DRDP Online Tip Sheet

Getting Started with DRDP Online for Teachers

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1. Introduction

The purpose of this document is to provide an overview of the DRDP Online 2023 system for teachers.

2. Instructions

2.1. The Teacher's Role

Teachers may access information for the children in their class; they are responsible for completing each child's Desired Results Developmental Profile (DRDP) during a rating period. DRDP Online has two roles for teachers: **Teacher** and **Teacher of Record**. These two roles have the following permissions:
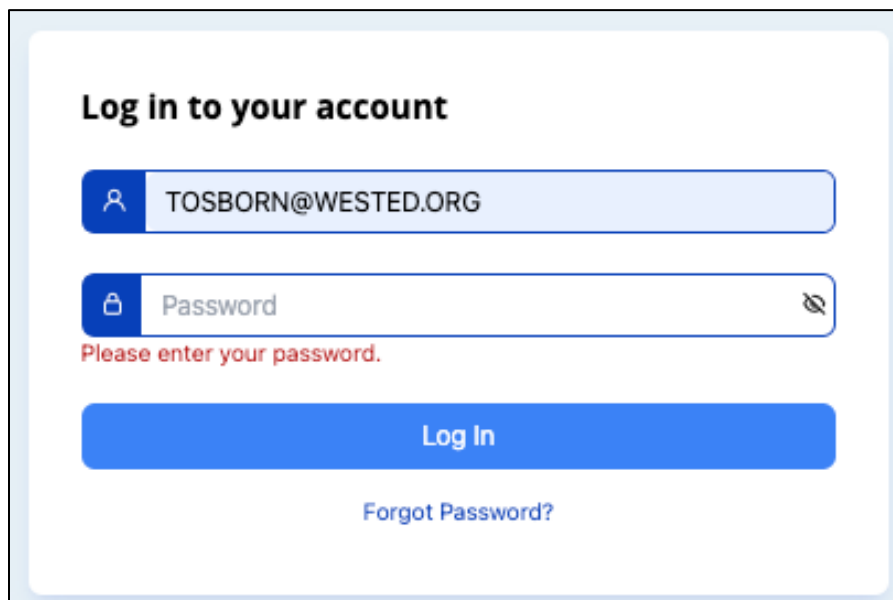
- Search for and view Child/Children.
- View classes.
- Enter, view, and edit Child Portfolios.
- Enter, view, and edit Child Ratings.
- Lock Child Ratings (ONLY Teacher of Record has this permission).
- View teachers assigned to your class.

