



DRDP Online Getting Started Checklist

Lead Agency Administrator

- Select the assessment view.
 - Select one view for each age level. Select NA where applicable.
 - Use **Assignment of Custom Rating View** (if needed).
 - Lock rating views.
 - Once the view is selected, it cannot be changed for a year.
- Review users who are administrators to ensure those who have left are marked inactive. Ensure new users are uploaded with the correct roles.

Administrators

- Add new users to your system in **User Accounts**.
- Check that all users are in the system with the appropriate permissions.*
 - Become familiar with [DRDP Online Roles and Permissions](#). 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.
 - Classrooms are created for every new rating period. (This can be done manually or with the [Upload Class Template \[2023\]](#).)
 - Name the classroom using a name unique to the site for that year. (Each class must have a specific name per site. The name should not include the rating period and must remain consistent for the year.)
 - Use the Upload Class Template (2023) or create classrooms manually in the **Set-up Menu**.
- Add children to the system and enroll them in classes.
 - Children can be reenrolled from previous rating periods, or new children can be added (either manually or by using the [All Instrument Child Upload Template \(2023\)](#).)
 - The **Download Demographics** tab allows administrators to change currently enrolled child information and re-upload it into DRDP Online.
 - Children returning to your program for the current rating period may be reenrolled using the upload template or using the **Manage Enrollment** function.
 - New children can be manually added using the **Add New Child** feature or the All-Instrument Child Upload Template (2023).

*The Roles and Permissions document and upload templates are available on the [Desired Results website/DRDP Online Resources](#) under DRDP Online Upload Templates.