



Getting Started: DRDP Online 2023 for Teachers

Version 1.0

August 2023

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

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.

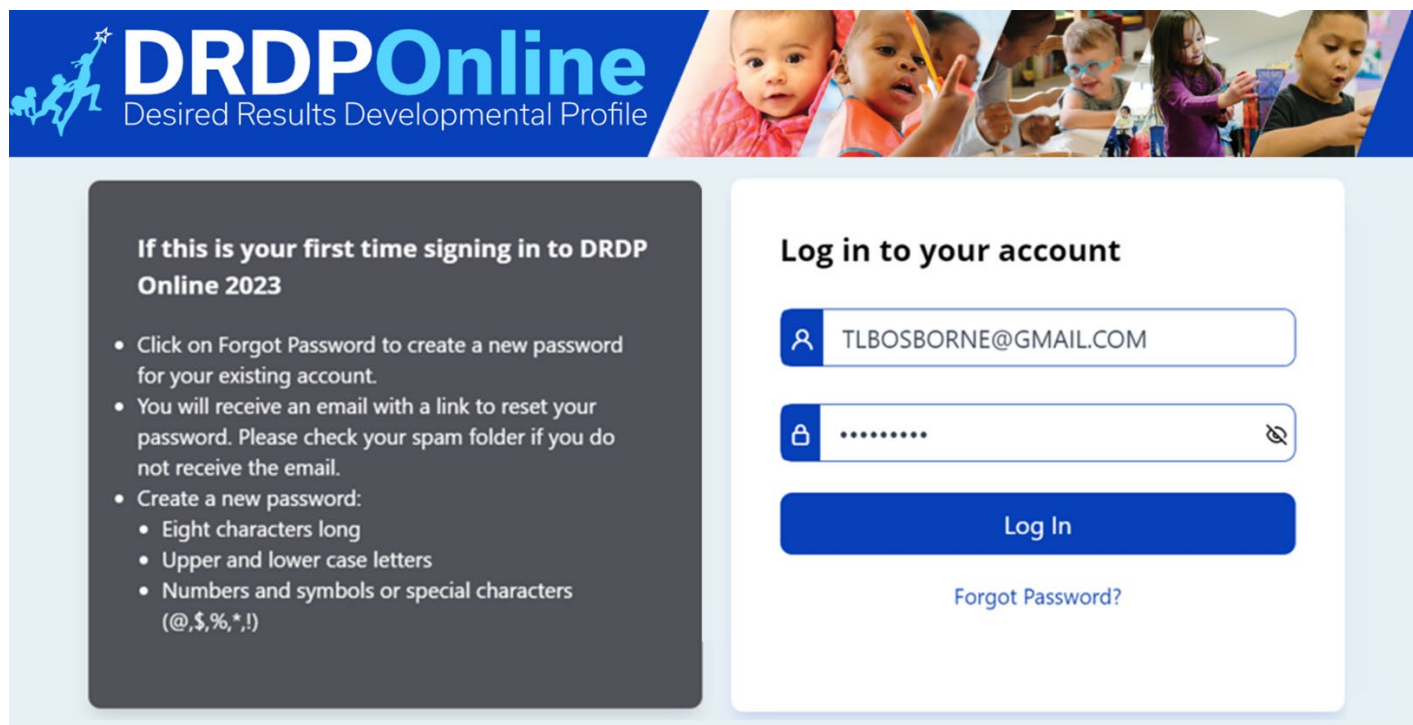
***It is necessary to lock ratings to receive reports.**

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.



