

## Fall 2008 Marquette University Online Course Evaluations (MOCES) Frequently Asked Questions

### 1. How do I log into the online course evaluation system?

Navigate to <https://courseval.marquette.edu/etw/crseval.asp> and enter your CheckMarq/eMarq username and password to log in. If you have any problems logging in, please contact the ITS Help Desk at (414) 288-7799 or [helpdesk@marquette.edu](mailto:helpdesk@marquette.edu).

### 2. Why aren't all of my classes appearing?

Not every class will be evaluated. For example, independent studies, co-ops, and internships are not evaluated. For a complete list of classes that are available for evaluation, please visit:

<http://www.marquette.edu/oira/cevaldocuments/lists.shtml>

If you are enrolled in a class that is listed here, but you do not see that class once you log in, please email [courseval@marquette.edu](mailto:courseval@marquette.edu).

### 3. The evaluation system is asking me to evaluate a class that I am not enrolled in. What should I do?

Please email [courseval@marquette.edu](mailto:courseval@marquette.edu) if you are asked to evaluate a class that you are not enrolled in.

Classes that are cross-listed or combined will be evaluated together. Make sure to look at the course name if the course number does not look familiar. If a class is cross-listed, the other sections that are combined with the class will be listed in the course name.

### 4. The instructor associated with my class is incorrect. What should I do?

Please email [courseval@marquette.edu](mailto:courseval@marquette.edu) if you are asked to evaluate an instructor who did not teach your class.

### 5. I'm logged in, but I don't see any classes to evaluate.

Place your mouse arrow over the word **Surveys** located in the upper right corner of the page. A link labeled **Available Surveys** will appear; click on this link. You will be directed to a page called Survey List. If you do not see any classes here, then either you have already submitted your evaluations or you are not enrolled in any classes that are being evaluated online. For a complete list of classes that are being evaluated online this semester, please visit:

<http://www.marquette.edu/oira/cevaldocuments/lists.shtml>

If you are enrolled in a class that is listed here, but you do not see your class in the MOCES Survey List, please email [courseval@marquette.edu](mailto:courseval@marquette.edu).

**6. Are my responses anonymous? Will my name or any identifying characteristics appear with the results of the evaluation?**

Your responses are anonymous. Your name, ID, username, or any other identifying characteristics will never appear with the results of an evaluation. In addition, all numerical responses will only appear in aggregate. The numerical results and comments are made available to instructors and department chairs after final grades have been submitted to the Office of the Registrar.

**7. Why do I need to log in if my responses are anonymous?**

Only students who are enrolled in a class should be eligible to evaluate it. Logging in guarantees that only those students enrolled in a given class will be able to evaluate it. It also guarantees that a student will only evaluate a class once.

**8. I filled out some of my evaluations. Why do I keep getting reminder emails from “Marquette Course Evaluation Manager”?**

MOCES will send you reminder email messages until all of your evaluations are complete. If you receive a reminder message, then you still have incomplete evaluations. Log into MOCES and place your mouse arrow over the word **Surveys** located in the upper right corner of the page. A link labeled **Available Surveys** will appear; click on this link. If you see any classes listed here, then you still have evaluations to complete.

When you are finished with an evaluation, make sure to click “Submit Survey” and click “OK” if you are sure you want to submit the survey.

If you log in and do not see any surveys available and you are still receiving reminder messages, please email [courseval@marquette.edu](mailto:courseval@marquette.edu).

**9. How will I be notified that the course evaluations are available?**

If you are enrolled in a class that is being evaluated online this semester, you will receive an email from “Marquette Course Evaluation Manager” with instructions on how to log into the system and complete your evaluation(s).

Please see <http://www.marquette.edu/oira/cevaldocuments/lists.shtml> for a complete list of the classes that are available for evaluation now. If you are enrolled in one of these classes and have not received an email by the last day of classes from “Marquette Course Evaluation Manager”, please email [courseval@marquette.edu](mailto:courseval@marquette.edu).

**10. What are the advantages of evaluating courses online?**

There are many advantages to evaluating classes online. It is secure, easy, fast, and anonymous. Students are able to complete the evaluations at their convenience during the two-week evaluation period. Paper evaluations are extremely wasteful and time-consuming to process. Faculty members receive the results of the online evaluations weeks earlier than the paper evaluations, allowing them more time to reflect on the results.