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.
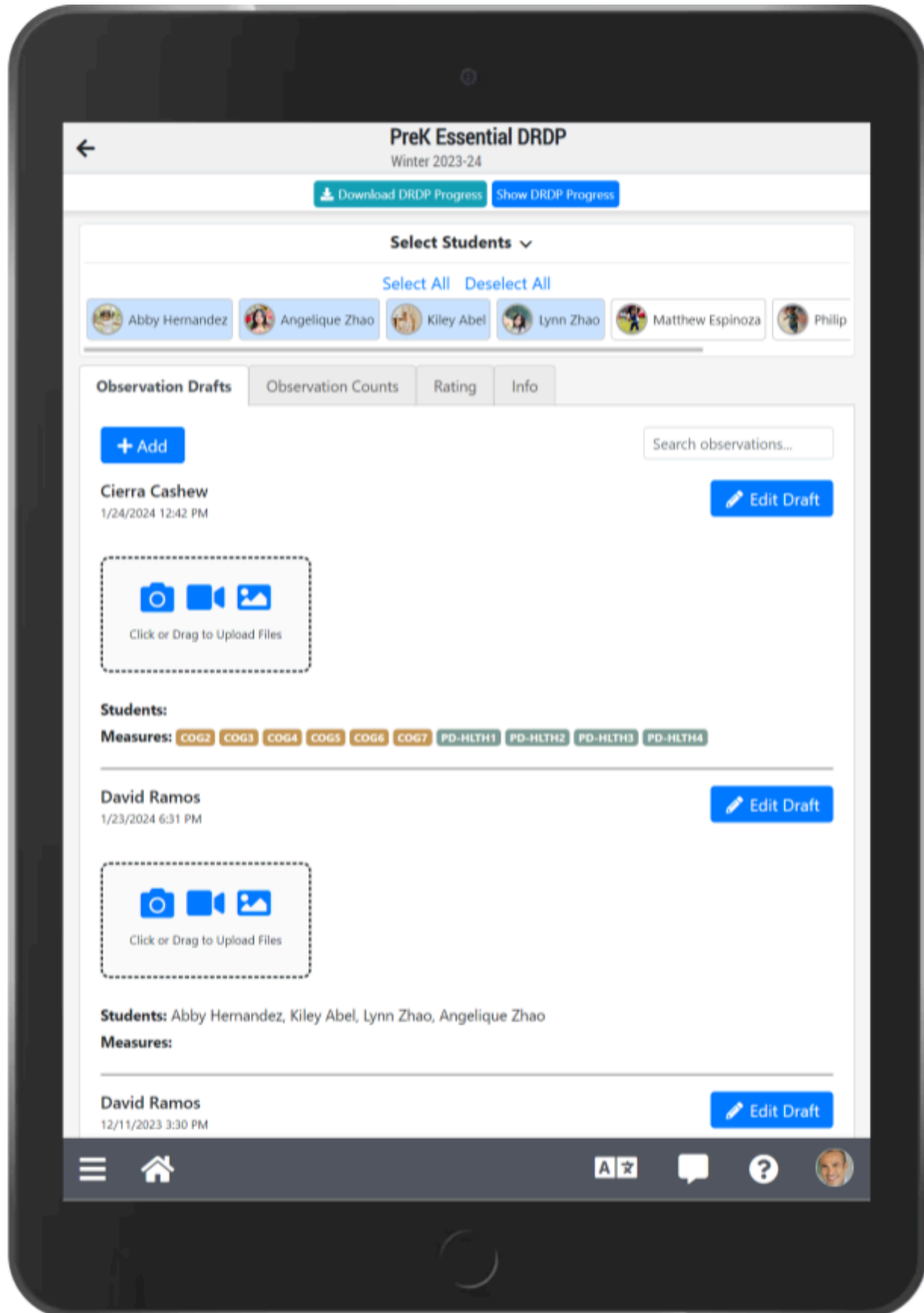
Table of Contents

*Click on the topic or page number to jump to the corresponding section of the instruction sheet.*

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.
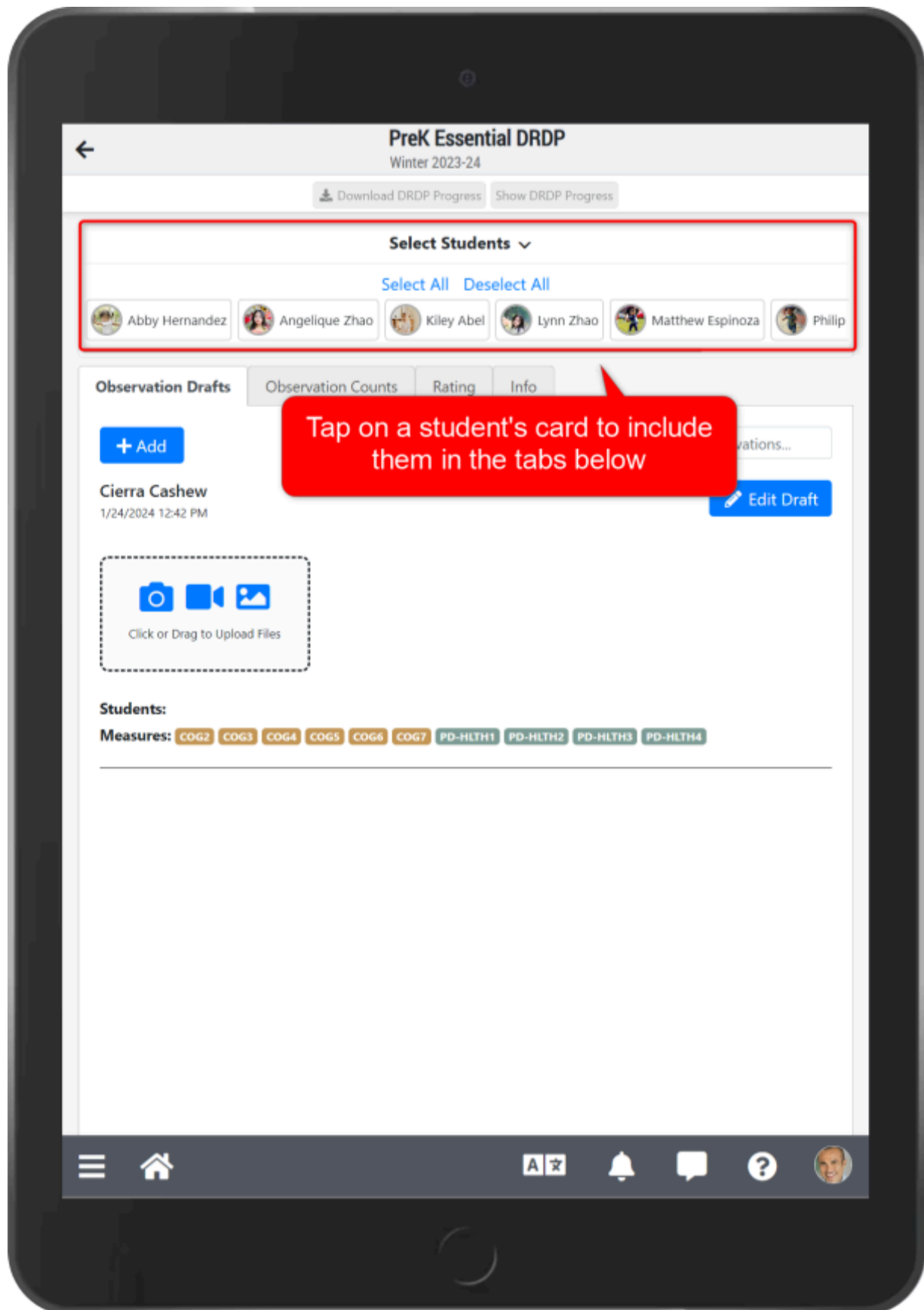
From the session menu, click on the "DRDP" tile stack. You'll notice DRDP tools for any age group that you work with within your session. The observations and rating processes are the same for all age groups, so the instruction sheet will only cover the "Preschool DRDP" tool. These same instructions 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.
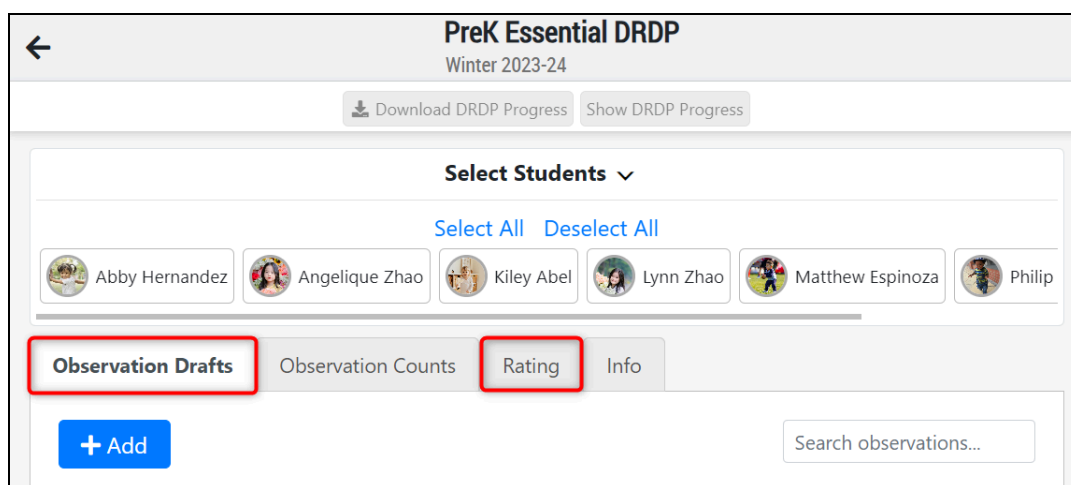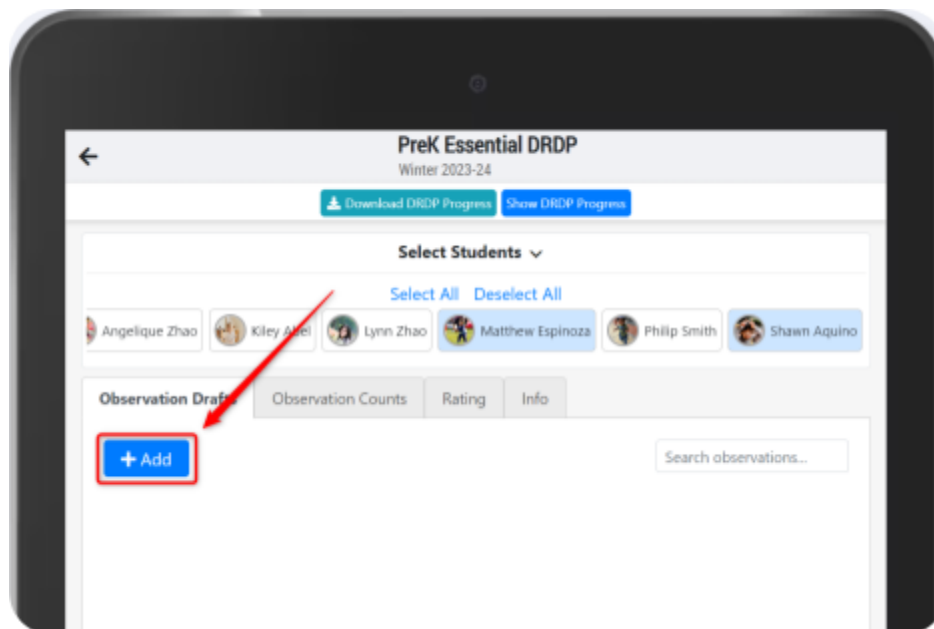
Completing Observations

