



DRDP Online Tip Sheet

Getting Started with DRDP Online for Teachers

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1. Introduction

The purpose of this document is to provide an overview for teachers on how to utilize DRDP Online, California's data system for the Desired Results Developmental Profile (DRDP) [DRDP (2025)].

2. Teacher Role

2.1. Teacher

A teacher role may access information for children in their class, including viewing and downloading reports, managing portfolios, viewing enrollment details, overseeing classroom dashboards, utilizing DRDP resources, and entering and editing child ratings. For more information, view [DRDP Roles and Permissions](#).

2.2. Teacher of Record

An account assigned the role of Teacher of Record includes additional capabilities: editing share status, viewing shared children, and also has the unique role of locking ratings. For more details, view [DRDP Roles and Permissions](#).

2.3. Teacher of Record + Enrollment

A user assigned the role of Teacher of Record + Enrollment Edit has additional permissions than those of a Teacher or Teacher of Record at the site to which they are assigned. They can create and edit Teachers, Classrooms, and Child Records that they are assigned to. They can also unlock Child Ratings. For more details, view [DRDP Roles and Permissions](#).

It is necessary to lock ratings to receive reports.

3. Instructions

To confirm your DRDP Online role(s) and assigned sites, select User Profile in the upper right corner (*Figure 3.1*).

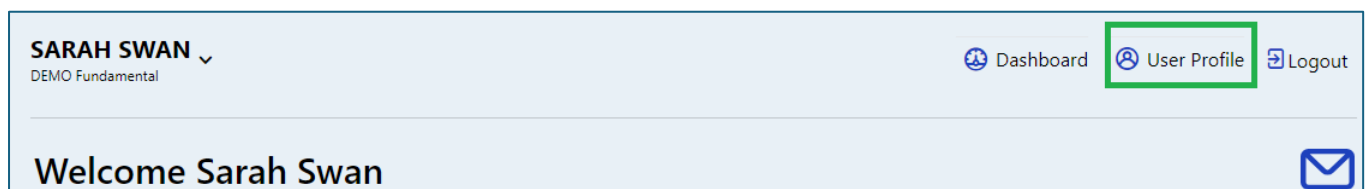


Figure 3.1 DRDP Online Login Screen

3.1. Classes and Children

As a Teacher or Teacher of Record, you do not have permission to add classes or children. However, the Agency, Site, or Teacher of Record + Enrollment administrator roles are assigned permission to add classes or children.

1. Select the **Manage Enrollment** tab to expand the menu, then select **Classroom** (Figure 3.1-1).

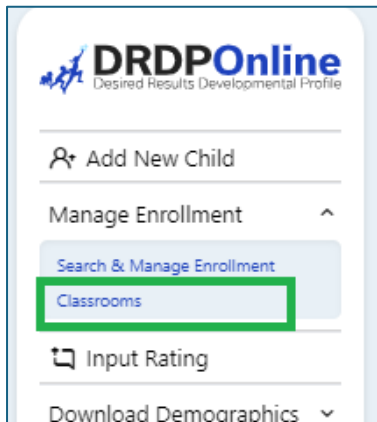


Figure 3.1-1: Manage Enrollment Menu

2. In the Classroom page, Teacher and Teacher of Record users will be provided with a list of all the classrooms the administrator assigned. The information provided includes the View Students icon, Classroom, Site, Agency, Rating Period, Number of Children Enrolled, Number of Locked Records, and Re-enroll icon (Figure 3.1-2).

Classrooms

State *

California

Agency

WestEdTest 3-Comp...

Site

Select Site

Rating Period

Select Rating Period

Classroom

No Classrooms avail...

Search

Clear

View Students

Classroom ↑

Site ↑

Agency ↑

Teacher ↑

Teacher of Record ↑

Rating Period ↑

Children Count ↑

Locked ↑

Re-E

Lilac PK

River

WestEdTest 3-Comprehensive

Eddie W
• Dorothy R

Johana Teresa

Summer 2024

0

0

Sparkles

Glitter

WestEdTest 3-Comprehensive

Johana Cabeza

Johana Cabeza

Summer 2024

1

0

Rainbow

Stream

WestEdTest 3-Comprehensive

Amy Kennedy

Gina Perez

Spring 2024

3

0

Superior 2

Lake

WestEdTest 3-Comprehensive

Joua Lee

Joua Lee

Spring 2024

0

0

Figure 3.1-2: List of Classrooms

If no classrooms populate on this page, contact your administrator and ask to be assigned to the appropriate classes.

