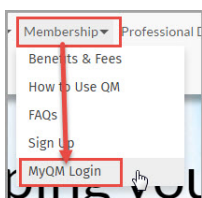


Quality Matters Course Self-Review

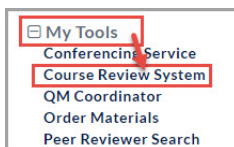
Quality Matters provides a "Self-Review" tool that faculty developers can use to do a self-review of their online or blended courses. The Self-Review tool lists each Specific Review Standard and allows you to decide whether a Standard has been "Met" or has "Not Met." Once you have completed the review, you can "View" or "Email" the results.

To access the Self-Review tool in MyQM (My Quality Matters):

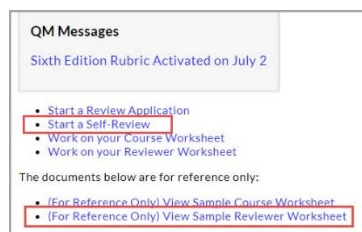
1. Go to <https://www.qualitymatters.org/>
2. Expand the **Membership** menu and click **MYQM Login**.



3. Sign In to MyQM
 1. Enter your PSC email address
 2. **If you have a MYQM account:** Select "Yes, I have a password", enter it in the field, and click the Sign In button. Proceed to Step 4 below.
 3. **If you do not have an account:** Select "No. I am new here", and click the Sign In button.
 4. To create an account, fill out the requested information and click the Create Account button at bottom of page.
 1. Note: Password must contain letters and numbers
 2. Scroll through the **Quality Matters Terms of Use**, check the box at the bottom, and click the **Continue** button.
 3. Select **Higher Education** and click the **Continue** button.
4. Once signed in to MYQM, expand the **My Tools** menu and select **Course Review System**.



5. Click on the "**Start a Self-Review**" link.
6. If you like to see an overview of the review worksheet, click the **View Sample Reviewer Worksheet** link.



Course Self Review

1. Enter the course's name as a title for the review.
2. Note the General Standard (GS) tabs across the top of the course review window.
3. Starting with General Standard 1, click the **tab** for each sub-standard section.
4. Determine if the sub-standard has been "Met" or "Not Met" based on the substandard description as well as the annotation information.
 - a. Standard Met: If the course contains what is described in the annotation, it has met the standard.
 - b. Standard Not Met: If the course does not contain any of the described items needed for meeting the stand
5. If standard is met, expand the "Evidence" section and provide documentation.
6. If standard is not met, expand the "Suggestions for Improvement" section and enter recommendation on how the course can meet the standard. The course will need revision so that the standard is met.
7. Proceed through all the General Standards and sub-standards.

The screenshot displays the 'Course Self Review' interface. At the top, there is a 'Review Title:' text input field. Below it is a navigation bar with tabs for General Standards 1 through 8. The 'GS 1' tab is selected. The main content area for 'General Standard 1: Course Overview and Introduction' is shown. It includes a description: 'The overall design of the course is made clear to the learner at the beginning of the course.' and an 'Overview Statement'. A sidebar on the left lists sub-standards from STANDARD 1.1 to STANDARD 1.9. STANDARD 1.1 is selected. The sub-standard details for STANDARD 1.1 are shown, including a description: '1.1 Instructions make clear how to get started and where to find various course components.' and radio buttons for 'Met' and 'Not Met'. Below this is an 'Annotation:' section with a text area containing the following text: 'Information posted at the beginning of the course provides a general course overview, presents the schedule of activities, guides the learner to explore the course site, and indicates what to do first, in addition to listing detailed navigational instructions for the whole course. Instructors may choose to incorporate some of this information in the course syllabus. In this case, learners should be directed to the syllabus at the beginning of the course. A useful feature is a "Read Me First" or "Start Here" button or icon on the course home page.' At the bottom of the sub-standard section are two expandable sections: 'Evidence:' and 'Suggestions for Improvement:'.

The self-review does not have to be completed in one session. There is a "Save" feature at the bottom of each general standard section so you can continue the review later.

To Return to a Saved Review,

1. Log into the system
2. Select the "**My Tools**" menu.
3. Click the "**Course Review System**" link.
4. A new tab will open. Click the "**My Course Reviews**" menu
5. Click the "**Self Reviews**" link
6. Click the "**Edit**" button for the saved self-review

Once you have completed the review, you can "View" or "Email" the results.

You can do as many self-reviews as you like (one for every course you teach or have developed). No one else will have access to the self-reviews you complete.

Updated 10/9/20