

## DRDP Online Users and Sites

### Administrator Role

#### ***Agency Administrator***

An account assigned the role of *Agency Administrator* has access to information pertaining to teachers within the agency. It also has 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
- Set rating periods used by sites
- Create, edit, view, and/or search child records
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit, and/or view classes
- Assign all personnel and children to classes
- View, lock and/or unlock children's DRDP records
- View and run reports

#### ***Site Administrator***

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

- Create, edit, view and/or search children
- Re-enroll and/or reassign children
- Enroll or withdraw children from classes
- Create, edit and/or view classes
- Assign teachers, coaches, and data analysts to classes
- Add teachers
- View and lock ratings
- View and run reports

### Getting Started

#### ***Log In***

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

The image is a screenshot of the DRDP Online login page. At the top, there is a banner with a blue silhouette of three children running on the left and a collage of four photos of diverse young children on the right. The text 'Desired Results Developmental Profile ONLINE' is centered in the banner, with 'ONLINE' in a larger, blue, italicized font. Below this, in smaller blue text, it says 'Brought to you by California Department of Education, Early Education and Support Division'. The main content area is a white box with a green header that says 'Login'. To the right of the header, it says 'Current DRDPTech Users, please reset your password for DRDP Online by selecting FORGOT PASSWORD.' Below the header, there are two input fields: 'Email \*' and 'Password \*'. The 'Email \*' field has a red asterisk and a red error message 'Please enter your email.' below it. The 'Password \*' field has a red asterisk. Below the input fields are two buttons: a green 'LOGIN' button and a green 'FORGOT PASSWORD' button. At the bottom of the page, there is a line of small text: 'If you need assistance with DRDP Online ©, please contact the Desired Results Training and Technical Assistance Project at 1-800-770-6339 or email DRDPOnline@wested.org.' Below that is a green bar with the text 'Thank you and welcome to DRDP Online!'. In the bottom right corner, there is a small text string: 'Build: Wed Aug 29 2018 11:02:34 GMT-0700'.

Figure 1. Login Page

### **Enter Username/Email**

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

### **Password**

If you forgot your password, select **Forgot Password** at the bottom right-hand corner (see Figure 1). After verifying your email address, the system will email you a prompt to reset your 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.

### **Adding Users**

It is recommended that Agency Administrators and Site Administrators review these accounts to verify that they have the intended roles and that they are assigned to the correct sites. To do this, select **User Accounts** on the left navigation menu (See Figure 2).

