Getting Started: DRDP Online
for Administrators

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Introduction

The purpose of this document is to provide an overview of the DRDP Online website for administrators.

Instructions

The Administrator Roles

There are three types of administrator roles, the *Site Administrator*, *Agency Administrator* and *Lead Agency Administrator.*

A Site Administrator may access information for teachers and the children under the care of each teacher within the specific sites they have access. This role has the following permissions:

- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, delete and/or view classes
- Assign teachers, coaches, and data analysts to classes
- Create new teacher accounts
- View, lock and/or unlock children's DRDP records
- View and run reports

Accounts assigned the Site Administrator role may be assigned to multiple sites and multiple classes with a teacher role.

An Agency Administrator may access information for teachers and the children under the care of each teacher at each site within the agency. This role has the following permissions:

- Create, edit and delete sites
- Set rating periods used by sites
- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, delete and/or view classes
- Assign all personnel and children to classes
- Create user accounts
- View, lock and/or unlock children's DRDP records
- View and run reports

Accounts assigned the Agency Administrator role may be assigned to multiple classes with a teacher role.

A Lead Agency Administrator has the same permissions as Agency Administrators and may also select the instrument views for an agency.

First Steps

1. Previous DRDPtech users should go to the DRDP Online website in your internet browser: www.DRDPonline.org.

    a. If you did not have a DRDPtech user account and have not received an activation email for DRDP Online, please reach out to your agency administrator for assistance.

    b. If you have received an activation email for DRDP Online, please move to step 2.

2. Enter your username into the Email box.

Note: For previous DRDPtech users, you may enter your previous DRDPtech username (complete email address).
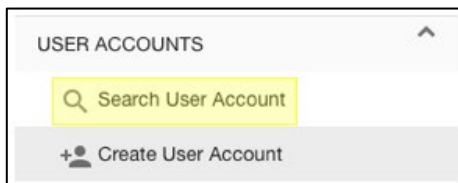
3. Enter your password into the Password box.

    a. First time DRDPtech users logging into DRDP Online must select **Forgot Password** at the bottom right-hand corner of the login box. After verifying your email address, the system will send an email with a link to reset your password.

    b. First-time DRDP Online users who did not previously have a DRDPtech account would have received an activation email from the DRDP Online system when the new account was created. If you did not receive or cannot locate the email, please reach out to your agency administrator for assistance.

Check/Add Users

Once you have logged into the DRDP Online site, check that you are assigned to the appropriate site(s).

1. Select the **User Accounts** option to expand the menu. Then select **Search User Account** to search for your account.

USER ACCOUNTS ∧

  Q Search User Account

  +👤 Create User Account

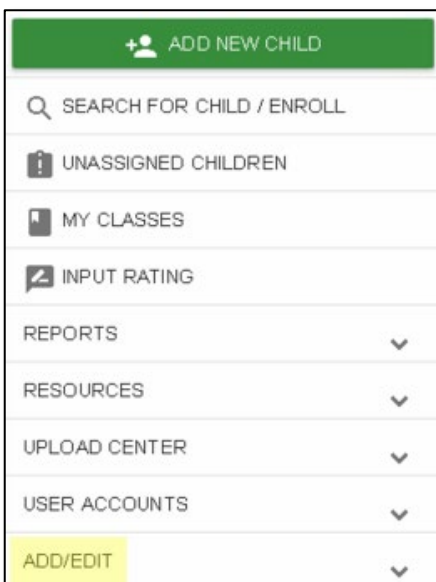2. Once you find your user account, select the pencil to view and edit your account details.

Filter Results   SELECT ROLES ⌄

	First Name ∧	Last Name	Username
👁 ✏	Megan	Wilson	mwilson@wested.org

Follow the same steps to check that any teachers within your agency and/or site(s) have user accounts and are assigned to the appropriate site(s).

Classes

Classes can be added by an administrator from the left navigation menu.

