



# DRDP Online Tip Sheet

## DRDP Online Getting Started Checklist

### 1. Lead Agency Administrator

1. Select the assessment view.
  - Select one view for each age level. Select NA where applicable.
  - Use **Assignment of Custom Rating View** (if needed).
  - Lock rating views.
  - Once the view is selected, it cannot be changed for a year.
2. Review users who are administrators to confirm those who have left are marked inactive.
3. Ensure new users are uploaded with the correct roles.

### 2. Administrators

1. Add new users to your system in **User Accounts**.
2. Check that all users are in the system with the appropriate permissions.\*
  - Become familiar with [DRDP Online Roles and Permissions](#). Teachers and teachers of record have limited permissions.
  - Assign users to appropriate sites and classes so that they have access to the children in those sites and classes.
3. Create classrooms for the current rating period. Be specific in naming the classrooms.
  - Classrooms are created for every new rating period. (This can be done manually or with the [Upload Class Template \[2023\]](#).)
  - Name the classroom using a name unique to the site for that year. (Each class must have a specific name per site. The name should not include the rating period and must remain consistent for the year.)
  - Use the Upload Class Template (2023) or create classrooms manually in the **Set-up Menu**.
4. Add children to the system and enroll them in classes.
  - Children can be reenrolled from previous rating periods, or new children can be added (either manually or by using the [All Instrument Child Upload Template \(2023\)](#)).
  - The **Download Demographics** tab allows administrators to change enrolled child information and re-upload it into DRDP Online.
  - Children returning to your program for the current rating period may be reenrolled using the upload template or the **Manage Enrollment** function.

- New children can be manually added using the **Add New Child** feature or the All-Instrument Child Upload Template (2023).

\*The DRDP Online Roles and Permissions document and upload templates are available on the [Desired Results website/DRDP Online Resources](#) under Upload Templates.

### 3. 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.