

Optical Scanning Request

New/Change Template

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 this form. Please allow 2 weeks advanced notice.

Is this a new Course Evaluation Setup File/Template request?: Yes No

If Yes, please attach a hard copy of the requested new Course Evaluation questions.

Is this a change to a current Setup File/Template?: Yes No

If Yes, what is the current Setup File/Template being used?: _____

If Yes, what changes have been made?: _____
(An updated hard copy may also be attached)

Survey or Research

Instructors doing classroom survey and/or research requiring processing should contact Computer Operations at 274-3406 and fill out this form. Please allow 2 weeks advanced notice.

Is this a new Survey and/or Research Setup File/Template request?: Yes No

If Yes, please attach a hard copy of the requested new Survey and/or Research questions.
(2 weeks notice is needed to create and test a new template)

Will this Survey template be used more than once?: Yes No