

DRDP Online 2025 Tip Sheet

Integrated Observation Portfolio for Teachers

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1. Introduction

This document provides teachers with an overview of the integrated portfolio in DRDP Online. To use this feature, users must have one of the following roles: Teacher, Teacher of Record, Teacher of Record + Enrollment, Agency Administrator, Data Entry/Analyst, Family Child Care provider, or Lead Agency Administrator. For more details, view [DRDP Roles and Permissions](#).

2. User Profile

1. After logging in, select **User Profile** in the upper right corner to confirm your DRDP Online role(s) and assigned sites (*Figure 2-1*).

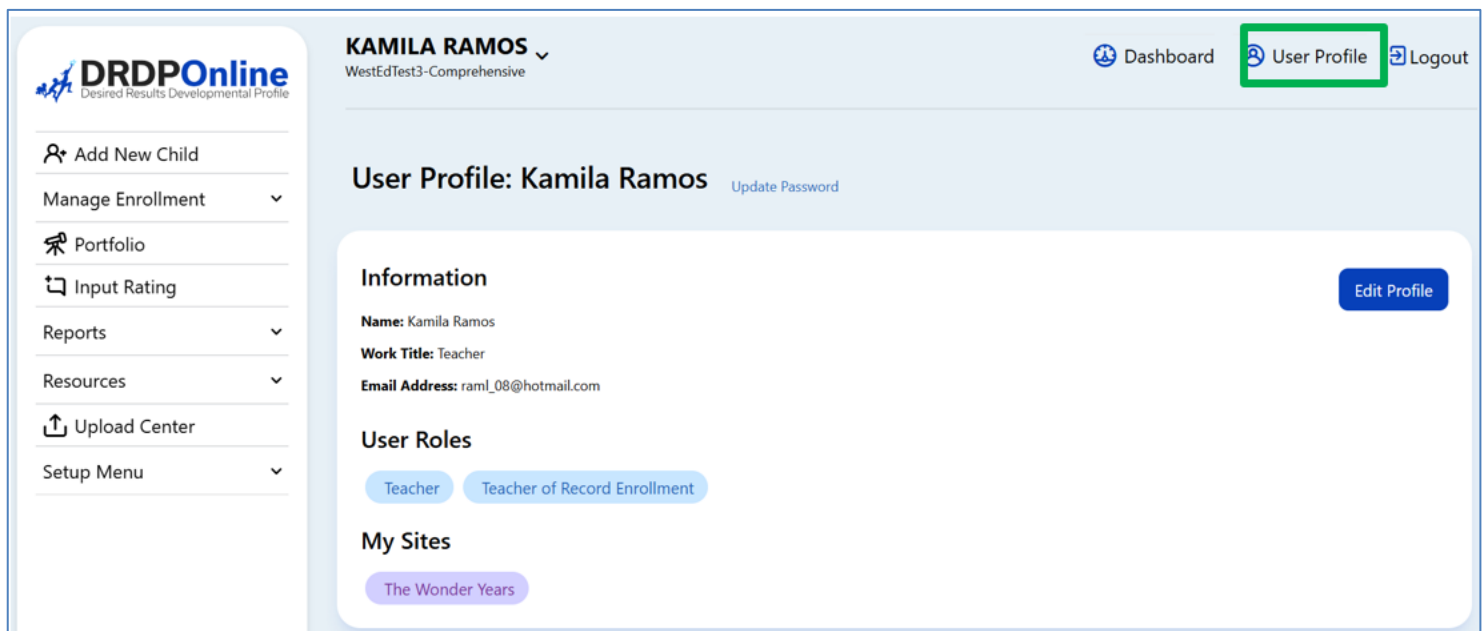


Figure 2.1: User Profile

In Figure 2.1 above, the user has the roles of **Teacher** and **Teacher of Record**.

- A user with the Teacher role can add portfolio items and ratings. This feature is beneficial when multiple individuals in the classroom, such as therapists, special education teachers, or assistants, can contribute evidence.
- The Teacher of Record holds the same permissions as the Teacher but has the additional responsibility of locking the ratings. Locking the ratings is essential to generate reports. Neither the Teacher nor the Teacher of Record can unlock the ratings once they are locked.

3. Understanding the Dashboard

The dashboard is your main landing page in DRDP Online. For teachers, it offers a snapshot of important information, such as the number of children with locked DRDP files. It provides quick

access to classrooms, allows you to view ratings, and makes it easy to add evidence and documentation to children’s portfolios.

3.1. Dashboard Tabs

1. The **Total Locked Children** tab gives you a quick overview of children whose DRDP assessment has been locked.
2. The **Classrooms** tab allows you to access information for all your assigned classrooms easily.
3. The **My Ratings** tab is where you enter and review assessment ratings for each child.
4. In the **Portfolio** tab, where you can find it on the left column or under “My dashboard,” you can upload evidence and record preliminary ratings to support each child’s assessment.
5. There is also a **Pending Portfolio Evidence Requests** tab for sharing portfolio documentation (*Figure 3.1-1 below*).

