



Step by Step Guide for DRDPtech Integration

Version 1.0
Updated 10/12/2015

Step 1:

First, make sure you've selected the appropriate class you wish to merge DRDP files. With Learning Genie's classroom organization system, the DRDPtech integration must be done one class at a time.

Class			
DRDP Preschool			
DRDP-IT			
DRDP-IT			
DRDP-Kindergarten			
Room 1			

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For questions regarding your district's or agency's policy, contact your local education agency. For questions about DRDPtech, contact the DRDPtech support team at drdp@learninggenie.com.

Step 2

Make sure your students and thier information is present

Desired Results Developmental Profile™

Home > Desired Results > Edit Child Record

View New Records

Edit Child's Record

Edit Child's Record

Select	First Name	Last Name	Child ID	Class	Teacher	Site	Age Group	Instrument	Status
<input checked="" type="radio"/>	Neko	Johnson	4042013010	DRDP Preschool					
<input type="radio"/>	Lisa	Wang	3032012030	DRDP Preschool					
<input type="radio"/>	Zinny	Hu	1012015033	DRDP-IT					
<input type="radio"/>	Bobby	Smith	1012015034	DRDP-IT					
<input type="radio"/>	Kinder	One	0101200100	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015040	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015041	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015042	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015043	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015044	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015045	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015046	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015047	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015048	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015049	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015050	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015051	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015052	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015053	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015054	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015055	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015056	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015057	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015058	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015059	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015060	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015061	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015062	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015063	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015064	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015065	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015066	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015067	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015068	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015069	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015070	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015071	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015072	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015073	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015074	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015075	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015076	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015077	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015078	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015079	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015080	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015081	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015082	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015083	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015084	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015085	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015086	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015087	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015088	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015089	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015090	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015091	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015092	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015093	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015094	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015095	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015096	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015097	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015098	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015099	DRDP Kindergarten					
<input type="radio"/>	John	Lee	1012015100	DRDP Kindergarten					

