K-12 APPQMR Schedule and Checklist

Begin working in your Applying the QM K-12 Rubric (K-12 APPQMR) 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.

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.

Schedule

Day 1 (Tuesday) - Module 1 and 2: Getting Started and QM Overview

Minimum time estimated: 1 hour

- ☐ Read all information in Start Here
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read Module 1: Summary and Next Steps
- ☐ Read Module 2: Overview and To-Do List
- ☐ Read QM Overview Lesson
- ☐ Read Module 2: Summary and Next Steps

Day 2 (Wednesday) - Module 3: Introducing the QM K-12 Rubric, Alignment Concept, and Course Worksheet

Minimum time estimated: 3 hours

- ☐ Read Module 3: Overview and To-Do List
- ☐ Download the QM K-12 Rubric
- ☐ Read QM K-12 Rubric Lesson
- ☐ Read QM K-12 Course Worksheet Lesson
- ☐ Read Driver Education Course Worksheet
- ☐ ***Submit the QM K-12 Rubric, Alignment Concept, and Course Worksheet Quiz**
- ☐ Read Module 3: Summary and Next Steps

Day 3 (Thursday) - Module 4: Applying the QM K-12 Rubric (Decision-Making)

Minimum time estimated: 1 hour

- ☐ Read Module 4: Overview and To-Do List
- ☐ Read K-12 Find Evidence and Make a Decision Lesson
- ☐ Read How to Write Helpful Recommendations Infographic

☐ ***Submit the Making Good Decisions Quiz**

Day 4 (Friday) - Module 4: Applying the QM K-12 Rubric (Decision-Making) (Continued)

Minimum time estimated: 1 hour 30 minutes

☐ Read General Standard 1 Lesson and Rubric Reading
☐ ***Submit Specific Review Standard 1.1 T Survey**
☐ ***Post to the Specific Review Standard 1.1 T Discussion**
☐ Read Module 4: Summary and Next Steps

Day 5 & 6 (Saturday & Sunday)

☐ Catch up or work ahead

Day 7 (Monday) - Module 5: Exploring the Importance of Learning Objectives or Competencies

Minimum time estimated: 2 hours and 30 minutes

☐ Read Module 5: Overview and To-Do List
☐ Read General Standard 2 Lesson, Specific Review Standard 2.3 C Lesson, and Rubric Reading
☐ ***Submit Specific Review Standards 2.1 C and 2.2 C Assignment**

Day 8 (Tuesday) - Module 5: Exploring the Importance of Learning Objectives or Competencies (Continued)

Minimum time estimated: 1 hour

☐ ***Post to the Learning Objectives or Competencies Discussion**
☐ Read Module 5: Summary and Next Steps

Day 9 (Wednesday) - Module 6: Exploring Alignment

Minimum time estimated: 2 hours

☐ Read Module 6: Overview and To-Do List
☐ Read General Standards 3-6 Lesson and Rubric Reading
☐ ***Post to the Alignment Discussion**
☐ Read Module 6: Summary and Next Steps

Day 10 (Thursday) - Module 7: Official K-12 Course Review Process

Minimum time estimated: 1 hour

☐ Read Module 7: Overview and To-Do List

☐ Read Official K-12 Course Review Process Lesson
☐ ***Take the Official K-12 Course Review Process Quiz**
☐ Read Module 7: Summary and Next Steps

Day 11 (Friday) - Module 8: How to Draft Helpful Recommendations

Minimum time estimated: 1 hour

☐ Read Module 8: Overview and To-Do List
☐ Read K-12 Writing Suggestions That Lead to Improvement Lesson
☐ Read Writing Helpful Recommendations: Examples for Applying the QM K-12 Rubric Lesson
☐ Read How to Write Helpful Recommendations Infographic
☐ ***Take the Helpful Recommendations Quiz**
☐ Read Module 8: Summary and Next Steps

Day 12 & 13 (Saturday & Sunday)

☐ Catch up or work ahead

Day 14 (Monday) - Module 9: Drafting Helpful Recommendations

Minimum time estimated: 2 hours

☐ Read Module 9: Overview and To-Do List
☐ Read General Standards 7 and 8 Lesson and Rubric Reading
☐ ***Submit Specific Review Standard 7.1 T Assignment**

Day 15 (Tuesday) - Module 9: Drafting Helpful Recommendations (Continued)

Minimum time estimated: 1 hour

☐ ***Post to the Specific Review Standard 8.6 T Discussion**

Day 16 (Wednesday) - Module 9: Drafting Helpful Recommendations (Continued)

Minimum time estimated: 1 hour

☐ ***Post to the Specific Review Standards 7.1 T and 8.6 T Reflection Discussion**
☐ Read Module 9: Summary and Next Steps

Day 17 (Thursday)

☐ Catch up or work ahead

Day 18 (Friday) - Module 10: Pulling It All Together

Minimum time estimated: 30 minutes

☐ Read Module 10: Overview and To-Do List
☐ ***Post to the Advice to a Colleague Discussion**

Day 19 & 20 (Saturday & Sunday)

☐ Catch up or work ahead

Day 21 (Monday) - Module 10: Pulling It All Together (Continued)

Minimum time estimated: 30 minutes

☐ ***Post to the Reflection Discussion**

Day 22 (Tuesday) - Module 10: Pulling It All Together (Continued)

Minimum time estimated: 30 minutes

☐ Read Evaluation and Certificate Instructions
☐ Read Claim Your Digital Credential (Badge)
☐ Read Become a QM K-12 Reviewer

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 or course so be sure to save/download any resources you want from the site.