



Create Classrooms for transferring child records Tip Sheet

1. Select *Program* from the main navigation and select the *Classrooms Quick Link*.

Logged in as mbelle_kansas | Logout

Select role: Program: D0101, Demo Program, 0000 / Role: Program Administrator


www.asqonline.com Home My Profile **Program** Child Profiles Screening Management

Quick Links

- Search Program Users
- Add Program User
- Add Program Administrator Access
- Add Provider Access
- Export Data
- Import Data
- Screening Preferences
- Task Preferences
- Add Custom Task
- Classrooms**
- Help

Home » D0101, Demo Program, 0000

Program Details Edit

Account name	Kansas State Department of Education	Address line 1
Program ID	10108	Address line 2
Program name	D0101, Demo Program, 0000	Address line 3
Contact name	Demo Administrator	City
Email	implementation@brookespublishing.com	County/District
Phone	999-999-9999	State/Province
Alternate phone	000-000-0000	Zip/Postal code
Fax		Country
Website		
Logo	 Download	

Recent Program Users View All (33) Deactivated (0) Locked (0) Add

Name	Roles	Job title	Phone
Administrator, Demo	Program Administrator		000-000-0000

2. Select *Add Classroom* from the left navigation.

Logged in as mbelle_kansas | Logout

Select role: Program: D0101, Demo Program, 0000 / Role: Program Administrator

www.asqonline.com Home My Profile **Program** Child Profiles Screening Management Reports Family Access

Quick Links

- Add Classroom**
- Help

Home » D0101, Demo Program, 0000 » Classrooms

Site Classroom Search

Name Search

Program Classrooms

Name	ID	Created By	Entered	Updated
Classroom A	6802	Monica Belle	2021-02-03 04:12PM	2021-02-03 04:12PM
Classroom B	6803	Monica Belle	2021-02-03 04:12PM	2021-02-03 04:12PM
Receiving School	24532	Amanda Petersen	2023-08-11 01:59PM	2023-08-11 01:59PM

- For the Name enter "TRANSFER TO [insert name of the program/building that children will be transferred to]". Click Save.

The screenshot shows the ASQ online interface. At the top, it says "Logged in as mbelle_kansas" with a "Logout" link. Below that is a "Select role:" dropdown menu set to "Program: D0101, Demo Program, 0000 / Role: Program Administrator". The navigation bar includes "Home", "My Profile", "Program", "Child Profiles", "Screening Management", "Reports", and "Family Access". The breadcrumb trail reads "Home » D0101, Demo Program, 0000 » Classrooms". A yellow "Add Classroom" button is visible. Below it is a form with a "Name*" field containing "TRANSFER TO: D0101 DEMO PROGRAM 2" and "Save" and "Cancel" buttons.

- Select the *Assign/Unassign Children* tab.

The screenshot shows the ASQ online interface after the classroom has been created. A yellow message box says "Classroom was successfully created." The breadcrumb trail is "Home » D0101, Demo Program, 0000 » Classrooms » TRANSFER TO: D0101 DEMO PROGRAM 2". Below this is a table with one row for the classroom. The "Assign/Unassign Children" button is highlighted with a red box. Below the table is a "Child Profiles" section with a table header for "Name", "Child ID", and "Alt ID".

ID	Entered at
30075	2024-08-20 04:29PM

Created By	Updated at
Monica Belle	2024-08-20 04:29PM

Name	Child ID	Alt ID
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- Click the checkbox next to the children to add them to the classroom. Click Save.

Assign/Unassign Children to Classroom

Name: TRANSFER TO: D0101 DEMO PROGRAM 2 Entered at: 2024-08-20 04:29PM
 ID: 30075 Updated at: 2024-08-20 04:29PM

Show 10 entries Search:

Name	Child ID	Alt. ID	Current Classroom	<input type="checkbox"/> Select All
Clarke, Annie	5608861			<input checked="" type="checkbox"/>
Clarke, Gus	5563799		Classroom B	<input checked="" type="checkbox"/>
Clarke, Miley	5766763		Classroom B	<input checked="" type="checkbox"/>
Gomez, Selena	4846582		Receiving School	<input type="checkbox"/>
May, Addie	4972658		Receiving School	<input type="checkbox"/>
Smith, Jack	4822881		Classroom B	<input type="checkbox"/>
Sue, Sally	5438388		Classroom A	<input type="checkbox"/>

Showing 1 to 7 of 7 entries Previous 1 Next

- Double-check to make sure the children have been assigned to the appropriate classroom. You can review the *Child Profiles* tab under the classroom name or generate the *Child Profile List* report and select the Classroom name as part of the report criteria.

