

Marquette Online Course Evaluation System (MOCES)

How to Conduct an In-Class MOCES Evaluation

Instructors who provide students time in class to complete their evaluations, see an average response rate of 83% compared to an average response rate of 59% for those who did not. *These results indicate that conducting an in-class evaluation will significantly increase course evaluation response rates.*

You can easily administer an in-class MOCES evaluation by following the steps below.

Step 1: Do this now:

- ✓ Identify a class day during the evaluation period to conduct the evaluation. Plan to devote 15 – 20 minutes to the evaluation on that class day. Evaluation dates for the current academic year can be found here: <http://www.marquette.edu/oira/ceval/>

Step 2: Do this prior to the day of the in-class evaluation:

- ✓ Explain to students that they can now use their smart phones and tablets, in addition to their computers, to submit their course evaluations.
- ✓ 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.

Step 3: Do this on the day of the evaluation:

- ✓ Explain to students the importance of the evaluation and how you plan to use the results.
- ✓ Provide the following URL to students to log in to MOCES:
www.marquette.edu/evaluate
- ✓ Once students log in, they will see a list of classes for which an evaluation is available. Tell them to select your class.
- ✓ Leave the room.

Some things to keep in mind:

- Not all students have smart phones, so students may use their laptops to access 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, a student may 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.