# DRDP Online Tip Sheet

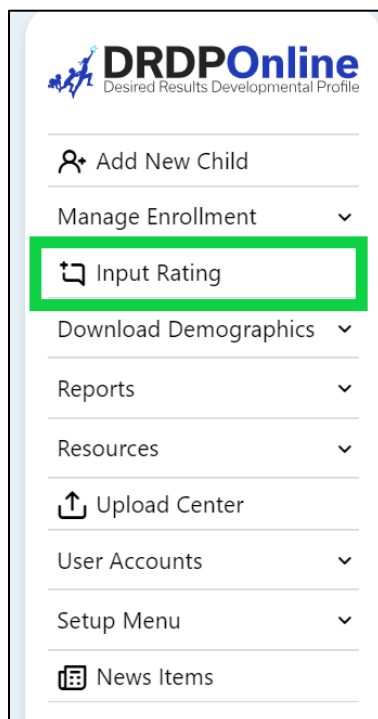## How to Enter Ratings in DRDP Online 2023 for Teachers

### 1.    Introduction

Users with the Teacher or Teacher of Record role may enter ratings for children enrolled in the classes they are assigned to and lock ratings.

### 2.    Ratings

#### 2.1.    Input Ratings

1.  Once logged into DRDP Online, select the **Input Rating** option from the left menu.



**Figure 2.1-1: DRDP Online Menu**

2.  From the Input Rating screen, select the appropriate filters for the rating period, site, classroom, and age group/instrument to which you would like to add a rating.

**Figure 2.1-2: Input Ratings Screen**

3. The next screen will provide a list of children. The list of children includes the child's name, ID, developmental domains, number of measures per domain, assessment date, lock date, rating completion by percentage, locking status, teacher, and site.

    a. Select the blue list icon under the Ratings column for the child you want to complete ratings.

    b. Any child with a zero (0) for their first number has not had any measures rated (as highlighted in the screenshot below). Children may have different requirements regarding the number of measures required in a particular domain. For example, children with an IEP in a preschool class using the DRDP Preschool Essential View will automatically be assigned the fundamental view.



**Figure 2.1-3: Ratings Column and Developmental Domains**

4. The Rating Record page will populate. The child's name, class, teacher, age group, instrument, enrollment date, assessment date, and lock date will be at the top.

There are two ways to enter ratings from the rating record page:

a) Stay on the Rating Record page.
b) Select the **Go to Input Ratings** option (in the top right corner).

When you stay on the Rating Record page, the measures will show below with two rectangles beneath each measure. Choose your measure and select the rectangle labeled **Select Rating**.

## Rating Record

Go to Input Ratings

| | | |
|---|---|---|
| Child: **Bobby B** | District/Agency: **WestEdTest 3-Comprehensive** | Enrollment Date: **July 25, 2023** |
| Class: **Diamond-PS** | School or Site: **River** | Assessment Date: |
| Teacher: **Tamarra Osborne** | Age Group Instrument: **Preschool Comprehensive Rating View** | Lock Date: |

[ Save ] [ Previous ] [ Next ] [ Print ] [ Lock ]

