DRDPtech©
User Manual

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Child Development Division
California Department of Education
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DRDPtech©

User Manual

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Introduction

The Desired Results (DR) system was established by the California Department of Education (CDE) and Child Development Division (CDD) to improve the quality of programs and services provided to all children, from birth through 12 years of age who are enrolled in early care and education programs or before and after-school programs, and their families. The DR system consists of several components, including instruments used for the assessment of young children, known as the Desired Results Developmental Profile$^{©}$ (DRDP), program reviews, and a parent survey. There are three age-consecutive DRDP instruments including infant/toddler (birth to 36 months), preschool (three years to kindergarten entry), and school-age (kindergarten through 12 years). Administration of the instrument that corresponds to the age of the children being served is required for early care and education programs funded by the Child Development Division. There is also an optional DRDP-K (Kindergarten) instrument, designed specifically for use in both transitional and traditional kindergarten classrooms.

This manual outlines what teachers, site administrators, and agency administrators can do in DRDPtech. Once you start using the system, the manual can be found by clicking on "Resources", then "DRDPtech Manuals" in the navigation menu.

Overview of the Desired Results System

Desired Results are defined as conditions that foster the well-being of children and their families. The DR system was developed based on the following six Desired Results:

Desired Results for Children

DR 1: Children are personally and socially competent.

DR 2: Children are effective learners.

DR 3: Children show physical and motor competence.

DR 4: Children are safe and healthy.

Desired Results for Families

DR 5: Families support their child's learning and development.

DR 6: Families achieve their goals.

The DR system implemented by the CDE is a comprehensive approach that facilitates the achievement of the Desired Results identified for children and families. California is one of the very few states in the nation that has developed its own system designed specifically for measuring child progress towards well-being. The DRs align to both the state's learning and development foundations for early care, as well as educational programs and the content standards for elementary education.

The Desired Results Developmental Profile (DRDP)

In 2000, the Desired Results Developmental Profile (DRDP) was introduced as the assessment component of the Desired Results system in state-funded, center-based care programs and family childcare home education networks (FCCHEN). In 2002, studies of the original DRDP instruments were initiated and led to a revised version, called DRDP-R (Desired Results Developmental Profile – Revised) released in 2006. Further revisions in 2008 and 2009 resulted in the current DRDP (2010). In a parallel process, the CDE's Special Education Division (SED) developed an accessibility instrument, for use with children with disabilities called DR *access*. A single unified assessment system appropriate for use with all children from birth to kindergarten is currently under development. The updated and improved single DRDP is scheduled to be release in fall 2015. CDE continues to commit resources to DRDP to support California's early education teachers and programs.

The purpose of the DRDP is to provide program staff with information to help adjust classroom and program practices to support the developmental growth of individual children in their programs. DRDP is an authentic assessment system that relies on observational ratings made by care providers using behaviors and interactions that occur naturally while the child is under the care of program staff. Ratings are made on "measures" that describe developmental milestones within domain. Ratings are made for each measure for each child a few times through the year. Rating information is collected and statistically analyzed so that agencies can generate reports to follow the growth of individual children and in aggregate for groups of children. Results are shared with the CDD as part of the contract monitoring process. Results are only seen by CDD in program level aggregation and with the names of children replaced using identifiers assigned by the agency.

The DRDP assessment instruments were aligned with the California Learning Foundations and state standards. The Foundations describe knowledge and skills that young children typically develop when provided with developmentally, culturally, and linguistically appropriate learning experiences. The DRDPs are aligned through the creation of measures that are organized according to the domains of the Foundations, the establishment of a continuum of development that corresponds directly to the descriptions of development in the Foundations and standards, and reliance on the same research literature on early childhood and school-age development used in the Foundations and standards. While the foundations and standards describe typical competencies, knowledge, or skills associated with development along a learning pathway for all children, the DRDPs describe observable behaviors associated with each level of development along a domain continuum so that individual patterns of development can be provided in valid and reliable measurement.

DRDPtech

The Child Development Division (CDD) and the Berkeley Evaluation and Assessment Research (BEAR) Center at UC Berkeley (http://bearcenter.berkeley.edu) developed a computer application called DRDPtech© to support the implementation of DRDP instruments. DRDPtech enables teachers to see each measure as a page of the DRDP on the computer screen and to input ratings for a child on each measure in the same format as the paper version of DRDP. Rating data is stored in a secure database so that it can be automatically processed, analyzed, and displayed in reports.

DRDPtech's automated storage and retrieval of child information saves teachers time and provides enhanced reporting options for teachers, agencies, and parents. Different kinds of reports for children and groups of children can be automatically compiled by DRDPtech, saved, and made available for viewing or printing. Some reports are available before a child's DRDP is complete such as those that help teachers determine how many more ratings need to be completed for a child. Other reports are available only when all measures have been completed such as the developmental progress report. Several reports are specifically designed to aid teachers and administrators in making program decisions and other reports are designed to be shared with parents. Other reports are designed to streamline sharing information with the CDD. Each DRDPtech© report is described later on this manual.

Every agency funded by the CDD is required to complete DRDP assessments for every subsidized child in their care. Agencies can either meet this requirement by using the paper version of DRDP or through DRDPtech. The CDD will offer the DRDPtech software at no charge to CDD funded agencies and to California Head Start agencies.

Once the agency has qualified for accessing the hosted version of DRDPtech, the agency's teachers and administrators can access DRDPtech from any computer including desktop computers, laptop computers, iPads, tablets, or any device connected to the Internet through a browser. There is no special application ("app") or DRDP-specific software needed to access DRDPtech. The computer or device only needs to be running a browser such as Internet-Explorer, Firefox, Google-Chrome, or Safari to access DRDPtech.

An agency administrator will initiate the creation of user accounts for teachers and other site staff. Using the login information provided in an automatically generated email from DRDPtech, each teacher and staff person can then access their individual DRDPtech account from home, the program site, or any other place with a computer connected to the Internet. Each teacher will only see the children in his or her own classroom.

For additional information pertaining to DRDP and DRDPtech, select "Resources" on the Navigation menu of DRDPtech. The links available through the Resources section of DRDPtech allow users to visit the CDD home page; the copyright release information for the DRDP (2010) assessment instruments; the WestEd Desired Results Training and Technical Assistance Website for more detailed information about Desired Results and DRDPtech, including the End User

Licensing Agreement; and the Desired Results *access* Project Website at the Napa County Office of Education that provides information about assessing children with disabilities and describes how to make your browser work for best accessibility.

Overview of Roles

In DRDPtech a user account is given a "role" (i.e., teacher, site administrator, or agency administrator) that grants the user a pre-determined level of access. Instructions for how to use DRDPtech under these different roles are described in the first section, "Getting Started". The following section is an overview of the access granted to user roles.

- A **teacher** may access information pertaining to the group of children under their care and is responsible for completing the DRDP for each child during a rating period. This role includes the ability to manage the class data. An account that is assigned the role of teacher has access to DRDP records only for the children who are under that teacher's care.

- A **site administrator** may access information pertaining to teachers at a particular site within the agency. This role includes the ability to manage users (i.e., teachers) and classes/children. An account that is assigned the role of site administrator has access to DRDP records for the children under the care of all the teachers at that site.

- An **agency administrator** may access information pertaining to the teachers and site administrators at all sites within the agency. An account that is assigned the role of agency administrator has access to DRDP records for the children under the care of all the teachers at every site within the agency.

Getting Started

After your agency has been created and has an agency administrator on DRDPtech, the agency administrator has to create the site administrators who will be in charge of each school site. Then the site or agency administrator can initiate the creation of the teacher accounts. The administrator should use the teacher's email address to establish a User Name. The teacher will automatically receive an email from DRDPtech that includes his/her User Name/Email and a temporary Password, and the following link to DRDPtech, http://www.drdptech.org. If the user does not receive an email from DRDPtech with a User Name/Email and temporary Password, please contact customer service at DRDPtech@wested.org. If the link does not open the DRDPtech site in your browser, you can type http://www.drdptech.org. It is a good idea to bookmark this URL for future use.

The first time you log into DRDPtech input the User Name/Email and temporary Password. Upon successfully inputting the temporary log in information, you will be prompted to create your own new Password and a Security Question with an Answer. The Security Question and

Answer will be used to confirm your identity in the event that you forget your Password and would like to reset your Password. After you have completed the creation of your personal Password and Security Question, you will be directed to the "Welcome" page.

Log In

You will always be directed to the DRDPtech log in page to begin your DRDPtech session (see Figure 1). For security purposes, all users are required to log in and log out of DRDPtech. Enter your User Name/Email and Password then click "Log In". When you've successfully logged in to DRDPtech, you will be directed to the "Welcome" page. In the upper right-hand corner of each page you will see your current log in status, agency name, site name, rating period, and language preference (see Figure 2). The default language is English, but you can change to Spanish by clicking the "Español" link.

Any problems logging into DRDPtech should be reported to your site or agency administrator. The contact information such as name, phone number, or email address for the agency staff designated to assist users will appear at the bottom of every DRDPtech screen.

Figure 1. Log In Page

Figure 2. Welcome Page

Log Out

To end your session on DRDPtech, select the "Logout" link in the upper right-hand corner of the web page (see Figure 2). This will end your session and bring you back to the log in page. *Always end your DRDPtech session by logging out.* If you end your DRDPtech session by closing the browser without first logging out, someone else may be able to access the DRDP records for the children in your account.

For security purposes, users are automatically logged out of the DRDPtech system after a period of inactivity lasting 29 minutes or more. This is called 'timing out'. To prevent losing work as a result of timing out, please click "Save" frequently. If you are called away from the computer, be sure to click "Save" before you leave the computer.

Rating Period

A rating period is a specific period of time for completing observations and ratings using the DRDP instrument. During a rating period, ratings may be entered into DRDPtech at various times until the assessments are completed. When a new rating period begins only new observations and ratings should be entered. Completion of the DRDP usually occurs over a two-week period of time. However, teachers are expected to record observations and gather evidence throughout the rating period and to use that information as they are completing the DRDP.

DRDPtech stores data and accesses a child's information and ratings from previous rating periods in order to create reports of a child's progress over time. Teachers and administrators may generate these reports. For more information, visit http://www.desiredresults.us.

