Getting Started: DRDP Online 2023 for Teachers

Version 1.0

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Table of Contents

Getting Started: DRDP Online 2023 for Teachers 1

Introduction 2

Instructions 2

The Teacher's Role 2

First Steps 3

Classes and Children 4

Ratings 10

Helpful Resources for DRDP Online 17

Introduction

The purpose of this document is to provide an overview of the DRDP Online 2023 system for teachers.

Instructions

The Teacher's Role

A teacher may access information for the group of children in their class; they are responsible for completing the Desired Results Developmental Profile (DRDP) for each child during a rating period. DRDP Online has two roles for teachers: **Teacher** and **Teacher of Record**. These two roles have the following permissions:

- Search for and view Child/Children.
- View classes.
- Enter, view, and edit Child Portfolios.
- Enter, view, and edit Child Ratings.
- Lock Child Ratings (ONLY Teacher of Record has this permission).
- View teachers assigned to your class.
- View and print child reports.
- View and print group reports.

Accounts assigned to the Teacher or Teacher of Record role may be assigned to multiple classes. The Teacher role's primary responsibility is entering ratings for a child and pulling reports for individual children and groups of children. The Teacher of Record has the unique role of also locking ratings.

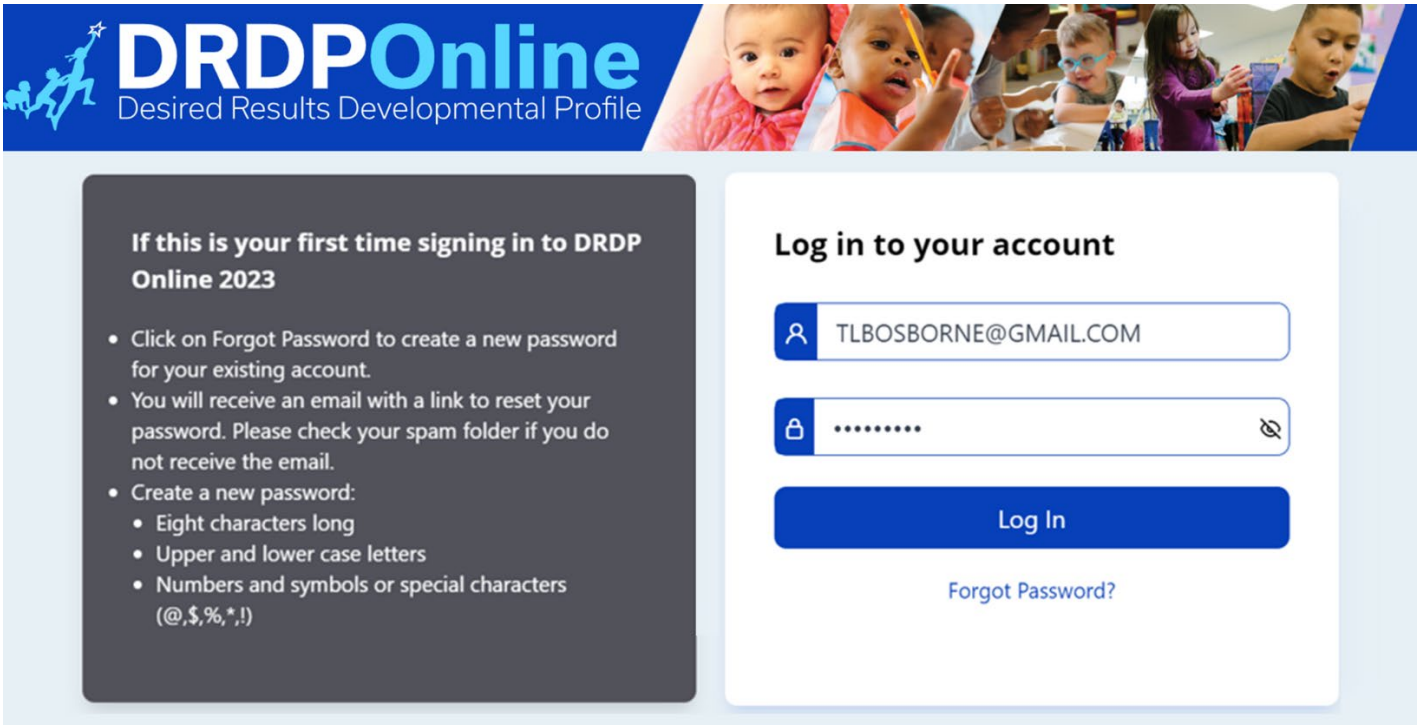
***It is necessary to lock ratings to receive reports.**

GETTING STARTED: DRDP ONLINE FOR TEACHERS

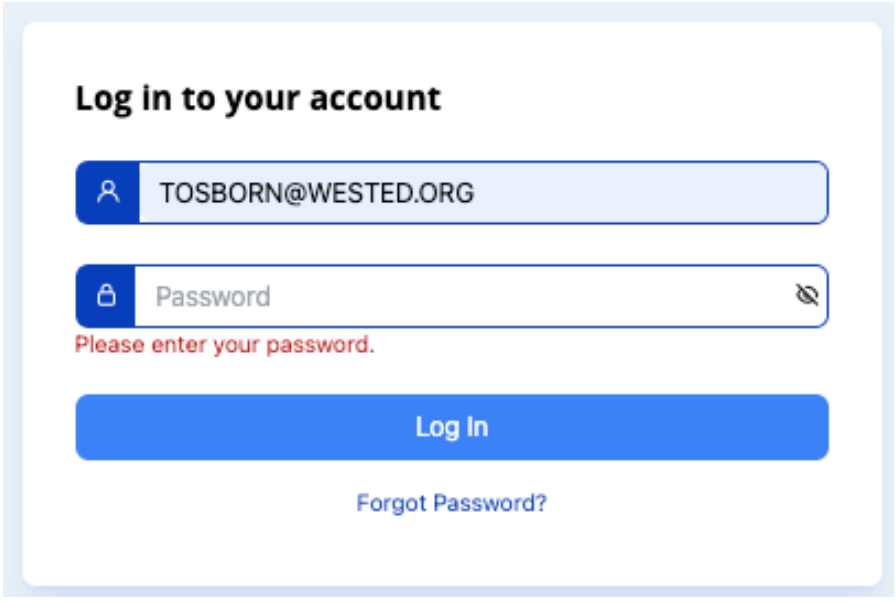
First Steps

*If you do not currently have a DRDP Online user account, please contact your site administrator, agency administrators, or lead agency administrator who manages the account.

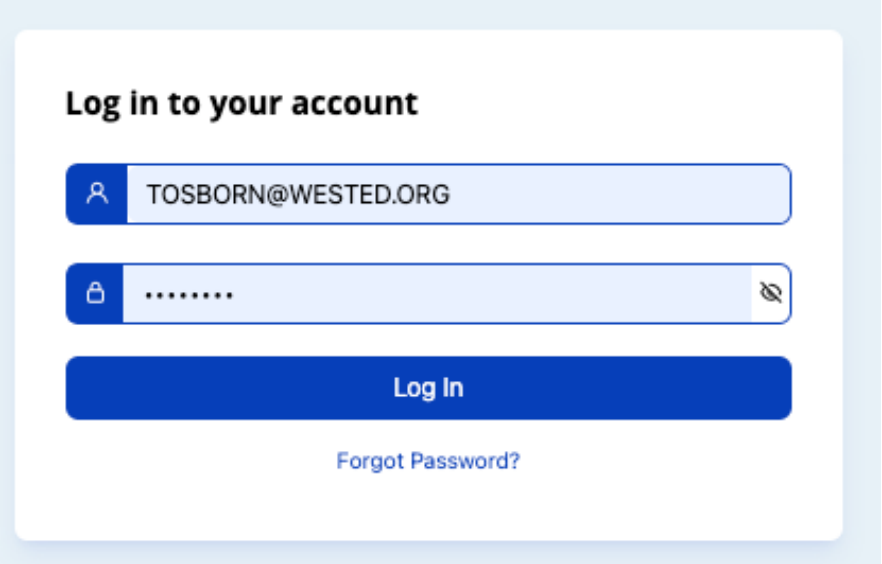
1. Go to the DRDP Online system using your internet browser.



