



Locking Ratings in DRDP Online

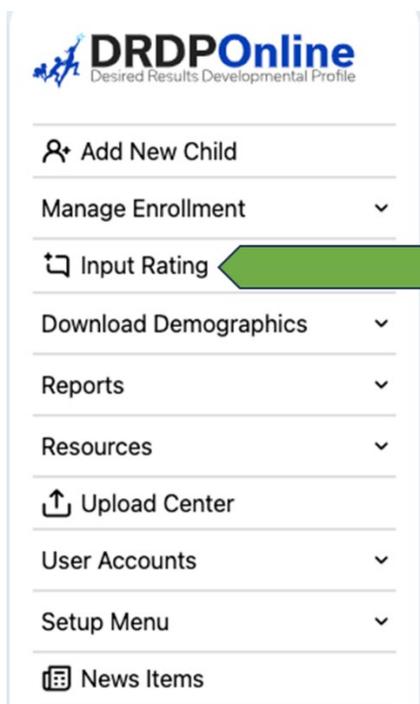
Introduction

This document aims to provide instruction for agency administrators, site administrators, and Teachers of Record on locking classroom and individual child ratings.

***Only users with the agency administrator, site administrator, or teacher of record role may lock ratings.**

Locking Ratings

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



TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

2. From the Input Rating screen, select the **Rating Period** option.

Input Ratings

Always refer to the DRDP when rating the measures.



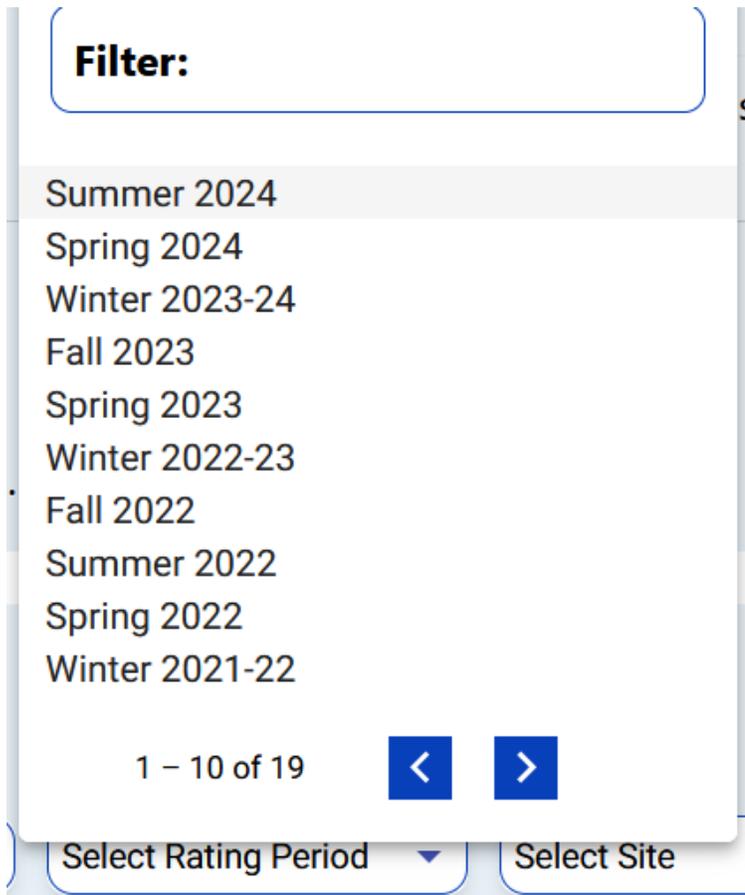
The screenshot shows the 'Input Ratings' form. A green arrow points to the 'Rating Period' dropdown menu. The form includes the following fields:

- State ***: California
- Agency ***: WestEdTest 3-Compr...
- Rating Period ***: Select Rating Period
- Site ***: Select Site
- Classroom ***: No Classrooms avail...
- Age Group/Instrument ***: Select Age Group/In...

Buttons for 'Search' and 'Clear' are located at the bottom right of the form.

Then select the period for which you want to lock ratings.

Note: The current rating period will be selected by default.



