

# Take a Course Evaluation in GullNet as a student

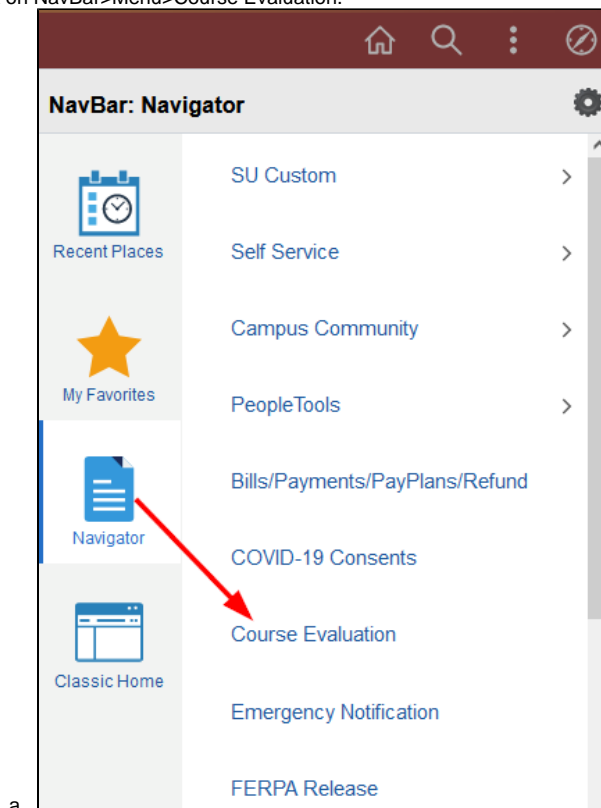
Course evaluations can be done on paper, or some are done in GullNet. Different schools/departments handle course evaluations differently, so each faculty would know how they are administering their course evaluations.

Students will receive one email notification daily which will list all of their open surveys that are not complete. Once all surveys are completed they will no longer receive the email.

For more frequently asked questions visit <https://www.salisbury.edu/administration/academic-affairs/course-evaluations/>

This handout will walk you through how to complete a course evaluation online through GullNet.

1. Log into GullNet (<http://gullnet.salisbury.edu>) using your user name and GullNet password.
2. Click on NavBar>Menu>Course Evaluation.



3. On the Course Evaluation screen click the **Search** button to display your course evaluations. Your **EmplID** should auto-fill, but if not, enter your **EMPLID** (found on the front of your Gull Card).

The image shows a screenshot of the "Course Evaluation" search screen in GullNet. At the top, there is a red header bar with a back arrow and the text "SU Student" on the left, and "Course Evaluation" on the right. Below the header, the title "Course Evaluation" is displayed. Underneath, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a search input field with the placeholder text "Find an Existing Value". Below this, there is a section titled "Search Criteria" with a dropdown arrow. Under "Search Criteria", there is a "Search by:" label followed by a dropdown menu showing "Empl ID" and a text field labeled "begins with" containing some characters. At the bottom, there are two buttons: "Search" and "Advanced Search".

4. If you are taking more than one course using course evaluations through GullNet you will be presented with a list of available evaluations. Click the desired evaluation to complete.

Search Results											
View All										First 1-5 of 5 Last	
EmpID	Term	Subject Area	Catalog Nbr	Class Section	Descr	Survey Type	Location Description	Name	Class Days	Start Time	End Time
1313795	2108	BUAD	695	691	PROJECT CONSULTING	General	(blank)	Roche,Olivier P.	W	6:00PM	7:45PM
1313795	2108	MGMT	608	791	PERS SKILLS ANALYSIS & DEV	General	(blank)	Weer,Christy H.	(blank)	(blank)	(blank)
1313795	2108	MGMT	612	192	MANAGNG THE FIRM: INTGR PERSPC	General	(blank)	Shipper,Frank M.	T	6:00PM	7:45PM
1313795	2108	MGMT	622	191	BUSN ETHICS & CORP SOC RESP	General	(blank)	Street,Marc D.	MW	8:00PM	9:45PM
1313795	2108	MKTG	614	191	STRATEGIC MARKETING MGMT	General	(blank)	Passyn,Kirsten A.	R	6:00PM	9:20PM

5. Your course evaluations should appear similar to this:

**Your answers will not be associated with your student ID.**

ID 1313795 Term 2010 Fall Subject MGMT Catalog 622 Section 191  
 Course Title: BUSN ETHICS & CORP SOC RESP Instructor: Street,Marc D.  
 Class Days: MW Start Time: 8:00PM End Time: 9:45PM

1	Instructor's preparedness for each and every class?	<input type="checkbox"/> very well prepared	<input type="checkbox"/> well prepared	<input type="checkbox"/> fairly prepared	<input type="checkbox"/> poorly prepared	<input type="checkbox"/> not prepared
2	Instructor's organization of each lecture and the course?	<input type="checkbox"/> very well organized	<input type="checkbox"/> well organized	<input type="checkbox"/> fairly organized	<input type="checkbox"/> poorly organized	<input type="checkbox"/> not organized
3	Appropriateness of class activities for learning the required material. In other words, was the instructor's use of lectures, case studies, etc., an appropriate way to present the material?	<input type="checkbox"/> the best possible methods	<input type="checkbox"/> very appropriate	<input type="checkbox"/> appropriate	<input type="checkbox"/> barely appropriate	<input type="checkbox"/> not appropriate
4	Instructor's knowledge and competence in subject matter?	<input type="checkbox"/> thorough and profound scholarship	<input type="checkbox"/> broad and accurate knowledge	<input type="checkbox"/> adequate knowledge	<input type="checkbox"/> low level of competence	<input type="checkbox"/> incompetent
5	Degree to which exams gave balanced coverage of major topics?	<input type="checkbox"/> exceptional	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak	<input type="checkbox"/> poor

#### Tip

Click the minimize  button on the GullNet menu to allow more room for the survey.

6. The survey does not have to be finished in one sitting; clicking **Save Answers** at anytime will allow you to finish where you left off at a later time. When you have completed the survey and are ready to submit your evaluation, click **Submit Final Answers and Complete the Survey**.

Save Answers

Submit Final Answers and Complete the Survey

7. You will receive a pop up confirming completion of the survey.

## Related articles

### Content by label

There is no content with the specified labels