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. It is about course design, not about evaluating anyone's teaching.

When: Four sessions, 11:00 a.m. to 1:00 p.m. Central, in February 2027. Choose the Tuesday or the Thursday cohort.

Where: Live on Zoom.

Who: Any UAMS faculty or staff member who teaches or works on hybrid or online courses. No prior experience with Quality Matters is assumed.

Cost: No charge.

Register by: Friday, January 29, 2027.

Continuing education: Up to 7.5 credits for physicians, nurses, pharmacists, physician assistants, and dietitians. Details are near the end of this guide.

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 by Thursday, January 21, 2027, so it reaches you in time.

Is this workshop for you?

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

This workshop is about design, not about you as a teacher. The Quality Matters Rubric looks at how a course is built: whether its objectives, assessments, materials, and activities line up, and whether a student can find a way through it without help. It does not observe anyone in front of a class, and it does not evaluate anyone's teaching skills. No one's course is reviewed in this workshop, including yours. We practice

together on a demonstration course, and the conversation stays on the design choices in front of us.

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, Pharmacy, 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	Feb 2	Feb 9	Feb 16	Feb 23
Thursday	Feb 4	Feb 11	Feb 18	Feb 25

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 January 29 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 is offered each fall and spring, in the same Tuesday and Thursday pattern. Email Dr. Scott Wright to be notified when the next 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 by Thursday, January 21, 2027, 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 Feb 2	020227_INDAPPQMR_2773_Univers-33634
Thursday, starts Feb 4	020427_INDAPPQMR_2773_Univers-33635

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 by Thursday, January 21, 2027, and a copy will be mailed to you 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.

Continuing education credit

This workshop awards continuing education credit in addition to the QM certificate of completion. They are two separate credentials from two separate systems. Quality Matters issues the certificate, and the UAMS Office of Continuing Education issues the CE credit. Earning one does not earn you the other.

Who can claim it. The activity is designated for a maximum of 7.5 credits or contact hours, available to physicians, nurses, pharmacists, physician assistants, and dietitians.

What it requires. CE credit, like the QM certificate, requires attendance at all four sessions. Before the final session, you will receive a credit claim form by email. After the final session, return the completed form to Dr. Scott Wright and complete the program evaluation survey.

Check your CloudCME profile. The type of credit you receive follows the profession listed in your CloudCME profile, so confirm it is correct before the workshop begins.

Where your credit appears. Transcripts are available at uams.cloud-cme.com about six to eight weeks after the activity.

Accreditation and credit designation statements

Joint Accreditation Statement: In support of improving patient care, University of Arkansas for Medical Sciences is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team.

AMA Credit Designation Statement: The University of Arkansas for Medical Sciences designates this live activity for a maximum of 7.5 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

ANCC Credit Designation Statement: The University of Arkansas for Medical Sciences designates this live activity for a maximum of 7.5 ANCC contact hours. Nursing contact hours will be awarded for successful completion of program components based upon documented attendance and completion of evaluation materials.

ACPE Credit Designation Statement: These knowledge-based activities will provide pharmacists up to 7.5 contact hours or 0.075 CEU. CE credit information, based on verification of live attendance and completion of the program evaluation, will be provided to NABP within 60 days after the activity completion.

AAPA Credit Designation Statement: The University of Arkansas for Medical Sciences has been authorized by the American Academy of PAs (AAPA) to award AAPA Category 1 CME credit for activities planned in accordance with AAPA CME Criteria. This activity is designated for 7.5 AAPA Category 1 CME credits. PAs should only claim credit commensurate with the extent of their participation.

CDR Credit Designation Statement: This activity is designated for 7.5 CDR CPEUs. Completion of this RD/DTR profession-specific or IPCE activity awards CPEUs (One IPCE credit = one CPEU). If the activity is dietetics-related but not targeted to RDs or DTRs, CPEUs may be claimed which are commensurate with participation in contact hours. RDs and DTRs are to select activity type 102 in their Activity Log. Sphere and Competency selection is at the learner's discretion.

Disclosure: Relevant financial relationships of all planners and faculty have been disclosed and mitigated in accordance with ACCME Standards for Integrity and Independence. Disclosures are presented to learners at the start of the activity.

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
- ☐ If claiming CE credit, confirmed my CloudCME profile lists my profession
- ☐ 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 by January 21, 2027, and your workbook will be mailed to you.

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.

Scott Anthony Wright, Ed.D., M.Ed.
Assistant Professor for Instructional Design, Educational Development
UAMS Division of Academic Affairs
Quality Matters Coordinator and Certified Facilitator
sawright@uams.edu | (501) 686-5719