**What Is Quality Matters and Why Would I Want to Use the Rubric?**

Quality Matters is a non-profit subscription service providing tools and professional development for quality assurance and continuous improvement of online and blended courses.

The HD&E Technology in Education and Research (TIER) Committee was successful in getting NDSU a subscription to Quality Matters (QM) through funding from the HD&E Dean’s Office and the Office of Teaching and Learning!

The QM Rubric is a set of quality standards for online and blended course design. It can be used when you are planning your course as a “checklist” of items to consider in the design of your course. You can also use it to “self-review” an existing course to see where you might want to make changes. Additionally, it can be used as a peer review tool.

Although it was originally developed for online courses, the standards can apply to any course that uses an online component such as Blackboard. Many of the standards are best practices for teaching in general!

**Creating a Quality Matters Account**

* Go to [www.qualitymatters.org](http://www.qualitymatters.org)
* Click on “MyQM” (top of page)
* Put in your email address
* Click the “No, I am new here”
* And answer the questions on the next page

Enter your NDSU email address and indicate North Dakota State University as your Institution.

**Accessing a One-Page List of the QM Standards**

This one-page list gives you an overview of the standards and can begin to get you thinking about what to include in an effective online or blended course as well as how to format that course. The annotations found on the Sample Reviewer Worksheet or the Self Review give a much clearer picture of each of the standards, however.

* Go to <https://www.qualitymatters.org/> (you may need to log in again)
* Click on “Higher Education” (top middle section)
* Click on “Rubric” (left side)
* Click on the words “Download the Standards from the QM Higher Education Rubric” (in blue in the third paragraph)
* Rubric PDF should download

**Viewing a Sample Reviewer Worksheet**

You may find this helpful if you want to use the standards to guide your development of a course, but don’t want to perform a self-review.

* After logging in, go to MyQM (top row of buttons)
* Click on CRMS (stands for Course Review Management System—top row of buttons)
* Click on “(For Reference Only) View Sample Reviewer Worksheet” (middle)
  + The “annotation” link at the end of each standard gives a great detailed explanation and examples of the standard. Also, it sometimes explains how this might be seen in a blended class.

**Completing a Self-Review of Your Course**

The self-review can be used to see how well your online or blended course fits the Quality Matters standards. Only you have access to it (unless you choose to share it with someone else). This could be used to monitor your own progress in meeting the standards over several years. Expect this process to take about an hour the first time you complete a self-review.

**To watch a tutorial on completing a self-review:**

* After logging in, go to MyQM (top row of buttons)
* Click on CRMS (stands for Course Review Management System—top row of buttons)
* Click on “Reference Library” (left side)
* Click on “Self Review Tutorial”
  + Or <https://www.youtube.com/watch?v=Wf5Y3UwRl-o>

**To complete a self-review:**

* After logging in, go to MyQM (top row of buttons)
* Click on CRMS (stands for Course Review Management System—top row of buttons)
* Click on “Start a Self Review” (middle)
  + Type in a name for your review, such as the course and semester
  + You can save it at any time and come back to it later
  + The “annotation” link at the end of each standard gives a great detailed explanation and examples of the standard. Also, it sometimes explains how this might be seen in a blended class.
  + In order to “complete” the review you must choose “met” or “not me” for each standard. Also, each “not met” must have a comment in the recommendations box. In our experimenting with this, we sometimes entered a reason why the particular standard was not applicable for the course.

**To go back to a previously started/completed self-review:**

* After logging in, go to MyQM (top row of buttons)
* Click on CRMS (stands for Course Review Management System—top row of buttons)
* Click on “My Course Reviews” (left side)
* Click on “Self Reviews”
* Find your course and click on “Edit”

**If you would like to print or save a copy of your review:**

* After logging in, go to MyQM (top row of buttons)
* Click on CRMS (stands for Course Review Management System—top row of buttons)
* Click on “My Course Reviews” (left side)
* Click on “Self Reviews”
* Find your course and click on “View”
* A .cfm document will download
  + Mac:
    - Open up Finder
    - Go to Downloads
    - Find the document and change the .cfm to .pdf
    - You should then be able to open the document
  + PC?

Questions?? Contact [mari.borr@ndsu.edu](mailto:mari.borr@ndsu.edu)