



Instructions: DRDP Online Child Upload

Version 1.00

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Introduction

The purpose of this document is to provide instruction for uploading child data.

Upload Roles

Users with the agency and site administrator role may upload, review, and import child information.

Upload Template

The Upload Records for Enrollment template is found at <https://www.desiredresults.us/drdp-online> under the Content Import File Templates to Upload section.

DRDP Online

DRDP Online User Login

The California Department of Education Early Education and Support Division is pleased to announce DRDP Online, the new online platform for the Desired Results Developmental Profile. This platform will be rolled out in August with updates and new features added weekly. As a result of input from the field, the new system was designed with flexibility to accommodate multiple program types.

The California Department of Education (CDE), in collaboration with the UC Berkeley BEAR Center and the WestEd Center for Child & Family Studies, announces DRDP Online designed to allow teachers, program administrators, and other designated staff to access DRDP instruments and conduct DRDP assessments online via the Internet. DRDP Online stores the data entered by teachers in a secure database and automatically produces a variety of assessment reports, both for individual children and for groups of children.



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The upload templates are organized by age level and view. To download a template, select the blue Upload Template text.



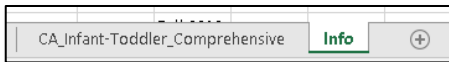
Age Level	Comprehensive View (CV)	Fundamental View (FV)	Essential View (EV)	Snapshot	School-Age Complete View	School-Age Simplified View
Infant/Toddler (IT)	Upload Template		Upload Template			
Preschool (PS)	Upload Template	Upload Template	Upload Template			
Kindergarten (K)	Upload Template	Upload Template	Upload Template	Upload Template		
School Age (SA)					Upload Template	Upload Template

Templates will be downloaded as a Microsoft Excel file. Once downloaded, an upload template may be used to upload new child data into the system or to upload demographic data for existing child records.

Note: Uploading new child records and updating existing child records must be performed as separate uploads. One template should be saved with new children and a separate template saved with existing child updates.

Entering Data into the Template

Once the chosen template has been downloaded, the info tab will provide descriptions of each field and their required format.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Column Definitions and Instructions:					IT-2015: DRDP (2015) - Infant/Toddler Comprehensive View										0-January
2																
3			IMPORTANT:	All columns related to child information must appear to the left of (before) the "locked" column.												
4				All columns related to measure ratings must appear to the right of (after) the "locked" column.												
5																
6			AGE_GRADE_INSTRUMENT_ID	Fill in ITC (this means infant toddler comprehensive view) for every child.												
7																
8			allowupload	A 'yes' in this column allows the row to be uploaded. Use all lowercase letters.												
9				If it contains anything else or it is empty, it will not be uploaded.												
10				The word 'stop' means this row and all remaining rows in the tab will not be uploaded.												
11																
12				Location Information:												
13																
14			agency	Agency - Values: Text (maximum: 125 characters) (Field is required)												
15			county	County - Text (maximum: 125 characters)												
16			state	State - Text (maximum: 125 characters)												
17			site	Site - Values: Text (maximum: 125 characters) (Field is required)												
18																
19			teacher	Teacher - Values: Text (maximum: 250 characters) (Field is required)												
20				(This is the User Name (email address) of the teacher)												
21																
22			class	Class - Values: Text (maximum: 50 characters) (Field is required)												
23				(Child's classroom or setting)												
24																
25				Child's Information:												
26																
27			icode	Agency/District Student Identifier - Values: Text (maximum: 50 characters) (Field is required)												
28				(Agency/District or CASIMS ID) <small>NOTE: If you only have a Statewide Student Identifier (SSI) and you leave</small>												

Once you've completed all the required fields, save the file to your computer.



Uploading to DRDP Online

1. After logging into your DRDP Online account (see the Getting Started documents for instructions), select **Upload Center** from the left navigation bar.

The screenshot shows a sidebar navigation menu for a user named 'Demo-C Lead Admin'. The menu items are: 'Desired Results Developmental Profile' (green header), 'Welcome', 'Demo-C Lead Admin' (with profile icon and roles: DEMO Comprehensive, DEMO C Site 1, DEMO C Site 2), '+ ADD NEW CHILD' (green button), 'SEARCH FOR CHILD / ENROLL' (with magnifying glass icon), 'INPUT RATING' (with notepad icon), 'REPORTS' (with dropdown arrow), 'RESOURCES' (with dropdown arrow), and 'UPLOAD CENTER' (with dropdown arrow and highlighted in yellow).

2. Choose **Child Data** from the drop-down menu.

The screenshot shows the 'Upload Center' dropdown menu with three options: 'Upload Center' (with an upward arrow icon), 'Users' (with an upward arrow icon), and 'Child Data' (with an upward arrow icon).

3. Drag your saved file to the *Drag and Drop your file here* area or choose **Browse File** to select your file.

The screenshot shows the 'Upload Child Data' interface. It features a large dashed border area for file upload. In the center, there is a blue upload icon (an upward arrow with a document) and the text 'Drag and Drop your file here'. Below this, the word 'OR' is displayed, followed by a 'Browse File' button.



4. Select **Upload**.

Upload Child Data

Name	Size	Progress	Status	Actions
CA_Infant-Toddler_Comprehensivev4.xlsx	0.02 MB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>		<div style="display: flex; gap: 5px;"> Upload Cancel Remove </div>

5. A preview of the file's contents will appear below the header.

File Content

AGE_GRADE_INSTRUMENT_ID	allowupload	agency	County	state	site	teacher	class	icode	ssid	firstname	lastname	termid	extrac
ITC	yes	DEMO Comprehensive	Ventura	CA	DEMO C Site 1	DRDPonline+C-IT-ToR-1@wested.org	Apples (IT)	DC223		Elijah	Wall	Fall 2018	
ITC	yes	DEMO	Ventura	CA	DEMO	DRDPonline+C-	Apples	DC224		Kailee	Ball	Fall	

6. Select **Check File** to review the upload for errors.

Upload Child Data

Uploaded file: **TestCA_Preschool_Essentialv4.xlsx**

CHECK FILE Press click 'CHECK FILE' button to scan file for errors

7. If no errors are found, select **Submit** to import the child records into the system.

Uploaded file: **TESTDemoCA_Infant-Toddler_Comprehensivev2.xlsx**

SUBMIT File looks good, you may Submit it

8. You should receive a success message once the file is imported into the system. Select **OK** to close it and return to the upload page.

Success!

The File successfully submitted.

OK



Upload Errors

1. If during step 6 above, you receive an error, the column and row will contain **Error** text.

Upload Child Data

Uploaded file: **ClassErrorDemoCA_Infant-Toddler_Comprehensivev2.xlsx**

We found some errors in the file, please fix them and re-upload the file again

File Content

AGE_GRADE_INSTRUMENT_ID	allowupload	agency	County	state	site	teacher	class	icode	ssid	f
ITC	yes	DEMO Comprehensive	Ventura	CA	DEMO C Site 2	DRDPonline+C- IT- ToR1@wested.org	Apples (IT) Error	DC223		E

2. For any of the fields highlighted, review the info tab of the template spreadsheet to confirm the proper formatting to be included in that field. Once you've updated each of the errored values and resaved your file, select the **Upload New File** button to return to the upload page.



3. Drag your updated file to the *Drag and Drop your file here* area or choose **Browse File** to select your file and repeat the upload steps with the corrected file.

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>