

DRDP Online Tip Sheet



Getting Started with DRDP Online for Teachers

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1. Introduction

The purpose of this document is to provide an overview of the DRDP Online system for teachers.

2. Instructions

2.1. The Teacher’s Role

Teachers may access information for the children in their class; they are responsible for completing each child's Desired Results Developmental Profile (DRDP) during a rating period. DRDP Online has two roles for teachers: **Teacher** and **Teacher of Record**.

Accounts assigned to the Teacher or Teacher of Record role may be assigned to multiple classes. The Teacher role’s primary responsibility is to enter ratings for a child and pull reports for individual children and groups of children. The Teacher of Record also has the unique role of locking ratings.

It is necessary to lock ratings to receive reports.

2.2. User Profile

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

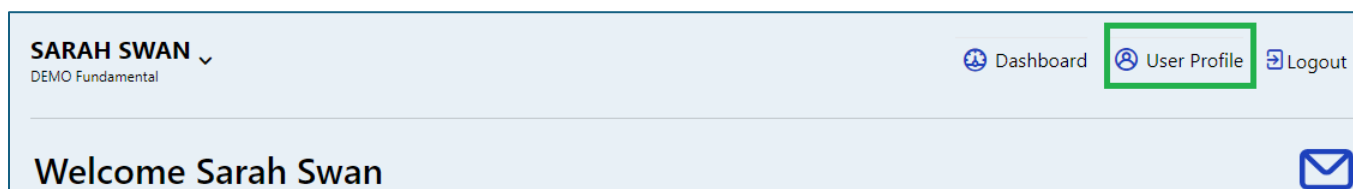


Figure 1.1: DRDP Online Login Screen

2.3. 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*).

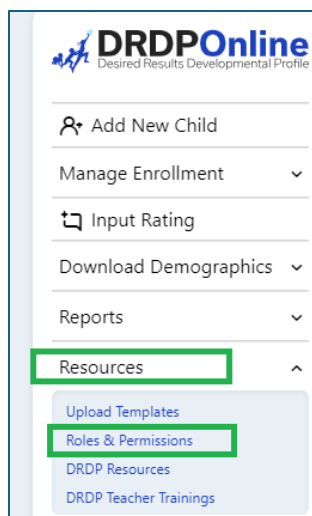


Figure 1.2: Roles and Permissions Document

2.4. Classes and Children

As a Teacher or Teacher of Record, you do not have permission to add classes or children. However, the agency, site, or teacher of record enrollment administrator roles are assigned permission to add classes or children.

1. Select the **Manage Enrollment** tab to expand the menu, then select **Classroom** (*Figure 2.3-1 below*).

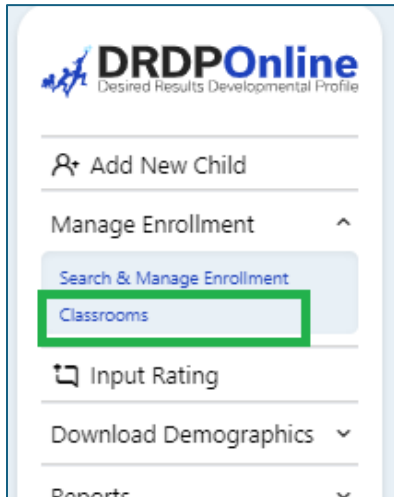


Figure 2.4-1: Manage Enrollment Menu

- Teachers and Teachers of Record will be provided with a list of all the classrooms the administrator assigned. The information provided includes the View Students icon, Classroom, Site, Agency, Rating Period, Number of Children Enrolled, Number of Locked Records, and Re-enroll icon (*Figure 2.3-2*).

If no classrooms populate on this page, contact your administrator and ask to be assigned to the appropriate classes.

Classrooms

State * Agency Site Rating Period Classroom

California WestEdTest 3-Comp... Select Site Select Rating Period No Classrooms avail...

