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.

In This Guide
Submitting the Outcome Response Form
Submitting the Amendment Form

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 Course Review Management System link or enter http://www.qmprogram.org/review in your Web browser.
2. On the Quality Matters site, enter your username (your email address) and password and click Log In.
3. On the left, click My Course Reviews (Figure 1).
4. Click Open Course Reviews.
5. Click View next to the name of your course.
6. 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.
7. Next to “Review Outcome Response Form,” click Complete Form (Figure 2).
8. Select the first option on this page (Figure 3), indicating that you will revise your course by the deadline indicated (which should be nineteen weeks from the start of the review).
9. Click the checkbox at the bottom indicating your digital signature.
10. Click Submit (Figure 4).
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 Log In.
3. On the left, click My Course Reviews (Figure 5).
4. Click Open Course Reviews.
5. Click View next to the name of your course.
6. Next to “Amendment Form,” click Edit (Figure 6).
7. 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.

**Note:** You should only fill out revision notes for one standard at a time. Only the standard you submit will be saved. Any other information you enter will be lost.

8. (Figure 7).
9. Click Continue Editing Amendment Form (Figure 8).
10. Repeat this process until you have entered revision notes for all standards on the Amendment Form.
11. When you have entered notes for all standards on the Amendment Form, click Submit Amendment Form (Figure 9).
12. Review the Amendment Form to make sure it is complete and click Submit Amendment Form at the bottom of the page (Figure 10).

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.