2. Enter your username (complete email address) into the email box.



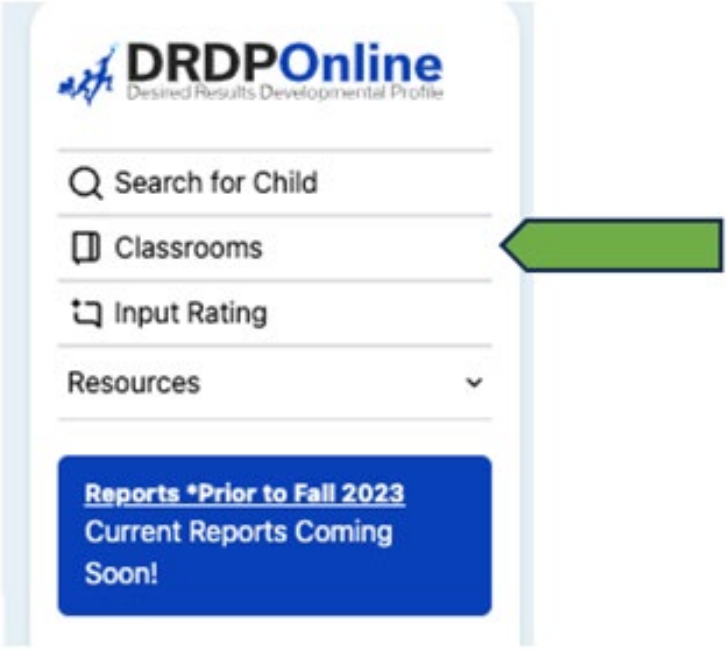
3. Enter your password into the password box and select **Log In**.



Classes and Children

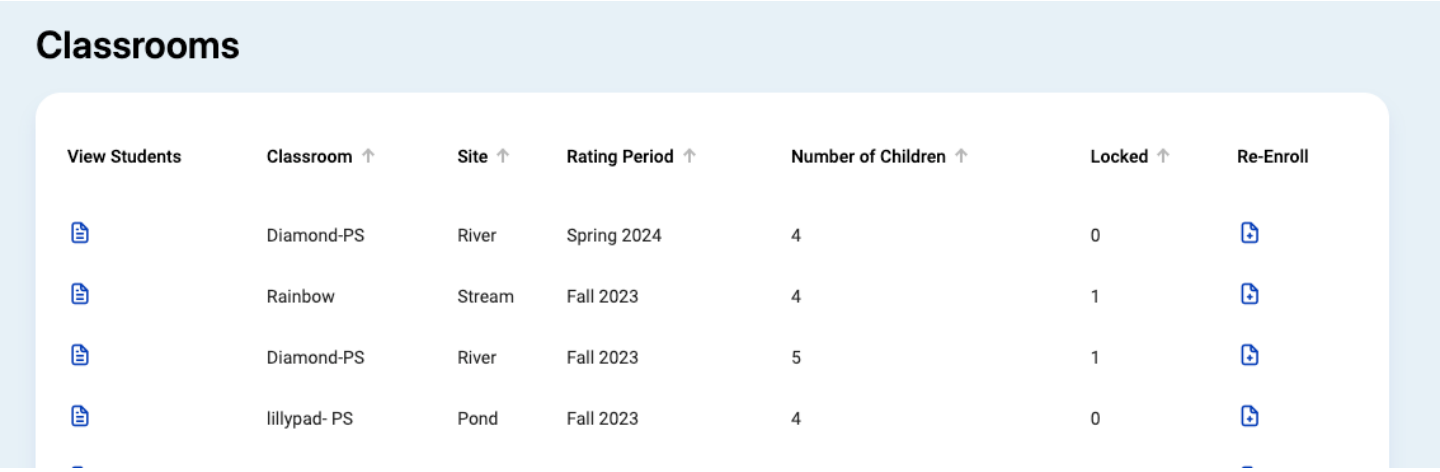
As a Teacher or Teacher of Record, you do not have permission to add classes or children. However, the agency, site, or teacher of record enrollment administrator roles are assigned permission to add classes or children.

1. Select the **Classrooms** option from the left menu.



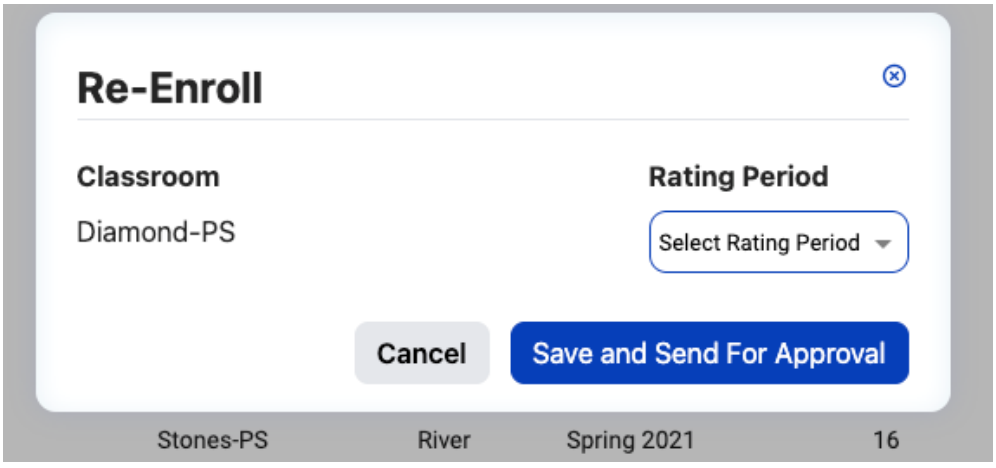
2. Teachers and Teachers of Record will be provided with a list of all the classrooms to which the administrator assigned them. The information provided includes an icon to view students in that class, the name of the class, the site name, the rating period, the number of children enrolled in that class, and the number of locked records.

***If no classrooms populate on this page, contact your administrator, and ask to be assigned to the appropriate classes.**

