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.
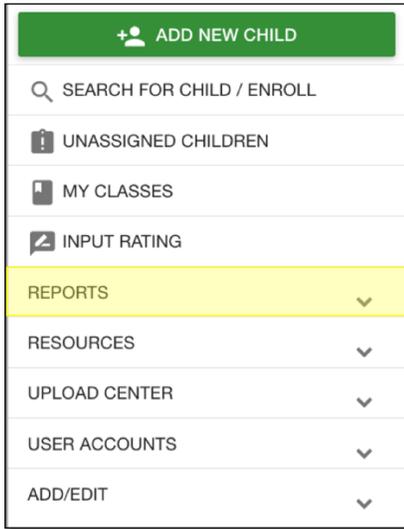
2. Select Cohort Progress Report.

3. 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

Select at least two (2) rating periods and age group to create your cohort/group report. Site, Cohort Classroom(s), and additional filters are optional. All classes are automatically included based on the sites selected. To select a subset of classes, click on the appropriate classes in the Cohort Classes drop down menu. The report will show all domain scaled scores for the selected group within the current year (to date).

State *	Agency *	Age Group *
California	WestEd Test 22	

Site	Cohort Rating Period *	Cohort Class	Additional Filters
Select a Site ⌄	Select Rating Periods ⌄	Select Classes ⌄	⦿ None ○ Subgroups

VIEW REPORT   DOWNLOAD PDF

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

Cohort Progress Report

Select at least two (2) rating periods and age group to create your cohort/group report. Site, Cohort Classroom(s), and additional filters are optional. All classes are automatically included based on the sites selected. To select a subset of classes, click on the appropriate classes in the Cohort Classes drop down menu. The report will show all domain scaled scores for the selected group within the current year (to date).

State *	Agency *	Age Group *
California	WestEd Test 22	Preschool ⌄

Site	Cohort Rating Period *	Cohort Class	Additional Filters
Delta Demo	Rating Periods: 2	Classes: 2	○ None ⦿ Subgroups

Date of Birth (range)		Gender	Hispanic or Latino	Race
📅 Start ⌄	📅 End ⌄	Boy ⌄	Yes ⌄	Select Race ⌄

Free or Reduced Lunch	IEP Status	Program Type (based on Age Group)
Select ⌄	Select ⌄	Select Program Type ⌄

Child's Home Language	Language other than English spoken at home
Select Language ⌄	Select ⌄

