Instructions:
Uploading Child Records

4/15/2019

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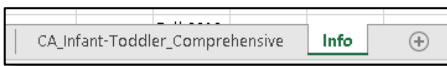
The upload templates are organized by age level and view. To download a template, select the blue Upload Template text.

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.
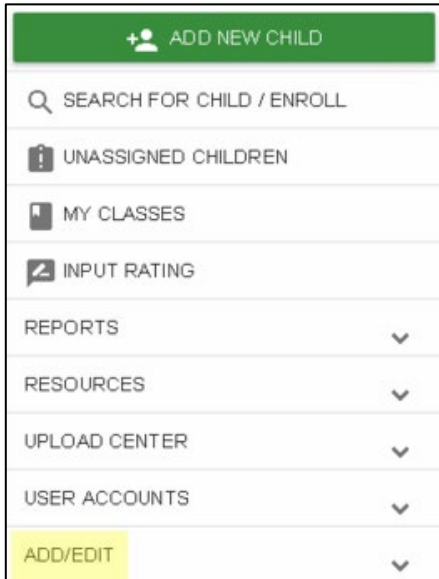

Once you've completed all the required fields, save the file to your computer.

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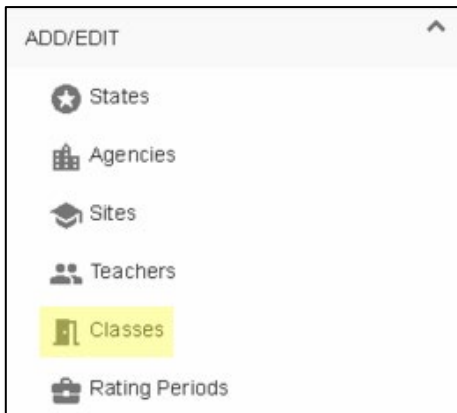
4. In the upper right, you will see a plus (**+**) sign. Select it to add a new class.

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.

Add New Class

State

California

Agency

DEMO Comprehensive

Site

DEMO C Site 1

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

Teacher

Select Teachers ⌄

Check All   Clear All

Filter   by name   ✕

✓ Brittany Auslander
✓ Holly Lewis
✓ Teacher Apples
✓ 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.

Rating Period *

Spring 2016

Spring 2015

Fall 2018

Fall 2017

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.

Classroom Name *

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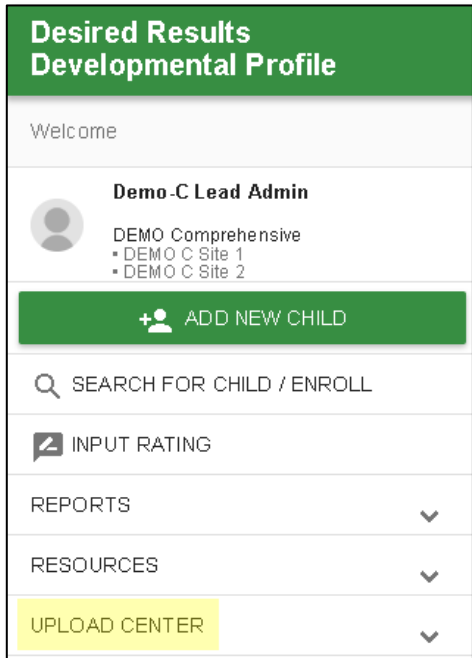
9. Lastly, to save the class, select the **Save** button:

SAVE   CANCEL
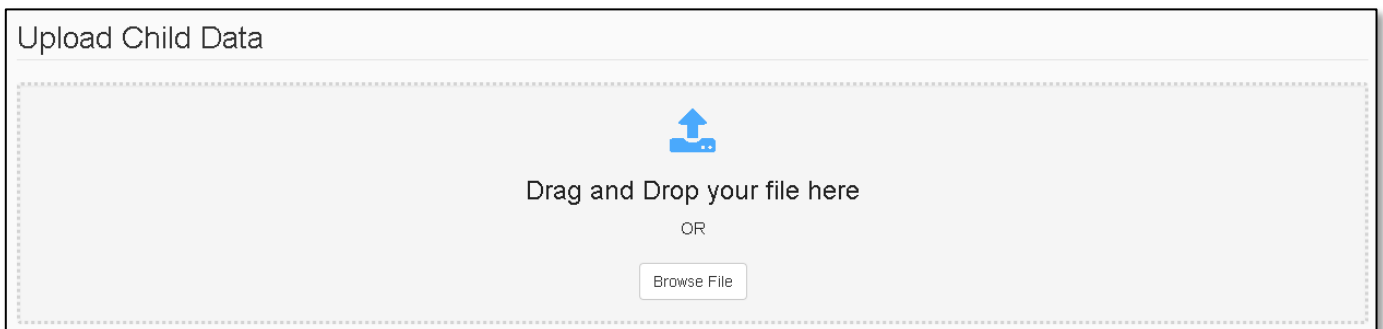
Uploading to DRDP Online

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.**

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

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

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

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.

Upload Errors

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

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.