

# DRDP Online Tip Sheet

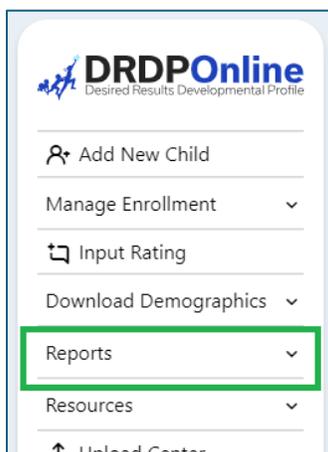
## Generating Child Progress Reports in DRDP Online

The Child Progress Report displays a child's progress over time using scale scores by domain. Ratings are grouped by domain and span two rating periods in the same year within a single age group.

### 1. The Child Progress Report

#### 1.1. Viewing the Child Progress Report

1. To start, log into DRDPOnline.org with your username and password.
2. On the menu bar to the left, select **Reports**. (See *Figure 1.1-1*)



**Figure 1.1-1: Reports**

3. In the dropdown menu, select **Child Progress Report**. (See *Figure 1.1-2 below*.)



**Figure 1.1-2: Child Progress Report**

- Next, select Rating Period, Site, Classroom, and Age Group. (State and Agency will auto-populate.)

The red asterisk indicates which fields of information are required.

- To show the report, select **Show Report**. To download the report, select **Download Report** and choose the PDF option (*Figure 1.1-3*).

**Child Progress Report**

Select a rating period and classroom to generate a report for all the children in the classroom. The report will include scaled scores for these children in all rating periods in the current year.

**State \*** California | **Agency \*** DEMO Fundamental | **Rating Period \*** Fall 2023 | **Site \*** Fun Site | **Classroom \*** Rascals

**Age Group \*** Preschool

Show Report | Download Report | Clear

Figure 1.1-3: Show Report and Download Report

## 1.2. Domains and Developmental Levels

- The first color-coded bar shows the developmental level labels from Responding Earlier (left) to Integrating Earlier (right) (*Figure 1.2-1*).

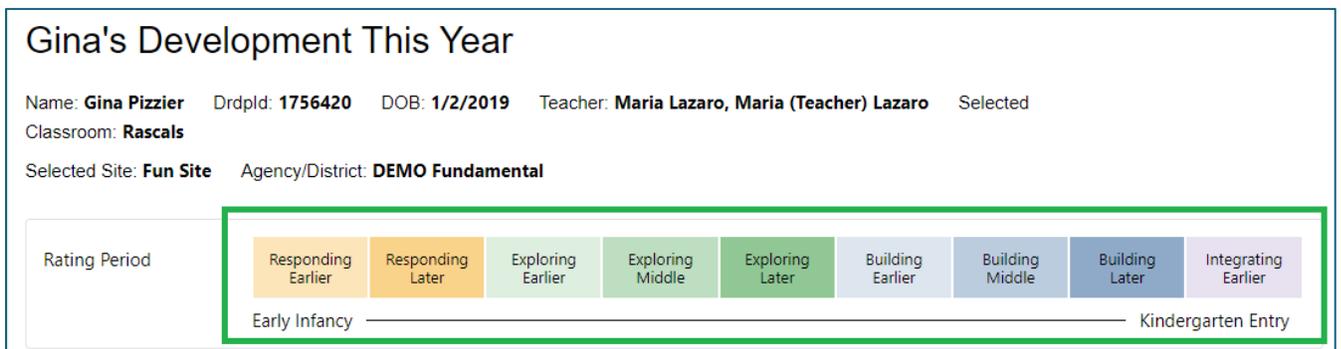


Figure 1.2-1: Developmental Levels

- Under the rating bar, the domains are listed. The black vertical line in each rating period shows the rating level (*Figure 1.2-2*).

