



# Getting Started: DRDP Online for Administrators

## Table of Contents

<b>Getting Started: DRDP Online for Administrators</b> .....	<b>1</b>
Introduction .....	2
Instructions .....	2
The Administrator Roles .....	2
Choosing Agency Views .....	3
Check for Current Users .....	4
Add Users.....	6
Classes.....	7
Children .....	9
Re-enrolling Children .....	11
Ratings .....	14
Helpful Resources for DRDP Online .....	17



## Introduction

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

## Instructions

### The Administrator Roles

There are three administrator roles: the *Site Administrator*, *Agency Administrator*, and *Lead Agency Administrator*.

A Site Administrator may access information for teachers and the children under the care of each teacher within the specific sites they have access to. This role has the following permissions:

- Create, edit, view, and search child
- Re-assign or re-enroll child
- Create, edit and view classes
- Create users (teachers)
- View ratings, lock ratings, unlock ratings
- Withdraw child from classes
- Can be assigned to multiple sites
- View and run reports
- Upload files
- Download demographics
- Download demographics incl. ratings

Accounts assigned the Site Administrator role may be assigned to multiple sites and may also be assigned as a teacher to multiple classes with a teacher role.

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. This role has the following permissions:

- Create and edit sites
- Create, edit, view, search child
- Re-assign or re-enroll child
- Create, edit, view, and delete classes
- Create users
- Assign roles
- Assign all personnel and children to classes
- View ratings, lock ratings, unlock ratings
- Withdraw child from classes
- View and run reports
- Upload files
- Download demographics
- Download demographics incl. ratings

Accounts assigned the Agency Administrator role may also be assigned to multiple classes with a teacher role.

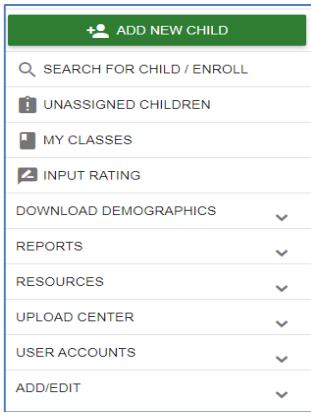
A Lead Agency Administrator has the same permissions as Agency Administrators and may also select the instrument views for an agency.



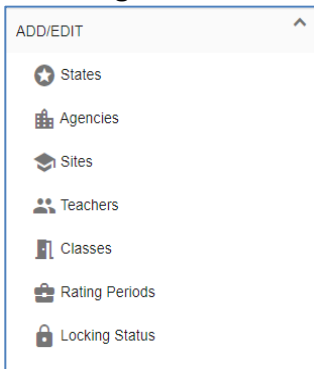
## Choosing Agency Views

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

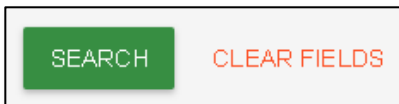
1. To select the view(s), choose the **Add/Edit** option to expand the menu.



2. Select **Agencies**.



3. Select **Search** to see your agency/agencies.



4. Select the pencil icon next to the agency for which you want to choose views.

	Agency Name	CDS Code	State	Type	Footer Text	Footer Link	IT	Select Ratings View
	↕	↕	↕	↕	↕	↕	↕	K ↕ PS ↕
	DEMO Comprehensive	001	California - CA	Agency				Comprehensive Rating View Comprehensive Rating View Comprehensive Rating View

5. Select the rating view to be used in the drop-down menus for each age level (I/T, K, PS, SA). Then select **Lock Rating Views**.



Agency Code	State	Type	Footer Text	Footer Link	IT	Select Ratings View			Show Extra Measures	Lock Ratings Views
Type						K	PS	SA		
Oth	Cal	Put	contact Ms. C		Comp	Funda	Funda	Sim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Note:** Even if your agency does not have children in a specific age level, a rating view must be selected.

6. To save view selections, select the red check mark.

Agency Name	CDS Code
DEMO Corr	00
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	

To undo your changes, select the X.

Agency Name	CDS Code
DEMO Corr	00
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	

7. Lead Agency Administrators can also select **Show Extra Measures**. With this selection, an agency can select the Fundamental View of the assessment, and teachers would have access to the additional domains. Rating the additional domains is not required to lock the record.

