

STEP 1

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

If you have misplaced or forgotten your password, select **Update/forgot my password**.

STEP 2

Select **Work on My Maryland EXCELS Rating**.

STEP 3

Select the Content Area, then select the Subcategory that you wish to work on.

Example:
Content Area = Developmentally Appropriate Practice

Subcategory =
 DAP 3: Positive Guidance

Enter Step-By-Step

Content Areas:

- Licensing and Compliance (LIC)
- Staff Qualifications and Professional Development (STF)
- Accreditation and Rating Scales (ACR)
- Developmentally Appropriate Learning and Practice (DAP)**
- Administrative Policies and Practices (ADM)

Developmentally Appropriate Learning and Practice (DAP)

Begin Step-By-Step: Level 2

PROGRESS GRID

	1	2	3	4	5	Status	Expiration
DAP 1: Environment							
Documentation required: Daily schedule; Philosophy statement							
DAP 2: Learning Materials							
Documentation required: Statement describing selection and use of learning materials							
DAP 3: Positive Guidance							
Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff							

STEP 4

Select **Add a New File**.

Note: Select **Link Existing File** to access files/documents that you have previously uploaded into the Maryland EXCELS system.

Enter Step-By-Step

Content Areas:

- Licensing and Compliance (LIC)
- Staff Qualifications and Professional Development (STF)
- Accreditation and Rating Scales (ACR)
- Developmentally Appropriate Learning and Practice (DAP)**
- Administrative Policies and Practices (ADM)

Content Area: Developmentally Appropriate Learning and Practice (DAP)

Subcategory: DAP 3: Positive Guidance

Content Area Rating: Level 1

Subcategory Rating: Level 1

Select ▼ to see the requirements of each level.

- Level 1 Requirements
- Level 2 Requirements
- Level 3 Requirements
- Level 4 Requirements
- Level 5 Requirements

Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff

File	Label	Description	Upload Date	Actions
Discipline Policy .docx			06/17/2020 05:13 pm	

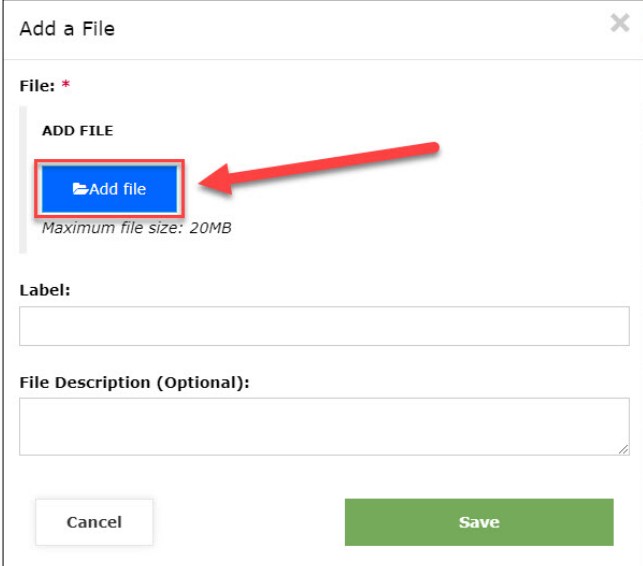
Add a New File **Link Existing File**

All documentation must reflect your program's current policies and practices.

Submit for review

STEP
5

Select **Add file**.

