

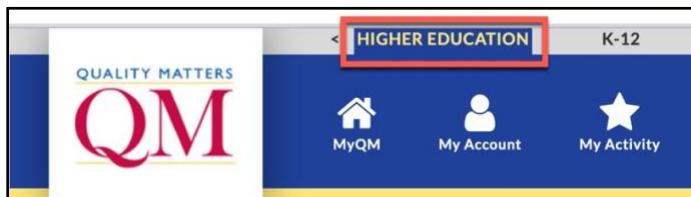
Conducting a Self-Review on Quality Matters (QM)

First, to learn more about using MyQM platform to conduct a Self-Review and how to share your completed review, view the [QM Self Review Tutorial Video](#).

Accessing the Self-Review Rubric

To get started on your own course review, you will need to [create a MyQM account](#), if you do not already have one.

1. Once logged into [MyQM](#). Make sure you are on the Higher Education tab.



2. Select the Course Review Management System (CRMS) icon in the top navigation bar.



3. From the left-hand menu, expand the "My Course Reviews" section and select "Self-Reviews".



4. Next, select the "Complete New Self-Review" hyperlink. This will open the Worksheet for Self-Reviews.

My Self-Reviews

Higher Education - Self-Reviews

[Complete New Self-Review](#)

Self-Reviews are confidential and the Final Reports are available solely to the individual conducting the review.

5. On the Worksheet for Self-Reviews page, you will need to select a rubric and provide a title for your review. From the drop-down select the ***Essential Standards from QM higher Education Rubric, Seventh Edition***.

Worksheet for Self-Reviews

Self-Reviews are confidential and the Final Reports are available solely to the individual conducting the review.

Automatic notifications are sent to your QM Coordinator(s) when a Self-Review is initiated or saved. These member-requested notifications are purely informational and are meant to provide visibility to your QM Coordinator(s) on the use of Self-Reviews.

Select a Rubric: Essential Standards from the QM Higher Education Rubric, Seventh Edition ▼

Review Title:

[Save Self-Review](#)

6. Next, provide a title for your review. It is recommended, at minimum, to title it with your last name, the course code and course number. For example, "LastName ABC 123". You can also include the course title if desired.
7. Select "Save Self-Review" to proceed to the evaluation.

Notes on Completing the Review:

You do not have to complete the review in a single sitting. At any time, you may click on the "Save Self-Review" to save your changes and close the review.

- Carefully review each standard. Annotations are provided to help identify how a criterion may be met.
- Be sure to mark the criteria as "Met" or "Not Met".
- In the "Evidence" text box, provide evidence of how you are meeting/not meeting a specific criterion.
- If you do not meet one of the criteria, in the needs Suggestions for Improvement section, reflect on ways you can meet the criteria.
- When the review is completed, send a copy of your review to FCTL@MissouriState.edu.