CoursEval Schedule
Summer 2019

5-Week 1 Session (May 28- June 28) MIN Ending 6/20-28)

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	06/11/19-06/19/19	Start date: 06/20/2019
Step 2:	Faculty notification of survey start	06/19/19 6:00 a.m.	
Step 3:	Survey Deploys	06/20/19 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	06/20/19 6:00 a.m.	
Step 5:	Student reminder notifications	06/23/19, 06/25/19 6:00 a.m.	End date: 06/27/2019
Step 6:	Faculty notification of survey end	06/26/19 6:00 a.m.	
Step 7:	Student notification of last chance to participate	06/27/19 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/12/19 8AM	

8-Week (May 28-July 18) MIN Ending 7/19

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	07/01/19 – 07/08/19	Start date: 07/09/2019
Step 2:	Faculty notification of survey start	07/08/19 6:00 a.m.	
Step 3:	Survey Deploys	07/09/19 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	07/09/19 6:00 a.m.	
Step 5:	Student reminder notifications	07/12/19, 07/15/19 6:00 a.m.	End date: 07/17/2019
Step 6:	Faculty notification of survey end	07/16/19 6:00 a.m.	
Step 7:	Student notification of last chance to participate	07/17/19 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/12/19 8AM	

10-Week, 5-Week 2 and MIN Sessions Ending 7/26-31, 8/02

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	07/18/19 – 07/24/19	Start date: 07/25/2019
Step 2:	Faculty notification of survey start	07/24/19 6:00 a.m.	
Step 3:	Survey Deploys	07/25/19 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	07/25/19 6:00 a.m.	
Step 5:	Student reminder notifications	07/28/19, 07/30/19 6:00 a.m.	End date: 08/01/2019
Step 6:	Faculty notification of survey end	07/31/19 6:00 a.m.	
Step 7:	Student notification of last chance to participate	08/01/19 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/12/19 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.