

**Welcome to the UTLC.** Please fill out this form if this is the first time you have used our services or you wish to change what reports you get. Please provide the following information so that we may better serve you.

(Note: Graduate assistants do not need to fill out this form. Simply indicate at the top of your key:

“Faculty Name: \_\_\_\_\_ Assistant Name: \_\_\_\_\_ Mail to: \_\_\_\_\_ ”)

Faculty Name: \_\_\_\_\_

Department (3 Letter Code): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Forms Wanted: (See [http://www.uncg.edu/tlc/instructional/scanning/sample\\_reports.html](http://www.uncg.edu/tlc/instructional/scanning/sample_reports.html) for examples.)

### Printed or Electronic PDF:

**101 - Student Statistics Report** (summary of student grades)  **Print** **OR**  **PDF**

**103 – Class Frequency Report** (bar graph of grades)  **Print** **OR**  **PDF**

**104 – Test Statistics Report** (general statistics of grades)  **Print** **OR**  **PDF**

**Choose Only One of the 204 or 201:** (if both are chosen, only the 201 will be sent)

**204 – Condensed Item Analysis Report** (summary of answers by questions)  **Print** **OR**  **PDF**

**201 – Detailed Item Analysis** (summary of questions with point bi-serial analysis)  **Print** **OR**  **PDF**

### Electronic Version Only:

**Textual Excel Spreadsheet** with student answers in textual format with grades at the end. (answers in the form: MULT, BLANK, A, B, C, D, E)

**Numeric Excel Spreadsheet** with student answers in numerical format with grades at the end. (answers in the form: -1, 0, 1, 2, 3, 4, 5)

**301 – Student Grade Report PDF** (lists incorrect answer, correct answer, and grade for each student.)