

Viewing the Maryland EXCELS Requirements from Within a Sub-category

Video Transcript

Graphic {0:01-0:22}: The Maryland EXCELS login screen

Narrator: Maryland EXCELS Standards describe the requirements to meet each quality rating. This video demonstrates how to view these requirements from within the Maryland EXCELS online system. Start by accessing the Maryland EXCELS system at excels.marylandexcels.org.

Graphic {0:23-0:44}: Credentials in the Existing User Login form field, the Update or forgot my password link and the login button is shown.

Narrator: Enter the email address and password used during account creation. If you have misplaced or forgotten this information, select **Update or forgot my password** and follow the on-screen instructions. When you are ready, select **Log in** to access your account.

Graphic {0:45-0:55}: A Maryland EXCELS program card and the Work on My Maryland EXCELS Rating button on the card.

Narrator: From the program card for the program you wish to view, select the green **Work on My Maryland EXCELS Rating** button shown here.

Graphic {0:56-1:21} The Content Areas side menu.

Narrator: Choose a Content Area from the left side menu, then select the blue link of the sub-category for which you wish to view requirements. In this example, the Content Area selected is Developmentally Appropriate Learning and Practice, and the sub-category we'll select is Learning Materials.

Graphic {1:22-1:48} The DAP 2 Learning Materials sub-category is opened with an accordion list of level 1-5 requirements.

Narrator: Select the **expand arrow** next to each level listed to view the specific requirements, documentation to be uploaded and any supporting forms or resources, if applicable. To close the requirements, select the **collapse arrow**.

Graphic {1:49-2:40} The Accreditation and Rating Scales content area is selected. A pop-up appears with the message, **Leave Page without Submitting?**

Narrator: You can view the requirements for any other sub-category following the same steps of selecting the content area, then subcategory of choice. If you have viewed a standard or requirement but have not submitted anything for review, you may be prompted to confirm the action to be taken.

If you have any questions about this process or are having trouble viewing the requirements for any sub-category, please email info@maylandexcels.org or, for 24/7 technology support, please call 443-872-9250. This information is also available via the Help Desk tab of the top in-system menu.

Graphic {2:41-2:43} The Technology Support Form