Edit Child's Record

Step 3

Desired Results Developmental Profile®

Home • Classes/Children • Edit Child Record

Show More Information

Edit Child's Record

Edit Child's Record

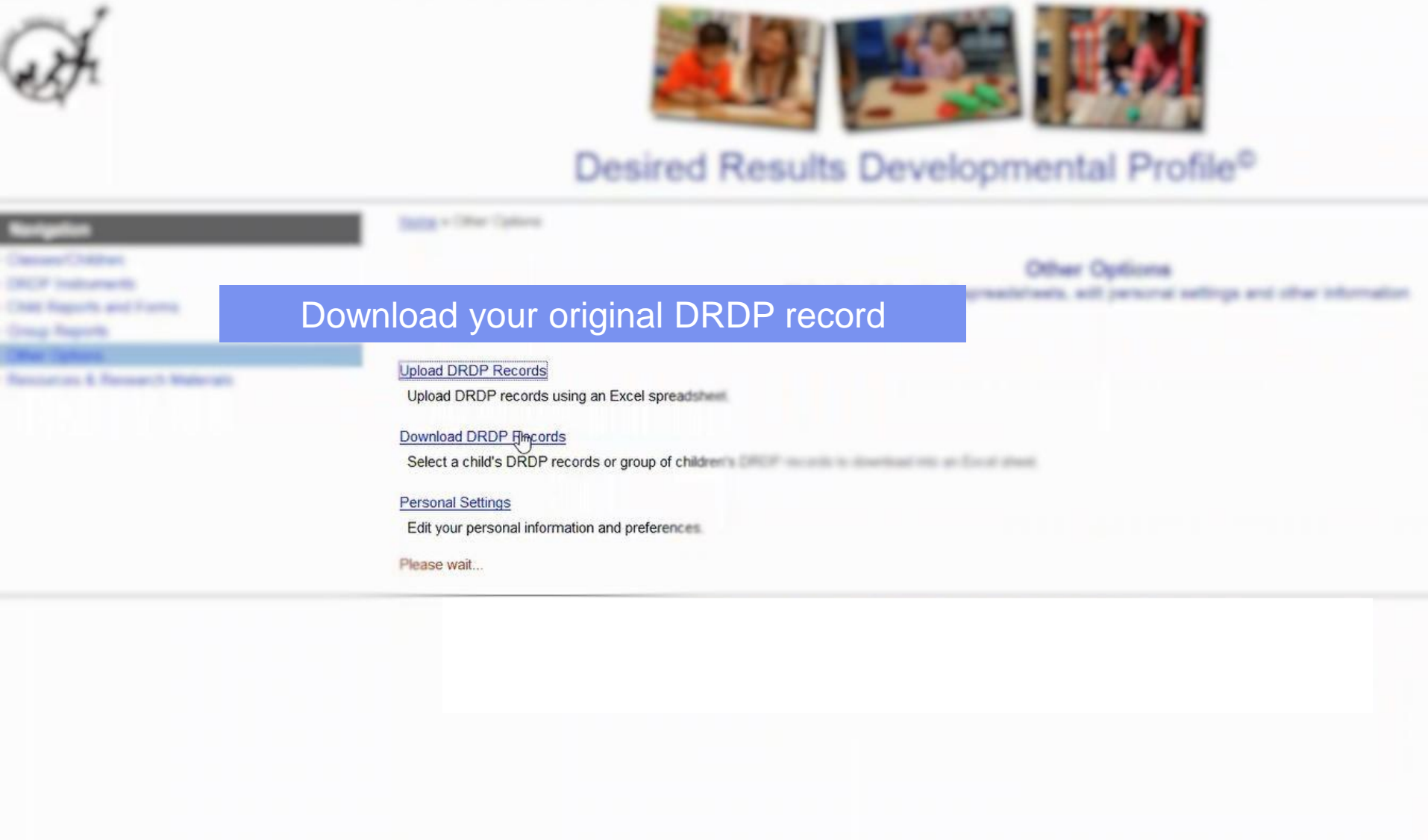
Select	First Name	Last Name	Child ID	Class *	Teacher	
<input checked="" type="radio"/>	Nedko	Johnson	4042013010	DRDP Preschool	W-Cheng Hu	Default 1
<input type="radio"/>	Liba	Wang	3012013030	DRDP Preschool	W-Cheng Hu	Default 1
<input type="radio"/>	Zheny	Hu	1012013033	DRDP IT	W-Cheng Hu	Default 1
<input type="radio"/>	Buddy	Smith	1012013034	DRDP IT	W-Cheng Hu	Default 1
<input type="radio"/>	Kinder	One	0101201100	DRDP Kindergarten	W-Cheng Hu	Default 1
<input type="radio"/>	Wland	Tao	0202201400	DRDP Kindergarten	W-Cheng Hu	Default 1
<input type="radio"/>	Kinder	Tao	0101201100	DRDP Kindergarten	W-Cheng Hu	Default 1
<input type="radio"/>	Kaleb	Barnagan	0212201400	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Wilwala	Carman	1012201300	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Leo	Carroll	0807201300	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Tana	Freeman	0218201400	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Olara	Grewer	0204201400	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Ruth	Hathaway	0210201400	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Bernardin	Manzhu	1221201300	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Muath	Kavala	1223201300	Room 1	W-Cheng Hu	Default 1
<input type="radio"/>	Nema	Tavis	0818201300	Room 1	W-Cheng Hu	Default 1

Navigation

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

Select "other options"

Step 4



Desired Results Developmental Profile®

Navigation

- Desired Children
- DRDP Instruments
- User Reports and Forms
- Group Reports
- Other Options
- Resources & Research Materials

Other Options

Upload DRDP Records

Upload DRDP records using an Excel spreadsheet.

Download DRDP Records

Select a child's DRDP records or group of children's DRDP records to download into an Excel sheet.

Personal Settings

Edit your personal information and preferences.

Please wait...

Download your original DRDP record

Step 5

Desired Results Developmental Profile®

[Home](#) » [Other Options](#) » Download DRDP Records

[Show More Information](#)

Be sure and select “Children by Criteria” Not any of the other options

- ☐ Select All Children
- ☐ Select Children by Name
- ☒ Select Children by Criteria

Select Group To Download DRDP Records [Please wait...](#)

For

Step 6

Desired Results Developmental Profile®

Home » Other Options » Download DROP Records » By Criteria

Select your intended class

Criteria Options

Classroom ☐ All ☒ Select

- DRDP Preschool
- DRDP-IT
- DRDP-IT
- DRDP-Kindergarten
- Room 1

Age Group Instruments ☒ All ☐ Select

- DRDP(2015) Field Study Version - Preschool with ELL
- DRDP(2015) Field Study Version - Preschool
- DRDP(2015) Field Study Version - Infant/Toddler
- DRDP(2015) - Preschool with ELL
- DRDP(2015) - Preschool
- DRDP(2015) - Infant/Toddler

