

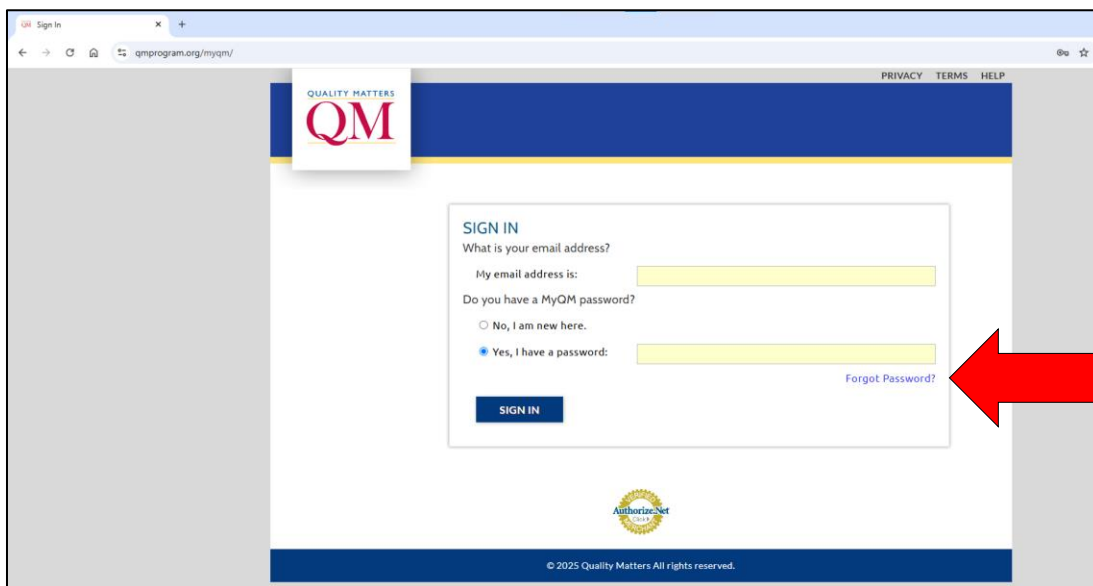
Apply for a Peer Review



Use this job aid or watch the video tutorial for step-by-step instructions describing how to apply for a GCSC peer review through Quality Matters (QM).

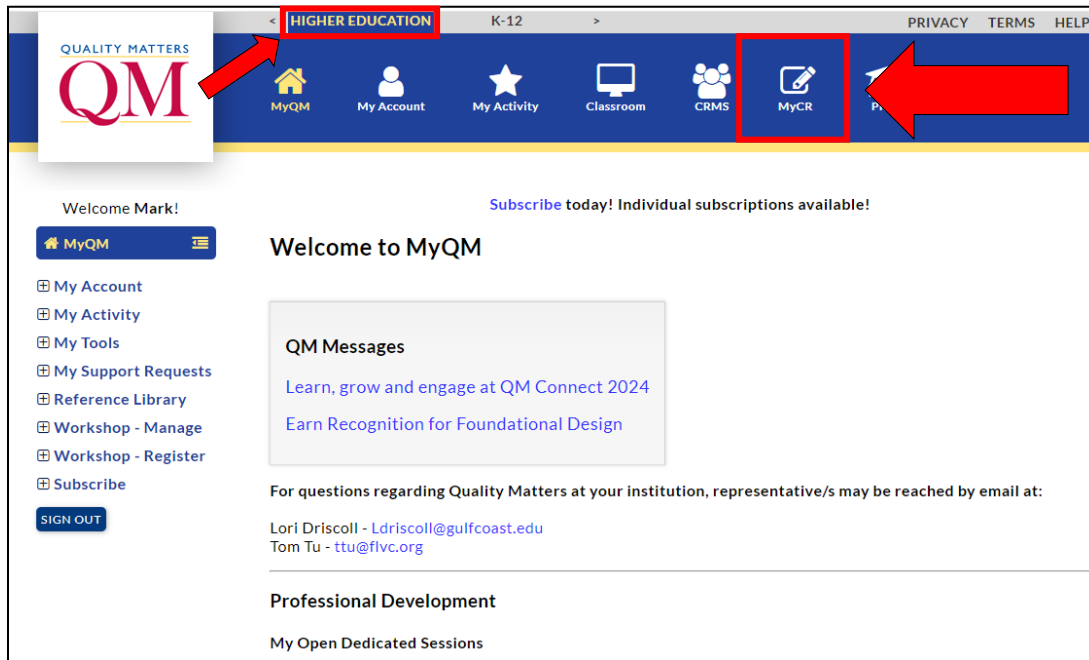
1

Select this link to go to the [Quality Matters sign-in page](#). You can also search for “MyQM login” on Google. Use your credentials to sign in. If you’ve forgotten your password, select “Forgot Password?” and an email will be sent with instructions to reset it.

