



DRDP Online 2025 Tip Sheet

Getting Started with DRDP Online for Administrators

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1. Introduction

The purpose of this document is to provide teachers with an overview of how to utilize DRDP Online, California's data system for the Desired Results Developmental Profile (DRDP) 2025.

2. Administrator Role

The three Lead Administrator roles include Lead Agency Administrator, Head Start Grantee Administrator, and Family Child Care Provider. The other three administrator roles include Agency Administrator, Site Administrator, and Teacher of Record + Enrollment.

2.1. Agency Administrator

An Agency Administrator may access information for teachers and for the children under the care of each teacher at each site within the agency to which they are assigned. For more details, view [DRDP Roles and Permissions](#).

2.2. Site Administrator

An account assigned the role of **Site Administrator** has access to information about teachers at a site, as well as DRDP records for the children under the care of all teachers at that site. A site administrator may be assigned to multiple sites. For more details, view [DRDP Roles and Permissions](#).

2.3. Teacher of Record + Enrollment

A user assigned to the **Teacher of Record + Enrollment** role has additional permissions than those of a teacher or Teacher of Record at the site to which they are assigned. They can create and edit teachers, classrooms, and child Records. They can also unlock Child Ratings. For more details, view [DRDP Roles and Permissions](#).

3. Instructions

3.1. Choose Agency Views

The **Lead Agency Administrator** must select and lock the ratings view of the DRDP assessment that will be used for their agency or program; this selection must be made for all age levels. Agencies may use **N/A** (non-applicable) for age levels to which they are not providing services. This step must be completed before uploading classrooms or child data. The DRDP assessment view may only be changed once each fiscal year. Once selected, the view remains the same until the end of July of the next fiscal year.

1. To select the assessment view for your agency in DRDP Online, go to the **Setup Menu** in the left navigation menu (*Figure 3.1-1*).

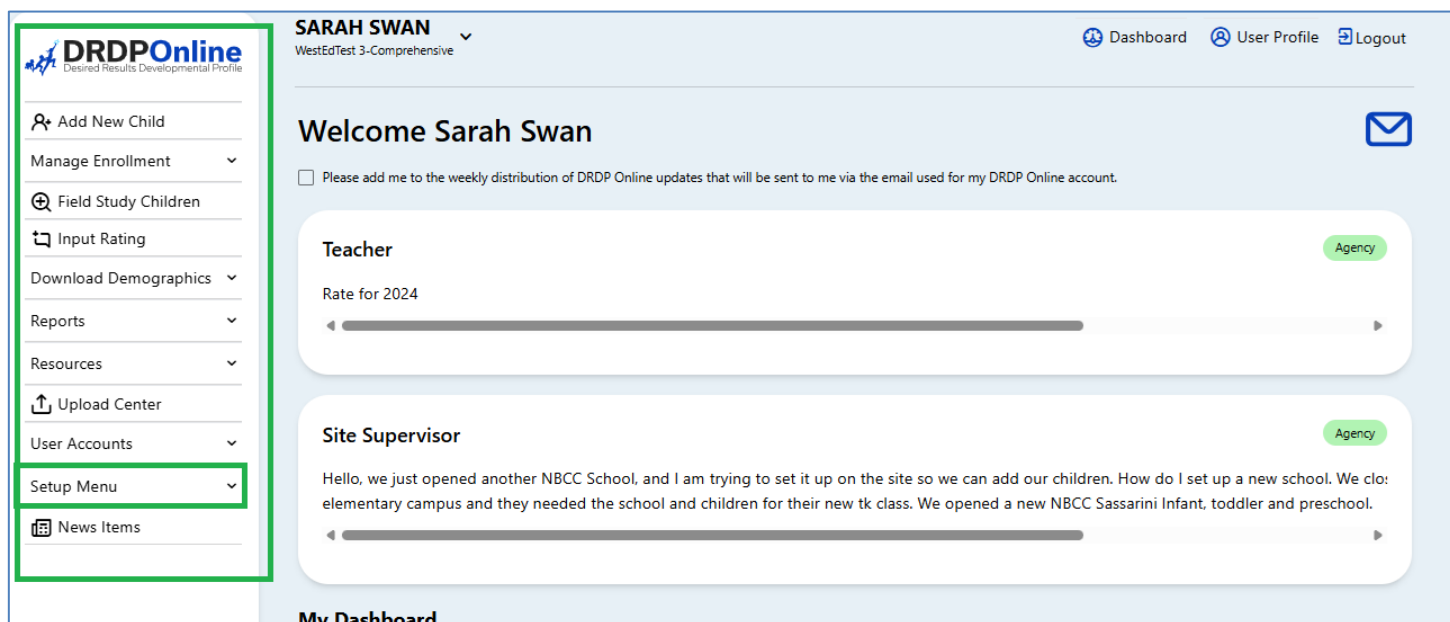


Figure 3.1-1: DRDP Online Navigation Menu/Setup Menu

2. Then, choose **Ratings View Setup** (Figure 3.1-2).

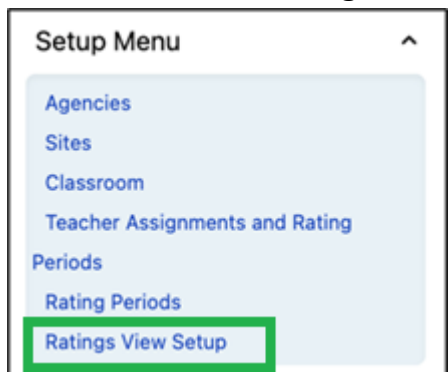


Figure 3.1-2 Setup Menu/Ratings View Setup

3. The Lead Agency Administrator makes the selection of which views are used for the DRDP (2015) and DRDP (2025) on the **Ratings View Setup** page (Figure 3.1-3).

