



# CoursEval Schedule

## JANUARY Intersession 2016

| JANUARY Intersession 2016   |                       |                        |
|---|-----------------------|------------------------|
| To Do:  | Dates:                | Survey Deploys         |
| Step 1: Faculty added questions   | 01/08/2016-01/12/2016 | Start date: 01/13/2016 |
| Step 2: Faculty notification of survey start  | 01/12/16 8:00 a.m.    |                        |
| Step 3: Survey Deploys  | 01/13/16 6:00 a.m.    | Start time: 6:00 a.m.  |
| Step 4: Student notification of survey start  | 01/13/16 6:00 a.m.    |                        |
| Step 5: Student reminder notifications  | 01/14/16 9:00 a.m.    | End date: 01/15/2016   |
| Step 6: Faculty notification of survey end  | 01/14/16 9:00 a.m.    |                        |
| Step 7: Student notification of last chance to participate                                      | 01/15/16 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. | 01/21/2016 8:00 a.m.  |                        |

### Notes:

- Students will receive email reminders every other day 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](mailto:crseval@uark.edu) and shouldn't be subject to a spam filter. This is a legitimate UARK email account.