Fine-tune Your Plan: Use QM Reporting Tools to Support, Adjust, & Create Your QA Initiative

QM ConnectLX
October 27, 2020
Because I am a _____, I am interested in learning more about reports.

A: QMC at my institution
B: Researcher
C: Administrator
D: Other Role
Session Objectives & Purpose

Session Handout:
• Lists all reports
• Asks for your ideas for report uses

https://tinyurl.com/QM Reports

Describe how to locate and prepare both standard and customized reports.

Identify characteristics and information found in various reports.

Brainstorm uses of various reports to support institution quality assurance implementation plans.
Multiple Uses of QM

QM tools and processes were developed for inter-institutional quality assurance.

Current uses include:

- Course development/redevelopment
- Quality assurance of existing courses
- Ongoing faculty professional development
- Focus attention on digital learning policies & steering committees
- Create a campus climate and structure that promotes teaching and learning
- Program or institution accreditation efforts
Continuous Improvement

- Standards & process for action, feedback, and revision
- Review of instruction supported by ongoing, inclusive Professional Development opportunities
- Formalized Self-Review including data analysis
- Course review and revision cycles following the QM recommended process & full Rubric
- Use of review feedback beyond meeting Standards
Using Reports to Answer Key Questions

Professional Development

- How many faculty have completed QM professional development?
- Which workshops have individuals completed?
- When were specific workshops completed?
- Who is registered for upcoming sessions?

Course Reviews

- How many and which courses are QM Certified courses?
- How many Internal Reviews have been completed?
- Which QM standards are most often missed?

Role Holders

- How many peer reviewers and master reviewers do we have?
- What is the status of each reviewer’s or facilitator’s certification?
- Who are our current APPQMR and IYOC facilitators?
Types of Reports & How They Might Be Used

Session Handout: Lists all reports & Requests your input
Located at: https://tinyurl.com/QMReports
How to Locate Reports

• Located in MyQM
  • QMCs have access

• Multiple Types
  • Activity Report
  • Training Registrants
  • Custom Reports
  • Individuals Report

  • Activity Report
  • Current Institution Training Registrants
  • Custom Reports
  • Faculty Survey Responses
  • Individuals Report
  • Stipend Processing Settings
  • Update Institution Profile
Institution Reports

• Provide snapshot overview
• Cannot add dates to customize reports
• Can export to PDF or Excel

Activity Report:
Lists your institution's QM activity

Current Institution Training Registrants:
Lists individuals affiliated with your institution who are currently registered for future QM professional development. (Includes resource site registration)

Individuals Report:
Lists individuals affiliated with your institution and their QM activity.
Individuals Report

Includes:

- Email address, first name, & last name
- QM roles and eligibility status of role
- Courses submitted by individual for review (internal and official reviews)
- Courses reviewed by individuals on review team
- All professional development activity.
Custom Reports for QM Components

- Course Reviews & Rubric Standards
- Professional Development
- Individuals with QM Roles

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Three Custom Report Types

- Registration Date Report
  - Enter custom date ranges
  - Select Delivery Mode
  - Select Type

- Course Start Date Report

- Course Completion Report

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Types of Professional Development Reports

• Registration Date: *Registered Individuals by Registration Date*

• Course Start Date: *Registered Individuals by Course Start Date*

• Course Completion Report: *Displays Individuals by Course Start Date*
# Professional Development: Course Completion Report Example

**Course Completion Report**

127 completed PD session records were found during the selected date range: (Jul 01 2017 - Oct 01 2020)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Training Session</th>
<th>Training Format</th>
<th>Session Start Date</th>
<th>Payment Method</th>
<th>Date Completed</th>
<th>Completed</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Independent Applying the QM Rubric (APPQMR): (Statewide Systems)</td>
<td>F2F</td>
<td>10/11/2019</td>
<td>Invoice</td>
<td>10/11/2019</td>
<td>Yes</td>
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<td></td>
<td>Independent Improving Your Online Course (IYOC): (Statewide Systems)</td>
<td>F2F</td>
<td>09/20/2019</td>
<td>Invoice</td>
<td>09/20/2019</td>
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<td>09/20/2019</td>
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<td>F2F</td>
<td>09/20/2019</td>
<td>Invoice</td>
<td>09/20/2019</td>
<td>Yes</td>
</tr>
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</table>
Types of Course Review Reports

QM Certified Courses
- Lists all formal course reviews sponsored by your institution

Courses Submitted for Review
- Lists courses submitted for review by your institution (filter by type).

