



CoursEval Schedule

Summer 2022

| 5-Week 1 (May 31- July 1) MIN Ending 7/1 | | |
|---|------------------------------|---|
| To Do: | Dates: | Survey Deploys |
| Step 1: Faculty added questions | 06/13/22-06/22/22 | Start date: 06/23/2022 Start time: 6:00 a.m. End date: 06/30/2022 End time: Midnight |
| Step 2: Faculty notification of survey start | 06/22/22 6:00 a.m. | |
| Step 3: Survey Deploys | 06/23/22 6:00 a.m. | |
| Step 4: Student notification of survey start | 06/23/22 6:00 a.m. | |
| Step 5: Student reminder notifications | 06/26/22, 06/28/22 6:00 a.m. | |
| Step 6: Faculty notification of survey end | 06/29/22 6:00 a.m. | |
| Step 7: Student notification of last chance to participate | 06/30/22 2:00 p.m. | |
| Step 8: Course evaluation results released to faculty 72 hours after grades are posted. | 08/15/22 8AM | |

| 8-Week (May 31-July 21) MIN Ending 7/21 | | |
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| To Do: | Dates: | Survey Deploys |
| Step 1: Faculty added questions | 07/5/22 - 07/11/22 | Start date: 07/12/2022 Start time: 6:00 a.m. End date: 07/20/2022 End time: Midnight |
| Step 2: Faculty notification of survey start | 07/11/22 6:00 a.m. | |
| Step 3: Survey Deploys | 07/12/22 6:00 a.m. | |
| Step 4: Student notification of survey start | 07/12/22 6:00 a.m. | |
| Step 5: Student reminder notifications | 07/15/22, 07/18/22 6:00 a.m. | |
| Step 6: Faculty notification of survey end | 07/19/22 6:00 a.m. | |
| Step 7: Student notification of last chance to participate | 07/20/22 2:00 p.m. | |
| Step 8: Course evaluation results released to faculty 72 hours after grades are posted. | 08/15/22 8AM | |

| 10-Week, 5-Week 2 and MIN Sessions Ending 8/05 | | |
|---|------------------------------|---|
| To Do: | Dates: | Survey Deploys |
| Step 1: Faculty added questions | 07/20/22 - 07/27/22 | Start date: 07/28/2022 Start time: 6:00 a.m. End date: 08/04/2022 End time: Midnight |
| Step 2: Faculty notification of survey start | 07/27/22 6:00 a.m. | |
| Step 3: Survey Deploys | 07/28/22 6:00 a.m. | |
| Step 4: Student notification of survey start | 07/28/22 6:00 a.m. | |
| Step 5: Student reminder notifications | 07/31/22, 08/02/22 6:00 a.m. | |
| Step 6: Faculty notification of survey end | 08/03/22 6:00 a.m. | |
| Step 7: Student notification of last chance to participate | 08/04/22 2:00 p.m. | |
| Step 8: Course evaluation results released to faculty 72 hours after grades are posted. | 08/15/22 8AM | |

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.