



DRDP Online Tip Sheet

Integrated Observation Portfolio for Teachers

Contents

INTEGRATED OBSERVATION PORTFOLIO FOR TEACHERS.....	1
1. Introduction.....	2
2. User Profile.....	2
3. Understanding the Dashboard.....	2
3.1. Dashboard Tabs.....	3
3.2. Portfolio Tab.....	3
4. Reviewing Evidence.....	5
4.1. Reviewing Current Evidence.....	5
4.2. Copy Evidence or Remove Evidence.....	9
4.3. Add to Message Board.....	10
5. Adding Evidence and Preliminary Ratings.....	12
5.1. Adding Evidence.....	12
5.2. Reviewing Future Evidence.....	18
6. Helpful Hints.....	20
7. Helpful Resources for DRDP Online.....	21

1. Introduction

The purpose of this document is to provide teachers with an overview of the integrated portfolio in DRDP Online. To use this feature, users must have one of the following roles: Teacher, Teacher of Record, Teacher of Record + Enrollment, Agency Administrator, Data Entry/Analyst, Family Child Care provider, or Lead Agency Administrator. For more details, view [DRDP Roles and Permissions](#).

2. User Profile

1. After logging in, select **User Profile** in the upper right corner to confirm your DRDP Online role(s) and assigned sites (*Figure 2-1*).

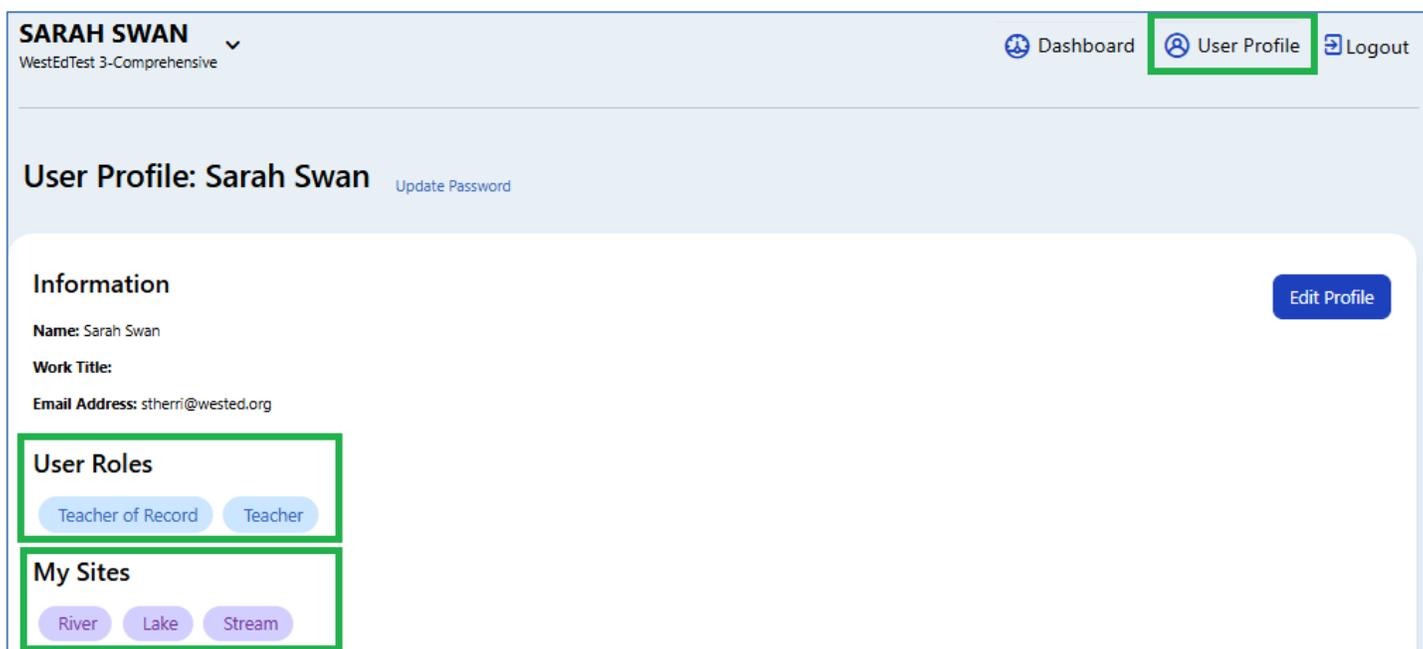


Figure 2.1: User Profile

In Figure 2.1 above, the user has the roles of **Teacher** and **Teacher of Record**.

- A user with the Teacher role can add portfolio items and ratings. This feature is beneficial when multiple individuals in the classroom, such as therapists, special education teachers, or assistants, can contribute evidence.
- The Teacher of Record holds the same permissions as the Teacher but has the additional responsibility of locking the ratings. Locking the ratings is essential to generate reports. Neither the Teacher nor the Teacher of Record can unlock the ratings once they are locked.

3. Understanding the Dashboard

The dashboard is your main landing page in DRDP Online. For teachers, it offers a snapshot of important information, such as the number of children with locked DRDP files. It provides quick access to classrooms, allows you to view ratings, and makes it easy to add evidence and documentation to children’s portfolios.

3.1. Dashboard Tabs

1. The **Total Locked Children** tab gives you a quick overview of children whose DRDP assessment has been locked.
2. The **Classrooms** tab allows you to easily access information for all your assigned classrooms.
3. The **My Ratings** tab is where you enter and review assessment ratings for each child.
4. In the **Portfolio** tab, you can upload evidence and record preliminary ratings to support each child’s assessment.
5. There is also a **Pending Portfolio Evidence Requests** tab for sharing portfolio documentation (*Figure 3.1-1 below*).

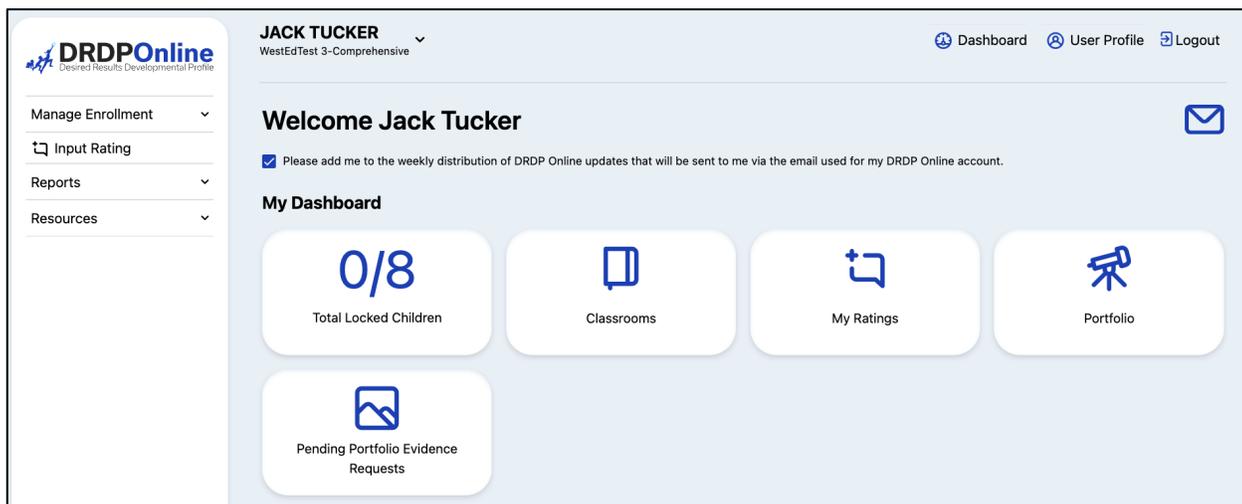


Figure 3.1-1 User Dashboard

3.2. Portfolio Tab

1. When opening the Portfolio tab, use the filters to choose the Site, the Rating Period, Classroom, and the Age Group/Instrument used for the children you want to view. These filters make it easy to find the specific group of children for whom you want to provide evidence.
2. Select the blue Search tab (*Figure 3.2-1*).

