



July 2019 - Quick Guide to Getting Started DRDP Online

□ **Lead Agency Administrator**

- Select the assessment view.
 - Select one view for each age level.
 - Once the view is selected, it cannot be changed for a year.
- Review users who are administrators to ensure administrators who have left are inactive and new users are uploaded with correct roles

□ **Administrators**

- Add new users to your system.
- Check that all users are in the system with the appropriate permissions.
 - Become familiar with the roles and permissions chart. Teachers and teachers of record have limited permissions.
 - Assign users to appropriate sites and classes, so that they have access to the children in those sites and classes
- Create classrooms for the current rating period. Be specific in naming the classrooms.
 - Classrooms are created for every new rating period.
 - Name the classroom using a unique name to the agency.
- Add children to the system and enroll in classes.
 - Children can be reenrolled from previous rating periods or new children can be added (either manually or by using the upload template).
 - Children who are returning to your program for the current rating period can be reenrolled manually by using the manage enrollment function or by upload template.
 - New children can be added manually using add new child feature or by upload template.