



Instructions: DRDP Online User Upload

Version 1.30

01/20/2021

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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](https://www.desiredresults.us/drdp-online-resources) on the Desired Results website at <https://www.desiredresults.us/drdp-online-resources>.

DRDP Online Resources

[DRDP Online User Login](#)

Please [sign up on the News page](#) for **DRDP Online Updates**, a weekly email bulletin with lots of helpful information.

Browse by Topic:

- Account Registration
- Getting Started for Teachers and Administrators
- DRDP Online User Login
- Standard Rating Period Date Ranges 2020-21
- Using DRDP Online to Record Assessment Data
- Training
- DRDP Measures and Views
- Content Import File Upload Templates
- Reports and Guidance
- DRDP Online Email Updates


Getting Started

★ **Need help?**

Please contact WestEd DRDP Online Customer Service at 800-770-6339, email drdponline@wested.org, or select a preferred date and time to meet with a DRDP Online customer service representative. Select the [calendar icon](#) below to schedule an appointment today!

Quicklinks

California Early Childhood Online (CECO)





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

[back to top](#)

Content Import File Upload Templates

Available 2020-21 Upload Templates	Link to Download
Upload Users	User Upload template
Upload Class Template	Upload Class template
Upload Child Demographics and/or Ratings	All Instrument Child Upload template

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](#).

If uploading multiple roles (e.g., teacher and teacher of record) and/or multiple sites, make sure to separate the roles/sites with the **pipe character |**

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.

Personnelid	This can be left blank.	
Firstname	Users First Name - Values: Text (maximum: 50 characters) (Field is required)	
lastname	Users Last Name - Values: Text (maximum: 50 characters) (Field is required)	
email	Users Email Address - Values: Text (maximum: 250 characters) (Field is required)	
role	Users Role in Agency (Field is required)	To determine role, please see DRDP Online Roles and Permissions
If Uploading Multiple Roles (Ex. Teacher and Teacher of record) and/or multiple sites, make sure to separate the roles/sites with the pipe character Ex.		
Save file as .XLSX format. File will not upload if saved in any other format.		

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.

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



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

Upload Users

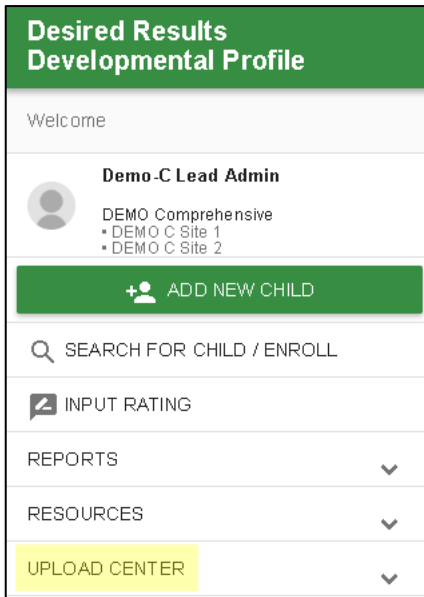
Upload and import user information with the [User Upload template](#). The template requires XLSX format and can be uploaded with the Info tab. Directions are updated. To determine role, please see [DRDP Online Roles and Permissions](#).

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

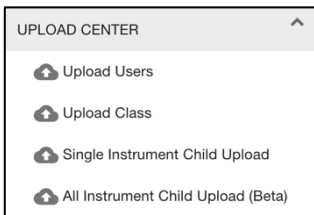
Note: The Teacher of Record and Teacher role can be assigned to multiple classes. The following roles can only be assigned by WestEd staff: Customer Service, System Administrator, Agency Lead Administrator, State Administrator, and Researcher.

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.




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



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

4. Select **Upload**.

Upload Users

Name	Size	Progress	Status	Actions
2Practice_Upload_Users.xlsx	0.01 MB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>		<input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="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

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

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

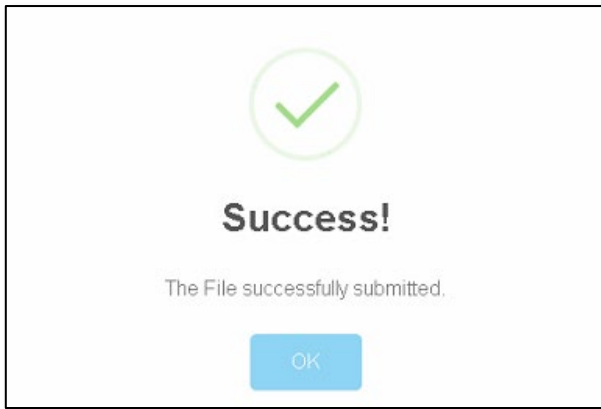
Uploaded file: 2Practice_Upload_Users.xlsx

File looks good, you may Submit it

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.

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

File Content						
AgencyID	SiteID	Personnelid	Firstname	lastname	email	role
DEMO Comprehensive	DEMO C Site 2		Jenae	Leahy	jleahy@wested.org Update	teachre Error

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>