



Instructions: DRDP Online User Upload

Version 1.00

10/29/2018

Table of Contents

Introduction.....2

Upload Roles2

Upload Template2

Entering Data into the Template.....3

Uploading to DRDP Online.....4

Upload Errors6

Helpful Resources for DRDP Online.....7



Introduction

The purpose of this document is to provide instruction for uploading user accounts in DRDP Online.

Upload Roles

Users with the agency administrator role may upload, review, and import user accounts.

Upload Template

The CA DRDP Online User Upload Template.csv 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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- [Standard Rating Period Date Ranges 2018-19](#)
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- [DRDP \(2015\) Measures and Views](#)
- [Content Import File Template](#)
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- [Fee Structure](#)



The upload template is under the Upload Records section. To download the template, select the blue CA DRDP Online User Upload Template.csv text.

Content Import File Templates to Upload

Upload Records

Upload and import user information with the **CA DRDP Online User Upload Template.csv** (Save file as a CSV file.)

- Role = To determine role, see [DRDP Online Roles and Permissions](#)
- Email = User's Email Address
- Last Name = User's Last Name
- First Name = User's First Name
- Personnel ID = This can be left blank
- Site ID= School Code or School Name
- Agency ID = District Name or Code

The template will be downloaded as a CSV file. Once downloaded, the upload template may be used to upload new users into the system.

Note: The user upload is only used to add new users. To edit existing users, go to the USER ACCOUNTS page.

Entering Data into the Template

Once the chosen template has been downloaded, refer back to the download section under Upload Records for the field requirements for the user template file.

- Role = To determine role, see [DRDP Online Roles and Permissions](#)
- Email = User's Email Address
- Last Name = User's Last Name
- First Name = User's First Name
- Personnel ID = This can be left blank
- Site ID= School Code or School Name
- Agency ID = District Name or Code

If you are of your exact Agency ID or Site ID names, you can find these after logging into DRDP Online in the upper left of the screen.

Welcome

Demo-C Lead Admin

DEMO Comprehensive ← Agency ID(s)

- DEMO C Site 1 ← Site ID(s)
- DEMO C Site 2 ← Site ID(s)



The following roles can be assigned to users. Enter the text into the CSV template exactly as shown.

- Teacher of Record
- Teacher
- Site Administrator
- Agency Administrator
- Data Entry/Analyst
- Coach
- Affiliate Agency

For details on the roles, select the blue DRDP Online Roles and Permissions text under the Upload Records section.

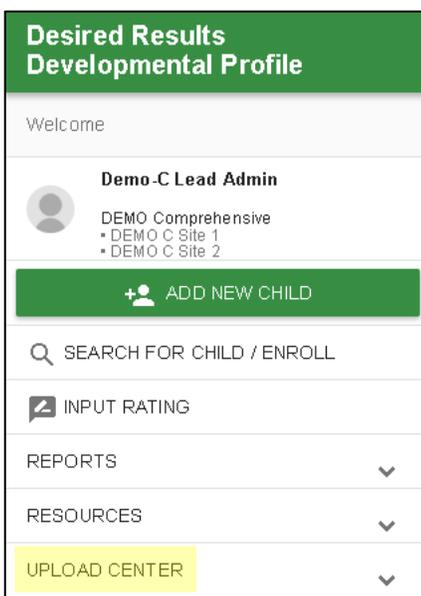
- Role = To determine role, see [DRDP Online Roles and Permissions](#)
- Email = User's Email Address
- Last Name = User's Last Name
- First Name = User's First Name
- Personnel ID = This can be left blank
- Site ID= School Code or School Name
- Agency ID = District Name or Code

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

Note: The Teacher of Record and Teacher role can be assigned to multiple classes. The following roles can only be assigned by WestEd staff: Customer Service, System Administrator, Agency Lead Administrator, State Administrator, and Researcher.

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.





2. Choose **Users** from the drop-down menu.

UPLOAD CENTER ^

- Users
- Child Data

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

Upload User

Drag and Drop your file here

OR

Browse File

4. Select **Upload**.

Upload User

Name	Size	Progress	Status	Actions
CAdrdponlineUserUploadTemplateTestFile.csv	0.00 MB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>		<div style="display: flex; gap: 5px;"> <div style="border: 2px solid red; padding: 2px 5px; background-color: #28a745; color: white; font-weight: bold;">Upload</div> <div style="padding: 2px 5px; background-color: #ffc107; color: white; font-weight: bold;">Cancel</div> <div style="padding: 2px 5px; background-color: #dc3545; color: white; font-weight: bold;">Remove</div> </div>

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

File Content

AgencyID	SiteID	Personnelid	Firstname	lastname	email	role
DEMO Comprehensive	DEMO C Site 2		Jenae	Leahy	jleahy@wested.org	teacher

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

Upload User

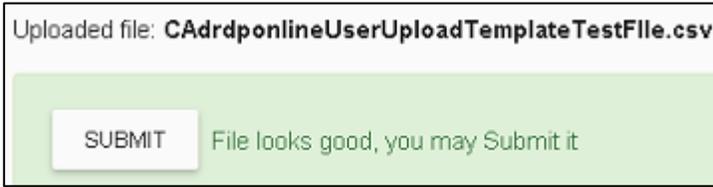
Uploaded file: **CAdrdponlineUserUploadTemplateTestFile.csv**

CHECK FILE

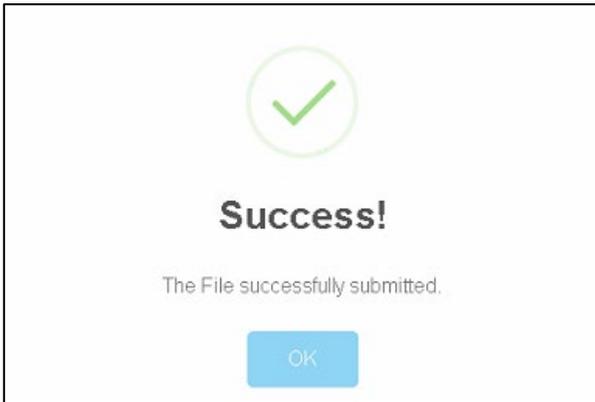
Press click 'CHECK FILE' button to scan file for errors



- If no errors are found, select **Submit** to import the user accounts into the system.



- 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.



Upload Errors

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



- For any of the fields highlighted, review the **Upload Record** section and **DRDP Online Roles and Permissions** file to confirm the proper formatting and values 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.



- 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>