- View and print child reports.
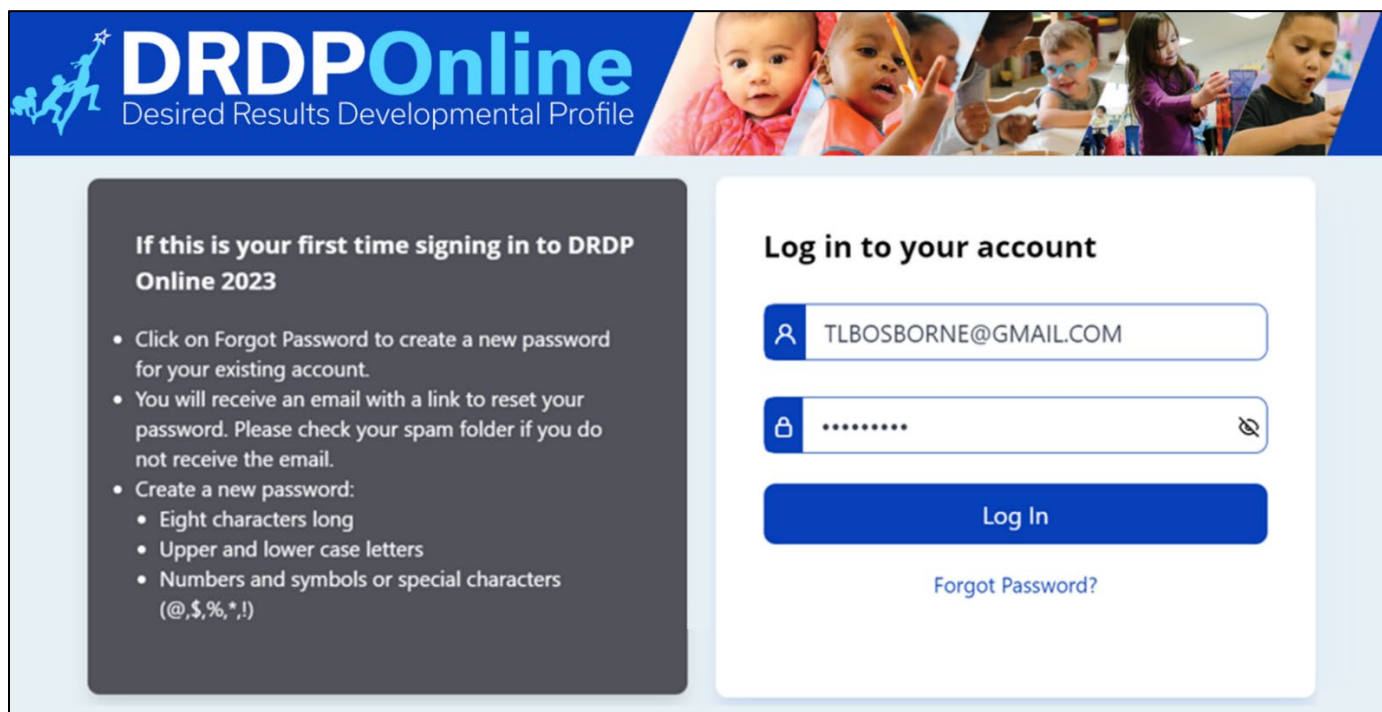- View and print group reports.

Accounts assigned to the Teacher or Teacher of Record role may be assigned to multiple classes. The Teacher role's primary responsibility is to enter ratings for a child and pull reports for individual children and groups of children. The Teacher of Record also has the unique role of locking ratings.

> It is necessary to lock ratings to receive reports.

2.2. 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 manages the account.

1. Go to the DRDP Online system using your internet browser.

2. Enter your username (complete email address) into the email box.
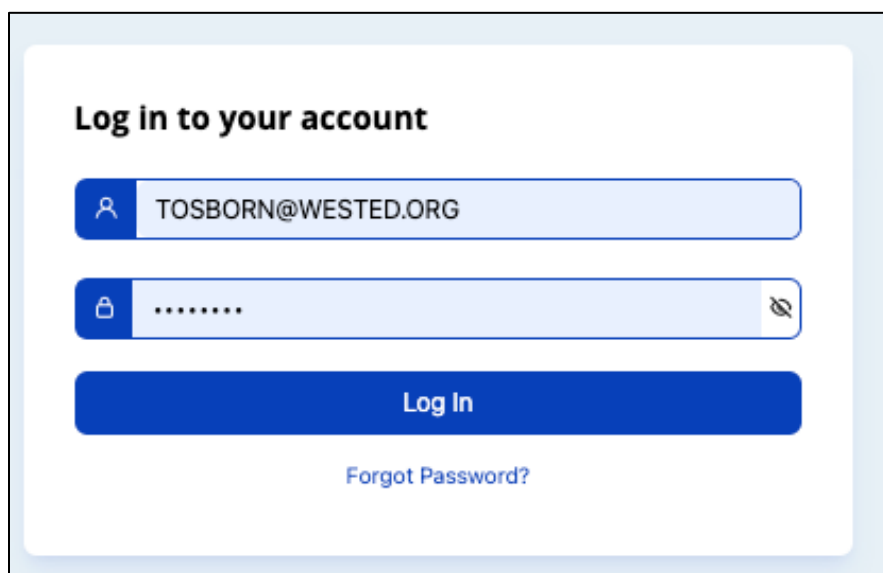
Figure 2.2-1: DRDP Online

