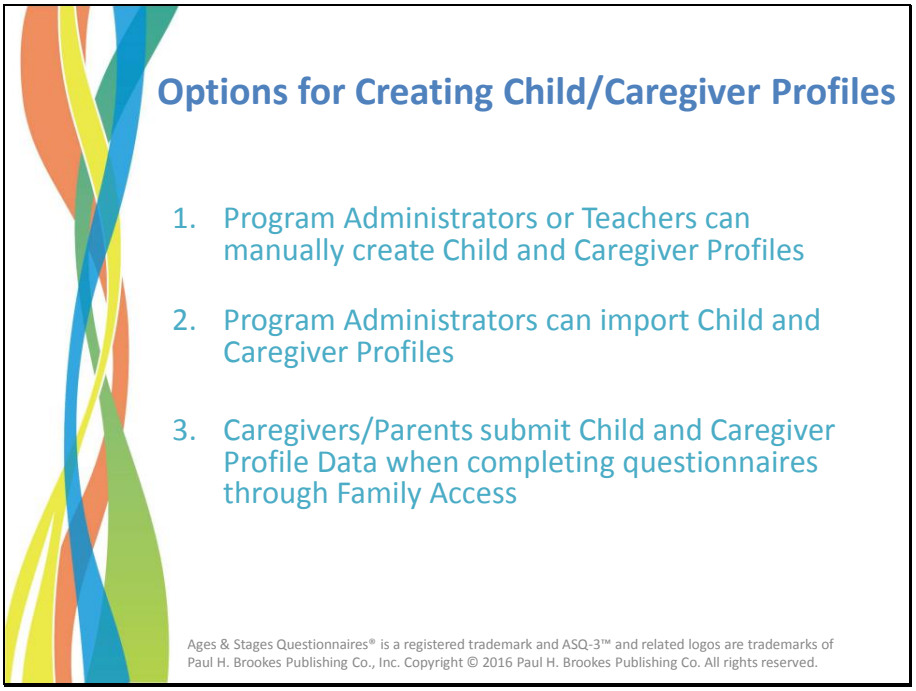

There are three main options for creating the Child and Caregiver Profiles in ASQ Online, where the caregiver is defined as a child's parent or guardian.

[1] Either your program administrator or you, the teacher, can manually create the child and caregiver profiles for your classroom.

[2] Your program administrator may choose to 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.

[3] If your program decides to use Family Access, caregivers/parents will submit the child and caregiver information when completing the questionnaire. If you decide to use Family Access, you do not need to manually create profiles or import data.

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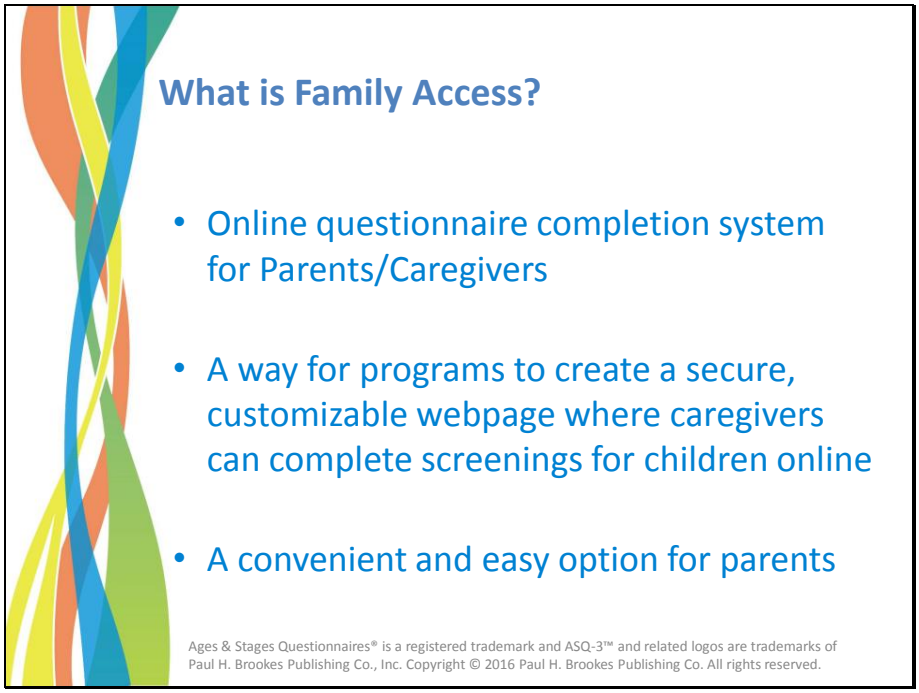

Family Access is the online questionnaire completion system for Parents/Caregivers. It allows you to create a secure, customizable webpage where you can send parents to complete screenings for their children online.

