

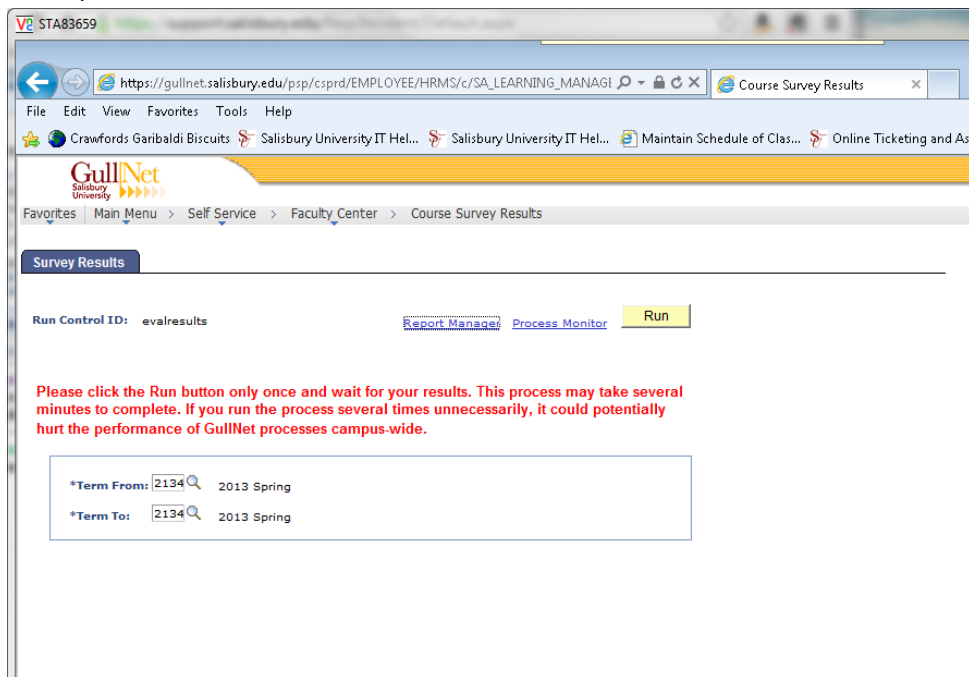
This guide is meant to help faculty retrieve their course evaluations in GullNet.

COURSE EVALUATION AVAILABILITY

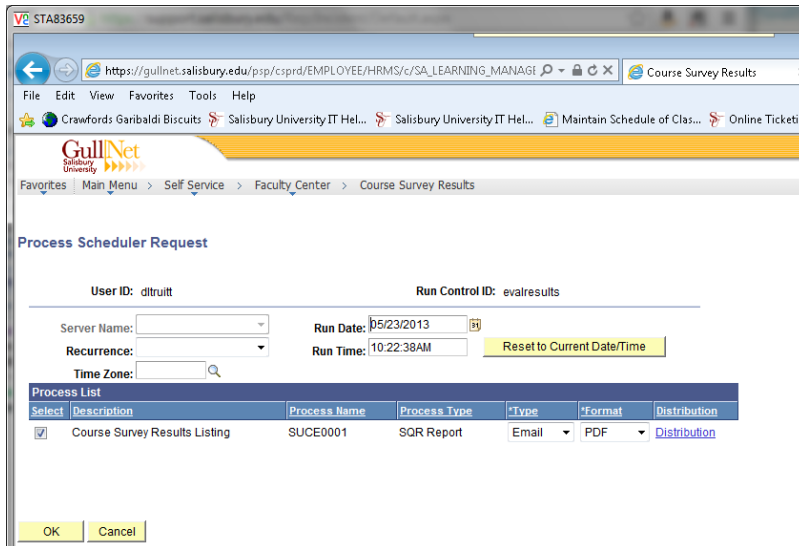
Course Evaluations are available approximately one week after the end of the semester. If the answers have not yet been posted, the email you receive when running the course evaluation will not contain a PDF attachment.

RUNNING THE COURSE EVALUATION

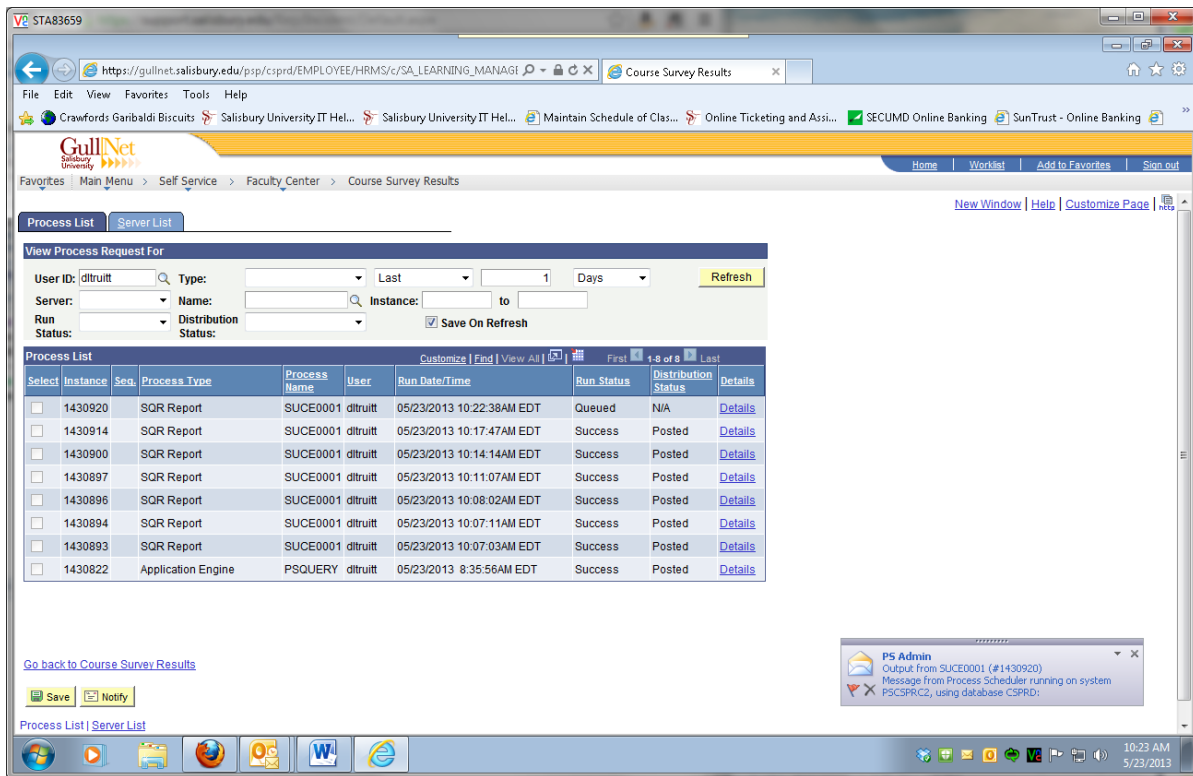
- Open GullNet.
- Click **Main Menu**.
- Click **Self Service**.
- Choose **Faculty Center**.
- Click **Course Survey Results**.
- Click **Search**, and then choose **evalresults**.
- Select your term and click **Run**.



- Make sure that Type is **Email** and Format is **PDF** and click **OK**.



- 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) with the course evaluation attached as a PDF.



For more information about course evaluations, see www.salisbury.edu/courseevals.