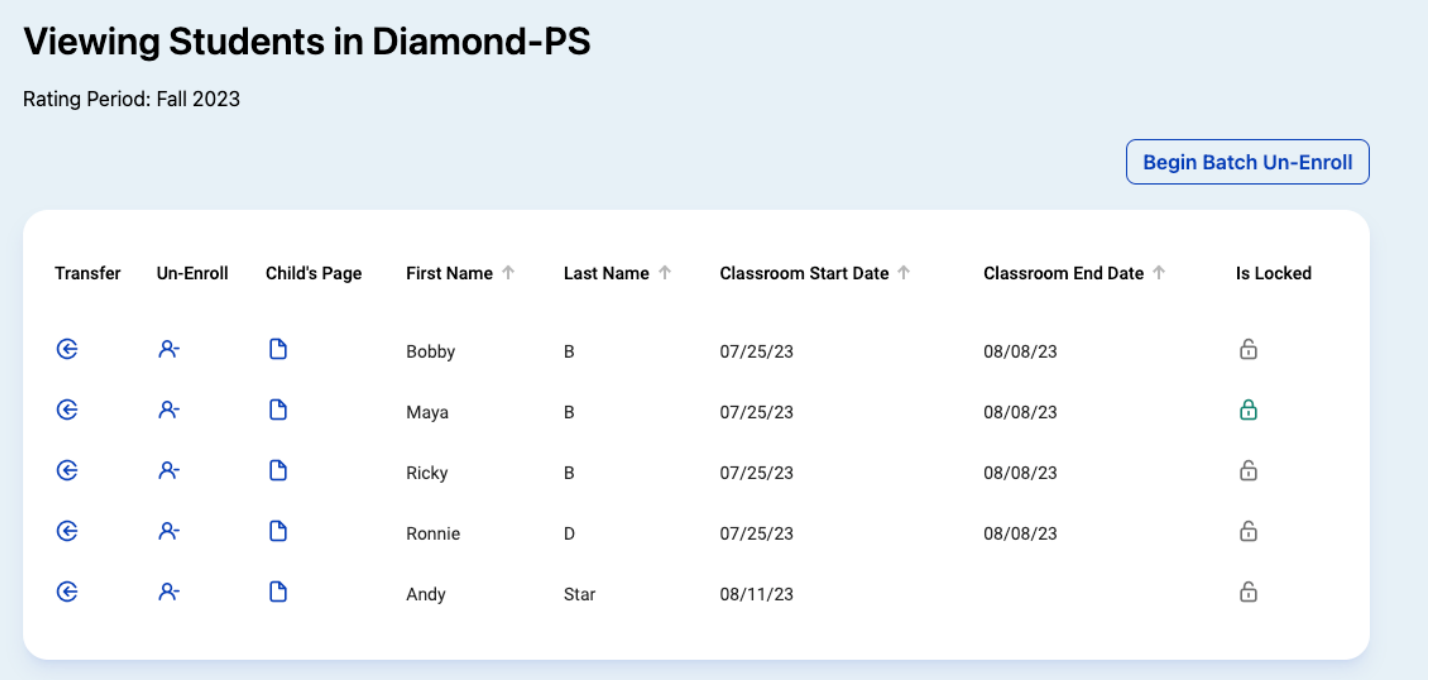


From this page, Teachers and Teachers of Record can submit a re-enroll request to their administrator by selecting the blue icon under re-enroll. The same class (name) from a previous rating period must be created in the new rating period for re-enrollment to be successful.

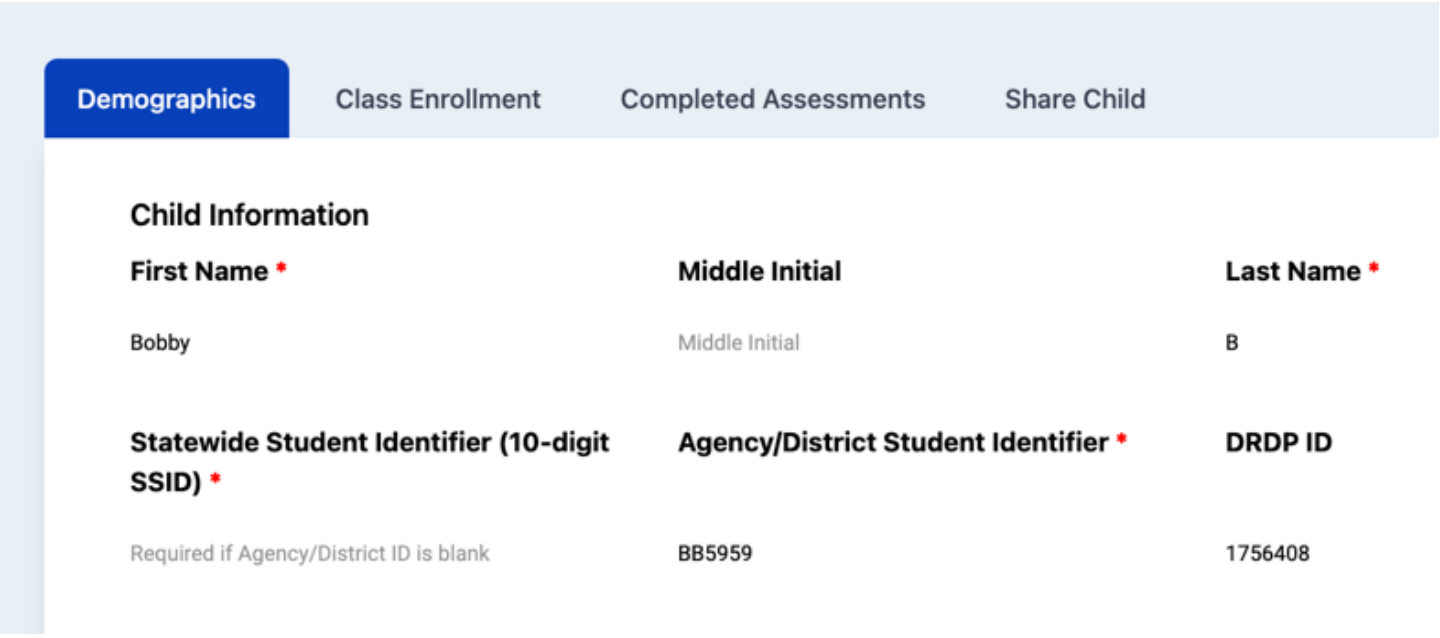
***Re-enrollment is moving children from the same class in a past rating period to the same class in the new rating period.**



3. Select the blue list icon to the left of the classroom name. A list of the children enrolled in that classroom will populate.

