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. 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. 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 (Monday) - Module 1: Getting Started and Module 2: QM Overview

Minimum time estimated: 1 hour and 30 minutes

- ☐ 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)
- ☐ Read Module 2: Overview and To-Do List
- ☐ Read the QM Overview Lesson
- ☐ Read the Module 2: Summary and Next Steps

Day 2 (Tuesday) - Module 3: Introducing the QM Rubric, Alignment Concept, and Course Worksheet

Minimum time estimated: 1 hour and 30 minutes

- ☐ Read Module 3: 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 3: Summary and Next Steps

Day 3 (Wednesday) - Module 4: Writing Helpful Recommendations (Find Evidence and Make a Decision)

Minimum time estimated: 2 hours

- ☐ Read Module 4: 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 4: Summary and Next Steps

Day 4 (Thursday)

- ☐ Catch up or work ahead

Day 5 (Friday)

- ☐ Catch up or work ahead

Day 6 (Saturday)

- ☐ Catch up or work ahead

Day 7 (Sunday) - Module 5: Exploring the Importance of Learning Objectives

Minimum time estimated: 3 hours

- ☐ Read Module 5: 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 5: Summary and Next Steps

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

Day 8 (Monday) - Module 6: Exploring Alignment

Minimum time estimated: 3.5 hours

- ☐ Read Module 6: 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 6: Summary and Next Steps

Day 9 (Tuesday) - Module 7: Writing Helpful Recommendations (Write Suggestions for Improvement)

Minimum time estimated: 1 hour

- ☐ Read Module 7: 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 7: Summary and Next Steps

Day 10 (Wednesday) - Module 8: Drafting Helpful Recommendations

Minimum time estimated: 2 hours and 15 minutes

- ☐ Read Module 8: 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 8: Summary and Next Steps

Day 11 (Thursday) - Module 9: The Peer Review Process

Minimum time estimated: 1 hour

- ☐ Read Module 9: Overview and To-Do List
- ☐ Read the Peer Reviewer Process Lesson
- ☐ ***Take the QM Peer Reviewer Process Quiz**

Day 12 (Friday)

- ☐ Catch up or work ahead

Day 13 (Saturday)

- ☐ Catch up or work ahead

Day 14 (Sunday) - Module 9 (continued) and Module 10: Reflection and Evaluation

Minimum time estimated: 1 hour

- ☐ ***Post to the Before and After Review Discussion**
- ☐ Read Module 9: Summary and Next Steps
- ☐ Read Module 10: Overview and To-Do List
- ☐ ***Post to the Reflection Discussion**

Day 15 (Monday) - Module 10 (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. on Day 15 (the last day of the workshop) or you will not be marked complete.