

# How to Use the Preschool DRDP

**Roles that Have Access:** Session Admin (\*Lead Teacher, Teacher, & Instructional Assistants must also be assigned the role “Session Admin” to manage the DRDP for their session)

The Preschool DRDP tool is one of three DRDP tools that live inside the Hubbe data system for entering observations and ratings. This tool allows a single student or multiple students to be rated on multiple measures at the same time. The new DRDP tool has many features designed to make the DRDP assessment process quick and easy. This instruction sheet will provide an overview of the feature, guidance on how to add DRDP Observations, and how to rate the assessment.

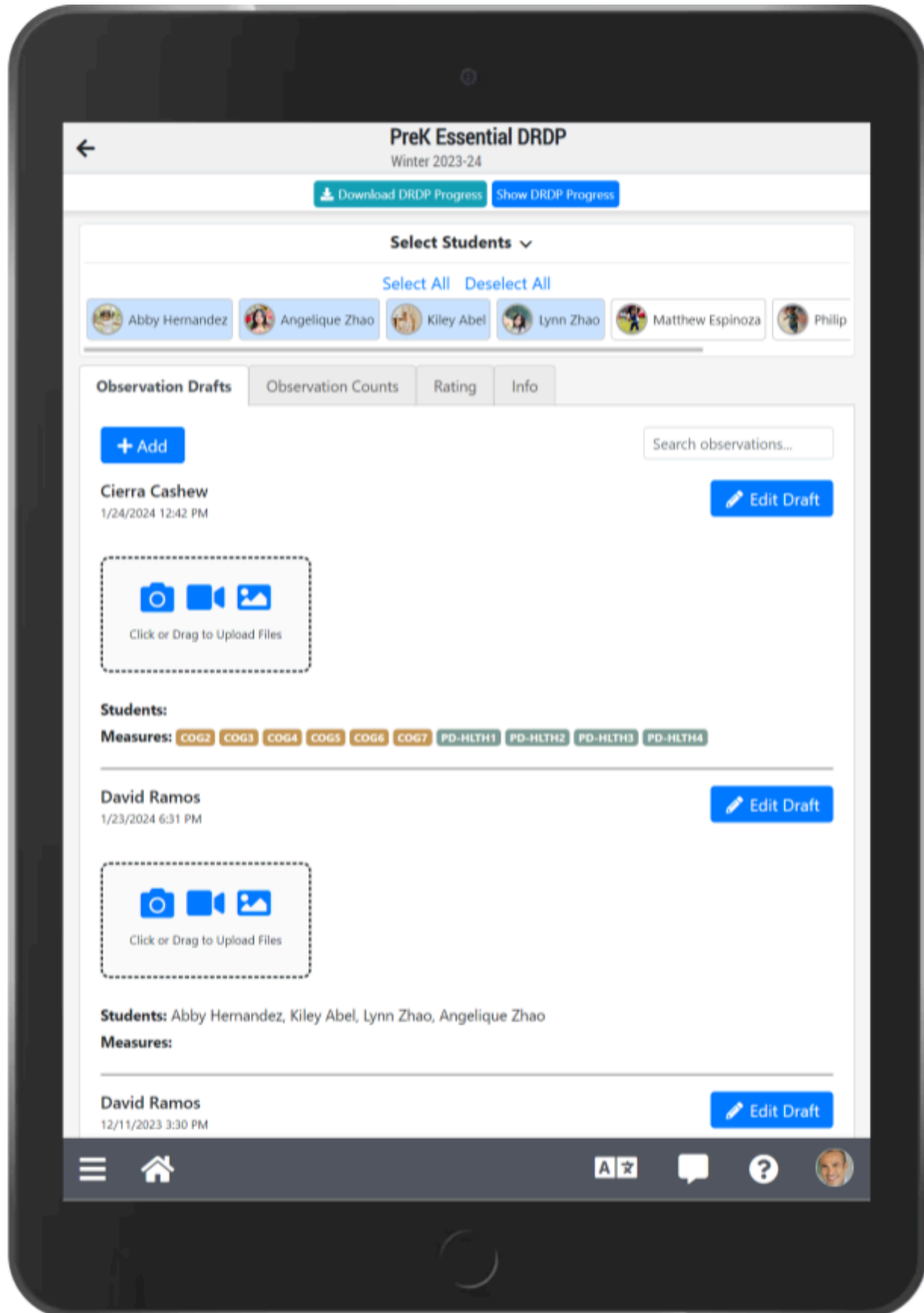
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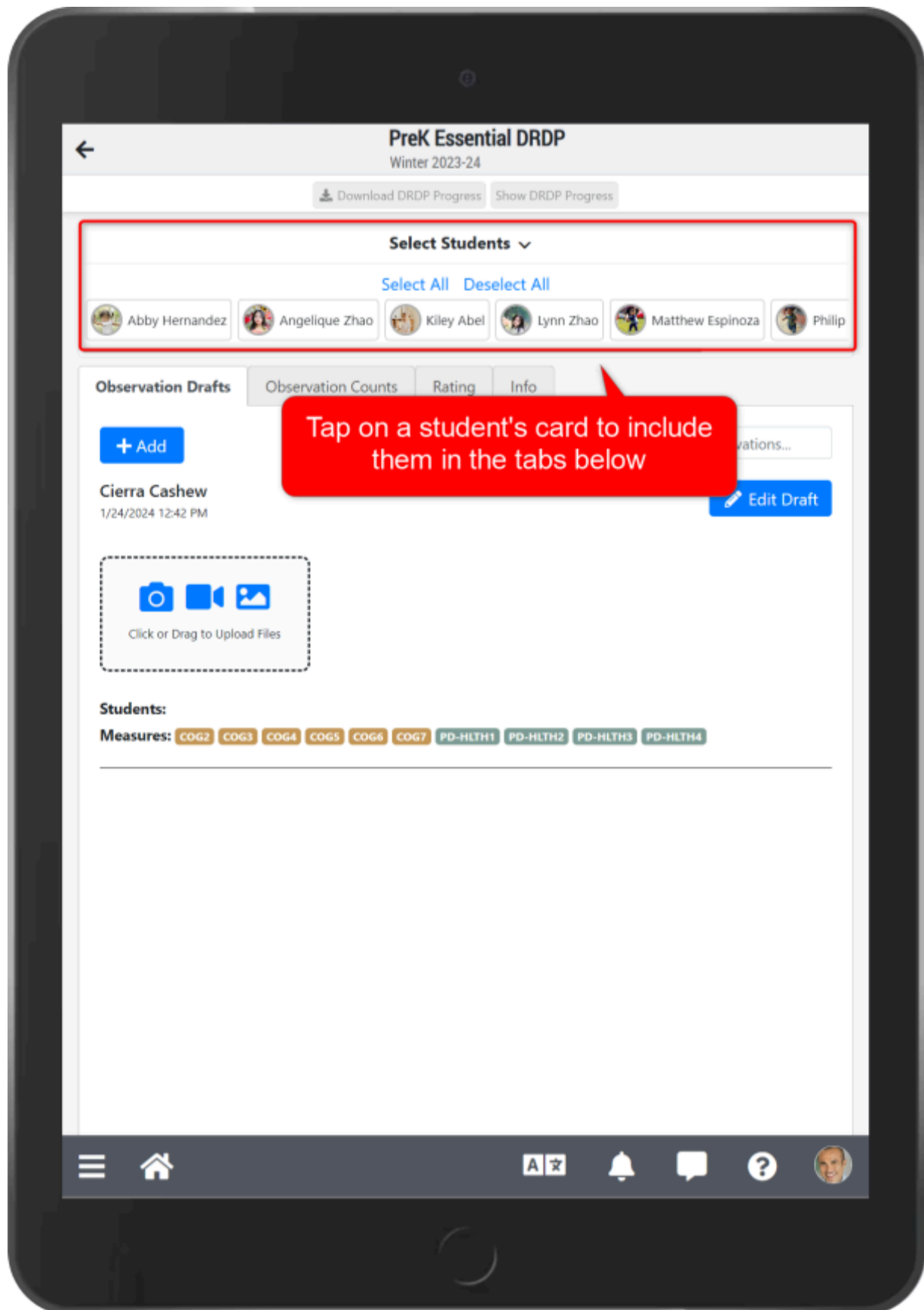
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# Overview

The Preschool DRDP tool allows staff to upload observations and rate measures of the DRDP using one tool.



While observing or rating students, select the students that you would like to create an observation for or rate. All students selected will be included in the observation or rating.