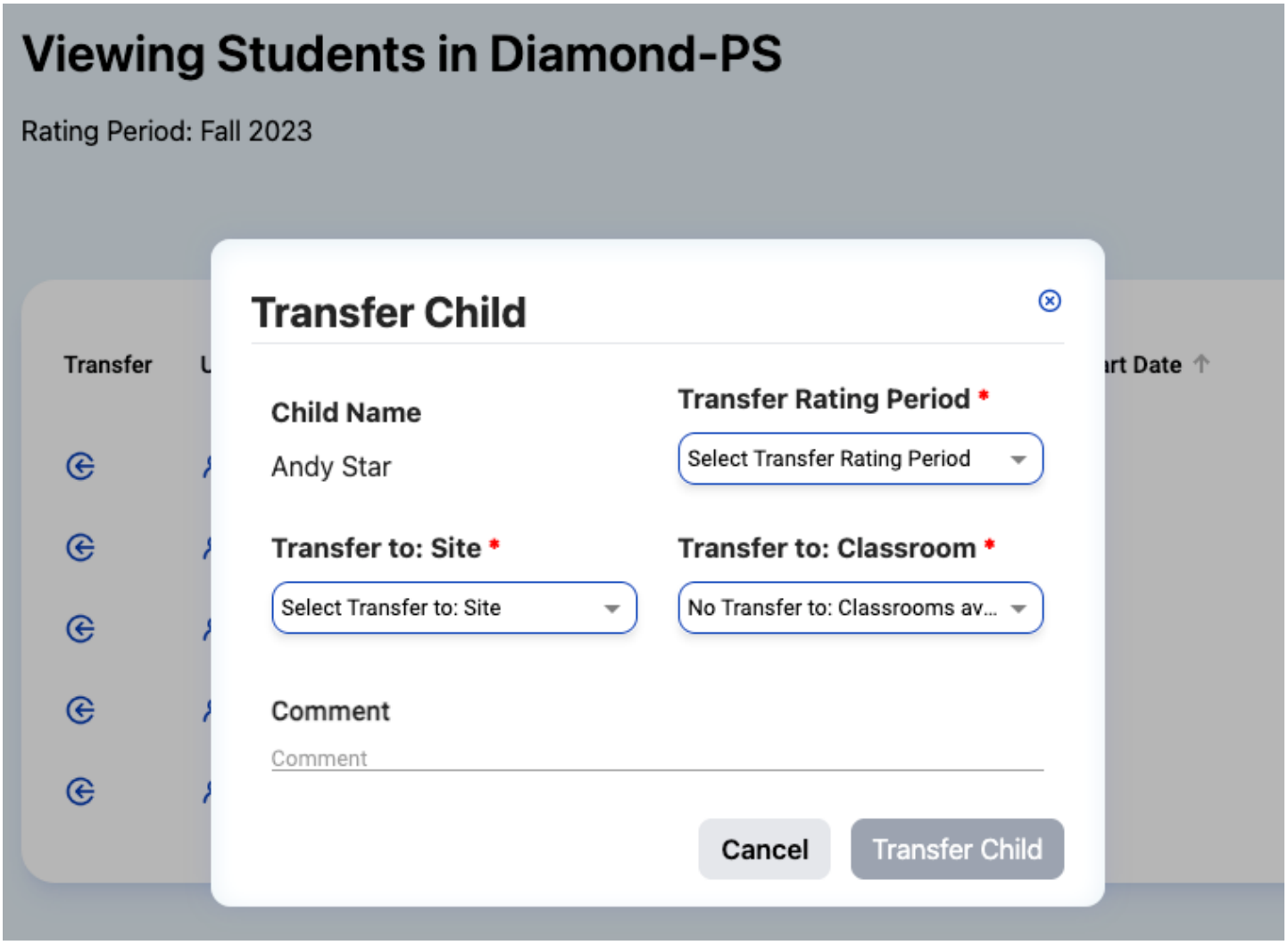


4. Teachers and Teachers of Record can view the child's demographic information, class enrollment information, and completed assessments; they can also share a child's record with another teacher or special education provider by selecting the blue page icon under the Child's Page column.



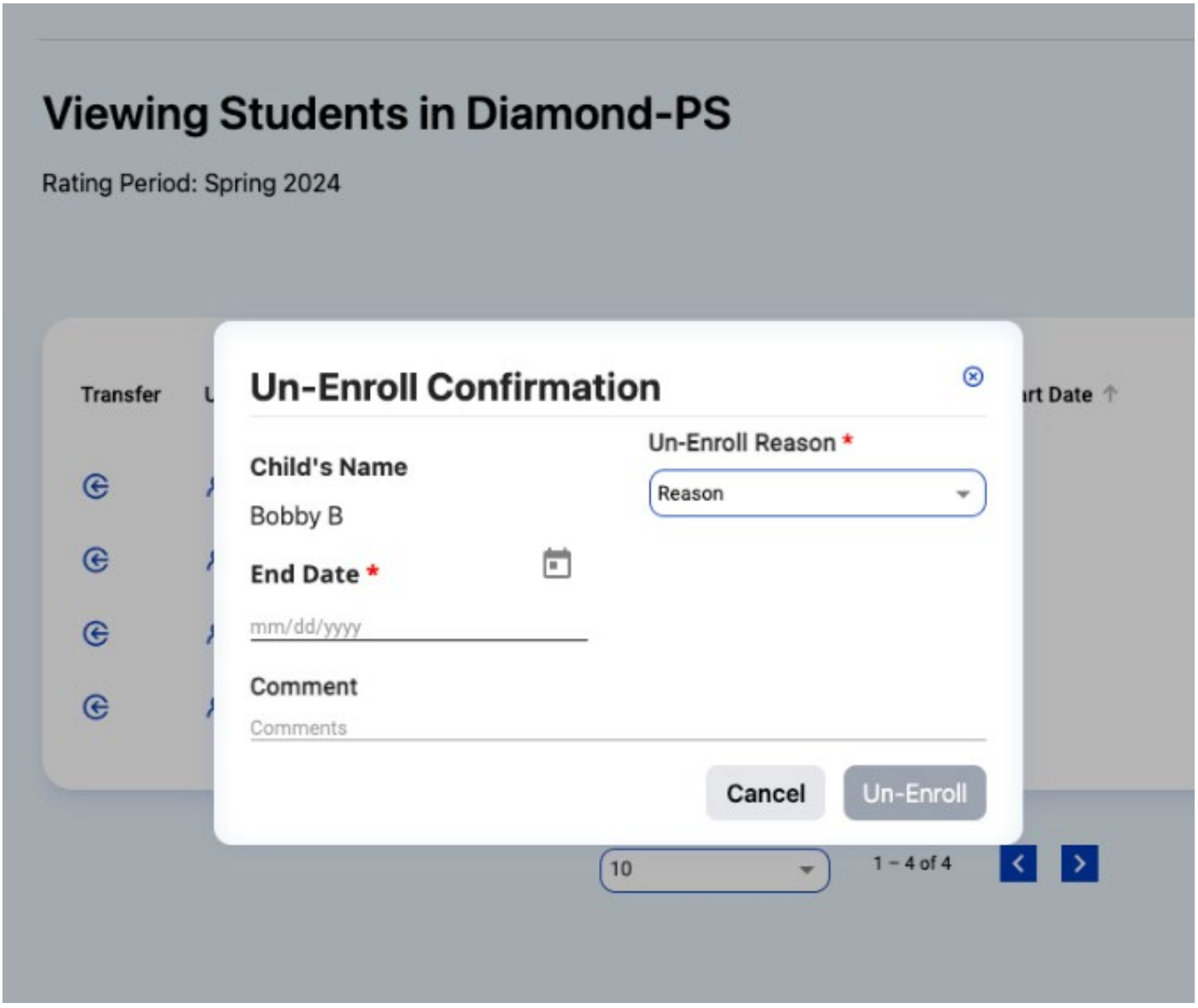
5. When children are moved from one site or classroom to a **different** site or classroom, Teachers are able to submit a transfer request to their administrator by selecting the transfer icon in the first column on the left. It is important to note that the new classroom the child is being transferred to must first be created by the administrator. An administrator will need to approve the request to complete the transfer. Administrators will receive an email requesting their approval.

