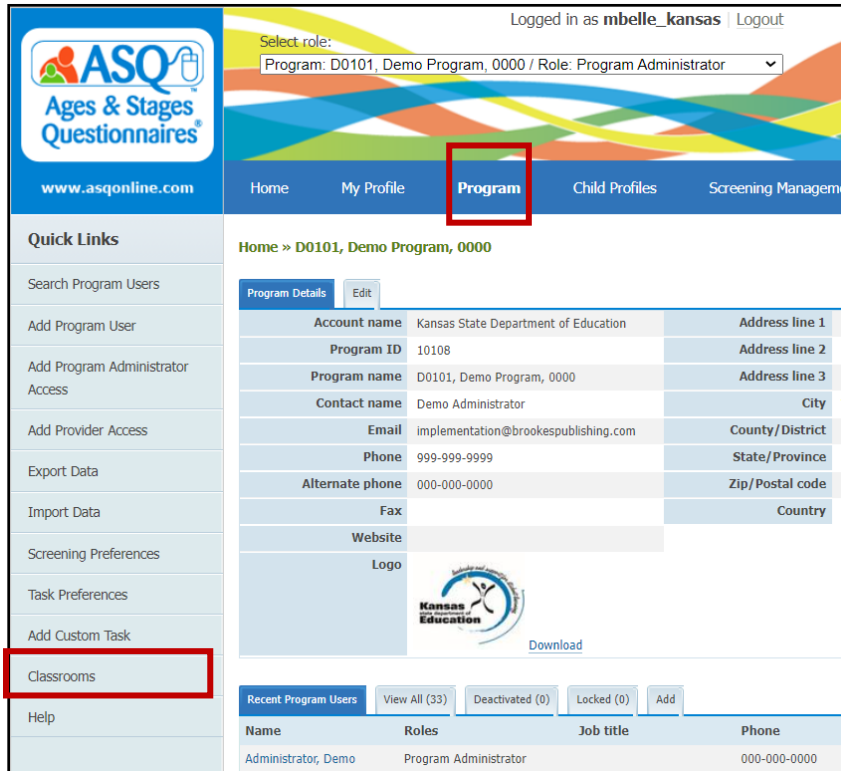





Create Classrooms for transferring child records Tip Sheet

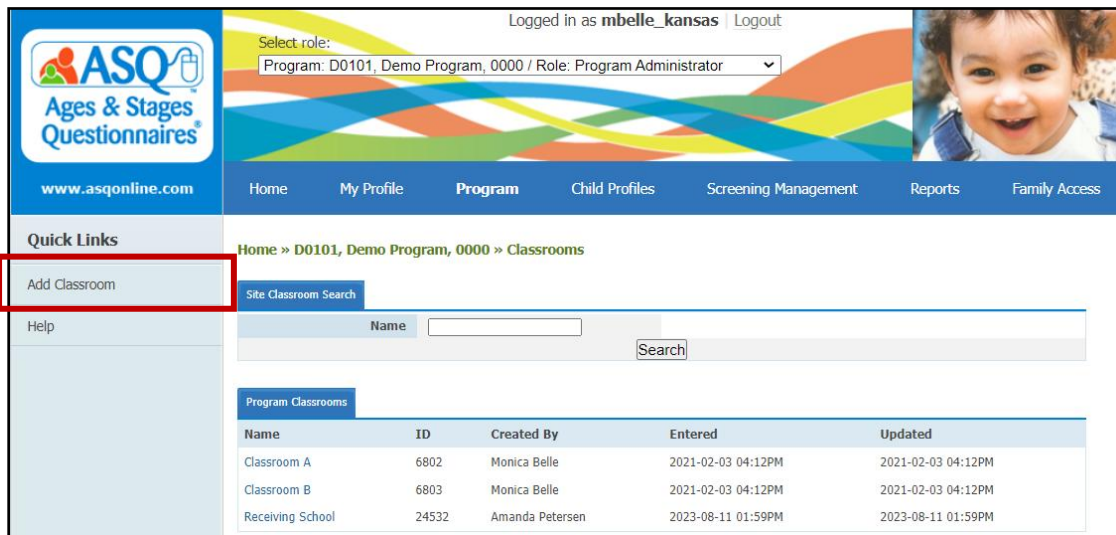
1. Select *Program* from the main navigation and select the *Classrooms Quick Link*.



The screenshot shows the ASQ Program Details page. The user is logged in as mbelle_kansas. The main navigation bar includes Home, My Profile, Program (highlighted with a red box), Child Profiles, and Screening Management. The left sidebar contains Quick Links, with Classrooms (highlighted with a red box) selected. The main content area displays program details for 'D0101, Demo Program, 0000'.

