

Instructions: Generating Cohort Progress Reports

October 2022

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Introduction

The purpose of this document is to provide instructions for generating cohort progress reports.

User Roles

Users with the teacher, teacher of record, data entry/analyst, site administrator, agency administrator, and agency lead administrator roles may generate and print cohort progress reports.

Generating Cohort Progress Reports

Cohort progress reports can be accessed from the left navigation menu.

1. Select the Reports option to expand the menu.

+ ADD NEW CHILD	
Q SEARCH FOR CHILD / ENROLL	
UNASSIGNED CHILDREN	
MY CLASSES	
INPUT RATING	
REPORTS	~
RESOURCES	~
UPLOAD CENTER	~
USER ACCOUNTS	~
ADD/EDIT	~

2. Select Cohort Progress Report.



 Select the rating periods and age group for which you would like to run a Cohort Progress Report (Items with a red asterisk are required.). State and agency are automatically selected. You may also choose to select one or multiple sites and one or multiple classes.

Cohort Progress Report

tate *	Agency *	Age Group *			
California	WestEd Test 22		•		
ite	Cohort Rating Period *	Cohort Class	Additional Filters		
Select a Site 🗸	Select Rating Periods 🗸	Select Classes 🗸	None O Subgroups		

Additional Filters are now available. You may choose subgroups in your search.

Select at least two (2) rating periods and ag included based on the sites selected. To se scores for the selected group within the cur	ge group to creat elect a subset of e rrent year (to date	e your cohort/group repo classes, click on the app e).	ort. Site, Cohort Class ropriate classes in the	room(s), and additional filters Cohort Classes drop down	s are optional. All classes are automatically menu. The report will show all domain scaled		
State * State	Agency *		Age Group '	k			
California		WestEd Test 22	Preschool		-		
Site	Cohort Ratir	ng Period *	Cohort Clas	s	Additional Filters		
Delta Demo	R	ating Periods: 2		Classes: 2	🔘 None 🧿 Subgroups		
Date of Birth (range)	*	Gender Boy	Hispanic or Latino		Race Select Race		
Free or Reduced Lunch		IEP Status		Program Type (based or	n Age Group)		
Select •		Select		Select Program Type	¥		
Child's Home Language		Language other than	English spoken at h	nome			
O alla at Languages	Select						

Tip: If you do not see all of the classes assigned to you in the drop-down menu, it may be helpful to refresh your browser.

😑 😑 💽 🚮 drdponline.c	org/groupprogressre × +			
< → </th <th>(i) 🔒 https://www.drdpon</th> <th>ine.org/groupprogressreports</th> <th>67% ***</th> <th>☑ ✿ Q Search</th>	(i) 🔒 https://www.drdpon	ine.org/groupprogressreports	67% ***	☑ ✿ Q Search
🌣 Most Visited 🔪 Vifornia Pre	school 😼 Getting Started 🔢 WestE	d Identity Pro 💈 Zimbra Web Client 💲	SAGE Journals 📵 Basic Search: EBSC	C 🔣 Desired Results for 🜐 CECO 💪 log
Desired Results Developmental Profile				
Welcome		Brought to y	ou by California Department of Educa	tion, Early Education and Support Division
Wegan Wilson WestEd Center for Child and Family Stu * Default Site	Group Progress Repo	rt		
+ ADD NEW CHILD				
Q SEARCH FOR CHILD / ENROLL	Select Group State *	Agency *	Rating Period *	Age Group *
UNASSIGNED CHILDREN	California	WestEd Center for Child and Fami	Select a Rating Period 🗸	
MY CLASSES	Site	Class		
INPUT RATING	Selected Sites: 33	Select Classrooms 🗸		
REPORTS V		Check All Clear All		
RESOURCES		Filter by name		
UPLOAD CENTER 🗸				GENERATE REPORT
USER ACCOUNTS ~				
ADD/EDIT 🗸				

4. Once you have selected the criteria for the report, select View Report.

Select at least two (2) rating pe ncluded based on the sites se scores for the selected group v	eriods and age group to create your cohort lected. To select a subset of classes, click vithin the current year (to date).	/group report. Site, Cohort Classroom(s), and on the appropriate classes in the Cohort Class	additional filters are optional. All classes are automatically ses drop down menu. The report will show all domain scaled
State * State	Agency *	Age Group *	
California	WestEd Test	22 Preschool	v
Site	Cohort Rating Period *	Cohort Class	Additional Filters
Delta Demo	Rating Periods	s: 2 Classes: 2	None O Subgroups

Printing Cohort Progress Reports

1. Cohort Progress Reports may be printed from your computer's web browser. To download to be able to print, select Download PDF.

