



# CoursEval Schedule

## Spring 2017

8W1		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	02/17/2017-02/24/2017	<b>Start date:</b> 02/28/2017
Step 2: Faculty notification of survey start	02/27/2017 6:00 a.m.	
Step 3: Survey Deploys	02/28/2017 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	02/28/2017 6:00 a.m.	<b>End date:</b> 03/06/2017
Step 5: Student reminder notifications	03/02/2017, 03/04/2017 6:00 a.m.	
Step 6: Faculty notification of survey end	03/05/2017 6:00 a.m.	<b>End time:</b> 11:59 p.m.
Step 7: Student notification of last chance to participate	03/06/2017 2:00 p.m.	
Step 8: Course evaluation results released to faculty 72 hours after grades are posted in UAConnect.	05/22/2017 8:00 a.m.	

Full Spring Session / 8W2		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	04/11/2017-04/21/2017	<b>Start date:</b> 04/25/2017
Step 2: Faculty notification of survey start	04/24/2017 6:00 a.m.	
Step 3: Survey Deploys	04/25/2017 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	04/25/2017 6:00 a.m.	<b>End date:</b> 05/05/2017
Step 5: Student reminder notifications	04/27/2017, 05/01/2017, 05/03/2017 6:00 a.m.	
Step 6: Faculty notification of survey end	05/04/2017 6:00 a.m.	<b>End time:</b> 11:59 p.m.
Step 7: Student notification of last chance to participate	05/05/2017 2:00 p.m.	
Step 8: Course evaluation results released to faculty 72 hours after grades are posted in UAConnect.	05/22/2017 8:00 a.m.	

**Notes:**

- Students receive email reminders until their surveys are taken. Once the surveys have been taken, they will no longer receive the reminders.
- All email correspondence to faculty and students will come from [crseval@uark.edu](mailto:crseval@uark.edu) and shouldn't be subject to a spam filter. This is a legitimate UArk email account.

