

DRDP Online Tip Sheet



Getting Started with DRDP Online for Administrators

Table of Contents

Getting Started with DRDP Online for Administrators	1
1. Introduction	2
2. Administrator Role	2
2.1. Agency Administrator	2
2.2. Site Administrator	2
3. Instructions	2
3.1. Choosing Agency Views.....	2
3.2. Custom Rating View.....	4
3.3. Check for Current Users.....	5
3.4. Add Users	9
3.5. Add Classrooms.....	10
3.6. Children.....	12
3.7. Re-enrolling Children.....	16
3.8. Ratings	20
4. Helpful Resources for DRDP Online	24

1. Introduction

The purpose of this document is to provide an overview of the DRDP Online website for administrators.

2. Administrator Role

The three administrator roles include Teacher of Record Enrollment, Site Administrator, and Agency Administrator. The three lead administrators' roles include Family Childcare Provider, Head Start Grantee Admin, and Lead Agency Administrator

2.1. Agency Administrator

An Agency Administrator may access information for teachers and the children under the care of each teacher at each site within the agency they are assigned to. For more details, view [DRDP Roles and Permissions](#).

2.2. Site Administrator

An account assigned the role of **Site Administrator** has access to information about teachers at a site and also has access to DRDP records for the children under the care of all the teachers at that site. A site administrator may be assigned to multiple sites. For more details, view [DRDP Roles and Permissions](#).

3. Instructions

3.1. Choosing Agency Views

The Lead Agency Administrator chooses which views of the DRDP their agency will use for the program year.

1. To select the view(s), choose the **Setup Menu** option (*Figure 3.1.1 below*) to expand the menu.
2. Select **Ratings View Setup**.

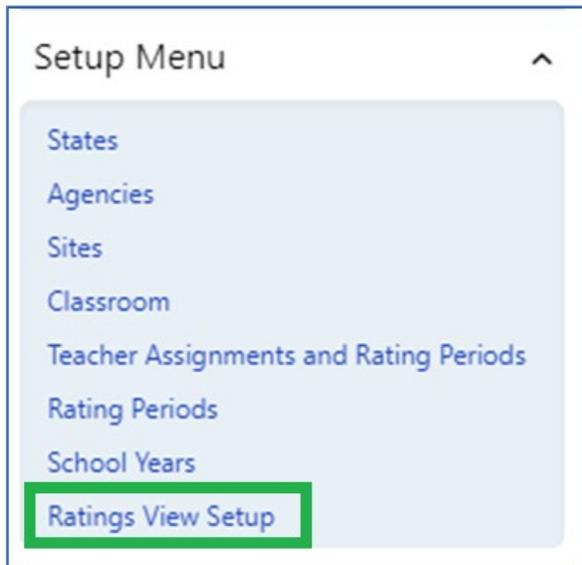


Figure 3.1-1: Setup Menu

3. Select **Search** (Figure 3.1.2) to see your agency/agencies.

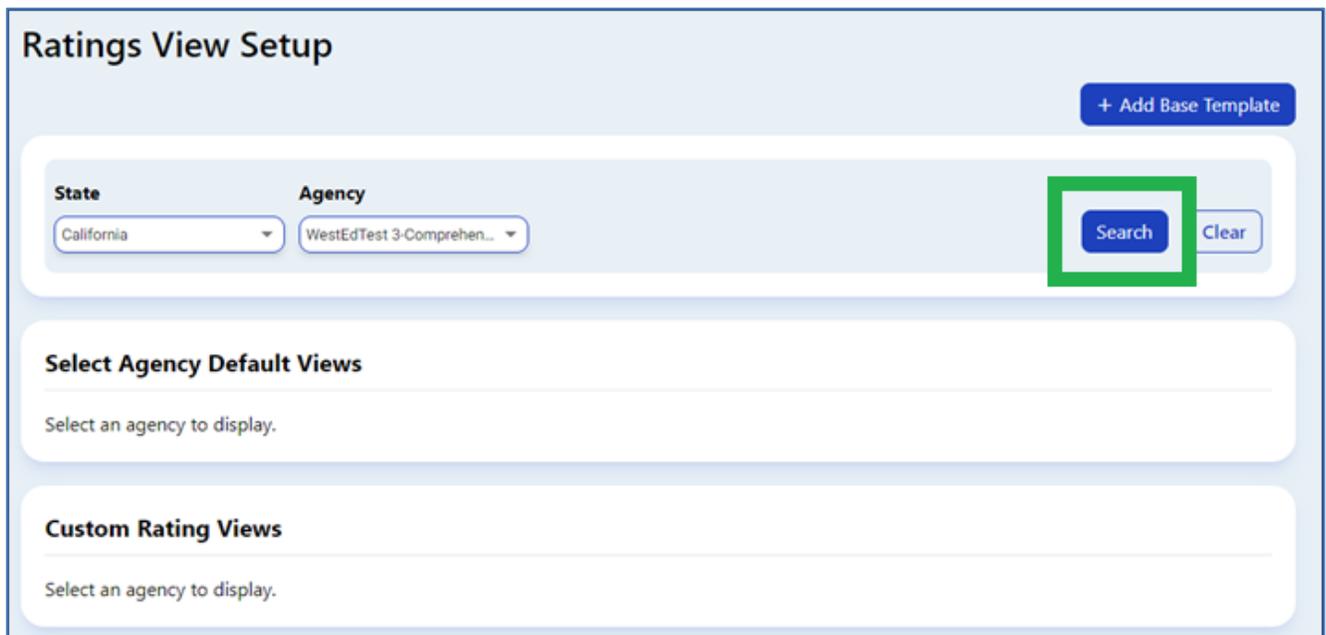


Figure 3.1-2: Ratings View Setup Search

4. Select the rating view for each age level (I/T, K, PS, SA) in the drop-down menus (Figure 3.1.3 below).

Select Agency Default Views

IT * Comprehensive Rating View

PS * Comprehensive Rating View

TK * COG Domain Only

K * Comprehensive Rating View

SA * N/A

Save and Lock

Figure 3.1-3: Select Agency Default Views

- Then, choose **Save and Lock**.