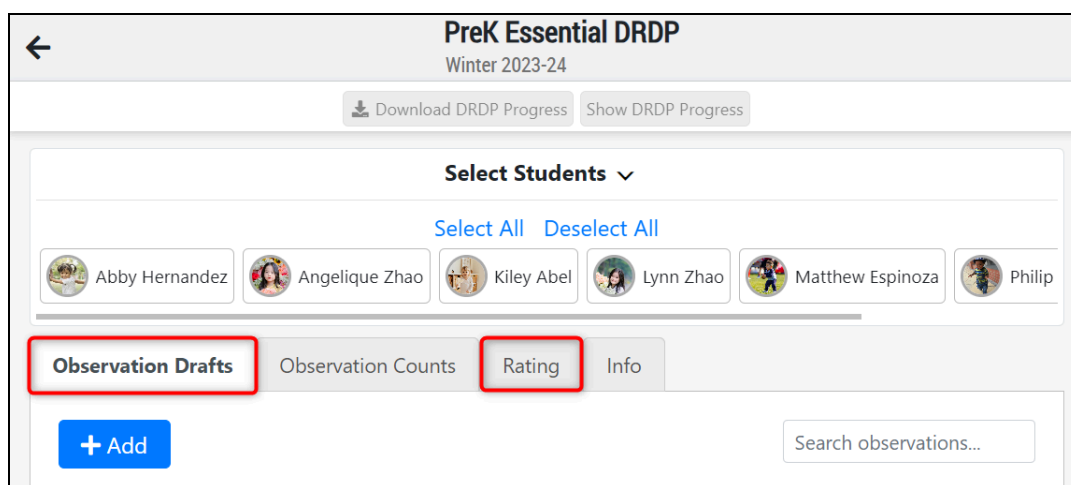


# Navigating to the Preschool DRDP Tool

From the session menu, click on the “DRDP” tile stack. You’ll notice DRDP tools for any age group that you work with within your session. The observations and rating processes are the same for all age groups, so the instruction sheet will only cover the “Preschool DRDP” tool. These same instructions will apply for the “Infant/Toddler DRDP” and “School Age DRDP” tools; however, the measures for rating will be different. Within the drop-down menu, tap on the “Preschool DRDP” tile to navigate to the assessment tool.



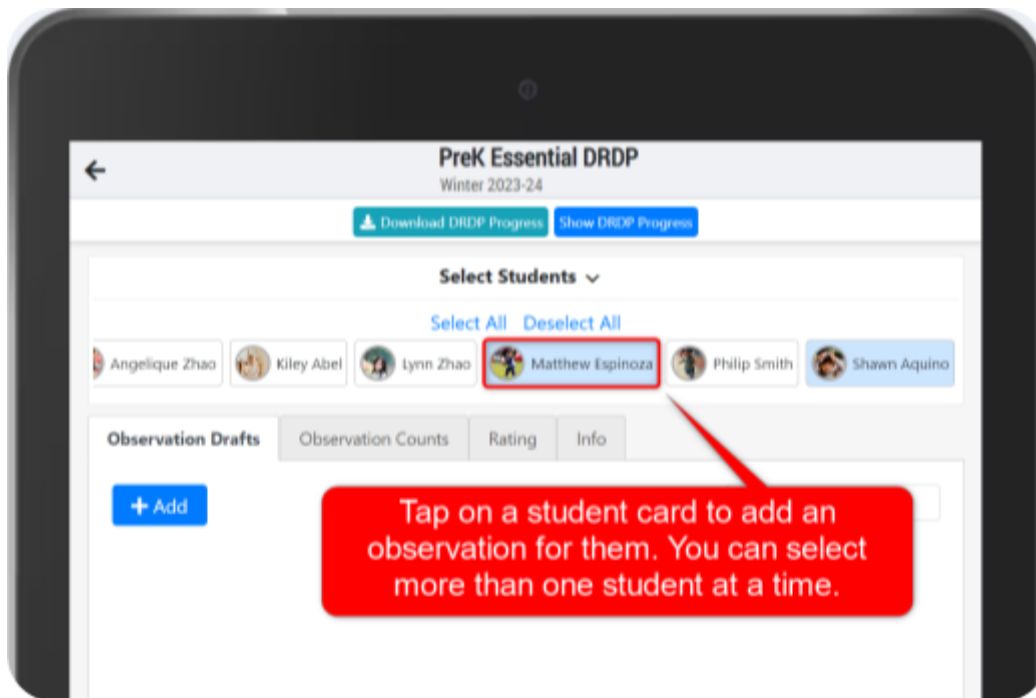
To begin the assessment process, simply select a student, then add an observation or rate a measure for a child. You can do this in either the “Observation Drafts” or the “Rating” tab.



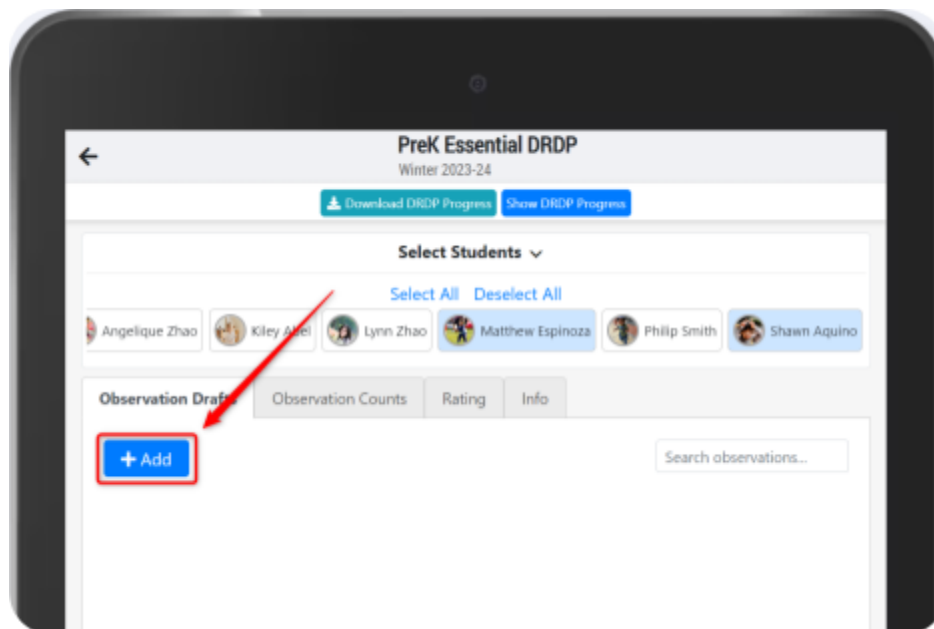
# Completing Observations

The Observation Drafts tab is used to complete observations for students. To add an observation draft, follow the steps listed below:

- 1 Tap on the card of a student in the “Select Students” section.



- 2 Tap on the “+Add” button in the “Observation Drafts” tab



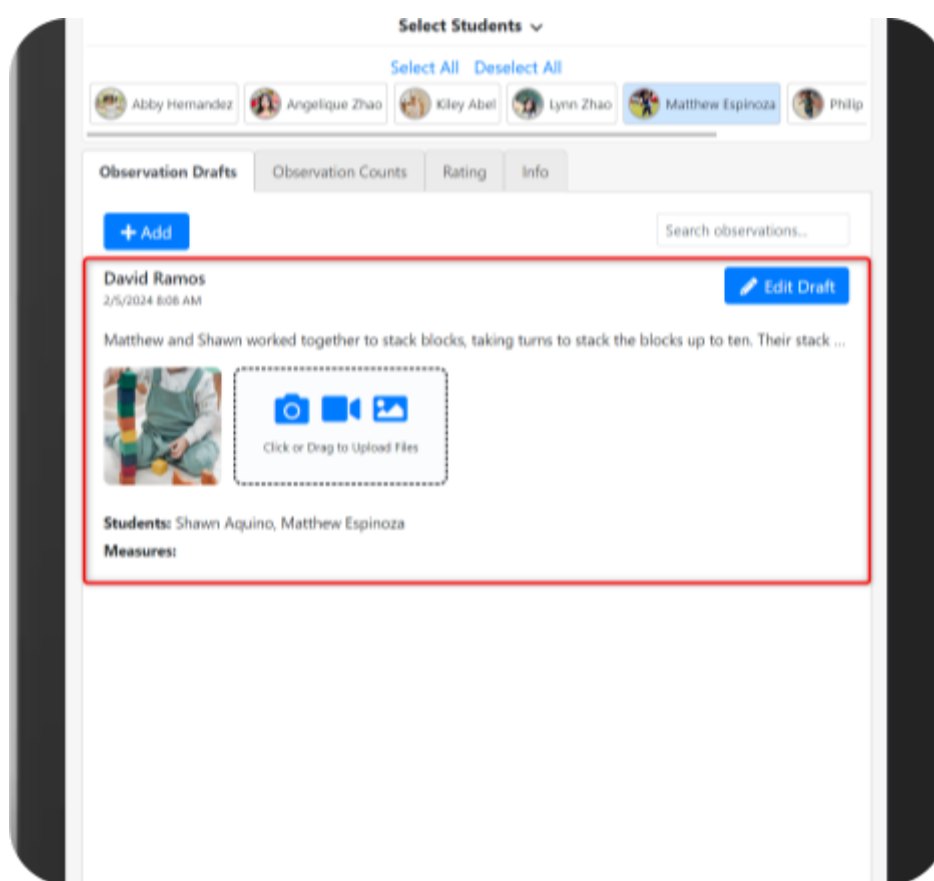
3

The observation draft has now been created for all selected students. Now, tap on the notes field to add notes, the “Click or Drag” card to add evidence, and select measures in the cards below.