## User Accounts

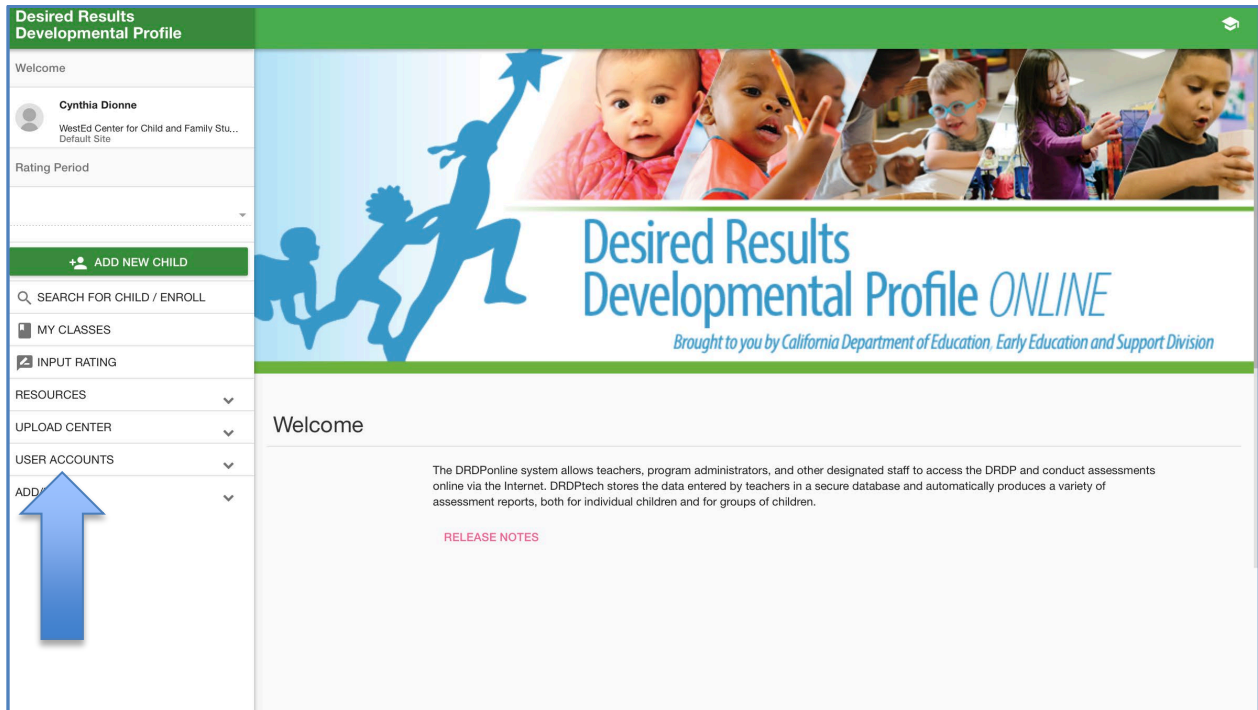


Figure 2. User Accounts

On the drop-down menu, select **Search User Account**. Then, on the following page, choose the site where you wish to view users or select Check **All** to view all users on all sites. Then choose **Select Roles** and **Check All**. Finally, click on the green search button to search. (See Figure 3 for a screenshot of each of these options).

