

Wayne State University Online/Hybrid Course Review (OCR)

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Wayne State OCR Overview:

The Wayne State OCR process is a faculty-driven peer review ensuring courses meet WSU Essentials quality standards. It benchmarks courses against a nationally recognized program, with reviews conducted by WSU Online Course Quality Faculty Fellows (OCQFF) or WSU Quality Matters Certified Peer Reviewers to suggest course design improvements.

Directions

Are you ready to submit your course for internal review? Here are the steps to prepare for and submit your course for review at Wayne State University.

1. Complete the WSU Online/Hybrid Course Review Intake Form:

If you are interested in going through the Online/Hybrid Course Review, please complete the following form: <https://forms.office.com/r/RUbH1s40ZV>

2. Selecting the course shell for review

If you plan to reuse a Canvas course shell, request a Canvas Practice Course as a sandbox. Import your content into the practice course/sandbox for review, removing all due dates.

Email the **WSU Quality Matters Coordinator** in the Office for Teaching and Learning to request a practice course/sandbox. QMCoordinator@wsu.edu

3. Prepare your Canvas course for a review

After your course has been copied to the practice course/sandbox you will need to prepare the course for review. The peer reviewer will have "student" access to your course. To ensure that a reviewer can view your entire course, please complete the following:

1. Remove all due dates and availability dates from assignments, quizzes, discussions, and other course items.
2. Ensure all quizzes are set for unlimited attempts.
3. Remove [prerequisites](#), [requirements](#), and [lock dates](#) from your modules.
4. [Use "Student View" in your Canvas course](#) to check that everything can be accessed by a student in the course.
 - Could the reviewer access all relevant course navigation items?
 - Are Echo360, Zoom recordings, or other videos only accessible to previous students?
 - Are all links accessible to students?
 - Is the course heavily dependent on third-party software, such as McGraw Hill Connect, Macmillan Learning Achieve, WileyPlus, etc.? Additional screenshots or guest access may be required.



Did you know that doing a self-review using the WSU Essentials Rubric is important for preparing your Canvas course for the peer review?

We have an online self-review tool available to all Wayne State faculty. Watch this [video on how to use the QM self-review tool](#). (Please note this video includes the longer, full QM rubric.)

	The self-review may take several weeks to complete, depending on your schedule. Keep reading to learn more about how to start a self-review.
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4. Introduction to WSU Essentials Rubric and Quality Matters (QM)

What is the WSU Essentials Rubric?

Our WSU Essentials Rubric is a specialized rubric designed by Wayne State's OCQFF based on the QM Essential Standards Rubric. It is a smaller subset of the QM Standards used to determine alignment with the 22 Essential Standards from the QM Higher Education Rubric, Seventh Edition.

What Is QM?

QM is an inter-institutional organization setting research-based standards for quality online and hybrid course design. Wayne State University is committed to developing quality online courses and the Quality Matters Standards is one of the leaders in the design of online and/or hybrid courses. To maintain quality assurance, online and hybrid courses can be evaluated using the WSU Essentials Rubric.

Where can I learn more?

For additional information about QM, please visit the [Quality Matters website](#). Or you can email the WSU Quality Matters Coordinator. QMCoordinator@wsu.edu

How do I create a Quality Matters Account?

A [Quality Matters \(QM\) account](#) provides WSU faculty and instructors access to the fully annotated course rubric, the WSU/QM Essentials Rubric, the review processes, and other [QM professional development](#) opportunities.

Please follow the instructions to [create your own QM account](#).

Instructions to create a MyQM account

1. Go to [MyQM](#)
2. Input email address
3. Select "No, I am new here"
4. Select Sign-In

At any time in the process please reach out by email to the [WSU QM Coordinator](#) (QMC) in the Office for Teaching and Learning.

5. Complete a self-review using the WSU Essentials Rubric

It is recommended that you complete a self-review of your course. By reading the annotations, you will understand the criteria better and obtain specific examples of the type of materials WSU Reviewer will be looking for to determine whether or not your course meets the WSU-specific standards.

You must review the rubric ANNOTATIONS (not just the standard) to help ensure the different aspects of your online course are ready to meet the WSU-specific review standards successfully. Each annotation contains many examples and detailed information on how to meet the standards successfully.

Please note that a Course Review will cover all 22 Essential Standards of the [WSU Essentials rubric](#).

Why is this so important?

Completing a self-review can help you pass the WSU Course Review on your first try! Throughout the review process, the reviewer will turn back to the rubric annotations time and time again to ensure that your course materials are following the rubric guidelines. They will look for similar examples in your course and verify if they contain all the required criteria spelled out in the annotations.

6. Complete the WSU Course Review Course Objectives and Course Map Template

Why are you being asked for these items?

