



Posting Comments and Uploading Documentation

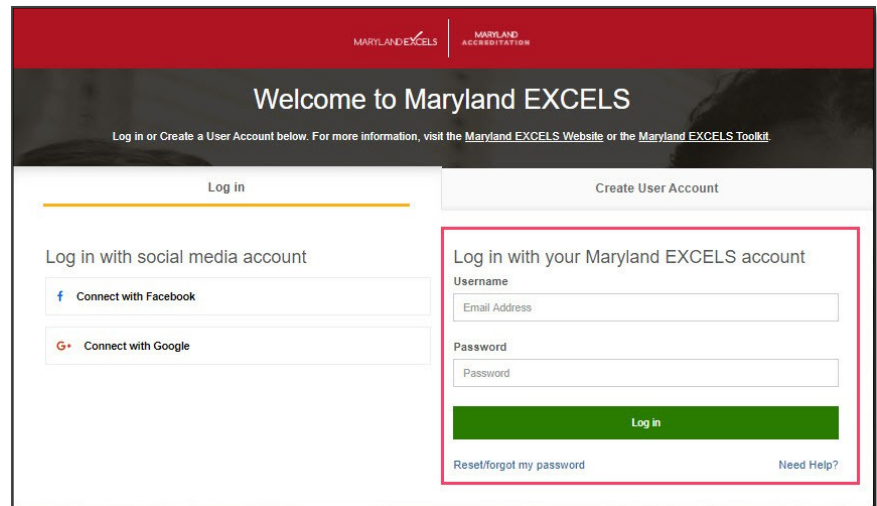
In Sections I, II and III of your program's online binder, you will upload evidence and photos, and make comments. This documentation should demonstrate that the accreditation standards are implemented in your program as policy, procedure, and practice.

- Section I and III of your program's online binder contains Required Evidence to Upload (acceptable formats: Microsoft Word, PDF)
- Section II of your program's binder contains Required Observable Evidence that a Maryland State Department of Education Validator will observe during your validation visit. You have the option to upload photos (acceptable format: JPEG) and to post comments

STEP 1

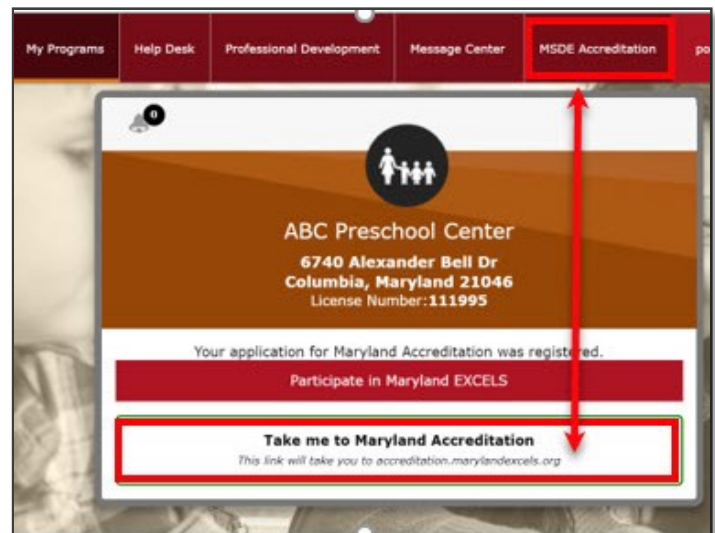
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password you created.

If you have forgotten your password, select **Reset/forgot my password**.



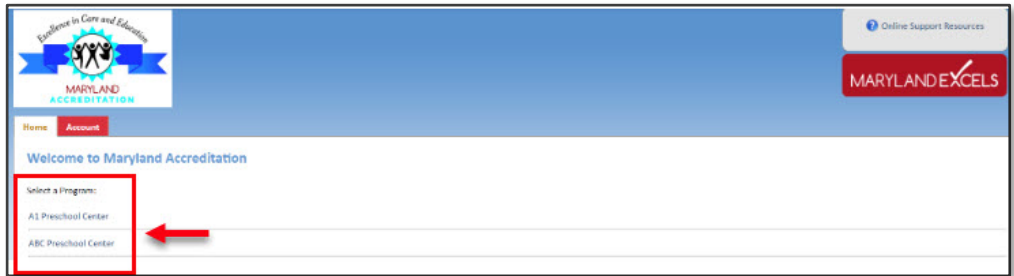
STEP 2

From the top menu bar, select **MSDE Accreditation**, or from your program card, select **Take me to Maryland Accreditation**.



