



Instructions: Uploading Child Records

4/15/2019

Table of Contents

Introduction	2
Upload Roles	2
Upload Template	2
Entering Data into the Template.....	3
Creating Classes Prior to Upload	4
Uploading to DRDP Online	7
Upload Errors	9
Helpful Resources for DRDP Online	9

Introduction

The purpose of this document is to provide instruction for uploading child records using an upload template. Upload templates can upload new children with or without ratings, re-enroll children in a new rating period (if classes are created), update information for existing children, and lock ratings.

Upload Roles

Users with the agency and site administrator role may upload, review, and import child information.

Upload Template

The upload templates can be found at <https://www.desiredresults.us/drdp-online> under the Content Import File Template section.

DRDP Online

DRDP Online User Login

The California Department of Education Early Education and Support Division is pleased to announce DRDP Online, the new online platform for the Desired Results Developmental Profile. This platform will be rolled out in August with updates and new features added weekly. As a result of input from the field, the new system was designed with flexibility to accommodate multiple program types.

The California Department of Education (CDE), in collaboration with the UC Berkeley BEAR Center and the WestEd Center for Child & Family Studies, announces DRDP Online designed to allow teachers, program administrators, and other designated staff to access DRDP instruments and conduct DRDP assessments online via the Internet. DRDP Online stores the data entered by teachers in a secure database and automatically produces a variety of assessment reports, both for individual children and for groups of children.



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- [Standard Rating Period Date Ranges 2018-19](#)
- [Using DRDP Online to Record Assessment Data](#)
- [Training](#)
- [DRDP \(2015\) Measures and Views](#)
- [Content Import File Template](#)
- [DRDP Online Reports and Guidance](#)
- [How to Register for DRDP Online](#)
- [Setting Up Your DRDP Online Account](#)
- [Fee Structure](#)

DRDP ONLINE: UPLOADING CHILD RECORDS

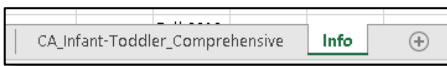
The upload templates are organized by age level and view. To download a template, select the blue Upload Template text.

Age Level	Comprehensive View (CV)	Fundamental View (FV)	Essential View (EV)	Snapshot	School-Age Complete View	School-Age Simplified View
Infant/Toddler (IT)	Upload Template		Upload Template			
Preschool (PS)	Upload Template	Upload Template	Upload Template			
Kindergarten (K)	Upload Template	Upload Template	Upload Template	Upload Template		
School Age (SA)					Upload Template	Upload Template

Templates will be downloaded as a Microsoft Excel file.

Entering Data into the Template

Once the chosen template has been downloaded, the info tab will provide descriptions of each field and their required format.

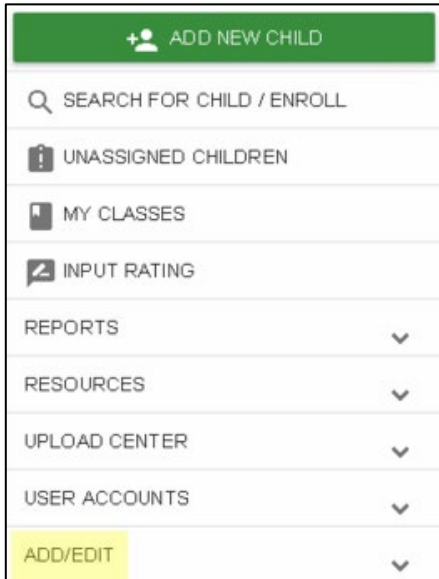


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Column Definitions and Instructions:						IT-2015: DRDP(2015) - Infant/Toddler Comprehensive View						0-January		
2															
3	IMPORTANT:			All columns related to child information must appear to the left of (before) the "locked" column.											
4				All columns related to measure ratings must appear to the right of (after) the "locked" column.											
5															
6	AGE_GRADE_INSTRUMENT_ID Fill in ITC (this means infant toddler comprehensive view) for every child.														
7															
8	allowupload		A 'yes' in this column allows the row to be uploaded. Use all lowercase letters.												
9			If it contains anything else or it is empty, it will not be uploaded.												
10			The word 'stop' means this row and all remaining rows in the tab will not be uploaded.												
11															
12	Location Information:														
13															
14	agency	Agency - Values: Text (maximum: 125 characters) (Field is required)													
15	county	County - Text (maximum: 125 characters)													
16	state	State - Text (maximum: 125 characters)													
17	site	Site - Values: Text (maximum: 125 characters) (Field is required)													
18															
19	teacher	Teacher - Values: Text (maximum: 250 characters) (Field is required)													
20	(This is the User Name (email address) of the teacher)														
21															
22	class	Class - Values: Text (maximum: 50 characters) (Field is required)													
23	(Child's classroom or setting)														
24															
25	Child's Information:														
26															
27	icode	Agency/District Student Identifier - Values: Text (maximum: 50 characters) (Field is required)													
28	(Agency/District or CASEMIS ID) <small>NOTE: If you only have a Statewide Student Identifier (SSID) and you leave</small>														

