



CoursEval Schedule

Summer 2023

5-Week 1 (May 30- June 30) MIN Ending 6/30		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	06/12/23-06/21/23	Start date: 06/22/2023
Step 2: Faculty notification of survey start	06/21/23 6:00 a.m.	
Step 3: Survey Deploys	06/22/23 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	06/22/23 6:00 a.m.	
Step 5: Student reminder notifications	06/26/23, 06/28/23 6:00 a.m.	End date: 06/29/2023
Step 6: Faculty notification of survey end	06/28/23 6:00 a.m.	
Step 7: Student notification of last chance to participate	06/29/23 2:00 p.m.	End time: Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted.	08/14/23 8AM	

8-Week (May 30-July 20) MIN Ending 7/20		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	07/4/23 – 07/10/23	Start date: 07/11/2023
Step 2: Faculty notification of survey start	07/10/23 6:00 a.m.	
Step 3: Survey Deploys	07/12/23 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	07/11/23 6:00 a.m.	
Step 5: Student reminder notifications	07/14/23, 07/17/23 6:00 a.m.	End date: 07/19/2023
Step 6: Faculty notification of survey end	07/18/23 6:00 a.m.	
Step 7: Student notification of last chance to participate	07/19/23 2:00 p.m.	End time: Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted.	08/14/23 8AM	

10-Week, 5-Week 2 and MIN Sessions Ending 8/03		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	07/19/23 – 07/26/23	Start date: 07/27/2023
Step 2: Faculty notification of survey start	07/26/23 6:00 a.m.	
Step 3: Survey Deploys	07/27/23 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	07/27/23 6:00 a.m.	
Step 5: Student reminder notifications	07/31/23, 08/02/23 6:00 a.m.	End date: 08/03/2023
Step 6: Faculty notification of survey end	08/02/23 6:00 a.m.	
Step 7: Student notification of last chance to participate	08/03/23 2:00 p.m.	End time: Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted.	08/14/23 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.