

# Class Demand Report Training Manual

The University of Utah - Office of the Registrar

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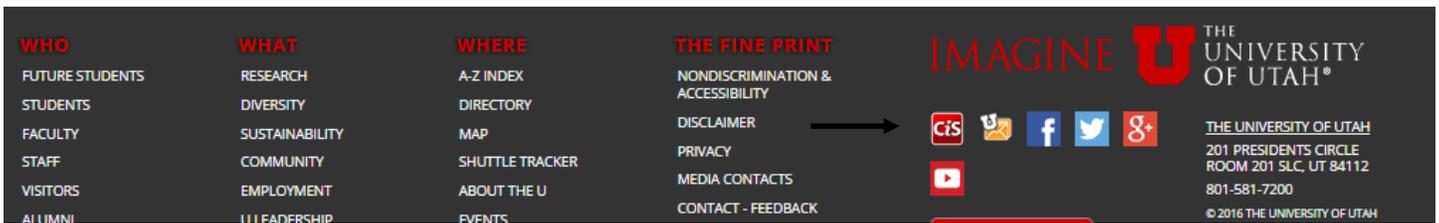
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## Class Demand Report Security:

- To get access to the Class Demand Report, the department contact will have to complete the “CIS Class Tools Security Authorization” form. The Class Demand Report box will need to be checked, and the security options of View, or View/Email will need to be marked. View allows only view access, where View/Email allows the user to email the students connected to the shopping cart data. (Security can be based on subject code and catalog number and section number).

## How to access the Class Demand Report:

- Go to [www.utah.edu](http://www.utah.edu)
- Click on the “Campus Information Services” (CIS) icon found at the bottom of the page.



The footer navigation bar is divided into several sections. On the left, there are columns for 'WHO' (Future Students, Students, Faculty, Staff, Visitors, Alumni), 'WHAT' (Research, Diversity, Sustainability, Community, Employment, Leadership), and 'WHERE' (A-Z Index, Directory, Map, Shuttle Tracker, About the U, Events). In the center, 'THE FINE PRINT' includes Non-Discrimination & Accessibility, Disclaimer, Privacy, Media Contacts, and Contact - Feedback. On the right, there is a 'CIS' icon, social media icons for YouTube, Facebook, Twitter, and Google+, and the University of Utah logo with contact information: 201 Presidents Circle, Room 201 SLC, UT 84112, 801-581-7200, © 2016 THE UNIVERSITY OF UTAH.

- Enter your uNID and Password.
- Click on “Log in.”
  - If you do not know your uNID and Password, use the “Forgot your uNID?” and “Forgot your Password?” functions.
  - If you are unable to reset your password online contact the Help Desk at 801/581-4000.



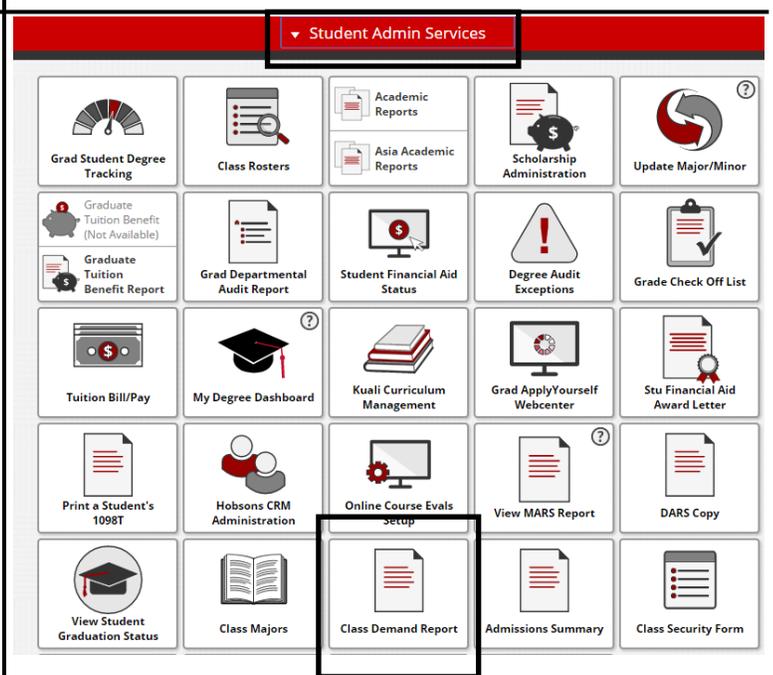
### Login



The login form has two input fields: 'uNID: (e.g. u0675309)' and 'Password:'. Each field has a 'Forgot your uNID?' and 'Forgot your password?' link to its right. Below the fields is a 'LOGIN' button. Arrows point to the uNID and Password fields.

