How to Enter Ratings

Introduction

Users with the Teacher or Teacher of Record role may enter ratings for children enrolled in classes they are assigned to. In addition, users with the Teacher of Record role may lock ratings.

Ratings

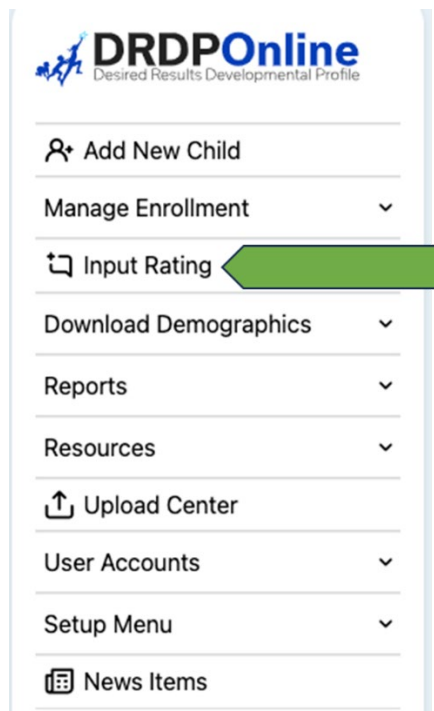1. Once you are logged into DRDP Online, select the **Input Rating** option from the left menu.

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

3. The next screen will provide a list of children. The list of children includes the child's name, child's 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 would like to complete ratings for.

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
📄	Ronnie D	1756407	0/7	0/5	0/10	0/4	0/11	0/10	0/5	0/4	08/01/23		0/56 (0%)	🔓
📄	Bobby B	1756408	0/7	0/5	0/10	0/4	0/11	0/10	0/5	0/4			0/56 (0%)	🔓
📄	Ricky B	1756409	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	🔓
📄	Maya B	1756410	0/7	0/5	0/10	0/4	0/11	0/10	0/5	0/4			0/56 (0%)	🔓

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4. 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:

  i.   Stay on the Rating Record page.
  ii. Select the Go to Input Ratings option (in the top right corner).

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**.

Rating Record

Go to Input Ratings

Child: **Bobby B**	District/Agency: **WestEdTest 3-Comprehensive**	Enrollment Date: **July 25, 2023**
Class: **Diamond-PS**	School or Site: **River**	Assessment Date:
Teacher: **Tamarra Osborne**	Age Group Instrument: **Preschool Comprehensive Rating View**	Lock Date:

Save | Previous | Next | Print | Lock

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

ATL-REG1 : Attention Maintenance*
None Selected | Select Rating

ATL-REG2 : Self-Comforting*
None Selected | Select Rating

ATL-REG3 : Imitation*
None Selected | Select Rating

ATL-REG4 : Curiosity and Initiative in Learning
None Selected | Select Rating

ATL-REG5 : Self-Control of Feelings and Behavior
None Selected | Select Rating

ATL-REG6 : Engagement and Persistence
None Selected | Select Rating

ATL-REG7 : Shared Use of Space and Materials
None Selected | Select Rating

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5. After the Select Rating option has been chosen, the developmental levels and descriptors will show for the selected measure.

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.

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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.
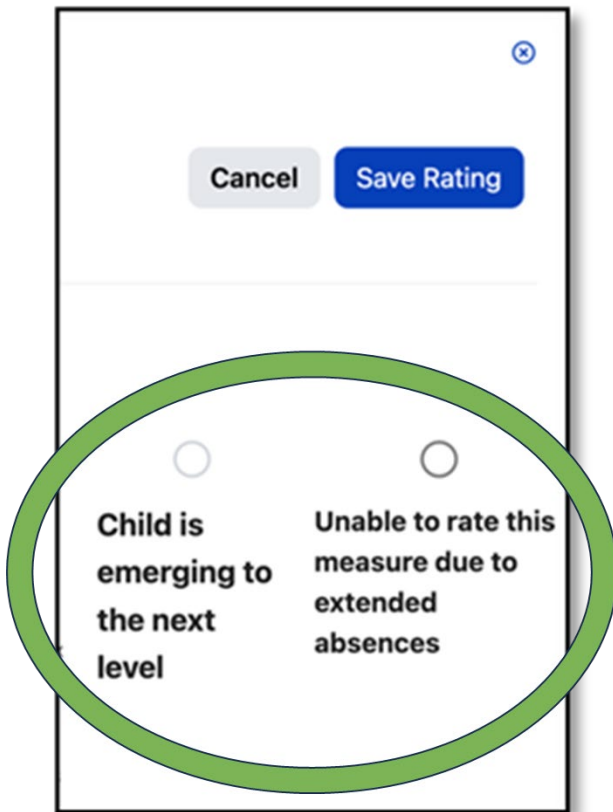
Note:

    a) The emerging checkbox will be disabled if the last level for that measure has been rated.

    b) A rating can be erased by selecting the unable to rate option twice.

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**.

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6. When final ratings have been saved, the rectangle will highlight **Final Rating** in dark blue. If the measure has a preliminary rating that requires review, it will highlight **Review Pre-Rating** in lighter blue. The top right corner of each domain will note how many measures are finalized.

7. Once all measures have a final rating, the Teacher of Record will be able to lock the rating record by scrolling back up to the top of the Rating Record page and selecting the **Lock** option.

Note: Until a record is locked, it will not be available in reporting.

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8. 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:	**Bobby B**	District/Agency:	**WestEdTest 3-Comprehensive**	Enrollment Date:	**July 25, 2023**
Class:	**Diamond-PS**	School or Site:	**River**	Assessment Date:	
Teacher:	**Tamarra Osborne**	Age Group Instrument:	**Preschool Comprehensive Rating View**	Lock Date:	

[Save] [Previous] [Next] [Print] [Lock]

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:	**Bobby B**	District/Agency:	**WestEdTest 3-Comprehensive**	Enrollment Date:	**July 25, 2023**
Class:	**Diamond-PS**	School or Site:	**River**	Assessment Date:	
Teacher:	**Tamarra Osborne**	Age Group Instrument:	**Preschool Comprehensive Rating View**	Lock Date:	

[Save] [Previous] [Next] [Print] [Lock]

ATL-REG - Approaches to Learning-Self-Regulation

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
ATL-REG1 Attention Maintenance*		○	○	○		●	○			
ATL-REG2 Self-Comforting*		○	○	○		●	○			
ATL-REG3 Imitation*		○	○	○		○	○			
ATL-REG4 Curiosity and Initiative in Learning		○	○	○		○	○	○	○	○
ATL-REG5 Self-Control of Feelings and Behavior		○	○	○		○	○	○	○	○