

# DRDP Online Tip Sheet



## Getting Started with DRDP Online 2023 for Teachers

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### 1. Introduction

The purpose of this document is to provide an overview of the DRDP Online 2023 system for teachers.

### 2. Instructions

#### 2.1. The Teacher’s Role

Teachers may access information for the children in their class; they are responsible for completing each child's Desired Results Developmental Profile (DRDP) during a rating period. DRDP Online has two roles for teachers: **Teacher** and **Teacher of Record**. These two roles have the following permissions:

- Search for and view Child/Children.
- View classes.
- Enter, view, and edit Child Portfolios.
- Enter, view, and edit Child Ratings.
- Lock Child Ratings (ONLY Teacher of Record has this permission).
- View teachers assigned to your class.

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- View and print child reports.
- View and print group reports.

Accounts assigned to the Teacher or Teacher of Record role may be assigned to multiple classes. The Teacher role's primary responsibility is to enter ratings for a child and pull reports for individual children and groups of children. The Teacher of Record also has the unique role of locking ratings.

It is necessary to lock ratings to receive reports.

### 2.2. First Steps

\*If you do not currently have a DRDP Online user account, please contact your site administrator, agency administrators, or lead agency administrator who manages the account.

1. Go to the [DRDP Online system](#) using your internet browser.
2. Enter your username (complete email address) into the email box.

**DRDP Online**  
Desired Results Developmental Profile

**If this is your first time signing in to DRDP Online 2023**

- Click on Forgot Password to create a new password for your existing account.
- You will receive an email with a link to reset your password. Please check your spam folder if you do not receive the email.
- Create a new password:
  - Eight characters long
  - Upper and lower case letters
  - Numbers and symbols or special characters (@,\$,%,\*!,)

**Log in to your account**

TLBOSBORNE@GMAIL.COM

.....

**Log In**

[Forgot Password?](#)

Figure 2.2-1: DRDP Online

**Log in to your account**

Please enter your password.

**Log In**

[Forgot Password?](#)

**Figure 2.2-2: Log in to DRDP Online**

3. Enter your password into the password box and select **Log In**.

**Log in to your account**

**Log In**

[Forgot Password?](#)

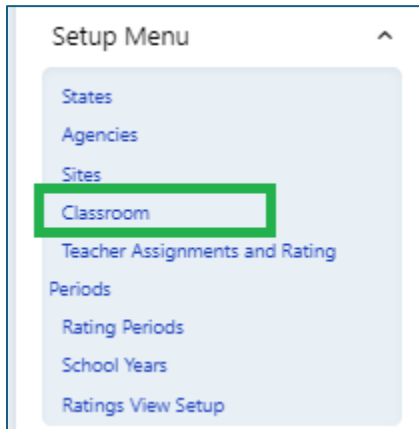
**Figure 2.2-3: Enter Password**

### 2.3. Classes and Children

As a Teacher or Teacher of Record, you do not have permission to add classes or children. However, the agency, site, or teacher of record enrollment administrator roles are assigned permission to add classes or children.

1. Select the **Setup Menu** tab to expand the menu, then select **Classroom**. (*Figure 2.3-1 below*).

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**Figure 2.3-1: DRDP Online Setup Menu**

- Teachers and Teachers of Record will be provided with a list of all the classrooms the administrator assigned. The information provided includes an icon to view students in that class, the class name, the site name, the rating period, the number of children enrolled, and the number of locked records.

If no classrooms populate on this page, contact your administrator and ask to be assigned to the appropriate classes.

### Classrooms

View Students	Classroom ↑	Site ↑	Rating Period ↑	Number of Children ↑	Locked ↑	Re-Enroll
	Diamond-PS	River	Spring 2024	4	0	
	Rainbow	Stream	Fall 2023	4	1	
	Diamond-PS	River	Fall 2023	5	1	
	lillypad- PS	Pond	Fall 2023	4	0	

**Figure 2.3-2: List of Classrooms**

- From this page, Teachers and Teachers of Record can submit a re-enroll request to their administrator by selecting the blue icon under re-enroll. The same class (name) from a previous rating period must be created in the new rating period for re-enrollment to be successful.

Re-enrollment is moving children from the same class in a past rating period to the same class in the new rating period.