Caution: Before entering your uNID or password, verify that the address in the URL bar of your browser is directing you to a University of Utah web site.  
Important security information: This login uses cookies to provide access to the site you requested and to other protected University of Utah websites. For your security, log out of the services you are using and exit your browser when you have finished your session. Some browsers, including Google Chrome, retain cookie information by default even after you close your browser. Review your browser's support documentation to set your browser to clear cookies automatically upon exit. [Instructions for Google Chrome](#).

- Select the “Student Admin Services” tab
- Click on the “Class Demand Report” tile



The dashboard is titled 'Student Admin Services' and contains a grid of 50 tiles. The 'Class Demand Report' tile is highlighted with a red box. Other tiles include Grad Student Degree Tracking, Class Rosters, Academic Reports, Asia Academic Reports, Scholarship Administration, Update Major/Minor, Graduate Tuition Benefit (Not Available), Graduate Tuition Benefit Report, Grad Departmental Audit Report, Student Financial Aid Status, Degree Audit Exceptions, Grade Check Off List, Tuition Bill/Pay, My Degree Dashboard, Quali Curriculum Management, Grad ApplyYourself Webcenter, Stu Financial Aid Award Letter, Print a Student's 1098T, Hobsons CRM Administration, Online Course Evals Setup, View MARS Report, DARS Copy, View Student Graduation Status, Class Majors, Admissions Summary, and Class Security Form.

- Select a Term and Subject(s).  
Note: Only terms with Shopping Cart Data will populate in the Term box. Only Subjects you have access to will populate in the Subject(s) box.
- Data is updated in realtime.

## Class Demand Report

Please select a term and subject(s) to start.

Term:   
 Select all   
 Subject(s):

Use the letter to go to the Subject the user is looking for. \*Must have selected the subject(s) on the main page.

Clicking the Section link will take the user to the student details page, where a list of students with the class in their shopping cart will appear, along with the option to email them directly from that page. Must have View/Email access.

Click "View Selected" after user has selected subject(s) to view Class Demand data.

### Select Section(s) For Report

E | I

E										
ED PS										top
<input type="checkbox"/>	Class Number	Subject	Catalog Number	Section	Component	Title	Days/Times	Location	Class Attributes	Meets With
<input type="checkbox"/>	3389	ED PS	2600	001	Lecture	Strat For College Suc	MW / 10:15AM-12:45PM	KBAC 210	FLXU	
<input type="checkbox"/>	5066	ED PS	2600	002	Lecture	Strat For College Suc	TH / 10:15AM-12:45PM	KBAC 210	FLXU	
<input type="checkbox"/>	4192	ED PS	3030	001	Lecture	Research & Inquiry	TH / 09:10AM-12:05PM	SAEC 3155	FLXU BF	

Click on this box to view all class demand data.

To see an individual classes demand data, click on just the box next to the class the user wants to view.

The "top" button will take the user back to the top of the page. This is found on each new subject code.

The "Select Section(s) For Report" page consists the Class Number, Subject Code, Catalog Number, Section Number, Component, Title, Days/Times, Location, Class Attributes, and the classes a specific course meets with. A class will only appear on this page if it has a room, day, and time connected with it. The exception to this are online courses and cancelled courses. Online courses will have a class attribute identifying them as ONLN, and cancelled classes will say "Cancelled Class" in the Days/Times column.

## Navigating the Class Demand Report:

### Definitions

Shopping Cart– Students who currently not enrolled in the class, but have the class in their shopping cart.

Wait List - Students who are currently not enrolled in the class, but are waitlisted in the class.

Total Enroll - Total students currently enrolled in class.

Enrollment Capacity - enrollment capacity placed on class by department.

Demand - Takes the Total Enroll and compares it to the Enrollment Capacity. The Demand is the excess of the Student Enroll+Student Count, compared to the Enrollment Capacity.

Actual Demand - Similar to Demand, but only Includes students who are not enrolled in another section of the course

Room Capacity - Actual room capacity.

Over/Under Rm Cap– Compares the Room Capacity to the Enrollment Capacity, and calculates if the Demand will exceed the room capacity available. >0 under, <0 over. If the class is over, this would be a good time to request a bigger room to meet the demand of the class.

Consent - N = No consent; D = Department; I = Instructor Consent.

Seats Available– This takes the Enrollment Capacity and the Total Enroll and allows the user to see how many seats are still available for students to enroll in according to the Enrollment Capacity placed on the class by the department.

Unmet Demand–The total Demand added up for each class pulled in.

Actual Unmet Demand - The total Actual Demand added up for each class pulled in.

Rm Cap Seats Available - Takes the Room Capacity and the Total Enroll and determines the space available in the classes still. Note: Does not include ONLN section data.

