



# Report Request Form

## Faculty Teaching & Learning Commons

**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 which reports you receive. Please provide the following information so that we may better serve you.

(Note: Teaching or Graduate assistants do not need to fill out this form. Simply indicate:

Assistant Name: \_\_\_\_\_ E-Mail : \_\_\_\_\_)

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

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

Email: \_\_\_\_\_ Return Campus Mail  Location: \_\_\_\_\_

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

### Select from the following reports:

**101 – Student Statistics Report** PRINT  or PDF

(Individual student grades)

**103 – Class Frequency Report** PRINT  or PDF

(Bar graph of all grades)

**104 – Test Statistics Report** PRINT  or PDF

(General statistics of test and grades)

**207 – Test Item Statistics Report** PRINT  or PDF

(Displays summary statistics for each question)

### Select only one of the following reports:

**201 – Detailed Item Analysis** PRINT  or PDF

(Individual question statistics with bi-serial analysis)

**203 – Item Analysis Graph Report** PRINT  or PDF

(Simplified version of 201)

**204 – Condensed Item Analysis Report** PRINT  or PDF

(Individual question analysis)

### Basic Package

101, 103, 104, 204, 207, 301,  
textual excel

PRINT  or PDF

### The following are available via electronic version only; please choose Text OR Numeric Excel:

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

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

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

### FTLC / Scanning Services

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