

DRDP Online 2025 Tip Sheet

Generating Rating Completion Reports in DRDP Online

This Rating Completion Report allows administrators to monitor the number of children added, the percentage of measures and children evaluated, and the percentage of completed child records that have been locked for a specific rating period.

1. Viewing the Rating Completion 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 **Rating Completion Report** (*Figure 1-1*).



Figure 1-1: Rating Completion 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 Site, Rating Period, and Classroom.
5. Select **Search** to view the Rating Completion Report (*Figure 1-2 below*).

Rating Completion Report

☐ All Field Study

State * Agency * Site * Rating Period * Classroom *

California DEMO Comprehensive Selected Site: 1 Spring 2026 Selected Classroom: 1

Search Clear

Figure 1-2: Search for the Rating Completion Report

Note: Users can check the number of children added, the percentages of children and measures completed, and the percentage of child reports locked for selected sites.

Agency	Site	Class	Enrollment	Total Children	Avg % of measures completed by child
DEMO Comprehensive	Camp Nani	Kona Preschool Classroom	Early Adopter	7	71.43%
DEMO Comprehensive	Camp Nani	Kona Preschool Classroom	DRDP 2015	1	0.00%

% of children completed	% children locked	View
5/7 71.00%	5/7 71.00%	
0/1 0.00%	0/1 0.00%	

Figure 1-3. View Children in Class

- To make changes or updates, select the **blue eye icon** to view the children in the class. This will take you to the child's demographic and class enrollment section. (Figure 1-3)

Note: The **Edit** button is in the upper right-hand corner.

- When done, scroll down and select **Save Changes**.

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 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.