Getting Started: DRDP Online for Teachers

Version 1.18

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Introduction

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

Instructions

The Teacher's Role

A teacher may access information for the group of children in their class and is responsible for completing the Desired Results Developmental Profile (DRDP) for each child during a rating period. DRDP Online has two roles for teachers: *Teacher* and *Teacher of Record*. These two roles have the following permissions:

- Search for and view **Child/Children**.
- View Classes.
- Enter, view, and edit **Child Ratings**.
- Lock **Child Ratings** (ONLY Teacher of Record has this permission).
- Run and view reports.
- View teachers assigned to your class.

Accounts assigned to the Teacher or Teacher of Record role may be assigned to multiple classes. In addition, classes can have multiple Teachers assigned. The Teacher role's primary responsibility is entering ratings for a child and pulling reports. The Teacher of Record has the unique role of also locking ratings.

First Steps

*If you do not currently have a DRDP Online user account, please contact your site administrator, agency administrators, or lead agency administrator who oversees the account.

1. Go to the DRDP Online website in your internet browser: www.drdponline.org.
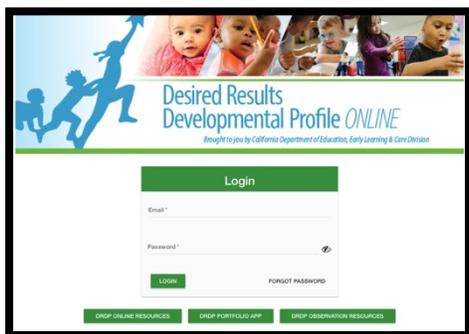
2. Enter your username (complete email address) into the email line.

3. Enter your password into the Password box and select **Login**.

Classes and Children

As a Teacher or Teacher of Record, you do not have permission to add classes or children. However, the administrator or data entry role is assigned permission to add classes or children.

1. Select **My Classes** in the left menu.

2. Teachers and Teachers of Record will be provided with a list of all the classrooms to which the administrator assigned them. The information provided includes the name of the class, the rating period, the site name, and the number of children enrolled in that class.

   *If no classrooms populate this page, contact your administrator and ask to be assigned to the appropriate classes.

⊙	Sunshine PreK	Fall 2019	Walnut	9
⊙	Sunshine PreK	Spring 2020	Walnut	1
⊙	Sunshine PreK2	Summer 2020	Walnut	9

3. Select the orange symbol to the left of the classroom name. A list of the children enrolled in that classroom will populate.

View Students in: Sunshine PreK

		First Name ⇕	Last Name ⇕	Class ⇕	Rating Period ⇕	Session ⇕	Agency Enrollment ⇕	Agency Withdrawal ⇕	Rating is completed ⇕
⊙	☐	Evelynn	S	Sunshine PreK	Fall 2019		07/08/2019		☐
⊙	☐	Nick	H	Sunshine PreK	Fall 2019		07/08/2019		☐
⊙	☐	Lucy	S	Sunshine PreK	Fall 2019		07/08/2019		☐
⊙	☐	Shane	F	Sunshine PreK	Fall 2019		07/08/2019		☐
⊙	☐	Sydney	A	Sunshine PreK	Fall 2019		07/08/2019		☐

4. Teachers and Teachers of Record can view the child's demographic information and enrollment information by selecting the orange symbol to the left of the child's name.

Child: Shane F

DEMOGRAPHIC   CLASS ENROLLMENT

Demographic

First Name *	Middle Name	Last Name *
Shane		F

Ratings

1. Once logged into DRDP Online, select the **Input Rating** button in the left menu.

🔍 SEARCH FOR CHILD / ENROLL

▪ MY CLASSES

✎ INPUT RATING

DOWNLOAD DEMOGRAPHICS   ⌄

2. From the **Rating Period** drop-down menu, select the period to which you would like to add a rating.

3. From the **Class** drop-down menu, select the class to which you would like to add a rating.

4. From the **Age Group/Instrument** drop-down menu, select the age group to which you would like to add a rating.

5. The list of children includes the child's name, ID, developmental domains, number of measures per domain, rating completion, lock date, assessment date, teacher, site, and status.