Confirm Rating Period

Whenever you log into DRDPtech make sure you enter data in the correct rating period (e.g., Fall 2015). If you are not sure about which rating period you should be working in, ask your administrator for assistance. Check the displayed rating period in the upper right-hand corner of any page within DRDPtech to confirm that the rating period you are working in is the correct one (see Figure 2). If the rating period is not the right one, select the "Change" link at the top right-hand corner of any page within DRDPtech. A table with the available rating periods will appear. Select the appropriate rating period. Now you are ready to add a class, children, and data.

Navigation Menu

The DRDPtech website is organized in a hierarchy of categories, subcategories, and individual pages. The categories are displayed on the left-hand side of each web page, in the Navigation menu (see Figure 3). You can also select the arrow (►) on the left to expand the category to see any subcategories within that category, if your browser is JavaScript-enabled. Then, you can select the link for an individual page in that category or subcategory to see any individual page.

It is recommended that users enable JavaScript for their browsers. This will allow users to see more navigation options at one time. To check the status of JavaScript, go to the Navigation menu; select "Resources", and then "DRDPtech Instructions". In the second paragraph under "Instructions" in Figure 3 you will see "[JavaScript is currently 'Enabled' in your browser]" or "[JavaScript is currently 'Disabled' in your browser]". To enable JavaScript in your browser, follow the instructions in Appendix A.

Navigation
- Classes/Children
- Input DRDP Ratings
- Child Reports
- Group Reports
- Other Options
- Resources & Research Materials
  - DRDP Research Activities
  - DRDPtech Instructions
  - DRDP Supporting Materials
  - DRDPtech Manuals
  - Copyright
  - CDE Home
  - Introduction to Desired Results by CDE
  - Infant/Toddler Learning & Development Foundations
  - California Preschool Learning Foundations
  - California Preschool Curriculum Frameworks
  - Desired Results Projects Website at WestEd
  - Accessibility Issues

DRDPtech Instructions

The hierarchy of the web application is displayed on the left hand side in the navigation section. The hierarchy consists of categories and individual pages, where clicking on the category name will take you to a page displaying links along with information about the pages and/or subcategories contained within this category. Clicking on one of these links will take you to the page or subcategory described.

For your convenience, this application will make use of JavaScript capabilities in your browser if they are present however, JavaScript capabilities are not required for proper operation.   [JavaScript is currently 'Enabled' in your browser]

If your browser has JavaScript enabled, you can also click the triangle (►) on the left to expand the category to see any subcategories (►) and pages (▷) contained within. You can then click the link for an individual page in that category to go there or expand the subcategory to see any individual pages contained inside.

Consult the top right side panel to see your current login information. In the same panel you can also change the rating period you are currently working on.

Your main working area is in the center of the screen. The upper part usually contains specific instructions to the page you are viewing. You can show and hide this information using the "Show More Information/Hide Information" links immediately below and to the left of the instruction area.

The header of your working area (where it currently says "Home » General » Instructions") will show the path you've taken within the site. You can use this path to go back up the hierarchy by clicking on a name in the path.

Often, there will be buttons on the top and bottom part of your working area that will allow you to either navigate to the next step in a typical session with the DRDP© or save the current page.

To end your session click the Logout link located in the upper right hand corner of the page.

If you encounter technical difficulties or other problems operating this website, please reference this Installation Code: CDE77-BEAR64-r190d2a8b2a6134c94402486fe8f0d88654229cf1. Updated on 2/9/2016 12:52:46 AM

Figure 3. Navigating the Site

Navigation Features

In addition to using the Navigation menu, you may move through the site fluidly using some of these DRDPtech application features:

- At the top of each page you will see a breadcrumb trail header that shows the 'path' you have taken to get to the current page. For example, Home » Resources » DRDPtech Instructions (see Figure 4). You may click on the words in the 'path' to return to another page within DRDPtech at any time during your session.

- You can find detailed instructions on each page by clicking on the "Show More Information" link located underneath the navigation 'path'.

Figure 4. Navigation 'path'

DRDPtech for Teachers

This section contains the instructions for how teachers can manage children and classroom information and to complete a DRDP for each child during a rating period. An account assigned the **teacher** role in DRDPtech is authorized to:

- Add or edit classes and children
- Re-enroll children from one rating period to another
- Reassign a child from one class to another within his or her own classes
- Enter a child's ratings
- Lock a child's record
- View child and group reports
- Upload or download DRDP data using the DRDP template (excel sheet) provided by DRDPtech
- Edit user information and preferences

Classes/Children

The basic functions for teachers in DRDPtech include adding, editing, or deleting classes and children. In some agencies, the administrator will choose to add the classes and children on behalf of the teachers. If you are entering the classes and children yourself, follow the following steps. In order to add DRDP records for children, a class or classes must be created first.

Add Class

Using the navigation menu go to Home » Classes/Children » Classes (see **Error! Reference source not found.**). Look for the "Manage Classes" heading. The agency and site names will have been assigned already and cannot be edited in a teacher account. Type the class name in the appropriate field. Ask your site administrator for assistance if you are not sure what name to give the class. To save the entered class name:

- Select "Add Class & Individual Children". Your class name will be saved and you will be directed to the "Add Child's Record" page.

- Or, select "Add Class". Your class name will be saved and you will remain on the "Manage Classes" page.

Edit or Delete Class

To edit the name of a classroom, find the "Existing Classes" form by selecting "Classes", under "Classes/Children" in the Navigation menu. Then click "Edit" next to the class name you wish to change (see **Error! Reference source not found.**). In the text, delete the current name and type a new name. Save the change by clicking "Update" or select "Cancel" to withdraw the change.

To delete an existing class, click "Delete" next to the classroom's name. The "Delete" button ONLY appears if no children are enrolled in that class. Thus, all children in a class must be deleted before the class itself can be deleted. See the "Delete Children" section for more information regarding the deletion of children.

Note it is good practice to regularly save the information you have entered into DRDP for your own records. See the "Download DRDP Records" on page 27 for instructions on downloading the data as an Excel file and saving the DRDP records for your children on the hard drive of your computer. Keep an Excel copy of all the DRDP records so you won't have to re-enter the data if it is deleted or erased by mistake. You can simply upload it back into DRDPtech.

Add Child Record

Using the navigation menu go to Home » Classes/Children » Add Child Record to add the children one-by-one. On the "Add Child's Record" page, use the drop-down menu class list to choose the appropriate classroom for the child. Then select the appropriate age group for the child (see Figure 5).

When adding a child, enter the Statewide Student Identifier (SSID). If you do not have an SSID, you may leave that field blank. However, you must provide the Agency/District Identifier. Each child in an agency has a unique ID (the ID cannot start with a zero). The agency/district ID is important because DRDPtech uses the Agency/District ID to monitor children's developmental progress from one rating period to another. Once you have entered the necessary information click "Next".

Figure 5. Add Child Record

Enter as much information about the child as possible in the Add Child's Record information page. The following information is required in order to add a child to the database: the child's Agency/District Student Identifier, child's first name and last name, date of first enrollment, child's home language(s), and IEP status. The remaining information may be completed before locking the DRDP for the child. Error messages will appear if invalid values are entered for the child's information profile, such as an enrollment date that is earlier than the child's birthday. After completing the required fields and clicking "Save Information", you will get a confirmation message that the information for the child was successfully saved.

You may also add up to 1,000 children and their ratings using an Excel spreadsheet through the "Upload DRDP Records" feature. Instructions for uploading DRDP data can be found on page 25.

Edit Child Record

To edit a child's record go to [Home](#) » [Classes/Children](#) » Edit Child Record. Choose the child from the list of students for whom you wish to edit and click "Edit Child's Record". The Edit Child Record for that particular student will appear (see Figure 6). You may click on the "Check For Completeness" button to make sure you have answered all the required information before locking the child record. Don't forget to Save Information when you are done.

Figure 6. Edit Child Record

Delete Child Record

Teachers can delete more than one child at a time by going to [Home](#) » [Classes/Children](#) » Delete Child Record (see Figure 7). From the list of students select the child or children whose information you wish to delete. Click "Delete Child Records".

You will be prompted to confirm that you wish to delete the child. If you select "Yes", all of the selected child's information and data will also be deleted and cannot be undone. Select "Yes" to delete the child.

Figure 7. Delete Child Record

Move Child Record

Individual children or groups of children can be moved to different rating periods and different teachers by using the "Move Child Record" feature in the Navigation menu. This feature is used to automatically re-enter a child's information (e.g., date of birth, language, IEP status) for each new DRDP that is completed for a child or if a child moves to a new classroom within the same agency.

Teachers can ONLY re-enroll or reassign those children in their own classes. Site administrators can reassign or re-enroll all children within a site and agency administrators can re-enroll and reassign all children within an agency.

- **Reassign Child.** This function moves a child from one class to another within a specific teacher's classes and the same rating period. All of a child's information and ratings are moved. Children (and their ratings) are reassigned from Class A to Class B from Teacher A's classes for that rating period.

- **Re-enroll Child.** This function copies the names of the children along with their information from a past rating period to the current rating period. Only the Child and Observer information from the "Add Child's Record" page is copied to the current rating period; 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—it is copied into Rating period B.

Reassign Child

Using the navigation menu go to Home » Classes/Children » Move Child Record » Reassign Child. On the "Select Group to Reassign" page (see Figure 8), choose one of the options you would like to use to reassign children: (a) all children; (b) any number of children from a list of

names; or (c) a group of children based on selected criteria such as age group, class, home language, IEP status, or Lock status.

Figure 8. Select Group of Children

With the "Select Children by Name" option, you can select one or more children by name. To select a large group of children from the list, click on the "Check All" button. To complete your selection click "Reassign Selected Children".

With the "Select Children by Criteria" option, you can choose a group of children by specific criteria. By default, all the criteria are selected as "All". If you want to narrow the options for a specific criterion, choose "Select" for that criterion and select the desired options from the list provided or enter a range of ages/dates in the appropriate text boxes. The option(s) selected from a list will be highlighted. After you have selected the criteria and options, click "Preview Selected Children" at the bottom of the page if you want to view the list of children selected, or click "Reassign Selected Children".

In the "Reassign Children within [the current rating period]" page, click on the number link to preview the selected children whom you would like to reassign. If the "Select Children by Criteria" option was used, click on the "criteria" link that also appears in blue to view the selected criteria. In the "Select a class" table, select the class that you want the child or children to be reassigned to and click "Select Class and Reassign Children".

Re-enroll Child

To start the re-enroll process make sure you are currently in the rating period that you want the children to be re-enrolled in. The current rating period is displayed in the upper right-hand window. For example, if you want all children from the Fall 2015 rating period to be re-enrolled into the Winter 2015-16 rating period, confirm in the upper right-hand corner of the page that you are in the Winter 2015-16 rating period. If you are not in the correct rating period, change the rating period by clicking on the "Change" rating period link and select the correct rating period.

