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Planning an Online Course

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This document provides tips and techniques for planning and delivering an online course. The advice was collected from a large number of faculty and students who have experience with online courses. It will be updated as we get additional feedback and ideas.

Note: this document does not address hybrid classes, which mix in-person and remote participants.

Planning for an online course requires a bit of a redesign effort to account for some of the differences in the student experience and in delivery of technology compared to in-person courses. This document covers some of the major considerations for modifying your course, and it is divided into the following sections:

Student Experience

There are potential challenges that your students could face in the remote environment:

- **Location.** Some students may be located off-campus and face time zone differences that could reduce their ability to participate in synchronous video meetings or to take exams at set times.
- **Health.** Be mindful of student illnesses or family emergencies, as these are still more frequent than usual.
- **Focus.** Students working from home may face more distractions from family interactions or connectivity issues.
- **Access/Resources.** Students may lack the ability to print documents such as assignments and exams.
- **Logistics.** On-campus students may face timing issues in transitioning from in-person classes to online classes (and vice versa).

These changes to the student experience could affect your deliverables in the following ways:

- **Exams will have to be online**, un-proctored, and open book. They may need to be offered at multiple times due to time zone differences or make-up exam and other accommodation requests.
- Group work could be impacted by lack of student co-location, time zone differences, and illnesses. Group presentations may be more difficult to arrange due to these factors.
- Class participation during synchronous **video conferences** could be more difficult than usual. Some students will be unable to attend synchronous sessions. Students that do attend may have connectivity issues that limit their ability to be on camera.

Each instructor will likely have a different approach for dealing with these changes. As a result, students will face much more variety in course delivery than usual. Communication will be essential! Ensure that your grading policies and assignment expectations are clear in your syllabus. Also, be prepared to send frequent emails to students and/or announcements through Canvas (possibly before each class).

You should also be clear in your syllabus about policies for student absences. For attendance or homework, you may want to give every student one or two **free passes** to miss class without a grade penalty. For exams, you should make clear whether you will require the student to take a make-up exam on the official university make-up exam date (which is in the next semester). In any case, all students should report their illnesses or absences to the MBA and Undergrad program offices so they can be tracked in case there are any contact tracing issues. You should always require that the program office confirms the student's absence rather than just working from their emails.

Once you get your class list, we recommend polling your students to get a sense for their situations. You can easily create a poll using Canvas (typically ungraded survey) or your preferred survey tool (Qualtrics, etc.). Suggested questions include:

1. Will they be on campus?
2. If not on campus, what is their time zone difference?
3. Will they have access to a reliable high-speed internet connection?
4. Will they be limited in their ability to access various platforms that you might use (e.g., Canvas, Zoom, YouTube, Google apps, Skype, etc.)?
5. What are their major concerns about engaging with the course?

You should also consider soliciting feedback from students during the term. Some faculty may be inexperienced in online teaching (compared to in-person teaching), and mid-term feedback could provide useful guidance on course corrections. The MBA and Undergrad program offices have formal mid-term feedback forms. Alternatively, you could seek feedback through more informal surveys or discussions with small groups of students.

Delivery Format

Wharton faculty teach using a wide variety of methods. There is no one ideal way to teach our students in-person, and there is no one ideal way to teach online. Based on student and faculty feedback, there are two methods that work well—synchronous-only teaching and blended teaching—and one that generally does not—asynchronous teaching.

Note: Regardless of the delivery format, for online courses, **synchronous sessions should always be recorded and posted to Canvas**. This policy allows remote students who cannot attend the sessions to have access to the course material. You will be able to restrict the amount of time these videos are available on Canvas. Students will receive warnings about unauthorized use of the videos. Even so, a good guideline is to never say anything during a synchronous session that you wouldn't want to show up on YouTube!

Synchronous-Only Teaching

The synchronous-only option involves teaching all sections of your course via a video meeting during your regularly scheduled class times.

Advantages:	Disadvantages:
This method requires fewer changes to adopt your course material to online teaching and provides students a similar amount of in-class engagement time with you and other students as they would get during an in-person session.	Students have difficulty maintaining engagement for 80 minutes in a video meeting and may miss part of the material if they have temporary connectivity or work-from-home disruptions.

If you choose this method, you still may want to modify how much material you cover and how you engage with students. See the section **Class Management** below for details.

Blended Teaching

The blended option involves pre-recording 15-30 minutes of videos for students to watch prior to class followed by 50-60 minute synchronous sessions **via a video meeting** during your regularly scheduled class times. The pre-recorded videos cover basic material and the synchronous sessions involve more advanced material, discussions, or exercises. The synchronous session should be at least 50% of the normal session length to avoid student dissatisfaction about lack of faculty engagement.

Advantages:

- Students are able to engage more completely for the shorter synchronous session.
- Students have a chance to digest pre-recorded material before live sessions.
- Remote students feel less disadvantaged because part of the course is delivered the same way to all students.

Disadvantages:

- Requires more advance work by faculty to plan delivery of material (which may be difficult to split up logically) and to record videos.
- There is less time for synchronous engagement.
- Students may skip synchronous sessions if they feel pre-recorded material is sufficient.

Video Resources:

- For a video on tips for blending asynchronous and synchronous teaching, see [this resource](#).
- If you want to record short videos, Panopto records videos in an easy-to-use, free format that **directly uploads to Canvas**. For tips on using Panopto, see [this resource](#).
- If you want to record longer videos, **Camtasia** allows you to edit the video, splice together multiple clips, and layer on animations or other effects. You will have to buy this software. For tips on using Camtasia, see [this resource](#).

Asynchronous Teaching

This option involves pre-recording all of your course material and hosting only virtual office hours, without a synchronous session. Alternatively, this option could involve delivering one synchronous session and requiring the other students to watch the recording of it.

We strongly advise against this approach for the entire course. Students are generally unhappy with this approach because of the lack of interaction and engagement; students have said they felt cheated that they were paying full tuition for **Coursera MOOC** classes. However, this approach could be used sparingly to replace certain class sessions, especially later in the semester when the students know you better. See the **Blended teaching** section above for tips on recording videos.

Class Management

Every facet of course delivery – pre-class prep requirements, in-class delivery, out-of-class interactions – must be reconsidered when moving to an online format.

For an overview video on switching to online teaching, see [this resource](#).

For instructors teaching undergraduate students, the Wharton Dean's Undergraduate Advisory Board has produced a **White Paper** on best practices for online and blended learning: [click here for an executive summary](#) and [here for the full White Paper](#).

Student Prep for Class

Students will face a large variety of platforms and interaction styles in their courses. Thus, you should communicate with students frequently about your expectations, including specifying the following:

- Required pre-class prep.
- Material to have handy during the synchronous session.
- Norms for interactions and questions during the video conferences.

Because case discussions can be more disjointed online, some faculty provide case-specific guides to highlight the aspects of the case on which the discussion will focus during the synchronous session.

Another method for guiding pre-class prep is to create pre-class **quizzes** on Canvas.

- These quizzes can have auto-graded multiple-choice questions, with multiple attempts, to check the students' knowledge of the basic facts covered in their pre-class material.
- They can also be used for students to provide short open-ended answers to key case questions or prompts from the pre-class reading.
- Some faculty use the responses from the quizzes to warm call students during the video conference.

Setting up your course requirements as Canvas modules can make it clearer to students how they should prepare for class. For a video on how to use Canvas modules, see [this resource](#).

Student Participation During Video Meetings

It is difficult to cover the same amount of content virtually as in person. Student questions and answers all involve a bit of delay, whether spoken or on chat. Students have difficulty staying focused due to Zoom fatigue and distractions in their environments. Some students will need more transition time if they have in-person and virtual classes back-to-back. Thus, you should try to remove some material from the synchronous video meeting to better manage the time.

Student participation is the most difficult aspect of an online course. It may take some trial-and-error to find the right approach for your material and for your teaching style. Here are some considerations:

- Most students are reluctant to interrupt to ask questions orally. You need to establish norms for whether and how a student could do so.
- There are **raise hand** features in the video meeting platforms, but you will need to make sure you have the correct window displayed.
- Requiring students to be on camera at all times involves a trade-off. Having students visible provides a more interactive experience for everyone, and it is a good default norm for the class. However, some students may have bandwidth issues where they need to mute video to get a better connection.

Options for asking questions to the students in a case discussion:

- **Cold calling** is generally more effective than asking for volunteers because many students are reluctant to jump in to speak on the video meeting. Follow usual best practices on cold calling: establish the norm and stick to it, and consider allowing students to opt-out in advance if it is not a good day for them.
- **Warm calling** based on pre-class responses on quizzes or discussion boards allows some control over the variety of comments you elicit and ensures that you are calling on students that are prepared to participate. Some faculty have student teams sign up on a Google doc to volunteer in advance for leading parts of the discussion.
- **The chat feature** allows students to send short text answers through the video conference platform. You can

read aloud the answers that help move forward the discussion and call on certain students to elaborate their answers. You can also give participation credit for everyone that chats a response.

- **Breakout rooms** can be used during class time to have small group discussions. When the class reconvenes, the instructor calls on a group leader to report the discussion. **Breakout rooms are discussed** further below.

Options for when students want to ask you questions:

- Chat questions can be effective because they let you pre-screen the questions you answer. However, chat questions are often delayed due to typing time. You may want to pause at natural stopping points and address chat questions then (as opposed to trying to address them as you see them).
- Some students will want to direct-message chat questions to avoid asking them publicly. This is an effective way to get more sensitive questions or comments into the discussion. You will need to ensure that the chat is a DM first, and, as a rule of thumb, don't mention the student's name.
- One effective chat technique is having students send a single letter through chat (e.g., Q for question, C for clarifying comment) and calling on the student when you see the letter. That allows students to ask their question when you are still on the topic, but of course, you can't screen the questions.

