Class Demand Report Training Manual

The University of Utah - Office of the Registrar

Contents:

Class Demand Report Security … …… ……..……..2

How to access the Class Demand Report …… …… .……..2

Selecting a Class(es) for the Class Demand Report.….....……..7

Navigating the Class Demand Page …… ……..……..3

Class Demand Report Email Functionality …….…..……5

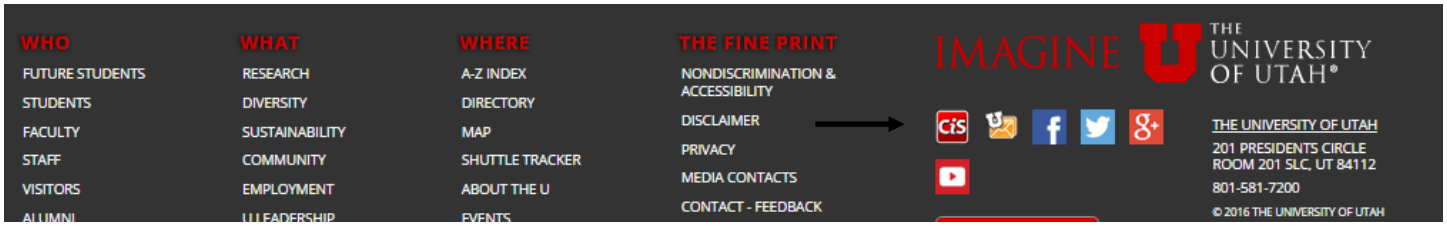
Sample Class Demand Report Email Correspondence …….…….…….…….……..6

Class Demand Report Security:

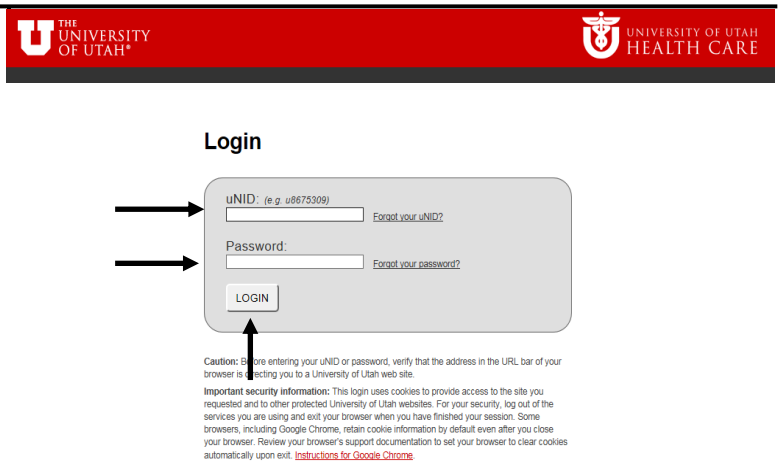
- To get access to the Class Demand Report, the department contact will have to complete the "CIS Class Tools Security Authorization" form. The Class Demand Report box will need to be checked, and the security options of View, or View/Email will need to be marked. View allows only view access, where 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:

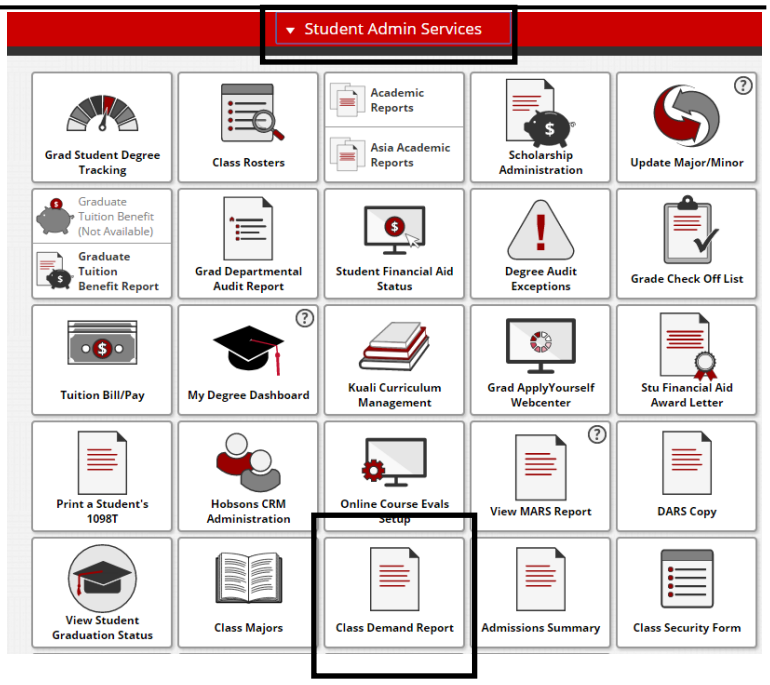
- Go to www.utah.edu
- Click on the "Campus Information Services" (CIS) icon found at the bottom of the page.



- 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.

