



## Course Review Process

### Procedures for Submitting your Course for Review

The KSU Journey Honors College uses the QM rubric to review and certify courses within the college. This process is accomplished by requesting a course review, completing a self-review, and implementing any necessary changes after receiving feedback from an instructional designer. Once the course sufficiently meets the standards according to the QM rubric, it will be added to the [KSU Course Modality Database](#), allowing it to be scheduled in online and/or hybrid formats.

Please follow the instructions in this document to complete the process.

**NOTE:** You must be logged into the DLI/Service Now system to complete these steps. If you are not logged in, and attempt to access these links, you may be prompted to log in by entering your KSU email/password and confirming your identity with DUO.

Step One: [Submit the Course Review Request form to the DLI.](#)

1. Go to the [Course Review Request](#) form on the DLI website.
2. Complete the form fields.
  - a. **Requested For:** This should automatically display your name. If you are submitting on behalf of someone other than yourself, click within the form field and begin typing their name. Once their name is displayed, click it to fill in their information.

Request an official course review.

Your course will be reviewed by an instructional designer according to the standards set forth by your college.



**Submit**

**Requestor Information**

Requested By  
Justin Cochran

\* Requested For  
Justin Cochran

**Request Information:**

**Required information**  
Proposed Semester Offering: When will this course be o...

- b. **Course Name:** Type your course prefix and number (e.g. HON 3000)
  - c. **Course ID:** Copy and paste your unique Course ID number found in your D2L Brightspace course. If you are not sure where to find your course ID, click these [Instructions for Finding Your Course ID](#).
  - d. **Request Type:** This should default to **Full Course Review**, which is correct.
  - e. **Course Type:** Select the modality of your course from the available dropdown options.
  - f. **Template Course:** Select **Yes** from the dropdown menu.
  - g. **Proposed Semester Offering:** Type the semester this course will be offered (e.g. Summer 2023)
  - h. **Additional Comments:** Use this text box to enter any other information necessary for the reviewer to know.
3. When you have completed all the necessary form fields, click the **Submit** button to complete the form.

Request Information:

**2**

\* Course Name (Include prefix and number, e.g. ENGL1101):  
IS3100 **b**

[View instructions for finding your course ID](#)

\* Course ID:  
IS3100-DEV-JCOCHR48-2022 **c**

Request Type:  
Full Course Review **d**

\* Course Type: What is your course modality?  
Online Asynchronous: Course will be conducted entirely online, without real time **e**

\* Template Course: Will this course be used as a template for other instructors to teach other sections of the same course?  
Yes **f**

\* Proposed Semester Offering: When will this course be offered?  
e.g. Spring 2023 **g**

Additional Comments:  
**h**

**3**

Submit

Add attachments

- You will be redirected to a confirmation screen indicating that you have successfully initiated the course review process.

KENNESAW STATE UNIVERSITY

Home > Submitted Request

REQ0482278 - Request an official course review.

Justin Cochran  
just now · Additional comments  
Request automatically approved for review.

Justin Cochran  
just now  
Created

Start

**Requested Items**

Request an official course review.  
RITM0280588

- Request Approved (Approved)
- Fulfillment Waiting for Catalog Task: DLI Course Review Request (In progress)
- Completed (Pending - has not started)

**Estimated completion 09/14/2022**

Number	State
REQ0482278	Open
Priority	Created
4 - Low	just now
Price	Updated
\$0.00	just now

Check the Knowledge Base for a quick answer

**Attachments**

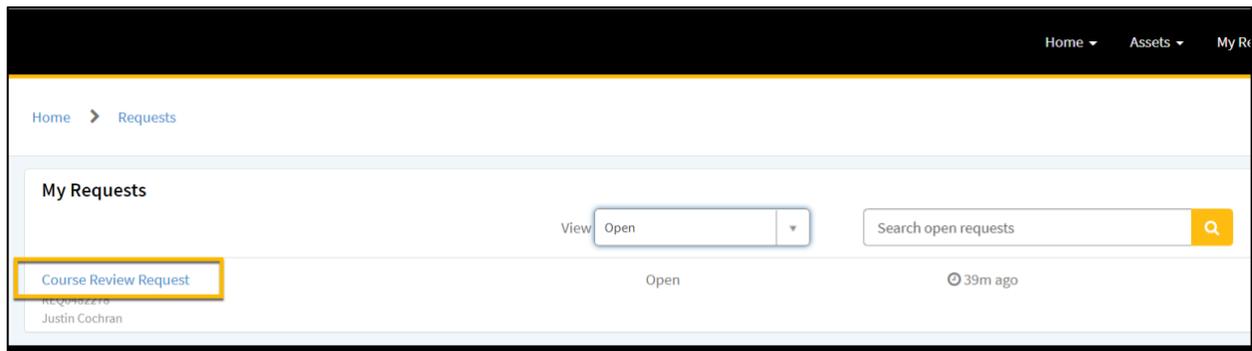
There are no attachments

Once the form has been submitted, a faculty reviewer will be assigned to review your course content based on the QM rubric and will be added to your course review request.

