



## Locking Ratings in DRDP Online

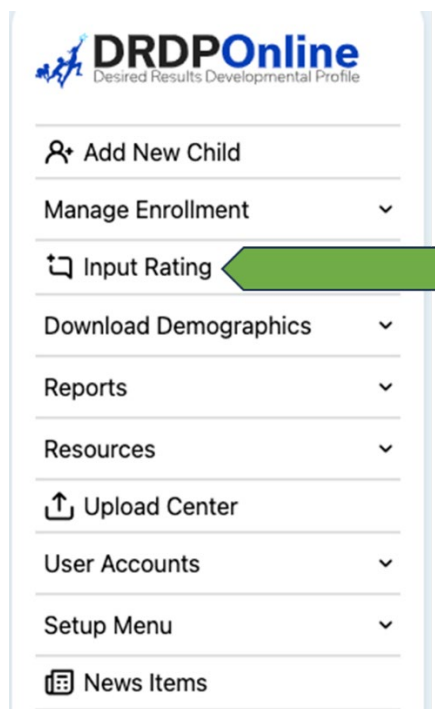
### Introduction

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.



**State \*** **Agency \*** **Rating Period \*** **Site \*** **Classroom \***

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

**Age Group/Instrument \***

Select Age Group/In...

**Search** **Clear**

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

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

#### Filter:

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

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Select Rating Period Select Site

## TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

3. Select the **Site** option.

### Input Ratings

Always refer to the DRDP when rating the measures.



State \* Agency \* Rating Period \* Site \* Classroom \*

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

Age Group/Instrument \*

Select Age Group/In...

Search Clear

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

Site \* Classroom \*

Filter:

Lake  
Pond  
River  
Stream


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## TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

4. Select the **Classroom** option.

### Input Ratings

Always refer to the DRDP when rating the measures.



State \* Agency \* Rating Period \* Site \* Classroom \*

California WestEdTest 3-Compr... Fall 2023 River Select Classroom

Age Group/Instrument \*

Select Age Group/In... Search Clear

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

**Classroom \***

**Filter:**

Diamond-PS

Gold-TK

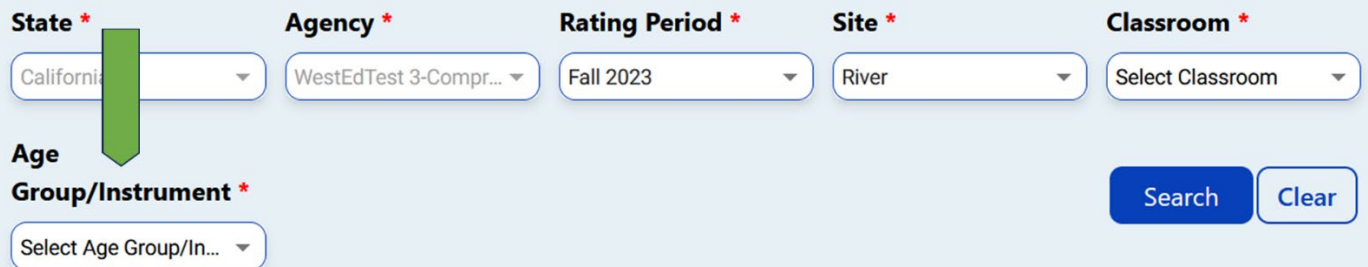
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## TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

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

### Input Ratings

Always refer to the DRDP when rating the measures.



The form contains the following fields and buttons:

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

Then select the correct instrument view for the class.

#### Filter:

Infant Toddler

Preschool

Transitional Kindergarten

Kindergarten

School Age

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## 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 \***  
California


**Agency \***  
WestEdTest 3-Compr...

**Rating Period \***  
Fall 2023

**Site \***  
River

**Classroom \***  
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 \***  
California

**Agency \***  
DEMO-Essential


**Rating Period \***  
Spring 2023

**Site \***  
Essie





**Classroom \***  
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**  
 Class: **Sea Turtles**  
 Teacher: **Matt Caetano**

District/Agency: **DEMO-Essential**  
 School or Site: **Ackerman Site**  
 Age Group: **Preschool Fundamental**  
 Instrument: **Rating View**

Enrollment Date: **July 1, 2023**  
 Assessment Date: **August 29, 2023**  
 Lock Date:

 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

## 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		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](#).