A rating view must be selected even if your agency does not have children in a specific age level.

3.2. Custom Rating View

Lead Agency Administrators can choose a custom rating view by selecting **Add Custom Rating View** (Figure 3.2.1).

Custom Rating Views

+ Add Custom Rating View

Title	Age Group	Description	Base Template	View
TK-	Transitional Kindergarten	TK - 3 domains	COG Domain Only	
TK	Transitional Kindergarten	TK assessment - 5 domains	COG Domain Only	

Figure 3.2-1: Custom Rating View

- When the **Custom Rating View** window opens, the Lead Agency Administrator completes the **Title, Description, Age Group, Base Template, and Extra Measures** (See Figure 3.2.2 below).

Figure 3.2-2: Custom Rating View Window

2. After completing the required information, select **Save or Next** to open the **Assignment of Custom Rating View** window (Figure 3.2.3). The user can search Rating Period, Site, and Classroom in this window.

Figure 3.2-3: Assignment of Custom Rating View Window

3.3. Check for Current Users

Once you have logged into the DRDP Online site, check that you have been assigned to the appropriate site(s).

1. Select the **User Accounts** option to expand the menu. Then, select **User Accounts** (Figure 3.3.1) to search for your account.

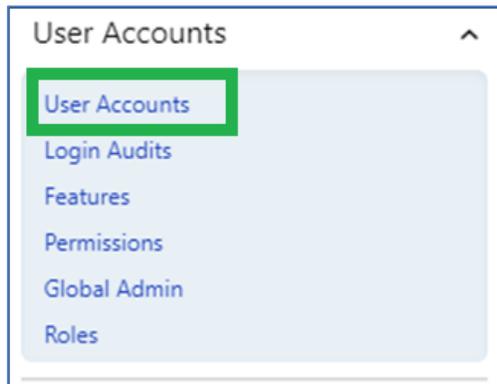


Figure 3.3-1: User Accounts

2. Search for your user account by name or email. Once you find the user account, select the pencil to view and edit the account details (*Figure 3.3.2*). You cannot add a user role that has more privileges. For example, a site administrator cannot make themselves an agency administrator.

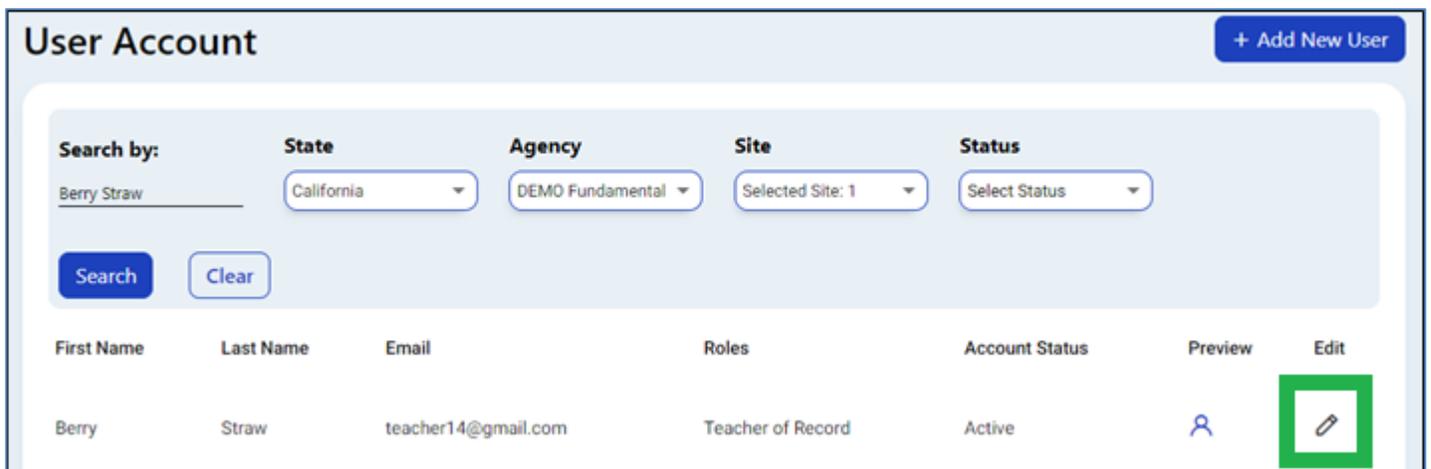


Figure 3.3-2: Pencil Icon to Edit User Account

3. Edit account details and assign user roles in the editing window. (Users can have more than one role.) Select **Save** (see *Figure 3.3.3 below*). Administrators can mark users as inactive in this window under the status field.

Editing Berry Straw

Work Title
Work Title

First Name *
Berry

M.I.
M.I.

Last Name *
Straw

Account Email *
teacher14@gmail.com

Suffix
Select Suffix

Account Created
8/29/2018

Last Login

Status *
Active

Account Status Modified Date

Account Status Modified By

Password Status
Last Changed On:

Users must be tied to at least one agency, one region, or one county.

State *
California

Region
Select Region

County

Agency

Cancel Save

Figure 3.3-3: Save After Editing User Account

- Roles are assigned by scrolling down the editing window to the **Roles** section (*Figure 3.3.4 below*).

