

Parent Aware – How to Upload Documents to the Quality Documentation Portfolio

Programs may upload documentation to be included in their **Quality Documentation Portfolio (QDP)**. The steps outlined below can be used when uploading documents to a QDP Indicator.

DIRECTIONS

1. To upload documents to an Indicator, click on **+Add Files** located in the Evidence section.

T4.3 – Kindergarten transition activities: Program offers a variety of activities that transition children to kindergarten. (4 points)

Submit: Written descriptions of and/or examples of at least **two activities** or events **that your program has offered** to support children in their transition to kindergarten.

Some examples of activities or events include, but are not limited to: visit / tour of kindergarten classroom, visit from kindergarten teacher, family information night at your program, and planned classroom experiences.

Check the boxes below to confirm that your documentation meets one of the following criteria:

☐ I prefer to opt-out of this Indicator.

☒ I have included written descriptions of at least two activities or events that support children in their transition to kindergarten.

☐ I have included examples of at least two activities or events that support children in their transition to kindergarten.

☐ I have included a combination of written descriptions and examples of at least two activities or events that support children in their transition to kindergarten.

Evidence

☐ I will provide this evidence by mail.

+Add Files

Documents are required.
Please click the "Add Files" button to upload documents.

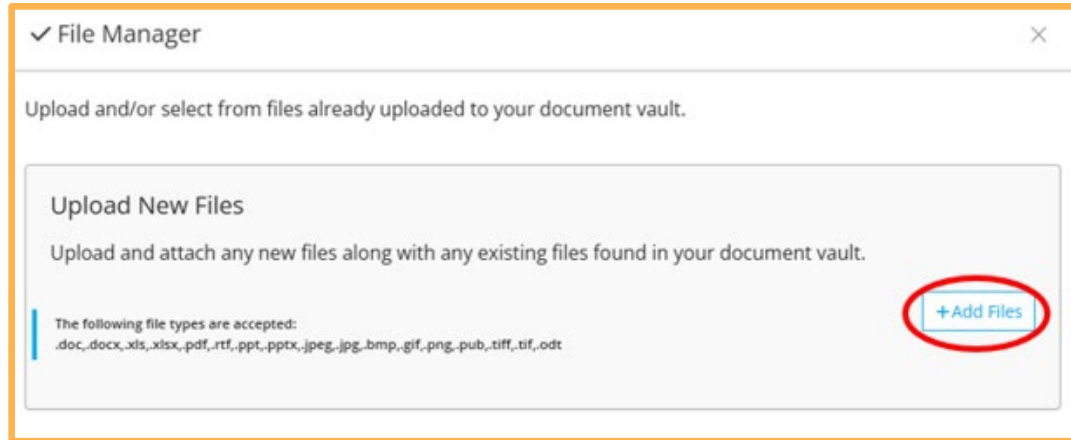
The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

Evidence Notes

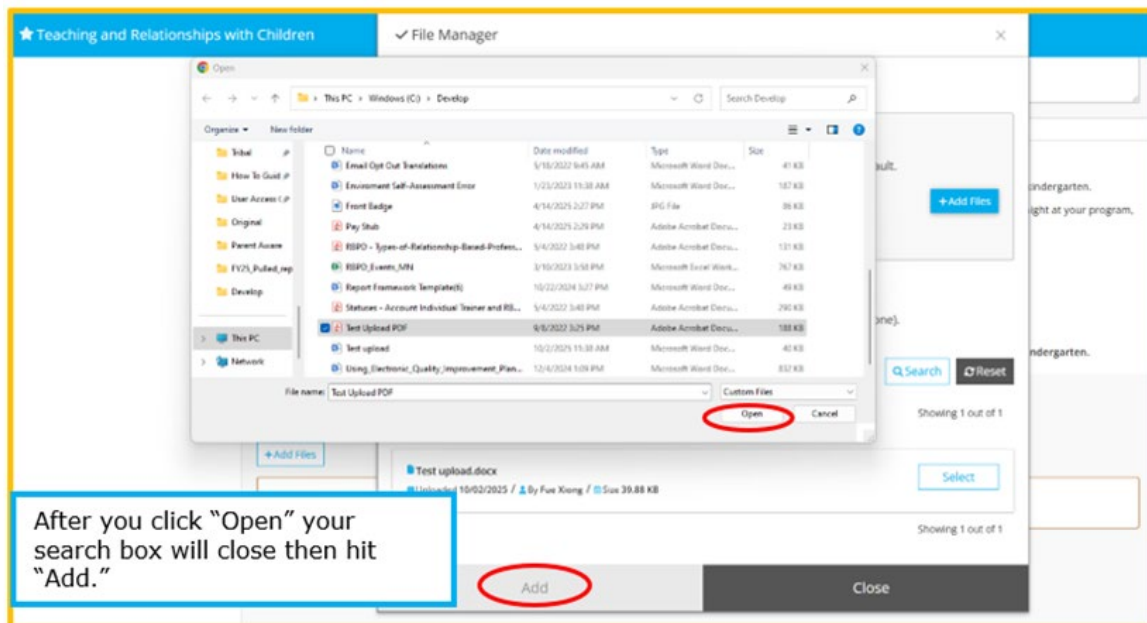
Enter any additional details that will help the rater review and evaluate this evidence

