

DRDP Online Tip Sheet

Entering and Locking Ratings in DRDP Online for Teachers

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1. Introduction

The purpose of this document is to guide teachers in using the DRDP Online website to enter and lock ratings. Please note that users with Teacher, Teacher of Record, or Teacher of Record + Enrollment roles can enter ratings for children enrolled in their classes; however, only those with the Teacher of Record or Teacher of Record + Enrollment roles can lock ratings. For more details, view [DRDP Roles and Permissions](#).

2. Entering Ratings

2.1. Input Ratings

1. Once logged into DRDP Online, select the Input Rating options from the left-hand menu (*Figure 2.1-1*).

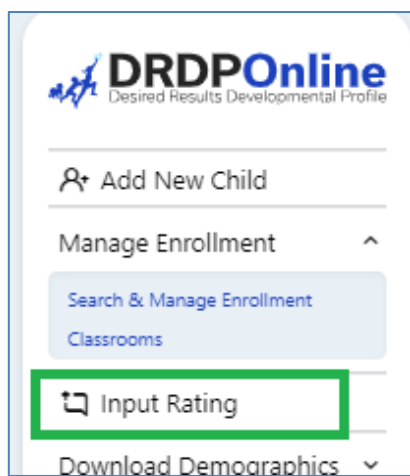


Figure 2.1-1. DRDP Online Menu/Input Rating

2. The Input Rating page opens (*Figure 2.1-2 below*). Select the appropriate filters for the rating period, site, classroom, and age group/instrument to which you would like to add a rating. Then, select **Search**.

Input Ratings

Always refer to the DRDP when rating the measures.

State *

Agency *

Rating Period *

Site *

Classroom *

California

WestEdTest3-Compreh...

Summer 2026

The Wonder Years

Rainbow

Age Group/Instrument

Select Age Group/Instr...

Search

Clear

Figure 2.1-2. Input Ratings Required Filters

- The next screen shows a list of children. The list of children includes the child's name, child ID, enrollment, developmental domains, number of measures per domain, assessment date, lock date, rating completion by percentage, locking status, teacher, and site (*Figure 2.1-3*).

Input Ratings

Always refer to the DRDP when rating the measures.

State *

Agency *

Rating Period *

Site *

Classroom *

California

WestEdTest3-Compreh...

Summer 2026

The Wonder Years

Rainbow

Age Group/Instrument

Select Age Group/Instr...

Search

Clear

Unlock

Figure 2.1-3. Input Ratings Window

4. In Figure 2.1-3 above, for both students, all measures on every domain are rated. Children with an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will automatically be assigned to the DRDP (2025) assessment.

2.2. Rating Record

1. Select the blue list icon before the child's name under the Ratings column (*Figure 2.1-3 above*) for the child you want to complete ratings for.
2. The Rating Record page will populate (*Figure 2.2-1*). The child's name, class, teacher, district/agency, school or site, age group, instrument, enrollment date, assessment date, and lock date will be at the top.

Rating Record

[Go to Input Ratings](#)

Child: **Mario Paniagua** District/Agency: **WestEdTest3-Comprehensive** Classroom Enrollment Date: **July 1, 2026**

Class: **Rainbow** School or Site: **The Wonder Years** Assessment Date: **July 1, 2026**

Teacher: **Matt Caetano** Age Group: **PS-TK-K View** Lock Date:

< [Back to View Class](#) [Previous](#) [Next](#) [Print](#) [Lock](#)

ATL - Approaches To Learning 4/4

ATL1 : Engagement, Attention, and Persistence

Building Later Final Rating

ATL2 : Curiosity, Interest, and Initiative

Building Later Final Rating

ATL3 : Problem-Solving

Building Later Final Rating

ATL4 : Planning

Building Later Final Rating

Figure 2.2-1 Rating Record

3. For DRDP (2025), an **Assessment Date** window will populate (*Figure 2.2-2*) when users are about to enter ratings. This date is key to ensuring the correct age-level assessment is provided, based on the child's birthday. Users will need to select an assessment date that falls within the rating period for the child's enrollment.

