



# DRDP Online Tip Sheet

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

### Introduction

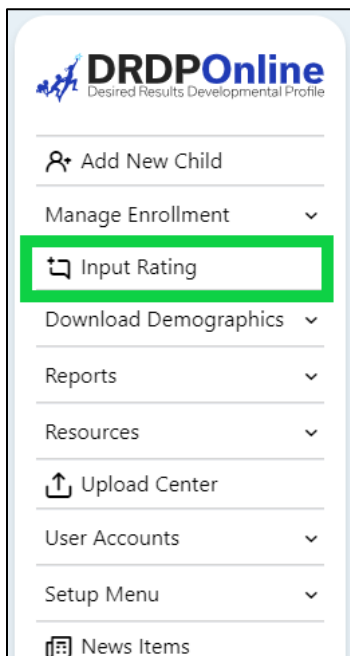
This document aims to instruct agency administrators, site administrators, and Teachers of Record on locking classroom and individual child ratings.

Only users with the agency administrator, site administrator, or teacher of record role may lock ratings.

## 1. Locking Ratings

### 1.1. Input Rating

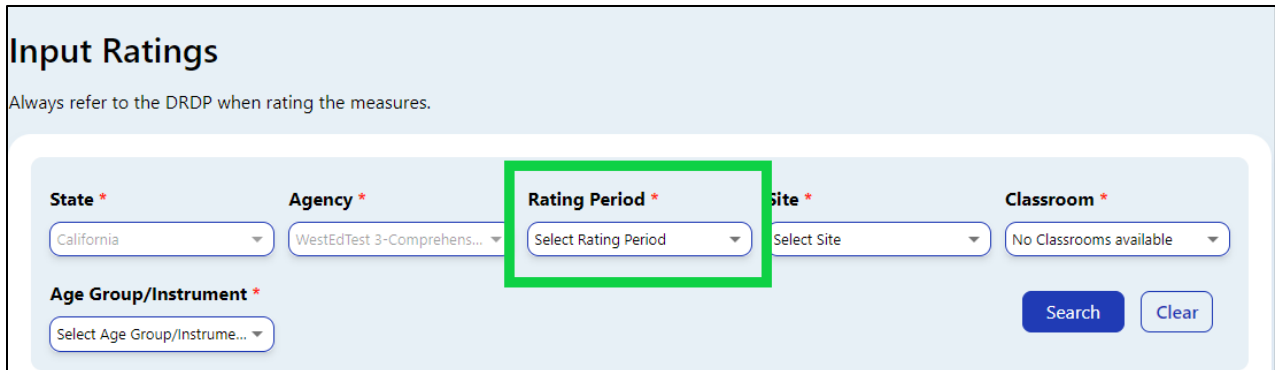
1. Once logged into DRDP Online, select the **Input Rating** option from the left menu (*Figure 1.1*).



