

DRDP Online Tip Sheet

Getting Started with DRDP Online for Teachers

Table of Contents

Getting Started with DRDP Online for Teachers.....	1
1. Introduction	2
2. Teacher Role	2
2.1. Teacher	2
2.2. Teacher of Record	2
2.3. Teacher of Record + Enrollment.....	2
3. Instructions.....	2
3.1. Classes and Children	3
3.2. Ratings.....	6
4. Helpful Resources for DRDP Online	12

1. Introduction

The purpose of this document is to provide teachers with an overview of how to use 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 the unique ability to lock 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 to which they are assigned. 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*).

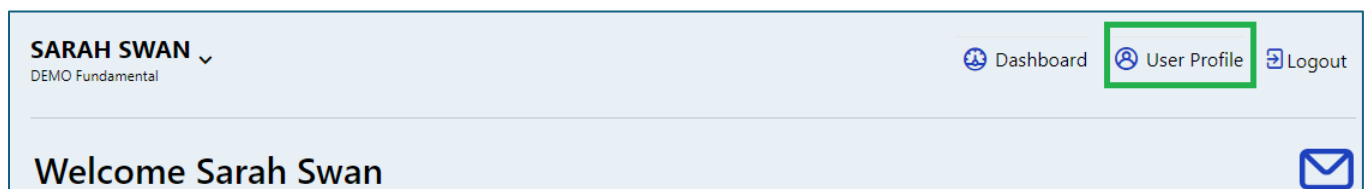


Figure 3.1 DRDP Online Login Screen

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).

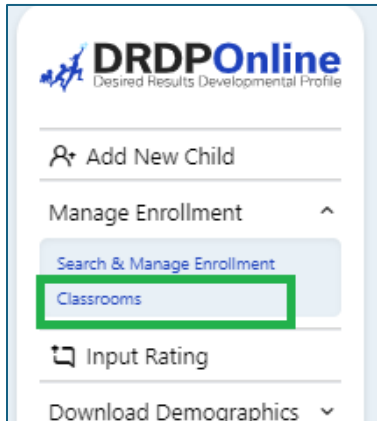


Figure 3.1-1: Manage Enrollment Menu

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						
View Students	Classroom	Site	Agency	Teacher	Teacher of Record	Rating Period
	Wonder Minds	The Wonder Years	WestEdTest3-Comprehensive	- Kamila Ramos - Luis Aguirre C - Sarah Swan	Lluvia Ramos	Fall 2026
	Wonder Minds	The Wonder Years	WestEdTest3-Comprehensive	- Luis Aguirre - Sarah Swan	Lluvia Ramos	Spring 2026

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.

- 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 3.1-3).

Viewing Students in Wonder Minds

Rating Period: Fall 2026

Transfer	Withdraw from Agency	Child's Page	First Name	Last Name	Classroom Start Date	Classroom Withdraw Date	Enrollment	Is Locked
			Carlos	Romero	07/01/26		DRDP 2025	
			Charmin	Arboles	07/01/26		DRDP 2025	
			Carly	Carrot	07/01/26		DRDP 2025	
			Bobby	Stewart	07/01/26		DRDP 2025	
			Ben	S	07/01/26		DRDP 2025	
			Bella	Schmidt	07/01/26		DRDP 2025	
			Antonella	Carpio	07/01/26		DRDP 2025	

Figure 3.1-3 Viewing Students in DRDP Online

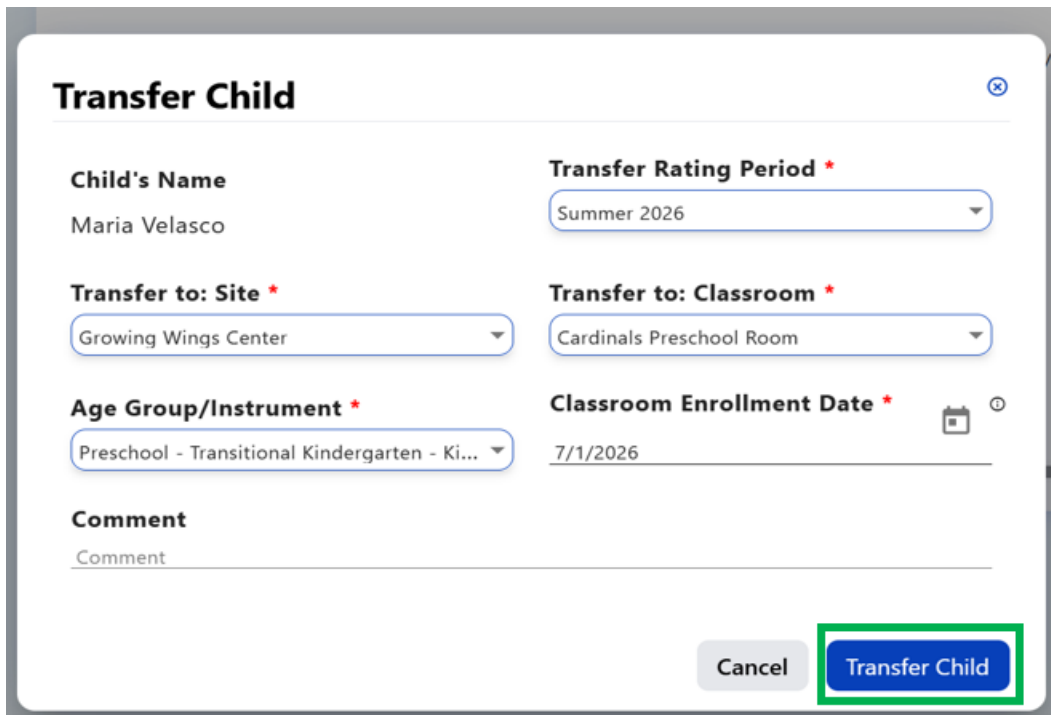
- By selecting the blue page icon under the **Child's Page** column (Figure 3.1-3 above), Teachers and Teachers of Record can view the child's demographic information, class enrollment information, and completed assessments; they can also share a child's record with another teacher or special education provider (Figure 3.1-4 below).