Agency Code	State	Type	Footer Text	Footer Link	IT	Select Ratings View			Show Extra Measures	Lock Ratings Views
Type						K	PS	SA		
Oth	Cal	Put	contact Ms. C		Comp	Funda	Funda	Sim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Check for Current Users

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

1. Select the **User Accounts** option to expand the menu. Then select **Search User Account** to search for your account.



USER ACCOUNTS ^

Q Search User Account

+ Create User Account

Once you find your user account, select the pencil to view and edit your account details. You cannot add a role that has more privileges. For example, a site administrator cannot make themselves an agency administrator.

	First Name <span style="float: right;">^</span>	Last Name	Username
<div style="display: flex; justify-content: center; gap: 5px;"> <span style="font-size: 1.2em;">👁</span> <span style="font-size: 1.2em; border: 1px solid gray; padding: 2px;">✎</span> </div>	Megan	Wilson	mwilson@wested.org

2. Select the site or sites the user needs to manage.

State

Agency

Site

↶ Undo Changes
✔ Save Changes

3. Select **Save Changes**.

Person's First Name * <input style="width: 95%;" type="text" value="Elvia"/>	M.I. <input style="width: 95%;" type="text" value="M.I."/>	Person's Last Name * <input style="width: 95%;" type="text" value="Test"/>	Suffix <input style="width: 95%;" type="text" value="- Suffix -"/>
Work Title <input style="width: 95%;" type="text" value="Director"/>			
Work Email * <span style="font-size: 0.8em;">i</span> <small>Email *</small> <input style="width: 95%;" type="text" value="test@testtest.org"/> <span style="float: right; color: green;">✔</span>			
State <input style="width: 90%;" type="text" value="California"/>			
Agency <input style="width: 90%;" type="text" value="WestEd Center for Child and Faml..."/>			
Site <input style="width: 90%;" type="text" value="Default Site"/>			
<span style="border: 1px solid gray; padding: 2px 10px; color: white; background-color: red;">↶ Undo Changes</span> <span style="border: 1px solid gray; padding: 2px 10px; color: white; background-color: green; margin-left: 10px;">✔ Save Changes</span>			



4. Roles are assigned here by selecting the **Role** tab at the top. Users can have more than one role.

Editing Johana Cabeza

[Contact Info](#) [Role](#)

### User's Role

Please select all that apply

<input type="checkbox"/> Affiliate Agency <i>i</i>	<input type="checkbox"/> Coach <i>i</i>	<input type="checkbox"/> Data Entry/Analyst <i>i</i>
<input type="checkbox"/> Organizations Admin <i>i</i>	<input type="checkbox"/> Researcher <i>i</i>	<input checked="" type="checkbox"/> Teacher <i>i</i>
<input checked="" type="checkbox"/> Teacher of Record <i>i</i>		

---

Administrator Roles:

<input type="checkbox"/> Agency Administrator <i>i</i>	<input checked="" type="checkbox"/> Site Administrator <i>i</i>
--	---

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Lead Admin Roles:

<input checked="" type="checkbox"/> Lead Agency Administrator <i>i</i>	<input type="checkbox"/> State Administrator <i>i</i>	<input type="checkbox"/> State Report Administrator <i>i</i>
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Power User Roles:

<input checked="" type="checkbox"/> Customer Service <i>i</i>	<input type="checkbox"/> System Administrator <i>i</i>
---	--

⚠ Changing your own user roles will require you to re-login.

↶ Undo Changes
✔ Save Changes

Follow the same steps to check that any teachers within your agency and site(s) have user accounts and are assigned to the appropriate site(s).

**Note:** Please see the Roles and Permissions sheet for more details.

## Add Users

Users can be added by selecting **Create User Account**.

1. Insert information into all of the fields.

Desired Results Developmental Profile
🏠

➕ ADD NEW CHILD

🔍 SEARCH FOR CHILD / ENROLL

📁 UNASSIGNED CHILDREN

📁 MY CLASSES

📊 INPUT RATING

⌵ DOWNLOAD DEMOGRAPHICS

⌵ REPORTS

⌵ RESOURCES

⌵ UPLOAD CENTER

⌶ USER ACCOUNTS

🔍 Search User Account

➕ Create User Account

🔍 Login Audits

📁 Roles

📁 Features

📁 Permissions

⚙ Global Admin

### Create User Account

#### User Information

First Name \*

M.I.

