

# Quickguide: Quality Matters for Reviewers

## What is Quality Matters?

Quality Matters is a review process that is designed to certify the quality of online and blended courses. The Quality Matters website provides a portal through which you can review these courses based on the standards and scoring system Quality Matters has established.

## In this Guide

1. Reviewing a Course
2. Submitting the Final Report (Chair Only)
3. Reviewing a Revised Course (Chair Only)

## Reviewing a Course

When you are assigned to review an online or hybrid course using Quality Matters, you will receive an email with the subject "Quality Matters - New Custom Review Set Up."

1. In the email, click the **My Custom Review** link.

You have been assigned to the following custom course review.

**Custom Review Course Number:** [REDACTED]

**Custom Review Course Name:** [REDACTED]

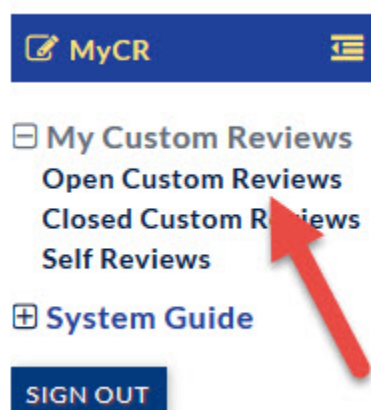
**Institution:** DePaul University

Please login to the [My Custom Review](#) system to begin the review.

As a reviewer, you agree to:

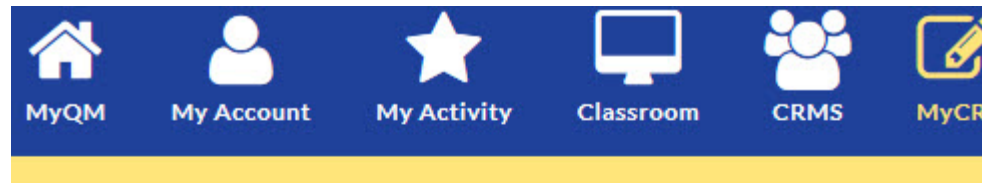
- Review online courses using the Quality Matters instruments during the scheduled review period.
- Maintain strict confidentiality about any courses accessed during the review process and any information contained in these courses.
- Not change, copy, or modify any internal documents within a course.
- Observe copyright laws and respect intellectual property rights of faculty creating the Quality Matters rubric.

2. Enter your username (your email address) and password and click **Sign In**.
3. On the left, click **My Custom Reviews**.
4. Click on **Open Custom Reviews**.




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5. Under the "Courses I'm Reviewing" header, click **View** next to the course number of the course you are reviewing.
6. Under "Reviewer Actions," click **View** next to "Custom Worksheet" to see the information the faculty developer has entered about the course. Click the back button in your Web browser when you are finished.



## View Course Review Details


### Review Actions

Custom Worksheet - [\[View\]](#) 


Reviewer Worksheet - [\[View\]](#) [\[Edit\]](#) [\[Submit\]](#)


7. Next to "Reviewer Worksheet," click **Edit**.
8. For each standard, select "Met" or "Not Met."
  - If you select "Not Met," (A) you must enter a comment in the field provided for that standard as to why the standard was not met
  - Click **Annotation**(B) to review the standard in detail and see examples of elements that would meet the standard

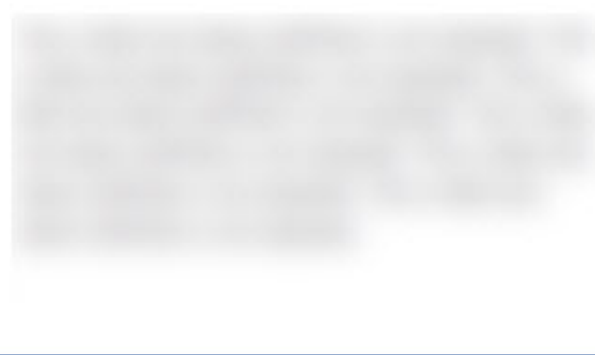
#### STANDARD 1.1 - (3 Points)

1.1 Instructions make clear how to get started and where to find various course components. - [\(Annotation\)](#) 

Recommendations:

☐ Met ☒ Not Met 





**PLEASE NOTE:** At any point, you can click **Save Worksheet** to save what you have done so you can come back and finish the form later.

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9. When you have finished filling out the form, click **Save Worksheet** and then click **Submit Worksheet** two times.

