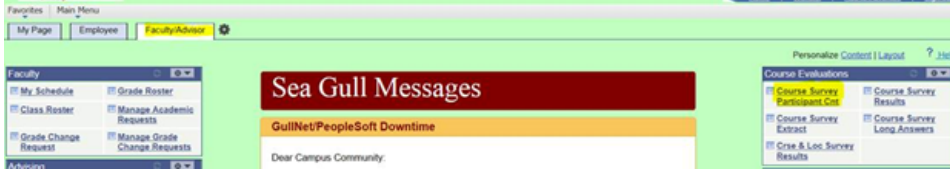


Obtaining a Course Evaluation Student Participant Count in GullNet

This will assist faculty 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 the **Faculty/Advisor** tab and **Course Survey Participant Cnt** under **Course Evaluations** on the right-hand side of the page.



3. You will be asked the semester (or term) in which to select. The best way to access a particular term is to click the magnifying glass:

A screenshot of the 'Course Survey Partic Count' search form. The title is 'Course Survey Partic Count' and the instruction is 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' with a search input field. The input field contains 'Term: begins with' and a dropdown menu. A red arrow points to a magnifying glass icon next to the input field. Below the input field are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

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

A screenshot of the 'Search Results' page. The title is 'Search Results' and the text below it says 'Only the first 300 results can be displayed. Enter more information about your search.' There are links for 'View All', 'First', '1-100 of 300', and 'Last'. Below this is a table with two columns: 'Term Description' and 'Short Description'. The table lists various terms and their descriptions.

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
2118 2011 Fall	FA 2011
2116 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
2106 2010 Summer II	S2 2010
2105 2010 Summer I	S1 2010
2104 2010 Spring	SP 2010
2102 2010 Winter	WI 2010

5. You will be taken back to the previous screen with the term information filled in. Click **Search**.

Course Survey Partic Count

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

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

Term:

[Basic Search](#)

6. 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

