

# Adding Classes, Adding Children, and Selecting Views to Rate

## Administrator Role

### Agency Administrator

An account assigned the role of agency administrator has access to information about teachers within the agency and DRDP records for the children under the care of all the teachers at every site within the agency. An agency administrator has the following permissions:

- 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 ratings, lock ratings, unlock ratings
- Withdraw child from classes
- View and run reports
- Upload files Download demographics
- Download demographics incl. ratings

### Site Administrator

An account assigned the role of site administrator has access to information about teachers at a site and DRDP records for the children under the care of all the teachers at those sites. (A site administrator may be assigned to multiple sites.) A site administrator has the following permissions:

- Create, edit, view, search child
- Re-assign or re-enroll child
- Create, edit, and view classes
- Create users (teachers)
- View ratings, lock ratings, unlock ratings
- Withdraw child from classes
- Can be assigned to multiple sites
- View and run reports
- Upload files
- Download demographics
- Download demographics incl. ratings

## Getting Started

### Log In

Go to the DRDP Online website: [www.drdponline.org](http://www.drdponline.org)

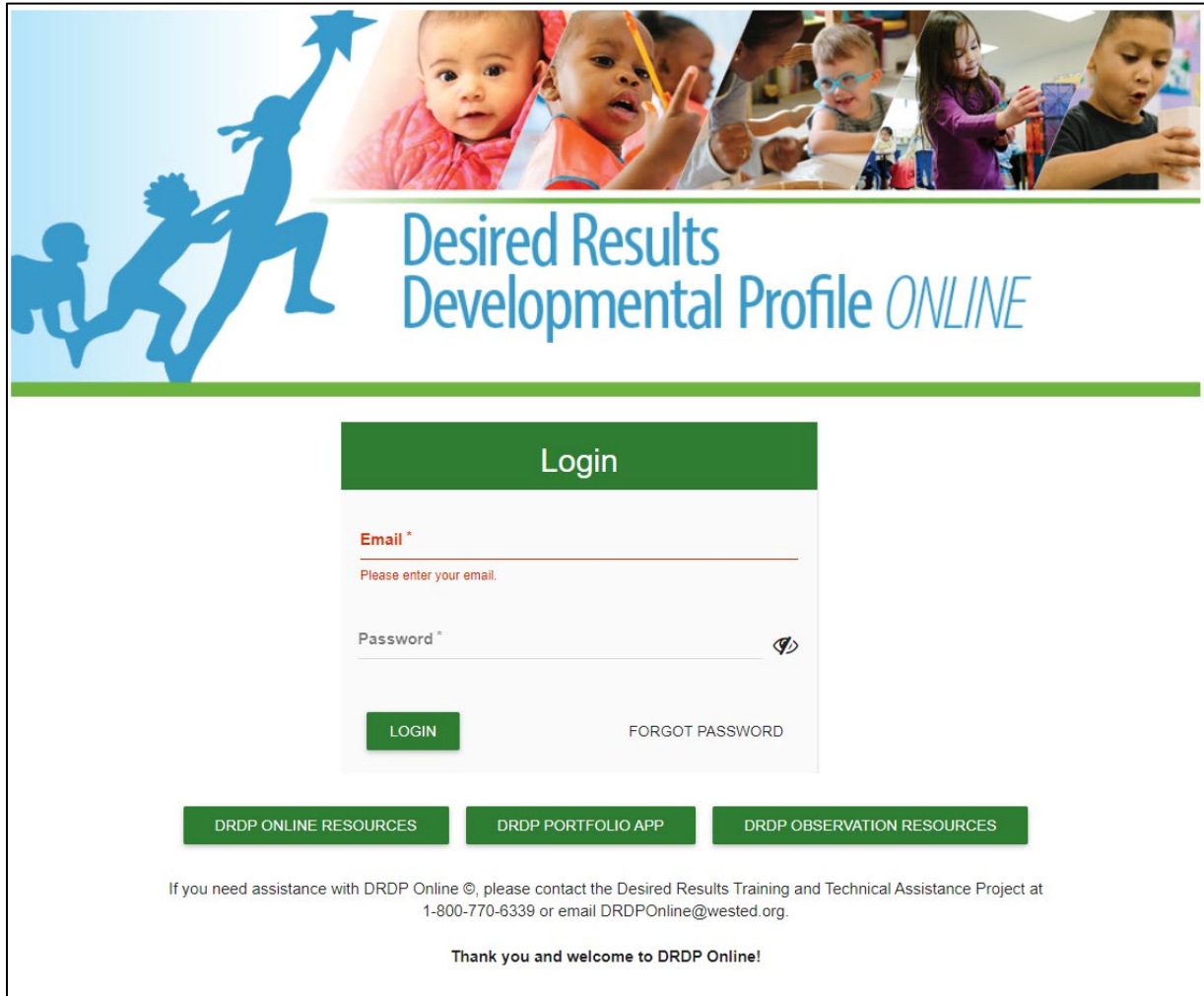
The screenshot shows the login page for the Desired Results Developmental Profile (DRDP) Online. At the top, there is a banner with a blue silhouette of three children running on the left and a collage of photos of diverse young children on the right. The text "Desired Results Developmental Profile ONLINE" is centered in the banner. Below the banner is a white login box with a green header labeled "Login". Inside the box, there are two input fields: "Email \*" with a red asterisk and a red error message "Please enter your email." below it, and "Password \*" with a red asterisk and a toggle icon to the right. Below the fields are two buttons: a green "LOGIN" button and a "FORGOT PASSWORD" link. Under the login box are three green buttons: "DRDP ONLINE RESOURCES", "DRDP PORTFOLIO APP", and "DRDP OBSERVATION RESOURCES". At the bottom, there is a line of text providing contact information for assistance and a welcome message.

