



# Getting Started: DRDP Online for Teachers

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## 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).

Current DRDPtech Users, please reset your password for DRDP Online by selecting **FORGOT PASSWORD**.

Email \*

user@email.com

Password \*

•••••••

LOGIN FORGOT PASSWORD



## DRDP ONLINE TEACHER GETTING STARTED

- 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.
- 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.
- Enter your username into the Email box:

## Classes and Children

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

## Ratings

- Once logged into DRDP Online, select the **Input Rating** button in the left menu:

- 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:



**Note:** Children are grouped by age level and will appear as duplicate classes in the drop-down list, if there is more than one age level in the class

- The list of children includes the child's name, ID, developmental domains, age group, class, teacher and site:

First Name	Last Name	Child ID	ATL-REG	SED	Developmental Domains				Rating Completion / Locking Status	Age Group Instrument	Class	Teacher	Site	Status	Updated
					LLD	ELD	COG	PD-HLTH							
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	8/8	4/4	25/25 (100.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		
Jay	Love	801250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)	Preschool with ELD	Afternoon 2018 pm	Jenae Leahy	Default Site		
Riker	Leahy	823645	4/4	4/4	7/7	4/4	8/8	4/4	29/29 (100.00%)	Preschool with ELD	Afternoon 2018 pm	Jenae Leahy	Default Site		
Doug	Smith	802756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%)	Preschool with ELD	Afternoon 2018 pm	Jenae Leahy	Default Site		
Sam	Smith	802864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default 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.

First Name	Last Name	Child ID	Developmental Domains				Rating Completion / Locking Status		
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH	
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	8/8	4/4	25/25 (100.00%)
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)
Jay	Love	801250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)

Any child with a zero (0) for their first number has not had any measures reported, as highlighted in the screenshot above. Different children may have different requirements as to the number of measures that are 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:

First Name	Last Name	Child ID	ATL-REG	SED	Developmental Domains				Rating Completion / Locking Status	Age Group Instrument
					LLD	ELD	COG	PD-HLTH		
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	8/8	4/4	25/25 (100.00%)	Preschool
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)	Preschool
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)	Preschool
Jay	Love	801250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)	Preschool with ELD
Riker	Leahy	823645	4/4	4/4	7/7	4/4	8/8	4/4	29/29 (100.00%)	Preschool with ELD
Doug	Smith	802756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%)	Preschool with ELD
Sam	Smith	802864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Preschool

- Once a domain has been selected, all the required questions for all domains will display on the rating page:

Enter DRDP Ratings

Child: Jay Love  
 Class: Afternoon 2018 pm  
 Teacher: Jenae Leahy

District/Agency: WestEd Center for Child and Family Studies  
 School or Site: Default Site  
 Age Group Instrument: Preschool with ELD

Measure	Not yet	Responding		Exploring			Building		Integrating	Conditional Measure (Not rated)	EM	UR
		Earlier	Later	Earlier	Middle	Later	Earlier	Later	Earlier			
<b>Approaches to Learning-Self-Regulation (ATL-REG)</b>												
ATL-REG 4 Curiosity and Initiative in Learning		<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>							
ATL-REG 5 Self-Control of Feelings and Behavior		<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>							
ATL-REG 6 Engagement and Persistence	<input type="checkbox"/>			<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>					
ATL-REG 7 Shared Use of Space and Materials	<input type="checkbox"/>			<input type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>					



If you only need to enter ratings for one domain for the selected child, you can choose that domain from the drop-down:

**Child:** Jay Love  
**Class:** Afternoon 2018 pm  
**Teacher:** Jenae Leahy

--ALL--

- Approaches to Learning--Self-Regulation
- Social and Emotional Development
- Language and Literacy
- English Language Development
- Cognition, Including Math and Science
- Physical Development-Health
- ALL--

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

Responding	
Earlier	Later
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

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

Measure	Not yet	Responding		Exploring			Building			Integrating		Conditional Measure	EM	UR
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier	Later			
Approaches to Learning--Self-Regulation (ATL-REG)		<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>										
ATL-REG 4 Curiosity and Initiative in Learning		<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>										
ATL-REG 5 Self-Control of Feelings and Behavior		<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>										
ATL-REG 6 Engagement and Persistence	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>										
ATL-REG 7 Shared Use of Space and Materials	<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>										

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:

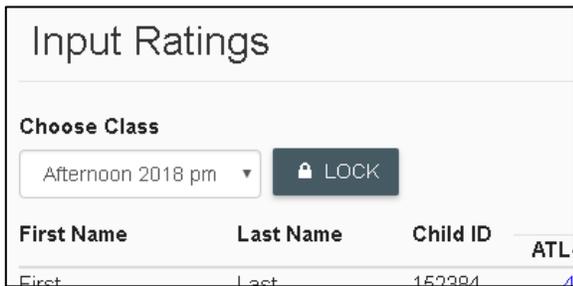
- a. **Save and Next** to save your entries and move to the next child; or
- b. **Next** if you wish to move to the next child without saving your entries



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>.