

Obtaining Course Evaluation Results in GullNet

This will assist faculty in obtaining the results from a completed course evaluation in GullNet.

1. Log into GullNet (<http://gullnet.salisbury.edu>).
2. Click on the **Faculty/Advisor** tab and **Course Survey Results** under **Course Evaluations** on the right-hand side of the page.



3. **First Time Only:** The first time you enter this area, you will need to create a Run Control ID for this report. Click the **Add a New Value** tab. Enter a name (with no spaces) for the report to obtain your course evaluation results (i.e. eval results). Click **Add**.

A screenshot of the 'Course Survey Results' form. The 'Add a New Value' tab is selected. The 'Run Control ID' field contains the text 'evalresults'. Below the field is an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

The second time you run this report, use the **Find an Existing Value** tab and click the **Search** button and select the name of the report you created.

4. Use the magnifying glasses to select the Terms to include in your report. If you only want a report for one semester, then both terms should be the same. If you only want results for a specific course, then also enter the department(subject), catalog nbr, and class section for that course. If you want results for all courses, then leave these fields blank. Click **Run**.

A screenshot of the 'Survey Results' form. The 'Run Control ID' is 'fmshipper'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A warning message states: 'Please click the Run button only once and wait for your results. This process may take several minutes to complete. If you run the process several times unnecessarily, it could potentially hurt the performance of GullNet processes campus-wide.' Below this are search fields: '*Term From:', '*Term To:', 'Subject:', 'Catalog Nbr:', and 'Class Section:'. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons.

5. The Process Scheduler Request window will appear. Ensure the Type is **Email** and the Format is **PDF**. Click **OK**.

User ID: mctrenary Run Control ID: evalresults

Server Name: Run Date: 10/11/2010

Recurrence: Run Time: 12:00:10PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course Survey Results Listing	SUCE0001	SQR Report	Email	PDF	Distribution

6. You will be taken back to the Run Control ID. The report should be listed at the top of the process list as **Queued**. When complete, you will receive an email from PS Admin (pssecurity@salisbury.edu) with the course evaluation attached as a PDF.

Process List

Select	Instance	Job	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1430920		SQR Report	SUCE0001	dmult	05/23/2013 10:22:38AM EDT	Queued	NA	Details
<input type="checkbox"/>	1430914		SQR Report	SUCE0001	dmult	05/23/2013 10:17:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	1430900		SQR Report	SUCE0001	dmult	05/23/2013 10:14:14AM EDT	Success	Posted	Details
<input type="checkbox"/>	1430897		SQR Report	SUCE0001	dmult	05/23/2013 10:11:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	1430896		SQR Report	SUCE0001	dmult	05/23/2013 10:09:02AM EDT	Success	Posted	Details
<input type="checkbox"/>	1430894		SQR Report	SUCE0001	dmult	05/23/2013 10:07:11AM EDT	Success	Posted	Details
<input type="checkbox"/>	1430893		SQR Report	SUCE0001	dmult	05/23/2013 10:07:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	1430822		Application Engine	PSQUERY	dmult	05/23/2013 8:35:56AM EDT	Success	Posted	Details

PS Admin
Output from SUCE0001 (1430920)
Message from Process Scheduler running on system
PSADMIN using database CPMS

7. Open the PDF from this email so you can print or save the course evaluation results.

Report ID: SUCE0001-1 Salisbury University
COURSE EVALUATION SYSTEM
Course Results Terms 2102 to 2102 Page No. 1
Run Date 04/20/2010
Run Time 14:16:52

Term: 2102 PDTC 320 701 PSYCH OF INFAN & CHLDHD
Enrollment: 23 Participants: 13

117) The psychology instructor appeared enthusiastic about psychology.

6 (46.2%)	Strongly Agree
2 (15.4%)	Agree
2 (23.1%)	Neither Agree Nor Disagree
1 (7.7%)	Disagree
0 (0.0%)	Strongly Disagree
1 (7.7%)	Not applicable

2.23 Mean
1.54 Std Dev

118) The psychology instructor appeared interested in teaching.

7 (53.8%)	Strongly Agree
2 (23.1%)	Agree
2 (15.4%)	Neither Agree Nor Disagree
0 (0.0%)	Disagree
0 (0.0%)	Strongly Disagree
1 (7.7%)	Not applicable

1.92 Mean
1.44 Std Dev

Related articles

Content by label

There is no content with the specified labels