Figure 2.2-2: Log in to DRDP Online

3. Enter your password into the password box and select **Log In**.
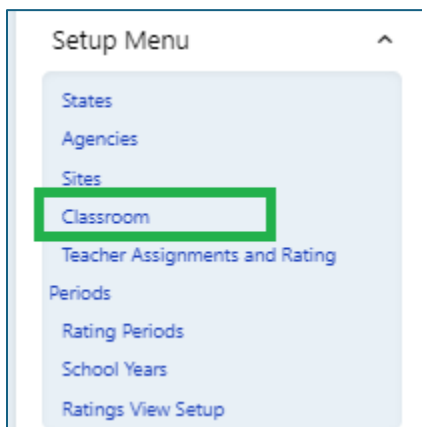

Figure 2.2-3: Enter Password

2.3. Classes and Children

As a Teacher or Teacher of Record, you do not have permission to add classes or children. However, the agency, site, or teacher of record enrollment administrator roles are assigned permission to add classes or children.

1. Select the **Setup Menu** tab to expand the menu, then select **Classroom.** (*Figure 2.3-1 below*).

Figure 2.3-1: DRDP Online Setup Menu

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

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

Classrooms

View Students	Classroom ↑	Site ↑	Rating Period ↑	Number of Children ↑	Locked ↑	Re-Enroll
📄	Diamond-PS	River	Spring 2024	4	0	📄
📄	Rainbow	Stream	Fall 2023	4	1	📄
📄	Diamond-PS	River	Fall 2023	5	1	📄
📄	lillypad- PS	Pond	Fall 2023	4	0	📄

Figure 2.3-2: List of Classrooms

4. From this page, Teachers and Teachers of Record can submit a re-enroll request to their administrator by selecting the blue icon under re-enroll. The same class (name) from a previous rating period must be created in the new rating period for re-enrollment to be successful.

Re-enrollment is moving children from the same class in a past rating period to the same class in the new rating period.

Figure 2.3-3 Selecting Save

5. Select the blue list icon to the left of the classroom name. A list of the children enrolled in that classroom will populate.

Viewing Students in Diamond-PS

Rating Period: Fall 2023

Begin Batch Un-Enroll

Transfer	Un-Enroll	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom End Date ↑	Is Locked
⟲	⚲	🗋	Bobby	B	07/25/23	08/08/23	🔒
⟲	⚲	🗋	Maya	B	07/25/23	08/08/23	🔒
⟲	⚲	🗋	Ricky	B	07/25/23	08/08/23	🔒
⟲	⚲	🗋	Ronnie	D	07/25/23	08/08/23	🔒
⟲	⚲	🗋	Andy	Star	08/11/23		🔒

Figure 2.3-4 Viewing Students in DRDP Online

6. Teachers and Teachers of Record can view the child's demographic information, class enrollment information, and completed assessments; they can also share a child's record

with another teacher or special education provider by selecting the blue page icon under the Child's Page column.

Figure 2.3-5: View Student's Demographic Information

7. When children are moved from one site or classroom to a **different** site or classroom, Teachers can submit a transfer request to their administrator by selecting the transfer icon in the first column on the left. It is important to note that the new classroom the child is being transferred to must first be created by the administrator. An administrator will need to approve the request to complete the transfer. Administrators will receive an email requesting their approval.

Transfer is used when moving a child from one site or class to a different site or class.

Figure 2.3-6: Transferring Students

When children have left the program, teachers can submit an unenrollment request to their administrator. The system will ask for a reason and an end date.

Un-enroll removes the child from the agency for that rating period and beyond.