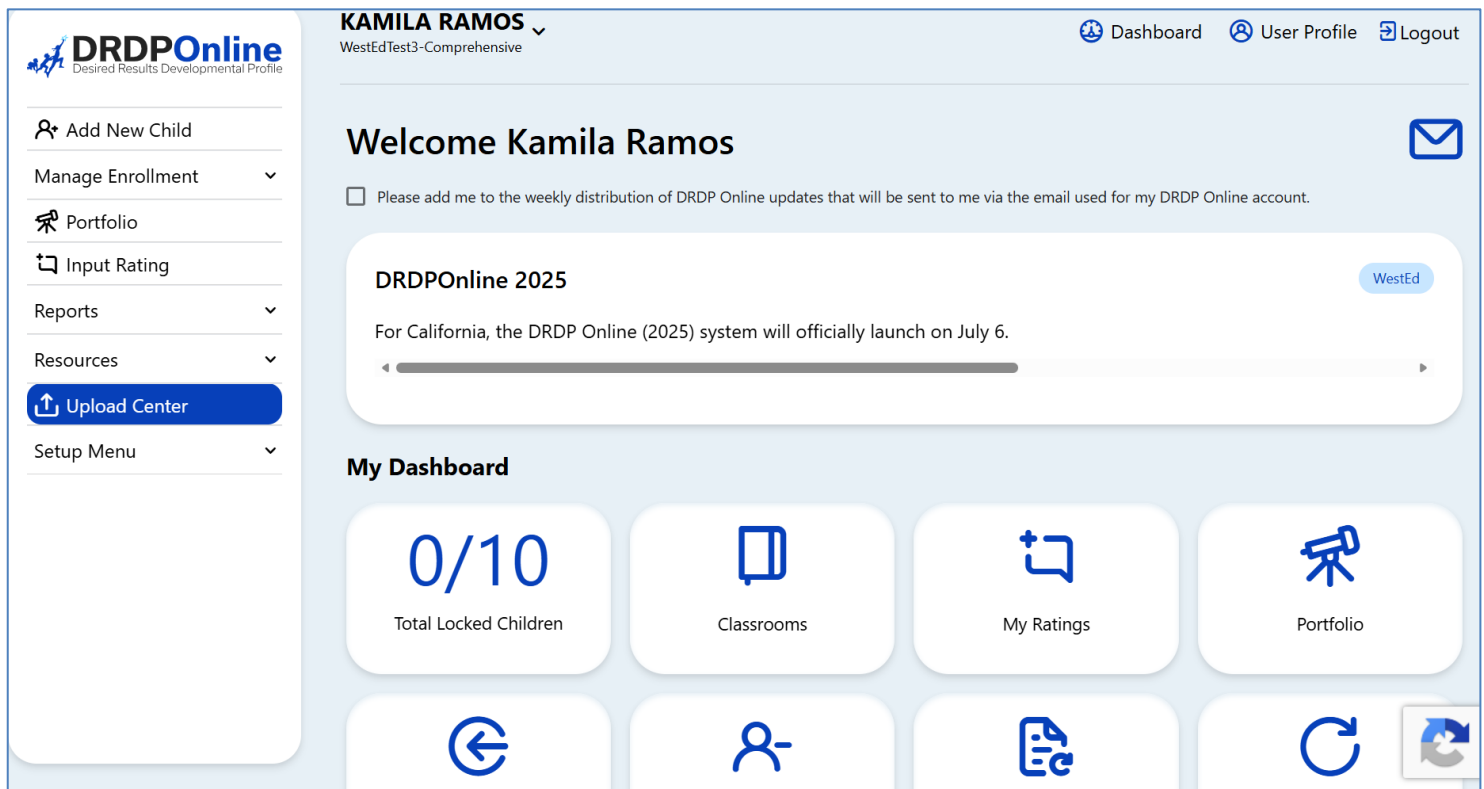


Figure 3.1-1 User Dashboard

3.2. Portfolio Tab

1. When opening the Portfolio tab, use the filters to choose the Site, the Rating Period, Classroom, and the Age Group/Instrument used for the children you want to view. These filters make it easy to find the specific group of children for whom you want to provide

evidence. Tutorial links are available for further assistance with the portfolio overview, uploading evidence, and adding future evidence.

2. Select the blue **Search** tab (*Figure 3.2-1*).

The screenshot shows the 'Portfolio' section of the DRDP Online interface. At the top, the user is logged in as KAMILA RAMOS, with a dropdown arrow next to the name. Navigation links for Dashboard, User Profile, and Logout are in the top right. Below the user name, there are three tutorial links: Portfolio Overview, How to Upload Evidence, and How to do Future Evidence. A note mentions a YouTube link for users without access. The main search area contains five dropdown menus: State (California), Agency (WestEdTest3-Comprehensive), Site (The Wonder Years), Rating Period (Fall 2026), and Classroom (Wonder Minds). Below these is an 'Age Group/Instrument' dropdown set to 'Preschool - Transitiona...'. A blue 'Search' button is highlighted with a green box, next to a 'Clear' button. Below the search filters is a table with the following data:

Site	Rating Period	Classroom	View Students	Evidence By Class
The Wonder Years	Fall 2026	Wonder Minds		

Figure 3.2-1: Portfolio

3. Select the **View Students** icon (*Figure 3.2-2*) to see a list of your students individually, or choose to view evidence by class, which organizes student evidence by classroom.

