CoursEval Schedule
Summer 2020

5-Week 1 (May 26- June 26) MIN Ending 6/20

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	06/11/20–06/17/20	Start date: 06/19/2020
Step 2:	Faculty notification of survey start	06/18/20 6:00 a.m.	
Step 3:	Survey Deploys	06/19/20 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	06/19/20 6:00 a.m.	
Step 5:	Student reminder notifications	06/21/20, 06/23/20 6:00 a.m.	End date: 06/25/2020
Step 6:	Faculty notification of survey end	06/24/20 6:00 a.m.	
Step 7:	Student notification of last chance to participate	06/25/20 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted.	08/10/20 8AM	

8-Week (May 26–July 16) MIN Ending 7/17

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	06/29/20 – 07/06/20	Start date: 07/07/2020
Step 2:	Faculty notification of survey start	07/06/20 6:00 a.m.	
Step 3:	Survey Deploys	07/07/20 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	07/07/20 6:00 a.m.	
Step 5:	Student reminder notifications	07/10/20, 07/13/20 6:00 a.m.	End date: 07/15/2020
Step 6:	Faculty notification of survey end	07/14/20 6:00 a.m.	
Step 7:	Student notification of last chance to participate	07/15/20 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted.	08/10/20 8AM	

10-Week, 5-Week 2 and MIN Sessions Ending 7/31

To Do:		Dates:	Survey Deploys
Step 1:	Faculty added questions	07/16/20 – 07/22/20	Start date: 07/23/2020
Step 2:	Faculty notification of survey start	07/22/20 6:00 a.m.	
Step 3:	Survey Deploys	07/23/20 6:00 a.m.	Start time: 6:00 a.m.
Step 4:	Student notification of survey start	07/23/20 6:00 a.m.	
Step 5:	Student reminder notifications	07/26/20, 07/28/20 6:00 a.m.	End date: 07/30/2020
Step 6:	Faculty notification of survey end	07/29/20 6:00 a.m.	
Step 7:	Student notification of last chance to participate	07/30/20 2:00 p.m.	End time: Midnight
Step 8:	Course evaluation results released to faculty 72 hours after grades are posted.	08/10/20 8AM	

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.