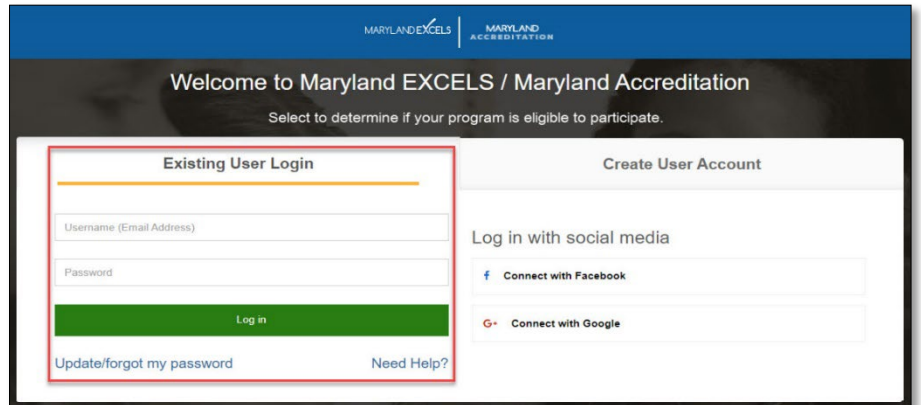


Uploading Documentation to the Maryland EXCELS System

STEP 1

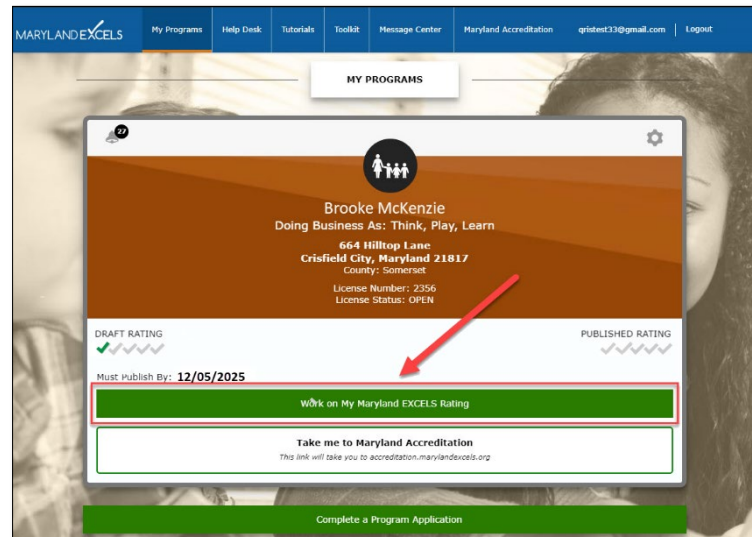
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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

Developmentally Appropriate Learning and Practice (DAP)

Current Content Area Rating: 1

Begin Step-By-Step: Level 2

Legend: Required for this Level (Purple), Submitted for Review (Yellow), Complete (Green), Not Required (Grey), Expiring/Expired (Orange)

Alternative Pathways (AP)

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 Area: Developmentally Appropriate Learning and Practice (DAP)

Content Area Rating: Level 1

Subcategory: DAP 3: Positive Guidance

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
<input type="checkbox"/>	Discipline Policy .docx		01/21/25 5:13pm	

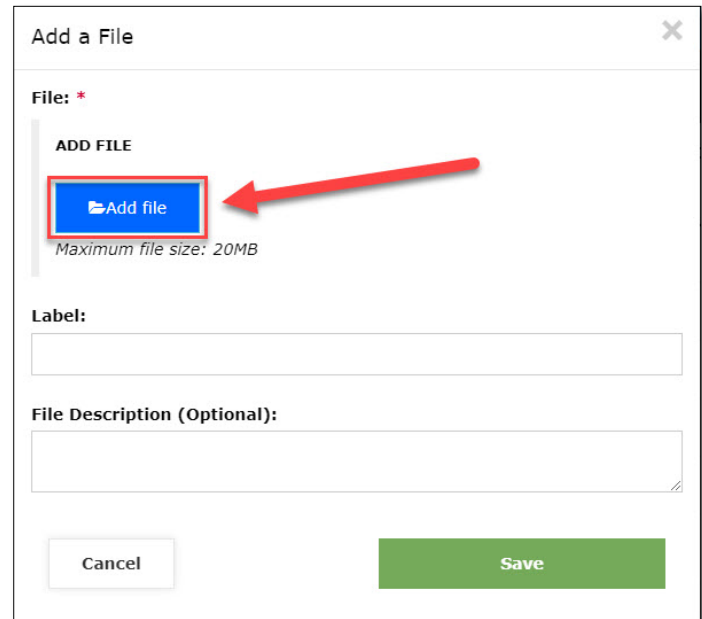
Add a New File **Link Existing File**

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

Submit for review

STEP
5

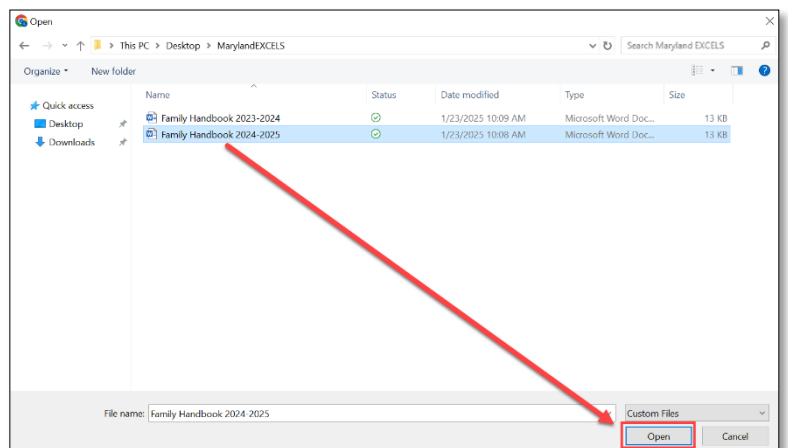
Select **Add file**.



STEP
6

Locate the document that you wish to upload to 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**.

The screenshot shows a dialog box titled "Add a File". It has a close button (X) in the top right corner. Below the title, there is a "File:" label followed by a red asterisk. Underneath, there is an "ADD FILE" section with a blue "Add file" button. Below that, it says "Maximum file size: 20MB" and "Selected File: Family Handbook 2024-2025.docx". There are two text input fields: "Label:" and "File Description (Optional):". At the bottom, there are two buttons: "Cancel" and "Save". A red arrow points from the "File Description" field to the "Save" button.

STEP
8

After all required documentation is uploaded, select **Submit for review**.

If you would like to submit a comment to support your uploaded documentation, you may select **Add a Comment** or access the tutorial, [Submitting and Accessing a Comment](#).

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

The screenshot shows a page titled "Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff". It features a table with the following columns: File, Label, Description, Upload Date, and Actions. Two rows are visible: "Family Handbook 2023-2024.docx" (uploaded 08/02/2023 10:21 am) and "Family Handbook 2024-2025.docx" (uploaded 08/06/2024 04:05 pm). Below the table are buttons for "Add a New File" and "Link Existing File". A red arrow points from the "Link Existing File" button to a green "Submit for review" button. Below this, there are sections for "Technical Assistance Requests" with a "Request Technical Assistance" button, and "Comments (2)" with an "Add a Comment" button. A "Sort by:" dropdown is set to "Most Recent First".

This screenshot is similar to the previous one, showing the same documentation review interface. A red arrow points from the "Add a Comment" button in the "Comments (2)" section to the right.

If you have questions about this process or are having trouble uploading documentation, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.