

# DRDP Online Tip Sheet

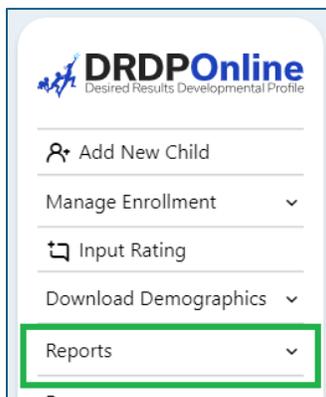
## Generating Parent Progress Reports in DRDP Online

The Parent Progress Report is a summary report for parent conferences to show a child's progress over time. It includes graphics and descriptors to help parents understand the child's rating and additional descriptive information about their progress.

### 1. The Parent Progress Report

#### 1.1. Viewing the Parent 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 **Parent Progress Report**. (See *Figure 1.1-2*.)



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

## Generating Parent Progress Reports in DRDP Online

- 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.

- The **State** and **Agency** fields will automatically populate.
- To show the report, select **Show Report**. To download the report, select **Download Report** and choose the PDF option (*Figure 1.1-3*).

**Parent 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. Showing the Report

The onscreen report will show all the children for the class and age group selected; however, only those with locked ratings will appear. The child's name, classroom, and assigned teacher are at the top of the report (*Figure 1.1-4*).

2 children were selected in the Fall 2023 Rascals classroom. Not all children may be rated in all rating periods.

### Gina's Developmental Progress

Name: **Gina Pizzier** | Drdpld: 1756420 | Assessment Date: 8/1/2023 | Class: **Rascals** | Teacher: **Maria Lazaro, Maria (Teacher) Lazaro**

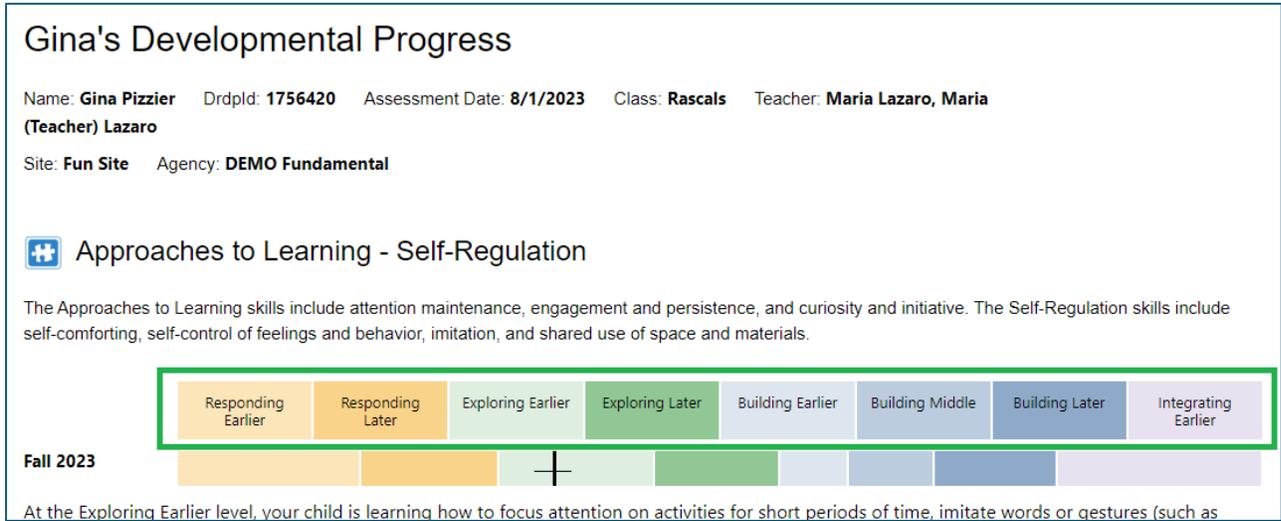
Site: Fun Site | Agency: DEMO Fundamental

