

Instructions for MOCES Pre-Evaluation Class and Instructor Audit

These instructions describe how department chairs may review and make changes to the classes and instructors that will be evaluated this semester. For your academic unit, you will review two reports, one focused on the classes and one on instructors.

It is extremely important that all academic units review both audit reports carefully. Once the evaluation system is open to students, it is not possible to make modifications to the classes or instructors being evaluated.

If you have no changes to submit after viewing the two reports, please send an email to courseval@mu.edu letting us know that the audit reports are clean.

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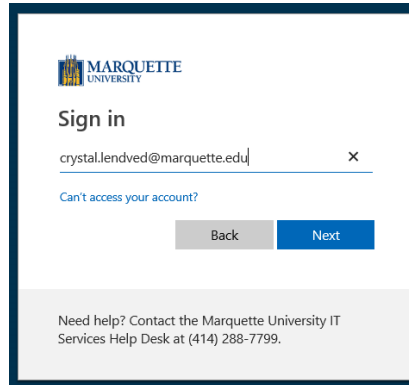
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Accessing the MOCES Listing

1. Go to the MOCES Listing: <https://www.marquette.edu/oira/moces-audit.shtml>
 - a. Tableau dashboards are best viewed in the following web browser versions (We do **NOT** recommend using Internet Explorer):
 - i. [Google Chrome](#) on Windows, Mac, and Android 4.4 or later
 - ii. [Apple Safari](#) on Mac and iOS 8.x or later
 - iii. [Mozilla Firefox 3.x](#) or later on Windows and Mac
 - b. *Tableau always stores a session cookie when you sign in. For this reason, your web browser must be configured to allow first-party cookies for you to sign in.*
2. Click “Sign in to Tableau Online”.

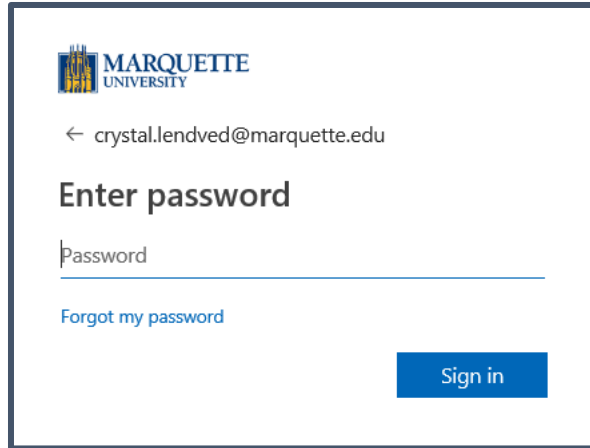


A login window will pop up. Enter your Marquette email address and click “Next”.



- a. If this login window does not pop up or you get an error message, try the following:
 - i. Logout of your Marquette account:
 1. Go to <https://www.office.com/>
 2. Click on your initials in the upper right corner
 3. Click sign out
 4. Try logging back in
 - a. If logging out of your Microsoft account and logging back in does not work, try clearing your web browser cookies and history and then try again. Click the link for your web browser below for instructions on how to do this.
 - i. [Chrome](#)
 - ii. [Firefox](#)
 - iii. [Safari](#)

3. Enter your Marquette password. Click “Sign In”.



MARQUETTE UNIVERSITY

← crystal.lendved@marquette.edu

Enter password

Password

[Forgot my password](#)

Sign in

4. You may be prompted to stay signed in. Click either “Yes” or “No”.



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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

5. The popup window should close and you should now see the MOCES Listing.

MOCES Listing Report Permissions

Only select groups have access to the listing of classes. Members from the following groups will have access. If you do not currently have access to this report but believe you should, please contact courseval@mu.edu.

- Deans
- Department Chairs
- Program Directors
- Provost Office
- OIRA
- OTR
- College/Department Administrative Assistants and Office Associates.

Report 1 Instructions: Classes and Instructors to Be Evaluated

To prepare for course evaluations, the Office of Institutional Research (OIRA) has created a list of classes and instructors to be evaluated organized by college and department. The Office of the Provost announced in fall 2008 that all classes will be evaluated using the new MOCES system with the following EXCLUSIONS:

- Lab, discussion, and quiz sections
- Dissertation and thesis hours
- Independent study hours
- Internships
- Co-ops
- Practica
- Study abroad place-holder classes
- Classes in the Schools of Dentistry and Law
- Classes with an enrollment of 1

OIRA removed the exclusions from the list of classes to be evaluated. We need department chairs to review the list to verify that the above exclusions have been accurately removed and that we haven't inadvertently removed any classes that need to be evaluated.

All PRIMARY instructors identified in the CheckMarq/PeopleSoft system will be evaluated with the class. A class may have several primary instructors, all of whom will be evaluated. Department chairs need to verify that the correct instructor is associated with a given class. In team-teaching situations, please make sure that the instructors who are primarily teaching the class are PRIMARY instructors and are not listed as secondary instructors in CheckMarq/PeopleSoft.