### ATL-REG - Approaches to Learning-Self-Regulation                    0/7

**ATL-REG1 : Attention Maintenance***
[ None Selected | Select Rating ]

**ATL-REG2 : Self-Comforting***
[ None Selected | Select Rating ]

**ATL-REG3 : Imitation***
[ None Selected | Select Rating ]

**ATL-REG4 : Curiosity and Initiative in Learning**
[ None Selected | Select Rating ]

**ATL-REG5 : Self-Control of Feelings and Behavior**
[ None Selected | Select Rating ]

**ATL-REG6 : Engagement and Persistence**
[ None Selected | Select Rating ]

**ATL-REG7 : Shared Use of Space and Materials**
[ None Selected | Select Rating ]

**Figure 2.1-4: Developmental Levels and Descriptors**

5. After choosing the **Select Rating** option, the developmental levels and descriptors will show for the selected measure.
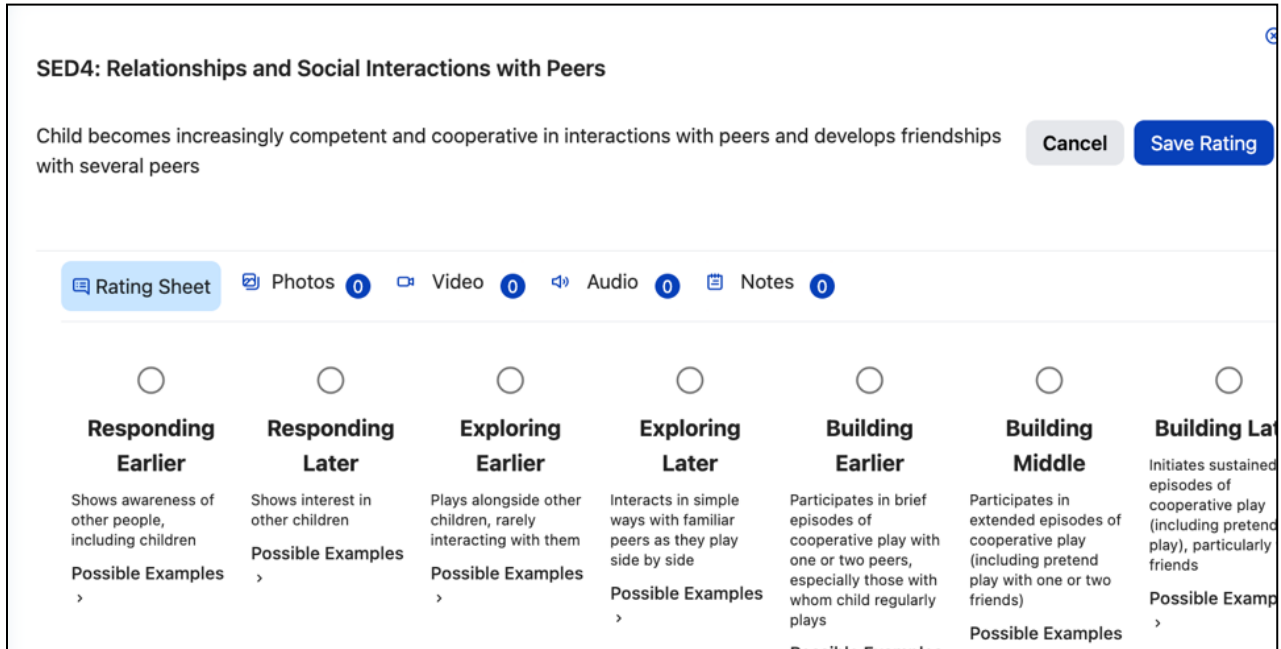
**Figure 2.1-5: Developmental Levels and Descriptors**

