

DRDP Online 2025 Tip Sheet

Getting Started with DRDP Online for Administrators

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1. Introduction

The purpose of this document is to provide teachers with an overview of how to utilize DRDP Online, California's data system for the Desired Results Developmental Profile (DRDP) 2025.

2. Administrator Role

The three Lead Administrator roles include Lead Agency Administrator, Head Start Grantee Administrator, and Family Child Care Provider. The other three administrator roles include Agency Administrator, Site Administrator, and Teacher of Record + Enrollment.

2.1. Agency Administrator

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

2.2. Site Administrator

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

2.3. Teacher of Record + Enrollment

A user assigned to the **Teacher of Record + Enrollment** role has additional permissions than those of a teacher or Teacher of Record at the site to which they are assigned. They can create and edit teachers, classrooms, and child Records. They can also unlock Child Ratings. For more details, view [DRDP Roles and Permissions](#).

3. Instructions

3.1. Choose Agency Views

The **Lead Agency Administrator** must select and lock the ratings view for the DRDP assessment to be used by their agency or program; this selection must be made for all age levels. Agencies may use **N/A** (not applicable) for age levels for which they are not providing services. This step must be completed before uploading classrooms or child data. The DRDP assessment view may be changed only once per fiscal year. Once selected, the view remains the same until the end of July of the next fiscal year.

1. To select the assessment view for your agency in DRDP Online, go to the **Setup Menu** in the left navigation menu (*Figure 3.1-1 below*).

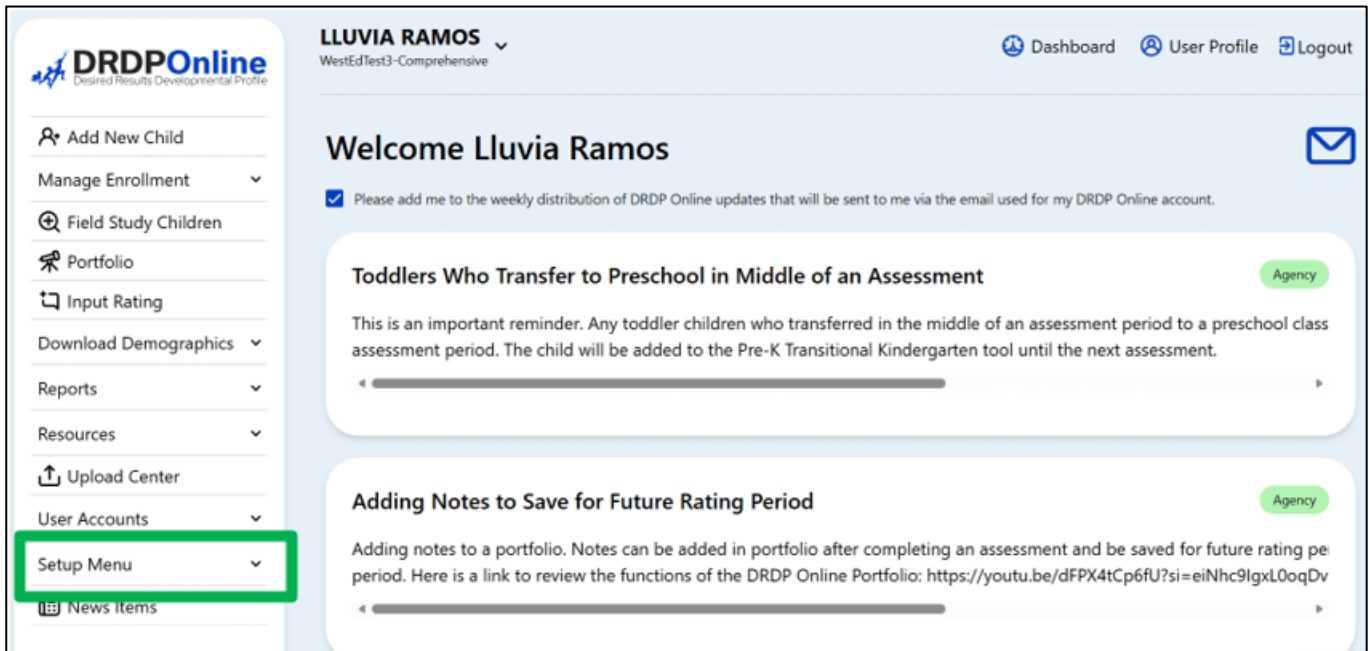


Figure 3.1-1: DRDP Online Navigation Menu/Setup Menu

2. Then, choose **Ratings View Setup** (Figure 3.1-2).

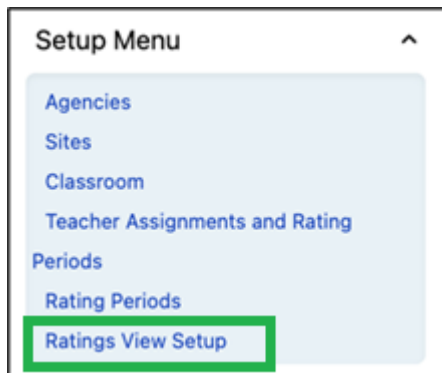


Figure 3.1-2: Setup Menu/Ratings View Setup

3. The Lead Agency Administrator makes the selection of which views are used for the DRDP (2025) on the **Ratings View Setup** page (Figure 3.1-3 below).

2025 Final Implementation Views

IT * PTK * P-3 * ⓘ SA * ⓘ

Infant/Toddler View PS-TK-K View P-3 View Simplified Rating View

Historical 2015 Views (Read-Only)

IT PS TK K

Comprehensive Rating View Comprehensive Rating View Comprehensive Rating View Comprehensive Rating View

SA

Simplified Rating View

Save and Lock

Figure 3.1-3. Ratings View Setup for DRDP (2025)

- Figure 3.1-3 above shows that an agency has selected each age-level view for its programs. After selecting views, choose **Save and Lock**.

3.2. Check for Current Users

Once logged into the DRDP Online site, you need to check your **Site(s)** assignments.

- On the home page, select User Profile to see the User Roles and Sites to which you are assigned (*Figure 3.2-1 below*). User profiles can be edited. The assigning user cannot add a **User Role** that has more privileges than their own assigned role.

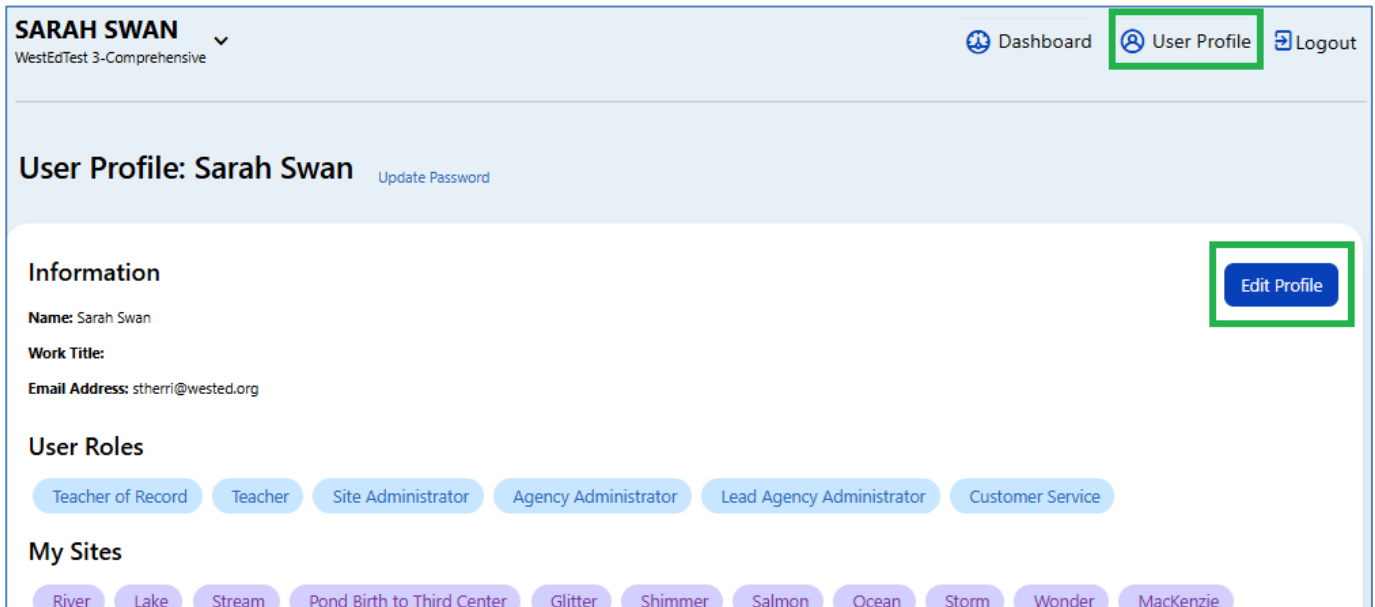


Figure 3.2-1. User Roles and Sites

2. Check for other **Users** in the account.
3. On the left-hand menu, select the drop-down arrow for the **User Accounts** option to expand the menu.
4. Select **User Accounts** (*Figure 3.2-2*) to review current users.

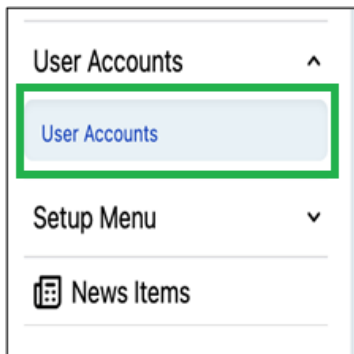


Figure 3.2-2. User Accounts

5. Use the drop-down boxes to filter **Sites**, **Status** (Active, Inactive, Revoked), and **Roles**. Notice at the bottom of the **Role** drop-down that there could be multiple pages; only ten **Roles** are displayed at a time (*Figure 3.2.3 below*).
6. Select **Check All** or select only the roles you wish to see.

User Account + Add New User

Search by:

State:

Agency:

Site:

Status:

Role: Search Clear

Filter:

Check All Clear All

- ☒ Agency Administrator
- ☐ Coach
- ☐ Customer Service
- ☐ Data Entry/Analyst
- ☐ Family Childcare Provider
- ☐ Head Start Grantee Admin

Roles	Account Status	Preview	Edit
Agency Administrator, Site Administrator, Teacher,...	Active		
Agency Administrator, Teacher, Teacher of Record,...	Active		
Agency Administrator, Teacher, Teacher of Record ...	Active		

Figure 3.2-3. Select Role(s) to Search User Accounts

7. Select the blue **Search** button. The list of users matching the criteria will be displayed on the User Account page. The Administrator can edit Users by selecting the pencil to the right of the user's name (*Figure 3.2-4*).

User Account + Add New User

Search by:

State:

Agency:

Site:

Status:

Role: Search Clear

First Name	Last Name	Email	Roles	Account Status	Preview	Edit
Alina	Sanchez	lluviaramos79@gmail.com	Site Administrator	Active		
Bill	Bean	bbean@gmail.com	Teacher, Teacher of Record, Teacher of Record Enroll...	Active		
Blanche	R	blanche.r@wested.org	Teacher, Teacher of Record	Active		

Figure 3.2-4. Pencil Icon to Edit User Account

8. In the **Editing (User Name)** window, scroll down to view all fields (*Figure 3.2-5 below*). Review the [DRDP Online Roles and Permissions](#) before assigning roles.

Editing Alina Sanchez

State *
California

Region
Selected Region: 1

County
Selected County: 1

Agency
WestEdTest 3-Comprehensive

Site *
Selected Site: 1

Are you an employee of a Head Start Grantee Agency. If so, please choose agency below.
Select Are you an employee of a Head Start ...

Are you an employee of a State Preschool Contractor Agency? If so, please choose agency below.
Select Are you an employee of a State Presc...

Excluded Age/Grade Instruments
Select Excluded Age/Grade Instruments

Roles *

User Roles

- ☐ Coach
- ☐ Special Ed Provider
- ☒ Teacher
- ☐ Teacher of Record

Enrollment User

- ☐ Teacher of Record Enrollment

Administrator Roles

Lead Admin Roles

Cancel Save

Figure 3.2-5. Edit User Account

9. Select **Save**.

3.3. Add Users

1. On the User Account page, select the **+ Add New User** tab (Figure 3.3.1).

User Account **+ Add New User**

Search by: Name or Email

State
California

Agency
WestEdTest 3-Comprehe...

Site
Selected Site: 2

Status
Selected Status: 5

Role
Select Role

Search Clear

Figure 3.3-1 + Add New User

2. Complete information for required fields indicated with a red asterisk (*) (*Figure 3.3-2 below*).

Add New User

Work Title
Work Title

First Name *
Sarah

M.I.
M.I.

Last Name *
Swan

Account Email *
sswan@sparkles.org

Confirm Email *
sswan@sparkles.org

Suffix
Select Suffix

Status *
Active

Reason for Revoking Access
Ex. No longer employed

Users must be tied to at least one agency, one region, or one county.

State *
California

Region
Select Region

County
Select County

Agency
WestEdTest 3-Comprehensive

Site *
Selected Site: 1

Are you an employee of a Head Start Grantee Agency. If so, please choose agency below.

Cancel Save

Figure 3.3-2 Add New User Required Fields

3. Assign **Sites** and **Roles**. Please scroll down to view all the fields.
4. Select **Save**. If you have multiple Users to upload, consider using an **Upload Template** found under the **Resource** tab (*Figure 3.3-3 below*).

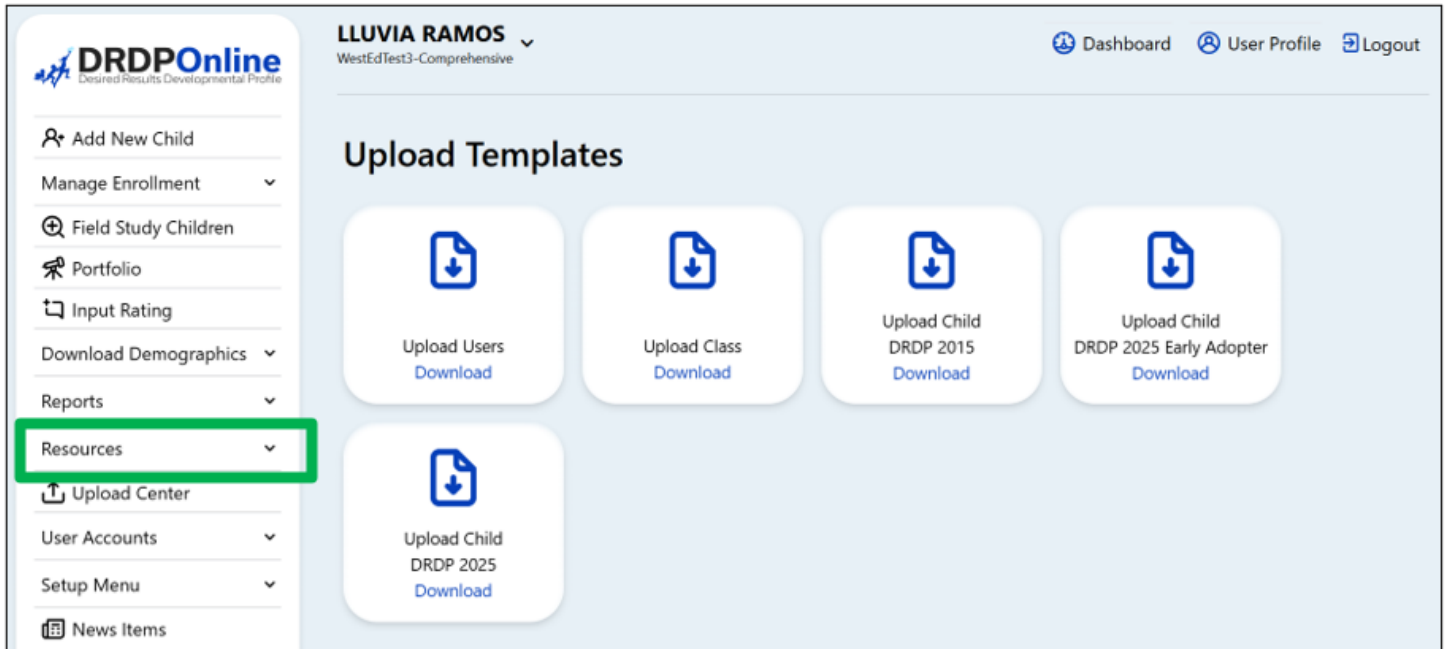


Figure 3.3-3 DRDP Online Resources/Upload Templates

3.4.Edit or Add Classrooms

1. Select the **Setup Menu** (Figure 3.2-1 above) drop-down to expand the menu.
2. Select **Classroom** (Figure 3.4-1). Select site(s) from the **Site** filter (Figure 3.4.1). **Classrooms** at the site will populate on the page (Figure 3.4.1).

