

# GullNet how to guide for faculty

This guide covers some of the basic uses of GullNet for faculty.

## Logging into GullNet

- Go to <http://gullnet.salisbury.edu/>
- Click the **Gullnet for Employees** link
- Type in your Username and Password in the correct dialog boxes, then click **Sign In**.

## Acceptable use policy and health care coverage notice

For the Acceptable Use Policy (Required)

- In the **Employee** tab under **Required Agreements** in the right hand navigation menu, click **Acceptable Use Policy**
- Click **Continue**.
- Read the **Acceptable Use Policy** and click **Continue**.
- Click **Accept** and then click **OK**.

If the Policy Receipt Acknowledgement is requested/required:

- In the **Employee** tab under **Required Agreements** in the right hand navigation menu, click **Policy Receipt Acknowledgement**
- Click on the various links to review each policy. After the policies have been reviewed, a check box will automatically be placed to the right of the policy.
- Click on the button next to the appropriate **handbook**, then click on the **Handbook** link to review it. After reviewing the handbook, click on the "Clicked a handbook" **checkbox**.
- Click on the link to review the **Health Care Coverage Notice**.
- Enter your name in the **Signature** field.
- Click **Save**.

The **Acceptable Use Policy** and **Policy Receipt Acknowledgement** can also be found under the **Main Menu**. Once these agreements have been completed, a job will run to process the agreements and grant you full access to GullNet. This job runs every four hours, starting at 12:00 AM each day.

## Accessing rosters and grades

- Under **Faculty** in the left hand navigation menu, click **My Schedule**
- It may be necessary to click the green **change term** button to view the term and roster you wish to access.
- Click on the grade roster icon to the left of the class code underlined in blue (middle icon)
- Select from the drop down menu "Mid-Term Grade" or "Final Grade" Roster, as appropriate
  - After all grades have been entered, change the Approval Status to "READY FOR REVIEW."
  - Recheck your work. Errors can be corrected by changing the Approval Status back to "NOT REVIEWED."
  - After all grades have been reviewed for accuracy, change the Approval Status to "APPROVED" and click SAVE
  - To grade another course click on "CHANGE CLASS"
  - More help on grading can be found at <http://www.salisbury.edu/administration/academic-affairs/registrar/faculty-staff/index.aspx>

## Course evaluations

- You can find the following under **Course Evaluations** in the left hand navigation menu:
  - **Course Survey Participation Cnt** – assist faculty in determining the number of students who have completed a course evaluation.
  - **Course Survey Results** – assists faculty in viewing the results of their course evaluation.
  - **Course Survey Extract** – creates an output file with the class survey results.
  - **Course Survey Long Answers** – allows faculty to obtain the responses to all open ended questions in a course evaluation.
  - **Course Survey Summary Results** – used by Perdue School of Business only.
  - **Crse & Loc Survey Results** – creates a listing of the answers to the course and location level surveys. Currently only used for Nursing. You will only see results for courses where you are listed as the associated course coordinator.
  - More information about Course Evaluations can be found at <http://www.salisbury.edu/courseevals/>

## Emailing your students

- Under **Faculty** in the left hand navigation menu, click **My Schedule**
- It may be necessary to click the green **change term** button to view the term and roster you wish to access.
- Click on the class roster icon to the left of the class code underlined in blue (middle icon)
- Select the students you wish to email by placing a check mark next to their name in the Notify column and then click **Notify Selected Students**.
- Click the **Notify all students** button at the bottom of the roster to email your entire class roster.

Note that this will not save a copy in your Sent Items in Outlook. To send a traditional email to your students that you can resend and archive, use the Class Lists in Outlook's address book instead.