Courses Reviewed by Reviewers at My Institution
- Lists course reviews (filter by type) started on or between the date range entered

Rubric Standards Report
- Aggregate report of course review outcomes for all closed course reviews.
## Certified Courses Report Example

### QM-Certified Courses

QM-Certified Courses - [University System](#)  
33 reviews were found during the selected date range: (Jul 01 2017 - Oct 01 2020)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Review Type</th>
<th>Review QM Coordinator</th>
<th>Course Representative</th>
<th>Review Outcome</th>
<th>Start Date</th>
<th>End Date</th>
<th>Certified Date</th>
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</thead>
<tbody>
<tr>
<td>Accounting Information for Executive Action</td>
<td>EMBA 67032</td>
<td>Subscriber</td>
<td></td>
<td></td>
<td>MetFirst</td>
<td>2019-11-06</td>
<td>2019-12-05</td>
<td>2019-12-05</td>
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<tr>
<td>Accounting/Finance</td>
<td></td>
<td>Certified Business Advisor</td>
<td></td>
<td></td>
<td>MetAmend</td>
<td>2020-07-14</td>
<td>2020-08-12</td>
<td>2020-08-21</td>
</tr>
<tr>
<td>Algorithms and Programming I</td>
<td>CS 61002</td>
<td>Subscriber</td>
<td></td>
<td></td>
<td>MetAmend</td>
<td>2017-05-16</td>
<td>2017-07-14</td>
<td>2017-09-06</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>PH 30012</td>
<td>Subscriber</td>
<td></td>
<td></td>
<td>MetFirst</td>
<td>2018-10-01</td>
<td>2018-11-06</td>
<td>2018-11-06</td>
</tr>
<tr>
<td>Globalization and Technology Strategy</td>
<td>MIS 64042</td>
<td>Subscriber</td>
<td></td>
<td></td>
<td>MetFirst</td>
<td>2019-11-11</td>
<td></td>
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</tbody>
</table>
Rubric Standards Report Example

Rubric Standards Report

There are 26 reviews processed in the results below for [identification information] and the Quality Matters Higher Education Rubric, Sixth Edition:

21 (81%) out of 26 reviews met standards.
5 (19%) out of 26 reviews met standards after amendment.
0 (0%) out of 26 reviews didn't meet standards.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Met</th>
<th>Met Amend</th>
<th>Not Met</th>
<th>Percentage Overall Met</th>
<th>Percentage Met</th>
<th>Percentage Met Amend</th>
<th>Percentage Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 - 1.1 Instructions make clear how to get started and where to find various course components.</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>1.2 - 1.2 Learners are introduced to the purpose and structure of the course.</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>1.3 - 1.3 Communication expectations for online discussions, email, and other forms of interaction are clearly stated.</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>1.4 - 1.4 Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided.</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>1.5 - 1.5 Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.</td>
<td>26</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>1.6 - 1.6 Computer skills and digital information literacy skills expected of the learner are clearly stated.</td>
<td>25</td>
<td>1</td>
<td>0</td>
<td>100%</td>
<td>96%</td>
<td>4%</td>
<td>0%</td>
</tr>
</tbody>
</table>
Role Holders

Examples of Roles:
• Facilitator
• Peer Reviewer
• Master Reviewer
• Course Review Manager

Individuals with QM Roles

• Lists individuals affiliated with your institution that hold a QM role.
• Filter by specific role.

QM Role Holders - Action Required

• Lists all individuals affiliated with your institution with action required in order to maintain eligibility to hold one or more QM roles.
• Shows “Suspended” and “Expired” roles
**Action Required Report Example**

**Suspension =** Individual needs to update role application (typically required every year)

**Expired =** Individual must resubmit role application
Reflection

1. Which of the reports are you most interested in exploring further and why?
2. What other types of reports would you find useful for fine-tuning your QA plan?

- Institution Individuals Report
- Registration Date Report
- Course Completion Report
- QM Certified Courses
- Rubric Standards Report
- Individuals with QM Roles
- QM Role Holders - Action Required
Your To Do List:

1. Access the Session Handout at [https://tinyurl.com/QMReports](https://tinyurl.com/QMReports)

2. Add Your Ideas for how reports are or can be used.

3. Complete the Conference Session Survey.

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Quality Matters Reports
Handout for “Fine-Tune Your Plan using QM Reports” - QM Connect LX (October 2020)

Part I: General Information About Reports

<table>
<thead>
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<tbody>
<tr>
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<tr>
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Part II: Example Uses of Reports

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Thank you!

More information about reports can be found in the QMC Training site.

My Contact Info:

Beth@LearningEvolutions.com