DRDP Online Tip Sheet

Adding Children in DRDP Online 2023 for Administrators

Contents

Adding Children 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 children. 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.

2. Adding Children

2.1. Add Child

An administrator may add children from the left navigation menu.

1. Select the **Add New Child** button, and the **Search for Child in DRDP Online System** window appears (*Figure 2.1.1*). Before adding a child, users must ensure that the child is not already in the system. A **No Results Found** window (Figure 2.1.2) will appear if the child is not in the system.

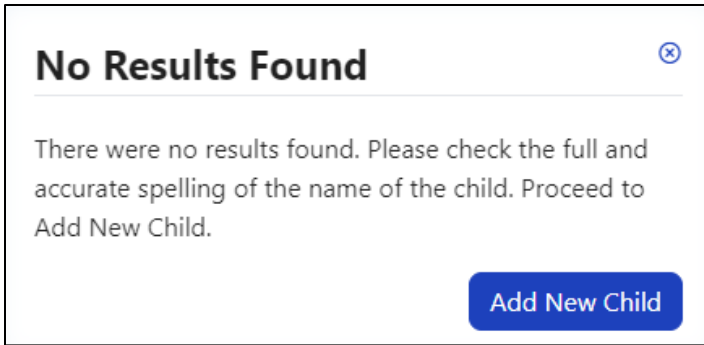**Figure 2.1.1: Search for Child in DRDP Online System Window**

Figure 2.1.2: No Results Found Window

Enter the 10-digit Statewide Student Identifier (SSID) when adding a child. You may leave that field blank if you do not have an SSID. However, you must provide the Agency/District Identifier. Each child in an agency has a unique ID. The agency/district ID is essential because DRDP Online uses it to monitor children's developmental progress from one rating period to another.

Before adding a new child, a class must first be established. (View **Setup Menu/Teacher Assignments and Rating Periods** (*see Figure 2.3 above*) to see if a class has been assigned the current rating period.)

2. 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 (*see Figure 2.1.2 above*). The **Add New Child** window will appear (*Figure 2.1.4*).

Figure 2.1.4: Add New Child Window

The 10-digit State Student (SSID) Identifier and the Agency/District Student Identifier track the child's developmental progress from one rating period to another. The second

identifier should be entered if the child does not have one of the abovementioned identifiers. Both should not be left blank!

All information marked with an asterisk is required. Complete this form with the information available for the child to ensure the most appropriate measures are shown. Once the child's demographic information is entered, select the **Save & Enroll** button at the bottom of the window. The **Complete Enrollment** window (*Figure 2.1.5*) for the child will appear. Select the **Site** to which you want to add the child and the **Rating Period**, **Classroom**, and **Enrollment Date**. After completing the needed information, select **Save & Enroll**.

Figure 2.1.5: Complete Enrollment

2.2. Search for Children

1. Select **Search for Child** in the navigation menu to search for children. The **Search for Child in Your Agency** window will open.
2. Select the site where you wish to view children or select **Check All** to view children on all sites. The rating period must be set (*Figure 2.2.1*).
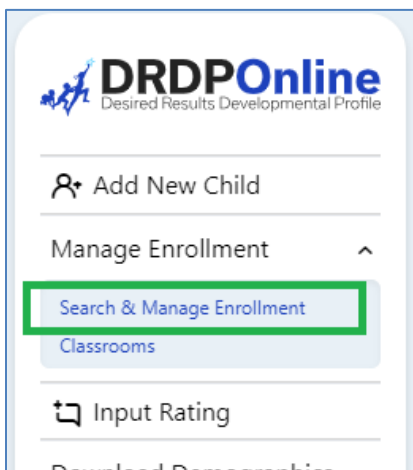3. Then select the **Search** button.

Figure 2.2.1: Rating Period in Search for Child in Your Agency Window

2.3. Move Child Record

Administrators can only re-enroll or reassign children. Site administrators can reassign or re-enroll all children within a site.

2.4. Transfer Child/Children

1. To move a child or children from one class to another within the same rating period, select **Manage Enrollment** to expand the menu. Then, choose **Search & Management Enrollment** (*Figure 2.4.1*) and search for the child or children that need to be moved.

