Instructions: Locking Ratings in DRDP Online

Table of Contents

Introduction

The purpose of this document is to provide instruction for agency administrators, site administrators, and teachers of record on locking classroom and individual child ratings.
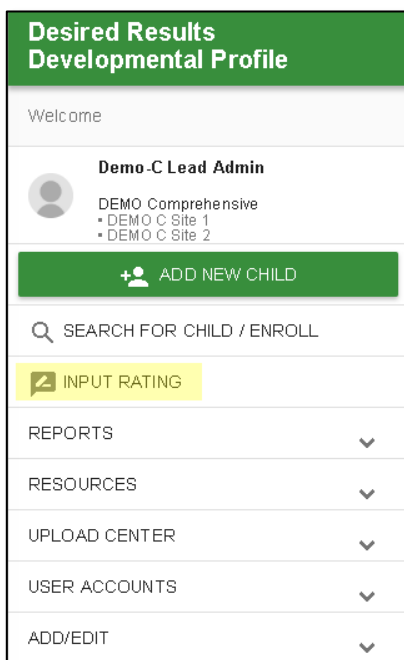
Instructions

Lock Role

Users with the agency administrator, site administrator, or teacher of record role may lock ratings.
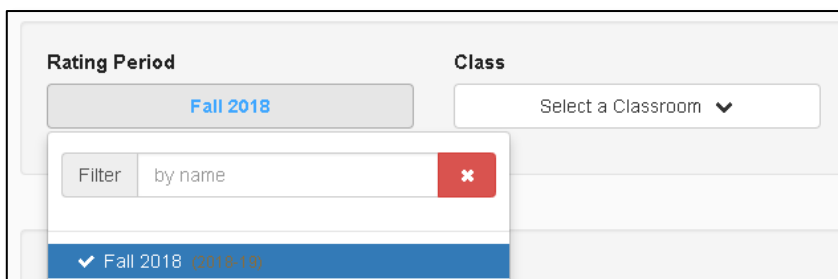
Locking Ratings

Ratings are locked under Input Rating. A user with the teacher of record role can lock ratings for children in the class or classes to which they are assigned. A site or agency administrator can lock ratings for each class within the site/agency without adding themselves directly to the class; the user must be assigned to the site.

1. From the left nav, select **Input Rating**.

2. Under **Rating Period**, select the period for which you'd like to lock ratings.

   Note: The current rating period will be selected by default.

3. Under **Class**, select the class for which you would like to lock ratings.

4. Under **Age Group/Instrument**, select the instrument view for the class.

5. Once you've chosen an instrument, select **Search**.

Note: All three options - rating period, class, and age group/instrument - must be selected to search.

6. If all children's ratings are complete the class ratings can be locked for all children by selecting the **LOCK** button.

If all class ratings are not complete, an individual child record can still be locked by selecting one of the child's ratings.

First Name	Last Name	Child ID	Developmental Domains					Rating Completion / Locking Status	Teacher	Site	Status
			ATL-REG	SED	LLD	COG	PD-HLTH				
Elijah	Wall	603299	5/5	5/5	5/5	6/6	8/8	29/29 (100.00%) 🔓	Teacher Apples	DEMO C Site 1	
Kailee	Ball	603300	5/5	5/5	5/5	6/6	8/8	29/29 (100.00%) 🔒	Teacher Apples	DEMO C Site 1	
Joram	Call	603301	5/5	5/5	5/5	4/6	4/8	23/29 (79.31%) 🔒	Teacher Apples	DEMO C Site 1	

Once all ratings are complete and saved, the **LOCK** button can be selected to lock the individual record.

Child: Elijah Wall
Class: Apples (IT)
Teacher: Teacher Apples

District/Agency: DEMO Comprehensive
School or Site: DEMO C Site 1
Age Group Instrument: Infant Toddler

--ALL--   ▼

‹ PREVIOUS   NEXT ›   LAST ›   🔒 LOCK

Note: In the search results, children with unlocked, but complete ratings will show the green unlock symbol.

Rating Completion / Locking Status	Teacher	Site	Status
29/29 (100.00%) 🔓	Teacher Apples	DEMO C Site 1	
29/29 (100.00%) 🔒	Teacher Apples	DEMO C Site 1	
23/29 (79.31%) 🔒	Teacher Apples	DEMO C Site 1	
21/29 (72.41%) 🔒	Teacher Apples	DEMO C Site 1	

A child with a completed and locked rating will show the green locked symbol.

Rating Completion / Locking Status	Teacher	Site	Status
29/29 (100.00%) 🔓	Teacher Apples	DEMO C Site 1	
29/29 (100.00%) 🔒	Teacher Apples	DEMO C Site 1	
23/29 (79.31%) 🔒	Teacher Apples	DEMO C Site 1	
21/29 (72.41%) 🔒	Teacher Apples	DEMO C Site 1	

Ratings that are not yet eligible to be locked because they are not yet complete will show a grayed-out lock symbol.

Rating Completion / Locking Status	Teacher	Site	Status
29/29 (100.00%) 🔓	Teacher Apples	DEMO C Site 1	
29/29 (100.00%) 🔒	Teacher Apples	DEMO C Site 1	
23/29 (79.31%) 🔒	Teacher Apples	DEMO C Site 1	
21/29 (72.41%) 🔒	Teacher Apples	DEMO C Site 1	

7. After selecting the **LOCK** button, a window will pop up asking if the current date is the date of assessment. Select **YES** if the current date is correct or **NO** to generate a calendar where you can select the assessment date.

   Note: If an entire class is being locked at once, the date selected will be the date for every child in that class.

Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the DRDP Online section of the Desired Results website. You can also register for DRDP Online webinars from the Training section of the Desired Results website