***Transfer is used when moving a child from one site or class to a different site or class.**

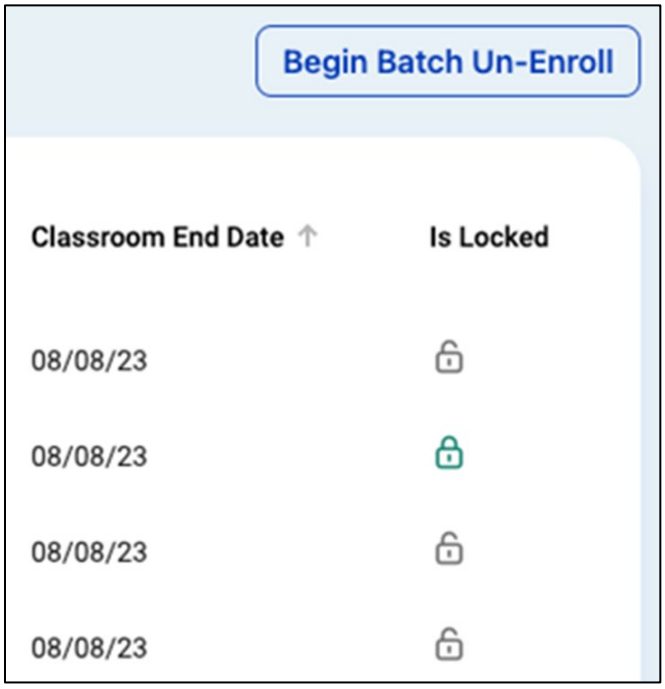


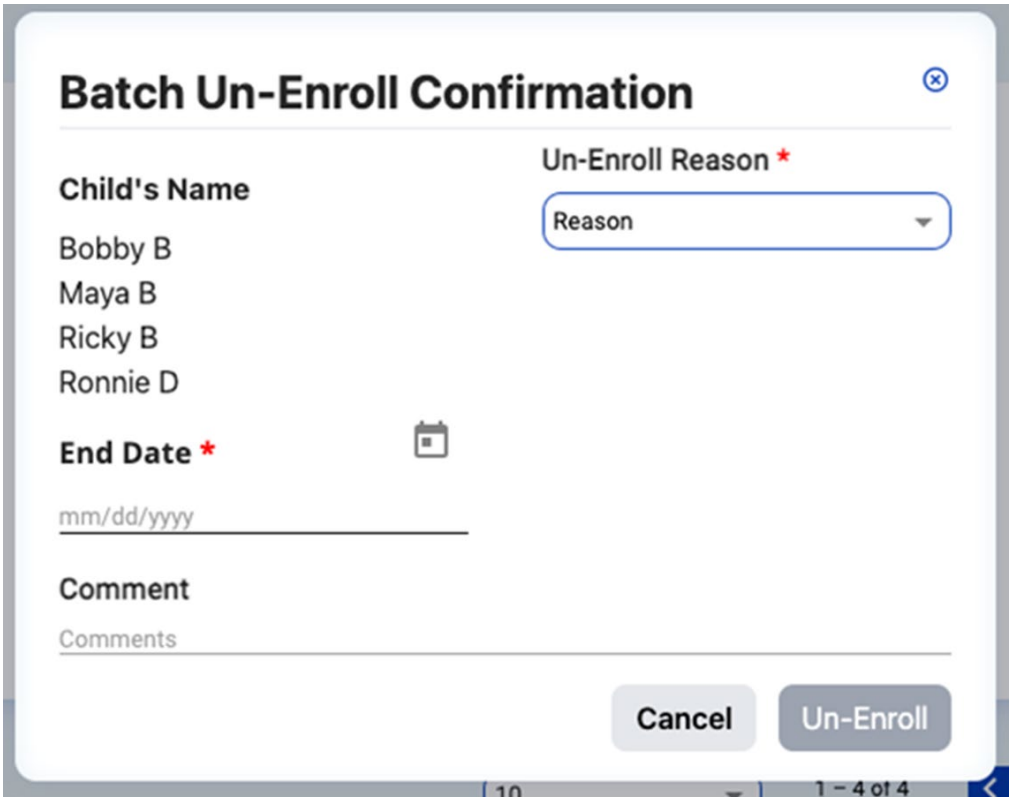
6. When children have left the program, Teachers are able to submit an un-enroll request to their administrator. The system will ask for a reason for the un-enrollment request and an end date.

***Un-enroll is used to remove the child from the agency for that rating period and beyond.**



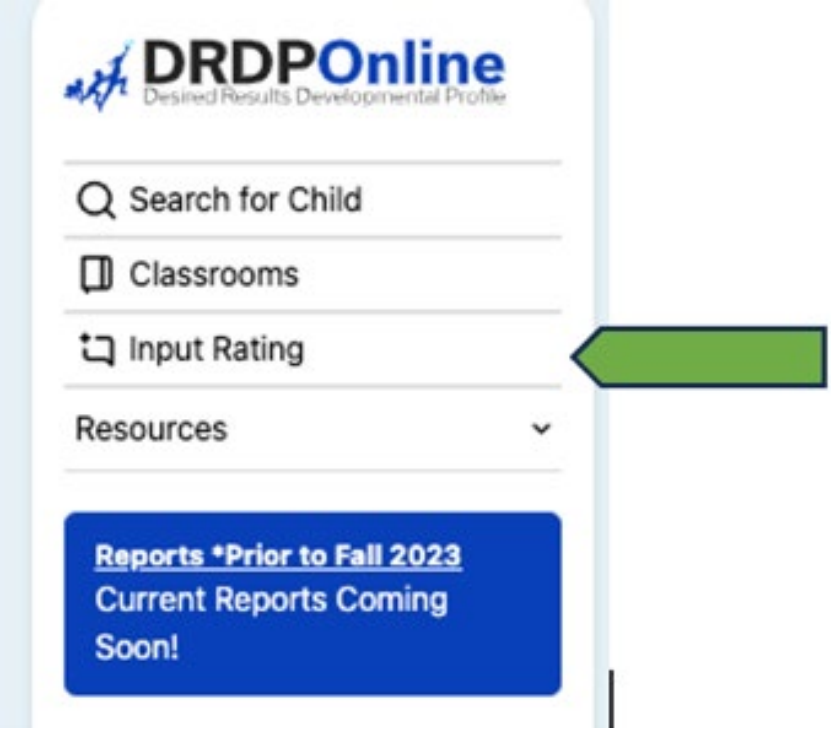
If the entire class has left the program, the Teacher can use the **Begin Batch Un-Enroll** selection in the top right. This will remove the entire class from the agency for the rating period and beyond. The system will ask for a reason and an end date.





Ratings

1. Once you are logged into DRDP Online, select the **Input Rating** option from the left menu.

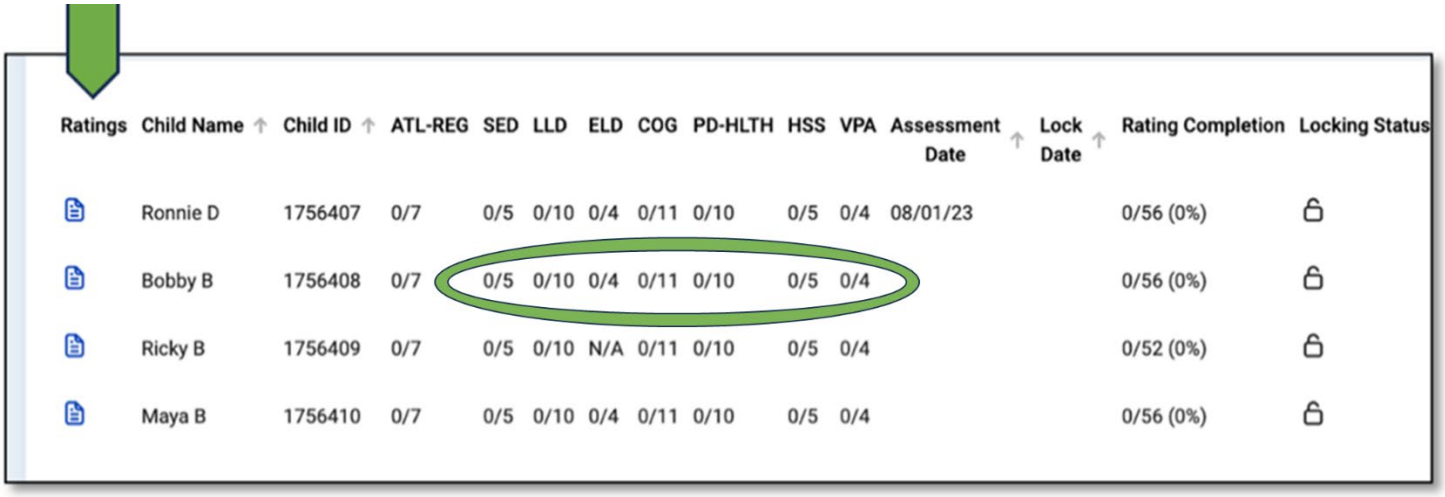


2. From the Input Rating screen, select the appropriate filters for rating period, site, classroom, and age group/instrument to which you would like to add a rating.

3. The next screen will provide a list of children. The list of children includes the child's name, child's ID, developmental domains, number of measures per domain, assessment date, lock date, rating completion by percentage, locking status, teacher, and site.

Select the blue list icon under the Ratings column for the child you would like to complete ratings for.

Any child with a zero (0) for their first number has not had any measures rated (as highlighted in the screenshot below). Children may have different requirements regarding the number of measures required in a particular domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the fundamental view.