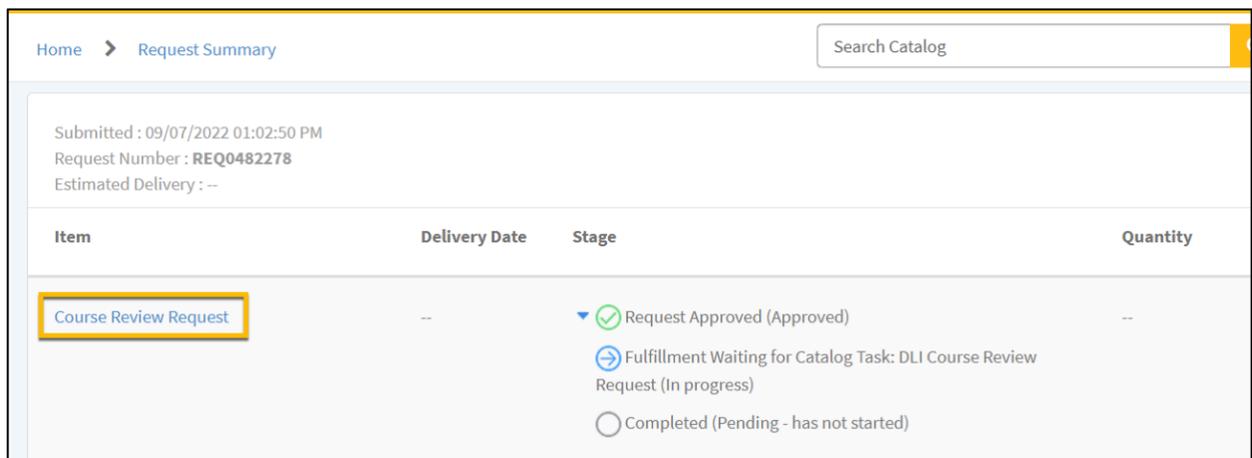
### Step Two: Complete the QM Self-Review Form.

Once the Instructional Designer accepts your request, you will be notified by email that the ticket is in process. After you receive that email notification, follow the steps below to continue the review process.

1. Access your [Active Requests](#).
2. Click the **Course Review Request**.



3. On the next screen, click again on the **Course Review Request** to get to the detailed view.



4. Scroll down to the *Attachments* area and click to download the QM Self-Review form.

Type your message here... Send

**Milya Maxfield**  
6m ago · Additional comments  
Hello Sarah and Justin,  
Can you see my comments here?  
Thanks,  
Milya  
**for review.**

**Milya Maxfield**  
17m ago  
**for review.**  
[QM Rubric Self Review IS3100 Cochran.docx](#)  
33.9 KB

**Justin Cochran**  
43m ago  
REQ0482278 Created

Start

**sc** Sarah Cooper viewing

**Your request has been submitted**

<b>Request</b>	REQ0482278
<b>Number</b>	RITM0280588
<b>State</b>	Open
<b>Priority</b>	4 - Low