Search Clear

View Students	Classroom ↑	Site ↑	Agency ↑	Teacher ↑	Teacher of Record ↑	Rating Period ↑	Children Count ↑	Locked ↑	Re-E
	Lilac PK	River	WestEdTest 3-Comprehensive	Eddie W • Dorothy R	Johana Teresa	Summer 2024	0	0	
	Sparkles	Glitter	WestEdTest 3-Comprehensive	Johana Cabeza	Johana Cabeza	Summer 2024	1	0	
	Rainbow	Stream	WestEdTest 3-Comprehensive	Amy Kennedy	Gina Perez	Spring 2024	3	0	
	Superior 2	Lake	WestEdTest 3-Comprehensive	Joua Lee	Joua Lee	Spring 2024	0	0	

Figure 2.4-2: List of Classrooms

- From this screen (*Figure 2.3-2 above*), Teachers and Teachers of Record can submit a re-enrollment request to their administrator by selecting the blue icon under Re-enroll (*Figure 2.3-3*). For re-enrollment to be successful, the same classroom name from a previous rating period must be used in the new rating period.

Re-enrollment is moving children from the same class in a past rating period to the same class in the new rating period.

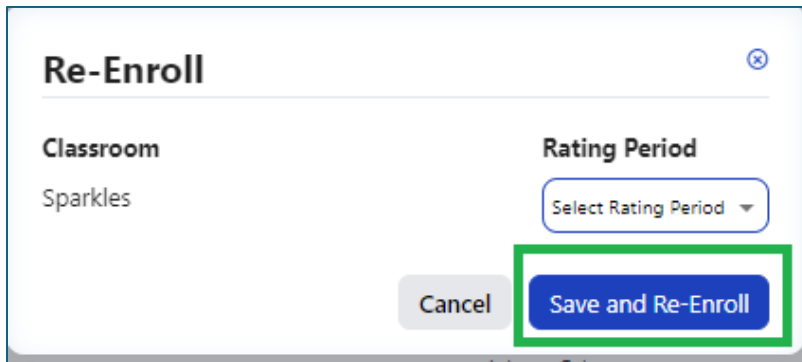
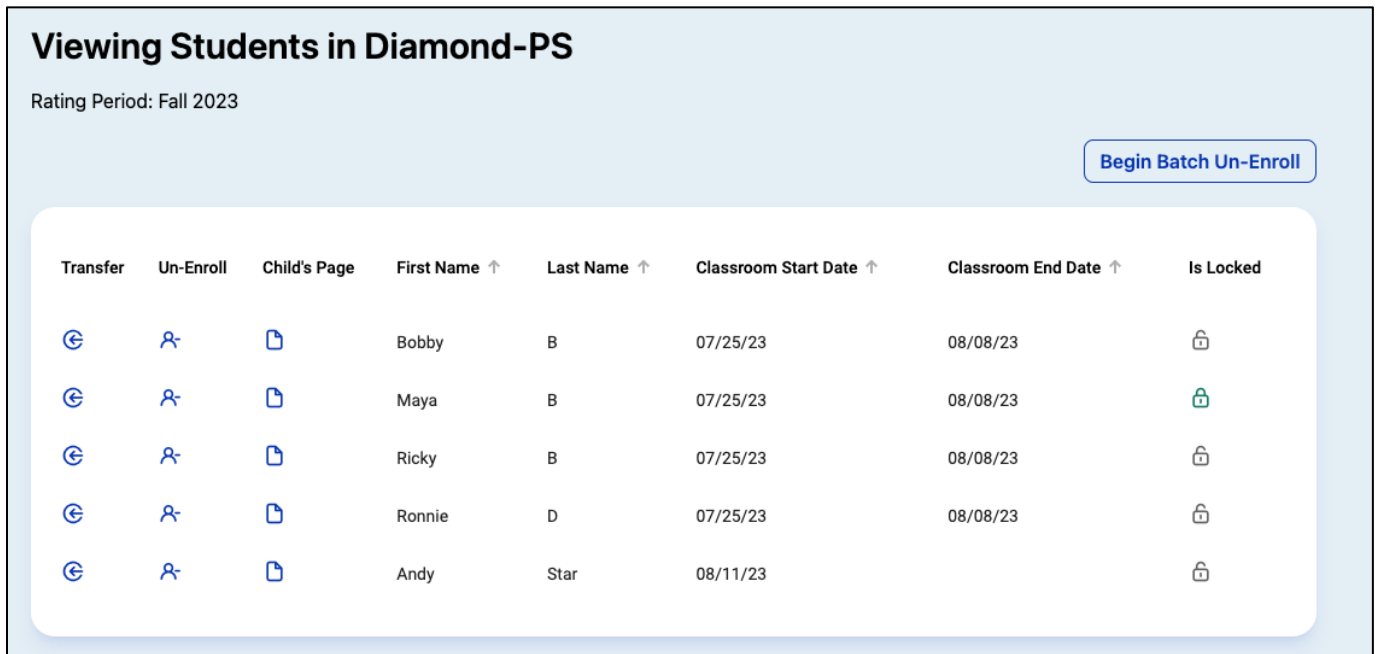