DRDPOnline
Desired Results Developmental Profile

If this is your first time signing in to DRDP Online 2023

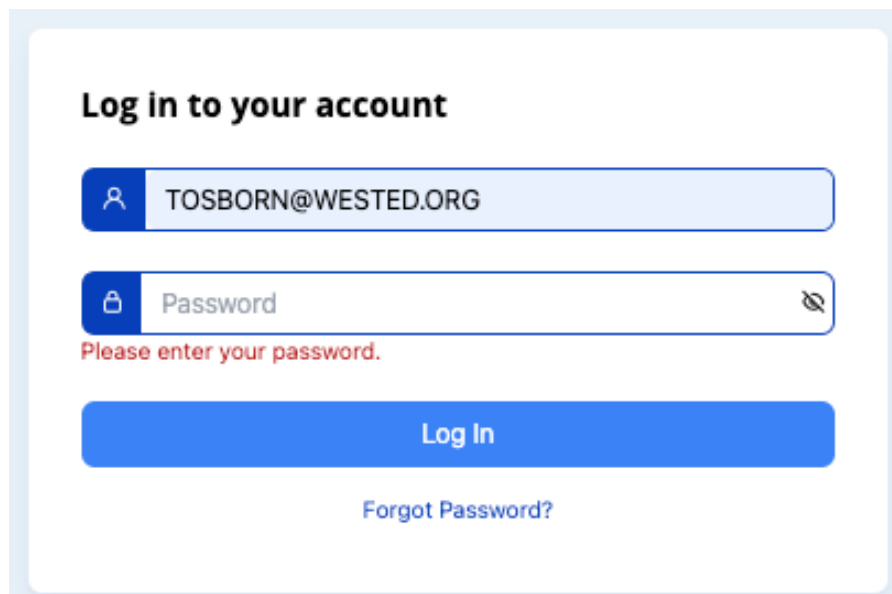
- Click on Forgot Password to create a new password for your existing account.
- You will receive an email with a link to reset your password. Please check your spam folder if you do not receive the email.
- Create a new password:
 - Eight characters long
 - Upper and lower case letters
 - Numbers and symbols or special characters (@,\$,%,*,!)

Log in to your account

Log In

[Forgot Password?](#)

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



Log in to your account

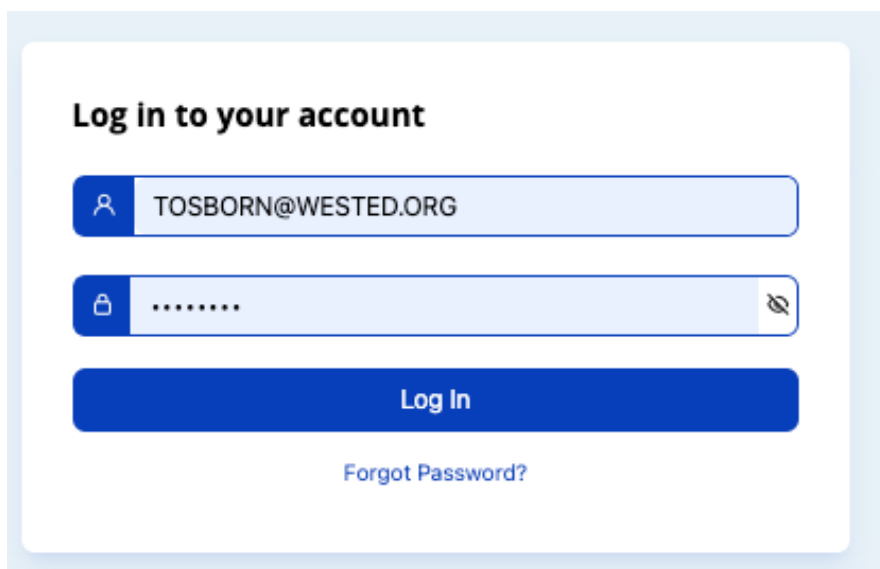
Please enter your password.

Log In

[Forgot Password?](#)

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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

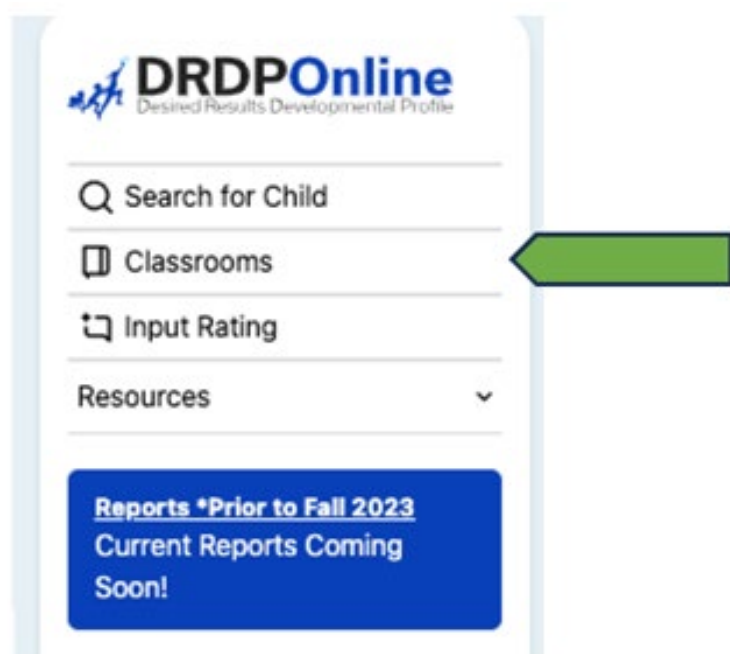


The screenshot shows a login interface titled "Log in to your account". It features two input fields: the first for an email address, which contains "TOSBORN@WESTED.ORG", and the second for a password, which is masked with dots. Below these fields is a blue "Log In" button. Underneath the button is a link that says "Forgot Password?".

