

DRDP Online Getting Started Checklist

1. Lead Agency Administrator

The Lead Agency Administrator is the only person with permission to select the assessment view for an agency. Once logged in to DRDP Online, go to the **Setup Menu** in the left navigation menu, then choose **Ratings View Setup**. The Lead Agency Administrator will select the views to DRDP (2025) on the **Ratings View Setup** page.

1.1. DRDP (2025) Ratings View Setup Page

- ❑ In the **Assign** field, choose whether you are assigning your whole Agency, by Site, or by Classroom.
- ❑ Select a view for each age level. For **Infant-Toddlers (IT)** and **P-3rd-grade** programs, only one view is available. **Preschool, TK, and Kindergarten (PTK)** groups have two available views: the PTK View or the PTK View with additional HSS/VPA measures.

1.2. Review Users

- ❑ Confirm current Administrators. Mark those who have left as inactive.
- ❑ Add new Users.
- ❑ Ensure new users are uploaded with the correct role: [DRDP Online Roles and Permissions](#).

2. Administrators

2.1. Users

To review and add new users to your system, follow these steps:

- ❑ Go to **User Accounts** in the left navigation menu.
- ❑ Select **User Accounts** in the expanded menu.
- ❑ Use the drop-down boxes in the search bar to filter for your Sites, Status (Active, Inactive, Revoked), and Roles.

- ❑ Check that all users are in the system with the appropriate permissions and become familiar with [DRDP Online Roles and Permissions](#). Teachers and teachers of record have limited permissions.
- ❑ Use the pencil icon on the User Account page to edit the **User Account**.
- ❑ Assign users to appropriate sites and classrooms to access children's data.
- ❑ Add new users on the User Account page by selecting the blue **+ Add New User** tab and inserting information into all required fields indicated with a red asterisk (*).
- ❑ Assign **Sites** and **Roles** to each user. (Make sure to scroll down to see all the fields.)
- ❑ Select **Save**.

If you have multiple users to upload, use an **Upload Template**, available under the **Resource tab** in the left-hand menu.

2.2. Classrooms

Follow these steps to edit or create **Classrooms** for the current rating period.

- ❑ Select **User Accounts** in the left navigation menu, then select **Classroom** in the expanded menu.
- ❑ On the **Classroom** page, use the **Site** filter to display the classrooms associated with the selected site. Once they appear on the page, you have the option to **Edit**, **Delete**, or **Add a Classroom**.

Edit a Classroom

- ❑ Select the pencil icon in the **Edit** column to the right of the classroom name.
- ❑ Confirm the name of the classroom and/or the site.
- ❑ Select **Save**. Be specific in naming the classrooms.

Delete a Classroom

We do not delete classrooms. Although a Delete icon is present, please refrain from deleting a classroom, as it may create issues. If you need assistance with deleting a classroom, please contact WestEd DRDP Online Customer Service at 800-770-6339, email drdponline@wested.org, or [select a preferred date and time](#) to meet with a DRDP Online customer service representative.

Add a Classroom

- ❑ Select the blue **+ Add New Classroom** tab and name the classroom. Each classroom must have a unique name per site. The name should not include the current school year or season to maintain consistency across rating periods.
 - Choose the **Site** for that classroom and **Save**.
- ❑ To finish creating your classroom, select the **Teacher Assignments and Rating Periods** option in the **Setup Menu**.
 - On the Teacher Assignments and Rating Periods page, select the blue + Add Teacher Assignments and Rating Periods tab.
- ❑ Use the pop-up window to filter the newly created classroom.
- ❑ Select the rating period.
- ❑ Assign the teacher of record and any additional teachers.
- ❑ Select **Save**.

2.3. Children

An Administrator can add children to the system, enroll them in classrooms, re-enroll children already in DRDP Online, transfer children within the agency, or transfer or withdraw children from their agency.

- ❑ Select **Manage Enrollment** in the left navigation menu.
- ❑ Then select Search & Manage Enrollment.
 - Select your filters for Instrument, Site, Rating Period, and Classroom.
- ❑ Select **Search** in the lower right.
 - Add new children by selecting **Add New Child** in the left navigation menu or use the [All-Instrument Child Upload Template](#).
 - Select the Re-enroll tab to move children from the same class to a new Rating Period. The class must have the exact name. This can be done individually or in batches by selecting multiple children at a time.
 - Select the **Transfer** tab to move a child or children from one site or class to another within your agency, or to retain the same class while transferring to a new Rating Period. Transfers can also be processed in batches by selecting multiple children at once.
 - Select the **Withdraw** tab to retain the child/children's history while removing them from your agency, making them available for enrollment by other agencies.

3. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOnline@wested.org.

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- 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.