Slide 1

Welcome to the Using ASQ Online Reports to Analyze Data training module. My name is Mary Alice Batts-Hatfield and I will be the presenter for this 25-minute module.

Slide 2

This online training module is designed to show users how to use ASQ Online reports to analyze and interpret data.
Users will:
- Receive a Reports Overview and learn about the different report options
- Learn how to use ASQ Online Reports to make charts and graphs

Slide 3
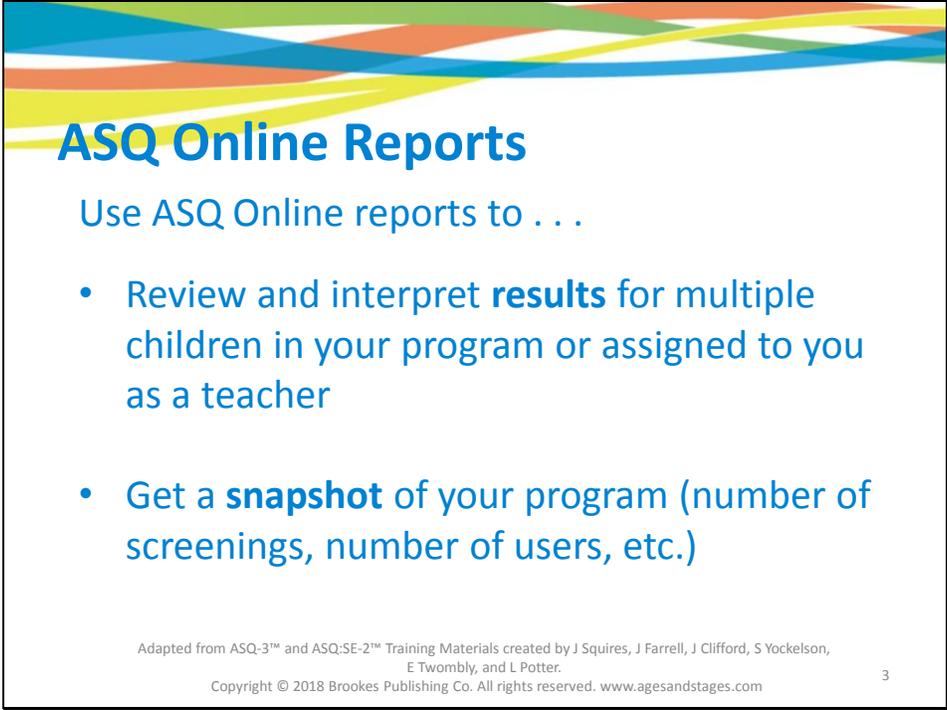
ASQ Online Reports

Use ASQ Online reports to . . .

- Review and interpret **results** for multiple children in your program or assigned to you as a teacher

- Get a **snapshot** of your program (number of screenings, number of users, etc.)

3

Use ASQ Online reports to . . .

- Review and interpret **results** for multiple children in your program or assigned to you as a teacher
- Get a **snapshot** of your program (number of screenings, number of users, etc.)

Slide 4

ASQ Online Reports

You can:

- use reports to display individual screening results and aggregate the data.

- generate a wide selection of reports at the individual child, teacher, and program levels.

- view all reports that a user has generated within the past 2 weeks under the Recent Reports tab.

- include custom fields in reports by choosing that option.

4

Next we're going to take a look at some of the things you can do with ASQ Online Reports. You can:

- use reports to display individual screening results and aggregate the data.
- generate a wide selection of reports at the individual child, teacher, and program levels.
- view all reports that a user has generated within the past 2 weeks under the Recent Reports tab.
- include custom fields in reports by choosing that option.