Using the navigation menu go to [Home](#) » [Classes/Children](#) » [Move Child Record](#) » Re-enroll Child. On the "Select Group to Re-enroll" page, you will see a list of all rating periods except the one you are currently in (see Figure 9). Choose the rating period of the children whom you want to re-enroll into the currently selected rating period.

Figure 9. Select Rating period from Which to Re-enroll

On the same page, select one of the three options you would like to use to re-enroll children: (a) all children from all classes; or (b) any number of children from a list of names of children in your classes; or (c) any group of children in your classes based on further criteria options (the same selection options described for "Reassign Child"). Then click "Select Group to Re-enroll".

After you've selected the children you want to re-enroll, you must then specify whether you want to change the age group for the selected children and whether to choose a different class into which the selected children should be moved.

To preview the children who were selected for re-enrollment, click on the underlined number that appears in blue (see Figure 10).

Re-enroll Children from Fall 2015 to Winter 2015-16

All 11 children were selected for this group ...

Select an age group assessment instrument

○ DRDP(2015) version of the same age group assessment instrument

or, specify an age group assessment instrument for all selected children

○ DRDP(2015) - Infant/Toddler
○ DRDP(2015) - Preschool
○ DRDP(2015) - Kindergarten
○ DRDP(2012) - School Age

Select a class

○ Keep the same class and teacher

or, specify a class for all selected children

Select	Class ▲	User Name	First Name	Last Name	Children
○	Afternoon Rm 4	T11@demo.drdptech.org	Teacher	11	4

Classes in list: 1

[Re-enroll Children]

Figure 10. Specify the Changes to Re-enroll

If the children are moving into a new age group assessment instrument for the new/current rating period, select the new age group assessment instrument in the "Select an age group assessment instrument" area. For instance, if a child from Rating period A is moving from DRDP(2015) - Infant/Toddler to the DRDP(2015) - Preschool in Rating Period B, select DRDP(2015) - Preschool (see Figure 10). The child's age group instrument will be changed only for Rating Period B.

Also, you can either keep the children in the same age group as in the past rating period and leave the classes the same for all of the selected children in the new/current rating period by choosing "Keep the same class and teacher;" alternatively, you can choose a specific class to re-enroll the selected children into by selecting the class. If you do not see the class you need, you must create the class first.

Click "Re-enroll Children". You will get a message asking you to confirm your selection. Select "Yes" to confirm. You will then receive a confirmation message.

Input DRDP Ratings

DRDP data for children can be entered into DRDPtech by expanding the "Input DRDP Ratings" category in the Navigation menu. It is good practice to regularly save the information you have entered into DRDP for your own records. See the "Download DRDP Records" on page 27 for instructions on downloading the entered data as an Excel file to your computer's hard drive. The following subcategories are used to enter and manage DRDP data:

- **Instrument View:** The "DRDP Instrument" pages are used to enter a child's data for the DRDP. DRDPtech web pages look like the paper-and-pencil version of DRDP and include descriptions and examples of developmental levels.

- **Lock Ratings:** This function is used to "lock" the DRDP data when all the measures for a child are completed. Prior to locking the completed set of DRDP ratings, a teacher can change any of the measure ratings for a child. When the DRDP record for a child is locked, the ratings for that child are made permanent in the database and cannot be changed except by an administrator. ONLY children whose records have ratings and are locked are included in reports.

Instrument View

In the "Instrument View" subcategory you'll find the developmental measures (see Figure 11). The table "Child Measures by Developmental Domains" lists all the children in the current rating period. Each child has his/her own row in the table.

Home » Input DRDP Ratings » Instrument View
Show More Information

Child Measures by Developmental Domains

First Name	Last Name	Child ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	% of Measures Completed	Age Group Instrument	Class ▲	Teacher	Site	Status	Updated
C	D	0987648912	4/4	5/5	10/10	4/4	10/10	9/9	5/5	4/4	51/51 (100%)	DRDP(2015) - Kindergarten with ELD	Afternoon Rm 4	Teacher 11	Redwood	DRDP© Locked	2/16/2016 11:33:14 AM
Rub	R	1704	5/7	0/5	0/10	N/A	1/11	2/10	0/5	2/4	10/52 (19%)	DRDP(2015) - Preschool	Afternoon Rm 4	Teacher 11	Redwood		1/22/2016 11:59:16 AM
Seb	R	1620	2/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4	2/52 (4%)	DRDP(2015) - Preschool	Afternoon Rm 4	Teacher 11	Redwood		2/3/2016 2:21:06 PM
Mau	S	1588	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4	0/52 (0%)	DRDP(2015) - Preschool	Afternoon Rm 4	Teacher 11	Redwood		

Children in list: 4

Figure 11. Instrument View

The list of children is sorted by "Class" by default the upward arrow next to "class" indicates the list has been sorted in ascending order. The table can be resorted by different columns by clicking the name of the respective column. For example, if you select "Last name", the children will be sorted by "Last name" and the children are rearranged in alphabetical order according to their last name.

On the child measures table, under "Developmental Domains", the developmental domains are in an abbreviated format (e.g., ATL-REG, SED, LLD, ELD, etc.). Under each abbreviation there are two numbers separated by a slash. For example, under SED (Social and Emotional Development) see the numbers 0/5 for a preschool child. This means that 0 measures out of the possible 5 in SED have been entered for that child. When all measures of SED have been entered, the numbers will be 5/5. Shaded cells indicate that some measures in that developmental domain have not yet been completed for the child.

Clicking on a number under a specific developmental domain in a child's row will open the first measure in that developmental domain that has not yet been completed. If all measures have been completed, the system will open the first measure in that developmental domain. The name and number of the measure that is opened will be at the top of the page. At the bottom of the page all measure numbers are shown as buttons. The number of the measure that is open will show on a numbered button in parenthesis (see Figure 12 and Figure 13).

| Previous Child | Previous Measure | | Save | | Next Measure | Next Child |

Developmental Domain: SED - Social and Emotional Development
Measure 1: Identity of Self in Relation to Others
Child shows increasing awareness of self as distinct from and also related to others

Mark the latest developmental level the child has mastered:

Responding		Exploring		Building			Integrating
Earlier	**Later**	**Earlier**	**Later**	**Earlier**	**Middle**	**Later**	**Earlier**
○	○	○	○	○	○	○	○
Responds in basic ways to others	Uses senses to explore self and others	Recognizes self and familiar people	Communicates own name and names of familiar people (e.g., "dada," "mama," "grandma," or sibling's name)	Expresses simple ideas about self and connection to others	Describes self or others based on physical characteristics	Describes own preferences or feelings; *and* Describes the feelings or desires of family members, friends, or other familiar people	Compares own preferences or feelings to those of others
Possible Examples • Attends to a familiar adult during feeding. • Quiets when hears a familiar adult. • Grasps an adult's finger when palm of child's hand is touched.	• Examines own hand or foot by looking at it or mouthing it. • Touches others' hair when it is within reach. • Plays with sound by repeating grunts and squeals.	• Orients toward a familiar adult when own name is spoken or signed. • Points to picture of self on the wall. • Smiles when a familiar adult enters the room.	• Communicates, "Me llamo Luis," ["My name is Luis," in Spanish]. • Communicates names of immediate family members in a photo. • Looks to new baby sister and communicates her name.	• Acts out roles from own family in pretend play. • Communicates, "I'm making cookies—just like Grandma!" while rolling play dough. • Draws picture of a house and communicates, "This is my house."	• Communicates, using communication board, "His hair is red!" • Identifies own height, as indicated on a growth chart posted on the wall. • Draws a picture of a friend. • Draws a picture of own family, representing traits such as heights and hair colors.	• Communicates to an adult, "I was mad when it rained because we couldn't go outside." • Communicates that a friend is happy because he is going to have a birthday party. • Says, "Ayokong hawakan ang susô. Na tatakot ako," ["I don't want to touch the snail. It scares me," in Tagalog].	• Selects a pink scarf for a friend whose favorite color is pink, then selects a blue scarf for self. • Communicates to a peer that they both like peanut butter and jelly sandwiches. • Communicates, "我喜歡游泳，但是我姐姐不喜歡," ["I love to swim, but my sister doesn't," in Chinese].

Child is emerging to the next developmental level ☐

Unable to rate this measure due to extended absence ☐

Reason/Explanation: ☐

Figure 12. Measure Page Part 1

By clicking on any of the buttons below your data will be saved.

Choose next measure.

| Previous Child | Previous Measure | | Save | | Next Measure | Next Child |

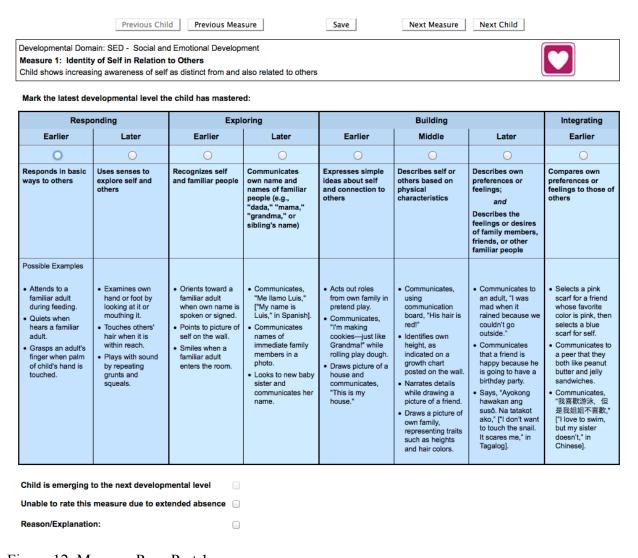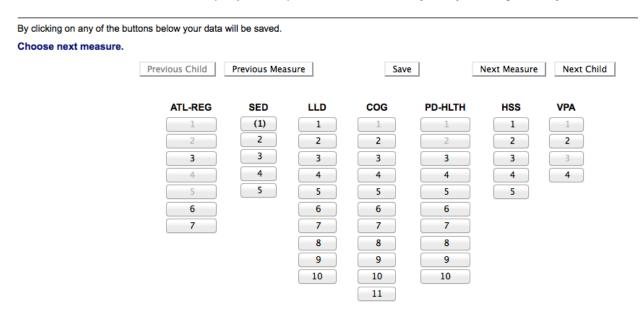| ATL-REG	SED	LLD	COG	PD-HLTH	HSS	VPA
1	(1)	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	
6		6	6	6		
7		7	7	7		
		8	8	8		
		9	9	9		
		10	10	10		
			11			

Figure 13. Measure Page Part 2

When you are on the correct page to enter data for a measure, select the latest developmental level the child has mastered. If the child mastered a level and also exhibits behaviors of the next level, select the "Child is emerging to the next developmental level" check box. If the child is rated at the highest level of the developmental continuum or measure, "emerging" does not apply since the assessment instrument does not include the next developmental level. (Only Infant/Toddlers can be "emerging" if they are rated in the highest level of their age group instrument because they would be emerging to the preschool age group.)