Viewing Students in Diamond-PS

Rating Period: Spring 2024

Transfer   U   art Date ↑

Un-Enroll Confirmation   ⊗

Child's Name   Un-Enroll Reason *

Bobby B   Reason   ▾

End Date *   📅

mm/dd/yyyy

Comment

Comments

Cancel   Un-Enroll

10   ▾   1 – 4 of 4   <   >

Figure 2.3-7: Confirmation of Un-Enrollment

8. If the entire class has left the program, the teacher can use the **Begin Batch Un-Enroll** selection in the top right. This will remove the entire class from the agency for the rating period and beyond. The system will ask for a reason and an end date.
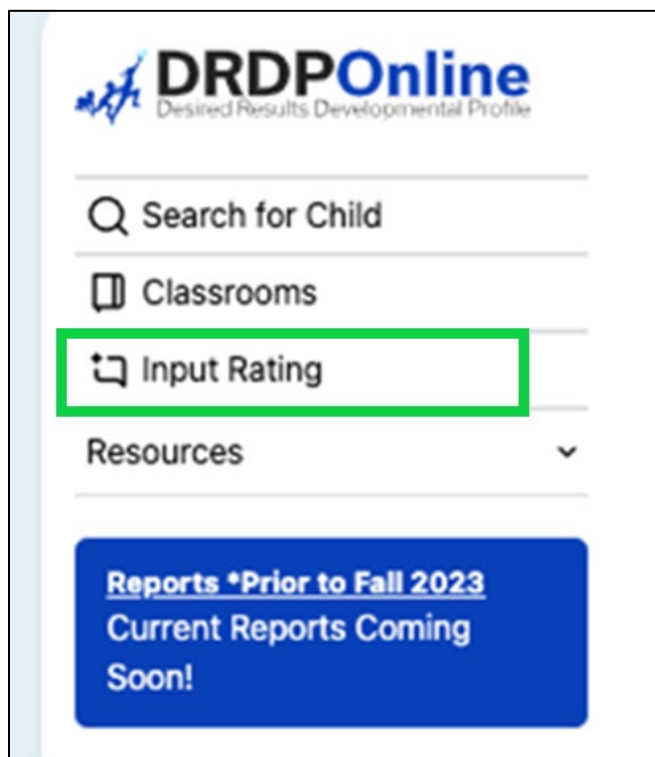
Figure 2.3-8: Beginning a Batch Un-Enrollment

Figure 2.3-9: Confirmation of Batch Un-Enrollment

2.4. Ratings

1. Once logged into DRDP Online, select the Input Rating option from the left menu.

Figure 2.4-1: DRDP Online Menu

2. From the Input Rating screen, select the appropriate filters for the rating period, site, classroom, and age group/instrument to which you would like to add a rating.

Figure 2.4-2: Input Rating Filters

3. The next screen will provide a list of children. The list of children includes the child's name, ID, developmental domains, number of measures per domain, assessment date, lock date, rating completion by percentage, locking status, teacher, and site.

4. Select the blue list icon under the Ratings column for the child you want to complete ratings.

5. Any child with a zero (0) for their first number has not had any measures rated (as highlighted in the screenshot below). 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.

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date	Lock Date	Rating Completion	Locking Status	Teach
📄	Natalie Guerrero	1760225	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	11/09/23	03/15/24	56/56 (100%)	🔒	Teach
📄	Stephanie Molina	1767839	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4			56/56 (100%)	🔓	Teach
📄	Letty Medina	1767840	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	10/16/23	03/15/24	56/56 (100%)	🔒	Teach
📄	Austin Thompson	1767841	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4	11/20/23	03/15/24	0/52 (0%)	🔒	Teach

Figure 2.4-3: Select the Blue List Icon Under the Ratings Column

6. The Rating Record page will populate. The child's name, class, teacher, age group, instrument, enrollment date, assessment date, and lock date will be at the top.

7. There are two ways to enter ratings from the rating record page:

    a. Stay on the Rating Record page.

    b. Select the **Go to Input Ratings** option (in the top right corner).