3. From this screen (*Figure 3.1-2 above*), Teachers and Teachers of Record can submit a re-enrollment request to their administrator by selecting the blue icon under Re-enroll (*Figure 3.1-3*).

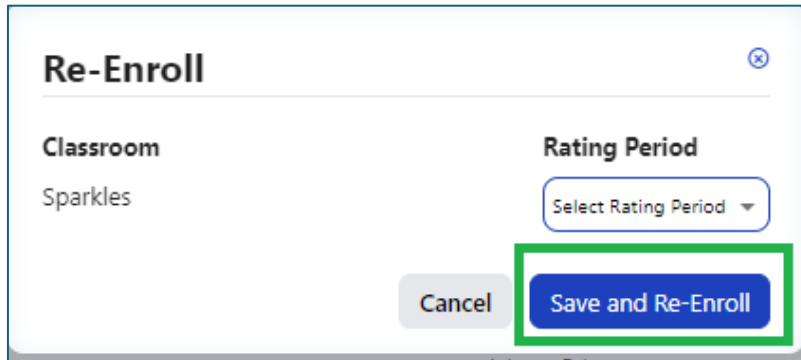


Figure 3.1-3 Save and Re-enroll

Re-enrollment is moving children from the same class in a past rating period to the same class in the new rating period.

4. To view students in a classroom from the classroom page, select the blue page icon under View Students to the left of the classroom name (*Figure 3.1-2 above*). A list of the children in that classroom will populate (*Figure 3.1-4*).

Viewing Students in Sparkles

Rating Period: Fall 2025

Transfer	Withdraw from Agency	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom Withdraw Date ↑	Enrollment	Is Locked
			Victoria	Torres	07/01/25		Dual Enrollment	
			Joel	Madden	09/01/25		Early Adopter	
			Peter	Potter	07/01/25		Early Adopter	
			Benji	Madden	09/01/25		Early Adopter	
			Emilio	Schuman	08/01/25		Early Adopter	
			Mighty	Mouse	08/04/25		DRDP 2015	

Figure 3.1-4 Viewing Students in DRDP Online

- By selecting the blue page icon under the **Child's Page** column (*Figure 3.1-5*), Teachers and Teachers of Record can view the child's demographic information, class enrollment information, and completed assessments; they can also share a child's record with another teacher or special education provider (*Figure 3.1-6 below*).

Viewing Students in Sparkles

Rating Period: Fall 2025

Transfer	Withdraw from Agency	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom Withdraw Date ↑	Enrollment	Is Locked
			Victoria	Torres	07/01/25		Dual Enrollment	
			Joel	Madden	09/01/25		Early Adopter	
			Peter	Potter	07/01/25		Early Adopter	

Figure 3.1-5 View Child's Page

Child Information		
First Name *	Middle Initial	Last Name *
Anya	Middle Initial	J
Statewide Student Identifier (10-digit SSID) *	Agency/District Student Identifier *	DRDP ID
Required if Agency/District ID is blank	9606	2038230

Figure 3.1-6: View Student's Demographic Information

6. When children are moved from one site or classroom to a **different** site or classroom, Teachers can submit a transfer request to their administrator by selecting the transfer icon in the first column on the left (*Figure 3.1-7*). It is important to note that the new classroom the child is being transferred to must first be created by the administrator. An administrator will need to approve the request to complete the transfer. Administrators will receive an email requesting their approval.

Transfer is used when moving a child from one site or class to a different site or class.

Viewing Students in Sparkles

Rating Period: Fall 2025

Transfer	Withdraw from Agency	Child's Page	First Name	Last Name	Classroom Start Date	Classroom Withdraw Date	Enrollment	Is Locked

Transfer Child

Child's Name: Peter Potter

Transfer Rating Period: Fall 2025

Transfer to: Site: Glitter

Transfer to: Classroom: Butterflies-G

Age Group/Instrument: Preschool - Transitional Kind...