Options for Polling

Polling through **Poll Everywhere** or the native polling function in the video meeting greatly increases student engagement. Poll Everywhere allows polls to be integrated into a PowerPoint presentation by downloading a plugin (or you can just display the website). All faculty can **register for a Poll Everywhere account** under the University's license; be sure to use the @upenn.edu form of your Penn email address when registering. If you create a group for your course within Poll Everywhere, and then have your students also register using @upenn.edu addresses, then you can track student participation in the polls.

Mixing up the pedagogy during the sessions is an effective way to increase student engagement (i.e., use a combination of polls, discussions, exercises, break-outs, and lecture). However, some faculty do caution against using the same formula for every class session, so the order and types of activities across sessions should be switched, as well.

Hosting a Video Meeting

Teaching with video requires a new set of skills in terms of managing what you display to your students and in transitioning between material. You should practice with a TA or colleague before your first class. You can record the practice session and watch it back to see what the student sees. It may take a few classes before you feel comfortable with the mechanics.

One helpful technique is to have a second computer or tablet set up near you. You are not able to see what the students see when you are sharing documents during the video meeting. Also, you may not be able to see chat if you are running a PowerPoint presentation. Thus, having an additional screen will allow you to see the student view of your presentation and features like chat or **raise hand**. If possible, you could have a TA or other member of the teaching team manage the chat during your class session, as well.

For a video on advice about lighting, positioning the camera, and improving the audio for your online delivery, see **this resource**.

Screen Sharing

The most important function in the video meeting is using Share Screen to display any documents on your computer to the students on the video meeting. There are two options:

- **Share your whole screen:** This option will display whatever is on your desktop. You can quickly move

between documents and you can show two documents at the same time – e.g. have PowerPoint on one half of the screen and Excel on the other. Keep in mind that with this option, students can see any file on your desktop when all docs are minimized and could potentially see other distractions like email previews that pop up. You can always manage your device's notification settings to prevent this from occurring.

- **Share a specific program:** This option allows you to share only a specific program you select (e.g., PowerPoint, Excel). The students will only see that program, but it is a bit slower to move between docs. You also can only display one program at a time; and if you accidentally bring up another program that is not being shared, the students will see a grey screen.

Sharing video or audio played on your computer is also possible through screen sharing. When you play a video during a session, you must check the **share computer audio** button for the students to hear your computer audio. Even so, keep in mind that the video playback may be low quality for students with bandwidth issues. One alternative is, if the video is on YouTube, Canvas, or a separate resource, send a link through chat at the same time as you play it so students can stream it from their computer directly.

You may also want students, TA's, or guest speakers to share their screens at some point. You should make sure you identify the setting to do so in advance of the meeting (your meeting might be set up to disable others from screen sharing). You may also want to toggle the setting on and off to prevent unauthorized screen sharing. Finally, you should ask the participants to practice with others in advance so they are familiar with the interface.

Breakout Rooms

Breakout rooms work well for small group activities, discussions, and exercises. They can be set up in advance, set up manually while teaching, or created randomly while teaching. Based on experience, here are some suggestions for using breakout rooms in your class:

- **Limit groups to a few students**, especially if the group is not the students' usual learning team. Many faculty recommend limiting groups to three to four students.
- **Keep the sessions short** by using smaller exercises or prompts. The students will lose focus with long sessions, and long sessions will reduce your time to debrief.
- **Make instructions for breakout activities very clear.** Once the students leave the main room for the breakout rooms, they will no longer see the slides with instructions. It helps to put instructions in writing (as opposed to verbal instructions that they may forget) and make them available on Canvas.
- **Broadcast messages to breakout rooms** (e.g., to notify them on the time remaining for the breakout) and drop into the breakout sessions to check on the students.
- **Use pre-assigned breakout rooms only if you require students to attend their registered sections.**

For a video on how to use breakout rooms, see [this resource](#).

Free-form Writing

There are native features in the video meetings that allow you to free-form annotate or write on the displayed material.

- The **Whiteboard** feature brings up a virtual whiteboard on which you can write student points or draw out an example similar to writing on a physical whiteboard. Be aware that writing is not easy to do if you have to use a mouse or trackpad; practice before class to make sure you are happy with the functionality. Also, another participant may be able to activate a whiteboard and erase what you are doing.
- The **Annotation** feature allows annotations on the screen; e.g., draw on your slides for emphasis. Again, the writing is not easy with a mouse or trackpad.

One limitation is that you cannot easily save the whiteboard or annotations for later; you would need to take a

screen shot.

Some faculty use external apps like [Notability](#) or [GoodNotes](#) to annotate during sessions and to save the end product for students to download later. These apps work well with a tablet. For a video on using annotation apps on a tablet, see [this resource](#).

TA Participation

Teaching during a video meeting requires a different set of skills for juggling inputs (e.g. slides, student questions, tech glitches) than in-person teaching. Many faculty find it helpful to have a TA on their video meetings. The TA can moderate chat and look for raised hands (either actual or virtual). They can also manage chat with students related to technical issues. Some instructors suggest having the TA run the PowerPoint slide show from their computer so the instructor can focus on other aspects of the video meeting (although, other instructors found this difficult to pull off smoothly). The TA can also step in and talk to students if you have connectivity issues and have to drop off for a couple of minutes.

Guest Speakers

Guest speakers may be easier to find for an online class given the lower cost of joining a video meeting. However, guest speakers may have their own connectivity issues that impact their talks.

- Have the speaker record part of their talk in advance, and then do live Q&A after you show the video.
- Interview the speaker on a recorded video meeting and play excerpts prior to live Q&A.

If you want to open your guest speaker session to a wider audience, please [contact Wharton Computing](#). You may need to use a different version of the video conferencing software if the number of participants is large.

Even if a guest speaker cannot join live, some faculty find that the students appreciate pre-recorded videos of experts that the faculty played during the video meeting.

Office Hours and Out-of-class Interactions

All office hours should be available in a virtual setting. Student access to buildings may be limited to allow in-person office hours, and many students will be remote. You should decide whether to have a set time for virtual office hours or to schedule these by appointment (or both).

- **A set time for virtual office hours** allows many students to participate and to stay in the room to listen to other students' questions, providing some economies of scale in helping students. Alternatively, some faculty use the **waiting room** feature of Zoom to replicate the normal sequential office hours in a virtual format; clearly let students know if you adopt that approach.
- **Scheduled appointments** give students outside of our time zone better access to faculty members; these interactions are often their only synchronous interactions with faculty.

In a virtual class, students are missing out on informal interactions with you before and after class, as well as stop-and-chats when you see each other on campus. Students greatly appreciate it when faculty sign on to the video meeting early, or stay on after it is over, to have these types of informal discussions. You could also consider occasional **virtual lunches** to replace our student-faculty lunch program.

Make sure to answer student emails on a timely basis. To centralize Q&A and answer frequently-asked questions efficiently, some faculty use Canvas discussion boards, while others utilize the University's **Ed Discussion** tool (previously Piazza -- the University's relationship with Piazza ended on June 30, 2022, including all Canvas

integrations). For a video on how to use discussion boards, see [this resource](#).

Graded Assignments

Exams

The university is **strongly discouraging proctored-exam options** for online course formats. You should plan on giving online open-book exams without proctoring. You should also reinforce the Honor Code in your syllabus and in your exam document and make the academic consequences of cheating clear in your syllabus.

In the online environment, many faculty have switched to automatically **graded exams in Canvas** (e.g., multiple choice, multiple answer, true-false). These exams can be implemented in the following ways to reduce the potential for cheating:

- Question/item banks allow you to write multiple versions of the same question with small differences, with each student's quiz getting a random draw from the bank.
- You can also randomize the order of the questions (New Quizzes only) and answers.
- You can specify an availability window during which all students have to take the exam; although, you may need to offer multiple windows for remote students in distant time zones or those who have requested accommodations.
- You can specify a time limit during which all students have a fixed-amount of time to finish the exam once they start it.

Canvas also supports short-answer or essay type questions that can be manually graded.

- Some professors use multiple exam slots to accommodate remote students and write slightly different exams for each slot.
- If you want students to handwrite their answers, you can have them use an app like CamScanner to create a pdf and upload into Canvas.
- Keep in mind that students may not have the ability to print exams at remote locations.

Setting up exams in an online format may take a significant amount of time when you first create these, especially if you use question banks. Start working on exams earlier than usual!

Student Disability Services will work behind the scenes with the **Courseware team** to change exam settings for students with extra-time accommodations.

- For a video with advice on online exams, see [this resource](#).
- To learn more about implementing exams in Canvas, see [this resource](#).

Short Quizzes

To focus student participation and to provide more opportunities to assess student performance, you can use short pre-class or post-class quizzes on Canvas.

- **Pre-class quizzes** allow the students to assess whether they have sufficiently grasped the material in the pre-class prep. Knowing they will be quizzed on the pre-class material provides a motivation to complete these. As the instructor, you can acquire feedback on what students did or did not understand prior to class.
- **Post-class quizzes** allow students to check their understanding of the course material right after class. They

also provide students who are unable to attend video meetings with an opportunity to demonstrate that they watched the recordings of the sessions and can receive grading credit for this.

Class Participation

The important factors to consider when deciding how to grade class participation are:

1. Some students will have difficulty attending synchronous sessions due to time zone differences or due to illness.
2. Open class discussions are less fluid and take more time in an online format.

You can provide credit for asynchronous participation through Canvas discussion board postings, alternative app postings (e.g. Ed Discussion), or Canvas quizzes. Some faculty ask the students who could not attend the video meeting to watch the recording and send a list of comments or questions they have based on the discussion. Some instructors are concerned that asynchronous participation reduces attendance during synchronous sessions, and some students feel like discussion board postings are just **busy work**. The best approach is not always clear and must be tactfully set up with consideration of the trade-offs.

Student comments during class will be easier to grade because you (or a TA) can watch back the recording to give points for the comments. However, you will likely get fewer student comments in this format than in an in-person session. Strategies for managing student participation are in the [Student participation during video meetings](#) section above.

You can also give points for chat comments and questions. Make sure to download the chat transcripts from the video meeting ([Zoom instructions](#)) before logging off or you will lose them!

