

# DRDP Online Tip Sheet



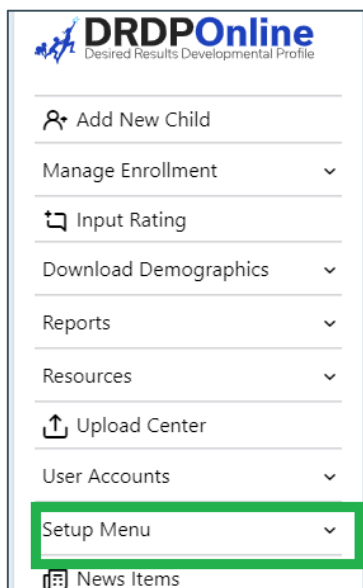
## Set and Lock Ratings View

At the beginning of the school year, the designated Lead Agency Administrator (see [DRDP Online Roles and Permissions](#)) must select and lock the view of the Desired Results Developmental Profile (DRDP) assessment for the entire agency or program. For a description of each view, please visit [Desired Results for Children and Families /DRDP Instrument and Forms](#).

To set and lock your agency's chosen DRDP view(s), please complete the steps detailed below.

### 1. Set and Lock Ratings View

1. Once logged in to DRDP Online, select the Setup Menu option from the left menu (*Figure 1*).



**Figure 1: DRDP Online Setup Drop-Down Menu**

2. Select Ratings View Setup (*Figure 2 below*).

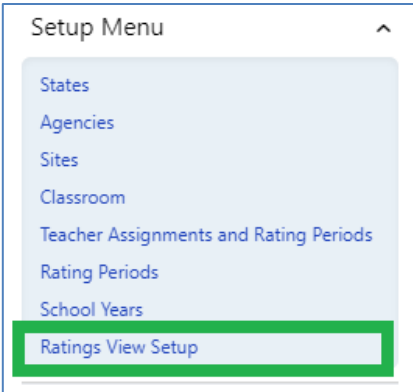


Figure 2: Ratings View Setup

3. Select a view from the drop-down menu for each age level listed below or select N/A from the drop-down menu if your agency does not have a specific age level (Figure 3).
- Infant/Toddler (IT)
  - Preschool (PS)
  - Transition Kindergarten (TK)
  - Kindergarten (K)
  - School Age (SA)

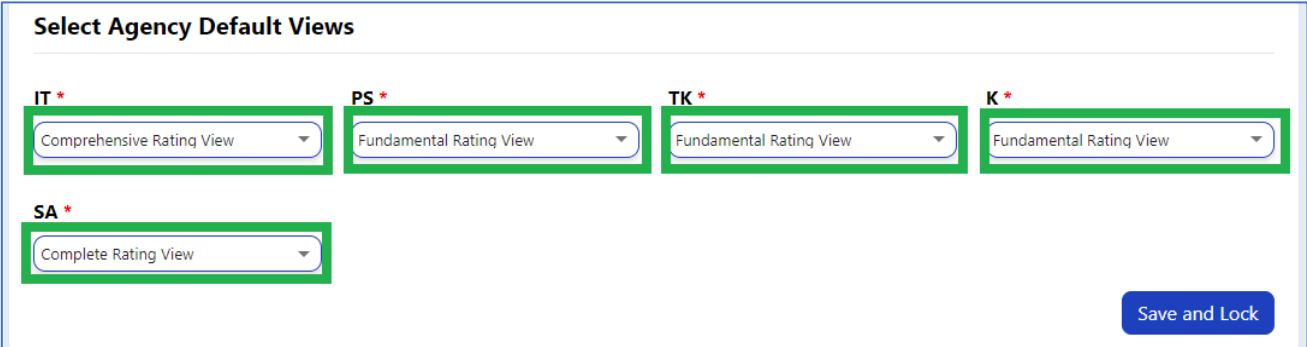


Figure 3: Select Agency Default Views

4. Select the **Save and Lock** button (Figure 4). **Note:** Once you save the view(s), you will be unable to change the view(s) until the next fiscal year (July 2024).

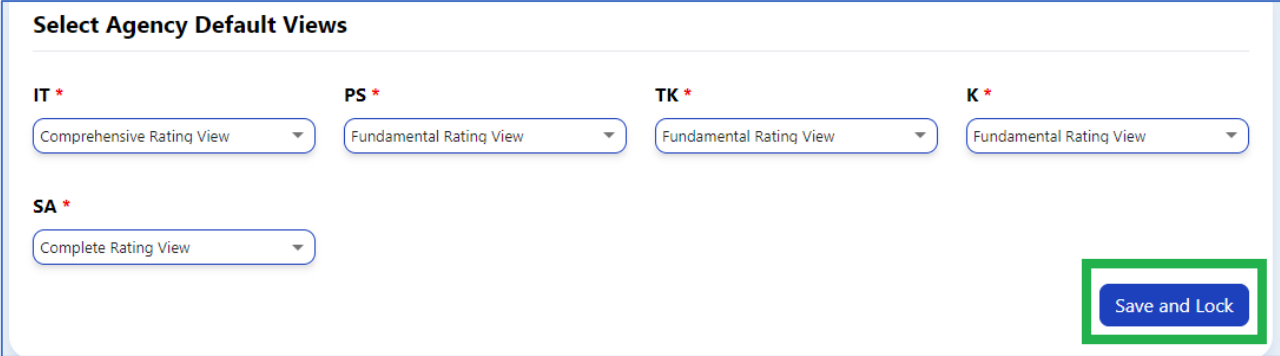


Figure 4: Select Agency Default Views Save and Lock Button

## 2. Helpful Resources for DRDP Online

- 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.