

Getting Started: DRDPtech for Administrators

I. Administrator Role

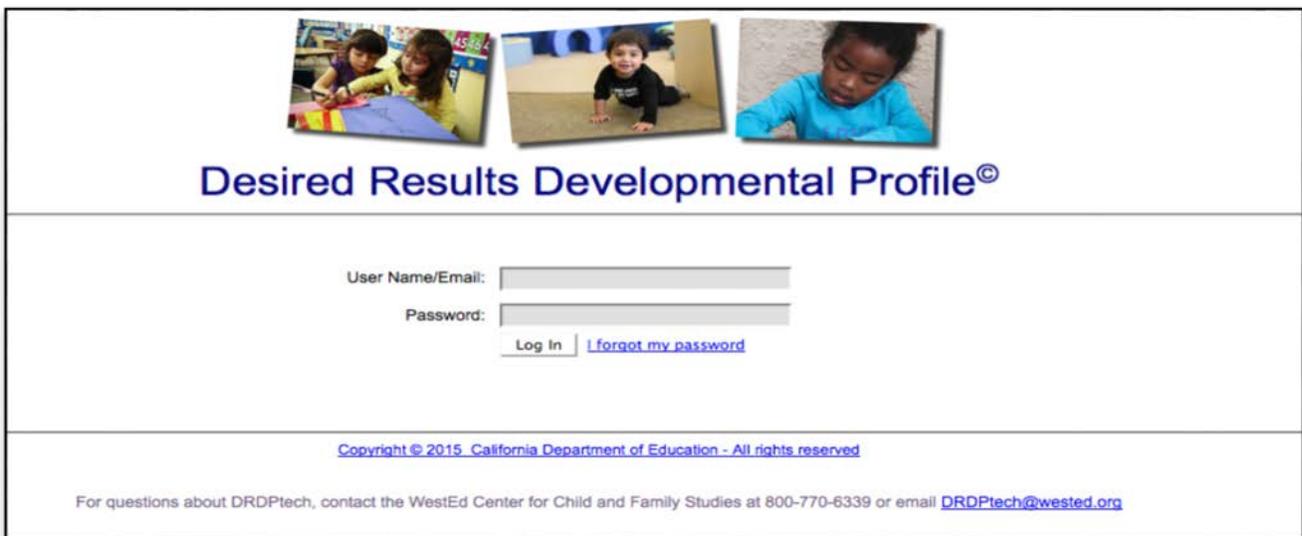
An administrator may access information pertaining to the teachers. An account that is assigned the role of administrator has access to Kindergarten Entry Inventory (KEI) records for the children under the care of all the teachers at every site. An administrator can complete the following tasks:

- 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



Desired Results Developmental Profile®

User Name/Email:

Password:

[I forgot my password](#)

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For questions about DRDPtech, contact the WestEd Center for Child and Family Studies at 800-770-6339 or email DRDPtech@wested.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.

Rating Completion Report for Spring 2017

DRDP Demo

Statistics on the ratings that have been completed by teachers

Site	Class	Teacher First Name	Teacher Last Name	Children	Avg % of measures completed per Child	% of children completed	% of children locked
Maple	am	C	D	8	75%	1/8 (13%)	6/8 (75%)
Oak	AM	Tamarra	Osborne	2	85%	1/2 (50%)	2/2 (100%)
Spruce	apples	Teacher	15	2	6%	0/2 (0%)	2/2 (100%)
Pine	bananas	Teacher	8	1	70%	0/1 (0%)	1/1 (100%)
Maple	Bananas	C	D	23	0%	0/23 (0%)	23/23 (100%)
Maple	Circles	C	D	5	40%	2/5 (40%)	5/5 (100%)
Spruce	Dragons	Teacher	15	3	70%	2/3 (67%)	3/3 (100%)
Maple	Fresno	C	D	16	100%	16/16 (100%)	16/16 (100%)
Redwood	Morning TK Rm 4	Lisa	11	21	89%	0/21 (0%)	21/21 (100%)
Aspen	Oranges	Teacher	12	28	70%	1/28 (4%)	28/28 (100%)
Maple	PM	C	D	3	47%	0/3 (0%)	3/3 (100%)
Maple	Purple	C	D	1	100%	1/1 (100%)	1/1 (100%)
Pine	Red Room	Teacher	8	17	94%	13/17 (76%)	17/17 (100%)
Redwood	Storm	Lisa	11	1	73%	0/1 (0%)	1/1 (100%)
Birch	Wodzisz	Mary Ellen	Wodzisz	27	68%	0/27 (0%)	21/27 (78%)

Records in list: 15

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.

