



# CoursEval Schedule

## May Intersession 2016

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To Do:	Dates:	Survey Deploys
Step 1: Faculty added questions	05/20/2016-05/24/2016	Start date: 05/25/2016
Step 2: Faculty notification of survey start	05/24/16 8:00 a.m.	
Step 3: Survey Deploys	05/25/16 6:00 a.m.	Start time: 6:00 a.m.
Step 4: Student notification of survey start	05/25/16 6:00 a.m.	
Step 5: Student reminder notifications	05/26/16 9:00 a.m.	End date: 05/27/2016
Step 6: Faculty notification of survey end	05/26/16 9:00 a.m.	
Step 7: Student notification of last chance to participate	05/27/16 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.	06/03/2016 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.