Figure 2.4-3 Save and Re-enroll

- To view students in a classroom, select the blue list icon to the left of the classroom name (*Figure 2.3-2 above*). A list of the children in that classroom will populate (*Figure 2.3-4*).



Transfer	Un-Enroll	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom End Date ↑	Is Locked
			Bobby	B	07/25/23	08/08/23	
			Maya	B	07/25/23	08/08/23	
			Ricky	B	07/25/23	08/08/23	
			Ronnie	D	07/25/23	08/08/23	
			Andy	Star	08/11/23		

Figure 2.4-4 Viewing Students in DRDP Online

- By selecting the blue page icon under the **Child's Page** column (*Figure 2.3-5*), Teachers and Teachers of Record can view the child's demographic information, class enrollment information, and completed assessments; they can also share a child's record with another teacher or special education provider (*Figure 2.3-6*).

Rating Period: Summer 2024

Transfer	Withdraw from Agency	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom Withdraw Date ↑	Is Locked
			Barry	Babbs	06/01/24		
			Smokey	Bear	06/01/24		
			Medie	Comanche	06/01/24		

Figure 2.4-5 View Child's Page

Demographics | Class Enrollment | Completed Assessments | Share Child

Child Information

First Name *	Middle Initial	Last Name *
Bobby	Middle Initial	B
Statewide Student Identifier (10-digit SSID) *	Agency/District Student Identifier *	DRDP ID
Required if Agency/District ID is blank	BB5959	1756408

Figure 2.4-6: View Student's Demographic Information

- When children are moved from one site or classroom to a **different** site or classroom, Teachers can submit a transfer request to their administrator by selecting the transfer icon in the first column on the left (*Figure 2.3-7 below*). It is important to note that the new classroom the child is being transferred to must first be created by the administrator. An administrator will need to approve the request to complete the transfer. Administrators will receive an email requesting their approval.

Transfer is used when moving a child from one site or class to a different site or class.