Examples can be expanded by selecting **Possible Examples**. If the teacher has added any documentation (pictures, videos, audio, notes) and assigned it to that measure, it can be viewed from this page. Based on the documentation collected, teachers will select the highest level mastered and save the rating.
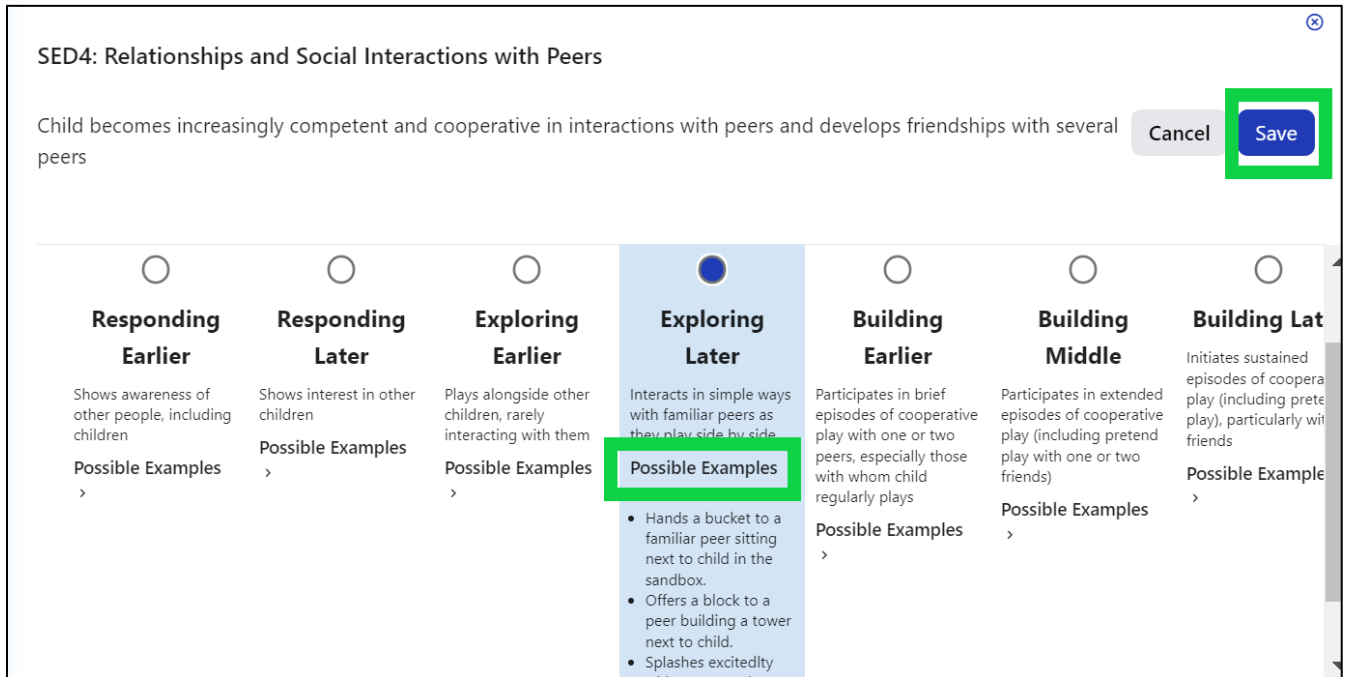


**Figure 2.1-6: Viewing the Possible Examples**

6. Additional rating options (emerging to the next level and unable to rate this measure due to extended absences) can be found by scrolling to the right.
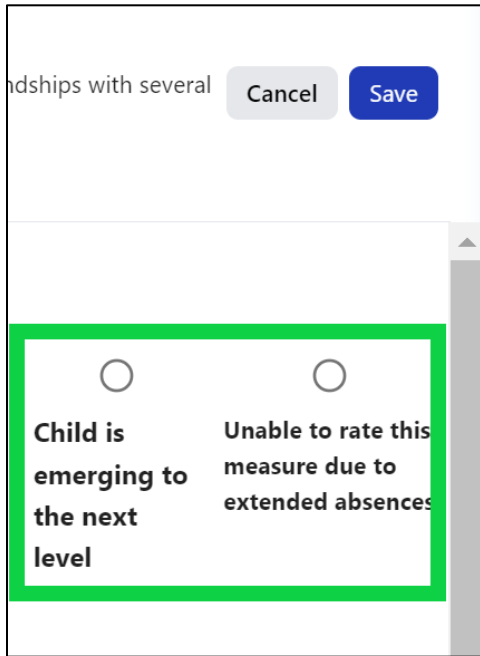


**Figure 2.1-7: Additional rating measures**

> **Note:**
>
> The emerging checkbox will be disabled if the last level for that measure has been rated.
>
> A rating can be erased by selecting the unable to rate option twice.

## 2.2. Save and Lock Ratings

1. Once you have completed all the domains required, you do not need to return to the previous page to move to the next child: select **Save Rating**.

2. When final ratings have been saved, the rectangle will highlight **Final Rating** in dark blue. If the measure has a preliminary rating that requires review, it will highlight **Review Pre-Rating** in lighter blue. The top right corner of each domain will note how many measures are finalized.

**Figure 2.2-1: Review Pre-Rating and Final Rating**

3. Once all measures have a final rating, the Teacher of Record can lock the rating record by scrolling back to the top of the Rating Record page and selecting the **Lock** option.

**Note:** A record will not be available in reporting until it is locked.

4. When teachers select the **Go to Input Ratings** option in the top right corner of the Rating Record page, a different rating view will populate.



**Figure 2.2-2: View of Go to Input Ratings option**

5. The Input Ratings page allows teachers to select the highest level mastered for all measures on one page.

> **Note:** Ratings entered on either page will populate to the other.



**Figure 2.2-3: Input Ratings Page**

# 3.   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 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.