ASQ Ages & Stages Questionnaires
 www.asqonline.com

Logged in as mbelle_kansas | Logout

Select role:
 Program: D0101, Demo Program, 0000 / Role: Program Administrator

Home My Profile **Program** Child Profiles Screening Management Reports Family Access

Quick Links

- Return to Classrooms
- Add Classroom
- Help

Home » D0101, Demo Program, 0000 » Classrooms » TRANSFER TO: D0101 DEMO PROGRAM 2

TRANSFER TO: D0101 DEMO PROGRAM 2 Edit Delete Assign/Unassign Children

ID	Entered at
30075	2024-08-20 04:29PM

Created By	Updated at
Monica Belle	2024-08-20 04:29PM

Child Profiles

Name	Child ID	Alt ID
Clarke, Miley	5766763	
Clarke, Gus	5563799	
Clarke, Annie	5608861	



ASQ Ages & Stages Questionnaires
www.asqonline.com

Logged in as mbelle_kansas | Logout

Select role:
Program: D0101, Demo Program, 0000 / Role: Program Administrator

Home My Profile Program Child Profiles Screening Management Reports Family Access

Quick Links

Home » Reports

Available Reports Recent Reports

Report name (Hover report name to view a description of the report)

Child Profiles

Quick Links

Home » Reports » Child Profiles

Child Profiles Report

Status: All

Program(s): All, D0101, Demo Program, 0000

Provider(s): All, Administrator, Demo Belle, Monica Bortrager, Darby Clarke, Stacy

Classroom(s): All, D0101, Demo Program, 0000 - Classroom A, D0101, Demo Program, 0000 - Classroom B, **D0101, Demo Program, 0000 - Receiving School**, D0101, Demo Program, 0000 - TRANSFER TO: D0101 DEMO PROGRAM 2

Include all child profile fields

Include child profile custom fields

Include all caregiver profile fields

Include caregiver profile custom fields

Child dob range: [] to []
Format: yyyy-mm-dd

Child profile last updated range: [] to []
Format: yyyy-mm-dd


Child profile created range: [] to []
Format: yyyy-mm-dd

Generate Report

Child Profiles

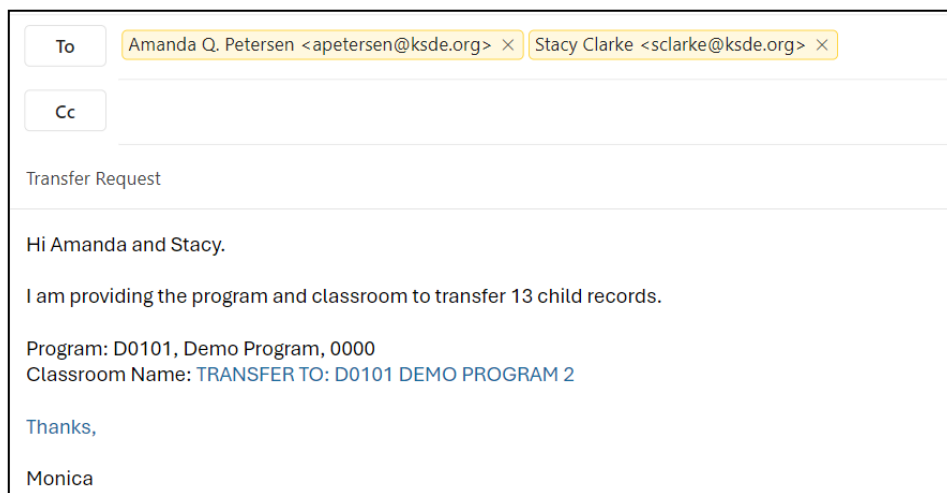
Last Name	First Name	Middle Name	Child ID	Alt ID	Classroom	DOB	City	State	Program Name	Status	Date Created	Date of last update
Clarke	Annie		5608861		TRANSFER TO: D0101 DEMO PROGRAM 2	2022-07-18	Topeka	Kansas	D0101, Demo Program, 0000	Active	2023-12-26	2024-08-20
Clarke	Gus	Fluffy	5563799		TRANSFER TO: D0101 DEMO PROGRAM 2	2020-10-01	Topeka	Kansas	D0101, Demo Program, 0000	Active	2023-11-22	2024-08-20
Clarke	Miley	Lyn	5766763		TRANSFER TO: D0101 DEMO PROGRAM 2	2018-08-01	Topeka	Kansas	D0101, Demo Program, 0000	Active	2024-03-25	2024-08-20

Downloaded by: Belle, Monica, 2024-08-30 09:32PM

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7. Once you confirmed the data, send an email to Amanda Petersen (apetersen@ksde.org), Stacy Clarke (sclarke@ksde.org), and Beccy Strohm (bstrohm@ksde.org) to share the name of the program/building that currently has children who need to transfer.

You do not need to email a spreadsheet with a list of the children or include child name/identifying information in the email. KSDE will be able to generate reports from ASQ Online and process the transfers.

Example Email:



To: Amanda Q. Petersen <apetersen@ksde.org> × Stacy Clarke <sclarke@ksde.org> ×

Cc:

Transfer Request

Hi Amanda and Stacy.

I am providing the program and classroom to transfer 13 child records.

Program: D0101, Demo Program, 0000
Classroom Name: [TRANSFER TO: D0101 DEMO PROGRAM 2](#)

Thanks,

Monica

Commented [AP1]: Including an example email is a terrific idea - I don't think we need the detail of how many records to transfer and the classroom names



To

✓ Amanda Petersen ×

✓ Stacy Clarke ×

✓ Beccy Strohm ×

Cc

USD 000 Transfer Request

Hi Amanda, Stacy, and Beccy,

Program D0101, Demo Program, 0000 includes children who need to be transferred to other buildings.

Thanks,

Monica