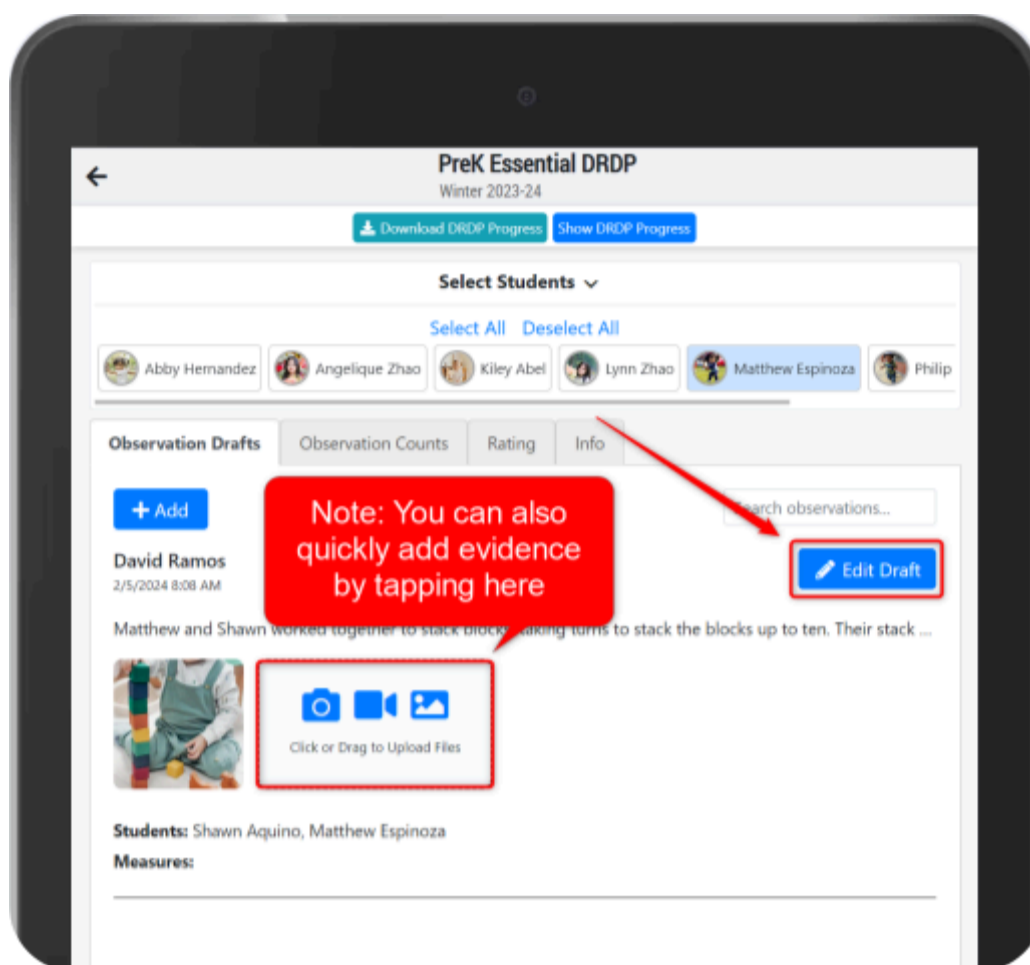
The screenshot shows the 'Update DRDP Observation' interface on a tablet. The interface includes a 'Delete Draft' button at the top left. A red callout 'Add notes' points to the 'Notes' section, which contains the text: 'Matthew and Shawn worked together to stack blocks, taking turns to stack the blocks up to ten. Their stack tumbled over 4 times, but they got it right on their 5th try.' Below the notes is an 'Evidence' section with a 'Manage Evidence' button and a 'Click or Drag to Upload Files' card, highlighted by a red callout 'Add photo/video evidence'. The 'Students' section shows two student cards (Shawn Aquino and Matthew Espinoza) and an 'Add Student' button, highlighted by a red callout 'Add/remove students from this observation'. The 'Measures' section is divided into four groups of checkboxes: ATL-REG (ATL-REG4, ATL-REG5, ATL-REG6, ATL-REG7), LLD (LLD1, LLD3, LLD4, LLD6), SED (SED1, SED2, SED3, SED4), and ELD (ELD1, ELD2, ELD3, ELD4). A red callout 'Select measures' points to this section. A 'Done' button is located at the bottom right.

4

At any time, you can tap on the “Done” button to exit the observation draft space for the observation you’re editing. The draft will be saved in the “Observation Drafts” tab.



Tap “Edit Draft” to edit the observation draft again.



5

To complete an observation, you must have the following entered:

1. Note OR Evidence
2. Student Selected
3. Measure(s) Selected

Once all three criteria above are met, you will have a “Complete” button available at the top of the draft modal.

Update DRDP Observation

Delete Draft Complete Draft

Notes

Matthew and Shawn worked together to stack blocks, taking turns to stack the blocks up to ten. Their stack tumbled over 4 times, but they got it right on their 5th try.