**Figure 2.3-3 Selecting Save**

5. Select the blue list icon to the left of the classroom name. A list of the children enrolled in that classroom will populate.

**Viewing Students in Diamond-PS**

Rating Period: Fall 2023

[Begin Batch Un-Enroll](#)

Transfer	Un-Enroll	Child's Page	First Name ↑	Last Name ↑	Classroom Start Date ↑	Classroom End Date ↑	Is Locked
			Bobby	B	07/25/23	08/08/23	
			Maya	B	07/25/23	08/08/23	
			Ricky	B	07/25/23	08/08/23	
			Ronnie	D	07/25/23	08/08/23	
			Andy	Star	08/11/23		

**Figure 2.3-4 Viewing Students in DRDP Online**

6. Teachers and Teachers of Record can view the child’s demographic information, class enrollment information, and completed assessments; they can also share a child’s record

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with another teacher or special education provider by selecting the blue page icon under the Child's Page column.

The screenshot displays a web interface with a light blue header containing four tabs: "Demographics" (highlighted in dark blue), "Class Enrollment", "Completed Assessments", and "Share Child". Below the tabs, the "Child Information" section is visible. It contains three rows of data fields:

First Name *	Middle Initial	Last Name *
Bobby	Middle Initial	B
Statewide Student Identifier (10-digit SSID) *	Agency/District Student Identifier *	DRDP ID
Required if Agency/District ID is blank	BB5959	1756408

**Figure 2.3-5: View Student's Demographic Information**

7. When children are moved from one site or classroom to a **different** site or classroom, Teachers can submit a transfer request to their administrator by selecting the transfer icon in the first column on the left. It is important to note that the new classroom the child is being transferred to must first be created by the administrator. An administrator will need to approve the request to complete the transfer. Administrators will receive an email requesting their approval.

Transfer is used when moving a child from one site or class to a different site or class.

