BASC-3 User Training: Q-Global

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Agenda

- Q-Global vs. Q-interactive
- Q-Global access
- Subscription vs. Usages
- Q-Global Administration
- Allocating usages & Assets
- Using Q-Global to administer: BASC-3 Rating Scales, PRQ, BESS
- Reports: with or without interventions

Q-Global vs. Q-Interactive (www.helloq.com)
Q-Interactive

A digital system for individually-administered tests consisting of two primary components

CENTRAL:
Browser-based function for generating client profiles, building test batteries, creating assessment sessions, and sharing results.

ASSESS:
Application that lets an examiner administer a test via two tablets connected by Bluetooth.

What is Q-Global?

- Pearson’s online scoring and administration system.
- For the BASC-3, On-Screen and Remote On-Screen administration is available.
- Allows for both individual and group administration (on select assessments).

Q-Global Terms

- Examiner: The individual who administered the assessment.
- Examinee: The individual who is being administered the assessment.
- Rater: Individual who filled out the rating scale (self, parent, teacher).
- Hierarchy/Account Tree: How the account is set up in terms of visibility and access.
- User Roles: Account Owner, Account Administrator, Assessment Administrator, Data Entry Operator, Custom Role
- Sub-Account: Account created “under” an existing account. Created as a way for managing sites, departments, and/or examiners.
Q-Global Terms Cont.

• Privileges: The access a user role permits in Q-Global. What a users can/can’t do.
• Allocate: Assigning inventory to an individual (subscription, asset, or usage) or to an account/sub-account (usage).
• Inventory: Assets, Inventory, and Usages.
• Delivery Method: How the assessment is administered (Manual Entry, On-screen/Remote On-screen Administration)

BASC-3 Options

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Subscriptions

• Subscriptions allow a user to generate an unlimited number of reports.
• Available in 1, 3, and 5 year intervals.
• Subscriptions are an option for the Manual Entry administration method only.
• Similar functionality to the ASSIST scoring program available for the BASC-2.
• Subscriptions are allocated to users, not to an account.
• Ex: If an account wanted all 10 users to have access to a BASC-3 Score Report subscription, 10 subscriptions would be required.
• BASC-3 subscriptions currently include:
  - BASC-3 BESS
  - BASC-3 Report
  - BASC-3 Report with Intervention Recommendations
Usages

- Allows a report to be generated from any of the 3 delivery methods (Manual Entry, On-screen Administration, Remote On-screen Administration).
- Usages must be used to generate a report for the On-screen Administration and Remote On-screen administration delivery methods.
- Usages can be allocated on the user, sub-account, and entity account level.
- See Allocations for examples.
- BASC-3 usage options include:
  - BASC-3 BESS
  - BASC-3 FLEX Monitor
  - BASC-3 Report
  - BASC-3 Report

Subscription vs. Usages Product Resource

- For additional information to assist you with making the decision about purchasing inventory for the BASC-3, please consult the BASC-3 Product Guide video under the Training tab on the BASC-3 product page.
- BASC-3 Product Guide

Account Hierarchy/Account Tree

- How the account is setup in terms of visibility and access.
  - Created as a way for managing sites, departments, and/or examiners.
  - 2 keys point to consider when adding a new user:
    - Do you want individuals to be able to see each other's examinee data?
    - If no, create sub-accounts for all users (except the entity account owner).
    - Will this user manage other users/examinee data?
  - Data is visible to all users in the account and to any sub-account created under it.
User Roles in Q-Global

- There are 4 standard roles in Q-Global.
  - Account Owner:
    - The main contact for the account. Has administrative privileges over the account (add/delete users, create sub-accounts, allocate inventory)
  - Account Administrator:
    - Has administrative privileges over the account (add/delete users, create sub-accounts, allocate inventory)
  - Assessment Administrator:
    - Has privileges associated with administering assessments to examinees (add/delete examinees, assign assessments, enter assessment date, and generate reports).
  - Data Entry Operator:
    - Has the ability to enter assessment data, but cannot generate reports.

