



# Instructions: Locking Ratings in DRDP Online

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## Introduction

This document aims to provide instruction for agency administrators, site administrators, and teachers of record on locking classroom and individual child ratings.

## Instructions

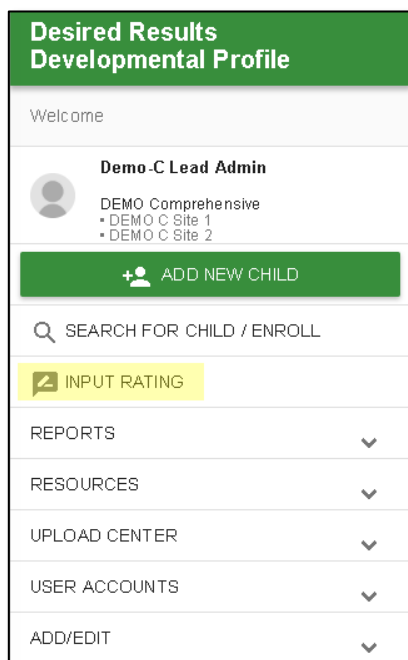
### Lock Role

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

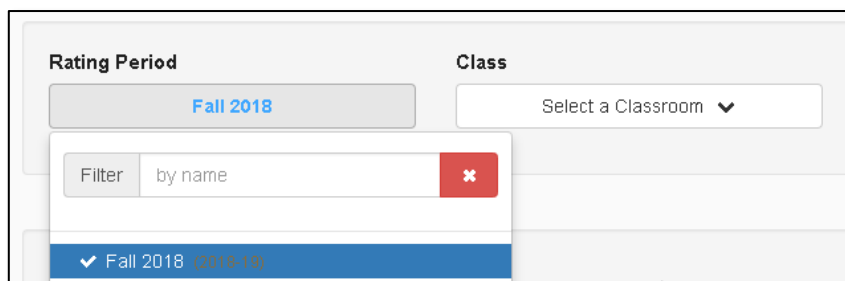
## Locking Ratings

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 you want to lock ratings.



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

- Under **Class**, select the class you would like to lock ratings.

The screenshot shows a dropdown menu titled "Class" with a "Select a Classroom" button. Below the button is a search filter labeled "Filter" with the text "by name" and a red "x" button. The dropdown list contains several options, each with a checkmark icon and the text "(Fall 2018)": Allen AM, Apples (IT), Bananas (PS), Bears SA, F18Pineapples, Giraffes PS, and Grapes (K).

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

The screenshot shows a dropdown menu titled "Age Group / Instrument". The menu is open, showing a list of options: Infant Toddler, Preschool, Kindergarten, and School Age. A mouse cursor is pointing at the "Infant Toddler" option.

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

The screenshot shows a dropdown menu titled "Age Group / Instrument" with "Infant Toddler" selected. To the right of the dropdown is a "SEARCH" button, which is highlighted with a red rectangular box.

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

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

The screenshot shows the "Input Ratings" form. It has three dropdown menus: "Rating Period" (set to "Fall 2018"), "Class" (set to "Afternoon 2018 pm"), and "Age Group / Instrument" (set to "Infant Toddler"). To the right of these dropdowns are two buttons: "SEARCH" and "LOCK". The "LOCK" button, which has a lock icon, is highlighted with a red rectangular box.

If all class ratings are incomplete, an individual child record can still be locked by selecting one of the child's ratings.

DRDP ONLINE LOCKING RATINGS

First Name	Last Name	Child ID	Developmental Domains				Rating Completion / Locking Status	Teacher	Site	Status
			ATL-REG	SED	LLD	COG				
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      District/Agency: DEMO Comprehensive  
 Class: Apples (IT)      School or Site: DEMO C Site 1  
 Teacher: Teacher Apples      Age Group Instrument: Infant Toddler

--ALL--

**Note:** Children with unlocked but complete ratings will show the green unlock symbol in the search results.

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 not yet eligible to be locked because they are incomplete 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	

- 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 locked at once, the selected date will be 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](#).