Getting Started: DRDP Online for Administrators

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Introduction

The purpose of this document is to provide an overview of the DRDP Online website for administrators.

Instructions

The Administrator Roles

There are three types of administrator roles, the Site Administrator, Agency Administrator and Lead Agency Administrator.

A Site Administrator may access information for teachers and the children under the care of each teacher within the specific sites they have access. This role has the following permissions:

- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, delete and/or view classes
- Assign teachers, coaches, and data analysts to classes
- Create new teacher accounts
- View, lock and/or unlock children’s DRDP records
- View and run reports

Accounts assigned the Site Administrator role may be assigned to multiple sites and may also be assigned as a teacher to multiple classes with a teacher role.

An Agency Administrator may access information for teachers and the children under the care of each teacher at each site within the agency they are assigned to. This role has the following permissions:

- Create, edit and delete sites
- Set rating periods used by sites
- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, delete and/or view classes
- Assign all personnel and children to classes
- Create user accounts for any level except lead agency administrator
- View, lock and/or unlock children's DRDP records
- View and run reports

Accounts assigned the Agency Administrator role may also be assigned to multiple classes with a teacher role.

A Lead Agency Administrator has the same permissions as Agency Administrators and may also select the instrument views for an agency.
Choosing Agency Views

The Lead Agency Administrators will choose which views of the DRDP their agency will use for the program year.

1. To select the view(s), select the Add/Edit option to expand the menu.

![Add/Edit menu]

2. Select Agencies.

![Agencies menu]

3. Enter the Agency Name, CDS Code, or Type to find your agency.

![Agencies search screen]

**Note:** If you only have access to one agency, that agency will automatically be selected. Skip to step 4.
4. Select **Search** to see your agency/agencies.

5. Select the pencil icon next to the agency for which you want to choose views.

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>CDS Code</th>
<th>State</th>
<th>Type</th>
<th>Footer Text</th>
<th>Footer Link</th>
<th>IT</th>
<th>K</th>
<th>PS</th>
<th>Select Ratings View</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO</td>
<td>001</td>
<td>CA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Comprehensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rating View</td>
</tr>
</tbody>
</table>

Note: Even if your agency does not have children in a specific age level, a rating view must be selected.

6. In the drop-down menus for each of the age levels (IT, K, PS, SA), select the rating view to be used.

7. To save view selections, select the red check mark.

To undo your changes, select the X.
Check/Add Users

Once you have logged into the DRDP Online site, check that you are assigned to the appropriate site(s).

1. Select the User Accounts option to expand the menu. Then select Search User Account to search for your account.

Once you find your user account, select the pencil to view and edit your account details. You cannot add a role that has more privileges. For example, a site administrator cannot make themselves agency administrators.

Follow the same steps to check that any teachers within your agency and/or site(s) have user accounts and are assigned to the appropriate site(s).

Classes

Classes can be added by an administrator from the left navigation menu.

2. Select the Add/Edit option to expand the menu.
3. To add a new class, select **Classes** from the expanded menu.

![Classes menu](image)

4. A plus (⁺) sign will appear in the upper right corner. Select it to add a new class.

![Classes window](image)

5. The State, Agency or Site may be changed in the Add New Class window by selecting the name. If you only have access to one State, Agency, and/or Site, they will be automatically selected for you.

![Add New Class](image)

6. Assign a Teacher and/or a Teacher of Record. The Teacher of Record can lock ratings and will be listed first on any reports. Under the Select a Teacher menu, select the name of the teacher or teachers for the class you want to add.
Note: The teacher(s) name will appear on the list, or search by their first and/or last name. Only teachers assigned to the selected site will appear.

7. Under the Rating Period menu, select the appropriate period.

Note: Fall 2018 is only used as an example. Select whichever the required rating period is for the class being added.

8. Enter the classroom’s name in the Classroom Name field.

Note: Class names should be unique within the agency and recommended to be unique within a site.

9. Lastly, to save the class, select the Save button.
Children may be added by an administrator from the left navigation menu.

1. Select the **Add New Child** button.

2. A new page will appear to fill in or select the child information.

If the child has a Statewide Student Identifier (SSID), the ID must be entered in the form. If the child does not have an SSID, it may be left blank. The child’s Agency/District Identifier may not be left blank if there is no SSID. The identifier is used to track the child’s developmental progress from one rating period to another.
While not all information on the form is required, fill-in all information currently available for the child to ensure the most appropriate measures are shown for that child.

