QM Self-Review Tutorial Transcript

Quality Matters provides several tools to help members implement quality assurance processes at their institutions.

One such tool is the Self-Review tool which allows you to review your own course using the Quality Matters Rubric.

To access the Self-Review tool, you will first need to sign into the MyQM website, located at qmprogram.org/myqm.

If you do not already have a MyQM account, you may create one on the sign in page by entering your email address,

selecting “No, I am new here,” then selecting the Sign In button.

You will be prompted to complete and submit a short form, including the creation of a password.

To use the Self-Review tool, sign in to MyQM using your username and password.

Select the appropriate tab for your program at the top of the page.

In this video, I will select the “Higher Education” tab.

Select, Course Review Managment System (CRMS) icon from the top.

From here, select the “My Course Reviews” menu, then select the Self-Reviews link.

To begin a new Self-Review, select the “Complete New Self-Review” link.

Enter a title for your Self-Review. For instance, you may want to include the course name and number along with the date of the review.

Each Quality Matters Specific Rubric Standard is listed on the Self-Review worksheet.

Annotations are provided as a reference.

Please review the Specific Review Standard and Annotation prior to applying it to your course.

You may navigate between the General Standards,

indicated with a GS across the top and each Specific Review Standard located on the left.

For each Specific Review Standard, select either the “Met” or “Not Met” radio button as it pertains to your course.

The form requires all Evidence boxes to be completed

and Suggestions for Improvement for any Specific Standard marked as “Not Met.”

QM encourages reviewers to provide suggestions for improvement for all Specific Review Standards, as a best practice.

The Self-Review worksheet can be saved and edited at any time.

To save the review, scroll to the bottom of any General Standard section and select the “Save Self-Review” button.

To return to a review in progress, select the Self-Reviews link under the “My Course Reviews” menu.

Select the “Edit” link for the review you wish to continue.

The result of the self-review displays showing total points awarded in the final result.

To view the detailed report on the screen, select the “View Review” link.

The on-screen version is formatted for printing using your browser’s print function.

To share the detailed report by email, select the “Self-Reviews” link under the “My Course Reviews” menu.

Enter an email address in the “Email Review” column for the review you wish to share, and select the “Email Review” button.

A confirmation message displays, and the recipient receives an email with a PDF of the Self-Review attached.

You can access the Quality Matters Self- Review tool and other tools at any time by signing in to MyQM.

For assistance with MyQM, or any QM tools, select the “Help” link, which appears at the top of every page in MyQM.