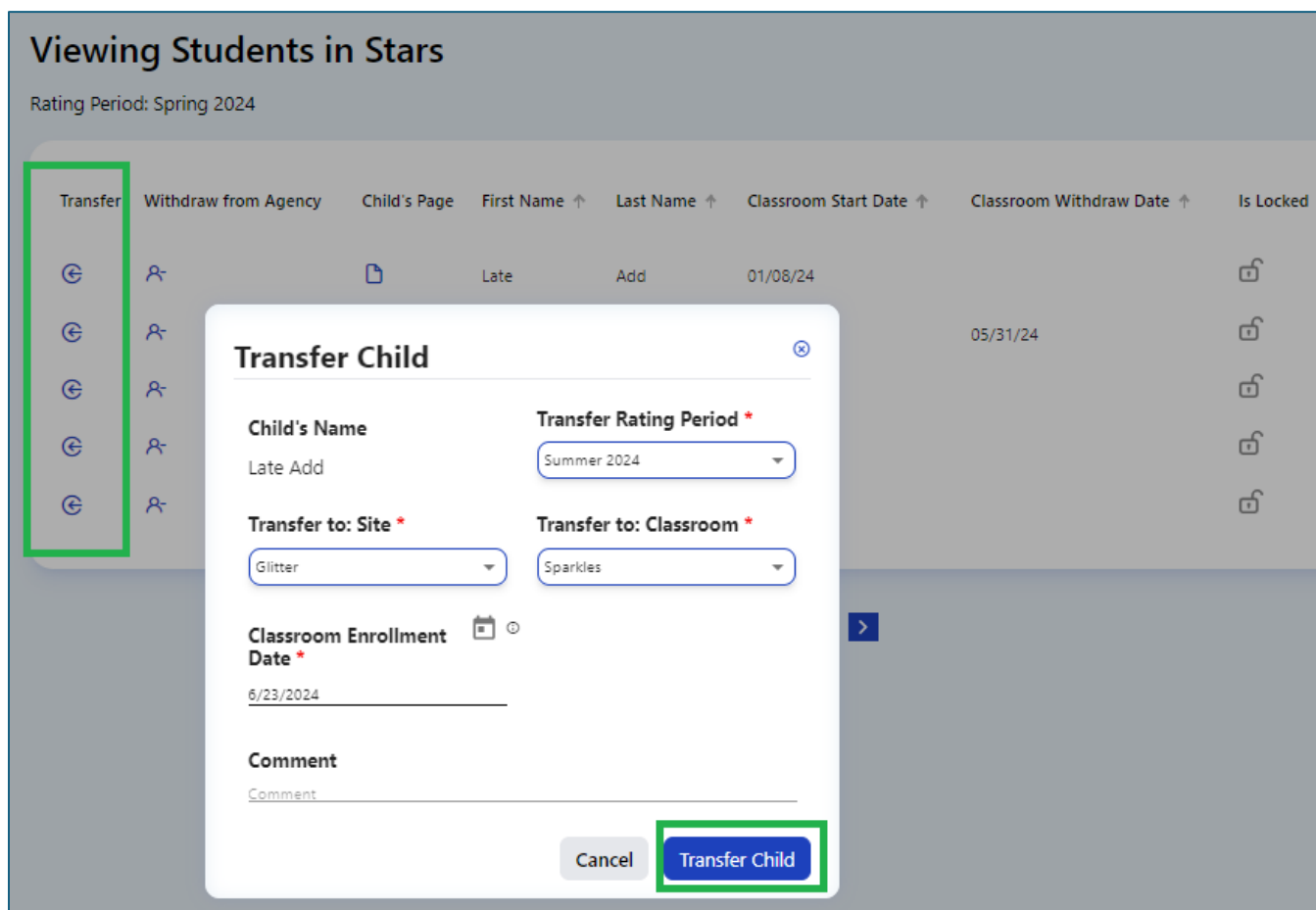


Figure 2.4-7: Transfer Child

2.5. Ratings

1. Once logged into DRDP Online, select the **Input Rating** option from the left menu (Figure 2.4-1).

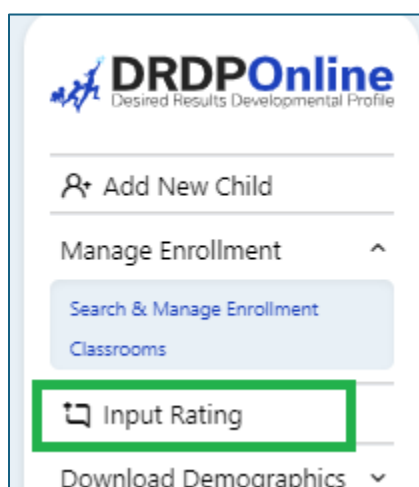


Figure 2.5-1: DRDP Online Menu/Input Rating

- From the Input Rating screen, select the appropriate filters for the rating period, site, classroom, and age group/instrument to which you would like to add a rating (*Figure 2.4-2*).