**Figure 1.1: DRDP Online Navigation Menu**

## 1.2. Rating Period

1. From the Input Ratings screen, select the **Rating Period** option (*Figure 1.2*).

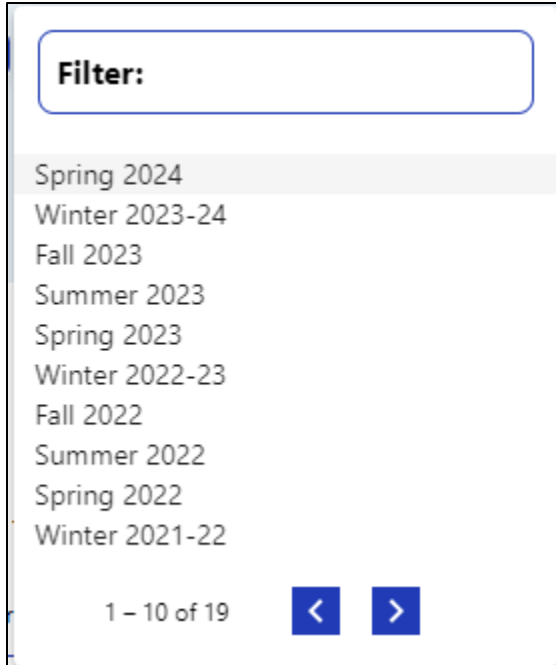


The screenshot shows the 'Input Ratings' form. At the top, it says 'Input Ratings' and 'Always refer to the DRDP when rating the measures.' Below this are several dropdown menus: 'State \*' (California), 'Agency \*' (WestEdTest 3-Comprehens...), 'Rating Period \*' (Select Rating Period), 'Site \*' (Select Site), and 'Classroom \*' (No Classrooms available). There is also an 'Age Group/Instrument \*' dropdown (Select Age Group/Instrume...). At the bottom right are 'Search' and 'Clear' buttons. The 'Rating Period \*' dropdown is highlighted with a green border.

**Figure 1.2: Rating Period Menu Location**

2. Select the period for which you want to lock ratings (*Figure 1.2-2*).

**Note:** The current rating period will be selected by default.

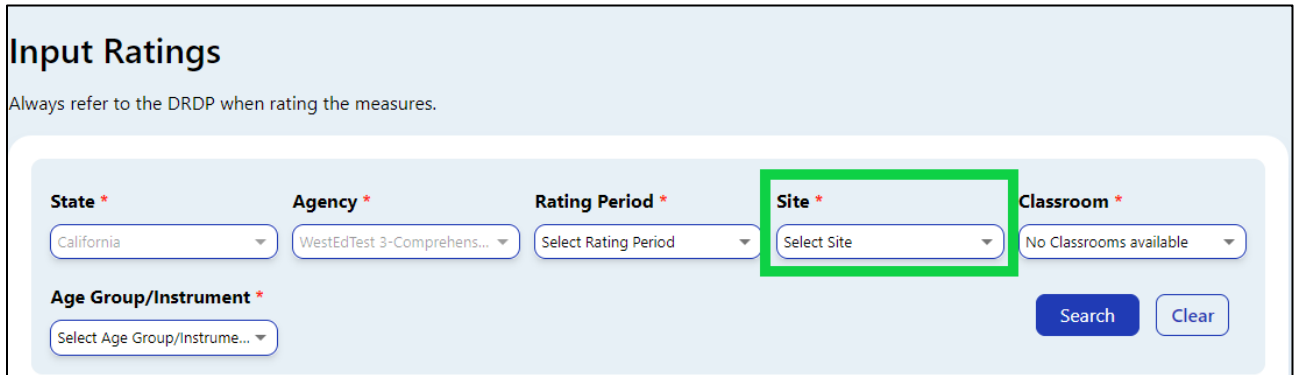


The screenshot shows a 'Filter:' dropdown menu. The list of options is: Spring 2024, Winter 2023-24, Fall 2023, Summer 2023, Spring 2023, Winter 2022-23, Fall 2022, Summer 2022, Spring 2022, and Winter 2021-22. At the bottom, it says '1 - 10 of 19' and has left and right navigation arrows.

**Figure 1.2-2: Rating Period Filter List**

### 1.3. Site

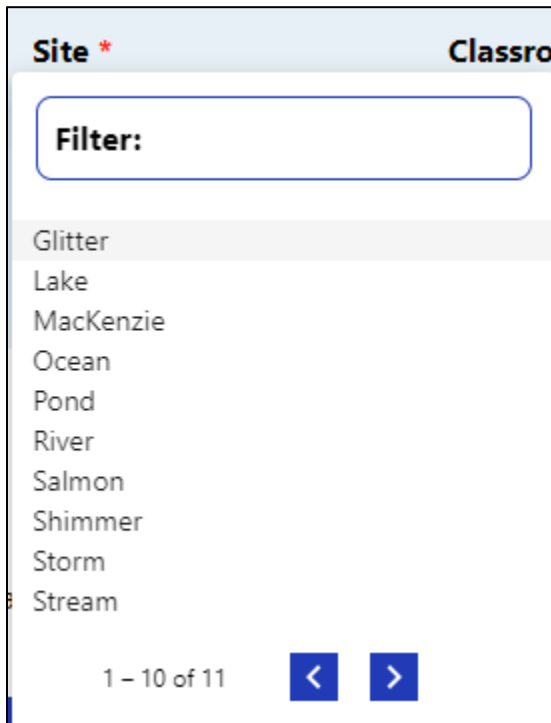
1. Select the **Site** option (Figure 1.3).