For DRDP (2015), select one view for each age level. Select **N/A** for age level views that will not be used. Figure 3.1-3 below shows that an agency has selected each age-level view for its programs. The agency does not have an infant-toddler program, so **N/A** has been chosen. The Comprehensive View has been selected for the preschool program, and the Fundamental View has been selected for Transitional Kindergarten (TK). The Approaches to Learning–Self-Regulation (ATL-REG) domain has been added for kindergarten, as well as the Simplified Rating View for school-age programs. The DRDP (2025) views have been marked **N/A**. An Alternative Rating View has also been added. **Alternative Rating Views** are only used with the **DRDP (2015)**.

Select 2015 Agency Default Views

IT * N/A

PS * Comprehensive Rating View

TK * Fundamental Rating View

K * ATL-REG Domain

SA * Simplified Rating View

Select 2025 Default Views

Assign *

☐ Agency ☐ Site ☐ Classroom ☒ N/A

Alternate Rating Views + Add Alternate Rating View

Save and Lock

Figure 3.1-3. Ratings View Setup for DRDP (2015)

For **DRDP (2025) Early Adopters**, an agency may select the DRDP (2025) for its entire program by Site (*Figure 3.1-4*), by Classroom, or N/A if it is not an Early Adopter. Then the agency selects one view for each age level. In *Figure 3.1-4*, the agency has selected two sites to use the DRDP (2025) to rate.

Filter:

Check All Clear All

☐ Cedar Falls

☒ Glitter

☐ Lake

☐ MacKenzie

☒ Ocean

Figure 3.1-4. Selected Sites for Rating Views Set-up

The remaining sites are using the DRDP (2015) for rating. One view is chosen for the Infant-Toddler (IT) and Preschool-TK-Kindergarten (PTK) programs through 3rd grade (P-3). Two options are selected for the Preschool, TK, and Kindergarten groups (PTK): The PTK View and the PTK View with additional History and Social Science (HSS) and Visual and Performing Arts (VPA) measures (*Figure 3.1-5 below*).

Note: Agencies must continue using the DRDP (2015) for children with an IEP (Individualized Education Program) or IFSP (Individualized Family Service Plan).

Select 2015 Agency Default Views

IT * N/A

PS * Comprehensive Rating View

TK * Comprehensive Rating View

K * Comprehensive Rating View

SA * N/A

Select 2025 Default Views

Assign *

☐ Agency ☒ Site ☐ Classroom ☐ N/A

IT * Infant/Toddler View

PTK * PS-TK-K View

PTK-3 * P-3 (Grade One - Three) View

Assign Site(s) *

Selected Assign Site(s): 1

Save and Lock

Figure 3.1-5. Rating Views Set-up for DRDP (2025)

- After selecting views, choose **Save and Lock**.

3.2. Check for Current Users

Once logged into the DRDP Online site, you need to check your **Site(s)** assignments.

- On the home page, select User Profile to see the User Roles and Sites to which you are assigned (*Figure 3.2-1 below*). User profiles can be edited. The assigning user cannot add a **User Role** that has more privileges than their own assigned role.