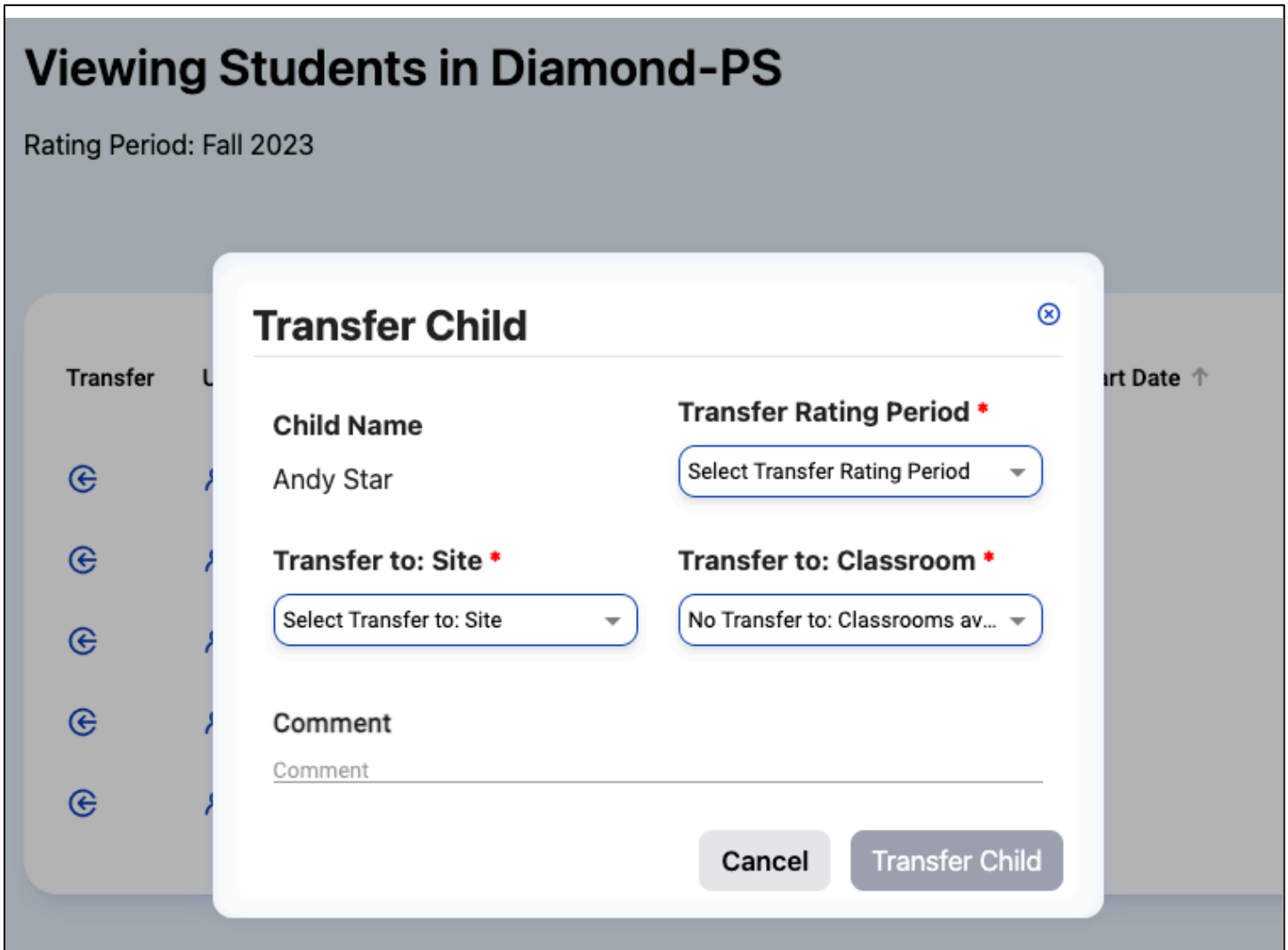


Figure 2.3-6: Transferring Students

When children have left the program, teachers can submit an unenrollment request to their administrator. The system will ask for a reason and an end date.

Un-enroll removes the child from the agency for that rating period and beyond.