Child Information		
First Name *	Middle Initial	Last Name *
Carlos	Middle Initial	Romero
Statewide Student Identifier (10-digit SSID) *	Agency/District Student Identifier *	DRDP ID
Required if Agency/District ID is blank	1234	2049511
DOB *	Child Age/Grade Instrument *	Child's Socioeconomic Status
04/26/2022	Preschool	☐ Qualify for free or reduced meals?

Figure 3.1-4: View Student's Demographic Information

- 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 3.1-5*). 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 to move a child from one site or class to another.



Transfer Child

Child's Name
Maria Velasco

Transfer Rating Period *
Summer 2026

Transfer to: Site *
Growing Wings Center

Transfer to: Classroom *
Cardinals Preschool Room

Age Group/Instrument *
Preschool - Transitional Kindergarten - Ki...

Classroom Enrollment Date *
7/1/2026

Comment
Comment

Cancel **Transfer Child**

Figure 3.1-5: Transfer Child

3.2. Ratings

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

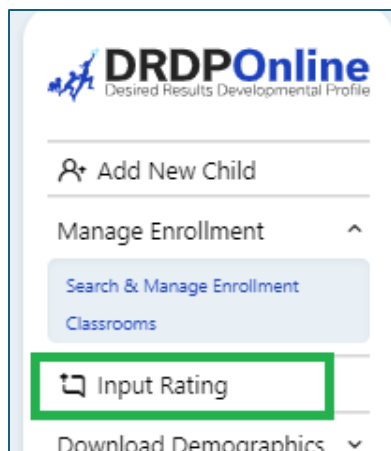


Figure 3.2-1: DRDP Online Menu/Input Rating

- 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 below*).

Input Ratings

Always refer to the DRDP when rating the measures.

State * California

Agency * WestEdTest3-Compreh...

Rating Period * Fall 2026

Site * The Wonder Years

Classroom * Wonder Minds

Age Group/Instrument Select Age Group/Instr...

Search Clear

Figure 3.2-2: Input Rating Filters

- 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.
- 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	ELD	MATH	SCI	PD	HLTH	HSS	VPA	Assessmer Date
	Amy Larch	2049509	DRDP 2025	0/4	0/5	0/6	N/A	0/5	0/3	0/4	0/5	0/5	0/4	
	Antonella Carpio	2049514	DRDP 2025	0/4	0/5	0/6	0/3	0/5	0/3	0/4	0/5	0/5	0/4	
	Collin A	2128631	DRDP 2025	0/4	0/5	0/6	N/A	0/5	0/3	0/4	0/5	0/5	0/4	
	Charmin Arboles	2152629	DRDP 2025	0/4	0/5	0/6	0/3	0/5	0/3	0/4	0/5	0/5	0/4	
	Carly Carrot	2003860	DRDP 2025	0/4	0/5	0/6	N/A	0/5	0/3	0/4	0/5	0/5	0/4	

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.

The screenshot shows the 'Assessment Date' modal window. The modal has a title 'Assessment Date' and a message: 'Assessment Date is required to confirm template to be used for this child.' Below the message is a date input field with a calendar icon. A calendar for September 2025 is displayed, with the 12th highlighted. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 30. The modal has 'Cancel' and 'Confirm' buttons. The background interface shows filters for State (California), Agency (WestEd Test 22), Rating Period (Fall 2025), and Site (Delta Demo). There are also buttons for 'Age Group' (Preschool - T) and 'Ratings' (Child).

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*).

The screenshot shows the 'Rating Record' page. The page has a header 'Rating Record'. Below the header, there is a section for 'Child: Amy Larch', 'District/Agency: WestEdTest3-Comprehensive', 'Classroom: July 1, 2026', and 'Enrollment Date:'. A green box highlights the 'Go to Input Ratings' link in the top right corner.

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: **Amy Larch**

District/Agency: **WestEdTest3-Comprehensive**

Classroom Enrollment Date: **July 1, 2026**

Class: **Wonder Minds**

School or Site: **The Wonder Years**

Assessment Date:

Teacher: **Lluvia Ramos**

Age Group Instrument: **PS-TK-K View - with HSS/VPA**

Lock Date:

[< 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: **July 1, 2025**

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

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

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 the kitchen.

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).

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).

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.

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: **Amy Larch**
District/Agency: **WestEdTest3-Comprehensive**
Classroom Enrollment Date: **July 1, 2026**

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

Teacher: **Lluvia Ramos**
Age Group: **PS-TK-K View - with HSS/VPA**
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		☐	☐	☐	☐	☐	☐	☐	☐

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.