Age Range ☒ All ☐ Select From: (in months) To: (in months)

Birth Date ☒ All ☐ Select From: (month/year)

Step 7

The screenshot shows a web interface with two main sections: 'Enrollment' and 'DROPC Status'. Each section has a radio button for 'All' and a radio button for 'Select'. The 'Enrollment' section's dropdown menu is open, showing options: 'Full day Kindergarten/Transitional Kindergarten', 'Half or Part day Kindergarten/Transitional Kindergarten', 'State Infant/Toddler Program', 'State Preschool Program', 'Head Start', 'Early Head Start', and 'Tribal Head Start'. The 'DROPC Status' section's dropdown menu is also open, showing options: 'Unlocked' and 'Locked'. At the bottom, there are two buttons: 'Preview Selected Children' and 'Download Selected Children'. A blue callout box with white text points to the 'Download Selected Children' button, stating: 'Click the “Download Selected Children”'.

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Step 8

Desired Results Developmental Profile®

[Home](#) • [Other Options](#) • [Download DRDP Records](#) • Download Selected Group

 [Show More Information](#)

Download DRDP Records

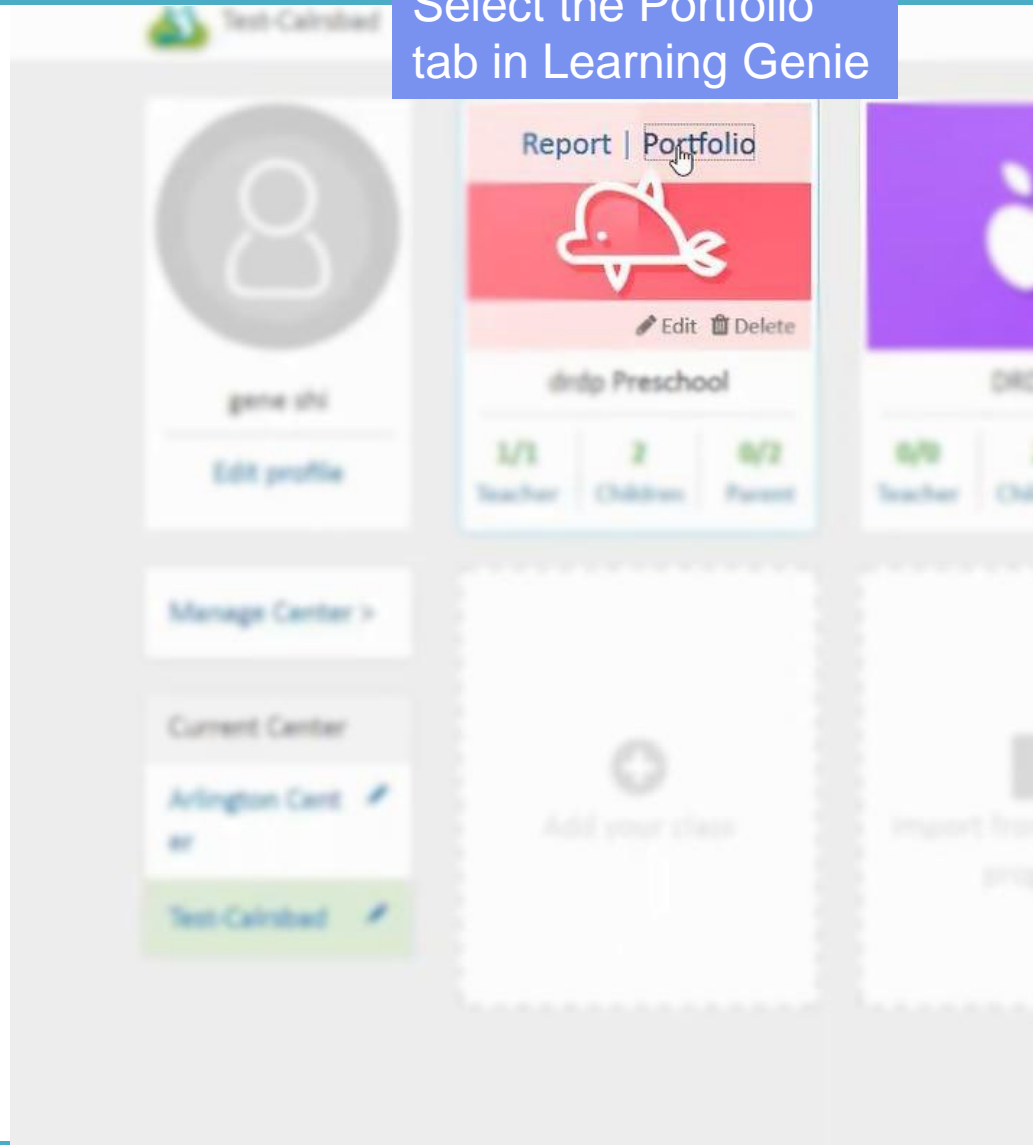
2 children were selected for this group using a specific [criteria](#) ...