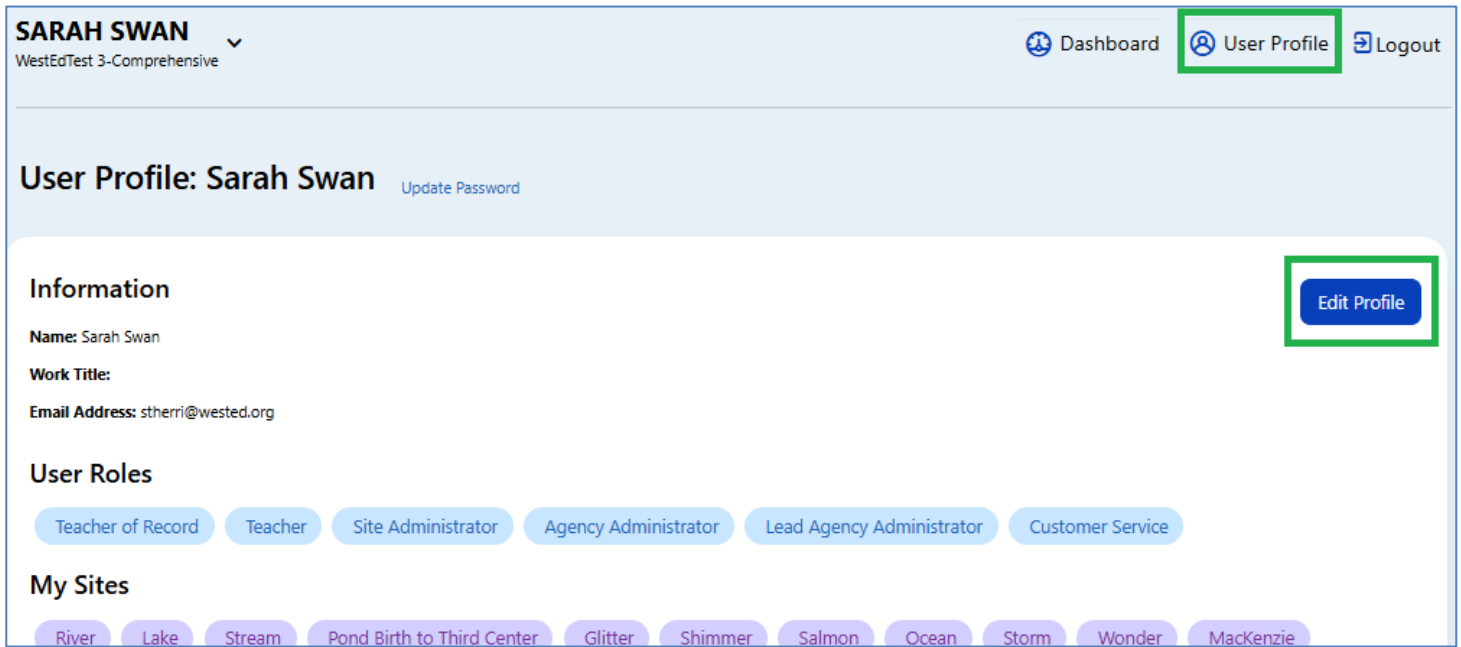


Figure 3.2-1. User Roles and Sites

2. Check for other **Users** in the account.
3. On the left-hand menu, select the drop-down arrow for the **User Accounts** option to expand the menu.
4. Select **User Accounts** (Figure 3.2-2) to review current users.

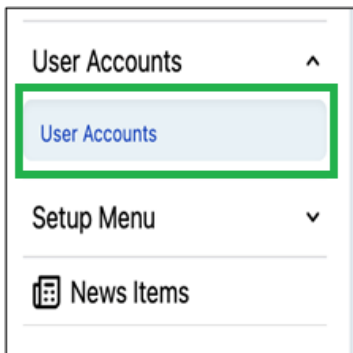


Figure 3.2-2. User Accounts

5. Use the drop-down boxes to filter **Sites**, **Status** (Active, Inactive, Revoked), and **Roles**. Notice at the bottom of the **Role** drop-down that there could be multiple pages; only ten **Roles** are displayed at a time (Figure 3.2.3 below).
6. Select **Check All** or select only the roles you wish to see.

User Account + Add New User

Search by: Name or Email

State: California

Agency: WestEdTest 3-Compre...

Site: Select Site

Status: Select Status

Role:

Filter:

Check All Clear All

- ☐ Agency Administrator
- ☐ Coach
- ☐ Customer Service
- ☐ Data Entry/Analyst
- ☐ Family Childcare Provider
- ☐ Head Start Grantee Admin
- ☐ Lead Agency Administrator
- ☐ PQJ Consultant
- ☐ Site Administrator
- ☐ Special Ed Provider

1 – 10 of 20

Email Roles Account Status Preview Edit

There are no records to display

Figure 3.2-3. Select Role(s) to Search User Accounts

7. Select the blue **Search** button. The list of users matching the criteria will be displayed on the User Account page. The Administrator can edit Users by selecting the pencil to the right of the user's name (Figure 3.2-4).

User Account + Add New User

Search by: Name or Email

State: California

Agency: WestEdTest 3-Compre...

Site: Selected Site: 2

Status: Selected Status: 5

Role: Selected Role: 20

Search Clear

First Name	Last Name	Email	Roles	Account Status	Preview	Edit
Alina	Sanchez	lluviaramos79@gmail.com	Site Administrator	Active		
Bill	Bean	bbean@gmail.com	Teacher, Teacher of Record, Teacher of Record Enroll...	Active		
Blanche	R	blanche.r@wested.org	Teacher, Teacher of Record	Active		

Figure 3.2-4. Pencil Icon to Edit User Account

8. In the **Editing (User Name)** window, scroll down to view all fields (Figure 3.2-5 below). Review the [DRDP Online Roles and Permissions](#) before assigning roles.

Editing Alina Sanchez

State *
California

Region
Selected Region: 1

County
Selected County: 1

Agency
WestEdTest 3-Comprehensive

Site *
Selected Site: 1

Are you an employee of a Head Start Grantee Agency. If so, please choose agency below.
Select Are you an employee of a Head Start ...

Are you an employee of a State Preschool Contractor Agency? If so, please choose agency below.
Select Are you an employee of a State Presc...

Excluded Age/Grade Instruments
Select Excluded Age/Grade Instruments

Roles *

User Roles

☐ Coach

☐ Special Ed Provider

☒ Teacher

☐ Teacher of Record

Enrollment User

☐ Teacher of Record Enrollment

Administrator Roles

Lead Admin Roles

Cancel Save

Figure 3.2-5. Edit User Account

9. Select **Save**.

3.3. Add Users

1. On the User Account page, select the **+ Add New User** tab (*Figure 3.3.1*).

User Account

+ Add New User

Search by: Name or Email

State
California

Agency
WestEdTest 3-Comprehe...

Site
Selected Site: 2

Status
Selected Status: 5

Role
Select Role

Search Clear

Figure 3.3-1 + Add New User

2. Complete information for required fields indicated with a red asterisk (*) (*Figure 3.3-2 below*).

Add New User

M.I. Last Name

Account Email Confirm Email

Suffix Status

Reason for Revoking Access

Users must be tied to at least one agency, one region, or one county.

State Region

County Agency

Site

Are you an employee of a Head Start Grantee Agency. If so, please choose agency below.

Are you an employee of a State Excluded Age/Grade Instruments

Cancel Save

Figure 3.3-2 Add New User Required Fields

3. Assign **Sites** and **Roles**. Please scroll down to view all the fields.
4. Select **Save**. If you have multiple Users to upload, consider using an **Upload Template** found under the **Resource** tab (Figure 3.3-3).

