



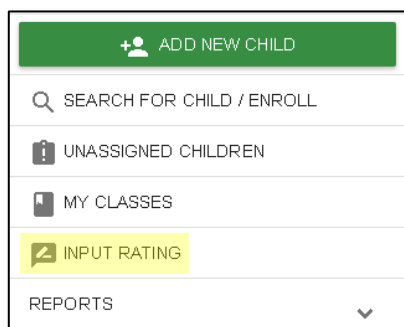
How to Enter Ratings Tip Sheet

Introduction

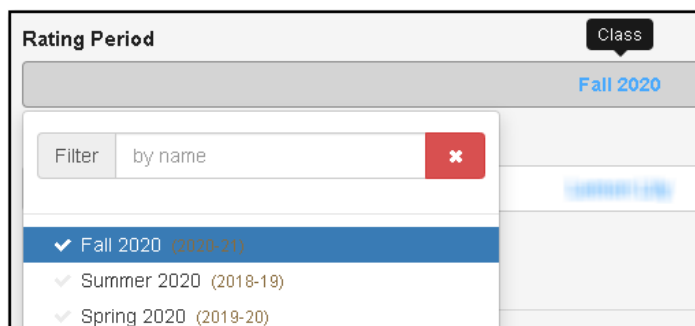
Users with the Teacher and/or Teacher of Record role who are assigned to a class may enter ratings for children enrolled in their assigned class. Users with the Teacher of Record role may lock ratings.

Ratings

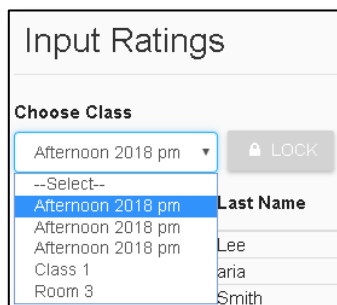
1. Once logged into DRDP Online, select the **Input Rating** button in the left menu.



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



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



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.

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4. The list of children includes the child's name, ID, developmental domains, age group, class, teacher and site.

First Name	Last Name	Child ID	Developmental Domains							Rating Completion / Locking Status	Age Group Instrument	Class	Teacher	Site	Status	Updated
			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	Afternoon 2018 pm	Jenae Leahy	Default Site			
Susie	Smith	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 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.

First Name	Last Name	Child ID	Developmental Domains							Rating Completion / Locking Status
			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%)	
Susie	Smith	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 reported, 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	29/29 (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	

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

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



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6. 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"/>

7. 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		EM	UR
		Earlier	Later	Earlier	Later	Earlier	Later	Earlier	Later		
ATL-REG 4 Curiosity and Initiative in Learning	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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.



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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**.

The screenshot shows a form with the following elements:

- Rating Period:** A dropdown menu with "Winter 2020-21" selected.
- Class:** A text input field containing "Deer".
- Age Group / Instrument:** A dropdown menu with "Infant Toddler" selected.
- SEARCH:** A button to search for records.
- LOCK:** A button with a lock icon to lock the class records.

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

When a Teacher of Record locks a class, the entire class is given the same assessment date. If children were assessed on different dates, the Teacher of Record can lock each child 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.

Enter DRDP Ratings

Child: Susie Sally
Class: butterflies
Teacher: Megan Wilson

District/Agency: WestEd Center for Child and Family Studies
School or Site: Default Site
Age Group Instrument: Preschool

SAVE PREVIOUS NEXT LOCK

Measure	Approaches to Learning--Self-Regulation-(ATL-REG)	Not yet	Responding		Exploring			Building	
			Earlier	Later	Earlier	Middle	Later	Earlier	Middle
ATL-REG 1	Attention Maintenance*		☑	○	○		○	○	