

All scanning requests can be dropped off and picked up at the ITS Helpdesk, 104 Job Hall

Required Requester Information

Name: _____ Date: _____

Campus Address: _____ Campus Phone: _____

(Building & Room)

Department: _____ IC Email: _____@ithaca.edu

Course Evaluation

If creating a new Setup File/Template or making changes to an existing Course Evaluation, please contact Computer Operations at 274-3406 and fill out the New/Change Template Request Form.

Internal Use Only – TEST ID					

Setup File/Template To Be Used: _____

Course Number: _____
(Example: PTMS 61600-01)

Course Name/Qualifier: _____
(Example: Intro to Psych and/or Class, Lab, Lec, etc.)

Instructor's Name: _____
(Example: Last Name, First Initial)

Evaluation Results

All Requests Include Printed Reports by Default.

Print Reports: **202** Detailed Item Analysis and **206** Item Statistics

Email Reports: **202** Detailed Item Analysis and **206** Item Statistics

IC Email Address: _____@ithaca.edu (If Different Than Above)

Email Raw Data: Raw Data (Comma-Delimited ascii File)

Authorized Special Procedures: _____