Figure 1. Login Page

### Enter Username/Email

This is your complete email address (e.g., jsmith@school.net).

### Password

When first-time DRDP Online users create their account, you will receive an email from the DRDP Online system with a prompt to set their password.

## Classes

Select **Classes** in the navigation menu under the Add/Edit dropdown menu to search for classes. On the following page, choose the site where you wish to search for classes (See Figure 2), then select the green search button. After the system has searched, scroll down to see the list of classes associated with this site.

Desired Results Developmental Profile

Welcome

Johana Cabeza  
WestEd Test 22  
Delta Demo

+ ADD NEW CHILD

SEARCH FOR CHILD / ENROLL

UNASSIGNED CHILDREN

MY CLASSES

INPUT RATING

DOWNLOAD DEMOGRAPHICS

REPORTS

RESOURCES

UPLOAD CENTER

USER ACCOUNTS

ADD/EDIT

States

Agencies

Sites

Teachers

Classes

Rating Periods

Locking Status

Classes

ADD NEW CLASS

Search Class By

Class Name

Rating Period

State

California

Agency

WestEd Test 22

Site

Delta Demo

Teacher

Select a Teacher

SEARCH

CLEAR FIELDS

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Figure 2. Search Classes

Desired Results Developmental Profile

Default Site

+ ADD NEW CHILD

SEARCH FOR CHILD / ENROLL

UNASSIGNED CHILDREN

MY CLASSES

INPUT RATING

REPORTS

RESOURCES

UPLOAD CENTER

USER ACCOUNTS

ADD/EDIT

States

Agencies

Sites

Teachers

Classes

Rating Periods

Search Class By

Class Name

Rating Period

State

California

Agency

WestEd Center for Child and Family Studies

Site

Default Site

Teacher

Select a Teacher

SEARCH

CLEAR FIELDS

Filter

Items Per Page

10

Name	Site	Agency	Rating Period	Teacher Name
18 Strawberries	Default Site	WestEd Center for Child and Family Studies	Fall 2018	IT Teacher Cynthia Dionne Ed Baker
Afternoon 2018	Default Site	WestEd Center for Child and Family Studies	Fall 2018	Tamarra Barret Sonia Sandoval Megan Wilson
Apple	Default Site	WestEd Center for Child and Family Studies	Winter 2016-17	Tamarra Barret Cynthia Dionne Megan Wilson

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Figure 3. Editing Classes Pencil Icon

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To add teachers to the class, select the pencil icon to the left of the class name (See Figure 3). Multiple teachers can be added to each class. After selecting the teachers, save the changes by selecting the orange check mark to the left of the class name (See Figure 4).