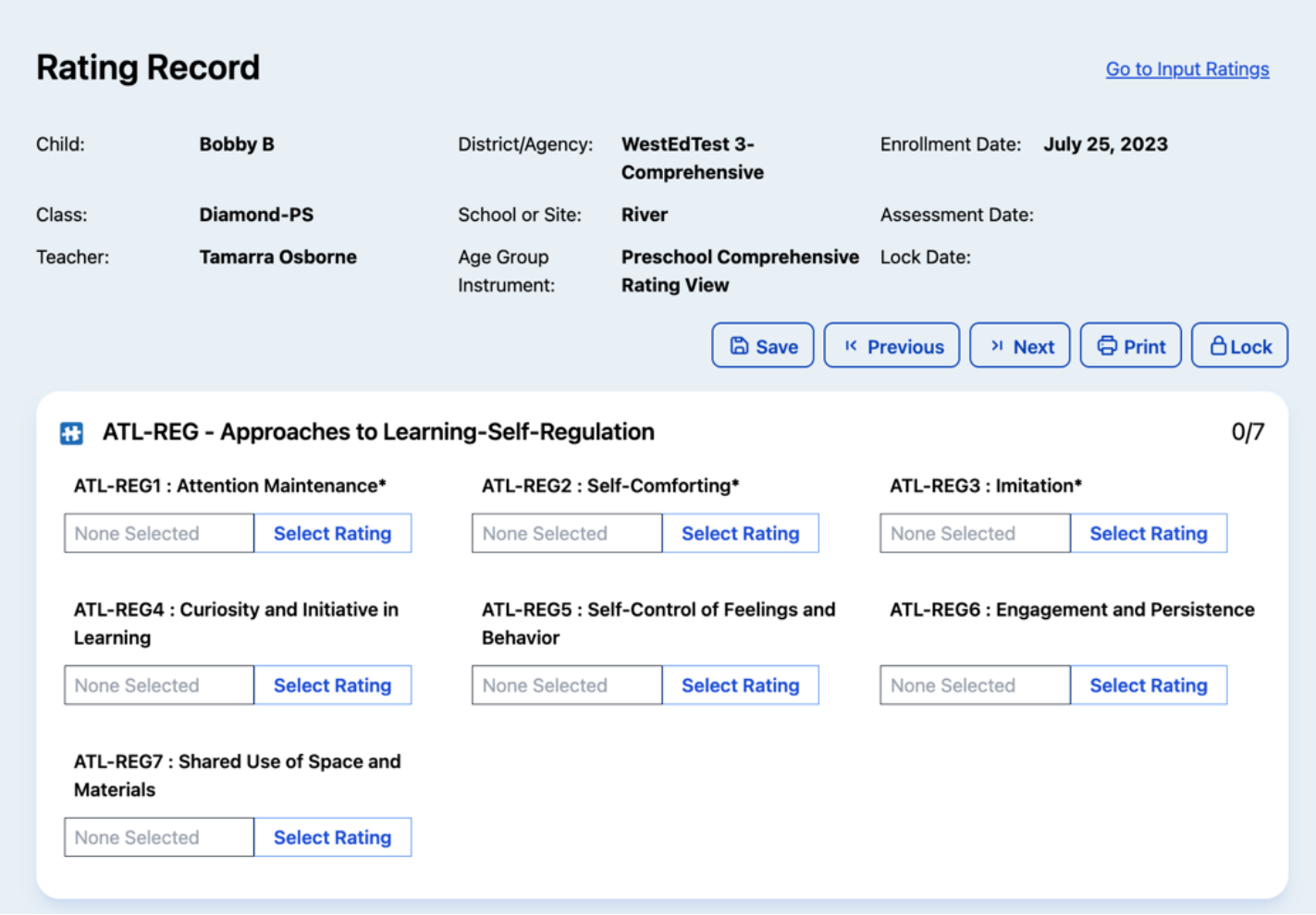
Ratings	Child Name	Child ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date	Lock Date	Rating Completion	Locking Status
	Ronnie D	1756407	0/7	0/5	0/10	0/4	0/11	0/10	0/5	0/4	08/01/23		0/56 (0%)	
	Bobby B	1756408	0/7	0/5	0/10	0/4	0/11	0/10	0/5	0/4			0/56 (0%)	
	Ricky B	1756409	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
	Maya B	1756410	0/7	0/5	0/10	0/4	0/11	0/10	0/5	0/4			0/56 (0%)	

4. The Rating Record page will populate. The child's name, class, teacher, age group, instrument, enrollment date, assessment date, and lock date will be at the top.

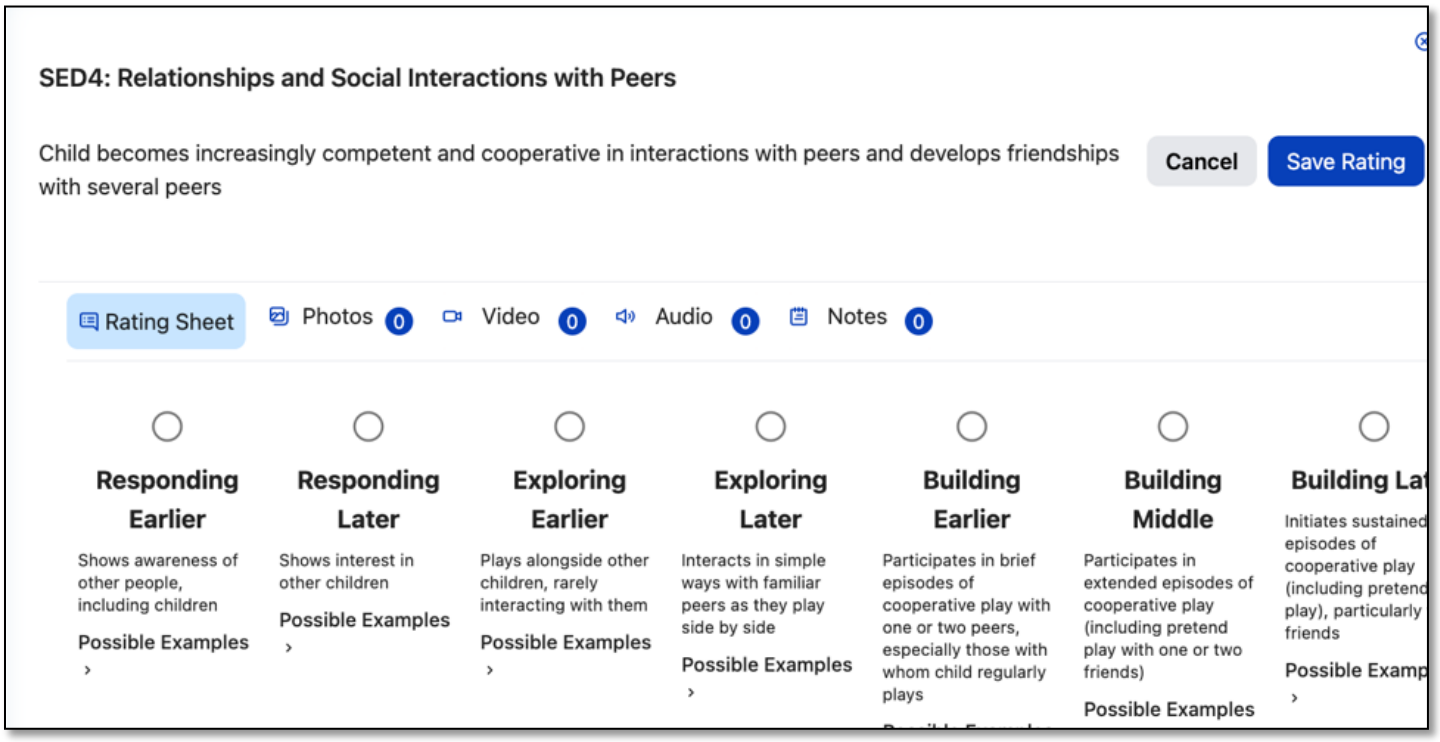
There are two ways to enter ratings from the rating record page:

i. Stay on the Rating Record page.
ii. Select the Go to Input Ratings option (in the top right corner).

