



DRDP Online Tip Sheet

Generating Cohort Progress Reports in DRDP Online 2023

The Cohort Progress Report provides domain scale scores for a selected cohort of children. This report lets you choose certain filters, such as a program type.

The report shows all domain-scaled scores for the specific scores within the current year-to-date.

1. The Cohort Report

1.1. Viewing the Cohort Report

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

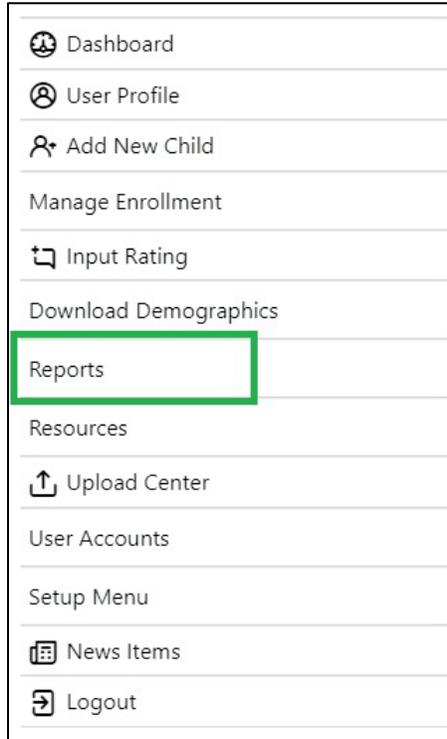


Figure 1.1-1: DRDP Navigation Menu

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



Figure 1.1-2: DRDP Reports Submenu

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

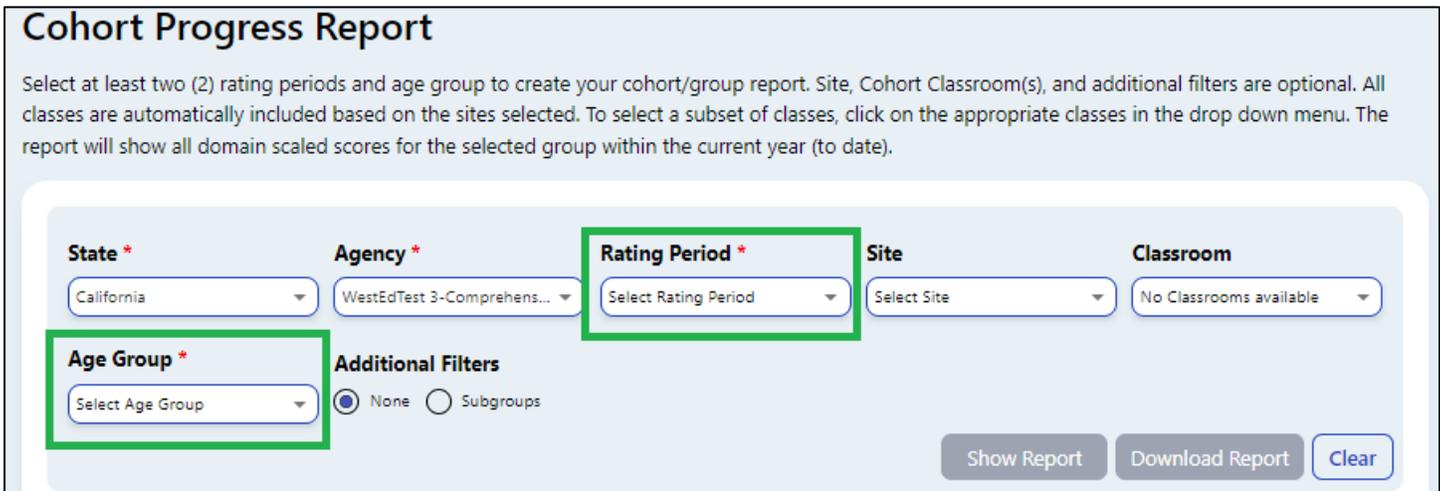
A screenshot of the "Cohort Progress Report" filter section. The title "Cohort Progress Report" is at the top. Below it is a paragraph of instructions: "Select at least two (2) rating periods and age group to create your cohort/group report. Site, Cohort Classroom(s), and additional filters are optional. All classes are automatically included based on the sites selected. To select a subset of classes, click on the appropriate classes in the drop down menu. The report will show all domain scaled scores for the selected group within the current year (to date)." Below the instructions are several filter fields: "State *" (California), "Agency *" (WestEdTest 3-Comprehens...), "Rating Period *" (Select Rating Period), "Site" (Select Site), "Classroom" (No Classrooms available), "Age Group *" (Select Age Group), and "Additional Filters" (None selected, Subgroups unselected). At the bottom right are three buttons: "Show Report", "Download Report", and "Clear". The "Rating Period" and "Age Group" fields are highlighted with green rectangular borders.