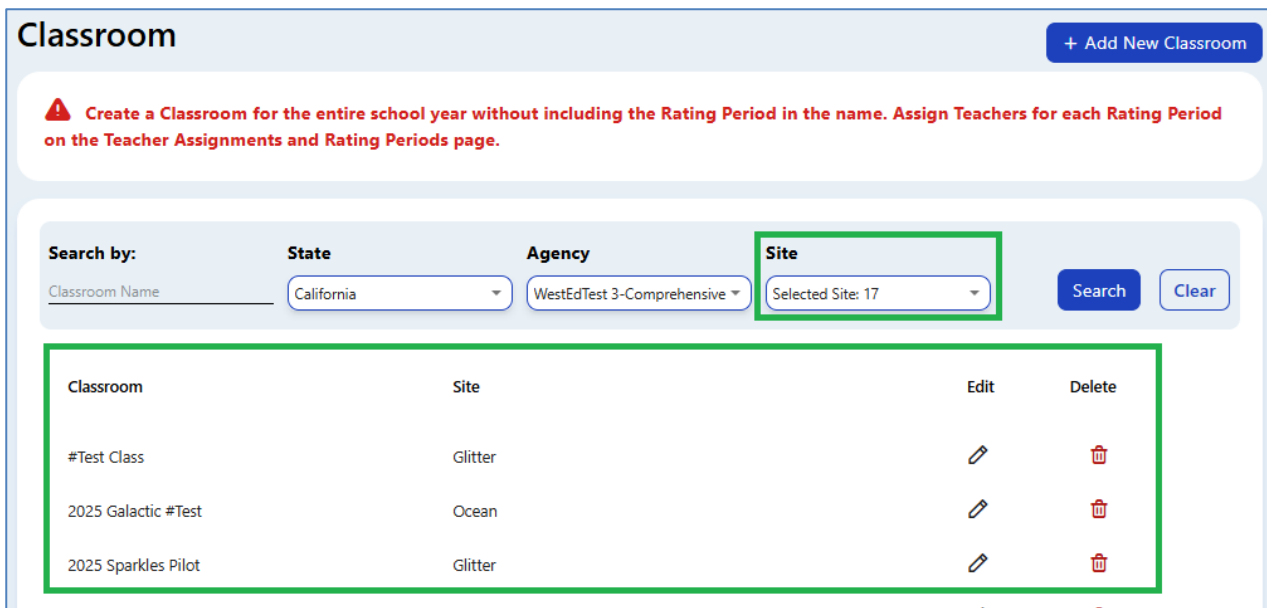


Figure 3.4-1 Viewing Classrooms Using Site Filter

3. Here, administrators can **Edit**, **Delete**, or **Add** a Classroom.
 - a. **Edit a Classroom**

- i. Select the pencil in the **Edit** column to the far right of the Classroom's name (*Figure 3.4-1 above*).
- ii. Change the name or the site.
- iii. Select **Save**.

b. Delete a Classroom

- i. Select the red garbage can icon (*Figure 3.4-1*).
- ii. Only delete classrooms if there are no children or users assigned to the class. If you need assistance with deleting a classroom, [contact WestEd for support](#).

c. Add a New Classroom

- i. Select the **+ Add New Classroom** tab on the top right (*Figure 3.4-2 below*).
- ii. Name the **Classroom**.
- iii. Choose the **Site**.
- iv. Select **Save**.

If you have multiple **Classrooms** to upload, consider using an **Upload Template** found under the **Resource** tab (*Figure 3.3-3 on page 9*).

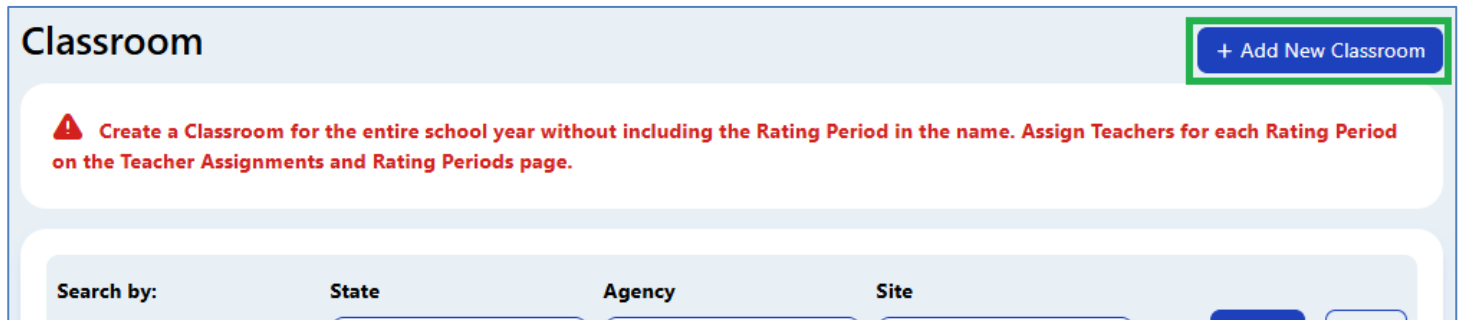


Figure 3.4-2 +Add a Classroom

Classrooms do not need to be created for each rating period. If the classroom's name already exists, assign it to the new rating period. The classroom must have a unique name, excluding the current school year or season, to maintain consistency across rating periods without creating new classrooms for each period.

