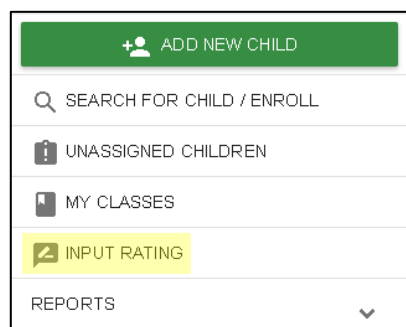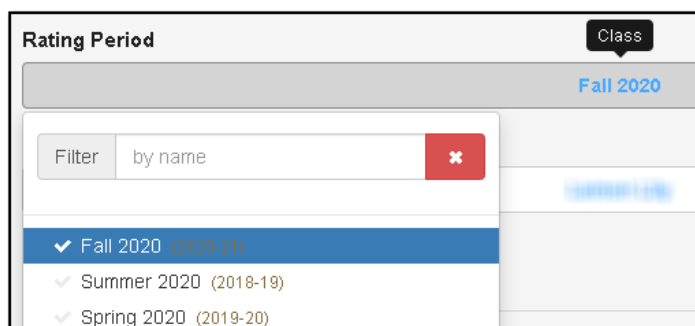# How to Enter Ratings Tip Sheet

Introduction

Users with the Teacher or Teacher of Record role assigned to a class may enter ratings for children enrolled in their assigned class. In addition, users with the Teacher of Record role may lock ratings.
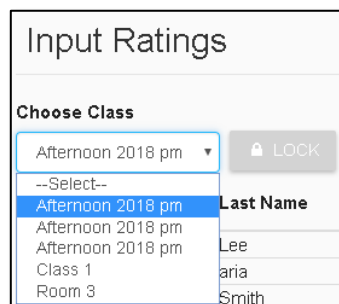
Ratings

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.

4. From the Age Group/Instrument menu, select the Age Group to which you would like to add a rating.

Input Ratings Always refer to the DRDP when r

Rating Period

Fall 2021

Age Group / Instrument

▾

5. The list of children includes the child's name, ID, developmental domains, rating completion lock, lock date, assessment date, age group, teacher, site, and status.

List

First Name ⇕	Last Name ⇕	Child ID ⇕	Developmental Domains								Rating Completion / Locking Status	Lock Date ⇕	Assessment Date ⇕	Teacher ⇕	Site ⇕	Status ⇕
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA						
Alina	Singh	1533835	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%) 🔒	09/13/2022	11/25/2021	Cece Johnson	Delta Demo	
Amari	Najjar	1533920	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%) 🔒	09/13/2022	11/23/2021	Cece Johnson	Delta Demo	
Lily	Wang	1533925	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%) 🔒	09/13/2022	12/07/2021	Cece Johnson	Delta Demo	
Silvia	Miller	1533927	7/7	5/5	10/10	4/4	7/7	10/10	0/0	0/0	43/43 (100.00%) 🔒	09/13/2022	10/06/2021	Cece Johnson	Delta Demo	

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	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 no measures reported, as highlighted in the screenshot above. Different children may have different requirements regarding the number of measures 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.

6. Once a domain has been selected for a child, the rating 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	☐				O	O	O	O	O	O		☐	☐
LLD 10	Emergent Writing	☐				O	O	O	O	O	O		☐	☐
Measure	📗 Cognition, Including Math and Science-(COG)	Not yet	Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier	Conditional Measure (Not rated)	EM	UR
COG 1	Spatial Relationships*		O	O	O		O	O					O	☐	☐
COG 2	Classifcation		O	O	O		O	O	O	O	O		☐	☐
COG 3	Number Sense of Quantity		O	O	O		O	O	O	O	O		☐	☐
COG 4	Number Sense of Math Operations	☐			O		O	O	O	O	O		☐	☐
COG 5	Measurement	☐			O		O	O	O	O	O		☐	☐
COG 6	Patterning	☐			O		O	O	O	O	O		☐	☐
COG 7	Shapes	☐			O		O	O	O	O	O		☐	☐
COG 8	Cause and Efect		O	O	O		O	O	O	O	O		☐	☐
COG 9	Inquiry Through Observation and Investigation		O	O	O		O	O	O	O	O		☐	☐
COG 10	Documentation and Communication of Inquiry	☐			O		O	O	O	O	O		☐	☐
COG 11	Knowledge of the Natural World		O	O	O		O	O	O	O	O		☐	☐
Measure	✳ Physical Development-Health -(PD-HLTH)	Not yet	Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier	Conditional Measure (Not rated)	EM	UR
PD-HLTH 1	Perceptual-Motor Skills and Movement Concepts		O	O	O		O	O	O	O	O		☐	☐

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

Responding	
Earlier	Later
O	O
O	O

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

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.

9. Once you've completed all the domains required, you do not need to return to the previous page to move to the next child. Select **Save**.

And then select **Next**:

10. 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.

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

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*		⊘	○	○		○	○	