



# 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.

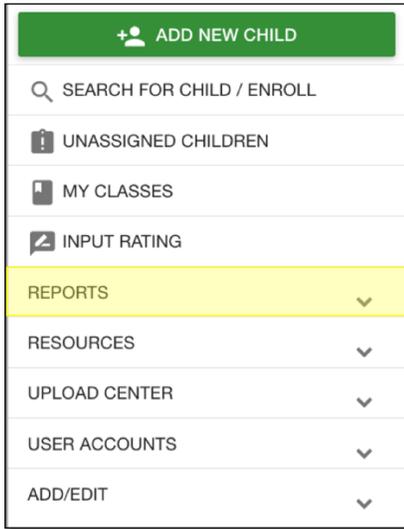
## User Roles

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.

# DRDP ONLINE: GENERATING COHORT PROGRESS REPORTS

## 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).

<b>State *</b> California	<b>Agency *</b> WestEd Test 22	<b>Age Group *</b> ▼	
<b>Site</b> Select a Site ▼	<b>Cohort Rating Period *</b> Select Rating Periods ▼	<b>Cohort Class</b> Select Classes ▼	<b>Additional Filters</b> <input type="radio"/> None <input type="radio"/> Subgroups

[VIEW REPORT](#) [DOWNLOAD PDF](#)

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

## Cohort Progress Report

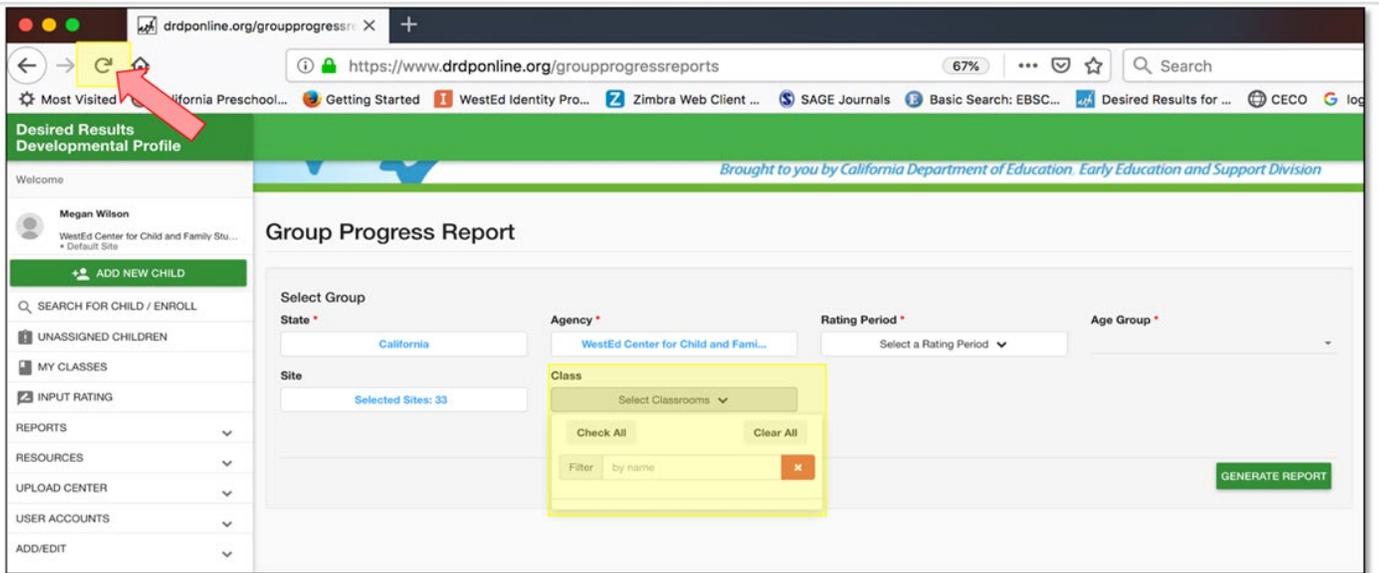
Select at least two (2) rating periods and age group to create your cohort/group report. Site, Cohort Classroom(s), and additional filters are optional. All classes are automatically included based on the sites selected. To select a subset of classes, click on the appropriate classes in the Cohort Classes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