In Figure 3.4-3, the administrator adds Apple's PK classroom to the Pond Birth to Third Center.

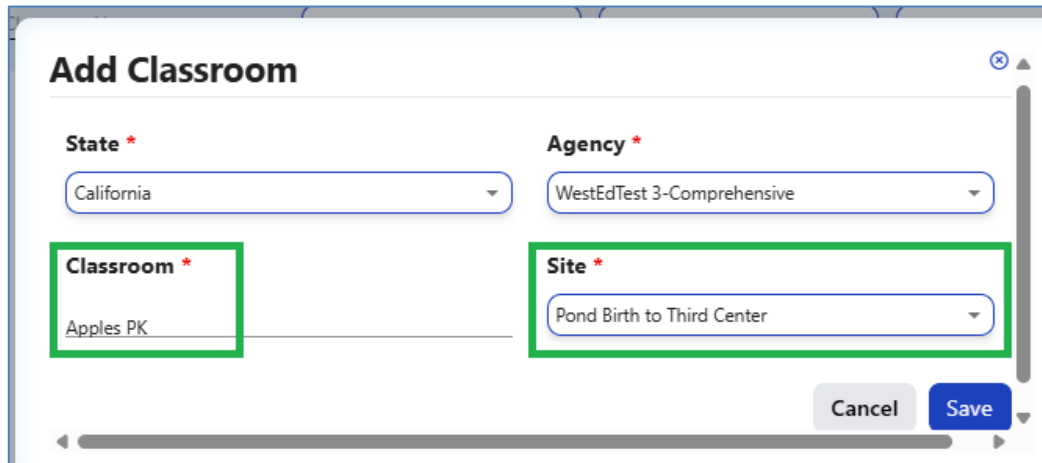


Figure 3.4-3. Adding Classroom to Site

A **Success** message will appear, guiding you to the next step to complete your classroom setup (Figure 3.4-4). If there are multiple classrooms to upload, consider using an **Upload Template** (Figure 3.3-3 above).

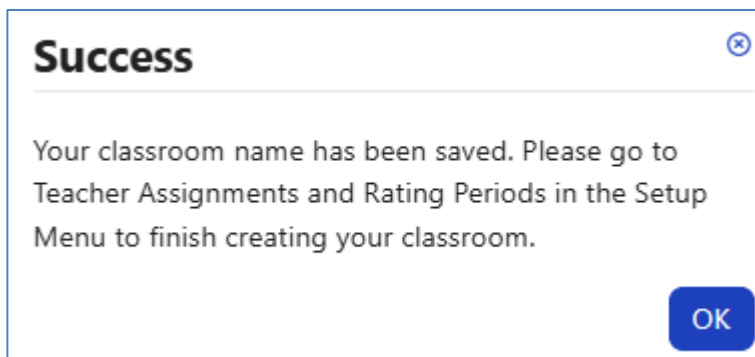


Figure 3.4-4. Success Message

3.5. Teacher Assignments and Rating Periods

1. To finish creating the classroom, expand the **Setup Menu** in the left navigation menu and select **Teacher Assignments and Rating Periods** (Figure 3.5-1).

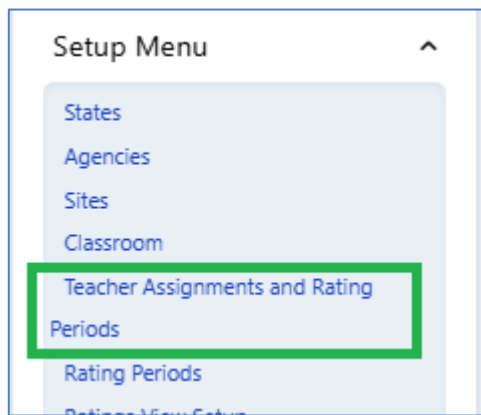


Figure 3.5-1. Setup Menu/Teacher Assignments and Rating Periods

2. Select Teacher Assignments and Rating (Figure 3.5-2).

Figure 3.5-2. + Add Teacher Assignments and Rating Periods

3. A pop-up window will appear (*Figure 3.5-3 below*).

Figure 3.5-2. Add Teacher Assignments and Rating Periods Pop-Up Window

4. Find the name of the new classroom using the **Classroom** filter. (Figure 3.5-2 shows the Apple PK at Pond Birth to Third Center was added.)
 1. Choose the **Rating Period**.
 2. Select the **Teacher of Record** and the **Teacher** to assign to that classroom.
 3. Select **Save**. (Teachers and Teachers of Record must have already been added as users in the previous step.)
 4. The Classroom, Site, Rating Period, Teacher of Record, and Teacher are now listed (*Figure 3.5-3*).