Through PollEverywhere, you can create a **group** for your students by uploading their emails from your class list. As long as they are signed in when they answer your poll questions, you can download a record of all of their poll participation. You can also easily give polling credit by using Canvas quizzes during class.

Group Projects

Group projects are still feasible in an online class but require **some extra consideration**. Students will likely not be able to meet in person but will certainly be comfortable with video meetings. You may want to have students form their own groups or to shuffle the groups to avoid time zone conflicts within the groups. You may need to provide students information on where their classmates are located to facilitate group formation. You also need to be mindful that student illnesses or family emergencies may have an impact on a group's ability to meet deadlines.

You can have students present their projects during video meetings by enabling the Share Screen function, but make sure you have accommodations for groups that cannot attend the synchronous session.

Some faculty ask students to record their presentations in advance to improve the quality and to monitor the length. You could play these recordings in class, followed by a live Q&A, or you could ask the students to watch in advance and come to class ready to ask questions and provide feedback.

Technology

There are a lot of options when it comes to the technology available for helping you teach online. Wharton Computing has a section of their Knowledge Base devoted to [learning and teaching remotely](#). This list of resources should help you figure out what will work for you. You can also reach out to your [Wharton Computing](#) team for help and guidance.

Wharton Computing [created this chart](#) showing ways you can think about transforming your in-person teaching plans to an online version.

Equipment and Teaching Setup

Whether you are teaching from home or from a classroom, you'll need to make sure well in advance that you have what you need.

- [Remote Teaching Checklist](#)

Video Conference Platform

Wharton Faculty have access to Zoom for hosting online classes and meetings. These meetings can be scheduled through Canvas, and the recordings of these meetings will automatically transfer to the Class Recordings tab of your Canvas course site.

These resources will help you pick which platform to use for specific teaching purposes. There is also information on key features of each platform:

- [Video Conferences \(Zoom\)](#)
- [Video Conference Features](#)
- [Articles on Holding Virtual Events](#)
- [Inviting a Guest Speaker to a Video Conference](#)

Working with Video Meetings

- [Managing Online Presentations](#)
- [Managing Online Exams](#)
- [Canvas' New Quizzes](#)
- [Recording Online Meetings](#)

Remote Instruction - Start Here

Last Modified on 07/30/2020 10:27 am EDT

This article was written in collaboration with the Teaching Excellence Committee. Thank you to: Jennifer Blouin (ACCT), Gérard Cachon (OIDD), Judd Kessler (BEPP), Vincent Glode (FNCE), Ingrid Nembhard (HCMG), Kevin Werbach (LGST), Drew Carton (MGTM), Raghu Iyengar (MKTG), Becky Schaumberg (OIDD), Ben Keys (REAL), Shane Jensen (STAT).

Wharton Faculty are all transitioning to remote instruction for the rest of the semester, including the final exam period. Instructors will have to deliver their course from a location off-campus (i.e., standing in an empty classroom, using classroom tech, is not an option).

This document has been prepared to be your starting place for planning this transition. It will be updated as we learn more.

The Bare Essentials

1. **Decide how you want to deliver your course online.** This document describes some options, and links to other resources. Don't try to do too much, especially at first. Think about what is most essential to you, from both a content and delivery standpoint.
2. **Communicate your plans to students as soon as possible** Update your syllabus and send a Canvas announcement or email before your next class session.
3. **Install the BlueJeans video meeting app.** Make sure to test the app with a colleague or by following the instructions in the "Test Your Equipment" section of this article. Even if you choose not to do real-time (synchronous) teaching, you may wish to do virtual office hours or discussion sessions. Research on online teaching finds that seeing the professor's face makes a significant difference for student engagement.
4. **Come up with a detailed plan for your first class session.** Think about backup options if something goes wrong (especially if you choose synchronous delivery). Have a plan to evaluate and refine your approach after the initial experience. Ask students to be understanding, and be understanding of them as well.

How You Teach

Wharton faculty teach using a wide variety of methods. Our courses range very significantly in size, and are taught to multiple distinct student populations. There is no ideal way to teach our students in-person, and there is not an ideal way to teach online. Use your judgment as an educator to create the best possible experience for your students under these difficult conditions.

The first decision you'll have to make is if you want to hold your class online in **real-time via a Virtual Meeting** (synchronous), if you're going to do something like record a lecture and have students watch on their own time and then gather online to discuss (asynchronous), or a combination of both.

Synchronous Teaching

We believe the easiest route is to choose the synchronous/live option. This may seem counter-intuitive, but here are the supporting reasons:

- Teaching synchronously will likely result in the fewest changes for both yourself and your students. It uses many of the same skills you're honed as an in-person lecturer and given the speed at which you'll need to

transition to remote instruction it seems unwise to give up the advantage those skills confer.

- Wharton Computing has implemented a video meeting tool, **BlueJeans**, which is integrated with Canvas. Sessions will be recorded for students who cannot attend live or who want to refer back to the session.
- Students already have the time in their schedule dedicated to your class session. Furthermore, a sense of routine is valuable.

Asynchronous Teaching

The remainder of this document focuses on *synchronous delivery*. (That said, we recognize that there are likely going to be unforeseen issues that could disrupt synchronous classes, such as technological compatibility issues, time delays, poor connections, and surprise interruptions at home), but if you're thinking of going with asynchronous teaching click "Read More" for some things to consider.

Connecting with Students - Updated Syllabus and More

Reach out to your students by email and/or **Canvas announcements** as soon as possible to explain your plans for the class. We strongly recommend that you communicate these changes using whatever means you currently use to communicate with your students. If you don't already use Announcements in Canvas, we encourage you to do so and also post an announcement, which will become a permanent part of your Canvas site that students will be able to easily locate.

Create and post an updated syllabus, with adjusted dates and policies. It would be helpful to have a section in the syllabus dedicated to the changes that are due to switching online. Be particularly specific about what changes and what remains the same regarding requirements (what is due, when it is due, how it will be submitted), classroom meeting times, and assessments.

It would be a good idea to ask students before the class what time zone they are in, and whether they have reliable internet access available. Some students may also have medical or family situations that prevent them from participating during the normal class period. This may influence your decision about synchronous vs. asynchronous teaching, although keep in mind that recordings will be available. One option is to create a shared document (e.g. Google spreadsheet) for students to fill out prior to the class or use a Canvas quiz/survey.

Install the BlueJeans app

Wharton's **Virtual Meeting service** is powered by **BlueJeans**. **We recommend that you download the native application for the device that you plan to use for teaching** as the mobile and browser apps lack key functionality (**this table** details what is available in each app).

Before your class starts you should also install the app on a mobile device, just in case your computer isn't working as expected. The app is available for both **iOS** and **Android devices**.

Test your Equipment

Test all of your equipment well before your class starts. Things you should have charged/plugged into your computer include:

- Your laptop (if you're using one).

- A Webcam.
- A Microphone and headphones or a headset (USB or Bluetooth both work, though a wired connection will be less fiddly).

Once you've confirmed that all of your equipment is charged and properly connected it is time to make a test call. Clicking on bluejeans.com/111 will connect you to a Virtual meeting where you can "talk to the parrot," which is BlueJean's test call. You'll be connected to a video call with a parrot. Say something into your microphone and the beret wearing parrot will repeat it back to you. If you don't hear anything, or don't see your video, try these [troubleshooting steps](#).

The BlueJeans app is resource intensive. Be sure to plug in your laptop (if you're using one) and quit any programs you won't be using to teach.

Set Up a BlueJeans session via Canvas

Wharton supports using a combination of Virtual Meetings and Canvas for Remote Instruction. When combined these tools allow you to:

- Notify students of classes using a tool they are familiar with.
- Automatically record and post videos to your Canvas room.
- Automatically restrict access to the class video to enrolled students.
- Leverage existing on staff expertise for support of both tools.

Please refer to "[Virtual Meetings for Instruction](#)" for details on how to set this up for your courses.

All courses now have Canvas sites set up for them.

Practice your first Virtual Meeting in Advance

From your Canvas course you can create a "practice" virtual meeting with only yourself invited ([following these instructions](#)). You can record a portion of your session to familiarize yourself with the controls. You can later view the video from the practice session to see what you produced and make any adjustments to your physical space needed.

For an even better practice, include one or more of your TAs in the session. They can provide feedback from the student perspective.

Delivering a Class Session

To conduct your class you will create a virtual meeting in BlueJeans via Canvas [following these instructions](#).

Students will be able to see you via your device's camera. Be aware of your physical space – be sure that you are OK with everything students see behind you and minimize distractions around you (e.g., noises, talking, people moving about). Click "Read more" for some best practices to ensure your session goes smoothly .

Be Present for Students

Throughout the course, it is critical for students to feel that you are present and engaged with the course delivery. Some ways to do this:

- Post **Canvas announcements** frequently about what is happening and what will happen in the course.
- Respond to the class **discussion boards**.
- Respond in a timely manner to emails.
- Hold office hour sessions. You will set these up like a class session, **using Virtual Meetings**. These meetings do not need to be recorded, and signups can be handled via the **Appointment Groups** feature of Canvas.

Student Engagement

Engagement can be challenging in an online teaching environment. Think about ways to break up your lectures frequently, even if just to solicit questions on the chat.

Use polls to increase engagement

A simple way to increase engagement is to interrupt a lecture with a request for students to provide their own opinion or information. It is easy to quickly collect this information using **PollEverywhere**. For example, consider giving students some time to work through an example and to report their responses. This allows you to explain the correct method and to clarify incorrect methods.

Create the polls ahead of time and either add them to your slides, as you normally would, or share the link via chat with your students when appropriate.

Use breakout rooms to increase engagement

Many classes have students break up into small groups to do work and then report back to the larger class. You can absolutely do this during the Remote Instruction period using Virtual Meetings, though our recommendation for how you accomplish this varies depending on how the groups are formed:

- Randomly assigned groups: Using the Virtual Meetings breakout room functionality works for this scenario, though we have found the feature to be less than stable in practice. More details about that can be **found here**.
- Pre-existing/assigned groups: For 2 person groups we suggest the students decide how they would like to connect on their own. For larger groups each group can designate a meeting organizer and have them invite only their group members to a separate Virtual Meeting.