Last Name \*

Last Name

Suffix

Work Title

\* Required fields

#### Work Information

State

Agency

Site

Work Email \*  !

Confirm Work Email \*

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2. Return to **Search User Account** and find the newly added user. Select the pencil and assign roles as needed.

**Note:** The user must be assigned a role, or they will not have access to the DRDP Online site.

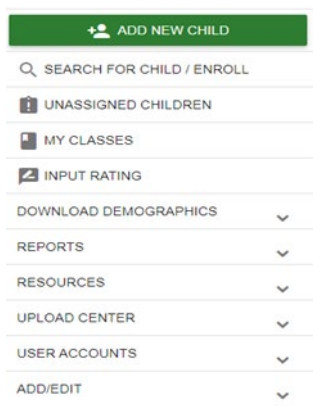


**Note:** Users can also be added by using an upload template. Please see the user upload template tip sheet.

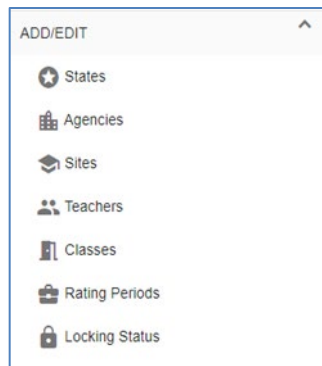
## Classes

Classes can be added by an administrator from the left navigation menu.

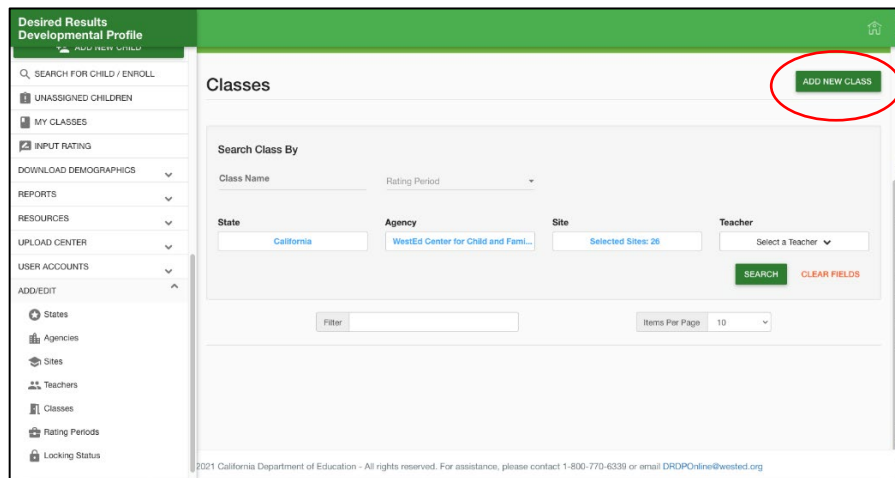
5. Select the **Add/Edit** option to expand the menu.



6. Select **Classes** from the expanded menu to add a new class.



7. **Add New Class** appears in the upper right corner. Select it to add a new class.





8. The state, agency, and site will be automatically selected for you.

### Add New Class

**State**

California

**Agency**

DEMO Comprehensive

**Site**

DEMO C Site 1

9. Assign a Teacher of Record and a Teacher. The Teacher of Record can lock ratings and will be listed first on any reports. Under the **Select a Teacher** menu, select the name of the teacher or teachers for the class you want to add.

**Teacher of Record**

Select a Teacher ▼

**Teacher**

Select Teachers ▼

Check All Clear All

Filter by name ✕

C D  
 Cole Cedr

**Note:** The teacher(s) name will appear on the list, or search by their first and last name. Only teachers assigned to the selected site will appear.

10. Under the **Rating Period** menu, select the appropriate period.

Name ↕
Summer 2023
Spring 2023
Winter 2022-23
Fall 2022
Summer 2022





**Note:** Fall 2022 is only used as an example. Select whichever the required rating period is for the class being added.

11. Enter the classroom's name in the **Classroom Name** field.

The screenshot shows a rectangular text input field with a thin border. Inside the field, the text 'Classroom 123' is entered. Above the text, the label 'ClassroomName' is visible in a small, light grey font.