Editing Berry Straw

No Are you an employee of a Head Start Gr... ▾

Roles *

User Roles

- Affiliate Agency
- Coach
- Data Entry/Analyst
- Organizations Administrator
- Researcher
- Special Ed Provider
- Teacher
- Teacher of Record

Administrator Roles

- Agency Administrator
- Site Administrator
- TOR Enrollment

Lead Admin Roles

- Family Childcare Provider
- Head Start Grantee Admin
- Lead Agency Administrator

Power User Roles

- Customer Service
- PQI Consultant
- State Administrator
- State Report Administrator
- System Administrator
- WestED Pilot Program

Cancel Save

Figure 3.3-4: Roles

Follow the same steps to check that any teachers/administrators/staff within your agency and site(s) have user accounts and are assigned to the appropriate site(s). For more details about user roles, view [DRDP Roles and Permissions](#).

3.4. Add Users

1. Select the **User Accounts** option to expand the menu. Then, select **User Accounts** to search for your account. Next, select the **+ Add New User** tab (*Figure 3.3.1*).

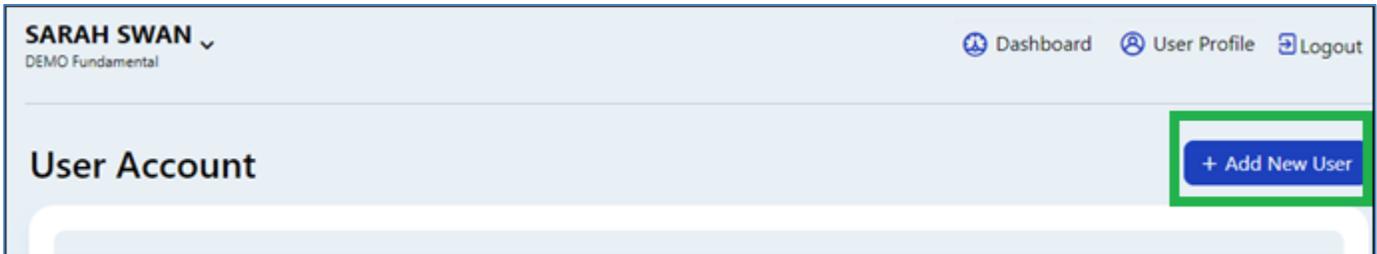


Figure 3.4-1: Add New User

2. Insert information into all required fields indicated with a red asterisk (*Figure 3.3.2*).

 A screenshot of the 'Add New User' form. The form is titled 'Add New User' and has a close button in the top right corner. It contains several input fields: 'Work Title' (with a placeholder 'Work Title'), 'M.I.' (with a placeholder 'M.I.'), 'Account Email' (with a placeholder 'Account Email'), 'Suffix' (a dropdown menu with 'Select Suffix' selected), 'First Name' (with a placeholder 'First Name'), 'Last Name' (with a placeholder 'Last Name'), 'Confirm Email' (with a placeholder 'Confirm Work Email'), and 'Status' (a dropdown menu with 'Active' selected). Red asterisks are placed to the right of the 'First Name', 'Last Name', 'Account Email', 'Confirm Email', and 'Status' labels. Green rectangular boxes are drawn around each of these five input fields. On the left side of the form, there is a sidebar menu with items like 'Add New Child', 'Manage Enrollment', 'Input Rating', 'Download Demographics', 'Reports', 'Resources', 'Upload Center', 'User Accounts', 'Setup Menu', and 'News Items'.

Figure 3.4-2: Add New User Required Fields

3. Return to the **User Account** window and find the newly added user. Select the pencil and assign roles as needed. The **user must be assigned a role**, or they will not have access to the DRDP Online site.

Users can also be added by using an upload template.

3.5. Add Classrooms

1. Select the **Setup Menu** tab to expand the menu, then select **Classroom**. To create a new class, select the blue tab on the top right, **Add New Classroom** (Figure 3.5.1).

