

# DRDP Online Tip Sheet



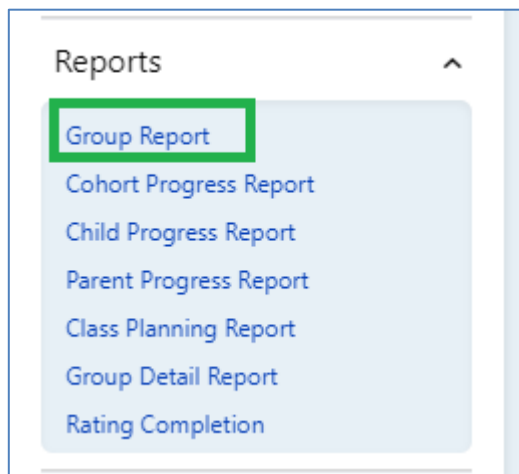
## Generating Group Reports in DRDP Online

The DRDP Online Group Report provides scale scores by domain for a group of children. The number of children is seen next to each domain level. This report can be generated for a class, an agency, or any specific group of children that you choose.

### 1. The Group Report

#### 1.1. Viewing the Group Report

1. Log in to DRDP Online.org with your username and password to get started.
2. In the menu on the left, choose **Reports**. (Several types of report options are in the dropdown.) Choose **Group Report** (*Figure 1.1-1*).



**Figure 1.1-1: Group Report**

3. Next, select **Rating Period**, **Site**, **Classroom**, and **Age Group**. (**State** and **Agency** will auto-populate.)
4. Under Additional Filters, select **None**.
5. Select **Show Report** to view it online or **Download Report** to view or save it as a PDF (*Figure 1.1-2 below*).

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Dashboard User Profile Logout

## Group Report

Select rating periods and age group to create a group report (additional filters are optional). Any rating options other than developmental levels, will not be calculated in the report and will affect the number of children reflected. All classes are automatically included based on the sites selected. To select a subset of classes, click on the appropriate classes in the Classes drop down menu.

**State \*** California | 
 **Agency \*** DEMO Fundamental | 
 **Rating Period \*** Selected Rating Period: 1 | 
 **Site** Selected Site: 1 | 
 **Classroom** Selected Classroom: 1

**Age Group \*** Preschool | 
 **Additional Filters**  None  Subgroups

Show Report Download Report Clear

Figure 1.1-2: Show or Download the Group Report

## 1.2. Domains and Developmental Levels

Only children with ratings completed in specific domains will be included in the results.

1. The first color bar shows the developmental level labels from Responding Earlier on the left to Integrating Earlier on the right (*Figure 1.2-1*).

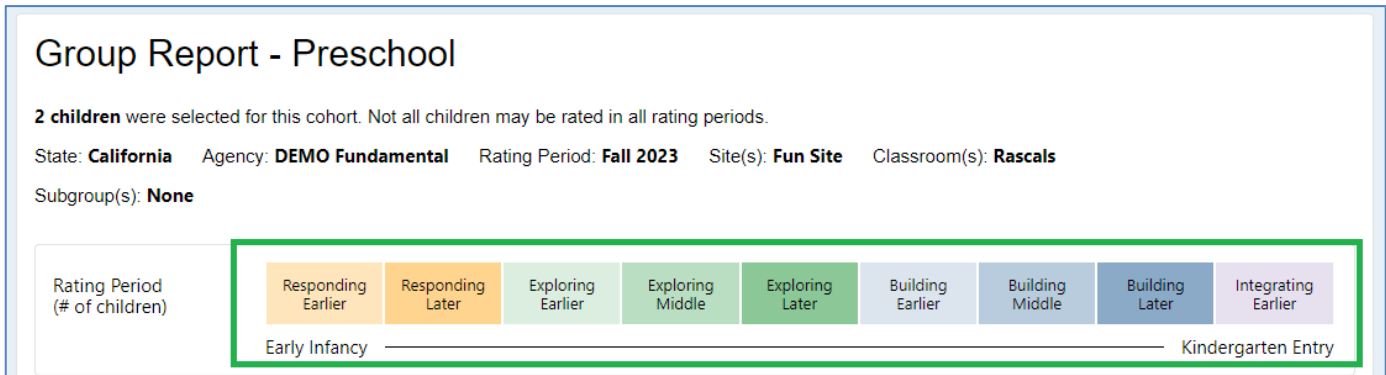
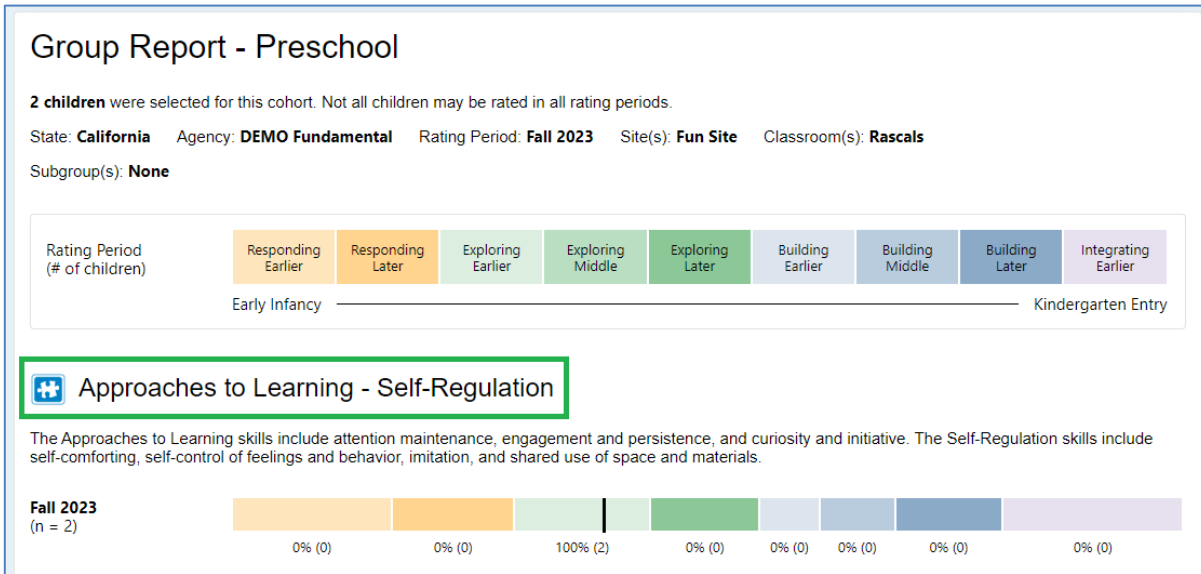


