CoursEval Schedule
Spring 2015

8W1			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	02/09/2015-02/23/2015	**Start date:** 02/24/2015
Step 2:	Faculty notification of survey start	02/23/2015 8:00 a.m.	
Step 3:	Survey Deploys	02/24/2015 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	02/24/2015 6:00 a.m.	
Step 5:	Student reminder notifications	02/26/15, 02/28/15 9:00 a.m.	**End date:** 03/02/2015
Step 6:	Faculty notification of survey end	03/01/2015 9:00 a.m.	
Step 7:	Student notification of last chance to participate	03/02/2015 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.	05/15/2015 8:00 a.m.	

Full Spring Session / 8W2			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	04/6/2015-04/20/2015	**Start date**: 04/21/2015
Step 2:	Faculty notification of survey start	04/20/2015 8:00 a.m.	
Step 3:	Survey Deploys	04/21/2015 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	04/21/2015 6:00 a.m.	
Step 5:	Student reminder notifications	04/23/15, 04/25/15, 04/28/15 9:00 a.m.	**End date:** 05/01/2015
Step 6:	Faculty notification of survey end	04/30/2015 9:00 a.m.	
Step 7:	Student notification of last chance to participate	05/01/2015 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.	05/15/2015 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.