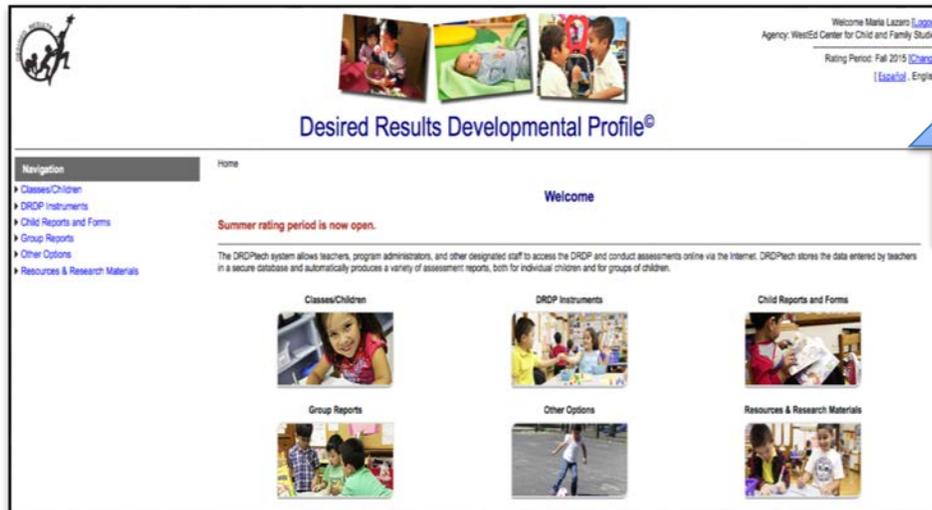


Figure 2. Welcome Page

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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Navigation

- Classes/Children
- Classes
- Add Child Record**
- Edit Child Record
- Assign Child to Double Instrument
- Assign Child to Partner Rating
- Move Child Record
- DRDP Instruments
- Child Reports and Forms
- Group Reports
- Other Options
- Resources & Research Materials

Home > Classes/Children > Add Child Record

Use this page to begin adding a child's record into the system. For the child you wish to add, select the class, age group, statewide student identifier, and the child's agency/district student identifier (this ID must not begin with a zero); if you do not have a statewide student identifier, you may leave that field blank. But you must provide an agency/district student identifier.

Important: The IT-2010, PS-2010, and SR-2012 age group instruments are no longer available for the creation of new child records. Please use the updated 2015 age group instruments. DRDP(2015) - Kindergarten is the new version that is replacing DRDP(2012) - School Readiness.

If the child's record is already in the system in the current rating period, you will be asked to confirm that you wish to move that child's record to a different class.

If the child's record is already in the system, but in a past rating period, you will be asked to confirm that you wish to re-enroll the child into the rating period.

For an overview of each DRDP age group instrument, click one of the following links: [DRDP-IT \(Infant/Toddler\) Instructions](#), [DRDP-PS \(Preschool\) Instructions](#), [DRDP-SR \(School Readiness\) Instructions](#), [DRDP-SA \(School Age\) Instructions](#).

Add Child's Record for A B in Fall 2015

1. Class:

2. Age Group:

- DRDP(2015) - Infant/Toddler
- DRDP(2015) - Preschool
- DRDP(2015) - Kindergarten
- DRDP(2012) - School Age

3. Statewide Student Identifier (10-digit SSID):

4. Agency/District Student Identifier (Agency/district or CASEMIS ID):

The Agency/District Student Identifier can be the same as the Statewide Student Identifier.

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 the DRDPtech help desk tnkei@wested.org or 1-844-434-9986.