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.
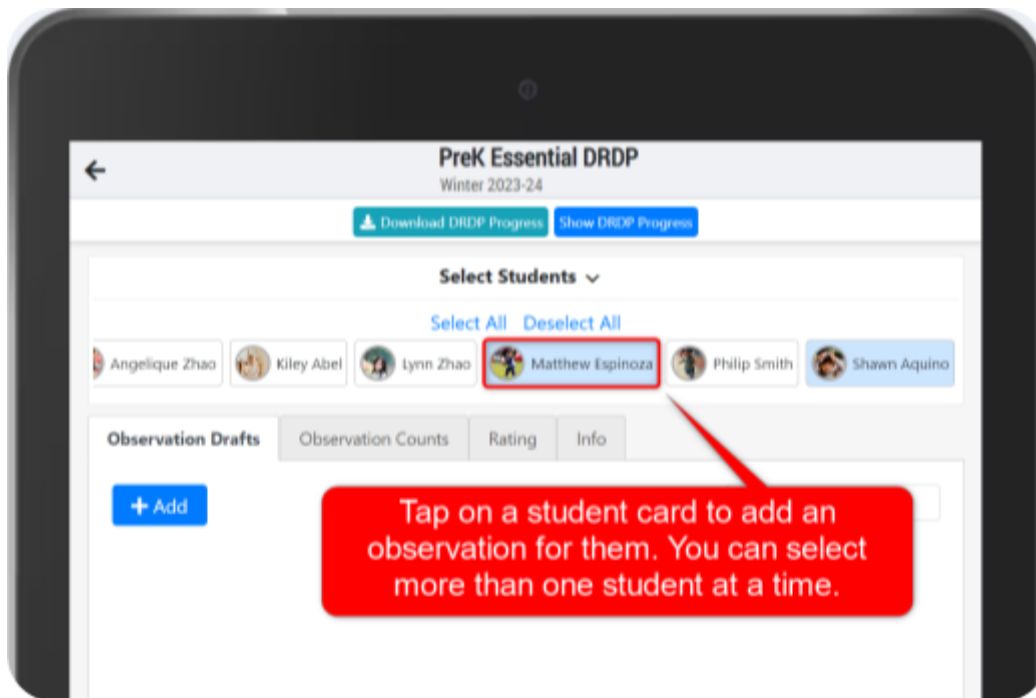
2 Tap on the "+Add" button in the "Observation Drafts" tab

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.
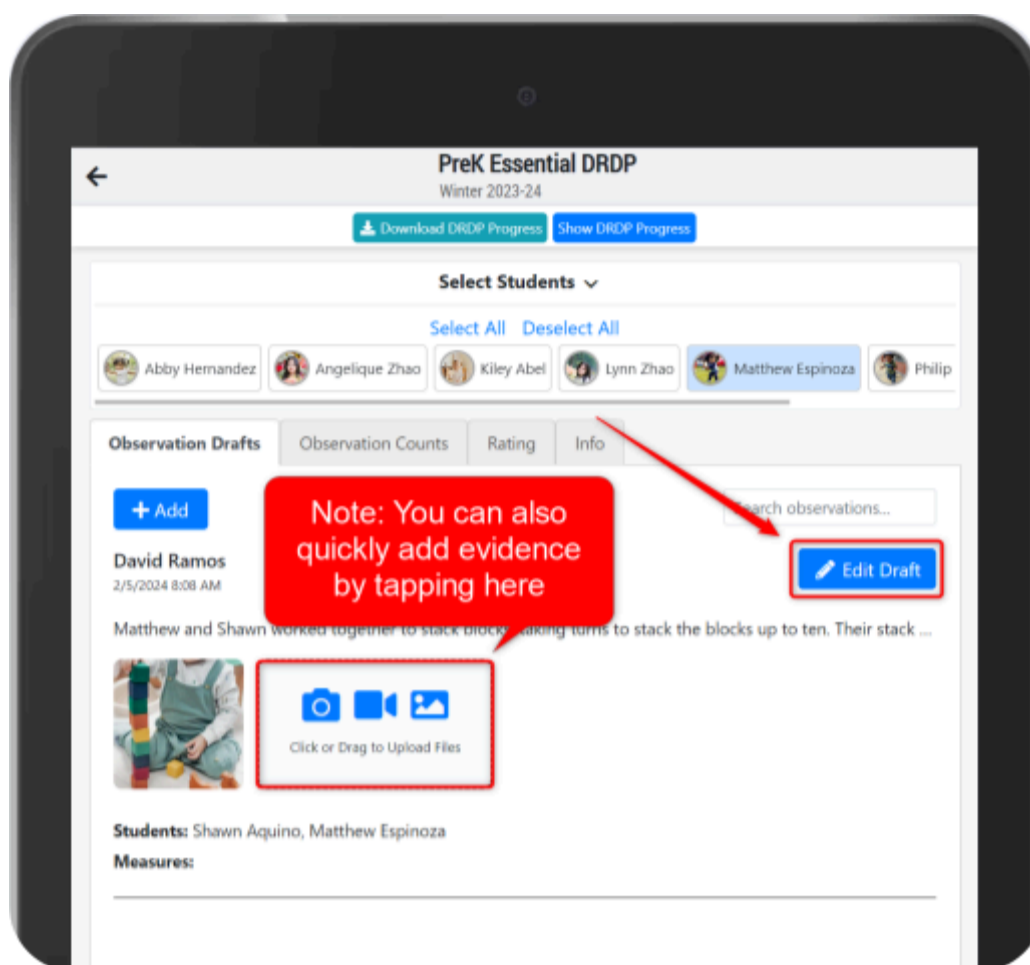

4 At any time, you can tap on the "Done" button to exit the observation draft space for the observation you're editing. The draft will be saved in the "Observation Drafts" tab.
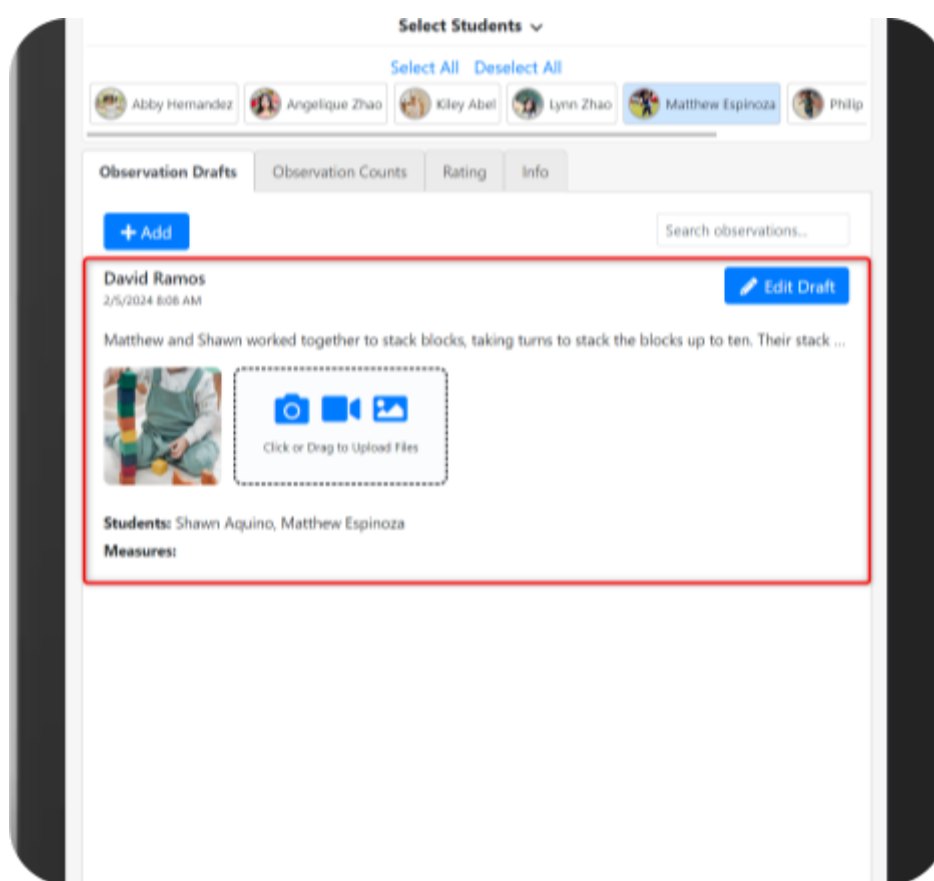
Tap "Edit Draft" to edit the observation draft again.

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.
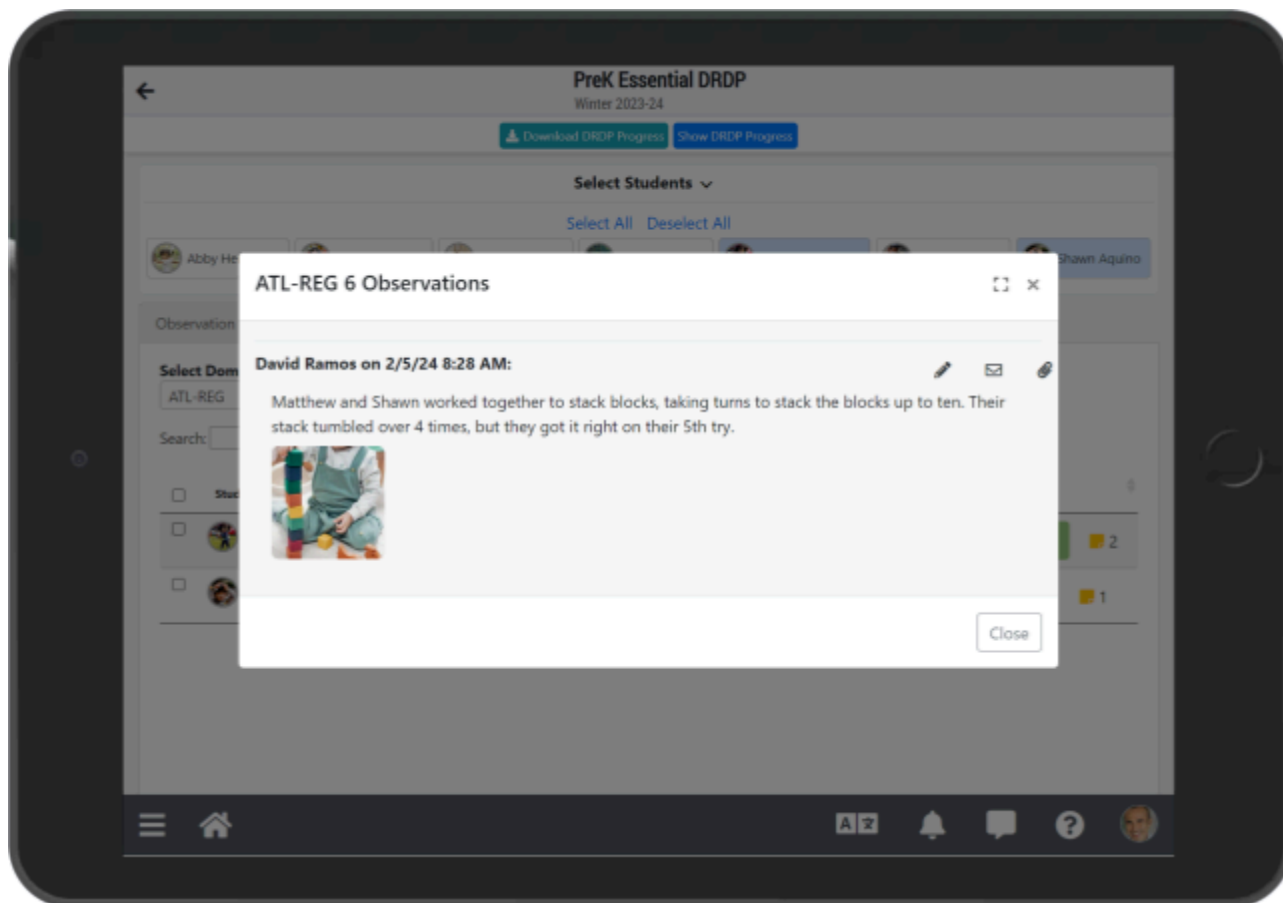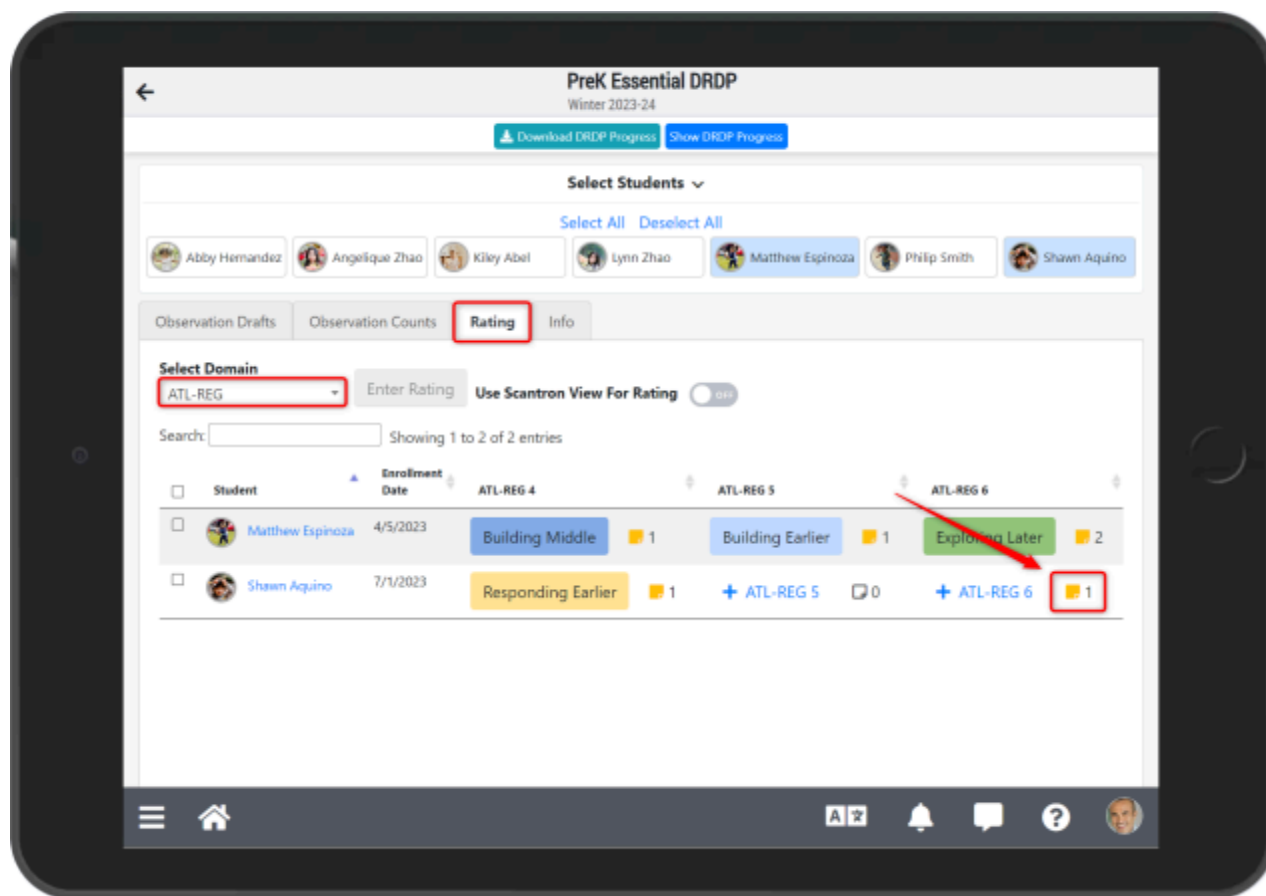

**Note:** You can also delete a draft at any time by tapping on the "Delete Draft" button.

6 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.
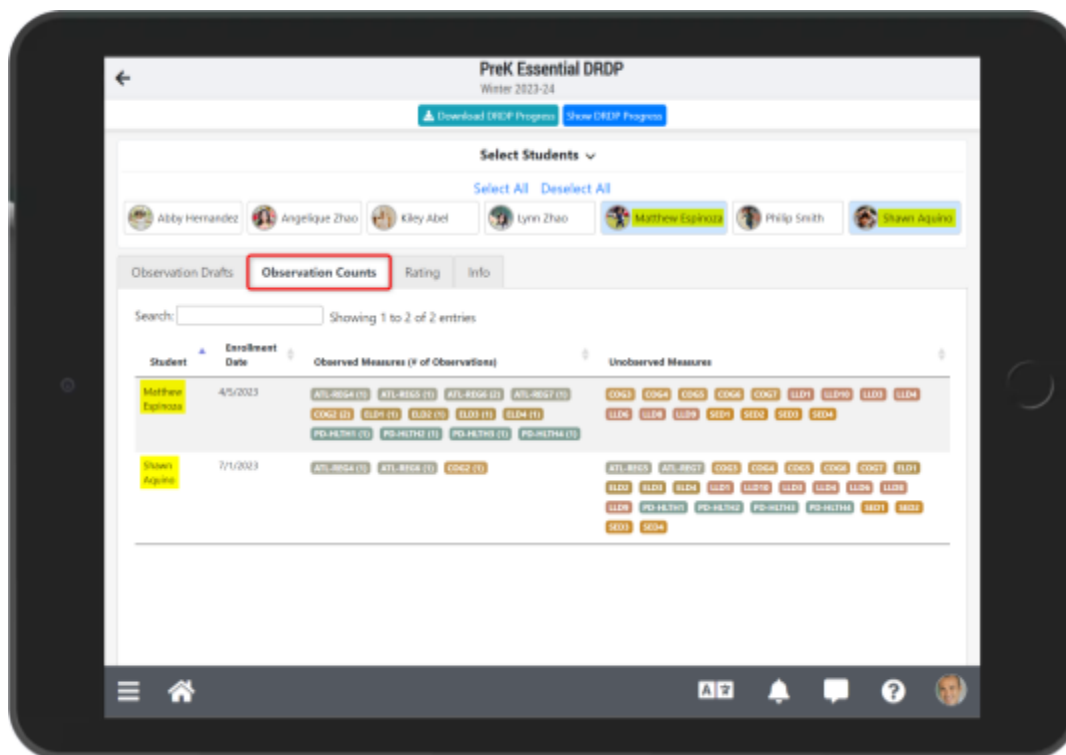