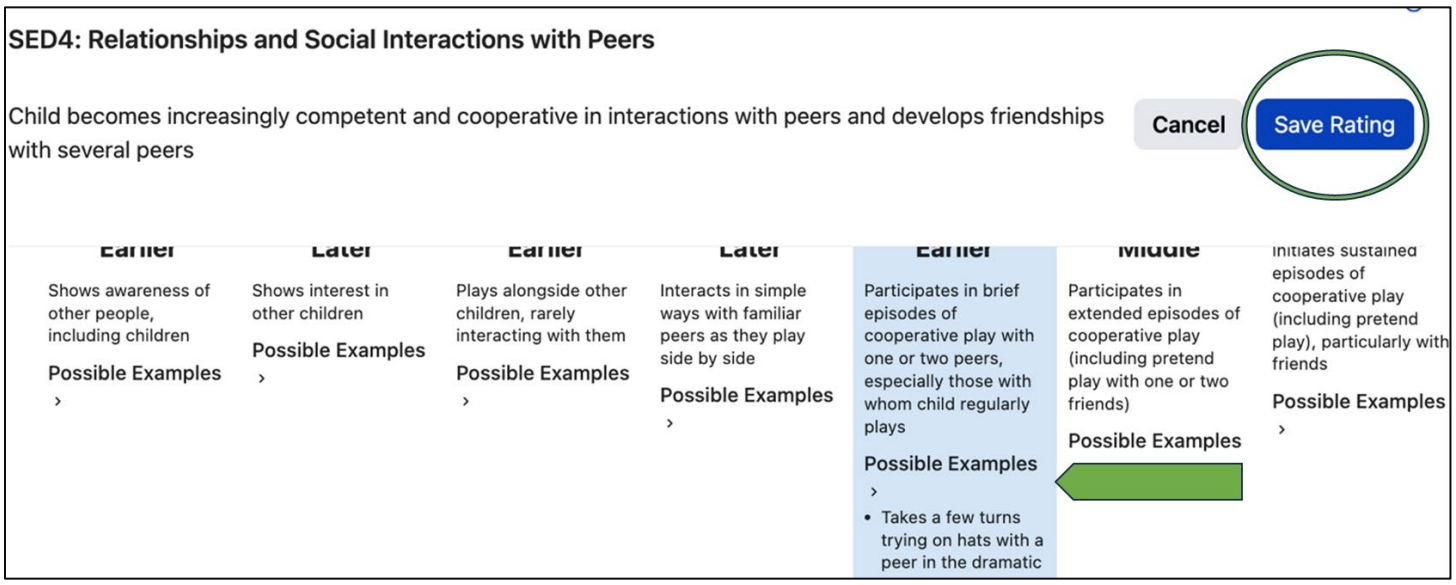
When you stay on the Rating Record page, the measures will show below with two rectangles beneath each measure. Choose your measure and select the rectangle labeled **Select Rating**.



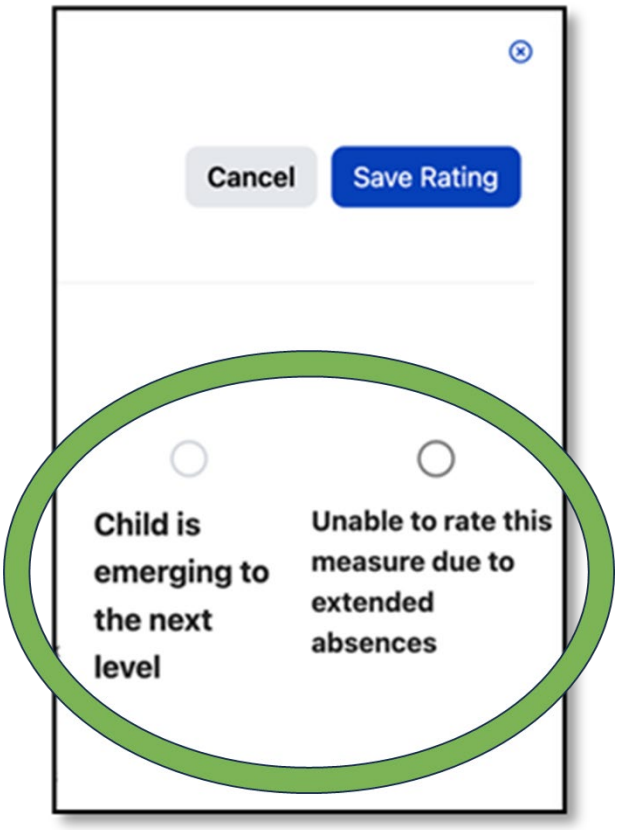
5. After the Select Rating option has been chosen, the developmental levels and descriptors will show for the selected measure.



Examples can be expanded by selecting **Possible Examples**. If the Teacher has added any documentation (pictures, videos, audio, notes) and assigned it to that measure, it can be viewed from this page. Based on collected documentation, Teachers will select the highest level mastered and save the rating.



Additional rating options (emerging to the next level and unable to rate this measure due to extended absences) can be found by scrolling to the right.

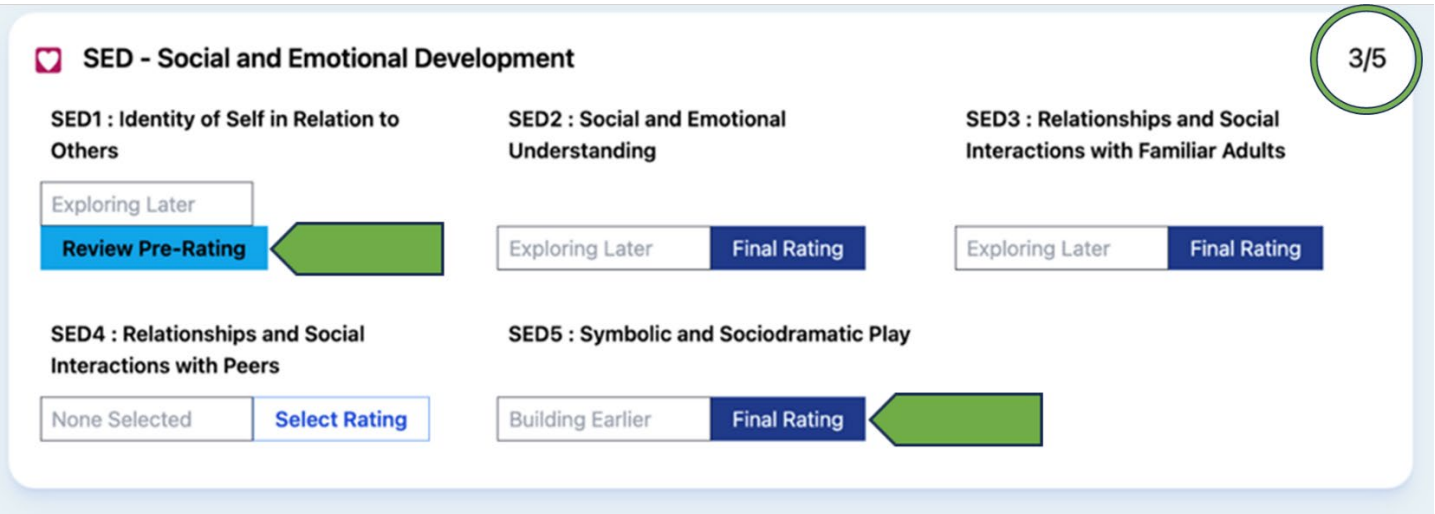


Note:

a) The emerging checkbox will be disabled if the last level for that measure has been rated.
b) A rating can be erased by selecting the unable to rate option twice.