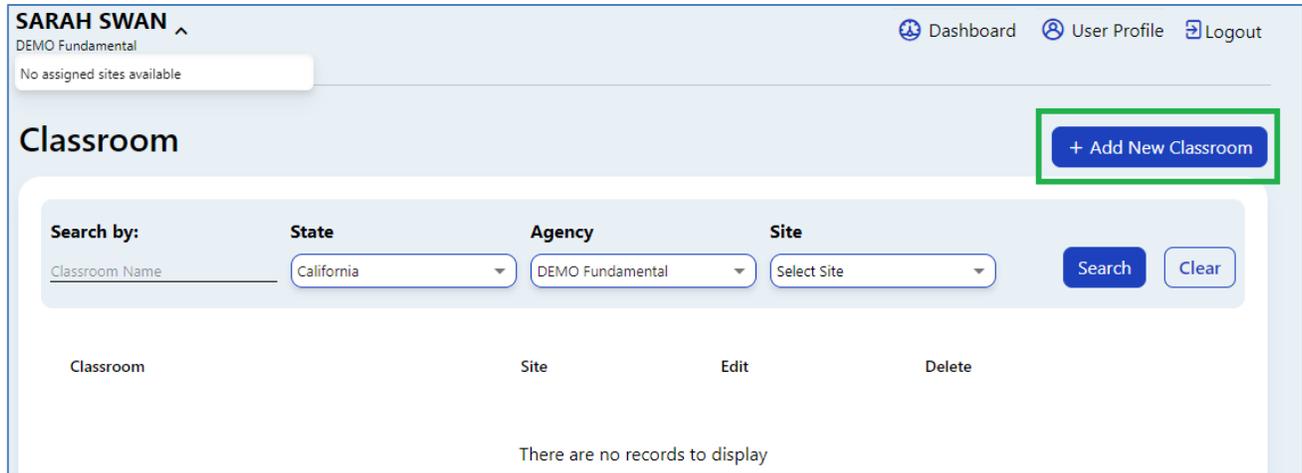


Figure 3.5-1: +Add New Classroom

2. Enter the name of the classroom and site, then select **Save** (Figure 3.5.2).

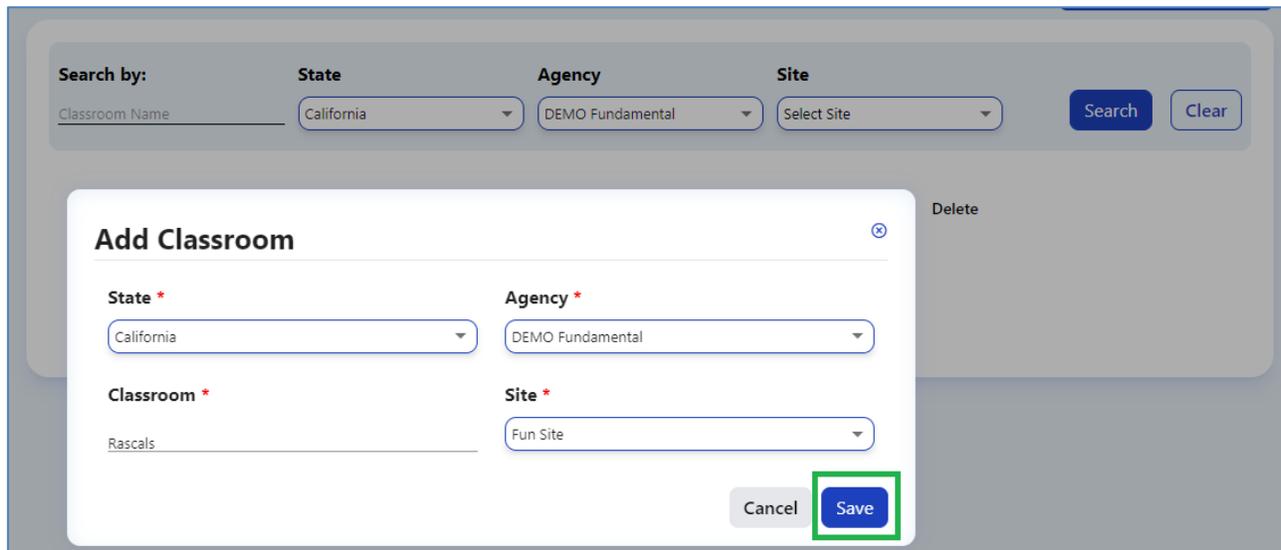


Figure 3.5-2: Add Classroom Save Button

3. Once the classroom is saved, a success message will appear stating, "Your classroom name has been saved. Please go to **Teacher Assignments and Rating Periods** in the Setup Menu to finish creating your classroom."
4. Select **OK**.

5. Select **Teacher Assignments and Rating Periods** to complete the classroom creation (Figure 3.5.3).



Figure 3.5-3: Teacher Assignments and Rating Periods

6. Select the blue tab on the top right, **+Add Teacher Assignments and Rating Periods** (Figure 3.5.4).

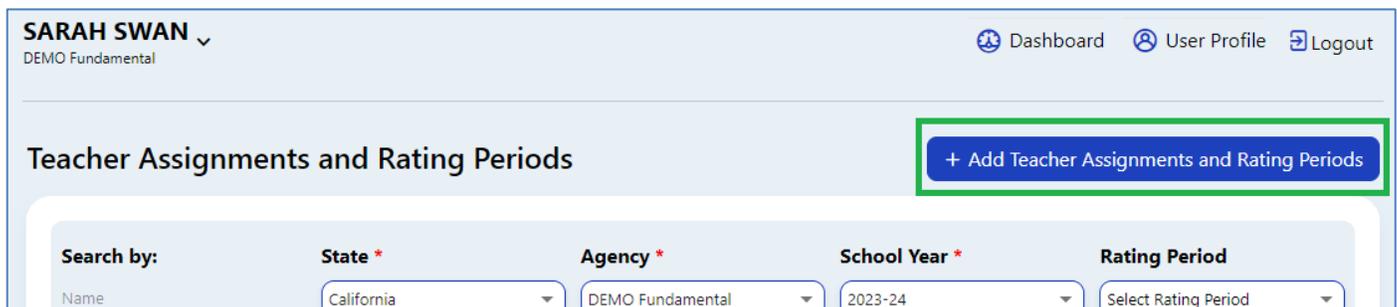


Figure 3.5-4: + Add Teacher Assignments and Rating Periods

7. In the next window, select the classroom name created in step 1 from the dropdown box.
8. Once the classroom is selected from the drop-down box, continue to complete the rest of the required fields, including **Teacher of Record**, **Rating Period**, and **Teacher**. Select **Save** (see Figure 3.5.5 below).

The screenshot shows a web interface for 'Teacher Assignments and Rating Periods'. A modal window is open, allowing an administrator to add a new assignment. The modal contains the following fields:

- State ***: California
- Agency ***: DEMO Fundamental
- Classroom ***: Rascals
- Rating Period ***: Fall 2023
- Teacher of Record ***: Berry Straw - Teacher of Record
- Teacher**: Select Teacher

At the bottom right of the modal, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a green rectangular box.

Figure 3.5-5: Add Teacher Assignments and Rating Periods Save Button

Classroom names should be unique within the agency, and it is recommended that they be unique within a site. DRDP Online will not allow two classrooms with the same name in the same rating period.

3.6. Children

An administrator may add children from the left navigation menu.

1. Select the **Add New Child** button, and the **Search for Child in DRDP Online System** window appears. Before adding a child, users must ensure that the child is not already in the system. This feature will search the entire system (across agencies) for children's data. The required fields to search for a child are First Name, Last Name, and Date of Birth (see *Figure 3.6.1 below*).

Search for Child in DRDP Online System ⓘ

First Name *
Last Name *
DOB *

County

First Name	Last Name	DOB	SSID	DRDP ID	Previous/Current Site	Status
There are no records to display						

Figure 3.6-1: Search for Child in DRDP Online System Required Fields

- If a child is found to be in the system. The administrator will receive two options (based on whether the previous agency has withdrawn the child). The first option is to add the child. If the child has been withdrawn from the prior agency, the administrator will see “withdrawn” in the status column (*Figure 3.6.2*) and can add the child by selecting the icon to the right.