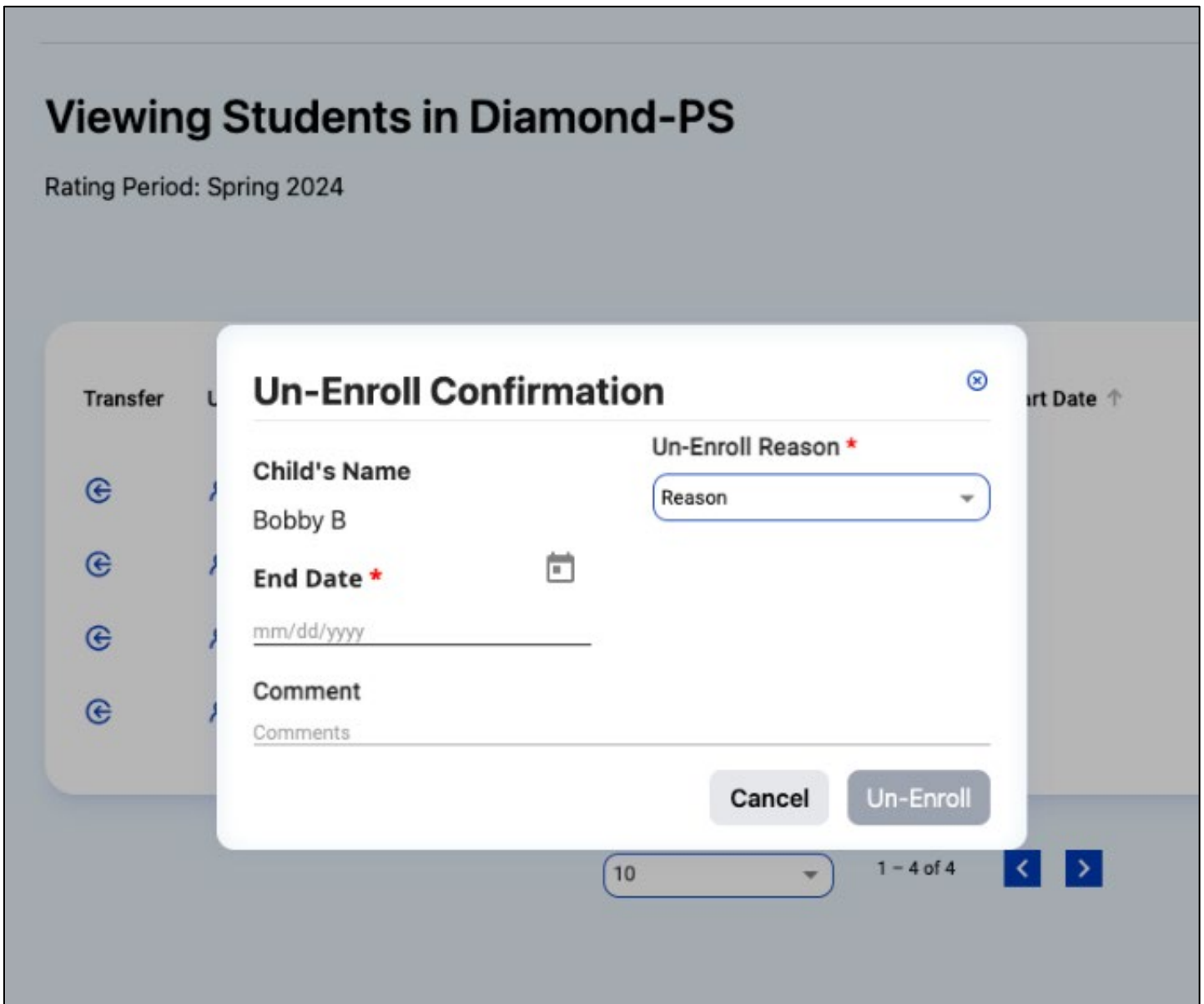


Figure 2.3-7: Confirmation of Un-Enrollment

8. If the entire class has left the program, the teacher can use the **Begin Batch Un-Enroll** selection in the top right. This will remove the entire class from the agency for the rating period and beyond. The system will ask for a reason and an end date.