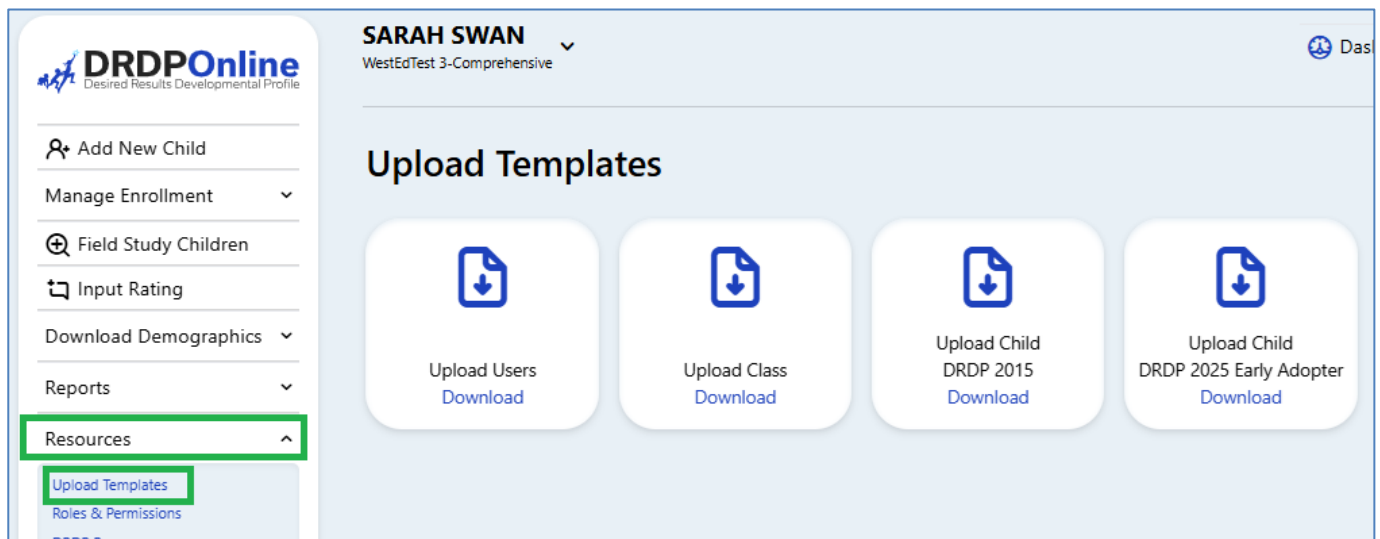


Figure 3.3-3 DRDP Online Resources/Upload Templates

3.4. Edit or Add Classrooms

1. Select the **Setup Menu** (Figure 3.2-1 above) drop-down to expand the menu.
2. Select **Classroom** (Figure 3.4-1). Select site(s) from the **Site** filter (Figure 3.4.1).
3. **Classrooms** at the site will populate on the page (Figure 3.4.1).

The screenshot shows the 'Classroom' management page. At the top right is a '+ Add New Classroom' button. Below it is a red warning icon and text: 'Create a Classroom for the entire school year without including the Rating Period in the name. Assign Teachers for each Rating Period on the Teacher Assignments and Rating Periods page.' Below the warning is a search bar with filters for 'State' (California), 'Agency' (WestEdTest 3-Comprehensive), and 'Site' (Selected Site: 17). The 'Site' filter is highlighted with a green box. To the right of the filters are 'Search' and 'Clear' buttons. Below the filters is a table of classrooms, also highlighted with a green box. The table has columns for 'Classroom', 'Site', 'Edit', and 'Delete'.

Classroom	Site	Edit	Delete
#Test Class	Glitter		
2025 Galactic #Test	Ocean		
2025 Sparkles Pilot	Glitter		

Figure 3.4-1 Viewing Classrooms Using Site Filter

4. Here, administrators can **Edit**, **Delete**, or **Add** a Classroom.
 - a. **Edit a Classroom**
 - i. Select the pencil in the **Edit** column to the far right of the Classroom's name (Figure 3.4-1 above).
 - ii. Change the name or the site.
 - iii. Select **Save**.
 - b. **Delete a Classroom**
 - i. Select the red garbage can icon (Figure 3.4-1).
 - ii. Only delete classrooms if there are no children or users assigned to the class. If you need assistance with deleting a classroom, [contact WestEd for support](#).
 - c. **Add a New Classroom**
 - i. Select the **+ Add New Classroom** tab on the top right (Figure 3.4-2 below).
 - ii. Name the **Classroom**.
 - iii. Choose the **Site**.
 - iv. Select **Save**.

If you have multiple **Classrooms** to upload, consider using an **Upload Template** found under the **Resource** tab (*Figure 3.3-3 on page 9*).

The screenshot shows the 'Classroom' management section. At the top right is a blue button labeled '+ Add New Classroom'. Below this is a red warning message: 'Create a Classroom for the entire school year without including the Rating Period in the name. Assign Teachers for each Rating Period on the Teacher Assignments and Rating Periods page.' At the bottom, there is a search bar with the text 'Search by:' followed by three tabs: 'State', 'Agency', and 'Site'.

Figure 3.4-2 +Add a Classroom

Classrooms do not need to be created for each rating period. If the classroom's name already exists, assign it to the new rating period. The classroom must have a unique name, excluding the current school year or season, to maintain consistency across rating periods without creating new classrooms for each period.

In Figure 3.4-3, the administrator adds Apple's PK classroom to the Pond Birth to Third Center.

The screenshot shows the 'Add Classroom' form. It has four main input fields: 'State' (a dropdown menu with 'California' selected), 'Agency' (a dropdown menu with 'WestEdTest 3-Comprehensive' selected), 'Classroom' (a text input field with 'Apples PK' entered), and 'Site' (a dropdown menu with 'Pond Birth to Third Center' selected). The 'Classroom' and 'Site' fields are highlighted with green boxes. At the bottom right are 'Cancel' and 'Save' buttons.

