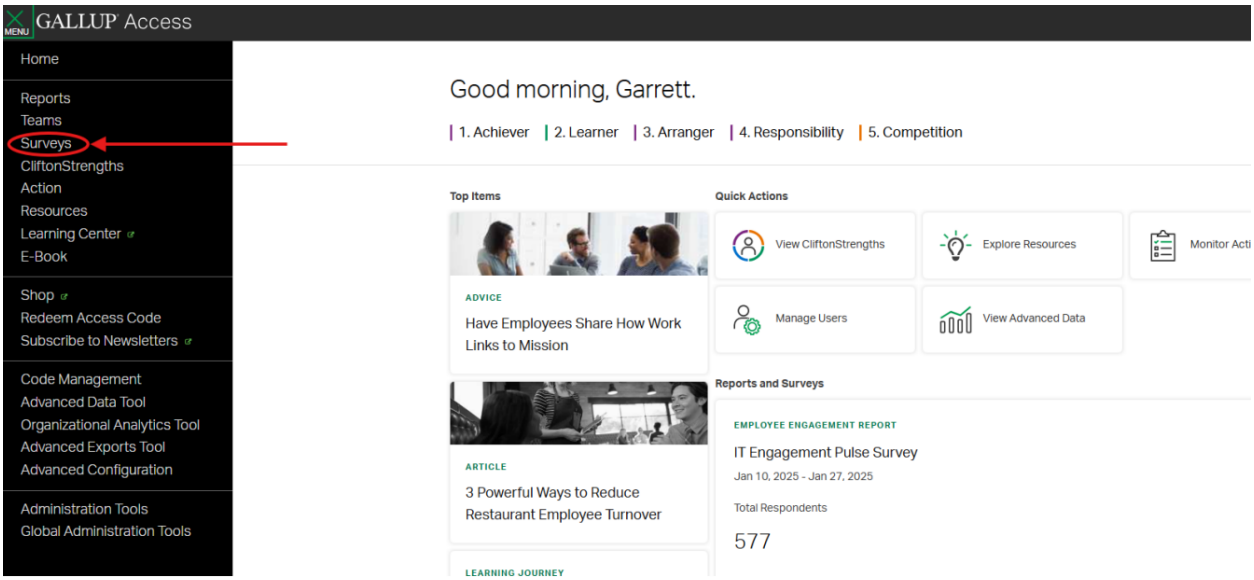
Learning & Organization Development at UCSF

