# ASQ Online Quick Tips: Printing Information Summaries for Multiple Students

Did you know that you can review/print completed information summaries for multiple students at a time? The information summary provides a complete summary of the questionnaire information, results, overall concerns, and follow-up actions. Below are step-by-step instructions for this time saver!
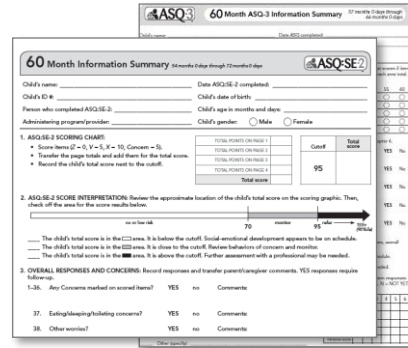
To print or download multiple Information Summary sheets:

1. From the main menu select "Screening Management".
2. Select the "View All" tab next to Screenings.
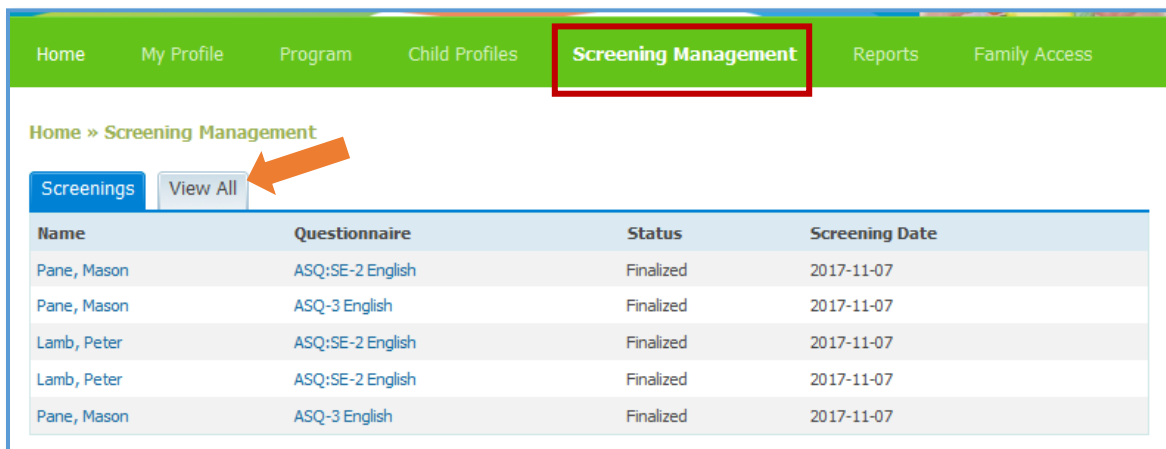
3. If you would like to narrow the results, enter search criteria:
   a. Questionnaire Type: Search by type of questionnaire
   b. Interval(s): Select one or more age intervals
   c. Latest screening only: Select the checkbox to include just the latest screening for children
   d. Provider: Select a Provider
   e. Status: Select "In progress," "Finalized," or "New" (Family Access screenings)
   f. Screening date range: Enter a date range for the date on which the parent/caregiver completed the questionnaire
   g. Date finalized: Enter a date range for when the questionnaire was finalized
   h. Concern: Select "Concern" (meaning the ASQ-3 questionnaire was below the cutoff) or "No Concern" (the ASQ:SE-2 questionnaire was above the cutoff).
4. When you have entered the search criteria, click the "Search" button. To include all options, leave the search options blank.

5. Select the checkbox for each student whose Information Summary you want to print/download. Click the "Select All" checkbox to select all students in the search results. Click the "Print Summaries" button.

6. Click the "Queue Job" button.

7. Choose whether you want to download the Information Summary sheets as a zip file or as a PDF that can be saved to your computer or printed.

Any Questions?
Contact our Tech Support Team at Brookes Publishing Technical Support or call 1-866-404-9853.