Search for Child in DRDP Online System ⓘ

First Name *
Last Name *
DOB *

County

First Name	Last Name	DOB	SSID	DRDP ID	Previous/Current Site	Status
George	Harrison	Dec 11, 2019		842703	Ackerman Site	Withdrawn

Figure 3.6-2: Search for Child in DRDP Online System Withdrawn Status

- The second option is to request the child's release from the previous agency. If the child has not been withdrawn from the previous agency, the status column will show Still Enrolled (see *Figure 3.6.3 below*). The administrator can request the child be released from the last agency by selecting the arrow inside a circle icon.

Search for Child in DRDP Online System ⓘ

First Name * **Last Name *** **DOB *** **Statewide Student Identifier (10-digit SSID)** **DRDP ID**
 Andy Anderson 7/1/2020 Statewide Student Identifier (1C) DRDP ID

County
 Select County

First Name	Last Name	DOB	SSID	DRDP ID	Previous/Current Site	Status
Andy	Anderson	Jul 1, 2020		978583	DEMO C Site 3	Still Enrolled

Figure 3.6-3: Search for Child in DRDP Online System Still Enrolled Status

4. A No Results Found window will appear if the child is not in the system. After ensuring the child is not in the system, the administrator may add a new child by selecting the blue **Add a New Child** button (Figure 3.6.4).

No Results Found ⓘ

There were no results found. Please check the full and accurate spelling of the name of the child. Proceed to Add New Child.

Figure 3.6-4: Add New Child Button

5. The **Add New Child** window will appear (Figure 3.6.5 below). All information marked with an asterisk is required. Complete this form with the information available for the child to ensure the most appropriate measures are shown.

Add New Child

Child Information

First Name * Sarah	Middle Initial Middle Initial	Last Name * Therriault
Statewide Student Identifier (10-digit SSID) * CA	Agency/District Student Identifier * Required if Statewide Student Identifier is blank	DOB * 8/16/2020
Child Age/Grade Instrument * Select	Child's Socioeconomic Status <input type="checkbox"/> Qualify for free or reduced meals?	Gender * <input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Nonbinary

Figure 3.6-5: Add New Child Window

The system requires one identifier (not both). If the child has a Statewide Student Identifier (SSID), it must be entered here. If the child does not have an SSID, it may be left blank. Likewise, the child's Agency/District Identifier may not be left blank without an SSID. The identifier tracks the child's developmental progress from one rating period to another.

6. Once the child's demographic information is entered, select the **Save & Enroll** button at the bottom of the window. The **Complete Enrollment** screen for the child will appear (*Figure 3.6.6*).

Complete Enrollment

State * California	Agency * DEMO Fundamental
Rating Period * Summer 2024	Site * Fun Site
Classroom * Rascals	Classroom Enrollment Date * 8/8/2023

Cancel Save & Enroll

Figure 3.6-6: Complete Enrollment

7. Select the **Site** to which you want to add the child and the **Rating Period**, **Classroom**, and **Enrollment Date**. After completing the needed information, select **Save & Enroll**.

3.7. Re-enrolling Children

Once a child has been created and added to a class in a rating period, they may be re-enrolled into classes in new rating periods.

A class or classes must be created before children can be enrolled in the new rating period.

1. From the left navigation menu, select the Manage Enrollment tab. Then select Search & Management Enrollment (*Figure 3.7.1*).



Figure 3.7-1: Search & Management Enrollment

2. In the Manage Enrollment window, enter the **Site**, **Rating Period**, and **Classroom** to view all children at that specific site and classroom. Select **Search** (*Figure 3.7.2 below*).

The screenshot displays a web interface for managing student enrollment. At the top, there are search filters for Agency ID, DOB, State (California), Agency (DEMO-Essential), and Site (Selected Site: 1). Below these are filters for Rating Period (Fall 2023) and Classroom (Selected Classroom: 1). Action buttons include 'Search', 'Clear', 'Select All', 'Transfer', 'Re-Enroll', and 'Withdraw from Agency'. A table below lists three students with columns for Select, Last Name, First Name, DOB, Site, Class, Teacher, Agency Enrollment, Agency Withdrawal, Age/Instrument, and View Student.

Select	Last Name	First Name	DOB	Site	Class	Teacher	Agency Enrollment	Agency Withdrawal	Age/Instrument	View Student
<input type="checkbox"/>	Grandovsky	Angel	04/27/18	Estie Site	Estie A	Gina Perez	08/12/21		Preschool	View Student
<input type="checkbox"/>	Shears	Billy	03/11/18	Estie Site	Estie A	Gina Perez	08/11/21	08/31/23	Preschool	View Student
<input type="checkbox"/>	Steppenwolf	Don	05/07/18	Estie Site	Estie A	Gina Perez	08/18/21	08/31/23	Preschool	View Student

Figure 3.7-2: Management Enrollment

The child(ren) list will appear below the search boxes (*Figure 3.7.2 above*). This screen has an option to select *all* children or *specific* children. Once the child or children are selected, you may Transfer, Re-enroll, or Withdraw from the Agency (*Figure 3.7.3 below*). For DRDP Online, the term *transfer* means that a child or group of children are moving from one class to another, e.g., from the Spring 2023 Apples class to the Fall 2023 Bananas class. The term *re-enroll* means that children are keeping the same class but going into a new rating period, e.g., re-enrolling from Spring 2023 Apples class to Fall 2023 Apples class.