**Figure 1.1-4: Onscreen Report**

### 1.3. Domains and Developmental Levels

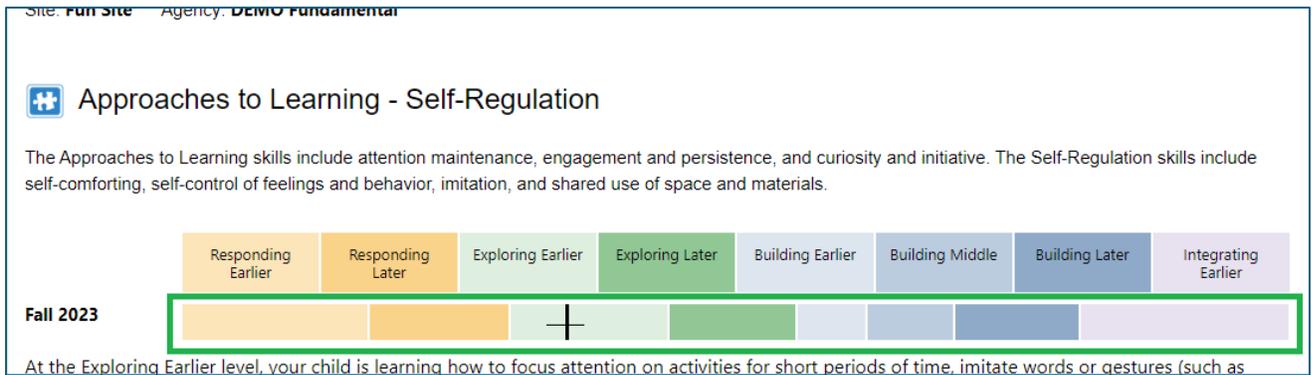
The report will chart domain and developmental levels via two color bars depending on which skills are being assessed.

The first color bar indicates developmental levels by color code (*Figure 1.2-1*).



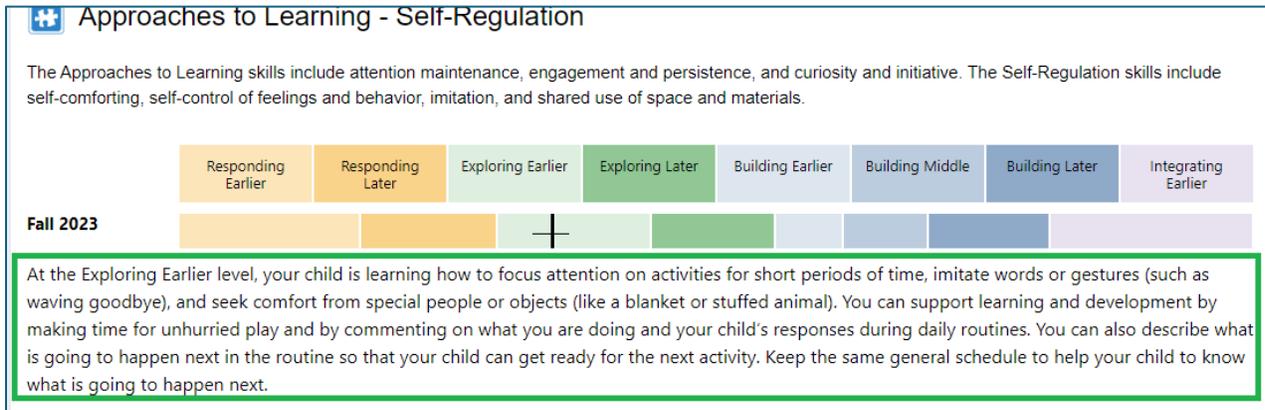
**Figure 1.2-1: Developmental Levels by Color Code**

The second color bar provides the child’s overall domain rating for a specific domain, as indicated by a black vertical line (*Figure 1.2-2*).



