



# CourseEval Schedule

## Summer 2017

<b>5-Week 1 Session (May 30- June 30)</b>		
<b>To Do:</b>	<b>Dates:</b>	<b>Survey Deploys</b>
Step 1: Faculty added questions	06/12/17-06/20/17	<b>Start date:</b> 06/22/2017
Step 2: Faculty notification of survey start	06/21/17 6:00 a.m.	
Step 3: Survey Deploys	06/22/17 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	06/22/17 6:00 a.m.	
Step 5: Student reminder notifications	06/25/17, 06/27/17 6:00 a.m.	<b>End date:</b> 06/29/2017
Step 6: Faculty notification of survey end	06/28/17 6:00 a.m.	
Step 7: Student notification of last chance to participate	06/29/17 2:00 p.m.	<b>End time:</b> Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/11/17 8AM	

<b>8-Week, MIN Session ending 7/21 (May 30-July 20)</b>		
<b>To Do:</b>	<b>Dates:</b>	<b>Survey Deploys</b>
Step 1: Faculty added questions	07/01/17 - 07/09/17	<b>Start date:</b> 07/11/2017
Step 2: Faculty notification of survey start	07/10/17 6:00 a.m.	
Step 3: Survey Deploys	07/11/17 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	07/11/17 6:00 a.m.	
Step 5: Student reminder notifications	07/14/17, 07/17/17 6:00 a.m.	<b>End date:</b> 07/19/2017
Step 6: Faculty notification of survey end	07/18/17 6:00 a.m.	
Step 7: Student notification of last chance to participate	07/19/17 2:00 p.m.	<b>End time:</b> Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/11/17 8AM	

<b>10-Week, 5-Week 2 and MIN Sessions ending 7/29 &amp; 8/04 (10W &amp; 5W2 end 08/04)</b>		
<b>To Do:</b>	<b>Dates:</b>	<b>Survey Deploys</b>
Step 1: Faculty added questions	07/17/17 - 07/25/17	<b>Start date:</b> 07/27/2017
Step 2: Faculty notification of survey start	07/26/17 6:00 a.m.	
Step 3: Survey Deploys	07/27/17 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	07/27/17 6:00 a.m.	
Step 5: Student reminder notifications	07/30/17, 08/01/17 6:00 a.m.	<b>End date:</b> 08/03/2017
Step 6: Faculty notification of survey end	08/02/17 6:00 a.m.	
Step 7: Student notification of last chance to participate	08/03/17 2:00 p.m.	<b>End time:</b> Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/11/17 8AM	

**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](mailto:crseval@uark.edu) and shouldn't be subject to a spam filter. This is a legitimate UARK email account.