DRDP Online Tip Sheet

Generating Rating Completion Reports in DRDP Online 2023

Administrators can use the Rating Completion Report to check the percentages and numbers of classes and children their staff rated for a specific period.

1. The Rating Completion Report

1.1. Viewing the Rating Completion Report

1. To start, log into DRDPOnline.org with your username and password.
2. Select **Reports** (*Figure 1.1-1*) on the menu bar to the left.

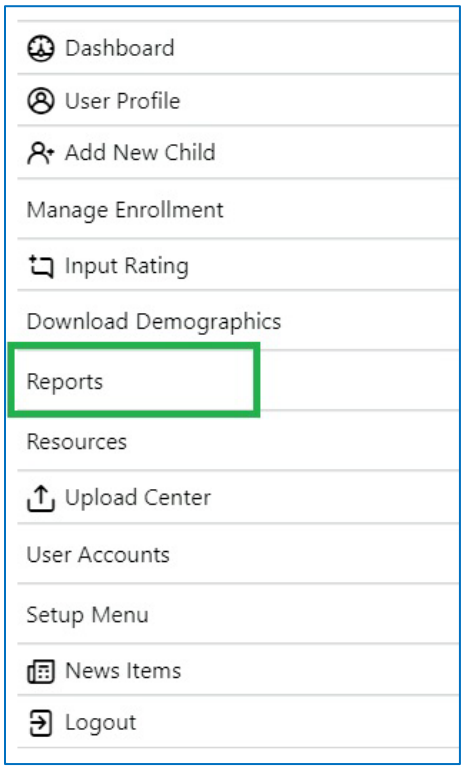

Figure 1.1-1. DRDP Navigation Menu

3. In the dropdown menu, select **Rating Completion Report** (*Figure 1.1-2 below*).

Figure 1.1-2. DRDP Reports Submenu

4. At the top of the page are several filters that require information.

   Note: The red asterisk indicates which fields of information are required.