The screenshot shows the 'Input Ratings' form with the following fields: State (California), Agency (WestEdTest 3-Comprehens...), Rating Period (Select Rating Period), Site (Select Site), and Classroom (No Classrooms available). There is also an 'Age Group/Instrument' field and 'Search' and 'Clear' buttons. The 'Site' dropdown menu is highlighted with a green box.

Figure 1.3: Site Option Location

2. Select the site you want to lock ratings (Figure 1.3-2).



The screenshot shows the 'Site' filter list with a search filter box. The list contains the following items: Glitter, Lake, MacKenzie, Ocean, Pond, River, Salmon, Shimmer, Storm, and Stream. At the bottom, it shows '1 - 10 of 11' and navigation arrows.

Figure 1.3-2: Site Filter List

### 1.4. Classroom

1. Select the **Classroom** option (Figure 1.4).

The screenshot shows the 'Input Ratings' section of the DRDP Online 2023 interface. It includes a header 'Input Ratings' and a sub-header 'Always refer to the DRDP when rating the measures.' Below this are several dropdown menus: 'State \*' (California), 'Agency \*' (WestEdTest 3-Comprehens...), 'Rating Period \*' (Select Rating Period), 'Site \*' (Select Site), and 'Classroom \*' (No Classrooms available). The 'Classroom \*' dropdown is highlighted with a green border. At the bottom, there is an 'Age Group/Instrument \*' dropdown (Select Age Group/Instrume...), a 'Search' button, and a 'Clear' button.

Figure 1.4: Classroom Option Location

2. Select the classroom you want to lock ratings (*Figure 1.4-2*).

The screenshot shows a 'Filter:' dropdown menu with a list of classroom names: Butterflies-G, Estie B, Silver-IT, Silver-IT, Sparkles, Stars, and TEST Class 1. Below the list, it shows '1 - 7 of 7' and navigation arrows.

Figure 1.4-2: Classroom Filter List

### 1.5. Age Group/Instrument

1. Select the **Age Group/Instrument** (*Figure 1.5*).

The screenshot shows the 'Input Ratings' section of the DRDP Online 2023 interface. It includes a header 'Input Ratings' and a sub-header 'Always refer to the DRDP when rating the measures.' Below this are several dropdown menus: 'State \*' (California), 'Agency \*' (WestEdTest 3-Comprehens...), 'Rating Period \*' (Select Rating Period), 'Site \*' (Select Site), and 'Classroom \*' (No Classrooms available). The 'Age Group/Instrument \*' dropdown (Select Age Group/Instrume...) is highlighted with a green border. At the bottom, there is a 'Search' button and a 'Clear' button.