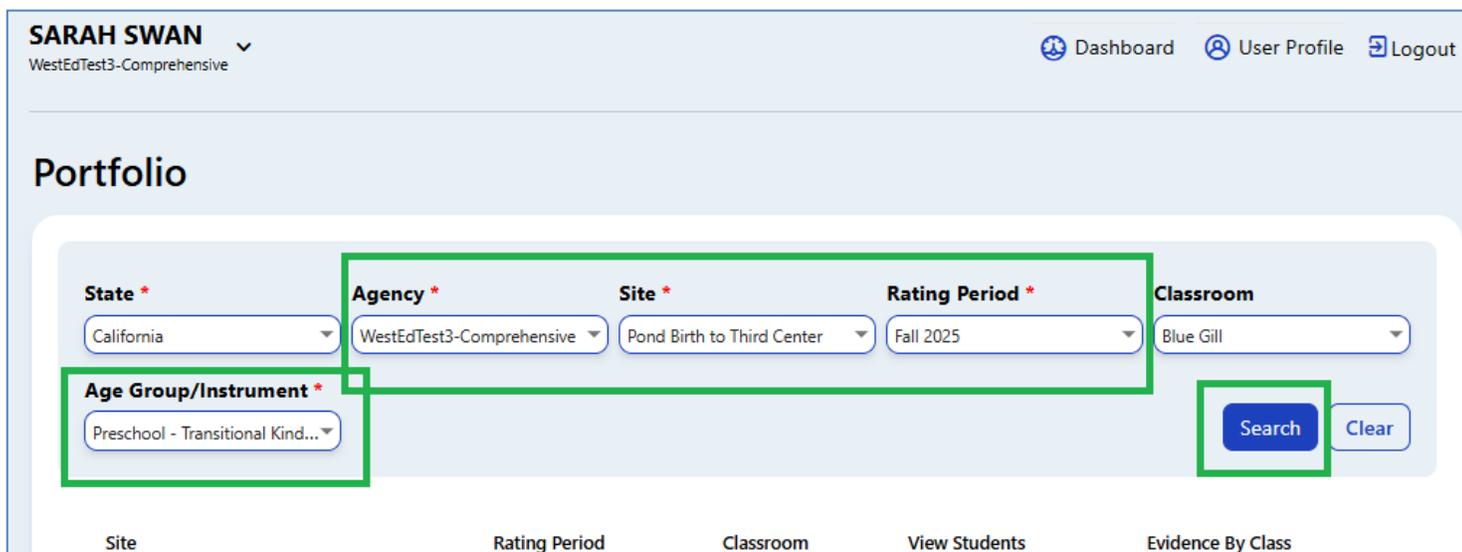


Figure 3.2-1: Portfolio

3. Select the **View Students** icon (*Figure 3.2-2*) to see a list of your students individually, or choose to view evidence by class, which organizes student evidence by classroom.

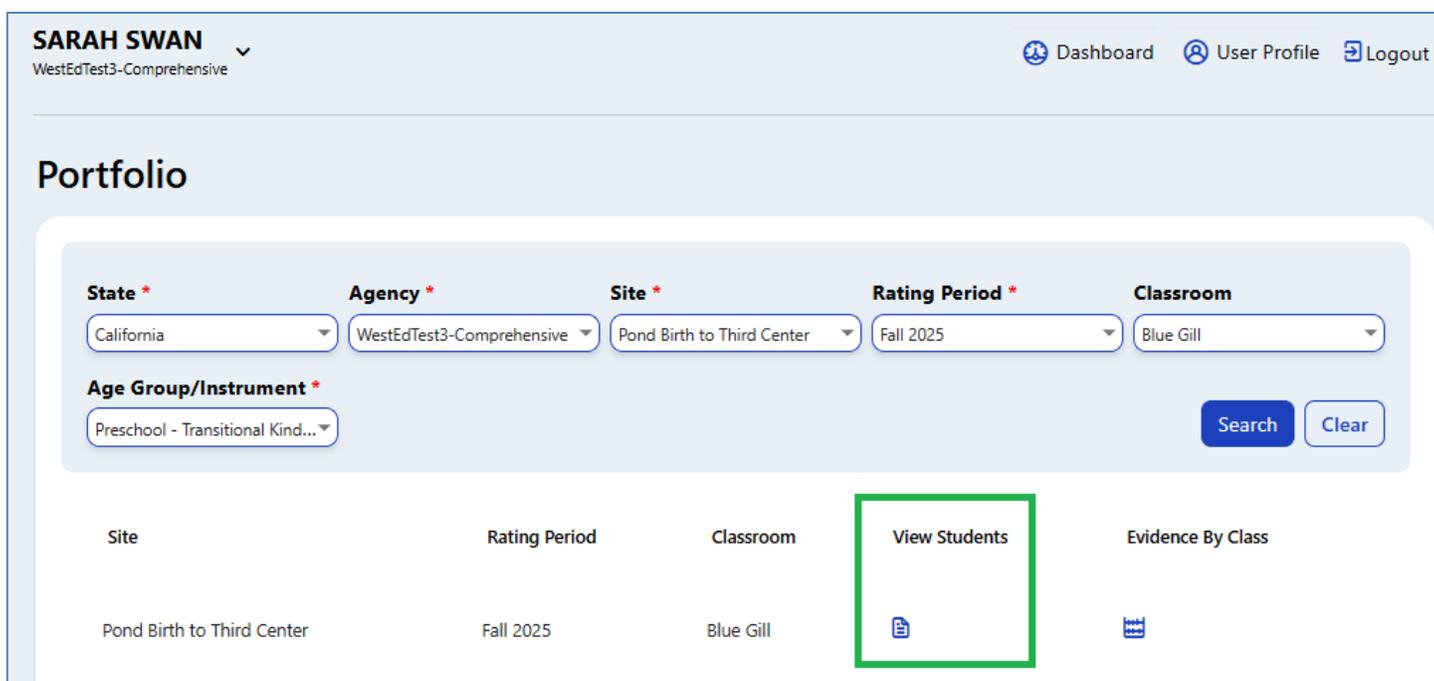


Figure 3.2-2: View Students

4. Selecting the **View Students** icon opens the Viewing Children page. You see the list of students in your classroom for the Rating Period you have chosen. Here you have options to Add Evidence, Review Current Evidence, or Review Future Evidence saved for future rating periods (*see Figure 3.2-3 below*).

Viewing Children in: **Blue Gill**
Rating Period: **Fall 2025**

Add Evidence	First Name	Last Name	Review Current Evidence ☺	Review Future Evidence ☺
<input type="checkbox"/>	Alicia	Hanson		
<input type="checkbox"/>	Annie	Adams		
<input type="checkbox"/>	Aubs	Haly		
<input type="checkbox"/>	Briana	Solis		
<input type="checkbox"/>	Freddie	Flint		
<input type="checkbox"/>	John	Thomes		
<input type="checkbox"/>	Kirk	Kennedy		
<input type="checkbox"/>	Lilly	Lou		

**If Child's Age/Grade Instrument changes after evidence has been saved in current enrollment Portfolio, evidence will be hidden. If needed, please save the child's Portfolio evidence prior to changing their demographic Age/Grade Instrument.*

Cancel **Next**

Figure 3.2-3: Viewing Children Page

4. Reviewing Evidence

4.1. Reviewing Current Evidence

You can review the current evidence in a student's record on the Viewing Children page (see *Figure 3.2-3 above*).

