

# Obtaining Course Survey Participant Counts for Department Chairs in GullNet

This will assist department chairpersons 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 **Faculty/Advisor** tab and **Dept Chair Survey Partic Cnt** under **Course Evaluations** on the right-hand side of the page.



3. You will be asked to enter the search criteria. You will be asked the faculty member and the semester (or term) in which to select. The best way to access a particular term or individual's EmplID is to click the magnifying glass:

**Find an Existing Value**

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

EmplID:

Term:

[Basic Search](#)

[Save Search Criteria](#)

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

**Search Results**

Only the first 300 results can be displayed. Enter more information about [View All](#) First 1-100 of 300 Last

Term Description	Short Description
<a href="#">9999 End Term - Svc Indicator Use</a>	<a href="#">End Term</a>
<a href="#">2118 2011 Fall</a>	<a href="#">FA 2011</a>
<a href="#">2118 2011 Summer II</a>	<a href="#">S2 2011</a>
<a href="#">2115 2011 Summer I</a>	<a href="#">S1 2011</a>
<a href="#">2114 2011 Spring</a>	<a href="#">SP 2011</a>
<a href="#">2112 2011 Winter</a>	<a href="#">WI 2011</a>
<a href="#">2108 2010 Fall</a>	<a href="#">FA 2010</a>
<a href="#">2108 2010 Summer II</a>	<a href="#">S2 2010</a>
<a href="#">2105 2010 Summer I</a>	<a href="#">S1 2010</a>
<a href="#">2104 2010 Spring</a>	<a href="#">SP 2010</a>
<a href="#">2102 2010 Winter</a>	<a href="#">WI 2010</a>

5. 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	<a href="#">Participants</a>	<a href="#">Non-Participants</a>
Spring 2010	CMAT	250	001	INSTRUCTIONAL COMM	General	25	13	<a href="#">Participants</a>	<a href="#">Non-Participants</a>
Spring 2010	CMAT	250	002	INSTRUCTIONAL COMM	General	23	14	<a href="#">Participants</a>	<a href="#">Non-Participants</a>

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