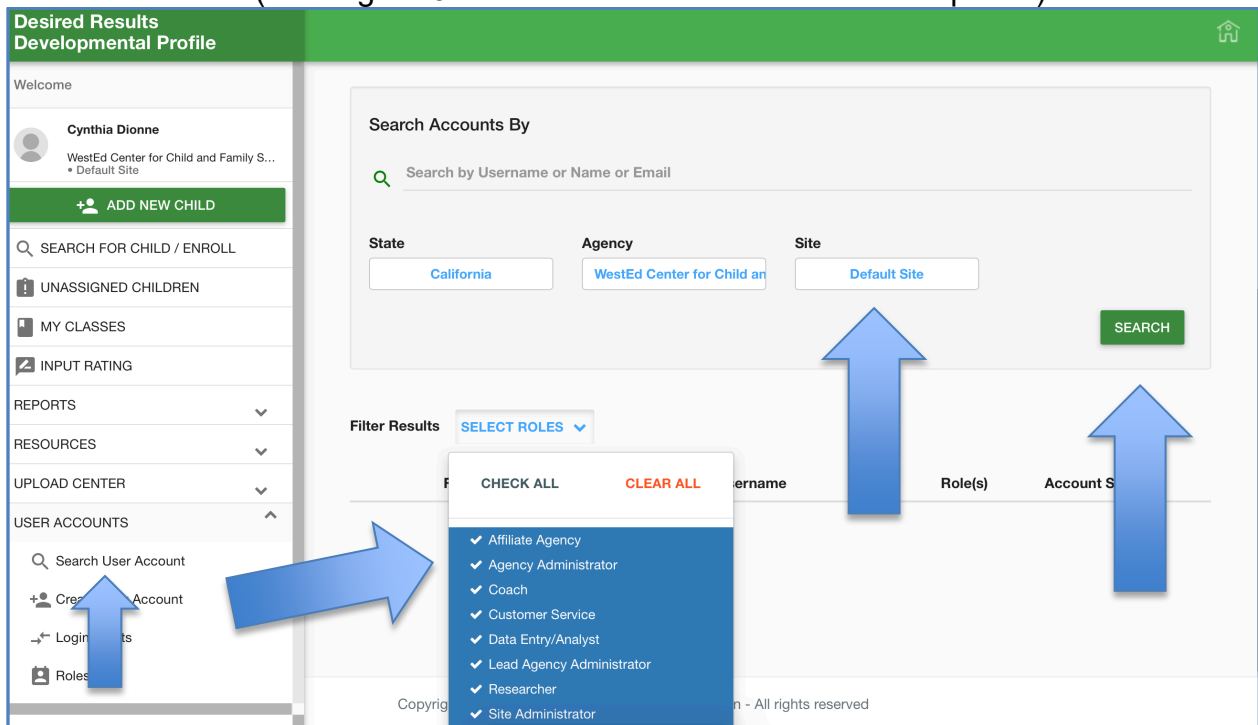


Figure 3. Search Users

After the system has searched, scroll down and select the pencil icon to the right of the person's name you wish to view (See Figure 4). Next, scroll to the bottom of the box that displays (See Figure 5). In the **Sites** section, choose the site or sites that you wish to move that teacher to and select the green save button at the bottom. To edit the user's role, scroll to the top of this box and choose the tab **Roles**. In the following box, check off all roles you wish this user to have. Select the green save button at the bottom (See Figure 6).

**Desired Results Developmental Profile**

Welcome

Cynthia Dionne  
WestEd Center for Child and Family S...  
• Default Site

+ ADD NEW CHILD

Q SEARCH FOR CHILD / ENROLL

UNASSIGNED CHILDREN

MY CLASSES

INPUT RATING

REPORTS

RESOURCES

UPLOAD CENTER

USER ACCOUNTS

Q Search User Account

+ Create User Account

Login Audits

Roles

**Search/Edit Accounts**

Search Accounts By

Q Search by Username or Name or Email

State: California Agency: WestEd Center for Child and Family S... Site: Default Site

SEARCH

Filter Results: SELECT ROLES

First Name	Last Name	Username	Email	Role(s)
Brittany	Tanner	btanner@gmail.com	btanner@gmail.com	Teacher Teacher
Cynthia	Dionne	cdionne@wested.org	cdionne@wested.org	Custom Teacher Teacher

Figure 4. Edit Option

**Desired Results Developmental Profile**

Welcome

Cynthia Dionne  
WestEd Center for Child and Family S...  
• Default Site

+ ADD NEW CHILD

Q SEARCH FOR CHILD / ENROLL

UNASSIGNED CHILDREN

MY CLASSES

INPUT RATING

REPORTS

RESOURCES

UPLOAD CENTER

USER ACCOUNTS

Q Search User Account

+ Create User Account

Login Audits

Roles

**Search/Edit Accounts**

Search Accounts By

Q Search by Username or Name or Email

State: California Agency: WestEd Center for Child and Family S... Site: Default Site

SEARCH

Filter Results: SELECT ROLES

Person's First Name \* Cynthia M.I. M.I. Person's Last Name \* Dionne Suffix - Suffix -

Work Title teacher

Work Email \* i Email \* cdionne@wested.org ✓

State California

Agency WestEd Center for Child and Family S...

