Getting Started: DRDP Online for Teachers

Version 1.00

10/01/2018

Table of Contents

Introduction .......................................................................................................................................................... 2
Instructions .......................................................................................................................................................... 2
The Teacher's Role .............................................................................................................................................. 2
First Steps ............................................................................................................................................................ 2
Classes and Children .......................................................................................................................................... 3
Ratings ................................................................................................................................................................. 3
Helpful Resources for DRDP Online ................................................................................................................... 6
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 roles have the following permissions:

- Search for and view child/children
- View classes
- Enter, view, edit, and/or lock child ratings
- Run and view reports
- View teachers assigned to your class

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

First Steps

1. If you are a previous DRDPtech user, follow these steps to get started. If you did not have a DRDPtech user account, move to step 3.

2. Previous DRDPtech users, go to the DRDP Online website in your internet browser: [www.DRDPonline.org](http://www.DRDPonline.org) and select *Forgot Password* at the bottom right-hand corner of the login box. After verifying your email address, the system will send you an email with a link to reset your password. Your login is your previous DRDPtech username (complete email address).
3. If you did not have a DRDPtech user account and have not received an activation email for DRDP Online, please reach out to your agency administrator for assistance.

4. If you did not have a DRDPtech user account and you have received an activation email for DRDP Online, select the link in the activation email.

5. Enter your username into the Email box:

![Login Page]

Classes and Children

The ability to add classes or children is a permission assigned to the administrator or data entry role.

Ratings

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

![Input Rating Menu]

2. The first class to which you have access will automatically load. If you’d like to change classes, you can make a new selection under the Choose Class menu:

![Input Ratings Table]
3. The list of children includes the child’s name, ID, developmental domains, age group, class, teacher and site:

From the child list, ratings can be entered by selecting the domain number. 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.

4. Once a domain has been selected, all the required questions for all domains will display on the rating page:
If you only need to enter ratings for one domain for the selected child, you can choose that domain from the drop-down:

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

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

The UR column check boxes can be used in the same way for a child that is unable to be rated due to excessive absences.

Note: The EM checkbox will be grayed out and disabled if the child is not emerging.

7. Once you’ve completed all the domains required, you do not need to return to the previous page to move to the next child. Simply select either:
   a. Save and Next to save your entries and move to the next child; or
   b. Next if you wish to move to the next child without saving your entries
8. 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 resources and instructions for DRDP Online, visit the **DRDP Online** section of the Desired Results website. You can also register for DRDP Online webinars from the **Training** section of the Desired Results website [http://www.desiredresults.us](http://www.desiredresults.us).