1. In the **Review Current Evidence** column, click the blue icon to the right of the child's name to view the evidence that has already been uploaded.
2. The **Review Evidence** page opens. On this page, you'll see details including the rating period, classroom, age group/instrument, and the child's name. Below this, there are two viewing options:
 - **Domain:** Shows evidence organized by domain

- **Measure:** Shows evidence organized by measure (*Figure 4.1-1 below*)

5. To view available evidence, select the **Measure** button to view evidence by measure (*Figure 4.1-1*). In *Figure 4.1-1*, no evidence has been uploaded by domain, as indicated by “0 Evidence Items.”

Review Evidence

Rating Period: Fall 2025
 Classroom: Blue Gill
 Age Group/Instrument: Preschool - Transitional Kindergarten - Kindergarten
 Child/Children: Aubs Haly

Print Existing Evidence
 Add to Message Board

Domains Measures

< Back to View Children

ATL ▾	0 Evidence Items
SED ▾	0 Evidence Items
FLD ▾	0 Evidence Items
ELD ▾	0 Evidence Items

Figure 4.1-1: Review Evidence

In *Figure 4.1-2* below, the user selected evidence by **Measures** (*Figure 4.1-2*), which displays one evidence item for ATL 2 and one for SED 3. The evidence item for ATL 2 does not include a preliminary rating, whereas the evidence item for SED 3 does.

Review Evidence

[Print Existing Evidence](#)
[Add to Message Board](#)

Rating Period: Fall 2025
Classroom: Blue Gill
Age Group/Instrument: Preschool - Transitional Kindergarten - Kindergarten
Child/Children: Lilly Lou

Domains
Measures

[← Back to View Children](#)

+ ATL

ATL1 ▾	0 Evidence Items
ATL2 ▾	1 Evidence Item
ATL3 ▾	0 Evidence Items
ATL4 ▾	0 Evidence Items

♥ SED

SED1 ▾	0 Evidence Items
SED2 ▾	0 Evidence Items
SED3 ▾	1 Evidence Item Building Later ●

Figure 4.1-2: Evidence by Measures

6. Select a measure to view previously uploaded evidence. In Figure 4.1-3 below, the user selected ATL 2, which shows one note with no preliminary rating entered. To add a preliminary rating, select the blue **Rate ATL2** button in the bottom-left corner (see Figure 4.1-3 below).

ATL2 >
 Child develops increasing capacity to explore objects, activities, or ideas and takes initiative to seek information and understanding

1 Evidence Item
[Edit Evidence](#)

Photos 0 Video 0 Audio 0 **Notes 1**

Notes
 Lilly noticed the fan in our room and carried a Barbie to it to watch the hair blow. Then she took a piece of paper and held it by the fan to watch it blow. She tried a scarf and a book in the same way. She asked me to come over and watch her. "What do you think will go farther? I think the paper. Look it went 3 of these squares on the floor!"
 08/25/2025
 Uploaded By: Kallenbach, Julie

[Rate ATL2](#)

Figure 4.1-3: Rate Measure Button

7. After selecting the Rate tab, the Preliminary Rating window opens (*Figure 4.1-4*). This window displays the preliminary rating options for the selected measure.

ATL2 Preliminary Rating

Responding Earlier

Responding Later

Exploring Earlier

Exploring Later

Building Earlier

Building Middle

Building Later

Integrating Earlier

Integrating Middle

Integrating Later

Cancel [Select Preliminary Rating](#)

Figure 4.1-4: Preliminary Rating Window

8. Select a rating option (e.g., Building Middle) and click the **Select Preliminary Rating** button to save (*Figure 4.1-4 above*). Once your rating is saved, a confirmation message stating **"Rating Updated"** will appear at the bottom of the screen (*Figure 4.1-5*).

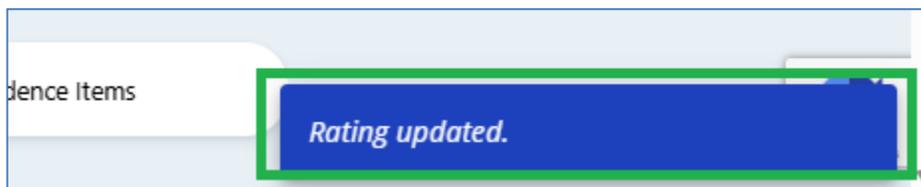


Figure 4.1-5: Rating Updated Message

9. To edit the evidence for a measure, select the blue **Edit Evidence** button in the upper right corner (*Figure 4.1-3 above*).
10. Add a photo, video, audio, or note (*Figure 4.1-6*).