If you are unable to rate a measure, check the "Unable to rate this measure due to extended absence" checkbox. Changing an "Unable to rate" entry to a specific developmental level in the assessment will delete the "Unable to rate" setting.

To save your data for the child, click on any of the buttons at the bottom of the page (e.g., "Previous", "Save", "Next", or any of the numbered measure buttons) and move on to another measure. Note: If you navigate away from the page by using the Navigation menu or logging out, your data will not be saved. For security reasons, extended periods of inactivity will log you out of the system without automatically saving your data. Be sure to save your data often.

You can move to the previous or next measure by clicking on "Previous" or "Next". Alternatively, you can navigate to a specific measure by clicking on its number from the list at the bottom of the page. If a measure is completed, the number will be gray; if a measure is not yet completed, the number will be visible in black.

When you are ready to enter data for a different child, select "DRDP Instrument" in the Navigation menu. This will return you to the table "Child Measures by Developmental Domains".

Lock Ratings

Using the navigation menu go to Home » Input DRDP Ratings » Lock Ratings to lock child records that have been rated completely. If you do not lock the records the system will lock them at the end of the rating period.

If ALL the ratings have been entered for a child, ONLY those children will show up in the Lock Child's DRDP Record page. From that list of children, select the children whose records you wish to lock and click on the Lock Child's Ratings button. Keep in mind that if a teacher needs to unlock a child's record, the teacher must ask a site or agency administrator to unlock the record. Teachers **do not** have access to the unlock feature.

If the child's information is incomplete, there will be an "Incomplete Child Info" link in the Status column in the Lock Child's Ratings page (see Figure 14). You must click on that link to enter the missing child information in the "Edit Child Record" page. You may lock the record(s) after the missing information has been entered and saved.

Home » Input DRDP Ratings » Lock Ratings
Show More Information

Lock Child's Ratings

Check All   Uncheck All   Lock Child's Ratings

Select	First Name	Last Name	Child ID	Class	Teacher	Site	Age Group Instrument	Status
☐	Ang	A	1467	Morning TK Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Ant	H	1630	Morning TK Rm 4	Teacher 11	Redwood	DRDP(2015) - Kindergarten	Incomplete Child Info

Children in list: 2

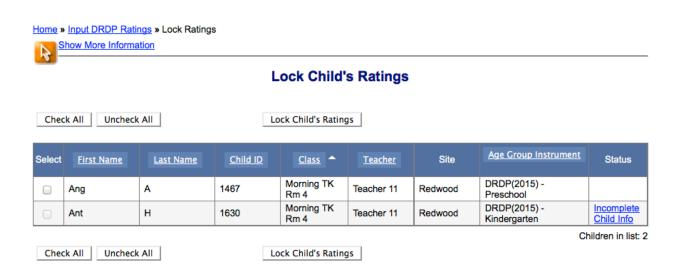Check All   Uncheck All   Lock Child's Ratings

Figure 14. Lock Ratings

A child's data can also be locked when the "Upload" feature is used. Enter "1" in the lock column of the Excel file. Please note that if you need to unlock a child's record after you have lock it using the Excel file feature you **cannot** unlock it by entering "0" in the lock column and uploading the Excel file again. In this circumstance the child record would need to be unlocked manually.

Child Reports

The Child Reports provide information about a child's knowledge, skills, and behaviors across a range of developmental domains that are aligned with California's early learning and development foundations. To view a child report you must first select a child by going to Home » Child Reports » Select Child (see Figure 15).

Figure 15. Select Child for an Individual Report

After you have made your selection you may choose from any of the available reports. A "Download PDF" button, in the right-hand corner, allows you to save and print a child's report. Click "Download PDF" and wait for the PDF to download. You can then save the child's report by selecting "Save As" and then clicking "Save" on your computer's browser.

Child Report

This report shows the overall level of development for an individual child in each domain or subdomain measured by DRDP. The set of levels on these domains provides a whole-child view of the child's development. Development for Infants/Toddlers may be measured in five domains, ATL-REG, SED, LLD, COG, and PD-HLTH. For Infants/Toddlers, LLD is comprised mainly of early language development skills. COG domain includes precursor skills in both early math and science in overall cognitive development. PD-HLTH includes important physical development skills as well as health and wellness skills. Development for Preschoolers and Kindergarteners may be measured in eight domains, ATL-REG, SED, LLD, COG, PD-HLTH, HSS and VPA.

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These domains can be subdivided into subdomains of Math and Science (COG), Language and Literacy (LLD), Physical Development and Health (PD-HLTH). For preschoolers or kindergarteners whose home language is something other than English, DRDP(2015) also measures development in ELD domain. For school-age children, a simplified DRDP focuses on Self and Social Development, which includes Health, as the only domain that is assessed.

The DRDP Domain Scales are the progressions of knowledge, skills and behaviors that are the result of combining together the observations from the individual DRDP measures within each domain and applying standard psychometric methods for valid and reliable measurement. The domain scales are shown as the colored boxes that go from left to right in the order that the levels appear in the DRDP. The key or legend at the top of each report indicates the color that goes with each level name.

The child's current development on each domain is called a Domain Rating. The domain rating is the vertical line topped with the domain icon. The location of the domain ratings is unique to each child. The domain rating will have a horizontal line through it, which represents the standard error, or the range where one can be confident that the child's level of development lies. Note that this range may overlap two developmental levels, perhaps being mostly in one level but also ranging a bit into the next level, either earlier or later. This reflects the nature of the developmental continuum being measured, and allows the teacher to understand more precisely the nature of development for an individual child.
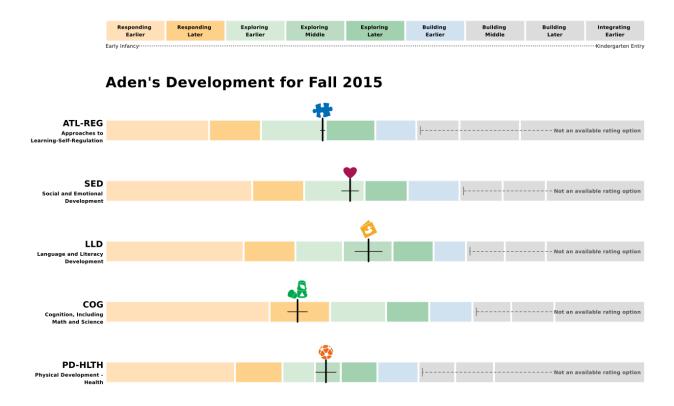

Figure 16. Example of an Infant/Toddler Child Report

Detailed Child Report

This report is being developed as part of an all-new collection of DRDP Reports coming soon!

Progress Over Time Report

This report is being developed as part of an all-new collection of DRDP Reports coming soon!

Child's Development Progress Form

The Development Progress Form allows you to describe a child's developmental progress in achieving the four broad desired results for all children:

- Children are personally and socially responsible
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy

Teachers and caregivers should fill in the form and download it as a PDF and print it to be shared with the child's parents or guardians. This form is ideal for parent-teacher conferences.

Batch PDFs

Access the Batch PDFs through the navigation menu by going to Home » Child Reports » Batch PDFs. After selecting a group of children to include in Batch Reports select the report(s) that you want to include. Currently, the only report that is available for Batch Reports is the Child Report because DRDPtech is developing a new collection of reports that will be coming soon.

Home » Child Reports » Batch PDFs » Download Batch Reports
Show More Information

Select Reports to Include in Batch Reports

All 9 children were selected for this group ...

☐ Child Report

A maximum of 75 children per download is recommended.

Download Reports

Figure 17. Select Reports to Include in Batch Reports

After you click on the "Download Reports" button a window will pop up (see Figure 18). Click OK and a zip file will be located in your computer's Downloads folder. In the zip file you will find separate PDF packages for each child you've previously selected.
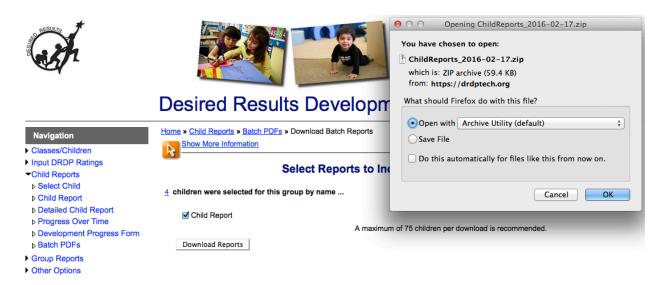
Figure 18. Batch Reports: Zip file

Group Reports

Go to [Home](#) » [Group Reports](#) » Select Group in order to select the group of children you want to generate reports for. There are three ways to select children as a group. You can select all children that you have entered; you can select any number of children by name; or you can select a subset of children by criteria such as age, home language, class, etc.

After you have made your selection you may choose from any of the available reports. A "Download PDF" button, in the right-hand corner, allows you to save and print a group report. Click "Download PDF" and wait for the PDF to download. To save the group report, select "Save As" and click "Save" on your computer's browser.

Group Report

The Group Report provides information about a user-selected group of children's knowledge, skills, and behaviors across a range of developmental domains. Development for *Infants/toddlers* may be measured in five domains, ATL-REG, SED, LLD, COG, and PD-HLTH. For infants/toddlers, LLD is comprised mainly of early language development skills. COG domain includes precursor skills in both early math and science in overall cognitive development. PD-HLTH includes important physical development skills as well as health and wellness skills. Development for *Preschoolers* and *Kindergarteners* may be measured in eight domains, ATL-REG, SED, LLD, COG,,PD-HLTH, HSS and VPA. These domains can be subdivided into subdomains of Math and Science (COG), Language and Literacy (LLD), Physical Development and Health (PD-HLTH). For preschoolers or kindergarteners whose home language is something other than English, DRDP (2015) also measures development in the ELD domain. For *school-age* children, a simplified DRDP (2012)-School Age focuses on Self and Social Development,

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which includes Health, as the only domain that is assessed. The DRDP(2015) instruments for Infant/Toddler, Preschool and Kindergarten cannot be combined with the DRDP(2012)-School Age for this report.

