



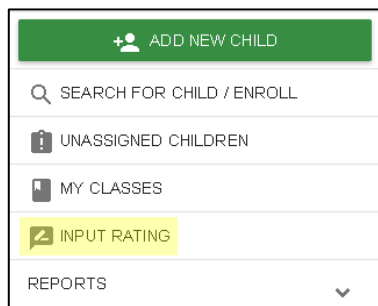
How to Enter Ratings Tip Sheet

Introduction

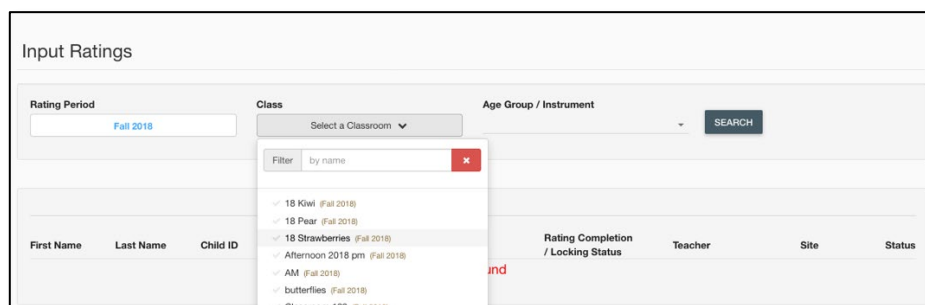
Users with the Teacher and/or Teacher of Record role who are assigned to a class may enter ratings for children enrolled in their assigned class. Users with the Teacher of Record role may lock ratings.

Ratings

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



2. The first class in the current rating period to which you have access will automatically load. You can change classes or rating periods. To change rating periods, make a new selection from **Rating Period**. To change classes, make a new selection under the **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.

First Name	Last Name	Child ID	Developmental Domains							Rating Completion / Locking Status	Teacher	Site
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH				
Stan	Leahy	769571	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site	
Mark	Leahy	769588	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site	
Wanda	Leahy	769600	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site	
Sasha	Leonard	859251	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Megan Wilson	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.



How to Enter Ratings Tip Sheet

First Name	Last Name	Child ID	Developmental Domains						Rating Completion / Locking Status	Teacher	Site
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH			
Stan	Leahy	769571	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site
Mark	Leahy	769588	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site
Wanda	Leahy	769600	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	Megan Wilson	Default Site
Sasha	Leonard	859251	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)	Megan Wilson	Default Site

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
			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	575248	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%)
Riker	Leahy	623645	4/4	4/4	7/7	4/4	6/6	4/4	28/29 (100.00%)
Doug	Smith	602756	0/7	0/5	0/10	0/4	0/7	0/10	0/43 (0.00%)
Sam	Smith	602864	0/7	0/5	0/10	N/A	0/7	0/10	0/39 (0.00%)

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

Enter DRDP Ratings

Child: Jay Love
 Class: Afternoon 2018 pm
 Teacher: Jenae Leahy

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

--ALL--

Measure	Approaches to Learning-Self-Regulation (ATL-REG)	Not yet	Responding		Exploring			Building			Integrating	Conditional Measure (Not rated)	EM	UR
			Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later				
ATL-REG 4	Curiosity and Initiative in Learning	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<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"/>



How to Enter Ratings Tip Sheet

- 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	Later	Earlier	Later	Earlier			
ATL-REG 4	Curiosity and Initiative in Learning	<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="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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATL-REG 7	Shared Use of Space and Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

- 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** to save your entries, then select **NEXT** to move to the next child.

You have unsaved changes!

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

- 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.

Note: If any changes are made to saved ratings, **SAVE** must be selected prior to locking or the ratings will not be saved.



How to Enter Ratings Tip Sheet

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

Rating Completion / Locking Status	Teacher	Site	Status
43/43 (100.00%)	Megan WilsonToR	Default Site	
43/43 (100.00%)	Megan WilsonToR	Default Site	

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*		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	