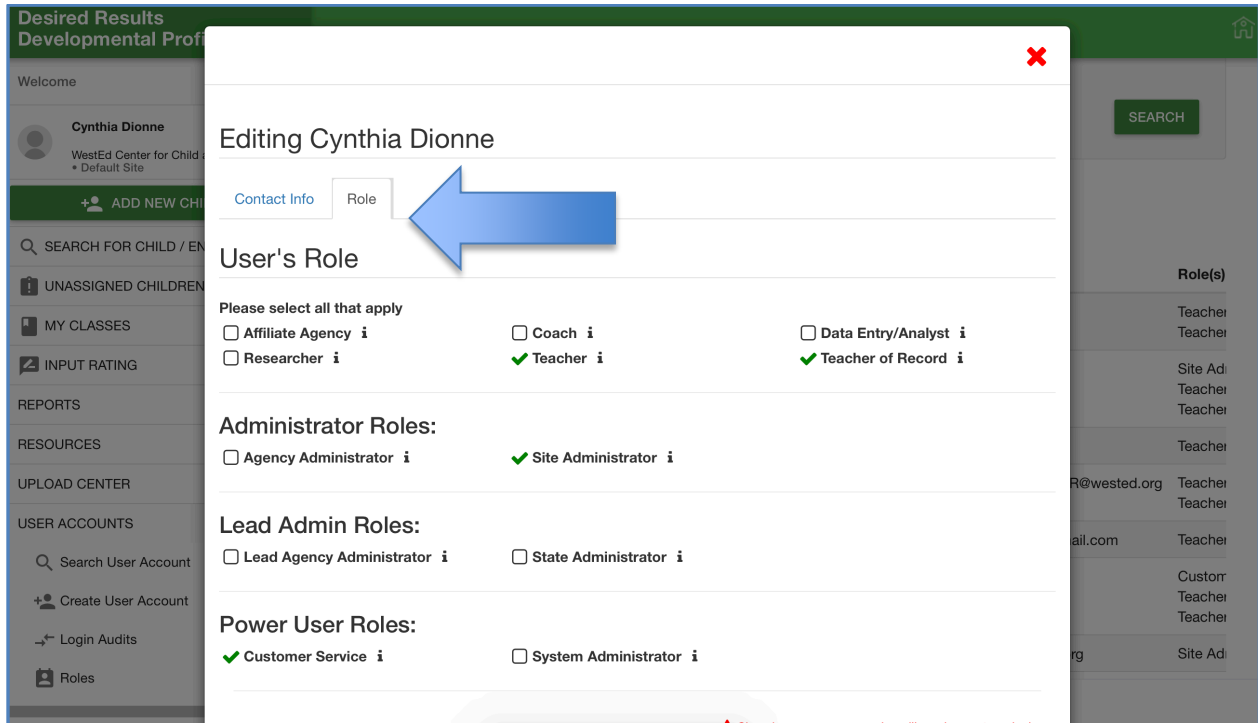
Site Default Site

Undo Changes Save Changes

Figure 5. Choose Site

Additional users may be added by selecting **User Account** at the middle left section of the navigation menu, followed by **Create User Accounts** from the drop-down menu (See Figure 2). Once a user is created, select the blue pencil icon at the left of the user's name to assign the role for that account. Then, select the second tab in the pop-up box, **Role** (See Figure 6).

Working with the [User Upload Template](#) may be more efficient for creating multiple users within the system. Once filled in, this template can be uploaded to the **Upload Center** on the left. When filling in the information on the template, you will want to ensure that the agency and site name match exactly what is listed in DRDP Online. The personnel ID may be left blank. And finally, ensure that the new user's role is typed in exactly as it is listed on the [DRDP Online Roles and Permissions](#) chart, which is also available on the Desired Results website just below where the user upload template is found. You can also find the list of permissions and roles under the resource tab.



*Figure 6. Select Role*

## Adding Sites

To search the sites that are in DRDP Online, select **Add/Edit** in the navigation menu. In the drop-down menu, choose **Sites**. On the following page, select the green search button (See Figure 7) for a list of current sites. To enter additional sites into the system, go to the navigation menu (left side of the screen) and select **Add/Edit**, then **Sites**. Select the **Add New Site** button on the upper right-hand side to input the site information and add the site (See Figure 7). Only Agency Administrators and Agency

Lead Administrators can move staff from one site to another (and Site Administrators if they are associated with those sites).

The screenshot displays the 'Sites' management interface in DRDP Online. At the top, a green banner features the 'Desired Results Developmental Profile ONLINE' logo. Below this, the 'Sites' section includes an 'ADD NEW SITE' button. A search form titled 'Search Site By' contains several input fields: 'Site Name', 'CDS Code', 'Type' (a dropdown menu), 'State' (a dropdown menu with 'California' selected), 'Agency' (a dropdown menu with 'WestEd Test 22' selected), and 'Site' (a dropdown menu with 'Delta Demo' selected). At the bottom right of the search form are 'SEARCH' and 'CLEAR FIELDS' buttons. A blue arrow points to the 'Agency' field, and another blue arrow points to the 'SEARCH' button.

Figure 7. Searching Site

## 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.