Slide 5
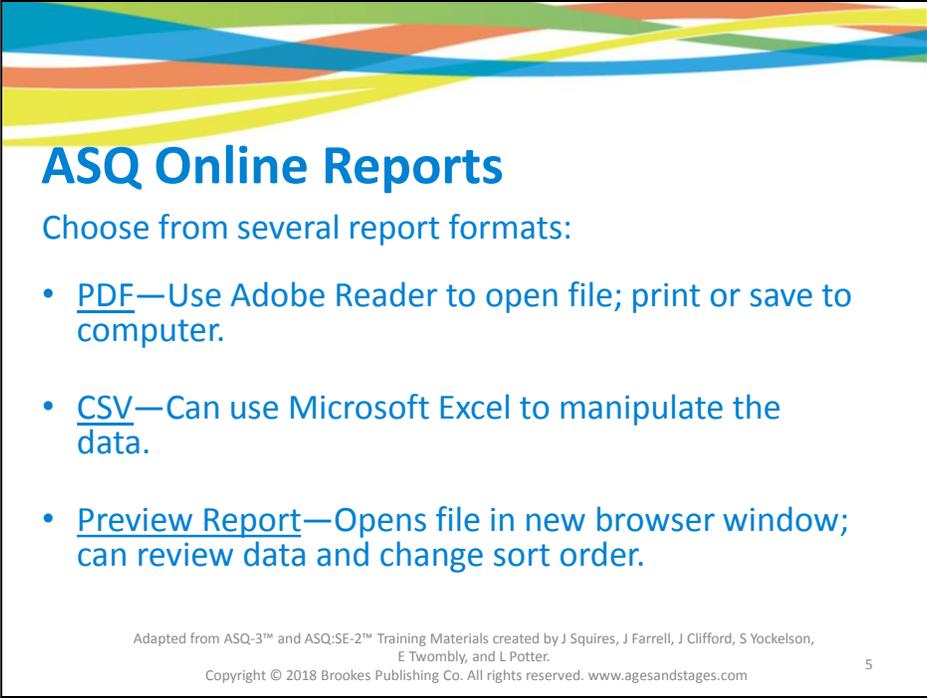
ASQ Online Reports

Choose from several report formats:

- PDF—Use Adobe Reader to open file; print or save to computer.

- CSV—Can use Microsoft Excel to manipulate the data.

- Preview Report—Opens file in new browser window; can review data and change sort order.

5

You can choose from several different report formats:

- **PDF (Portable Document Format)**—You can open a PDF report using Adobe Reader, and you can print or save the report to your computer.
- **CSV (Comma Separated Value)**—This file format allows you to open the report with Microsoft Excel and manipulate the data as needed.
- **Preview Report**—Choosing this option opens the report in a new browser window, where you can quickly review the data and change the sort order as desired.

Slide 6

When you select the "preview" version of an ASQ Online report, you can sort the contents under each of the column headers.

