



Using QM Reporting Tools to Support, Adjust, & Create Your QA Initiative

Symposium on Data for QA: 8/11/2023





Part I: QM Data Reports

Objectives

Companion Handout:

- Lists all reports
- Asks for your ideas for report uses

<https://tinyurl.com/QMReports>



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



Identify characteristics and information found in various reports.

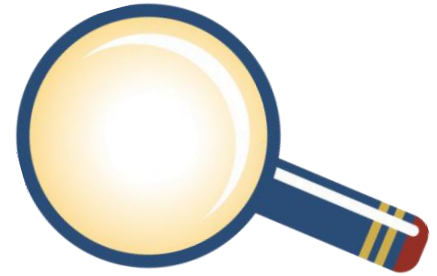


Brainstorm uses of various reports to support institution quality assurance implementation plans.

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 Pathways Supported by Data

Standards & process for action, feedback, and revision

Improvement 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



Use QM 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

Companion Handout: Lists all reports
Located at: <https://tinyurl.com/QMReports>

Quality Matters Reports

Handout for "Fine-Tune Your Plan using QM Reports" - QM Connect LX (October 2020)

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How to Locate Reports

Located in MyQM:

- QMCs have access within their MyQM account

Multiple Options:

- 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

All Activity

Export to Excel

Export to PDF

(Please be patient. Exporting these reports can take a few minutes for large)

AT A GLANCE:

Individuals:	540
Individuals Trained:	394
Peer Reviewers:	19
Master Reviewers:	6
Facilitators:	6
Courses Submitted for Review:	87
Closed Submitted Reviews:	93
Self-Reviews	22
Higher Ed QM-Managed	2
Higher Ed Subscriber-Managed	1
Higher Ed Internal Review	35
Higher Ed Subscriber-Managed managed by CRM	32
Higher Ed Subscriber-Managed Recertification by a certified Course Review Manager	1



Custom Reports for QM Components



**Course
Reviews &
Rubric
Standards**



**Professional
Development**



**Individuals with QM
Roles**



Professional Development Reports | Course Review Reports | Individual Reports

Registration Date Report ?

Enter the date range below:

From: To:

Delivery Mode: All

Professional Development Type: All

Include Facilitators

Run - Registration Date Report

Course Start Date Report ?

Course Completion Report ?

Enter custom date ranges

Select Delivery Mode

Select Type

Three Custom Report Types

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

Course Completion Report - [Redacted]

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

[Batch Certificates](#)

[Excel](#) [PDF](#) [Print](#)

Search:

First Name	Last Name	Email Address	Training Session	Training Format	Session Start Date	Payment Method	Date Completed	Completed
[Redacted]	[Redacted]	[Redacted]	Independent Applying the QM Rubric (APPQMR) : (Statewide Systems)	F2F	10/11/2019	Invoice	10/11/2019	Yes
[Redacted]	[Redacted]	[Redacted]	Independent Improving Your Online Course (IYOC): (Statewide Systems)	F2F	09/20/2019	Invoice	09/20/2019	Yes
[Redacted]	[Redacted]	[Redacted]	Independent Improving Your Online Course (IYOC): (Statewide Systems)	F2F	09/20/2019	Invoice	09/20/2019	Yes
[Redacted]	[Redacted]	[Redacted]	Independent Improving Your Online Course (IYOC): (Statewide Systems)	F2F	09/20/2019	Invoice	09/20/2019	Yes
[Redacted]	[Redacted]	[Redacted]	Independent Improving Your Online Course (IYOC): (Statewide Systems)	F2F	09/20/2019	Invoice	09/20/2019	Yes
[Redacted]	[Redacted]	[Redacted]	Independent Improving Your Online Course (IYOC): (Statewide Systems)	F2F	09/20/2019	Invoice	09/20/2019	Yes
[Redacted]	[Redacted]	[Redacted]	Independent Improving Your Online Course (IYOC): (Statewide Systems)	F2F	09/20/2019	Invoice	09/20/2019	Yes

[Offline - Leave a Message](#)



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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)

[Batch Certificates](#)

Excel PDF Print Search:

Course Name	Course Number	Review Type	Review QM Coordinator	Course Representative	Review Outcome	Start Date	End Date	Certified Date
Accounting Information for Executive Action	EMBA 67032	Subscriber	██████████	██████████	MetFirst	2019-11-06	2019-12-05	2019-12-05
Accounting/Finance	Certified Business Advisor	QM	██████████	██████████	MetAmend	2020-07-14	2020-08-12	2020-08-21
Algorithms and Programming I	CS 61002	Subscriber	██████████	██████████	MetAmend	2017-05-16	2017-07-14	2017-09-06
Biostatistics in Public Health	BST 52019	Subscriber	██████████	██████████	MetFirst	2019-05-06	2019-06-24	2019-06-24
Business Strategy	MIS 64185	Subscriber	██████████	██████████	MetFirst	2019-06-03	2019-07-11	2019-07-11
Communicable Diseases	PH 30012	Subscriber	██████████	██████████	MetFirst	2018-10-01	2018-11-06	2018-11-06
Financial Reporting for Executives	EMBA 67031	Subscriber	██████████	██████████	MetAmend	2020-04-15	2020-05-21	2020-06-17
Global Conditions and Macroeconomic Policy	ECON 62021	Subscriber	██████████	██████████	MetAmend	2019-04-10	2019-05-22	2019-06-13
Global Supply Chain Management and Sustainability Strategies	MIS 64026	Subscriber	██████████	██████████	MetFirst	2019-10-01	2019-11-18	2019-11-18
Globalization and Technology Strategy	MIS 64042	Subscriber	██████████	██████████	MetFirst	2019-██-██	██████████	██████████

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Rubric Standards Report Example

Rubric Standards Report

There are 26 reviews processed in the results below for [redacted] and the 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.

Excel PDF Print

Search:

Standard	Met	Met Amend	Not Met	Percentage Overall Met	Percentage Met	Percentage Met Amend	Percentage Not Met
1.1 - 1.1 Instructions make clear how to get started and where to find various course components.	26	0	0	100%	100%	0%	0%
1.2 - 1.2 Learners are introduced to the purpose and structure of the course.	26	0	0	100%	100%	0%	0%
1.3 - 1.3 Communication expectations for online discussions, email, and other forms of interaction are clearly stated.	26	0	0	100%	100%	0%	0%
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.	26	0	0	100%	100%	0%	0%
1.5 - 1.5 Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.	26	0	0	100%	100%	0%	0%
1.6 - 1.6 Computer skills and digital information literacy skills expected of the learner are clearly stated.	25	1	0	100%	96%	4%	0%



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

			Higher Education Peer Reviewer Application - Expired - 05-10-2017	Peer Reviewer	1215 [REDACTED], APPQMR, student, Completed: Yes 052511PRCOnline, student, Completed: Yes 080111QMRubricUpdate, student, Completed: Yes 100113_IYOC_2149_Quality, student, Completed: Yes 070114_QMRubricUpdate_2149_Quality-4342, student, Completed: N/A 051116_QMSS_2149_QM Qual-7172, Student, Completed: No
			Higher Education Peer Reviewer Application - Expired - 01-31-2018	Peer Reviewer	050115_APPQMR_156998 [REDACTED], student, Completed: No 091115_APPQMR_1410 [REDACTED], 5934, Student, Completed: Yes 011216_PRC_2149_QM Qual-6493, student, Completed: Yes
			Higher Education Peer Reviewer Application - Suspended - 05-09-2020	Peer Reviewer	073109 [REDACTED], student, Completed: Yes 010610PRCOnline, student, Completed: Yes 080111QMRubricUpdate, student, Completed: Yes 070114_QMRubricUpdate_2149_Quality-4342, student, Completed: N/A 060118_RU_2149_QM Qual-10961, Student, Completed: N/A 053117_PRRS_2149_QM Qual-9484, Student, Completed: N/A



Part II: QM Data Dashboard

Objectives



Explain the QMC Data Dashboard tools.



Identify ways the new QMC Dashboard can display and track QM activity data.



Formulate options for using the new QMC Dashboard in internal data/research projects.

What is the Data Dashboard?

The QM Data Dashboard provides QMCs a high-level graphical view of key QM activity data, along with the ability to drill down into specifics.



QM Coordinators can use MyQM to manage their QM implementations.

As QM Coordinator, you can securely:

- Add, View and Manage Individual Accounts / Affiliations
- Communicate with all Individuals Affiliated with your Institution/Organization
- Track Professional Development
- Manage Dedicated Professional Development
- Register Groups for QM Professional Development
- Track Official and Internal Course Reviews
- Track QM Role Attainment / Statuses
- Access Custom Activity Reports
- Analyze Quality Improvements Using the Rubric Standards Report
- Access Recognized Course Certificates and Marks

QM Quality Matters

- [QMC Data Dashboard](#) 
- [Activity Report](#) (?)
- [Current Institution Training Registrants](#) (?)
- [Custom Reports](#) (?)
- [Faculty Survey Responses](#)
- [Individuals Report](#) (?)
- [Update Institution Profile](#)

Amy Santo - asanto@qualitymatt
Analea Brauburger - abrauburge
Angie Pierpont - Angie.Pierpont
Barbra Burch - bburch@qualitym
Bethany Simunich - bsimunich@c
Brenda Boyd - brenda.boyd@qua
Cathy McAfee - cmcafee@quality
Cecelia Green - cecelia.green@qi
Christine Voelker -