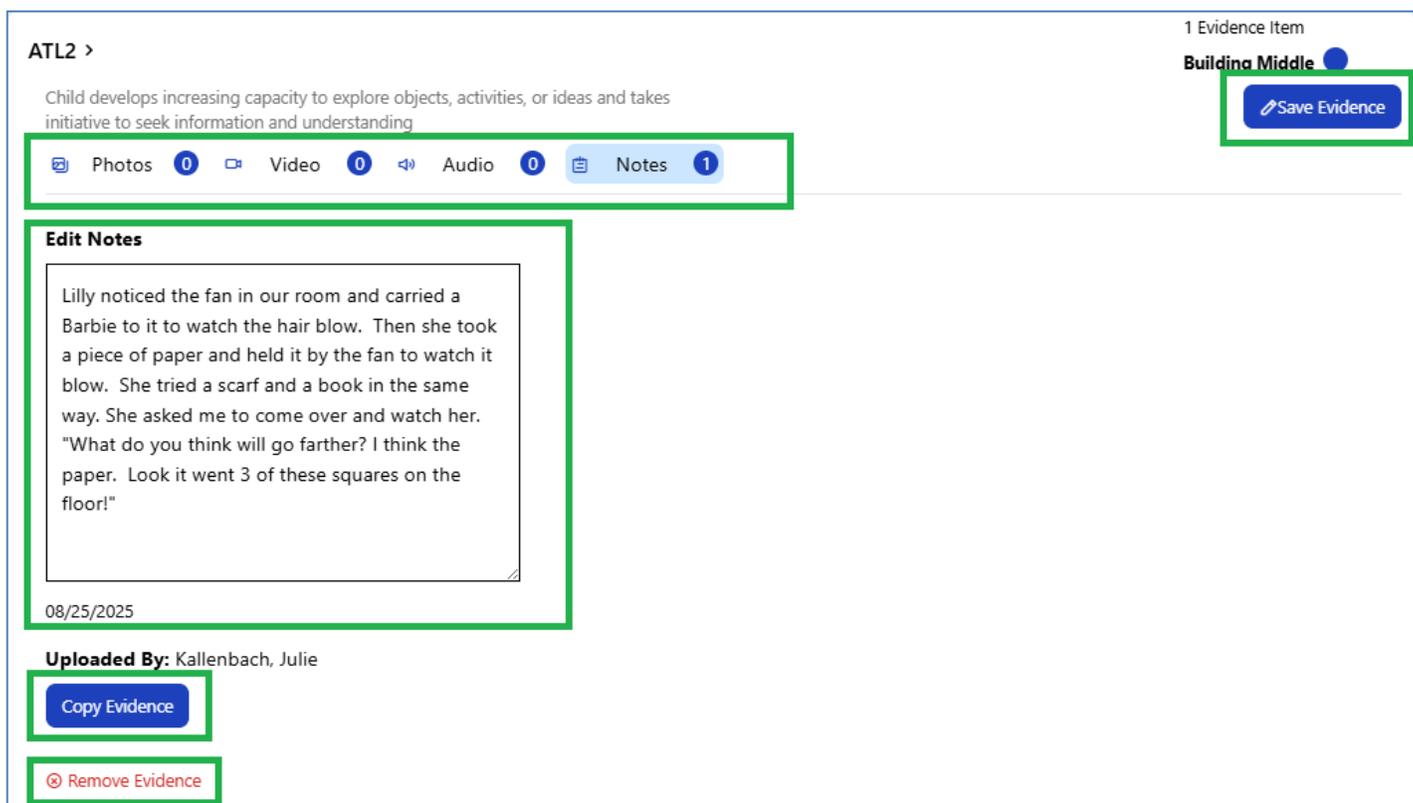


Figure 4.1-6: Edit Evidence

11. Select **Save Evidence** (*Figure 4.1-6 above*) when finished.

4.2. Copy Evidence or Remove Evidence

1. To copy the evidence to another measure, select the blue **Copy Evidence** button (*Figure 4.1-6 above*).
2. A window will open with options to select additional domains and measures (*Figure 4.2-1*). In this example, the evidence also applies to FLD 2, so the box next to that measure is checked.
3. After selecting the appropriate measures, select **Copy Evidence**, then click the blue **Save Evidence** button to complete the process (*Figure 4.2-1*).
4. To remove evidence no longer applicable, select the red **Remove Evidence** text at the bottom (*Figure 4.1-6 above*)

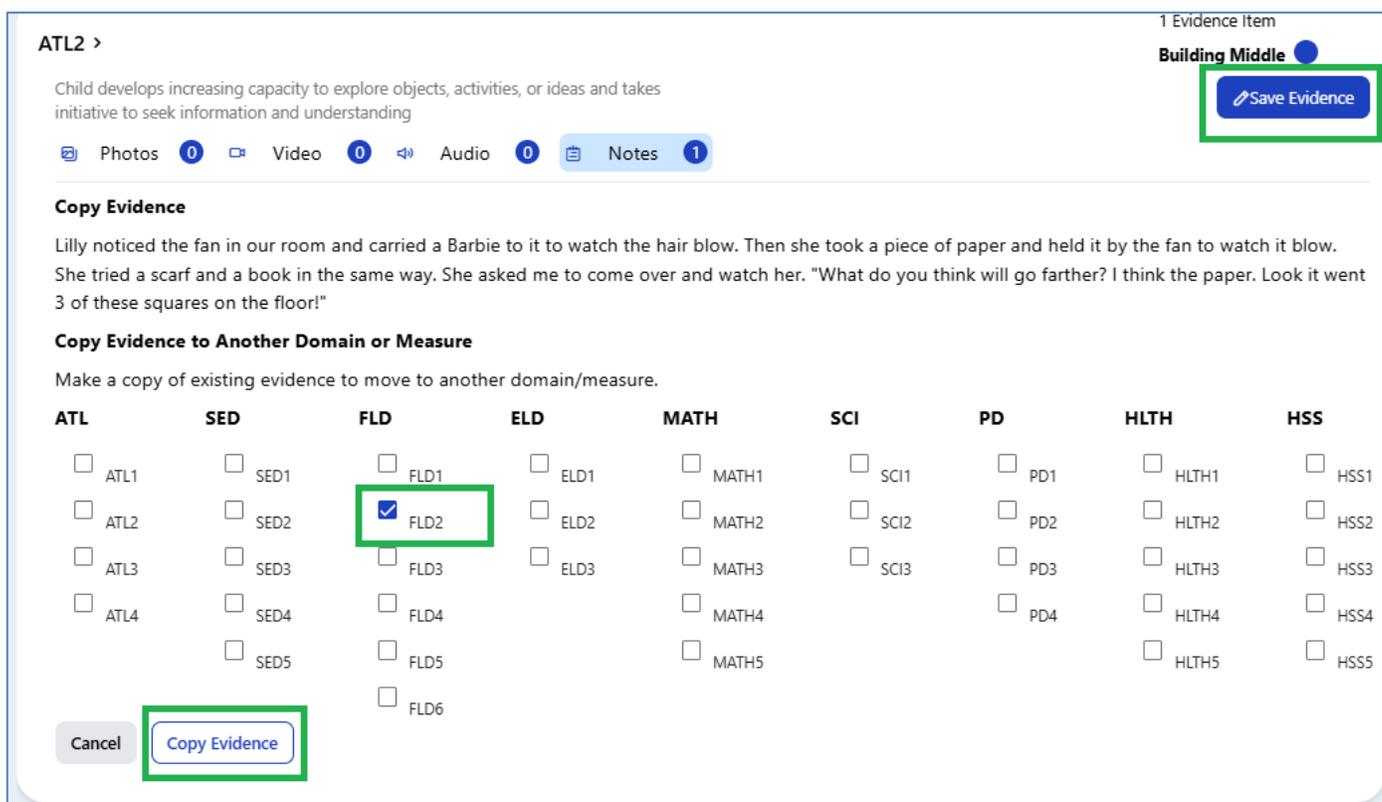


Figure 4.2-1: Copy Evidence

4.3. Add to Message Board

The **Add to Message Board** button is another portfolio feature on the Review Evidence page. (*Figure 4.3-1 below*).

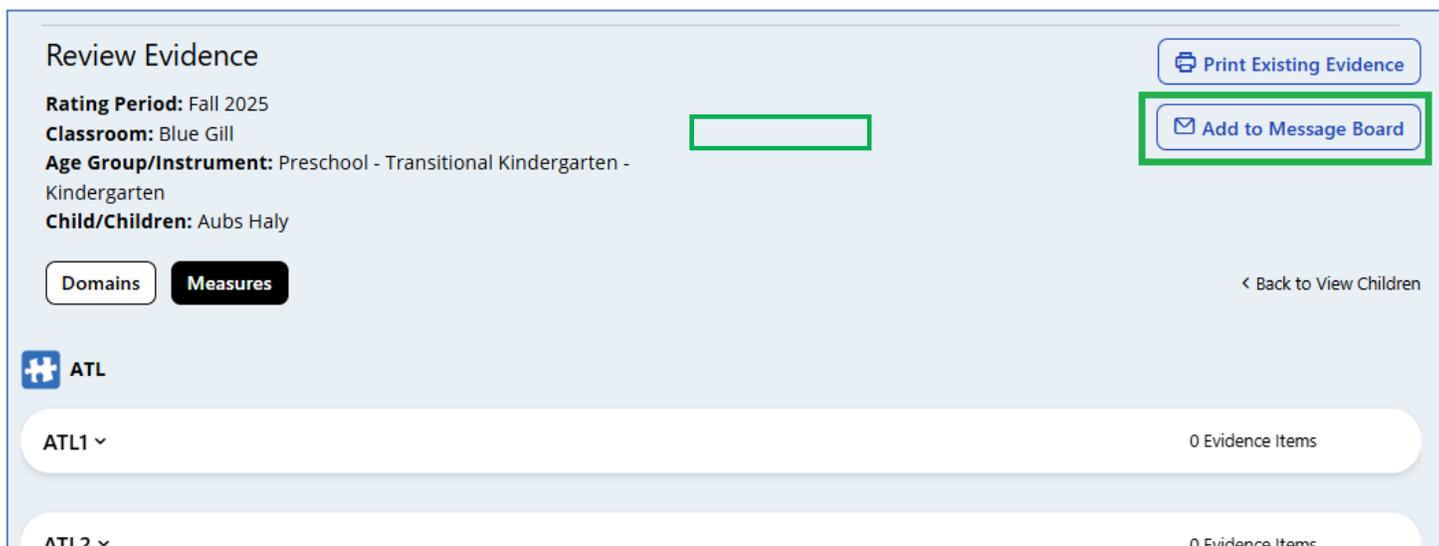


Figure 4.3-1: Add to Message Board

1. The **Send Message Board** will appear for the selected student (*Figure 4.3-2*).
2. Choose the user(s) you want to send the message to (*Figure 4.3-2*).