During our development of the WSU OCR the Faculty Fellows determined that the most challenging aspect of the review process was the development of the Course Map showing alignment of the objectives. Often instructors who otherwise had solid courses failed to meet the WSU Essentials standard due to missing or incomplete objectives/course maps. To help faculty successfully navigate this process we have developed a Course Objectives and Course Map Template.

When completing the template, you will be asked to include the following three items:

1. Course-Level Objectives
2. Module-Level Objectives
3. Course/Alignment Map (see below for additional information on Course Map development)

Please have these files ready before you access the Template.

Course/Alignment Map

A course/alignment map is required. Please review the following examples:

- QM Provided Example: [ACCT 3551 Course Map](#)
- Wayne State University Faculty Example 1: [SAM 7540 Course Map](#)
- Wayne State University Faculty Example 2: [SW 3010 Course Map](#)

The ACCT 3551 Course Map above used [The Online Course Mapping Guide's course map template](#) with the addition of a column for tools. Visit [The Online Course Mapping Guide website \(opens in a new tab\)](#) for more information and examples.

When you're ready, access the [WSU OCR Course Map Template](#).

After completing the Template, your course- and module-level objectives will be reviewed for measurability.

- Once submitted, OTL will check your course objectives for measurability.
- When measurability is confirmed, we will notify you and ask you to assign the WSU QMC as an instructor in the course. They will then assign it to OCQF to begin the review.
- Once these have been assessed, a WSU Course Review will be initiated within Quality Matters. You will receive an email that this process has begun.

As you will remember from the Self-Review all courses must meet a standard level of 85%. This percentage of based on QM standard expectations. For that reason, WSU Online Course Reviews will not move forward if more than 85% of your course-level objectives or module-level objectives are not measurable.

Please note that it will take the WSU OCR representative up to 72 hours to review your submission and release the results.

Once the objectives and course map are approved by the WSU OCQ team, you will be asked to complete a Course Worksheet. You will receive an email when your Course Worksheet is available, and it can be accessed by following the steps below.



An important email from WSU OCQ through MyQM is headed your way!

You will receive an email from MyQM with the subject line: Course Representative Course Worksheet Available.

This worksheet needs to be completed and submitted within 1 week to keep your review on track.

7. Complete the WSU Essentials Course Worksheet inside MyQM

If needed, watch this [review guide for completing the QM Course Worksheet](#).

1. [Log into MyQM](#) and click "MyCR" in the blue "Higher Education" top banner.



2. Select "Open Custom Reviews" from the "My Custom Reviews" left menu.



3. Select the "Courses I've Submitted for Review" tab.



4. Select the "View" icon for the applicable course number.
 - A course here would only be available if the request for a course review has been processed (note step 2 above).
5. Select "Edit" in the "Review Actions" section towards the top of the screen.
6. Answer each question.
 - Review these [example questions](#).
 - If an answer is not applicable, type in "N/A."
7. Question 11 asks you to upload a full list of the course-level and module-level objectives in a document. You may re-use the same Word document you provided in the Intake Form in the previous step.
8. Save all your work.
9. Click "Submit Custom Worksheet" in the subsequent page.

Once the Course Worksheet is submitted, the WSU QMC will identify a peer reviewer for your course. This may take a few days or a couple of weeks, depending on the discipline and course topic. The reviewer will send an email to schedule and confirm a pre-review call.

8. Join the Pre-Review Call

Your assigned peer reviewer will reach out to schedule a pre-review call. Please ensure you answer any emails promptly.

The following individuals will be invited to this call:

- The assigned WSU peer reviewer
- A WSU QMC

- The Course Representative (you)

What is the real value of the pre-review call?

During this call, you can ask questions about the review process and share any areas you would like feedback on, and you may be asked to share a bit of background about the course. This is also an opportunity for the reviewer to gain clarity. You want them to go into your course with all their preliminary questions answered, so they have a clear picture and greater context of your course and learners.



To avoid any delays in your review regularly check your email. You may receive emails from the reviewer once your course officially begins review through MyQM. Answer reviewer emails promptly to keep the review going. If an email is missed or ignored the review will be halted, and you will lose valuable time on your review.

You will be notified once the review concludes.

9. Wait for the WSU OCR to conclude.

WSU Essentials Course Reviews generally take 4-6 weeks to conclude. During this time, the reviewer may reach out to you with additional questions or ask you to make small adjustments to your course. Please ensure you answer any reviewer emails promptly to keep the review going.

You will be notified once the review concludes. You will then have access to the full review report, including recommendations to improve your course further.

- If the course passes the review, you will be notified and sent a copy of the full report.
- If the course does not pass the review, don't be discouraged, you can still have an opportunity to pass by participating in the amendment process. Virtually all faculty who opt to revise their course through the amendment process and submit amendments by the deadline pass the review.