CoursEval Schedule
Spring 2020

8W1			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	02/14/2020-02/21/2020	**Start date:** 02/25/2020
Step 2:	Faculty notification of survey start	02/24/2020 6:00 a.m.	
Step 3:	Survey Deploys	02/25/2020 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	02/25/2020 6:00 a.m.	
Step 5:	Student reminder notifications	02/27/2020, 29/29/2020 6:00 a.m.	**End date:** 03/02/2020
Step 6:	Faculty notification of survey end	03/01/2020 6:00 a.m.	
Step 7:	Student notification of last chance to participate	03/02/2020 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 UAConnect.	05/13/2020 8:00 a.m.	

Full Spring Session / 8W2 / MIN			
To Do:		**Dates:**	**Survey Deploys**
Step 1:	Faculty added questions	04/06/2020-04/17/2020	**Start date**: 04/21/2020
Step 2:	Faculty notification of survey start	04/20/2020 6:00 a.m.	
Step 3:	Survey Deploys	04/21/2020 6:00 a.m.	**Start time:** 6:00 a.m.
Step 4:	Student notification of survey start	04/21/2020 6:00 a.m.	
Step 5:	Student reminder notifications	04/23/2020, 04/27/2020, 04/29/2020 6:00 a.m.	**End date:** 05/01/2020
Step 6:	Faculty notification of survey end	04/30/2020 6:00 a.m.	
Step 7:	Student notification of last chance to participate	05/01/2020 12:00 p.m.	**End time:** 11:59 p.m.
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted in UAConnect.	05/13/2020 8:00 a.m.	

Notes:
- Students receive email reminders until their surveys are taken. Once the surveys have been taken, they will no longer receive the 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.