Access via MyQM



Data for 3 Key Areas



Course
Reviews



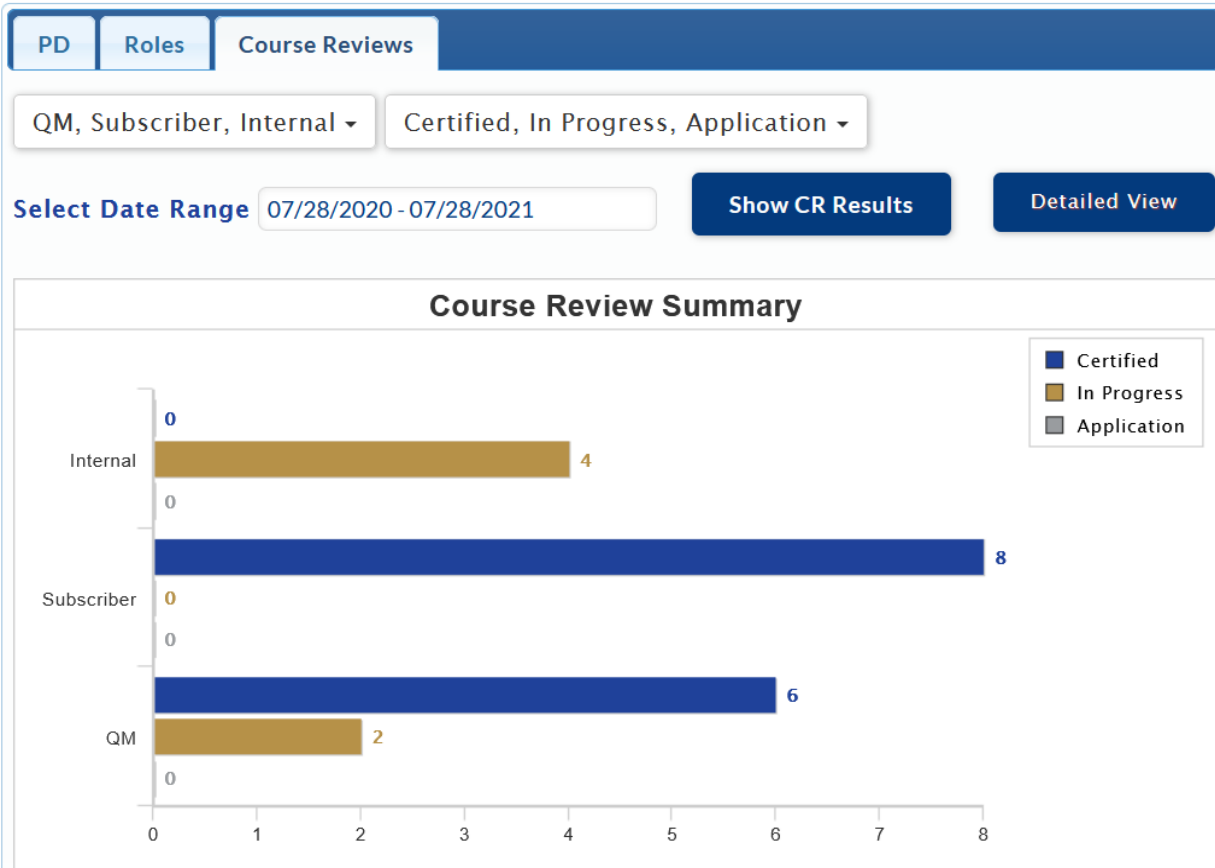
QM Roles



Professional
Development

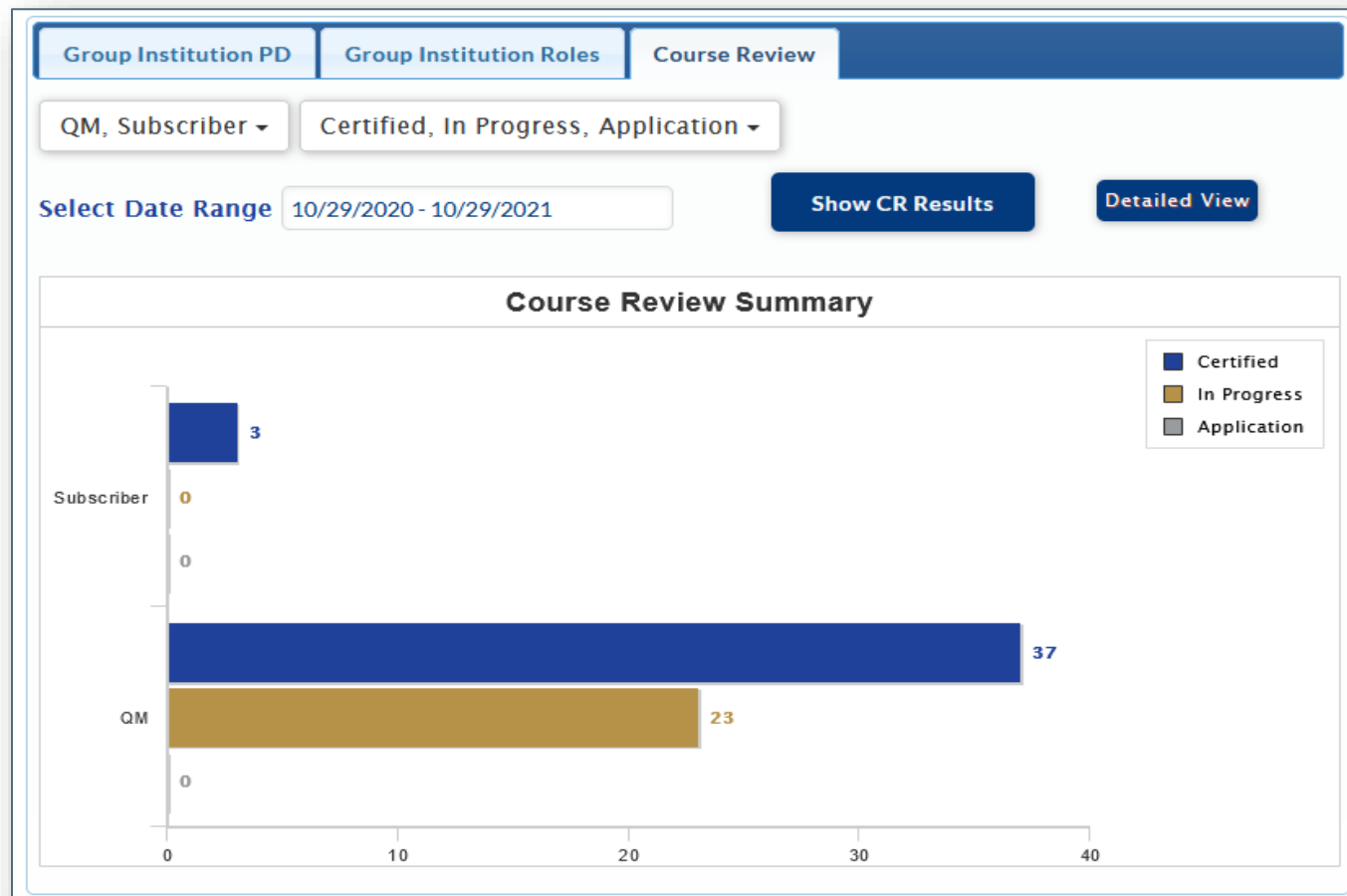
QM Institutional Dashboard

- Example: Course Reviews at institution level includes
- Graph shows review types:
 - QM-managed
 - Subscriber-managed
 - Internal reviews
- And their status



QM System Dashboard

- Example: Official course reviews at system level
- Graph shows review types:
 - QM-managed
 - Subscriber-managed
- And their status