Evidence Manage Evidence

Click or Drag to Upload Files

Students

Shawn Aquino Matthew Espinoza Add Student

Measures

ATL-REG ATL-REG4 ATL-REG5 ATL-REG6 ATL-REG7

SED SED1 SED2 SED3 SED4

LLD LLD1 LLD3 LLD4 LLD6

ELD ELD1 ELD2 ELD3 ELD4

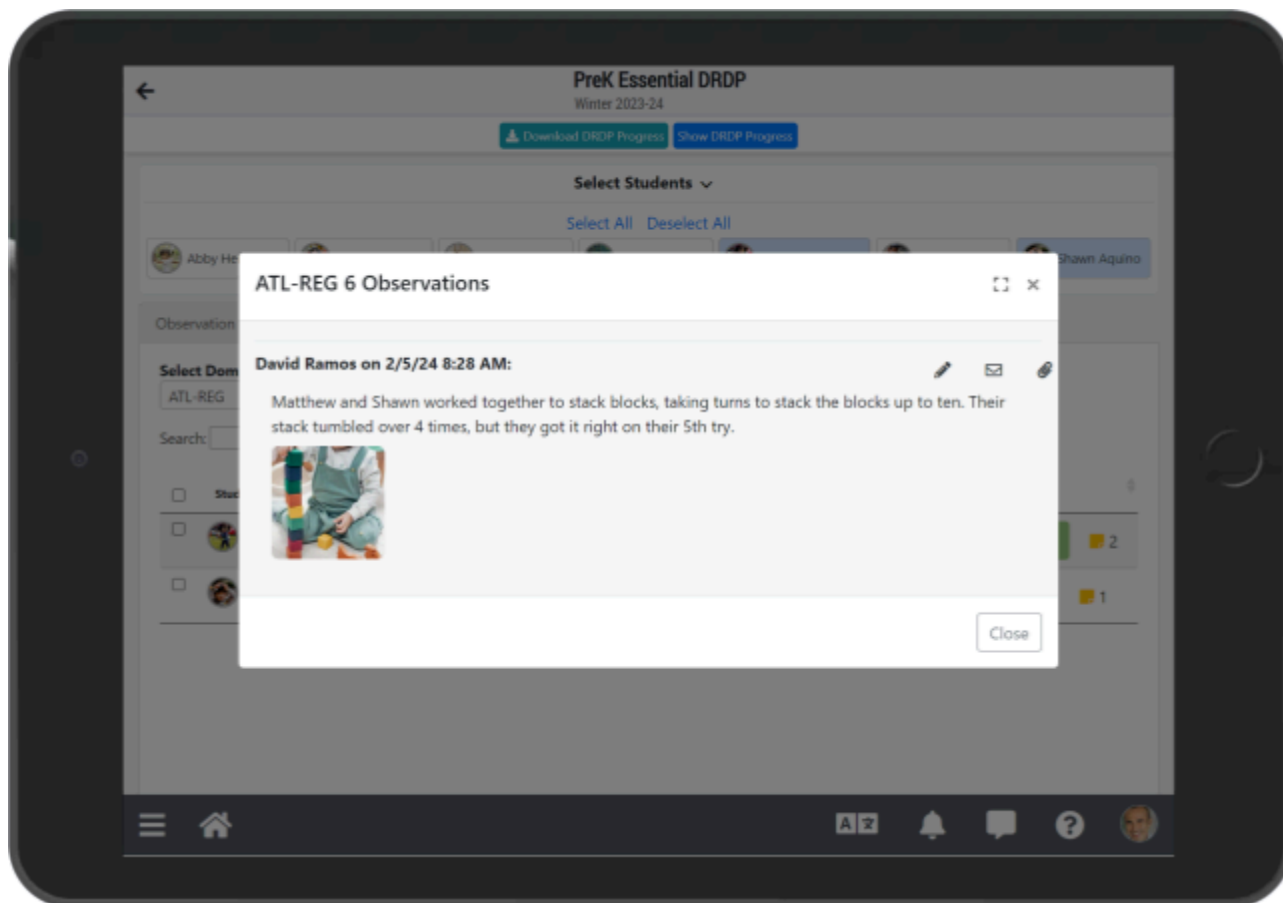
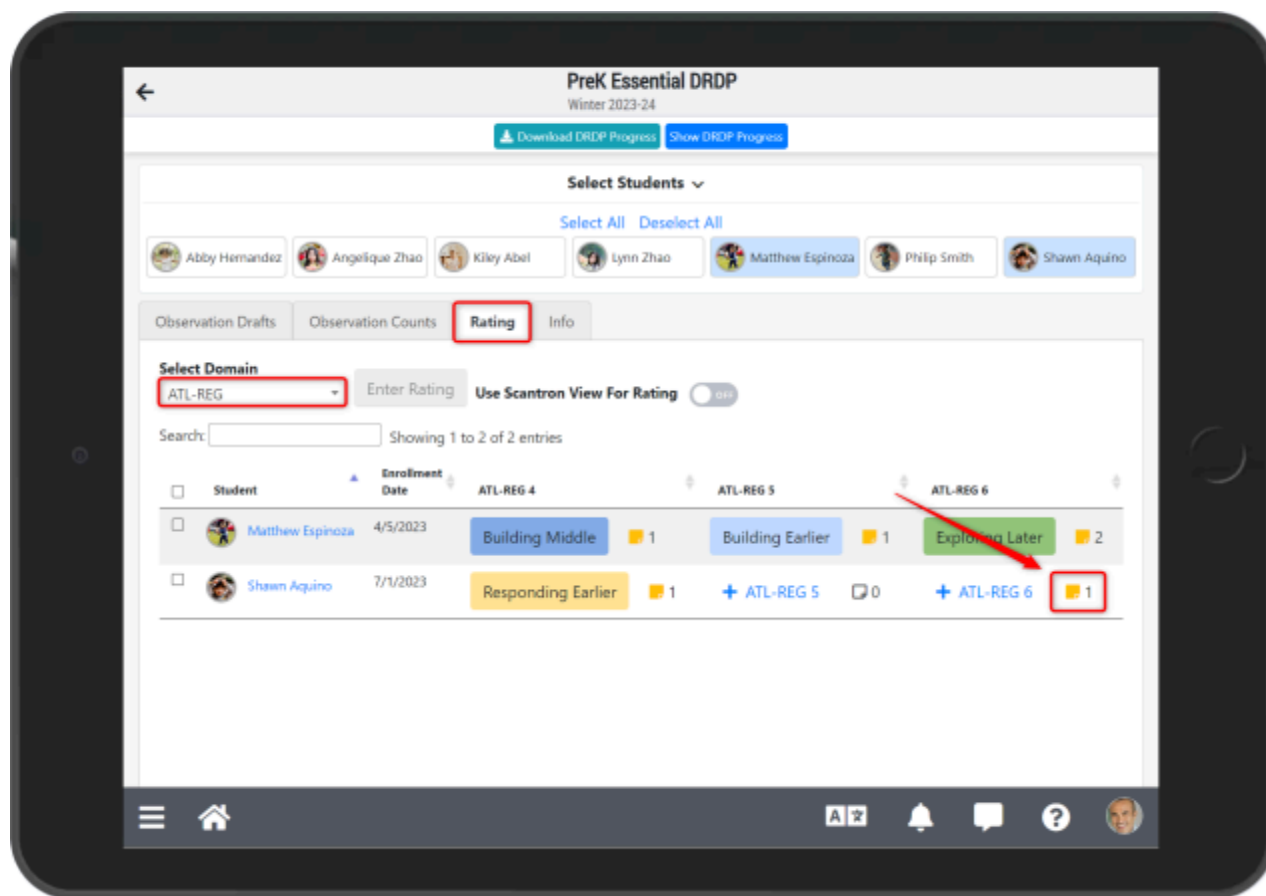
Done