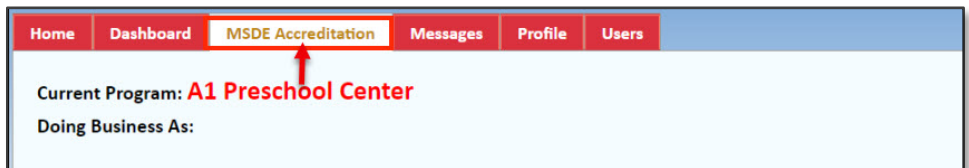
STEP
3

Select the program for which you wish to upload documents, pictures and/or post comments.



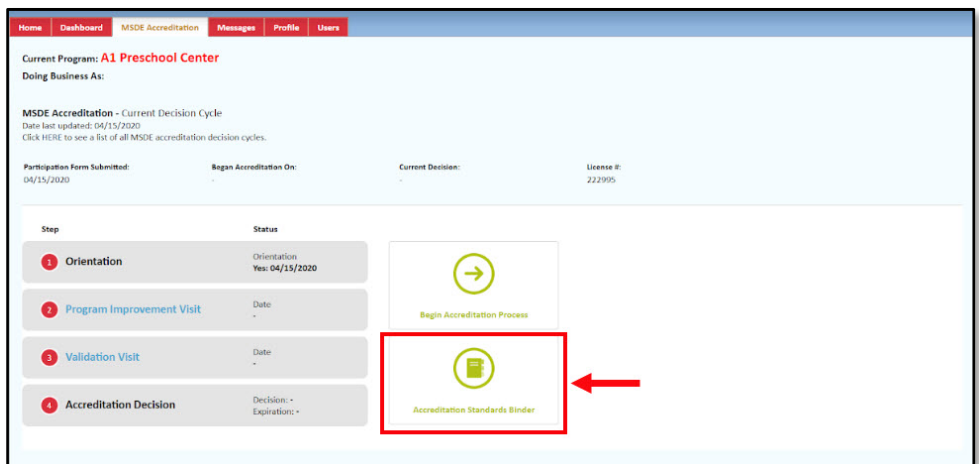
STEP
4

Select the red MSDE Accreditation tab at the top of the page.



STEP
5

Select Accreditation Standards Binder.



STEP
6

Select a section of the **Binder** and select **open** next to the indicator that you wish to work on.

Indicator	Evidence / Comments	Self-Appraisal Initial Rating	Self-Appraisal Final Rating
1.1 Program Philosophy			
1.1.1 Philosophy	0 File 0 Comment	Not Rated	Not Rated
1.1.2 Program Evaluation	0 File 0 Comment	Not Rated	Not Rated

STEP
7

Select **Post a Comment** or **File**.

Current Cycle

Melanie (Owner) Balakirsky - 04/01/2021 12:50PM EDT

1.1.1.pdf View Download

Post a Comment or File

STEP
8

Type comments into the **Comment** text box, if applicable.

Post a comment or file

Indicator

The program has a written philosophy and mission statement, which reflect effective early childhood practices; best practices for staff; and an appreciation for diversity and welcoming individuals of all abilities.

Evidence to Upload

Written philosophy and mission statement.

Attachment:

None Upload new file Choose from previous uploads

Comment:

Save Cancel

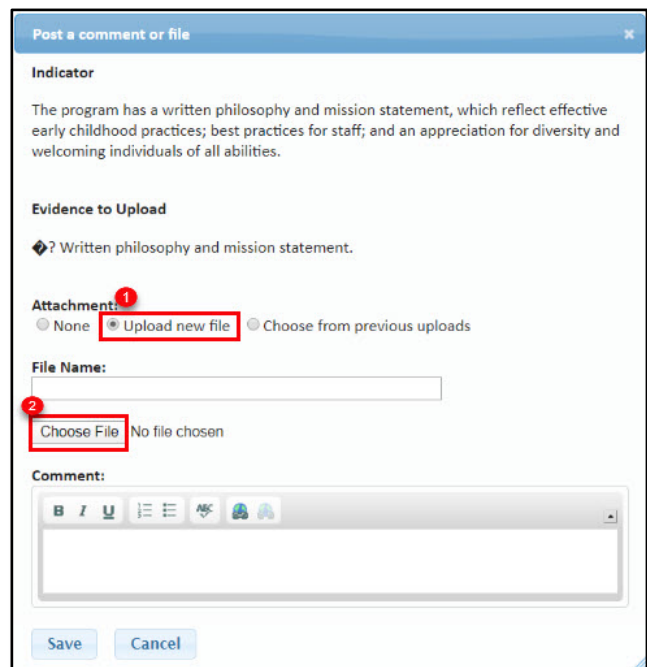
There are two ways to upload files:

