



Getting Started: DRDP Online for Teachers

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Introduction

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

Instructions

The Teacher's Role

A teacher may access information for the group of children in their class and is responsible for completing the Desired Results Developmental Profile (DRDP) for each child during a rating period. DRDP Online has two roles for teachers: *Teacher* and *Teacher of Record*. These two roles have the following permissions:

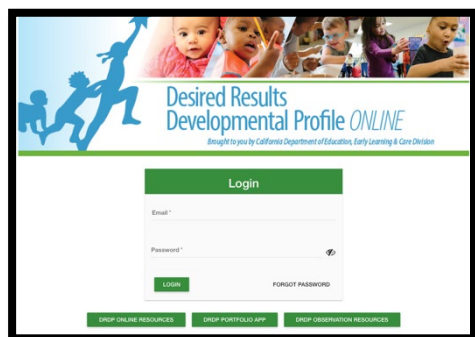
- Search for and view child/children
- View classes
- Enter, view, edit, and/or lock child ratings
- Run and view reports
- View teachers assigned to your class

Accounts assigned either the Teacher or Teacher of Record role may be assigned to multiple classes. In addition, classes can have multiple Teachers assigned. The Teacher role's primary responsibility is entering ratings for a child and pulling reports. The Teacher of Record has the unique role of also locking ratings.

First Steps

*If you do not currently have a DRDP Online user account, please contact your site administrator, agency administrators or lead agency administrator who oversee the account.

1. Go to the DRDP Online website in your internet browser: www.drdponline.org





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4. Enter your username (which is your complete email address) into the email line

2. Enter your password into the Password box and select **Login**.

Classes and Children

As a Teacher or Teacher of Record you do not have the permission to add classes or children. The permission to add classes or children is assigned to the administrator or data entry role.

1. Select My Classes in the left menu

2. Teachers and Teachers of Record will be provided with a list of all the classrooms they have been assigned to by an administrator. The information provided will be the name of the class, the rating period, the site name, and the number of children enrolled into that class.

**if no classrooms populate on this page, contact your administrator and ask to be assigned to the appropriate classes.*



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	Sunshine PreK	Fall 2019	Walnut	9
	Sunshine PreK	Spring 2020	Walnut	1
	Sunshine PreK2	Summer 2020	Walnut	9

3. Select the orange symbol to the left of the classroom name. A list of the children enrolled into that classroom will populate.

View Students in: Sunshine PreK

<input checked="" type="checkbox"/> <input type="checkbox"/>	First Name	Last Name	Class	Rating Period	Session	Agency Enrollment	Agency Withdrawal	Rating is completed
<input type="checkbox"/>	Evelynn	S	Sunshine PreK	Fall 2019		07/08/2019		<input type="checkbox"/>
<input type="checkbox"/>	Nick	H	Sunshine PreK	Fall 2019		07/08/2019		<input type="checkbox"/>
<input type="checkbox"/>	Lucy	S	Sunshine PreK	Fall 2019		07/08/2019		<input type="checkbox"/>
<input type="checkbox"/>	Shane	F	Sunshine PreK	Fall 2019		07/08/2019		<input type="checkbox"/>
<input type="checkbox"/>	Sydney	A	Sunshine PreK	Fall 2019		07/08/2019		<input type="checkbox"/>

4. Teachers and Teachers of record are able to view the child's demographic information and enrollment information by selecting the orange symbol to the left of the child's name.

Child: Shane F

DEMOGRAPHIC
 CLASS ENROLLMENT

Demographic

First Name *
 Middle Name
 Last Name *

Ratings

1. Once logged into DRDP Online, select the **Input Rating** button in the left menu.

SEARCH FOR CHILD / ENROLL

MY CLASSES

INPUT RATING

DOWNLOAD DEMOGRAPHICS ▼



- From the **Rating Period** drop-down menu, select the period to which you would like to add a rating:

- From the **Class** drop-down menu, select the class to which you would like to add a rating.

- The list of children includes the child’s name, ID, developmental domains, number of measures per domain, age group, class, teacher and site.