**Note:** You can also delete a draft at any time by tapping on the “Delete Draft” button.

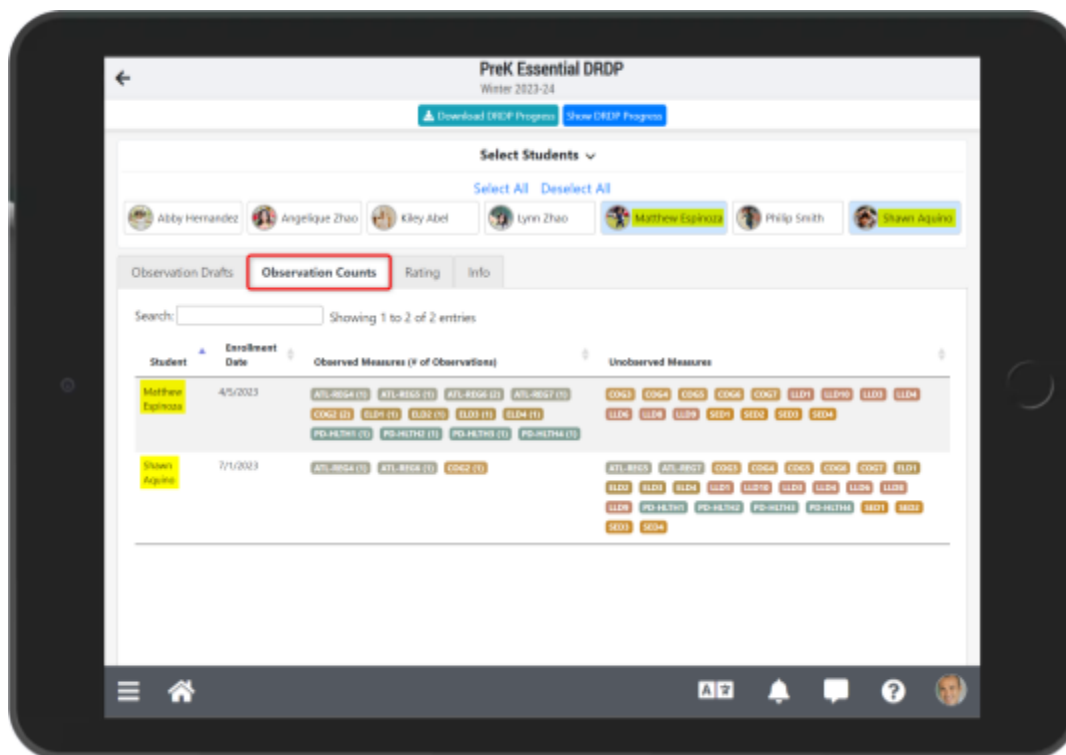


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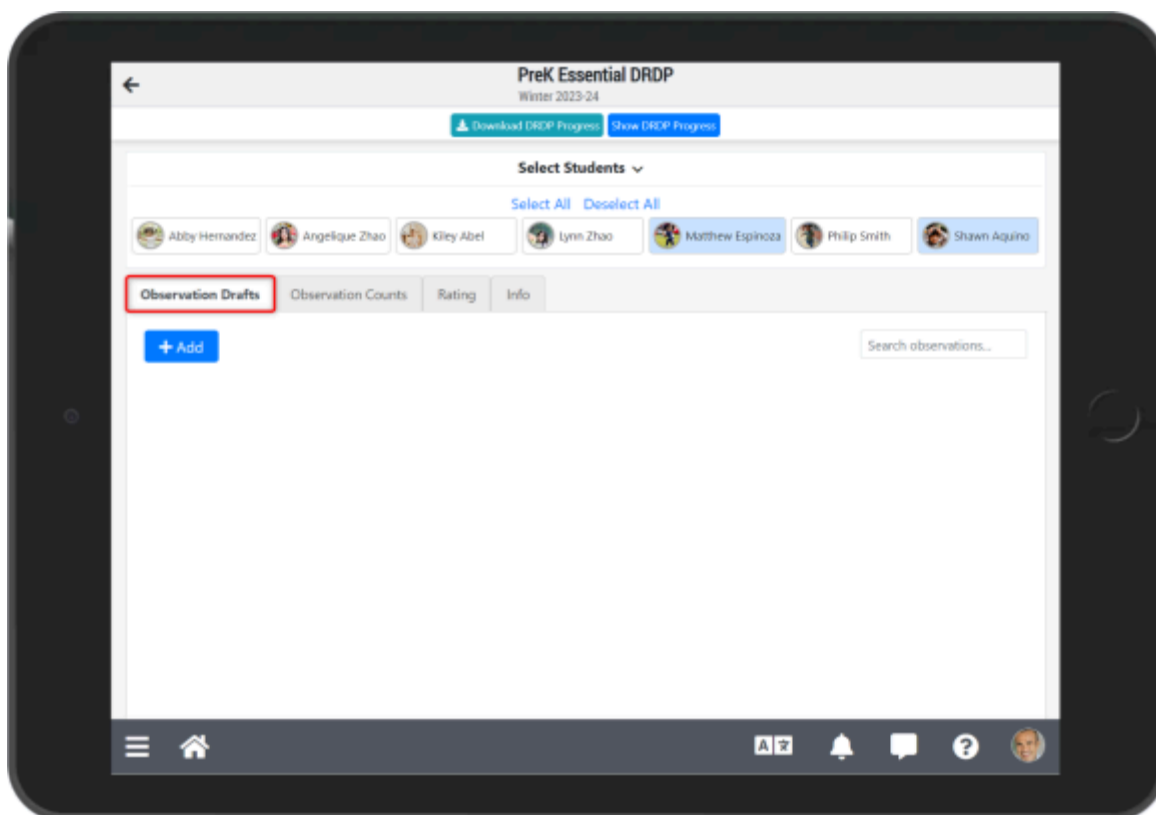
Once you tap on the “Complete Draft” button, the observation will be completed and added to the measures you’ve selected as an observation. You will be able to see this in the **Rating** tab.



**Note:** You can tap on the **Observation Counts** tab to track which measures you've observed, and the number of observations you've added for each measure. The counts tab will only show counts for the students you've selected.



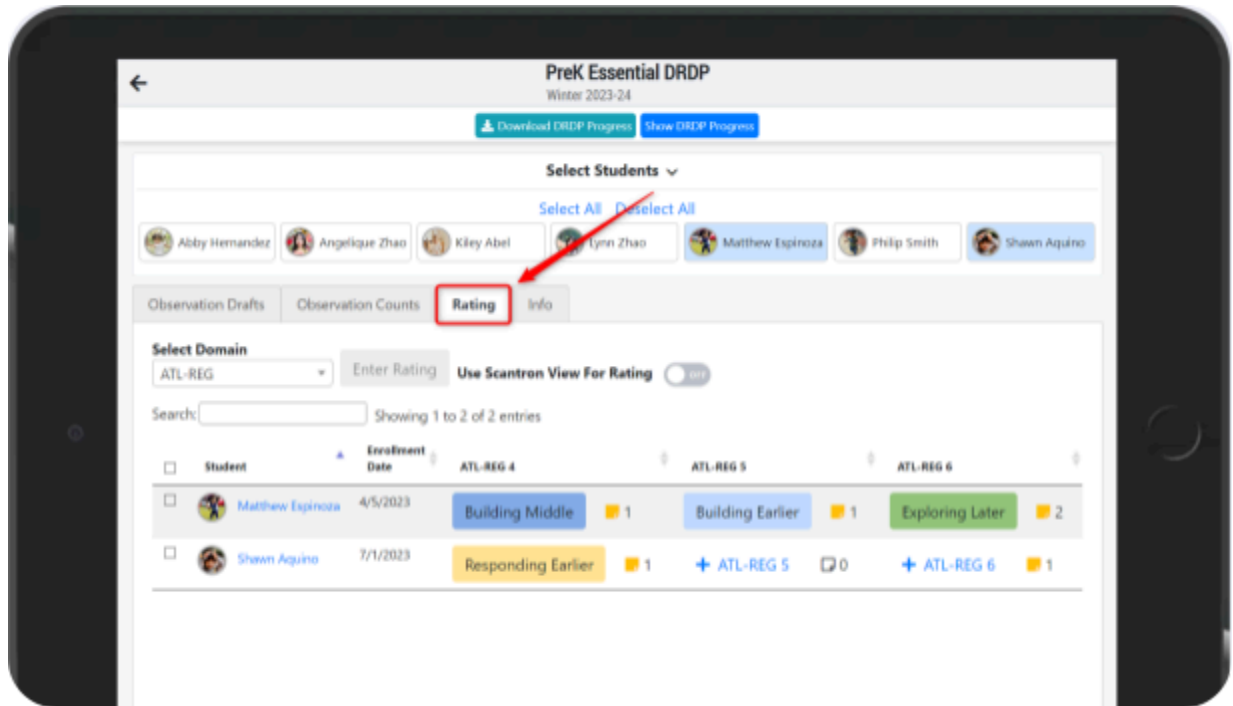
After completing an observation draft, it not only moves to that measure in the “Rating” tab, but it also gets removed from the “Observation Drafts” tab to clear space for other observations to be added.



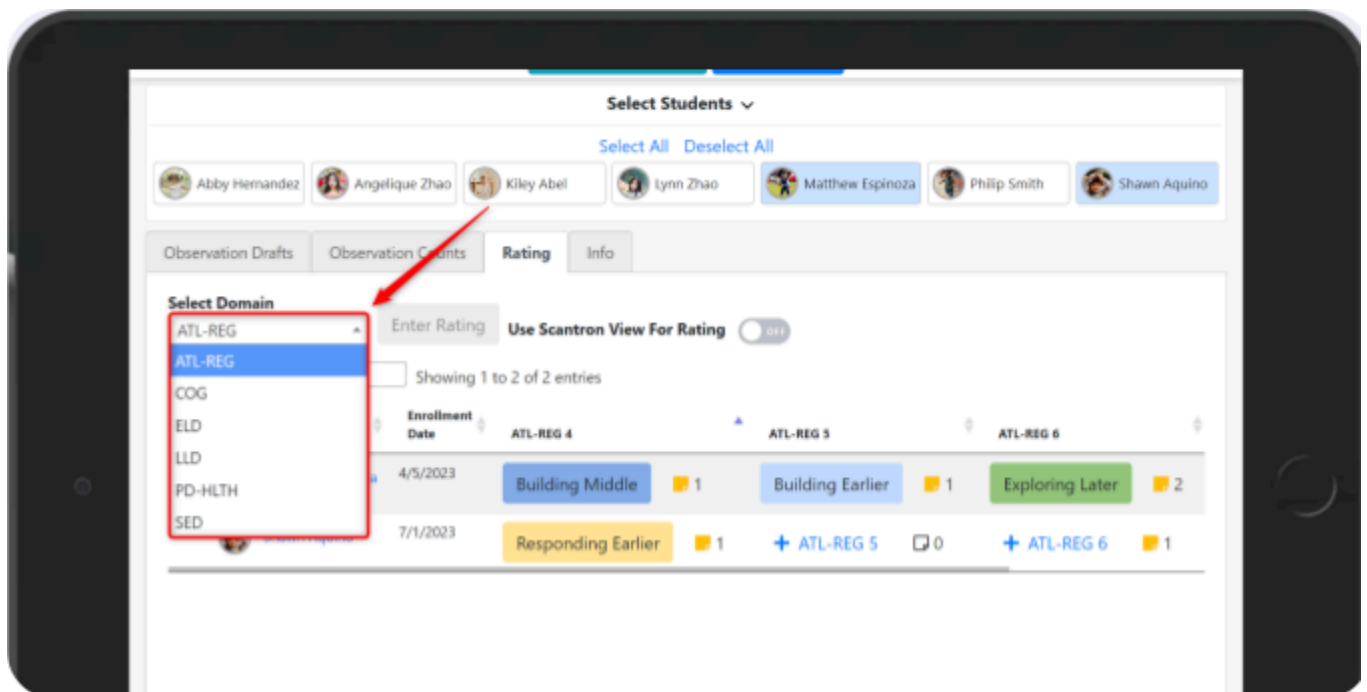
# Entering Ratings

## Default Rating Tool

- 1 There are multiple ways to enter ratings in the new tool. The first option is to use the default rating option. First, tap on the students you wish to enter ratings for, then tap on the “Rating” tab.