After completing an observation draft, it not only moves to that measure in the "Rating" tab, but it also gets removed from the "Observation Drafts" tab to clear space for other observations to be added.
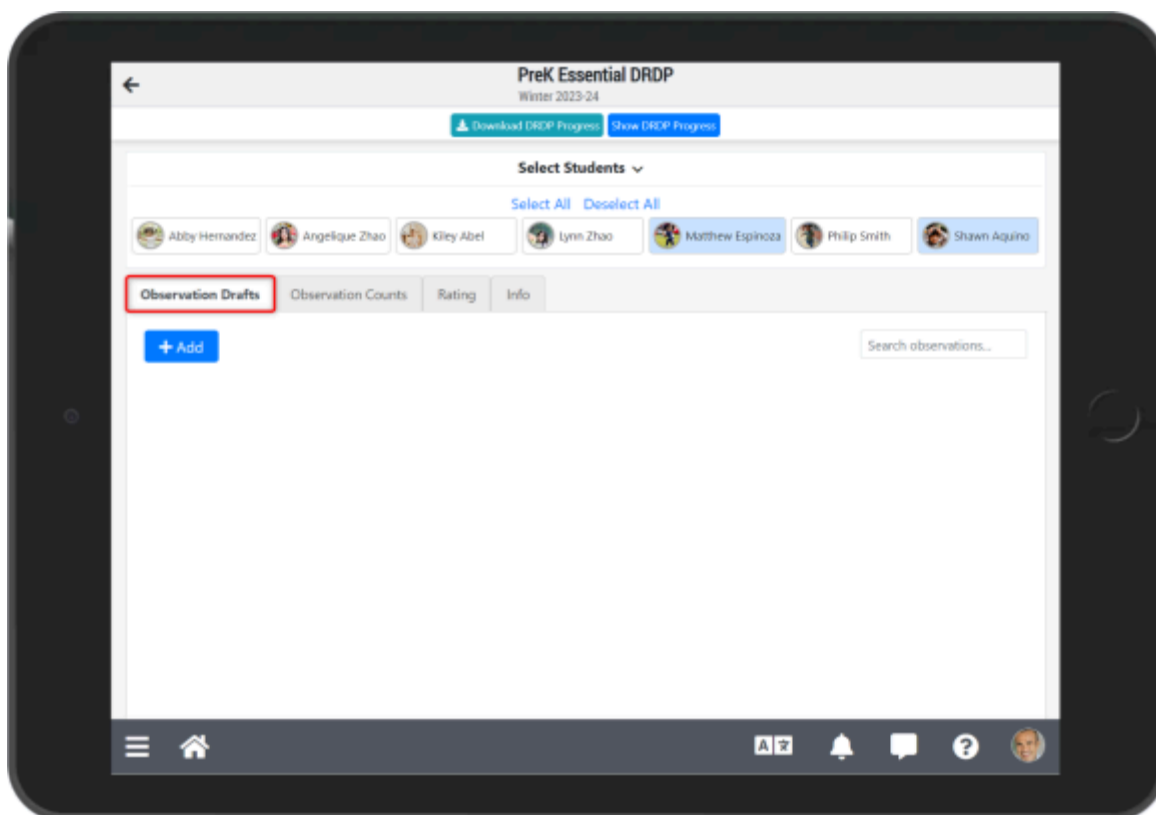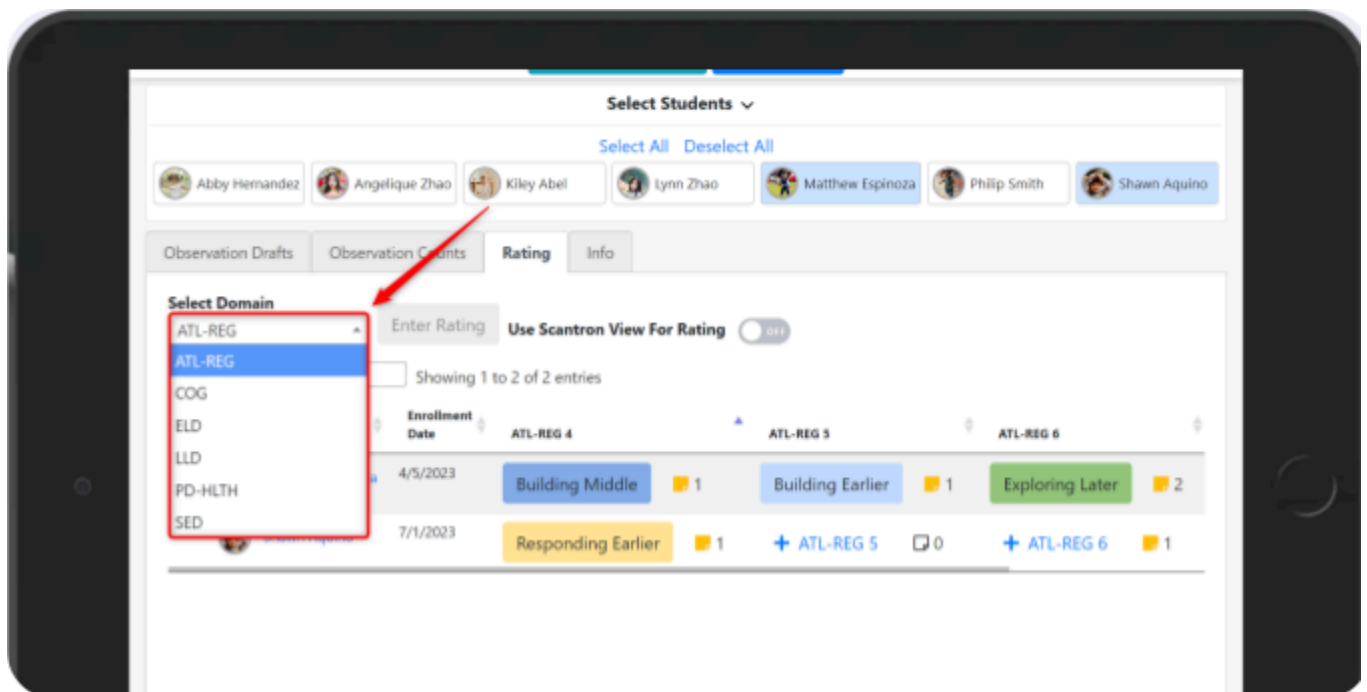
Entering Ratings