A screenshot of a web browser showing the Quality Matters sign-in page. The page has a blue header with the "QUALITY MATTERS QM" logo. Below the header is a "SIGN IN" section with the text "What is your email address?" followed by a text input field. Below that is the text "Do you have a MyQM password?" with two radio button options: "No, I am new here." and "Yes, I have a password:". The "Yes" option is selected. Below the radio buttons is another text input field for the password. To the right of the password field is a link that says "Forgot Password?". Below the input fields is a blue "SIGN IN" button. A large red arrow points from the right side of the page towards the "Forgot Password?" link. At the bottom of the page, there is a small "Authentic" logo and a copyright notice: "© 2025 Quality Matters All rights reserved.".

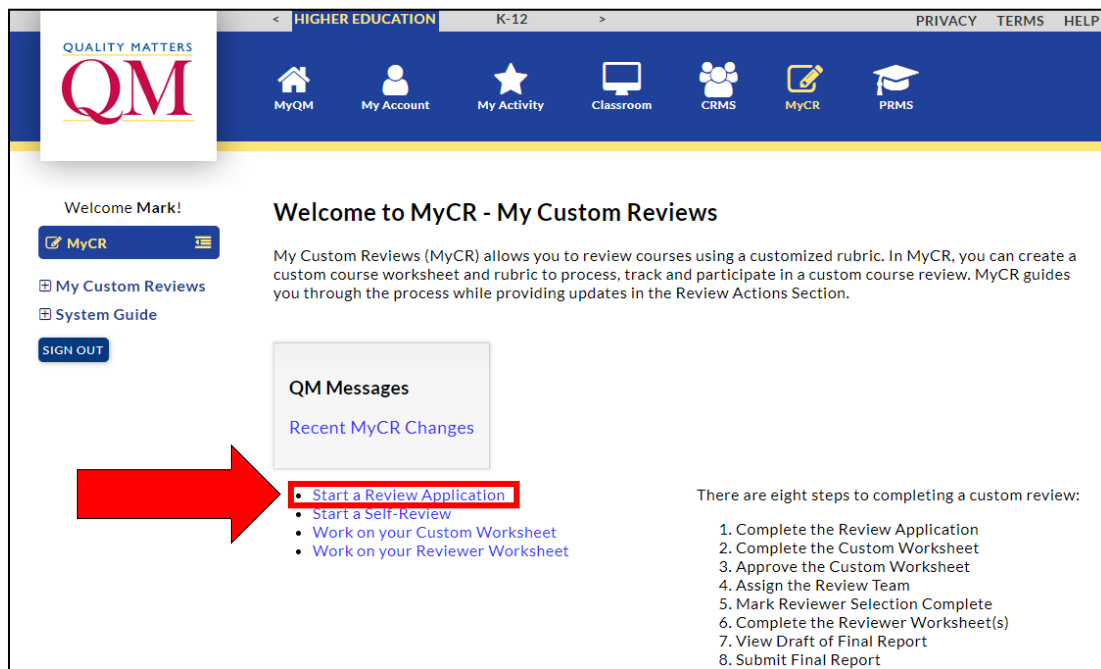
2

After logging in, select “MyCR” to start a review application. Make sure you are on the “Higher Education” tab.



3

Select "Start a Review Application."



QUALITY MATTERS QM

WELCOME TO MYCR - My Custom Reviews

My Custom Reviews (MyCR) allows you to review courses using a customized rubric. In MyCR, you can create a custom course worksheet and rubric to process, track and participate in a custom course review. MyCR guides you through the process while providing updates in the Review Actions Section.