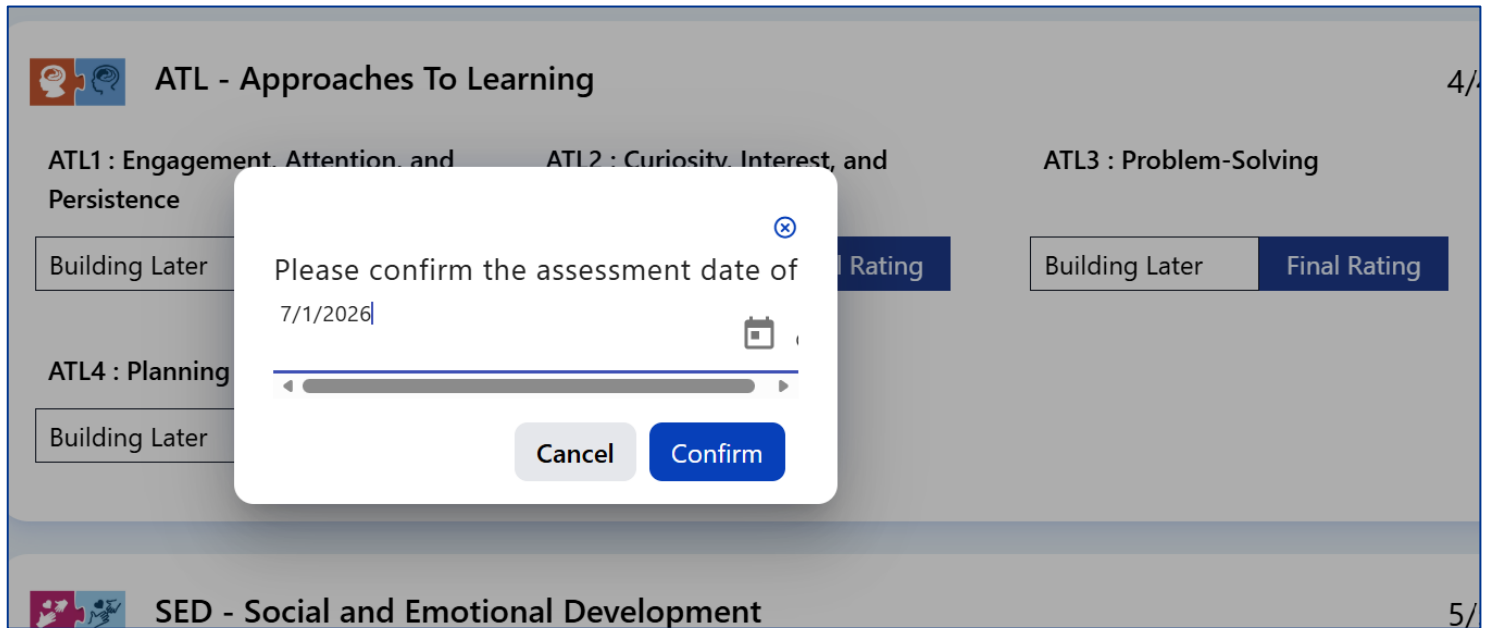


Figure 2.2-2. Assessment Date Window

4. Select the Go to Input Ratings option in the top right corner (see *Figure 2.2-1* above).
5. When you remain on the Rating Record page, the measures will show below with two rectangles beneath each measure. Select your measure, then choose the rectangle labeled "Select Rating" (*Figure 2.2-3* below).

