



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*).

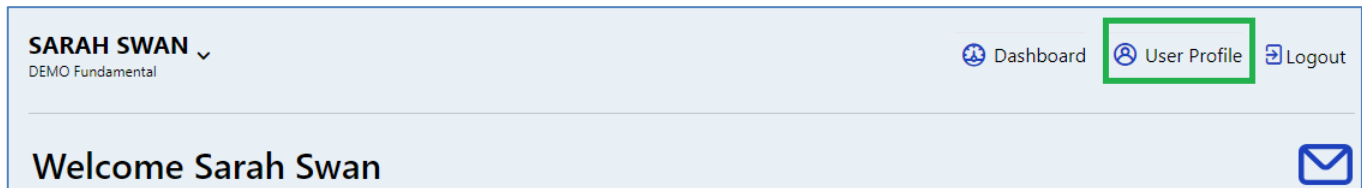


Figure 1-1. DRDP Online Login Screen

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*).

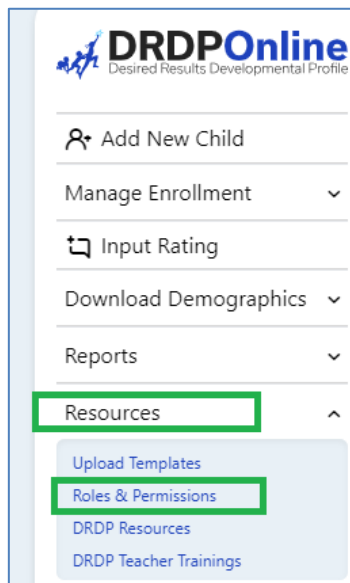


Figure 1-2. Roles and Permissions Document

2. Adding Classrooms

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

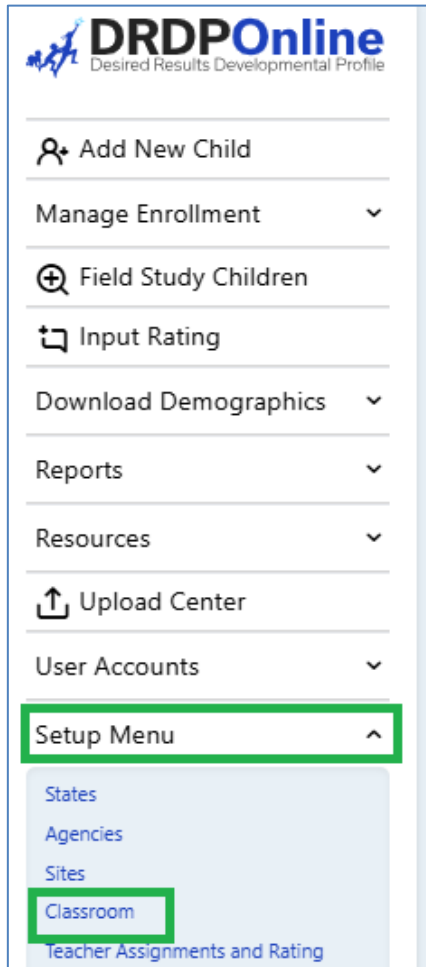


Figure 2-1. Setup Menu/Classroom

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

The image shows the 'Classroom' page in DRDP Online. 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 text: '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 warning 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 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 below it, the text 'There are no records to display' is shown.

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).

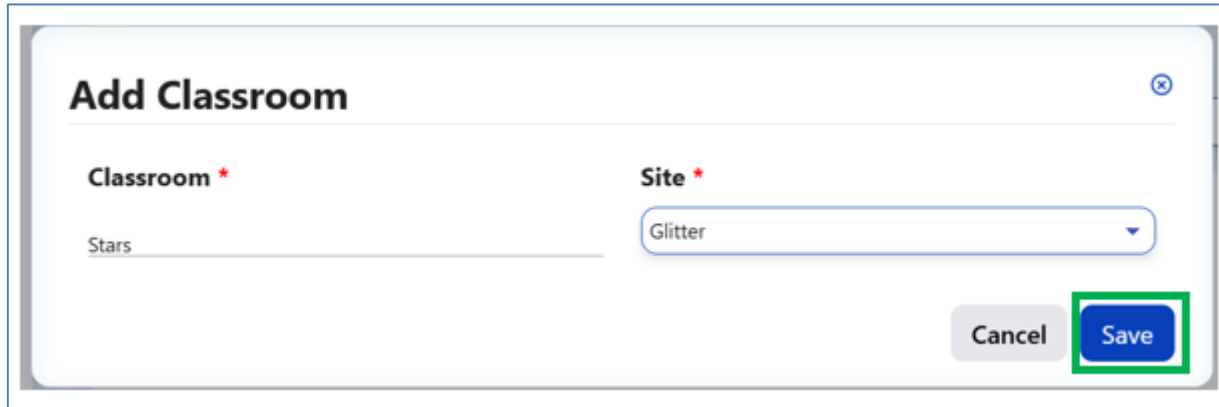


Figure 2-3. Add Classroom and Save

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.

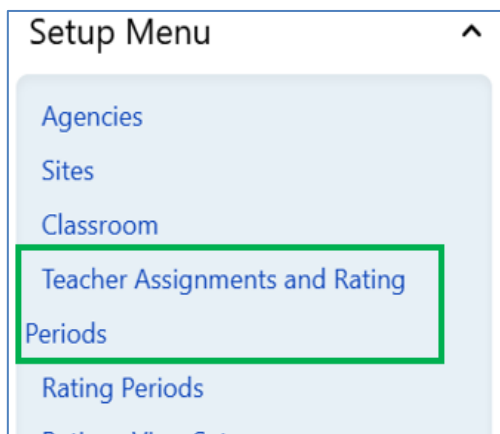


Figure 2-4. Setup Menu/Teacher Assignments and Rating Periods

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

The screenshot shows the top navigation bar of the DRDP Online interface. On the right side, there is a blue tab labeled '+ Add Teacher Assignments and Rating Periods' which is highlighted with a green rectangular box. Below the navigation bar, there are several dropdown menus for 'State *' (California), 'Agency *' (WestEdTest 3-Comprehensi...), 'School Year *' (2025-26), and 'Rating Period' (Select Rating Period). At the bottom, there is a 'Teacher of Record' dropdown and a 'Search' button.

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'. 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. At the bottom, there is a 'Cancel' button and a 'Save' button. The 'Filter:' dropdown menu is also expanded, showing a list of filters including 'Spring 2026'.

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 DRDPOne@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.