



POCR Checklist: Earn Your Badge

Part 1: Self Review

- ☐ Complete self-assessment & Peralta self-assessment
- ☐ Use [accessibility resources](#) as a checklist
- ☐ Request course shell, import course
- ☐ Notify POCR Lead that you are ready to be reviewed and send POCR Lead your self-assessment
 - a) POCR Lead assigns 1st and 2nd reviewers and Accessibility Reviewer
 - b) POCR Lead sends 1st and 2nd reviewers sample reviews for norming
- ☐ Add 1st reviewer, 2nd reviewer, Accessibility Reviewer, POCR trainer to your container

Part 2: First Review

- ☐ 1st Reviewer completes their review of the course using CVC Rubric sections A-C
- ☐ Accessibility Reviewer reviews course using CVC Rubric Section D
- ☐ The Complete rubric sections A-D are sent to the reviewee and the POCR Lead
 - a) POCR lead reviews the completed rubric, makes comments about quality of the review (does not enter the class)
 - b) POCR lead sends any notes to POCR trainer (to use to prepare for norming session)

Part 3: Mentorship and Revision

- ☐ Meet with Trainer and 1st reviewer to discuss review of sections A-C, trainer guides revision process
- ☐ Meet with Accessibility Reviewer to go over Incomplete criteria
- ☐ Modify and revise course to align incomplete criteria with rubric sections A-D
- ☐ Notify POCR Lead that you are ready for your 2nd review
 - a) POCR Lead notifies 2nd reviewer to begin reviewing

Part 4: Second Review and Revision to Alignment

- ☐ 2nd Reviewer completes their review of the course using CVC Rubric sections A-C and sends it to you and the POCR lead
- ☐ Accessibility Reviewer reviews course a second time and updates section D of the rubric
- ☐ Make any necessary course revisions per the second reviews
- ☐ Once Sections A-D are all aligned, 1st, 2nd, and accessibility reviewers send final drafts of reviews to POCR lead

Step 5: Badging

- ☐ POCR Trainer and Lead meet to discuss badging
 - ☐ POCR lead makes final determination for Quality Reviewed Badge
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