



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. 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.

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