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.



GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.**

Classrooms						
View Students	Classroom ↑	Site ↑	Rating Period ↑	Number of Children ↑	Locked ↑	Re-Enroll
	Diamond-PS	River	Spring 2024	4	0	
	Rainbow	Stream	Fall 2023	4	1	
	Diamond-PS	River	Fall 2023	5	1	
	lilypad- PS	Pond	Fall 2023	4	0	
-						-

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.**

Re-Enroll

Classroom

Diamond-PS

Rating Period

Select Rating Period

Cancel

Save and Send For Approval

Stones-PS

River

Spring 2021

16

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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

Viewing Students in Diamond-PS

Rating Period: Fall 2023

Begin Batch Un-Enroll

Transfer	Un-Enroll	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom End Date ↑	Is Locked
			Bobby	B	07/25/23	08/08/23	
			Maya	B	07/25/23	08/08/23	
			Ricky	B	07/25/23	08/08/23	
			Ronnie	D	07/25/23	08/08/23	
			Andy	Star	08/11/23		

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.

Demographics

Class Enrollment

Completed Assessments

Share Child

Child Information

First Name *

Bobby

Middle Initial

Middle Initial

Last Name *

B

Statewide Student Identifier (10-digit SSID) *

Required if Agency/District ID is blank

Agency/District Student Identifier *

BB5959

DRDP ID

1756408

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.**

Viewing Students in Diamond-PS

Rating Period: Fall 2023

Transfer	U	Start Date	↑
⌂			
⌂			
⌂			
⌂			
⌂			

Transfer Child

Child Name

Andy Star

Transfer Rating Period *

Select Transfer Rating Period

Transfer to: Site *

Select Transfer to: Site

Transfer to: Classroom *

No Transfer to: Classrooms av...

Comment

Comment

Cancel

Transfer Child

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.**

Viewing Students in Diamond-PS

Rating Period: Spring 2024

Transfer

Un-Enroll Confirmation

Child's Name

Bobby B

Un-Enroll Reason *

Reason

End Date *

mm/dd/yyyy

Comment

Comments

Cancel

Un-Enroll

10

1 - 4 of 4

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.

