

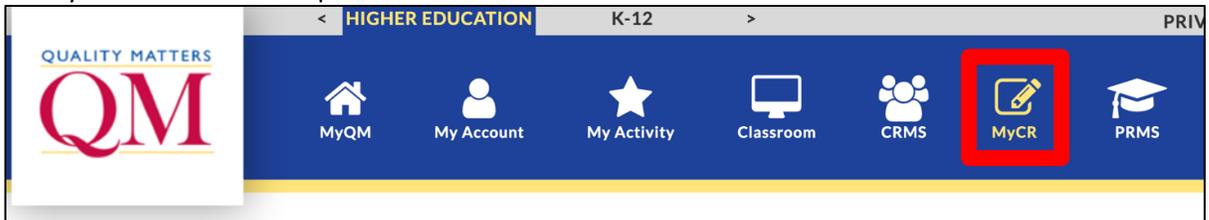
QM Preparatory Review – Course Worksheet

Once we submit your course to Quality Matters, you will need to go into their website and submit your Course Worksheet before the review process can start. *This process is different from the Worksheet you submitted to CETL.* Follow the steps below to submit your Course Worksheet to Quality Matters.

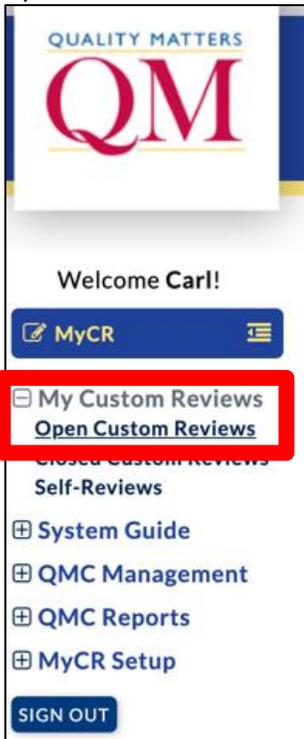
Step One: Submit the Course Worksheet

After receiving your email from Quality Matters that tells you to submit your Course Worksheet:

1. Go to the [MyQM website](#) and sign in using your email address and password.
2. Click on the “MyCR” button in the top banner.



3. Click on “My Custom Reviews” on the left navigation menu and then click on “Open Custom Reviews.”



4. Click on “Courses I’ve Submitted for Review” and then click the paper icon next to your course name.

My Open Course Reviews

[Courses I'm Reviewing](#)
[Courses I've Submitted for Review](#)

The following Course Reviews have been requested by you.

Course Number	Managed By	Review Type	Review Status
 COMM 102	Internal	Internal Review	Course Not Yet Met Standards - Review Outcome Response Form to be completed

5. Find the three Custom Worksheet options listed at the top under “View Custom Review Details.”

View Custom Review Details

Review Actions

Custom Worksheet [\[View\]](#) [\[Edit\]](#) [\[Submit\]](#)

6. Click “Edit” to go into your Worksheet and add any missing information.

View Custom Review Details

Review Actions

Custom Worksheet - [\[View\]](#) [\[Edit\]](#) [\[Submit\]](#)

7. When all information is added, click the “Submit” button.

View Custom Review Details

Review Actions

Custom Worksheet - [\[View\]](#) [\[Edit\]](#) [\[Submit\]](#)

8. Once a Reviewer has been assigned, you will receive an email from the reviewer to set up a Conference Call and start your review.