The DRDP **domain scales** are the progressions of knowledge, skills and behaviors that are the result of combining together the observations from the individual DRDP measures within each domain and applying standard psychometric methods for valid and reliable measurement. The domain scales are shown as the colored boxes that go from left to right in the order that the levels appear in the DRDP. The key or legend at the top of each report indicates the color that goes with each level name.

The **group domain rating** is the vertical line marker topped with the domain icon. It is the median or "middle value" of development on each domain scale for the selected group of children. The **number of children** represents the number of children within the selected group with a domain rating for that domain. Note: This number may differ between domains if domain ratings are not present for all children in the group. The **percent (number) of children in the level** represents the percentage and number of children in the group whose domain ratings are located within a developmental level.
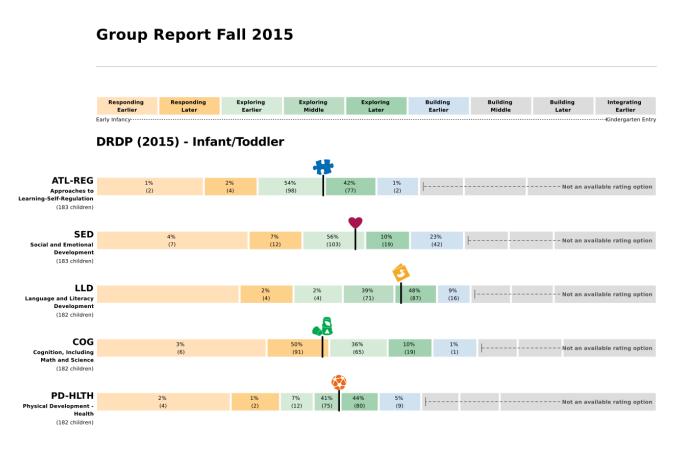

Figure 19. Example of group report for an Infant/Toddler group

Detailed Group Report
This report is being developed as part of an all-new collection of DRDP Reports coming soon!

Progress Over Time
This report is being developed as part of an all-new collection of DRDP Reports coming soon!

Rating Completion Report
The Rating Completion Report allows you to view the statistics on the ratings that have been completed by teachers for the current rating period. This report can be downloaded as a PDF by clicking on "Download PDF" and saved on your computer for future reference.

If you have a teacher account the developmental domains are linked to the Instrument View. Therefore, if there are any children whose ratings have not been entered into the Instrument, you may click on any of the developmental domain numbers and enter the missing ratings for those children.

Other Options
The "Upload DRDP Records" feature in the navigation menu allows you to enter child information and DRDP data for up to 1,000 children at a time. Teachers can ONLY enter data for the children in their own classes. Site administrators can enter data for all the teachers within the site(s) they oversee, while agency administrators can enter data for all teachers within an agency. Data for the upload must be entered into an Excel file template that conforms to the different age group instruments. This template is available in the Upload pages of DRDPtech. Make sure you have the most recent updated version of the template before attempting to enter any data into the template.

Upload DRDP Records and Templates
Children can be added to DRDPtech by using "Upload DRDP Records" either with or without DRDP measure ratings. The new template for uploading children into DRDPtech consists of spreadsheets for each age group instrument within an excel file. Tabs within the template separate the age group instruments. There are also spreadsheets with instructions on how to input data for each age group instrument. **Please take a look at the instructions carefully**. If some data is not entered correctly, the upload won't work. Instead, it will give the user error messages of what was not entered correctly. If this happens, go back to the Excel file template and fix the errors and try to upload again. Currently, the Upload and Download features support the following Age Groups: IT, PS, K, SA.

Upload New DRDP Records For Fall 2015

Upload DRDP data and child information for the selected rating period using the DRDPtech template. The template includes all age groups instruments (IT, PS, K, and SA). IT, PS, and K are the new 2015 versions of the instruments. The 2010 age group instruments have been discontinued and are no longer available. The SR (School Readiness) instrument was replaced by the K (Kindergarten) instrument. The SA-2012 age group instrument remains the same. A tab within the template separates each age group. Use the appropriate age group(s) and follow the corresponding instructions to input the child information correctly. The instructions for each age group are located in the template.

Download DRDP Template

NOTE: Maximum of 1000 children per upload file allowed. (If there are more than 1000 children in the upload file, only the first 1000 will be processed.)

☑ **Include Ratings**

File to upload: Browse...   No file selected.

After you have clicked the "Upload" button, do not close this browser!
- Please wait for this page to show the results of the upload process.
- Allow approximately 2 minutes for 100 children or 20 minutes for 1000 children.
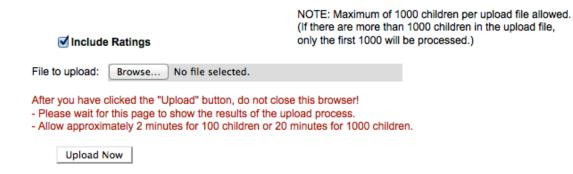
Upload Now

Figure 20. Upload DRDP Template and Options

To make the upload easier for the user, the new template has a few extra columns. The purpose of the "allow upload" column is for the user to choose what rows of children he/she wants to upload without having to delete other children who might already be in the system. If you put a "Yes" in that column, that row will upload. If you leave it blank or write anything else it will **NOT** upload. Important: By inputting the word "stop" in a given row, all the remaining rows in that spreadsheet will not be included in the upload.

The new column "extra domains" should contain the name of any extra domains for which the child was rated on. For example, if a group of Preschool (PS) children have some children who speak another language besides English, those children will need to be rated on an extra domain. In this case that extra domain will be ELD and "ELD" needs to be entered in that column for those children who need it. Leave that cell empty for those children that don't need to be rated on extra domains.

Upload Records For Enrollment
The option "Upload Records For Enrollment" allows you to create and add new child records to the current rating period. Use the DRDP template to enter new child information with or without ratings. If you want to include ratings, make sure to check the "Include Ratings" checkbox before uploading.

Upload Records For Updating (Replacing)

The option "Upload Records For Updating (Replacing)" allows you to **update existing child records** in the current rating period. You may update child information and/or ratings. If the child record of the particular child who you wish to update is locked, you must first unlock the child's record before making any updates. When you are ready to upload the updated Excel file, click "Browse" to find the Excel file on your computer, and select "Open" in the dialog box. Click "Upload Now" to transfer the data from the Excel file into the DRDPtech application. Before you click "Upload Now", select the "Update Child Information" and/or "Include ratings" checkbox(es). After you click "Upload Now", wait for a "Results Page" to show. DRDPtech is processing the upload, even if it looks like nothing is happening. If you close your browser or go to another page, the upload will be interrupted.

Download DRDP Records

You may download all of the children's DRDP Record information by selecting "Download DRDP Records" in the navigation menu. This option is useful as a way to back up and archive DRDP data, especially if you entered a child's ratings using a DRDP instrument and do not have another electronic or paper record of the DRDP ratings. It is strongly recommended that you periodically download Excel files of all the children's DRDP records and store the files on a computer where they will be safe from loss or deletion, and can be retrieved if necessary.

Under "Other Options" in the Navigation menu select "Download DRDP Records". There are three ways to select children for downloading. You can select (a) all children, (b) any number of children by name, or (c) a subset of children by criteria. Choose one of the three options you would like to use and then click "Select Group To Download DRDP Records" (see Figure 21). When you download the records, the excel sheet will separate the children according to age group instrument.

Figure 21. Download DRDP Records

Edit Personal Information

Log into DRDPtech to change your password or user name/email address. Navigate to Home » Other Options » Personal Settings » Edit My Personal Information which will bring you to a page where you can edit your personal information, such as your email address and password (see Figure 22). If you edit your email address, keep in mind you have also edited your User Name. This change will **not** reset your Password. Your Agency and Site names are assigned, and you will not be able to edit them.

Figure 22. Edit Personal Information

Change Your Password

In your first visit to DRDPtech, you will log in using the temporary password given to you by DRDPtech. You will immediately be prompted to create your own password. If you are interested in changing your password in the future, go to Home » Other Options » Personal Settings » Edit My Personal Information (see Figure 22). Look for the "Change My Password" button. Your password must:

- Be at least 8 characters in length
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one of the following characters: - + = ? _ ! @ $ ^ & * #
- Be different from the user name.

Neither the Child Development Division nor anyone else, working on behalf of the Division, will ever contact individual teachers or other agency staff to ask for user names or passwords. **User names and passwords should not be shared with anyone outside your agency**.

Preferences

The upper part of each page of the DRDPtech site contains instructions specific to the page you see. You can show and hide this information by using the "Show More Information/Hide Information" link immediately below and to the left of the instruction area.

After you are familiar with the instructions for each page, you can edit your preferences to keep the instructions hidden by clicking "Other Options", then "Personal Settings", and "Edit My Preferences". On the "My Preferences" page if you want to make introductory information hidden by default, deselect the "Instructions Open" check box and select "Save". The preferences are now set to hide instructions. You can do the same if you would like to hide the DRDP Measure's examples when using the DRDP Instrument to rate a child. Please note you cannot open/hide the examples for any of the 2015 age group instruments.

Home » Other Options » Personal Settings » Edit My Preferences
Show More Information

My Preferences

☑ Instructions Open

☐ Measure Examples Open

Save

Figure 23. Set Preferences

DRDPtech for Site Administrators

This section contains instructions for the additional functions in DRDPtech that a site administrator can use to oversee teachers at a particular site within an agency. This role includes the ability to manage user accounts for teachers and to manage information on classes and children.

A site administrator has authorization in DRDPtech to perform certain tasks that "teacher" users are not authorized to perform. Typically, a teacher is in charge of a group of children and is responsible for filling out the DRDP for them. A site administrator oversees teachers at a particular site within the agency. Tasks that site administrators are allowed to perform for all users at a site are as follows:

- Add or edit users, including resetting passwords
- Add or edit children and classes
- Reassign a child from one user or class to another
- Re-enroll children from one rating period to another
- Enter ratings using the DRDPtech Rating Record form
- Unlock a child's DRDP data

Instructions for these tasks are found in the following sections. Remember, "Teacher" users can also add or edit classes/children and reassign/re-enroll children in their own account, but not for other users (like site admins can). During a rating period it is strongly recommended that you periodically download and save Excel® files of all the children's DRDP records. The saved files should be updated at least once a week and stored on a computer where they will be safe from loss or deletion, and can be retrieved if necessary. Files for past rating periods do not need to be updated, but should be archived and stored in a safe place. This is an extra safeguard to the standard server back-up procedures that are carried out by the technical staff that maintain and support DRDPtech on your agency's server. See the "Download DRDP Records" section for instructions on how to download and save children's DRDP records.

