

DRDP Online Tip Sheet

Set and Lock Rating Views in DRDP Online for Administrators

At the beginning of the school year, only the designated Lead Agency Administrator can set and lock the rating views. The Lead Agency Administrator must select and lock the DRDP Assessment Ratings View for the entire agency or program. This selection must be made for all age levels, even if you do not provide services for children in certain age groups, in which case N/A (not applicable) may be chosen. This step must be completed before uploading Classrooms or Children.

The Desired Results Developmental Profile (DRDP) views may be changed only once per fiscal year. Once selected, the view remains the same until the end of July of the next fiscal year. Please visit [Desired Results for Children and Families/Desired Results System](#) and [DRDP \(2025\)](#) Instruments and Forms to locate a description of each view of the assessment.

1. Set and Lock the DRDP Assessment View

Please complete the steps below to set and lock your agency's chosen view(s) for DRDP (2025).

Once logged in to DRDP Online, select the **Setup Menu** option from the left menu (*Figure 1-1 below*).

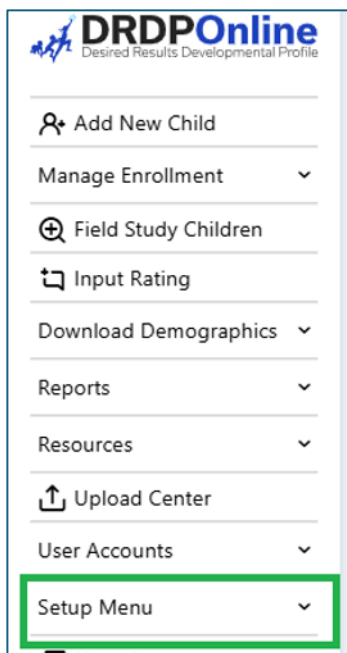


Figure 1-1. Setup Menu

1. Select **Ratings View Setup** (Figure 1-2).



Figure 1-2. Ratings View Setup

2. In **Ratings View Setup**, the Lead Agency Administrator will make the selection of which views they will use for DRDP (2025). **For DRDP (2025)**, select the appropriate view for each age level of the children you serve. If you do not provide services for children in certain age groups, choose **N/A** (not applicable).

A screenshot of the 'Ratings View Setup' form. At the top, there are dropdown menus for 'State' (California) and 'Agency' (WestEdTest3-Comprehensive), followed by 'Search' and 'Clear' buttons. Below this is a section titled '2025 Final Implementation Views' with four dropdown menus: 'IT *' (Infant/Toddler View), 'PTK *' (PS-TK-K View), 'P-3 *' (P-3 View), and 'SA *' (Simplified Rating View). The first three are highlighted with green boxes. Below this is a section titled 'Historical 2015 Views (Read-Only)' with five dropdown menus: 'IT' (Comprehensive Rating View), 'PS' (Comprehensive Rating View), 'TK' (Comprehensive Rating View), 'K' (Comprehensive Rating View), and 'SA' (Simplified Rating View). A 'Save and Lock' button is at the bottom right, highlighted with a green box.

Figure 1.2: Select Agency Default Views

3. For **DRDP (2025)**, select whether to assign **Rating Views** for your entire agency by **Site** or by **Classroom**. Then choose one view for each age level (Figure 1-3 below).

How to Edit Rating Periods in DRDP Online

- **For Infant-Toddlers (IT) and preschool-3rd-grade (P-3) programs**, there is only one view option available.
 - **For Preschool, TK, and Kindergarten (PTK)**, there are two choices: the PTK View or the PTK View with additional History–Social Science (HSS)/Visual and Performing Arts (VPA) measures.
4. Once you have chosen the views for your agency, select **Save and Lock** (*Figure 1.3 above*).

2. 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 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.