Once the child’s demographic information is entered, select the **SAVE AND ENROLL** button.

The enrollment screen for the child will appear.

Using the menus on the Add Enrollment for [CHILD] screen, select the **Site (1)** to which you would like to add the child and the **Rating Period (2)**, **Class (3)**. Once you’ve chosen the needed information, select **Save (4)**.

**Re-enrolling Children**

Once a child has been created and added to a class in a rating period, they may be re-enrolled into classes in new rating periods.

**Note:** A class or classes must be created in the new rating period before children can be enrolled.

1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.
2. In the new window, enter the **First Name** and **Last Name** into the search boxes or select a site to view all children at that site.

3. Select **Search**.

4. The child list will appear below the search boxes under Results. Select the box next to the child’s (or children’s) name(s) you want to re-enroll.

To select all children in the search result, check the box in the header.
5. Once you have checked the boxes for the children you want to re-enroll, select the schoolhouse icon to view only the selected children.

6. The previously chosen child(ren) will automatically be checked off and you can now select **Manage Enrollment**.

7. On the Add Enrollment for [CHILD] screen, the child's/children's existing **State, Agency, and Site** should be automatically selected.

8. Under Rating Period, select the new rating period to which you want to re-enroll the child.
9. Under Select a Classroom, select the classroom in the new rating period for which the child will be enrolled.

![Select a Classroom](image)

This will copy the child(ren) and their information from a past rating period to the selected rating period. The child’s/children’s DRDP measure ratings are not copied. Re-enrolling a child from Rating Period A to B does not delete the child information from Rating Period A, but instead copies the child’s information into Rating Period B. Remember, you must have the new class created in the new rating period prior to re-enrolling children.

10. Once you have chosen the needed information, select the **Save** button.

![Save and Cancel buttons](image)

**Ratings**

The ability to input ratings is limited to teachers. To input ratings, you must have the role of Teacher or Teacher of Record and you must be assigned to the class or classes that have children whose assessment you need to complete. An administrator may view ratings for each class.

Users with the Teacher or Teacher of Record role and *assigned to the class* may also add child ratings:

1. Select the **Input Rating** button in the left menu.

![Menu options](image)

2. Select a **Rating Period, Class** and **Age Group/Instrument** to view the class list. The first class to which you have access will automatically load. To change classes, 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.

3. The list of children includes the child’s name and developmental domains.

```
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Child ID</th>
<th>ATL-REG</th>
<th>SED</th>
<th>LLD</th>
<th>ELD</th>
<th>COG</th>
<th>PD-HLTH</th>
<th>Rating Completion / Locking Status</th>
<th>Teacher</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stan</td>
<td>Leahy</td>
<td>765671</td>
<td>1/2</td>
<td>5/6</td>
<td>10/30</td>
<td>4/6</td>
<td>7/7</td>
<td>3/10</td>
<td>4/3/3 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Mark</td>
<td>Leahy</td>
<td>765688</td>
<td>1/2</td>
<td>5/6</td>
<td>10/30</td>
<td>4/6</td>
<td>7/7</td>
<td>3/10</td>
<td>4/3/3 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Wanda</td>
<td>Leahy</td>
<td>765900</td>
<td>1/2</td>
<td>5/6</td>
<td>10/30</td>
<td>4/6</td>
<td>7/7</td>
<td>3/10</td>
<td>4/3/3 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Sasha</td>
<td>Leonard</td>
<td>850251</td>
<td>0/7</td>
<td>0/5</td>
<td>0/15</td>
<td>N/A</td>
<td>0/7</td>
<td>0/15</td>
<td>0/30 (0.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
</tbody>
</table>
```