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2. A new window will appear and allow you to choose how you want to add your documents.
 - a. To add a document from your files, click and select **+Add Files**.



- i. Search for the document/s and upload by double clicking the document or by clicking on the document then clicking **Open** (image below displays the click and open method). Click **Add** button once the window closes.



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- ii. You are then returned to the **File Manager** page. The uploaded file is displayed here. Click **Add** button and a pop up will indicate your document has been applied.

The screenshot shows the 'File Manager' window with a yellow border. At the top, it says '✓ File Manager' with a close button. Below is the 'Upload New Files' section, which includes instructions to upload files to the document vault and a list of accepted file types: .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt. A '+ Add Files' button is in the top right. Below this, a file named 'Test Upload PDF.pdf' (187.79 KB) is shown with a red box around it and a 'Save to Document Vault' checkbox. A blue callout box points to the checkbox with the text: 'The uploaded document displays here. Check the box to save this document to your document vault'. Below the upload section is the 'Choose Documents' section, which includes a search bar with 'Example Document Name.pdf', a 'Search' button, a 'Reset' button, and a 'Sort by' dropdown set to 'Document Name (A-Z)'. It shows one document: 'Test upload.docx' (39.88 KB) with a 'Select' button. At the bottom, there is a blue 'Add' button circled in red and a grey 'Close' button.

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- b. To add a document from the Document Vault, enter text into the **Search Document** to find the document you want to upload. (This example is from Microsoft Windows. Apple screens may look different.)

File Manager

Upload and/or select from files already uploaded to your document vault.

Upload New Files

Upload and attach any new files along with any existing files found in your document vault.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

+ Add Files

Choose Documents

Select the documents you would like to apply to this indicator (you may select more than one).

Search Documents

Example Document Name.pdf

Search your documents from your document vault here

Search Reset

Sort by Document Name (A-Z)

Showing 1 out of 1

Test upload.docx

Uploaded 10/02/2025 / By Fue Xiong / Size 39.88 KB

Some of your documents from your document vault will display here

Select

Showing 1 out of 1

Add Close

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3. You are brought back to the Indicator page. Documents you have added to the Indicator will display here. Click **Save**.

★ Teaching and Relationships with Children

T4.3 - Kindergarten transition activities: Program offers a variety of activities that transition children to kindergarten. (4 points)

Submit: Written descriptions of and/or examples of at least **two** activities or events **that your program has offered** to support children in their transition to kindergarten. Some examples of activities or events include, but are not limited to: visit / tour of kindergarten classroom, visit from kindergarten teacher, family information night at your program, and planned classroom experiences.

Check the boxes below to confirm that your documentation meets one of the following criteria:

- ☐ I prefer to opt-out of this indicator.
- ☒ I have included written descriptions of at least two activities or events that support children in their transition to kindergarten.
- ☐ I have included examples of at least two activities or events that support children in their transition to kindergarten.
- ☐ I have included a combination of written descriptions and examples of at least two activities or events that support children in their transition to kindergarten.

Evidence

☐ I will provide this evidence by mail.

+ Add Files

Test Upload PDF.pdf
Size 187.79 KB

The following file types are accepted:
doc, docx, xls, pdf, ppt, pptx, jpeg, jpg, bmp, gif, png, psd, tiff, etc.

Evidence Notes

Enter any additional details that will help the rater review and evaluate this evidence

Save Close

4. A pop window will confirm your changes. Click **No** or **Yes**, whichever is most appropriate.

Changes Saved

Do you want to continue working on this category now? You may return back to the QDP at anytime.

No Yes