

DRDP Online Roles and Permissions

Role	Permissions
Teacher	View and search for child View classes Enter, edit and view child ratings Run and view reports View teachers assigned to class
Teacher of Record	View and search for child View classes Enter, view, edit and lock child ratings Run and view reports View teachers assigned to class
Data Entry/Analyst	Create, edit, view, search child Create, edit and view classes Enter ratings for assigned classes and sites Run and view reports Upload files Download demographics
Site Administrator	Create, edit, view, search child Re-assign or re-enroll child Create, edit and view classes Create users (teachers) View and lock ratings Withdraw child from classes Can be assigned to multiple sites View and run reports Upload files Download demographics Download demographics including ratings
Agency Administrator	Create and edit sites Create, edit, view, search child Re-assign or re-enroll child Create, edit, view, and delete classes Create users Assign roles Assign all personnel and children to classes View and lock ratings Withdraw child from classes View and run reports Upload files Download demographics Download demographics including ratings

Role	Permissions
<i>Agency Lead Administrator*</i>	Create and edit sites Create, edit, view, search child Re-assign or re-enroll child Create, edit, view, and delete classes Create users Assign roles Assign all personnel and children to classes View and lock ratings Withdraw child from classes View and run reports can be assigned to multiple sites View and run reports Upload files Download demographics Download demographics including ratings and scores

*Agency Lead Administrator role can only be assigned by WestEd staff.