

Step 2: On the Input Ratings screen, select the **rating period**, **class**, and **age group/instrument** view for which you'd like to lock ratings. Select **Search**.

Input Ratings			
Rating Period Fall 2018	Class 18 Strawberries	Age Group / Instrument Preschool	- SEARCH

Step 3:

Q SEARCH FOR CHILD / ENROLL

MY CLASSES

Review ratings for each child. If a rating is incorrect and the record is already locked, contact your administrator to unlock the child.

First Name Last Name	Child ID	Developmental Domains					Rating Completion	Taashar	Site	Status	
	Last Name	Child ID	ATL-REG	SED	LLD	COG	PD-HLTH	/Locking Status	reacher	Site	Status
Elijah	Wall	603299	<u>5/5</u>	<u>5/5</u>	<u>5/5</u>	<u>6/6</u>	<u>8/8</u>	29/29 (100.00%) 🗬	Teacher Apples	DEMO C Site 1	1
Kailee	Ball	603300	<u>5/5</u>	<u>5/5</u>	<u>5/5</u>	<u>6/6</u>	<u>8/8</u>	29/29 (100.00%) 🔒	Teacher Apples	DEMO C Site 1	1
Joram	Call	603301	<u>5/5</u>	<u>5/5</u>	<u>5/5</u>	<u>4/6</u>	<u>4/8</u>	23/29 (79.31%) 🛛 🔒	Teacher Apples	DEMO C Site 1	1

Once all ratings for an individual child are complete, select SAVE.

Enter DRDP Ratings										
Child: Romance Barkins District/Agency: WestEd Center for Child and Family Studies Class: 18 Strawberries School or Site: Default Site Teacher Age Group Instrument: Preschool										
				🖺 SAVE	🖺 SAVE & NI	EXT >	NEXT >	LAST >		
Measure	H Approaches to LearningSelf- Regulation-(ATL-REG)	Not yet	Responding		Explori		ng		Building	
			Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later
ATL-REG 1	Attention Maintenance*		0	0	0		\odot	0		
ATL-REG 2	Self-Comforting*		0	0	0		0	\odot		
ATL DEC 2	Imitation*		0	0	0		0	Ø		

After saving ratings, select the **LOCK** button to lock the individual record. If you are locking records that were saved previously, select SAVE again before you lock.

After selecting the **LOCK** button, a window will pop up asking if the current date is the date of assessment. Select **YES** if the current date REFLECTS THE DATA THE STUDENTS WAS ASSESSED IN Fall 2018, or **NO** to generate a calendar where you can select the assessment date. Reminder: Select the date of assessment for the child from Fall of 2018.