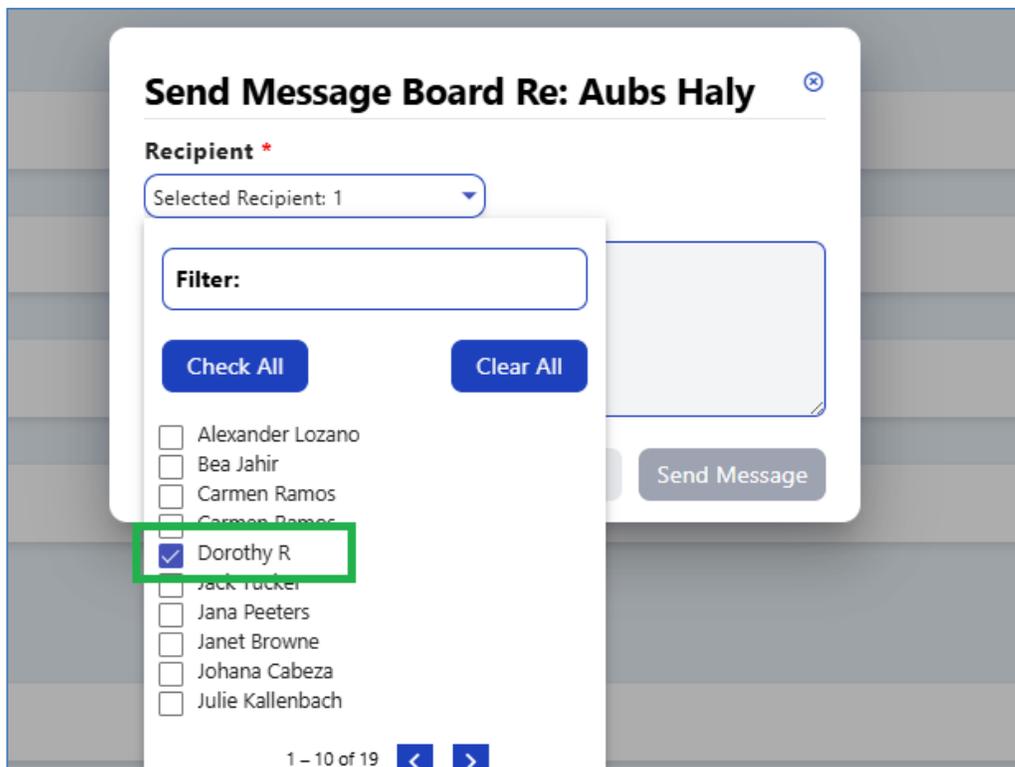


Figure 4.3-2: Send Message Board/Select Recipient

3. Enter your message in the dialogue box (*Figure 4.3-3 below*).

Figure 4.3-3: Send Message Board/Send Message Button

4. Select the blue **Send Message** button (*Figure 4.3-3 above*).

5. Adding Evidence and Preliminary Ratings

5.1. Adding Evidence

You can add evidence to the child's portfolio and choose whether to use it for the current rating period or save it for a future rating cycle.

1. First, follow steps 1-4 under section 3.2 Portfolio Tab on page 4 to access the **Viewing Children** page.
2. In the **Add Evidence** column, check the boxes next to the children's names for whom you want to add evidence (*Figure 5.1-1 below*).

Viewing Children in: **Blue Gill**
 Rating Period: **Fall 2025**

Add Evidence	First Name	Last Name	Review Current Evidence ⓘ	Review Future Evidence ⓘ
<input type="checkbox"/>	Alicia	Hanson		
<input type="checkbox"/>	Annie	Adams		
<input checked="" type="checkbox"/>	Aubs	Haly		
<input type="checkbox"/>	Briana	Solis		
<input type="checkbox"/>	Freddie	Flint		
<input type="checkbox"/>	John	Thomes		
<input type="checkbox"/>	Kirk	Kennedy		
<input checked="" type="checkbox"/>	Lilly	Lou		

*If Child's Age/Grade Instrument changes after evidence has been saved in current enrollment Portfolio, evidence will be hidden. If needed, please save the child's Portfolio evidence prior to changing their demographic Age/Grade Instrument.

Figure 5.1-1: Select Children/Add Evidence

3. Select **Next** (*Figure 5.1-1 above*).
4. The **Add Evidence** page opens. This page displays the information for the selected students, the evidence categories (photos, audio, etc.), and a toggle to **Save to the evidence library for future rating period** (*Figure 5.1-2 below*).

Add Evidence Go Back

Rating Period: Fall 2025
Classroom: Blue Gill
Age Group/Instrument: Preschool - Transitional Kindergarten - Kindergarten
Child/Children: Aubs Haly, Lilly Lou

Save to evidence library for future rating period

Choose Evidence

 Add Photo Allowed type: jpeg, png, gif	 Add Video Allowed type: mp4, mpeg, webm, ogg, mov	 Add Audio Allowed type: mpeg, wav, ogg	 Add Note	 Add Structured Prompt Allowed type: jpeg, png, gif, doc, pdf
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Next

Figure 5.1-2: Add Evidence

- To **add evidence to the current rating period**: Leave the toggle **OFF** (*Figure 5.1-2 above*). Your evidence will be available immediately.
 - To **save your evidence for a future rating period**: Slide the toggle **ON**. This adds your evidence to the evidence library.
5. Select the box of the type of evidence—photo, video, audio, note, or structured prompt (*Figure 5.1-2 above*).
 6. To add photographic evidence, select **Add Photo** and choose whether to drag and drop an image or upload a photo from your device (*Figure 5.1-3 below*).