Name	Site	Agency	Rating Period	Teacher Name
18 Strawberry	Default Site	WestEd Center for Child and Family Studies	Fall 2018	Teachers: 3
Afternoon 2018	Default Site	WestEd Center for Child and Family Studies	Fall 2018	Tamarra Barret, Sonia Sandoval, Megan Wilson
Apple	Default Site	WestEd Center for Child and Family Studies	Winter 2016-17	Tamarra Barret, Cynthia Dionne

Figure 4: Editing Classes Checkmark

Select Classes in the Navigation menu under the Add/Edit dropdown to add new classes. On the following page, choose the green button **Add New Class** on the top right of this page. Complete the information in the box that generates, choosing the current rating period. Select the green save button after filling out each section.

Name	Site	Agency	Rating Period	Teacher Name
Bumble Bees -IT	Delta Demo	WestEd Test 22	Fall 2018	Johana Cabeza
Infant F2022	Delta Demo	WestEd Test 22	Fall 2018	Johana Cabeza
IT- Blue Room	Delta Demo	WestEd Test 22	Fall 2018	Johana Cabeza
Kindergarten F2021	Delta Demo	WestEd Test 22	Fall 2018	Johana Cabeza

Figure 5: Adding a Class

## Children

Select Search for Child/Enroll in the navigation menu to search for children. On the following page, select the site where you wish to view children or select Check **all** to view children on all sites. The rating period must be set (See Figure 6). Then select the green search button.

The screenshot shows the 'Search Children' interface. On the left is a navigation menu under the header 'Desired Results Developmental Profile'. The menu includes: Welcome (Johana Cabeza, WestEd Test 22, Delta Demo), ADD NEW CHILD (green button), SEARCH FOR CHILD / ENROLL (selected), UNASSIGNED CHILDREN, MY CLASSES, INPUT RATING, DOWNLOAD DEMOGRAPHICS, REPORTS, RESOURCES, UPLOAD CENTER, USER ACCOUNTS, and ADD/EDIT. The main content area is titled 'Search Children' and contains the following search filters:

- Search Child By:**
  - First Name (text input)
  - Last Name (text input)
  - Date of Birth (calendar icon and dropdown)
  - Child Age/Grade Instrument (dropdown)
- SSID (text input)
- Local ID (text input)
- State (dropdown menu showing 'California')
- Agency (dropdown menu showing 'WestEd Test 22')
- Site (dropdown menu showing 'Delta Demo')
- Rating Period \* (dropdown menu showing 'Select a Rating Period')
- Class (dropdown menu showing 'Select a Class')

At the bottom right of the search area are two buttons: a green 'SEARCH' button and a red 'CLEAR FIELDS' button.

*Figure 6. Searching Children*

To add children, choose the green **Add New Child** tab in the navigation menu.

## Add New Child

**Important:** When adding a child, enter the **Statewide Student Identifier (SSID)**. You may leave that field blank if you do not have an SSID. However, you must provide the **Agency/District Identifier**. Each child in an agency has a unique ID. The agency/district ID is essential because DRDP Online uses it to monitor children's developmental progress from one rating period to another. Before adding a new child, a class must first be established. (View the Add/Edit tab in your left-hand navigation bar and select classes to see if a class has been established.)

Add New Child

First Name \*

Middle Name

Last Name \*

Statewide Student Identifier (10-digit SSID) \*

Agency/District Student Identifier (Agency/district or CASEMIS ID) \*

\*\*Required if Agency/District Student Identifier is blank

\*\*Required if Statewide Student Identifier is blank

Date of Birth \*

Male
Female
Non Binary \*

Is the child Hispanic/Latino? \*

Child Age/Grade Instrument \*

What is this child's race? Mark one or more races to indicate what this person considers themselves to be: \* all that apply

☐ Native American
☐ Asian Indian
☐ African American
☐ Cambodian
☐ Chinese
☐ Filipino
☐ Guamanian
☐ Hawaiian
☐ Hmong
☐ Japanese
☐ Korean
☐ Laotian
☐ Other Asian
☐ Other Pacific Islander
☐ Samoan
☐ Tahitian
☐ Vietnamese
☐ White

☐ Intentionally Left Blank

What is this child's home language? \* Select all that apply (up to 3):

☐ English
☐ Spanish

Other

Child's Socioeconomic Status

☐ Free or Reduced Price Lunch/Socioeconomic disadvantaged

☐ Agency Enrollment \*

☐ Agency Withdrawal

Child's tuition fees are:

☐ Subsidized (tuition assistance)
☐ Not subsidized (full fee)
☐ Unknown

Is a language other than English spoken in the child's home? \*

☐ Yes
☐ No

Does this child have an Individualized Education Plan (IEP) or an Individual Family Service Plan (IFSP)? \*

☐ Yes
☐ No
☐ Unknown

Figure 7. Add New Child

## Move Child Record

Administrators can only re-enroll or reassign children. Site administrators can reassign or re-enroll all children within a site.