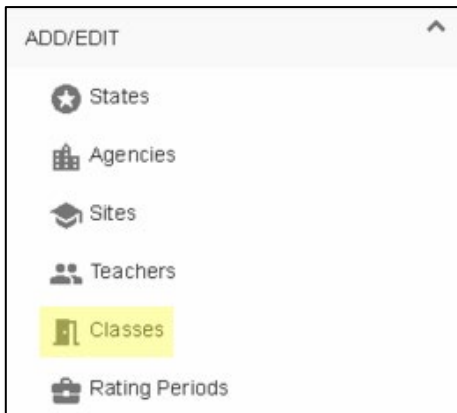
Once you've completed all the required fields, save the file to your computer.

Creating Classes Prior to Upload

1. Before the file can be uploaded to DRDP Online, classes must be created in the current rating period. Classes can be added by an administrator from the left navigation menu.
2. Select the **Add/Edit** option to expand the menu.



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



4. In the upper right, you will see a plus (+) sign. Select it to add a new class.



5. In the Add New Class window, you can change your State, Agency, or Site by selecting the name. If you only have access to one State, Agency, and/or Site, they will be automatically selected for you.

The screenshot shows a form titled "Add New Class". It contains three dropdown menus. The first is labeled "State" and has "California" selected. The second is labeled "Agency" and has "DEMO Comprehensive" selected. The third is labeled "Site" and has "DEMO C Site 1" selected.

6. Under the Select Teachers menu, select the name of the teacher or teachers for the class you would like to add.

The screenshot shows a "Teacher" selection menu. At the top is a dropdown menu labeled "Select Teachers" with a downward arrow. Below this are two buttons: "Check All" on the left and "Clear All" on the right. There is a search filter box labeled "Filter" containing the text "by name" and a red "x" button to clear the filter. Below the filter is a list of teachers, each with a checkmark to its left: "Brittany Auslander", "Holly Lewis", "Teacher Apples", and "Teacher Bananas".

Note: You can find the teacher(s) on the list or search by their first and/or last name.

7. Under the Reporting Period menu, select the appropriate period.



A dropdown menu titled "Reporting Period" with a red asterisk. The menu is open, showing a list of reporting periods: "Spring 2016", "Spring 2015", "Fall 2018" (highlighted in yellow), "Fall 2017", and "Fall 2016".

Note: *Fall 2018 is only used as an example. You should select whatever the required reporting period is for the class being added.*

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



An input field labeled "Classroom Name" with a red asterisk. The field contains the text "Classroom 123".

Note: *When naming classes, please use consistent classroom names across rating periods within a school year. For example, if the name of a classroom for the fall is "Guppies," the name of the class in spring should also be "Guppies."*

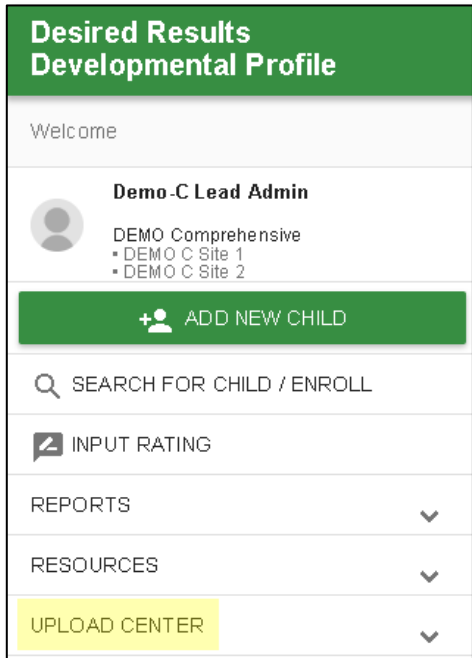
9. Lastly, to save the class, select the **Save** button:



Two buttons: a green "SAVE" button and a red "CANCEL" button.