Slide 7
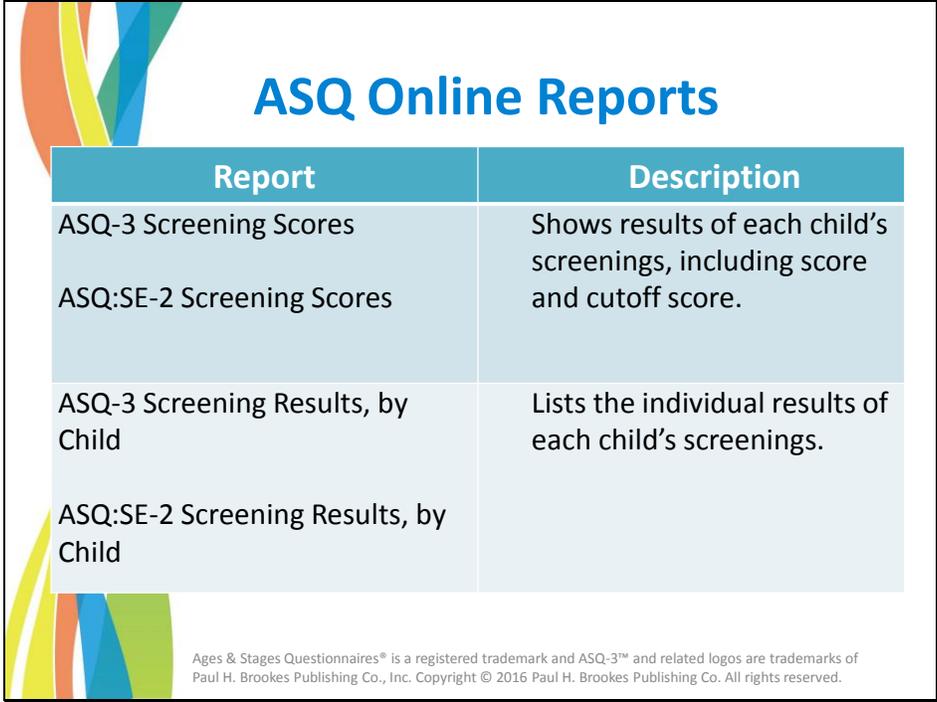
ASQ Online Reports

Report	Description
ASQ-3 Screening Scores ASQ:SE-2 Screening Scores	Shows results of each child's screenings, including score and cutoff score.
ASQ-3 Screening Results, by Child ASQ:SE-2 Screening Results, by Child	Lists the individual results of each child's screenings.

ASQ Online offers a variety of different reports to suit your needs:
- The ASQ-3/ASQ:SE-2 Screening Scores report shows the results of each child's screenings, including score and cutoff score.
- The ASQ-3/ASQ:SE-2 Screening Results, by Child report shows individual results for a child's screenings.

Slide 8
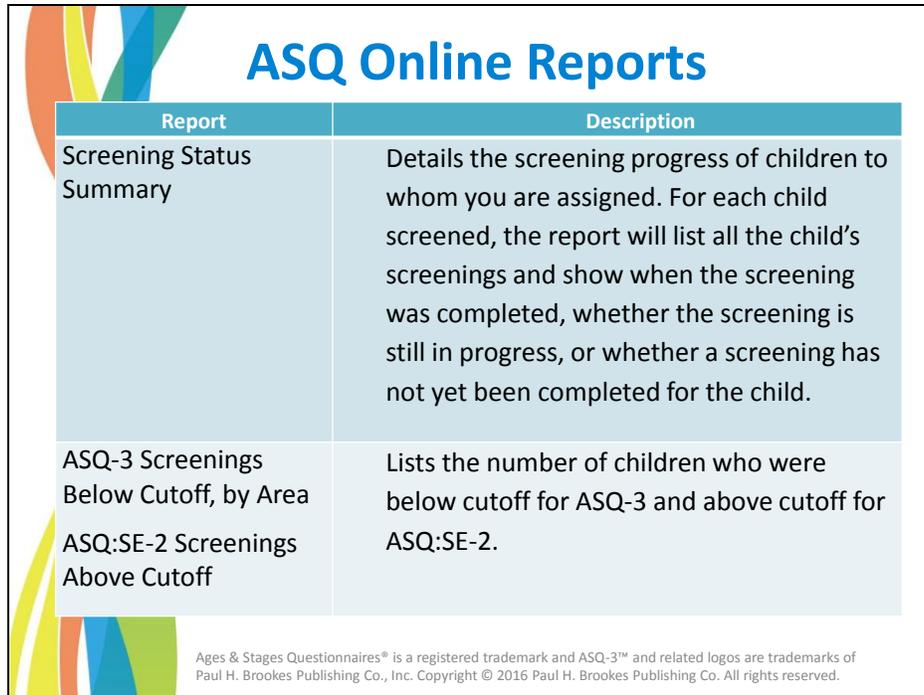
ASQ Online Reports

Report	Description
Screening Status Summary	Details the screening progress of children to whom you are assigned. For each child screened, the report will list all the child's screenings and show when the screening was completed, whether the screening is still in progress, or whether a screening has not yet been completed for the child.
ASQ-3 Screenings Below Cutoff, by Area ASQ:SE-2 Screenings Above Cutoff	Lists the number of children who were below cutoff for ASQ-3 and above cutoff for ASQ:SE-2.

- You can use the **Screening Status Summary** report to look at the screening progress of children to whom you are assigned. For each child screened, the report will list all the child's screenings and will show:
    - when the screening was completed
    - whether the screening is still in progress, or
    - whether a screening has not yet been completed for the child.

- The **ASQ-3 Screenings Below Cutoff, by Area** and **ASQ:SE-2 Screenings Above Cutoff** reports list the number of children below cutoff for ASQ-3 and above cutoff for ASQ:SE-2.