**Note:** Class names should be unique within the agency and recommended to be unique within a site.

**DRDP Online will not allow two classes with the same name in the same rating period.**

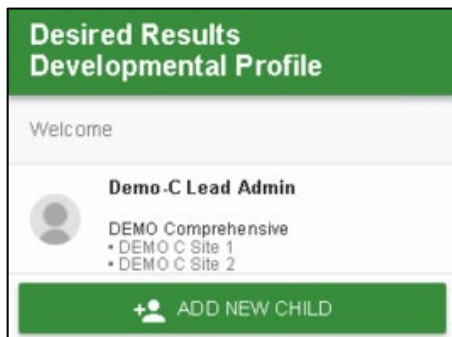
12. Lastly, to save the class, select the **Save** button.

The screenshot shows two buttons side-by-side. The 'SAVE' button is green with white text, and the 'CANCEL' button is red with white text. Both buttons are contained within a white rectangular box with a thin border.

## Children

Children may be added by an administrator from the left navigation menu.

1. Select the **Add New Child** button.



2. A new page will appear to fill in or select the child's information.



### Add New Child

First Name *	Middle Name	Last Name *
Statewide Student Identifier (10-digit SSID) *	Agency/District Student Identifier (Agency/district or CASEMIS ID) *	
<small>**Required if Agency/District Student Identifier is blank</small>	<small>**Required if Statewide Student Identifier is blank</small>	
<input type="text" value="Date of Birth"/>	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non Binary	<input type="text" value="Is the child Hispanic/..."/>
Child Age/Grade Instrument *		
What is this child's race? Mark one or more races to indicate what this person considers themselves to be: * all that apply		
<input type="checkbox"/> Native American <input type="checkbox"/> Asian Indian <input type="checkbox"/> African American <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Guamanian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean		
<input type="checkbox"/> Laotian <input type="checkbox"/> Other Asian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Samoan <input type="checkbox"/> Tahitian <input type="checkbox"/> Vietnamese <input type="checkbox"/> White <input type="checkbox"/> Intentionally Left Blank		
What is this child's home language? * Select all that apply (up to 3):		
<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="text" value="Other"/>		
Child's Socioeconomic Status		
<input type="checkbox"/> Free or Reduced Price Lunch/Socioeconomic disadvantaged		

The ID must be entered in the form if the child has a Statewide Student Identifier (SSID). 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 if there is no SSID. The identifier tracks the child's developmental progress from one rating period to another.

**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 for that child.

Once the child's demographic information is entered, select the **Save and Enroll** button.



The enrollment screen for the child will appear.



### Add Class Enrollment for Thomas Healy

State \*

Agency \*

Site \* **1**

Rating Period \* **2**

Class \* **3**

**4**

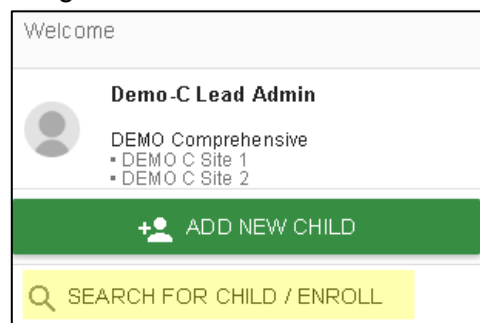
Using the menus on the Add Enrollment for [CHILD] screen, select the **Site (1)** to which you would like to add the child and the **Rating Period (2)**, **Class (3)**. Once you've chosen the needed information, select **Save (4)**.

## 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.

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

1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.



2. In the new window, enter the **First Name** and **Last Name** into the search boxes or select a site to view all children at that site.



Search Child By

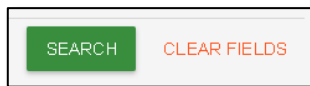
First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Child Age/Grade Instrument \_\_\_\_\_

SSID \_\_\_\_\_ Local ID \_\_\_\_\_

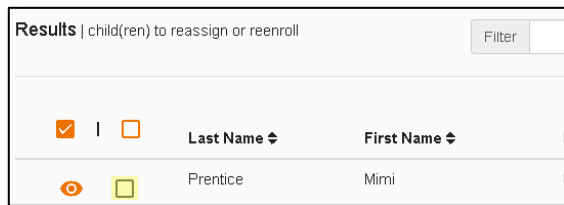
State:  Agency:  Site:

