

DRDP Online Tip Sheet



Adding Classes in DRDP Online

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1. Administrator Role

Only users with administrator roles, including Agency Administrator and Site Administrator (see below), can add classes (classrooms). Please check the DRDP Roles and Permissions document for additional administrator roles.

1.1. Agency Administrator

An Agency Administrator may access information for teachers and the children under the care of each teacher at each site within the agency they are assigned to. For more details, view [DRDP Roles and Permissions](#).

1.2. Site Administrator

An account assigned the role of **Site Administrator** has access to information about teachers at a site and also has access to DRDP records for the children under the care of all the teachers at that site. A site administrator may be assigned to multiple sites. For more details, view [DRDP Roles and Permissions](#).

Figure 2.1: DRDP Online Login Screen

2. Adding Classrooms

1. Select the **Setup Menu** tab to expand the menu, then select **Classroom**. To create a new class, select the blue tab on the top right, **Add New Classroom** (*Figure 2.1*).

Figure 2.1: Add New Classroom

2. Enter the name of the classroom and site, then select **Save** (see *Figure 2.2 below*).

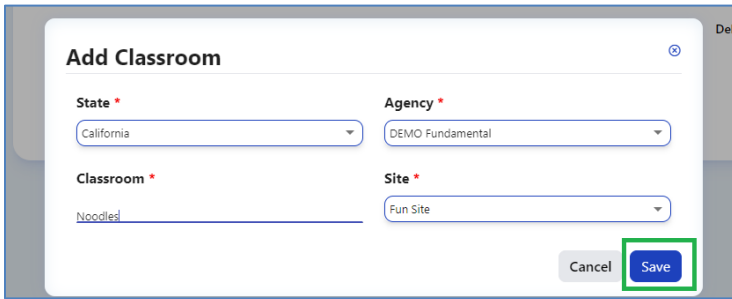


Figure 2.2: Add Classroom and Save

If your class name already exists from a prior year or rating period and it is not changing, skip steps 1 and 2 and go to step 5, **Teacher Assignments and Rating Periods**.

3. A success message will appear Once the classroom is saved, stating, “Your classroom name has been saved. Please go to **Teacher Assignments and Rating Periods** in the Setup Menu to finish creating your classroom.”
4. Select **OK**.
5. Select **Teacher Assignments and Rating Periods** (see *Figure 2.3 below*) to complete the classroom creation.

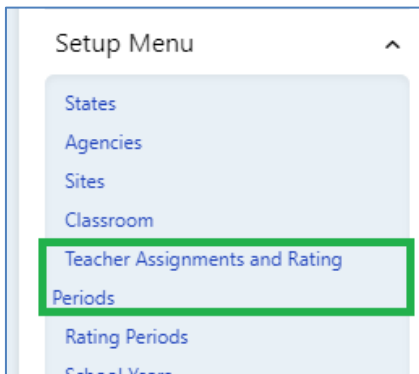


Figure 2.3: Setup Menu/Teacher Assignments and Rating Periods

6. Select the blue tab on the top right, **+Add Teacher Assignments and Rating Periods** (*Figure 2.4*).

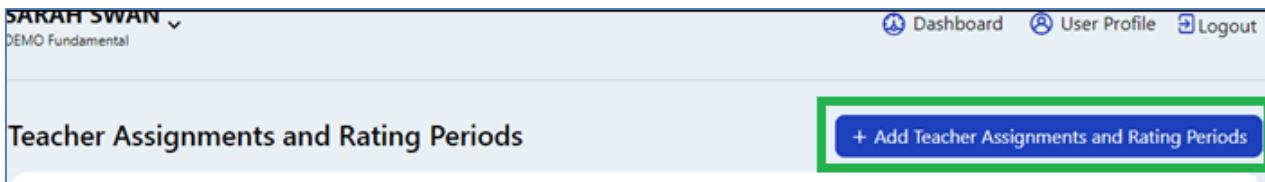


Figure 2.4: + Add Teacher Assignments and Rating Periods Button

7. In the next window, select the classroom name created in step 1 from the dropdown box. Continue to complete the rest of the required fields, including **Teacher of Record**, **Rating Period**, and **Teacher(s)**. Under the Teacher dropdown box, assign all classroom teachers. Select **Save** (Figure 2.5).

The screenshot shows a window titled "Add Teacher Assignments and Rating Periods". It contains the following fields:

- State ***: California
- Agency ***: DEMO Fundamental
- Classroom ***: Rascals
- Teacher of Record ***: Berry Straw - Teacher of Record
- Rating Period ***: Fall 2023
- Teacher**: Select Teacher

At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a green border.

Figure 2.5: Add Teacher Assignments and Rating Periods Window

Classroom names should be unique within the agency and recommended to be unique within a site. DRDP Online will not allow two classrooms with the same name in the same rating period.

3. Helpful Resources for DRDP Online

To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit [Desired Results for Children and Families/DRDP Online Resources](#). The Desired Results team also offers free monthly [DRDP Online webinars](#), covering topics such as uploading templates, data and understanding reports, managing enrollment, and much more.