**Requested By**  
Justin Cochran

**Requested For**  
Justin Cochran

**Course Review Status:**  
New

**Course Name (Include prefix and number, e.g. ENGL1101):**  
IS3100

**Course ID:**  
IS3100-DEV-JCOCHR48-2022

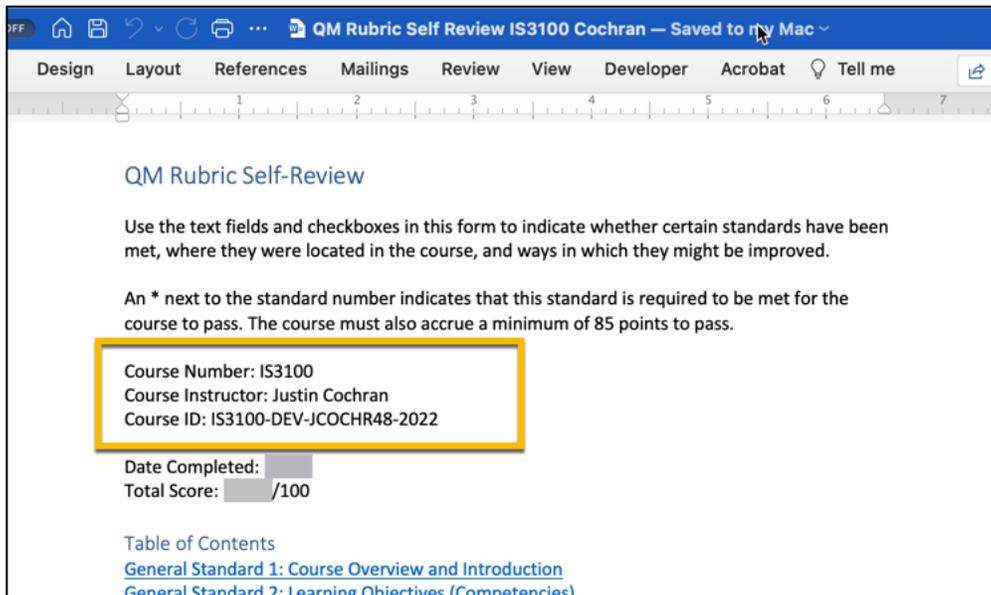
**Default Time:**

**Attachments**

[QM Rubric Faculty Review IS3100 Cochran.docx \(34.4 KB\)](#)  
17m ago

[QM Rubric Self Review IS3100 Cochran.docx \(33.9 KB\)](#)  
17m ago

5. Open the document and confirm that the information in the **Course Information** portion is correct.



6. Begin filling in the information for each section using the annotations in the companion [QM Rubric 6<sup>th</sup> Edition](#) document for extra clarification if needed. For each standard in each section,
  - a. **If the standard has been met**, provide evidence for the item's location or existence by typing in the form field and click inside the box to check it off.
  - b. **If the standard has not been met**, make a note to address the issue in your course in the next step.

[General Standard 7: Learner Support](#)  
[General Standard 8: Accessibility and Usability](#)

[General Standard 1: Course Overview and Introduction](#)  
 The overall design of the course is made clear to the learner at the beginning of the course.

#	Review Standard	Evidence / Suggestions	Met?	Points
1.1*	Instructions make clear how to get started and where to find various course components.	Evidence: Course contains a "Start Here" Module with a course tour video.  Notes: Consider moving the syllabus into this module	<input checked="" type="checkbox"/>	3
1.2*	Learners are introduced to the purpose and structure of the course.	Evidence:	<input type="checkbox"/>	3

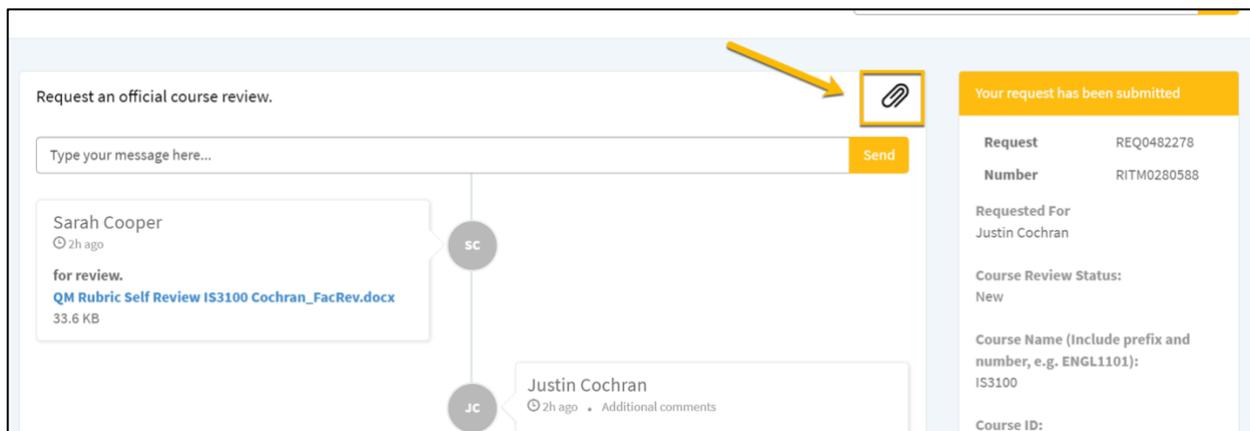
7. If you have standards that have not been met, please correct those issues in your course thoroughly and update the self-review form when you believe the standard has been met.

- At the end of each section, tabulate the score for the category.  
**NOTE:** Every 3-point standard must be met, and the total overall score should exceed 85 points.
- When you have finished filling out the Self-Review Word document, save it to your preferred location (e.g. Desktop, specific folder, etc.).

NOTE: If you need assistance making changes to your course, you can request a [one-on-one appointment](#) with an instructional designer

### Step Three: Upload the Self-Review Form to the Course Review Request.

- Access your [Active Requests](#).
- Click the **Course Review Request**.
- On the next screen, click again on the **Course Review Request** to get to the detailed view.
- Click the **paperclip** icon near the top of the screen.