Rating Period \*  Class

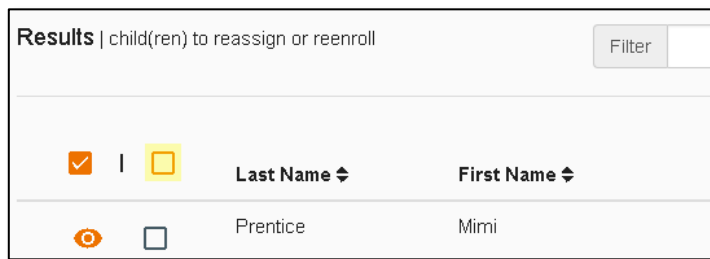
3. Select **Search**.



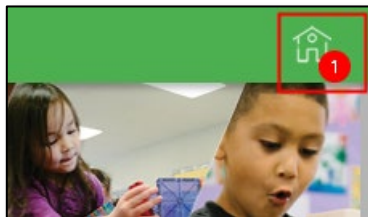
4. The child list will appear below the search boxes under Results. Select the box next to the child's (or children's) name(s) you want to re-enroll.



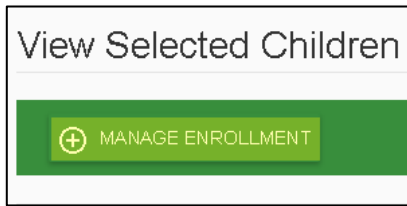
To select all children in the search result, check the box in the header.



5. Once you have checked the boxes for the children you want to re-enroll, select the schoolhouse icon to view only the selected children.



6. The previously chosen child(ren) will automatically be checked off, and you can now select **Manage Enrollment**.



- On the Add Enrollment for [CHILD] screen, the child's/children's existing **State**, **Agency**, and **Site** should be automatically selected.

Add Enrollment for Mimi Prentice

State  
California

Agency  
WestEd Center for Child and Fami...

Site  
Default Site

- Under **Rating Period**, select the new rating period to which you want to re-enroll the child.

Rating Period \*

Select a Rating Period ▾

Filter by name ✕

- ✓ Spring 2023 (2022-23)
- ✓ Winter 2022-23 (2022-23)
- ✓ Fall 2022 (2022-23)
- ✓ Summer 2022 (2021-22)
- ✓ Spring 2022 (2021-22)
- ✓ Fall 2021 (2021-22)

- Under **Select a Classroom**, select the classroom in the new rating period for which the child will be enrolled.

Class \*

Select a Class ▾

Filter by name ✕

- ✓ Bumble Bees -IT - Delta Demo (Spring 2023)
- ✓ Infant F2022 - Delta Demo (Fall 2022)
- ✓ Infant F2022 - Delta Demo (Spring 2023)
- ✓ IT- Blue Room - Delta Demo (Summer 2022)
- ✓ K-Super Kinders - Delta Demo (Fall 2021)
- ✓ Kindergarten F2021 - Delta Demo (Fall 2021)
- ✓ Kindergarten F2021 - Delta Demo (Spring 2022)
- ✓ Preschool - Delta Demo (Fall 2021)
- ✓ Preschool - Delta Demo (Spring 2022)
- ✓ Preschool - Delta Demo (Fall 2022)



This will copy the child(ren) and their information from a past rating period to the selected rating period. The child's/children's DRDP measure ratings are not copied. For example, re-enrolling a child from Rating Period A to B does not delete the child information from Rating Period A but instead copies the child's information into Rating Period B. Remember, you must have the new class created in the new rating period before re-enrolling children.

10. Once you have chosen the needed information, select the **Save** button.

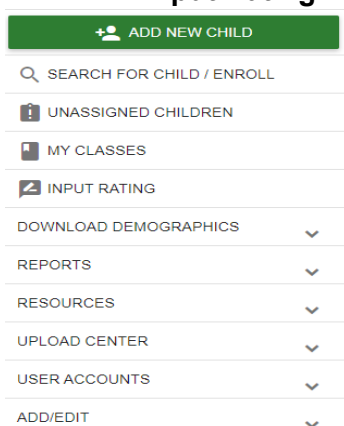


## Ratings

The ability to input ratings is limited to **teachers, teachers of record, and data entry** analysts. To input ratings, you must **have one of these roles** 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.