KAMILA RAMOS ▾
WestEdTest3-Comprehensive

Dashboard User Profile Logout

Portfolio

[Portfolio Overview](#) [How to Upload Evidence](#) [How to do Future Evidence](#)

If you do not have access to YouTube, please visit <https://www.desiredresults.us/drdp-online-2025-resources>

State *
California ▾

Agency *
WestEdTest3-Compreh... ▾

Site *
The Wonder Years ▾

Rating Period *
Fall 2026 ▾

Classroom
Wonder Minds ▾

Age Group/Instrument *
Preschool - Transitiona... ▾

Search Clear

Site	Rating Period	Classroom	View Students	Evidence By Class
The Wonder Years	Fall 2026	Wonder Minds		

Figure 3.2-2: View Students

4. Selecting the **View Students** icon opens the Viewing Children page. You see the list of students in your classroom for the Rating Period you have chosen. Here, you can Add Evidence, Review Current Evidence, or Review Future Evidence saved for future rating periods (see *Figure 3.2-3 below*).

KAMILA RAMOS 
WestEdTest3-Comprehensive

 Dashboard  User Profile  Logout

Viewing Children in: **Wonder Minds**

Rating Period: **Fall 2026**

Add Evidence	First Name	Last Name	Review Current Evidence ⓘ	Review Future Evidence ⓘ
☐	Amy	Larch		
☐	Antonella	Carpio		
☐	Bella	Schmidt		
☐	Ben	S		

Figure 3.2-3: Viewing Children Page

4. Reviewing Evidence

4.1. Reviewing Current Evidence

You can review the current evidence in a student's record on the Viewing Children page (see *Figure 3.2-3 above*).

1. In the **Review Current Evidence** column, click the blue icon to the right of the child's name to view the evidence that has already been uploaded.
2. The **Review Evidence** page opens. On this page, you'll see details including the rating period, classroom, age group/instrument, and the child's name. Below this, there are two viewing options:
 - **Domains:** Shows evidence organized by domain
 - **Measures:** Shows evidence organized by measure (*Figure 4.1-1 below*)
3. To view available evidence, select the **Measures** button to view evidence by measure (*Figure 4.1-1*). In *Figure 4.1-1*, no evidence has been uploaded by domain, as indicated by "0 Evidence Items."

KAMILA RAMOS ^
WestEdTest3-Comprehensive

The Wonder Years

Dashboard

User Profile

Logout

Review Evidence

Rating Period: Fall 2026

Classroom: Wonder Minds

Age Group/Instrument: Preschool - Transitional Kindergarten
- Kindergarten

Child/Children: Amy Larch

Domains

Measures

Print Existing Evidence

Add to Message Board

Back to View Children

ATL ▾

0 Evidence Items

SED ▾

0 Evidence Items

Figure 4.1-1: Review Evidence

In Figure 4.1-2 below, the user selected evidence by **Measures** (Figure 4.1-2), which displays one evidence item for ATL1.