Begin Batch Un-Enroll

Classroom End Date ↑	Is Locked
08/08/23	
08/08/23	
08/08/23	
08/08/23	

Batch Un-Enroll Confirmation

Child's Name

Bobby B
Maya B
Ricky B
Ronnie D

Un-Enroll Reason *

Reason

End Date *

mm/dd/yyyy

Comment

Comments

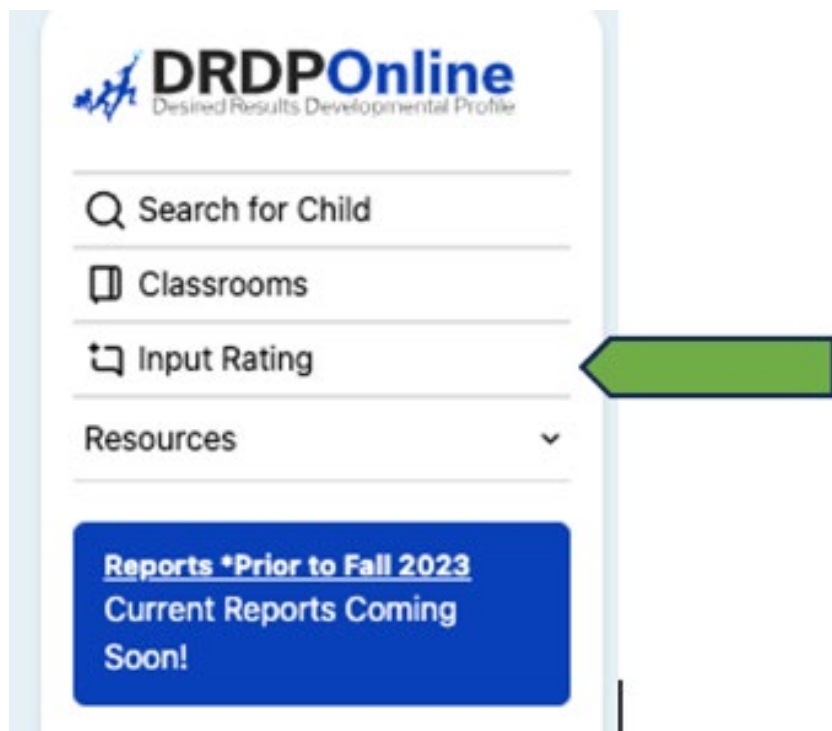
Cancel

Un-Enroll

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.


A screenshot of the "Input Ratings" form in the DRDPOnline application. The form has a light blue header with the title "Input Ratings" and a sub-header "Always refer to the DRDP when rating the measures." Below the header is a white form area. The form contains several dropdown menus: "State" (California), "Agency" (WestEdTest 3-Comprehen...), "Rating Period" (Fall 2023), "Site" (River), "Classroom" (Diamond-PS), and "Age Group/Instrument" (Preschool). Green arrows point to the "Rating Period", "Site", and "Classroom" dropdowns. A green arrow points to the "Age Group/Instrument" dropdown. At the bottom right of the form are two buttons: "Search" and "Clear".









GETTING STARTED: DRDP ONLINE FOR TEACHERS

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%)	

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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**.

Rating Record

[Go to Input Ratings](#)

Child: Bobby B

District/Agency: WestEdTest 3-Comprehensive

Enrollment Date: July 25, 2023

Class: Diamond-PS

School or Site: River

Assessment Date:

Teacher: Tamarra Osborne

Age Group: Preschool Comprehensive

Lock Date:

Instrument: Rating View

Save

Previous

Next

Print

Lock

ATL-REG - Approaches to Learning-Self-Regulation

0/7

ATL-REG1 : Attention Maintenance*

None Selected

Select Rating

ATL-REG2 : Self-Comforting*

None Selected

Select Rating

ATL-REG3 : Imitation*

None Selected

Select Rating

ATL-REG4 : Curiosity and Initiative in Learning

None Selected

Select Rating

ATL-REG5 : Self-Control of Feelings and Behavior

None Selected

Select Rating

ATL-REG6 : Engagement and Persistence

None Selected

Select Rating

ATL-REG7 : Shared Use of Space and Materials

None Selected

Select Rating

Page 12 of 17

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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

SED4: Relationships and Social Interactions with Peers

Child becomes increasingly competent and cooperative in interactions with peers and develops friendships with several peers

CancelSave Rating

Rating Sheet

Photos0

Video0

Audio0

Notes0

<div></div> <div>Responding Earlier</div> <div>Shows awareness of other people, including children</div> <div>Possible Examples</div> <div></div>	<div></div> <div>Responding Later</div> <div>Shows interest in other children</div> <div>Possible Examples</div> <div></div>	<div></div> <div>Exploring Earlier</div> <div>Plays alongside other children, rarely interacting with them</div> <div>Possible Examples</div> <div></div>	<div></div> <div>Exploring Later</div> <div>Interacts in simple ways with familiar peers as they play side by side</div> <div>Possible Examples</div> <div></div>	<div></div> <div>Building Earlier</div> <div>Participates in brief episodes of cooperative play with one or two peers, especially those with whom child regularly plays</div> <div>Possible Examples</div> <div></div>	<div></div> <div>Building Middle</div> <div>Participates in extended episodes of cooperative play (including pretend play with one or two friends)</div> <div>Possible Examples</div> <div></div>	<div></div> <div>Building Later</div> <div>Initiates sustained episodes of cooperative play (including pretend play), particularly with friends</div> <div>Possible Examples</div> <div></div>
---	--	---	---	--	---	--

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.

