CoursEval Schedule
FALL 2017

8W1

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	09/22/2017-10/02/2017	**Start date:** 10/03/2017
Step 2:	Faculty notification of survey start	10/02/2017 6:00 a.m.	
Step 3:	Survey Deploys	10/03/2017 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	10/03/2017 6:00 a.m.	
Step 5:	Student reminder notifications	10/05, 10/07 6:00 a.m.	**End date:** 10/09/2017
Step 6:	Faculty notification of survey end	10/08/2017 6:00 a.m.	
Step 7:	Student notification of last chance to participate	10/09/2017 2:00 p.m.	**End time:** 11:59 p.m.
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	12/22/2017 12:00 noon	

Full Fall Session / 8W2

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	11/13/2017-11/27/2017	**Start date:** 11/28/2017
Step 2:	Faculty notification of survey start	11/27/2017 6:00 a.m.	
Step 3:	Survey Deploys	11/28/2017 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	11/28/2017 6:00 a.m.	
Step 5:	Student reminder notifications	12/01, 12/04, 12/06 6:00 a.m.	**End date:** 12/08/2017
Step 6:	Faculty notification of survey end	12/07/2017 6:00 a.m.	
Step 7:	Student notification of last chance to participate	12/08/2017 2:00 p.m.	**End time:** 11:59 p.m.
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	12/22/2017 12:00 noon	

Notes:
- Students will receive email reminders every few days until surveys are taken. Once the survey has been taken by the student they will no longer receive an email reminder.
- All email correspondence to faculty and students will come from crseval@uark.edu and shouldn't be subject to a spam filter. This is a legitimate UARK email account.