PD Roles **Course Reviews**

None selected ▾ Certified, In Progress, Application ▾

03/2020 - 11/03/2021

Show CR Results **Detailed View**

Course Review Summary

- Select all
- QM
- Subscriber
- QM Recert
- Subscriber Recert
- Internal

Subscriber 0

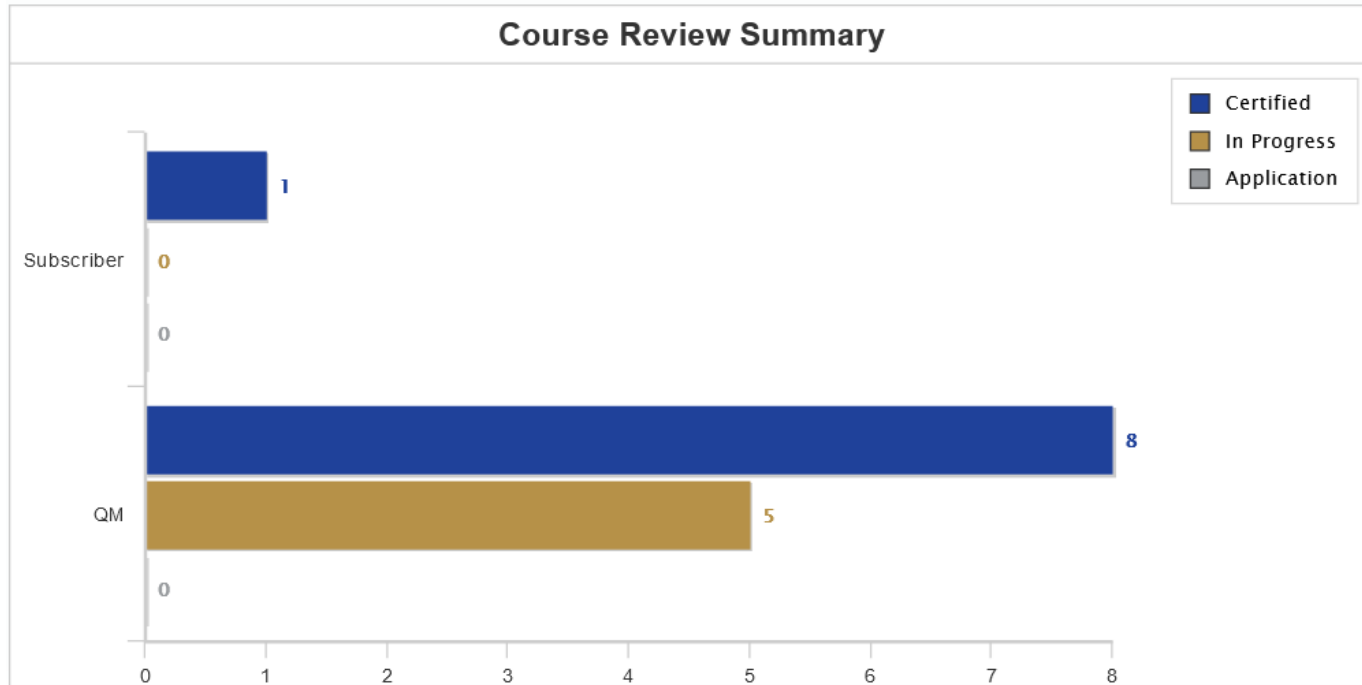
Certified
 In Progress
 Application

Course Reviews: Type

Course Reviews: Status

The screenshot displays the 'Course Reviews' section of a web application. At the top, there are navigation tabs for 'PD', 'Roles', and 'Course Reviews'. Below the tabs, there are two dropdown menus, both currently set to 'None selected'. To the left, there is a 'Select Date Range' label. A search bar with a magnifying glass icon and a plus sign is present. Below the search bar, a dropdown menu is open, listing the following options with checkboxes: 'Select all', 'Certified', 'Closed & Non-Certified', 'In Progress', and 'Application'. To the right of the search bar, there are two buttons: 'Show CR Results' and 'Detailed View'. Below these elements, a 'Review Summary' section is visible, featuring a legend with three categories: 'Certified' (blue square), 'In Progress' (orange square), and 'Application' (grey square). On the left side of the summary, there are two bars representing counts: '0' for 'Certified' and '0' for 'Subscriber'.