Figure 3.4-3. Adding Classroom to Site

A **Success** message will appear, guiding you to the next step to complete your classroom setup (*Figure 3.4-4*). If there are multiple classrooms to upload, consider using an **Upload Template** (*Figure 3.3-3 above*).

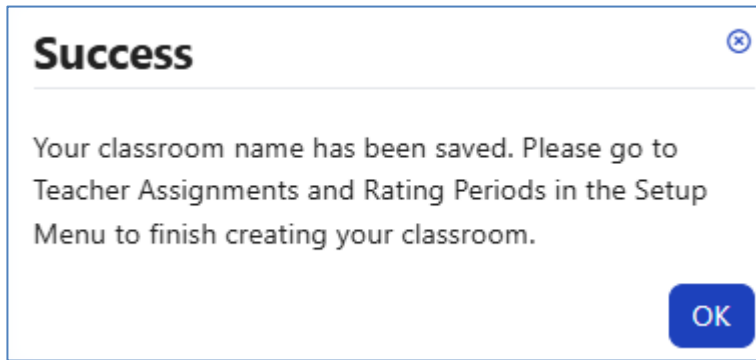


Figure 3.4-4. Success Message

3.5. Teacher Assignments and Rating Periods

1. To finish creating the classroom, expand the **Setup Menu** in the left navigation menu and select **Teacher Assignments and Rating Periods** (Figure 3.5-1).

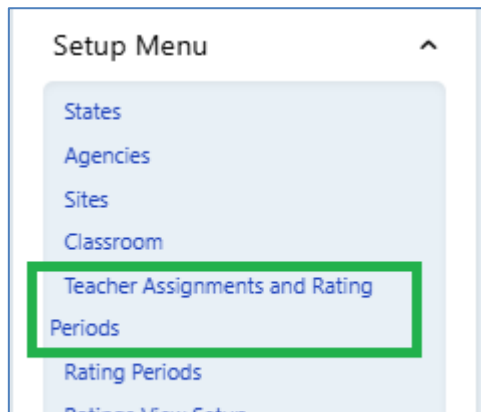


Figure 3.5-1. Setup Menu/Teacher Assignments and Rating Periods

2. Select Teacher Assignments and Rating (Figure 3.5-2).

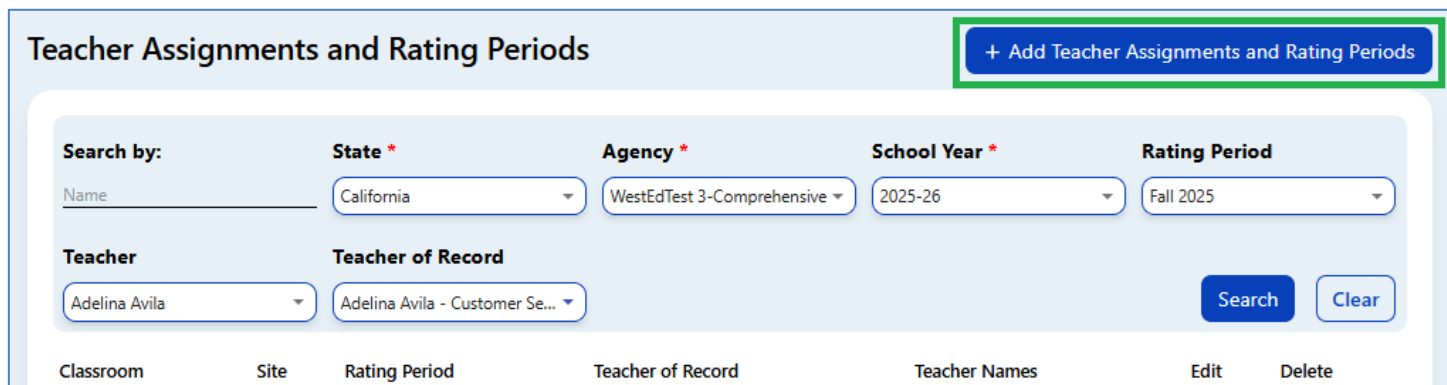
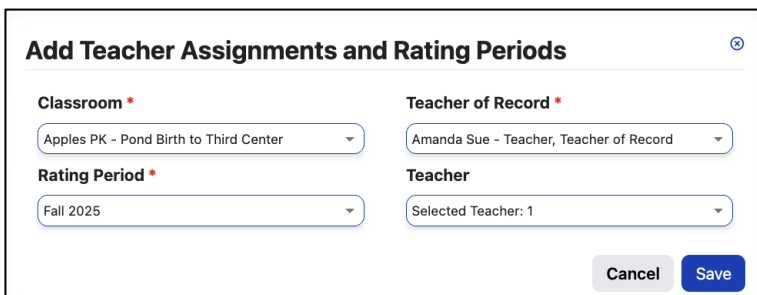