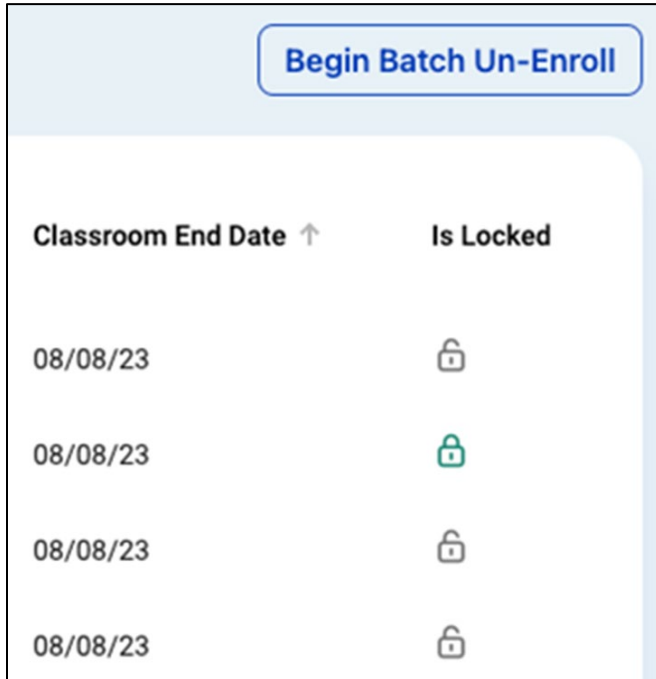


Figure 2.3-8: Beginning a Batch Un-Enrollment

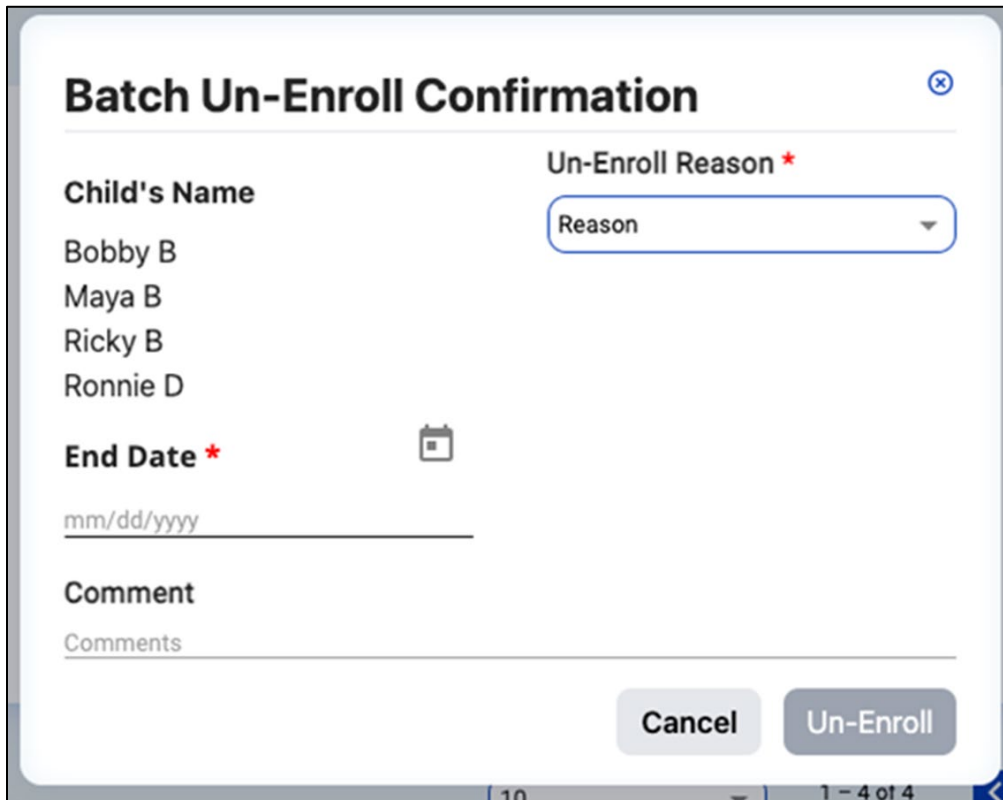


Figure 2.3-9: Confirmation of Batch Un-Enrollment

## 2.4. Ratings

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

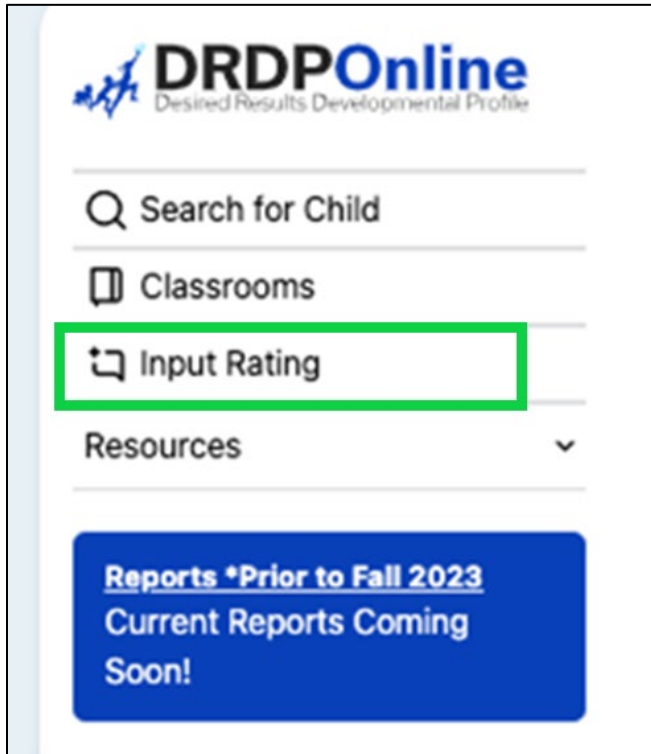


Figure 2.4-1: DRDP Online Menu

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.