Figure 1.1-3: Report Filters

Select at least two rating periods. The Cohort Progress Report aims to compare the results of two or more rating periods in relation to each other.

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 (Figure 1.1-4 below).

Figure 1.1-4: Show Report or Download Report Buttons

1.2. Domains and Developmental Levels

Only children with completed ratings will show up in specific domains.

1. The first color-coded bar labels the developmental levels (*Figure 1.2 below*).

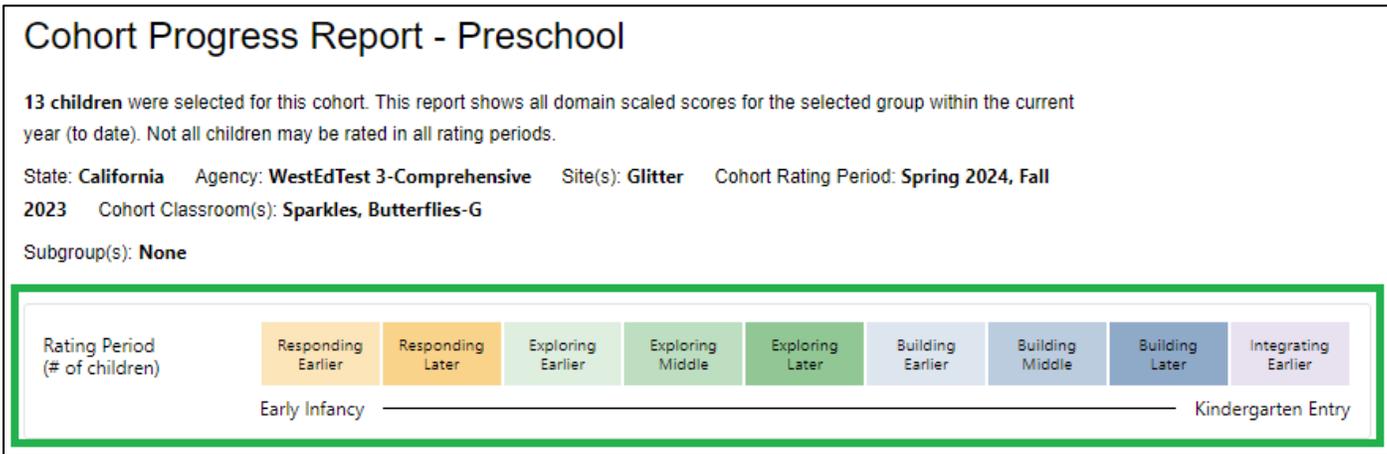


Figure 1.2: Developmental Domains Rating Bar

2. The domains are listed under the rating bar. The black vertical line shows the median score for the group in that domain (*Figure 1.2-2*).

