



DRDP Online Tip Sheet

DRDP Online Getting Started Checklist

1. Lead Agency Administrator

1. To select the assessment view for your agency in DRDP Online, go to **Setup Menu** in the left navigation menu, then select **Ratings View Setup**.
 - Select one view for each age level. Select NA where applicable.
 - Use **Assignment of Alternative Rating View** (if needed).
 - Lock rating views.
 - Once the view is selected, it cannot be changed for a year.
2. Review users who are administrators to confirm those who have left are marked inactive.
3. Ensure new users are uploaded with the correct roles.

2. Administrators

1. To add new users to your system, go to **User Accounts** in the left navigation menu, then select **User Accounts** in the expanded menu.
2. Check that all users are in the system with the appropriate permissions.
 - Become familiar with [DRDP Online Roles and Permissions](#). Teachers and teachers of record have limited permissions.
 - Assign users to appropriate sites and classrooms to access children's data.
3. Create classrooms for the current rating period. Be specific in naming the classrooms.
 - Classrooms are created for every new rating period. (This can be done manually or with the [Upload Class Template](#).)
 - Name the classroom using a name unique to the site for that year. (Each classroom must have a specific name per site. The name should not include the rating period and must remain consistent for the year.)
 - Use the [Upload Class Template](#) or create classrooms manually in the **Set-up Menu**.
4. Add children to the system and enroll them in classrooms.
 - Reenroll children from previous rating periods by selecting **Manage Enrollment** in the left navigation menu. Then select **Search & Manage Enrollment**.
 - Add new children by selecting **Add New Child** in the left navigation menu or using the [All-Instrument Child Upload Template](#).
 - The **Download Demographics** tab allows administrators to change enrolled child information and re-upload it into DRDP Online.

3. 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 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.