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DRDP ONLINE: GENERATING COHORT PROGRESS REPORTS

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.
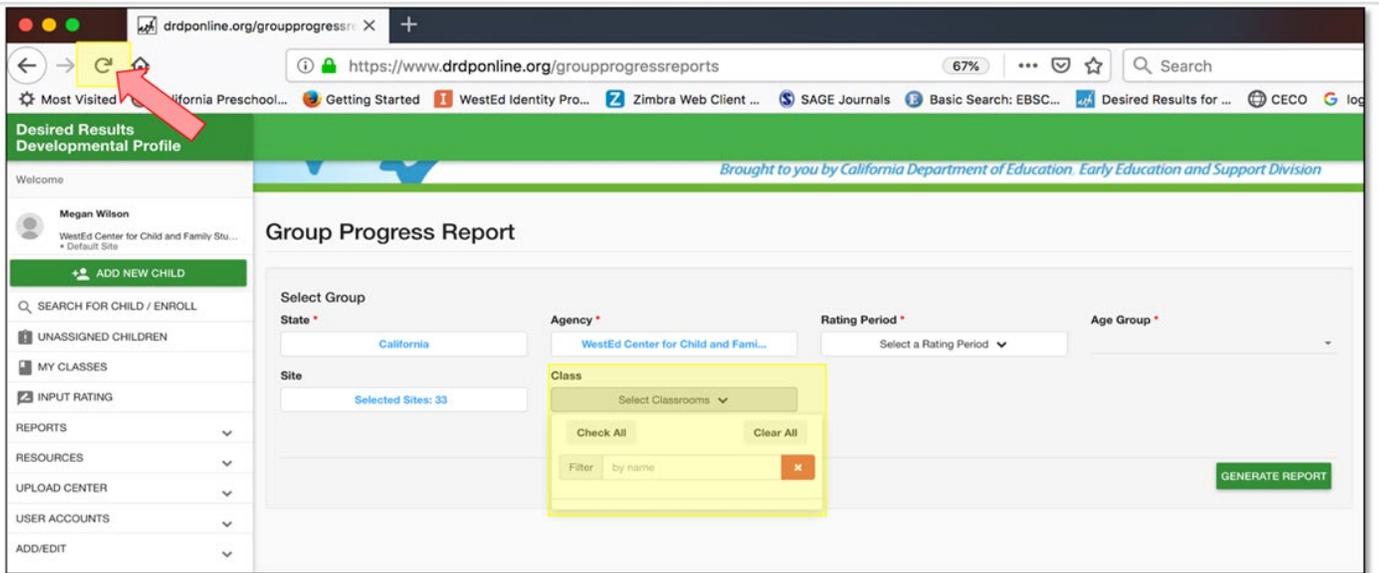
4. Once you have selected the criteria for the report, select View Report.
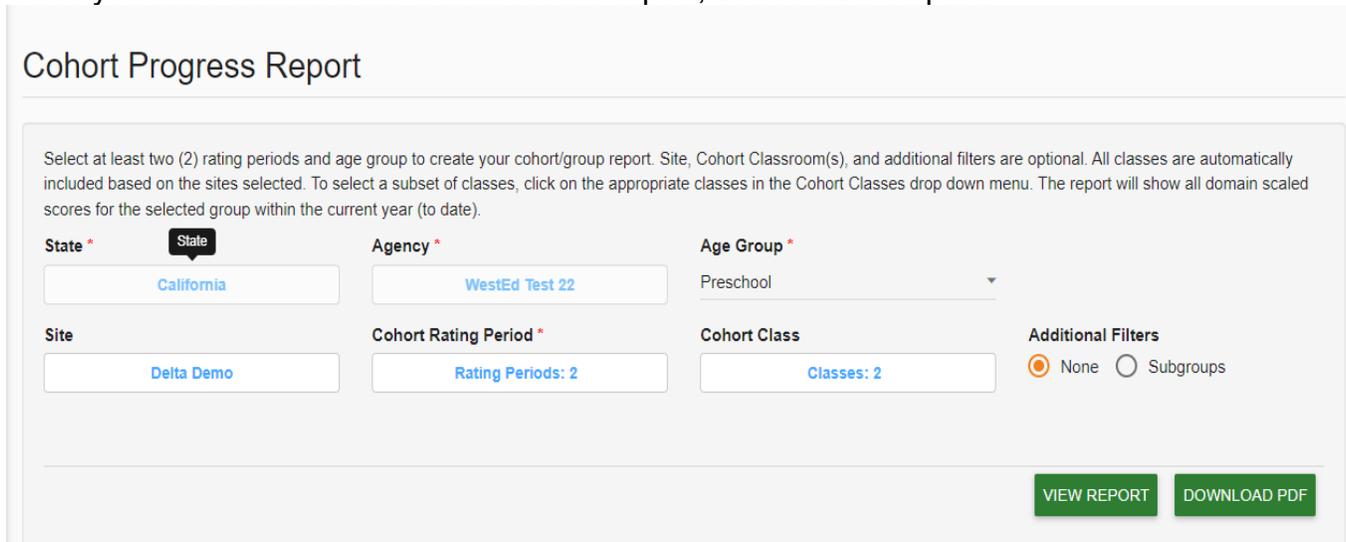
Printing Cohort Progress Reports

1. Cohort Progress Reports may be printed from your computer's web browser. To download to be able to print, select Download PDF.
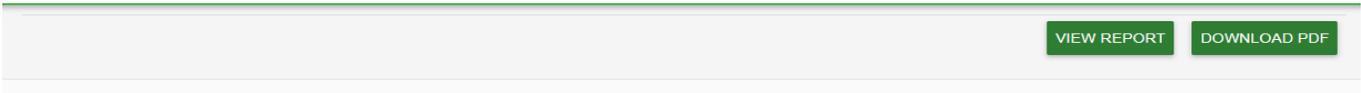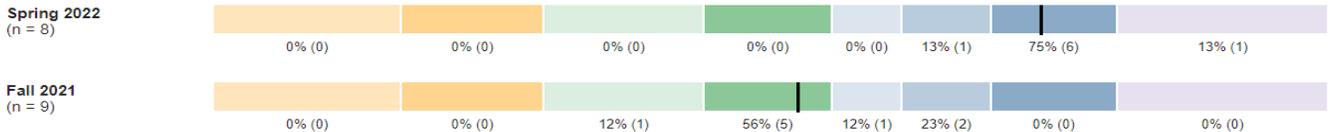
2. Once you have selected Download PDF, you may find your download on the lower left side of your screen or in your download folder.
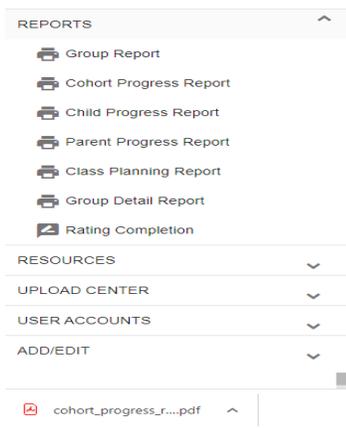
Once you open your downloaded PDF file, then select Print.

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.

Helpful Resources for DRDP Online

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