For the reasoning behind this recommendation check out **Breakout Room section** of the **Virtual Meetings for Instruction** article.

Attendance/Participation

Given the circumstances, if you grade attendance or participation we encourage you to reconsider how these are graded or even whether they are graded.

Virtual Meetings doesn't have a built-in attendance feature. If you want to keep track of who attended a session, you could ask students to type something into a chat or use **PollEverywhere**. Keep in mind that some students may be unable to participate live due to time zone differences, internet connection limitations, coronavirus-related

restrictions, and family or personal medical emergencies.

Rather than tracking participation via comments or questions during a session, consider asking students to participate in a discussion board. A widespread participation requirement for online courses is to ask each student to submit a discussion board post and comment on two other students' posts.

Grades

Students will be naturally anxious about how they will be graded, especially undergraduates. As already mentioned, you should be as clear as possible in your syllabus with respect to how grading will change and how it remains the same. Reiterate those policies in subsequent announcements and assessments.

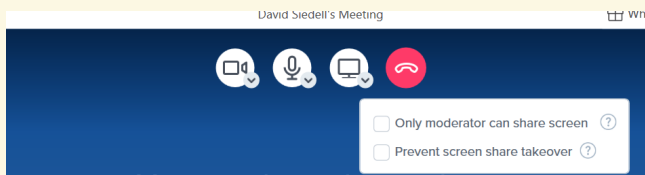
Screensharing

A key component of any Virtual Meeting is screensharing. You can share a PowerPoint presentation, a website, a document, or another other application with your students using Screensharing.

This article covers the ins and out of the feature but a few things to be aware of:

- If you share your Desktop all participants will see whatever applications and documents you have open. Before class make sure to clear your desktop of anything you don't want people to see.
- If you plan on playing a video for class use the **Upload & Share Video feature** of the BlueJeans desktop app. If you simply play a video via screensharing it will be choppy and nearly unwatchable. Sharing YouTube links also works.
- Disable incoming email/text and other app notifications if you're sharing your entire screen.

Click dropdown arrow on the screenshare icon for more controls → only allow moderators to share screen and/or prevent screenshare takeover



When you're sharing your screen during a Virtual Meeting you'll no longer be able to see the chat window. We recommend joining the Virtual Meeting with a secondary device (a smartphone or tablet) and monitor the chat from that device. Be sure to mute the audio/video on the secondary device!

For the best experience on a tablet or smartphone download the **BlueJeans app**.

Annotation

If you annotate your PowerPoint during class this can be replicated in Virtual Meetings:

- If you're already screensharing in a Virtual Meeting click the blue "Annotate" button at the top of the shared screen.
- If you aren't screensharing click the "Apps" in the BlueJeans app and then click "Start" on Annotate. You'll

then select what screen you'd like to share (annotating only works if you're sharing a screen) and then starts the annotation tool.

You can draw and drop text on the screen with this feature.

Annotations disappear when you select "Stop Annotation."

Whiteboard

Virtual Meetings does include a Whiteboard app that you can use to draw formulas and other figures, though it does have some limitations:

- Only a single whiteboard, controlled by one person, can be shown at a time. If someone else launches a whiteboard it replaces the current whiteboard along with its contents. A warning does appear before this happens, but there is no way to disable someone from doing this.
- Drawing on a whiteboard with a mouse or trackpad isn't a great experience. If you plan to use the Virtual Meeting whiteboard heavily consider joining the Virtual Meeting on tablet using the BlueJeans app. You can then share your tablet's screen ([iOS instructions](#) | [Android instructions](#)) as launch a drawing app on the tablet which will be shared to the meeting.

The only way to save the contents of a BlueJeans whiteboard (perhaps to share it with students) is to take a screenshot ([OS X instructions](#) | [Windows 10 instructions](#)). If you plan to share whiteboard contents with your students on a regular basis we recommend using a dedicated application like Word or Google Docs and sharing those files with your students.

For fans of low tech solutions you can also purchase a small white board and display it somewhere within your webcam's field of vision. HD webcams offer up high enough resolution that your students should have little problem seeing what you're writing as long as you write with large letters and use a contrasting color of dry erase pen.

If you opt for the physical whiteboard be sure to run a test first to make sure there's not any kind of glare which could make it difficult to see.

Student Presentations

For more information about the options for online presentations, visit [this article](#).

Teaching Assistants

Your TAs can continue to hold office hours via Virtual Meetings and they will continue to be paid for their time.

Office Hours

It is highly recommended that you hold office hours via Virtual Meetings. We recommend you set these up as one on one Virtual Meetings [scheduled outside of Canvas](#). These meetings do not need to be recorded, and signups can be handled via the [Appointment Groups](#) feature of Canvas.

Guest speakers

It is still possible to have guest speakers. They will join a Virtual Meetings session and students can interact with the speaker via the chat (and possibly with a moderator, who can be the professor). Virtual Meetings is limited to 200 persons.

Final exam

The final exam period schedule is unchanged. If you were planning to hold a final exam, you can/should continue to do so. Final exams can be administered via Canvas. Additional information regarding final exam procedures will be posted soon.

- See [this article](#) for information on managing remote exams.

FAQ

More answers can be found in the [Virtual Meetings FAQ article](#).

Will I be able to get instructional support during my class session?

Yes! We are still working out the details, but Wharton Computing will be available to support your use of Virtual Meetings and Canvas.

What happens if during my session BlueJeans “hangs” or “locks up”?

You can always reconnect to a meeting via the same device or another device.

It seems that a student’s mic is live and we are hearing distracting sounds. What should I do?

Having to set your meeting to "[Mute Participants on Entry](#)" will cut down on this. You can ask people to mute themselves by pressing the "M" key and moderators can [mute participants](#) during a meeting.

Questions?

For additional help and support:

- See our [Virtual Meetings FAQ](#)
- Contact your [academic support representative](#)
- Check out the [BlueJeans Knowledge Base](#)

Video Conferences for Instruction

Last Modified on 01/12/2023 8:20 pm EST

Penn offers Zoom as a video conferencing tool for instruction. All Wharton students, faculty, and staff have access to the service.

If you are a student looking for information regarding video conferences, please take a look at the [Video Conferences](#) article.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- Faculty and Staff: If you do not have Zoom on your computer, please contact your IT Support Team to have Zoom installed on your computer.
- A wired/Ethernet connection, if possible (recommended for the instructor)
- Robust internet speed: if you are connecting from off campus, go to [speedtest.net](https://www.speedtest.net) and look at internet speed. If it doesn't meet the **minimums required by Zoom**, consider upgrading your Internet speed or contact your IT Support Team.

The recommended way to schedule a meeting depends on whether you are creating a meeting with a few individuals outside of a Canvas classroom or for your class using Canvas.

Scheduling a Meeting Through Canvas (Recommended for Instruction and Classes)

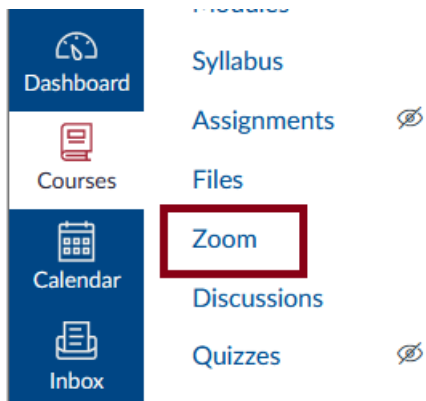
Creating your meetings through Canvas will take care of scheduling for the class, provide the link to all class participants, and preserve the privacy of your personal meeting account.

Note: We recommend that instructors – not TAs – create each class meeting (or sequence of recurring meetings) within Canvas. If changes or cancellations must be made after creating a meeting intended for all enrolled students to join for a class meeting, **please change or cancel within your Canvas course**, not through your video conferencing app or account.

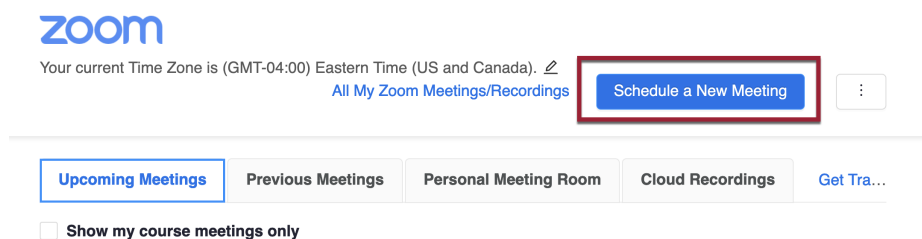
Zoom

For step-by-step instructions on how to schedule a Zoom meeting through Canvas:

1. Launch your classroom in Canvas (go to canvas.upenn.edu).
2. Select **Zoom** in the left sidebar.



3. Click the **Schedule a New Meeting** button on the upper right side of the screen.



Note: The first time you access Zoom through Canvas it will request access to your account. Click **Authorize**. You may need to log in, with your PennKey, to authorize Zoom.

4. Fill in the details of the class. **Include all the details about your class in the Meeting title** – if your class has multiple sections in the same Canvas room, all students will be able to access all sessions, so students should be told to join only the section for which they are registered.

Topic **A**

Description (Optional)

When **B**

Duration hr min

Time Zone Recurring meeting

Registration Required **C**

Security Passcode **D**
Only users who have the invite link or passcode can join the meeting
 Waiting Room Only users admitted by the host can join the meeting
 Require authentication to join

Video Host on off **E**
 Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host **F**
 Mute participants upon entry
 Use Personal Meeting ID 2780530264
 Record the meeting automatically

Alternative Hosts **G**

- a. **Topic:** Enter the class, section number, time, and meaningful title (e.g. MKTG XXX Section 001 - 10:30 am - Online Class Meeting). Identify your meeting clearly so students can easily pick it out from their other meetings (e.g., Lecture won't identify it as their Marketing Class). You can also enter a **Description** if you like, but this is optional.
- b. **When:** Set the start time, duration, and Time Zone.