First Name	Last Name	Child ID			Developmental Domains						Rating Completion / Locking Status	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%) 🔒	09/13/2022	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%) 🔒	09/13/2022	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%) 🔒	09/13/2022	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%) 🔒	09/13/2022	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%) 🔒	09/13/2022	12/30/2021	Cece Johnson	Delta Demo	

From the child list, ratings can be entered by selecting the numbers below. 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.

| First Name | Last Name | Child ID | Developmental Domains | | | | | | Rating Completion |
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH	/ Locking Status
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	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	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%) 🔒

Any child with a zero (0) for their first number has not had any measures rated, as highlighted in the screenshot above. Children may have different requirements regarding the number of measures required in a particular 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 | Developmental Domains | | | | | | Rating Completion | Age Group |
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH	/ Locking Status	Instrument
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%) 🔒	Preschool
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%) 🔒	Preschool
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%) 🔒	Preschool
Jay	Love	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%) 🔒	Preschool with ELD
Riker	Leahy	623645	4/4	4/4	7/7	4/4	6/6	4/4	29/29 (100.00%) 🔓	Preschool with ELD
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%) 🔒	Preschool with ELD
Sam	Smith	602864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%) 🔒	Preschool

6. Once a domain has been selected for a child, the rating record page will load at the location of the child and domain selected.

| LLD 9 | Letter and Word Knowledge | ☐ | | | | ○ | ○ | ○ | ○ | ○ | ○ | | ☐ | ☐ |
| LLD 10 | Emergent Writing | ☐ | | | | ○ | ○ | ○ | ○ | ○ | ○ | | ☐ | ☐ |

| Measure | Cognition, Including Math and Science-(COG) | Not yet | Responding | | Exploring | | | Building | | | Integrating | Conditional Measure (Not rated) | EM | UR |
			Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier			
COG 1	Spatial Relationships*		○	○	○		○	○				○	☐	☐
COG 2	Classifcation		○	○	○		○	○	○	○	○		☐	☐
COG 3	Number Sense of Quantity		○	○	○		○	○	○	○	○		☐	☐
COG 4	Number Sense of Math Operations	☐			○		○	○	○	○	○		☐	☐
COG 5	Measurement	☐			○		○	○	○	○	○		☐	☐
COG 6	Patterning	☐			○		○	○	○	○	○		☐	☐
COG 7	Shapes	☐			○		○	○	○	○	○		☐	☐
COG 8	Cause and Efect		○	○	○		○	○	○	○	○		☐	☐
COG 9	Inquiry Through Observation and Investigation		○	○	○		○	○	○	○	○		☐	☐
COG 10	Documentation and Communication of Inquiry	☐			○		○	○	○	○	○		☐	☐
COG 11	Knowledge of the Natural World		○	○	○		○	○	○	○	○		☐	☐

| Measure | Physical Development-Health -(PD-HLTH) | Not yet | Responding | | Exploring | | | Building | | | Integrating | Conditional Measure (Not rated) | EM | UR |
			Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier			
PD-HLTH 1	Perceptual-Motor Skills and Movement Concepts		○	○	○		○	○	○	○	○		☐	☐

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

Responding	
Earlier	Later
○	○
○	○

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

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

Note:

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

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

9. Once you've completed all the domains required, you do not need to return to the previous page to move to the next child. Select **Save**:

And then select **Next**:

10. Once a record is reviewed by someone with the Teacher of Record role, that child's ratings can be locked by selecting the **Lock** button.

If all ratings have been completed in a class, the Teacher of Record can lock all records for that class from the **Input Rating** page by clicking **Lock**.

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

Helpful Resources for DRDP Online

To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the DRDP Online Resources https://www.desiredresults.us/drdp-online-resources page on the Desired Results website. You can also register for DRDP Online webinars from the Training section of the Desired Results website https://www.desiredresults.us/.