A Once the User has selected the section(s) they want to view, click View Selected. VIEW SELECTED

ACCTG	top												
<input type="checkbox"/>	Class Number	Subject	Catalog Number	Section	Component	Title	Days/Times	Location	Class Attributes	Meets With			
<input checked="" type="checkbox"/>	5835	ACCTG	2600	001	Lecture	Survey of Accounting	TH / 07:30AM-08:50AM	SFEBB 110					

## Class Demand Report

Choose a class section to view students and email, or download the full report to excel

Wed May 24 08:35:51 MDT 2017

Term: 1178 | Subject: ACCTG | Catalog Number: 2600 | Title: Survey of Accounting

Back will take the user to the previous page.

User can download data to Excel.

BACK

DOWNLOAD TO EXCEL

Subject	Catalog Number	Section	Component	Shopping Cart	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent	
ACCTG	2600	001	Lecture	4	0	21	80	0	0	110	Under	SFEBB - 170	N	
ACCTG	2600	002	Lecture	1	0	60	90	0	0	110	Under	SFEBB - 110	N	
ACCTG	2600	003	Lecture	15	15	90	90	30	21	110	Under	SFEBB - 180	N	
ACCTG	2600	004	Lecture	17	20	80	80	37	20	90	Over	SFEBB - 3170	N	
ACCTG	2600	005	Lecture	8	0	32	90	0	0	102	Under	CRCC - 215	N	
ACCTG	2600	006	Lecture	2	0	17	90	0	0	93	Under	M LI - 1130	N	
ACCTG	2600	090	Lecture	5	3	60	60	8	7			Online	N	
						Summary	360	580	75	48	615			
							Seats Available:	220	Unmet Demand:	75	Actual Unmet Demand:	48	Rm Cap Seats Available:	315

**Class Demand Report Email Functionality:**

Subject	Catalog Number	Section	Component	Student Count	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent
ACCTG	2600	001	Lecture	11	2	91	91	11	9	110	Under	SFEBB - 110	N
ACCTG	2600	002	Lecture	35	0	90	90	35	16	110	Over	SFEBB - 180	D

On any page where the section link is hyperlinked, user can click on the section number and go to the student information page. User must have View/Email access. This link allows the user the option to email the students who have the class in their shopping cart.

This page also includes the Class Demand Data.

Back will take the user to the previous page.

Can mass email from this link by selecting the students in the list below.

**Select Students**

Term: Fall 2017 | Subject: ACCTG | Catalog Number: 2600 | Section: 090 | Title: Survey of Accounting

[BACK](#) [EMAIL SELECTED](#)

Subject	Catalog Number	Section	Shopping Cart	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent
ACCTG	2600	090	5	3	60	60	8	7			Online	N

**Shopping Cart**

<input type="checkbox"/>	Name	ID	Email	Status
<input type="checkbox"/>				Shopping Cart
<input type="checkbox"/>				Shopping Cart
<input type="checkbox"/>				Shopping Cart
<input type="checkbox"/>				Shopping Cart
<input type="checkbox"/>				Shopping Cart

**Wait List**

<input type="checkbox"/>	Name	ID	Email	Status
<input type="checkbox"/>				Waitlist
<input type="checkbox"/>				Enrolled in Section 001

The students email address is hyperlinked, so user can email student directly, or can mass email, by checking their names on the side, and clicking on the Email Selected button.

This list consists of students who have this class in their shopping cart or are waitlisted. It also indicates if they have enrolled into another section of the class.

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## Sample Class Demand Report Email Correspondence:

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By clicking Email Selected, the user has the opportunity to send an email to the student(s) selected. User can also send individual emails by clicking the students email address on the student information page.

## Send Email

Term: Fall 2016 | Subject: ACCTG | Catalog Number: 2600 | Section: 001 | Title: Survey of Accounting

Your message will be sent to the uemail on file for all the students you selected. You will be sent a copy of your message. Please enter your email subject and message and press "Send Email".

The screenshot shows a web form for sending an email. At the top, the 'To:' field is populated with 'Selected Students from Class #5835, Term Fall 2016'. Below it is an empty 'Subject:' text box. A red banner with the University of Utah logo and name is positioned below the subject field. A large, empty text area for the email message is below the banner. At the bottom of the form, there is a dark grey footer with the text: 'You are receiving this email because you have added a class in your University of Utah class shopping cart.' and '© 2015 University of Utah'. A red 'SEND EMAIL' button is located at the bottom right of the form. Three callout boxes with arrows point to the subject field, the message text area, and the 'SEND EMAIL' button.

Insert a subject line for the email.

Enter text of email here.

SEND EMAIL

Click Send Email once user is ready to send email. This delivers the email to the students uemail account.