Figure 2.5-2: Input Rating Filters

- The next screen will provide a list of children. The list of children includes the child's name, ID, developmental domains, number of measures per domain, assessment date, lock date, rating completion by percentage, locking status, teacher, and site.
- Select the blue list icon under the **Ratings** column for the child you want to complete ratings (*Figure 2.4-3*).
- Any child with a zero (0) for their first number has not had any measures rated (as highlighted in the screenshot below). Children may have different requirements regarding the number of measures required in a particular domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the fundamental view.

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status	Teach
	Natalie Guerrero	1760225	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	11/09/23	03/15/24	56/56 (100%)		Teach
	Stephanie Molina	1767839	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4			56/56 (100%)		Teach
	Letty Medina	1767840	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	10/16/23	03/15/24	56/56 (100%)		Teach
	Austin Thompson	1767841	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4	11/20/23	03/15/24	0/52 (0%)		Teach

Figure 2.5-3: Select the Blue List Icon Under the Ratings Column

- The Rating Record page will populate. The child's name, class, teacher, age group, instrument, enrollment date, assessment date, and lock date will be at the top.
- There are two ways to enter ratings from the rating record page:
 - Stay on the Rating Record page.
 - Select the **Go to Input Ratings** option (*Figure 2.4-4 below*).

- When you stay on the Rating Record page, the measures will show below with two rectangles beneath each measure. Choose your measure and select the rectangle labeled **Select Rating** (Figure 2.4-4).

Rating Record [Go to Input Ratings](#)

Child: **Rafael Ruiz** District/Agency: **WestEdTest 3-Comprehensive** Classroom: **June 1, 2024**
 Enrollment Date:
 Class: **Sparkles** School or Site: **Glitter** Assessment Date:
 Teacher: **Johana Cabeza** Age Group: **Preschool Comprehensive** Lock Date:
 Instrument: **Rating View**

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

[Back to View Class](#)
[Previous](#)
[Next](#)
[Print](#)
[Lock](#)

ATL-REG - Approaches to Learning-Self-Regulation 0/7

<p>ATL-REG1 : Attention Maintenance*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>	<p>ATL-REG2 : Self-Comforting*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>	<p>ATL-REG3 : Imitation*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>
<p>ATL-REG4 : Curiosity and Initiative in Learning</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>	<p>ATL-REG5 : Self-Control of Feelings and Behavior</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>	<p>ATL-REG6 : Engagement and Persistence</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>
<p>ATL-REG7 : Shared Use of Space and Materials</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> None Selected Select Rating </div>		

Figure 2.5-4: View of the Rating Record

- After choosing the **Select Rating** option, the developmental levels and descriptors will show for the selected measure (Figure 2.4-5 below).

