

DRDP Online 2025 Tip Sheet

Generating Class Planning Reports in DRDP Online

This Class Planning Report provides an overview of scaled scores for all children in a given classroom during a specified rating period.

1. Viewing the Class Planning Report

1. Log in to DRDP Online.org with your username and password to get started.
2. In the menu on the left, choose **Reports**. (Several types of report options are in the dropdown.) Choose **2025 Class Planning Report** (*Figure 1-1*).



Figure 1-1: 2025 Class Planning Report

3. At the top of the page, several filters require information. The red asterisk * indicates which fields are required. The State and Agency fields will automatically populate.
4. Select the Rating Period, Site, and Classroom. Selecting an Age Group is optional.
5. Select **Show Report** to view it online or **Download Report** to view or save it as a PDF (*Figure 1-2 below*).

2025 Class Planning Report

This report allows users to select a rating period and classroom to generate a report for all the children in the classroom. The report will include scaled scores and measure ratings for children, one rating period at a time.

State *

Agency *

Rating Period *

Site *

Classroom *

California

DEMO Comprehensive

Spring 2026

Camp Nani

Kona Preschool Classroom

Age Group

Select Age Group

Show Report

Download Report

Clear

Figure 1-2: Show or Download the 2025 Class Planning Report

The Class Planning Report is only for one class at a time.

1.1. Showing the Report

The onscreen report will show the number of children represented. In addition to the classroom name, the state, the agency's name, the site, and the teacher(s) associated with that classroom are also shown. Be aware that only those children with locked ratings will appear.

(Figure 1.1-1).

Class Planning Report

[Go to Activity Bank](#)

5 Children in the Kona Preschool Classroom class were selected for this report.

State: California Agency/District: DEMO Comprehensive Site: Camp Nani Teacher: sai torenrollment

 Approaches To Learning

Figure 1.1-1: Onscreen Report

2. Domains and Developmental Levels

1. The color bar at the top of the page is a color code. Each color is labeled and represents a different developmental level. (Figure 2-1 below).
2. The first domain presented is Approaches to Learning.

Class Planning Report										
5 Children in the Kona Preschool Classroom class were selected for this report.										
State: California Agency/District: DEMO Comprehensive Site: Camp Nani Teacher: sai torenrollment										
Approaches To Learning										
PTK	Responding Earlier	Responding Later	Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Integrating Middle	Integrating Later
ATL1 Engagement, Attention, and Persistence			Brianna Rod	Romeo Pue	Elena Bec Janell Par Jason Mom					
ATL2				Janell Par	Elena Bec					

Figure 2-1: Developmental Levels

The Class Planning Report provides a combination of information:

- Measure level information: where each child scored within that domain (*Figure 2-2*).
- The left column contains all the measures within the given domain. Children's names are arranged according to the teacher's rating of that measure for the child (*Figure 2-2*).

Class Planning Report										
5 Children in the Kona Preschool Classroom class were selected for this report.										
State: California Agency/District: DEMO Comprehensive Site: Camp Nani Teacher: sai torenrollment										
Approaches To Learning										
PTK	Responding Earlier	Responding Later	Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Integrating Middle	Integrating Later
ATL1 Engagement, Attention, and Persistence			Brianna Rod	Romeo Pue	Elena Bec Janell Par Jason Mom					
ATL2 Curiosity, Interest, and Initiative				Janell Par Brianna Rod	Elena Bec Romeo Pue Jason Mom					
ATL3 Problem-Solving				Elena Bec Brianna Rod	Janell Par Romeo Pue	Jason Mom				
ATL4 Planning				Janell Par Brianna Rod	Elena Bec Romeo Pue Jason Mom					

Figure 2-2: 2025 Class Planning Report Sample

- The report also allows teachers to individualize instruction based on the data and perhaps provide the family with specific strategies to use at home to address particular skills.

The developmental levels of the English Language Development domain differ from those of the other domains.

2.1. Downloading the Report

1. The option to download the report as a PDF is available at the top of the page. Once selected, you'll see a list of children for whom reports are available. You can download reports for one or multiple children by checking the boxes to the left of their names (See *Figure 2.2-1 below*).

Viewing Students in Kona Preschool Classroom

Select All

Select	First Name	Last Name	Age Group	Class	Rating Period	Classroom Start Date	Class End Date
☐	Roberto	Ocasio	Transitional Kindergarten	Kona Preschool Classroom	Spring 2026	02/13/26	
☐	Jason	Momoa	Preschool	Kona Preschool Classroom	Spring 2026	01/05/26	
☐	Elena	Becerra	Preschool	Kona Preschool Classroom	Spring 2026	01/05/26	
☐	Romeo	Puentes	Preschool	Kona Preschool Classroom	Spring 2026	01/28/26	
☐	Brianna	Rodriguez	Preschool	Kona Preschool Classroom	Spring 2026	01/16/26	

Cancel Select

Figure 2.2-1: Viewing Students to Download Window

2. After selecting the child or children you would like to have reports for, choose the **Select** button at the bottom right of the list of children (*Figure 2.2-1*).
3. You will receive a PDF version of the report to print or save.

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 the [Desired Results for Children and Families/DRDP Online Resources webpage](#).
- 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.