Course Reviews: sample graph



Reviews: Detailed View

PDF Print Excel Search:

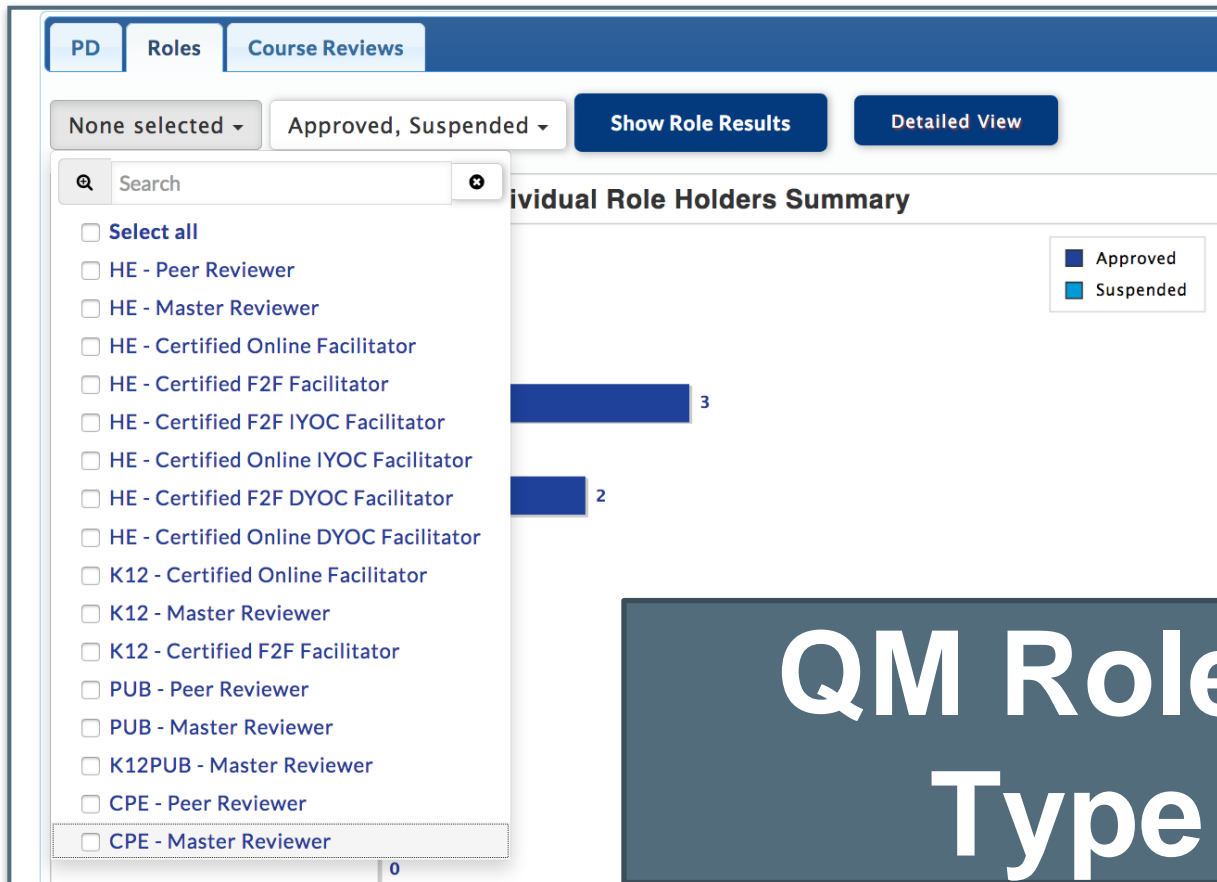
Course Number	Course Name	Managed By	Review Progress	Application Date	Closed Date	Recognized Date	Status
EDLD 5311	Leading the Implementation of Curriculum	QM	CLOSED	2020-10-21	2020-12-07	2020-12-04	CERTIFIED
EDLD 5312	Decision Making in Curriculum Development	QM	CLOSED	2020-10-27	2020-12-17	2020-12-16	CERTIFIED
EDLD 5314	Leading the Assessment of Curriculum	QM	INPROCESS	2021-01-27			IN PROGRESS
EDSE 5310	Survey of Mild Disabilities	QM	INPROCESS	2021-02-03			IN PROGRESS
EDUC 201	Education Technology	QM	CLOSED	2020-10-13	2020-11-20	2020-11-19	CERTIFIED
HIST 101	Intro to History	QM	CLOSED	2020-08-26	2020-12-17	2020-12-16	CERTIFIED
MIS 5330	Advanced Programming	QM	AMENDF	2020-11-03			
MIS 5360	Management of Information Systems	QM	CLOSED	2020-09-28	2020-12-30	2020-12-30	CERTIFIED
MIS 5375	Data Mining and Business Analytics	QM	CLOSED	2020-11-10	2021-01-19	2021-01-13	CERTIFIED
NURN 4310	Nursing Research	QM	WORKSHEET	2020-11-03			