KAMILA RAMOS ^
WestEdTest3-Comprehensive

The Wonder Years

Dashboard

User Profile

Logout

Review Evidence

Rating Period: Fall 2026

Classroom: Wonder Minds

Age Group/Instrument: Preschool - Transitional Kindergarten
- Kindergarten

Child/Children: Amy Larch

Domains

Measures

Print Existing Evidence

Add to Message Board

Back to View Children

 ATL

ATL1 ▾

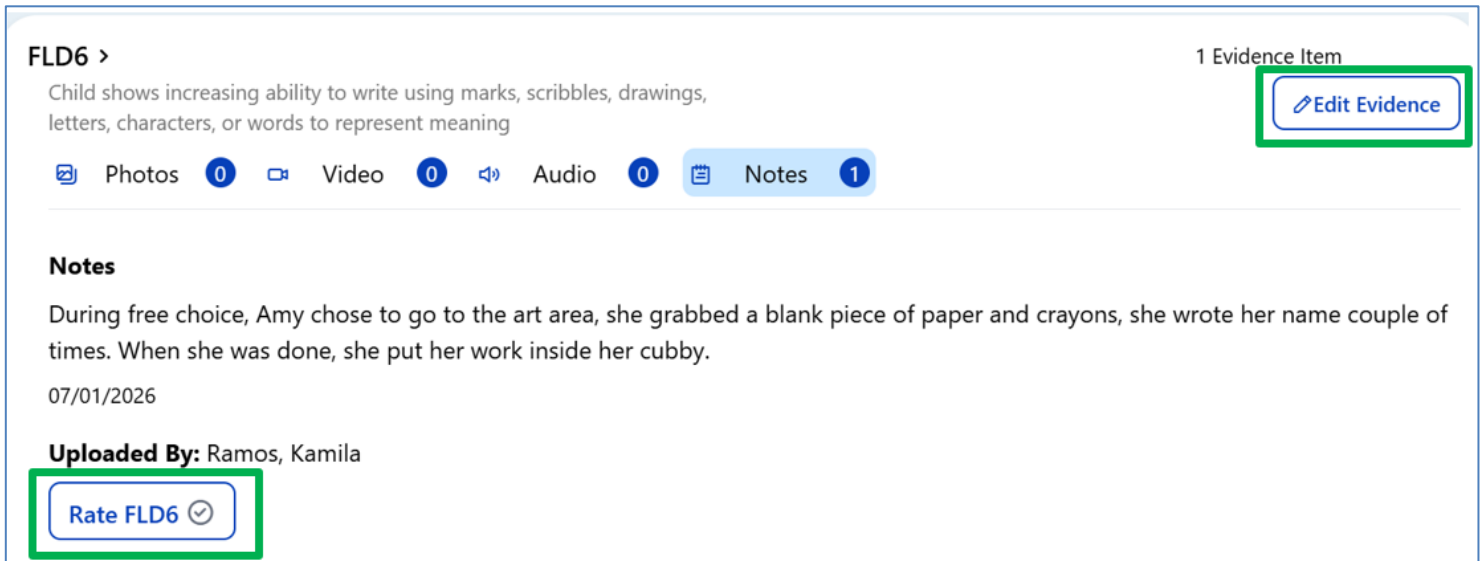
1 Evidence Item
Building Later ●

ATL2 ▾

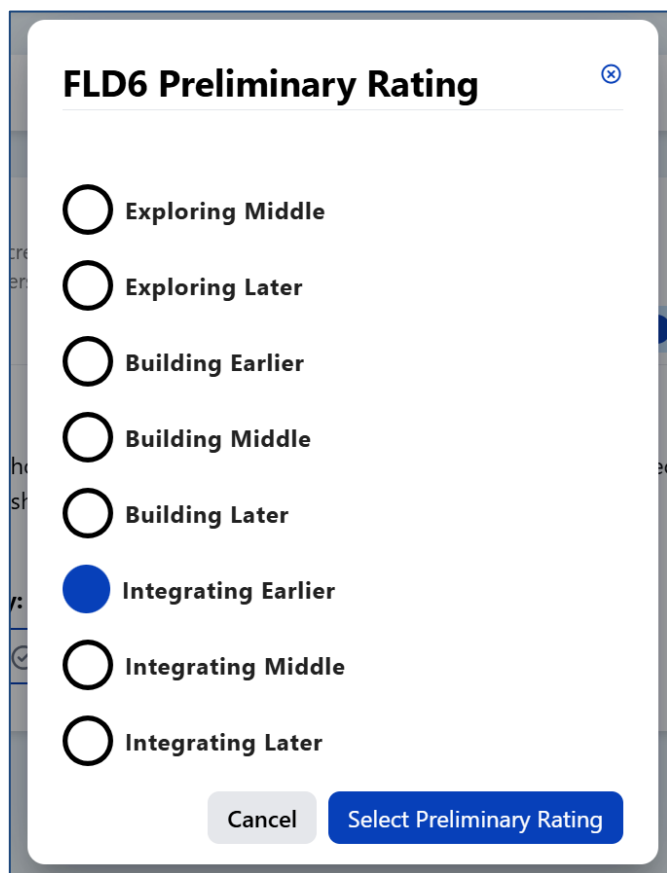
0 Evidence Items

Figure 4.1-2: Evidence by Measures

4. Select a measure to view previously uploaded evidence. In Figure 4.1-3 below, the user selected FLD6, which shows one note with no preliminary rating entered. To add a preliminary rating, select the blue **Rate FLD6** button in the bottom-left corner (see *Figure 4.1-3 below*).

**Figure 4.1-3: Rate Measure Button**

5. After selecting the Rate tab, the Preliminary Rating window opens (*Figure 4.1-4*). This window displays the preliminary rating options for the selected measure.



FLD6 Preliminary Rating

☐ Exploring Middle
☐ Exploring Later
☐ Building Earlier
☐ Building Middle
☐ Building Later
☒ Integrating Earlier
☐ Integrating Middle
☐ Integrating Later

Figure 4.1-4: Preliminary Rating Window

6. Select a rating option (e.g., Integrating Earlier) and click the **Select Preliminary Rating** button to save (*Figure 4.1-4 above*). Once your rating is saved, a confirmation message stating **"Rating Updated"** will appear at the bottom of the screen (*Figure 4.1-5*).

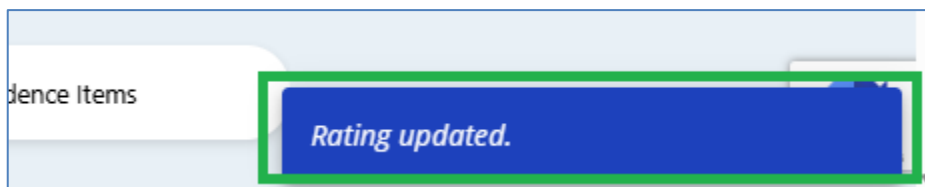


Figure 4.1-5: Rating Updated Message

7. To edit the evidence for a measure, select the blue **Edit Evidence** button in the upper right corner (*Figure 4.1-3 above*).
8. Add a photo, video, audio, or note (*Figure 4.1-6*).

FLD5 >

Child shows increasing awareness of symbols, characters, or letters in the environment including identifying how letter and word names, sounds, or fingerspelling correspond to printed text or braille

Building Earlier 

 Save Evidence

 Photos  Video  Audio  Notes 

Copy Evidence

Free play Carlos was walking towards the bathroom and he saw the word "Keep door closed" and he told the teacher "look teacher this is my letter, letter c"

Copy Evidence to Another Domain or Measure

Make a copy of existing evidence to move to another domain/measure.