3. Select the **Add/Edit** option to expand the menu.

+👤 ADD NEW CHILD

Q SEARCH FOR CHILD / ENROLL

📋 UNASSIGNED CHILDREN

📒 MY CLASSES

✒ INPUT RATING

REPORTS   ⌄

RESOURCES   ⌄

UPLOAD CENTER   ⌄

USER ACCOUNTS   ⌄

ADD/EDIT   ⌄

4. To add a new class, select **Classes** from the expanded menu.

ADD/EDIT ∧

⭐ States

🏢 Agencies

🎓 Sites

👥 Teachers

🚪 Classes

💼 Rating Periods
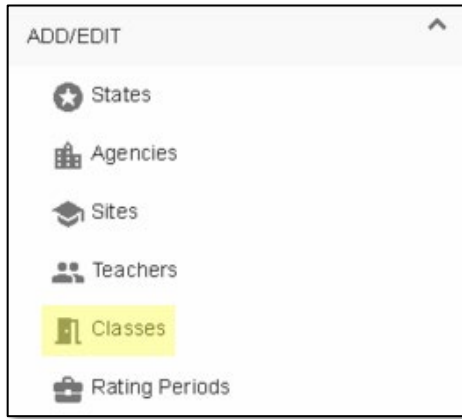
5. A plus (**+**) sign will appear in the upper right corner. Select it to add a new class.

Classes　　　　　　　　　　　　　　　　　　　　　　　　**+**

Search Class By

Class Name　　　　　　　Rating Period ▼

6. The State, Agency or Site may be changed in the Add New Class window by selecting the name. If you only have access to one State, Agency, and/or Site, they will be automatically selected for you.

Add New Class

State

California

Agency

DEMO Comprehensive

Site

DEMO C Site 1
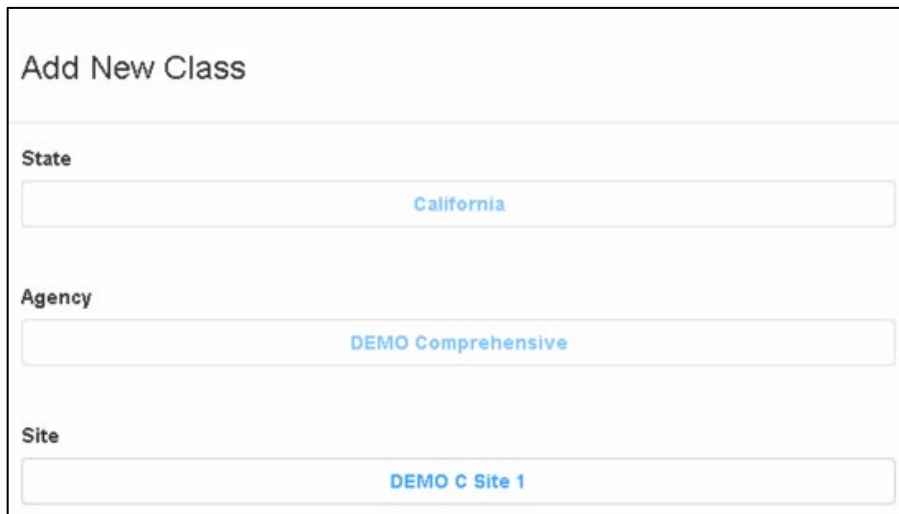
7. Under the Select Teachers menu, select the name of the teacher or teachers for the class you want to add.

Note: The teacher(s) name will appear on the list, or search by their first and/or last name. Only teachers assigned to the selected site will appear.

8. Under the Rating Period menu, select the appropriate period.

Note: Fall 2018 is only used as an example. Select whichever the required rating period is for the class being added.

9. Enter the classroom's name in the **Classroom Name** field.

Note: Class names should be unique within the agency and rating period.

10. Lastly, to save the class, select the **Save** button.

Children

Children may be added by an administrator from the left navigation menu.

1. Select the **Add New Child** button.
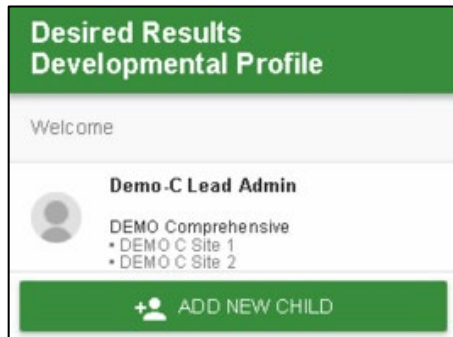
2. A new page will appear to fill in or select the child information.

If the child has a Statewide Student Identifier (SSID), the ID must be entered in the form. If the child does not have an SSID, it may be left blank. The child's Agency/District Identifier may not be left blank and must always be provided. The Agency/District Identifier is used to track the child's developmental progress from one rating period to another.

While not all information on the form is required, fill-in all information currently available for the child to ensure the most appropriate measures are shown for that child.

Once the child's demographic information is entered, select the **SAVE AND ENROLL** button.