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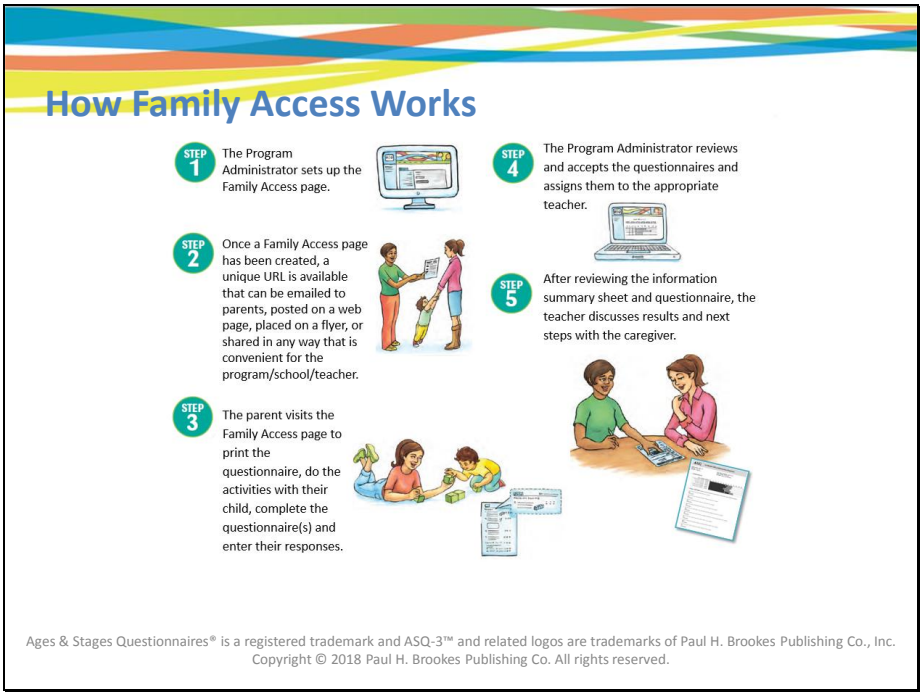

Here is how Family Access works:

In step 1, your program administrator sets 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 what 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, your Program Administrator reviews and accepts the questionnaires and assigns them to the appropriate teacher.
In step 5, you can immediately review the information summary sheet and questionnaire and discuss results and next steps with the caregiver.

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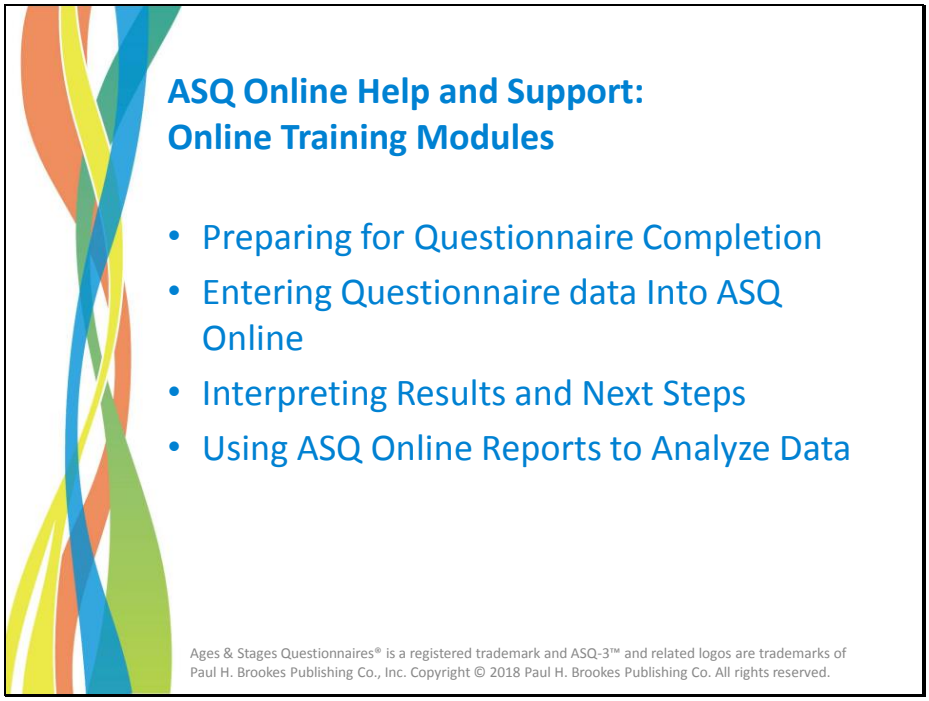