5. The **State** and **Agency** fields will automatically populate.

6. Select Rating Periods, Site, Classroom, and Age Group (*Figure 1.1-3*).

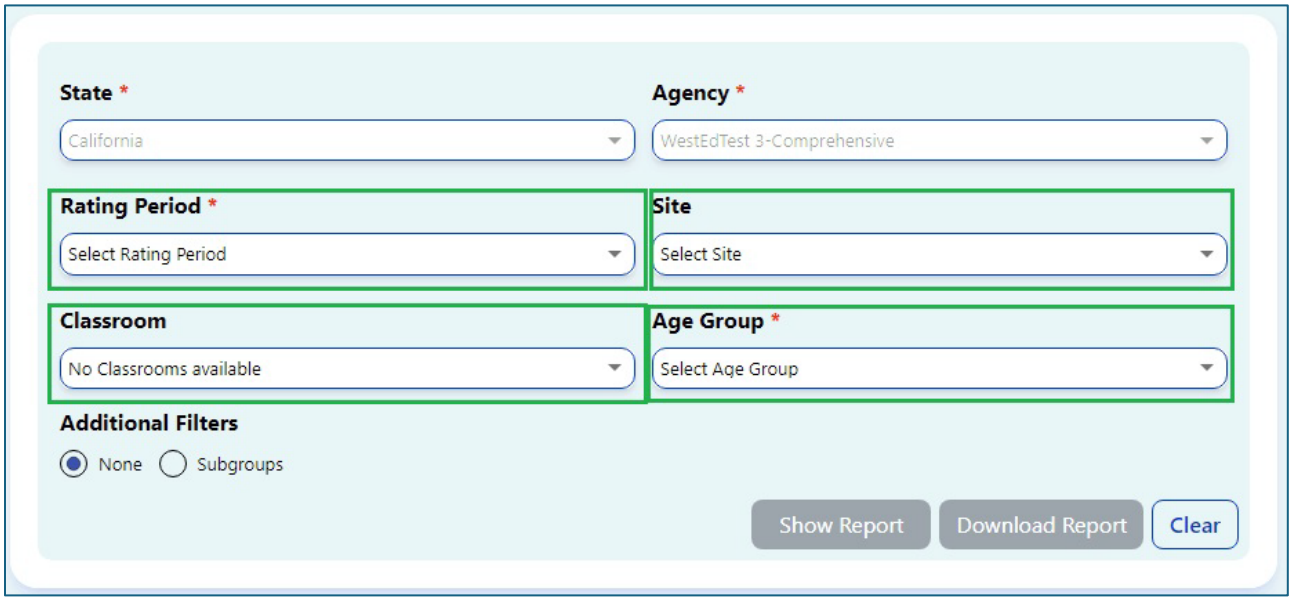

Figure 1.1-3. Report Filters

7. For **Additional Filters**, select **None**.

8. To show the report, select **Show Report**. To download the report, select **Download Report** and choose the PDF option (*Figure 1.1-4 below*).

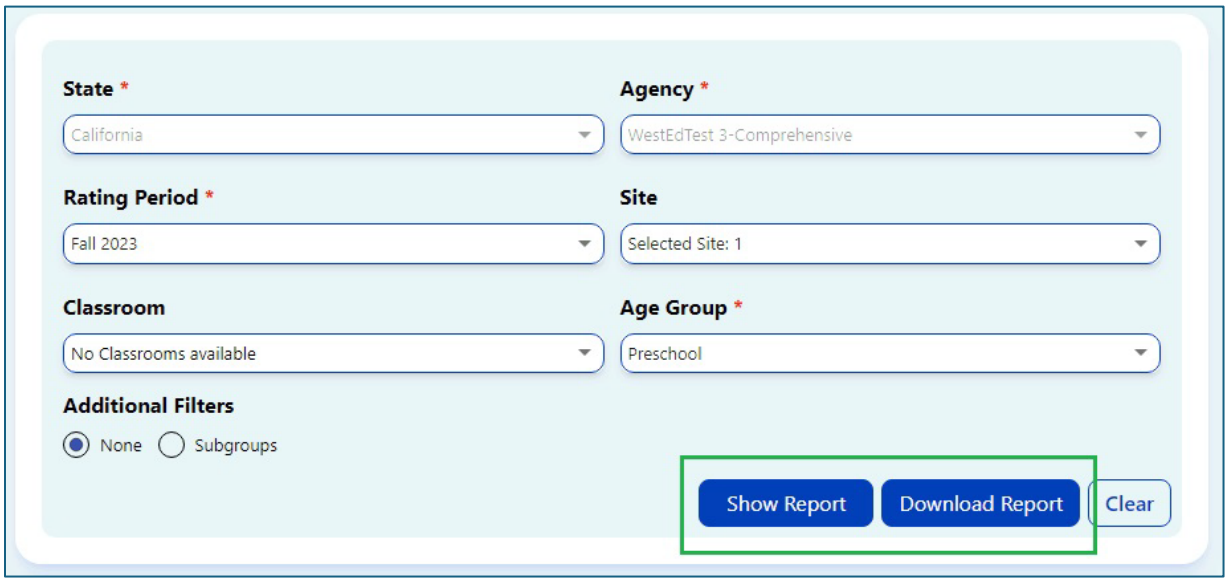

Figure 1.1-4. Report Completion

Note: Users can check the number of children added, the percentages of children and measures completed, and the percentage of child reports locked for selected sites.

9. To make changes or updates, select the **blue eye** to view the children in the class (*Figure 1.1-5*).

Figure 1.1-5. View Children in Class

10. Under the View Child column, select the blue paper icon on the right side of the child's name. This will take you to the child's demographic and class enrollment section.

    Note: The **Edit** button is in the upper right-hand corner.

11. When done, scroll down and select **Save Changes**.

2. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOnline@wested.org.
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the Desired Results for Children and Families/DRDP Online Resources webpage.

- Register for a one-hour DRDP Online webinar and earn professional development hours.
- Sign up for the DRDP Online Update weekly email bulletin.
- Subscribe to the WestEd DRDP Resources YouTube channel.

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