Field	Value	Field	Value
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			

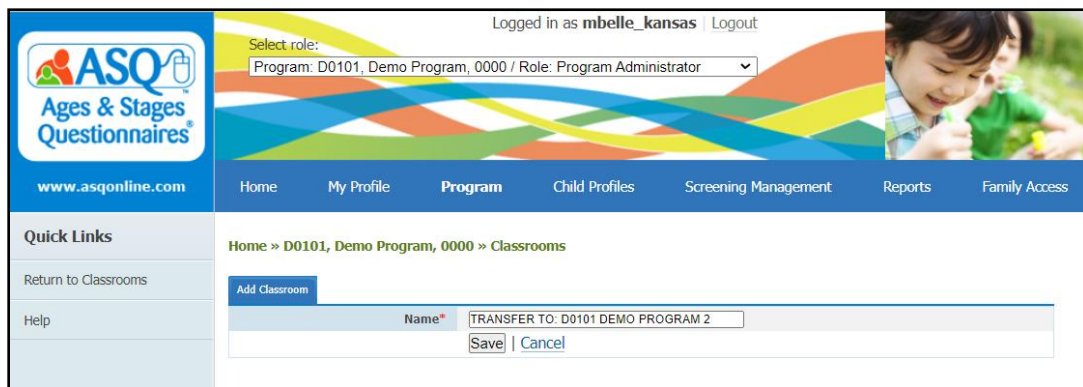
2. Select *Add Classroom* from the left navigation.



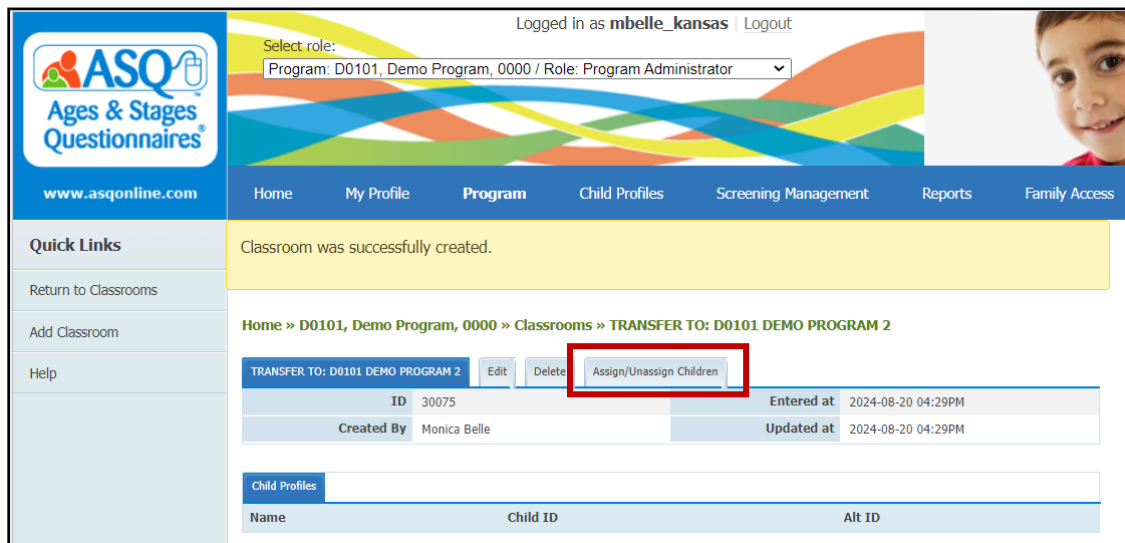
The screenshot shows the ASQ Classrooms page. The user is logged in as mbelle_kansas. The main navigation bar includes Home, My Profile, Program (highlighted with a red box), Child Profiles, Screening Management, Reports, and Family Access. The left sidebar contains Quick Links, with Add Classroom (highlighted with a red box) selected. The main content area displays the 'Add Classroom' form and a table of existing 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.



- Select the *Assign/Unassign Children* tab.



- 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	
Clarke, Annie	5608861			<input type="checkbox"/> Select All
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.

Logged in as **mbelle_kansas** | Logout

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

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www.asqonline.com

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

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

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

ID: 30075 **Entered at:** 2024-08-20 04:29PM
Created By: Monica Belle **Updated at:** 2024-08-20 04:29PM

Child Profiles

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

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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

Help

Home » Reports

Available Reports Recent Reports

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

Child Profiles

Quick Links

Help

Home » Reports » Child Profiles

Child Profiles Report

Status: All

Program(s): All
(To select multiple programs, Ctrl + click [Mac: command + click])
D0101, Demo Program, 0000

Provider(s): All
(To select multiple providers, Ctrl + click [Mac: command + click])
Administrator, Demo Belle, Monica Borntreger, Darby Clarke, Stacy

Classroom(s): All
(To select multiple classrooms, Ctrl + click [Mac: command + click])
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

Generated by: Belle, Monica, 2024-08-20 04:32PM

- 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		



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