Slide 9

On the ASQ Online Reports page, you can hover over the name of a Report to view a short summary of the types of information the report provides.

Slide 10

When you review reports, keep in mind that interpreting results for ASQ-3 is different from interpreting results for ASQ:SE-2, because the relationship of scores to the cutoff is different.

On ASQ-3 scoring BELOW the cutoff indicates a concern, while on ASQ:SE-2 scoring ABOVE the cutoff indicates a concern.

Slide 11
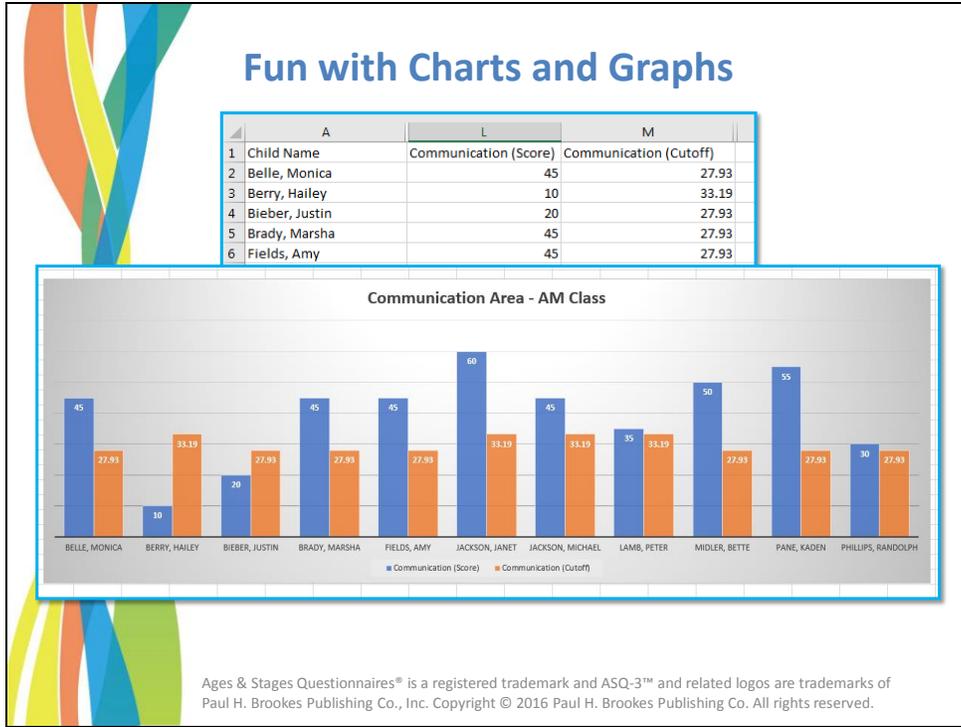
Using the CSV report format, you can also create fun charts and graphs.

Slide 12
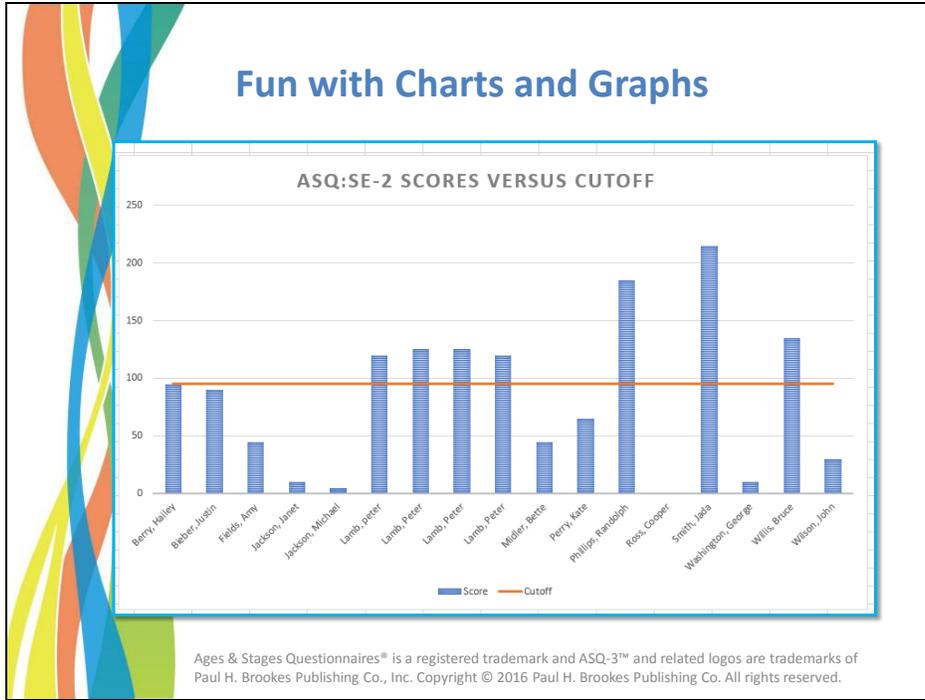
In the next part of this module, we'll show you how you can create visually engaging ways to present your data.