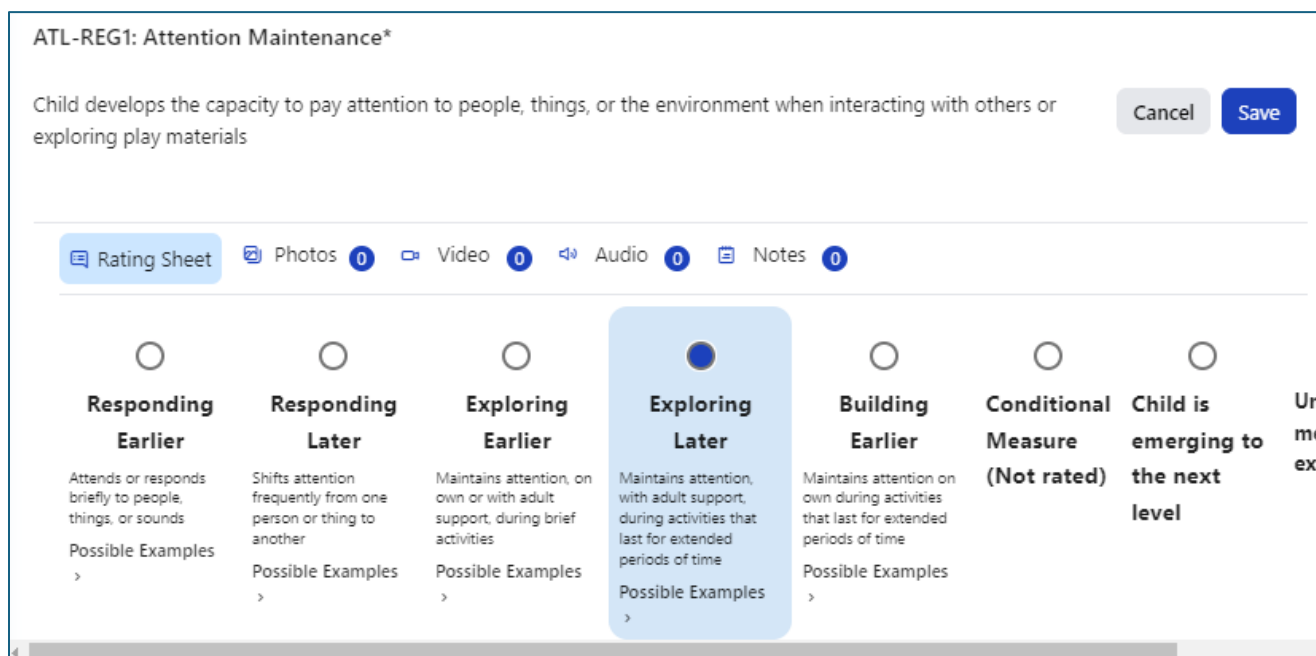


Figure 2.5-5: Developmental Levels and Descriptors

10. Examples can be expanded by selecting **Possible Examples**. If the teacher has added any documentation (pictures, videos, audio, notes) and assigned it to that measure, it can be viewed from this page. Based on collected documentation, teachers will select the highest level mastered and save the rating.