QM Messages

Recent MyCR Changes

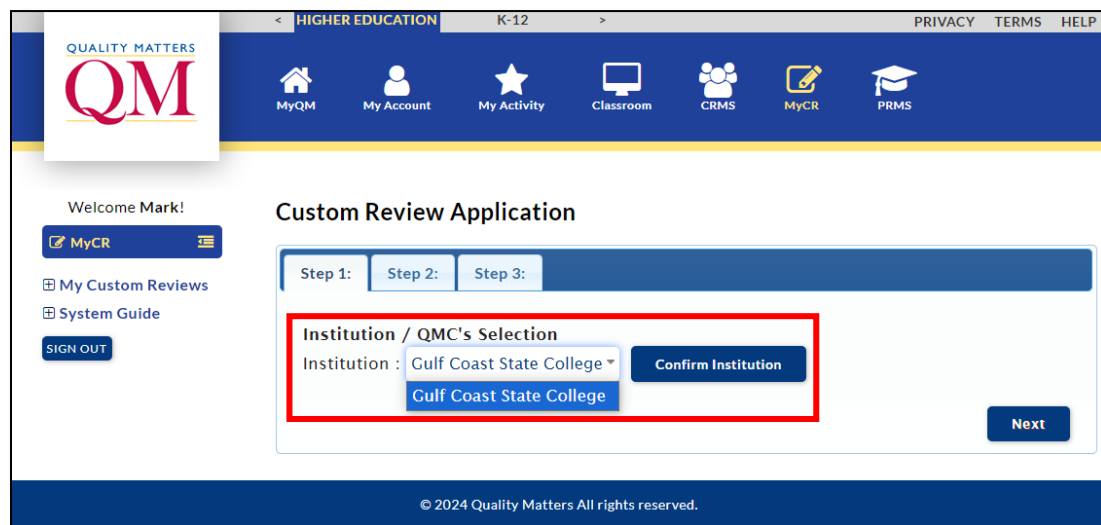
- Start a Review Application
- Start a Self-Review
- Work on your Custom Worksheet
- Work on your Reviewer Worksheet

There are eight steps to completing a custom review:

1. Complete the Review Application
2. Complete the Custom Worksheet
3. Approve the Custom Worksheet
4. Assign the Review Team
5. Mark Reviewer Selection Complete
6. Complete the Reviewer Worksheet(s)
7. View Draft of Final Report
8. Submit Final Report

4

Confirm Gulf Coast State College as the institution.



QUALITY MATTERS QM

WELCOME TO MYCR - My Custom Reviews

Custom Review Application

Step 1: Step 2: Step 3:

Institution / QMC's Selection

Institution : Gulf Coast State College

Confirm Institution

Next

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5

Select "Lori Driscoll" as the QM Coordinator from the "Select a QMC" dropdown menu.

QUALITY MATTERS QM

Higher Education K-12

MyQM My Account My Activity Classroom CRMS MyCR PRMS

Welcome Mark!

MyCR My Custom Reviews System Guide SIGN OUT

Custom Review Application

Step 1: Step 2: Step 3:

Institution: Gulf Coast State College [Change Institution](#)
Address: 5230 West Highway 98, Panama City, FL 32401 - United States

QM Coordinator
Select the QM Coordinator who will manage this review from the drop-down menu.

--Select a QMC --
--Select a QMC --
Lori Driscoll
Tom Tu

Course Representative
Select the Course Representative who will be participating on this review from the drop-down menu.

-- Select a Course Representative --

NOTE: If the Course Representative for this review is NOT listed, Add New Course Representative

Next

6

Look for your name in the "Select a Course Representative" dropdown menu, and select it.

QUALITY MATTERS QM

Higher Education K-12

MyQM My Account My Activity Classroom

Welcome Mark!

MyCR My Custom Reviews System Guide SIGN OUT

Custom Review Application

Step 1: Step 2: Step 3:

Institution: Gulf Coast State College [Change Institution](#)
Address: 5230 West Highway 98, Panama City, FL 32401 - United States

QM Coordinator
Select the QM Coordinator who will manage this review from the drop-down menu.

