

DRDP Online Tip Sheet



Adding Classes in DRDP Online for Administrators

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1. Administrator Role

To add classes, users need one of the following administrative roles: Agency Administrator, Data Entry/Analyst, Lead Agency Administrator, Site Administrator, or Teacher of Record Plus Enrollment.

1.1. User Profile

To confirm your DRDP Online role(s) and assigned sites, select User Profile in the upper right corner (*Figure 1.1*).

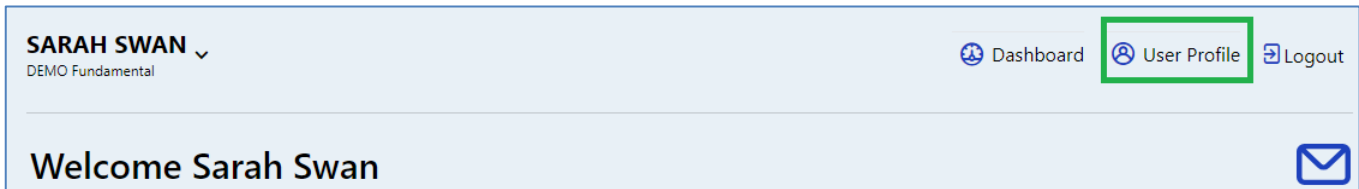


Figure 1.1: DRDP Online Login Screen

1.2. Roles and Permissions Document

For more details about roles and permissions and specific information on each role, view [DRDP Roles and Permissions](#). This document is also accessible by selecting **Resources** on the left navigation menu and then selecting **Roles & Permissions** (*Figure 1.2*).

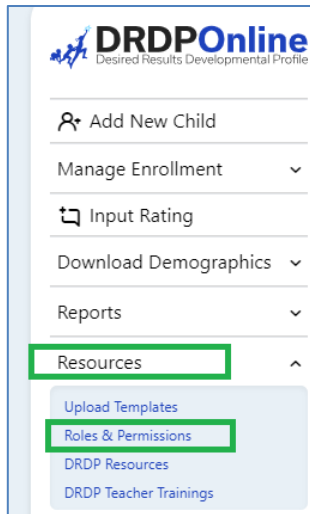


Figure1.2: Roles and Permissions Document

2. Adding Classrooms

1. Select the **Setup Menu** tab to expand the menu, then select **Classroom**. To create a new class, select **Add New Classroom**, the blue tab on the top right (*Figure 2.1 below*).