ASQ Online offers a series of additional training modules on the following topics:

- 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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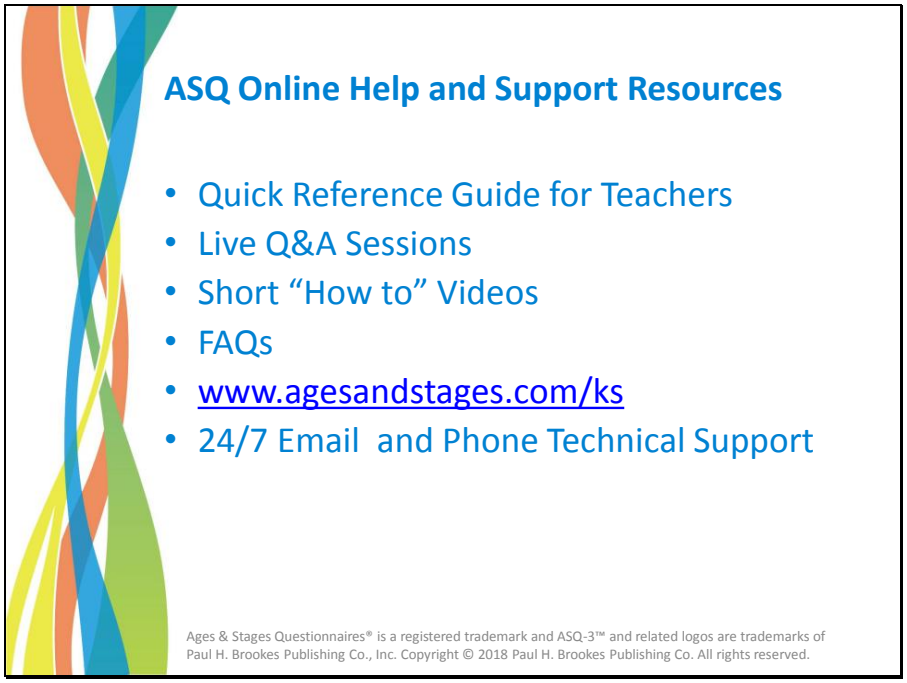

Besides the training modules, you also have access to a wealth of other resources and support content, including:

- *Quick Reference Guide for Teachers:* A fully illustrated PDF guide that provides step-by-step procedures on how to use ASQ Online
- 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, 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, 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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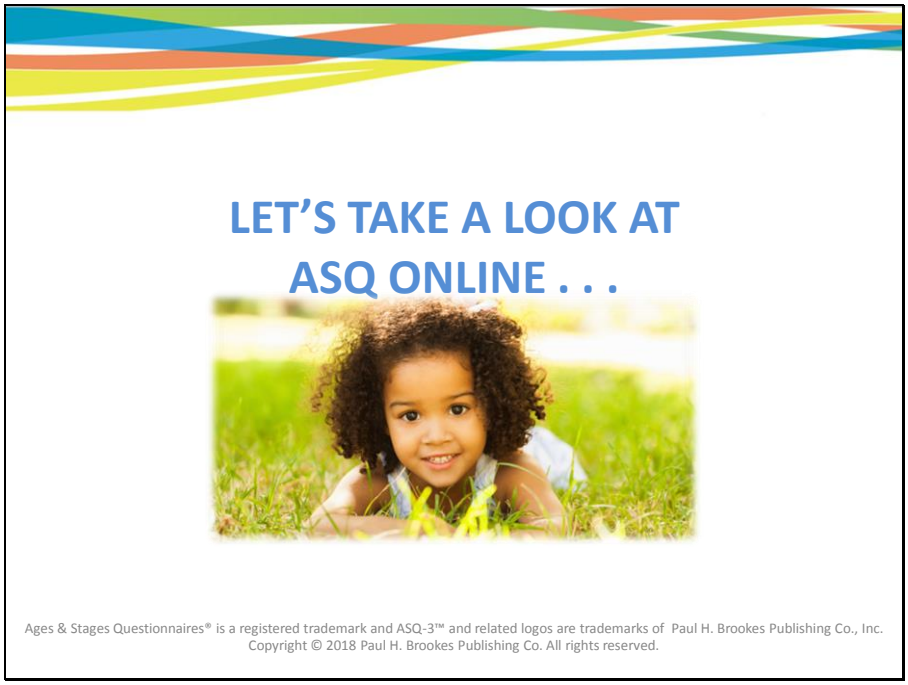

Now, let's take a look at ASQ Online . . .