Figure 1.5: Age Group/Instrument Option Location

2. Select the correct instrument view for the class (*Figure 1.5-2*).

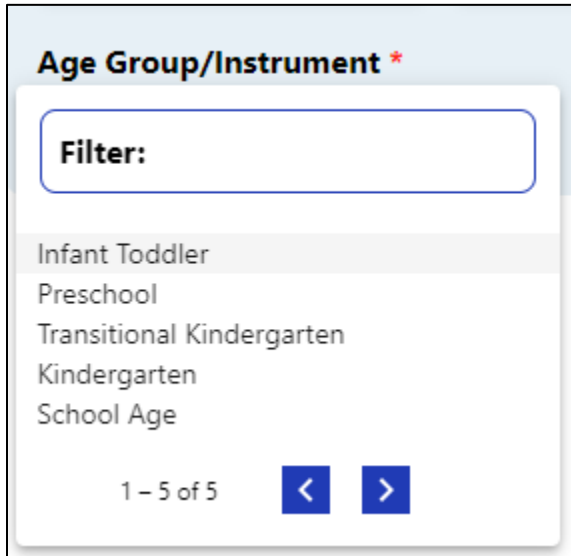


Figure 1.5-2: Age Group/Instrument Filter List

## 1.6. Search

1. Once you've chosen an instrument view, select **Search** (*Figure 1.6*).

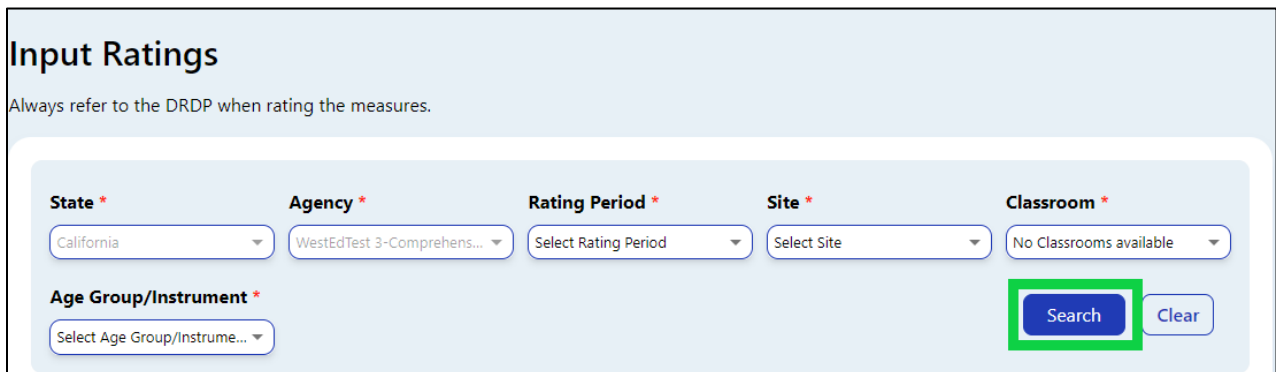
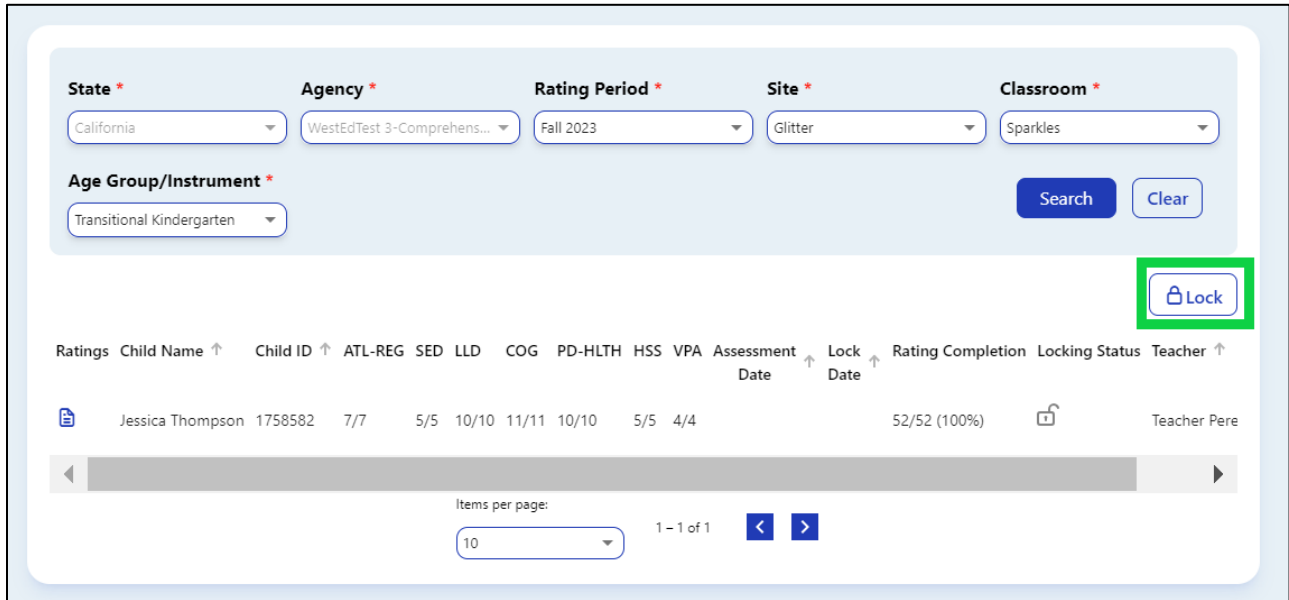


