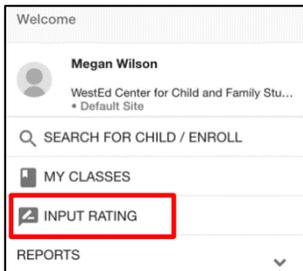# Instructions: Locking Ratings in DRDP Online

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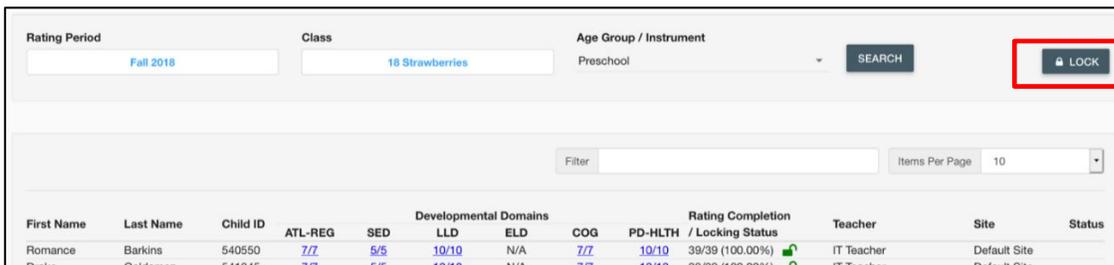
Locking Ratings for a Class

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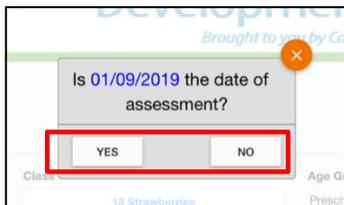

Step 2: Select the **rating period**, **class**, and **age group/instrument** view, then **SEARCH**.

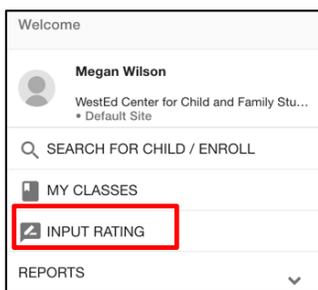Step 3: If all children's ratings are complete, select **LOCK**.

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**.

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

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

Step 5: Select **LOCK**.

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.