Click "YES" to download DRDP records for these 2 children from Fall 2015?

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Step 9

Select the Portfolio
tab in Learning Genie



Step 10

Click the Merge Button

At this point it is crucial that your “Date Range” matches your reporting period, and your “Domain Filter” is OFF.

Step 11

The screenshot shows the 'Merge DRDP-Tech File' interface in the Learning Genie system. On the left, there is a user profile for 'gene shi' with an 'Edit profile' link. Below the profile are sections for 'Manage Center >' and 'Current Center' with a list of centers: 'Arlington Cent' and 'Test-Calmabad'. The main area is titled 'Merge DRDP-Tech File' and contains a table with the following data:

Classroom Name	Period	Early Standard
drdp Preschool	05/11/2015 - 05/26/2015	DRDP2015-PRESCCHOOL

Below the table, there is a text prompt: 'Upload the file here. Click and read the following guidance before'. At the bottom of the main area, there is a file selection interface with a 'Browse...' button (highlighted by a blue callout box), a text field showing 'No file selected.', and a 'Start merge' button.

Step 12

Home

Merge DRDP-Tech File

Classroom Name	Period	Early Standard
drdp Preschool	09/21/2015 - 09/28/2015	DRDP2015-PRESCHOOL

Please download an excel DRDP-Tech File and upload the file here. Click and read the following guidance before you start!

[Browse...](#) DRDP_Tech_2015_09-29

[Start merge](#)

gene shi
Edit profile


Manage Center >

Current Center

Arlington Cent

Test-Calnsbad

Step 13



gene shi

Edit profile

Manage Center >

Current Center

Arlington Cent
er

Test Calibrated

Home

Merge DRDP-Tech File

Classroom Name	Period	Early Standard	Total Measures
drdp Preschool	09/21/2015 - 09/28/2015	DROP2015-PRESCHOOL	56

Success!!


Success! DRDPTech final scoring file is ready.

Please download the excel file and import into DRDPTech (for the corresponding class) for reporting.

Children	Rated measures	Conditional measures
Neko Johnson	56	0
Lisa Wang	56	0

Download

Step 14





gene shi

Edit profile

Manage Center >

Current Center

Arlington Cent 

Test Calibrated 

< Home


Merge DRDP-Tech File

Classroom Name	Period	Early Standard	Total Measures
drdp Preschool	09/21/2015 - 09/28/2015	DRDP2015-PRESCHOOL	56

Success! DRDPtech final scoring file is ready.

Please download the excel file and import into DRDPtech (for the corresponding class) for reporting.

Children	Rated measures	
Neko Johnson	56	
Lisa Wang	56	0

 Download

Download your merged DRDPtech file!