Figure 1.6: Search Button Location

**Note:** All four options—Rating Period, Site, Classroom, and Age Group/Instrument—must be selected to search.

2. If all children's ratings are complete, the class ratings can be locked for all children by selecting the **LOCK** button (*Figure 1.6-2*).

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**Figure 1.6-2: Lock Button Location**

3. If all class ratings are incomplete, an individual child record can still be locked by selecting one of the child's ratings (*Figure 1.6-3*).

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status	Teac
	Leilani Wiggins	1758584	7/7	5/5	10/10	N/A	11/11	10/10	5/5	4/4	09/04/23		52/52 (100%)		Teac
	Martin Camacho	1758605	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	12/21/23	02/08/24	56/56 (100%)		Teac
	Emilio Schuman	1758606	7/7	5/5	10/10	N/A	11/11	10/10	5/5	4/4	10/31/23	03/15/24	52/52 (100%)		Teac

**Figure 1.6-3: Individual Locked Child Record**

4. Once all ratings are complete and saved, the **LOCK** button can be selected to lock the individual record (*Figure 1.6-4 below*).

# How to Lock Ratings in DRDP Online 2023 for Teachers

**Rating Record** [Go to Input Ratings](#)

Child: **Leilani Wiggins** District/Agency: **WestEdTest 3-Comprehensive** Classroom Enrollment Date: **August 21, 2023**

Class: **Sparkles** School or Site: **Glitter** Assessment Date: **September 4, 2023**

Teacher: **Teacher Perez** Age Group: **Preschool Comprehensive** Lock Date:

Instrument: **Rating View**

The [DRDP instrument](#) must be used with this rating record to ensure accuracy when rating.

**ATL-REG - Approaches to Learning-Self-Regulation** 7/7

ATL-REG1 : Attention Maintenance\*

ATL-REG2 : Self-Comforting\*

ATL-REG3 : Imitation\*

ATL-REG4 : Curiosity and Initiative in Learning

ATL-REG5 : Self-Control of Feelings and Behavior

ATL-REG6 : Engagement and Persistence

ATL-REG7 : Shared Use of Space and Materials

**Figure 1.6-4: Lock Button Location on an Individual Record**





**Note:** Children with unlocked but complete ratings will show the unlocked symbol in the search results (*Figure 1.6-5*).

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status
	Fred Limpet	1260939	7/7	5/5	10/10	4/4	7/7	10/10	05/01/23		43/43 (100%)	
	George Harrsion	842703	7/7	5/5	10/10	N/A	7/7	10/10	05/01/23		39/39 (100%)	

**Figure 1.6-5: Unlocked Symbols**



5. A child with a completed and locked rating will show the green locked symbol (*Figure 1.6-6 below*).

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Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Loc
Isa Leo	1756421	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Janelle Urs	1756423	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Feliciana Frias	1756522	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	08/03/23	08/03/23	56/56 (100%)	
Jane Doe	1756579	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	

**Figure 1.6-6: Green Locked Symbol**

6. Ratings not yet eligible to be locked because they are incomplete will show the unlocked symbol in the search results (*Figure 1.6-7*).

Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Loc
Isa Leo	1756421	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	
Janelle Urs	1756423	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4			0/52 (0%)	

**Figure 1.6-7: Unlocked Incomplete Ratings**

7. After selecting the **LOCK** button, a window will pop up asking if the current date is the date of assessment. Select **YES** if the current date is correct or **NO** to generate a calendar where you can select the assessment date.

**Note:** If an entire class is locked at once, the selected date will be for every child in that class.

## 2. Helpful Resources for DRDP Online

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