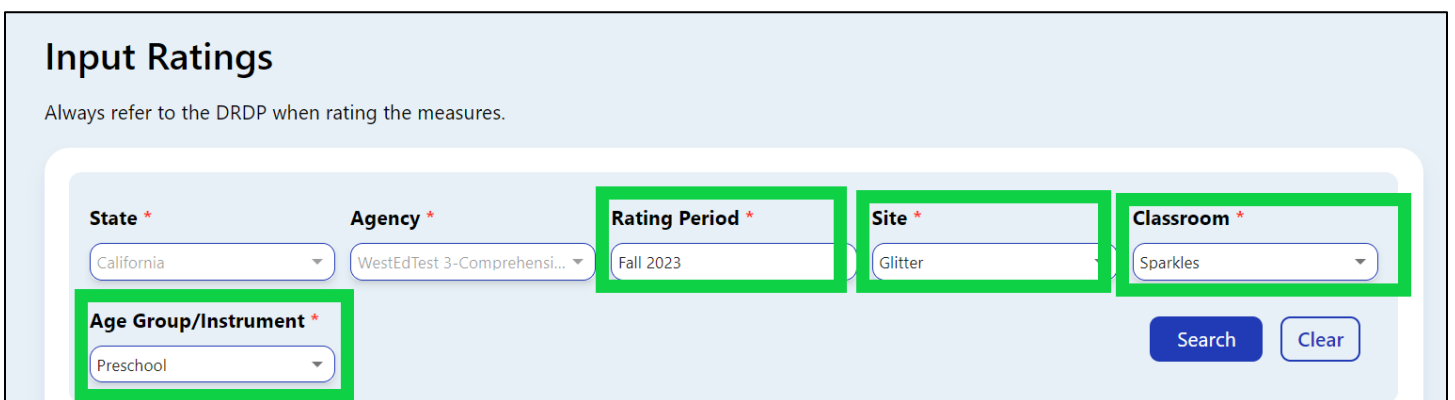










Figure 2.4-2: Input Rating Filters

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.

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4. Select the blue list icon under the Ratings column for the child you want to complete ratings.
5. 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.

Ratings	Child Name ↑	Child ID ↑	ATL-REG	SED	LLD	ELD	COG	PD-HLTH	HSS	VPA	Assessment Date ↑	Lock Date ↑	Rating Completion	Locking Status	Teach
	Natalie Guerrero	1760225	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	11/09/23	03/15/24	56/56 (100%)		Teach
	Stephanie Molina	1767839	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4			56/56 (100%)		Teach
	Letty Medina	1767840	7/7	5/5	10/10	4/4	11/11	10/10	5/5	4/4	10/16/23	03/15/24	56/56 (100%)		Teach
	Austin Thompson	1767841	0/7	0/5	0/10	N/A	0/11	0/10	0/5	0/4	11/20/23	03/15/24	0/52 (0%)		Teach

**Figure 2.4-3: Select the Blue List Icon Under the Ratings Column**

6. 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.
7. 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).
8. 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:	<b>Bobby B</b>	District/Agency:	<b>WestEdTest 3-Comprehensive</b>	Enrollment Date:	<b>July 25, 2023</b>
Class:	<b>Diamond-PS</b>	School or Site:	<b>River</b>	Assessment Date:	
Teacher:	<b>Tamarra Osborne</b>	Age Group:	<b>Preschool Comprehensive</b>	Lock Date:	
		Instrument:	<b>Rating View</b>		

[Save](#) [Previous](#) [Next](#) [Print](#) [Lock](#)

