Overview

After you have submitted a course review application, you will receive an email notification with the results of your course review. In the case that your course did not meet the standards in the first review, you will be able to see reviewer comments on the standards you did not meet and have the opportunity to make the appropriate changes to your course site. You will need to fill out a Faculty Response Form first, then make the appropriate changes to your course site, and then submit an Amendment Form.

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Submitting the Outcome Response Form

1. When you have received the email notification that your course did not meet Quality Matters standards, read it and then click the My Custom Review link or go to http://www.qmprogram.org/mycr in your Web browser.

2. On the Quality Matters site, enter your username (your email address) and password and click Sign In.

3. On the left, click My Custom Reviews and then click Open Custom Reviews.

4. Click View next to the course number of your course.

5. Click View Final Report to see which standards your course did not meet and reviewer comments on those standards. Click the back button in your Web browser when you have finished viewing the report.


View Custom Review Details

Review Actions

- Custom Worksheet - [View]
- Review Outcome Response Form - [Complete Form]
Quickguide: Quality Matters Course Revision

7. Select the first option on this page (A), indicating that you will revise your course by the deadline indicated (which should be nineteen weeks from the start of the review). Click the checkbox (B) at the bottom indicating your digital signature and then click Submit (C).

COURSE DOES NOT MEET EXPECTATIONS

- I've been informed that the course does not currently meet the custom rubric expectations: institution's QM Coordinator to determine next steps in the custom course review process.
- I will make the necessary improvements within the custom review time frame and submit further evaluation by the custom review chair. My Course Amendment Form is required to the MyCR system within the time frame of my institution's custom review policy.
- I do not agree that the course does not currently meet custom rubric expectations, and I will Review Team to reconsider the review based on the following:

You have completed the Faculty Response Form. You are now ready to make the necessary modifications to your course site. You may want to refer back to the final report by following steps 1–6 in this section as you revise your course.

Submitting the Amendment Form

After you finish making appropriate changes to your course site, you will need to fill out an Amendment Form to describe to the reviewers how your revisions meet the Quality Matters standards.

2. Enter your username (your email address) and password and click Sign In.
3. On the left, click My Custom Reviews and then click Open Custom Reviews.
4. Click View next to the course number of your course.
5. Next to “Amendment Form,” click **Edit**.

6. For every standard that you did not meet, you will see the name and description for the standard. For the first standard, describe the revisions to your course site to meet the standard described in the “Revision Notes” box. Click **Submit Notes** when finished.

**Standard:** 1.1 - (3 Points)
**Description:** 1.1 Instructions make clear how to get started and where to find various course components.

**Revision Notes:**

![Revision Notes]

**Additional Comments:**

![Additional Comments]
7. Click **Continue Editing Amendment Form** (A) if you need to work on more standards or if finished click on **Submit Amendment Form** (B).

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### Amendment Form for Course Representative

Standard Notes successfully updated.

- **Continue Editing Amendment Form**
- View Amendment Form
- **Submit Amendment Form**

8. Review the Amendment Form to make sure it is complete and click **Submit Amendment Form** at the bottom of the page.

You have completed the Amendment Form. The form will be reviewed by the review chairperson, and you will receive an email notification that will tell you whether your course now meets Quality Matters standards. If it doesn’t, you will be able to revise the course again following the same process.