Quickguide: Quality Matters for Instructors

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 submit your course to be reviewed by instructional designers and faculty at DePaul. Note that this is a DePaul internal review. Official Quality Matters reviews require a fee and must have reviewers external to the instructor’s university.

After you have created an account, the next step of the Quality Matters process is to submit a Course Review Application.

How to Submit a Course Review Application

1. In your Web browser, go to http://www.qmprogram.org/mycr
2. Enter your username (your email address) and password and click Log in.
3. In the top navbar, click on MyCR(A) and then click on Higher Education(B).
4. On the Welcome page, click on Start a Review Application

My Custom Reviews (MyCR) allows you to review courses using a custom course worksheet and rubric to process, track and part you through the process while providing updates in the Review Application.

- Start a Review Application
- Start a Self Review
- Work on your Custom Worksheet
- Work on your Reviewer Worksheet
5. In the “Institution” field, enter “DePaul University” and click on Next - Search Institutions.

6. On the next screen, “DePaul University (Chicago, IL)” should be selected. Click on Next - Select QM Coordinator.

7. Under “QM Coordinator(s):” select Sharon Guan and click Next - Select Course Representative.

8. On the “Course Representative” page, select your name on the list. The names will be sorted alphabetically by last name even though the first name is listed first.

9. Scroll to the bottom of the page and select Next - Enter Review Information.

10. For “Select a Custom Rubric:” select QM+.

**Custom Review Application**

<table>
<thead>
<tr>
<th>Institution:</th>
<th>DePaul University</th>
</tr>
</thead>
<tbody>
<tr>
<td>QM Coordinator(s):</td>
<td>Sharon Guan</td>
</tr>
<tr>
<td>Course Representative:</td>
<td></td>
</tr>
<tr>
<td>Select a Custom Rubric:</td>
<td>QM+</td>
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<tr>
<td>Course Number:</td>
<td></td>
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11. After selecting QM+ as the Custom Rubric, enter the course number, course name, and a brief course description in the appropriate fields.

12. Select Desire2Learn from the “Content Management System” drop down menu and then select your course subject.

13. Verify that all information you have entered is accurate and click Submit Application.

**Next Step:** Now that you have submitted your Custom Review Application, the next step is to fill out the Custom Worksheet. Please take a look at the “How to fill out the Custom Worksheet” quickguide found on the FITS Course Review page.