



Applying the Quality Matters Rubric (APPQMR): How to Register

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This guide walks you through registering for the Applying the Quality Matters Rubric workshop at UAMS. Registration takes two steps and about ten minutes, plus one thing to pick up beforehand. The workshop is facilitated by Dr. Scott Wright, UAMS Quality Matters Coordinator, who is also the contact for questions at any point along the way.

At a glance

What: The foundational Quality Matters workshop on designing online and hybrid courses that work for students.

When: Four sessions, 11:00 a.m. to 1:00 p.m. Central. Choose the Tuesday or the Thursday cohort.

Where: Live on Zoom.

Who: UAMS faculty who teach online or hybrid courses. No prior experience with Quality Matters is assumed.

Cost: No charge.

Register by: Friday, September 11, 2026.

What you need: A computer with a working camera and microphone, a reliable internet connection, and Zoom. Much of each session runs in small breakout groups, so a phone is not a good substitute.

Before session one: Get your printed workbook. If you are outside Little Rock, request it early so it reaches you in time.

Is this workshop for you?

It is aimed at faculty who teach online or hybrid courses. Most people arrive with a course that works reasonably well and no systematic way to explain why, or where it does not.

Over four sessions you will work through the Quality Matters Rubric, apply it to a demonstration course, and practice writing the kind of recommendations a peer reviewer writes. You come away with a shared vocabulary for course design and a method you can use on any course, including your own.

Faculty from the Colleges of Nursing, Health Professions, and Public Health have completed the workshop at UAMS.

Participants who attend all four sessions receive a certificate of completion from Quality Matters. That certificate is the prerequisite for the QM Peer Reviewer Course, which is the required course for becoming a certified QM Peer Reviewer.

Step 1: Choose your cohort

Both cohorts cover identical content and meet from 11:00 a.m. to 1:00 p.m. Central for four consecutive weeks. Choose the day that fits your schedule.

Cohort	Session 1	Session 2	Session 3	Session 4
Tuesday	Sept 15	Sept 22	Sept 29	Oct 6
Thursday	Sept 17	Sept 24	Oct 1	Oct 8

Confirm all four dates before you register. Attendance at every session in full is required to earn the QM certificate of completion. Partial attendance does not meet the requirement, so please be certain the full schedule works before you enroll.

If a cohort does not fill. Quality Matters requires a minimum of five participants for a session to run. If a cohort has not reached five by the September 11 deadline, everyone registered will hear from the Office of Educational Development within one business day and an alternative will be arranged. Participants choose a cohort around their own schedules, so no one is moved to the other day without being asked first. Registering early is the surest way to keep the day you chose.

If neither day works for you. The workshop runs again in February 2027, in the same Tuesday and Thursday pattern. Email Dr. Scott Wright to be notified when spring registration opens.

Not based in Little Rock? Every participant works from a printed workbook during the sessions. If you cannot collect one in person, email Dr. Scott Wright at sawright@uams.edu now rather than later so a copy can reach you before your first session. Full details are in Step 4.

Step 2: Create your MyQM account

Every participant needs an individual Quality Matters account. Accounts are free, and they cannot be created on your behalf.

1. Go to the MyQM sign-in page at qmprogram.org/myqm.
2. Enter your UAMS email address.
3. Select **No, I am new here**.
4. Select **Sign In**.
5. Complete the required fields, including a password of your choosing.
6. In the Institution or Organization field, type a short search term such as **Arkansas Medical**. **Entering less of the name returns more results.**

7. From the list, select **University of Arkansas for Medical Sciences**.
8. Select **Create Account**.

The institution field is the step that causes problems. Several University of Arkansas entries exist in the QM database, including University of Arkansas Global Campus. If you select the wrong one, your account is tied to a different campus and your enrollment will not appear on the UAMS roster. Nothing visibly breaks when this happens, so take a moment on this field. If UAMS does not appear in the results, stop and email Dr. Scott Wright rather than guessing.