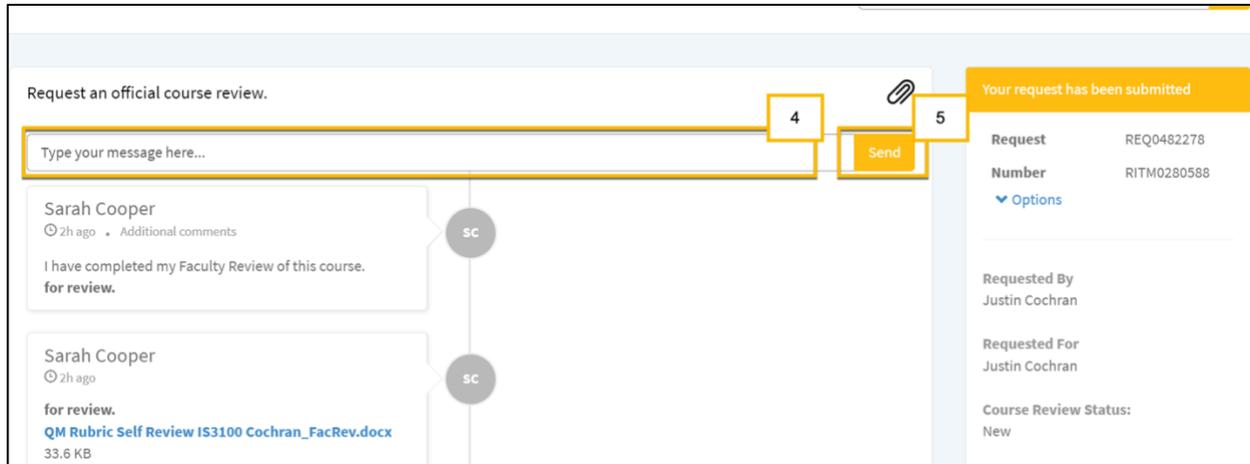
- A new window will open displaying items available to upload. Find your *QM Self-Review* where you saved it in the previous step and click **Open** to add it to the request.
- You have now completed your self-evaluation.

### Step Four: Initiate the final review.

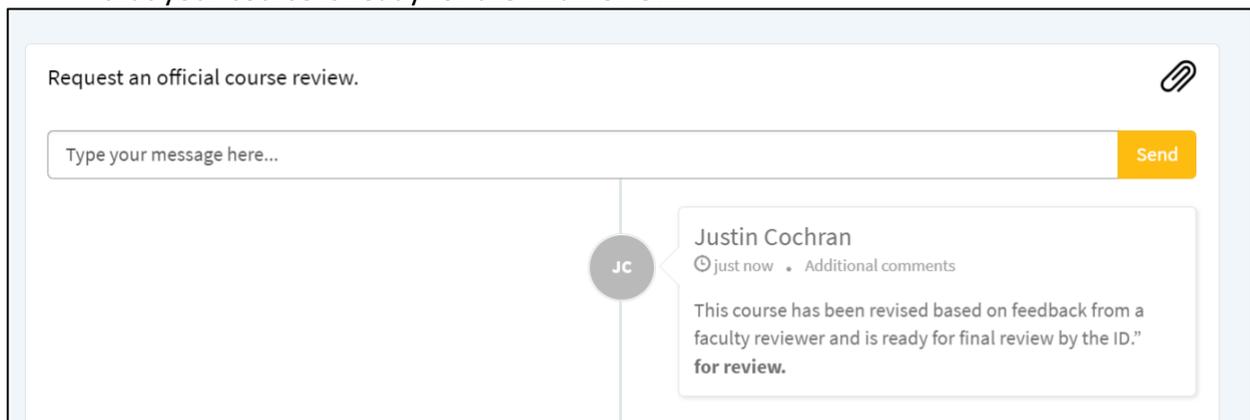
Once you are finished making changes and have uploaded your self-review, follow the steps below to request the final evaluation from an instructional designer at the DLI.

- Access your [Active Requests](#).
- Click the **Course Review Request**.
- On the next screen, click again on the **Course Review Request** to get to the detailed view.

4. Use the text box to type a message to the ID or use this text: *“This course is ready for final review by the ID.”*
5. Click the **Send** button to alert the instructional designer that the course is ready for final review.



6. Your message will now appear in the list, and the Instructional Designer will be alerted that your course is ready for the final review.



Once you complete these steps and the course has been approved, you will receive an email notification that the course review has been completed and the course has been added to the [KSU Course Modality Database](#).