



DRDP Online 2025 Tip Sheet

Adding Classes in DRDP Online for Administrators

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1. Administrator Role

To add classes, users need one of the following administrative roles: Teacher of Record Plus Enrollment, Site Administrator, Agency Administrator, Lead Agency Administrator, Data Analyst, Family Childcare Provider, or Head Start Grantee Administrator.

1.1. User Profile

To confirm your DRDP Online role(s) and assigned sites, select **User Profile** in the upper right corner (*Figure 1-1*).

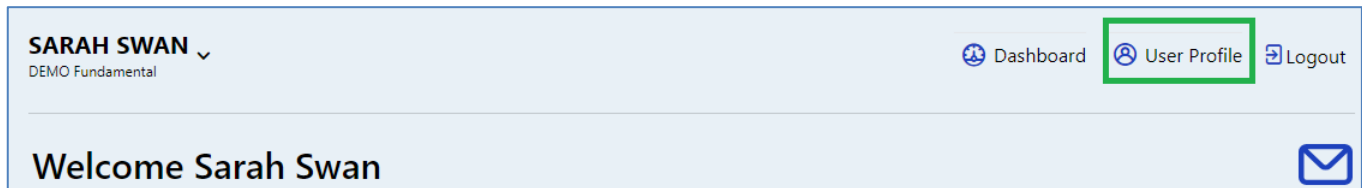


Figure 1-1. DRDP Online Login Screen

1.2. Roles and Permissions Document

For more details about roles and permissions, as well as specific information on each role, refer to [DRDP Roles and Permissions](#). This document is also accessible by selecting **Resources** from the left navigation menu and then selecting **Roles & Permissions** (*Figure 1-2*).

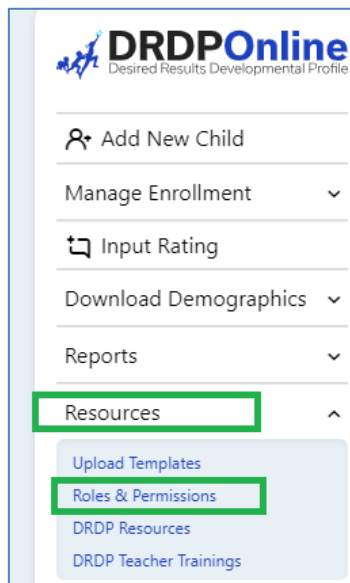


Figure 1-2. Roles and Permissions Document

2. Adding Classrooms

1. Select the **Setup Menu** tab to expand the menu, then select **Classroom** (*Figure 2-1 below*).

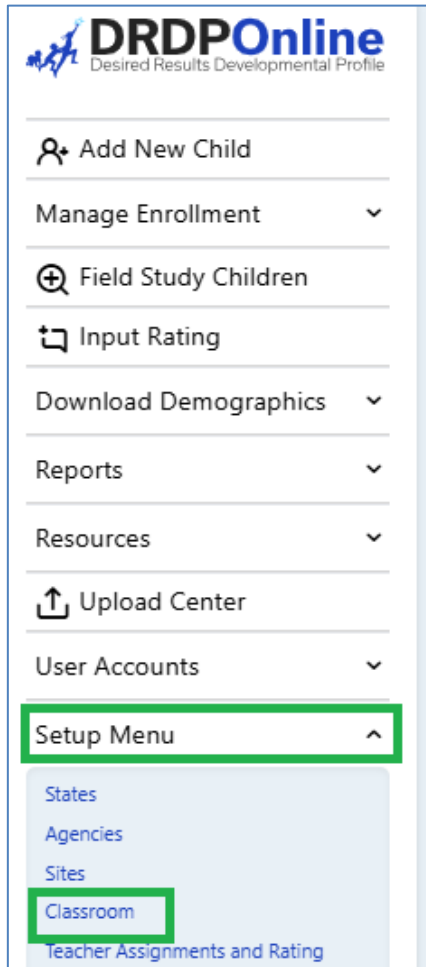


Figure 2-1. Setup Menu/Classroom

2. To create a new class, select the blue **+Add New Classroom** (Figure 2-2).

The image shows the 'Classroom' page in the DRDP Online system. At the top right, there is a blue button labeled '+ Add New Classroom', which is highlighted with a green rectangular box. Below this button is a red warning icon and a 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.' Below the message is a search form. The search form has a 'Search by:' label and a text input field for 'Classroom Name'. To the right of the text input are three dropdown menus: 'State' (with 'California' selected), 'Agency' (with 'WestEdTest 3-Comprehensive' selected), and 'Site' (with 'Select Site' selected). To the right of these dropdowns is a blue 'Search' button, which is highlighted with a green rectangular box, and a 'Clear' button. Below the search form is a table with columns: 'Classroom', 'Site', 'Edit', and 'Delete'. The table is currently empty, and the text 'There are no records to display' is shown at the bottom.

Figure 2-2. Add New Classroom

3. Enter a unique classroom name that does not include the current school year or season, to maintain consistency across rating periods.
4. Select the **Site**.
5. Select **Save** (Figure 2-3).