Lori Driscoll

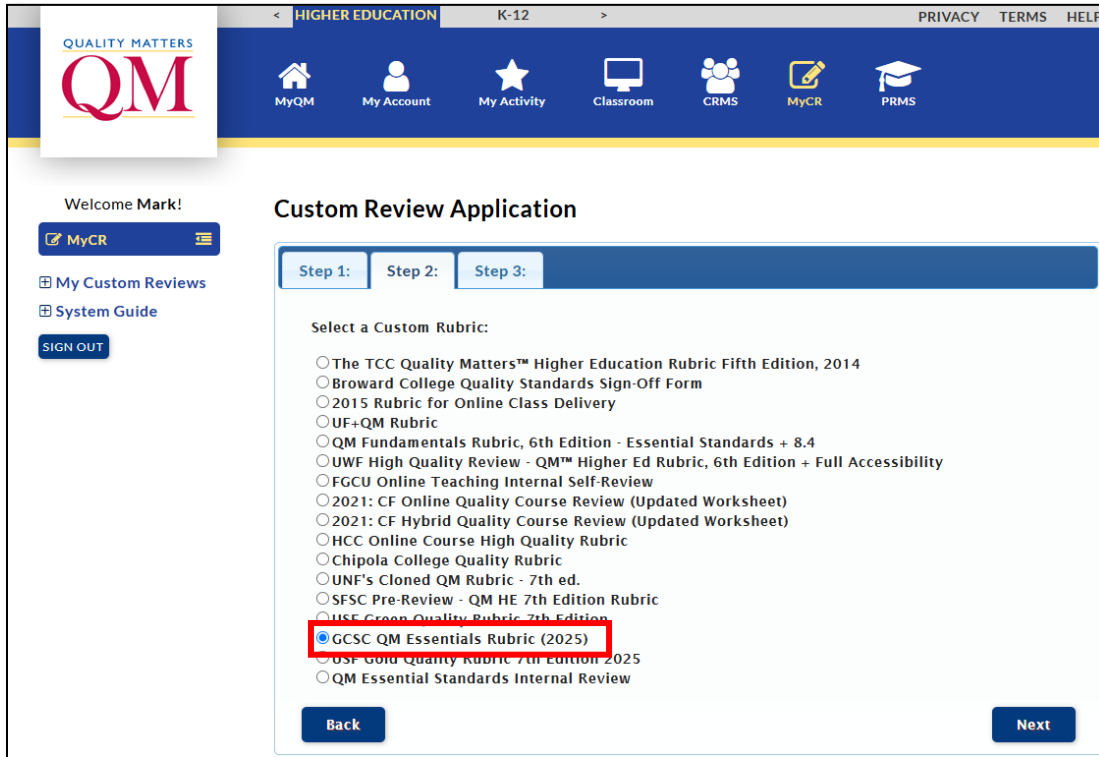
Select a Course Representative
Matthew Brenneman
Michael Brinegar
Matt Brock
Terri Bunch
Allison Burney
Connie Campbell
Annette Cederholm
Amber Clark
Matthew Crane
Melinda Cumbaa
Regina Davis
Grant Deam
Steven DiBlasi
John Divine
Mark Douglas
Lori Driscoll
Jessica Edwards
Madelynne Eldridge
Iman Elkomy
Sabrina Elliott
-- Select a Course Representative --

NOTE: If the Course Representative for this review is NOT listed, Add New Course Representative

Next

7

Select "GCSC QM Essentials Rubric (2025)" from the list of Custom Rubric options.



The screenshot shows the "Custom Review Application" interface. The top navigation bar includes "HIGHER EDUCATION", "K-12", "PRIVACY", "TERMS", and "HELP". Below this is a "QUALITY MATTERS QM" logo and a row of icons for "MyQM", "My Account", "My Activity", "Classroom", "CRMS", "MyCR", and "PRMS".

On the left sidebar, there is a "Welcome Mark!" message, a "MyCR" button, and links for "My Custom Reviews", "System Guide", and "SIGN OUT".