## Reassign Child/Children

To move a child or children from one class to another within the same rating period, search for the child or children that need to be moved. Once a list generates, select the box to the left of the child/children's name (see Figure 7). Those children selected will be added to a cart. (The house icon at the top right corner indicates your cart. When children are in the cart, a red circle with the number of children will be displayed. See Figure 7) Select the house icon to view the children in the cart, then select the green **Manage Enrollment** button (See Figure 8). A box will appear in which the site and classroom can be chosen. A child's information and ratings will be moved to the selected site and class for that rating period.

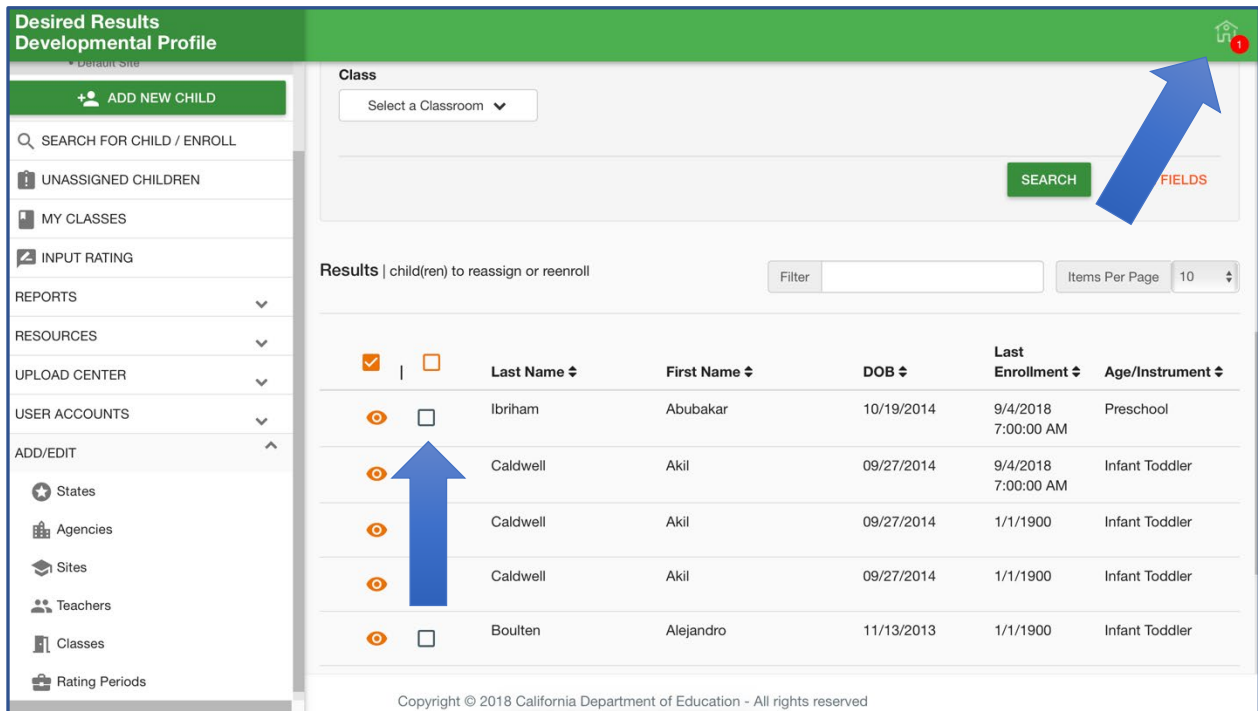


Figure 8. Moving Children

## Re-enroll Child/Children

Children can be re-enrolled from one assessment period to another. To re-enroll children, select **Search for Child/Enroll**. Like the steps for re-assigning children, once a list is generated, select the box to the left of the child/children's name (see Figure 8) to move those children into the cart. Select the house icon at the top right corner to view the children in the cart, then select the green **Manage Enrollment** button (See Figure 9). When the box appears, select the rating period in which you wish to re-enroll the child/children. This will copy the child/children and their information from a past rating period to the selected rating period. DRDP measure ratings are not copied. For example, re-enrolling a child from Rating Period A to B does not delete the child's information from Rating Period A; it is copied into Rating Period B.



