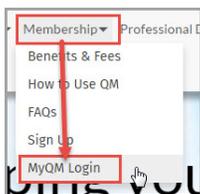


Quality Matters Course Self-Review

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):

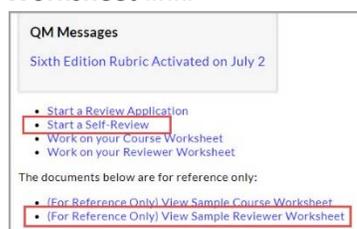
1. Go to <https://www.qualitymatters.org/>
2. Expand the **Membership** menu and click **MYQM Login**.



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 'Review Title' field at the top, followed by a navigation bar with tabs for General Standards 1 through 8. The 'GS 1' tab is selected. Below the tabs, the text for 'General Standard 1: Course Overview and Introduction' is shown. A list of sub-standards (STANDARD 1.1 to 1.9) is on the left. The 'STANDARD 1.1' sub-standard is selected and highlighted with a red box. To the right of this sub-standard, there is a description, a 'Met' radio button (which is selected), and a 'Not Met' radio button. Below this, there is an 'Annotation' field containing text about course overview and navigation. At the bottom of the sub-standard section, there are two expandable sections: 'Evidence' and 'Suggestions for Improvement', both marked with red circles and numbers 5 and 6 respectively.

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.

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