



## INTRO2QM Schedule and Checklist

Begin working in your Introduction to Quality Matters (INTRO2QM) 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.

All work is due by the end of the workshop. Initial submissions for assignments must be turned in by 11:59 p.m. your time zone on Day 15 (the last day of the workshop) or you will not be marked complete.

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, you can re-register for a future session. Another registration fee will be charged.

### Day 1 (Tuesday) - Module 1: Getting Started

*Minimum time estimated: 60 minutes*

- ☐ Read all information in Start Here
  - ☐ Syllabus
  - ☐ Schedule and Checklist
  - ☐ Participant Resources
  - ☐ Confidentiality and Limited License Agreement
- ☐ **\*Submit the Participant Agreement**
- ☐ **\*Post to the Introduce Yourself Discussion**
- ☐ Read the Module 1: Summary and Next Steps

### Day 2 (Wednesday) - Module 2: QM Overview

*Minimum time estimated: 30 minutes*

- ☐ Read the Module 2: Overview and To-Do List
- ☐ Read the QM Overview Lesson

### Day 3 (Thursday) - Module 2: QM Overview (continued)

*Minimum time estimated: 30 minutes*

- ☐ **\*Take the QM Overview Quiz**
- ☐ Read the Module 2: Summary and Next Steps

## **Day 4 (Friday) - Module 3: Why QM?**

*Minimum time estimated: 30 minutes*

- ☐ Read the Module 3: Overview and To-Do List
- ☐ Read the Why QM? Lesson

## **Day 5 and Day 6 (Saturday and Sunday)**

- ☐ Catch up or work ahead

## **Day 7 (Monday) - Module 3: Why QM? (continued)**

*Minimum time estimated: 30 minutes*

- ☐ \*Post to the Why QM? Discussion
- ☐ Read the Module 3: Summary and Next Steps

## **Day 8 (Tuesday) - Module 4: QM Rubrics**

*Minimum time estimated: 30 minutes*

- ☐ Read the Module 4: Overview and To-Do List
- ☐ Read the QM Rubrics Lesson

## **Day 9 (Wednesday) - Module 4: QM Rubrics (continued)**

*Minimum time estimated: 30 minutes*

- ☐ \*Take the QM Rubrics Quiz
- ☐ \*Submit the Apply a Specific Review Standard Survey
- ☐ Read QM's Response to the Apply a Specific Review Standard Survey
- ☐ Read the Module 4: Summary and Next Steps

## **Day 10 (Thursday) - Module 5: QM Course Review Types**

*Minimum time estimated: 30 minutes*

- ☐ Read the Module 5: Overview and To-Do List
- ☐ Read QM Course Review Types

## **Day 11 (Friday) - Module 5: QM Course Review Types (continued)**

*Minimum time estimated: 30 minutes*

- ☐ \*Take the QM Course Review Types Quiz
- ☐ Read the Module 5: Summary and Next Steps

## **Day 12 and Day 13 (Saturday and Sunday)**

- ☐ Catch up or work ahead

## **Day 14 (Monday) - Module 6: Reflect and Plan**

*Minimum time estimated: 45 minutes*

- ☐ Read the Module 6: Overview and To-Do List
- ☐ **\*Submit the Plan for Continued Engagement**

## **Day 15 (Tuesday) - INTRO2QM Ends**

*Minimum time estimated: 15 minutes*

- ☐ Read the Evaluation and Certificate Instructions

Participants will have access to the workshop for seven days after the workshop ends. Once the seven day window has elapsed QM will not re-open the workshop so be sure to save/download any resources you want from the site.