The enrollment screen for the child will appear.

Using the menus on the Add Enrollment for [CHILD] screen, select the **Site** (**1**) to which you would like to add the child and the **Rating Period** (**2**), **Class** (**3**), as well as the **Start Date** (**4**) the child started in the selected rating period. Once you've chosen the needed information, select **Save** (**5**).

Re-enrolling Children

Once a child has been created and added to a class in a rating period, they may be re-enrolled into classes in new rating periods.

> **Note**: A class or classes must be created in the new rating period before children can be enrolled.

1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.

Welcome

Demo-C Lead Admin

DEMO Comprehensive
- DEMO C Site 1
- DEMO C Site 2

+⚫ ADD NEW CHILD

🔍 SEARCH FOR CHILD / ENROLL

2. In the new window, enter the **First Name** and **Last Name** into the search boxes or select a site to view all children at that site.

Search Child By

First Name

Last Name

📅 Date of Birth ▾

Child Age/Grade Instrument ▾

SSID

Local ID

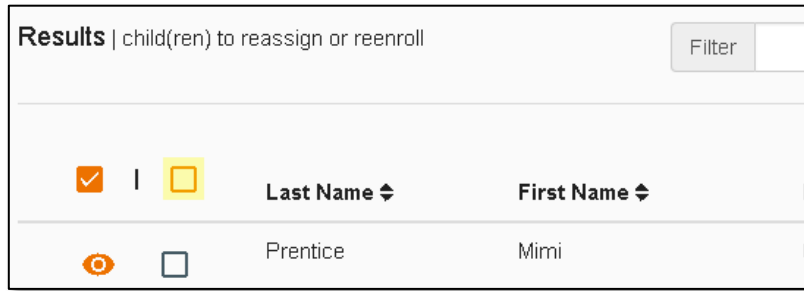3. Select **Search.**

SEARCH   CLEAR FIELDS

4. The child list will appear below the search boxes under Results. Select the box next to the child's (or children's) name(s) you want to re-enroll.

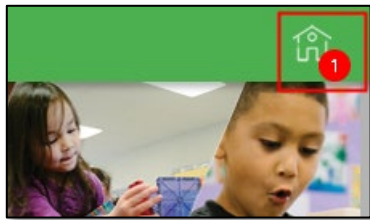Results | child(ren) to reassign or reenroll   Filter

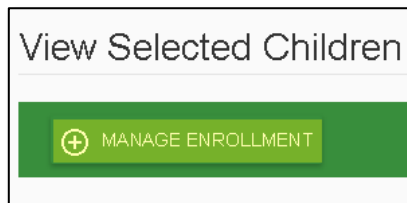| ✓	☐	Last Name ⇕	First Name ⇕	
⊙	☐	Prentice	Mimi	

To select all children in the search result, check the box in the header.

5. Once you have checked the boxes for the children you want to re-enroll, select the schoolhouse icon to view only the selected children.

6. The previously chosen child(ren) will automatically be checked off and you can now select **Manage Enrollment**.

7. On the Add Enrollment for [CHILD] screen, the child's/children's existing **State, Agency,** and **Site** should be automatically selected.

8. Under Rating Period, select the new rating period to which you want to re-enroll the child.

9. Under Select a Classroom, select the classroom in the new rating period for which the child will be enrolled.

This will copy the child(ren) and their information from a past rating period to the selected rating period. The child's/children's DRDP measure ratings are not copied. Re-enrolling a child from Rating Period A to B does not delete the child information from Rating Period A, but instead copies the child's information into Rating Period B.

10. Once you have chosen the needed information, select the **Save** button.

Choosing Agency Views

The Lead Agency Administrators will choose which views of the DRDP their agency will use for the program year.

1. To select the view(s), select the **Add/Edit** option to expand the menu.

2. Select **Agencies**.

ADD/EDIT ^

★ States

🏢 Agencies

Sites

Teachers

Classes

3. Enter the **Agency Name, CDS Code,** or **Type** to find your agency.

Agencies

Search Agency By
Agency Name

Demo

CDS Code

Type ▾

State

California

Agency

DEMO Comprehensive

SEARCH   CLEAR FIELDS

Note: If you only have access to one agency, that agency will automatically be selected. Skip to step 4.