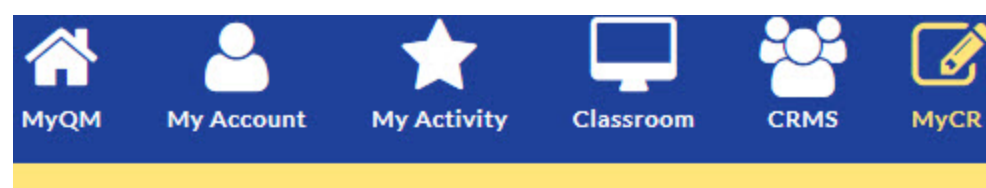
**PLEASE NOTE:** If you marked any standard as "Not Met," but you did not enter comments for that standard, you will see an error message telling you that you cannot submit. Go back to edit the form and enter a comment for the standard and submit the form again.

You have successfully submitted your Reviewer Report Form. If you are chair of this review, you must wait for the other reviewer to finish before you can submit the final report. If you are not the chair, then you have finished your portion of the review.

## Submitting the Final Report (Chair only)

You will receive an email notification every time a reviewer (including yourself) submits a Reviewer Report Form. When all reviewers have submitted their forms, you can submit the Final Report.

1. Go to <https://www.qmprogram.org/mycr>
2. Enter your email address and password and click **Sign In**.
3. On the left, click **My Custom Reviews** and then click on **Open Custom Reviews**.
4. Under the "Courses I'm Reviewing" heading, click **View** next to the name of the course you are reviewing.
5. Next to "Final Report," click **Submit**.



## View Course Review Details

### Review Actions

Custom Worksheet - [[View](#)]

Reviewer Worksheet - [[View](#)] [[Edit](#)]

Final Report - [[View Draft](#)] [[Submit](#)]




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- You will see the Final Report, which is compiled from the Reviewer Report Forms from all reviewers. When you have finished reviewing the report, scroll to the bottom and **click Submit Final Report.**

TOTAL POINTS AWARDED: 

FINAL RESULT: 


Review Team:

 - Reviewer Worksheet Submitted

 - Reviewer Worksheet Submitted

All members of the review team have submitted their worksheets, the final report is submitted. Use the button below to submit the final report.

**Submit Final Report**

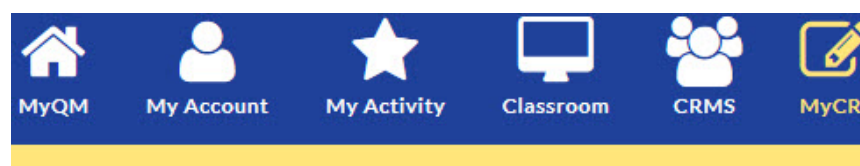


The results of the Final Report will be sent to the faculty developer, the institutional representative, and all course reviewers.

## Reviewing a Revised Course (Chair only)

If the Final Report indicated that the course did not pass the review, the faculty developer will have the opportunity to revise the parts of the course that did not meet standards. The chair of the course review is responsible for approving these revisions.

- You will receive an email notification when the instructor has completed his or her revisions and submitted an Amendment Form
- Go to <https://www.qmprogram.org/mycr>
- Enter your email address and password and click **Sign In.**
- On the left, click **My Custom Reviews** and then click on **Open Custom Reviews.**
- Under the "Courses I'm Reviewing" heading, click **View** next to the name of the course you are reviewing.
- Next to "Amendment Form," click **Edit.**




## View Course Review Details

Review Actions

Custom Worksheet - [\[View\]](#)

Amendment Form - [\[View\]](#) [\[Edit\]](#) [\[Submit\]](#)



Amendment Final Report - [\[View Draft\]](#)

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7. You will see a list of all standards that were not met, along with a description of the standard and comments that the faculty developer made about their revisions. Click the checkbox next to "Chair Approval" if you believe the standard has now been met. Then click **Submit Notes** for that standard.

**PLEASE NOTE:** Only mark one standard at a time. Any other information you enter will be lost when you submit a standard.

**Standard:** 1.1 - (3 Points)

**Description:** 1.1 Instructions make clear how to get started and where to find various course components.

**Revision**

**Notes:**

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**Chair  
Approval:**



**Notes:**

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Submit Notes



8. Click **Continue Editing Amendment Form** if you need to work on more standards or if finished click on **Submit Amendment Form**.

9. Review the Amendment Form to ensure that it is complete and click **Submit Amendment Form**.

You have completed the review process. The faculty developer will be notified with the results of the review.