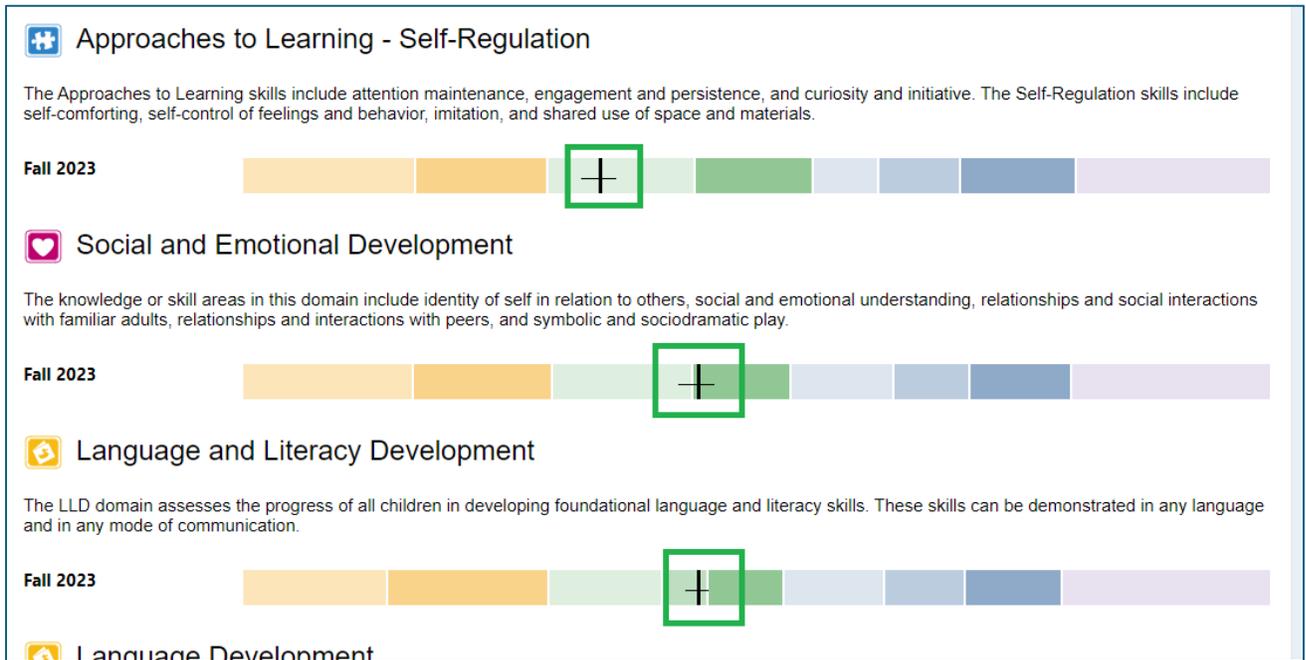


Figure 1.2-2: Rating Levels

- When choosing **Download Report**, select which children’s reports to download using the checkboxes next to the children’s names (Figure 1.2-3 below).

