July 2020 - Quick Guide to Getting Started DRDP Online

☐ **Lead Agency Administrator**
  - Select the assessment view.
    - Select one view for each age level.
    - Once the view is selected, it cannot be changed for a year.
  - Review users who are administrators to ensure administrators who have left are inactive and new users are uploaded with correct roles

☐ **Administrators**
  - Add new users to your system.
  - Check that all users are in the system with the appropriate permissions.
    - Become familiar with the roles and permissions chart. Teachers and teachers of record have limited permissions.
    - Assign users to appropriate sites and classes, so that they have access to the children in those sites and classes
  - Create classrooms for the current rating period. Be specific in naming the classrooms, make the name unique to the site and name the same as previous rating period
    - Classrooms are created for every new rating period (this can be manually or with an upload template)
    - Name the classroom using a unique name to the site and rating period. (per rating period and site, only one class can have a specific name)
    - Use the Upload Template or create classrooms manually
  - Add children to the system and enroll into classes.
    - Children can be reenrolled from previous rating periods or new children can be added (either manually or by using the upload template).
    - The “Download Demographics” link allows administrators to make changes to currently enrolled child information and re upload into DRDP Online
    - Children who are returning to your program for the current rating period can be reenrolled manually by using the manage enrollment function or by upload template.
    - Children can be added manually using add new child feature or by upload template.