Classroom Enrollment Date: 8/15/2025

Comment:

Cancel **Transfer Child**

Figure 3.1-7: Transfer Child

3.2. Ratings

1. Once logged into DRDP Online, select the **Input Rating** option from the left-hand menu (Figure 3.2-1).

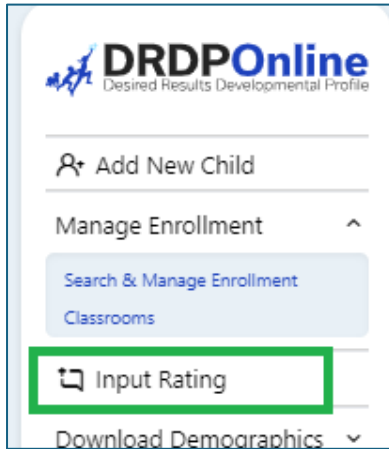


Figure 3.2-1: DRDP Online Menu/Input Rating

2. From the Input Rating page, select the appropriate filters for the rating period, site, classroom, and age group/instrument to which you would like to add a rating (Figure 3.2-2).

 A screenshot of the 'Input Ratings' page in the DRDP Online application. The page has a light blue header with the title 'Input Ratings' and a sub-header 'Always refer to the DRDP when rating the measures.' Below this is a filter section with five dropdown menus: 'State *' (California), 'Agency *' (WestEdTest 3-Comprehens...), 'Rating Period *' (Fall 2025), 'Site *' (Glitter), and 'Classroom *' (Butterflies-G). Below these is an 'Age Group/Instrument *' dropdown menu (Preschool - Transitional Kin...). The 'Rating Period', 'Site', 'Classroom', and 'Age Group/Instrument' dropdowns are highlighted with green rectangular boxes. At the bottom right of the filter section are 'Search' and 'Clear' buttons.

Figure 3.2-2: Input Rating Filters

3. The next screen will provide 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.
4. Select the blue list icon under the **Ratings** column for the child you want to complete ratings (Figure 3.2-3 below).

Ratings	Child Name ↑	Child ID ↑	Enrollment ↑	ATL	SED	FLD	MATH	SCI	PD	HLTH	ELD	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status
	Victoria Torres	1999462	Early Adopter	0/4	0/5	0/6	0/5	0/3	0/4	0/5	N/A			0/32 (0%)	
	Leilani Wiggins	1758584	Early Adopter	0/4	0/5	0/6	0/5	0/3	0/4	0/5	N/A			0/32 (0%)	
	Natalie Guerrero	1760225	Early Adopter	0/4	0/5	0/6	0/5	0/3	0/4	0/5	0/3			0/35 (0%)	
	Stephanie Molina	1767839	Early Adopter	0/4	0/5	0/6	0/5	0/3	0/4	0/5	0/3			0/35 (0%)	
	Peter Potter	2029067	Early Adopter	4/4	5/5	6/6	5/5	3/3	4/4	5/5	N/A	08/13/25	08/13/25	32/32 (100%)	

Figure 3.2-3: Select the Blue List Icon Under the Ratings Column

- The **Rating Record** page will populate. 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.
- For DRDP (2025), an **Assessment Date Window** will populate (*Figure 3.2-4*) 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 window and based on the child's enrollment.

