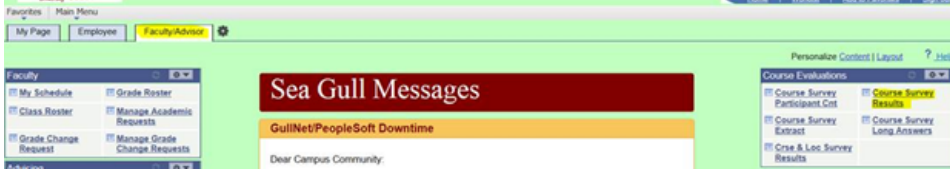


# Obtaining Course Evaluation Results in GullNet

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 a yellow 'Add' button. At the bottom, there are two links: '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 yellow 'Run' button. A red 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 buttons for 'Save', 'Return to Search', and 'Notify'.

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

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](mailto:pssecurity@salisbury.edu)) with the course evaluation attached as a PDF.

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

Related articles

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