# Participation Monitoring on Gallup Access

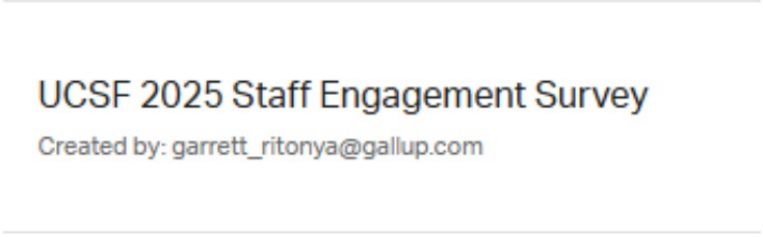
UCSF Staff Engagement Survey Guide

## Enter Access Portal from within the UCSF Network

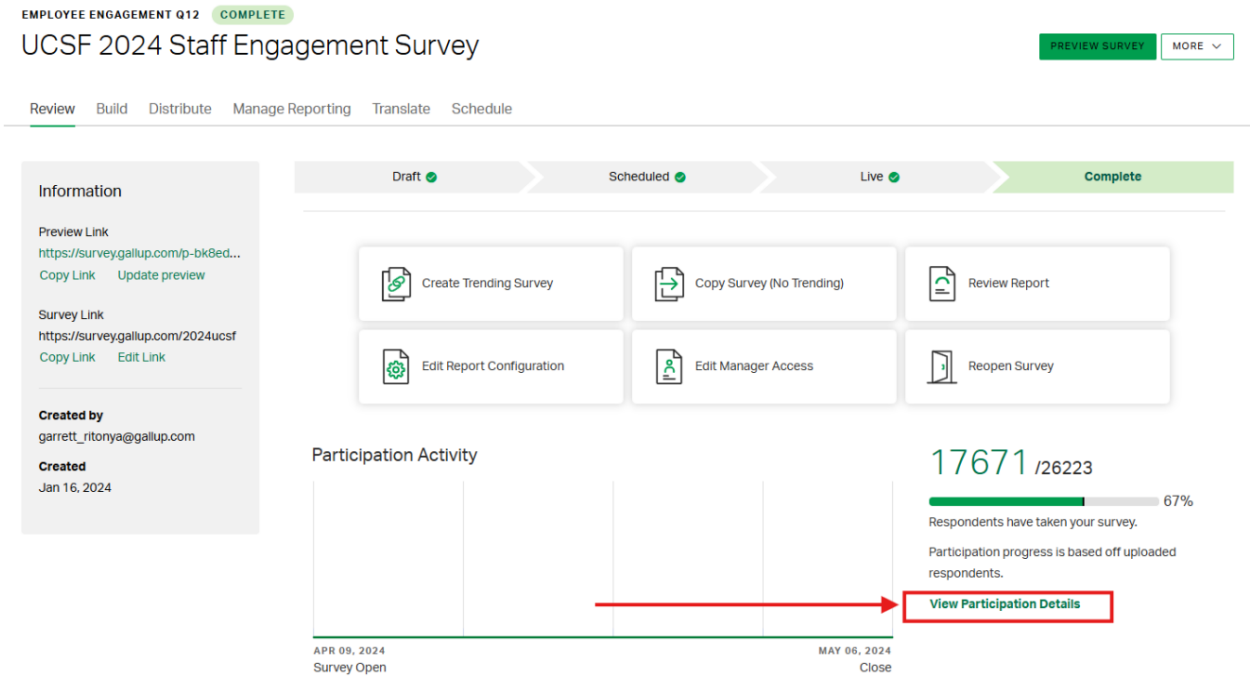
1. Go to Gallup Access, now available via MyAccess.
   Navigate to the **Menu** button on the top left and Select **Surveys.**




2. Click the arrow to expand the survey you want to view.



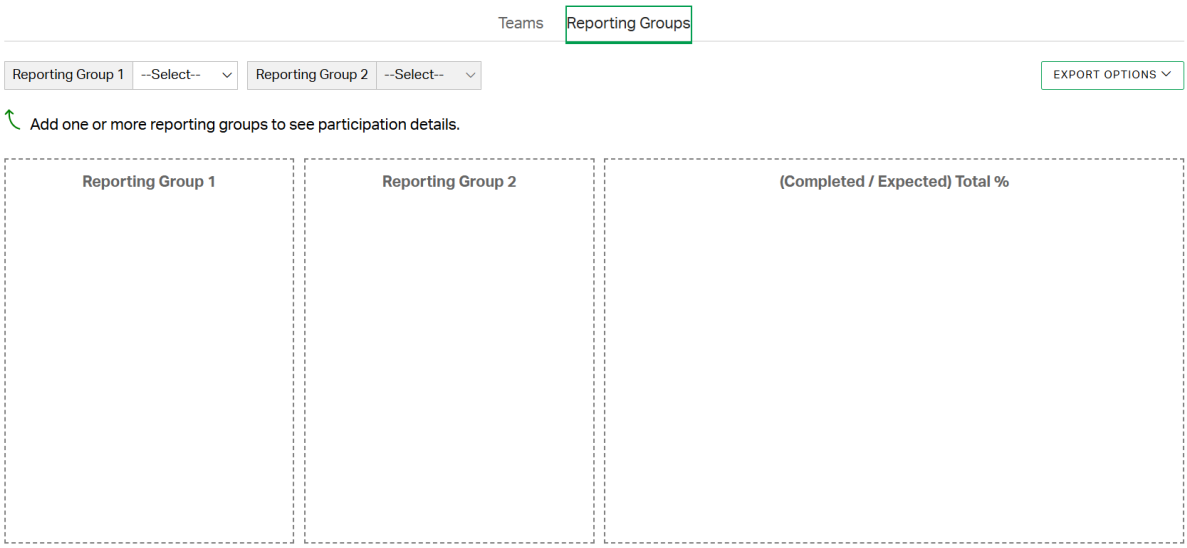
3. Then, click **View Participation Details.**




4. To view participation by all teams/managers, click on **Teams**. If you would like to export these teams/managers to excel, there is a green button on the top right that says **Export Options**.

    a. To do this for any other variable (i.e. **DEPARTMENT_CODE**), when you are on the page below, you will be able to view participation by any variable. Once you select that variable, you will be able to export data as well.

    b. Please note, you are now able to export reports by two variables at a time.




5. If you choose to export, the export will be sent through email, which you will then be able to download and work in.

    a. As a reminder, in the export files, **# Survey Completes** shows how many individuals responded in the survey, and **# Respondents** is the total number of respondents (individuals) eligible to participate in the survey (population size).

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