2. Select a **Rating Period**, **Class**, and **Age Group/Instrument** to view the class list. The first class to which you have access will automatically load. To change classes, make a new selection under the **Choose Class** menu.

**Input Ratings** Always refer to the DRDP when rating the measures.

---

**Rating Period**

Select a Rating Period ▼

**Class**

Select a Class ▼

**Age Group / Instrument**

▼

**SEARCH**

**Note:** Children are grouped by age level and will appear as duplicate classes in the drop-down list if there is more than one age level in the class.

3. The list of children includes the child's name and developmental domains.



First Name	Last Name	Child ID	Developmental Domains								Rating Completion / Locking	Lock Date	Assessment Date	Teacher	Site	Status
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA						
Alina	Singh	1533835	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%)	10/21/2022	11/25/2021	Cece Johnson	Delta Demo	
Amari	Najjar	1533920	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%)		11/23/2021	Cece Johnson	Delta Demo	
Lily	Wang	1533925	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%)		12/07/2021	Cece Johnson	Delta Demo	
Silvia	Miller	1533927	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%)		10/06/2021	Cece Johnson	Delta Demo	
Jonathan	Carr	1533928	7/7	5/5	10/10	N/A	7/7	10/10	0/0	0/0	39/39 (100.00%)		12/30/2021	Cece Johnson	Delta Demo	

From the child list, ratings can be entered by selecting the domain number. The first number represents how many measures have been completed in that domain for that child. The second number represents how many total measures need to be completed in that domain.

Any child with a zero (0) for their first number has no measures reported, as highlighted in the screenshot above. Different children may have different requirements regarding the number of measures required in a domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the Fundamental View.

First Name	Last Name	Child ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Rating Completion / Locking Status
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	8/8	4/4	25/25 (100.00%)
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)
Jay	Love	801250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)
Riker	Leahy	823645	4/4	4/4	7/7	4/4	6/6	4/4	29/29 (100.00%)
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%)
Sam	Smith	802864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)

- Once a domain has been selected, the required questions for all domains will display on the rating page.

Enter DRDP Ratings

Child: Jay Love  
 Class: Afternoon 2018 pm  
 Teacher: Jenae Leahy

District/Agency: WestEd Center for Child and Family Studies  
 School or Site: Default Site  
 Age Group Instrument: Preschool with ELD

Navigation: < PREVIOUS | SAVE | SAVE & NEXT > | NEXT > | LAST > | LOCK

Measure	Not yet	Responding		Exploring			Building			Integrating	Conditional Measure (Not-rated)	EM	UR
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier			
Approaches to Learning-Self-Regulation (ATL-REG)													
ATL-REG 4 Curiosity and Initiative in Learning													
ATL-REG 5 Self-Control of Feelings and Behavior													
ATL-REG 6 Engagement and Persistence													
ATL-REG 7 Shared Use of Space and Materials													

- For each measure, indicate the developmental level by selecting the circle for that level.

Responding	
Earlier	Later
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>



6. Once a level is chosen, check the box in the EM column if the child is emerging to the next level.

Measure	Not yet	Responding		Exploring		Building		Integrating		Conditional Assessment	EM	UR
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier		
ATL-REG 4 Curiosity and Initiative in Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 5 Self-Control of Feelings and Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 6 Engagement and Persistence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 7 Shared Use of Space and Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. The UR column has check boxes that are selected when the measure cannot be rated due to excessive absences of the child.

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

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

8. 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.

You have unsaved changes!

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

9. 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.

**Note:** 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 Administrator can lock all records for that class from the **Input Ratings** page by selecting **Lock**. The entire class is given the same assessment date when locking by class. 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.





Rating Completion / Locking	Lock Date	Assessment Date	Teacher	Site	Status
43/43 (100.00%)	10/21/2022	11/25/2021	Cece Johnson	Delta Demo	
43/43 (100.00%)		11/23/2021	Cece Johnson	Delta Demo	
43/43 (100.00%)		12/07/2021	Cece Johnson	Delta Demo	
43/43 (100.00%)		10/06/2021	Cece Johnson	Delta Demo	

**Note:** Until a record is locked, it will not be available in reporting.

**Note:** Only administrators can unlock records.

## Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the DRDP Online section of the Desired Results website. Also, register for free DRDP Online webinars from the [Training](#) section of the Desired Results website: <http://www.desiredresults.us>.