Recurring meetings can be checked or unchecked. Be sure to fill in the proper class start and end dates:

GMT-04:00 Eastern Time (US and Canada)

Recurring meeting **Every day, until Aug 14,2020, 5 occurrence(s)**

Recurrence

Repeat every day

End date By 08/14/2020

After occurrences

Use the **single arrow** to page through the **months** and the **double arrow** to page through the **years**.

GMT-04:00 Eastern Time (US and Canada)

Recurring meeting **Every week on Mon,Wed, until Dec 30,2020, 35 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri

End date By 12/30/2020

Required

Dec 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12

- c. **Registration:** Since all of your students will have Penn Zoom accounts, we recommend you leave Registration unchecked. If you check it, your Zoom meeting will require people to register ahead of time. [More details about this can be found here.](#)
- d. **Security:**
- **Passcode** - We recommend that you require a Passcode for your meetings. Most attendees won't need to manually enter the code as it will be part of the URL included in the meeting invite.
 - **Waiting Room** - The **Zoom Waiting Room** gives you the ability to preview the attendees before they enter the meeting. This will make your meeting more secure, but it does require someone to admit each student (either one by one or in bulk).
 - **Require authentication to join** - *[Note: as of 9/22/21, Zoom has confirmed this feature is temporarily unavailable in their LTI Pro integration; they are working on restoring it.]* You can limit participants to your meeting to either Penn Zoom users or Zoom users in general. Selecting either option will require participants to log in using the proper Zoom credentials.
- e. **Video:** This setting determines if the Host's and participants' cameras are on or off when they enter the meeting. **Off** is the default.
- f. **Meeting Options:** You have a few options that you can set up for your meeting. Here's what each does and our recommendations around them:
- **Enable join before host** - Consider whether you want to have this option available.
 - **Unchecked:** Many people join meetings ahead of time to test settings, and leaving this unchecked ensures the meeting won't start until you want it to.
 - **Checked:** Your Zoom meeting (and the recording, if the meeting is set to auto-record) will start the moment anyone joins the meeting. This can be useful if you may be running late or if you would like the flexibility of asking someone to start the class.
 - **Mute participants upon entry:** When checked, the video and audio of participants will be muted automatically when they enter. We recommend you leave this unchecked, though if you prefer to have more control over the initial moments of your class, you should check it.
 - **Use Personal Meeting ID:** This option **SHOULD NOT** be checked. If it is checked, Canvas will

associate all the meetings you have with your Personal ID with this Canvas site. You don't want that.

- **Record the meeting automatically:** Check this box to ensure your Zoom session is recorded. The Zoom meeting record will start the moment one person joins the meeting; each participant is notified that the meeting is being recorded upon entry. **In the cloud** is the default destination for your recording, and we recommend you keep this set as is.
- **Confirm Closed Captioning is Enabled:** **Enabling closed captioning** allows you, as host, or your attendees, to turn on automatic closed captioning options. You, as host, must enable this option in the meeting itself before it can be available to your attendees.

g. **Alternative Hosts:** You can manually add additional alternative hosts here. Note that alternate hosts need to be added in the format: *pennkey@upenn.edu* (**NOT** *pennkey@school.upenn.edu*).

5. Click **Save**, and your Zoom meeting is scheduled. The details are displayed for you:

The screenshot shows the Canvas LMS interface for a Zoom meeting. On the left is a navigation sidebar with various icons and labels. The main content area is titled 'Zoom LTI Test Course 3' and contains the following information:

- Topic:** Zoom LTI Test Course 3
- Time:** Aug 10, 2020 5:00 PM Eastern Time (US and Canada)
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 980 1736 4602
- Alternative Hosts:** dfenton@wharton.upenn.edu
- Invite Attendees:** Join URL: <https://wharton.zoom.us>
- Audio:** Telephone and Computer Audio
- Meeting Options:**
 - × Enable join before host
 - × Mute participants upon entry
 - × Use Personal Meeting ID
 - × Only authenticated users can join
 - × Record the meeting automatically

At the bottom of the meeting details, there are three buttons: 'Delete this Meeting', 'Edit this Meeting', and 'Start this Meeting'. Below this is a 'Poll' section with the text: 'You can import polls to this meeting through importing CSV files. [Download a CSV Template](#) [Import CSV](#). You have not created any poll yet.'

The scheduled Zoom meetings will be listed on the Zoom tab for you and your students:

Start Time	Topic	Meeting ID	
Today 5:00 PM	Zoom LTI Test Course 3	980 1736 4602	Start Delete

< 1 >

Note: Now that your meeting is scheduled, you may want to add **pre-assigned breakout room assignments** to your meetings. See our article [Video Conference Breakout Rooms](#) to learn more about pre-assigning breakout rooms.

Recordings

Any Zoom meetings scheduled through Canvas (see the above instructions) and set to record will have their recording automatically posted to **Class Recordings** in the Canvas section shortly after the meeting ends. Depending on how long the recording is, there may be a delay as the video recording is processed.

Recurring meetings will all have the same title but are differentiated by the dates included in the recording description.

Scheduling a Meeting with a Guest Speaker

For bringing a guest speaker into your classroom using Zoom, there are a few considerations:

We recommend choosing one of the following two options to schedule your Zoom call for a guest speaker

appearance:

1. Scheduling guest speaker meetings via the Zoom tab in Canvas when students have the option to attend virtually rather than in person.
2. Scheduling guest speaker meetings via <https://upenn.zoom.us> when the intention is for students to attend only physically in class. Once scheduled, a private meeting invitation can be shared with each guest speaker.

(The best practice is **not** to use Personal Meeting Room for either option (1) or (2) noted above.)

- If students are expected to be in the physical classroom, consider whether you want the guest speaker meeting to be listed in Canvas for students to join:
 - *Unlisted for students:* please use the general **Zoom instructions** for setting up a meeting without using Canvas.
 - *Listed on Canvas and OK for students to join the Zoom meeting directly:* instructions on this page will work.
- If you are not comfortable getting your Zoom meeting to appear via the projector, be sure to contact **CTS Classroom Support 3** or more business days in advance to arrange for in-classroom assistance.

Reminder: If you plan to have a guest speaker join your meeting, be sure to confirm the comfort level of your speaker being recorded, as some guests have requested not to be recorded as a condition of their appearance. To arrange for classroom recordings showing a projected guest speaker not to be recorded, please contact **CTS Classroom Support 3** or more business days in advance.

Questions?

For additional help and support:

- See our **Zoom FAQ**
- Contact your **academic support representative**
- Check out the Knowledge Bases for **Zoom**

Best Practices for Switching to Online Learning

Last Modified on 07/31/2020 2:50 pm EDT

These best practices were authored by Prof. Ethan Mollick and Lilach Mollick based on practice, theory, and research done for Wharton Interactive. This article focuses on helping faculty move to online learning, which is more involved than remote instruction.

Students will adapt to an online environment quickly, as long as they have clear guidelines.

Set expectations. Once an announcement of a shutdown is made, send students an email that details how you will run your class during a shut down. *You should prepare this email ahead of time so that it's ready to go.* Students will want to hear from you right away and you can squash uncertainty quickly.

- Explain to students that they will still have class but that classes will be held in BlueJeans and/or via discussion boards. Ahead of any BlueJeans classes, send students the meeting information and reminders about class times and expectations. You can send BlueJeans invitations directly through Canvas.
- Post a weekly **Canvas announcement** ahead of any classes to give students an overview of the coming class – this serves as a reminder to students that they still have class and assignments due, despite the shut down.
- Consider sending an introductory video to make a connection to students.

Provide structure. Decide whether you would like your classes to be **synchronous** (everyone meets on BlueJeans at scheduled class time), **asynchronous**, or a blend of **both**.

- **In a synchronous class**, the class meets at a specified time (your usual class schedule). Modes of synchronous classes are discussed later in this document.
- **In an asynchronous class**, you can post video lectures and/or readings and a discussion question in Canvas with specific instructions about how students should respond to the question. Remember to include the assessment/grading rubric for any assignment. Typically, students are asked to answer a question and comment on two peer responses in the discussion board.
- **Establish class norms.** Just as you would in a physical classroom, establish norms of behavior. Norms that you have already established in your class will likely carry over, but if not, remind students of your expectations.
- **Hold online office hours.** Send out a schedule for office hours and have students sign up for a BlueJeans meeting with you.
- **Clear up any timing/assignment misconceptions right away.** You can either email students instead of responding to individual students or post a video on Canvas if there are misconceptions or any questions about a particular assignment.

Asynchronous or Blended Teaching

Using a discussion board (whether Canvas or another solution) provides a place for classes to interact and is generally highly recommended – it is where students will have questions answered and where much of your interaction will take place. It's important that you maintain a presence on the discussion board, particularly if your classes are asynchronous. Students will be looking for contact with you; they are used to seeing you in class. To run a successful discussion board, consider the following:

- **Set discussion norms.** Tell students how you will run discussions. Additionally, it's a good idea to have

students mute themselves when it's not their turn to speak, particularly with a large class.

- **Use punchy questions.** Students will pay attention when the question itself is engaging. Prepare your questions in advance. Good question types encourage discussion, so provocative or polarizing questions can be helpful. You can also ask students to role-play as a part of an asynchronous case discussion.
- **Monitor community health.** If students are not as engaged as you would like with questions, you can intervene, sending another message redirecting responses.
- **Reward students publicly.** Students look for public rewards; if a particular discussion board is very active, send students a message letting them know how well they are doing, noting any particularly useful individual contributions
- **Encourage collaboration.** When student responses are connected, point that out. Responses that make similar arguments, particularly ones that help clarify a key point, can be called out. Likewise, responses that build on one another should be recognized, encouraging students to actively interact with one another's ideas.
- **Be aware of response visibility on Canvas.** When you post questions on Canvas, *consider whether or not you want students seeing peer responses prior to posting.* In almost all cases, students should not view peer responses before they have responded, ensuring that they do their own thinking, and are not influenced by the substance and tone of peer responses.