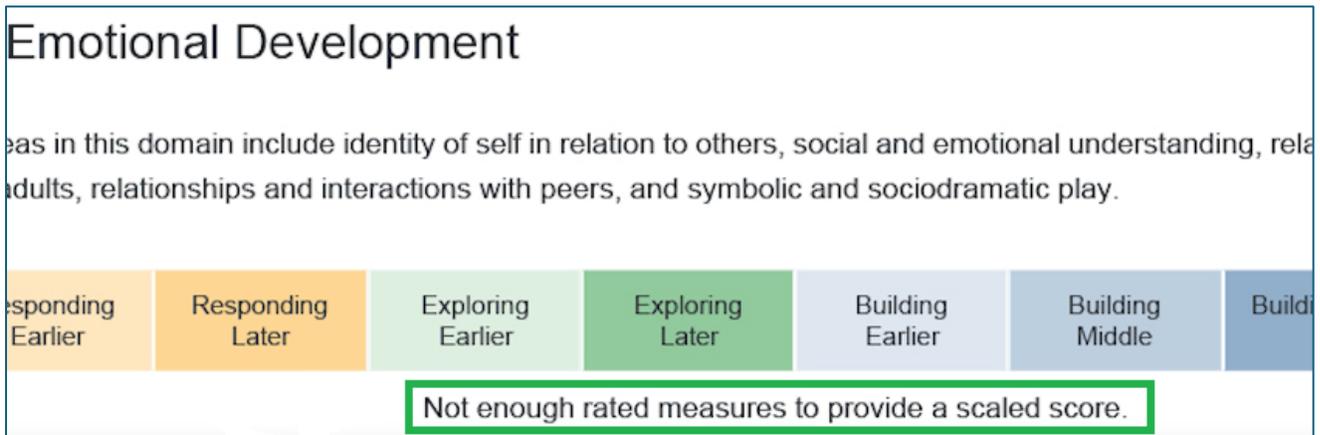
**Figure 1.2-2: Child’s Overall Domain Rating for a Specific Domain**

Below the color bars is a statement explaining what type of skills children are exhibiting and strategies for families to try at home to support their child’s growth and development (*Figure 1.2-3 below*).



**Figure 1.2-3: Explanation of Skills and Strategies to Support Child**

The Parent Progress report repeats this information for all domains with sufficient ratings. If a domain does not have sufficient developmental level ratings, the report will display this message: "Not enough rated measures to provide a scaled score" (Figure 1.2-4).



**Figure 1.2-4: Not Enough Rated Measures to Provide a Scaled Score**

At the top of the page is also the option to download a report as a PDF. Once selected, you'll see a list of children for whom reports are available. You can download reports for one or multiple children by checking the boxes to the left of their names (Figure 1.2-5 below).

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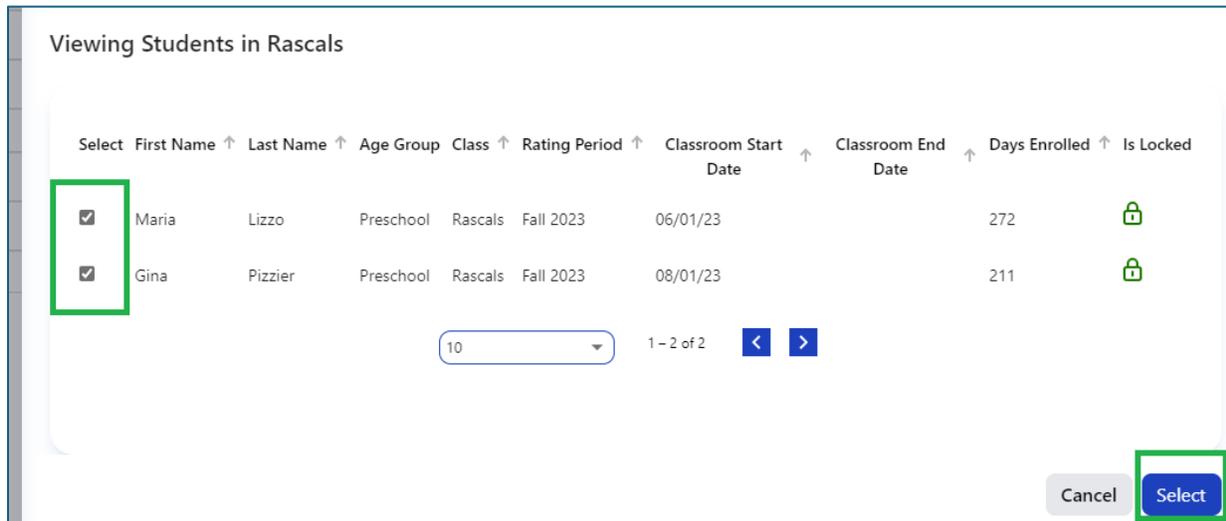


Figure 1.2-5: Option to Download a Report as a PDF

## 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.