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.
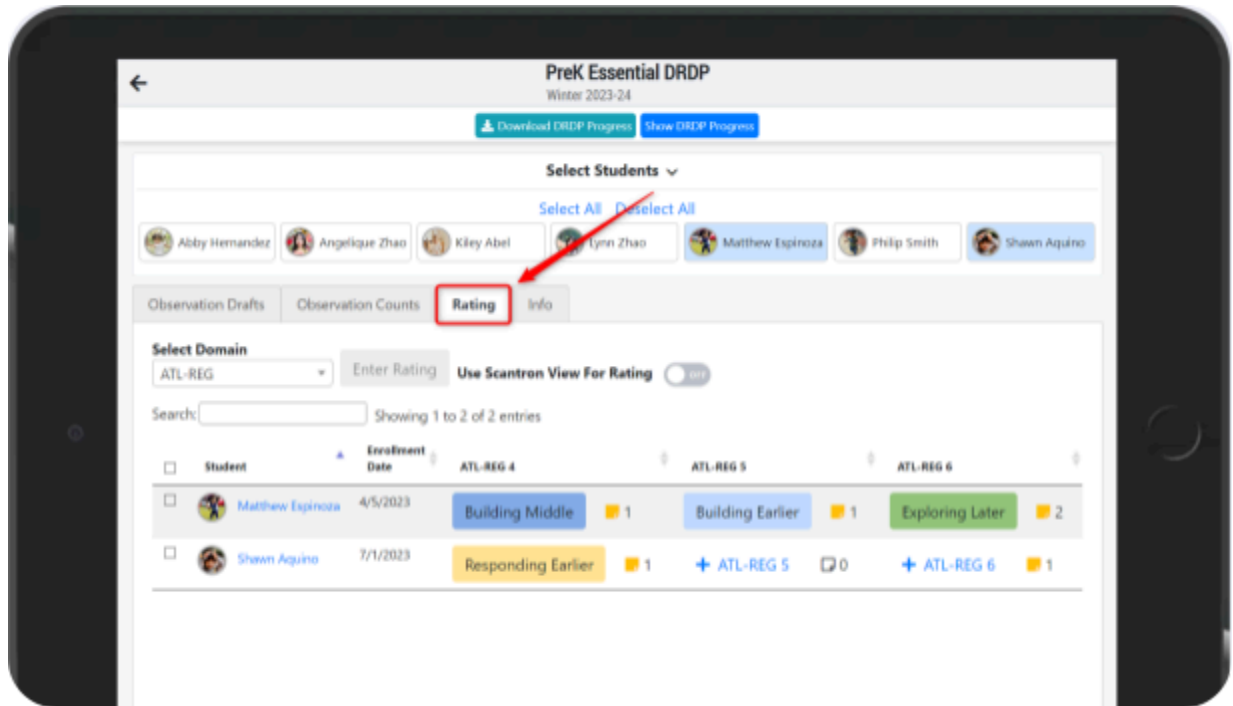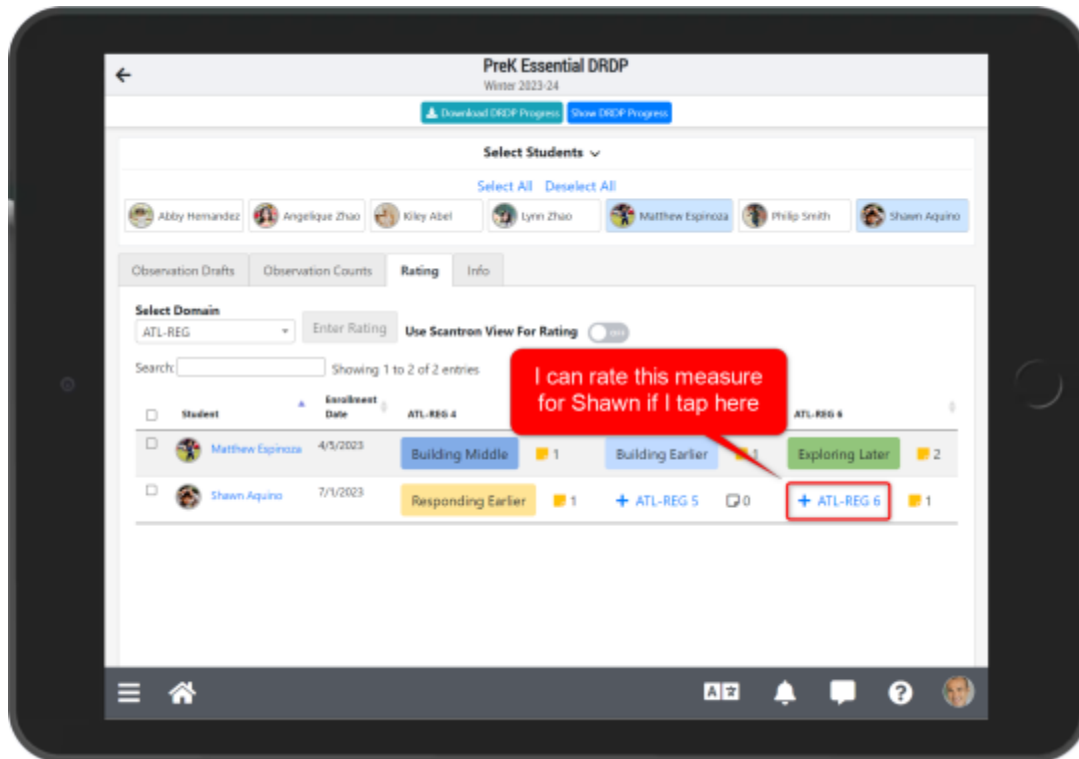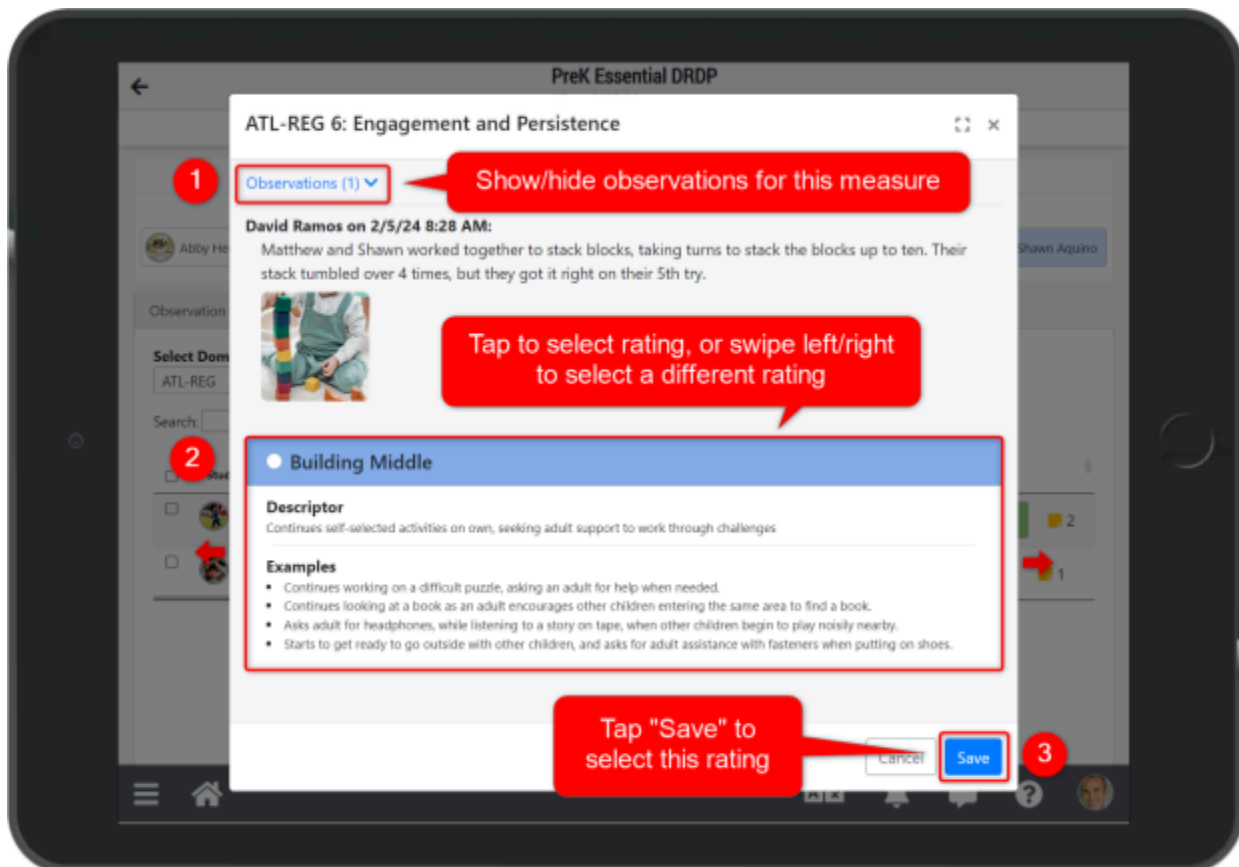

2   Select the domain you want to rate.

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.
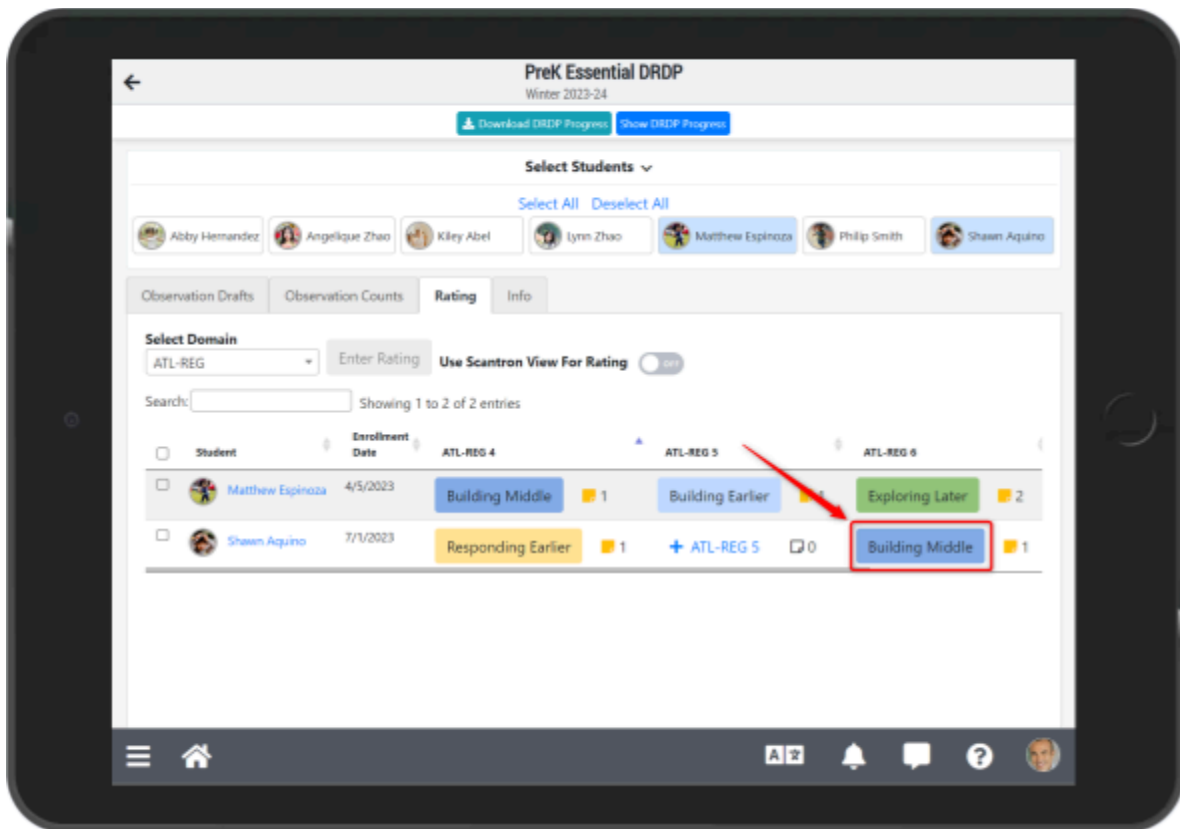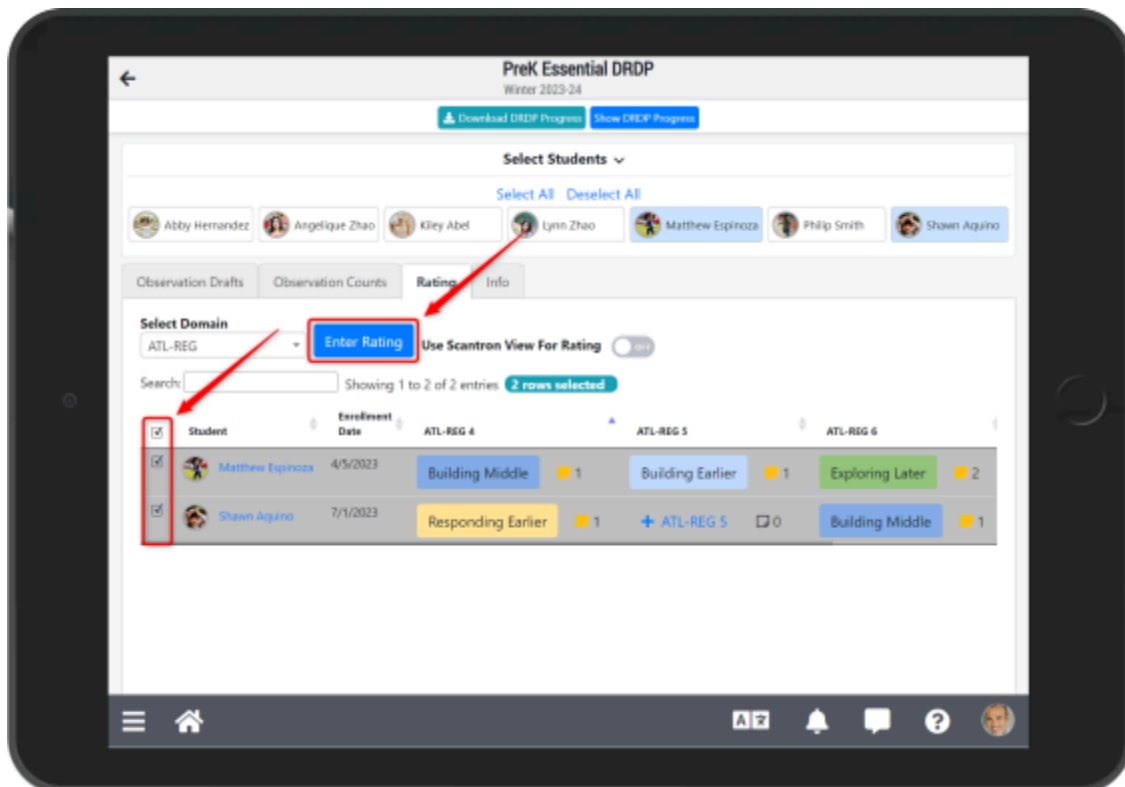

4　Tap on the appropriate rating, then tap on the "Save" button.

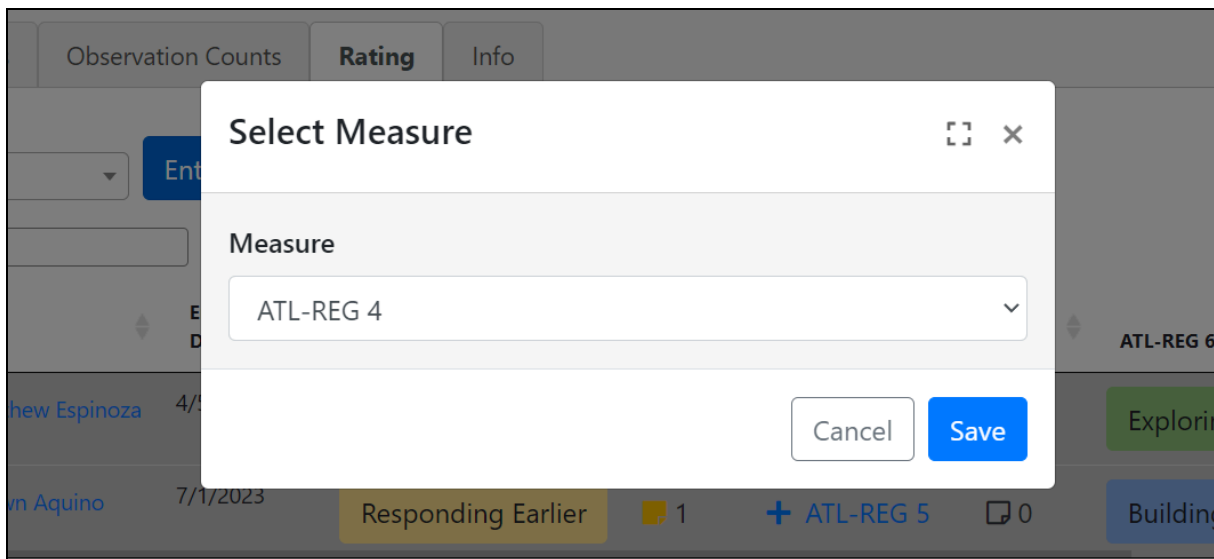The rating will now be selected and shown in the rating tab.

5   To rate multiple students, check the box next to their photo/name and tap the "Enter Rating" button.
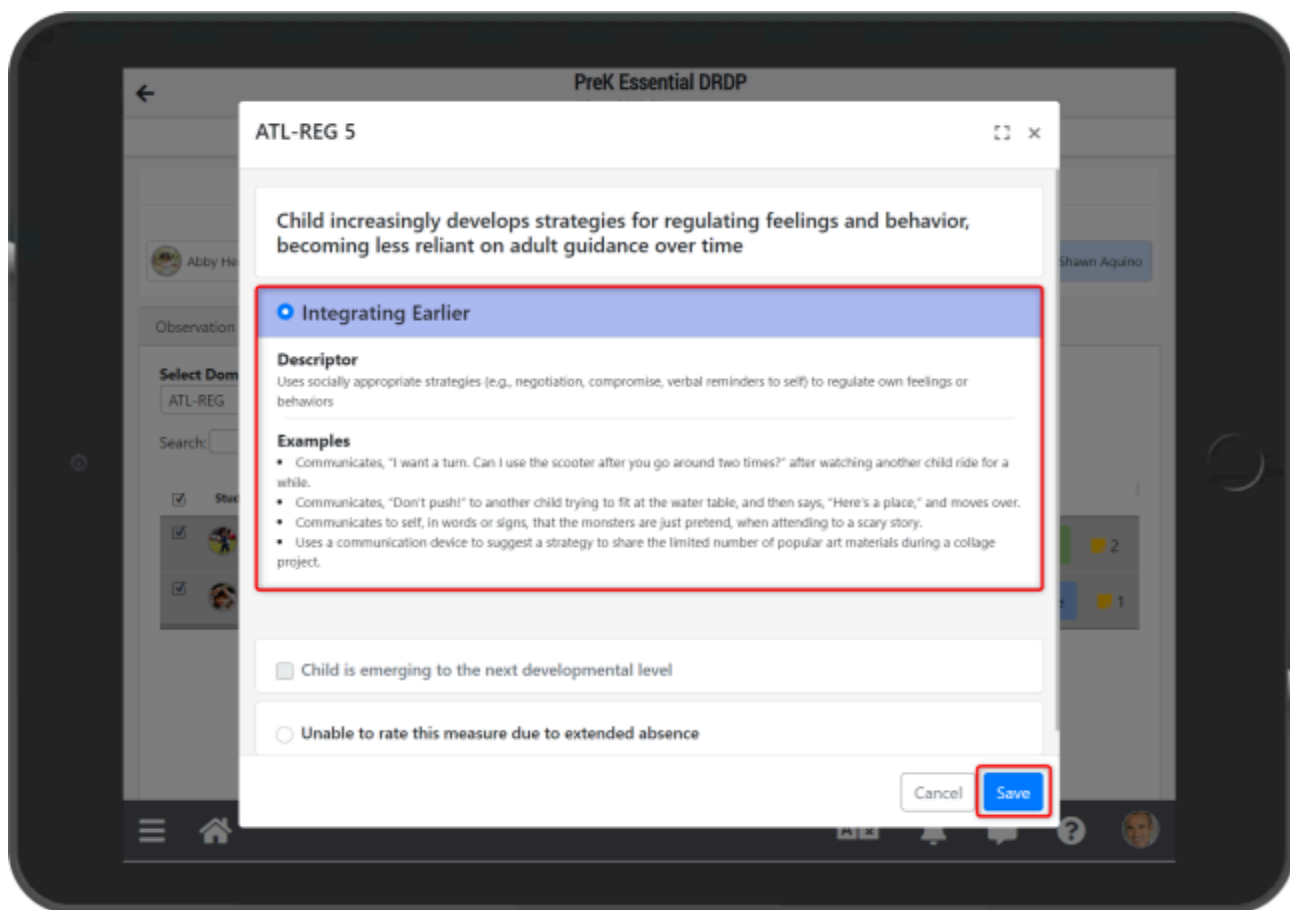
6 Select the measure that you want to rate for the selected students, then tap "Save."
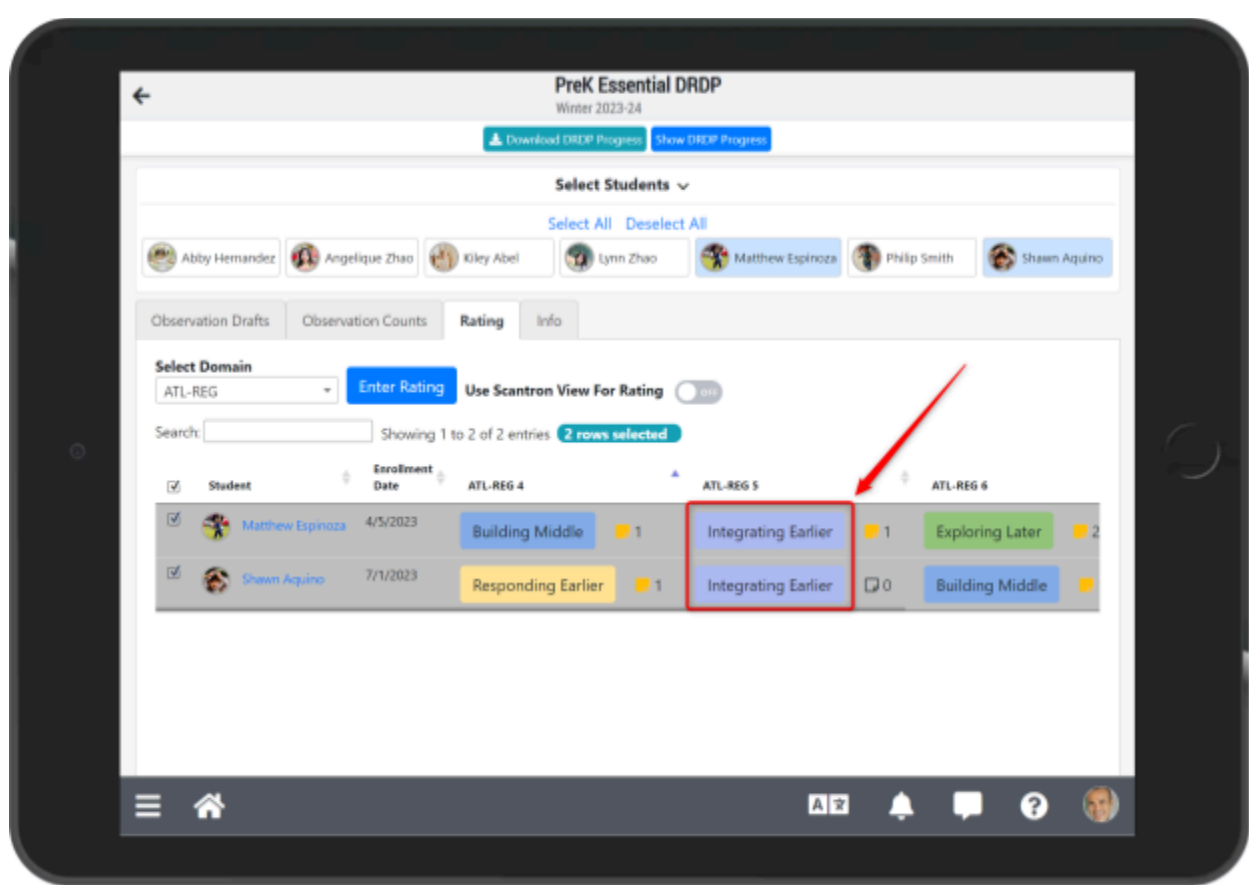

7 Once you've selected the measure, tap on the rating that you want to apply for the selected students.
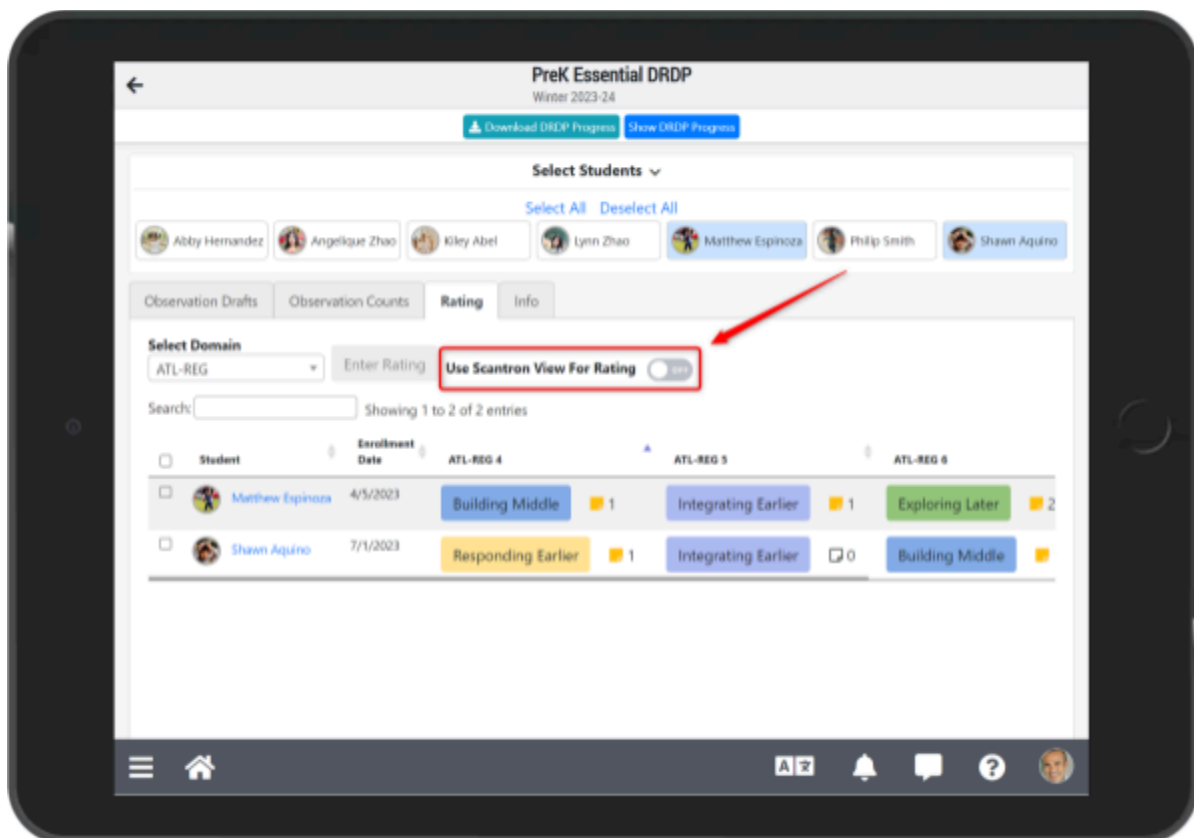

The rating that you selected will now be applied for both students.

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.

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.

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 chid's name.