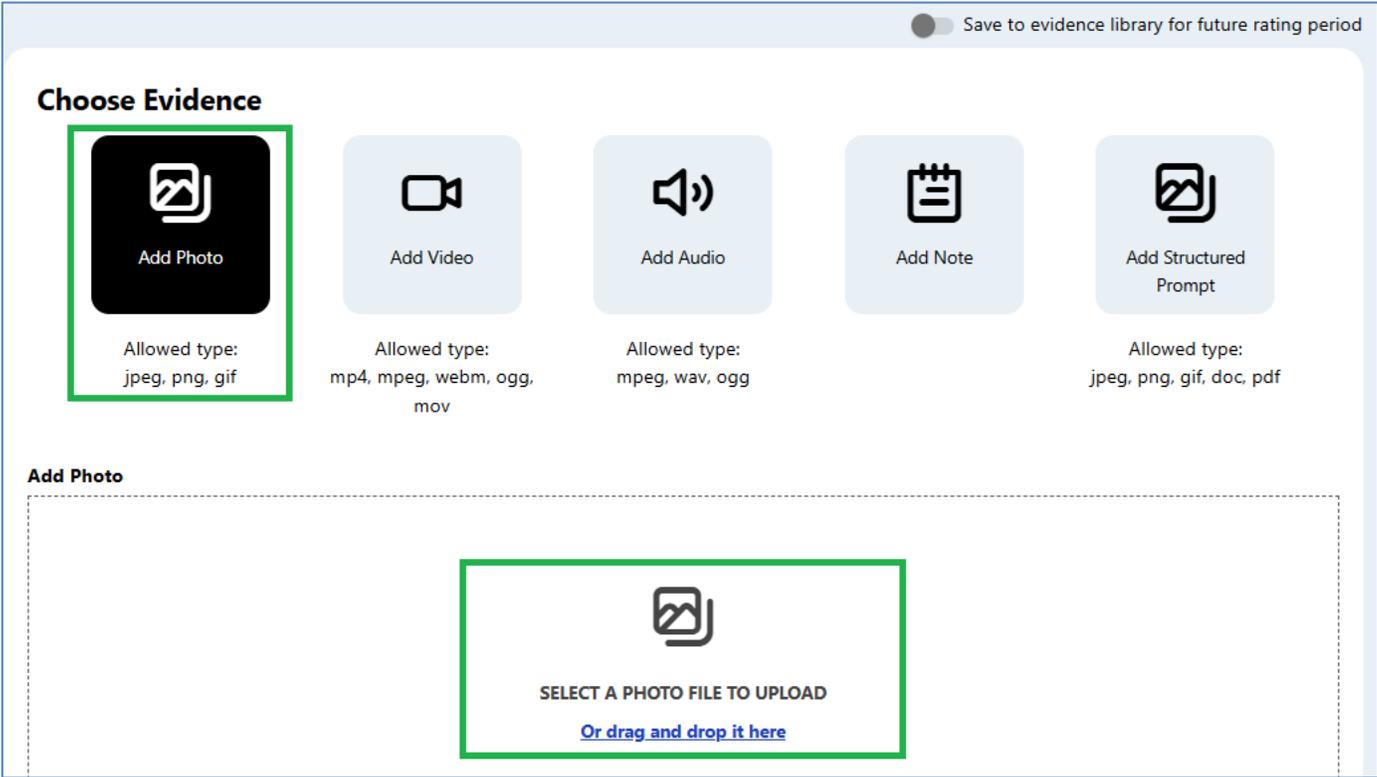
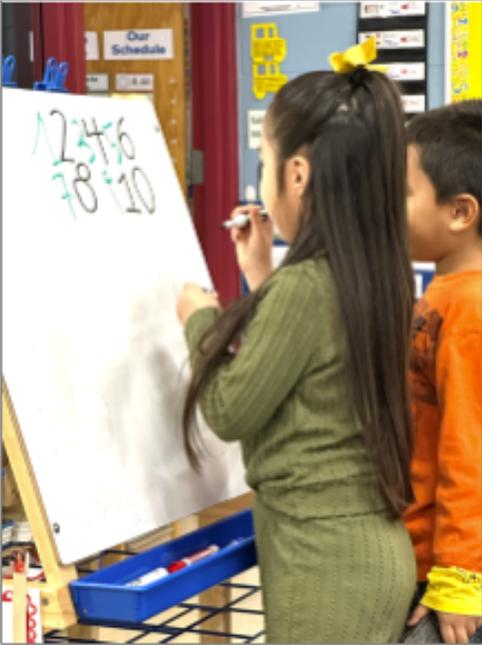


Figure 5.1-2: Add Photo

7. After uploading a photo, you may enter a caption note to enhance the photo information (Figure 5.1-3 below).

Uploaded Photo



at chalkboard.png Remove

Add Notes

BS and KK chose the easel for choice play. They discussed what to write and decided on numerals. It was a back-and-forth conversation with at least two turns each. They each had a different color marker and took turns writing numerals.

Assign Evidence

<p>ATL</p> <input type="checkbox"/> ATL <input type="checkbox"/> ATL1 <input type="checkbox"/> ATL2 <input type="checkbox"/> ATL3 <input type="checkbox"/> ATL4	<p>SED</p> <input type="checkbox"/> SED <input type="checkbox"/> SED1 <input type="checkbox"/> SED2 <input type="checkbox"/> SED3 <input checked="" type="checkbox"/> SED4 <input type="checkbox"/> SED5	<p>FLD</p> <input type="checkbox"/> FLD <input type="checkbox"/> FLD1 <input checked="" type="checkbox"/> FLD2 <input type="checkbox"/> FLD3 <input type="checkbox"/> FLD4 <input type="checkbox"/> FLD5 <input type="checkbox"/> FLD6	<p>ELD</p> <input type="checkbox"/> ELD <input type="checkbox"/> ELD1 <input type="checkbox"/> ELD2 <input type="checkbox"/> ELD3	<p>MATH</p> <input type="checkbox"/> MATH <input type="checkbox"/> MATH1 <input type="checkbox"/> MATH2 <input type="checkbox"/> MATH3 <input type="checkbox"/> MATH4 <input type="checkbox"/> MATH5	<p>SCI</p> <input type="checkbox"/> SCI <input type="checkbox"/> SCI1 <input type="checkbox"/> SCI2 <input type="checkbox"/> SCI3	<p>PD</p> <input type="checkbox"/> PD <input type="checkbox"/> PD1 <input type="checkbox"/> PD2 <input type="checkbox"/> PD3 <input type="checkbox"/> PD4	<p>HLTH</p> <input type="checkbox"/> HLTH <input type="checkbox"/> HLTH1 <input type="checkbox"/> HLTH2 <input type="checkbox"/> HLTH3 <input type="checkbox"/> HLTH4 <input type="checkbox"/> HLTH5
--	--	---	---	--	---	--	--

<p>HSS</p> <input type="checkbox"/> HSS <input type="checkbox"/> HSS1 <input type="checkbox"/> HSS2 <input type="checkbox"/> HSS3 <input type="checkbox"/> HSS4 <input type="checkbox"/> HSS5	<p>VPA</p> <input type="checkbox"/> VPA <input type="checkbox"/> VPA1 <input type="checkbox"/> VPA2 <input type="checkbox"/> VPA3 <input type="checkbox"/> VPA4
---	--

Date of Collected Evidence *

Next

Figure 5.1-3: Add Notes to a Photo and Assigning Evidence

8. Next, assign the evidence to the appropriate measures by checking the relevant boxes (*Figure 5.1-3 above*). If you are assigning evidence for a future rating period, you will see both DRDP (2015) and DRDP (2025) measures—select the appropriate measures for the view you are using. It is helpful to review the Measures at a Glance page in the introduction of the DRDP instrument your agency is using to identify measures that could apply.
9. Enter the date when the evidence was collected (*Figure 5.1-3 above*), ensuring that it is after the class start date. If the date entered is before the class start date, an error message will appear, and you will need to correct it before proceeding. Once the correct date is entered, click the blue **Next** button to continue (*Figure 5.1-3 above*).
10. The **Preliminary Ratings** page opens (*Figure 5.1-4*).
11. Select which measures the photo evidence applies to for each child (*Figure 5.1-4*).
12. Next, decide whether to assign a **Preliminary Rating** and select the applicable measure (*Figure 5.1-4*).