Creating the account logs you in automatically. These same credentials also give you access to the QM Canvas classroom, where workshop materials are housed, so keep them somewhere you can find them.

Already have a MyQM account? Do not create a second one. Log in with your existing credentials and check that your profile lists University of Arkansas for Medical Sciences. If it does not, email Dr. Scott Wright and it can be corrected.

Step 3: Enroll in the cohort you chose

Once your account exists, you enroll yourself. Log in to MyQM, locate the session for your cohort, and complete the enrollment.

Both sessions are listed under the course name *Independent Applying the QM Rubric (APPQMR): (Statewide Systems)* and are associated with the University of Arkansas for Medical Sciences. The two course codes differ by only a few characters, so check yours against the table before you confirm.

Cohort	Course code
Tuesday, starts Sept 15	091526_INDAPPQMR_2773_Univers-33152
Thursday, starts Sept 17	091726_INDAPPQMR_2773_Univers-33153

Two labels in the QM system look misleading. The course name begins with *Independent*, and the format is listed as *F2F*. Neither describes how this workshop runs. It is not self-paced, and it is not in person. All four sessions meet live on Zoom at the scheduled times, and attendance at each one is required.

Do this before you close the browser. Add all four session dates to your calendar and block the full two hours for each. A held calendar is the most reliable thing protecting the commitment you just made.

If you run into trouble enrolling, email Dr. Scott Wright and it will be sorted out.

Step 4: Get your workbook before the first session

Every participant receives a printed copy of the Applying the Quality Matters Rubric workbook. We follow along in it during all four sessions, so you will need it in hand before session one.

If you are on the main Little Rock campus: Pick up your copy at the Office of Educational Development main office, Winston K. Shorey Building, 8th floor, Office S8/13, during regular business hours, any time up to the day before your first session.

If you are not in Little Rock: Email Dr. Scott Wright and a copy will be mailed to you. Please do this as early as you can so it arrives before session one.

You do not need to bring a course of your own. Practice materials are provided, and we work from those together.

Step 5: Join the first session

Watch for the Zoom link. It goes to the email address on your MyQM account, and a calendar invitation with the link will also be sent, so you have it in two places.

Plan to participate. Much of each session happens in small group discussion and breakout rooms. Treat it as you would a meeting rather than a webinar running in a background tab.

Have your workbook open. We reference it throughout, and following along is much easier with the printed copy than from memory.

Accommodations

If there is something that would make these sessions work better for you, email Dr. Scott Wright before the workshop begins. You do not need to use the word accommodation, explain why you are asking, or have anything formally on file.

Some arrangements take time. Sign language interpretation and CART captioning in particular need roughly two weeks' notice. Ask as early as you can, and ask anyway if it is already late.

Only what is needed to make the arrangement will be shared, and nothing about why.

Before session one: a short checklist

- ☐ Chosen my cohort and confirmed all four dates work
- ☐ Created my MyQM account with UAMS as the institution
- ☐ Enrolled in my cohort using the correct course code
- ☐ Blocked all four sessions on my calendar
- ☐ Picked up or requested my workbook
- ☐ Emailed Dr. Wright about anything I need to take part fully

If something goes wrong

I forgot my password. Use the forgot password link on the MyQM sign-in page at qmprogram.org/myqm and follow the emailed instructions.

I picked the wrong institution. Email Dr. Scott Wright. This is fixable, but it needs correcting before the workshop begins so your completion is credited to UAMS.

I have an account from a previous institution. Do not create a second account. Log in, check your profile affiliation, and email Dr. Scott Wright if it needs updating.

I am not located in Little Rock. Email Dr. Scott Wright and your workbook will be mailed to you. Reach out early so it arrives before your first session.

The QM site will not let me proceed. Contact Quality Matters support at 866-851-4984 or info@qualitymatters.org, or use the QM help form at qmprogram.org/qmresources/myqm/help.cfm.

Questions

Anything at all, at any point. There is no such thing as a question too small.

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