ATL	SED	FLD	ELD	MATH	SCI	PD	HLTH
☐ ATL1	☐ SED1	☐ FLD1	☐ ELD1	☐ MATH1	☐ SCI1	☐ PD1	☐ H
☐ ATL2	☐ SED2	☒ FLD2	☒ ELD2	☐ MATH2	☐ SCI2	☐ PD2	☐ H
☐ ATL3	☐ SED3	☐ FLD3	☐ ELD3	☐ MATH3	☐ SCI3	☐ PD3	☐ H
☐ ATL4	☐ SED4	☐ FLD4		☐ MATH4		☐ PD4	☐ H
	☐ SED5	☐ FLD5		☐ MATH5			☐ H
		☐ FLD6					

 Cancel  Copy Evidence

 Remove Evidence



Figure 4.1-6: Edit Evidence

9. Select **Save Evidence** (Figure 4.1-6) when finished.

4.2. Copy Evidence or Remove Evidence

1. To copy the evidence to another measure, select the blue **Copy Evidence** button (Figure 4.1-6).
2. A window will open with options to select additional domains and measures (Figure 4.2-1). In this example, the evidence also applies to FLD 2 and ELD2, so the box next to that measure is checked.
3. After selecting the appropriate measures, select **Copy Evidence**, then click the blue **Save Evidence** button to complete the process (Figure 4.2-1).
4. To remove evidence that is no longer applicable, select the red **Remove Evidence** text at the bottom (Figure 4.1-6)

FLD5 >

Child shows increasing awareness of symbols, characters, or letters in the environment including identifying how letter and word names, sounds, or fingerspelling correspond to printed text or braille

Building Earlier 

 Save Evidence

 Photos **0**  Video **0**  Audio **0**  Notes **1**

Copy Evidence

Free play Carlos was walking towards the bathroom and he saw the word "Keep door closed" and he told the teacher "look teacher this is my letter, letter c"

Copy Evidence to Another Domain or Measure

Make a copy of existing evidence to move to another domain/measure.

ATL	SED	FLD	ELD	MATH	SCI	PD	HLTH
☐ ATL1	☐ SED1	☐ FLD1	☐ ELD1	☐ MATH1	☐ SCI1	☐ PD1	☐ H
☐ ATL2	☐ SED2	☒ FLD2	☒ ELD2	☐ MATH2	☐ SCI2	☐ PD2	☐ H
☐ ATL3	☐ SED3	☐ FLD3	☐ ELD3	☐ MATH3	☐ SCI3	☐ PD3	☐ H
☐ ATL4	☐ SED4	☐ FLD4		☐ MATH4		☐ PD4	☐ H
	☐ SED5	☐ FLD5		☐ MATH5			☐ H
		☐ FLD6					☐ H

Cancel 



Figure 4.2-1: Copy Evidence

4.3. Add to Message Board

The **Add to Message Board** button is another portfolio feature on the Review Evidence page. (Figure 4.3-1 below).

Review Evidence

Rating Period: Fall 2026
Classroom: Wonder Minds
Age Group/Instrument: Preschool - Transitional Kindergarten
- Kindergarten
Child/Children: Carlos Romero

