

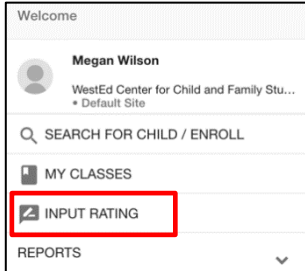


Instructions: Locking Ratings in DRDP Online

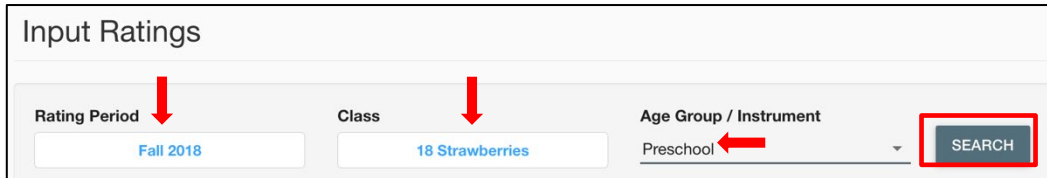
Ratings can be locked for an individual child or for an entire class.

Locking Ratings for a Class

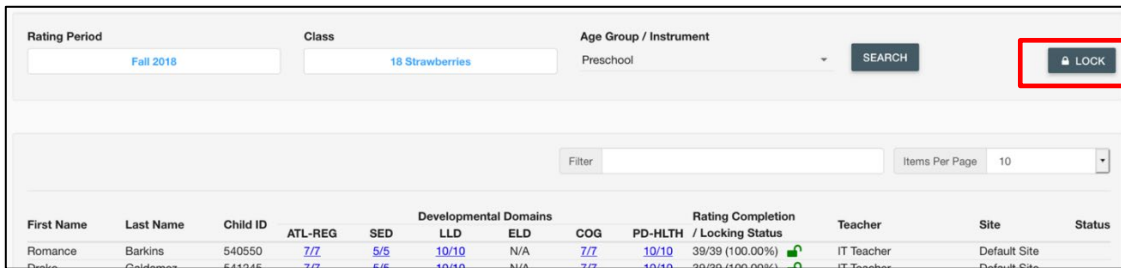
Step 1: Select **INPUT RATING** from the menu on the left.



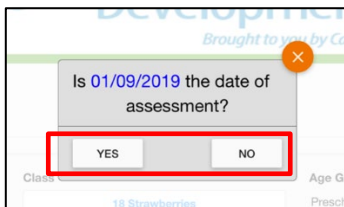
Step 2: Select the **rating period**, **class**, and **age group/instrument** view, then **SEARCH**.



Step 3: If all children's ratings are complete, select **LOCK**.

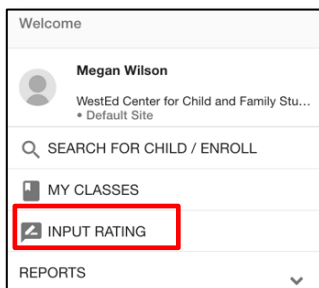


Step 4: Select **YES** if the date shown is the date of assessment or **NO** to generate a calendar where you can select the assessment date. The date selected will be the assessment date for every child in the class.



Locking Ratings for an Individual Child

Step 1: Select **INPUT RATING** from the menu on the left.





Step 2: Select the **rating period**, **class**, and **age group/instrument** view, then **SEARCH**.

Input Ratings

Rating Period: Class: Age Group / Instrument:

Step 3: Select to view the ratings for the child you would like to lock.

First Name	Last Name	Child ID	Developmental Domains						Rating Completion / Locking Status	Teacher	Site	Status
			ATL-REG	SED	LLD	ELD	COG	PD-HLTH				
Romance	Barkins	540550	7/7	5/5	10/10	N/A	7/7	10/10	39/39 (100.00%)	IT Teacher	Default Site	
Drake	Galdamez	541245	7/7	5/5	10/10	N/A	7/7	10/10	39/39 (100.00%)	IT Teacher	Default Site	
Doug	Smith	602756	7/7	5/5	10/10	4/4	7/7	10/10	43/43 (100.00%)	IT Teacher	Default Site	

Step 4: Review ratings to ensure they are accurate and complete. Select **SAVE**.

Enter DRDP Ratings

Child: Romance Barkins District/Agency: WestEd Center for Child and Family Studies
 Class: 18 Strawberries School or Site: Default Site
 Teacher: IT Teacher Age Group Instrument: Preschool

Measure	Not yet	Responding		Exploring			Building	
		Earlier	Later	Earlier	Middle	Later	Earlier	Later
ATL-REG 1 Attention Maintenance*		○	○	○		○		
ATL-REG 2 Self-Comforting*		○	○	○		○		
ATL-REG 3 Imagination*		○	○	○		○		

Step 5: Select **LOCK**.

Enter DRDP Ratings

Child: Romance Barkins District/Agency: WestEd Center for Child and Family Studies
 Class: 18 Strawberries School or Site: Default Site
 Teacher: IT Teacher Age Group Instrument: Preschool

Measure	Not yet	Responding		Exploring			Building	
		Earlier	Later	Earlier	Middle	Later	Earlier	Later
ATL-REG 1 Attention Maintenance*		○	○	○		○		
ATL-REG 2 Self-Comforting*		○	○	○		○		
ATL-REG 3 Imagination*		○	○	○		○		

Step 6: Select **YES** if the date shown is the date of assessment or **NO** to generate a calendar where you can select the assessment date.

Is 01/09/2019 the date of assessment?

Class: Age G: