**Subject Line: An important note about reporting to DRDPTech from Learning Genie**

Dear Learning Genie DRDP users,

We understand that the first DRDPTech reporting period is approaching. We have prepared some guidelines below. Hope this helps.

There are two options to report to DRDPTech. It’s totally your choice.

**Option 1:**

**All ratings are done on Learning Genie, then exporting to DRDPTech.**

**Step 1\*:** Enter student enrollment information (profile) in DRDPTech (**Very Important !!**)

**Step 2 :** Download DRDP records from DRDPTech for your class (in an excel format)

**Step 3 :** Logon to Learning Genie web portal (<https://web.learning-genie.com/#/login>) to “**Merge DRDPTech File**” (Important! Classroom name and student names must match on the two platforms)

**Step 4:** Download the merged file, then import to DRDPTech

**Step 5:** Double check the data in DRDPTech, then submit.

**Please watch me!**

* [Video Tutorial for DRDPTech Reporting (Click to watch)](https://www.youtube.com/watch?v=B_GR7AgHvSc&feature=youtu.be)

**Option 2:**

**Only using Learning Genie as a portfolio tool, then doing the rating (bubble) directly on DRDPTech.**

**Step 1\*:** Enter student enrollment information (profile) in DRDPTech (**Very Important !!**)

**Step 2 :** Logon to Learning Genie web portal (<https://web.learning-genie.com/#/login>, and download individual student’s PDF portfolio report for the reporting period.

**Step 3 :** Complete rating in DRDPTech for each student using the Learning Genie portfolio as a reference.

**Step 4:** Double check the data in DRDPTech, then submit.

Any time you need help, we are always here for you 24/7.

760-576-4822 or [help@learning-genie.com](mailto:help@learning-genie.com)

*Note:*

*\*If you are the first time DRDPTech user, please start setting up student profiles on DRDPTech now because it could take substantial amount of time. It is very important that you complete this step in DRDPTech before merging the Learning Genie data into DRDPTech.*