Domains **Measures**





< Back to View Children

ATL ▾ 0 Evidence Items

SED ▾ 0 Evidence Items

Figure 4.3-1: Add to Message Board

1. The **Send Message Board** will appear for the selected student (Figure 4.3-2).

2. Choose the user(s) you want to send the message to (*Figure 4.3-2*).

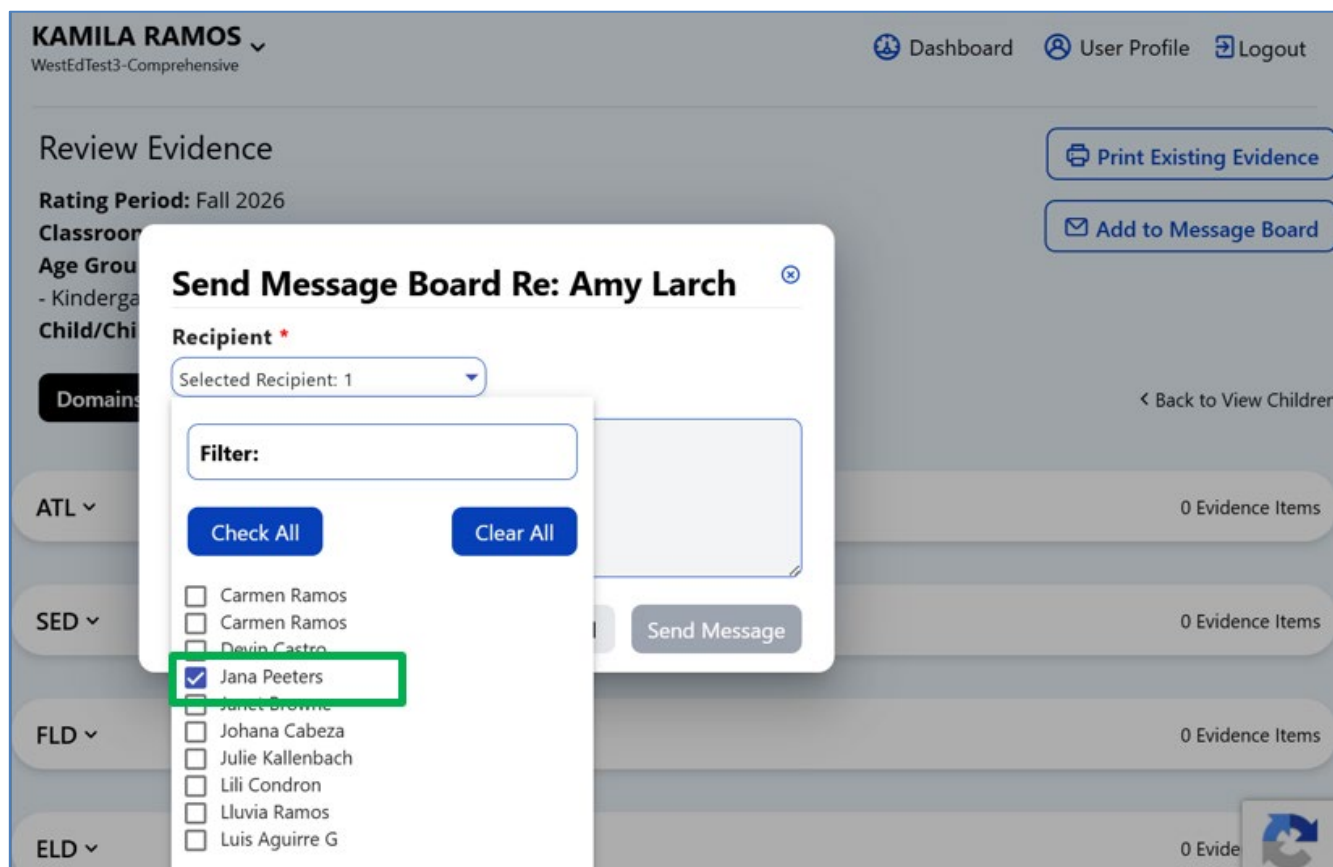


Figure 4.3-2: Send Message Board/Select Recipient

3. Enter your message in the dialogue box (*Figure 4.3-3 below*).

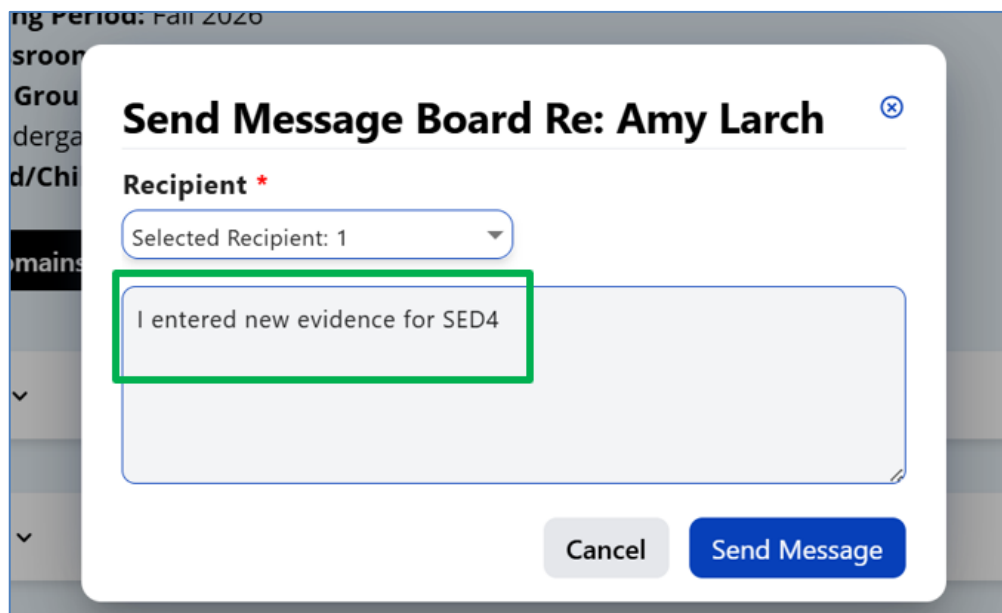


Figure 4.3-3: Send Message Board/Send Message Button

4. Select the blue **Send Message** button (*Figure 4.3-3 above*).

5. Adding Evidence and Preliminary Ratings

5.1. Adding Evidence

You can add evidence to the child's portfolio and choose whether to use it for the current rating period or save it for a future rating cycle.

1. First, follow steps 1-4 under section 3.2 Portfolio Tab on page 4 to access the **Viewing Children** page.
2. In the **Add Evidence** column, check the boxes next to the children's names for whom you want to add evidence (*Figure 5.1-1 below*).

Viewing Children in: **Wonder Minds**

Rating Period: **Fall 2026**

Add Evidence	First Name	Last Name	Review Current Evidence ⓘ	Review Future Evidence ⓘ
☐	Amy	Larch		
☐	Antonella	Carpio		
☐	Bella	Schmidt		
☒	Ben	S		
☒	Bobby	Stewart		
☐	Carlos	Romero		

Figure 5.1-1: Select Children/Add Evidence

3. Select **Next** (*Figure 5.1-1 above*).
4. The **Add Evidence** page opens. This page displays the information for the selected students, the evidence categories (photos, audio, etc.), and a toggle to **Save to the evidence library for future rating periods** (*Figure 5.1-2 below*).