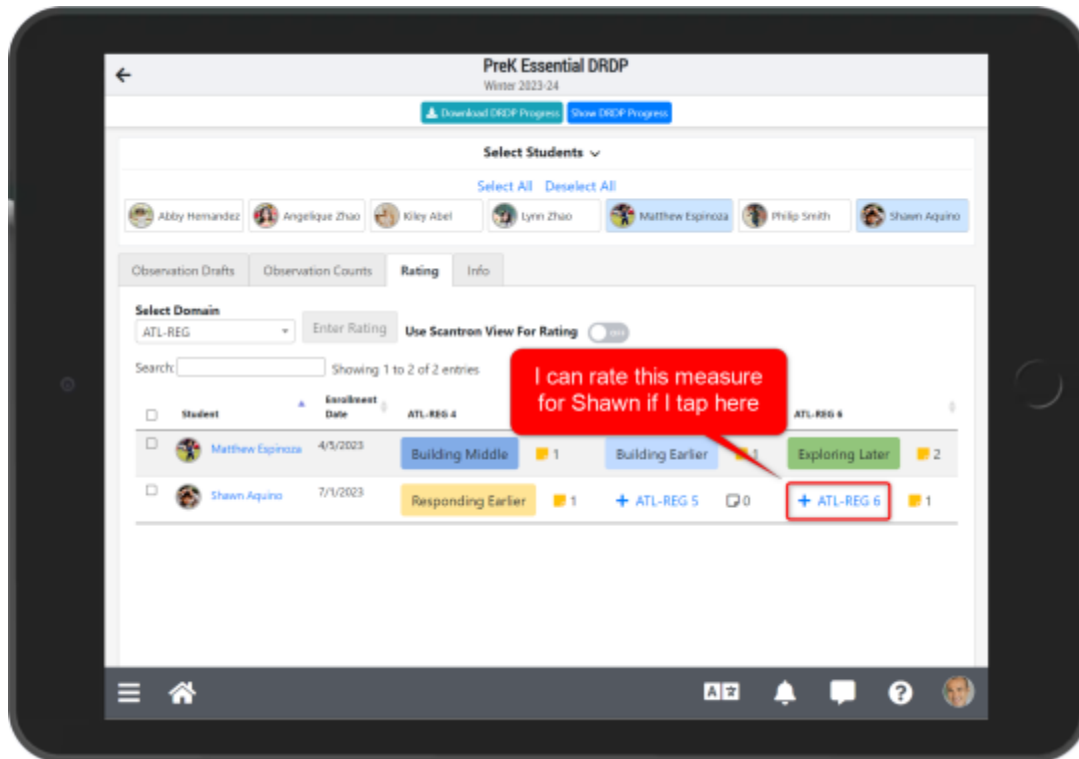


- 2 Select the domain you want to rate.



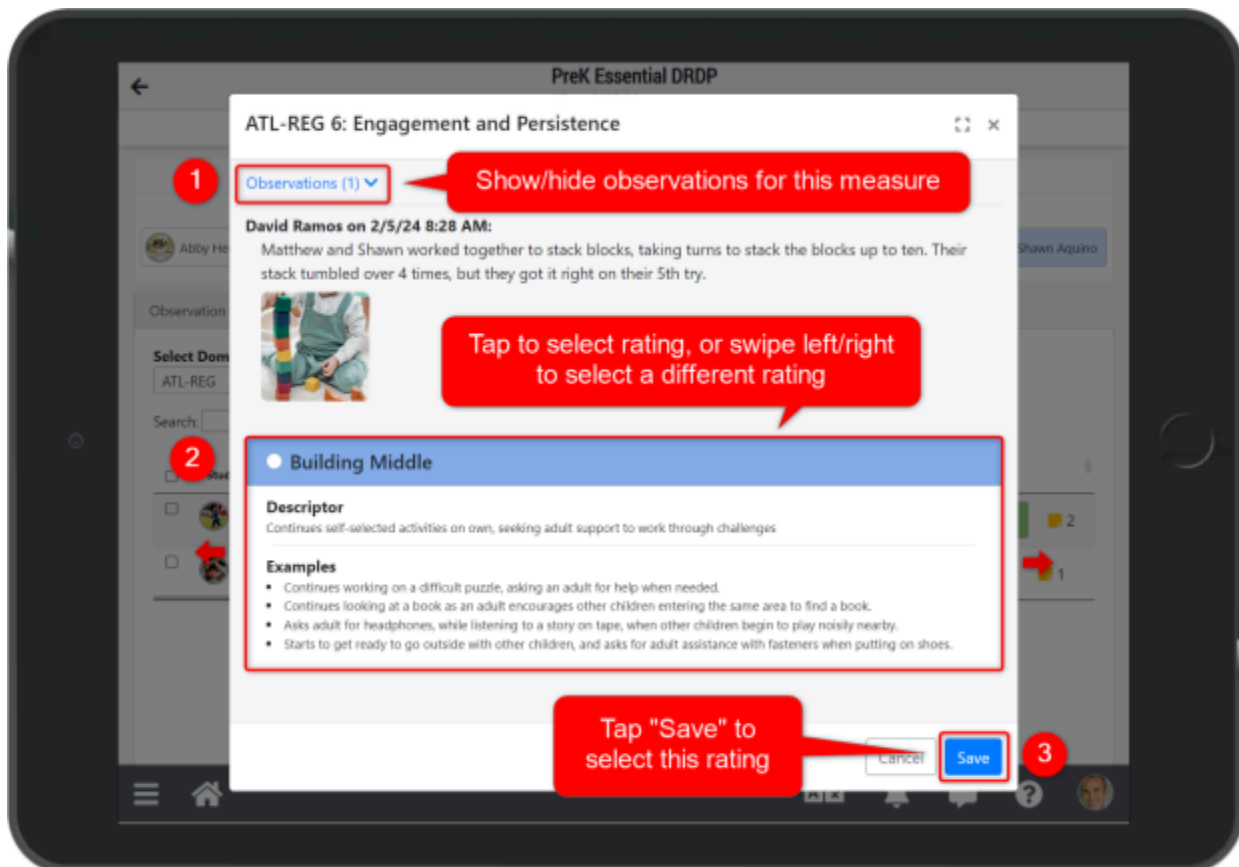
3

To rate a single student's measure, tap on the "+ [Measure Name]" tap in that measure's column and student's row. Below, we will tap on "+ ATL-REG 6" to rate this measure for Shawn.

