CoursEval Schedule
FALL 2014

8W1			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	09/25/2014-10/06/2014	**Start date:** 10/07/2014
Step 2:	Faculty notification of survey start	10/06/14 8:00 a.m.	
Step 3:	Survey Deploys	10/07/14 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	10/07/14 6:00 a.m.	
Step 5:	Student reminder notifications	10/09/14, 10/11/14 9:00 a.m.	**End date:** 10/13/2014
Step 6:	Faculty notification of survey end	10/12/14 9:00 a.m.	
Step 7:	Student notification of last chance to participate	10/13/14 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 ISIS.	12/26/2014 8:00 a.m.	

Full Fall Session / 8W2			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	11/19/2014-12/01/2014	**Start date**: 12/02/2014
Step 2:	Faculty notification of survey start	12/01/2014 8:00 a.m.	
Step 3:	Survey Deploys	12/02/2014 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	12/02/2014 6:00 a.m.	
Step 5:	Student reminder notifications	12/05, 12/08, 12/10 6:00 a.m.	**End date:** 12/12/2014
Step 6:	Faculty notification of survey end	12/11/2014 9:00 a.m.	
Step 7:	Student notification of last chance to participate	12/12/2014 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 ISIS.	12/26/2014 8:00 a.m.	

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 courseval@uark.edu and shouldn't be subject to a spam filter. This is a legitimate UARK eMail account.