One of the most frequent concerns voiced by instructors regarding online course evaluations is lower response rates compared to paper-and-pencil evaluations. In response to these concerns, we have introduced new technology which allows students to submit their evaluations on mobile devices such as smart phones and tablets. This new functionality has the potential to increase response rates by allowing instructors to conduct course evaluations in class as was previously done with paper-and-pencil evaluations. You can conduct an in-class MOCES evaluation by following the steps below.

How to conduct an in-class MOCES evaluation

1. Identify a class day during the evaluation period to conduct the in-class evaluation.
2. Prior to the day of the in-class evaluation:
   a. Explain to students that they can now use their smart phones and tablets to submit their course evaluations.
   b. Let students know that you will set aside 15 – 20 minutes during the next class for the completion of their course evaluation. Remind students to bring a smart phone or laptop to class that day.
3. On the day of the evaluation:
   a. Explain to students the importance of the evaluation and how you plan to use the results.
   b. Provide the following URL to students to log in to MOCES:
      [www.marquette.edu/evaluate](http://www.marquette.edu/evaluate)
   c. Once students log in, they will see a list of classes for which an evaluation is available. Tell them to select your class.
   d. Leave the room.

Some things to keep in mind:

- Not all students have smart phones, so students may instead bring their laptops to class and connect to MOCES via the MU wireless network. Be aware that some classrooms may not have sufficient wireless coverage. If you have questions about wireless access in your classroom, please email courseval@marquette.edu.
- Because the evaluations are available to students during the last two weeks of classes, it is possible that a student will have already submitted their evaluation of your class prior to your in-class evaluation.
- If a student is absent on the day that you conduct the in-class evaluation, he or she can still submit the evaluation anytime during the evaluation period. As in the past, students will continue to receive reminder messages until they have completed all their evaluations.

Please feel free to email courseval@marquette.edu with any questions.