Figure 3.5-2. + Add Teacher Assignments and Rating Periods

3. A pop-up window will appear (Figure 3.5-3 below).



Add Teacher Assignments and Rating Periods

Classroom *
Apples PK - Pond Birth to Third Center

Teacher of Record *
Amanda Sue - Teacher, Teacher of Record

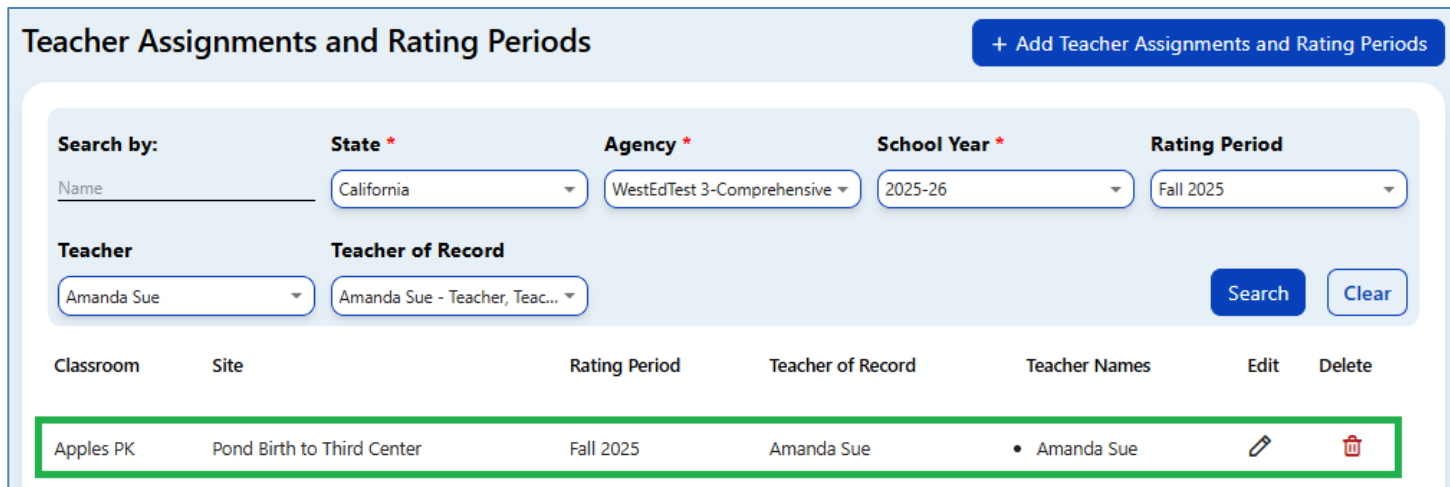
Rating Period *
Fall 2025

Teacher
Selected Teacher: 1

Cancel Save

Figure 3.5-2. Add Teacher Assignments and Rating Periods Pop-Up Window

4. Find the name of the new classroom using the **Classroom** filter. (Figure 3.5-2 shows the Apple PK at Pond Birth to Third Center was added.)
1. Choose the **Rating Period**.
2. Select the **Teacher of Record** and the **Teacher** to assign to that classroom.
3. Select **Save**. (Teachers and Teachers of Record must have already been added as users in the previous step.)
4. The Classroom, Site, Rating Period, Teacher of Record, and Teacher are now listed (Figure 3.5-3).



Teacher Assignments and Rating Periods + Add Teacher Assignments and Rating Periods

Search by: Name **State *** California **Agency *** WestEdTest 3-Comprehensive **School Year *** 2025-26 **Rating Period** Fall 2025

Teacher Amanda Sue **Teacher of Record** Amanda Sue - Teacher, Teac...

Search Clear

Classroom	Site	Rating Period	Teacher of Record	Teacher Names	Edit	Delete
Apples PK	Pond Birth to Third Center	Fall 2025	Amanda Sue	• Amanda Sue		

Figure 3.5-3. Teacher Assignments and Rating Periods

3.6.Add New Child

1. Select **Add New Child** from the left navigation menu (Figure 3.6-1).



Figure 3.6-1. “Add New Child” in Navigation Menu

2. The **Search for Child in the DRDP Online System** page appears. Before adding a child, you must ensure that the child is not already in the system. This feature will search the entire system (across agencies) for children’s data. The required fields for searching a child are First Name, Last Name, and Date of Birth (*Figure 3.6-2*).