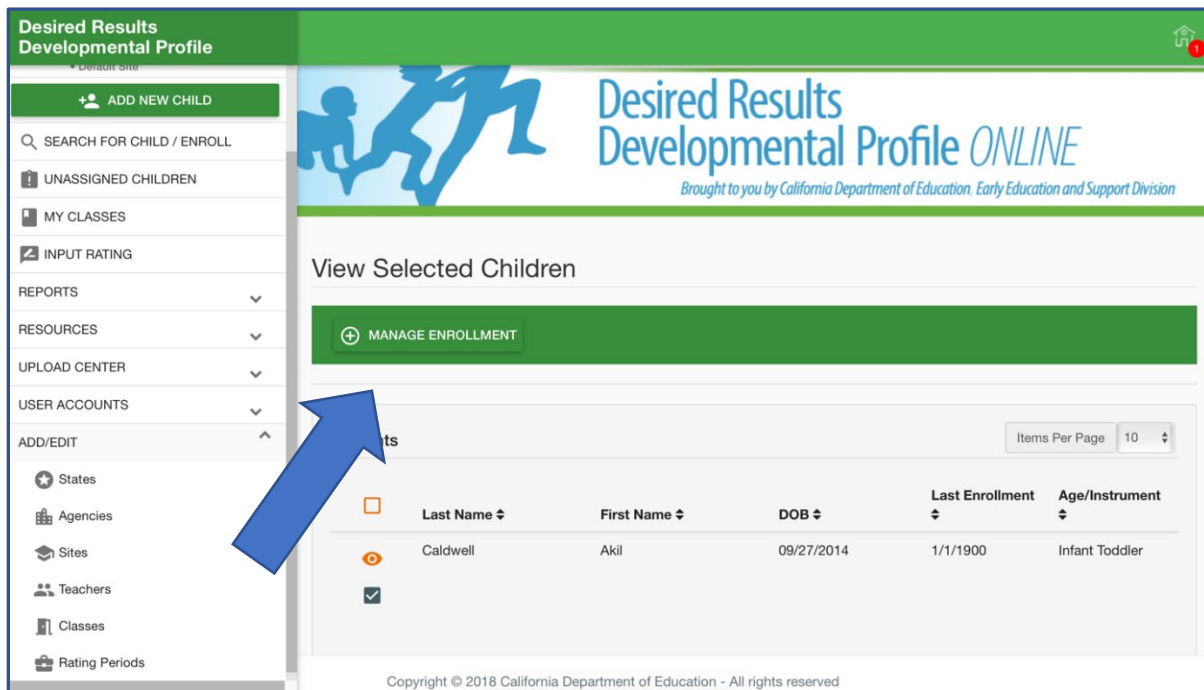


Figure 9. Manage Enrollment

## Selecting Views to Rate

Lead agency administrators will decide which views of the DRDP their programs will use for the program year. To select the views of the DRDP, from the Navigation Menu, select **Add/Edit**, then **Agencies** (see Figure 9). Select the green **Search** button to find your agency (see Figure 10).

