



# CoursEval Schedule

## Summer 2024

5-Week 1 (May 28- June 28) MIN Ending 6/28		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	06/8/24-06/18/24	<b>Start date:</b> 06/20/2024
Step 2: Faculty notification of survey start	06/19/24 6:00 a.m.	
Step 3: Survey Deploys	06/20/24 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	06/20/24 6:00 a.m.	
Step 5: Student reminder notifications	06/24/24, 06/26/24 6:00 a.m.	<b>End date:</b> 06/27/2024
Step 6: Faculty notification of survey end	06/26/24 6:00 a.m.	
Step 7: Student notification of last chance to participate	06/27/24 2:00 p.m.	<b>End time:</b> Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted.	07/08/24 8AM	

8-Week (May 28-July 18) MIN Ending 7/18		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	07/1/24 – 07/8/24	<b>Start date:</b> 07/9/2024
Step 2: Faculty notification of survey start	07/8/24 6:00 a.m.	
Step 3: Survey Deploys	07/9/24 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	07/9/24 6:00 a.m.	
Step 5: Student reminder notifications	07/11/24, 07/15/24 6:00 a.m.	<b>End date:</b> 07/17/2024
Step 6: Faculty notification of survey end	07/16/24 6:00 a.m.	
Step 7: Student notification of last chance to participate	07/17/24 2:00 p.m.	<b>End time:</b> Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted.	07/29/24 8AM	

10-Week, 5-Week 2 and MIN Sessions Ending 8/02		
To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	07/16/24 – 07/23/24	<b>Start date:</b> 07/25/2024
Step 2: Faculty notification of survey start	07/24/24 6:00 a.m.	
Step 3: Survey Deploys	07/25/24 6:00 a.m.	<b>Start time:</b> 6:00 a.m.
Step 4: Student notification of survey start	07/25/24 6:00 a.m.	
Step 5: Student reminder notifications	07/29/24, 07/31/24 6:00 a.m.	<b>End date:</b> 08/01/2024
Step 6: Faculty notification of survey end	07/31/24 6:00 a.m.	
Step 7: Student notification of last chance to participate	08/01/24 2:00 p.m.	<b>End time:</b> Midnight
Step 8: Course evaluation results released to faculty 72 hours after grades are posted.	08/12/24 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.