

Custom Quality Matters Review – Login and Review Instructions

1st Establish a new QM account: *(IYOC participants have a QM account)*

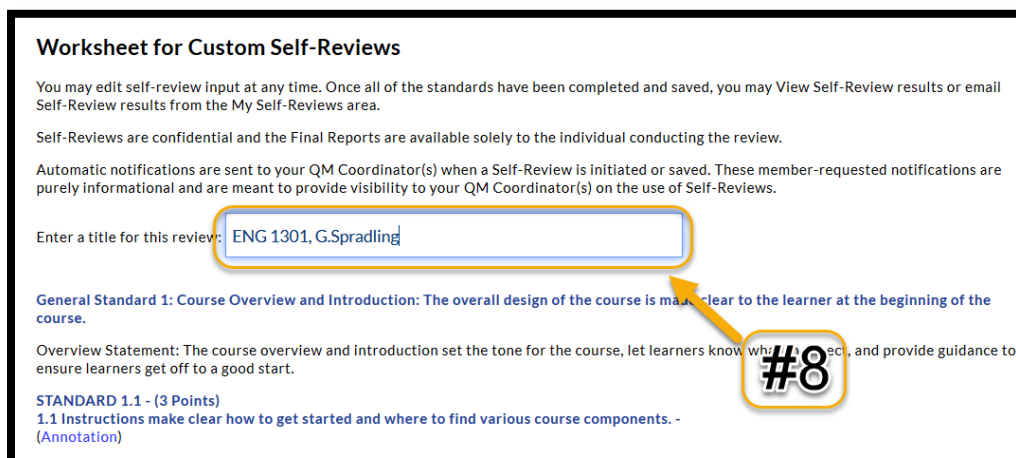
1. Open Quality Matters Sign In webpage: <https://www.qmprogram.org/myqm/>
2. My email address is: enter campus email address
3. Select **“I am new here”** to setup an account *(IYOC participants have a QM account)* and Sign In
 - a. “I am new here” will ask for new member information
 - b. Select **Higher Education** as your preferred program
 - c. Organization enter: Texas A&M University-Commerce
 - d. Read and acknowledge the Terms of Use

2nd Set up a Custom Review named for specific course:

4. Select **MyCR** (top navigation)
5. Select **My Custom Reviews** (left navigation)
6. Select **Self-Reviews**, then Select **Complete New Custom Self-Review**
7. From the drop down menu, select **Custom Quality Matters Rubric – TAMUC 2017** and **Begin Self-Review**



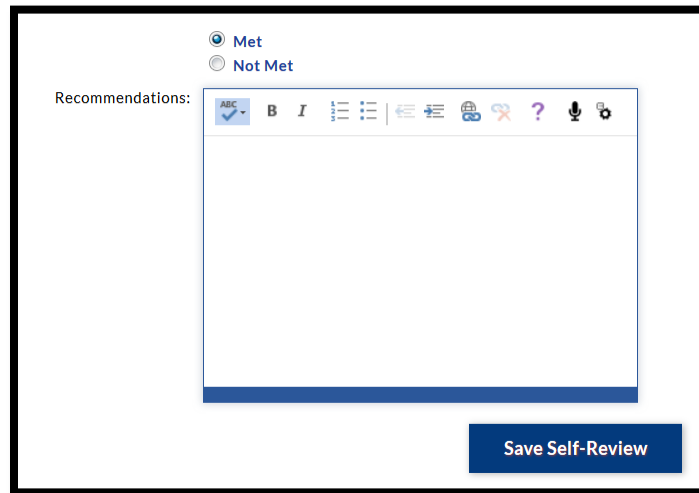
8. Enter a title for this review: Course Name, Faculty Name (example: ENG 1301, G.Spradling)



3rd Review Course with QM Essential Standards:

The “Custom Quality Matters Rubric – TAMUC 2017” contains only the 21 Essential standards from the original 43 standards in the QM Rubric. The review is confidential unless shared by the faculty. Within the Self-Review, refer to the Annotation links with each standard containing best practices. Utilize this process to enhance your course and identify methods for continuous improvement.

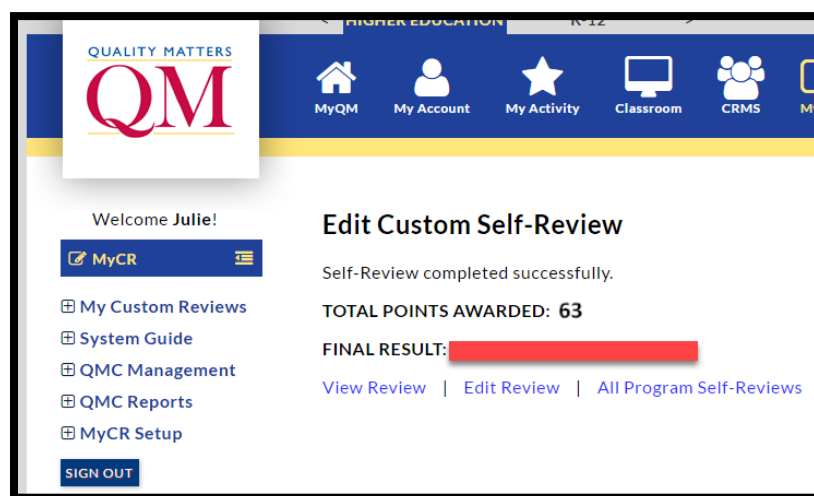
9. Answer each standard
 - a. “**Met**” the standard
 - b. “**Not Met**” of standard will require a **recommendation** in the textbox in order to Save the Self-Review.



The screenshot shows a web interface for a self-review. At the top, there are two radio buttons: 'Met' (selected) and 'Not Met'. Below this is a text area labeled 'Recommendations:' with a rich text editor toolbar containing options for bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, help, and undo. A blue 'Save Self-Review' button is located at the bottom right of the text area.

10. **Save** the **Self-Review** at any point and return at another time to complete
11. **Submit** once all standard questions have been reviewed
12. Faculty will have the option to download or **email the review**. Ask your department head for instructions specific to your academic department.

Notes: Unless every standard is marked as “met,” the final results will state, “did not meet standards.” The review is confidential unless shared by the faculty. The purpose of the review is for continuous improvement.



The screenshot shows the Quality Matters (QM) dashboard. The top navigation bar includes 'MyQM', 'My Account', 'My Activity', 'Classroom', and 'CRMS'. The main content area features a 'Welcome Julie!' message, a 'MyCR' button, and a sidebar menu with options like 'My Custom Reviews', 'System Guide', 'QMC Management', 'QMC Reports', and 'MyCR Setup'. The main section is titled 'Edit Custom Self-Review' and displays a success message: 'Self-Review completed successfully.' Below this, it shows 'TOTAL POINTS AWARDED: 63' and 'FINAL RESULT:' followed by a red progress bar. At the bottom, there are links for 'View Review', 'Edit Review', and 'All Program Self-Reviews', along with a 'SIGN OUT' button.

If you have questions regarding these Custom Review Instructions, contact the CFEI at 903-886-5511 or email ProjectNOVA@tamuc.edu.