Instructions for completing Quality Matters Course Review Worksheet
Last updated: 8/6/13

Please use the following guide to complete the Quality Matters Course Review Worksheet. This worksheet should be completed and submitted before work on course development starts. The purpose of this worksheet is to prompt you to begin thinking about how you want to organize your online course, the best way to approach materials, and what types of interactions you plan to include in your course. Think of it as an early planning document.

PLEASE READ BEFORE GETTING STARTED!

> READ THIS IF YOU ARE NEW TO QUALITY MATTERS AND DO NOT HAVE AN ACCOUNT

The process of completing the worksheet is done in two parts; You will first need to create an account in the Quality Matters system, then you will need to go into the CRMS (course review management system) and complete your worksheet. To see instructions on how to create your account, please go to page 2 of this document and start with Step 1.

After you have completed the setup of your account, continue on to page 4, Step 3 to work on your faculty developer worksheet.

Due to the length and complexity of the worksheet, it is IMPERATIVE that you carefully read and follow all instructions.

> READ THIS IF HAVE AN ACCOUNT AND ARE COMING BACK TO THE CRMS TO DO ANOTHER FACULTY DEVELOPER WORKSHEET

If you simply need to do another faculty developer worksheet, please go straight to page 4, Step 3 to work on your faculty developer worksheet.
Step 1: Create a new account with Quality Matters. Open a web browser and type the following URL into the address field [http://www.qmprogram.org/qmresources/myqm/newUser.cfm](http://www.qmprogram.org/qmresources/myqm/newUser.cfm)

Enter your KSU e-mail address and Institution Name as shown, then click **Search**.

Step 2: Once you click Search, you should see the following:

MyQM - User Account Creation

Below is a list of institutions matching the name you submitted. If the institution you are searching for is not in the list below, go back and try your search again. If the institution is in the list, please check the button next to the appropriate institution, so that you will be assigned to that institution.

**Institution Name:**
- Kent State University Ashtabula Campus
- Kent State University East Liverpool Campus
- Kent State University Geauga Campus
- Kent State University Kent Campus
- Kent State University Salem Campus
- Kent State University Stark Campus
- **Kent State University System**
- Kent State University Trumbull Campus
- Kent State University Tuscarawas Campus

Make sure to select the radio button next to **Kent State University System**. **ONLY CHOOSE Kent State University System.**
Fill out the form, check the box next to faculty, type the verification code in the box and click Submit.

After your account is created, you will get e-mail with a password. Now that your QM Account has been created, you can start the process of working on your faculty developer worksheet. Please go to next page.
Step 3: In a web browser, type the following URL into the address field
http://www.qmprogram.org/review

Step 4: Login with the username and password you received in the e-mail from Quality Matters.

Step 5: Once logged in, you will see a screen showing “Welcome to the CRMS – All Programs”
Click on the Higher Education tab.
Step 6: You should now see the following and should click on **Start an Application**.

Once you click Start an Application, you will be asked to provide institution information. You should type in “**Kent State University**” and click Submit.

Step 7: You should now see the Institution Name list. You will locate and click the radio button as shown, **Kent State University System** (indicated by the arrow). Then click **Select and Continue**.
Step 8: Next, you will choose your Institutional Representative. This should be Jason Piatt as indicated by the arrow. Then click Select and Continue.

Step 9: Locate your name in the list of faculty developers, click the radio button next to your name, and then click Select and Continue.
Step 10: You are now at the Course Review Application screen. You should see Jason Piatt as Institution Rep and yourself as Faculty Developer. You will click the radio button next to Internal Review.

Next, you will scroll down and enter class information in the fields as shown. **NOTE:** for the Course Management System drop down field, choose Blackboard.
Next, scroll down some more and under **Institution Representative Agreement and Faculty Developer Agreement** make sure to check off the boxes under each and then click on **Submit Application**.

You will then receive an e-mail that confirms you have initiated a QM course review.
**Step 11:** You will receive a second e-mail that will allow you to complete the Faculty Developer Worksheet. You need to make sure to click on the link that says “Please login to the Course Review Management System to complete the worksheet.”

The faculty developer worksheet has been created for the course listed below.

Course Code: 12345
Course Number: 12345
Course Name: EDUC Name Here

Please log into the Course Review Management System to complete the worksheet.

Login to MyQM at [http://www.qmprogram.org/MyQM](http://www.qmprogram.org/MyQM) (Your login name is your email address)

Go to Tools: Course Review Management System
Then go to:
My Reviews: Open Reviews

Here you will choose the "View" next to the applicable course number.
The Actions section allows you to view, edit, and then submit the Faculty Developer Worksheet.

After saving you MUST go back to the Review Actions main menu and Submit the worksheet.

- The Review Actions section will house all documents/forms relating to the course run.
- For a tutorial of using the CRMS please refer to the QM Media section on the MyQM.

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**Step 12:** Once you arrive at the page, login with the QM username (your e-mail address) and password you received earlier, then click Log In.
Step 13: After logging in, you will see the “My Open Course Review – All Programs” screen. Click on View and you will then see the Once the page loads, you will see the Review Actions screen. Click Edit to work on the form.

Step 14: Now you can work on the Faculty Developer Worksheet, making sure to complete all fields. PLEASE SEE THE FOLLOWING FOR SPECIFIC INFORMATION NEEDED IN CERTAIN FIELDS.

Please input the following when filling out questions #5, #9, #12, and #17

For #5 type in learn.kent.edu

For #9 type in Blackboard Learn (and type N/A in the box underneath it)

For #12 type in www.kent.edu/dl/studentservices
For #17 upload the course syllabus in MS Word Format

After you are done inputting information, click Save Worksheet at the bottom of the page. Please note that you can Save Worksheet and come back later for editing if needed prior to submitting the worksheet.

Step 15: Click on Submit Worksheet button and your worksheet will be sent to your Institution Rep for review.