Teacher Assignments and Rating Periods + Add Teacher Assignments and Rating Periods

Search by: **State *** **Agency *** **School Year *** **Rating Period**

Name California WestEdTest 3-Comprehensive 2025-26 Fall 2025

Teacher **Teacher of Record**

Amanda Sue Amanda Sue - Teacher, Teac...

Search Clear

Classroom	Site	Rating Period	Teacher of Record	Teacher Names	Edit	Delete
Apples PK	Pond Birth to Third Center	Fall 2025	Amanda Sue	• Amanda Sue		

Figure 3.5-3. Teacher Assignments and Rating Periods

3.6.Add New Child

1. Select **Add New Child** from the left navigation menu (*Figure 3.6-1*).

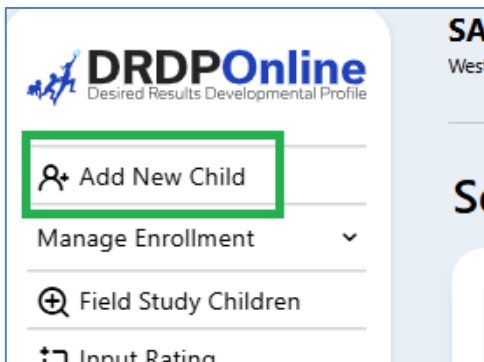


Figure 3.6-1. “Add New Child” in Navigation Menu

2. The **Search for Child in the DRDP Online System** page appears. Before adding a child, you must ensure that the child is not already in the system. This feature will search the entire system (across agencies) for children’s data. The required fields for searching a child are First Name, Last Name, and Date of Birth (*Figure 3.6-2*).

The screenshot shows the DRDP Online System interface. On the left is a sidebar menu with options: Add New Child, Manage Enrollment, Field Study Children, Input Rating, Download Demographics, Reports, Resources (highlighted with a green box), Upload Center, User Accounts, Setup Menu, and News Items. The main area is titled 'Search for Child in DRDP Online System'. It contains a search form with fields for First Name (Billy), Last Name (Blue), and DOB (1/1/2021), all marked with red asterisks. Below the form is a table with columns: First Name, Last Name, Enrollment, DOB, SSID, DRDP ID, Previous/Current Site, Previous/Current Agency, and St. A modal window titled 'No Results Found' is displayed in the center, stating: 'There were no results found. Please check the full and accurate spelling of the name of the child. Proceed to Add New Child.' At the bottom of the modal are two buttons: 'Return to Search' and 'Add New Child' (highlighted with a green box).

Figure 3.6-2. Search for Child in DRDP Online System Required Fields

3. A **No Results Found** window will appear if the child is not in the system (Figure 3.6-2).
4. After ensuring the child is not in the system, the administrator may add a new child by selecting the blue **Add a New Child** button. If you have multiple children to upload, consider using an **Upload Template** found under the **Resource** tab (see *Figure 3.3-3 above*).
5. The **Add New Child** window will appear (*Figure 3.6-3*). The child must have either a **Statewide Student Identifier** or an **Agency/District Student Identifier**. All information marked with a red asterisk (*) is required.

Add New Child

Child Information

First Name * Jasmine	Middle Initial Middle Initial	Last Name * Smith
Statewide Student Identifier (10-digit SSID) * Required if Agency/District ID is blank	Agency/District Student Identifier * Required if Statewide Student Identifier is blank	DOB * 8/16/2021
Child Age/Grade Instrument * Select Child Age/Grade Instrument	Child's Socioeconomic Status ☐ Qualify for free or reduced meals?	Gender * ☒ Female ☐ Male ☐ Nonbinary

Figure 3.6-3. Add New Child

6. Select **Save and Enroll** at the bottom right.
7. The **Complete Enrollment** window for the child will appear.
8. Select the **Rating Period**, the **Site** to which you want to add the child, the **Classroom**, and the **Enrollment Date** (Figure 3.6-4 below).