								VIEW REPOR	DOWNLOAD PDF
Cohort Prog	gress Repo	rt: Presc	hool						
10 children were selea all children may be rate	cted for this cohort. Thi ed in all rating periods.	s report shows a	ll domain scale	d scores for the s	elected group wit	hin the curr	ent year (to d	ate). Not	
State: California Ag Cohort Rating Period:	ency: WestEd Test 22 Spring 2022, Fall 2021	Site(s): Delta Cohort Class	Demo room(s): Preso	chool					
Subgroup(s): None									
Rating Period (# of children)	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Buildin Earlier	g Bui Mi	lding Build ddle Late	ing Integrating er Earlier
	Early Infancy -								Kindergarten Entry
🚻 Approach	es to Learning	Self-Regu	llation						
Spring 2022 (n = 8)	0% (0)	0	% (0)	0% (0)	0% (0)	0% (0)	13% (1)	75% (6)	13% (1)
	0 % (0)	U	/0 (0)	070(0)	0 /6 (0)	0 /0 (0)	1370(1)	1370(0)	1370 (1)
Fall 2021 (n = 9)									
	0% (0)	0	% (0)	12% (1)	56% (5)	12% (1)	23% (2)	0% (0)	0% (0)

2. Once you have selected Download PDF, you may find your download on the lower left side of your screen or in your download folder.

REPORTS	^
🖶 Group Report	
🖶 Cohort Progress Report	
🖶 Child Progress Report	
🖶 Parent Progress Report	
🖶 Class Planning Report	
🖶 Group Detail Report	
Rating Completion	
RESOURCES	~
UPLOAD CENTER	~
USER ACCOUNTS	~
ADD/EDIT	~

Once you open your downloaded PDF file, then select Print.

								Print	3 :	sheets of paper
Cohort Pro	gress Repor	t: Presch	ool				esucre #			
10 children were sele current year (to date). I State: California Ag	cted for this cohort. This Not all children may be ra rency: WestEd Test 22	report shows all d ated in all rating pe Site(s): Delta De	iomain scaled riods. emo	scores for the	selected gro	ip within the	The Children of The Children o	Destination	🖶 Canon TR47	00 series 🔻
Cohort Rating Period: : Subgroup(s): None	Spring 2022, Fall 2021	Cohort Classroo	om(s): Presci	loor				Pages	All	-
Rating Period (# of children)	Responding Res Earlier	ponding Explorin Later Earlie	ng Explorin Middle	g Exploring Later	Building Earlier	Building Middle	Building Integrating Later Earlier	Copies	1	
	Early Infancy						Kindergarten Entry			
								Color	Color	-
Approach	es to Learning	Self-Regul	lation							
Spring 2022 (n = 8)										
	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	13% (1) 75% (6) 13% (1)	More settings		~
Fall 2021 (n = 9)										
	0% (0)	0% (0)	12% (1)	56% (5)	12% (1)	23% (2) 0% (0	0% (0)			
💙 Social an	d Emotional De	evelopment								
Spring 2022										
	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0) 80% () 20% (2)			
Fall 2021										
(0% (0)	10% (1)	0% (0)	30% (3)	30% (3)	30% (3) 0% (0	0% (0)			
🚺 Language	and Literacy [Developme	nt							
Spring 2022										
(n = 10)	0% (0)	0% (0)	0% (0)	0% 0% (0)	0% (0)	20% (2) 80% (8	0% (0)			
F-11 2024										
(n = 9)	0% (0)	0% (0)	0% (0)	23% 12%(1)	23% (2)	45% (4) 0% (0)	0% (0)			
	0.000	010(0)	010(0)	(2)	2010(2)	4019 (4) 014 (0)	0.0 (0)			
[Language	e Development									
Spring 2022										
(n = o)	0% (0)	0% (0)	0% (0)	0% (0) 0% (0)	0% (0)	25% (2) 75% (6)	0% (0)			
Fall 2021										
(n = n)	1001 (1)	015 (0)	10% (1)	0% (0) 10% (1)	30% (3)	40% (4) 0% (0)	0% (0)			

The printer settings may look slightly different depending on the browser being used. Below is an example from Firefox.

Tip: Turn on background colors in your printer settings for best results.

Fage Footers.		
Page Feeters	Page # of # Oblank	Right
Page Headers:	Each Frame on Separate F Title Output	O URL
Frames:	 As Laid Out on the Screen The Selected Frame 	1
Appearance:	 Print Background Colors Print Background Images 	
Options:	 Print Selection Only Ignore Scaling and Shrink 	To Fit Page Width
Landscape Lay Orientation:	Vout IN Scale:	 8.50 by 11.00 inches 100%
Pages:	• All • From: 1 to: 1	
Copies:	1 Two-Sided	
Presets:	Default Settings	C
Printer:	HP OfficeJet Pro 8720	\$
	FILL	

Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the <u>DRDP Online</u> section of the Desired Results website. You can also register for DRDP Online webinars from the <u>Training</u> section of the Desired Results website: <u>http://www.desiredresults.us.</u>