Slide 13
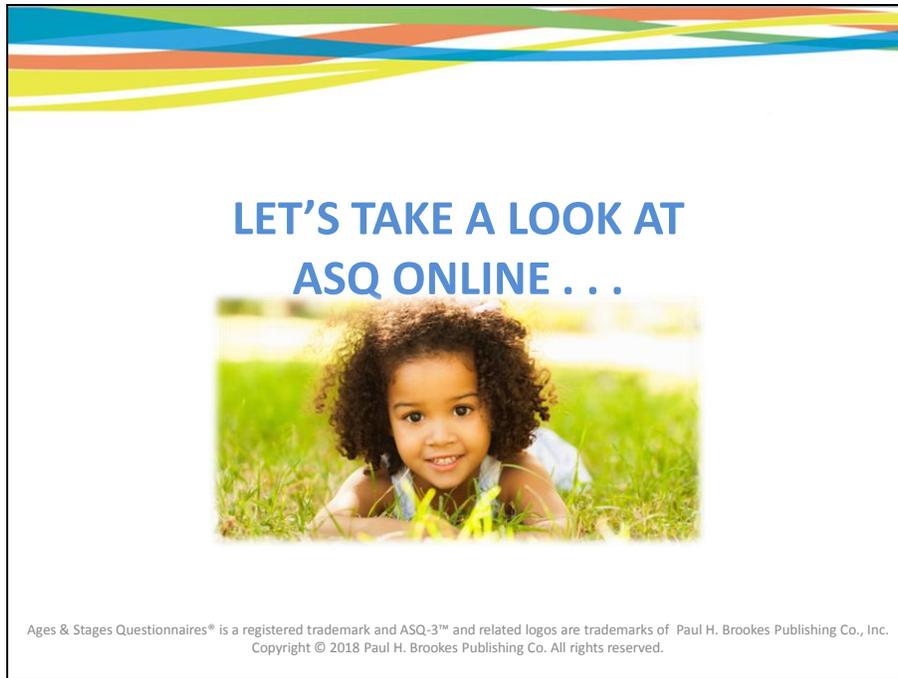
Now, let's take a look at ASQ Online . . .