Add Evidence Go Back

Rating Period: Fall 2026
Classroom: Wonder Minds
Age Group/Instrument: Preschool - Transitional Kindergarten - Kindergarten
Child/Children: Ben S, Bobby Stewart

☐ Save to evidence library for future rating period

Choose Evidence

Add Photo

Allowed type:
jpeg, png, gif

Add Video

Allowed type:
mp4, mpeg, webm,
ogg, mov

Add Audio

Allowed type:
mpeg, wav, ogg

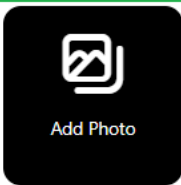
Add Note

Figure 5.1-2: Add Evidence

- To **add evidence to the current rating period**: Leave the toggle **OFF** (*Figure 5.1-2 above*). Your evidence will be available immediately.
 - To **save your evidence for a future rating period**: Slide the toggle **ON**. This adds your evidence to the evidence library.
5. Select the box of the type of evidence—photo, video, audio, note, or structured prompt (*Figure 5.1-2 above*).
 6. To add photographic evidence, select **Add Photo** and choose whether to drag and drop an image or upload a photo from your device (*Figure 5.1-3 below*).

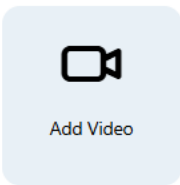
Save to evidence library for future rating period

Choose Evidence



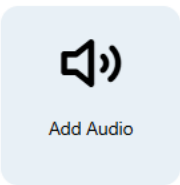
Add Photo

Allowed type:
jpeg, png, gif



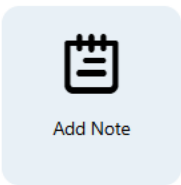
Add Video

Allowed type:
mp4, mpeg, webm, ogg,
mov



Add Audio

Allowed type:
mpeg, wav, ogg



Add Note



Add Structured Prompt

Allowed type:
jpeg, png, gif, doc, pdf

Add Photo



SELECT A PHOTO FILE TO UPLOAD

[Or drag and drop it here](#)

Figure 5.1-2: Add Photo

7. After uploading a photo, you may enter a caption note to enhance the photo information (Figure 5.1-3).



ben&bobby.jpg Remove

Add Notes

Outdoor play
During outdoor play, Ben and Bobby were riding bicycles. They were very cautious and avoided any obstacles. They followed each other and gave each other space.

Figure 5.1-3: Add Notes to a Photo

Assign Evidence

ATL	SED	FLD	ELD	MATH	SCI	PD	HLTH
☐ ATL	☐ SED	☐ FLD	☐ ELD	☐ MATH	☐ SCI	☐ PD	☐ HLTH
☒ ATL1	☐ SED1	☐ FLD1	☐ ELD1	☐ MATH1	☐ SCI1	☐ PD1	☒ HLTH1
☐ ATL2	☐ SED2	☐ FLD2	☐ ELD2	☐ MATH2	☐ SCI2	☐ PD2	☐ HLTH2
☐ ATL3	☐ SED3	☐ FLD3	☐ ELD3	☐ MATH3	☐ SCI3	☐ PD3	☐ HLTH3
☐ ATL4	☒ SED4	☐ FLD4		☐ MATH4		☐ PD4	☐ HLTH4
	☐ SED5	☐ FLD5		☐ MATH5			☐ HLTH5
		☐ FLD6					

HSS	VPA
☐ HSS	☐ VPA
☐ HSS1	☐ VPA1
☐ HSS2	☐ VPA2
☐ HSS3	☐ VPA3
☐ HSS4	☐ VPA4
☐ HSS5	

Date of Collected Evidence *

7/1/2026

Next

Figure 5.1-4: Add Notes to a Photo and Assigning Evidence

8. Next, assign the evidence to the appropriate measures by checking the relevant boxes (*Figure 5.1-4*). If you are assigning evidence for a future rating period, you will see DRDP (2025) measures—select the appropriate measures for the view you are using. Review the Measures at a Glance page in the introduction of the DRDP instrument your agency is using to identify applicable measures.
9. Enter the date when the evidence was collected (*Figure 5.1-4*), ensuring that it is after the class start date. If the date entered is before the class start date, an error message will appear, and you must correct it before proceeding. Once you enter the correct date, select the blue **Next** button to continue (*Figure 5.1-4*).
10. The **Preliminary Ratings** page opens (*Figure 5.1-5 below*).
11. Select which measures the photo evidence applies to for each child (*Figure 5.1-5 below*).
12. Next, decide whether to assign a **Preliminary Rating** and select the applicable measure (*Figure 5.1-5 below*).

Preliminary Ratings

Go Back

Rating Period: Fall 2026
Classroom: Wonder Minds
Age Group/Instrument: Preschool - Transitional Kindergarten - Kindergarten
Child/Children: Ben S, Bobby Stewart

Assigned Evidence

A Preliminary Rating is not required. Please check the box/boxes of the measures you would like to save your evidence to and click on the save button prior to leaving this page.

