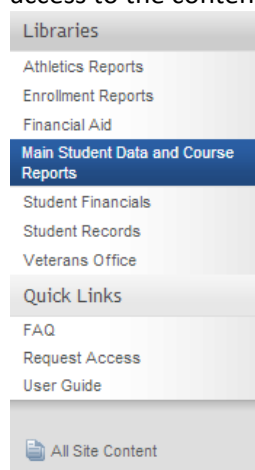


## How to Run the Degree Tracker Course Demand by Term Report in myInsights

1. Open the myInsights website using Internet Explorer  
<http://myinsights.boisestate.edu>
2. Click on the Login to MyInsights button to access the system.
3. Once logged in, you'll see a list of libraries on the left hand side.
4. Click the Main Student Data and Course Reports library.
  - A library is a "folder" with security permissions set to allow a certain group of people access to the content.



5. Click the Student Records folder.

Type	Name	Modified
Folder	Admissions	7/20/2012 3:34 PM
Folder	Beta Reports	7/18/2013 4:33 PM
Folder	Extended Studies	7/6/2012 9:13 AM
Folder	Financial Aid	9/17/2012 1:48 PM
Folder	Student Financials	8/15/2012 2:50 PM
Folder	<b>Student Records</b>	7/20/2012 1:35 PM

6. Click the Degree Tracker Course Demand by Term report.

Type	Name	Modified	Report Description
Report	Class List By Class	8/9/2013 12:38 PM	
Report	Class List By Class_JB	8/15/2013 2:46 PM	
Report	Deans List by City-State	1/7/2013 9:45 AM	
Report	Deans List by College	5/31/2013 11:58 AM	
Report	<b>Degree Tracker Course Demand by Term</b>	9/19/2013 2:41 PM	eAdvising Degree Tracker Course Demand by Term

7. Choose the appropriate parameters from the right-hand pane.
  - Parameters are options to choose to narrow the scope of a report.
  - Begin by selecting a basis term.
    - i. The basis term is the current or future term you would like to see predicted seat demand for.
  - Select a previous term.
    - i. By selecting a previous term, you can compare demand results between your basis term and a term prior to it. If you do not want a comparison, select No Term Selected.
  - Select the appropriate College.
  - Select the appropriate Department.

- Select the course or courses you would like to see predicted demand for.

**Parameters**

Report Name

Basis Term

Previous Term

College

Department

Course

8. Click the Apply button at the lower right-hand side of the page to run the report.

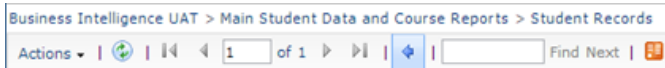
### Drill to Detail for Estimated Seat Demand

1. To see specific student information on estimated seat demand count for a course, simply drill down into the record by clicking the estimated seat demand count for that course.

**Degree Tracker Course Demand by Term**

Course	Course Title Current	Department	Basis Term	Estimated Seat Demand Count	Enrollment Capacity
ACCT 205	Intro to Financial Accounting	College of Business & Economic	Spring 2014	287	410

2. Rows are grouped by a student's academic plan.
  - If a student has multiple majors, they may appear in multiple rows. The distinct count will give you a running total.
3. Click the blue arrow on the menu bar to navigate back to the parent report.



### Drill to Detail for Course Demand Enrollment

1. To see specific information on enrollment capacity for a course, simply drill down into the record by clicking the enrollment capacity count for that course.

**Degree Tracker Course Demand by Term**

Course	Course Title Current	Department	Basis Term	Estimated Seat Demand Count	Enrollment Capacity
ACCT 205	Intro to Financial Accounting	College of Business & Economic	Spring 2014	287	410

2. Each enrollment detail row is broken down by the location of the course.

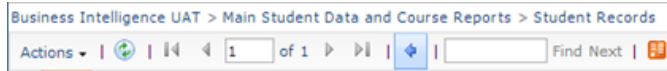
**Degree Tracker Course Demand Enrollment Count Detail - Spring 2014**

Click on small blue arrow above to return to the main report

Term	Course	Department	Enrollment Capacity	Enrollment Total	Open Seats	Percentage Filled	Location	Waitlisted
Spring 2014	ACCT 290	Dept of Accountancy	120	0	120	0 %	Boise Campus	0
Spring 2014	ACCT 290	Dept of Accountancy	80	0	80	0 %	Electronic Campus	0

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- Boise campus location includes seats offered at the Boise Main Campus only.
  - Electronic Campus is online course seats offered only.
  - Other locations represent all other seats offered, excluding Boise Campus and online seats.
3. Click the blue arrow on the menu bar to navigate back to the parent report.



## Exporting the Course Demand Report

Click the following link to navigate to the instructions on how to export (download) a report in myInsights:

<http://myinsights.boisestate.edu/resources/how-to-export-download-a-report-in-myinsights/>

If you have questions about the Degree Tracker Course Demand Report, please email [degreetracker@boisestate.edu](mailto:degreetracker@boisestate.edu). If you have trouble running a report, please email [helpdesk@boisestate.edu](mailto:helpdesk@boisestate.edu).