Synchronous Teaching

It may be necessary to change your approach to teaching to take advantage of the online environment. Here are some approaches to consider:

- **Lecture-Based Teaching.** It can be hard to get a sense of how a lecture is going online, and whether students are engaged, so you can use Poll Everywhere and other audience response tools to keep students attention (and also grade on participation). The discussion and chat functions of BlueJeans can also be used to collect questions and encourage interactions during your talk. You may also want to assign groups of students to present during part of the synchronous class, splitting it between a mix of lecture and presentation. If you have low-levels of interactions in your lectures, you may want to use pre-recorded short lectures, and use your synchronous time to react to discussion board questions or comments.
- **Flipped Classrooms.** For classes based around project work or problem sets, you can record lectures and have students view them asynchronously. BlueJeans has a record video feature. Make sure the video is no more than 15 minutes long. Use your in-class time to have students present using screen sharing. They can show the latest aspects of their projects that align with the lecture topic, or show the answers to a problem set. You can then offer direct guidance after each presentation, or feedback after each problem set.
- **Active Learning.** You can also assign group work during the synchronous parts of the class, posing a question based on the reading or asking teams to solve a problem. You can also hold break out sessions in BlueJeans in which teams work in separate BlueJeans online rooms and then reconvene to report out. You can then ask teams to present this work via BlueJeans. You can assign multiple opportunities for active learning over the course of a single class.
- **Case-Based Teaching.** Case based teaching can work online, but requires extra preparation. Cold calls will need to be worked out in advance, and you may need to require a pre-class reaction paper to ensure everyone is up-to-date on the facts of the case. You may also want to use live polls to ask people about the choices they would make, which will allow you to more precisely identify who to call on. You will also need to figure out how much you will want to use a live board (screensharing from a tablet can work on BlueJeans), and how much to do with pre-prepared slides. The HBS document, "[Teaching with Cases Online](#)" can be helpful in preparation.

General tips

- If you aren't sure about your online class plans, run them by a colleague and see if your class/plan makes sense to them.
- Try something new. If you don't generally use discussion boards, try a new exercise e.g. have students create memes of a concept learned in class, or have students draw a concept map and post that picture – both exercises can prompt a rich discussion during your online class.
- If you have guest lecturers scheduled, send that lecturer a BlueJeans link; they can join the class remotely. If this isn't possible, interview the lecturer and record the interview and show it in class.
- When you share a screen in BlueJeans so you can show your presentation or prepared debrief, use lots of visuals.

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In-Person to Remote Instruction

Last Modified on 02/14/2024 3:59 pm EST

Moving from in-person teaching to remote instruction is challenging – the vast array of digital tools may seem overwhelming! Advance preparation for teaching online is key – as is setting reasonable expectations for yourself and students.

For a more in-depth look please visit [Remote Instruction - Start Here](#).

This grid outlines ways you can transform some of the things you do in the classroom to remote instruction. These are guidelines and starting points. If you have any questions please reach out to courseware@wharton.upenn.edu

In-Person Instruction Activity	Remote Instruction Counterpart
Classroom Experience	Synchronous classes should use a combination of video conferences and Canvas to replicate the classroom. Follow these instructions to set up your video conferences.
Discussion	<p>There are a couple of options for recreating the spirited discussions you have in class:</p> <ul style="list-style-type: none">• The Chat feature in your video conference can be used by students to ask questions or make comments during class. When using chat, we recommend that:<ul style="list-style-type: none">◦ A TA or student monitors chat and reports questions/issues for faculty.◦ Faculty log into the meeting with another device so they can manage chat along with the TA or student monitor.◦ Outline your expectations for how you want chat to be used by your students.• Discussions in Canvas are discussion boards accessible by everyone in your class, or restricted to specific sections or groups...

Attendance + Participation

To track attendance or determine participation consider using:

- **Chat in your video conference** - Have your students say something in the chat, and your TA (if you have one) take a tally.
- **Chat in Canvas** can also be used.
- **Survey or Quiz in Canvas** - Create a graded survey or quiz for attendance for students to complete. Consider using an access code to prevent students not attending the class from completing the assessment.
 - We're no longer recommending that faculty switch to Poll Everywhere for this purpose; if you teach using Poll Everywhere, be aware of **these considerations**.
- **Discussion Boards** in Canvas - Create a specific board for attendance and have students post to it as they watch the video/join the video conference.

Keep in mind that some students may be unable to participate live due to time zone differences, internet connection limitations, Coronavirus-related restrictions, and family or personal medical emergencies.

Seeing Students

Within a video conference, there are several view options:

- **People view:** Active speaker is seen on top, with the most recent participants displaying at the bottom. This is the default layout.
- **Speaker view:** Current speaker takes up the entire screen
- **Gallery view:** Participants are shown at the same time in a "Brady Bunch" format. The number of participants available in Gallery view varies according to the software being used.

Here are some common scenarios and the view we recommend for each:

Class Activity	Video Conference View
Lecturing	Speaker View
Whole Class Discussion	Gallery View
Screen Sharing	Speaker or People View

<p>Polls</p>	<p>Zoom offers Polling for Meetings which can be used in class, but must be created before the Zoom meeting starts.</p> <p>Harmonize, a Canvas add-on tool, allows multiple-choice polls to be embedded in Canvas content, with optional grading for responding to the poll question.</p>
<p>One-on-One/Small Groups</p>	<p>Breakout Sessions in Zoom can be used by organizer to create rooms and assign students to them for randomized group discussion.</p> <p>For one-on-one meetings or specific small groups, curated video conferences should be scheduled.</p>
<p>Screensharing</p>	<p>Screensharing can be used to share an entire computer screen, or individual applications, including:</p> <ul style="list-style-type: none"> • PowerPoint • Websites • Office Documents <p>If you choose to share your entire desktop, be aware that your whole desktop is being displayed, and make sure to minimize or close personal documents and disable personal notifications.</p>
<p>Whiteboard</p>	<ul style="list-style-type: none"> • Zoom - To learn more about the Whiteboard, see sharing instructions here. <p>For more suggestions for whiteboard solutions please visit Student Engagement.</p>
<p>Annotation</p>	<p>Use the annotation feature to mark up a slide or document during your presentation.</p>
<p>Teaching Assistants</p>	<p>TAs can continue to hold office hours via video conferences.</p>
<p>Office Hours</p>	<p>We recommend using a recurring Zoom meeting scheduled through Canvas to host virtual office hours.</p> <p>For one-on-one meetings with specific students, we recommend setting these up as one-on-one video conferences.</p> <p>These meetings do not need to be recorded, and signups can be handled via the Appointment Groups feature of Canvas.</p>

Guest Speakers	Guest speakers can join a video conference session and students can interact with the speaker via the chat.
Final Exams	Midterm and final exams can be delivered through Canvas, either remotely or in-person. Please allow two weeks' advance notice to the Courseware Team if planning a Canvas-based remote exam.

For more information, please:

- See our [Zoom FAQ](#)
 - Contact your [Academic Support Representative](#)
 - Check out the [Zoom Help Center](#)
-

Remote Teaching Checklist

Last Modified on 06/30/2022 4:28 pm EDT

The Penn BlueJeans service was retired on June 30, 2022. Please contact your Wharton Computing Representative with any questions.

Use this checklist to prepare for teaching class online.

Wharton Computing recommends **Zoom** for teaching in all cases.

For more in-depth information on related topics see:

- [Preparing to Work Remotely - Checklist](#)
- [Planning an Online Course](#)

If you have urgent questions during your class, contact 215-573-0402.

Advance Preparation

- Review our recommendations on the [prepare to work remotely](#) article, and check out [Zoom](#) best practices.
- [Schedule a synchronous meeting](#) in your Canvas course.
- Contact any speakers in advance to confirm the tech they are using. If feasible, [schedule a meeting](#) to test their tech well in advance.
- Assign a chat moderator (TA or student) to track class discussion and repeat questions for the recording.
- If you haven't taught a class using video conferencing before, consider doing a dry run with colleagues or others to get comfortable with the technology.

Best Practices

- **Mute on Joining:** When you join the meeting, we recommend you mute your audio except when you are speaking. The noise made by typing, eating, or coughing can come through the audio very loudly.
- **Set Expectations:** If you are running the meeting, let people know what you expect. How do you want students to indicate that they have a question or comment? How will you measure their participation in this new, online format? How do you expect them to use the chat feature? All of these topics, and any others you feel are important, should be addressed during your first online session or before.
- **Recording:** Let people know you are recording.

Just Before Class

Prep 15 minutes before class start.

- Log in to your Canvas site and [access Zoom](#) from the course screen; choose the correct class session.
- Take note of meeting ID#, moderator code, and contact info for getting help.
 - best to do this on another device or on paper in case of computer issues.
- Test--check your connection, audio, and video by joining a test meeting: (For [Zoom](#) the test meeting wizard will provide prompts):

1. Microphone
 2. Video
 3. Screen Sharing (Zoom help [here](#))
 4. External Equipment/Presentation Materials
- If there is a guest speaker, **invite them to the meeting** and then test their technology (even if you have already tested in a previous meeting).
 - **CONFIRM RECORDING HAS STARTED.**

During Class

- Hold your synchronous class meeting.
- Monitor chat regularly for questions and comments.
 - If you are teaching alone, stop screensharing for a minute or two to check chat periodically OR use another device joined to the meeting to monitor chat.
 - If you are team teaching, ask the non-presenting faculty to monitor chat.
 - Appoint a TA/student as chat monitor.
- **End the recording** (the recording will continue recording until EVERYONE has left the call):
 1. Click the **hangup icon** at the top of the meeting.
 2. Check the **Drop Everyone** box on the pop-up window.
 3. Click **Leave**.

After Class

- After 36 hours, **confirm recording has uploaded** to Canvas. (If it has not, use [these directions](#) to manually upload.)

Troubleshooting

For troubleshooting steps, start with our [Zoom FAQ](#).

Questions?

More information about teaching online is available in our [Working & Teaching Remotely](#) section. For non-urgent questions that aren't answered there, contact your [Wharton Computing Representative](#).