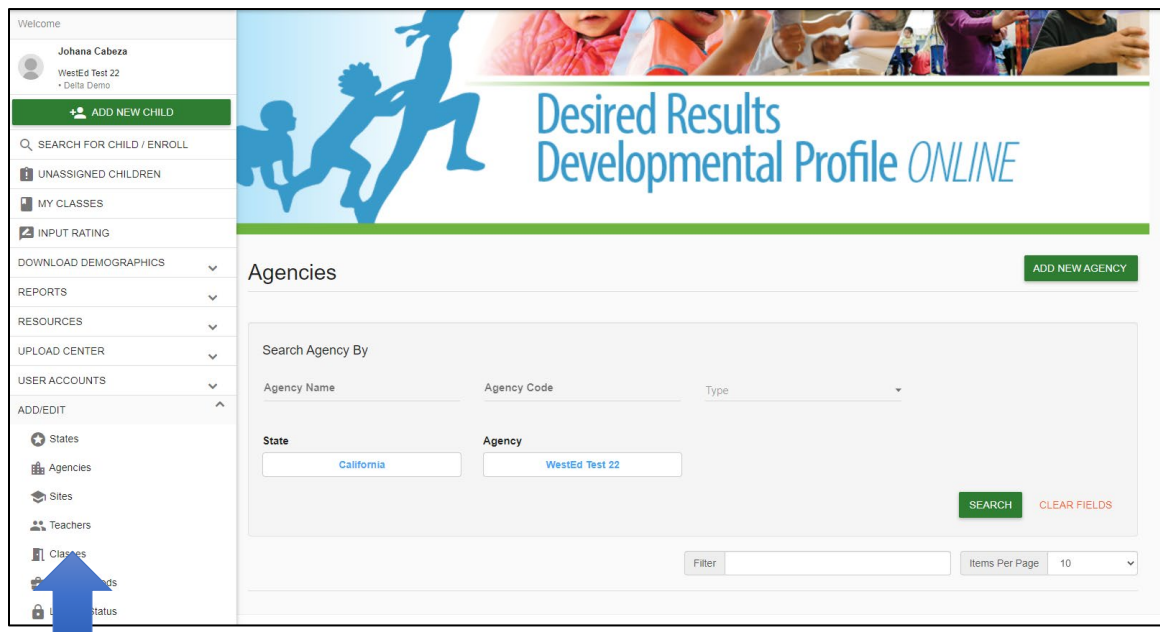


Figure 10. Search Agencies

Once your agency information appears, select the pencil icon to the left (see Figure 11). Next, select the instrument/ratings view per age level (see Figure 12). Please note that to proceed successfully, you will need to select a view for all age levels, even if you



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have no children in your agency for some of the age levels. Once you have chosen the views for your agency, select the orange checkmark on the left to save (see Figure 12).

The screenshot shows the 'Desired Results Developmental Profile' interface. On the left is a sidebar with navigation options: Welcome, Johana Cabeza, WestEd Test 22, Delta Demo, ADD NEW CHILD, SEARCH FOR CHILD / ENROLL, UNASSIGNED CHILDREN, MY CLASSES, INPUT RATING, DOWNLOAD DEMOGRAPHICS, REPORTS, RESOURCES, UPLOAD CENTER, USER ACCOUNTS, and ADD/EDIT. The main area is titled 'Agencies (1)' and includes a search bar with fields for Agency Name, Agency Code, and Type. Below the search bar are dropdowns for State (California) and Agency (WestEd Test 22), along with SEARCH and CLEAR FIELDS buttons. A table lists agency information with columns: Agency Name, Agency Code, Agency Code Type, State, Type, Footer Text, Footer Link, IT, Select Ratings View, PS, SA, and Show Extra Meas. The first row shows 'WestEd Test 22' with a pencil icon for editing. A blue arrow points to this icon.

Agency Name	Agency Code	Agency Code Type	State	Type	Footer Text	Footer Link	IT	Select Ratings View	PS	SA	Show Extra Meas	
WestEd Test 22	0000	Other Code	California	Public	contact Ms. Osborne with any questions.			Comprehensive Rating View	Fundamental Rating View	Fundamental Rating View	Simplified Rating View	Yes

Figure 11. Edit Agency Information

This screenshot shows the same 'Agencies (1)' section as Figure 11, but with the 'Show Extra Meas' checkbox checked. A blue arrow points to this checkbox. Another blue arrow points to the 'Comp' dropdown menu under the 'Select Ratings View' column. The table data is the same as in Figure 11.

Agency Name	Agency Code	Agency Code Type	State	Type	Footer Text	Footer Link	IT	Select Ratings View	PS	SA	Show Extra Meas	
WestEd Test 22	0000	Other	Cal	Put	contact Ms. C			Comp	Funda	Funda	Simp	<input checked="" type="checkbox"/>

Figure 12. Select Instrument/Ratings Views

## Helpful Resources for DRDP Online

To access complete information on DRDP Online and instructions for all users, visit the [DRDP Online section](http://www.desiredresults.us) on the Desired Results website <http://www.desiredresults.us>. Also, register for DRDP Online webinars on the [Training section](#) of the Desired Results website.