How do I complete a self-review using Quality Matters?

The Quality Matters Higher Education Rubric (6th edition) is a set of 8 General Standards and 43 Specific Review Standards used to evaluate the design of online and blended courses. The Rubric is complete with annotations that explain the application of the Standards and the relationship among them.

UMBC faculty have access to the Self Review Tool in the Quality Matters Course Review Management System (CRMS) to conduct a review of his/her own online or blended course. The Self Review Tool provides a list of each standard with links to the detailed annotations that describe what the standard means. A field is provided for you to take notes. You can start and stop at any time in the Self Review process. The Self Review is a reflective process to allow faculty to determine if they have met or not met a particular Quality Matters standard.

After completing the Self Review, you may view or email the final report. No one except you will have access to the Self Review unless you choose to email the results. You may start and complete as many Self Reviews as you desire.

Creating Your Account & Using the Self-Review Tool

1. You will need to create a myQM account. Go to www.qualitymatters.org and click on myQM.

2. Next, enter your UMBC email address and check the radio button for “I am new here.” Click SIGN IN.
   - If you already have a myQM account for UMBC, select “Yes, I have a password” and log in. Click SIGN IN. Skip to Step 5.

3. At the next screen, fill out the form with your first and last name as well as preferred password.

4. Select the correct QM Coordinator: Sherri Braxton
5. Verify your account after Quality Matters sends you a confirmation email.
6. Click on the CRMS icon at the top of the page. Select Higher Education.
7. At the next screen, click Start Self Review.

8. Give your self review a descriptive title. For example, this title uses the Course ID and the term.

   **Worksheet for Self Reviews**

   You may edit self review input at any time. Once all of the standards have been completed and saved, you may view self-review results or email self-review results from the My Self Reviews area.

   Enter a title for this review: ENGL 101 Self Review SU2016

   • TIP - If you plan on reviewing your course again after revision, include additional information to identify which self-review came first (e.g., ENGL 101 QM Self-Review #1 SU2016).

9. Review the standard in the context of your course.
   • Click the annotation link to get more information about effective practice. Most annotations include information about the standard's application to hybrid courses.
10. Select Met or Not Met for the Standard. Enter any notes for your reference. Be as detailed as you need to be. For example, if you find a broken link in Module 2, be sure to specify that so you can find the broken link quickly.

11. You can start and stop your review at any time. At minimum, we recommend saving your self review after each General Standard.

12. When you are finished with the Self Review, the total score and status will appear on the screen.

Self review completed successfully.
TOTAL POINTS AWARDED: 75
FINAL RESULT: DID NOT MEET STANDARDS

View Review  |  Edit Review  |  All Program Self Reviews

13. Send your self-review to a colleague or an instructional technology specialist by entering the email address and clicking EMAIL REVIEW. You can also click VIEW to get a PDF copy of the self-review.

What does the report mean?

The Quality Matters Rubric consists of 8 key areas (general standards) of course quality and 43 specific review standards. Of those specific review standards, 21 essential standards that must be met. These are identified by 3-point values. A course must receive a YES to all 3-point standards AND earn at least 84 points out of 99 points possible (85%).