Site administrators can also create and view child and group reports for all children and all users at a given site. The "Summary by Percent Group Report" can be used for reporting to the Field Services of the Child Development Division. For more information on using DRDPtech to enter and manage DRDP data, see the Teacher section of this manual.

Other Options

Site administrators should use the "Other Options" category in the Navigation menu (see Figure 24) to add or edit users; Upload and download DRDP Records; and edit personal settings. Note: Users who have agency administrator privileges may follow the same steps that a site admin would take to add users.
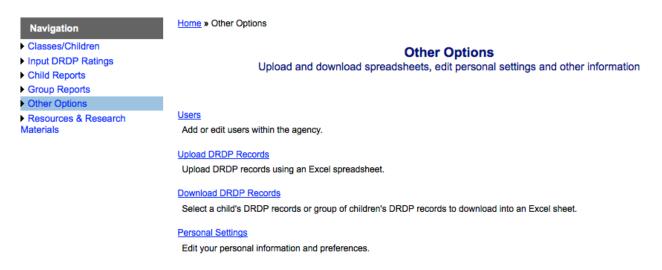

Figure 24. Other Options for Site Administrator

Add User

The following steps describe the process for adding a user (e.g., teacher or administrator) to DRDPtech.

Figure 25. Add User

Select "Users" in the navigation menu (see Figure 25). On the "Add User" page select the type of user account you want to create, then create a User Name. The user name should be the email address of the user. Enter the first and last name of the user. Choose the site associated with the user. Site administrators see only their site name. Click "Add User" to finish creating a new user. An email will automatically be sent to the user with their User Name/Email and temporary password.

Import Users

If you prefer to add multiple users all at once you can use the "Import Users" functionality to add users into the DRDP system. Click "Import Users" on the "Add User" page. Open the "users upload template" file and fill in the template with the appropriate information. Save the file on your computer. To upload the file that you've just saved, select the file and click "Open". Don't forget to check the "Send registration email to users" checkbox if you want the users to receive an email with their login information in order to log into DRDPtech. Then click "Upload Now". A message will let you know if your import file is valid and ask you if you would like to continue with the import. If yes, click "Continue". A message will appear letting you know if the import was successful or not.

Edit Existing User

To edit an existing user select "Users" and scroll down to the Existing Users list (see Figure 26). You will only see the users in the list that you are authorized to see. Click on the "Edit" button at the end of the row that corresponds to the user you wish to edit.

User Name ▲	First Name	Last Name	Personnel ID	Role	Classes	Children	Site	Locked Out	Approved	Last login	Online			Password
Redwood@demo.drdptech.org	Site	Admin		Site Administrator			Redwood	No	Yes	2/22/2016 12:47:25 PM	Online			
T10@demo.drdptech.org	Teacher	10	10	Teacher	2		Redwood	No	Yes	9/4/2014 4:26:31 PM		Edit	Delete	Reset
T11@demo.drdptech.org	Teacher	11	11	Teacher	1	9	Redwood	No	Yes	2/22/2016 12:44:45 PM		Edit	Delete	Reset

Users in list: 3

Figure 26. Existing Users

On the "Edit User" page you can make changes for the selected user and/or place a teacher user into studies (see Figure 27). Below are more details of the type of changes you can make:

You may change a user's first name, last name, user name/email, personnel ID, site location, active, and locked out status. When a user is no longer actively involved in your site and/or agency (e.g., because of retirement, long-term leave, or termination), the user's "Active" status should be changed to "No". This means the user will no longer have access to DRDPtech,

For security reasons users will be locked out of the DRDPtech if they have entered an invalid password twenty times when they try to log in to the site. This is a security measure to prevent automated hacking programs from attempting to gain access to sensitive data. Each case of a user being locked out should be investigated and proper action should be taken. The user must be unlocked in order to allow the user to log into the system.

Edit User

The Email address will be the User Name for this user.

1.	User Name/Email:	T10@demo.drdptech.org
2.	First Name:	Ann
3.	Last Name:	O'Ryan
4.	Personnel ID:	10
5.	Site:	Redwood

6. Role: Teacher   [Change The Role For This Teacher]

☐ Allow Rating Record   Checking this box will allow the teacher to access the Rating Record data entry page.

☐ With Spanish   Checking With Spanish will assign all children in this teacher's class to be rated on the SPAN domain in the DRDP(2015) - Kindergarten age group instrument. This should be reserved for kindergarten or transitional kindergarten teachers in bilingual classrooms.

☐ Partner Rating Study   Checking the Partner Rating Study will allow the primary partner to share a child record with another teacher so that the child can be rated separately by both teachers on the same age group instrument.

☐ Double Instrument Study   Checking the Double Instrument Study will allow the teacher to assign and rate a child on two different instruments.

7.	Approved:	Yes
8.	Locked Out:	No

[Update User] [Cancel]   ☑ If Email has changed then send a notification email.

Figure 27. Edit User

You will notice that when you edit any user that has a teacher account there will be two options for placing the teacher into the Partner Rating or Double Rating Studies. You do not have to worry about these options unless your agency was contacted by WestEd and agreed to participate in the studies. Refer to the *How to Assign Children to Double Instrument Study* and *How to Assign Children to Partner Rating Study* for more detailed information on how to assign the teachers and children into the studies.

Classes/Children

Teachers must create or be assigned to a class before they can add children. Site administrators can add classes and children on behalf of the teachers. However, site administrators cannot add a class or add children for themselves as site administrators. Therefore, a site administrator who is also responsible for filling out the DRDP for a group of children needs to create a "teacher" user account.

Add Class

To add a class for a user, select "Classes" in the Navigation menu. This will bring you to the "Select a teacher" table (see Figure 28). Select a user for whom you would like to add a class and click "Select Teacher and Manage Classes".

Manage Classes

Select a teacher

Select	User Name ▲	First Name	Last Name	Classes	Children	Site
◉	T10@demo.drdptech.org	Teacher	10	2		Redwood
○	T11@demo.drdptech.org	Teacher	11	1	9	Redwood

Users in list: 2

Select Teacher And Manage Classes

Figure 28. Select a teacher table

On the "Manage Classes" for a specific teacher page, the agency and site names will have already been assigned to the user and you will not be able to edit them (see Figure 29). Only an agency administrator can edit those names. To add a class, type in a class name in the appropriate space.

Manage Classes for Ann O'Ryan

1. Agency: DRDP Demo
2. Site: Redwood
3. Class: [   ]

Add Class   Add Class & Individual Children

Existing Classes for Ann O'Ryan

Class	Children	Site		
Afternoon Rm 6		Redwood	Edit	Delete

Classes in list: 1

Figure 29. Manage Classes

If you are entering individual children at the same time you create a class, select "Add Class & Individual Children". This will save the classroom and direct you to the "Add Child Record". Otherwise click "Add Class" to receive a confirmation message that the class has been added for the user. For more information, see the Add Class section in the Teacher section of this manual.

Edit or Delete Class
To edit a class for a user, in the Navigation menu go to Home » Classes/Children » Classes. This will bring you to the "Select a teacher" table (see Figure 28). Select a user for whom you would

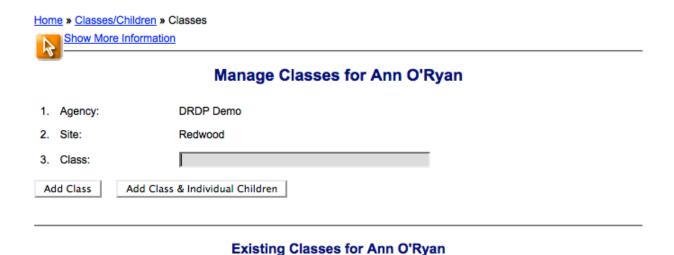like to edit a class and then click "Select Teacher and Manage Classes". On the "Manage Classes" page, scroll down to the "Existing Classes" table if you'd like to either edit the name of a class by clicking "Edit" in the row of the class you would like to edit (see Figure 29) or delete a class by clicking "Delete" in the row of the class you want to delete. The class must have zero children in order for the "Delete" button to work. For more information, see Edit or Delete Class in the Teacher section of this manual.

Add or Edit Child Record

The simplest way to add children to DRDPtech is to add one child at a time through Home » Classes/Children » Add Child Record. However, the "Upload DRDP Records" function can be used to add up to 1,000 children using an Excel spreadsheet. Instructions for the "Upload DRDP Records" function can be found in the Teacher section of this manual on page 25.

To add an individual child to a class go to "Add Child Record" (see Figure 30). Select a class and then click "Select Class and Add Child's Record" at the bottom of the table.

Figure 30. Select a Class to Add Child's Record

On the "Add Child's Record" page, use the drop-down menu of the class list to choose the appropriate classroom for the child (see Figure 31). Select the appropriate age group for the child: Infant/Toddler, Preschool, Kindergarten, or School Age. Important: Each age group instrument now includes the year that the age group instrument was made for. All of the age group instruments, except SA are new.

Next, enter the statewide student identifier, and the child's agency/district student identifier. If you do not have a statewide student Identifier, you may leave that field blank. But you MUST provide an agency/district student identifier.

Add Child's Record for Teacher 11 in Fall 2015

1. Class: [Afternoon Rm 4   ▾]

2. Age Group:
   - ⦿ DRDP(2015) - Infant/Toddler
   - ◯ DRDP(2015) - Preschool
   - ◯ DRDP(2015) - Kindergarten
   - ◯ DRDP(2012) - School Age

3. Statewide Student Identifier (10-digit SSID): [＿＿＿＿＿＿＿]

4. Agency/District Student Identifier (Agency/district or CASEMIS ID): [＿＿＿＿＿＿＿]
   The Agency/District Student Identifier can be the same as the Statewide Student Identifier.