4. Select **Search** to see your agency/agencies.

SEARCH   CLEAR FIELDS

5. Select the pencil icon next to the agency for which you want to choose views.

	Agency Name ⇕	CDS Code ⇕	State ⇕	Type ⇕	Footer Text ⇕	Footer Link ⇕	IT ⇕	Select Ratings View K ⇕	PS ⇕
✏️	DEMO Comprehensive	001	California - CA	Agency				Comprehensive Rating View	Comprehensive Rating View	Compre Rating V

6. In the drop-down menus for each of the age levels (IT, K, PS, SA), select the rating view to be used.

Note: Even if your agency does not have children in a specific age level, a rating view must be selected.

7. To save view selections, select the red check mark.

To undo your changes, select the X.

Ratings

The ability to input ratings is limited to teachers. To input ratings, you must have the role of Teacher or Teacher of Record and you must be assigned to the class or classes that have children whose assessment you need to complete. An administrator may view ratings for each class.

Users with the Teacher or Teacher of Record role and *assigned to the class* may also add child ratings:

1. Select the **Input Rating** button in the left menu.

2. Select a **Rating Period, Class** and **Age Group/Instrument** to view the class list. The first class to which you have access will automatically load. To change classes, make a new selection under the Choose Class menu.

Note: Children are grouped by age level and will appear as duplicate classes in the drop-down list if there is more than one age level in the class.

3. The list of children includes the child's name and developmental domains.

From the child list, ratings can be entered by selecting the domain number. The first number represents how many measures have been completed in that domain for that child. The second number represents how many total measures need to be completed in that domain.

Any child with a zero (0) for their first number has not had any measures reported, as highlighted in the screenshot above. Different children may have different requirements as to the number of measures that are required in a domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the Fundamental View.

First Name	Last Name	Child ID	Developmental Domains						Rating Completion / Locking Status
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH	
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%) 🔒
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%) 🔒
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%) 🔒
Jay	Love	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%) 🔒
Riker	Leahy	623645	4/4	4/4	7/7	4/4	6/6	4/4	29/29 (100.00%) 🔓
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%) 🔒
Sam	Smith	602864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%) 🔒

4. Once a domain has been selected, the required questions for all domains will display on the rating page.

5. For each measure, indicate the developmental level by selecting the circle for that level.

6. Once a level is chosen, if the child is emerging to the next level, check the box in the EM column.

The UR column check boxes may be used in the same way for a child that is unable to be rated due to excessive absences.

Note: The EM checkbox will be grayed out and disabled if the child is not emerging.

7. Once all required domains are completed, it is unnecessary to return to the previous page to move to the next child. Select **Save** to save entries, then select **NEXT** to move to the next child.


Note: Ratings will be lost if you navigate away from this page without first selecting **Save**. *Always* save ratings before leaving this page.

8. Once a record is reviewed by someone with the Teacher of Record or Administrator role, that child's ratings can be locked by selecting the **Lock** button.

Note: If any changes are made to saved ratings, **SAVE** must be selected prior to locking or the ratings will not be saved.

If all ratings have been completed in a class, the Teacher of Record and Administrator can lock all records for that class from the **Input Ratings** page by selecting **Lock**. When locking by class, the entire class is given the same assessment date. If children were assessed on different dates, child records can be locked individually. This can be done by selecting a child's domain number and, when the rating record opens, selecting **Lock,** then selecting the date of assessment from the calendar.
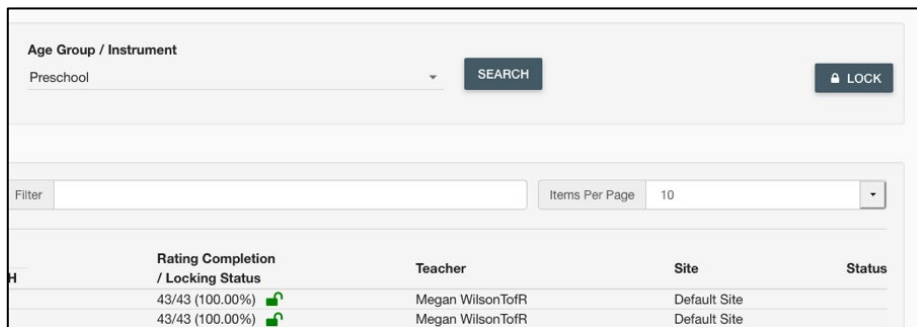
Note: Until a record is locked, it will not be available in reporting.

Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the DRDP Online section of the Desired Results website. Register for free DRDP Online webinars from the Training section of the Desired Results website: http://www.desiredresults.us.