**What is the most recent version of the DRDP Portfolio application (app)?**

*Version 3.0 is the most up-to-date version of the app. Version 3.0 is only available via a web browser.*

**Will the children and notes stored in my DRDP Portfolio app version 2.0 automatically be transferred to the updated DRDP Portfolio app version 3.0?**

*Yes, all children and notes stored in the DRDP Portfolio app version 2.0 will automatically be transferred to the updated DRDP Portfolio app version 3.0.*

**What is a web browser?**

*A web browser is the software on your device used to locate, retrieve, and display content from the Internet, including Web pages, images, video and other files. Examples of web browsers are Mozilla Firefox, Google Chrome, Internet Explorer, Safari, or Amazon Silk.*

**How do I access my account via a web browser on my iPad, Android tablet, phone, or computer?**

*1. Open any web browser available on your device, such as Mozilla Firefox, Google Chrome, Internet Explorer, Safari, or Amazon Silk.*

*2. Go to* [*https://drdpapp.org/*](https://drdpapp.org/) *and login with your DRDP Portfolio app username and password.*

**Can I access version 3.0 of the portfolio app from the app store?**

*The DRDP Portfolio app is no longer available from the app store. Version 3.0 is only available via a web browser. All children and notes stored in the DRDP Portfolio app version 2.0 have automatically been transferred to the updated DRDP Portfolio app version 3.0.*

**I created an account on my iPad with the app downloaded from the app store. Can I access that account via a web browser on my iPad, Android tablet, phone, or computer?**

*Yes. If you created an account with the app downloaded from the app store, you can log into that same account via any web browser. To access your account from a web browser, go to* [*https://drdpapp.org/*](https://drdpapp.org/) *and login with your existing DRDP Portfolio app username and password.*

**I used my DRDP Online username and password, but I cannot get into the DRDP Portfolio application.**

*The DRDP Portfolio app and DRDP Online are two separate systems. You must start as a new user with the DRDP Portfolio app.*

**Does the DRDP Portfolio app connect to DRDP Online?**

*No. The DRDP Portfolio app is a tool that teachers may use to electronically organize observations and anecdotal notes. DRDP Online is used to complete the ratings.*

**Is version 3.0 of the portfolio app available on any other platforms?**

*Version 3.0 of the DRDP Portfolio app can only be accessed on devices (such as Android or Apple tablets, smart phones, and computers) with a functioning Web browser.*

**Where is the data stored?**

*The DRDP Portfolio app is a cloud application; so, all data is stored securely on a virtual server.*

**Why can’t I use the app without the Internet?**

*The app is a cloud application and does not reside on your device. However, there are many ways to save documentation offline and then upload to your application. View the* [*Desired Results website*](https://www.desiredresults.us/drdp-portfolio-app) *or the* [*DRDP-K website*](http://drdpk.org/resources_app.html) *for tips and recommendations for completing tasks offline.*

**How do we save the portfolios since we are required to save CDE-ELCD documents for five years?**

*It is not required to save your child portfolios, only the DRDPs. Please consult with your administrator as to when the data may be deleted. The system will automatically delete data that is more than 18 months old.*

**We have a state review coming up soon. Do my co-teachers and I have to print out all of our anecdotal notes?**

*Observations collected and stored electronically are considered acceptable by the state of California.*

**How can I print from the app?**

*When logged in to the app on a desktop or laptop device, you may export anecdotal notes to PDF or EXCEL format. Videos will not export.*

**How can I save the pictures inside of the app?**

*The photos will be in your photo album on your device until you remove them. The photos may be saved to an SD card or other photo system supported by your device.*

**My co-teacher and I share children in our classroom. Do I need to create those shared children again in my app account?**

*The app allows users to share portfolio evidence for individual children and groups of children with administrators and other teachers that provide care to the children and that have a DRDP Portfolio app account. The portfolio(s) will be electronically sent to their app account and will be viewable under the Groups/Children section as “shared.”*

*\*This feature can be accessed under the Manage Groups/Children section of My Account.*

**My co-teacher and I share children in our classroom. Do you have a recommendation for how we should create groups in the app?**

*Yes, because all the classroom teachers will be collecting evidence for all children in the class, we recommend that one teacher or administrator creates the class/group and then shares it with his or her co-teacher(s). This will make it possible for teachers to tag notes with the names of any child in the class/group. If you have a separate morning and afternoon session, you may wish to create two groups; morning and afternoon.*

**When I share a group or child with my co-teacher, I get a popup asking if I want to share for view only or for edit. What’s the difference?**

*If you share a child or group of children for view only, the user you shared with will be able to view notes but will not be able to add notes to the shared portfolio(s). If you share with edit privileges, the user you shared with will be able to add notes to the portfolio(s) and you will be able to view those notes as well.*

**What are the Shared Children and Shared Groups sections for under Groups/Children?**

*Shared Groups are those groups shared to you by another user. Shared Children are those children whose files have been shared with you individually without an associated group.*

*\*All children, including those you have created and that have been shared with you, are viewable under the View all Children section.*

**What is the “title” section for in New Note?**

*The title section may be used to label specific pieces of evidence for easy sorting, e.g., spring, fall, outdoor.*

**I’m not sure exactly which measure(s) to tag my note with. Can I save the note and tag the measures later?**

*Yes, all notes are completely editable by the user who created the note. You may tag a note with simply a domain and then review and edit your note later, when you might choose to tag individual measures, add attachments, or even enter a few more specific details from your observations.*

*\*We highly recommend that you tag your notes with specific measures to receive the full benefit of the Domains/Measures feature.*

**I created and saved a note for a child, but it’s not showing up when I look under the domains/measures section and choose the measures view.**

*Once you tag your note with a specific measure, it will be viewable in the measures view.*

**I tried to edit a note and received a popup saying that I can’t edit or delete a note that has been shared with me. I created the child’s file on my own app. Why can’t I edit the note?**

*A note can only be edited or deleted by the creator of the note. If a user you shared the child’s portfolio with adds a new note, you will not be able to edit or delete that note.*

**What do the clock and divided circle symbols mean?**

*The symbols are included to provide support to users as they select developmental levels that a note may be evidence for. See key below.*

 ***Reminder:*** *Descriptor includes "and." All parts of the descriptor need to be observed during the same observation (i.e., at the same time).*

*http://182.71.82.92/drdpportfolio/Includes/images/black-circle-40.png* ***Reminder:*** *Descriptor includes a semi-colon (;) followed by "and." All parts of the descriptor need to be observed, but do not need to be observed during the same observation. Mark if this observation includes some or all parts of the descriptor.*