8. When you stay on the Rating Record page, the measures will show below with two rectangles beneath each measure. Choose your measure and select the rectangle labeled **Select Rating**.

Rating Record

Go to Input Ratings

Child: **Bobby B**   District/Agency: **WestEdTest 3-Comprehensive**   Enrollment Date: **July 25, 2023**

Class: **Diamond-PS**   School or Site: **River**   Assessment Date:

Teacher: **Tamarra Osborne**   Age Group Instrument: **Preschool Comprehensive Rating View**   Lock Date:

[🖫 Save] [⋉ Previous] [⋊ Next] [🖨 Print] [🔒 Lock]

⊞ ATL-REG - Approaches to Learning-Self-Regulation   0/7

ATL-REG1 : Attention Maintenance*

None Selected | Select Rating

ATL-REG2 : Self-Comforting*

None Selected | Select Rating

ATL-REG3 : Imitation*

None Selected | Select Rating

ATL-REG4 : Curiosity and Initiative in Learning

None Selected | Select Rating

ATL-REG5 : Self-Control of Feelings and Behavior

None Selected | Select Rating

ATL-REG6 : Engagement and Persistence

None Selected | Select Rating
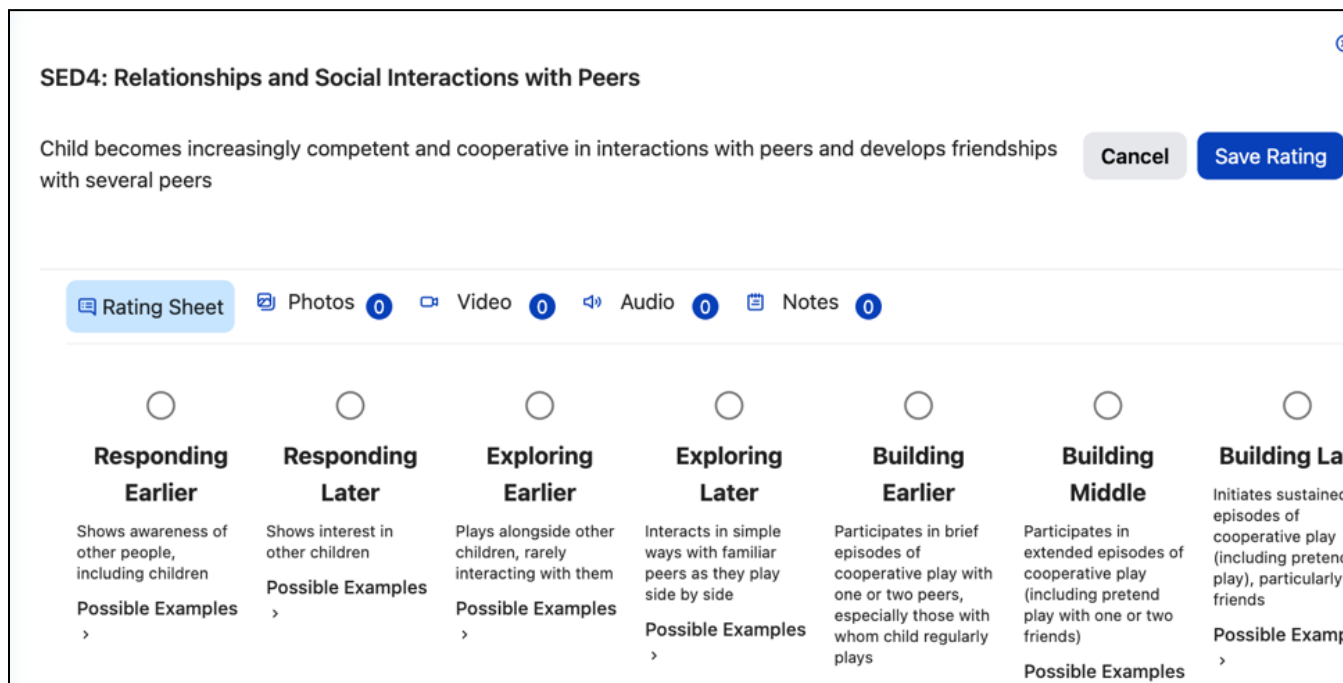
ATL-REG7 : Shared Use of Space and Materials