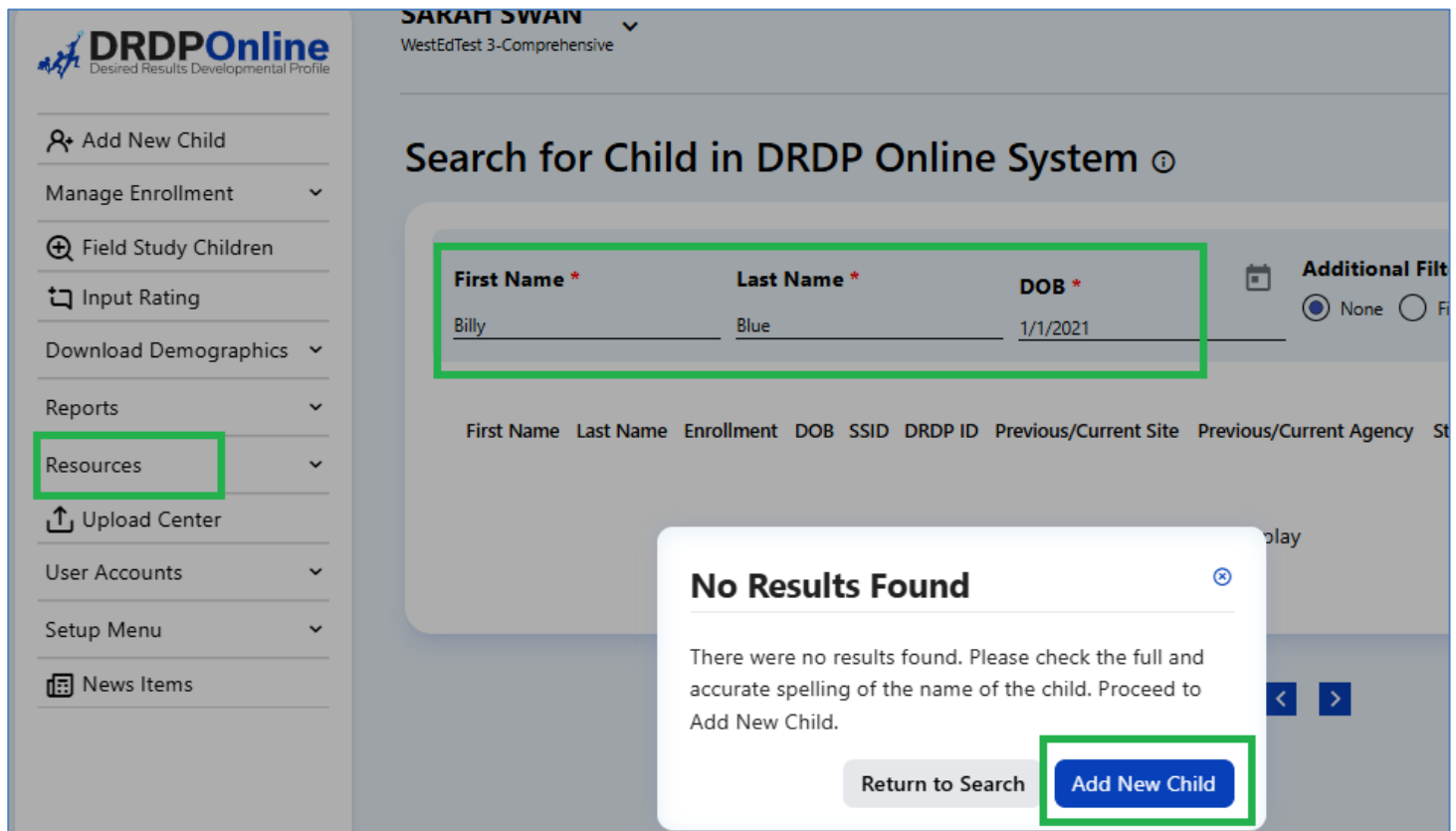


Figure 3.6-2. Search for Child in DRDP Online System Required Fields

3. A **No Results Found** window will appear if the child is not in the system (*Figure 3.6-2*).
4. After ensuring the child is not in the system, the administrator may add a new child by selecting the blue **Add a New Child** button. If you have multiple children to upload, consider using an **Upload Template** found under the **Resource** tab (see *Figure 3.3-3 above*).

- The **Add New Child** window will appear (*Figure 3.6-3*). The child must have either a **Statewide Student Identifier** or an **Agency/District Student Identifier**. All information marked with a red asterisk (*) is required.

Add New Child

Child Information

First Name *
Jasmine

Middle Initial
Middle Initial

Last Name *
Smith

Statewide Student Identifier (10-digit SSID) *
Required if Agency/District ID is blank

Agency/District Student Identifier *
Required if Statewide Student Identifier is blank

DOB *
8/16/2021

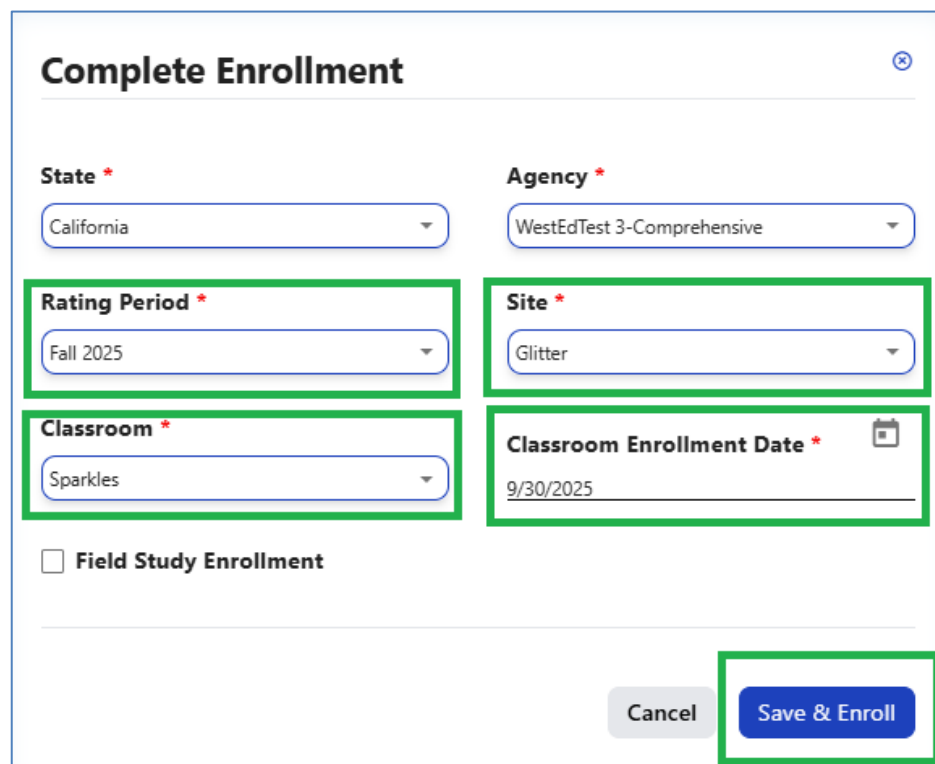
Child Age/Grade Instrument *
Select Child Age/Grade Instrument

Child's Socioeconomic Status
☐ Qualify for free or reduced meals?

Gender *
☒ Female
☐ Male
☐ Nonbinary

Figure 3.6-3. Add New Child

- Select **Save and Enroll** at the bottom right.
- The **Complete Enrollment** window for the child will appear.
- Select the **Rating Period**, the **Site** to which you want to add the child, the **Classroom**, and the **Enrollment Date** (*Figure 3.6-4 below*).



