

Marquette Online Course Evaluation System (MOCES): Faculty Instructions for Viewing Results

Faculty whose classes were evaluated using the Marquette Online Course Evaluation System (MOCES) will receive an email when results of the course evaluations are available (after all final grades have been submitted to the Registrar's Office). Unfortunately, the current version of the course evaluation software does not support all of our desired reporting needs - namely the reporting of the median of the combined core questions - and so faculty will also be provided with a [course profile](#) that will provide all necessary statistics. Visit the [MOCES informational website](#) for sample results, a description of who sees what in your college and department, a description of the combined core items median, and more.

Step 1: How to Log In to MOCES

Open an internet browser and go to: www.marquette.edu/evaluate

Once the page has loaded you should see the Login screen below. Type in your **CheckMarq/eMarq username and password** and click the “**Log in**” button.



MOCES (Marquette Online Course Evaluation System)

Enter your CheckMarq/eMarq user name and password to log into this site.

If you can not log in, please contact the ITS Help Desk at (414) 288-7799 or helpdesk@marquette.edu.

Username:

Password:

Log In

Issues logging in? Please contact your campus help desk.

[Mobile site »](#) | [reset](#)

Step 2: How to Access the Evaluation Reports

Once you log in, you should see the **My Reports** screen below. (Note, if you do not see this screen, then move your mouse arrow over the word **Reports** in the upper right-hand corner of the screen. Select **Home Page Reports** from the menu that appears. If you did not teach any classes that were evaluated in the most recent semester, you should see an option to view past reports; this will take you to the **Evaluation Reports** screen (see page 3). (NOTE: Department chairs and deans will see all classes that they have been authorized to view.)

The **My Reports** screen should display any reports available to you from the most recent evaluation session including response rate information and the date the evaluation closed. (Note, if you taught a class that was included in the evaluation but received no responses, you will see this class in your list but will not be able to generate a report.)

Select the **View Report** icon to view the report for an individual class.

Select the **All Reports** icon to move to a screen where you may choose to view all reports available to you for a given evaluation session.

Select the **Preview Survey** icon to view the survey as it was presented to students in your class.

The screenshot displays the 'My Reports' interface. At the top, there is a navigation bar with 'Surveys', 'Reports', 'Other', 'Help', 'Log Out', and 'Home'. Below this, the main content area is titled 'My Reports' and includes a 'Help Guide' link and a 'My Course Questions' icon. The reports are listed in a table-like format:

Course/Report	Report Not Available	All Reports	Preview Survey	Completion Status
TEST 1000 101 Test Survey: Course Evaluation Demonstration				0% Expected Received: 2 / 0 Closed on Dec 6, 2010
TEST 1001 101 Test Survey: test				67% Expected Received: 3 / 2 Closed on Jul 7, 2011

If you choose the **All Reports** icon, you'll be directed to the Evaluation Reports screen, where you can choose to view all reports available to you.

Make sure the **Year** is set to whichever year of evaluations you'd like to see. Select "Show All" for the **Period**. The **Survey Status** should show "Closed". Select "Show All" for the **Survey**. Alternatively, you can select the specific **Survey** of interest from the drop-down box (Different sessions and semesters will have different **Survey** names).

mycourseval™ Marquette University General

Surveys Reports Other Help Log Out Home

Evaluation Reports Laura MacBride

Type: Standard Year: 2011 Period: Spr 2011 (SP2) Status: Closed Survey: test Department: Default

Search: Survey Name [] Go Clear Find anywhere in field

View: Comparative [] View Report Print

Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include [All] [None]	Access Role
Jul 7, 2011	TEST 1001 101	Test	MacBride, Laura R	2	3	66%	<input checked="" type="checkbox"/>	[]

1 record found.

Step 3: How to Create an Evaluation Report

The column on the far right of the table that lists your course(s) allows you to include or exclude courses from the report. (NOTE: Department chairs and deans will see all classes that they have been authorized to view.) Once you have selected the course(s) that you would like to view, click on the **View Report** link on the right side of the table. This will open another window, which will display your results for all the classes you have selected to include. A partial evaluation report is shown below.

Survey Report - Google Chrome
<https://courseval.marquette.edu/etw/ets/et.asp>

test Survey Spr 2011 (SP2) 2011		Marquette University General	
Course:	TEST 1001 101 - Test	Department:	Default
Responsible Faculty:	Laura MacBride	Resp. Rec'vd / Expected:	2 / 3

		TEST 1001 - 101								
		Responses (%)					Course			
		[E]	[VG]	[G]	[F]	[P]	[VP]	Grp. Med.	N	Mean
Q1	How was this class as a whole?	0	100	0	0	0	0	5	2	5
Q2	How was the content of this class?	50	0	50	0	0	0	5	2	5

Responses: [E] Excellent=6 [VG] Very Good=5 [G] Good=4 [F] Fair=3 [P] Poor=2 [VP] Very Poor=1

		TEST 1001 - 101								
		Responses (%)						Course		
		[SA]	[A]	[SA]	[SD]	[D]	[SD]	Grp. Med.	N	Mean
Q3	This class positively impacted my comprehension of written material in this subject.	0	50	50	0	0	0	4.5	2	4.5
Q4	This class positively impacted my problem solving abilities in this subject.	0	100	0	0	0	0	5	2	5
Q5	This class positively impacted my ability to communicate orally and/or in writing.	50	50	0	0	0	0	5.5	2	5.5
Q6	This class was intellectually challenging.	0	50	50	0	0	0	4.5	2	4.5
Q7	Evaluations of course work (e.g. exams, papers) were consistent with class learning objectives.	0	50	50	0	0	0	4.5	2	4.5
Q8	Assistance and/or extra help were available outside of class time.	0	50	50	0	0	0	4.5	2	4.5
Q9	Expectations of students were presented clearly.	0	50	0	50	0	0	4	2	4

Responses:
 [SA] Strongly Agree=6 [A] Agree=5 [SA] Somewhat Agree=4 [SD] Somewhat Disagree=3 [D] Disagree=2 [SD] Strongly Disagree=1

Step 4: Understanding the Evaluation Report

The Evaluation Report is broken down by the question (Course or Instructor) and the question response set. Within each group of questions, the evaluation report displays several statistics, which are described below. **The combined median of the four core university questions is not included in the on-line evaluation report**; however, the Office of Institutional Research & Assessment will provide instructors and department chairs with a course profile that will include the combined measure.

Description of Statistics in Evaluation Reports

STATISTICS	DESCRIPTION
Responses (%)	For each level of the response, this is the percent of the respondents who selected the response. A respondent can only select one response for each question. Look below the group of questions for an explanation of the response levels.
Grp. Med.	The group median is the value on the response scale that divides the responses in half. An adjustment is made to the median to account for the categorical nature of the data. Please note that the response scale in each question is from 1 to 6. This differs from the paper and pencil IAS evaluations where the scale was 0 to 5 for the core questions and 1 to 7 for the non-core questions. To compare the core questions, add one to the IAS median to get a comparable MOCES median.
N	Number of respondents
Mean	The mean is the sum of the response levels divided by the number of respondents. Please note that the response scale in each question is from 1 to 6. This differs from the paper and pencil IAS evaluations where the scale was 0 to 5 for the core questions and 1 to 7 for the non-core questions.

If you have any questions or concerns please contact courseval@marquette.edu.