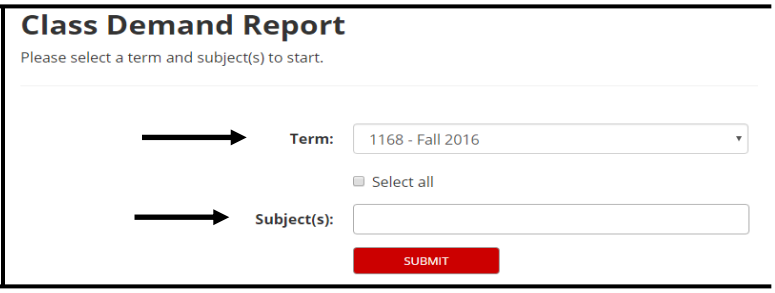


- Select the "Student Admin Services" tab
- Click on the "Class Demand Report" tile



- Select a Term and Subject(s).

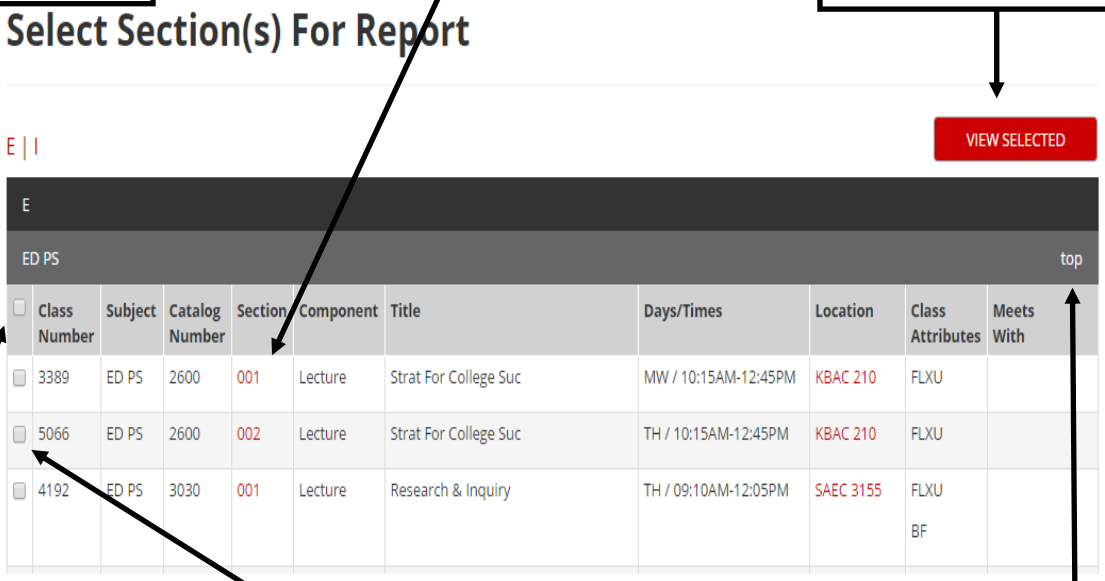
  Note: Only terms with Shopping Cart Data will populate in the Term box. Only Subjects you have access to will populate in the Subject(s) box.
- Data is updated in realtime.



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.



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.

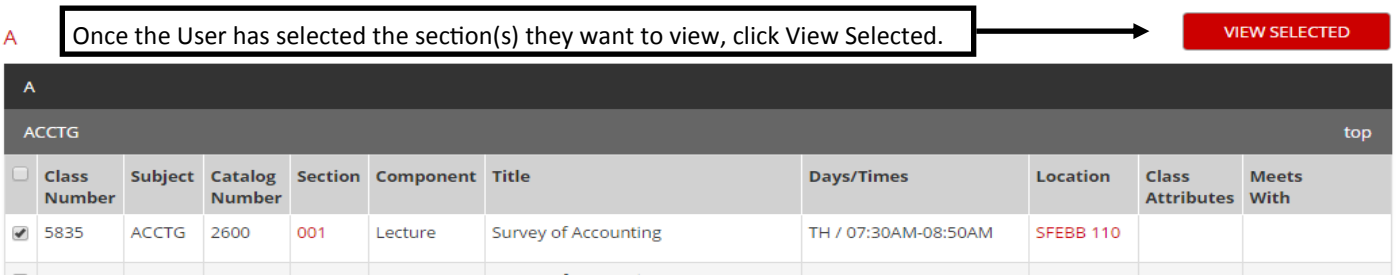
Navigating the Class Demand Report:

Definitions

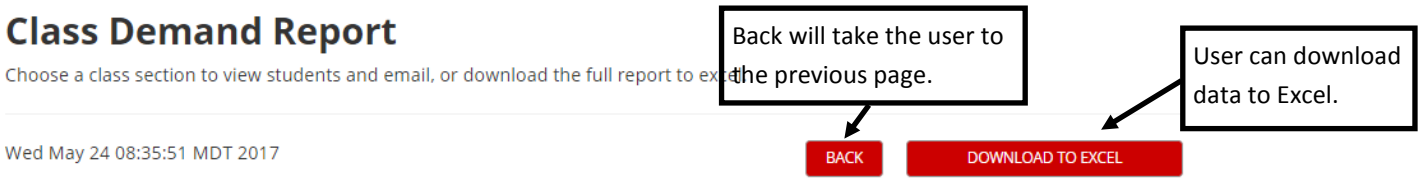
Shopping Cart– Students who currently not enrolled in the class, but have the class in their shopping cart.
Wait List - Students who are currently not enrolled in the class, but are waitlisted in the class.
Total Enroll - Total students currently enrolled in class.

