Below are the questions from the QM Course Worksheet.

For some questions, there are notes from eLearning to provide guidance or sample verbiage. If you have any questions, feel free to reach out to qualitymatters@uab.edu. Notes from eLearning will be highlighted.

Questions 1-4 have been completed automatically with information provided on the course review application.

Please note all questions require a response. If a question is not applicable, "N/A" is required to be entered.

**Basic Course Information**

5. Has the course been offered online at least twice? (This is for informational purposes only and is not a requirement.)
   - Yes
   - No

6. Is this course used as a “master” course; that is, is this course duplicated for different faculty to teach?
   - Yes
   - No

   **Note from eLearning:** Answering yes means that you have multiple sections of the same course that will be taught by other instructors.

   If yes, include in the submitted instance of the course all course components from the master course as well as instructor-specific information.

7. Is the syllabus developed and mandated by the institution, or may the instructor modify it?
   - Set by the institution
   - May be modified by the instructor

8. On which learning management system (LMS) platform, if any, does the course reside?
   - Blackboard
   - D2L Brightspace
   - Canvas
   - Moodle
   - Sakai
   - Other:
   - None
9. Are learners required to complete a tutorial on the use of the LMS prior to beginning the course?
   - Yes
   - No

   **Note from eLearning:** This is not a requirement of the University. Answer no unless this is required by your course/department/school/college.

10. Are institutional policies provided in an “entry portal” for the student, outside of the course?
    - Yes
    - No

   **Note from eLearning:** This is not provided by the University. Answer no.

11. If “Yes,” attach a copy of the institutional policies to this Course Worksheet.

**Course Format**

12. Is the course fully online or blended? (See QM Course Format Chart.)
    - Fully online
    - Blended

13. If blended, indicate the approximate proportion of face-to-face time (e.g., 50%). Otherwise, enter "N/A."

14. List navigation features that cannot be changed in this course. (Specific links or buttons that are built into the LMS and cannot be altered or removed. If all links and buttons built into the LMS can be changed, enter "N/A.")

   **Note from eLearning:**

   Please enter the following answer for this question: Instructors are allowed to hide/show course navigation menu items as appropriate, however these items (such as Modules, Assignments, Quizzes, etc.) may not be renamed.

15. Is the course a competency-based course? (See QM Glossary for definitions.)
    - Yes
    - No

For competency-based courses, answer the following questions:

16. Identify the staff roles that support the competency-based learner (e.g., facilitator, coach, assessor).

17. What is the length of time within which the course may be completed?
18. Is the course a MOOC (Massive Open Online Course) being offered for college credit?
   - Yes
   - No

MOOCs for which college credit is not awarded are to be reviewed using the QM Continuing and Professional Education Rubric.

**Note from eLearning:** Answer no. UAB does not offer MOOCs.

**Course Learning Objectives, Assessments, & Instructional Materials**

19. Provide a list of the course-level learning objectives (or competencies for competency-based courses). The learning objectives or competencies listed here must match those found in the course.

   19a. Upload Document (Required):

20. What is the source(s) of the course-level objectives or competencies? Created by the instructor

   - Mandated by the institution
   - Other

If “Other” was selected, please explain:

**Note from eLearning:** If you choose mandated by the institution it is assumed that the instructor is not allowed to revise objectives at all.

21. Provide a list of the module/unit learning objectives (or competencies) for all modules or units. The learning objectives or competencies listed here must match those found in the course.

   21a. Upload Document (Required):

22. What is the source(s) of the module-level learning objectives or competencies?

   - Created by the instructor
   - Mandated by the institution
   - Other

If “Other” was selected, please explain:

**Note from eLearning:** If you choose mandated by the institution it is assumed that the instructor is not allowed to revise objectives at all.

23. Provide a course map, if available. (While not required, a course map is helpful in demonstrating the alignment of course-level learning objectives or competencies with module/unit-level learning objectives or competencies.)

   **Note from eLearning:** You will be able to upload a document in the QM Course Management System.
24. Comment on how the instructional materials represent up-to-date theory and practice in the discipline:

25. Comment on the variety of instructional materials used in this course:

26. Are publisher materials used in this course?
   - Yes
   - No

27. If “Yes,” provide instructions for reviewers to access these materials. (Otherwise, enter "N/A.")

28. Are third-party tools or social media used in this course?
   - Yes
   - No

Course Interaction Components

29. Does the course include real-time instructor-to-learner interaction?
   - Yes
   - No

30. If “Yes,” list the synchronous activities. (The interaction may include synchronous events such as web-based meetings using web conferencing tools.) If “No,” enter “N/A.”

31. If “Yes,” is participation in the real-time component required, or may learners access these events asynchronously?
   - Required of all learners
   - May be accessed asynchronously
   - N/A

32. Are learners asked to introduce themselves to the class?
   - Yes
   - No

33. If “No,” please explain why learner introductions are not appropriate for the course (if “Yes,” enter “N/A”).
34. Is learner-to-learner interaction (e.g., in discussion forums or in group work) appropriate in this course?
   - Yes
   - No

35. If “No,” please explain (if “Yes,” enter “N/A”).

36. Are any course instructions, activities, or instructional materials provided by individual emails or by other tools or platforms outside the primary online classroom?
   - Yes
   - No

37. If “Yes,” please summarize what they are and how reviewers can access them (if “No,” enter “N/A”).

38. Are learners in this course subject to specific technology limitations (e.g., slow connections that prevent viewing videos)?
   - Yes
   - No

39. If “Yes,” please explain the limitations (if “No,” enter “N/A”):

**Instructor Perspectives**

40. Was this course designed specifically to meet QM Standards?
   - Yes
   - No

41. Have the course developer(s) received professional development (training) in the application of QM Standards?
   - All
   - Some
   - None

42. Was this course pre-reviewed (internally) with QM Standards?
   - Yes
   - No
43. Identify any particular aspects of this course you would like specific feedback on from the Review Team. (If none, enter “N/A.”)

**Note from eLearning:** This course review is an opportunity to receive feedback from someone external to UAB and a subject matter expert. This may be one of the few opportunities you will have to gain feedback from this perspective. If there are any particular areas of the course where you would like to gain that type of perspective, list those here.

44. Please provide any other information you want to communicate to the Review Team about the course. (If none, enter “N/A.”)

**Note from eLearning:** Remember that the reviewers will only have the actual course, this document, and the discussion from your pre-review call to go by when completing the review. If there is something the reviewers need to know about how your course works that is not in the actual course or this document, you can provide that in this section.

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