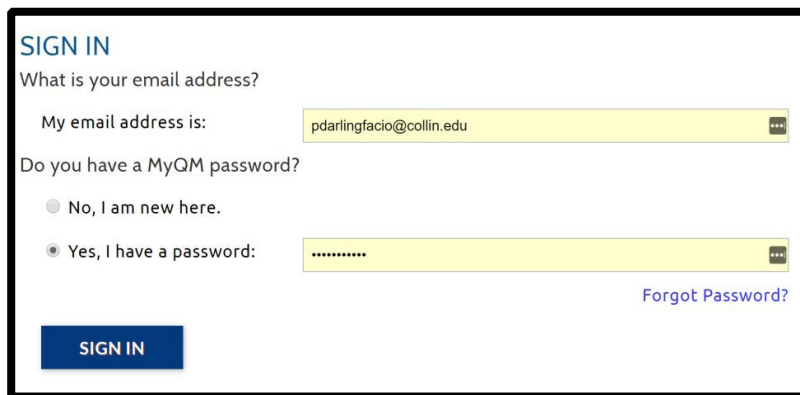


Conducting a Self-Review in QM

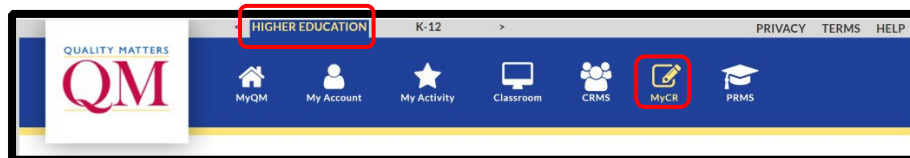
We encourage all faculty submitting a course for OAB review to first conduct a self-review in the Quality Matters Course Review Management System.

The OAB will be using a custom checklist to conduct all reviews. All essential standards, which are standards 1-4, must be met in order to be approved. Standards 5 are strongly encouraged.

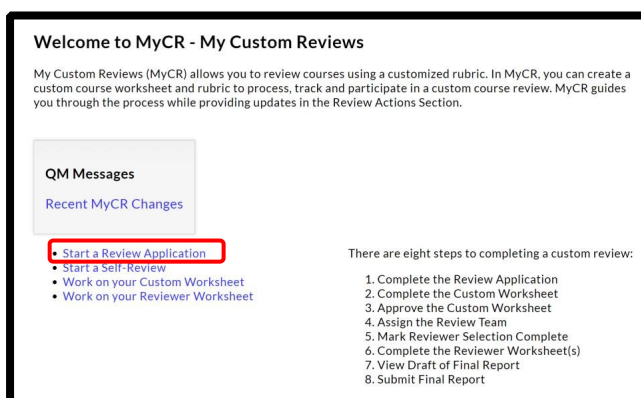
1. Access the Quality Matters review at <https://www.qmprogram.org/myqm/>
2. Type your Collin College email address in the email address field. If you have a QM account, type your password and select the radio button for “**Yes, I have a password**” option.
3. If you don’t have an account with QM, click the “**No, I am new here**” option to create an account.
4. Click **Sign In**



5. Click the **Higher Education** tab, then click **MyCR** at the top of the page.



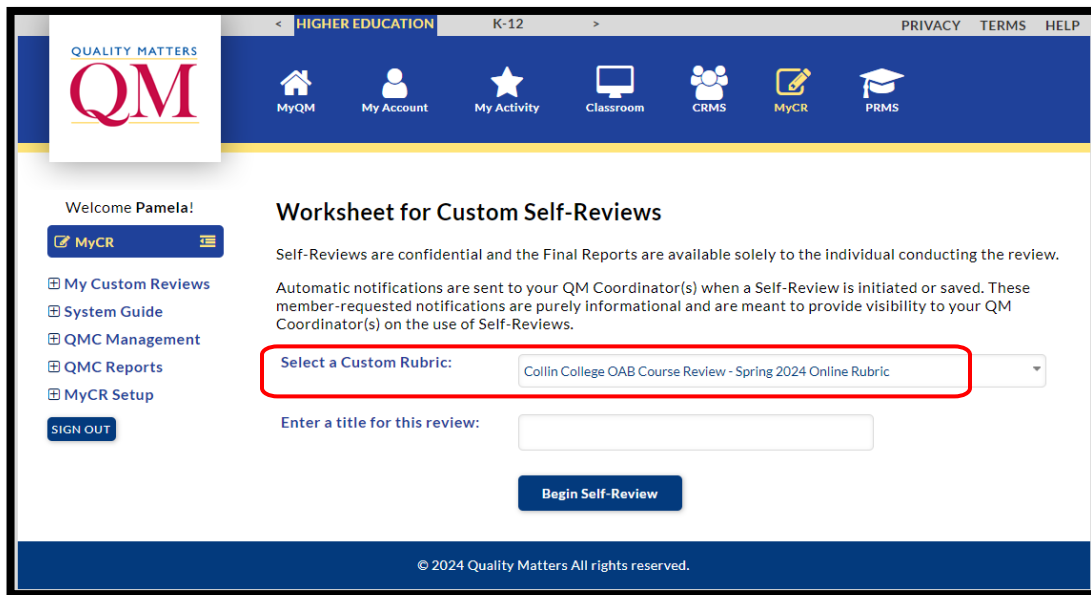
6. Click **Start a Self-Review** from the list below.



