

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 |
|-----------------------------|----------------------|-----------------------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
- 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 |
|-----------------------|-------------|-----------------------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
- 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 |
| ___ Other scores (specify) _____ | ___ Extended report with plot | ___ Brief report, no plot |

UPLOAD USERS	FILELOCKER Career Account Login (username) for <u>one</u> 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 _____