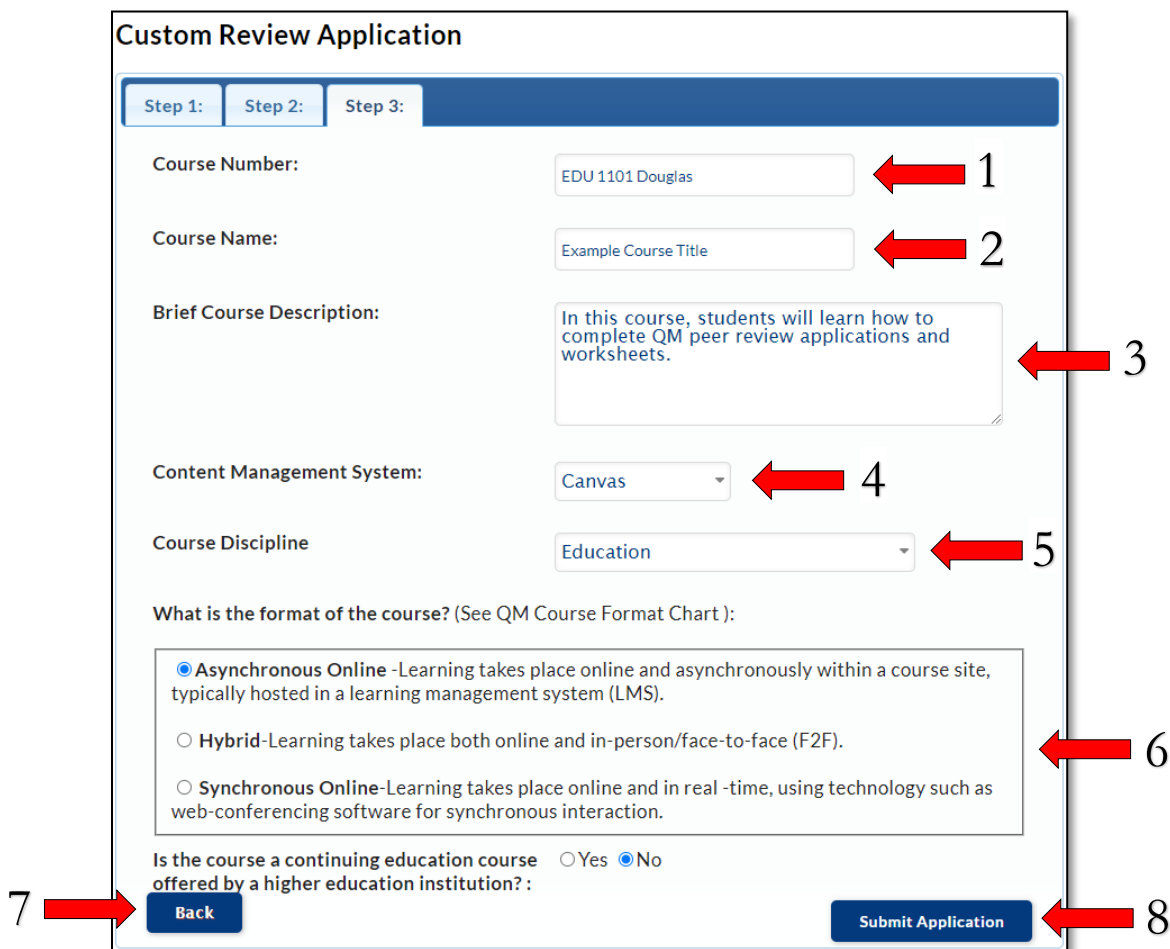
The main content area is titled "Custom Review Application" and features three steps: "Step 1:", "Step 2:", and "Step 3:". Under "Step 1:", there is a section "Select a Custom Rubric:" with a list of options. The option "GCSC QM Essentials Rubric (2025)" is selected and highlighted with a red box. Other options include "The TCC Quality Matters™ Higher Education Rubric Fifth Edition, 2014", "Broward College Quality Standards Sign-Off Form", "2015 Rubric for Online Class Delivery", "UF+QM Rubric", "QM Fundamentals Rubric, 6th Edition - Essential Standards + 8.4", "UWF High Quality Review - QM™ Higher Ed Rubric, 6th Edition + Full Accessibility", "FGCU Online Teaching Internal Self-Review", "2021: CF Online Quality Course Review (Updated Worksheet)", "2021: CF Hybrid Quality Course Review (Updated Worksheet)", "HCC Online Course High Quality Rubric", "Chipola College Quality Rubric", "UNF's Cloned QM Rubric - 7th ed.", "SFSC Pre-Review - QM HE 7th Edition Rubric", "USF Green Quality Rubric 7th Edition", "USF Gold Quality Rubric 7th Edition 2025", and "QM Essential Standards Internal Review".

At the bottom of the list, there are "Back" and "Next" buttons.

8

Fill in the textboxes and select from the dropdown menus to document the following information:

1. Course Number [Prefix, Number, & Instructor's Last Name: EDU 1101 Douglas]
2. Course Name
3. Brief Course Description
4. Course Management System [Canvas]
5. Course Discipline [Business, Literature, Nursing, Social Science, etc.]
6. Format of the Course [Asynchronous, Hybrid, Synchronous Online]
7. Select "No" When Answering if the Course is Continuing Education
8. Submit Application



Custom Review Application

Step 1: Step 2: Step 3:

Course Number: ← 1

Course Name: ← 2

Brief Course Description: ← 3

Content Management System: ← 4

Course Discipline: ← 5

What is the format of the course? (See QM Course Format Chart):

☒ **Asynchronous Online** -Learning takes place online and asynchronously within a course site, typically hosted in a learning management system (LMS).