SED4: Relationships and Social Interactions with Peers

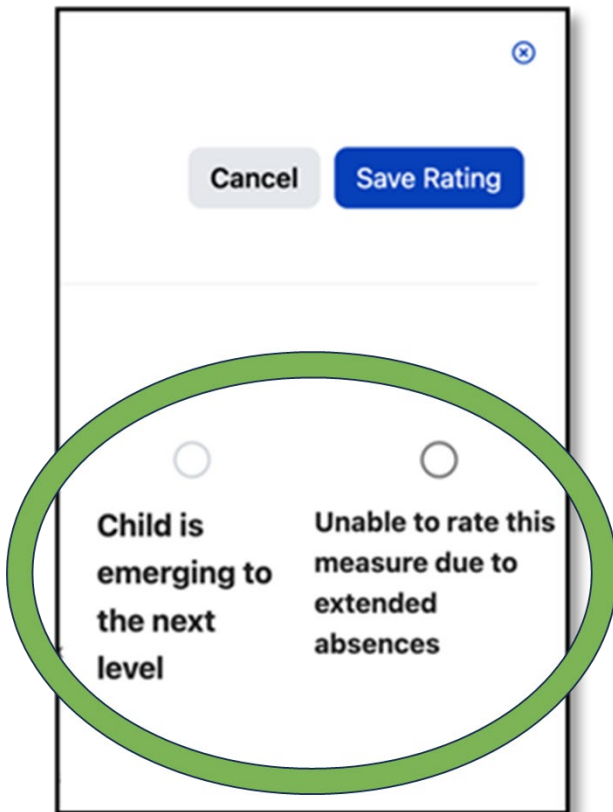
Child becomes increasingly competent and cooperative in interactions with peers and develops friendships with several peers

CancelSave Rating

<div>Earlier</div> <div>Shows awareness of other people, including children</div> <div>Possible Examples</div> <div></div>	<div>Later</div> <div>Shows interest in other children</div> <div>Possible Examples</div> <div></div>	<div>Earlier</div> <div>Plays alongside other children, rarely interacting with them</div> <div>Possible Examples</div> <div></div>	<div>Later</div> <div>Interacts in simple ways with familiar peers as they play side by side</div> <div>Possible Examples</div> <div></div>	<div>Earlier</div> <div>Participates in brief episodes of cooperative play with one or two peers, especially those with whom child regularly plays</div> <div>Possible Examples</div> <div><div>Takes a few turns trying on hats with a peer in the dramatic</div></div>	<div>Middle</div> <div>Participates in extended episodes of cooperative play (including pretend play with one or two friends)</div> <div>Possible Examples</div> <div></div>	<div>Later</div> <div>Initiates sustained episodes of cooperative play (including pretend play), particularly with friends</div> <div>Possible Examples</div> <div></div>
--	---	---	---	--	--	---

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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**.

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.

SED - Social and Emotional Development

3/5

SED1 : Identity of Self in Relation to Others

Exploring Later

Review Pre-Rating

SED2 : Social and Emotional Understanding

Exploring Later

Final Rating

SED3 : Relationships and Social Interactions with Familiar Adults

Exploring Later

Final Rating

SED4 : Relationships and Social Interactions with Peers

None Selected

Select Rating

SED5 : Symbolic and Sociodramatic Play

Building Earlier

Final Rating

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.

Rating Record

Go to Input Ratings

Child: Bobby B

District/Agency: WestEdTest 3-Comprehensive

Enrollment Date: July 25, 2023

Class: Diamond-PS

School or Site: River

Assessment Date:

Teacher: Tamarra Osborne

Age Group: Preschool Comprehensive

Lock Date:

Instrument: Rating View

Save

Previous

Next

Print

Lock

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.

Rating Record

[Go to Input Ratings](#)

Child: **Bobby B**

District/Agency: **WestEdTest 3-Comprehensive**

Enrollment Date: **July 25, 2023**

Class: **Diamond-PS**

School or Site: **River**

Assessment Date:

Teacher: **Tamarra Osborne**

Age Group: **Preschool Comprehensive**

Lock Date:

Instrument: **Rating View**

Save

Previous

Next

Print

Lock

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.

Input Ratings

[Go to Rating Record](#)

Child: **Bobby B**

District/Agency: **WestEdTest 3-Comprehensive**

Enrollment Date: **July 25, 2023**

Class: **Diamond-PS**

School or Site: **River**

Assessment Date:

Teacher: **Tamarra Osborne**

Age Group: **Preschool Comprehensive**

Lock Date:

Instrument: **Rating View**

Save

Previous

Next

Print

Lock

ATL-REG - Approaches to Learning-Self-Regulation

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
ATL-REG1 Attention Maintenance*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>			
ATL-REG2 Self-Comforting*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>			
ATL-REG3 Imitation*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>			
ATL-REG4 Curiosity and Initiative in Learning		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATL-REG5 Self-Control of Feelings and Behavior		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

GETTING STARTED: DRDP ONLINE FOR TEACHERS

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.