

CIE Instructional Data Processing

Request for Course Records Management System

IDP Location: STEW G-39 Telephone: 49-45112 Email: idp@purdue.edu

Instructor Name _____ School _____

Course _____ Email _____

Yes No 1. Do you want to change any data that is already stored in your CRMS file? (Please indicate changes on a CRMS Revision Form.)

Yes No 2. Are we currently scoring a multiple-choice test for you that should be stored in your CRMS file?

Yes No 3. Are you submitting hand-graded scores recorded in an excel file WITH an IDP Excel File Processing Request worksheet via email? (IDP Excel File Processing Request worksheet is located at: www.purdue.edu/cie/data/forms.html — send to idp@purdue.edu)
A. Should the scores be permanently stored in your CRMS file? Yes _____ No _____

Yes No 4. Do you want a total score calculated for each student?

A. If any scores are not to be included in the total, specify: _____

B. If you want to drop each student's lowest score(s), specify:

Lowest scores to be dropped	Number to be dropped	Lowest scores to be dropped	Number to be dropped
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_____	_____	_____	_____
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C. If you want to rescale scores so that they have a new maximum possible value, specify:

Scores to be rescaled	New maximum	Scores to be rescaled	New maximum
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_____	_____	_____	_____
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D. How should the total be reported?

___ Original Scores

___ Converted to Percentages

E. If you want percentages, **what is the maximum possible original total?** _____

F. If you want letter grades assigned based upon the total, specify: Minimum score required for:

A+ _____ A _____ A- _____ B+ _____ B _____ B- _____ C+ _____ C _____ C- _____ D+ _____ D _____ D- _____ F _____

Yes No 5. Do you want a score distribution report, i.e., table of summary statistics?

A. Check report desired if multiple sections _____ All sections combined _____ Each section separately

B. Check report(s) desired:

___ Total score	___ Extended report with plot	___ Brief report, no plot
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___ Other scores (specify) _____	___ Extended report with plot	___ Brief report, no plot
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**UPLOAD
USERS**

FILELOCKER

Career Account Login (username) for one person _____

BLACKBOARD

Please provide Job Number linked to your account _____

For IDP Internal Use Only

Check In: Date _____ Time _____ Log # _____ Initials _____ FileLocker file: _____

Scanned: Date _____ Initials _____ N _____