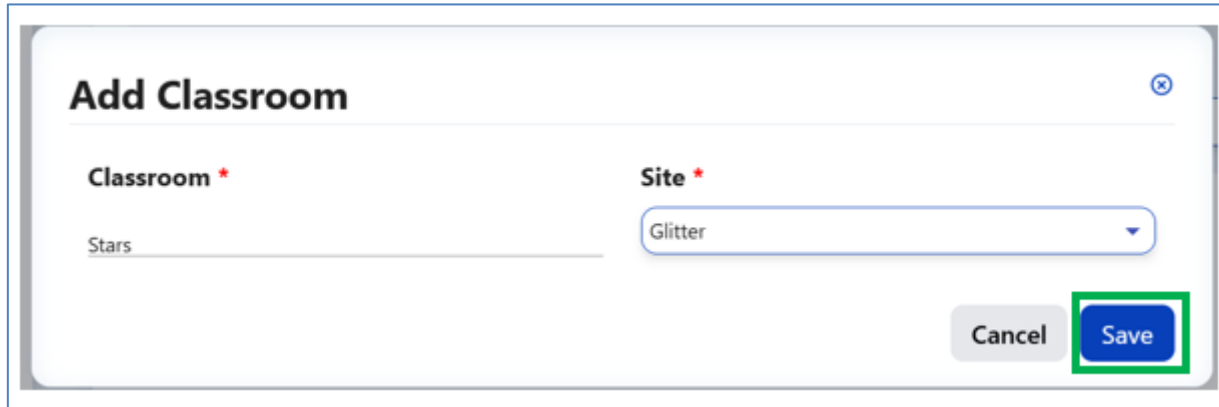


Figure 2-3. Add Classroom and Save

Select **Search** (Figure 2.2 above) to confirm whether the classroom's name and site combination already exist. If your classroom name already exists from a prior year or rating period and is not changing, skip steps 1 and 2 and proceed to step 5, **Teacher Assignments and Rating Periods**.

6. A success message will appear once the classroom is saved, stating, "Your classroom name has been saved. Please go to **Teacher Assignments and Rating Periods** in the Setup Menu to finish creating your classroom."
7. Select **OK**.
8. Select the **Teacher Assignments and Rating Periods** option in the **Setup Menu** (Figure 2-4) to complete the classroom creation.

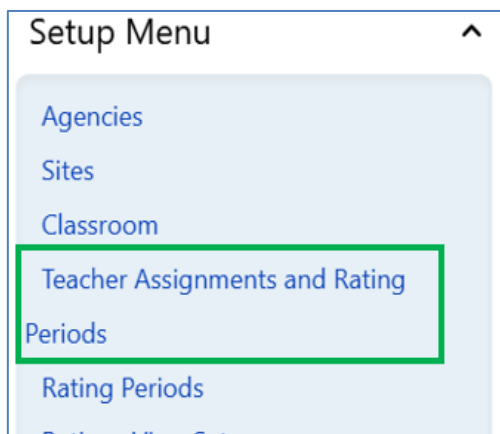


Figure 2-4. Setup Menu/Teacher Assignments and Rating Periods

9. Select the blue tab on the top right, **+Add Teacher Assignments and Rating Periods** (Figure 2-5).

The screenshot shows the top right corner of the DRDP Online interface. A blue tab labeled '+ Add Teacher Assignments and Rating Periods' is highlighted with a green rectangular box. Below this tab, there are several dropdown menus for 'State *' (California), 'Agency *' (WestEdTest 3-Comprehensi...), 'School Year *' (2025-26), and 'Rating Period' (Select Rating Period). There is also a 'Teacher of Record' dropdown menu.

Figure 2-5. + Add Teacher Assignments and Rating Periods Button

10. In the pop-up window, use the **Classroom** filter (Figure 2-6) to locate the name of the new classroom you created in step 1 within the drop-down menu. Complete the remaining required fields, including **Teacher of Record**, **Rating Period** (filter is expanded in Figure 2-6), and **Teacher(s)**.
11. Under the **Teacher** dropdown box, assign all classroom teachers.
12. Select **Save** (Figure 2.6).

The screenshot shows the 'Add Teacher Assignments and Rating Periods' window. The 'Classroom' dropdown menu is expanded, showing a list of classrooms including 'Apples - River'. The 'Rating Period' dropdown menu is also expanded, showing a list of rating periods including 'Spring 2026', 'Winter 2025-26', 'Fall 2025', 'Summer 2025', 'Spring 2025', 'Winter 2024-25', 'Fall 2024', 'Summer 2024', 'Spring 2024', and 'Winter 2023-24'. The 'Teacher of Record' dropdown menu is set to 'Aubrey Major - Teacher, Teacher of Record'. The 'Teacher' dropdown menu is set to 'Selected Teacher: 1'. The 'Save' button is highlighted with a green rectangular box.

Figure 2-6. Add Teacher Assignments and Rating Periods Window

13. If you have multiple Classrooms to upload, consider using an **Upload Template** found under the **Resource** tab (*Figure 1.2 above*)

Classrooms' names should be unique within the agency and required to be unique within a site.

3. 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 2025 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.