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.



	Class Number	Subject	Catalog Number	Section	Component	Title	Days/Times	Location	Class Attributes	Meets With
☑	5835	ACCTG	2600	001	Lecture	Survey of Accounting	TH / 07:30AM-08:50AM	SFEBB 110		



Wed May 24 08:35:51 MDT 2017

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

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

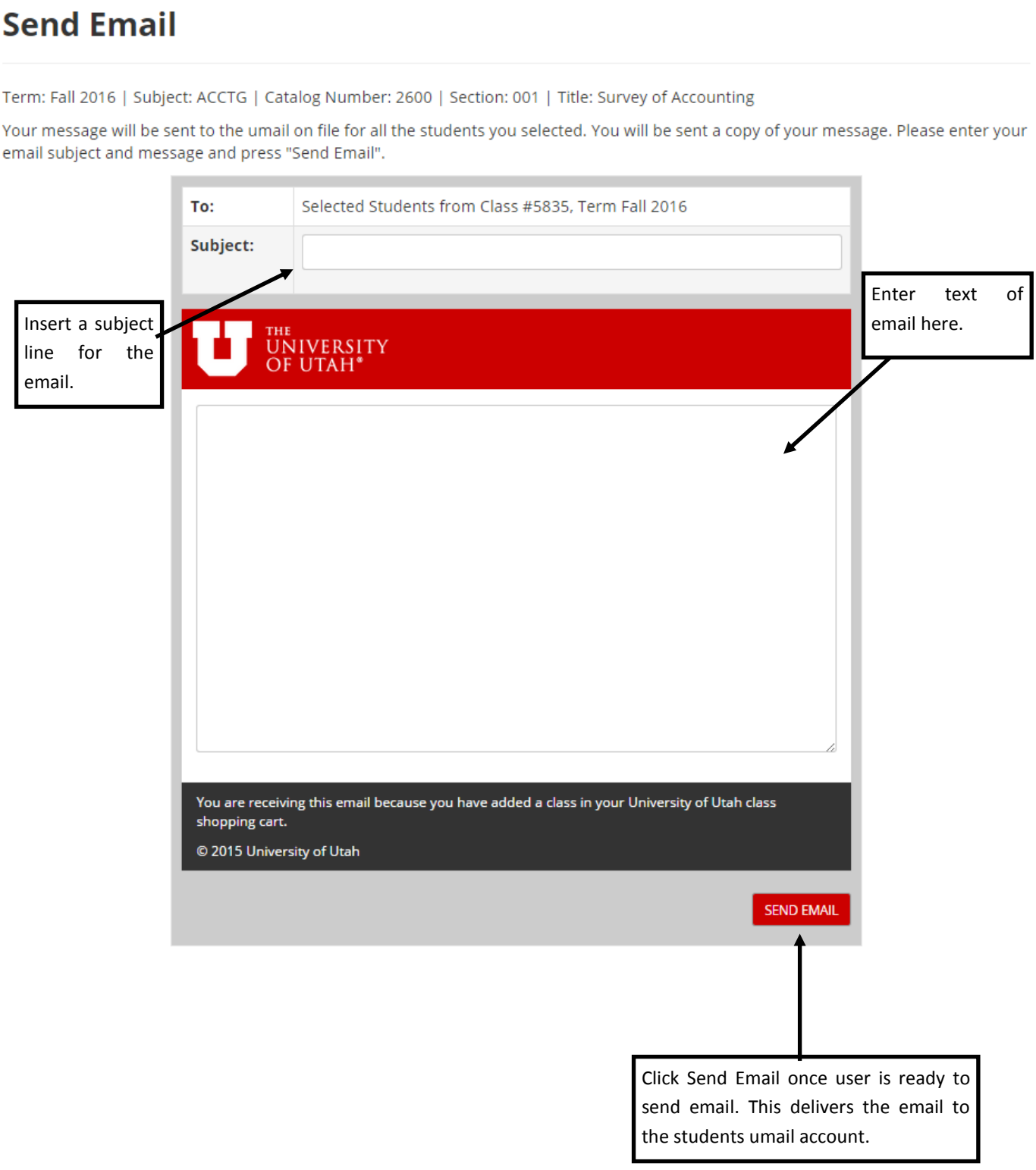
	Name	ID	Email	Status
				Shopping Cart
				Shopping Cart
				Shopping Cart
				Shopping Cart
				Shopping Cart

Wait List

	Name	ID	Email	Status
				Waitlist
				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.

Sample Class Demand Report Email Correspondence:

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.