Complete Enrollment

State * California	Agency * WestEdTest 3-Comprehensive
Rating Period * Fall 2025	Site * Glitter
Classroom * Sparkles	Classroom Enrollment Date * 9/30/2025

☐ Field Study Enrollment

Cancel **Save & Enroll**

Figure 3.6-4. Complete Enrollment

- After completing the needed information, select **Save & Enroll**.

3.7. Withdraw Child or Still Enrolled

If a child is already in the system, the administrator will see a status of **'Withdrawn' or 'Still Enrolled.'** If the child has been withdrawn from the prior agency, you can add the child by following these steps.

- Select the blue person icon to the right of **Withdrawn** (Figure 3.7-1).

Search for Child in DRDP Online System

First Name * Last Name * DOB * Additional Filters

Benito Perez 5/20/2021 None Filters Search Clear

First Name	Enrollment	DOB	SSID	DRDP ID	Previous/Current Site	Previous/Current Agency	Status
Benito	Early Adopter	May 20, 2021	2049916	The Wonder Years	WestEdTest3-Comprehensive	Withdrawn	

Figure 3.7-1. Search for Child in DRDP Online System/Withdrawn Status

- Selecting the Withdrawn icon opens the **Viewing Child** window (Figure 3.7-2 below).

Viewing Child: Ella Bean

Demographics Class Enrollment Completed Assessments Share Child Edit

Child Information

First Name *	Middle Initial	Last Name *
Ella	Middle Initial	Bean
Statewide Student Identifier (10-digit SSID) *	Agency/District Student Identifier *	DRDP ID

Figure 3.7-2. Viewing Child Window

- Check for changes in **Demographics** (Figure 3.7-2 above).

4. Click on the Class enrollment tab to add the agency enrollment date. Add the **Agency Enrollment Date** (Figure 3.7-2 above).
5. Select **Save and Enroll**.
6. The **Complete Enrollment** screen appears (Figure 3.7-3 below).
7. From the filters, select the **Rating Period**, **Class**, **Site**, and **Class Enrollment Date** (Figure 3.7-3 below).
8. Select **Save and Enroll**.

Complete Enrollment

State * California Agency * WestEdTest3-Comprehensive

Rating Period * Summer 2026 Site * The Wonder Years

Classroom * Rainbow Classroom Enrollment Date * 6/29/2026

Age Group/Instrument * ⓘ Preschool - Transitional Kindergarten - ...

Cancel Save & Enroll

Admin Tip

Figure 3.7-3 Adding a Withdrawn Student

If the child has not been withdrawn from the previous agency, the **Status** column will display **Still Enrolled** (Figure 3.7-4). The administrator can request the child be released from the last agency by selecting the arrow inside a circle icon (Figure 3.7-4).

Search for Child in DRDP Online System ⓘ

First Name * Last Name * DOB * Additional Filters

Janell Parrish 10/30/2021 None Filters Search Clear

First Name	Last Name	Enrollment	DOB	SSID	DRDP ID	Previous/Current Site	Previous/Current Agency	Status	Dual Enrollment ⓘ
Janell	Parrish	Early Adopter	Oct 30, 2021	2035930	Camp Nani	DEMO Comprehensive	Still Enrolled	⌂	

Figure 3.7-4. Search for Child in DRDP Online System/Still Enrolled Status

The **Request Release from Current Agency** window will appear (*Figure 3.7-5*). Select the **Release Reason** and then click **Request Release**.

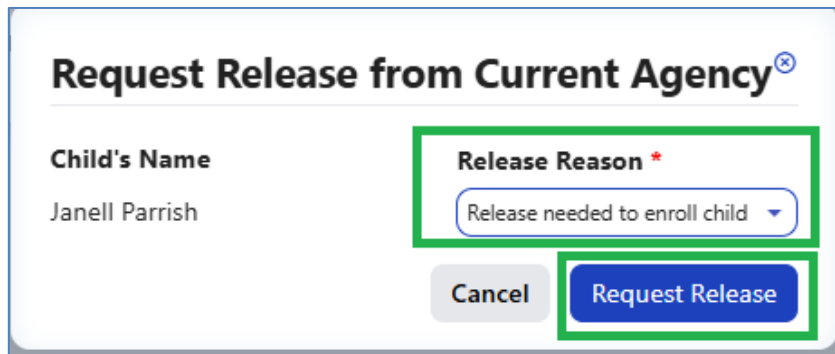


Figure 3.7-5. Request Release from Current Agency

4. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOnline@wested.org.
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit [Desired Results for Children and Families/DRDP Online Resources](#).
- 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.