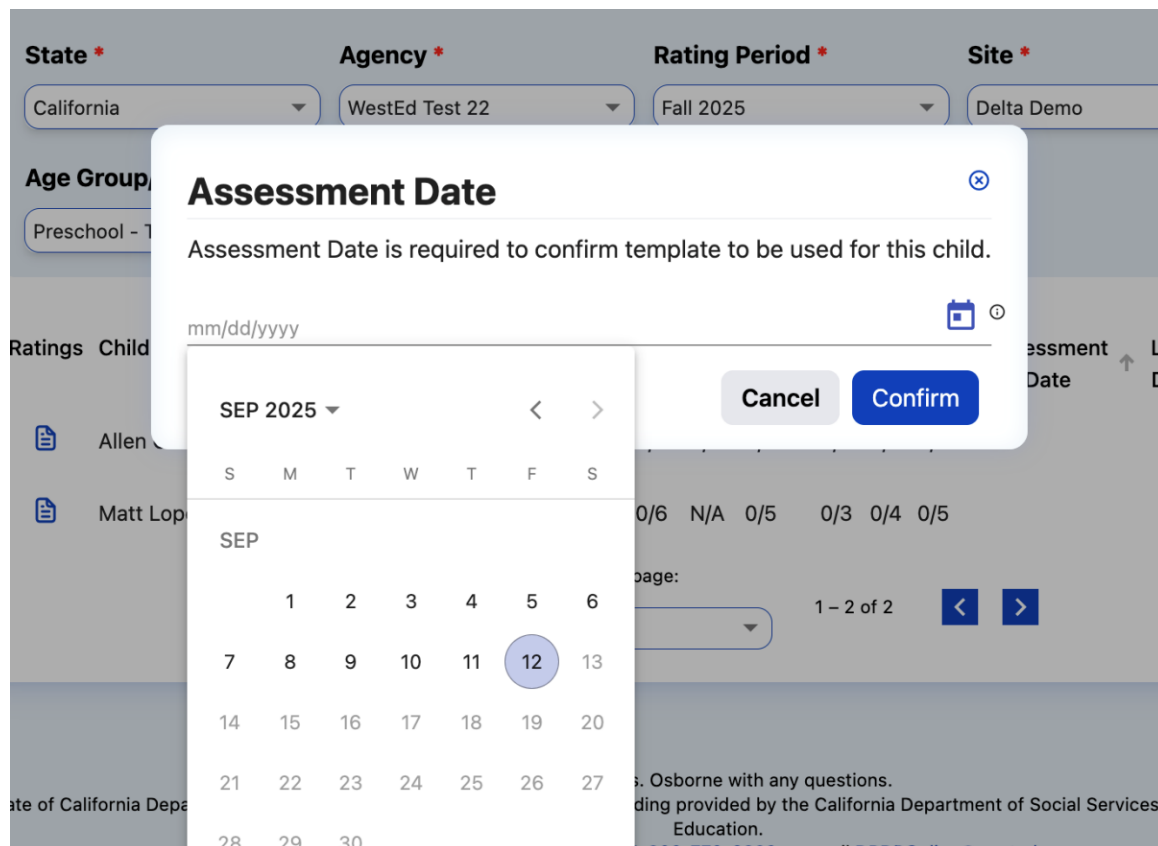


Figure 3.2-4: Assessment Date Window

7. Any child with a zero (0) for their first number has not had any measures rated (as highlighted in the screenshot below). Children may have different requirements regarding the number of measures required in a particular domain. For example, children with an IEP in a preschool class will automatically be assigned to the DRDP Preschool-Transitional Kindergarten-Kindergarten (PTK) View.
8. There are two ways to enter ratings from the rating record page:
 - a. Stay on the Rating Record page.
 - b. Select the **Go to Input Ratings** option on the top left corner (*Figure 3.2-5*).

Rating Record

[Go to Input Ratings](#)

Child: **Peter Potter** District/Agency: **WestEdTest 3- Comprehensive** Classroom: **August 15, 2025**

Enrollment Date:

Class: **Butterflies-G** School or Site: **Glitter** Assessment Date: **August 13, 2025**

Figure 3.2-5: Rating Record page/Go to Input Ratings

9. When you stay on the Rating Record page, the measures will show below with two rectangles beneath each measure. Choose your measure and select the rectangle labeled **Select Rating** (*Figure 3.2-6*).

Rating Record

[Go to Input Ratings](#)

Child: **Stephanie Molina** District/Agency: **WestEdTest 3- Comprehensive** Classroom: **July 1, 2025**

Enrollment Date:

Class: **Butterflies-G** School or Site: **Glitter** Assessment Date:

Teacher: **Luis Aguirre (teacher)** Age Group: **Preschool - Transitional Kindergarten - Kindergarten PS-TK-K View** Lock Date:

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

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

ATL - Approaches To Learning 0/4

ATL1 : Engagement, Attention, and Persistence

None Selected [Select Rating](#)

ATL2 : Curiosity, Interest, and Initiative

None Selected [Select Rating](#)

ATL3 : Problem-Solving

None Selected [Select Rating](#)

ATL4 : Planning

None Selected [Select Rating](#)

Figure 3.2-6: View of the Rating Record

10. After choosing the **Select Rating** option, the developmental levels and descriptors will show for the selected measure (*Figure 3.2-7*).

Child: **Stephanie Molina** District/Agency: **WestEdTest 3-** Classroom: **Julv 1**

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

Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Integrating Middle
Engages in simple self-initiated activities, sometimes with adult support	Engages in and returns to self-initiated activities after a brief interruption	Engages in self-initiated activities for extended periods of time	Engages in group learning activities with adult guidance	Manages distractions or challenges with adult support during group learning activities	Manages distractions or challenges on own during group learning activities	Engages in complex adult-selected group learning activities with multiple components
Possible Examples	Possible Examples	Possible Examples	Possible Examples	Possible Examples	Possible Examples	Possible Examples

Figure 3.2-7: Developmental Levels and Descriptors

11. Examples can be expanded by selecting **Possible Examples** (*Figure 3.2-8*). If the teacher has added documentation (pictures, videos, audio, notes) and assigned it to a specific measure, it can be viewed from this page. Based on the collected documentation, teachers will select the highest level mastered and save the rating.