Showing 1 to 10 of 16 entries

Previous **1** 2 Next



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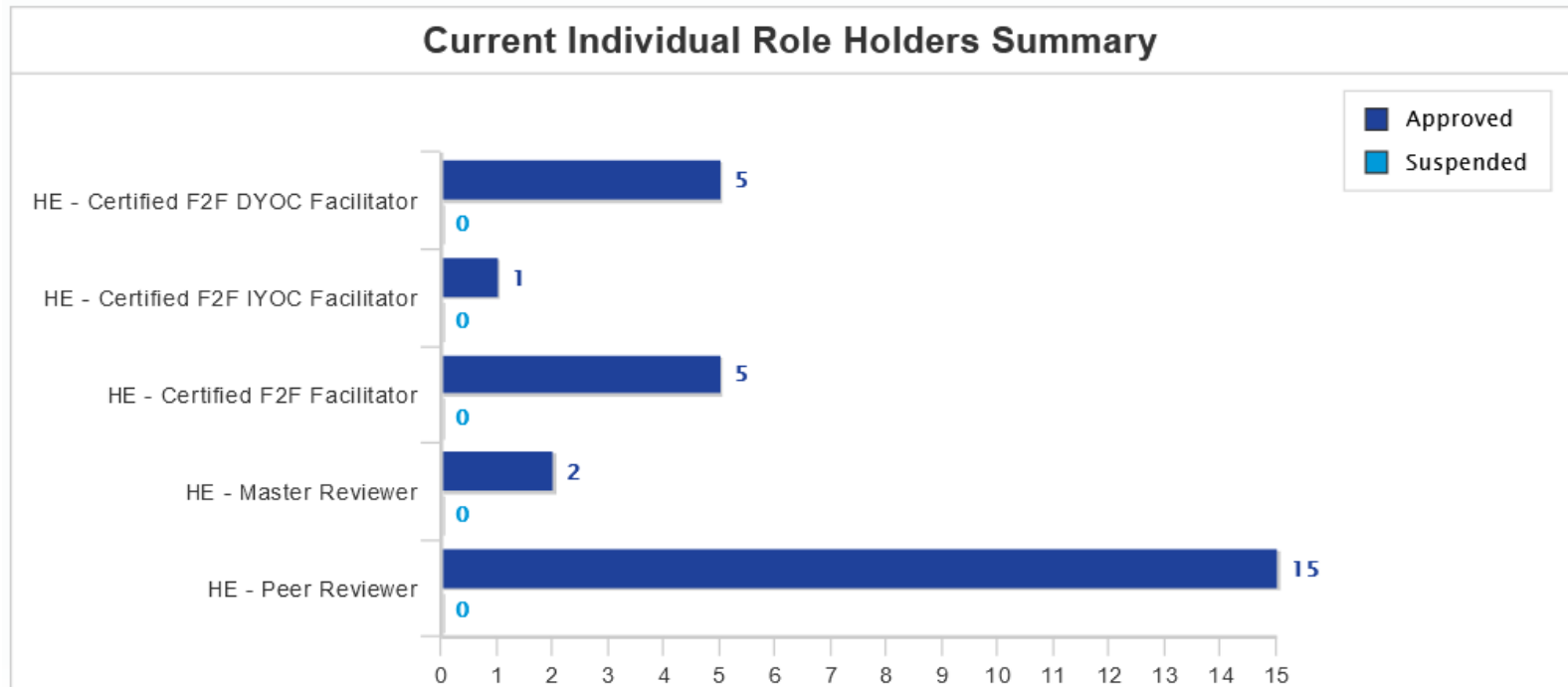


