Instructions: DRDP Online User Upload

Version 1.30

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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 is available on the DRDP Online website. It can also be found under Content Import File Upload Templates on the Desired Results website at https://www.desiredresults.us/drdp-online-resources.

To download the template, select the blue User Upload Template text.

Note: The user upload can be used to add new users and to update existing users.

Entering Data into the Template

Once the chosen template has been downloaded, refer to the info tab for the field requirements for the user template file.

If you are not sure 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.

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

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

Upload Users

Upload and import user information with the User Upload template. The template requires .XLSX format and can be uploaded with the Info tab. Directions are updated. To determine role, please see DRDP Online Roles and Permissions.

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

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.

Desired Results Developmental Profile

Welcome

Demo-C Lead Admin

DEMO Comprehensive
▪ DEMO C Site 1
▪ DEMO C Site 2

+👤 ADD NEW CHILD

🔍 SEARCH FOR CHILD / ENROLL

🗨 INPUT RATING

REPORTS ⌄

RESOURCES ⌄

UPLOAD CENTER ⌄
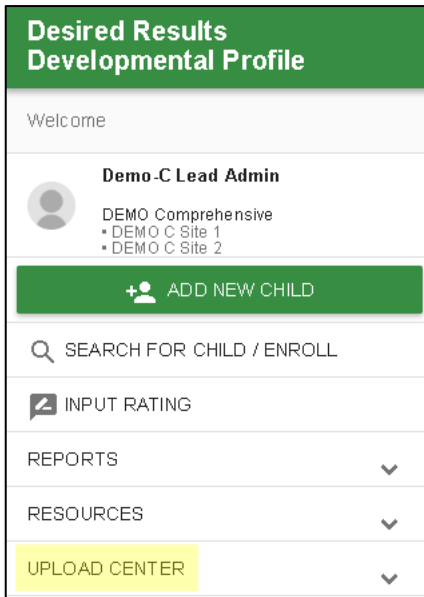
2. Choose **Users** from the drop-down menu.

UPLOAD CENTER ⌃

☁ Upload Users

☁ Upload Class

☁ Single Instrument Child Upload

☁ All Instrument Child Upload (Beta)
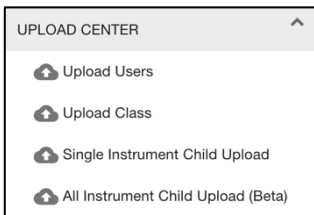
3. Drag your saved file to the *Drag and Drop your file here* area or choose **Browse File** to select your file.

Upload Users

Drag and Drop your file here

OR

Browse File

4. Select **Upload**.

Upload Users

Name	Size	Progress	Status	Actions
2Practice_Upload_Users.xlsx	0.01 MB			⊕ Upload ⊘ Cancel 🗑 Remove

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

File Content

AgencyID	SiteID	Personnelid	Firstname	lastname	email	role
DEMO Comprehensive	Pine		Thuy	K	tk@wested.org	teacher of record
DEMO Comprehensive	Pine		Uni	L	ul@wested.org	teacher|site administrator

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

Upload Users

Uploaded file: **2Practice_Upload_Users.xlsx**

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

File Content

AgencyID	SiteID	Personnelid	Firstname	lastname	email	role
DEMO Comprehensive	Pine		Thuy	K	tk@wested.org	teacher of record
DEMO Comprehensive	Pine		Uni	L	ul@wested.org	teacher|site administrator

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

Upload Users

Uploaded file: **2Practice_Upload_Users.xlsx**

SUBMIT File looks good, you may Submit it UPLOAD NEW FILE

File Content

AgencyID	SiteID	Personnelid	Firstname	lastname	email	role
DEMO Comprehensive	Pine		Thuy	K	tk@wested.org	teacher of record
DEMO Comprehensive	Pine		Uni	L	ul@wested.org	teacher|site administrator

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.
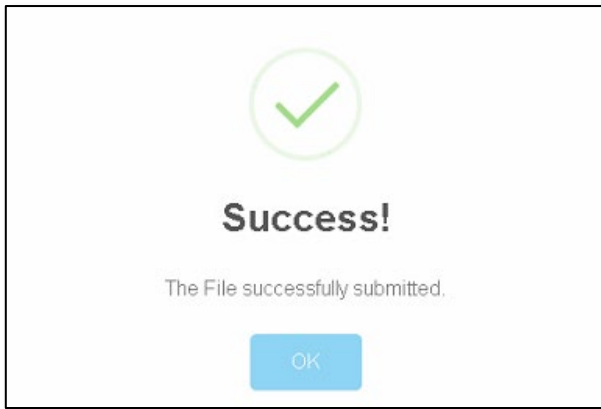
Upload Errors

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

2. 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.

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