Step 15

Desired Result

Navigation

Classes/Children

Other Options

- ▶ Upload DRDP Records
- ▶ Download DRDP Records
- ▶ Personal Settings

Resources & Research Materials

Home • Other Options • Download DRDP Records • Download Set

Show More Information

2 children were selected for this group using a specific criteria

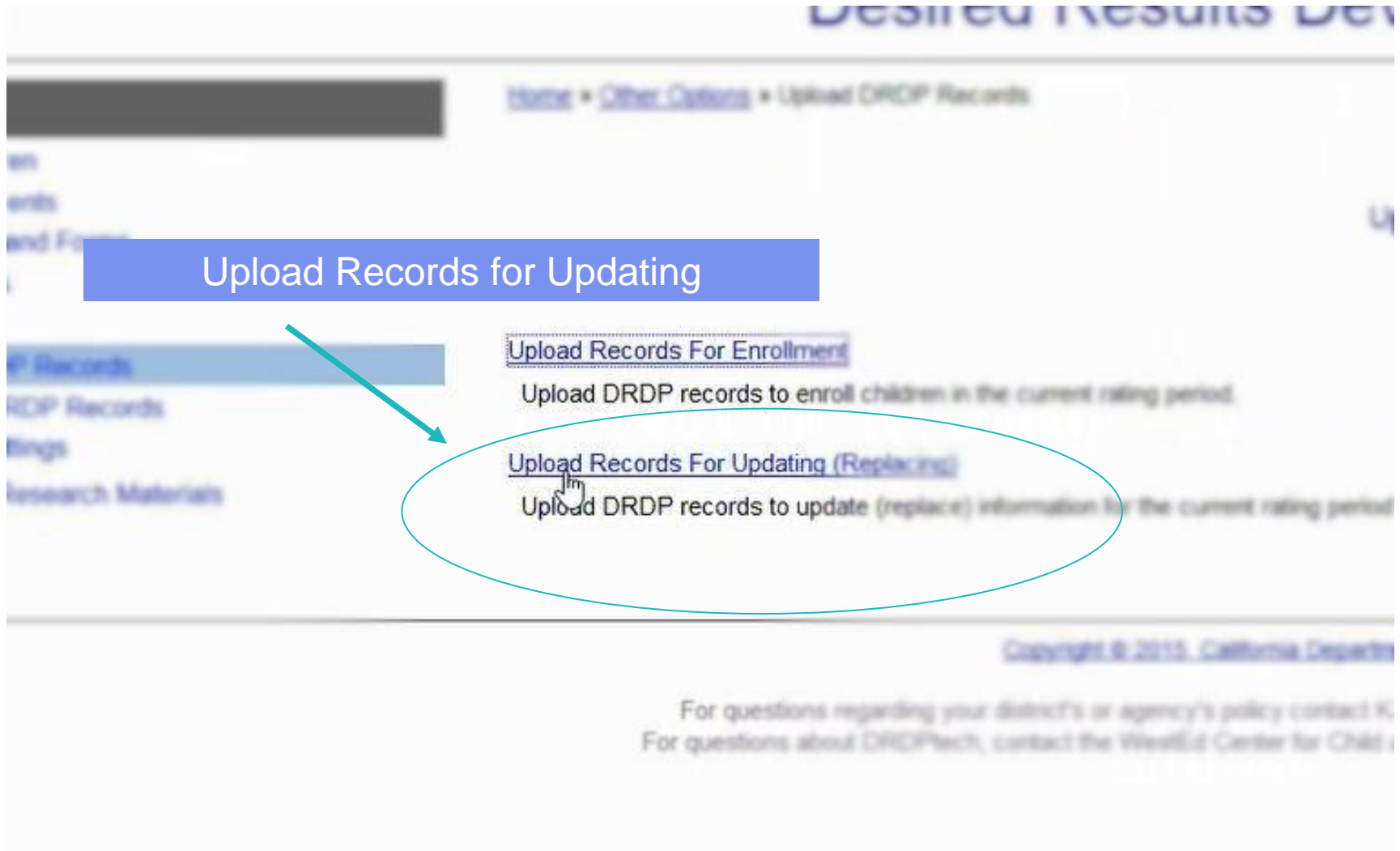
Are you sure you wish to download DRDP records for 1

Yes Cancel

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For questions regarding your district's or agency's p
For questions about DRDPtech, contact the WestEd Ca

Step 16



Step 17

Home • Other Options • Upload DRDP Records • Upload Records For Updating

Show More Information

Upload and Enroll

Upload DRDP data and child information for the selected rating period using the DRDP instruments (IT, PS, K, and SA). IT, PS, and K are the new 2015 versions of the instruments. The SA (School Readiness) instrument age group instrument remains the same. A tab within the template separates each corresponding instructions to input the child information correctly. The instructions

Remember to select "Include Ratings"

☐ Update Child Information

☒ Include Ratings

File to upload: No file selected.

After you have clicked the "Upload" button, do not close this browser!

- Please wait for this page to show the results of the upload process.
- Allow approximately 2 minutes for 100 children or 20 minutes for 1000 children.

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For questions regarding your district's or agency's policy contact K. For questions about DRDP/Hearts, contact the Wonderful Center for Child

Step 18

Desired Results Developmental Profile®

Home > Data > Data > Upload DRDP Records > Upload Records For Uploading Preschool

View More Information

Upload and Update (Replace) DRDP Records For Fall 2015

Upload DRDP data and child information for the selected rating period using the DRDPUpload template. The template includes all age group instruments (IT, ITG, K, and SR). IT, PS, and K are the new 2015 versions of the instruments. The 2010 age group instruments have been discontinued and are no longer available. The SR (School Readiness) instrument was replaced by the IT (Intelligence) instrument. The 2010 SR instrument remains the same. A tab within the template separates each age group. Use the appropriate age group(s) and follow the corresponding instructions to input the child information correctly. The instructions for each age group are located in the template.