Step 9A: Upload New File (4 steps)

Step 9B: Choose from Previous Uploads (this option provides access to documents you have uploaded in this or any previous accreditation cycle.)



Select **Upload new file**, then select **Choose File**.



Post a comment or file

Indicator

The program has a written philosophy and mission statement, which reflect effective early childhood practices; best practices for staff; and an appreciation for diversity and welcoming individuals of all abilities.

Evidence to Upload

Written philosophy and mission statement.

Attachment:

None Upload new file Choose from previous uploads

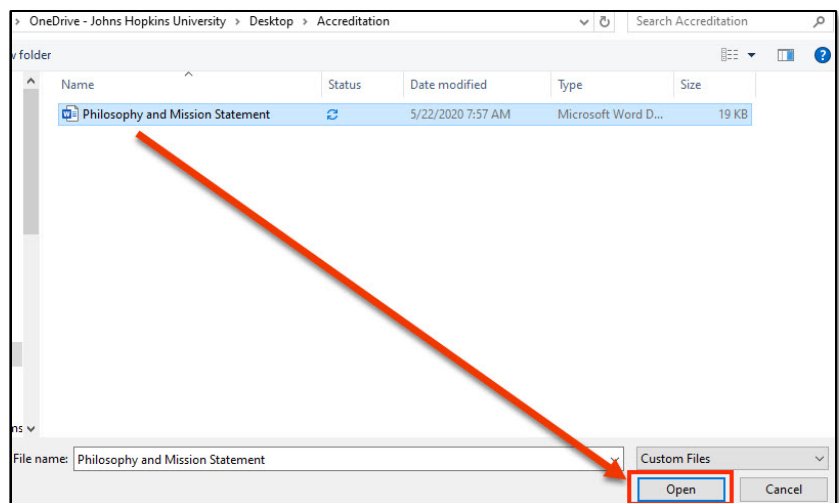
File Name:

Choose File No file chosen

Comment:

Save Cancel

From the displayed list of documents saved on your computer, select the file you wish to upload and then select **Open**.



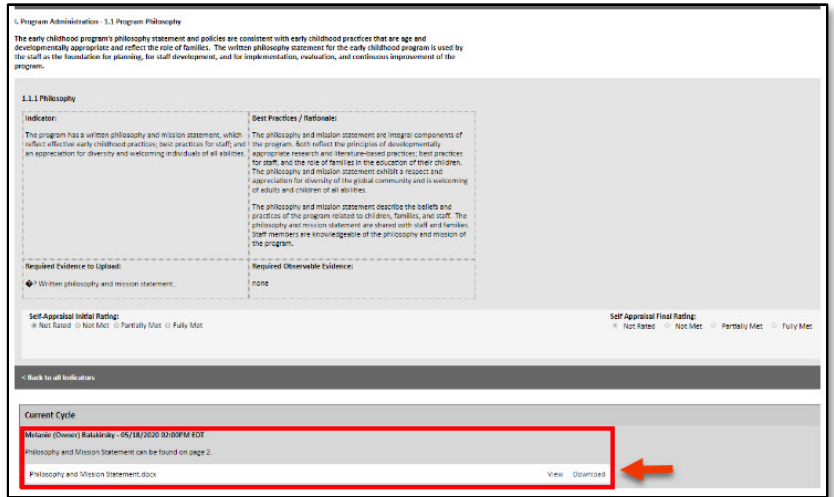
Select **Save**.



A screenshot of a comment box. At the top, it says "Comment:". Below this is a rich text editor with icons for bold (B), italic (I), underline (U), list, link, and image. A red arrow points down to the "Save" button, which is highlighted with a red box. A "Cancel" button is also visible to the right.