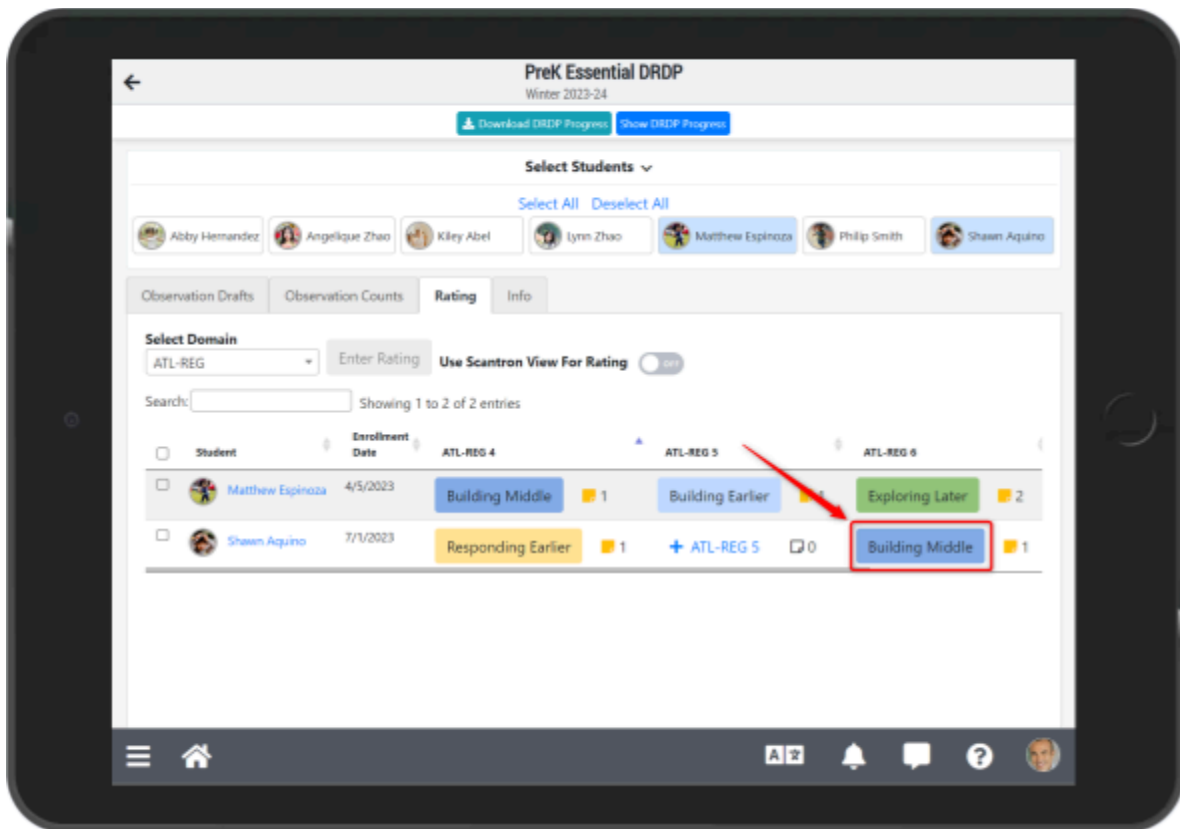


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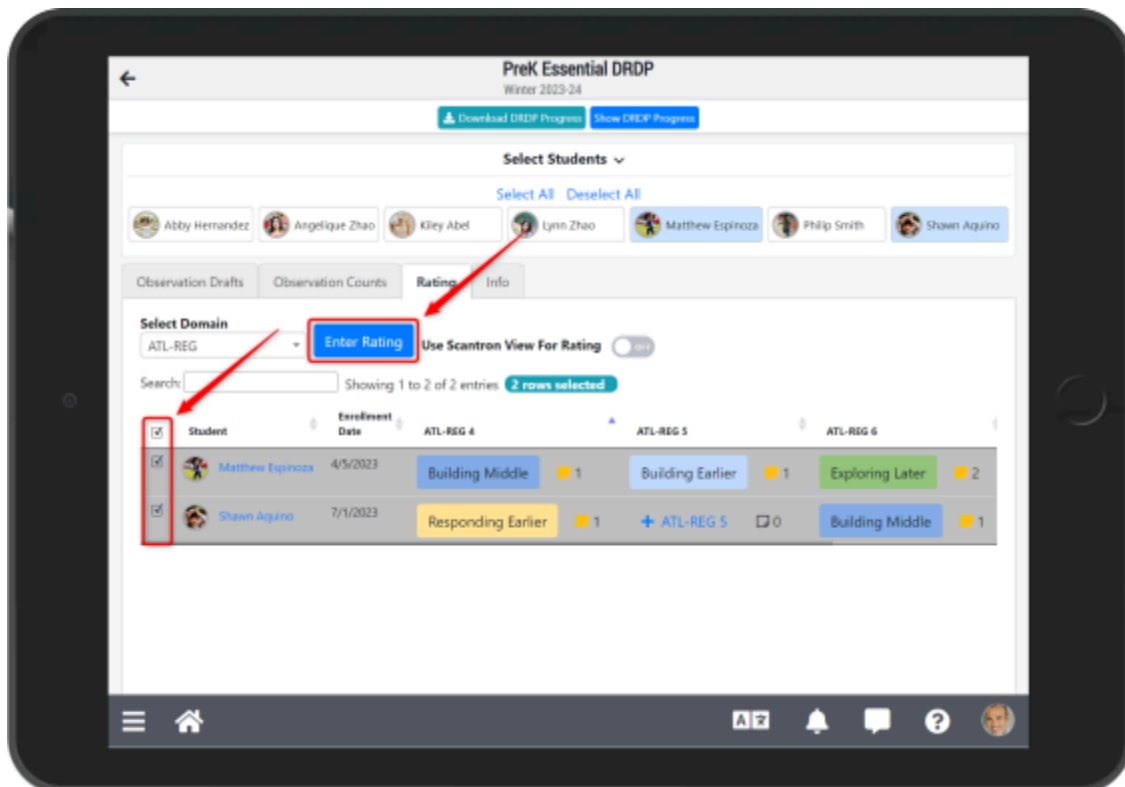
Tap on the appropriate rating, then tap on the "Save" button.



The rating will now be selected and shown in the rating tab.

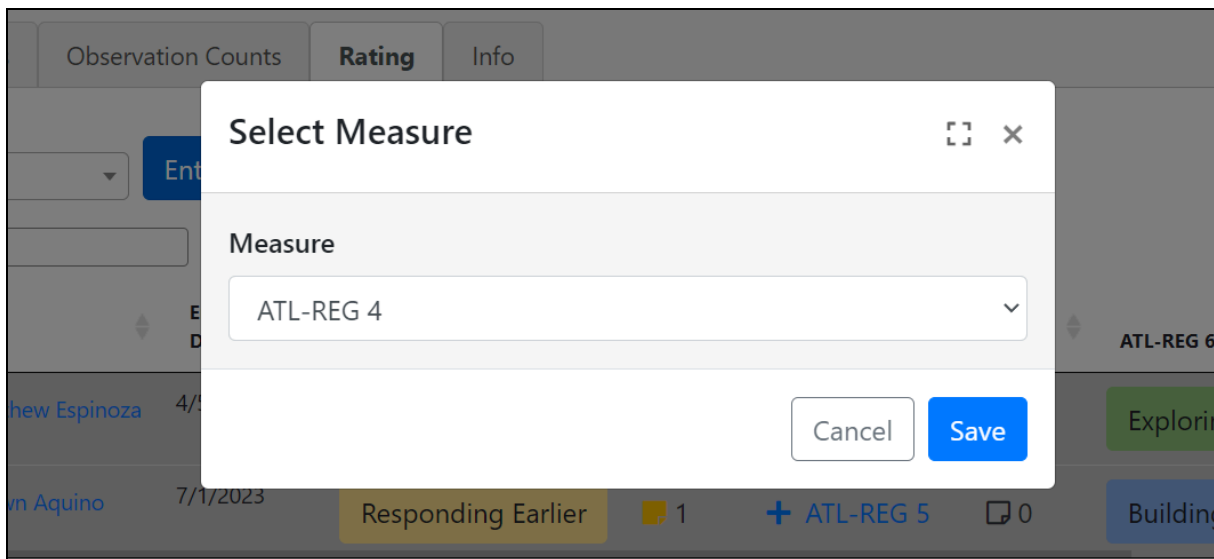


5 To rate multiple students, check the box next to their photo/name and tap the “Enter Rating” button.



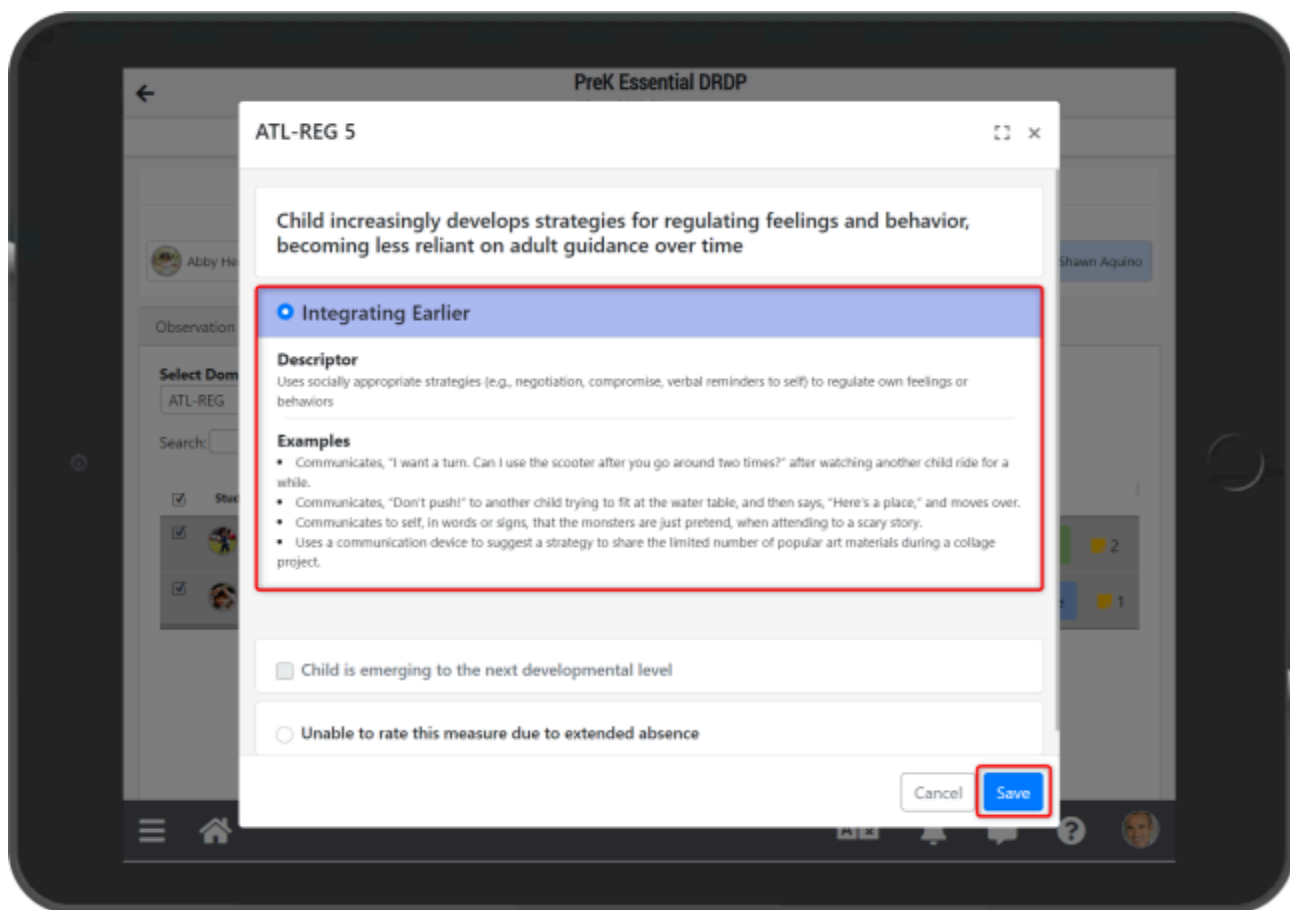
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Select the measure that you want to rate for the selected students, then tap “Save.”