None Selected | Select Rating

Figure 2.4-4: View of the Rating Record

9. After choosing the **Select Rating** option, the developmental levels and descriptors will show for the selected measure.

Figure 2.4-5: Developmental Levels and Descriptors

10. Examples can be expanded by selecting **Possible Examples**. If the teacher has added any documentation (pictures, videos, audio, notes) and assigned it to that measure, it can be viewed from this page. Based on collected documentation, teachers will select the highest level mastered and save the rating.

Figure 2.4-6: Viewing Possible Examples

11. Additional rating options (emerging to the next level and unable to rate this measure due to extended absences) can be found by scrolling to the right.

Figure 2.4-7: Additional Rating Options

Note: The emerging checkbox will be disabled if the last level for that measure has been rated.

A rating can be erased by selecting the unable to rate option twice.

12. Once you have completed all the domains required, you do not need to return to the previous page to move to the next child: select **Save Rating**.

13. When final ratings have been saved, the rectangle will highlight the **Final Rating** in dark blue. If the measure has a preliminary rating that requires review, it will highlight **Review Pre-Rating** in lighter blue. The top right corner of each domain will note how many measures are finalized.

Figure 2.4-8: Review Pre-Rating and Final Rating

14. Once all measures have a final rating, the Teacher of Record can lock the rating record by scrolling back up to the top of the Rating Record page and selecting the **Lock** option.

Note: A record will not be available in reporting until it is locked.

Figure 2.4-9: Lock the Rating Record

15. When teachers select the **Go to Input Ratings** option in the top right corner of the Rating Record page, a different rating view will populate.

Rating Record

Go to Input Ratings

Child:	**Leilani Wiggins**	District/Agency:	**WestEdTest 3-Comprehensive**	Classroom Enrollment Date:	**August 21, 2023**
Class:	**Sparkles**	School or Site:	**Glitter**	Assessment Date:	**September 4, 2023**
Teacher:	**Teacher Perez**	Age Group Instrument:	**Preschool Comprehensive Rating View**	Lock Date:	

The **DRDP instrument** must be used with this rating record to ensure accuracy when rating.

[◁ Previous] [▷ Next] [🖨 Print] [🔒 Lock]

Figure 2.4-10: Go to Input Ratings

16. The Input Ratings page allows teachers to select the highest level mastered for all measures on one page.

Note: Ratings entered on either page will populate to the other.

Input Ratings

Go to Rating Record

Child:	**Bobby B**	District/Agency:	**WestEdTest 3-Comprehensive**	Enrollment Date:	**July 25, 2023**
Class:	**Diamond-PS**	School or Site:	**River**	Assessment Date:	
Teacher:	**Tamarra Osborne**	Age Group Instrument:	**Preschool Comprehensive Rating View**	Lock Date:	

[💾 Save] [◁ Previous] [▷ Next] [🖨 Print] [🔒 Lock]

⊞ ATL-REG - Approaches to Learning-Self-Regulation

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
ATL-REG1 Attention Maintenance*		○	○	○		●	○			
ATL-REG2 Self-Comforting*		○	○	○		●	○			
ATL-REG3 Imitation*		○	○	○		○	○			
ATL-REG4 Curiosity and Initiative in Learning		○	○	○		○	○	○	○	○
ATL-REG5 Self-Control of Feelings and Behavior		○	○	○		○	○	○	○	○

Figure 2.4-11: View the Input Ratings

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.