



# ASQ Online Live Q&A for Administrators

Thursday, February 1 12:00 PM CST

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# **What do I do if I still haven't received my ASQ Online login information?**



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# Where do welcome emails come from?



**donotreply@asqonline.com**



# **Can you review what the user roles and permissions are for ASQ Online?**



# ASQ Online User Roles

- ❖ **Program Administrator**

- ❖ **Provider**

- ❖ **Reviewer**





# Program Administrator

- ❖ Managing your ASQ Online Program
- ❖ Creating Program Users and assign 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



## Provider

- ❖ Creating and Managing Child/Caregiver Profiles
- ❖ Entering Screening Data
- ❖ Generating Reports


## Reviewer

- ❖ Most limited role in system
- ❖ Designed for user such as program director who needs to review individual child and program reports
- ❖ Does not have ability to add/edit child profiles or enter screening data
- ❖ Options to view de-identified child data only


	Program Administrator	Provider	Reviewer
<b>Access Level</b>	Has access to all children in program.	Only has access to children assigned to user.	Can view reports for all children in program or children assigned to user.
<b>Enter Questionnaire Results</b>	✓	✓	✗
<b>Review Questionnaire Results</b>	✓	✓	✗
<b>Generate Reports</b>	✓	✓	✓
<b>Set up Family Access</b>	✓	✗	✗
<b>Accept Questionnaires via Family Access</b>	✓	✗	✗
<b>Create Users</b>	✓	✗	✗
<b>Assign Students to Teachers</b>	✓	✗	✗
<b>Create Program Documents and Packets</b>	✓	✗	✗
<b>Create Individual Documents and Packets</b>	✓	✓	✗



# How do I add multiple roles for one user?



**I have a provider role and  
program admin role, how can I  
can see only children assigned  
to me?**



**I am trying to add a screening  
and do not see the  
questionnaire options. What do  
I do?**




# What do I do if my ASQ keycode is missing or lost?




# What do I do if my ASQ keycode is not working?





**Can I share my ASQ Online  
password with other  
professionals or parents?**



# **Can I use my ASQ Online account to train my teachers and enter practice data?**





## ASQ Online Help and Support: Online Support 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



## Live Q&A Sessions

### For All Users:

- Tuesday, February 13 at 3:30 PM CST
- Thursday, February 22 at 12:00 PM CST
- Tuesday, March 13 at 12:00 PM CST
- Thursday, March 29 at 3:30 PM CST



# ASQ Online Help and Support

- Quick Reference Guide for Administrators
- Quick Reference Guide for Teachers
- 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