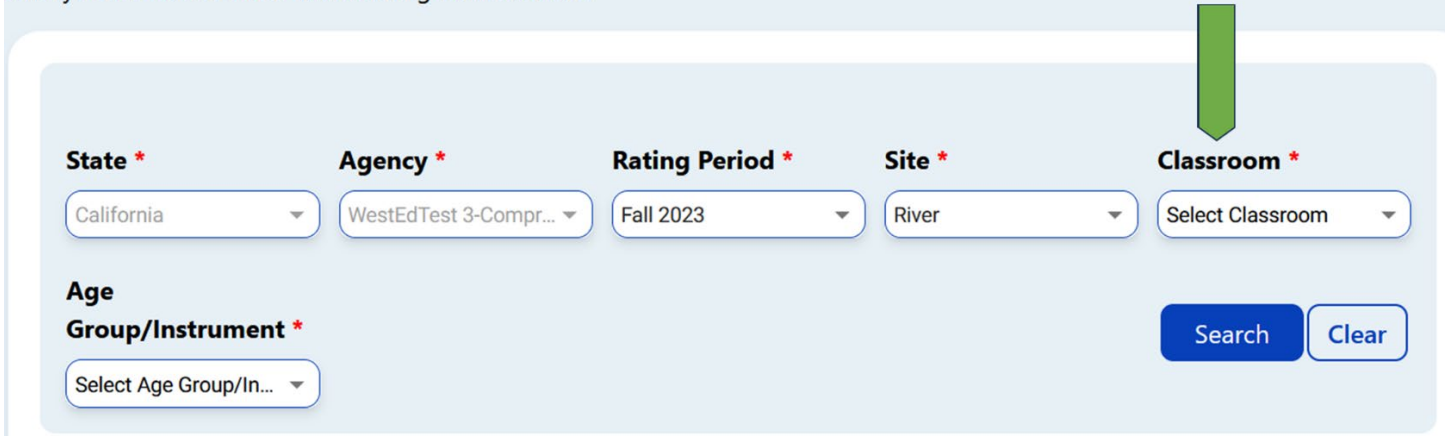


TIP SHEET: LOCKING RATINGS IN DRDP ONLINE

4. Select the **Classroom** option.

Input Ratings

Always refer to the DRDP when rating the measures.

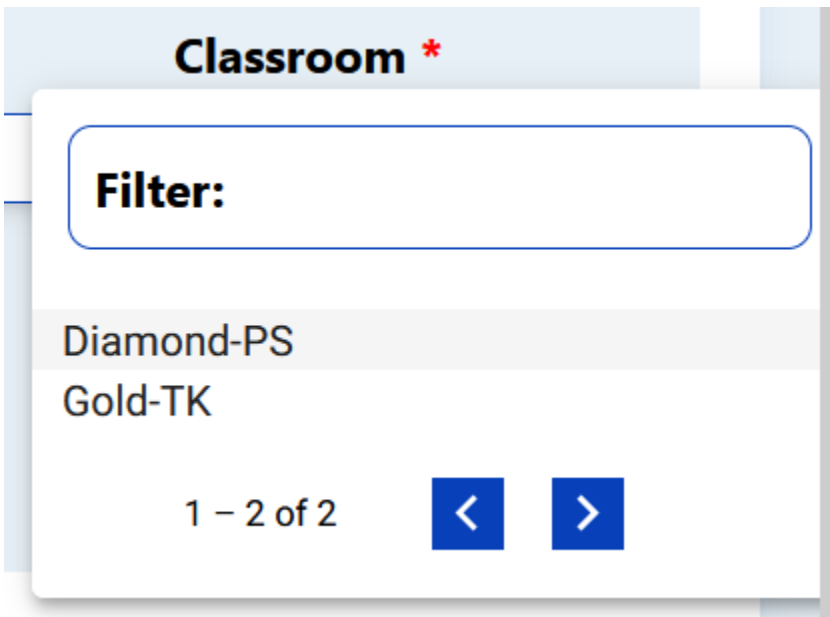


The screenshot shows the 'Input Ratings' form with the following fields and values:

