



DRDP Online Tip Sheet

Set and Lock Rating Views in DRDP Online for Administrators

At the beginning of the school year, only the designated Lead Agency Administrator can set and lock the rating views. The administrator must select and lock the view of the Desired Results Developmental Profile (DRDP) assessment for the entire agency or program. Please visit [Desired Results for Children and Families /DRDP Instrument and Forms](#) for a description of each view of the assessment.

1. Set and Lock the DRDP View

Please complete the steps below to set and lock your agency's chosen DRDP view(s).

1. Once logged in to DRDP Online, select the Setup Menu option from the left menu (*Figure 1.1*).

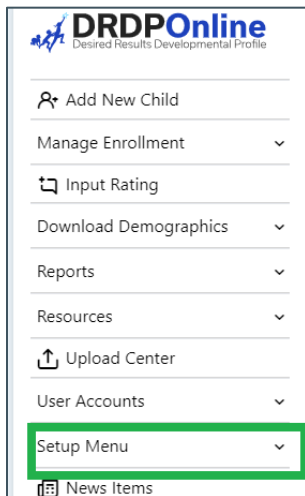


Figure 1.1: DRDP Online Setup Drop-Down Menu

2. Select Ratings View Setup (*Figure 1.2 below*).

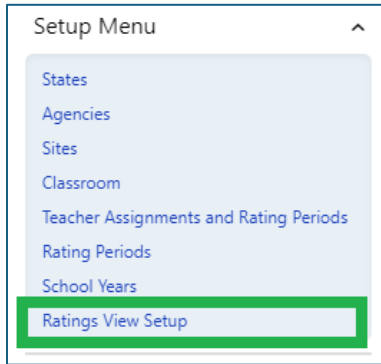


Figure 1.2: Ratings View Setup

3. Select a view from the drop-down menu for each age level listed below or select N/A from the drop-down menu if your agency does not have a specific age level (*Figure 1.3*).

Age Levels

- Infant/Toddler (IT) — Birth to 36 months
- Preschool (PS) — Three years to kindergarten entry
- Transitional Kindergarten (TK) — First year of a two-year kindergarten program
- Kindergarten (K) — All children enrolled in kindergarten classes
- School Age (SA) — Kindergarten through 12 years

Ratings Views

- The **Comprehensive** views provide for assessing children’s learning and development in domains related to all areas of the Infant/Toddler Learning and Development Foundations or Preschool Learning Foundations, covering the full range of learning and development that early childhood curricula generally cover.
- The **Fundamental** view provides for assessing preschool children’s learning and development in the key domains associated with school readiness.
- The **Essential** views provide for assessing children’s learning and development with selected measures in key domains.
- There are two versions of the DRDP-SA© (2010) assessment instruments. The **Complete Version** includes academic domains typically assessed by K–12 teachers. The **Simplified Version** does not duplicate K–12 assessments.

Select Agency Default Views

IT * Comprehensive Rating View

PS * Fundamental Rating View

TK * Fundamental Rating View

K * Fundamental Rating View

SA * Complete Rating View

Save and Lock

Figure 1.3: Select Agency Default Views

4. Select the **Save and Lock** button (*Figure 1.4 below*). **Note:** Once you save the view(s), you will be unable to change the view(s) until the next fiscal year.

Select Agency Default Views

IT * Comprehensive Rating View

PS * Fundamental Rating View

TK * Fundamental Rating View

K * Fundamental Rating View

SA * Complete Rating View

Save and Lock

Figure 1.4: Select Agency Default Views Save and Lock Button

2. 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.