☐ **Hybrid** -Learning takes place both online and in-person/face-to-face (F2F).

☐ **Synchronous Online** -Learning takes place online and in real -time, using technology such as web-conferencing software for synchronous interaction. ← 6

Is the course a continuing education course offered by a higher education institution? ☐ Yes ☒ No

← 7 ← 8



After submitting your QM Peer Review application, you're almost done! Complete your Custom Worksheet so the QM Coordinator will be notified that your course is ready for peer review.

9

On the MyQM website, select the MyCR tab, then "Work on your Custom Worksheet."

The screenshot shows the MyQM website interface. At the top, there's a navigation bar with tabs: MyQM, My Account, My Activity, Classroom, CRMS, MyCR (highlighted with a red box), and PRMS. Below the navigation bar, the main content area is titled "Welcome to MyCR - My Custom Reviews". It includes a welcome message, a "MyCR" button, and links for "My Custom Reviews" and "System Guide". A "SIGN OUT" button is also present. In the "QM Messages" section, there's a link for "Recent MyCR Changes". Below this, a list of links is shown: "Start a Review Application", "Start a Self-Review", "Work on your Custom Worksheet" (highlighted with a red box and a red arrow), and "Work on your Reviewer Worksheet". To the right, there's a list of eight steps for completing a custom review.

There are eight steps to completing a custom review:

1. Complete the Review Application
2. Complete the Custom Worksheet
3. Approve the Custom Worksheet
4. Assign the Review Team
5. Mark Reviewer Selection Complete
6. Complete the Reviewer Worksheet(s)
7. View Draft of Final Report
8. Submit Final Report

- 10** Select the “Courses I’ve Submitted for Review” tab (1). Then select the icon beside your course that resembles a page (2).

QUALITY MATTERS
QM

MyQM My Account My Activity Classroom CRMS MyCR PRMS

Welcome Mark!

MyCR

My Custom Reviews

System Guide

SIGN OUT

My Open Custom Reviews

Courses I'm Reviewing **Courses I've Submitted for Review**

The following Custom Reviews have been requested by you.

Excel PDF Print Search:

Course Number	Custom Rubric	Review Status
EDU 1101 Douglas	GCSC QM Essentials Rubric (2025)	Course Representative Editing Worksheet

Showing 1 to 1 of 1 entries Previous 1 Next

- 11** Select “Edit” on the View Custom Review Details page.

QUALITY MATTERS
QM

MyQM My Account My Activity Classroom CRMS MyCR PRMS

Welcome Mark!

MyCR

My Custom Reviews

System Guide

SIGN OUT

View Custom Review Details

Review Actions

Custom Worksheet - [View] **[Edit]** [Submit]

Review Details

Course Code: EDU 1101 DouglasGulf Co061125

Course Number: EDU 1101 Douglas

Course Name: Example Course Title

12

Complete and submit the Custom Worksheet with all requested attachments. Some questions require you to simply select an answer (1), while others will ask you to type out a response (2). If a question does not apply to your course, type N/A for not applicable.

1 

BASIC COURSE INFORMATION

5. Have you taught the revised course online at least once? (This is for informational purposes only and is not a requirement.)

☒ Yes
 ☐ No

6. Will this course be copied and duplicated for different faculty to teach?

☐ Yes
 ☐ No

If yes, any instructor-specific placeholders for contact information, instructor introduction, specific policies (such as grading and late work), and turn-around times for instructor responses and assignments, should be filled in for the purpose of course review.

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. What is the format of the course? (See [QM Course Format Chart](#).)

☐ Asynchronous online - Learning takes place online and asynchronously within a course site, typically hosted in a learning management system (LMS)
 ☐ Hybrid - Learning takes place both online and in-person/face-to-face (F2F)
 ☐ Synchronous online - Learning takes place online and in real-time, using technology such as web-conferencing software for synchronous interaction

Save Draft

COURSE LEARNING OBJECTIVES, ASSESSMENTS, & INSTRUCTIONAL MATERIALS

9. Upload a list of the course-level learning objectives. The learning objectives listed here must match those found in the course.