Inviting a Guest Speaker to a Video Conference

Last Modified on 09/19/2022 4:48 pm EDT

These directions are for faculty. They work whether you're creating a new video conference in Canvas or editing a pre-existing meeting on the video conference tab of a Canvas Site.

Inviting a Guest to a Video Conference Scheduled within Canvas

It is easy to share your video conference information with a guest speaker right from Canvas. This article assumes you are using Zoom for your video conference.

Keep in mind that only the meeting owner can edit a meeting.

If you've scheduled your Zoom meeting within Canvas it is very easy to get an invitation link to share with a guest:

Inviting a Guest Outside of Canvas

You can gather the information needed to invite your guest speaker to your video conference scheduled via upenn.zoom.us:

Zoom meetings you scheduled via Canvas will also show up listed in upenn.zoom.us.

Best Practices

Following these best practices will help ensure a trouble-free guest experience.

Questions

For more information, contact your [Wharton Computing representative](#).

Online Presentations - Faculty

Last Modified on 10/31/2023 2:36 pm EDT

Information for faculty on online presentation and sharing options for students.

Presentation Options

There are several ways to manage student presentations via **Zoom**. First you'll need to decide whether:

- Presentations should be delivered live (during the class' synchronous sessions) OR
- Presentations should be recorded outside of the class (asynchronous session) and submitted only to you or made available to the entire class for discussion.

Feel free to share [these student focused instructions](#) for giving an online presentation with your students.

Material-Sharing Options

You should also decide how you want students to **post** their presentation recordings or slide decks (**either feature can be used for grading and/or peer review**):

- **Assignment:** [Create an Assignment](#) (individual or group assignment) if it should be accessible only to the teaching team AND/OR
- **Discussion:** [Create a Discussion](#) if the materials should be accessible to all students.

Synchronous (live) Presentations Sharing

- To share presentations during a live class over Zoom, individuals or groups should share their screens.
- You may need to set host mode or change the meeting settings. This will mean that your screen is no longer being shared.
- Make sure to keep recording the session for post-class review of presentations.
- Students should also post their slide decks on the appropriate Assignments/Discussions page.

Asynchronous Presentations Sharing

- Students should use Zoom to create a personal or group meeting and record their presentation. Then they should download the recording and upload to Canvas, as one of the following options:
 - An **assignment**, where only the teaching team may retrieve it.
 - Ideally, students should submit a link to the recording.
 - Students may also submit a link to the video shared in Penn+Box--the link should lead directly to the video and not to a folder.
 - Please remind students to adjust the recording's settings so that you may view it.
 - Students may also **record the video inside the assignment**, or they may **upload a video**.
 - We strongly recommend recording and then uploading, as it is more reliable.
 - A **discussion**, which the entire class may view.
 - Students may submit a link to the recording.
 - Students may also submit a link to the video shared in Penn+Box--the link should lead directly to the video and not to a folder.

- Please remind students to adjust the recording's settings so that you may view it.
- Students may also **record the video inside the discussion**, or they may **upload a video**.

Group Presentations

To ensure online student collaboration runs smoothly, we recommend:

- Setting up student groups in advance.
- Making sure assignment for grading is configured as a group assignment.
- Setting up a Discussions page for groups to share presentation materials with other students.
- Reminding students of Canvas tools available e.g. **group collaboration spaces**, personalized video conferences, etc.

Questions?

For more assistance, please contact courseware@wharton.upenn.edu for support.

Exams for Remote Instruction - Faculty

Last Modified on 07/07/2023 3:32 pm EDT

This is a guide for faculty who plan to administer exams remotely.

Overview

As you plan to administer exams remotely, consider if an exam is necessary, or if alternatives would better allow you to evaluate what your students have learned. For example, is a project-based assessment or a series of lower-stakes assessments appropriate?

For most courses, the best option for delivering an exam is via a Canvas quiz, which supports both quantitative and qualitative exam formats. You can specify the amount of time a student has to take an exam and mix-and-match questions from among the following types:

- **Automatically graded questions:** Numeric, multiple choice, multiple answers, true/false, dropdown, matching, categorization, fill-in-the-blank, hot spot
- **Manually graded questions:** Short answer/essay, file upload

Since there is currently no option for remote proctoring, develop exams with the assumption that they are open note. Allowing students to use course materials during an exam eliminates unenforceable restrictive policies.

Respondus LockDown Browser CANNOT be used for at-home exams. It is designed for use only during in-class proctored settings. We do not currently support Respondus Monitor or the use of video conferencing tools (e.g. Zoom) for remote proctoring.

Best Practices

- **Reinforce academic integrity** by beginning with a 0-point question asking students to abide by the University's **honor code**.
- **Consider what course content is available to students** given their location. Don't assume all students have access to the same materials unless they are available online.
- **Consider what, if any, content should be visible after students complete an exam.** Make sure to restrict the student result view of exam questions, responses, feedback, and correct/incorrect answers until after all students have completed the exam.
- **Set extended time** for students needing accommodations.

Maximizing Exam Security

The strongest approach to exam integrity is to design an exam experience that delivers variations of the exam to each student. You can:

- **Shuffle question order** so that students see the exam questions in a different order.
- **Shuffle answer option order** so that answers and distractors appear in a different order, and optionally lock **all of the above**-type options.
- **Create a larger pool of exam questions** and draw from an **item bank**; questions drawn from an item bank will be presented in random order.

- **Create multiple versions of questions** placed in an **item bank**.

Other approaches to enhance exam security include:

- **Time limits**, which minimize the amount of time students have to look up answers or consult with their peers.
- **Multiple versions of an exam**, when questions are linked or depend on each other and cannot be drawn from an item bank.
- **Open-ended, complex questions**, which require manual grading.
- **Requiring that students show written work**, by taking photos of their work, creating work digitally in Excel or a document, then uploading the files to Canvas.
- **Show one question at a time** and, optionally, lock questions after answering to prevent students from returning to earlier questions.

Exam Timing

Although reducing the amount of time that students have to take an exam increases exam security, it also increases the chances that students will encounter technical difficulties that hinder their ability to complete the exam.

Multiple factors should be weighed when considering time constraints on your exam:

- **If you have an uncomplicated, easy-to-complete exam**, you can simply estimate how long a prepared student would take to complete the exam and give your class that amount of time to complete it.
- **If you have students in multiple time zones**, we suggest giving a wide window of time in which students can complete the exam to accommodate everyone. Based on your level of comfort, that window can be anywhere from 8-24 hours. Note that this window can still be used in conjunction with a timed exam so that students can take the exam anytime within the window of availability, but still only receive a finite number of minutes to complete it.
- **If you have a very complex exam** that involves students using multiple technology platforms, uploading files, or answering different types of questions, we recommend granting up to 50% more time than you would in an in-person setting. This provides time for students to resolve technical issues before their time runs out, without requiring support from others.
- **If you'd like students to upload an image** that shows their work, consider having students submit this to a separate **assignment** that accepts file uploads, instead of to the quiz. This avoids problems encountered when attempting to upload work during the timed exam.

Regardless of what type of exam you're administering, always remember to set a final due date so that the exam appears on students' Canvas calendars, To-Do Lists, and other prominent places in Canvas.

Introducing New Quizzes

Beginning Spring 2020, the Courseware team recommends that most courses use Canvas's **New Quizzes** (rather than the legacy Classic Quizzes). New Quizzes has been in use in select courses at Wharton since Spring 2019, and it will eventually be the only quiz option available in Canvas. New Quizzes offers many benefits for remote exams, including an easy-to-use quiz building environment.

- **New Quizzes** offers:
 - A more intuitive question-writing environment for you and TAs, as well as a friendlier test-taking experience for your students
 - Simpler procedures for extra-time accommodations

- Onscreen calculator options (basic or scientific) which you can make available selectively
- Regrading of most automatically graded question types, including numeric questions
- Specialized question types including categorization, ordering, and image "hot spots"
- Association of adjacent questions with a "stimulus" (a problem description, optionally with figures or graphs)
- Configurable essay questions, including spell check, rich text formatting, word count/limit, and notes for graders
- Selective shuffling of answer options per question, as well as flexible random question selection from item banks
- **Classic Quizzes** currently provides options that are not yet available in New Quizzes, but is more limited in terms of regrading. This quiz engine is appropriate if you:
 - Rely on a downloadable Excel file of student responses
 - Prefer to bulk-download all student submissions to file-upload questions
 - Need to allow students to record audio or video in their responses
 - Link to files as part of the instructions
 - Want to revise quizzes in multiple Canvas sites controlled by a Blueprint Courses template

Questions?

If you need more assistance, please contact courseware@wharton.upenn.edu for support.

Hybrid Instruction in Wharton Classrooms

Last Modified on 05/15/2024 6:09 pm EDT

This article is meant to help with recommendations, best practices, and guidance for hybrid instruction in Wharton classrooms. All classrooms at Wharton are outfitted with enhancements to improve the hybrid teaching experience for both the instructor and the audience, whether in-person or remote.

For more in-depth information about the technology in the classrooms, please see this article: [Using Technology in the Classrooms](#).

First Time Teaching Hybrid? If this is your first hybrid teaching experience please reach out to [Classroom Technology](#) or your [Wharton Computing representative](#) to set up a training session.

Hybrid Instruction

In this article, hybrid instruction refers to teaching from a Wharton classroom to both an in-person audience as well as a remote audience, synchronously.

Classrooms have been equipped with specific tools and technology to specifically help with hybrid instruction.

- All tiered classrooms have a mobile cart which includes technology to enhance hybrid instruction:
 - a confidence monitor - use this to confirm the experience that remote attendees are having, or display additional content to the instructor
- Zoom is installed on all classroom computers for quick access from classroom technology.
- Classrooms have enhanced audio equipment which will help remote students hear (in a natural way) the conversations between the in-person audience and in-person professor as they happen in the classroom.