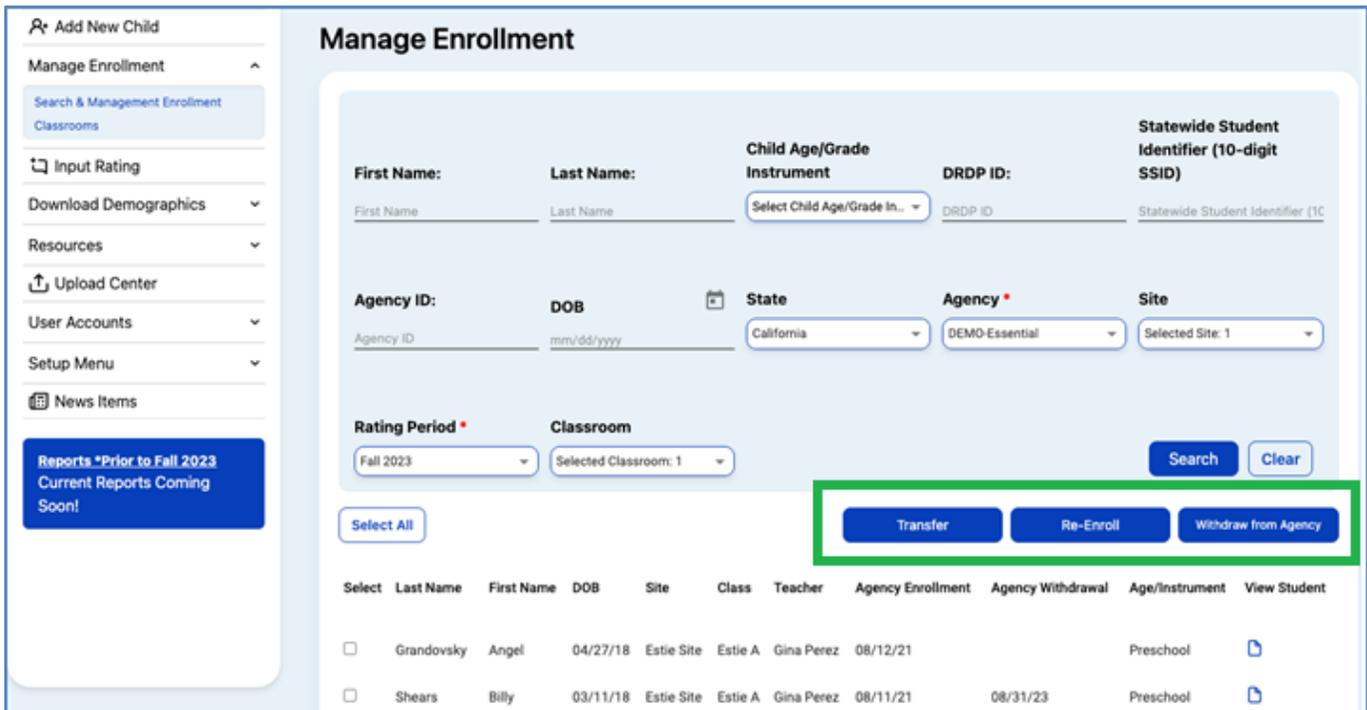


Figure 3.7-3: Manage Enrollment— Transfer, Re-enroll, or Withdraw from the Agency

Option: Transfer

Definition: Moving a child from one different classroom or site

Batch Transfer Confirmation: (see Figure 3.7.4)

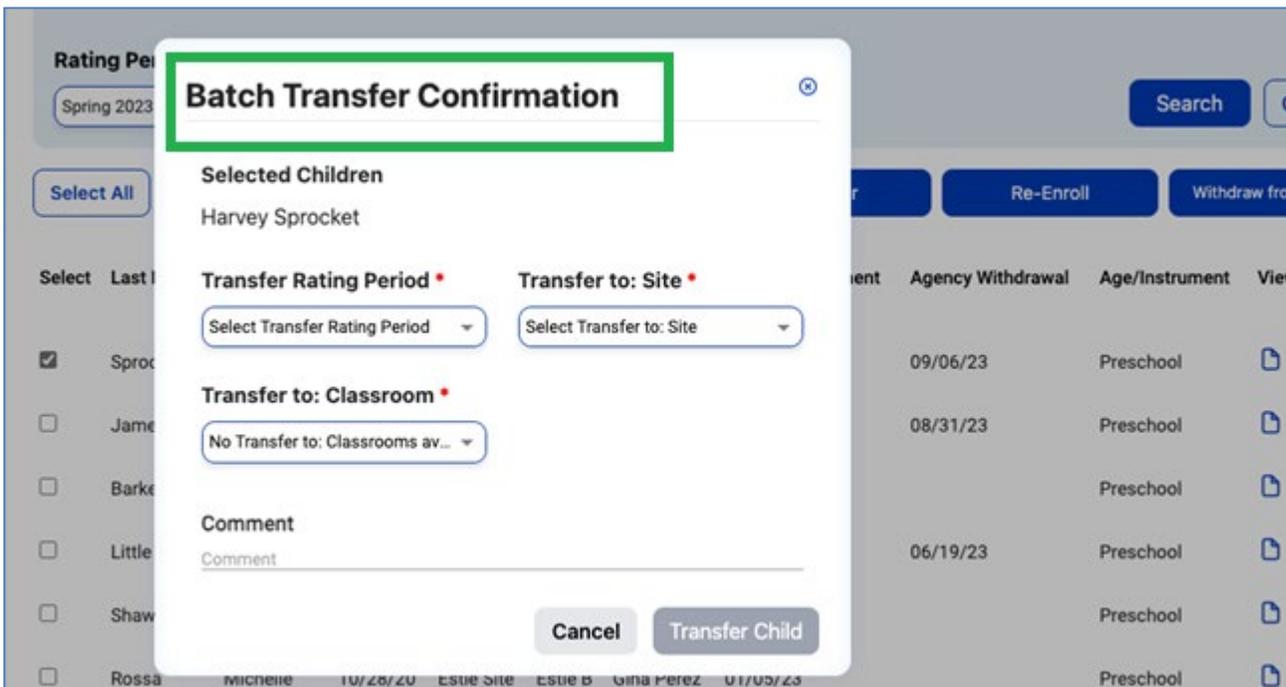


Figure 3.7-4: Batch Transfer Confirmation

Option: Re-enroll

Definition: Moving children from the previous rating period to a new one (e.g., Spring 2023 to Fall 2023)

