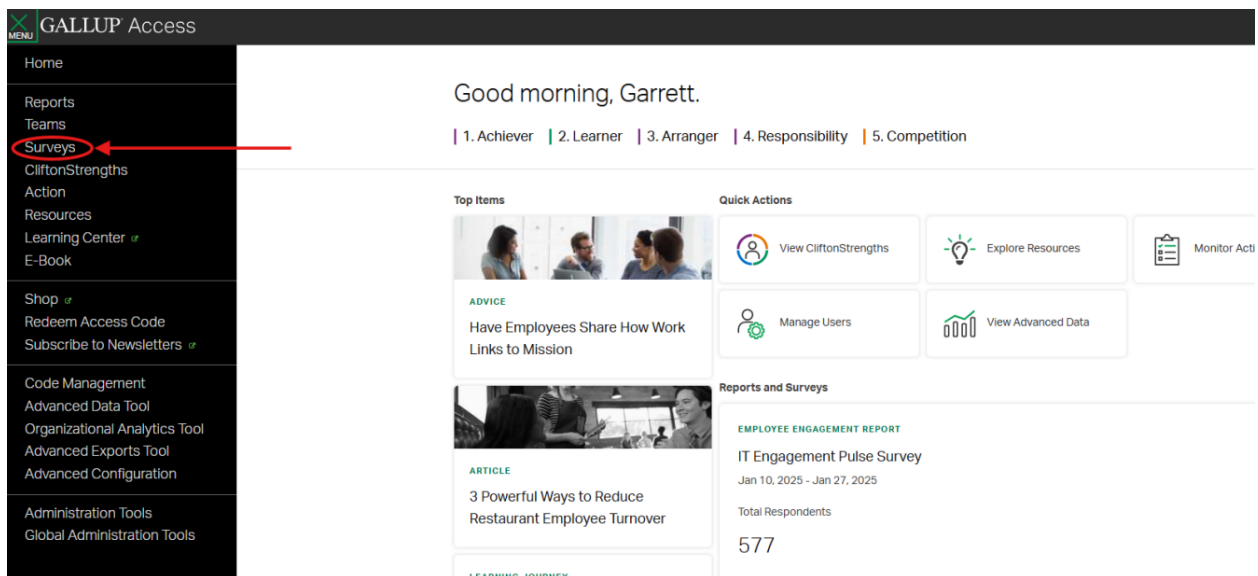# Participation Monitoring on Gallup Access

UCSF Staff Engagement Survey Guide

Enter Access Portal from within the UCSF Network

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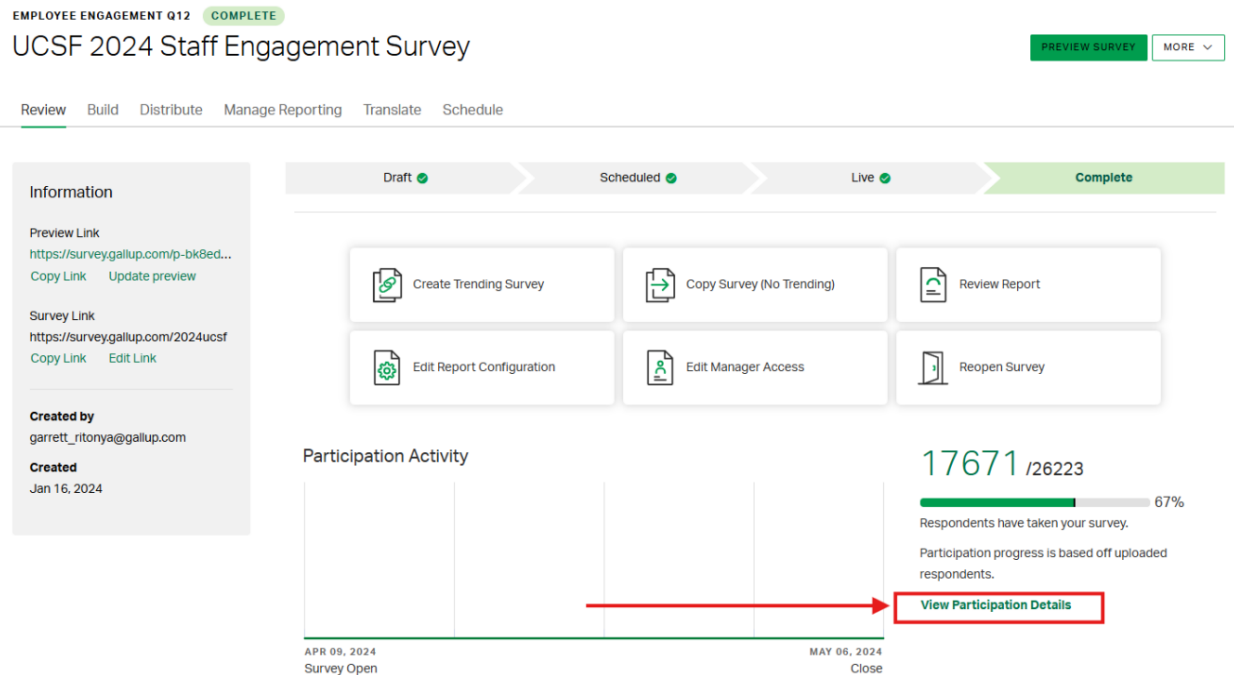   Navigate to the **Menu** button on the top left and Select **Surveys.**

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

UCSF 2025 Staff Engagement Survey

Created by: garrett_ritonya@gallup.com

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

EMPLOYEE ENGAGEMENT Q12 COMPLETE

UCSF 2024 Staff Engagement Survey

PREVIEW SURVEY | MORE ∨

Review Build Distribute Manage Reporting Translate Schedule

Draft ✓ — Scheduled ✓ — Live ✓ — **Complete**

Information

Preview Link
https://survey.gallup.com/p-bk8ed...
Copy Link   Update preview

Survey Link
https://survey.gallup.com/2024ucsf
Copy Link   Edit Link

Created by
garrett_ritonya@gallup.com

Created
Jan 16, 2024

Create Trending Survey   Copy Survey (No Trending)   Review Report

Edit Report Configuration   Edit Manager Access   Reopen Survey

Participation Activity

17671 /26223

67%

Respondents have taken your survey.

Participation progress is based off uploaded respondents.

View Participation Details

APR 09, 2024
Survey Open

MAY 06, 2024
Close

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.

Teams	Reporting Groups

Reporting Group 1 --Select-- ∨	Reporting Group 2 --Select-- ∨		EXPORT OPTIONS ∨

↰ Add one or more reporting groups to see participation details.

Reporting Group 1	Reporting Group 2	(Completed / Expected) Total %

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).