There are eight steps to completing a custom review:

1. Complete the Review Application
2. Complete the Custom Worksheet
3. Approve the Custom Worksheet
4. Assign the Review Team
5. Mark Reviewer Selection Complete
6. Complete the Reviewer Worksheet(s)
7. View Draft of Final Report
8. Submit Final Report

7. Click the drop-down next to the *Select a Custom Rubric* option and choose the **Collin College OAB Course Review – Spring 2024 (Online or Hybrid) Rubric**.
 - a NOTE: There are two different rubrics, one for online and one for hybrid. Please choose the rubric that matches your modality.



8. Add the name of the course for the **title of the review** and click **Begin Self-Review**.
9. You will see the checklist that will be used by the OAB review team to evaluate your course. GS (General Standards) 1-3 are required and GS4 is strongly encouraged.

Edit Custom Self-Review

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.

Warning: Be certain to not have multiple browser tabs/windows open for the same Edit Self-Review page. This may result in entries made in one to be written over by entries saved in the other. QM is seeing reviewers lose work as a result of this practice. Please use the Preview option to view the saved self-review worksheet in its entirety. If you get logged out of the system due to inactivity, you will see a banner at the top of the page. You must select "log in" from the banner before being able to save any additional content input while logged out of the MyCR.

Custom Self-Review Title:

Custom Rubric Title: Collin College OAB Course Review - Spring 2024 Online Rubric

Worksheet Progress: 0% Complete

GS 1 GS 2 GS 3 GS 4



General Standard 1: Course Information

This section includes basic course information. This information is typically found in the Concourse Syllabus or welcome note. A sample welcome note is available in the Canvas Course Framework. Many standards in this section can be marked as met, if the faculty included a PDF copy of the Concourse Syllabus.

STANDARD 1.1	STANDARD 1.1 - (3 Points) Communication Guidelines
STANDARD 1.2	
STANDARD 1.3	<input type="radio"/> Met <input type="radio"/> Not Met
STANDARD 1.4	Annotation: <input style="width: 80%;" type="text"/>

- 10. If a standard is marked as **Met**, you must enter *Evidence*. If a standard is marked as **Not Met**, you can must enter *Evidence* and *Suggestions for Improvement*.
- 11. You can work on all standards at one time or Save the Worksheet and return later to complete.
- 12. If you return at a later time to complete, the worksheet will be listed under **My Custom Reviews** as a **Self-Review**.

Welcome Pamela!

 MyCR 

- [-] My Custom Reviews
 - Open Custom Reviews
 - Closed Custom Reviews
 - Self-Reviews**
- [+] System Guide
- [+] QMC Management
- [+] QMC Reports
- [+] MyCR Setup

SIGN OUT

My Custom Self-Reviews

Higher Education - Custom Self-Reviews
[Complete New Custom Self-Review](#)

Self-Reviews are confidential and the Final Reports are available solely to the individual conducting the review.

Automatic notifications are sent to your QM Coordinator(s) when a Self-Review is initiated or saved. These member-requested notifications are purely informational and are meant to provide visibility to your QM Coordinator(s) on the use of Self-Reviews.

	Custom Self-Review Title	Date Submitted	Custom Rubric	Email Review
[EDIT]	Test Course 2024 Online Rubric	2024-01-09	Collin College OAB Course Review - Spring 2024 Online Rubric	Review not completed. <input type="text" value="Email Address"/> <input type="button" value="Email Review"/>