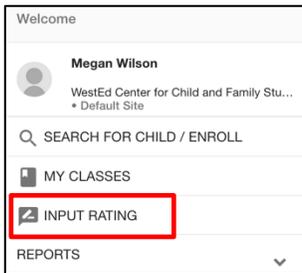


How to Review, Enter, and Save DRDP Ratings



Instructions: Locking Ratings in DRDP Online

Step 1: Log in at <https://www.drdponline.org>. From the menu on the left, select **Input Rating**:



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**.

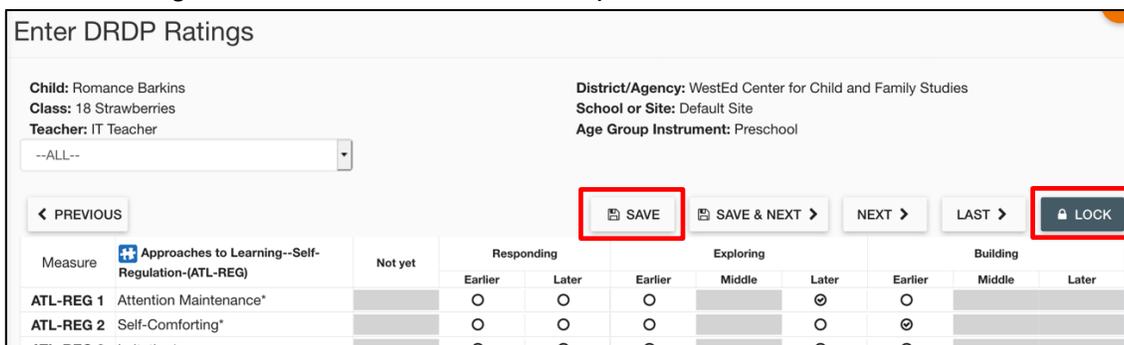


Step 3:

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 / Locking Status	Teacher	Site	Status
			ATL-REG	SED	LLD	COG	PD-HLTH				
Elijah	Wall	603299	5/5	5/5	5/5	8/8	8/8	29/29 (100.00%)	Teacher Apples	DEMO C Site 1	
Kailee	Ball	603300	5/5	5/5	5/5	8/8	8/8	29/29 (100.00%)	Teacher Apples	DEMO C Site 1	
Joram	Call	603301	5/5	5/5	5/5	4/8	4/8	23/29 (79.31%)	Teacher Apples	DEMO C Site 1	

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



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.