Getting Started: DRDPtech for Administrators
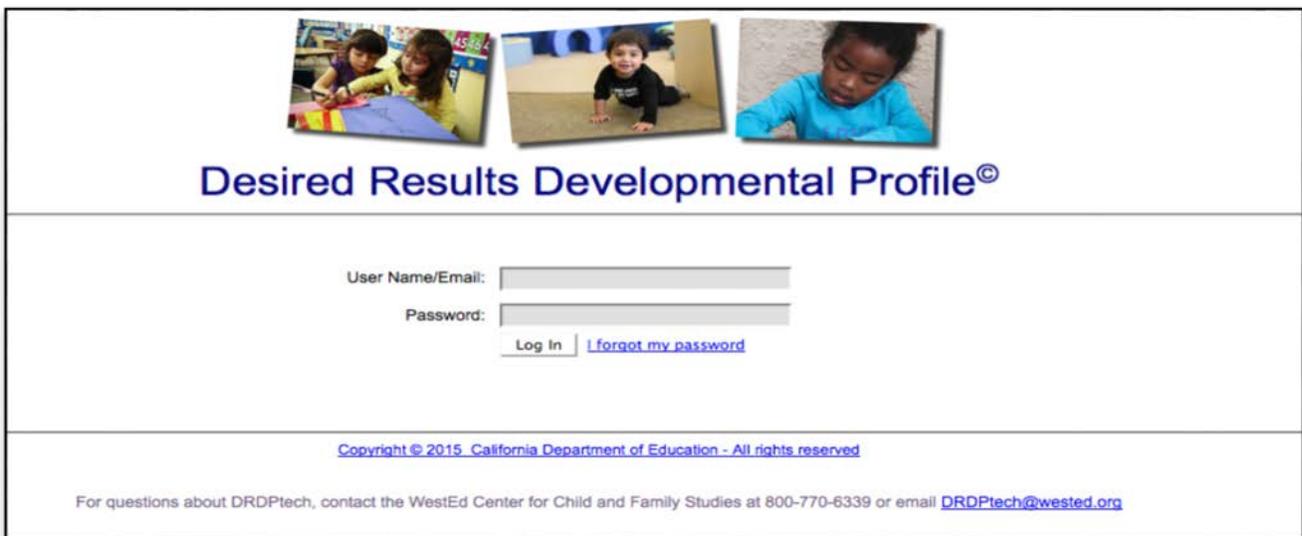
I. Administrator Role

An administrator may access information pertaining to the teachers. An account that is assigned the role of administrator has access to Kindergarten Entry Inventory (KEI) records for the children under the care of all the teachers at every site. An administrator can complete the following tasks:

- Add or edit users including resetting passwords
- Enter child's KEI ratings
- Lock or unlock child's KEI record
- Pull individual and group reports

II. Getting Started

Log In:
Go to the DRDPtech website: www.drdptech.org

Figure 1. Login Page

Enter User Name/Email:
Your user name is your complete email address (e.g., jsmith@school.net) You will be sent an email to that address which will contain your temporary password once your account is created.

Password:
When logging into DRDPtech for the first time, enter the temporary password that was sent to your email address. We highly recommend that users copy and paste the temporary password. DRDPtech will then direct you to change the temporary password (see Figure 1).

Note: Please report problems logging into DRDPtech to the DRDPtech help desk at tnkei@wested.org or by phone 1-844-434-9986.

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Administrator Tip:
Use the Rating Completion Report for a quick view of teachers' progress with completing the KEI.

All students will not need the ELD measures. Percentages of measures completed will not be the same for all students.

III. Rating Periods

Rating Periods: The DRDPtech team inputs all the rating periods. During a rating period, teachers may enter ratings into DRDPtech at various times during the ten-day window until the assessments are completed.
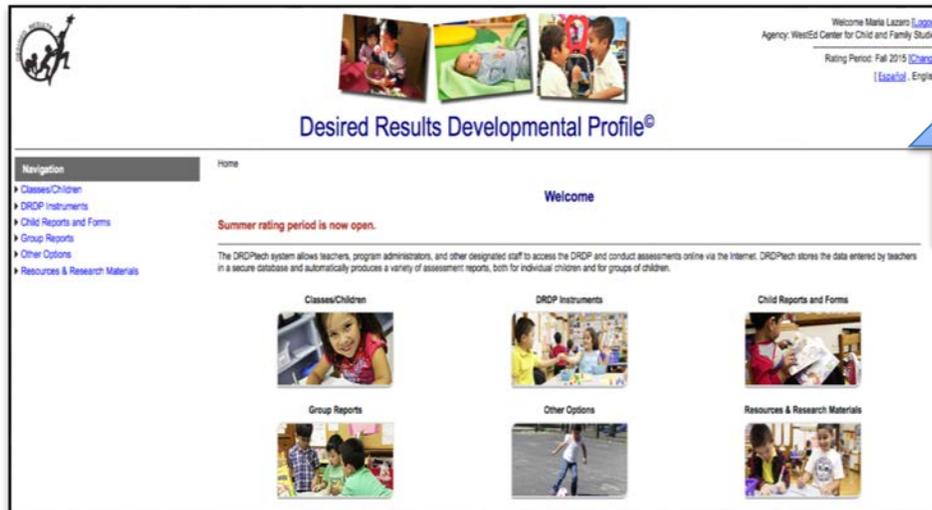

Figure 2. Welcome Page

Important: Encourage teachers to enter data in the correct rating period, e.g., fall 2017. Check the displayed rating period in the upper right-hand corner on any page of DRDPtech to confirm that the rating period is correct (see Figure 2).

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Figure 3. Add Child Record

IV.   Helpful Resources on DRDPtech

Visit the resources section on the KEI website https://www.tn.gov/education/section/kei to access complete information on DRDPtech. Users may also contact he DRDPtech help desk tnkei@wested.org or 1-844-434-9986.