Preliminary Ratings Go Back

Rating Period: Fall 2025
Classroom: Blue Gill
Age Group/Instrument: Preschool - Transitional Kindergarten - Kindergarten
Child/Children: Briana Solis, Kirk Kennedy

Assigned Evidence

A Preliminary Rating is not required. Please check the box/boxes of the measures you would like to save your evidence to and click on the save button prior to leaving this page.

Selected Students	Photo Evidence	Preliminary Rating
Briana Solis	<input checked="" type="checkbox"/> SED4 <input checked="" type="checkbox"/> FLD2	<input type="button" value="Rate SED4"/> ✓ <input type="button" value="Rate FLD2"/> ✓
Kirk Kennedy	<input checked="" type="checkbox"/> SED4 <input checked="" type="checkbox"/> FLD2	<input type="button" value="Rate SED4"/> ✓ <input type="button" value="Rate FLD2"/> ✓

Figure 5.1-4: Preliminary Ratings/Assigned Evidence

13. When the Preliminary Rating window opens, select a developmental level (*Figure 5.1-5 below*). Then, select the blue **Select Preliminary Rating** button (*Figure 5.1-5 below*).

SED4 Preliminary Rating

Responding Earlier

Responding Later

Exploring Earlier

Exploring Later

Building Earlier

Building Middle

Building Later

Integrating Earlier

Integrating Middle

Integrating Later

Cancel Select Preliminary Rating

Figure 5.1-5: Preliminary Rating Window

14. After choosing the rating, select **Save** to confirm (*Figure 5.1-4 above*). A success message will appear at the bottom-left of the screen (*Figure 5.1.6*).

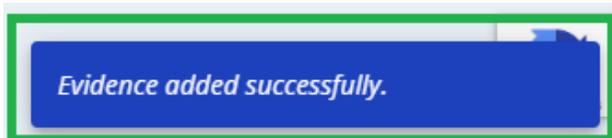


Figure 5.1-6: Success Message

5.2. Reviewing Future Evidence

To use evidence saved for future rating periods, follow the steps below.

15. On the **Viewing Children** page (see *Figure 5.1.1 above*), locate the student and click the blue icon in the **Review Future Evidence** column to view evidence previously uploaded for future use.

1. The **Review Evidence in Evidence Library** page will open, showing evidence organized by **Domains** or **Measures** (*Figure 5.2-1 below*).

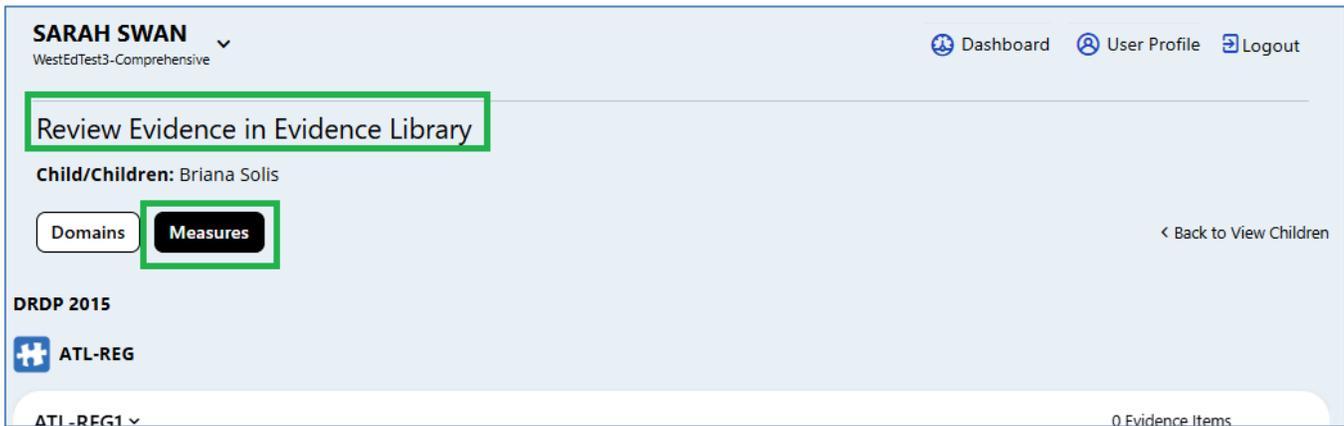


Figure 5.2-1: Review Evidence in Evidence Library

2. Find and select the measure to view saved evidence (*Figure 5.2-2*).

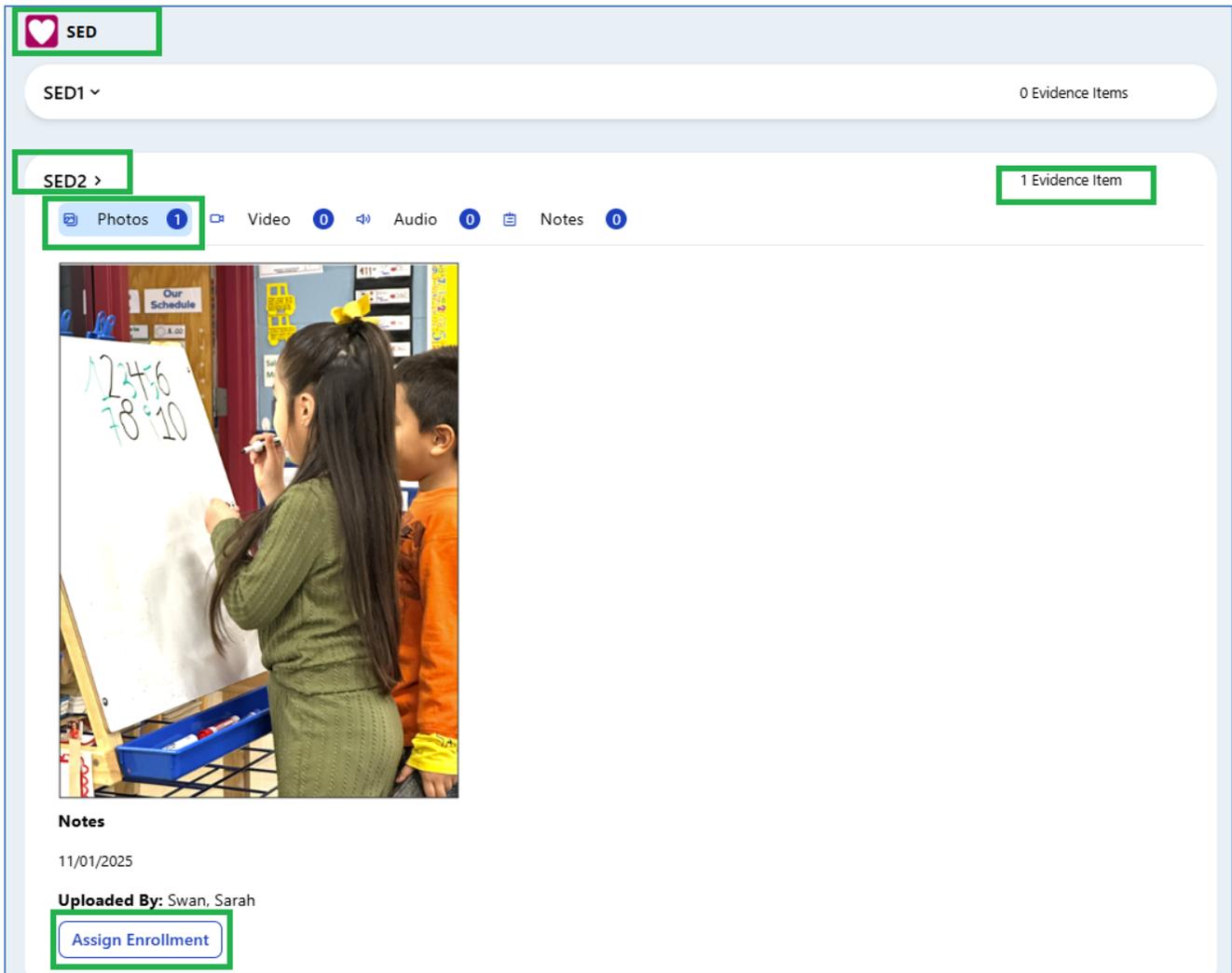


Figure 5.2-2: Saved Evidence

3. Select the evidence type that was saved, e.g., photo, video, or note (*Figure 5.2-2 above*).

- To assign this evidence to a rating period, select the **Assign Enrollment** button located in the bottom left corner (*Figure 5.2-2 above*) to open the **Assign Enrollment** window (*Figure 5.2-3*).