QM Roles: Type

QM Roles: Status

The screenshot displays the 'QM Roles: Status' interface. At the top, there are navigation tabs for 'PD', 'Roles', and 'Course Reviews'. Below these are two dropdown menus, both currently set to 'None selected', and two buttons: 'Show Role Results' and 'Detailed View'. A search dropdown menu is open, showing a search input field and a list of filter options: 'Select all', 'Approved', 'Suspended', 'No Role', and 'Expired'. The 'Suspended' option is highlighted. In the background, a bar chart titled 'Individual Role Holders Summary' is visible, showing counts for 'Approved' (dark blue) and 'Suspended' (light blue) roles. Two categories are partially visible: 'HE - Certified F2F DYOC' with 3 Approved roles and 0 Suspended roles, and 'K12 - Master Reviewer' with 0 Approved roles and 0 Suspended roles.

QM Roles: sample graph



Roles: Detailed View

Name	Role	Status	Expiration Date
Cecelia Green	HE - Certified F2F Facilitator	Approved	2023-08-18
Cecelia Green	HE - Certified Online Facilitator	Approved	2023-08-18
Christine Voelker	K12 - Master Reviewer	Approved	2023-08-18
Claudia Sanchez Bustos	HE - Peer Reviewer	Approved	2023-07-06
Claudia Sanchez Bustos	PUB - Peer Reviewer	Approved	2023-07-27
David Becker	HE - Certified F2F Facilitator	Approved	2022-09-18
David Becker	HE - Peer Reviewer	Approved	2022-09-17
David Becker	HE - Certified Online Facilitator	Approved	2023-08-02
Fernando Senior	HE - Peer Reviewer	Approved	2023-02-27
Fernando Senior	HE - Certified F2F Facilitator	Approved	2023-04-02

Showing 11 to 20 of 27 entries

Previous 1 **2** 3 Next



PD List: Type

PD Roles Course Reviews

None selected Completed, Currently Enrolled

Search

Select all

Reset

- Applying the QM Rubric
- Designing Your Online Course
- Improving Your Online Course
- Introduction to Quality Matters
- Introduction to Teaching Online
- Master Reviewer Certification
- Peer Reviewer Course
- STD8: Accessibility & Usability
- Assessing Your Learners
- Connecting Learning Theories to Your Teaching Strategies
- Creating Presence in Your Online Course
- Evaluating Your Course Design
- Exploring Your Institution's Policies
- Gauging Your Technology Skills
- Orienting Your Online Learners