The CheckMarq schedule builder for your academic unit will need to make the necessary changes to the class's instructors in CheckMarq.

How to Verify Classes and Instructors and Submit Changes

1. Go to: <https://www.marquette.edu/oira/moces-audit.shtml>
 - a. Reports are best viewed in the following web browsers. Please note we do NOT recommend using Internet Explorer.
 - i. [Google Chrome](#) on Windows, Mac, and Android 4.4 or later
 - ii. [Apple Safari](#) on Mac and iOS 8.x or later
 - iii. [Mozilla Firefox 3.x](#) or later on Windows and Mac
2. Find your academic unit using the "Class College" or "Class Department" filters

Class College	Class Department
(All) ▼	(All) ▼

3. Review classes AND instructors for accuracy.
 - a. Missing Classes or Classes to be Removed
 - i. If any classes need to be added or removed, please email courseval@mu.edu.
 - ii. You MUST submit a justification for each change. Additions or removals without justifications will not be processed. Any changes without sufficient justification will be reviewed by your associate or assistant dean before processing.
 - b. Instructor Issues
 - i. Missing Instructors
 1. If “Classes with Missing Instructors” has a value in it, then there are classes in your unit without a primary instructor.
 2. Hover over the number OR update the “Missing Instructors” filter to be “Yes” to see a list of classes that are missing a primary instructor.
 - ii. Incorrect Instructor attached
 1. Pay particular attention to team-taught classes to make sure all primary instructors are attached and that there is no one listed as a primary instructor who is not primarily teaching the class
 - c. Instructor Changes
 - i. If any primary instructors need to be added or removed, please talk to your academic unit’s CheckMarq schedule builder. This person will be able to make changes to the instructors listed for the class. Please note that only PRIMARY instructors are evaluated. This is not an opportunity to remove instructors who do not wish to be evaluated.
 - ii. **NOTE:** Instructors listed as “backup” primary instructors, in the event that the true primary instructor cannot continue teaching, **will receive an evaluation**. Please DO NOT LIST an instructor as a “backup” primary instructor unless you want them to receive an evaluation.
 - d. MOCES Instrument
 - i. Hover over “Instrument” and filter for classes within each modality. Review the MOCES instrument that each section will receive based on their modality.

Report 2 Instructions: Home Department of Instructors

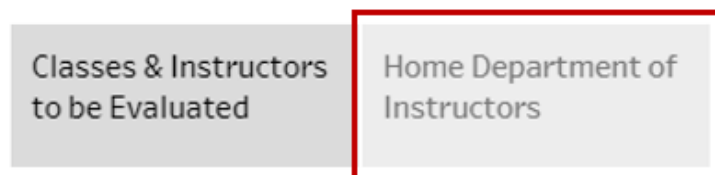
Similar to each class to be evaluated, each instructor is also organized into his/her home college and department. The primary reason for assigning an instructor to a home department is the coordination of results access.

Department chairs and deans will have access to the results of each CLASS and the results for each INSTRUCTOR in his/her academic unit. In most classes, the instructor who is teaching the class sits in the department that offers the class. However, in some situations, an instructor from outside the department will teach a class. If the home department of the instructor is assigned properly, then the chairs of both departments will have access to the necessary results.

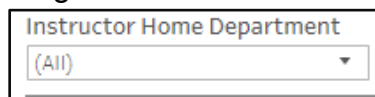
OIRA has placed each instructor who is being evaluated into a home department. Department chairs need to review the list for accuracy.

How to Verify Home Department of Instructors and Submit Changes

1. Go to: <https://www.marquette.edu/oira/moces-audit.shtml>
 - a. Reports are best viewed in the following web browsers. Please note we do NOT recommend using Internet Explorer.
 - i. [Google Chrome](#) on Windows, Mac, and Android 4.4 or later
 - ii. [Apple Safari](#) on Mac and iOS 8.x or later
 - iii. [Mozilla Firefox 3.x](#) or later on Windows and Mac
2. Click the “Home Department of Instructors” tab at the top of the report



3. Subset to your academic unit using the “Instructor Home Department” filter



4. Review instructors for accuracy.
 - a. Hover over “Instructor Name” and click the “+” sign that appears to see a list of classes an instructor is teaching.
 - b. In some cases, an instructor who is in your department will be teaching only classes outside your unit for a semester.
 - i. Change the “Teaching Outside of Home Department” filter to “Yes” to filter the list to only instructors who are teaching at least one class outside of your unit.
5. If any instructors need to be added or removed, please email courseval@mu.edu.

Questions, Concerns and Additional Information

If you have any questions or concerns, please contact send an email to courseval@mu.edu.

Additional information is available on the [MOCES course evaluation website](#).