The screenshot shows the 'Rating Period' dropdown menu. The menu is titled 'Filter:' and lists the following options:

- Summer 2024
- Spring 2024
- Winter 2023-24
- Fall 2023
- Spring 2023
- Winter 2022-23
- Fall 2022
- Summer 2022
- Spring 2022
- Winter 2021-22

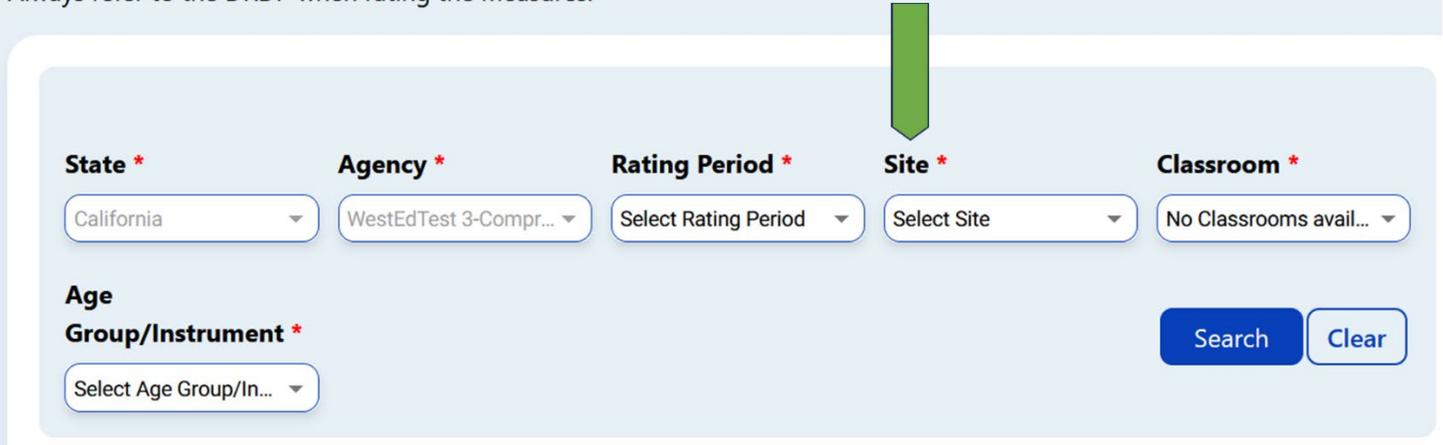
At the bottom of the menu, there is a pagination indicator '1 - 10 of 19' and two blue navigation buttons: a left arrow and a right arrow.

TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

3. Select the **Site** option.

Input Ratings

Always refer to the DRDP when rating the measures.

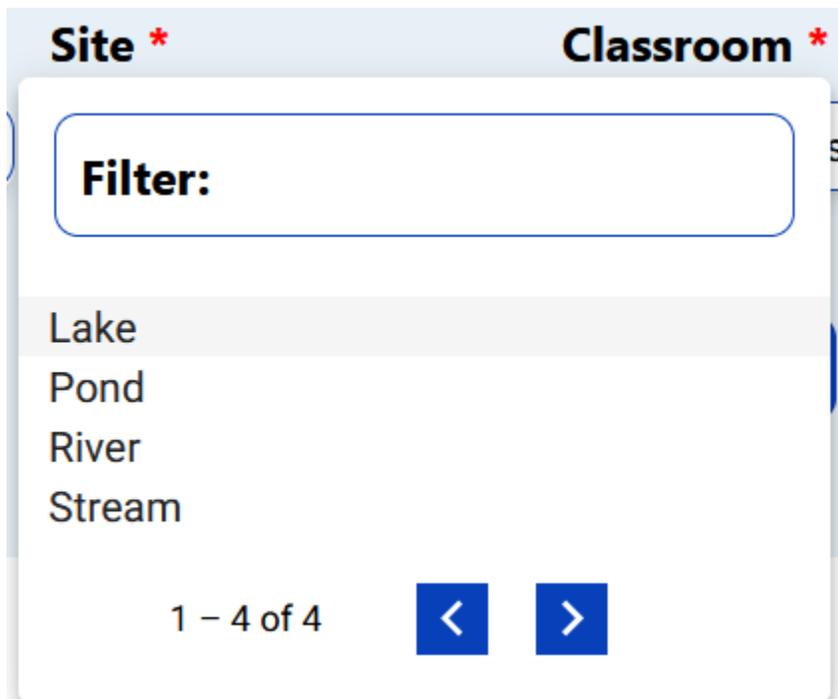


The screenshot shows the 'Input Ratings' form with several dropdown menus and buttons. A green arrow points to the 'Site' dropdown menu. The form includes the following fields:

- State ***: California
- Agency ***: WestEdTest 3-Compr...
- Rating Period ***: Select Rating Period
- Site ***: Select Site
- Classroom ***: No Classrooms avail...
- Age Group/Instrument ***: Select Age Group/In...