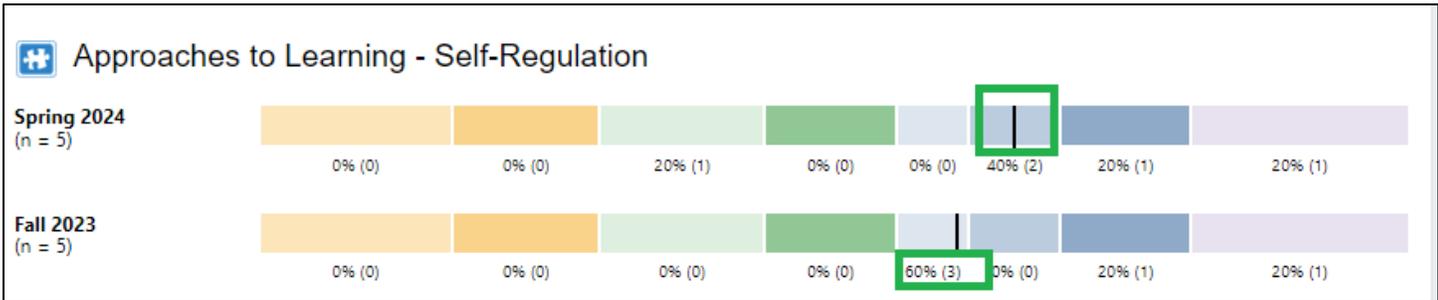


Figure 1.2-2: Median Score (Black Line) and Percentage and Number of Children Rated at a Developmental Level

The black line shows the median score for the group.

3. Under the color bar, there is a number and a percentage representing the percentage and number of children rated within that developmental level (*Figure 1.2-2 above*).
4. The “n” on the far left indicates the number of children in the domain rating (*Figure 1.2-3*).

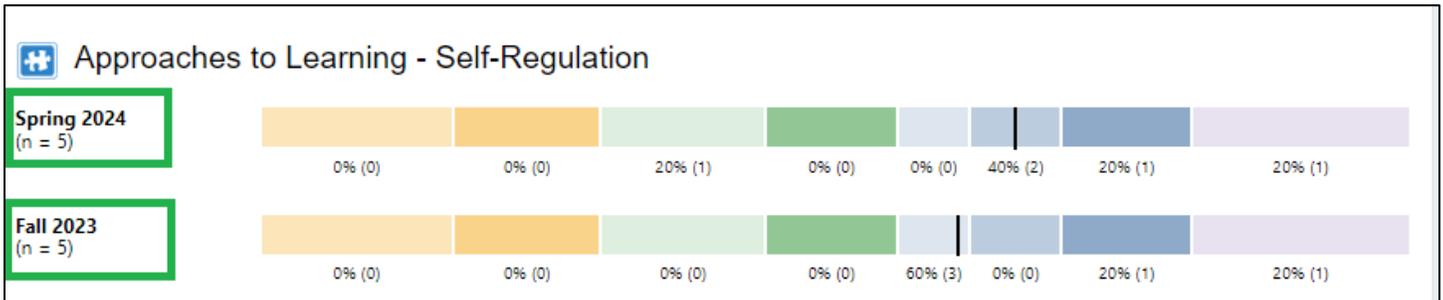


Figure 1.2-3: Number of Children in the Domain Rating for Two Rating Periods

5. For the different rating levels, the percentages and corresponding “n” numbers show the number of children rated in each area for both rating periods.

This report's unique ability is to show the results of two or more rating periods side-by-side and their relationship.

The English Language Development domain's developmental levels differ from the other domains.

1.3. Additional Filters

1. Go to **Additional Filters** and select **Subgroups**. This allows you to customize the group or groups you want to see in the report (*Figure 1.2-4 below*).

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The screenshot shows the DRDP Online 2023 filter interface. It includes dropdown menus for State, Agency, Rating Period, Site, and Classroom. Below these are Age Group and Additional Filters. The Additional Filters section has radio buttons for 'None' and 'Subgroups', with 'Subgroups' selected and highlighted by a green box. A larger green box highlights the bottom section of filters, including DOB Start/End Dates, Gender, Hispanic or Latino, Race, Free or Reduced Meals, IEP Status, Program Type, Child's Home Language, and Language other than English spoken at home. At the bottom right are buttons for 'Show Report', 'Download Report', and 'Clear'.

Figure 1.2-4: Additional Filters and Subgroups

2. Choose the subgroups and then select **Show Report**. Now, the report indicates the subgroup selected.
3. Select **Download Report** to generate a PDF file to open, print, or save.

2. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email 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.