- 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

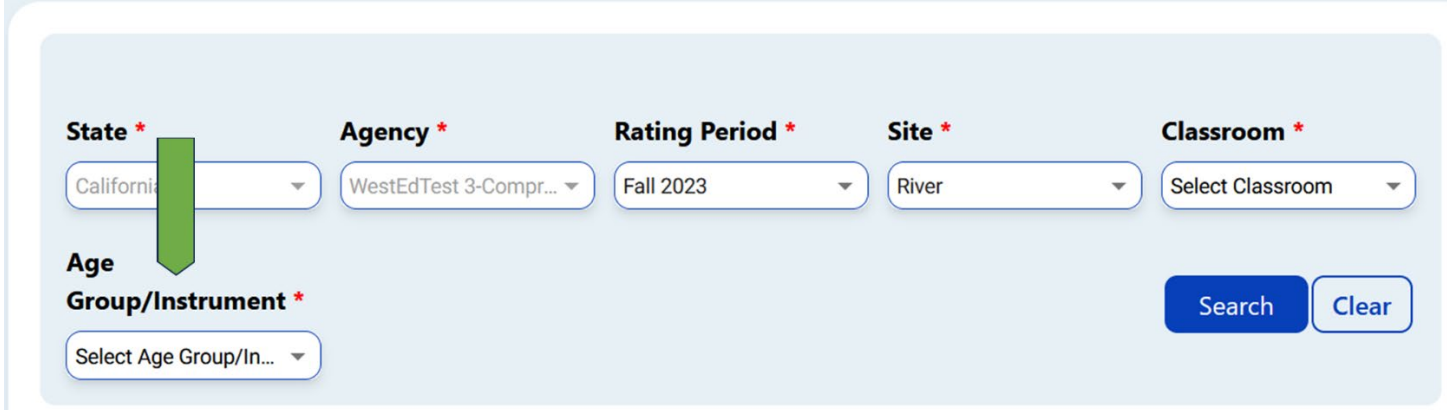
Navigation: 1 - 2 of 2, < >

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.

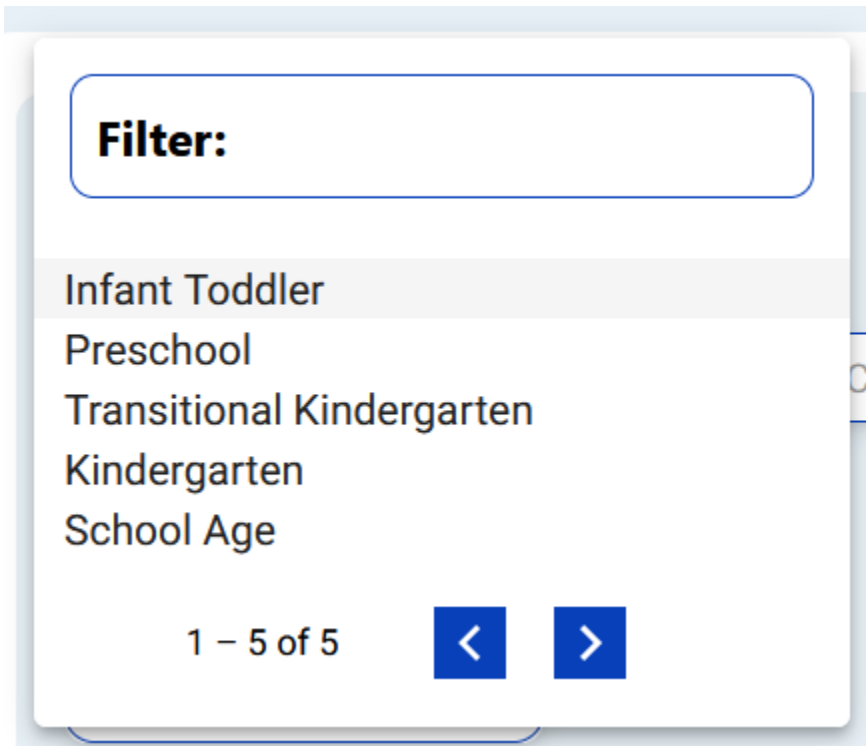


The screenshot shows a search form with the following fields and values:

- 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 screenshot shows a dropdown menu titled **Filter:** with 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

10 1 - 2 of 2 < >

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**

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](#).