[Next]

Figure 31. Add Child's Record

Enter as much information about the child as possible in the child information page (see Figure 32). The following information is required in order to add a child to the database: the child's ID, child's first name and last name, age group, birth date, date of first enrollment, and IEP status. The remaining information may be completed before locking the DRDP for the child. Error messages appear if invalid values are entered for the child's information profile, such as an enrollment date that is earlier than the child's birthday. After completing the required fields and clicking "Save Information", a message confirming that information for the child was successfully saved will appear. The instructions for editing a child's information can be found in the "Edit Child Record" section of this manual.

Add Child Record to Fall 2015

Date of assessment (mm/dd/yyyy): [   ]   Age Group Instrument: **DRDP(2015) - Infant/Toddler**

– **Child's Information**

1. Child's name:
   1a. Legal First Name: [   ]
   1b. Legal Last Name: [   ]

2. Statewide Student Identifier (10-digit SSID): [   ]

3. Agency/District Student Identifier (Agency/district or CASEMIS ID): [2001   ]

   The Agency/District Student Identifier can be the same as the Statewide Student Identifier.

4. Child's classroom or setting: [Afternoon Rm 4   ▼]

5. Birth date (mm/dd/yyyy): [   ]

6. Child's gender: ○ Male   ○ Female

Figure 32. Identification and Child Information Page

Delete Child Record

Site administrators can delete any child within the site that they are in charge of supervising, while agency administrators can delete any child within the agency who they are in charge of. Deleting a child deletes his/her information and ratings only for the selected rating period.

Select Children to Delete Records

Check All   Uncheck All   Delete Child Records

Select	First Name	Last Name	Child ID	Class ▲	Teacher	Site	Age Group Instrument	Status
☐	Hon	I	1625	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Ser	L	1723	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Sha	L	1670	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Leo	R	5687	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Rub	R	1704	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Seb	R	1620	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	
☐	Mau	S	1588	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	

Children in list: 7

Check All   Uncheck All   Delete Child Records

Figure 33. Select Group to Delete Records

Move Child Record

Site administrators can reassign or re-enroll all children at their site (teachers may re-enroll only children in their own classes). The instructions for reassigning and re-enrolling children can be found in "Move Child Record" section of the Teacher section of this manual on page 12.

Rating Record View

This feature allows users to view and rate all of the measures in a given domain within one page (see Figure 34). Site and agency administrators will have access to the Rating Record View to enter ratings on behalf of the teachers. Administrators may **only** enter the ratings on behalf of the teachers **if** the teachers have filled out the paper version of the measures.

Administrators may grant Rating Record View access to teachers by editing the teacher's user account and checking off the "Allow Rating Record" checkbox (see Figure 27). This feature should only be made available to the teachers who have filled out the paper version of the measures or if the teachers have the paper copy of the measures to read from when making rating decisions.

Show More Information

Child: Leo R   Child ID: 5687   Birth date (current age): 9/6/2010 (5 Years, 5 Months)
Age Group Instrument: DRDP(2015) - Preschool
Teacher: Teacher 11   Class: Afternoon Rm 4   Site: Redwood   Date: 2/22/2016

First Child   Previous Child   **Leo R**   Next Child   Last Child

(Rating Record View)   DRDP(2015) - Preschool

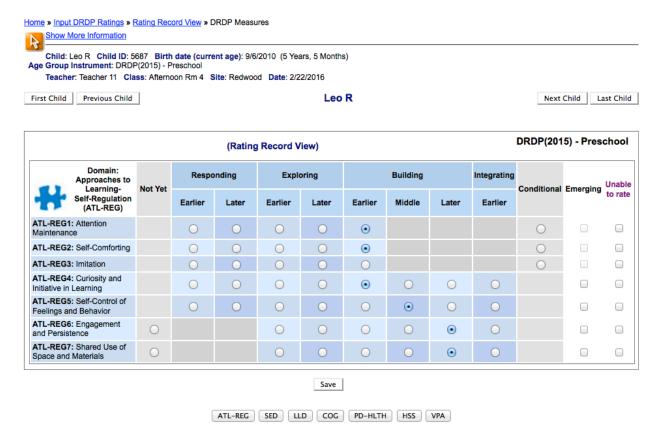| Domain: Approaches to Learning-Self-Regulation (ATL-REG)	Not Yet	Responding		Exploring		Building			Integrating	Conditional	Emerging	Unable to rate
		Earlier	Later	Earlier	Later	Earlier	Middle	Later	Earlier			
ATL-REG1: Attention Maintenance		○	○	○	○	◉				○	☐	☐
ATL-REG2: Self-Comforting		○	○	○	○	◉				○	☐	☐
ATL-REG3: Imitation		○	○	○	○	○				○	☐	☐
ATL-REG4: Curiosity and Initiative in Learning		○	○	○	○	◉	○	○	○		☐	☐
ATL-REG5: Self-Control of Feelings and Behavior		○	○	○	○	○	◉	○	○		☐	☐
ATL-REG6: Engagement and Persistence	○			○	○	○	○	◉	○		☐	☐
ATL-REG7: Shared Use of Space and Materials	○			○	○	○	○	◉	○		☐	☐

Save

ATL-REG   SED   LLD   COG   PD-HLTH   HSS   VPA

Figure 34. Rating Record View

Unlock Ratings

Using the navigation menu go to Home » Input DRDP Ratings » Unlock Ratings. The list of children is currently sorted by class; this is indicated by an upward arrow next to "Class". Other columns can also sort the table by clicking on the name of the respective column (see Figure 35). Select the child /children whose record(s) you wish to unlock and click "Unlock Child's Ratings". A message will appear letting you know if you successfully unlocked the children's records for that rating period.
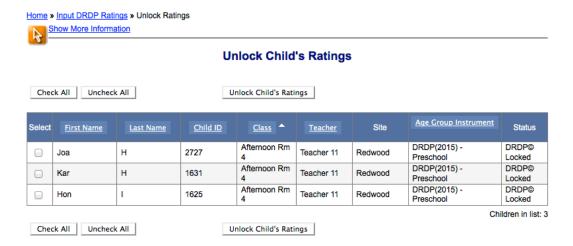
Unlock Child's Ratings

Check All | Uncheck All | Unlock Child's Ratings

Select	First Name	Last Name	Child ID	Class ▲	Teacher	Site	Age Group Instrument	Status
☐	Joa	H	2727	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	DRDP© Locked
☐	Kar	H	1631	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	DRDP© Locked
☐	Hon	I	1625	Afternoon Rm 4	Teacher 11	Redwood	DRDP(2015) - Preschool	DRDP© Locked

Children in list: 3

Check All | Uncheck All | Unlock Child's Ratings

Figure 35. Unlock Child's DRDP Record

DRDPtech for Agency Administrators

This section contains the instructions for the additional functions in DRDPtech that are necessary for an agency administrator to oversee teachers and site administrators at all sites within the agency. Remember, agency administrators have access to any of the features that teachers or site administrators have within DRDPtech. Please refer to the Teacher and Site Administrator sections, if needed.

In addition, agency administrators have authorization for certain tasks that site administrators and teachers are not authorized to perform. This includes the ability to:

- Edit agency information
- Add new sites and edit or delete existing sites
- Oversee all site administrator users
- Edit rating periods
- Back up all children's DRDP records
- Download all children's DRDP records

Other Options

Agency administrators can use the "Other Options" category in the Navigation menu to add or edit agency and site information, add or edit rating periods, and download DRDP Records (see Figure 36). The following sections describe the steps to manage sites, rating periods, and data in DRDPtech. As an agency administrator, use the instructions in "Add User" and "Edit Existing User", located in the Site Administrator section of this document to learn how to manage user accounts.
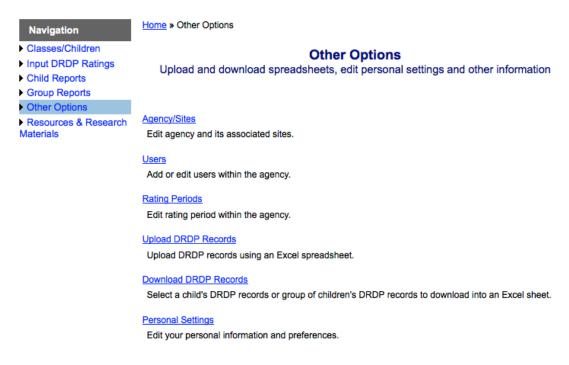
Figure 36. Other Options for Agency Administrator

Agency/Sites

Agency administrators can update the agency's name and CDS code, or add and edit the names of sites (schools).

Change Agency Information

Select "Other Options" in the Navigation menu. Then select "Agency/Sites" (see Figure 36). Change the name of the agency by typing in the name next to "Agency Name" or change the agency's footer information by typing into "Footer Information line 1" and "Link". The "Link" will accept either an email or website URL address. The "Welcome Message" text box gives you the option of adding a message for users in your agency that would appear in the Welcome Homepage of DRDPtech. Click "Update Agency" to save your changes (see Figure 37).
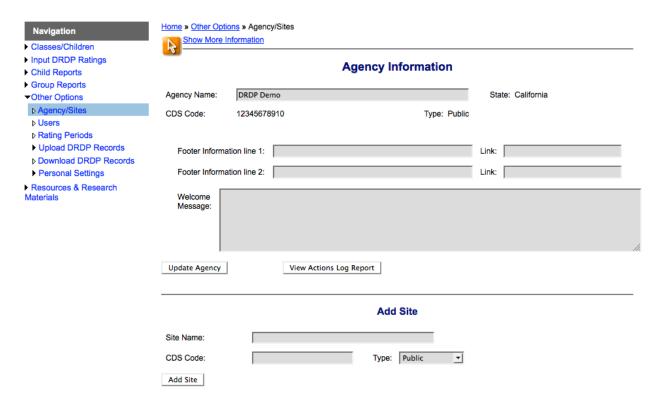
Figure 37. Manage Agency/Sites

Agency's Actions Log Report

You will notice that in the same page where you can change agency information, next to the "Update Agency" button, there is a "View Actions Log Report" button (Figure 37). This feature shares information about your agency or district's users' activities, such as events when a child's record is deleted, created, re-enrolled, reassigned, etc. You have the option of viewing the actions log report for all users within your agency. You can also choose which events you would like to see by selecting them. The report options at the top of the Agency Actions Log Report page allows you to input a specific time period and child's information in order to see what actions have been taken for that specific child (see Figure 38).

