

Initial Announcement to Instructors

Course Evaluation Announcement

Marquette University

Dear Course Instructor,

Course evaluations for the following classes will be available for your students to complete online from November 25 to December 8. If the information below is incorrect, please contact me immediately at courseval@marquette.edu.

Course Num - Sec	Course Name	Survey Close
MTH 101 - 112	Mathematics 101	12/8/2013
CHM 205	Chemistry 205	12/8/2013

The Office of the Provost is strongly encouraging all instructors who teach classes that meet face-to-face to provide students the opportunity to complete course evaluations in class using their laptops, smart phones or tablets. Instructors who have given students time in class to complete their evaluations saw an average response rate of 79 percent. Instructions for offering an in-class evaluation are available [online](#).

Students enrolled in your classes will receive an email this Monday, November 25 inviting them to complete their evaluations. If you decide not to administer evaluations during class time, please make an in-class announcement to your students, letting them know the importance of course evaluations and of their availability. For your convenience, here is a sample announcement:

[Announcement Text](#)

This semester we are giving away a new iPad to one lucky student who completes all of their course evaluations.

Once final grades for all courses have been submitted to the registrar, you will receive an email with login information and instructions on how to access your evaluation results online. We anticipate results to be available on Wednesday, December 18, in the afternoon.

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

Thank you very much for your support!

Sincerely,
Alexandra Riley
Office of Institutional Research & Analysis
Marquette University

For more information about Marquette's on-line course evaluations, please visit www.marquette.edu/oira/ceval.

Support email: courseval@marquette.edu
Link to Site: <https://courseval.marquette.edu/etw/crseval.asp>
Access via mobile device or computer



Reminder Email to Instructors

Course Evaluation Reminder

Marquette University

Dear Course Instructor,

This is the last week for your students to complete their evaluations.

Course Num - Sec	Course Name	Survey Close
MTH 101 - 112	Mathematics 101	12/8/2013
CHM 205	Chemistry 205	12/8/2013

The Office of the Provost is strongly encouraging all instructors who teach classes that meet face-to-face to provide students the opportunity to complete course evaluations in class using their laptops, smart phones or tablets. Instructors who have given students time in class to complete their evaluations saw an average response rate of 79 percent. Instructions for offering an in-class evaluation are available [online](#).

Students enrolled in your classes have until December 8 to complete their evaluations. If you decide not to administer evaluations during class time, please make an in-class announcement to your students, letting them know the importance of course evaluations and of their availability. For your convenience, here is a sample announcement:

[Announcement Text](#)

As a reminder, once final grades for all courses have been submitted to the registrar, you will receive an email with login information and instructions on how to access your evaluation results online. We anticipate results to be available around Wednesday, December 18, in the afternoon.

If you have any questions or concerns, please contact courseval@marquette.edu. Thank you very much!

Sincerely,

Alexandra Riley
Office of Institutional Research & Analysis
Marquette University

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