Choose File

No file chosen

(By selecting a new file the old one will be automatically deleted)

10. What is the source(s) of the course-level objectives?

☐ Created by the instructor
 ☐ Mandated by the institution and edits may not be made in a timely manner (e.g., needs a full curriculum committee review)
 ☐ Other

11. If "Other" was selected as the source of course-level objectives, please explain. If "Other" was not selected, enter "N/A" in the textbox.

B I

2 →

13

Upload the requested attachments: 1) a list of your course-level learning objectives, 2) a list of your module/unit-level learning objectives, and 3) your course map.

1 →

COURSE LEARNING OBJECTIVES, ASSESSMENTS, & INSTRUCTIONAL MATERIALS

9. Upload a list of the course-level learning objectives. The learning objectives listed here must match those found in the course.

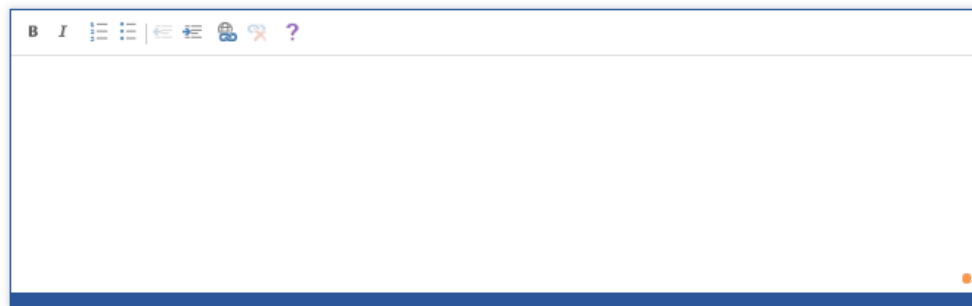
No file chosen

(By selecting a new file the old one will be automatically deleted)

10. What is the source(s) of the course-level objectives?

- ☐ Created by the instructor
- ☐ Mandated by the institution and edits may not be made in a timely manner (e.g., needs a full curriculum committee review)
- ☐ Other

11. If "Other" was selected as the source of course-level objectives, please explain. If "Other" was not selected, enter "N/A" in the textbox.



2 →

12. Upload a list of the module/unit-level learning objectives for all modules or units. The learning objectives listed here must match those found in the course.

No file chosen

(By selecting a new file the old one will be automatically deleted)

3 →

13. Upload a course/alignment map that shows the organization of the course components related to alignment.

The course map must include all of the following components mapped to one another so the connection between them is apparent: course learning objectives, module learning objectives, assessments, materials, activities, and tools.

Reviewers, ensure the alignment in the course site is consistent with the course map. The course map is intended to be used as a review tool and should not be used solely to determine if any Specific Review Standard is marked as "Met" or "Not Met."

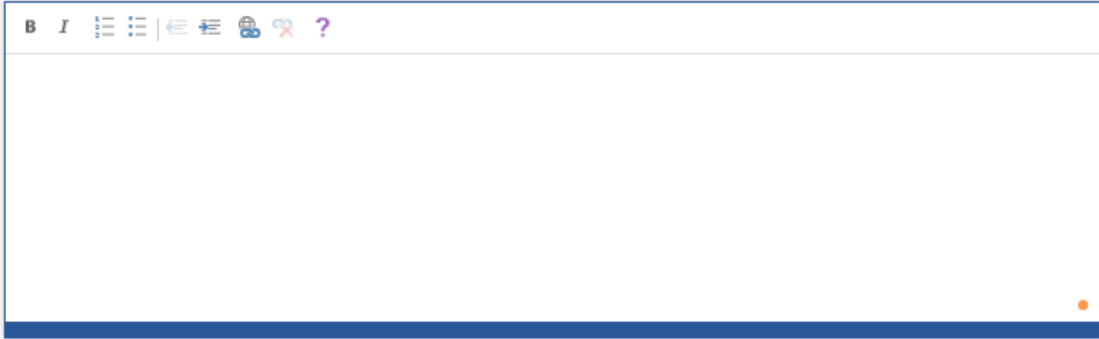
No file chosen

(By selecting a new file the old one will be automatically deleted)

14

If you need to return to your QM worksheet to complete it at a later time, select “Save Draft” (1). When your QM worksheet is ready for submission, select “Submit Complete Worksheet” (2).

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



1 → Save Draft Submit Complete Worksheet ← 2



When both your **Application** and **Worksheet** are complete, the QM Coordinator will assign your course to a review team, and the Chair will contact you to schedule a meeting.