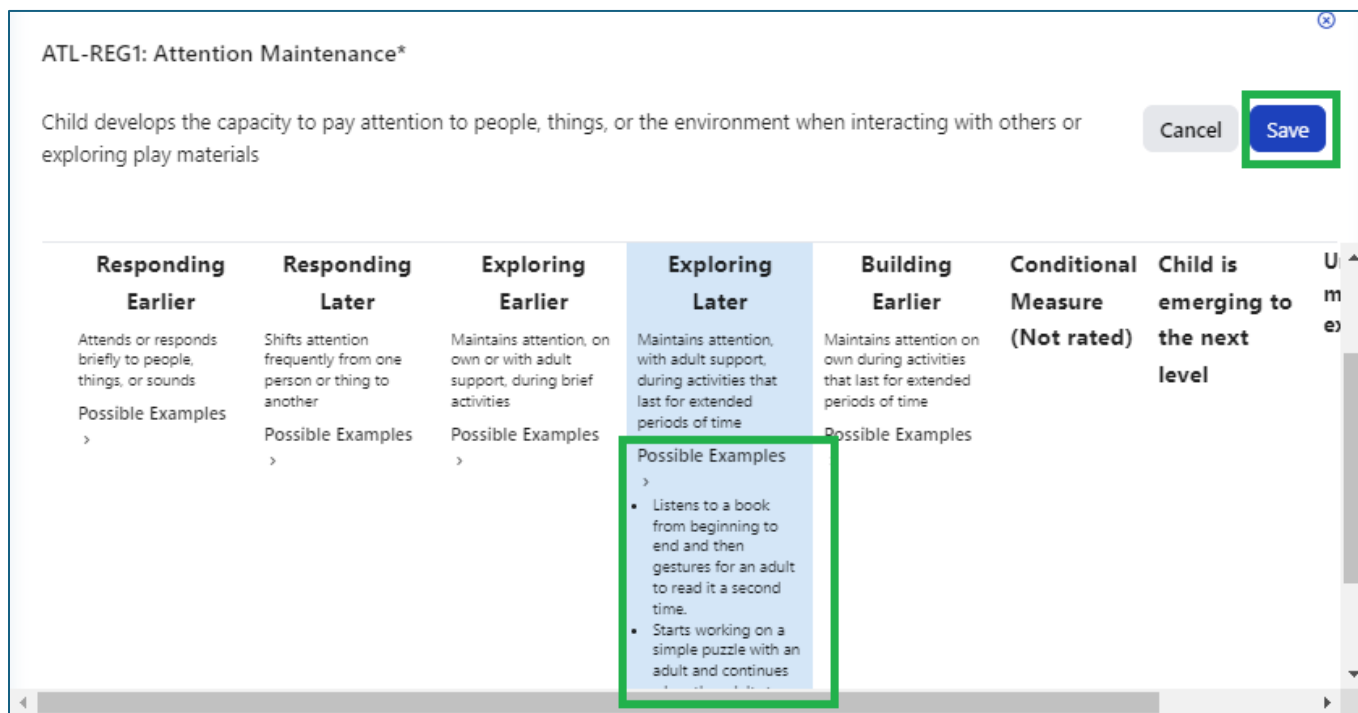


Figure 2.5-6: View Possible Examples

11. Additional rating options (emerging to the next level and unable to rate this measure due to extended absences) can be found by scrolling to the right.

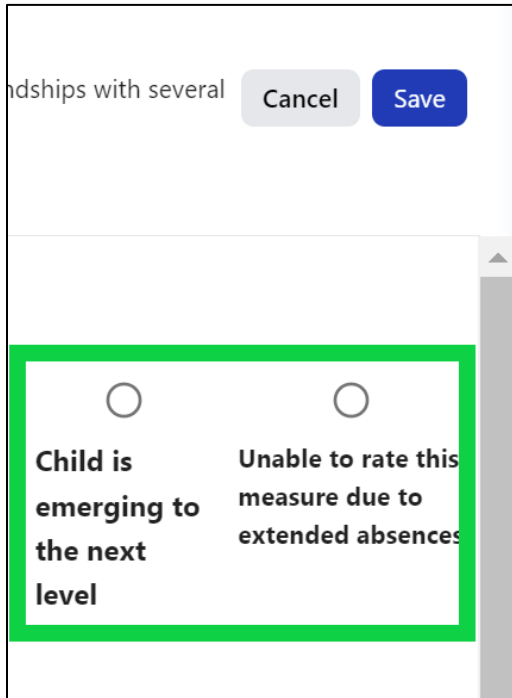


Figure 2.5-7: Additional Rating Options

12. Once you have completed all the domains required, you do not need to return to the previous page to move to the next child: select **Save Rating**.
13. When final ratings have been saved, the rectangle will highlight the **Final Rating** in dark blue. If the measure has a preliminary rating that requires review, it will highlight the **Review Pre-Rating** in lighter blue. The top right corner of each domain will note how many measures are finalized.