Upload Child Information

☒ Include Ratings

File to upload: DRDP2015-PRESCHOOL_drpd Pres...015-09-21_2015

After you have clicked the "Upload" button, do not close this browser!
Please wait for this page to show the results of the upload process.
Allow approximately 2 minutes for 100 children or 20 minutes for 1000 children.

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File Upload Complete!

File uploaded: DRDP2015-PRESCHOOL_2015-09-25_2015-09-25-000

Warning: (TAB:PS-2015) extradomains column does not contain 2017 but 2017 does exist in tree / 2017 does not yet exist in (TAB:PS-2015) record
(TAB:PS-2015) Line number 2 updated successfully at 4/10/2017 [name: Johnna, Nelson; teacher: jna@mcrc.edu; class: 5th-Preacher]
(TAB:PS-2015) Line number 3 updated successfully at 4/10/2017 [name: Wang, Lisa; teacher: jna@mcrc.edu; class: 5th-Preacher]
Process Totals: 0 children added and 2 children updated
Processing time: 00:00:01.0451888

Step 20

https://s3.amazonaws.com

Page: 2 of 11 Automatic Zoom

Measure	Measure Name	Rating
ATL-REG1	Attention Maintenance	Responding Earlier
ATL-REG2	Self-Comforting	Responding Later
ATL-REG3	Imitation	Exploring Earlier
ATL-REG4	Curiosity and Initiative in Learning	Exploring Later
ATL-REG5	Self-Control of Feelings and Behavior	Building Earlier
ATL-REG6	Engagement and Persistence	Integrating Earlier
ATL-REG7	Shared Use of Space and Materials	Not yet
COG1	Spatial Relationships	Conditional (not rated)
COG2	Classification	Exploring Earlier
COG3	Number Sense of Quantity	Building Earlier
COG4	Number Sense of Math Operations	Building Later
COG5	Measurement	Integrating Earlier
COG6	Patterning	Building Middle
COG7	Shapes	Exploring Earlier
COG8	Cause and Effect	
COG9	Inquiry Through Observation	
COG10	Documentation and Communication	
COG11	Knowledge of the World	
ELD1	Comprehension of English (Receptive English)	Discovering Language
ELD2	Self-Expression in English (Expressive English)	Discovering English
ELD3	Understanding and Response to English Literacy Activities	Exploring English
ELD4	Symbol, Letter, and Print Knowledge in English	Developing English
HSS1	Sense of Time	Exploring Middle
HSS2	Sense of Place	Exploring Later
HSS3	Ecology	Building Earlier

DRDP Measures Assessed

DRDP Measure Comments

Scale Reports

Developmental Progress Form

Setup Reports

User Options

Resources & Archival

First Child Previous Child **Neko Johnson** Next Child Last Child

(ATL-REG) Approaches to Learning-Self-Regulation	Responding Earlier	Responding Later	Exploring Earlier	Exploring Later	Building Earlier
ATL-REG1: Attention Maintenance	*				
ATL-REG2: Self-Comforting		*			
ATL-REG3: Imitation			*		
				*	
ATL-REG5: Self-Control of Feelings and Behavior					*
ATL-REG6: Engagement and Persistence					

Double check that your DRDPtech file is the same as what the Learning Genie PDF.

Possible Error 1

Classroom names do not match!

Please use the same class name for Learning Genie and DRDPTech. [Update Learning Genie class name here.](#)

Data source	Class	Matched children	Mismatched children's name
Learning Genie Portal	Morning Class	--	--
DRDP-Tech	preschool	--	--

Choose File No file chosen

Merge again

Possible Error 2

Edit profile

Manage Center >

Current Center

Learning Genie HQ

Children's names do not match!

Please check the mismatched children's names highlighted in orange below. [Update the children's names here in Learning Genie here.](#)

Data source	Class	Matched children	Mismatched children's name
Learning Genie Portal	morning class	0	child ten child two child one child three
DRDP-Tech	morning class	0	child five child eight child six child seven

Choose File No file chosen

Merge again

Thank you!



Contact us anytime you need us,
24/7!

+1 (760) 576 – 4822
help@learning-genie.com