Uploading to DRDP Online

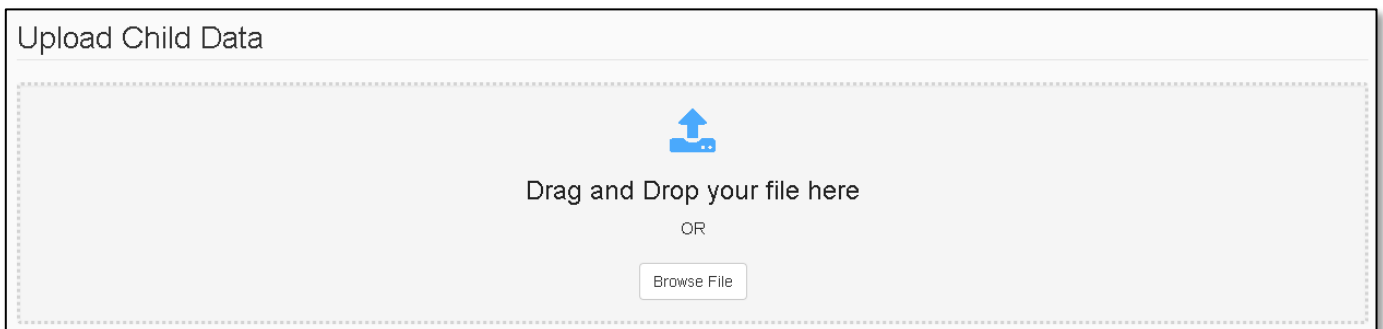
1. After formatting the child upload template and creating classes, select **Upload Center** from the left navigation bar.



2. Choose **Child Data** from the drop-down menu.



3. Drag your saved file to the *Drag and Drop your file here* area or choose **Browse File** to select your file.



4. Select **Upload**.

Upload Child Data

Name	Size	Progress	Status	Actions
CA_Infant-Toddler_Comprehensivev4.xlsx	0.02 MB	<div style="width: 50%; height: 15px; background-color: #ccc;"></div>		Upload Cancel Remove

5. A preview of the file's contents will appear below the header.

File Content

AGE_GRADE_INSTRUMENT_ID	allowupload	agency	County	state	site	teacher	class	icode	ssid	firstname	lastname	termid	extrac
ITC	yes	DEMO Comprehensive	Ventura	CA	DEMO C Site 1	DRDPonline+C-IT-ToR-1@wested.org	Apples (IT)	DC223		Elijah	Wall	Fall 2018	
ITC	yes	DEMO	Ventura	CA	DEMO	DRDPonline+C-	Apples	DC224		Kailee	Ball	Fall	

6. Select **Check File** to review the upload for errors.

Upload Child Data

Uploaded file: **TestCA_Preschool_Essentialv4.xlsx**

CHECK FILE Press click 'CHECK FILE' button to scan file for errors

7. If no errors are found, select **Submit** to import the child records into the system.

Uploaded file: **TESTDemoCA_Infant-Toddler_Comprehensivev2.xlsx**

SUBMIT File looks good, you may Submit it

8. You should receive a success message once the file is imported into the system. Select **OK** to close it and return to the upload page.

✓

Success!

The File successfully submitted.

OK

Upload Errors

1. If you receive an error during step 6 above, the column and row will contain **Error** text.

Upload Child Data

Uploaded file: GHarrisonCA_Preschool_Essentialv6wratingslocked.xlsx

We found some errors in the file, please fix them and re-upload the file again

UPLOAD NEW FILE

File Content

AGE_GRADE_INSTRUMENT_ID	allowupload	agency	county	state	site	teacher	class	icode	ssid	firstname	lastname	TermID	extradomains	enrollment	di
PSE	yes	DEMO-Essential			DEMO-E Site 1	mwilson@wested.org	Goldfish Error	963852		George	Harrison	Fall 2018			0
PSE	yes	DEMO-Essential			DEMO-E Site 1	mwilson@wested.org	Goldfish	963851		Georgianna	Harrison	Fall 2018			0

2. For any errors, review the info tab of the template spreadsheet to confirm the proper formatting to be included in that field. Please check that the agency, site, class names and teacher email on the template match what is in DRDP Online. Once you've updated each of the errored values and resaved your file, select the **Upload New File** button to return to the upload page.



3. Drag your updated file to the *Drag and Drop your file here* area or choose **Browse File** to select your file and repeat the upload steps with the corrected file.

Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the [DRDP Online](#) section of the Desired Results website. You can also register for DRDP Online webinars from the [Training](#) section of the Desired Results website: <http://www.desiredresults.us>.