

Obtaining Course Evaluation Summary Results for Perdue Business Department Chairpersons in GullNet

This will assist Perdue Business Department chairpersons in obtaining results from a completed course evaluation in GullNet in comma delimited format (CSV) for use in Microsoft Excel.

1. Log into GullNet (<http://gullnet.salisbury.edu>).
2. Click on **Faculty/Advisor** tab and **Dept Chair Survey Sum 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 the student's responses (i.e. evalresults). Click **Add**.

A screenshot of the 'Course Survey Results' form. The 'Add a New Value' tab is active. The 'Run Control ID' field contains the text 'evalresults'. Below the field is an 'Add' button. At the bottom of the form, 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. You will be asked to enter the search criteria. 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. Use the magnifying glasses to select the subject of the courses in which you want to obtain (i.e. MGMT). If desired, you can also select an individual faculty member. Then click **Run**.

A screenshot of the search criteria form. At the top, the 'Run Control ID' is 'fmshipper'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The search criteria section includes: '*Term From:' with a dropdown set to '2105' and a search icon; '*Term To:' with a dropdown set to '2105' and a search icon; 'Subject:' with a dropdown set to 'MGMT' and a search icon; and 'Instructor ID:' with an empty field and a search icon.

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

User ID: fmshipper Run Control ID: fmshipper

Server Name: Run Date: 11/18/2010
Recurrence: Run Time: 2:49:25PM
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course Eval Summary Results	SUCE0007	SQR Report	Email	CSV	Distribution

6. You will be taken back to the Run Control ID. After the report is complete, you will receive an email with the report attached in your campus email.
7. Save the CSV file and then open it in Excel for further manipulation as needed.

Related articles

Content by label

There is no content with the specified labels