Note: Every entity is different. The user roles selected will vary depending on the unique needs of your account.

Inventory in Q-Global

- There are 3 types of Inventory in Q-Global:
  - Asset Inventory
    - Digital manuals, intervention guides, etc.
  - Subscription Inventory
    - Allows users to generate unlimited reports based on the duration of the subscription.
      - Can only be used for the Manual Entry scoring option.
  - Usage Inventory
    - Allows a user to generate a report that has been generated from: Manual Entry, On-screen Administration, and Remote On-screen Administration delivery options.

Asset Inventory

- Includes manuals, interventions guides. Currently includes:
  - BASC-3 Manual
  - BASC-3 BESS Manual
  - BASC-3 Behavioral Intervention Guide
  - BASC-3 PRQ Manual
  - Behavioral and Emotional Skill Building Guide

- Digital assets are allocated per user, not per account.
  - Ex: If an account has 10 users and the account owner wants everyone to have access to the BASC-3 Manual, the account would need to purchase 10 BASC-3 digital manuals.
To allocate Asset Inventory in Q-Global, click the “Manage” link in the “Action” column.

Click the box to the left of the user you want to allocate the Asset to.

Click the “Allocate Selected” button to assign the Asset to the user.
The user now has the ability to view the digital Asset from their Resource Library.

To allocate Subscriptions in Q-Global, click on the "Manage" link in the "Action" column.

Click on the box to the left of the user, and click the "Allocate Selected" button.
If this is the first subscription in the order to be allocated, you will need to set a "start date" for the subscription.

Click the "Confirm & Allocate" button to confirm the start/end date for the order, and allocate the subscription to the user(s).

To allocate Usages in Q-Global, click on the "Manage" link in the "Action" column.

Note: Usages do not have to be allocated to use.
To allocate a Usage, click on the icon in either the "Account Allocation" or the "User Allocation" columns.

Usages can be allocated to both an account and to a user.

- When using usages to generate a report, the system first looks at User Allocated inventory (1), then Account Allocation Inventory (2), and then Entity Allocation Inventory (3).
- If no usages have been allocated (user/account has a number in the column), usages will be shared from the usages allocated to the parent entity account (3).
Q-GLOBAL HIERARCHY/INVENTORY ALLOCATION LIVE DEMO

Using Q-Global to administer BASC-3 Components
Benefits to Using the BASC-3 on Q-Global vs. Pencil/Paper

- Administrations completed on Q-Global require responses to each item.
  - This negates the impact of omitted items.
  - When using the paper version, an excessive number of omitted items may compromise the interpretability of BASC-3 scores.
- Q-Global allows greater flexibility to the examinee and rater.
  - 3 Different methods for using the BASC-3 TRS/PRS:
    - Manual entry
    - On-Screen Administration
    - Remote On-Screen Administration
  - 2 Different methods for using the BASC-3 SRP:
    - Manual entry
    - On-Screen Administration

General Administration: TRS/PRS/SRP Forms

When conducting a paper and pencil administration, you will use BASC-3 record forms to capture rater responses and hand-scoring worksheets to summarize results for examiner interpretation.
Assigning the BASC-3 to an Examinee

There are 2 ways to assign the BASC-3 to an examinee: On the Home menu or on the examinee Profile.

Method 1: Home Menu
Select the appropriate examinee and click on the "Assign New Assessment" box.

Method 2: Examinee Profile
Assigning the BASC-3 Method 1: From the Home Screen
Select the appropriate examinee and click on the "Assign New Assessment" box.
The second method is to assign the assessment from the examinee's profile. To access the profile, click on the desired examinee.

When in the examinee's profile, click the "Assign New Assessment" button and select the assessment from the Assessment window.
When in the examinee's profile, click the "Assign New Assessment" button and select the assessment from the Assessment window.

