CoursEval Schedule
Summer 2016

First 5-Week Session (May 31- July 1)

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	06/16/16-06/22/16	Start date: 06/23/2016
Step 2:	Faculty notification of survey start	06/22/16 8:00 a.m.	
Step 3:	Survey Deploys	06/23/16 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	06/23/16 6:00 a.m.	
Step 5:	Student reminder notifications	06/26/16, 06/28/16 6:00 a.m.	End date: 06/30/2016
Step 6:	Faculty notification of survey end	06/29/16 6:00 a.m.	
Step 7:	Student notification of last chance to participate	06/30/16 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/12/16 Noon	

8-Week Session (May 31-July 21)

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	07/05/16 – 07/11/16	Start date: 07/12/2016
Step 2:	Faculty notification of survey start	07/11/16 8:00 a.m.	
Step 3:	Survey Deploys	07/12/16 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	07/12/16 6:00 a.m.	
Step 5:	Student reminder notifications	07/14/16, 07/18/16 6:00 a.m.	End date: 07/20/2016
Step 6:	Faculty notification of survey end	07/19/16 6:00 a.m.	
Step 7:	Student notification of last chance to participate	07/20/16 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/12/16 Noon	

10-Week Session , Second 5-Week Session and MIN Sessions ending August 5

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	07/21/16 – 07/27/16	Start date: 07/28/2016
Step 2:	Faculty notification of survey start	07/27/16 6:00 a.m.	
Step 3:	Survey Deploys	07/28/16 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	07/28/16 6:00 a.m.	
Step 5:	Student reminder notifications	07/30/16, 08/02/16 6:00 a.m.	End date: 08/4/2016
Step 6:	Faculty notification of survey end	08/03/16 6:00 a.m.	
Step 7:	Student notification of last chance to participate	08/04/16 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in ISIS.	08/12/16 Noon	

Notes:
- Students will receive email reminders until surveys are taken. Once the survey has been taken by the student they will no longer receive email 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.