2: Enter the Term Enter the Subject Enter the Catalog Number Determine the type of inquiry to be run (Summary of Demand or Detail of Demand)

Click on Search

Course Demand Inquiry

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Detail of Demand

The Detail of Demand page, which defaults to the Student List tab, provides a list of the names and ID numbers of the students who have requested the course and their respective program, plan, and level information. In addition, it provides information on how many times each student requested the course and the dates associated with the requests.

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Clicking on the icon on the Detail of Demand page displays, in one summarized view, the information contained in both the Student List tab and the Additional Info tab.

Tip: The **i**icon, allows users to save the summary as an Excel spreadsheet and manipulate it to suit their reporting needs.

End of Procedure