Navigation

- ▶ Classes/Children
- ▶ Input DRDP Ratings
- ▶ Child Reports
- ▶ Group Reports
- ▼ Other Options
  - ▷ Agency/Sites
  - ▷ Users
  - ▷ Rating Periods
  - ▶ Upload DRDP Records
  - ▷ Download DRDP Records
  - ▶ Personal Settings
- ▶ Resources & Research Materials

Agency Actions Log Report

Report Options

Start date: 01/01/2016   End date: [ ]

Child ID: [ ]   Child's name - First: [ ]   Last: [ ]

☑ **Show All Events**	The report will show all event types regardless of choices below **(except 'Replace Ratings,' 'Session,' or 'System' are not shown unless they are checked)**
☐ DeleteChild	Show events where a child record was deleted
☐ AddNewChild	Show events where a child record was created (Enrolled for the first time)
☐ CopyChild	Show events where a child record was copied (Re-enrolled)
☐ MoveChild	Show events where a child record was moved (Reassigned)
☐ UploadNewChild	Show events where a child record was created by upload (Enrolled for the first time)
☐ UploadCopyChild	Show events where a child record was copied by upload (Re-enrolled)
☐ ReplaceRatings	Show events where a child's DRDP© ratings where replaced by upload
☐ Session	Show history of users logging in and logging out of the system
☐ System	Show system operation and error events

[View Report For All Users]   [Select A Specific User For Report]

Figure 38. Agency Actions Log Report

Search Users

Agency administrators can search for users across the agency by going to Home » Other Options » Users in the navigation menu. Click on the Search Users button and enter the appropriate information to place your search.

Add or Edit Sites

On Home » Other Options » Agency/Sites an agency administrator can add or edit an existing site. Add a site by typing in the site name, CDS code and indicate what type of site it is from the drop-down menu. Remember a CDS code is a 14-digit code that is the official and unique identification of a school. The first two digits identify the county, the next five digits identify the school district, and the last seven digits identify the school. Click "Add Site" to save the new site.

In the "Existing Sites" table you may edit a site by clicking the "Edit" button (see Figure 39). After clicking on "Edit" the "Edit Site" format will appear above the "Existing Sites" table.

Figure 39. Edit Site

Enter changes into the "Site Name" and click "Update Site" to save. To delete a site in the "Existing Sites" table, click "Delete" in that site's row. You cannot delete the default site and any site that has at least one user account. You will be prompted to confirm that you would like to delete the site. Select "Yes" to delete the site or "Cancel" to withdraw the request.

Manage Rating Periods
It is essential that rating periods be managed properly. DRDPtech uses a child's ratings in different rating periods to assess a child's progress over time. It is important that the site administrators and teachers are notified and aware of which rating period to use for entering data and creating reports.

An agency administrator will no longer be able to add rating periods. Instead, DRDPtech will be adding rating periods throughout the year into the system. All rating period names starting from Fall 2014 will have the same name across the system. However, agency administrators will **only** be able to edit the description of the rating period, start date, and end date (see Figure 40). Staring Fall 2014 the start and end dates of the rating periods **must** be on or within the minimum and the maximum dates that DRDPtech provides. Keep in mind that you may only edit the name of a rating period and delete the rating periods prior to Fall 2014.

In order to make any edits to the rating period(s), go to Home » Other Options » Rating Periods. In the "Existing Rating Periods" table, click on the Edit button that corresponds to the rating period you want to edit. Within that page you will notice a checkbox named "Hidden". If this checkbox is checked, the rating period will not show up for anyone within the agency. This hidden option is for those agencies that do not use all the rating periods within a school year. For example, there might be agencies that only use the Fall and Spring rating periods. In this case, the Winter rating period can be hidden. If you accidently hide a rating period that you will need, simply uncheck the "Hidden" checkbox.
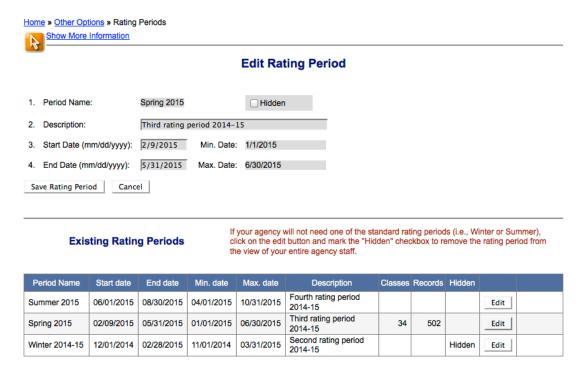
Edit Rating Period

1. Period Name: Spring 2015   ☐ Hidden

2. Description: Third rating period 2014–15

3. Start Date (mm/dd/yyyy): 2/9/2015   Min. Date: 1/1/2015

4. End Date (mm/dd/yyyy):   5/31/2015   Max. Date: 6/30/2015

    Save Rating Period | Cancel

Existing Rating Periods

If your agency will not need one of the standard rating periods (i.e., Winter or Summer), click on the edit button and mark the "Hidden" checkbox to remove the rating period from the view of your entire agency staff.

Period Name	Start date	End date	Min. date	Max. date	Description	Classes	Records	Hidden		
Summer 2015	06/01/2015	08/30/2015	04/01/2015	10/31/2015	Fourth rating period 2014-15				Edit	
Spring 2015	02/09/2015	05/31/2015	01/01/2015	06/30/2015	Third rating period 2014-15	34	502		Edit	
Winter 2014-15	12/01/2014	02/28/2015	11/01/2014	03/31/2015	Second rating period 2014-15			Hidden	Edit	

Figure 40. Edit Existing Rating Period

Backing Up Children's DRDP Records

As a safeguard against losing the DRDP data it is strongly recommended that you back up all the children's DRDP records in your agency. At least once a week during a rating period download and save Excel files of all the children's DRDP records. The saved files should be systematically updated and stored on a computer where they will be safe from loss or deletion, and can be retrieved if necessary. Files for past rating periods do not need to be updated, but should be archived and stored in a safe place. See the Download DRDP Records on page 27 for instructions on how to download and save children's DRDP records as Excel files.

Research Collaboration

All educational organizations that are provided with DRDPtech access by the California Department of Education (CDE) Child Development Division (CDD) will be participating in CDD's Research Collaboration Program. The purpose of this program is to support the understanding of overall trends in child development and to inform statewide policy decisions in early-childhood education. The entire set of DRDP assessment data collected in DRDPtech© by care providers and teachers at childcare sites, agencies, schools, and school districts will be aggregated for analysis. Any identifying information, such as names and addresses of educational organizations (e.g., agencies and school districts); names of teachers and classrooms; names of students; etc., will be automatically removed (redacted) from the data before it is compiled from DRDPtech. Because the data is aggregated across the entire DRDPtech system and contains no information to identify districts, schools, agencies, programs, classrooms, teachers, or students, the data will not and cannot be used to make comparisons between

organizations, groups, or individuals or to evaluate organizations, groups, or individuals. The redacted and aggregated Research Collaboration data will be drawn from the DRDPtech system as of June 1 and again as of December 1 every year. The data will be analyzed by educational researchers from the BEAR Center at the University of California - Berkeley and the WestEd Center for Child and Family Studies, who will examine trends in the key domains of child development from infancy through school age. This is the same team of researchers who, under the guidance of CDD, have been developing the DRDP assessment system and analyzing DRDP data since 2001.

Appendixes

Appendix A: Enable JavaScript

Usually, JavaScript is enabled by default on any modern browser. If JavaScript is disabled and you need to enable it, first determine which browser you are using, and then follow the instructions in this section for the correct browser.

Internet Explorer 8 & 9

1. Open **Internet Explorer**.
2. Select **Tools**, and then click **Internet Options**.
3. Select the **Security** tab.
4. Select **Internet** to choose the Internet zone.
5. Click **Custom Level**.
6. Scroll down to the Scripting section, and then in **Active Scripting**, select **Enable**.
7. Select **OK** to close **Security Settings**.
8. Select **OK** to close **Internet Options**.
9. Refresh your browser.

Safari 5

1. Open **Safari.**
2. On the **Safari** menu, click on **Preferences**.
3. Select the **Security** icon.
4. Select on **Enable JavaScript** next to the **Web Content** section if it is not checked.
5. Close the **Preferences** window.
6. Close and restart **Safari**.

Mozilla Firefox 12 & 13

1. Open **Firefox**.
2. Click on the **Tools** menu.
3. Select **Options** (for Windows users) or **Preferences** (for Mac users).
4. Select the **Content** panel.
5. Make sure that the check box next to **Enable JavaScript** is checked.
6. Click **Advanced** next to **Enable JavaScript** if there are certain settings you would like to enable.

7. Click **OK** to close the options window or simply close the box.

Opera

For Opera version 10:

1. Open **Opera**.

2. Select the **Tools** menu.

3. Select **Quick Preferences**.

4. Select **Enable JavaScript**.

Google Chrome for Windows

1. Open **Google Chrome**.

2. Open the **Tools** menu (the wrench icon in the upper right-hand of the screen).

3. Select **Options**.

4. Select the **Under the Hood** tab.

5. Click **Content Settings** in the **Privacy** section.

6. Ensure that the box next to **Allow all sites to run JavaScript** is checked.

7. Close the window and then close the **Options** tab.

Appendix B: Primary Language Codes

The following table lists the languages and code numbers used in DRDP and the California Department of Education Language Census.

Code	Language	Code	Language
56	Albanian	51	Kurdish (Kurdi, Kurmanji)
11	Arabic	47	Lahu
12	Armenian	10	Lao
42	Assyrian	7	Mandarian (Putonghua)
61	Bengali	64	Marathi
13	Burmese	48	Marshallese
3	Cantonese	44	Mien (Yao)
36	Cebuano (Visaya)	49	Mixteco
54	Chaldean	40	Pashto
20	Chamorro (Guamanian)	41	Polish
39	Chaozhou (Chiuchow)	6	Portuguese
15	Dutch	28	Punjabi
16	Farsi	45	Rumanian
5	Filipino (Pilipino or Tagalog)	29	Russian
17	French	30	Samoan
18	German	52	Serbio-Croatian (Bosnian, Croatian, Serbian)
19	Greek	37	Sign Language
43	Gujarati	60	Somali
21	Hebrew	1	Spanish
22	Hindi	46	Taiwanese
23	Hmong	62	Telegu
24	Hungarian	63	Tamil
25	Ilocano	32	Thai
26	Indonesian	57	Tigrinya
27	Italian	53	Toishanese
8	Japanese	34	Tongan
65	Kannada	33	Turkish
9	Khmer (Cambodian)	38	Ukrainian
50	Khmu	35	Urdu
4	Korean	2	Vietnamese
99	Other non-English Language		