



**AGENDA**  
**ASQ Online**  
***Virtual Training***

**Presented by:**  
**Mary Alice Batts-Hatfield**  
**Brookes Publishing Co.**

- 11:00 Welcome and Introductions  
Review of Agenda
- 11:10 Overview of ASQ Online  
Preparing for Screening and User Roles  
*Create Child Profiles, Scoring, Caregiver Profiles, My Profile, Screening Preferences*  
*Discuss New Features*  
**Exercise 1: Prepare for a Screening and Review Results**
- 11:40 *Break (10-minutes)*
- 11:50 Sharing Results  
*Creating documents and packets, setting tasks, follow-up*  
*Demo Online*
- 12:30 **Exercise 2: Tasks and Screening Management**
- 1:00 Reports  
Creating reports, customizing report output, making reports exciting  
Demo Online
- 1:30 *Lunch (40-minutes)*
- 2:10 **Exercise 3: Exploring ASQ Online Reports**
- 2:40 *Family Access*  
*Setting up sites, sharing URLs, sending emails, processing incoming screens*  
*Demo Online*

**BROOKES**



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|---------|--|
| 3:00    | <i>Break (10-minutes)</i>  |
| 3:10    | <b>Exercise FA: Family Access – Prepare for a Screening and Review Results</b><br>Q &A<br>Evaluations will be sent through Survey Monkey |
| 5:00 PM | Adjourn  |

**All times are approximate and subject to change.**

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