How to Find and Submit the Course Worksheet in QM

1. Log in to QM at https://www.qmprogram.org/myqm/.
2. Click CRMS in the top, blue bar (second from the right).

Welcome to MyQM

QM Messages

MyQM is Better Than Ever
Continuously Improve Online Course Quality with an IYOC Workshop License
Focus on Learners and Build Quality Courses with Professional Development

Welcome to MyQM!

Centralized Online Learning Quality Management

Quality Matters in Online Learning: Taking an active role in managing your commitment to quality assurance and continuous improvement is an important step toward learner success.

MyQM allows you to conveniently track your quality assurance goals and achievements. This secure online site provides access to your personal QM activities and resources.

Through MyQM, you can securely:

- Access QM Rubrics (subscription required)
- Register for QM Professional Development
- Locate Resources Available In the Reference Library
- Purchase an Individual Subscription
- Download Professional Development Certificates
- Track Course Review Activity
- Access Recognized Course Certificates and Marks
- View and Maintain QM Role Requirements
- View and Manage Support Requests
- Update your Personal Information

QM Coordinators can use MyQM to manage their QM implementations.
3. Click the + next to My Course Reviews, on the left side.
4. Click Open Course Reviews

Welcome to the CRMS

The Course Review Management System (CRMS) allows you to review courses using the Quality Matters Rubric. In the CRMS, you can process, track and participate in all types of course reviews. Whether an official, internal or self-review, the CRMS guides you through the process while providing updates in the Review Actions Section.

QM Messages


- Start a Review Application
- Start a Self Review
- Work on your Course Worksheet
- Work on your Reviewer Worksheet

The documents below are for reference only:

- (For Reference Only) View Sample Course Worksheet
- (For Reference Only) View Sample Reviewer Worksheet

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5. Under “Courses I’ve Submitted For Review,” Click “View” in front of the course submitting
6. Click “Edit” next to Course Worksheet

<table>
<thead>
<tr>
<th>Review Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Worksheet - [View] [Edit] [Submit]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code: DLC 1050Kennesa090915</td>
</tr>
<tr>
<td>Course Number: DLC 1050</td>
</tr>
<tr>
<td>Course Name: Test - Course Worksheet Submittal</td>
</tr>
<tr>
<td>Course Subject: Other</td>
</tr>
<tr>
<td>Status: Open</td>
</tr>
<tr>
<td>Review Progress: Course Representative Editing Worksheet</td>
</tr>
<tr>
<td>Managed By: Internal</td>
</tr>
<tr>
<td>Institution: Kennesaw State University (GA)</td>
</tr>
<tr>
<td>Course Representative(s): Sara Bennett</td>
</tr>
<tr>
<td>Fee: $0.00</td>
</tr>
<tr>
<td>Course Management System: Desire2Learn</td>
</tr>
</tbody>
</table>
7. Complete the Course Worksheet, saving periodically. There are 30 items to complete, and each item must have a response.
8. Once you have completed the worksheet and are ready to submit, Click the “Submit Complete Worksheet” button

☐ Yes
☐ No

29. Identify any particular aspects of this course you would like specific feedback on from the Review Team. (If none, please enter "N/A.")

n/a

30. Please provide any other information you want to communicate to the Review Team about your course. (If none, please enter "N/A.")

n/a
9. If you need to edit the worksheet, please click “edit worksheet” link in the top paragraph, otherwise click the “Submit Worksheet” button
10. If your worksheet has errors, they will be listed on the following page. Click “Try Again.” You will be taken back to the Submit Course Representative Worksheet page, where you will need to click “edit worksheet.” After completing the corrections, you must re-submit the worksheet using steps 8 & 9 above.
11. If your worksheet does not have errors, or you have corrected them, you will have successfully submitted the worksheet. The worksheet will be reviewed by Dr. Cope, and, if there are no problems, will be queued for review.