



CoursEval Schedule

JANUARY Intersession 2017

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To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	01/07/2017-01/11/2017	Start date: 01/12/2017
Step 2: Faculty notification of survey start	01/11/17 8:00 a.m.	
Step 3: Survey Deploys	01/12/17 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	01/12/17 6:00 a.m.	
Step 5: Student reminder notifications	01/13/17 9:00 a.m.	End date: 01/14/2017
Step 6: Faculty notification of survey end	01/13/17 9:00 a.m.	
Step 7: Student notification of last chance to participate	01/14/17 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.	01/20/2017 8:00 a.m.	

Notes:

- Students will receive email reminders every other day 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.