Figure 2.4.1: Search & Management Enrollment

2. Once a list is generated, select the box to the left of the child/children's name (*Figure 2.4.2*). Then select the **Transfer** button.

Figure 2.4.2: Select Child Box and Transfer Button

3. The **Batch Transfer Confirmation** window will appear (*Figure 2.4.3*). Complete the required information (rating period, site, and classroom) and select the **Transfer Child** button. The child/children's information and ratings will be moved to the selected site and class for that rating period.

Figure 2.4.3: Batch Transfer Confirmation Window

2.5. Re-enroll Child/Children

Children may be re-enrolled from one assessment period to another.

4. To re-enroll children, select **Manage Enrollment** to expand the menu (*see Figure 2.4.1 above*).

5. Select **Search & Management Enrollment** (*see Figure 2.4.1 above*) and search for the child or children that need to be moved.

6. Once a list is generated, select the box to the left of the child/children's name (*Figure 2.5.1*).

7. Then select the **Re-enroll** button.

Figure 2.5.1: Select Child Box and Re-enroll Button

8. The **Batch Re-Enroll Confirmation** window will appear.

9. Select the rating period in which you wish to re-enroll the child/children. Then, select the **Save and Re-enroll** button (*Figure 2.5.2*) to copy the child/children and their information from a past rating period to the selected rating period.
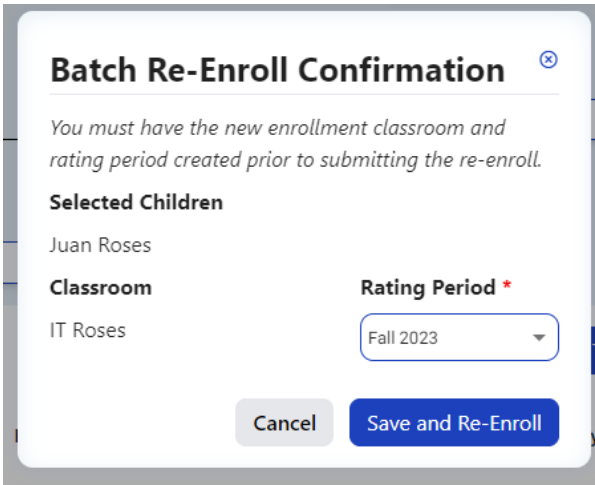
Figure 2.5.2: Batch Re-Enroll Confirmation/Save and Re-enroll Button

DRDP measure ratings are not copied. For example, re-enrolling a child from Rating Period A to B does not delete the child's information from Rating Period A; it is copied into Rating Period B.

2.6.   Selecting Views to Rate

Lead agency administrators decide which views of the DRDP their programs use for the program year.

1.   To select the views of the DRDP, select **Setup Menu,** then **Ratings View Setup** (*Figure 2.6.1*) from the navigation menu.
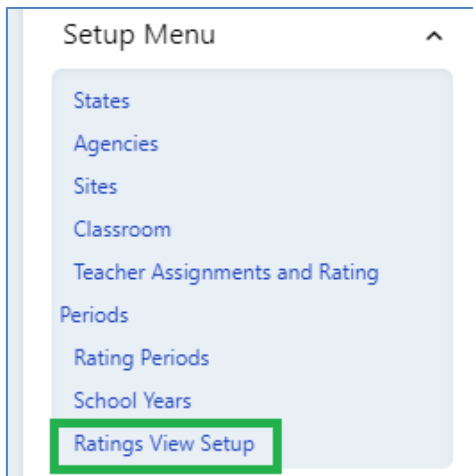
Figure 2.6.1: Ratings View Setup

2.   Select the green **Search** button to find your agency.

3.   The **Ratings View Setup** window appears.

4. Select the instrument/ratings view per age level (*Figure 2.6.2*) under **Select Agency Default Views**. To proceed successfully, you must select a view for all age levels, even if you have no children in your agency for some of the age levels.

5. Once you have chosen the views for your agency, select **Save and Lock** (*see Figure 2.6.2 below*).

Figure 2.6.2: Select Agency Default Views

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.