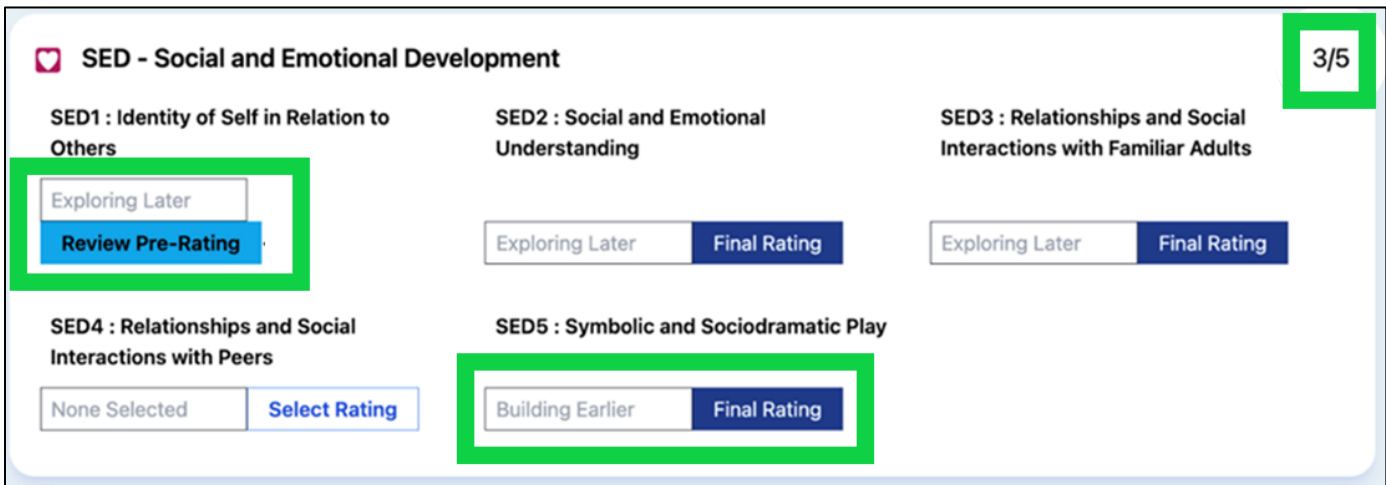


Figure 2.5-8: Review Pre-Rating and Final Rating

14. Once all measures have a final rating, the Teacher of Record can lock the rating record by scrolling back to the top of the Rating Record page and selecting the **Lock** option.

Note: A record will not be available in reporting until it is locked.

LENIKA FLORES DEMO-Essential
Dashboard User Profile Logout

Input Ratings [Go to Rating Record](#)

Child:	Buddy Guy	District/Agency:	DEMO-Essential	Classroom Enrollment Date:	June 1, 2024
Class:	Sea Turtles	School or Site:	Ackerman Site	Assessment Date:	
Teacher:	Matt Caetano	Age Group Instrument:	Preschool Fundamental Rating View	Lock Date:	

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

< [Back to View Class](#)
Save
< Previous
> Next
Print
Lock

Figure 2.5-9: Lock the Rating Record

15. When teachers select the **Go to Input Ratings** option in the top right corner of the Rating Record page, a different rating view will populate.

Rating Record [Go to Input Ratings](#)

Child:	Buddy Guy	District/Agency:	DEMO-Essential	Classroom Enrollment Date:	June 1, 2024
Class:	Sea Turtles	School or Site:	Ackerman Site	Assessment Date:	August 15, 2024
Teacher:	Matt Caetano	Age Group Instrument:	Preschool Fundamental Rating View	Lock Date:	August 15, 2024

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

< [Back to View Class](#)
Previous
Next
Print
Unlock

Figure 2.5-10: Go to Input Ratings

16. The Input Ratings page allows teachers to select the highest level mastered for all measures on one page.

Note: Ratings entered on either page will populate to the other.

Input Ratings [Go to Rating Record](#)

Child: **Buddy Guy** District/Agency: **DEMO-Essential** Classroom: **June 1, 2024**
 Enrollment Date:

Class: **Sea Turtles** School or Site: **Ackerman Site** Assessment Date: **August 15, 2024**

Teacher: **Matt Caetano** Age Group: **Preschool Fundamental** Lock Date: **August 15, 2024**
 Instrument: **Rating View**

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

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[Next](#)
[Print](#)
[Unlock](#)

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Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
ATL-REG1										

Figure 2.5-11: View the Input Ratings

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.