<b>State *</b> California	<b>Agency *</b> WestEd Test 22	<b>Age Group *</b> Preschool ▼	
<b>Site</b> Delta Demo	<b>Cohort Rating Period *</b> Rating Periods: 2	<b>Cohort Class</b> Classes: 2	<b>Additional Filters</b> <input type="radio"/> None <input checked="" type="radio"/> Subgroups
<b>Date of Birth (range)</b> Start ▼ End ▼	<b>Gender</b> Boy ▼	<b>Hispanic or Latino</b> Yes ▼	<b>Race</b> Select Race ▼
<b>Free or Reduced Lunch</b> Select ▼	<b>IEP Status</b> Select ▼	<b>Program Type (based on Age Group)</b> Select Program Type ▼	
<b>Child's Home Language</b> Select Language ▼	<b>Language other than English spoken at home</b> Select ▼		

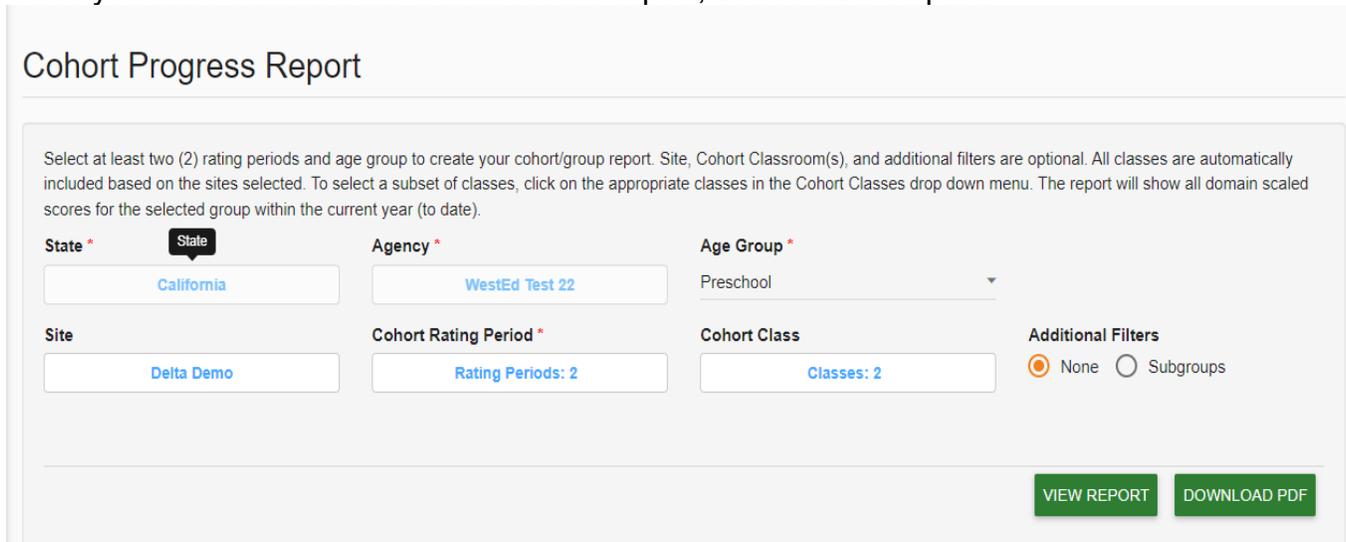
[VIEW REPORT](#) [DOWNLOAD PDF](#)

## 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.

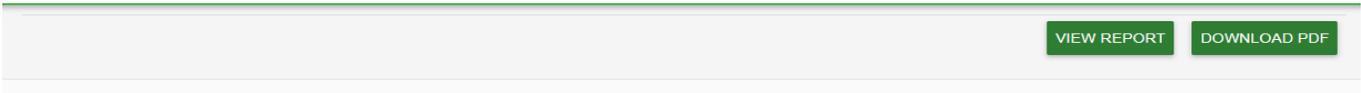


4. Once you have selected the criteria for the report, select View Report.



## 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.



### Cohort Progress Report: Preschool

10 children were selected for this cohort. This report shows all domain scaled scores for the selected group within the current year (to date). Not all children may be rated in all rating periods.