Batch Re-Enroll Confirmation: (Figure 3.7.5)

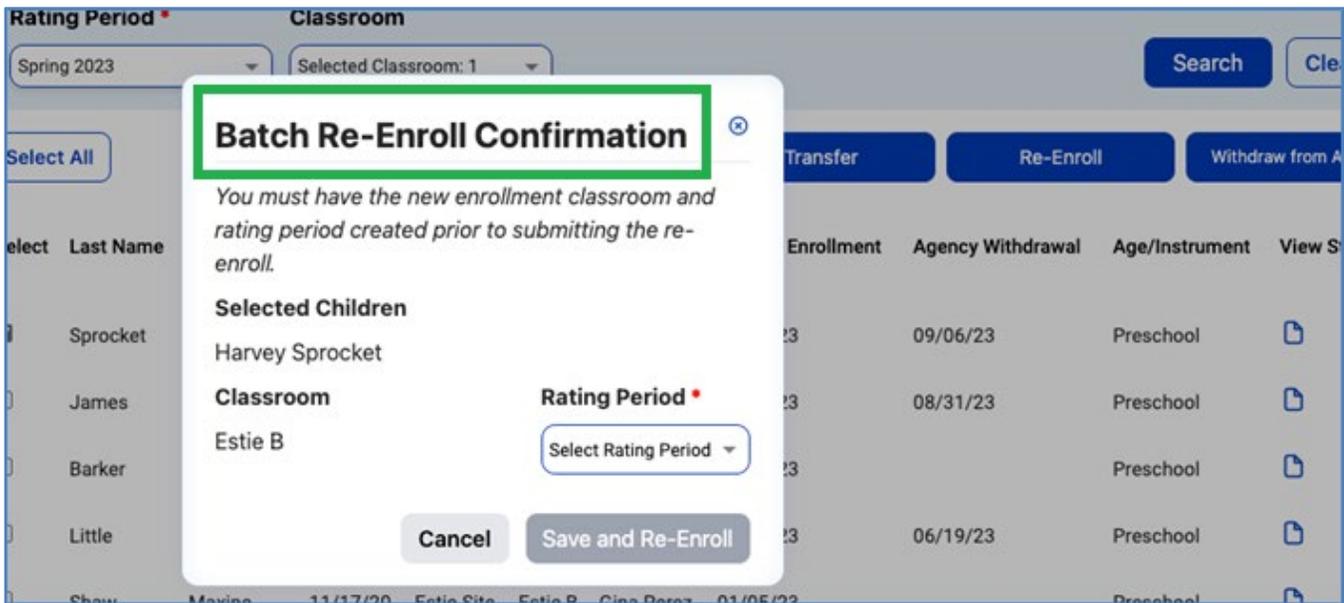


Figure 3.7-5: Batch Re-Enroll Confirmation

Option: Withdraw

Definition: No longer enrolled in the program/agency (Note: An end date is required for this option.)

Batch Confirmation: (Figure 3.7.6)

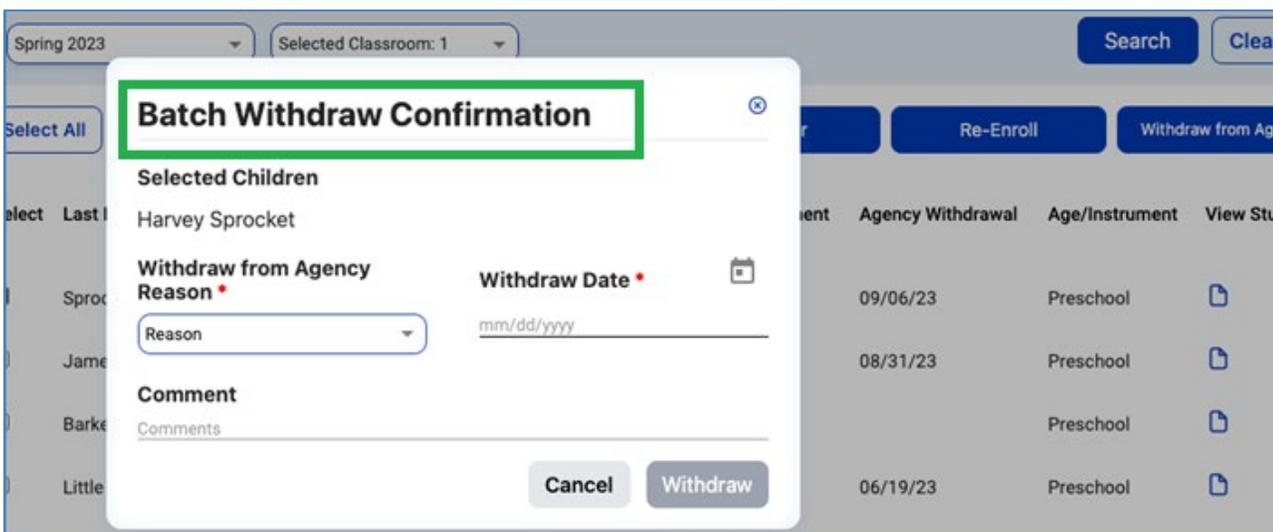


Figure 3.7-6: Batch Withdraw Confirmation

Once the child or children are selected, select the preferred option (Transfer, Re-enroll, or Withdraw).

Option	Sample
Transfer	Select the Rating Period , Site , and Classroom , then select Transfer Child .
Re-enroll	Select the Rating Period , then select Save and Re-Enroll .
Withdraw	Select the Reason from the dropdown menu, the Withdraw Date (a comment is optional), then choose Withdraw .

