



APPQMR Schedule and Checklist

Begin working in your Applying the QM Rubric (APPQMR) workshop on Day 1. All activities listed in the schedule and checklist are required. Items that require a submission are indicated in bold and with an asterisk.

This workshop has two firm due dates:

- 1. Initial submissions for assignments in Days 1-7 are due by 11:59 p.m. your time zone on Day 7 or you will not be allowed to continue in the workshop.**
- 2. Initial submissions for assignments in Days 8-15 are due by 11:59 p.m. your time zone on Day 15 (the last day of the workshop) or you will not be marked complete.**

If revisions are required, you have 48 hours to return the revised assignment to your facilitator for re-evaluation.

Use the schedule and checklist to stay on track to successfully complete the workshop. If you do not successfully complete the workshop for any reason, including missing a firm due date, you can re-register for a future session. Another registration fee will be charged.

Day 1 (Tuesday) - Module 1: Getting Started

Minimum time estimated: 1 hour

- ☐ Read all information in the Getting Started
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read Module 1: Summary and Next Steps
- ☐ Resource: QM Higher Education Rubric, Seventh Edition (Not for Circulation)
- ☐ If you are new to QM, the information in the resource below will help you get familiar with the organization.
 - ☐ About Quality Matters: An Overview

Day 2 (Wednesday) - Module 2: Introducing the QM Rubric, Alignment Concept, and Course Worksheet

Minimum time estimated: 2 hours

- ☐ Read Module 2: Overview and To-Do List
- ☐ Read the Introducing the QM Rubric, Alignment Concept, and Course Worksheet Lesson
- ☐ ***Take the QM Rubric Quiz**
- ☐ ***Take the Alignment Quiz**

- ☐ Download and review the Course Worksheet
- ☐ ***Take the Course Worksheet Quiz**
- ☐ Read Module 2: Summary and Next Steps

Day 3 (Thursday) - Module 3: Writing Helpful Recommendations (Find Evidence and Make a Decision)

Minimum time estimated: 2 hours

- ☐ Read Module 3: Overview and To-Do List
- ☐ Read the Writing Helpful Recommendations (Find Evidence and Make a Decision) Lesson
- ☐ Review the How to Write Helpful Recommendations Infographic
- ☐ ***Take the Find Evidence and Make a Decision Quiz**
- ☐ Read the General Standard 1: Course Overview and Introduction Lesson
- ☐ Read the Overview and Steps One and Two of the Writing Helpful Recommendations: Examples Lesson
- ☐ Read the LSAL 4143 Course Worksheet
- ☐ ***Post to the Apply Specific Review Standard 1.1 Discussion** (and reply to at least one other participant)
- ☐ Read Module 3: Summary and Next Steps

Day 4 (Friday)

- ☐ Catch up or work ahead

Day 5 (Saturday)

- ☐ Catch up or work ahead

Day 6 (Sunday)

- ☐ Catch up or work ahead

Day 7 (Monday) - Module 4: Exploring the Importance of Learning Objectives

Minimum time estimated: 3 hours

- ☐ Read Module 4: Overview and To-Do List
- ☐ Read the General Standard 2: Learning Objectives Lesson
- ☐ ***Take the Learning Objectives Quiz**
- ☐ ***Submit the Learning Objectives Interactive Study Guide Assignment**
- ☐ Read Module 4: Summary and Next Steps

Initial submissions for assignments up to this point in the workshop are due by 11:59 p.m. your time zone on Day 7 or you will not be allowed to continue in the workshop.

Day 8 (Tuesday) - Module 5: Exploring Alignment

Minimum time estimated: 3.5 hours

- ☐ Read Module 5: Overview and To-Do List
- ☐ Read the General Standards 3-6: Assessments, Instructional Materials, Learning Activities, and Technology Lesson
- ☐ ***Take the Alignment Specific Review Standards Quiz**
- ☐ ***Submit the Alignment Worksheet Assignment**
- ☐ Read Module 5: Summary and Next Steps

Day 9 (Wednesday) - Module 6: Writing Helpful Recommendations (Write Suggestions for Improvement)

Minimum time estimated: 1 hour

- ☐ Read Module 6: Overview and To-Do List
- ☐ Read the Writing Helpful Recommendations (Write Suggestions for Improvement) Lesson
- ☐ Read the Writing Helpful Recommendations: Examples Lesson
- ☐ ***Take the Write Suggestions for Improvement Quiz**
- ☐ Read Module 6: Summary and Next Steps

Day 10 (Thursday) - Module 7: Drafting Helpful Recommendations

Minimum time estimated: 2 hours and 15 minutes

- ☐ Read Module 7: Overview and To-Do List
- ☐ Read the General Standards 7 and 8: Learner Support and Accessibility and Usability Lesson
- ☐ ***Submit the Specific Review Standard 7.1 Assignment**
- ☐ Read the Reviewing a Course for Specific Review Standard 8.3 Lesson
- ☐ ***Submit the Specific Review Standard 8.3 Assignment**
- ☐ Read Module 7: Summary and Next Steps

Day 11 (Friday) - Module 8: The Peer Review Process

Minimum time estimated: 1 hour

- ☐ Read Module 8: Overview and To-Do List

- ☐ Read the Peer Reviewer Process Lesson
- ☐ ***Take the QM Peer Reviewer Process Quiz**

Day 12 (Saturday)

- ☐ Catch up or work ahead

Day 13 (Sunday)

- ☐ Catch up or work ahead

Day 14 (Monday) - Module 8 (Continued) and Module 9: Reflection and Evaluation

Minimum time estimated: 1 hour

- ☐ ***Post to the Before and After Review Discussion**
- ☐ Read Module 8: Summary and Next Steps
- ☐ Read Module 9: Overview and To-Do List
- ☐ ***Post to the Reflection Discussion**

Day 15 (Tuesday) - Module 9 (Continued)

Minimum time estimated: 5 minutes

- ☐ Read the Evaluation and Certificate Instructions
- ☐ Read the Claim Your Digital Credential (Badge)

Initial submissions for assignments in Days 8-15 are due by 11:59 p.m. your time zone on Day 15 (the last day of the workshop) or you will not be marked complete.

Participants will have access to the workshop for seven days after the workshop ends. Once the seven-day window has elapsed QM will not re-open the workshop or course so be sure to save/download any resources you want from the site.