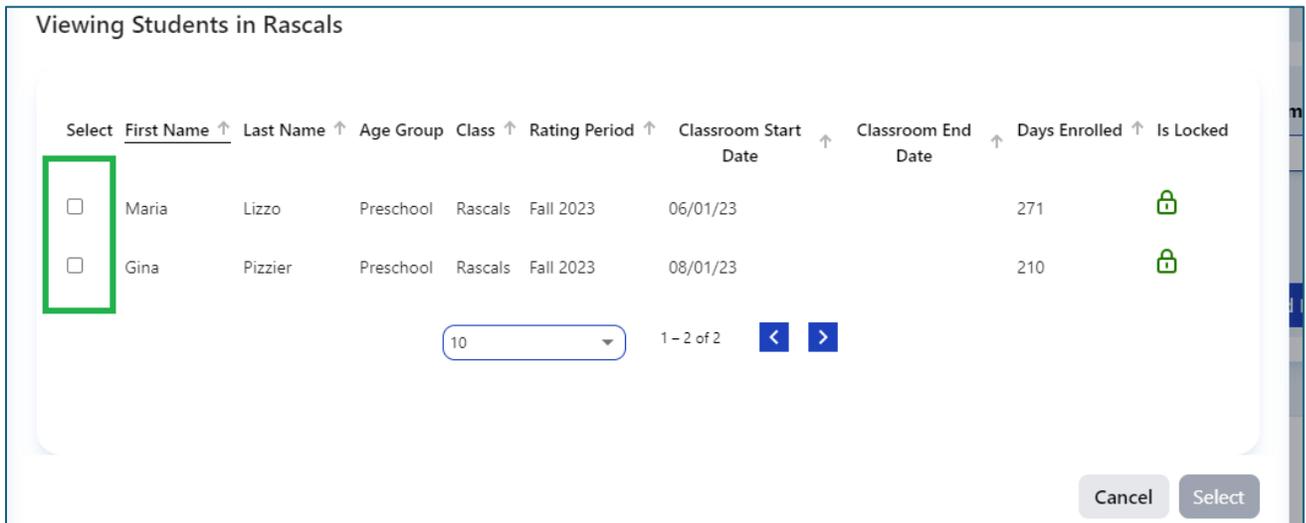


Figure 1.2-3: Viewing Students to Download Window

- After selecting the child or children you would like to have reports for, choose the blue **Select** button at the bottom right of the list of children (Figure 1.2-4 below).

## Generating Child Progress Reports in DRDP Online, v1

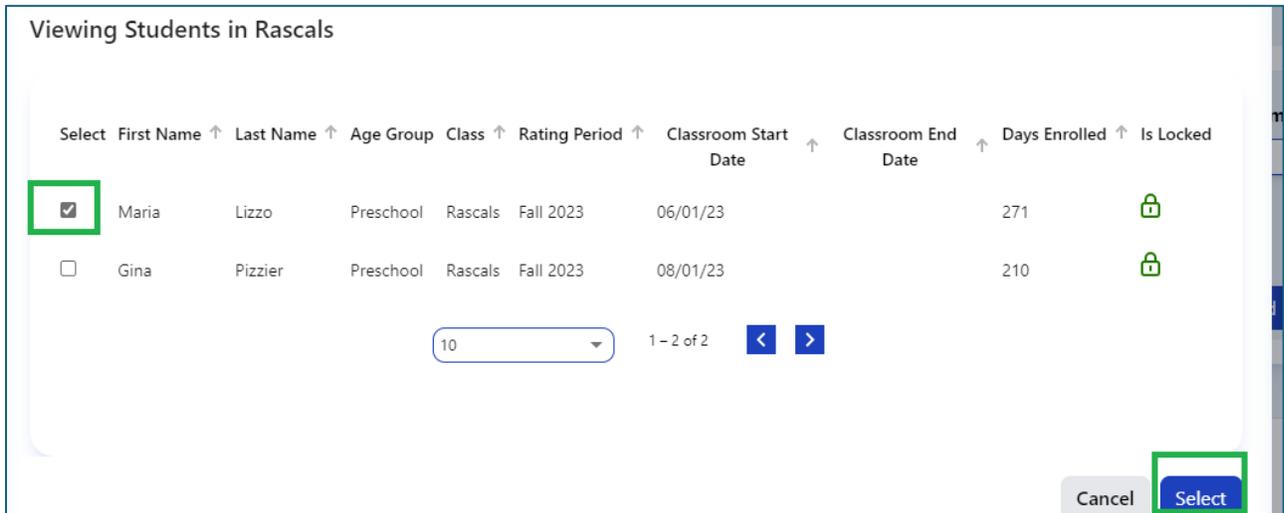


Figure 1.2-4: Select Child Checkbox and Select Button

The Child Progress Report can be pulled for any or all children in the classroom.  
Reports can be pulled in English or Spanish.

## 2. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email [DRDPOne@wested.org](mailto:DRDPOne@wested.org).
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the [Desired Results for Children and Families/DRDP Online Resources webpage](#).
- Register for a one-hour [DRDP Online webinar](#) and earn professional development hours.
- Sign up for the [DRDP Online Update](#) weekly email bulletin.
- Subscribe to the [WestEd DRDP Resources](#) YouTube channel.