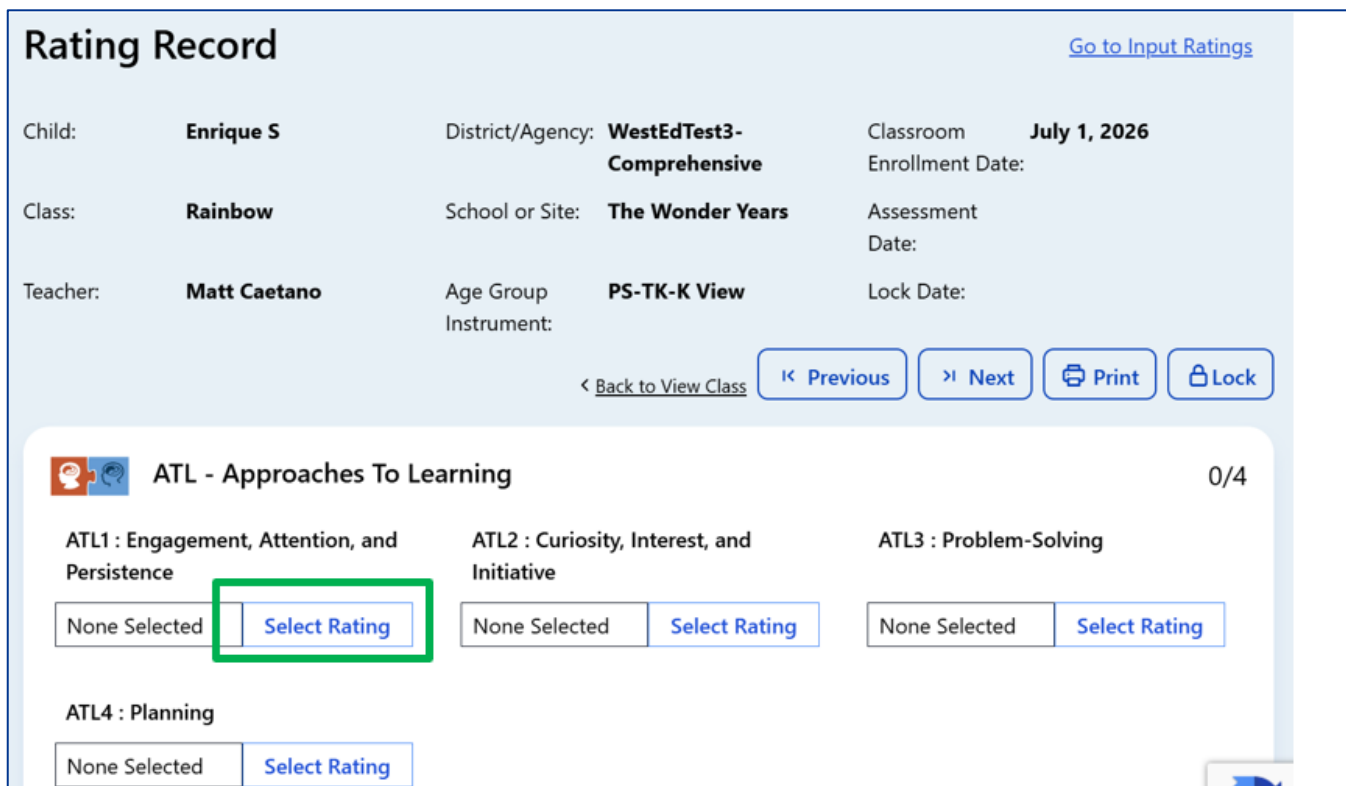


Figure 2.2-3. Rating Record/Select Rating

- After choosing the **Select Rating** option, the developmental levels and descriptors will show for the selected measure (*Figure 2.2-4*).

ATL1: Engagement, Attention, and Persistence
 Child develops increasing ability to engage by sustaining attention, contributing, and persisting, when appropriate, related to learning activities

Cancel Save

Rating Sheet Photos 0 Video 0 Audio 0 Notes 0

☐ Child is emerging to the next developmental level ☐ Unable to rate this measure due to extended absences

☐ Responding Earlier	☐ Responding Later	☐ Exploring Earlier	☒ Exploring Later	☐ Building Earlier	☐ Building Middle	☐ Building Later
Orients to people, objects, or changes in the environment Possible Examples >	Engages in explorations of people or objects for brief periods Possible Examples	Engages in simple self-initiated activities, sometimes with adult support Possible Examples	Engages in and returns to selfinitiated activities after a brief interruption Possible Examples	Engages in self-initiated activities for extended periods of time Possible Examples	Engages in group learning activities with adult guidance Possible Examples >	Manages distractions or challenges with adult support during group learning activities Possible Examples >

Figure 2.2-4: Developmental Levels and Descriptors

- Select the **Possible Examples** arrow (*Figure 2.2-5*) to read examples of the developmental level and descriptor.
- View documentation (pictures, videos, audio, notes) assigned to that measure (*Figure 2.2-5*).
- Select additional rating options (Emerging to the next level, Unable to rate this measure due to extended absences, and, for infant-toddler, Not yet at the earliest developmental level) that are located above the developmental levels (*Figure 2.2-5*).

ATL1: Engagement, Attention, and Persistence
Child develops increasing ability to engage by sustaining attention, contributing, and persisting, when appropriate, related to learning activities

Cancel Save

Rating Sheet Photos 0 Video 0 Audio 0 Notes 0

☐ Child is emerging to the next developmental level ☐ Unable to rate this measure due to extended absences

Responding Earlier	Responding Later	Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later
Orients to people, objects, or changes in the environment Possible Examples >	Engages in explorations of people or objects for brief periods Possible Examples >	Engages in simple self-initiated activities, sometimes with adult support Possible Examples >	Engages in and returns to self-initiated activities after a brief interruption Possible Examples >	Engages in self-initiated activities for extended periods of time Possible Examples >	Engages in group learning activities with adult guidance Possible Examples >	Manages distractions or challenges with adult support during group learning activities Possible Examples >

Figure 2.2-5 Select Developmental Domains and View Possible Examples

- Based on the documentation collected, teachers select the highest level mastered and select **Save** to return to the Rating Record.
- Once you have completed all required domains, select **Save**.
- In the Rating Record window, you can select **Back to View Classroom**, go to the **Previous** or **Next** student for rating, and **Print** that child's rating record (*Figure 2.2-6 below*).

