



## DRDP Online 2025 Tip Sheet

### Set and Lock Rating Views in DRDP Online for Administrators

At the beginning of the school year, only the designated Lead Agency Administrator can set and lock the rating views. The Lead Agency Administrator must select and lock the Assessment Ratings View of the DRDP for the entire agency or program. This selection must be made for all age levels, even if you do not provide services for children in certain age groups, in which case N/A (not applicable) may be chosen. This step must be completed before uploading Classrooms or Children.

The Desired Results Developmental Profile (DRDP) views may only be changed once each fiscal year. Once selected, the view remains the same until the end of July of the next fiscal year. Please visit [Desired Results for Children and Families/Desired Results System](#) and select [DRDP \(2015\)](#) or [DRDP \(2025\)](#) Instruments and Forms to locate a description of each view of the assessment.

#### 1. Set and Lock the DRDP Assessment View

Please complete the steps below to set and lock your agency's chosen view(s) for DRDP (2015) or DRDP (2025).

1. Once logged in to DRDP Online, select the **Setup Menu** option from the left menu (*Figure 1-1 below*).

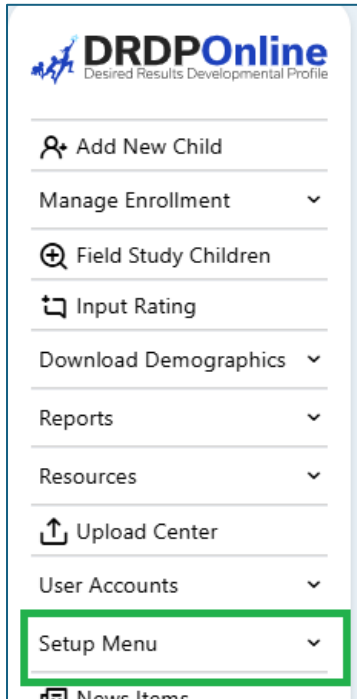


Figure 1-1. Setup Menu

2. Select **Ratings View Setup** (Figure 1-2).

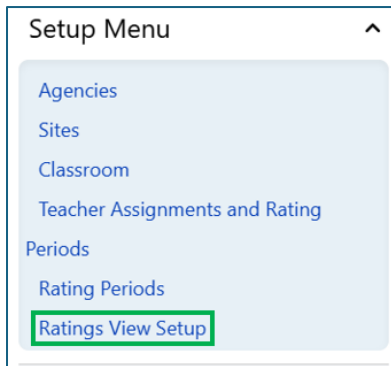


Figure 1-2. Ratings View Setup

3. In **Ratings View Setup**, the Lead Agency Administrator will make the selection of which views they will use for DRDP (2015) or DRDP (2025). **For DRDP (2015)**, select one view for each age level. If you do not provide services for children in certain age groups, choose **N/A** (not applicable). Select **N/A** for DRDP (2025) if you are not an Early Adopter. Select **+ Alternative Rating View** if needed. (Alternative Rating View may only be selected when using DRDP (2015) (Figure 1-2 above).

**Ratings View Setup**

State: California Agency: WestEdTest 3-Comprehensive Search Clear

**Warning:** During the DRDP 2025 Field Study and Early adoption, both the DRDP 2015 and DRDP 2025 rating view options will be displayed. If participating in the Early Adoption of DRDP 2025, the Lead Agency Admin will need to select the 2025 Rating Views PRIOR to enrolling children into the Fall 2025 rating period. This will be available after July 1, 2025.

**Select 2015 Agency Default Views**

IT \* Comprehensive Rating View PS \* Comprehensive Rating View TK \* Comprehensive Rating View K \* Comprehensive Rating View SA \* Simplified Rating View

**Select 2025 Default Views**

Assign \* Agency Site Classroom ☒ N/A

Save and Lock

**Alternate Rating Views** + Add Alternate Rating View

Figure 1.2: Select Agency Default Views

4. For **DRDP (2025) Early Adopters**, select whether to assign **Rating Views** for your entire agency by **Site**, by **Classroom**, or **N/A** if you are not an Early Adopter. Then choose one view for each age level (*Figure 1-3 below*).
  - **For Infant-Toddlers (IT)** and preschool-3rd-grade (P-3)programs, there is only one view option available.
  - **For Preschool, TK, and Kindergarten (PTK)**, there are two choices: the PTK View or the PTK View with additional History–Social Science (HSS)/Visual and Performing Arts (VPA) measures.

Note that agencies must continue using the DRDP (2015) for children with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP).

**Ratings View Setup**

State: California Agency: WestEdTest 3-Comprehensive Search Clear

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**Select 2015 Agency Default Views**

IT \* N/A PS \* Comprehensive Rating View TK \* Comprehensive Rating View K \* Comprehensive Rating View

SA \* Simplified Rating View

**Select 2025 Default Views**

Assign \* ☒ Agency ☐ Site ☐ Classroom ☐ N/A

IT \* Infant/Toddler View PTK \* PS-TK-K View PTK-3 \* P-3 (Grade One - Three) View

Save and Lock

Figure 1-3. Select 2025 Default Views for Agency

5. Once you have chosen the views for your agency, select **Save and Lock** (Figure 1.3 above).

## 2. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email [DRDPOnline@wested.org](mailto: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.