Buttons: Search, Clear

Then select the site for which you want to lock ratings.



The screenshot shows the 'Site' dropdown menu with a list of site options. The menu is titled 'Site *' and 'Classroom *'. The list of sites is:

- Lake
- Pond
- River
- Stream

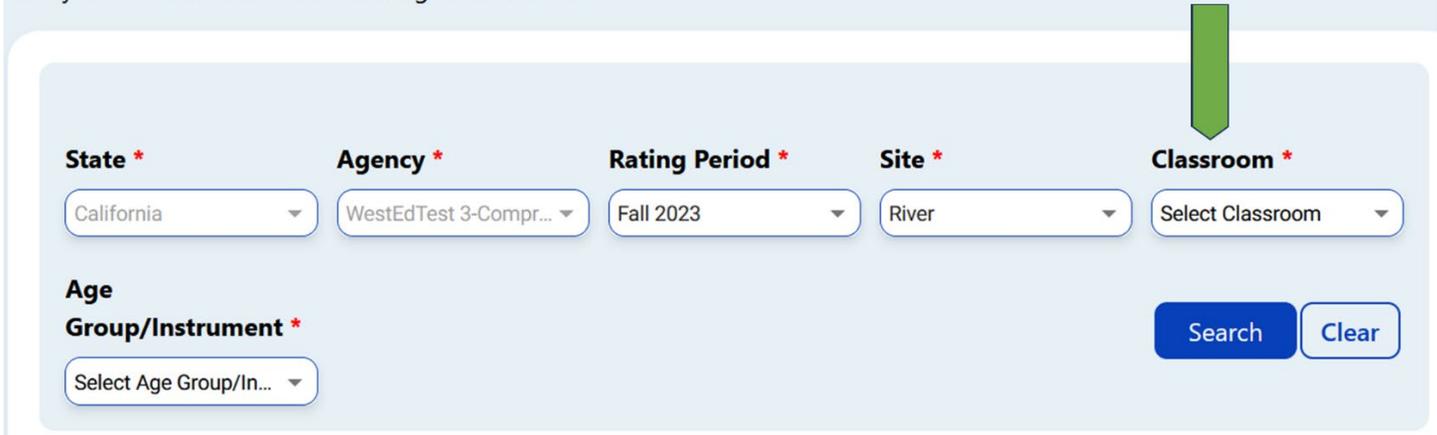
Navigation: 1 - 4 of 4, < >

TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

4. Select the **Classroom** option.

Input Ratings

Always refer to the DRDP when rating the measures.

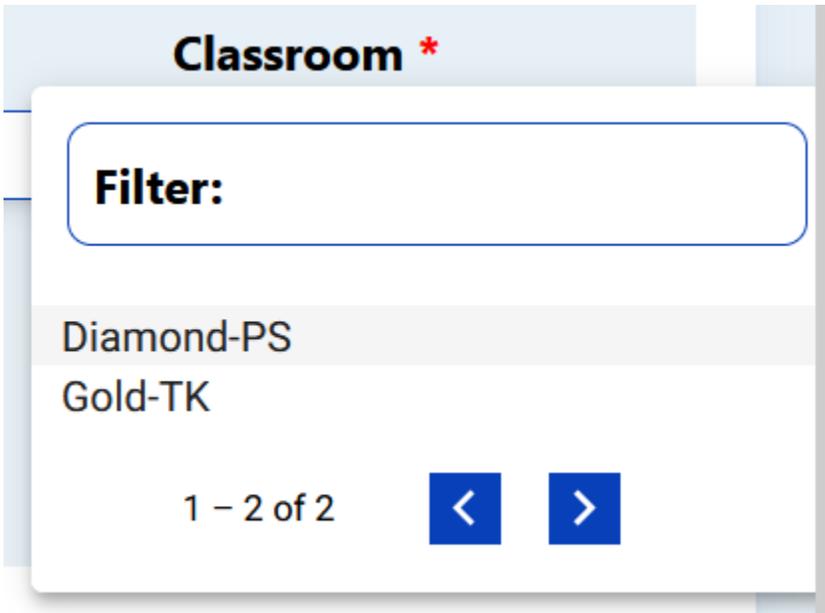


The screenshot shows the 'Input Ratings' form with the following fields and values:

- State ***: California
- Agency ***: WestEdTest 3-Compr...
- Rating Period ***: Fall 2023
- Site ***: River
- Classroom ***: Select Classroom (indicated by a green arrow)
- Age Group/Instrument ***: Select Age Group/In...

