Overview

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 Review (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 Course Review Set Up”

1. In the email, click the Course Review Management System link.
2. Enter your username and password and click Log In.

**Note:** Your username is your email address.

3. On the left, click My Course Reviews.
4. Click Open Course Reviews (Figure 1).
5. Under the “Courses I’m Reviewing” heading, click View next to the name of the course you are reviewing (Figure 2).
6. Under “Reviewer Actions,” click View (Figure 3) next to “Course 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.
7. Next to “Reviewer Worksheet,” click Edit (Figure 4).
8. For each standard, select “Met” or “Not Met.”
   - If you select “Not Met,” you must enter a comment in the field provided for that standard as to why the standard was not met (Figure 5).
   - Click Annotation to review the standard in detail and see examples of elements that would meet the standard.
9. When you have finished filling out the form, click **Save Worksheet**.
10. Click **Submit Worksheet** (Figure 6).
11. Click **Submit Worksheet** (Figure 7).

**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. In your Web browser, go to [http://www.qmprogram.org/review](http://www.qmprogram.org/review).
2. Enter your username and password and click **Log In**.

**Note:** Your username is your email address.

3. On the left, click **My Course Reviews**.
4. Click **Open Course Reviews** (Figure 1).
5. Under the “Courses I’m Reviewing” heading, click **View** next to the name of the course you are reviewing.
6. Next to “Final Report,” click **Submit** (Figure 8).
7. 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** (Figure 9).

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.

1. You will receive an email notification when the instructor has completed his or her revisions and submitted an Amendment Form. In that email, click the Course Review Management System link (Figure 10).
2. Enter your username and password and click Log In.

Note: Your username is your email address.

3. On the left, click My Course Reviews.
4. Click Open Course Reviews (Figure 1).
5. Under the “Courses I’m Reviewing” heading, click View next to the name of the course you are reviewing.
6. Next to “Amendment Form,” click Edit (Figure 11).
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.

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

8. Optionally, enter notes for the standard.
9. Click Submit Notes (Figure 12) for that standard.
10. Click Continue Editing Amendment Form (Figure 13).
11. Repeat the process for the rest of the standards.
12. Click Submit Amendment Form (Figure 14).
13. 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.