The name of the user who posted the comment appears with a date and time stamp. Multiple comments and documents can be uploaded throughout a program's accreditation cycle.

The document is uploaded and the option to view or download the document appears to the right.



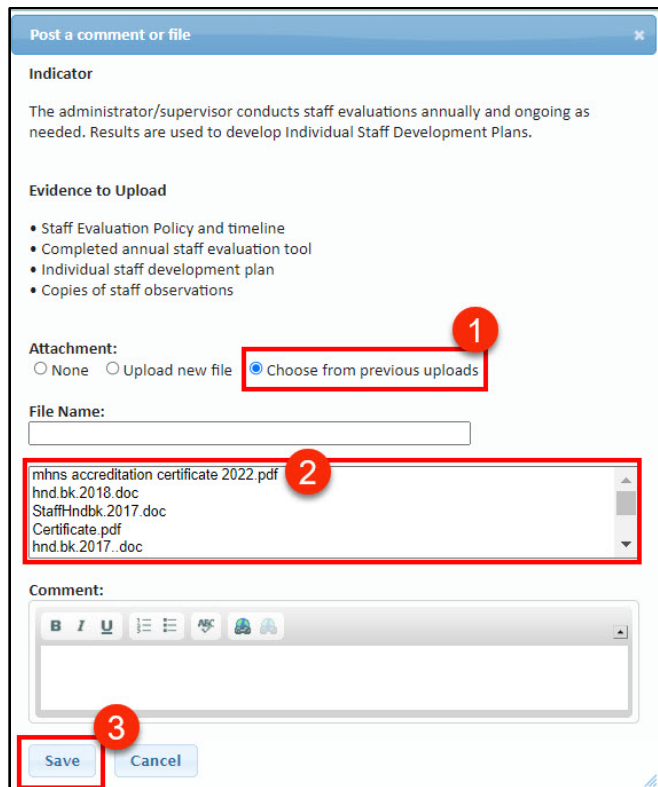
A screenshot of a program philosophy page. The page title is "1.1 Program Administration - 1.1 Program Philosophy". It contains text about the program's philosophy and mission statement. Below the text, there are sections for "Required Evidence to Upload" and "Required Observable Evidence". At the bottom, there is a "Current Cycle" section with a red box around it. Inside the red box, there is a document entry: "Philosophy and Mission Statement.doc" with a "View" link and a "Download" link. A red arrow points to the "Download" link.



Select **Choose from previous uploads**.

Select **Document name** from the displayed list.

Select **Save**.



A screenshot of a "Post a comment or file" dialog box. The title bar says "Post a comment or file". The content includes an "Indicator" section with text: "The administrator/supervisor conducts staff evaluations annually and ongoing as needed. Results are used to develop Individual Staff Development Plans." Below this is an "Evidence to Upload" section with a bulleted list: "Staff Evaluation Policy and timeline", "Completed annual staff evaluation tool", "Individual staff development plan", and "Copies of staff observations". The "Attachment:" section has three radio buttons: "None", "Upload new file", and "Choose from previous uploads". The "Choose from previous uploads" option is selected and highlighted with a red box and the number "1". Below the radio buttons is a "File Name:" input field. A list of files is displayed below, with a red box and the number "2" around it. The files are: "mhns accreditation certificate 2022.pdf", "hnd bk 2018.doc", "Staff-Hndbk.2017.doc", "Certificate.pdf", and "hnd.bk.2017..doc". At the bottom, there is a "Comment:" section with a rich text editor. A red box and the number "3" highlight the "Save" button.

The name of the user that posted the comment appears with a date and time stamp.

The document is uploaded and the option to view or download the document appears to the right.

The screenshot shows a web interface for 'Program Administration - 1.1 Program Philosophy'. It contains a table with 'Indicator' and 'Best Practices / Rationale' columns. Below the table are 'Required Evidence to Upload' and 'Required Observable Evidence' sections. At the bottom, there are 'Self-Appraisal Initial Rating' and 'Self-Appraisal Final Rating' sections. A 'Current Cycle' section is highlighted with a red box, showing a document titled 'Philosophy and Mission Statement.docx' with 'View' and 'Download' buttons. A red arrow points to the 'Download' button.

If you have questions about this process, or need help posting comments or uploading documentation, please email accreditation@marylandexcels.org.