3.8. Ratings

The ability to input ratings is limited to teachers, teachers of record, and data entry analysts. You must have one of these roles to input ratings and be assigned to the class or classes with children whose assessment you need to complete. An administrator may view ratings for each class.

Users with the Teacher or Teacher of Record role **and** assigned to the class may also add child ratings:

1. Select the **Input Rating** button in the left menu (*Figure 3.8.1 below*).



Figure 3.8-1: Input Rating Button

2. Select a **Rating Period**, **Site**, **Classroom**, and **Age Group/Instrument** to view the class list. The first class to which you have access will automatically load. Select the document icon under **Ratings** to view ratings for each child (*Figure 3.8.2*).

Input Ratings

Always refer to the DRDP when rating the measures.

State * California |
 Agency * DEMO Fundamental |
 Rating Period * Fall 2023 |
 Site * Fun Site |
 Classroom * Rascals

Age Group/Instrument * Preschool

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status	Teacher ↑	Site
	Maria Lizzo	1756418	7/7	5/5	10/10	4/4	7/7	10/10	08/01/23	08/01/23	43/43 (100%)		Berry Straw	Fu
	Gina Pizzier	1756420	7/7	5/5	10/10	N/A	7/7	10/10	08/01/23	08/01/23	39/39 (100%)		Berry Straw	Fu
	Matt Cazzio	1756422	0/7	0/5	0/10	N/A	0/7	0/10			0/39 (0%)		Berry Straw	Fu

Figure 3.8-2: Input Ratings Document Icons

Children are grouped by age level and will appear as duplicates in the drop-down list if there is more than one age level in the classroom.

- Once the **Rating Record** appears (*Figure 3.8.3*), input ratings for each domain in the Rating Record window. Once a domain has been selected, the required questions for all domains will be displayed on the rating page.

Rating Record

[Go to Input Ratings](#)

Child: **Maria Lizzo** | District/Agency: **DEMO Fundamental** | Enrollment Date: **June 1, 2023**
 Class: **Rascals** | School or Site: **Fun Site** | Assessment Date: **August 1, 2023**
 Teacher: **Berry Straw** | Age Group: **Preschool Fundamental** | Lock Date: **August 1, 2023**
 Instrument: **Rating View**

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ATL-REG1 : Attention Maintenance* <input type="button" value="Exploring Earlier"/> <input type="button" value="Final Rating"/>	ATL-REG2 : Self-Comforting* <input type="button" value="Exploring Earlier"/> <input type="button" value="Final Rating"/>	ATL-REG3 : Imitation* <input type="button" value="Exploring Later"/> <input type="button" value="Final Rating"/>
---	---	---

Figure 3.8-3: Rating Record Window

4. Select **Go to Input Ratings** and a different view of the rating record will appear. Ratings may be input and saved in both views. For each measure, indicate the developmental level by selecting the circle for that level (*Figure 3.8.4*).

Input Ratings [Go to Rating Record](#)

Child: **Maria Lizzo** District/Agency: **DEMO Fundamental** Enrollment Date: **June 1, 2023**
 Class: **Rascals** School or Site: **Fun Site** Assessment Date: **August 1, 2023**
 Teacher: **Berry Straw** Age Group: **Preschool Fundamental** Lock Date:
 Instrument: **Rating View**

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Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Conditional Measure (Not rated)	EM	UR
ATL-REG1 Attention Maintenance*		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		<input type="radio"/>	<input type="radio"/>						
ATL-REG2 Self-Comforting*		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		<input type="radio"/>	<input type="radio"/>						
ATL-REG3													

Figure 3.8-4: Input Rating—Domain and Developmental Levels

5. Once a level is chosen, check the box in the EM column if the child is emerging to the next level (*Figure 3.8.5*).

The EM checkbox will be grayed out and disabled if the last level for that measure has been rated.

ATL-REG - Approaches to Learning-Self-Regulation

Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Conditional Measure (Not rated)	EM	UR
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 3.8-5: Input Rating Window—Domain and Developmental Levels

6. Select the check box in the UR column if the measure cannot be rated due to excessive absences of the child.

A rating can be erased by selecting the UR check box twice.

- Once all required domains are completed, returning to the previous page is unnecessary to move to the next child. Instead, select **Save** to save entries, then select **Next** to move to the next child (*Figure 3.8.6*).



Figure 3.8-6: Save Entries and Next Button

Ratings will be lost if you navigate away from this page without first selecting **Save**.
Always save ratings before leaving this page.

- Once a record is reviewed by someone with the Teacher of Record or Administrator role, that child's ratings can be locked by selecting the **Lock** button (*Figure 3.8.7*).



Figure 3.8-7: Lock Button

If any changes are made to saved ratings, **Save** must be selected before locking, or the ratings will not be saved.

- If all ratings have been completed in a class, the Teacher of Record and Administrators can lock all records for that class from the **Input Ratings** page by selecting **Lock**.

Only administrators can unlock records.

The entire class is given the same assessment date when locking by classroom. However, child records can be locked individually if children are assessed on different dates. This can be done by selecting a child's domain number and, when the rating record opens, selecting **Lock** and then the date of assessment from the calendar.

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status
	Maria Lizzo	1756418	7/7	5/5	10/10	4/4	7/7	10/10	08/02/23	08/07/23	43/43 (100%)	
	Gina Pizzier	1756420	7/7	5/5	10/10	N/A	7/7	10/10	08/01/23	08/01/23	39/39 (100%)	
	Matt Cazzio	1756422	0/7	0/5	0/10	N/A	0/7	0/10			0/39 (0%)	

Figure 3.8-8: Locking Status

A record will not be available for reporting until it is locked.

4. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOne@wested.org.
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the [Desired Results for Children and Families/DRDP Online Resources webpage](#).
- 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.