



CoursEval Schedule

FALL 2016

8W1		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	09/20/2016-10/03/2016	Start date: 10/04/2016
Step 2: Faculty notification of survey start	10/03/16 6:00 a.m.	
Step 3: Survey Deploys	10/04/16 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	10/04/16 6:00 a.m.	
Step 5: Student reminder notifications	10/06, 10/08 6:00 a.m.	End date: 10/10/2016
Step 6: Faculty notification of survey end	10/09/16 6:00 a.m.	
Step 7: Student notification of last chance to participate	10/10/16 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.	12/23/2016 12:00 noon	

Full Fall Session / 8W2		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	11/14/2016-11/28/2016	Start date: 11/29/2016
Step 2: Faculty notification of survey start	11/28/2016 6:00 a.m.	
Step 3: Survey Deploys	11/29/2016 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	11/29/2016 6:00 a.m.	
Step 5: Student reminder notifications	12/02, 12/05, 12/7 6:00 a.m.	End date: 12/09/2016
Step 6: Faculty notification of survey end	12/08/2016 6:00 a.m.	
Step 7: Student notification of last chance to participate	12/09/2016 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.	12/23/2016 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.

