UPDATED….Course Evaluations Timeline for Spring 2023

The adjusted dates, which are set according to the various part-of-terms for Spring 2023, are included in this updated document. Informative emails regarding specific CES processes will be sent when needed.

**IMPORTANT**

* Watch for deadlines.
* Add [evaluations@CES.wichita.edu](mailto:evaluations@CES.wichita.edu) to your contacts so that emails won’t go to the junk/spam folder.
* If you need evaluations for official review, use SPTEs. If not, you can elect to use CES.
* If you plan to use SPTEs and not CES, you will still need to follow the steps to opt-out of CES. The Manage Courses email will be sent to you according to the part-of-term your course is in.\*
* If you elect to use CES
  + Please note that not all courses will be available in the pilot.
  + Advise students to complete the evaluation sooner rather than later as they may be unable to access Blackboard courses until evaluations are done (5-10 minutes to complete).

**SPTE Dates**

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| February 22nd | SPTE Request Form Due |
| Feb. 27th – Mar. 9th | 8-week in-person SPTE Administration |
| Mar. 1st – 9th | 8-week online SPTE Administration |
| Apr. 3rd – May 4th | 16-week in-person SPTE Administration |
| Apr. 24th – May 4th | 16-week online SPTE Administration |
| May 26th | Projected date for SPTE Results to be mailed to departments |

**CES Dates According to Part-of-Term**\* (CES – Watermark Course Evaluation & Surveys)

1st Half Term courses only

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| --- | --- |
| Feb. 11th | CES email sent regarding Manage Courses |
| Feb. 11th – 20th | CES Manage Courses open to “opt-out” (delete courses to not be evaluated) |
| Feb. 21st – Mar. 2nd | CES open for students |

1st 10 & 2nd 5 week courses only

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| --- | --- |
| Mar. 6th | CES email sent regarding Manage Courses |
| Mar. 6th – 15th | CES Manage Courses open to “opt-out” (delete courses to not be evaluated) |
| Mar. 16th – 25th | CES open for students |

2nd 10, 2nd Half Term & 3rd 5 week courses only

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| Apr. 9th | CES email sent regarding Manage Courses |
| Apr. 9th – 18th | CES Manage Courses open to “opt-out” (delete courses to not be evaluated) |
| Apr. 19th – Apr. 28th | CES open for students |

Full Term courses only

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| Apr. 16th | CES email sent regarding Manage Courses |
| Apr. 16th -25th | CES Manage Courses open to “opt-out” (delete courses to not be evaluated) |
| Apr. 26th – May 5th | CES open for students |

All Terms

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| --- | --- |
| May 19th | All CES results available to instructors |