

Obtaining Course Survey Participant Counts for Department Chairs in GullNet

This will assist department chairpersons in determining the number of students who have completed a course evaluation in GullNet. This is useful when the course evaluation is available to encourage students to complete the evaluation.

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



3. You will be asked to enter the search criteria. You will be asked the faculty member and the semester (or term) in which to select. The best way to access a particular term or individual's EmplID is to click the magnifying glass:

Find an Existing Value

Maximum number of rows to return (up to 300):

EmplID:

Term:

[Basic Search](#) [Save Search Criteria](#)

4. Select the appropriate faculty member and term from the list (Spring 2010 will have the term code of 2104). Then click **Search**.

Search Results

Only the first 300 results can be displayed. Enter more information about [View All](#) First Last

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
2118 2011 Fall	FA 2011
2118 2011 Summer II	S2 2011
2115 2011 Summer I	S1 2011
2114 2011 Spring	SP 2011
2112 2011 Winter	WI 2011
2108 2010 Fall	FA 2010
2108 2010 Summer II	S2 2010
2105 2010 Summer I	S1 2010
2104 2010 Spring	SP 2010
2102 2010 Winter	WI 2010

5. Your results will display indicating your courses, the number of students enrolled in the course and the number of students who have completed the survey for each course. This report can be run multiple times during the course evaluation to keep an eye on your return rates.

Melany Trenary

Term	Subject	Catalog Nbr	Section	Survey Type	Location	Total Enrolled Students	Total Survey Participants	Participants	Non-Participants
Spring 2010	CMAT	205	001	INTERPERSONAL COMM	General	30	17	Participants	Non-Participants
Spring 2010	CMAT	250	001	INSTRUCTIONAL COMM	General	25	13	Participants	Non-Participants
Spring 2010	CMAT	250	002	INSTRUCTIONAL COMM	General	23	14	Participants	Non-Participants

If you click on Participants or Non-Participants, you will receive a list of students who have completed the survey or have not completed the survey. This can be used to provide incentives and/or reminders to students during the course evaluation period.

**Note**

If less than 5 students complete the survey, the links for participants and non-participants will be grayed out.

Related articles

Content by label

There is no content with the specified labels