First Name	Last Name	Child ID	ATL-REG	SED	Developmental Domains				Rating Completion / Locking Status	Age Group Instrument	Class	Teacher	Site	Status	Updated
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		
Jay	Love	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)	Preschool with ELD	Afternoon 2018 pm	Jenae Leahy	Default Site		
Riker	Leahy	623645	4/4	4/4	7/7	4/4	6/6	4/4	29/29 (100.00%)	Preschool with ELD	Afternoon 2018 pm	Jenae Leahy	Default Site		
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%)	Preschool with ELD	Afternoon 2018 pm	Jenae Leahy	Default Site		
Sam	Smith	602864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Preschool	Afternoon 2018 pm	Jenae Leahy	Default Site		

From the child list, ratings can be entered by selecting the numbers below. 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.

First Name	Last Name	Child ID	ATL-REG	SED	Developmental Domains				Rating Completion / Locking Status
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%)
Susie	Smithe	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)
Jay	Love	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)

Any child with a zero (0) for their first number has not had any measures rated, as highlighted in the screenshot above. Different children may have different requirements as to the number of measures that are required in a particular domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the fundamental view.



First Name	Last Name	Child ID	Developmental Domains						Rating Completion / Locking Status	Age Group Instrument
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH		
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%)	Preschool
Susie	Smith	232187	0/4	0/4	0/7	N/A	0/6	0/4	0/25 (0.00%)	Preschool
Mimi	Prentice	575249	4/4	0/4	0/7	N/A	0/6	0/4	4/25 (16.00%)	Preschool
Jay	Love	601250	0/4	0/4	0/7	0/4	0/6	0/4	0/29 (0.00%)	Preschool with ELD
Riker	Leahy	623645	4/4	4/4	7/7	4/4	6/6	4/4	28/29 (100.00%)	Preschool with ELD
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%)	Preschool with ELD
Sam	Smith	602864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Preschool

- Once a domain has been selected for a child, the rating record page will load at the location of the child and domain selected.

Measure	Not yet	Responding		Exploring			Building			Integrating	Conditional Measure (Not rated)	EM	UR
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier			
LLD 9 Letter and Word Knowledge	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>
LLD 10 Emergent Writing	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>
Measure Cognition, Including Math and Science (COG)													
COG 1 Spatial Relationships*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
COG 2 Classification		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 3 Number Sense of Quantity		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 4 Number Sense of Math Operations	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 5 Measurement	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 6 Patterning	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 7 Shapes	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 8 Cause and Effect		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 9 Inquiry Through Observation and Investigation		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 10 Documentation and Communication of Inquiry	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
COG 11 Knowledge of the Natural World		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
Measure Physical Development-Health (PD-HLTH)													
PD-HLTH 1 Perceptual-Motor Skills and Movement Concepts		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>

- For each measure, indicate the developmental level by selecting the circle for that level.

Responding	
Earlier	Later
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

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

Measure	Not yet	Responding		Exploring			Building			Integrating	Conditional Measure	EM	UR
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier			
Approaches to Learning-Self-Regulation (ATL-REG)												<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 4 Curiosity and Inhibitive in Learning		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 5 Self-Control of Feelings and Behavior		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 6 Engagement and Persistence	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 7 Shared Use of Space and Materials	<input type="checkbox"/>			<input type="radio"/>								<input type="checkbox"/>	<input type="checkbox"/>

The UR column has check boxes that are selected when the measure cannot be rated due to excessive absences of the child.



Note: The EM checkbox will be grayed out and disabled if the last level for that measure has been rated.

Note: A rating can be erased by selecting the UR check box twice.

8. Once you've completed all the domains required, you do not need to return to the previous page to move to the next child. Simply select **Save**:

And then select **Next**:

9. Once a record is reviewed by someone with the Teacher of Record role, that child's ratings can be locked by selecting the **Lock** button.

If all ratings have been completed in a class, the Teacher of Record can lock all records for that class from the **Input Rating** page by clicking **Lock**.

Note: Until a record is locked, it will not be available in reporting.

Helpful Resources for DRDP Online

To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the DRDP Online Resources <https://www.desiredresults.us/drdp-online-resources> page on the Desired Results website. You can also register for DRDP Online webinars from the [Training](https://www.desiredresults.us/) section of the Desired Results website <https://www.desiredresults.us/>