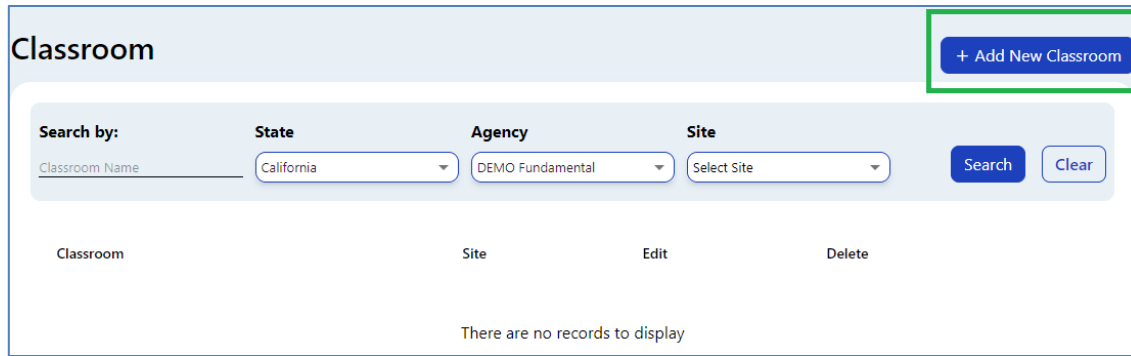


Figure 2.1: Add New Classroom

2. Enter the name of the classroom and site, then select **Save** (see Figure 2.2 below).

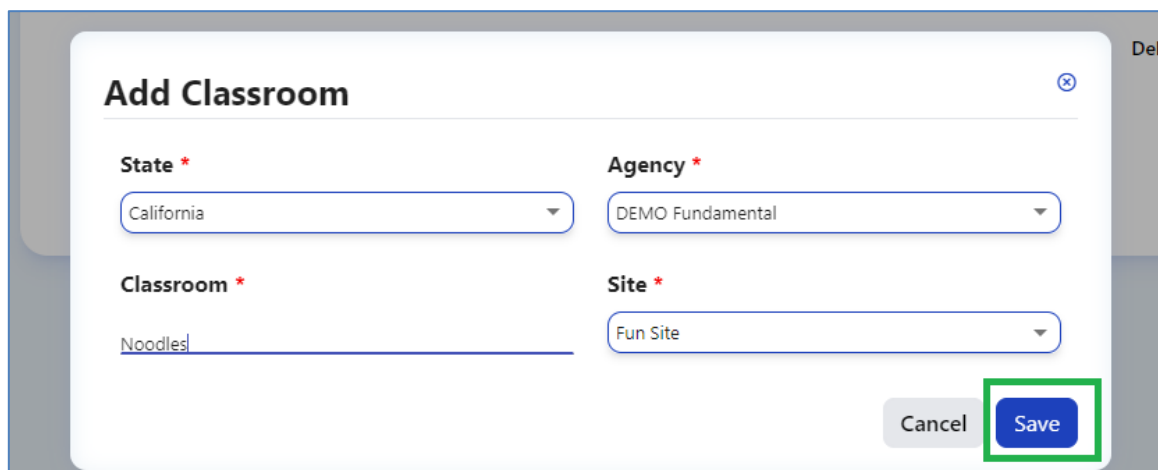


Figure 2.2: Add Classroom and Save

Select **Search** to confirm whether the classroom's name and site combination already exists. If your classroom name already exists from a prior year or rating period and is not changing, skip steps 1 and 2 and go to step 5, **Teacher Assignments and Rating Periods**.

3. A success message will appear Once the classroom is saved, stating, "Your classroom name has been saved. Please go to **Teacher Assignments and Rating Periods** in the Setup Menu to finish creating your classroom."
4. Select **OK**.
5. Select **Teacher Assignments and Rating Periods** (see Figure 2.3 below) to complete the classroom creation.

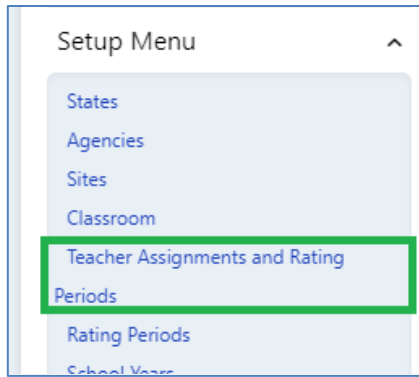


Figure 2.3: Setup Menu/Teacher Assignments and Rating Periods

6. Select the blue tab on the top right, **+Add Teacher Assignments and Rating Periods** (Figure 2.4).

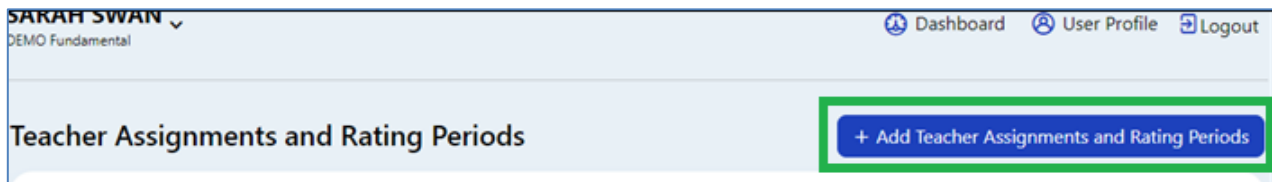


Figure 2.4: + Add Teacher Assignments and Rating Periods Button

7. In the next window, select the classroom name created in step 1 from the dropdown box. Continue to complete the rest of the required fields, including **Teacher of Record**, **Rating Period**, and **Teacher(s)**. Under the Teacher dropdown box, assign all classroom teachers. Select **Save** (Figure 2.5).

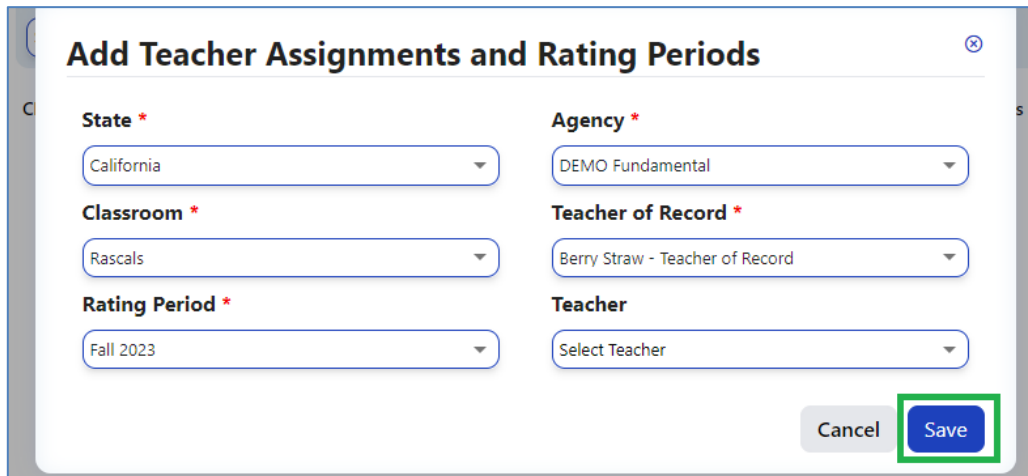


Figure 2.5: Add Teacher Assignments and Rating Periods Window

Classroom names should be unique within the agency and recommended to be unique within a site. DRDP Online will not allow two classrooms with the same name in the same rating period.

3. 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.