Complete Enrollment

State * California

Agency * WestEdTest 3-Comprehensive

Rating Period * Fall 2025

Site * Glitter

Classroom * Sparkles

Classroom Enrollment Date * 9/30/2025

☐ Field Study Enrollment

Cancel Save & Enroll

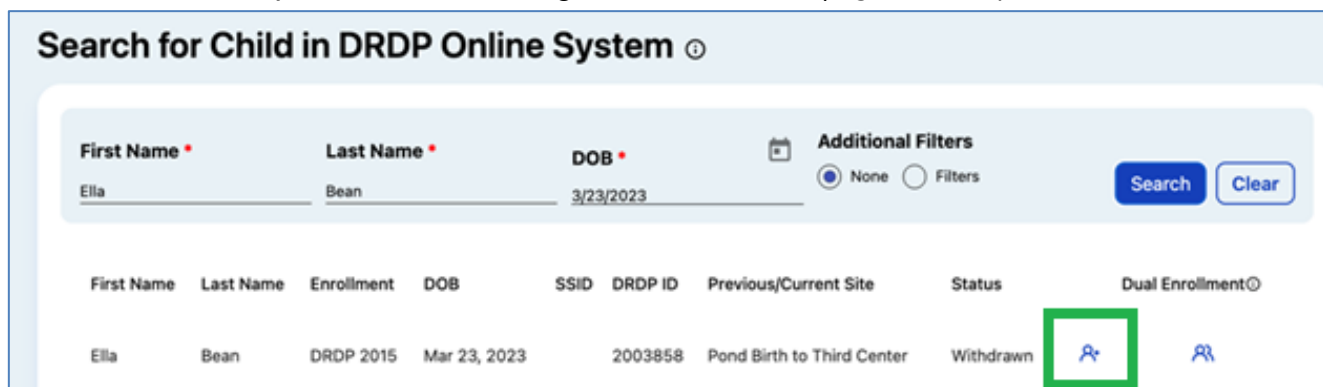
Figure 3.6-4. Complete Enrollment

- After completing the needed information, select **Save & Enroll**.

3.7. Withdraw Child or Still Enrolled

If a child is already in the system, the administrator will see a status of **'Withdrawn'** or **'Still Enrolled.'** If the child has been withdrawn from the prior agency, you can add the child using the following steps.

- Select the blue person icon to the right of **Withdrawn** (Figure 3.7-1).



Search for Child in DRDP Online System

First Name * Ella **Last Name *** Bean **DOB *** 3/23/2023

Additional Filters ☒ None ☐ Filters **Search** **Clear**

First Name	Last Name	Enrollment	DOB	SSID	DRDP ID	Previous/Current Site	Status	Dual Enrollment
Ella	Bean	DRDP 2015	Mar 23, 2023		2003858	Pond Birth to Third Center	Withdrawn	 

Figure 3.7-1. Search for Child in DRDP Online System/Withdrawn Status

- Selecting the Withdrawn icon opens the **Viewing Child** window (Figure 3.7-2 below).

Viewing Child: Ella Bean

Demographics Class Enrollment Completed Assessments Share Child Edit

Child Information

First Name *	Middle Initial	Last Name *
Ella	Middle Initial	Bean

Statewide Student Identifier (10-digit SSIN) *	Agency/District Student Identifier *	DRDP ID

Figure 3.7-2. Viewing Child Window

3. Check for changes in **Demographics** (Figure 3.7-2 above).
4. Click on the Class enrollment tab to add the agency enrollment date. Add the **Agency Enrollment Date** (Figure 3.7-2 above).
5. Select **Save and Enroll**.
6. The **Complete Enrollment** screen appears (Figure 3.7-3 below).
7. From the filters, select the **Rating Period**, **Class**, **Site**, and **Class Enrollment Date** (Figure 3.7-3 below).
8. Select **Save and Enroll**.

Complete Enrollment

State * California	Agency * WestEdTest 3-Comprehensive
Rating Period * Fall 2025	Site * Glitter
Classroom * Butterflies-G	Classroom Enrollment Date * 9/16/2025

☐ Field Study Enrollment

Cancel Save & Enroll

Figure 3.7-3 Adding a Withdrawn Student

If the child has not been withdrawn from the previous agency, the **Status** column will display **Still Enrolled** (Figure 3.7-4). The administrator can request the child be released from the last agency by selecting the arrow inside a circle icon (Figure 3.7-4).

Search for Child in DRDP Online System

First Name * Last Name * DOB * Additional Filters

Janell Parrish 10/30/2021 None Filters Search Clear

First Name	Last Name	Enrollment	DOB	SSID	DRDP ID	Previous/Current Site	Previous/Current Agency	Status	Dual Enrollment
Janell	Parrish	Early Adopter	Oct 30, 2021	2035930	Camp Nani	DEMO Comprehensive	Still Enrolled		

Figure 3.7-4. Search for Child in DRDP Online System/Still Enrolled Status

The **Request Release from Current Agency** window will appear (*Figure 3.7-5*). Select the **Release Reason** and then click **Request Release**.

Request Release from Current Agency

Child's Name
Janell Parrish

Release Reason *
Release needed to enroll child

Cancel Request Release

Figure 3.7-5. Request Release from Current Agency

4. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOnline@wested.org.
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit [Desired Results for Children and Families/DRDP Online Resources](#).
- Register for a one-hour [DRDP Online webinar](#) and earn professional development hours.
- Sign up for the [DRDP Online Update](#) weekly email bulletin.
- Subscribe to the [WestEd DRDP Resources](#) YouTube channel.