Professional Development: Status

PD Roles Course Reviews

None selected ▾ None selected ▾

Select Date Range

Search

Show PD Results Detailed View

Select all

Completed

Currently Enrolled

Not Completed

Never Enrolled

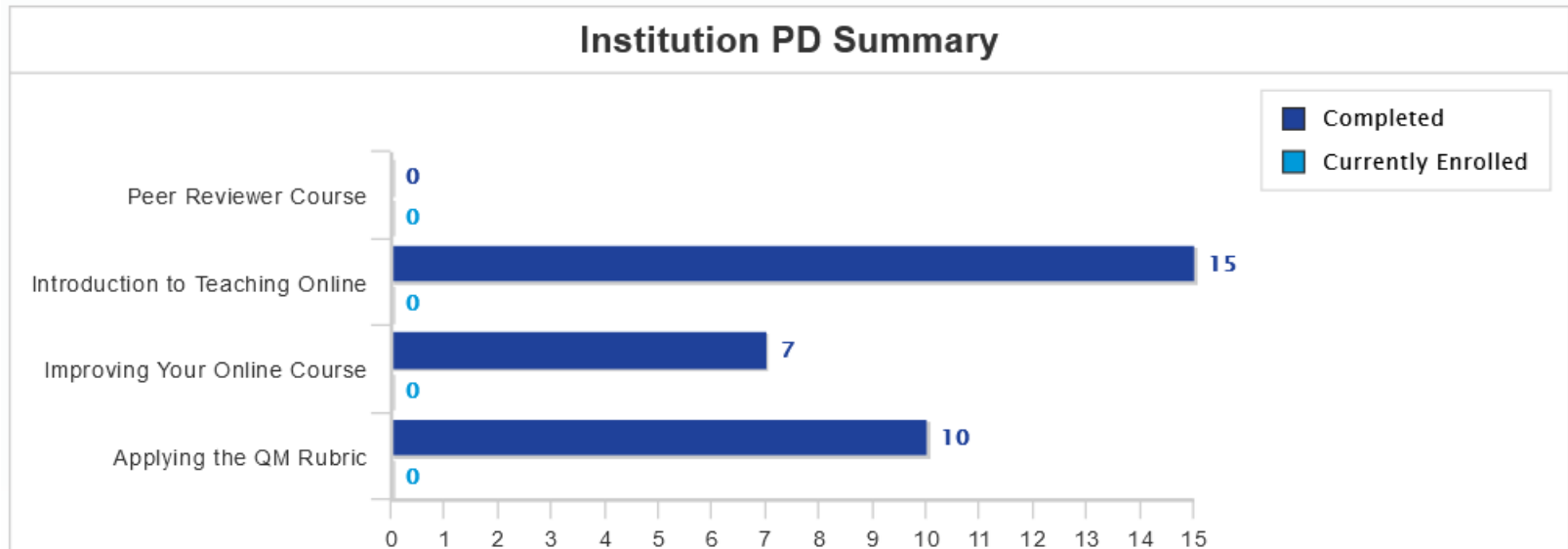
Institution PD Summary

Completed

Currently Enrolled

Course Name	Completed	Currently Enrolled
Peer Reviewer Course	0	0
Improve Your Online Course	0	0

Prof Development: sample graph



PD: Detailed View

PDF		Print		Excel		Search: <input type="text"/>	
Name	PD Category	Course Name	Type	Completed	Completed Date	Session Start Date	Session End Date
Alfonso Thomson	Applying the QM Rubric	Independent Applying the QM Rubric - Virtual (APPQMR) : (Statewide Systems)	INDAPPQMR	Yes	2020-12-15	2020-12-14	2020-12-15
Angelique Blackwell	Applying the QM Rubric	Independent Applying the QM Rubric - Virtual (APPQMR) : (Statewide Systems)	INDAPPQMR	Yes	2020-12-15	2020-12-14	2020-12-15
Cody Smith	Applying the QM Rubric	Independent Applying the QM Rubric - Virtual (APPQMR) : (Statewide Systems)	INDAPPQMR	Yes	2020-12-15	2020-12-14	2020-12-15
Daniel Stone	Improving Your Online Course	Independent Improving Your Online Course - Virtual (IYOC) : (Statewide Systems)	INDIYOC	Yes	2021-01-13	2021-01-13	2021-01-13
Jan Brooks	Applying the QM Rubric	Independent Applying the QM Rubric - Virtual (APPQMR) : (Statewide Systems)	INDAPPQMR	Yes	2020-12-15	2020-12-14	2020-12-15
Jenneth Igbokwe	Applying the QM Rubric	Independent Applying the QM Rubric - Virtual (APPQMR) : (Statewide Systems)	INDAPPQMR	Yes	2020-12-15	2020-12-14	2020-12-15
Karen Brown	Applying the QM Rubric	Independent Applying the QM Rubric - Virtual (APPQMR) : (Statewide Systems)	INDAPPQMR	Yes	2020-12-15	2020-12-14	2020-12-15



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Uses of the QM Data Dashboard



Have you used the QM Data Dashboard?



How do you use (or plan to use) the QM Data Dashboard in support of your QA initiative?

QMC Data Dashboard: Video Demo



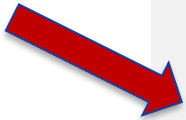
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Overview of QMC and System Lead QMC Data...
111 views • 2 weeks ago

Taming the Lions, Tigers, and Bears of Online Course Management
33 views • 1 month ago

Mission Possible: A Course Template That Encourages...
78 views • 1 month ago

Engagement Strategies to Increase Teacher Presence in Online Courses

Engagement Strategies to Increase Teacher Presence in Online Courses

Engagement Strategies to Increase Teacher Presence in Online Courses

Engagement Strategies to Increase Teacher Presence in Online Courses

Find this video on QM's YouTube channel!
<https://www.youtube.com/user/QMQualityMatters>



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Using QM Reports: Free GoogleDoc Guide

The screenshot shows a Google Doc interface. The title bar reads "Fine-tune Your Plan using QM Reports". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help". The toolbar shows various editing tools and a "See new changes" button. The document content is as follows:

Quality Matters Reports

Handout for "Fine-Tune Your Plan using QM Reports" - QM Connect LX (October 2020)

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<https://tinyurl.com/QMReports>



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

