

# CIE Instructional Data Processing

# Request for Excel File Processing

IDP Location: STEW G-39 Telephone: 49-45112 Email: [idp@purdue.edu](mailto:idp@purdue.edu)

Name \_\_\_\_\_ School \_\_\_\_\_

Course \_\_\_\_\_ Telephone \_\_\_\_\_ ( OR ) Email \_\_\_\_\_

Yes No Are you submitting hand-graded scores for your **CRMS file**?  
Should the scores be permanently stored in your CRMS file? (Data should be stored only when all scores are complete and correct.) \_\_\_ Yes \_\_\_ No

Yes No Are you submitting hand-graded scores for **IDP Upload ONLY**?

What title(s) should be used, specify (6 or less characters each.)

Column	Title	Max Value	Column	Title	Max Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**FILES MUST BE IN THE FOLLOWING FORMAT:  
EXCEL (.xls)**

Col A — PUID# or Career Acct Login	Col B — Name (no commas)	Col C — Section	Col D—(etc)	Score Data
1234567898	Doe John	0102	14.82	14.72 0.75
2233434556	Warden Eric	0101	10.16	10.36 13.49
9995589222	Buck Seeda	0101	0.54	0.00 0.75

SUGGEST FORMATTING COLUMNS "A" and "C" as "TEXT" TO PREVENT LOOSING THE LEADING "0"

**Blackboard Users** — Please provide Job Number linked to your account \_\_\_\_\_

**For IDP Internal Use Only**

Check In: Date \_\_\_\_\_ Time \_\_\_\_\_ Log # \_\_\_\_\_ N \_\_\_\_\_