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.

```
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Child ID</th>
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<th>SED</th>
<th>LLD</th>
<th>ELD</th>
<th>COG</th>
<th>PD-HLTH</th>
<th>Rating Completion / Locking Status</th>
<th>Teacher</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stan</td>
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<td>765671</td>
<td>1/2</td>
<td>5/6</td>
<td>10/30</td>
<td>4/6</td>
<td>7/7</td>
<td>3/10</td>
<td>4/3/3 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Mark</td>
<td>Leahy</td>
<td>765688</td>
<td>1/2</td>
<td>5/6</td>
<td>10/30</td>
<td>4/6</td>
<td>7/7</td>
<td>3/10</td>
<td>4/3/3 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Wanda</td>
<td>Leahy</td>
<td>765900</td>
<td>1/2</td>
<td>5/6</td>
<td>10/30</td>
<td>4/6</td>
<td>7/7</td>
<td>3/10</td>
<td>4/3/3 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Sasha</td>
<td>Leonard</td>
<td>850251</td>
<td>0/7</td>
<td>0/5</td>
<td>0/15</td>
<td>N/A</td>
<td>0/7</td>
<td>0/15</td>
<td>0/30 (0.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
</tbody>
</table>
```

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 domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the Fundamental View.

```
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Child ID</th>
<th>ATL-REG</th>
<th>SED</th>
<th>LLD</th>
<th>ELD</th>
<th>COG</th>
<th>PD-HLTH</th>
<th>Rating Completion / Locking Status</th>
<th>Teacher</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyrie</td>
<td>Mack</td>
<td>200984</td>
<td>9/1</td>
<td>6/1</td>
<td>17/3</td>
<td>7/7</td>
<td>N/A</td>
<td>2/6</td>
<td>25/25 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Susan</td>
<td>Smith</td>
<td>220137</td>
<td>9/1</td>
<td>6/1</td>
<td>17/3</td>
<td>7/7</td>
<td>N/A</td>
<td>2/6</td>
<td>25/25 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Mimi</td>
<td>Prentice</td>
<td>574296</td>
<td>9/1</td>
<td>6/1</td>
<td>17/3</td>
<td>7/7</td>
<td>N/A</td>
<td>2/6</td>
<td>25/25 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Jay</td>
<td>Love</td>
<td>801250</td>
<td>9/1</td>
<td>6/1</td>
<td>17/3</td>
<td>7/7</td>
<td>N/A</td>
<td>2/6</td>
<td>25/25 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Filler</td>
<td>Leahy</td>
<td>820845</td>
<td>9/1</td>
<td>6/1</td>
<td>17/3</td>
<td>7/7</td>
<td>N/A</td>
<td>2/6</td>
<td>25/25 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Doug</td>
<td>Smith</td>
<td>602756</td>
<td>9/1</td>
<td>6/1</td>
<td>17/3</td>
<td>7/7</td>
<td>N/A</td>
<td>2/6</td>
<td>25/25 (100.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
<tr>
<td>Sam</td>
<td>Smith</td>
<td>602864</td>
<td>0/7</td>
<td>0/5</td>
<td>0/15</td>
<td>N/A</td>
<td>0/7</td>
<td>0/15</td>
<td>0/30 (0.00%)</td>
<td>Megan Wilson</td>
<td>Default Site</td>
</tr>
</tbody>
</table>
```

4. Once a domain has been selected, the required questions for all domains will display on the rating page.
5. For each measure, indicate the developmental level by selecting the circle for that level.

![Circle selection interface]

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

![Check box interface]

The UR column check boxes may 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 all required domains are completed, it is unnecessary to return to the previous page to move to the next child. Select **Save** to save entries, then select **NEXT** to move to the next child.

![Save and Next buttons]

**Note:** Ratings will be lost if you navigate away from this page without first selecting **Save**. Always save ratings before leaving this page.

8. Once a record is reviewed by someone with the Teacher of Record or Administrator role, that child’s ratings can be locked by selecting the **Lock** button.
Note: If any changes are made to saved ratings, **SAVE** must be selected prior to locking or the ratings will not be saved.

If all ratings have been completed in a class, the Teacher of Record and Administrator can lock all records for that class from the **Input Ratings** page by selecting **Lock**. When locking by class, the entire class is given the same assessment date. If children were assessed on different dates, child records can be locked individually. This can be done by selecting a child’s domain number and, when the rating record opens, selecting **Lock**, then selecting the date of assessment from the calendar.

**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. Register for free DRDP Online webinars from the **Training** section of the Desired Results website: [http://www.desiredresults.us](http://www.desiredresults.us).