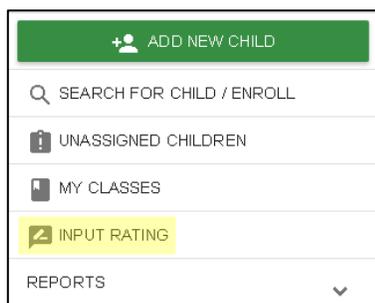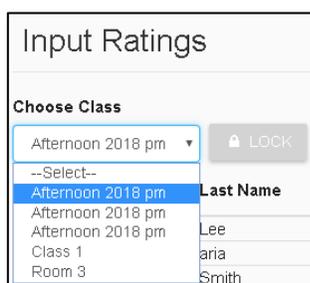# Ratings

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

2. The first class to which you have access will automatically load. If you'd like to change classes, you can 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, 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	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	802756	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	802864	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	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 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	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Rating Completion / Locking Status	Age Group Instrument
Kyrie	Mack	230894	4/4	4/4	7/7	N/A	6/6	4/4	25/25 (100.00%) 🔒	Preschool
Susie	Smithe	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

4. Once a domain has been selected, all the required questions for all domains will display on the rating page.

If you only need to enter ratings for one domain for the selected child, you can choose that domain from the drop-down.

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

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

The UR column check boxes can 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 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 Next** to save your entries and move to the next child.

8. 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.