

DRDP Online 2025 Tip Sheet

Adding Classrooms in DRDP Online for Administrators

Contents

Adding Classrooms in DRDP Online for Administrators.....	1
1. Administrator Role	2
1.1. User Profile	2
1.2. Roles and Permissions Document	2
2. Adding Classrooms	3
3. Helpful Resources for DRDP Online.....	6

1. Administrator Role

To add classrooms, 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*).

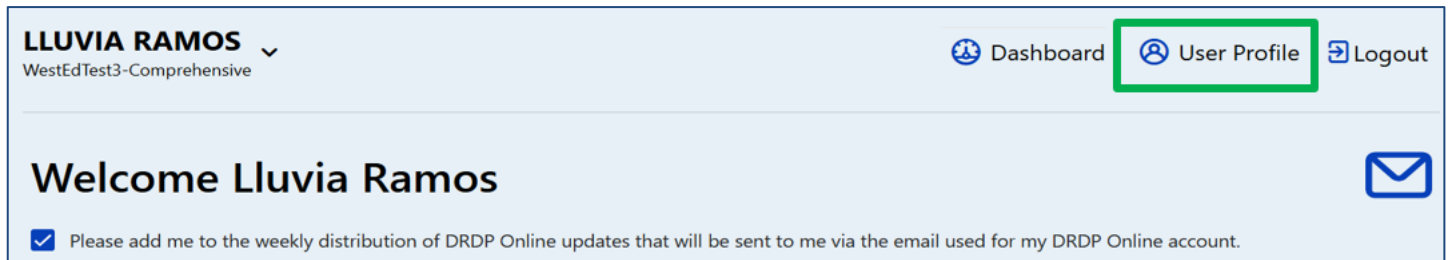


Figure 1-1. DRDP Online Login Screen

1.2. Roles and Permissions Document

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

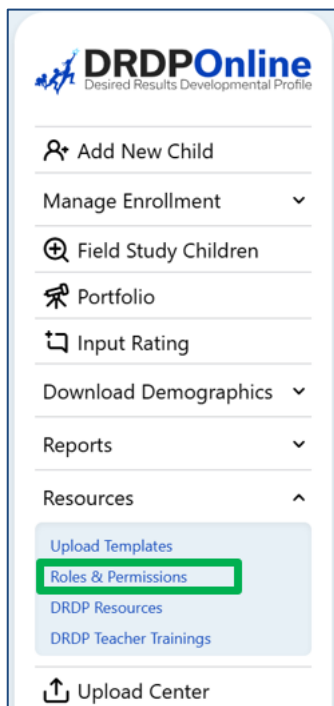


Figure 1-2. Roles and Permissions Document

2. Adding Classrooms

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

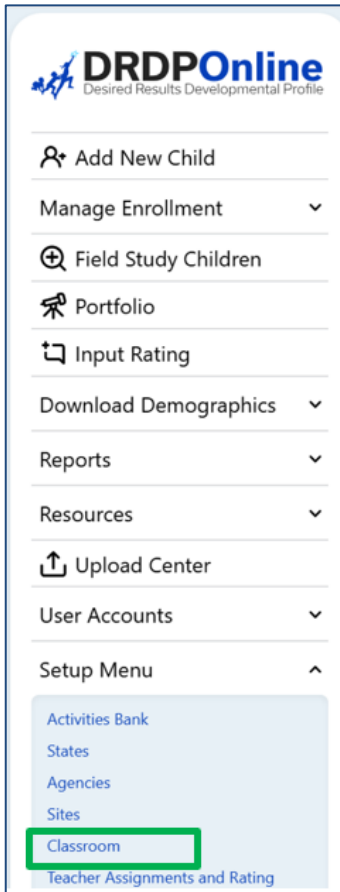


Figure 2-1. Setup Menu/Classroom

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

LLUVIA RAMOS ▾
WestEdTest3-Comprehensive

Dashboard User Profile Logout

Classroom

[Watch Tutorial](#)

If you do not have access to YouTube, please visit <https://www.desiredresults.us/drdp-online-2025-resources>

⚠ 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.

Search by:

Classroom Name State Agency Site

Classroom Name California WestEdTest3-Compreh... Select Site Search Clear

Classroom Site Edit Delete

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. **YouTube tutorials are available for further assistance**
6. Select **Save** (Figure 2-3).

Add Classroom

State * **Agency ***

California WestEdTest3-Comprehensive

Classroom * **Site ***

Little stars The Wonder Years

Cancel Save

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.

7. 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.”
8. Select **OK**.
9. 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

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

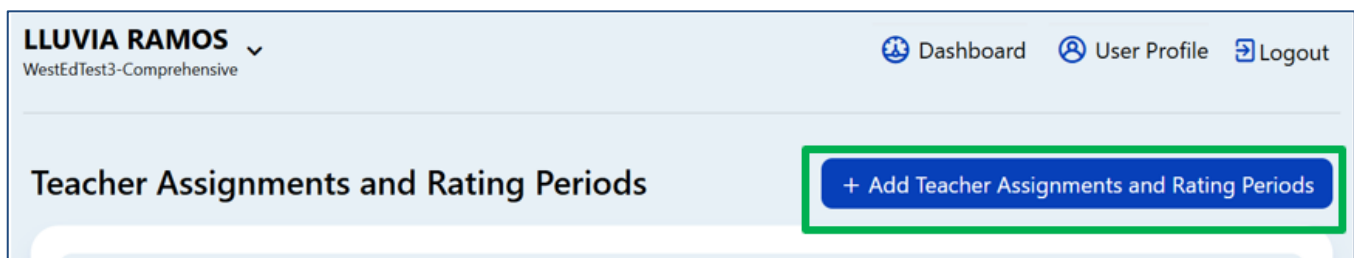


Figure 2-5. + Add Teacher Assignments and Rating Periods Button

11. 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)**.

12. Under the **Teacher** drop-down box, assign all classroom teachers.

13. Select **Save** (*Figure 2.6*).

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

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

Classroom 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.