Buttons: Search, Clear

Then select the classroom for which you want to lock ratings.



The screenshot shows the 'Classroom *' dropdown menu with a 'Filter:' input field. The list of classrooms is:

- Diamond-PS
- Gold-TK

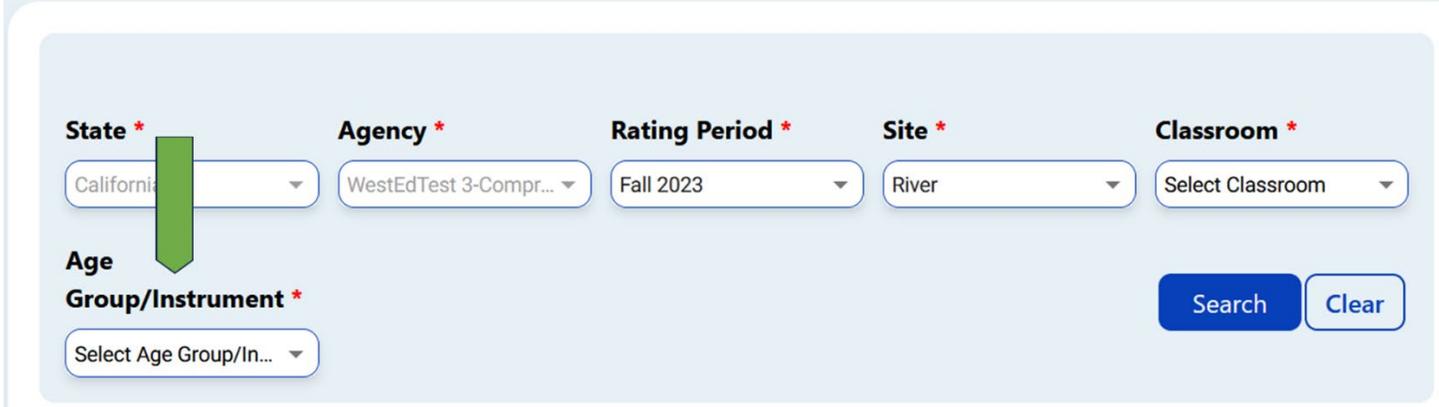
Navigation: 1 - 2 of 2, < >

TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

5. Select the **Age Group/Instrument** option.

Input Ratings

Always refer to the DRDP when rating the measures.

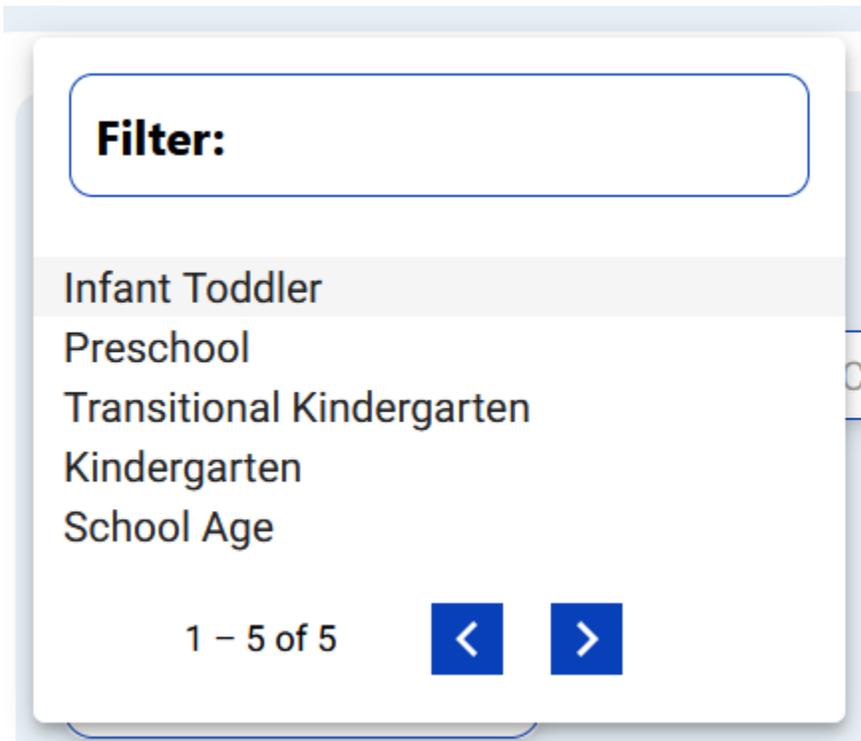


The screenshot shows a search form with the following fields and values:

- State ***: California
- Agency ***: WestEdTest 3-Compr...
- Rating Period ***: Fall 2023
- Site ***: River
- Classroom ***: Select Classroom
- Age Group/Instrument ***: Select Age Group/In...