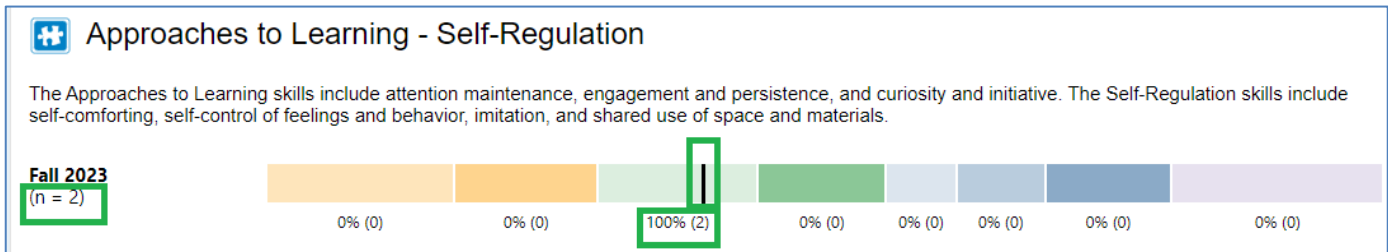
Figure 1.2-1: Developmental Levels

2. The domains are under the rating level bar. The first domain is Approaches to Learning – Self-Regulation (*Figure 1.2-2 below*).



**Figure 1.2-2: Approaches to Learning – Self-Regulation Domain**

3. The “n” on the far left indicates the number of children in the domain rating (*Figure 1.2-3*).
4. A black vertical line in the color bar for each domain indicates the median score for the group for this domain (*Figure 1.2-3*).
5. Under each color-coded section of the bar are a percentage and a number representing the percentage and number of children rated within that developmental level (*Figure 1.2-3*).



**Figure 1.2-3: Number of Children in the Domain, Median Score, and Percentage and the Number of Children Rated at that Developmental Level**

The developmental levels of the English Language Development domain are different from the other domains.

### 1.3. Additional Filters

1. Go to **Additional Filters** and select **Subgroups** (*Figure 1.3-1*). This allows you to customize the group or groups you want to see in your report.

**Group Report**

Select rating periods and age group to create a group report (additional filters are optional). Any rating options other than developmental levels, will not be calculated in the report and will affect the number of children reflected. All classes are automatically included based on the sites selected. To select a subset of classes, click on the appropriate classes in the Classes drop down menu.

**State \*** California | 
 **Agency \*** DEMO Fundamental | 
 **Rating Period \*** Selected Rating Period: 1 | 
 **Site** Selected Site: 1 | 
 **Classroom** Selected Classroom: 1

**Age Group \*** Preschool | 
 **Additional Filters**
 None  Subgroups

**Figure 1.3-1: Additional Filters**

- Pick the subgroups and then **Show Report** (Figure 1.3-2). Now, the report indicates the subgroup selected.

**State \*** California | 
 **Agency \*** DEMO Fundamental | 
 **Rating Period \*** Selected Rating Period: 1 | 
 **Site** Selected Site: 1 | 
 **Classroom** Selected Classroom: 1

**Age Group \*** Preschool | 
 **Additional Filters**
 None  Subgroups

**DOB Start Date**  | 
 **DOB End Date**  | 
 **Gender** Select Gender | 
 **Hispanic or Latino** Select an option | 
 **Race** Select Race

**Free or Reduced Meals** Select an option | 
 **IEP Status** Select an option | 
 **Program Type (based on Age Group)** Select Program | 
 **Child's Home Language** Select Language | 
 **Language other than English spoken at home** Select an option

**Figure 1.3-2: Subgroups and Show Report Button**

- Select **Download Report** to generate a PDF file to open, print, or save.

## 2. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email [DRDPOnline@wested.org](mailto:DRDPOnline@wested.org).
- 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.