

Quick Guide to Getting Started with DRDP Online

Lead Agency Administrator

- Select the assessment view.
 - Select one view for each age level.
 - Lock rating views.
 - Once the view is selected, it cannot be changed for a year.
- Review users who are administrators to ensure those who have left are marked inactive and new users are uploaded with the correct roles.
- Decide whether to use the **Show Extra Measures** option.
- Add to the custom fields (if needed).

Administrators

- Add new users to your system.
- Check that all users are in the system with the appropriate permissions.
 - Become familiar with the [roles and permissions chart](#). Teachers and teachers of record have limited permissions.
 - Assign users to appropriate sites and classes so that they have access to the children in those sites and classes.
- 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 an [upload template](#).)
 - Name the classroom using a name unique to the site and rating period. (Per rating period and site, only one class can have a specific name.)
 - Use the [upload template](#) or create classrooms manually
- Add children to the system and enroll them in classes.
 - Children can be reenrolled from previous rating periods, or new children can be added (either manually or by using the upload template).
 - The **Download Demographics** link allows administrators to make changes to currently enrolled child information and re-upload it into DRDP Online.
 - Children who are returning to your program for the current rating period may be reenrolled using the upload template or manually by searching for a group of children, selecting ALL (or the specific children needed to be reenrolled), then using the **Manage Enrollment** function.
 - Children can be added manually using the Add New Child feature or by upload template.