Rating Record [Go to Input Ratings](#)

Child:	Enrique S	District/Agency:	WestEdTest3-Comprehensive	Classroom Enrollment Date:	July 1, 2026
Class:	Rainbow	School or Site:	The Wonder Years	Assessment Date:	
Teacher:	Matt Caetano	Age Group Instrument:	PS-TK-K View	Lock Date:	

[Back to View Class](#)
[Previous](#)
[Next](#)
[Print](#)
[Lock](#)

Figure 2.2-6 Rating Record Selections

- When final ratings have been saved, the rectangle will highlight the **Final Rating** in dark blue (*Figure 2.2-7*). The top-right corner of each domain will indicate the number of finalized

measures (*Figure 2.2-7*). A measure with a preliminary rating requiring review (Review Pre-Rating) will be highlighted in lighter blue (*Figure 2.2-7*). The top-right corner of each domain will indicate how many measures are finalized, e.g., three measures out of four (3/4) (*Figure 2.2-7*).

ATL - Approaches To Learning 3/4

ATL1 : Engagement, Attention, and Persistence

Exploring Later Final Rating

ATL2 : Curiosity, Interest, and Initiative

Building Earlier Final Rating

ATL3 : Problem-Solving

Building Earlier Final Rating

ATL4 : Planning

Building Later Review Pre-Rating

Figure 2.2-7 Rating Record Selections

3. Input Ratings Page

1. Select the **Go to Input Ratings** option in the top right corner of the Rating Record page (*Figure 2.2-6 above*) to view a different rating view. On the Input Ratings page, you can see the preliminary ratings you have made and the measures that have not yet been rated (*Figure 3.1-1 below*).

Input Ratings

[Go to Rating Record](#)

Child: **Enrique S**
District/Agency: **WestEdTest3-Comprehensive**
Classroom: **July 1, 2026**

Class: **Rainbow**
School or Site: **The Wonder Years**
Assessment Date:

Teacher: **Matt Caetano**
Age Group: **PS-TK-K View**
Lock Date:

[Back to View Class](#)
[Save](#)
[Previous](#)
[Next](#)
[Print](#)
[Lock](#)

ATL - Approaches To Learning

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
ATL1 Engagement, Attention, and Persistence		☐	☐	☐	☐	☒	☐	☐	☐
ATL2 Curiosity, Interest, and Initiative		☐	☐	☐	☐	☐	☒	☐	☐
ATL3 Problem-Solving		☐	☐	☐	☐	☐	☒	☐	☐

Figure 3.1-1 Input Ratings

- Since the ratings are not yet locked, you can change a rating by selecting the circle under a different developmental level (*Figure 3.1-1 above*). When ratings are entered on either the Rating Record page or the Input Ratings page, they are populated in the other view.
- Make sure to select **Save** to save your work (*Figure 3.1-1 above*).
- You can return to the other format by selecting **Go to Rating Record** (*Figure 3.1-1 above*).

4. Locking Ratings

- Once all measures have a final rating, the Teacher of Record can lock the rating record by scrolling back to the top of the Rating Record page and selecting the **Lock** option (*Figure 4.1-1 below*).

Input Ratings

[Go to Rating Record](#)

Child: **Enrique S**
District/Agency: **WestEdTest3-Comprehensive**
Classroom Enrollment Date: **July 1, 2026**

Class: **Rainbow**
School or Site: **The Wonder Years**
Assessment Date:

Teacher: **Matt Caetano**
Age Group: **PS-TK-K View**
Lock Date:

[Back to View Class](#)
[Save](#)
[Previous](#)
[Next](#)
[Print](#)
[Lock](#)



ATL - Approaches To Learning

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
ATL1 Engagement, Attention, and Persistence		☐	☐	☐	☐	☒	☐	☐	☐
ATL2 Curiosity, Interest, and Initiative		☐	☐	☐	☐	☐	☒	☐	☐
ATL3 Problem-Solving		☐	☐	☐	☐	☐	☒	☐	☐



Figure 4.1-1 Input Ratings Lock Button

A record will not be available in reporting until it is locked.

5. 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.