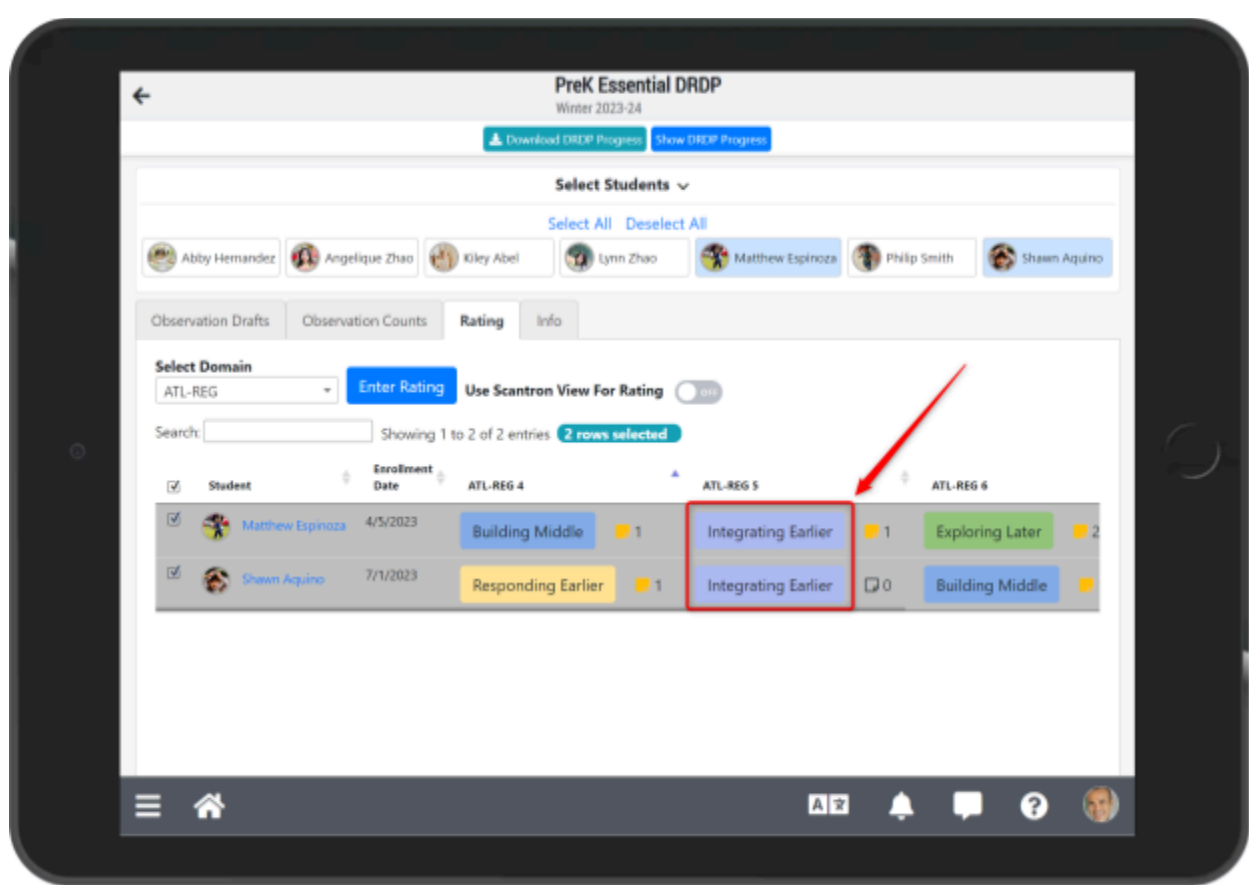


7

Once you've selected the measure, tap on the rating that you want to apply for the selected students.

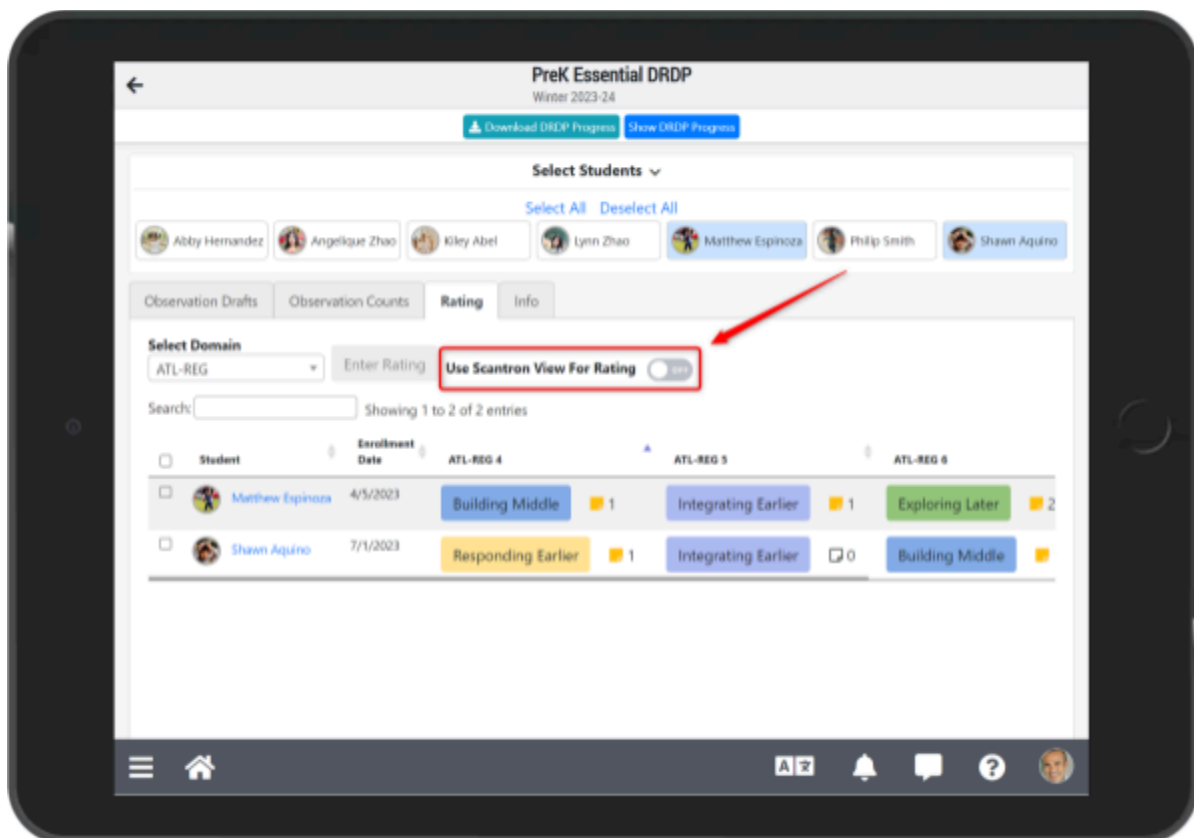


The rating that you selected will now be applied for both students.



## Scantron Rating Tool

- 1 To use the Scantron rating tool, tap on the “Use Scantron View for Rating” toggle.



2

Select the domain that you wish to rate. Tap on the bubble for the rating that applies for each child selected. All children selected will have this rating applied.

Download DRDP Progress Show DRDP Progress

Observation Drafts Observation Counts **Rating** Info

Select Domain  
ATL-REG Use Scantron View For Rating ☒

Matthew Espinoza Shawn Aquino

Responding Exploring

Measure	Measure Name	Earlier	Later	Earlier	Mid-File	Later	Earlier	Later	Earlier	Later
ATL-REG 4	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"/>
ATL-REG 5	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"/>
ATL-REG 6	Engagement and Persistence			<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATL-REG 7	Shared Use of Space and Materials			<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Shawn Aquino  
Matthew Espinoza

Tap on the bubble for the rating you wish to select. The rating will be applied for all selected students.

Bottom navigation bar: Home, Search, Notifications, Chat, Help, Profile

**Note:** The “DRDP Progress” buttons above will show the number of children that have all measures observed, or all measures rated for the current rating period.



# Update DRDP Assessment Info

To update details related to each child's DRDP assessment (e.g., Reviewer, Assistance, etc.), tap on the "Info" tab, then tap on the pencil icon (✎) next to that child's name.