Buttons for **Search** and **Clear** are located to the right of the form.

Then select the correct instrument view for the class.



The 'Filter:' dropdown menu is open, showing the following options:

- Infant Toddler
- Preschool
- Transitional Kindergarten
- Kindergarten
- School Age

At the bottom of the menu, it displays '1 - 5 of 5' and navigation arrows.

TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

6. Once you've chosen an instrument view, select **Search**.

Input Ratings

Always refer to the DRDP when rating the measures.

State * Agency * Rating Period * Site * Classroom *

California WestEdTest 3-Compr... Fall 2023 River Diamond-PS

Age Group/Instrument * Preschool

Search Clear

Note: All four options—Rating Period, Site, Classroom, and Age Group/Instrument—must be selected to search.

6. If all children's ratings are complete, the class ratings can be locked for all children by selecting the **LOCK** button.

State * Agency * Rating Period * Site * Classroom *

California DEMO-Essential Spring 2023 Essie Felines

Age Group/Instrument * Preschool

Search Clear

Lock

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status	Teacher ↑
	Fred Limpet	1260939	7/7	5/5	10/10	4/4	7/7	10/10	05/01/23		43/43 (100%)		Elvish Presley
	George Harrsion	842703	7/7	5/5	10/10	N/A	7/7	10/10	05/01/23		39/39 (100%)		Elvish Presley

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TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

If all class ratings are incomplete, an individual child record can still be locked by selecting one of the child's ratings.

Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Loc
Isa Leo	1756421	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Janelle Urs	1756423	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Feliciana Frias	1756522	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	08/03/23	08/03/23	56/56 (100%)	
Jane Doe	1756579	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	

Once all ratings are complete and saved, the **LOCK** button can be selected to lock the individual record.

Rating Record [Go to Input Ratings](#)

Child: **Bartholomew Bartleby** District/Agency: **DEMO-Essential** Enrollment Date: **July 1, 2023**

Class: **Sea Turtles** School or Site: **Ackerman Site** Assessment Date: **August 29, 2023**

Teacher: **Matt Caetano** Age Group: **Preschool Fundamental** Lock Date:

Instrument: **Rating View**

Save
 Previous
 Next
 Print
 Lock

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

ATL-REG1 : Attention Maintenance*

Responding Earlier
Final Rating

ATL-REG2 : Self-Comforting*

Responding Later
Final Rating

ATL-REG3 : Imitation*

Exploring Earlier
Final Rating

ATL-REG4 : Curiosity and Initiative in Learning

Exploring Later
Final Rating

ATL-REG5 : Self-Control of Feelings and Behavior

Building Earlier
Final Rating

ATL-REG6 : Engagement and Persistence

Building Middle
Final Rating

ATL-REG7 : Shared Use of Space and Materials

Building Later
Final Rating

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TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

Note: Children with unlocked but complete ratings will show the unlocked symbol in the search results.

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status
	Fred Limpet	1260939	7/7	5/5	10/10	4/4	7/7	10/10	05/01/23		43/43 (100%)	
	George Harrsion	842703	7/7	5/5	10/10	N/A	7/7	10/10	05/01/23		39/39 (100%)	

A child with a completed and locked rating will show the green locked symbol.

Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Loc
Isa Leo	1756421	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Janelle Urs	1756423	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Feliciana Frias	1756522	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	08/03/23	08/03/23	56/56 (100%)	
Jane Doe	1756579	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	

Ratings not yet eligible to be locked because they are incomplete will show the unlocked symbol in the search results.

Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Loc
Isa Leo	1756421	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Janelle Urs	1756423	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	

7. After selecting the **LOCK** button, a window will pop up asking if the current date is the date of assessment. Select **YES** if the current date is correct or **NO** to generate a calendar where you can select the assessment date.

Note: If an entire class is locked at once, the selected date will be for every child in that class.

Helpful Resources for DRDP Online

To access additional instructions, tip sheets, and video tutorials for DRDP Online 2023, visit the [DRDP Online Resources page of the Desired Results website](#). You can also register for DRDP Online webinars on the [Webinars page of the Desired Results website](#).