



CoursEval Schedule

Summer 2018

| 5-Week 1 Session (May 29- June 29) MIN Session ending 6/23) | | |
|---|------------------------------|-------------------------------|
| To Do: | Dates: | Survey Deploys |
| Step 1: Faculty added questions | 06/12/18-06/20/18 | Start date: 06/21/2018 |
| Step 2: Faculty notification of survey start | 06/20/18 6:00 a.m. | |
| Step 3: Survey Deploys | 06/21/18 6:00 a.m. | Start time: 6:00 a.m. |
| Step 4: Student notification of survey start | 06/21/18 6:00 a.m. | |
| Step 5: Student reminder notifications | 06/24/18, 06/26/18 6:00 a.m. | End date: 06/28/2018 |
| Step 6: Faculty notification of survey end | 06/27/18 6:00 a.m. | |
| Step 7: Student notification of last chance to participate | 06/28/18 2:00 p.m. | End time: Midnight |
| Step 8: Course evaluation results released to faculty 72 hours after grades are posted in ISIS. | 08/13/18 8AM | |

| 8-Week (May 29-July 19) | | |
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| To Do: | Dates: | Survey Deploys |
| Step 1: Faculty added questions | 07/02/18 - 07/09/18 | Start date: 07/10/2018 |
| Step 2: Faculty notification of survey start | 07/09/18 6:00 a.m. | |
| Step 3: Survey Deploys | 07/10/18 6:00 a.m. | Start time: 6:00 a.m. |
| Step 4: Student notification of survey start | 07/10/18 6:00 a.m. | |
| Step 5: Student reminder notifications | 07/13/18, 07/16/18 6:00 a.m. | End date: 07/18/2018 |
| Step 6: Faculty notification of survey end | 07/17/18 6:00 a.m. | |
| Step 7: Student notification of last chance to participate | 07/18/18 2:00 p.m. | End time: Midnight |
| Step 8: Course evaluation results released to faculty 72 hours after grades are posted in ISIS. | 08/13/18 8AM | |

| 10-Week, 5-Week 2 and MIN Sessions Ending 8/03 | | |
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| To Do: | Dates: | Survey Deploys |
| Step 1: Faculty added questions | 07/18/18 - 07/25/18 | Start date: 07/26/2018 |
| Step 2: Faculty notification of survey start | 07/25/18 6:00 a.m. | |
| Step 3: Survey Deploys | 07/26/18 6:00 a.m. | Start time: 6:00 a.m. |
| Step 4: Student notification of survey start | 07/26/18 6:00 a.m. | |
| Step 5: Student reminder notifications | 07/29/18, 07/31/18 6:00 a.m. | End date: 08/02/2018 |
| Step 6: Faculty notification of survey end | 08/01/18 6:00 a.m. | |
| Step 7: Student notification of last chance to participate | 08/02/18 2:00 p.m. | End time: Midnight |
| Step 8: Course evaluation results released to faculty 72 hours after grades are posted in ISIS. | 08/13/18 8AM | |

Notes:

- 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.
- 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.