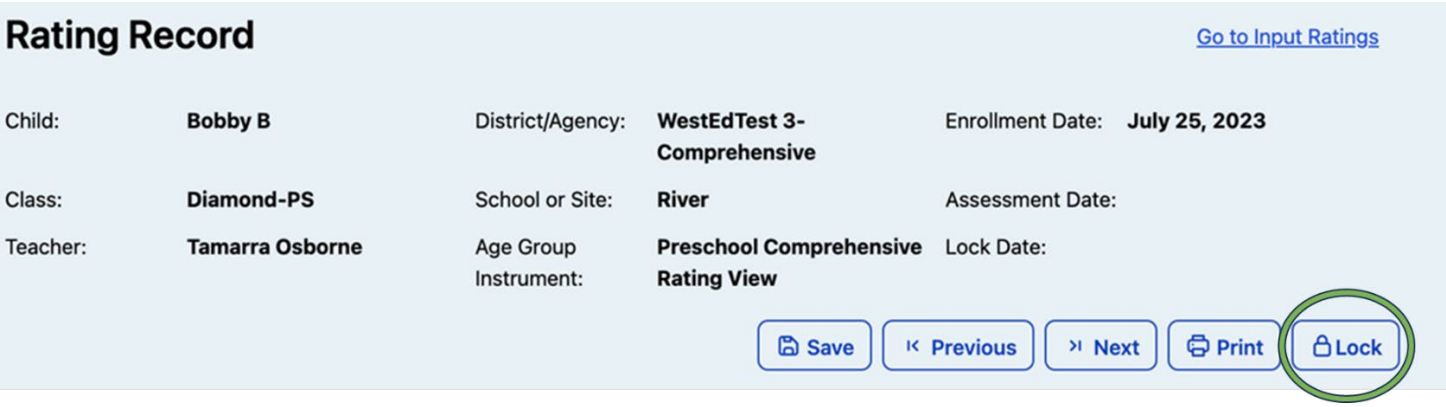
Once you have completed all the domains required, you do not need to return to the previous page to move to the next child: select **Save Rating**.

6. When final ratings have been saved, the rectangle will highlight **Final Rating** in dark blue. If the measure has a preliminary rating that requires review, it will highlight **Review Pre-Rating** in lighter blue. The top right corner of each domain will note how many measures are finalized.

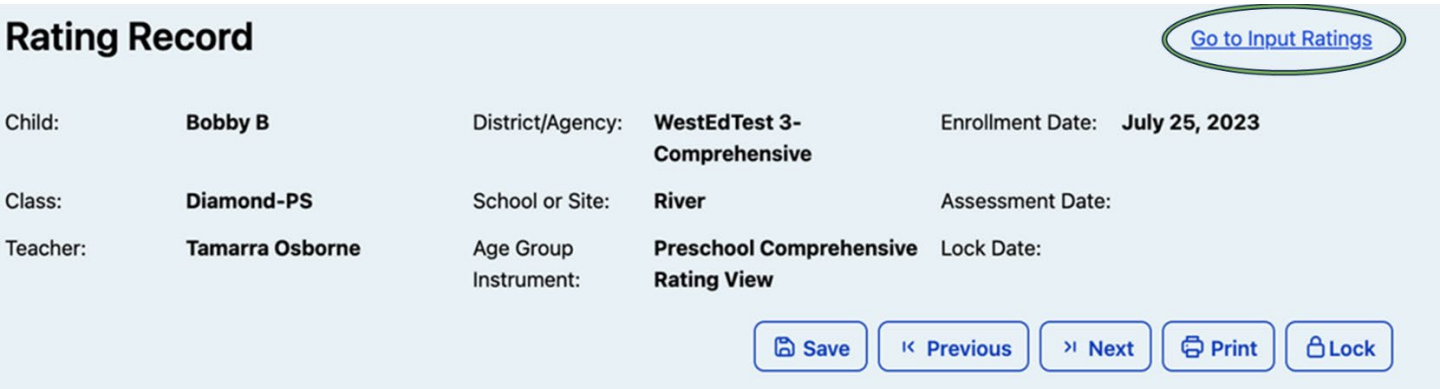


7. Once all measures have a final rating, the Teacher of Record will be able to lock the rating record by scrolling back up to the top of the Rating Record page and selecting the **Lock** option.

Note: Until a record is locked, it will not be available in reporting.

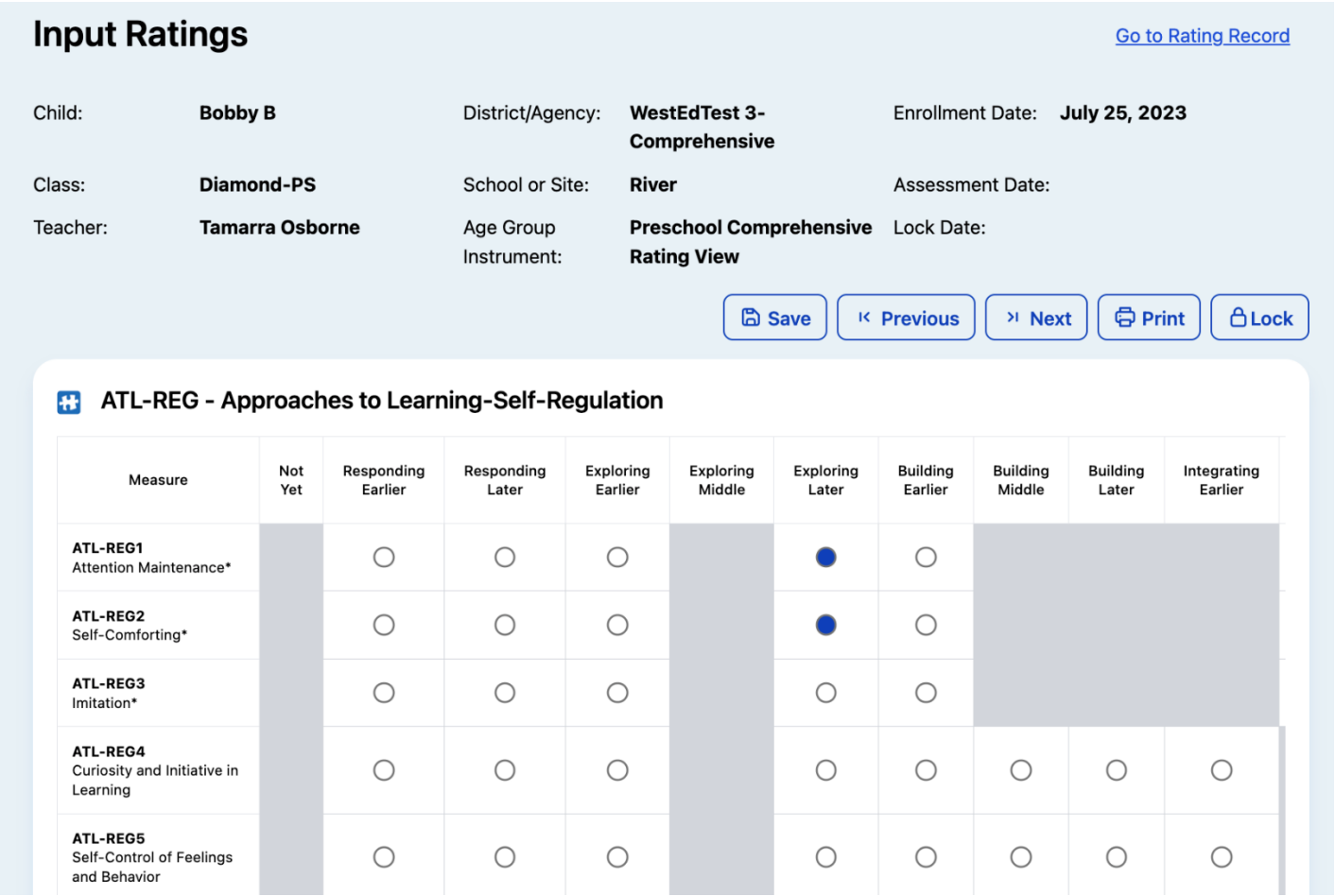


8. When Teachers select the **Go to Input Ratings** option in the top right corner of the Rating Record page, a different rating view will populate.



The Input Ratings page allows Teachers to select the highest level mastered for all measures on one page.

Note: Ratings entered on either page will populate to the other.



Helpful Resources for DRDP Online

To access additional instructions, tip sheets, and video tutorials for DRDP Online 2023, visit the DRDP Online Resources page of the Desired Results website. You can also register for DRDP Online webinars on the Webinars page of the Desired Results website.