Administrating the BASC-3 on Q-Global
Administering the BASC-3 on Q-Global

Administration Options and Descriptions

Manual Entry:
- Administer assessment on paper and then transfer the responses to Q-Global.

On-Screen Administration (with Test Session Lock):
- Administer the assessment on the computer screen via any web-enabled device AND lock the testing session to prevent the examinee from exiting the assessment.

On-Screen Administration:
- Administer the assessment on the computer screen via any web-enabled device.

Remote On-Screen Administration:
- Administer the assessment by sending an email with a secure link to the examinee/rater who will then complete the assessment via their own device.

Administering the BASC-3: Manual Entry

To score the BASC-3 using Manual Entry, first administer the assessment on pencil and paper and then manually enter the scores into Q-Global. Note: Selecting the "Show Item Text" option will show the possible response for each test item.
To score the BASC-3 using Manual Entry, first administer the assessment on pencil and paper and then manually enter the scores into Q-Global. Note: Selecting the "Show Item Text" option will show the possible response for each test item.
On-Screen Administration allows the BASC-3 to be administered on a web-enabled device. To start the assessment, select the "On-Screen Administration" and click the "Start Assessment" button.

Launch with Test Session Lock

Remote On-Screen Administration allows raters to access assessments off-site, on a web enabled device, via a link that is emailed to the rater.
Administering the BASC-3: Remote On-Screen Administration

Select the link effective dates and enter the rater name and email.

The BASC-3: SRP does not allow Remote On-Screen Administration.
Administering the BASC-3: Remote On-Screen Administration Sample Email

Example email the rater receives.

Administering the BASC-3: Starting the Rating Scale

The rater will use the buttons to navigate between pages.
Administering the BASC-3: Starting the BASC-3 PRS

Parents are requested to complete a brief profile.

Administering the BASC-3: Starting the BASC-3 TRS

Teachers are requested to complete a brief profile.

Administering the BASC-3: Starting the Rating Scale

Raters are presented with assessment instructions and navigation instructions.
Missing Items

If an item is not answered, a "Missing Item" notification will be displayed at the top of the page.

You will see a notification at the actual item.

Administering the BASC-3: Starting the Rating Scale

Upon completing the assessment, Raters have 2 options:
• Click the button to submit their responses and end the assessment.
• Click the button to return to the test items.
Administering the BASC-3: Remote On-Screen Administration

Dear [Name],

Barbara Smith has completed the assigned BASC-3 PRE-Child. The results are now available on [Project URL].

- [Your Lab Account]
- [User Login]
- [Website URL]

For further assistance, please contact [Technical Support Email] or call [Technical Support Phone Number] Mon-Fri from 7:30 AM – 5:00 PM CST.

Results:

This is an automated email. Please do not reply to this email.

If you have additional questions, please contact Technical Support at [Technical Support Email] or call [Technical Support Phone Number] Mon-Fri from 7:30 AM – 5:00 PM CST.

After completing a test, the account holder is emailed a notification that the assessment has been completed.

Generating Reports: 3 Methods

Method 1: From the Home Screen

Reports can be generated on the “Report” tab on the Home Page.
Generating Reports Method 1: From the Home Page

Select the report type (single report or report that includes more than one examinee) and select the desired examinee.

After selecting the examinee, select the desired report, and click the "Configure Report" button.

Select the Desired report type. For this example, I will select the BASC-3 PRS Report.
Generating Reports Method 1: From the Home Page

Select your Norm Group, Confidence Level, and Inclusion criteria and click the “Generate Report” button.

Generating Reports Method 2: Examinee Profile

Select the assessment and click the “Generate Report” button.
Generating Reports Method 2: Examinee Profile

Select the desired report type.

Select your Norm Group, Confidence Level, and Inclusion criteria and click the "Generate Report" button.

Generating Reports Method 3: Assessment Details Page

Click on the "Generate Report" button.
Click on the Report drop down tab and select the desired report type.

Make any report configurations and click "Generate Report."