CoursEval Schedule
Spring 2019

8W1			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	02/15/2019-02/22/2019	**Start date:** 02/26/2019
Step 2:	Faculty notification of survey start	02/25/2019 6:00 a.m.	
Step 3:	Survey Deploys	02/26/2019 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	02/26/2019 6:00 a.m.	
Step 5:	Student reminder notifications	02/28/2019, 03/02/2019 6:00 a.m.	**End date:** 03/04/2019
Step 6:	Faculty notification of survey end	03/03/2019 6:00 a.m.	
Step 7:	Student notification of last chance to participate	03/04/2019 2:00 p.m.	**End time:** 11:59 p.m.
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in UAConnect.	05/20/2019 8:00 a.m.	

Full Spring Session / 8W2 / MIN			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	04/08/2019-04/19/2019	**Start date:** 04/23/2019
Step 2:	Faculty notification of survey start	04/22/2019 6:00 a.m.	
Step 3:	Survey Deploys	04/23/2019 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	04/23/2019 6:00 a.m.	
Step 5:	Student reminder notifications	04/25/2019, 04/29/2019, 05/01/2019 6:00 a.m.	**End date:** 05/03/2019
Step 6:	Faculty notification of survey end	05/02/2019 6:00 a.m.	
Step 7:	Student notification of last chance to participate	05/03/2019 12:00 p.m.	**End time:** 11:59 p.m.
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in UAConnect.	05/20/2019 8:00 a.m.	

Notes:
- Students receive email reminders until their surveys are taken. Once the surveys have been taken, they will no longer receive the reminders.
- 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.