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

Exploring Earlier	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Integrating Middle
Engages in simple self-initiated activities, sometimes with adult support	Engages in and returns to self-initiated activities after a brief interruption	Engages in self-initiated activities for extended periods of time	Engages in group learning activities with adult guidance	Manages distractions or challenges with adult support during group learning activities	Manages distractions or challenges on own during group learning activities	Engages in complex adult-selected group learning activities with multiple components
Possible Examples	Possible Examples	Possible Examples	Possible Examples	Possible Examples	Possible Examples	Possible Examples

Possible Examples

- Pretends to read a book to a doll. Looks up when a peer shows them what they are cooking in

Figure 3.2-8: View Possible Examples and Icons for Evidence (photos, video, audio, etc.)

12. Additional rating options (*emerging to the next level*, *unable to rate this measure due to extended absences*, and *not yet at the earliest developmental level* (for infant-toddler) are located above the developmental levels (*Figure 3.2-9*).

The screenshot shows the top of the DRDP Online interface. At the top, there are tabs for 'Rating Sheet', 'Photos', 'Video', 'Audio', and 'Notes', each with a count of 0. Below these tabs, there are two radio button options: 'Child is emerging to the next developmental level' and 'Unable to rate this measure due to extended absences'. Both options are highlighted with a green border. Below these options, there are seven developmental levels: 'Exploring', 'Exploring', 'Building', 'Building', 'Building Later', 'Integrating', and 'Integrating'. The first 'Exploring' level is highlighted with a blue background and a blue dot in the center of its radio button.

Figure 3.2-9: Additional Rating Options

13. Once you have completed all the domains required, select **Save**.
14. When final ratings have been saved, the rectangle will highlight the **Final Rating** in dark blue. The top right corner of each domain will indicate the number of measures that are finalized (*Figure 3.2-10*).

The screenshot shows the 'ATL - Approaches To Learning' domain. The domain is divided into four sub-domains: 'ATL1 : Engagement, Attention, and Persistence', 'ATL2 : Curiosity, Interest, and Initiative', 'ATL3 : Problem-Solving', and 'ATL4 : Planning'. The 'ATL1' sub-domain is highlighted with a green border. Within the 'ATL1' sub-domain, there are two buttons: 'Exploring Later' and 'Final Rating'. The 'Final Rating' button is highlighted with a dark blue background and a green border. To the right of the 'ATL1' sub-domain, there are two buttons: 'None Selected' and 'Select Rating'. The 'Select Rating' button is highlighted with a blue background. In the top right corner of the domain, there is a green box containing the text '1/4'.

Figure 3.2-10: Final Rating and How Many Measures Finalized

15. 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 3.2-11 below*).

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

Rating Record [Go to Input Ratings](#)

Child: **Stephanie Molina** District/Agency: **WestEdTest 3-Comprehensive** Classroom Enrollment Date: **July 1, 2025**

Class: **Butterflies-G** School or Site: **Glitter** Assessment Date:

Teacher: **Luis Aguirre (teacher)** Age Group: **Preschool - Transitional** Lock Date:

Instrument: **Kindergarten - Kindergarten PS-TK-K View**

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

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

Figure 3.2-11: Lock the Rating Record

16. When teachers select the **Go to Input Ratings** option in the top right corner of the Rating Record page (*Figure 3.2-5 on page 8*), a different rating view will populate.
17. The **Input Ratings** page allows teachers to select the highest level mastered for all measures on one page (*Figure 3.2-12*).

Note: Ratings entered on either page will populate to the other.

Input Ratings [Go to Rating Record](#)

Child: **Stephanie Molina** District/Agency: **WestEdTest 3-Comprehensive** Classroom Enrollment Date: **July 1, 2025**

Class: **Butterflies-G** School or Site: **Glitter** Assessment Date:

Teacher: **Luis Aguirre (teacher)** Age Group: **Preschool - Transitional** Lock Date:

Instrument: **Kindergarten - Kindergarten PS-TK-K View**

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

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

ATL - Approaches To Learning

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Integrating Middle
ATL1 Engagement Attention											

Figure 3.2-12: View Input Ratings Page

4. 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.