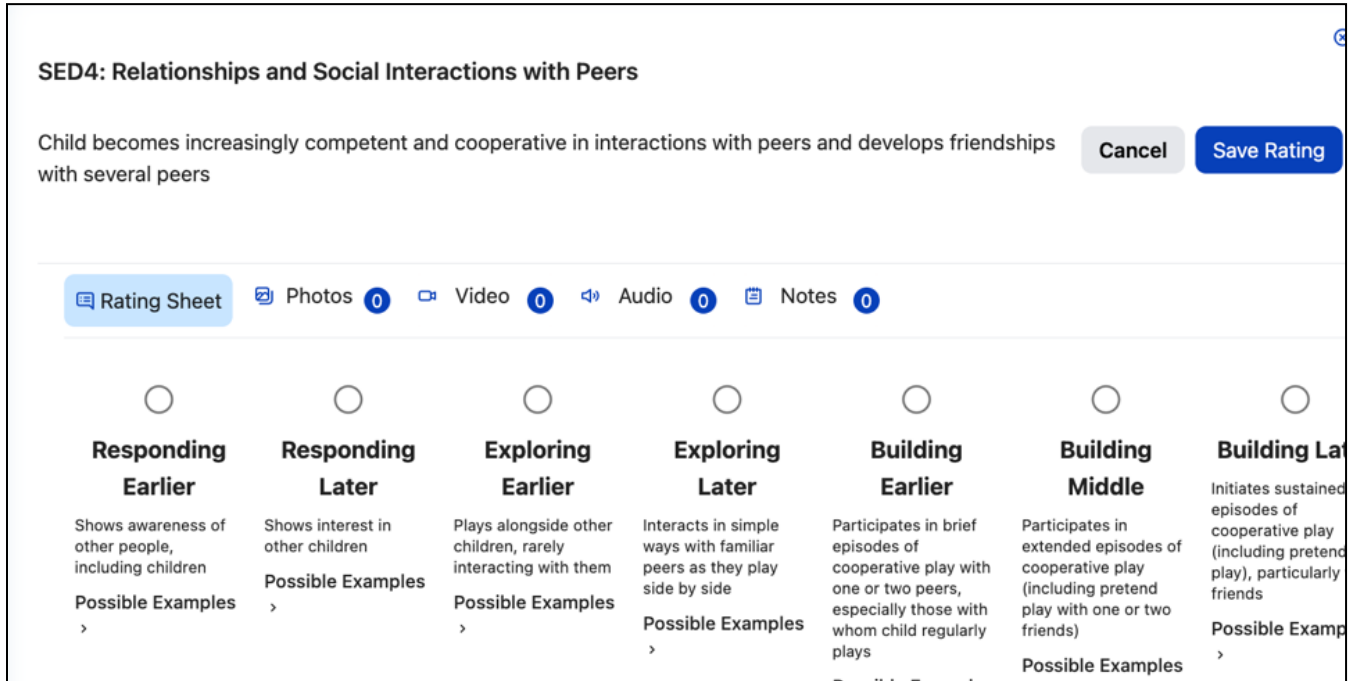
#### **+** ATL-REG - Approaches to Learning-Self-Regulation 0/7

<b>ATL-REG1 : Attention Maintenance*</b>	<b>ATL-REG2 : Self-Comforting*</b>	<b>ATL-REG3 : Imitation*</b>
<input type="text" value="None Selected"/> <a href="#">Select Rating</a>	<input type="text" value="None Selected"/> <a href="#">Select Rating</a>	<input type="text" value="None Selected"/> <a href="#">Select Rating</a>
<b>ATL-REG4 : Curiosity and Initiative in Learning</b>	<b>ATL-REG5 : Self-Control of Feelings and Behavior</b>	<b>ATL-REG6 : Engagement and Persistence</b>
<input type="text" value="None Selected"/> <a href="#">Select Rating</a>	<input type="text" value="None Selected"/> <a href="#">Select Rating</a>	<input type="text" value="None Selected"/> <a href="#">Select Rating</a>
<b>ATL-REG7 : Shared Use of Space and Materials</b>		
<input type="text" value="None Selected"/> <a href="#">Select Rating</a>		

**Figure 2.4-4: View of the Rating Record**

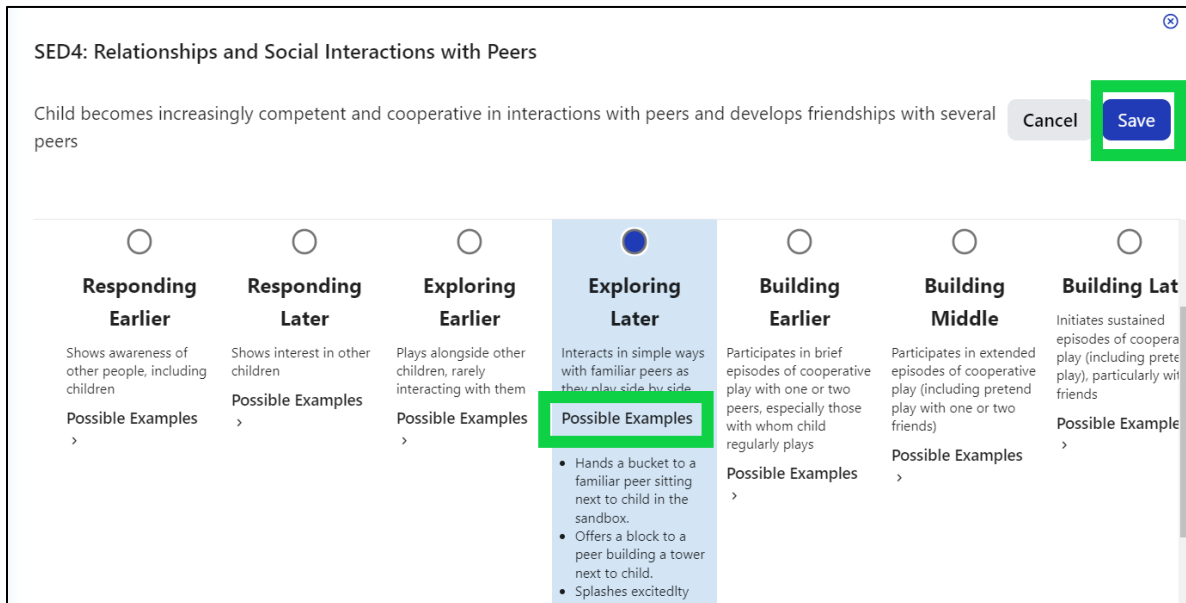
9. After choosing the **Select Rating** option, the developmental levels and descriptors will show for the selected measure.

