CoursEval Schedule
FALL 2015

8W1			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	09/23/2015-10/05/2015	**Start date:** 10/06/2015
Step 2:	Faculty notification of survey start	10/05/15 8:00 a.m.	
Step 3:	Survey Deploys	10/06/15 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	10/06/15 6:00 a.m.	
Step 5:	Student reminder notifications	10/08/15, 10/10/15 9:00 a.m.	**End date:** 10/12/2015
Step 6:	Faculty notification of survey end	10/11/15 9:00 a.m.	
Step 7:	Student notification of last chance to participate	10/12/15 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.	12/26/2015 8:00 a.m.	

Full Fall Session / 8W2			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	11/18/2015-11/30/2015	**Start date:** 12/01/2015
Step 2:	Faculty notification of survey start	11/30/2015 8:00 a.m.	
Step 3:	Survey Deploys	12/01/2015 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	12/01/2015 6:00 a.m.	
Step 5:	Student reminder notifications	12/04, 12/07, 12/9 6:00 a.m.	**End date:** 12/11/2015
Step 6:	Faculty notification of survey end	12/10/2015 9:00 a.m.	
Step 7:	Student notification of last chance to participate	12/11/2015 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.	12/26/2015 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 crseval@uark.edu and shouldn't be subject to a spam filter. This is a legitimate UARK email account.