



## Quality Matters Asynchronous Workshop Options

[Quality Matters](#) is a nationally recognized organization that trains instructors in successful strategies for online course design and delivery. The start dates for sessions vary. Please visit the official [QM workshop lists](#) for official dates of availability. **Note:** Each session has a *limited* capacity. Review the three sets of options available to you *at no charge* at UWG.

### 1. Suggested Workshops

As soon as you find a date that works for your schedule, email the IFE to let us know that you want to claim a spot: [ife@westga.edu](mailto:ife@westga.edu).

Workshop Title	Length of Workshop
<a href="#">Introduction to Quality Matters</a> : This facilitated workshop introduces participants to the QM Quality Assurance System. A brief overview of QM is provided, followed by an exploration into the question, “Why QM?”. QM Rubrics and the types of course reviews are introduced. The workshop culminates in the development of a personal plan for continued engagement with Quality Matters.	2 weeks
<a href="#">Teaching Online: An Introduction to Online Delivery</a> (TOL): This workshop explores basic components of online course delivery. Participants will be introduced to best practices for teaching in an online learning environment, the instructor’s role and the learner’s role in the online classroom, the importance of getting (and keeping) students engaged, and methods of facilitating online discussions using the discussion board.	2 weeks
<a href="#">Designing Your Online Course</a> : (no experience with online teaching): This workshop includes an overview of the QM Rubric and provides a framework for participants to design an online course plan. An integral element of the workshop is an exploration of the eight General Standards of the QM Rubric, focusing on learning objectives and overall course alignment. Participants will complete a <i>Course Development Plan</i> . The plan includes all of the essential Specific Review Standards (SRS) with space for how the participant will meet the SRS in their course and what resources they will need.	2 weeks



Workshop Title	Length of Workshop
<a href="#">Improving Your Online Course</a> : Best for instructors with some online teaching experience, this workshop explores the QM Rubric and provides a framework to improve online courses, allowing you to review your own course(s) and develop a course improvement plan.	2 weeks
<a href="#">Designing Your Hybrid Course</a> : This workshop explores the eight General Standards in the QM Rubric and provides a framework to build a hybrid course. While QM recognizes that each institution will define "hybrid" in its own way, this framework will work with any combination of face-to-face and online elements. Participants use the QM Rubric to review key hybrid elements and develop a plan for one module for your hybrid course.	2 weeks
<a href="#">Applying the QM Rubric</a> (APPQMR): In addition to learning about the QM Rubric and the course review process, participants will learn to apply the concept of alignment and draft helpful recommendations for course improvement.	2 weeks
<a href="#">Peer Reviewer Course</a> (PRC): This workshop is designed to prepare experienced online faculty and instructional designers to participate as QM-Certified Peer Reviewers. It includes a review of the foundational principles of Quality Matters and the QM Rubric. In addition, over the three-week period, participants apply Specific Review Standards to an online course (locate evidence, make decisions based on the evidence, and write helpful recommendations). Finally, participants use their new skill-set to complete a practice review of an online course using eight Specific Review Standards from the QM Rubric. This "Practice Review" assignment is completed in the <a href="#">QM Course Review Management System (CRMS)</a> which QM-Certified Peer Reviewers use in a real course review.	3 weeks

## 2. Teaching Online Certificate

The [QM Teaching Online Certificate](#) enables instructors to enhance their knowledge of online teaching. The seven workshops of the Teaching Online Certificate include competencies aligned with QM's [Online Instructor Skill Set](#). Instructors who take the series are provided with the background knowledge needed for teaching online. The workshops will provide both



current and potential online instructors with the experience of learning online from the student's perspective. Take these in any order that works best for your schedule.

Workshop Title	Length of Workshop
<a href="#">Gauging Your Technology Skills</a> : Participants in this workshop will assess their current level of skill with technologies related to teaching online and develop a plan to improve their skills.	1 week
<a href="#">Evaluating Your Course Design</a> : Participants in this workshop will evaluate the instructional design of an online course (ideally, one they will be teaching), with an emphasis on how that design affects the delivery of the course.	2 weeks
<a href="#">Exploring Your Institution's Policies</a> : Explore the following seven policy areas related to teaching online at your institution: classroom behavior and learner discipline, academic integrity, academic reporting and learner privacy, copyright, accessibility, instructor evaluation, and other institutional policies.	2 weeks
<a href="#">Orienting Your Online Learners</a> : Participants in this workshop will learn why and how to orient learners to online learning in general as well as to a particular online course.	1 week
<a href="#">Connecting Learning Theories to Your Teaching Strategies</a> : Participants in this workshop will learn about several different theories of learning and how teaching strategies based on those theories can promote learning.	2 weeks
<a href="#">Creating Presence in Your Online Course</a> : Participants in this workshop will learn how to create three types of presence in online courses: instructor, social, and cognitive.	2 weeks
<a href="#">Assessing Your Learners</a> : Participants in this workshop will learn about assessing teaching and learning in the online environment.	1 week

### 3. Quality Matters Official Course Review

An [official review of a course](#), conducted by QM-certified reviewers, is a way to benchmark design efforts and improvements and certify course quality with the QM Certification Mark. A



course receives QM approval when it 1) meets QM Rubric Standards at the 85% threshold or better and 2) meets all Essential Specific Review Standards. You'll also receive useful recommendations from the review team that will help improve the course.

Before applying for a QM-managed course review, you will need to complete Improving Your Online Course and Applying the QM Rubric. Click [here](#) for more information about preparing a course for review.

### Instructions for Registering for a Workshop

If you do not have a QM account, you can create one by going to the [QM Login page](#), entering your email address, and **clicking the radio button next to "No, I am new here."** Follow the prompts, and you'll be set up in no time.

Once you have created your account, you can register for training by navigating to the left-hand side of your screen and clicking **Workshop - Register** and then **QM Training**. You'll see that a new workshop starts about every two weeks. Use the pulldown menu next to **Filter by Training Type** to narrow your results. When you are prompted to select a form of payment, choose to have an **invoice sent to the institution** and write ATTN: CTL. (Note that a purchase order number is **not** required). I'll get an email notifying me that you've registered, and the CTL will take care of the invoice, so there is nothing more for you to do except take the course!

Please note that by registering for the workshop, you are committing to completing it.

I'll put a copy of the seventh edition of the QM Rubric in campus mail for you today. If you have any questions about registration or QM in general, please reach out to me at [acampbel@westga.edu](mailto:acampbel@westga.edu) or 678.839.5288