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**Figure 2.4-5: Developmental Levels and Descriptors**

10. 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 collected documentation, teachers will select the highest level mastered and save the rating.



**Figure 2.4-6: Viewing Possible Examples**

11. 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.

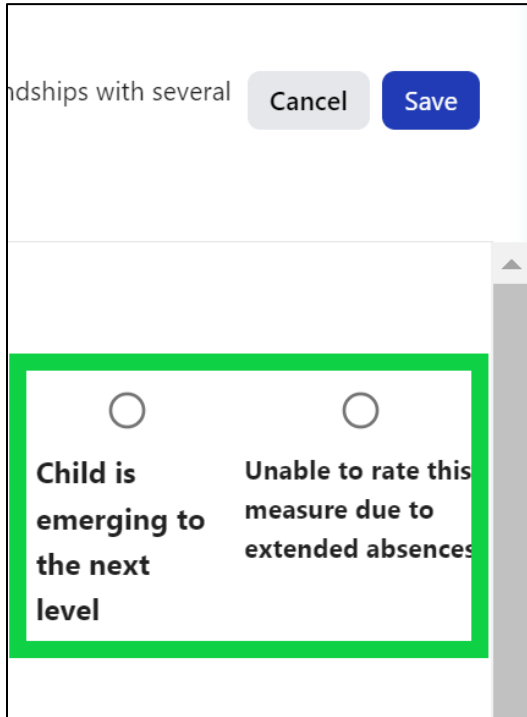


Figure 2.4-7: Additional Rating Options

**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.

12. 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**.
13. When final ratings have been saved, the rectangle will highlight the **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.

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**SED - Social and Emotional Development** 3/5

**SED1 : Identity of Self in Relation to Others**  
Exploring Later **Review Pre-Rating**

**SED2 : Social and Emotional Understanding**  
Exploring Later **Final Rating**

**SED3 : Relationships and Social Interactions with Familiar Adults**  
Exploring Later **Final Rating**

**SED4 : Relationships and Social Interactions with Peers**  
None Selected **Select Rating**

**SED5 : Symbolic and Sociodramatic Play**  
Building Earlier **Final Rating**

**Figure 2.4-8: Review Pre-Rating and Final Rating**

14. Once all measures have a final rating, the Teacher of Record can lock the rating record by scrolling back up 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.

### Rating Record

[Go to Input Ratings](#)

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

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.

**◀ Previous** **▶ Next** **Print** **Lock**

**Figure 2.4-9: Lock the Rating Record**

15. 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.

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### 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.

◀ Previous
▶ Next
🖨 Print
🔒 Lock

**Figure 2.4-10: Go to Input Ratings**

16. 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.

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

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:	Preschool Comprehensive	Lock Date:	
		Instrument:	Rating View		

💾 Save
◀ Previous
▶ Next
🖨 Print
🔒 Lock

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

Measure	Not Yet	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
<b>ATL-REG1</b> Attention Maintenance*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>			
<b>ATL-REG2</b> Self-Comforting*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>			
<b>ATL-REG3</b> Imitation*		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>			
<b>ATL-REG4</b> Curiosity and Initiative in Learning		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>ATL-REG5</b> Self-Control of Feelings and Behavior		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Figure 2.4-11: View the Input Ratings**



### 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.