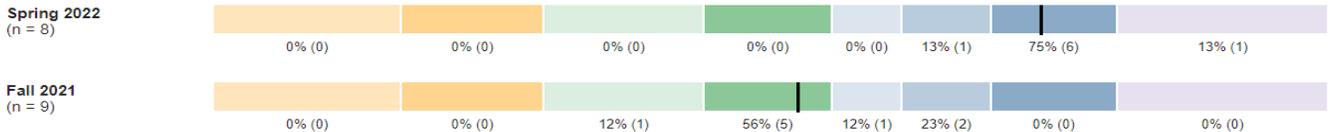
State: **California** Agency: **WestEd Test 22** Site(s): **Delta Demo**

Cohort Rating Period: **Spring 2022, Fall 2021** Cohort Classroom(s): **Preschool**

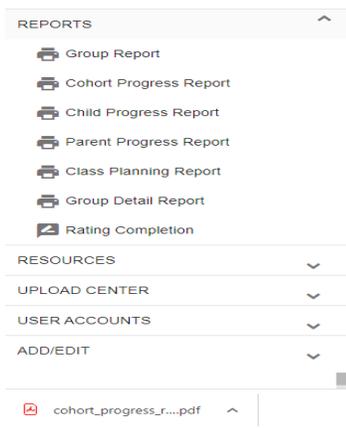
Subgroup(s): **None**



#### Approaches to Learning Self-Regulation



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.

## DRDP ONLINE: GENERATING COHORT PROGRESS REPORTS

**Cohort Progress Report: Preschool**

10 children were selected for this cohort. This report shows all domain scaled scores for the selected group within the current year (to date). Not all children may be rated in all rating periods.

State: California Agency: WestEd Test 22 Site(s): Delta Demo

Cohort Rating Period: Spring 2022, Fall 2021 Cohort Classroom(s): Preschool

Subgroup(s): None

Rating Period (# of Children)

Responding Earlier Responding Later Exploring Earlier Exploring Middle Exploring Later Building Earlier Building Middle Building Later Integrating Earlier

Early Infancy Kindergarten Entry

### Approaches to Learning Self-Regulation

Rating Period	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
Spring 2022 (n = 8)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	13% (1)	75% (6)	13% (1)	0% (0)
Fall 2021 (n = 9)	0% (0)	0% (0)	12% (1)	56% (5)	12% (1)	23% (2)	0% (0)	0% (0)	0% (0)

### Social and Emotional Development

Rating Period	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
Spring 2022 (n = 10)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	80% (8)	20% (2)	0% (0)
Fall 2021 (n = 10)	0% (0)	10% (1)	0% (0)	30% (3)	30% (3)	30% (3)	0% (0)	0% (0)	0% (0)

### Language and Literacy Development

Rating Period	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
Spring 2022 (n = 10)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	20% (2)	80% (8)	0% (0)
Fall 2021 (n = 9)	0% (0)	0% (0)	0% (0)	23% (2)	12% (1)	23% (2)	45% (4)	0% (0)	0% (0)

### Language Development

Rating Period	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
Spring 2022 (n = 8)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	25% (2)	75% (6)	0% (0)	0% (0)
Fall 2021 (n = 10)	10% (1)	0% (0)	10% (1)	0% (0)	10% (1)	30% (3)	40% (4)	0% (0)	0% (0)

Print 3 sheets of paper

Destination Canon TR4700 series

Pages All

Copies 1

Color Color

More settings

Print Cancel

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.

Print

Printer: HP OfficeJet Pro 8720

Presets: Default Settings

Copies: 1 Two-Sided

Pages: All

From: 1 to: 1

Paper Size: US Letter 8.5 by 11.0 inches

Orientation: Landscape Layout

Scale: 100%

Options:  Print Selection Only  Ignore Scaling and Shrink To Fit Page Width

Appearance:  Print Background Colors  Print Background Images

Frames:  As Laid Out on the Screen  The Selected Frame  Each Frame on Separate Pages

Page Headers: Title --blank-- URL

Page Footers: Page # of # --blank-- Date/Time

PDF Hide Details Cancel Print

## 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>.