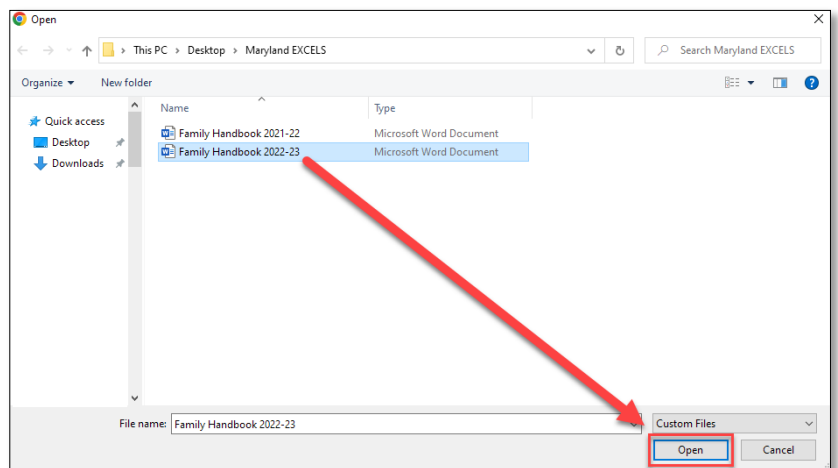


The 'Add a File' dialog box is shown. It has a title bar with a close button. Below the title bar, there is a 'File: *' section. Inside this section, there is an 'ADD FILE' label, a blue 'Add file' button with a folder icon, and the text 'Maximum file size: 20MB'. Below this, there is a 'Label:' text input field and a 'File Description (Optional):' text input field. At the bottom, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Add file' button.

STEP
6

Locate the document that you wish to upload on your computer. Select the file and then **Open**.

Tip: Save your documents in a digital format where it is easily accessible and identifiable.



STEP 7

Your selected file will be displayed on the **Add a File** screen.

You may choose to provide more information about the selected file by adding a Label or File Description. These fields are optional.

Select **Save**.

Add a File

File: *

ADD FILE

[Add file](#)

Maximum file size: 20MB

Selected File: Family Handbook 2022-23.docx

Label:

File Description (Optional):

Cancel Save

STEP 8

If you wish to submit a comment to support your uploaded document, select **Add a Comment**.

Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff

File	Label	Description	Upload Date	Actions
<input type="checkbox"/> Family Handbook 2021-22.docx			08/15/2021 08:43 am	
<input type="checkbox"/> Family Handbook 2022-23.docx			01/19/2023 04:05 pm	

[Add a New File](#) [Link Existing File](#)

All documentation must reflect your program's current policies and practices.

[Submit for review](#)

Technical Assistance Requests

Comments (1)

[Request Technical Assistance](#)

[Add a Comment](#)

STEP
9

Type your comment into the text box, then select **Save**.



Add a Comment

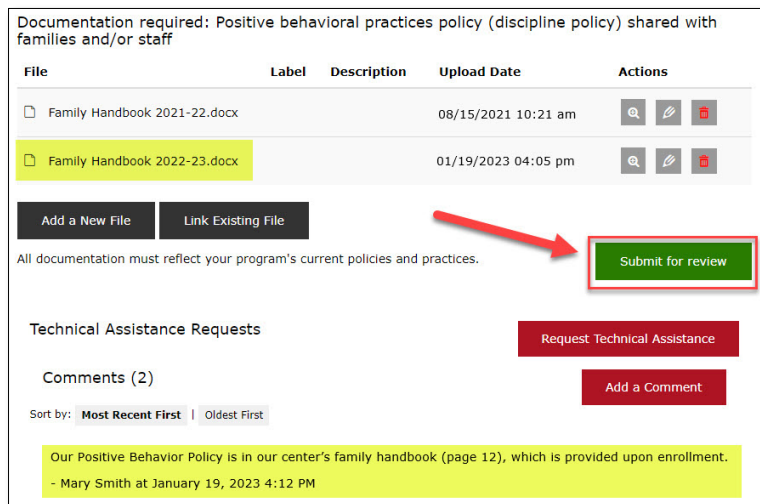
My Positive Behavior Policy is in my family handbook (page 12), which is provided upon enrollment.

Cancel Save

STEP
10

After all required documentation is uploaded and your comment has been saved, select **Submit for review**.

Note: Documentation will be reviewed within 30 days of submission.



Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff

File	Label	Description	Upload Date	Actions
Family Handbook 2021-22.docx			08/15/2021 10:21 am	Search Edit Delete
Family Handbook 2022-23.docx			01/19/2023 04:05 pm	Search Edit Delete

Add a New File Link Existing File

All documentation must reflect your program's current policies and practices.

Submit for review

Technical Assistance Requests

Request Technical Assistance

Comments (2)

Sort by: Most Recent First | Oldest First

Our Positive Behavior Policy is in our center's family handbook (page 12), which is provided upon enrollment.
- Mary Smith at January 19, 2023 4:12 PM

Add a Comment

If you have questions about this process and need assistance uploading documentation or submitting a comment in the Maryland EXCELS system, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.