DRDP ONLINE: LOCKING RATINGS FOR TEACHERS OF RECORD

Instructions: Locking Ratings in DRDP Online

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

Locking Ratings for a Class

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

Welcor	ne						
	Megan Wilson						
	WestEd Center for Child and Family Stu * Default Site						
Q SEARCH FOR CHILD / ENROLL							
MY CLASSES							
REPOR	RTS	~					

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

Input Ratings			
Rating Period	Class	Age Group / Instrument	
Fall 2018	18 Strawberries	Preschool	SEARCH

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

Rating Period			Class				Age G	roup / Instrur	nent	_	_	
	Fall 2018			18	Strawberries		Presch	lool		- SEAR	СН	LOCK
							Filter				Items Per Page 10	
											nonor of rugo	
First Name	l ast Name	Child ID			Developmen	tal Domains			Rating Completion	Teacher	Site	Status
r nat Marine	Last Hame	Offind ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	/ Locking Status	reaction	Olto	otatus
Romance	Barkins	540550	7/7	5/5	10/10	N/A	7/7	10/10	39/39 (100.00%) 🗬	IT Teacher	Default !	Site
Droko	Caldamaz	E4104E	7/7	E /E	10/10	NI/A	7/7	10/10	20/20 (100 00%) _0	IT Taaabar	Default	lito

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.

Welcor	ne		
	Megan Wilson		
	WestEd Center for • Default Site	Child and Family	Stu
Q, SE	ARCH FOR CHIL	D / ENROLL	
M)	CLASSES		
🔼 INI	PUT RATING		
REPOR	RTS		~



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	Teecher	Cite	Status
		Child ID	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	/ Locking Status	leacher	Sile	Status
Romance	Barkins	540550	7/7	<u>5/5</u>	<u>10/10</u>	N/A	7/7	<u>10/10</u>	39/39 (100.00%) 🗬	IT Teacher	Default Site	
Drake	Galdamez	541245	7/7	<u>5/5</u>	<u>10/10</u>	N/A	7/7	<u>10/10</u>	39/39 (100.00%) 🗬	IT Teacher	Default Site	
Doug	Smith	602756	7/7	<u>5/5</u>	<u>10/10</u>	<u>4/4</u>	7/7	<u>10/10</u>	43/43 (100.00%) 🖬	IT Teacher	Default Site	

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

Enter DI	RDP Ratings									
Child: Roma Class: 18 St Teacher: IT	nce Barkins rawberries Teacher			Di: Sc Ag	strict/Agency hool or Site: le Group Instr	: WestEd Cente Default Site rument: Presch	r for Child ool	and Family Stu	dies	
ALL	JS	·			SAVE	SAVE & NE	EXT >	NEXT >	LAST >	LOCK
Measure	Approaches to LearningSelf-	Not vet	Respo	onding	<u> </u>	Exploring			Building	_
	Regulation-(ATL-REG)		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later
ATL-REG 1	Attention Maintenance*		0	0	0		ø	0		
ATL-REG 2	Self-Comforting*		0	0	0		0	0		
ATL DEC 2	Imitation*		0	0	0		0	0	n.	

Step 5: Select LOCK.

Child: Roma	ince Barkins			Dis	strict/Agency:	: WestEd Cente	r for Child	and Family Stu	dies		
Class: 18 St	rawberries		School or Site: Default Site								
Teacher: IT	Teacher			Ag	e Group Instr	rument: Presch	lool				
ALL		·									
	JS				SAVE	🖺 SAVE & NE	XT >	NEXT >	LAST >	LOC	
Measure Approaches to LearningSelf-		Not wat	Respo	inding		Exploring			Building		
Measure		1101 301							Add dates	1	
Measure	Regulation-(ATL-REG)	Hot yet	Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	
Measure ATL-REG 1	Regulation-(ATL-REG) Attention Maintenance*	Hot yet	Earlier	Later	Earlier	Middle	Eater	O	Middle	Later	
Measure ATL-REG 1 ATL-REG 2	Regulation-(ATL-REG) Attention Maintenance* Self-Comforting*	Hot yet	Earlier O O	Later O O	Earlier O O	Middle	© O	O O O	Middle	Later	

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.

	DCV	Brought to y	you by Ca
	ls 01/09/2019 assess	the date of ment?	
	YES	NO	1
Class	18 Strawber	ies	Age Gi Presch