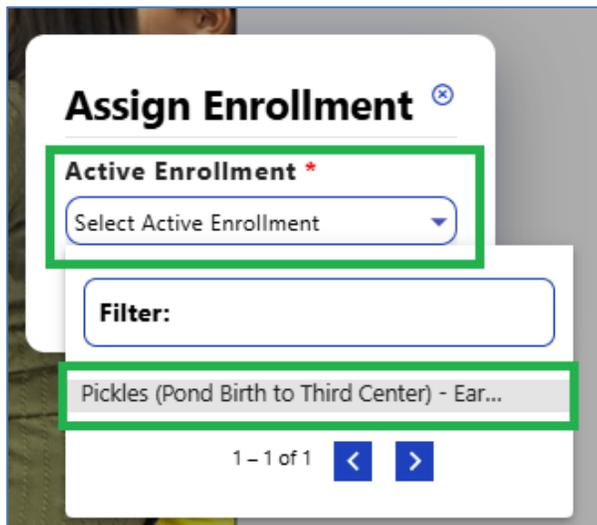


Figure 5.2-3: Assign Enrollment Window

- Choose the classroom from the **Select Active Enrollment** drop-down menu where you would like to add the evidence (*Figure 5.2-3 above*).
- Select the **Assign** button to save (*Figure 5.2-4*).

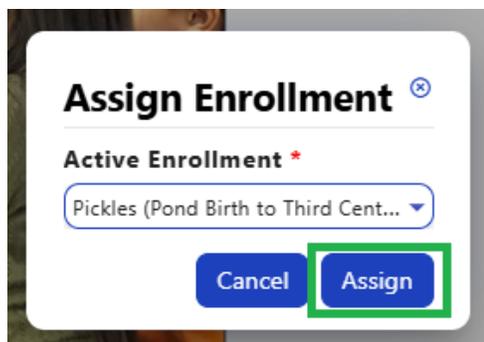


Figure 5.2-4: Assign Enrollment/ Assign Button

- Once your rating is saved, a confirmation message, “Evidence Assigned Successfully,” will display at the bottom of the screen.

6. Helpful Hints

- Teachers often add evidence by measures and not by domains. When reviewing evidence, select the **Measures** button to open that evidence (*Figure 6.1*).
- To review evidence by measure, select the drop-down under the measure that has evidence item(s) (*Figure 6.1*).

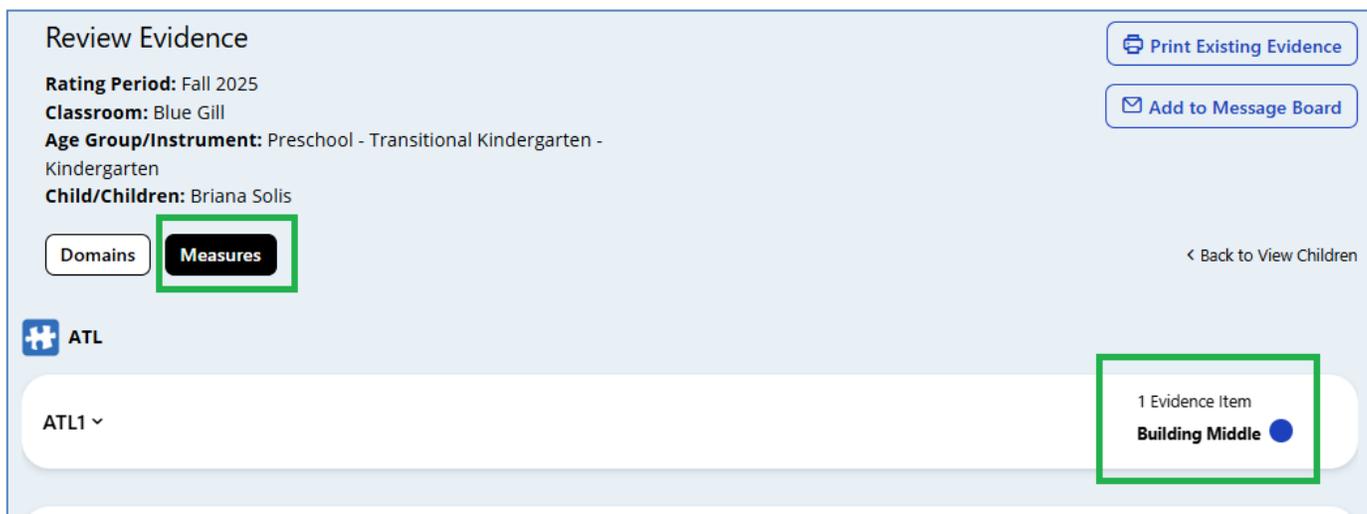


Figure 6.1: Reviewing Evidence By Measure

3. Ensure you select which type of evidence to review. Photos are the default evidence to review (*Figure 6.2*).

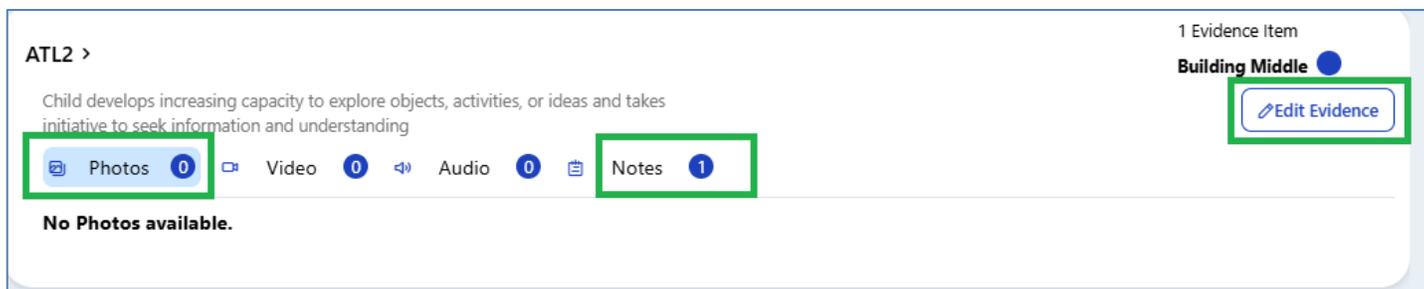


Figure 6.2: Select and Edit Evidence

4. In Figure 6.2 above, there are no photos, but there is one note available. Select **Notes** to open that evidence.
5. To **Edit Evidence**, select that button in the upper right (*Figure 6.2 above*).

7. 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.