

# DRDP Online Tip Sheet

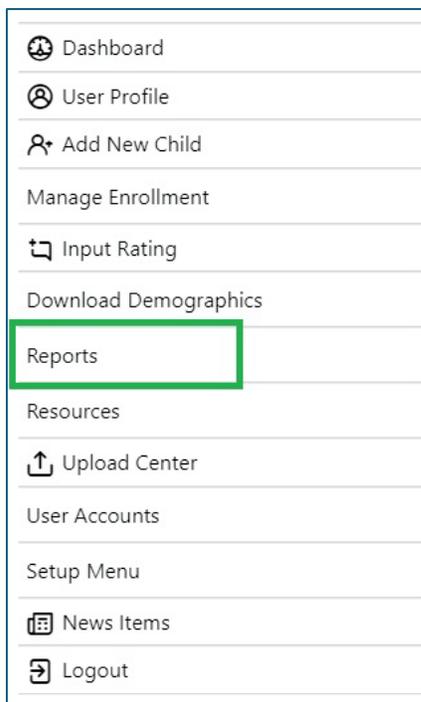
## Generating Group Detail Reports in DRDP Online

The Group Detail Report shows all domain-scaled scores for the selected group within the current year. The group may be all of the children, or it can be filtered using certain demographic criteria.

### 1. The Group Detail Report

#### 1.1. Viewing the Group Detail 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.*)



**Figure 1.1 DRDP Navigation Menu.**

3. In the dropdown menu, select **Group Detail 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 field of information is required.
5. The **State** and **Agency** fields will automatically populate.
6. Select Rating Periods, Site, Classroom, and Age Group. (See *Figure 1.1-3.*)

The image shows the 'Report Filters' form with the following fields and options:

- State \***: California
- Agency \***: WestEdTest 3-Comprehensive
- Rating Period \***: Select Rating Period
- Site**: Select Site
- Classroom**: No Classrooms available
- Age Group \***: Select Age Group
- Additional Filters**:  None  Subgroups
- Buttons: Show Report, Download Report, Clear

**Figure 1.1-3 Report Filters**

**Note:** The Group Detail defaults to including all classrooms on the site. To select a specific classroom(s), use the **Classroom** dropdown.

7. Under **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.*)

Figure 1.1-4: Report Completion

Only children with ratings completed in specific domains will be part of the results.

### 1.2. Domains and Developmental Levels

The report will chart domain and developmental levels via two color bars depending on which skills are being assessed.

The first color bar shows the rating level labels, starting with Responding Earlier (left) and finishing with Integrating Earlier (right). Underneath this bar are the domains. (See Figure 1.2.).



Figure 1.2: Group Report Legend

The “n” on the far left indicates the number of children in the domain rating. A black vertical bar shows the median score for the group within each domain. Under the color-coded section of the bar, a percentage number indicates the number of children that rated within that developmental level. (See Figure 1.2-2.)

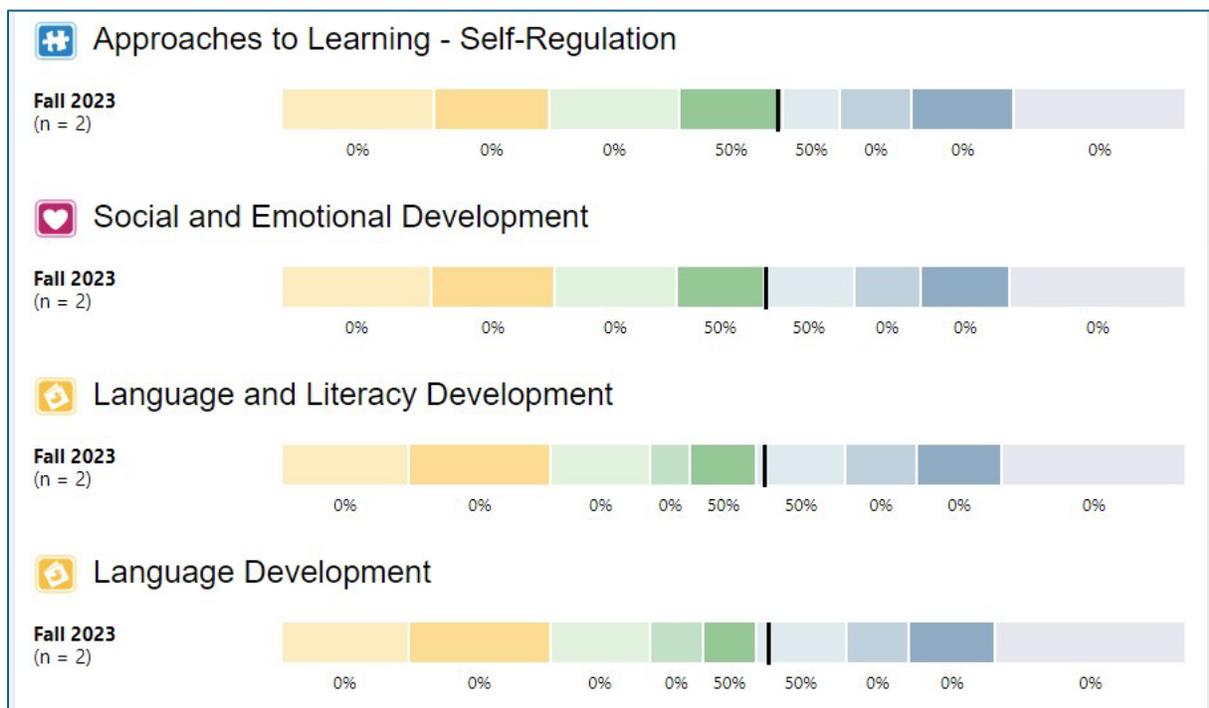


Figure 1.2-2: DRDP Group Report Example

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. (See Figure 1.3.)

**Additional Filters**

Non  Subgroups

**DOB Start Date**  **DOB End Date**

**Gender**  **Hispanic or Latino**

**Race**  **Free or Reduced Meals**

**IEP Status**  **Program Type (based on Age Group)**

**Child's Home Language**  **Language other than English spoken at home**

Figure 1.3: Subgroup Filters

**Note:** You can select by such items as Gender, Race, Free or Reduced Meals, IEP Status, Program Type, and Child’s home language.

2. Choose the subgroups and then select **Show Report**. The report now indicates the subgroup selected. (See *Figure 1.3-2*.)

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**Additional Filters**

None  Subgroups

**DOB Start Date**  **DOB End Date**

**Gender**  **Hispanic or Latino**

**Race**  **Free or Reduced Meals**

**IEP Status**  **Program Type (based on Age Group)**

**Child's Home Language**  **Language other than English spoken at home**

**Figure 1.3-2: Create Report With Subgroup Filters**

3. Select **Download Report** to generate a PDF file to open, print, or save. (See *Figure 1.3-2 above*.)

## 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.