Slide 14
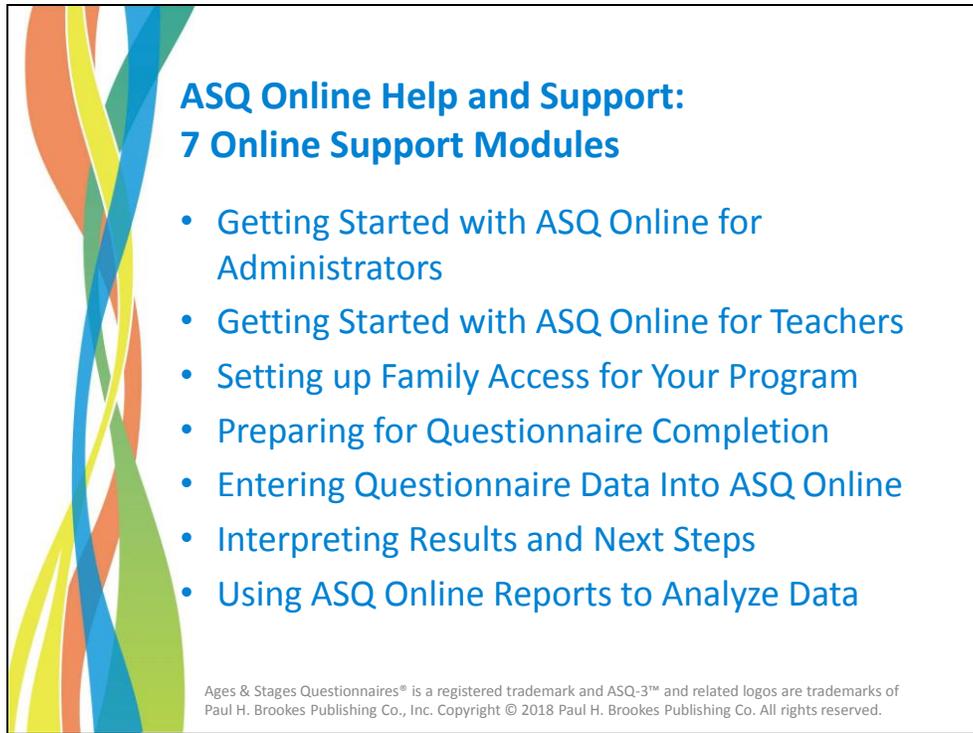
**ASQ Online Help and Support:
7 Online Support Modules**

- 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

ASQ Online offers 7 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

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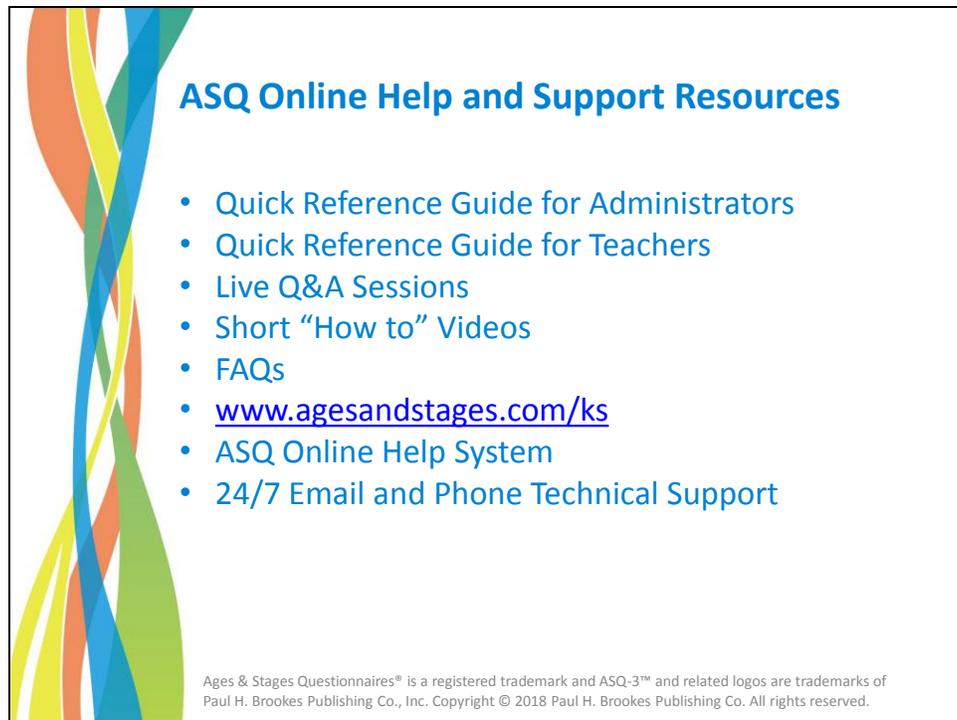
ASQ Online Help and Support Resources

- Quick Reference Guide for Administrators
- Quick Reference Guide for Teachers
- Live Q&A Sessions
- Short "How to" Videos
- FAQs
- www.agesandstages.com/ks
- ASQ Online Help System
- 24/7 Email and Phone Technical Support

Besides the 7 online support modules, you also have access to a wealth of 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, 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