QM Self Review

Navigate to MyQM

- Go to https://www.qmprogram.org/myqm.
- Enter your email address and password
- Click SIGN IN.
MyQM Homepage

1. Check that you are on the HIGHER EDUCATION tab.
2. Click the CRMS icon.
Course Review Management System (CRMS)

Click Start a Self-Review.

Welcome to the CRMS

The Course Review Management System (CRMS) allows you to review courses using the Quality Matters Rubric. In the CRMS, you can process, track and participate in all types of course reviews. Whether an official, internal or self-review, the CRMS guides you through the process while providing updates in the Review Actions Section.

QM Messages

Sixth Edition Rubric Activated on July 2

- Start a Review Application
- Start a Self-Review
- Work on your Course Worksheet
- Work on your Reviewer Worksheet

The documents below are for reference only:

- (For Reference Only) View Sample Course Worksheet
- (For Reference Only) View Sample Reviewer Worksheet
Review Title

Before filling out any of the worksheet, you must

1. give your review a title and
2. save your self-review.

The Review Title is for your reference only and should be something that identifies the course to you.
Navigation

The tabs along the top of the worksheet, labeled **GS1** through **GS8**, can be used to navigate between the eight General Standards.

The buttons on the left side of the worksheet, labeled **STANDARD 1.1** through **STANDARD 1.9**, can be used to navigate between the nine Specific Standard under General Standard 1.
Annotation

Be sure to read the Annotation for each Specific Standard. The Annotation provides more information about the Standard, including examples of how that Standard might be Met in a course, as well as information for "special situations", such as if you are reviewing a hybrid course.
Evidence

In the Evidence box, make notes for yourself on how/where/why you feel the Specific Standard is met in your course.
Suggestions for Improvement

In this box, make notes for yourself on how to improve meeting the Standard if it's already met, including ideas for edits, additions, etc., or changes you'd like to make in order to meet the Standard if it is currently Not Met. For ideas on how to meet a Specific Standard, consider going back to the Annotation.
Additional Review Comments

In the Additional Review Comments box, you can enter any additional notes for yourself that you'd like regarding revising your course. For example, you might keep track of small fixes, such as typographical errors, checking font consistency, fixing a broken link, etc. Additionally, you might make larger notes for yourself, such as setting your intention to review all assignment prompts for clarity or using universal file types such as pdfs for course documents.
Continue to Save Throughout

It is important to click the **Save Self-Review** button frequently throughout the review process.
Finishing the Self Review

Your Self Review is complete when you have marked each Specific Standard as "met" or "not met", have entered Evidence for each Specific Standard, and have provided Suggestions for Improvement for each Specific Standard deemed "not met". Click the Save Self-Review button to take the next steps.
Results

Given that your Self-Review is complete and you have clicked the Save Self-Review button, you will be brought to a very short page providing the Total Points Awarded to the course and the Final Result in terms of meeting or not meeting QM standards.

From this page, you can...

1. download a PDF of your self-review (View Review),
2. return to your self-review for edits (Edit Review),
3. or, go to a page containing a list of all your self-reviews, where you can share via email (All Program Self-Reviews).

Edit Self-Review

Self-Review completed successfully.

TOTAL POINTS AWARDED: 48
FINAL RESULT: DID NOT MEET STANDARDS

View Review  |  Edit Review  |  All Program Self-Reviews
View Review: PDF Download

Clicking View Review will initiated the download of a PDF containing your full self-review. If you are using Google Chrome, the file will appear in the lower left corner of your browser. If you are using Mozilla Firefox or Safari, the file will appear in the upper right corner of your browser.

Edit Self-Review

Self-Review completed successfully.

TOTAL POINTS AWARDED: 48

FINAL RESULT: DID NOT MEET STANDARDS

View Review | Edit Review | All Program Self-Reviews
All Program Self-Review: Share via Email

Selecting **All Program Self-Reviews** will direct you to a page containing a table of all your self-reviews. From here, you can edit, view, delete, or share your self-reviews. To share your review via email, type the email address into the box provided and click the **Email Review** button.

<table>
<thead>
<tr>
<th>Review File Name</th>
<th>Date Submitted</th>
<th>Email Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD12345 August 2018 Self-Review</td>
<td>2018-08-17</td>
<td></td>
</tr>
<tr>
<td>[EDIT] [VIEW] [REMOVE]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[EDIT]</td>
<td>2018-08-06</td>
<td>Review not completed.</td>
</tr>
</tbody>
</table>
Accessing your Self-Reviews

You can return to the table of your self-reviews at any time...

1. Navigate to the Course Review Management System (CRMS) section of the QM website.
2. Click the + beside My Course Review in the menu at the left.