

# DRDP Online Tip Sheet



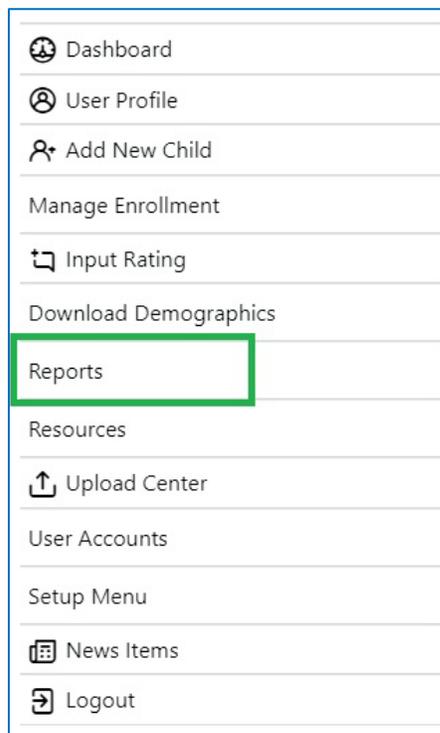
## Generating Class Planning Reports in DRDP Online 2023

This Class Planning Report allows users to see an overview of the scaled scores for all the children in a given classroom for a given rating period.

### 1. The Class Planning Report

#### 1.1. Viewing the Class Planning 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: DRDP Navigation Menu**

3. In the dropdown menu, select **Class Planning Report**. (See *Figure 1.1-2*.)

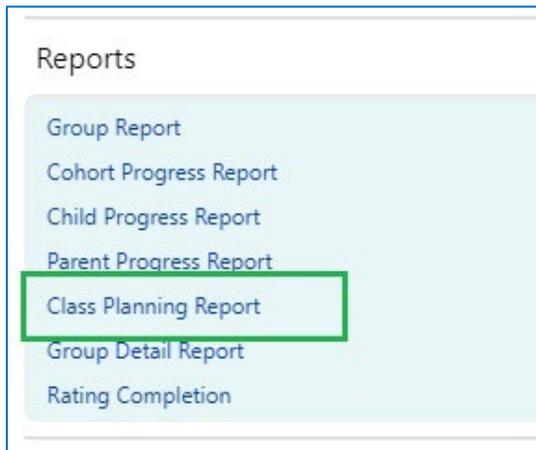


Figure 1.1-2: DRDP Reports Submenu

4. At the top of the page are several filters that require information.  
**Note:** The red asterisk indicates which fields of information are required.
5. The **State** and **Agency** fields will automatically populate.
6. Select the Rating Period, Site, Classroom, and Age Group (See Figure 1.1-3).

A screenshot of the 'Report Filters' section in a web application. It features several dropdown menus and radio buttons. The 'State' dropdown is set to 'California' and has a red asterisk. The 'Agency' dropdown is set to 'WestEdTest 3-Comprehensive' and also has a red asterisk. Below these are four more dropdown menus: 'Rating Period' (set to 'Select Rating Period'), 'Site' (set to 'Select Site'), 'Classroom' (set to 'No Classrooms available'), and 'Age Group' (set to 'Select Age Group'). The 'Rating Period', 'Site', and 'Age Group' dropdowns are highlighted with green boxes. At the bottom, there are radio buttons for 'Additional Filters' with 'None' selected. To the right are three buttons: 'Show Report', 'Download Report', and 'Clear'.

Figure 1.1-3: Report Filters

A Class Planning Report is only for one class at a time.

7. For Additional Filters, select None.
8. To show the report, select **Show Report**. To download the report, select **Download Report** and choose the PDF option. (See Figure 1.1-4 below.)

Figure 1.1-4: Report Completion

## 1.2. Domains and Developmental Levels

The top of the report shows the number of children represented. In addition to the classroom name, the agency's name and the teacher (s) associated with that classroom are also shown.

The color bar at the top of the page is a color code. Each color is labeled and represents a different developmental level. Under each developmental domain, you will see the rating period and the number of children who scored in that domain.

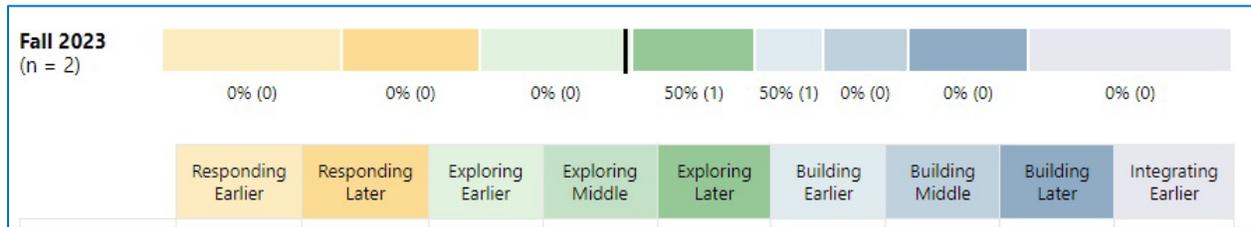


Figure 1.2-1. Class Planning Report Legend

The Class Planning Report provides a combination of information:

- Domain level information – such as the median classroom score for that domain.
- Measure level information – where each child scored within that domain.

A black vertical line represents the median for the group. The left column contains all the measures within the given domain. Children’s names are placed according to how the teacher rated that measure for the child.

The report also allows teachers to individualize instruction based on the data and perhaps provide the family with specific strategies to use at home to address particular skills.

The option to download the report as a PDF is available at the top of the page. When printing your report, you can include any or all children in the class.

## 2. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email [DRDPOnline@wested.org](mailto:DRDPOnline@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.