Selected Students	Photo Evidence	Preliminary Rating
Ben S	☒ ATL1 ☒ SED4 ☒ HLTH1	Rate ATL1 ✓ Rate SED4 ✓ Rate HLTH1 ✓
Bobby Stewart	☒ ATL1 ☒ SED4 ☒ HLTH1	Rate ATL1 ✓ Rate SED4 ✓ Rate HLTH1 ✓



Figure 5.1-5: Preliminary Ratings/Assigned Evidence

13. When the Preliminary Rating window opens, select a developmental level (*Figure 5.1-6 below*). Then, select the blue **Select Preliminary Rating** button (*Figure 5.1-6 below*).

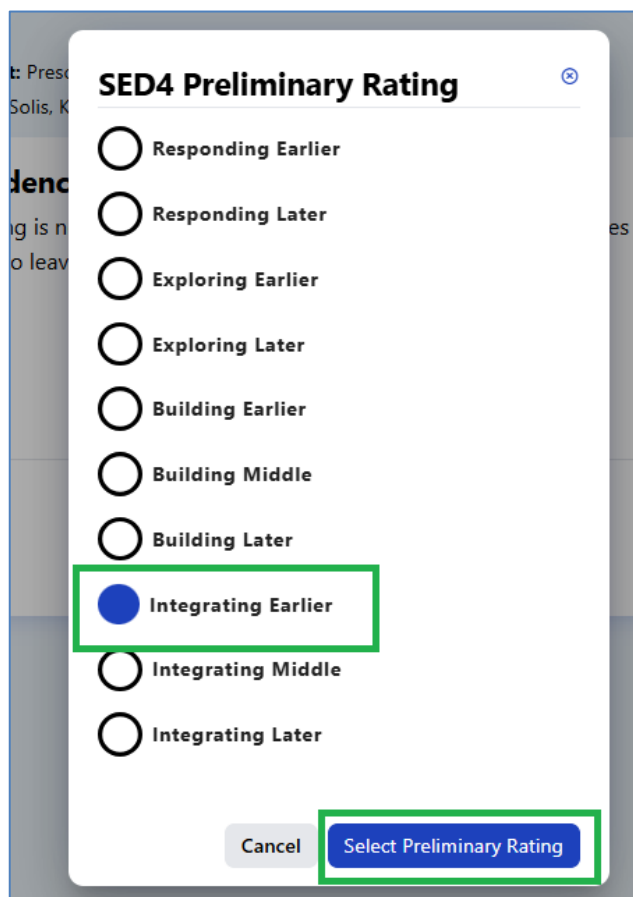


Figure 5.1-6: Preliminary Rating Window

14. After choosing the rating, select **Save** to confirm. A success message will appear at the bottom-left of the screen (*Figure 5.1.7*).

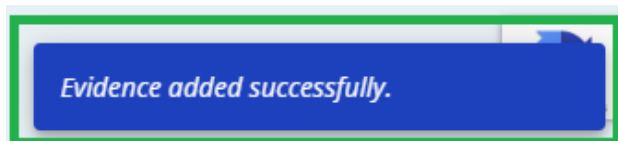


Figure 5.1-7: Success Message

5.2. Reviewing Future Evidence

To use evidence saved for future rating periods, follow the steps below.

1. On the Viewing Children page (*see Figure 5.1.1 above*), locate the student and click the blue icon in the **Review Future Evidence** column to view evidence previously uploaded for future use.
2. The Review Evidence page will open, showing evidence organized by **Domains** or **Measures** (*Figure 5.2-1 below*).

KAMILA RAMOS ^
WestEdTest3-Comprehensive

Dashboard User Profile Logout

The Wonder Years

Review Evidence

Rating Period: Fall 2026
Classroom: Wonder Minds
Age Group/Instrument: Preschool - Transitional Kindergarten
- Kindergarten
Child/Children: Amy Larch

Print Existing Evidence

Add to Message Board

Domains Measures

< Back to View Children

ATL

ATL1 ▾	1 Evidence Item Building Later ●
ATL2 ▾	0 Evidence Items

Figure 5.2-1: Review Evidence

6. Helpful Hints

1. Teachers often add evidence by measures and not by domains. When reviewing evidence, select the **Measures** button to open that evidence (*Figure 6.1*).
2. To review evidence by measure, select the drop-down under the measure that has evidence item(s) (*Figure 6.1*).

SED3 ▾	0 Evidence Items
SED4 ▾	1 Evidence Item Building Later ●
SED5 ▾	0 Evidence Items

Figure 6.1: Reviewing Evidence by Measure

3. Ensure you select which type of evidence to review. Photos are the default evidence to review (*Figure 6.2*).

FLD5 >

Child shows increasing awareness of symbols, characters, or letters in the environment including identifying how letter and word names, sounds, or fingerspelling correspond to printed text or braille

1 Evidence Item

Building Earlier

[Edit Evidence](#)

Photos 0 Video 0 Audio 0 Notes 1

Notes

Free play Carlos was walking towards the bathroom and he saw the word "Keep door closed" and he told the teacher "look teacher this is my letter, letter c"

Building Earlier

07/01/2026

Uploaded By: Ramos, Kamila

[Rate FLD5](#)

Figure 6.2: Select and Edit Evidence

4. In Figure 6.2 above, there are no photos, but there is one note available. Select **Notes** to open that evidence.
5. To **Edit Evidence**, select that button in the upper right (*Figure 6.2 above*).

7. 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.