Classroom Setup for Hybrid Instruction

To help ensure the best experience for both remote and in-person participants, there are a few steps that the instructor can take when beginning class:

- **Log in to the classroom computer first.** Log in to the classroom computer (even if you plan to use your own laptop or tablet) so the technology will know who you are and engage the full scope of resources available for your instruction.
- **If using Zoom, log in to the Zoom client on the classroom computer and start your session there.** This makes the host of the Zoom session the classroom computer and allows you to take full advantage of the classroom equipment specifically for Zoom.

After you log in to Zoom you need to configure some Zoom settings to make sure you can use the additional display options in the room:

1. **Join any meeting**, and go to **General > Settings**
2. Check the box for **dual monitors**, to activate the dual monitors

3. Set Noise Suppression to **Low**
4. Under Advanced Audio Setting, set Echo Cancellation to **Auto**

- **Remember to share your content with both remote and local students by sharing your screen.** This needs to happen in the room by displaying your presentation on the projector screens in the classroom, as well as within the web conferencing application via screen sharing.
- **Use a lapel microphone to make sure all of your speech is captured by both the classroom and the remote participants.** Classrooms are equipped with enhanced audio via ceiling mics and a powerful lectern mic, but the lapel mic will capture everything even if you walk away from the lectern. The lapel mic will also help prevent your speech from sounding muffled if you are wearing a mask.

Best Practices and Recommendations

There are a number of suggestions that will help provide you the best experience with hybrid teaching:

Troubleshooting

Having trouble? Try these quick tips, or contact Classroom Technology using the information below.

Questions?

Call Classroom Support: (215) 573-0402

Email: class-tech@wharton.upenn.edu

Scheduling or room reservations: scheduling@wharton.upenn.edu

Web Conferencing Equipment - Buyers Guide

Last Modified on 09/26/2023 10:19 am EDT

Teaching and learning remotely can present many challenges. One of the challenges you may face is choosing the right web conferencing equipment. We're here to help.

Before you begin, you will need:

- A computer (laptop or desktop)
- An internet connection

This article isn't going to get into the nitty-gritty of what type of *computer* to buy. Your IT reps are a great resource when it comes to selecting, ordering, and configuring computers, so here, we're going to concentrate on the audio and camera devices you will need.

For each device, the lowest priced model will be fine for most people. If you want more bells and whistles, you can step up to a more expensive model that has more features. Prices vary among retailers, so prices you find here are approximate.

Note: Web conferencing equipment, and cameras in particular, have become quite a hot commodity lately, with so many people working from home. Many of the most common models are back-ordered or overpriced. If you happen to find one of these models in stock from a reputable retailer, for a reasonable price and shipping time, order it. Faculty and staff can also reach out to your business administrator for assistance; he or she may be able to help.

Cameras

In most modern laptops, a camera is already built in, but there are situations in which you might not want to use it. Maybe the camera is aging a little and the picture isn't great. Or, the height of your laptop at your desk makes the angle not very good. If so, a USB camera will help.

Microphones

Most folks assume the best piece of equipment you can buy to improve your video conferences is the camera, but it's really the microphone.

Headphones

The need for headphones is dependent on your environment. If you attend class in a quiet office, your computer's speakers might be fine. If you work from the dining room table and your family is nearby, it may be helpful to use some headphones to block out outside noises. In addition, using headphones will produce cleaner audio to everyone on the call because the web conferencing software doesn't have to digitally remove the sound coming from your computer's speakers and getting into your microphone.

Presentation Remotes

Presentation remotes, also known as wireless mice or clickers, aren't usually needed when sitting in front of your own laptop, but if you are more comfortable holding one in your hand while you present, we've got you covered.

Lighting



Key Light Air

The Key Light Air is an app-controlled, LED panel that is edge lit which provides flexible illumination, that can be changed to fit unique lighting conditions. The app controls the brightness and warm or cool tones of the light configuration. **Price: \$129.99**

Questions?

For more information or help on selecting and ordering, contact:

- [Wharton Computing IT Representative](#)
- [Your Department's BA](#)
- [Student Support](#)

Hybrid Classes Taught Remotely

Last Modified on 10/13/2022 11:54 am EDT

Hybrid classes where the instructor is teaching remotely pose a unique technological challenge. How can you provide everyone in the class with the same experience, both the remote students and the students in the classroom, if the instructor is *not* in the classroom? Wharton Computing has tested several different scenarios, and we have the simplest solution: Everyone calls into the meeting from their own device, both at home and in the classroom.

Before you begin, you will need:

- A laptop, or other portable device with web conferencing software installed.
- Headphones (required for in classroom students, recommended for remote students)

For the Instructor

You will teach class as you would normally in a remote setting. Log into your Canvas page, start up your web conference the way you normally would, and teach the way you always do. We ask that you start up the room and be available to test with the students in the classroom 30 minutes prior to the start of class, which will give time to work out any issues before class actually begins. We also recommend reminding students of some classroom etiquette that will be especially important when people are in the room together.

Reminders for Students

- Turn on cameras.
- Classroom attendees **must** use headphones.
- Mute your microphone unless you are speaking.
- Use the Raise Hand feature to ask a question

For the Students

If you are **not** in the classroom, nothing will be different for you. Simply connect to your class like you normally would.

Students Attending from the Classroom

If you *are* in the classroom, you will need to have a couple of things with you: Your device for web conferencing (a laptop, phone, or tablet), and a pair of headphones.

You must have headphones. The only way to insure that you will be able to speak to the instructor is for everyone in the classroom to have headphones. They do not have to be expensive, and they do not have to have a microphone (although it's fine if they do), but you must have a set. None will be provided in the classroom, you must bring your own.

Etiquette Reminders

- Turn on your camera.
- Mute your microphone unless you are speaking.
- Use the Raise Hand feature to ask a question.

Questions?

Students, contact the [Student Tech Center](#).

Instructors, email class-tech@wharton.upenn.edu prior to the class.

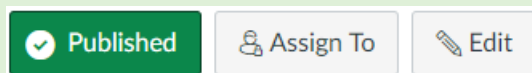
For emergency assistance, call 215-573-0402.

All about New Quizzes

Last Modified on 06/23/2021 2:10 pm EDT

As of August 30, 2024, the place for entering due and availability dates while editing assignments or quizzes has **returned to its original location in Canvas**.

It's also possible to set due or availability dates *without* editing the quiz. Use the **Assign To** button which currently appears to the left of the **Edit** button on any assignment or quiz page:



A similar **Assign To** choice appears in the **options (three dots) drop-down menu** for each quiz listed on the Quizzes tab.

Canvas's New Quizzes offers benefits, such as printing and one-time accommodation entry per course, which improve upon the original feature set for Classic Quizzes.

Before You Start

You will need a Canvas site.

Creating a Quiz

To create a new quiz...

Question Types

Your quiz can include a mix of automatically and manually graded questions.

Item Banks

Use Item Banks to pull all questions or a specific number of questions randomly from a pool. This is a good way to add variety to the exam and/or keep similar questions together.

Exams with File Downloads

Use Classic Quizzes if you need to share a link to an exam file that students can access only during the exam. If you need to use New Quizzes instead, you can create a link to the exam file by using the following instructions.

Publish the Quiz

Before you **publish** the quiz, be sure to:

- Add **availability dates** so students cannot access the quiz until the start time.
- Review the **quiz settings** to ensure that **Restrict Student Result View** is enabled and that other exam settings are correct.
- **Preview the quiz** to view it as students will.
- **Permit additional time** by choosing **Moderate** to the right of the student's name. Under **Time adjustments**, select **Give additional time**, enter the extended time, and close the tab.

Viewing and Grading Online Quizzes

- Use **Moderate** to view student submissions, add more time or attempts for individual students, and to reopen a completed quiz.
- Add a score for any manually graded questions in **SpeedGrader**. (Final quiz scores cannot be directly edited in the Gradebook.)

Regrading Questions

You can regrade any automatically graded question, but this should be done only *after* all students have finished taking the quiz. When you regrade a question for one student, **the change will be applied to all** students who received that question.

Releasing Scores

When you are ready for students to see their submissions and the correct answers, you should:

Enabling Additional Attempts for Students

Occasionally you may want to give a student another attempt at a quiz. Here's how:

Questions?

Email: courseware@wharton.upenn.edu

Exam Accommodations

Last Modified on 07/25/2023 12:31 pm EDT

This article describes how to use Canvas to grant students additional time and extended availability windows for exams, which, in Canvas, are called *quizzes*.

If a student in your course has an approved accommodation from **Student Disabilities Services (SDS)** or must take a quiz at a different time than the rest of the class (because of time zone or another reason), you should ensure that **reasonable accommodations** are made. You are responsible for setting up these accommodations in Canvas, or for asking the Courseware team to do so.

Please contact **Courseware** with accommodation requests at least 1 business day before the quiz is administered.

Availability Windows vs. Time Limits

The *availability window* is the total time period the quiz is open to students; e.g., from April 28 at 12pm to April 29 at 1pm.

The *time limit* is a specified amount of time given to students to complete the quiz (e.g., 60 minutes).

If your quiz uses both availability dates and a time limit, be sure to update both when making accommodations.

Student-specific Availability Windows

You can set different availability windows for students within the same quiz or assignment.

1. Open the quiz (in New Quizzes or Classic Quizzes) and scroll down to the **Assign to** field.
2. After setting the Due Date and Available from/Until dates, click the **+Add** button to create a second **Assign to** field.
3. Start typing the first few letters of the student's name and select their name from the student list that appears. You can assign a different availability window to multiple students or to different sections of students.
4. Enter the new due date and Available from/Until dates for these students.
5. Repeat steps 2-4 as needed, and click **Save** when you are finished.

Notes: Individual students can only be assigned one (1) Availability Window. Students will see *only* the due date and available from/Until dates assigned to them.

Extending the Time Limit

You can extend the time limit of a quiz for individual students without adjusting the time limit for the rest of the class. This is possible in both New Quizzes and Classic Quizzes, but should be done before students start taking the quiz.

In New Quizzes

In Classic Quizzes

Allowing Extra Time for In-Progress Quizzes

Note: It is not possible to give a student additional time while they are taking a New Quiz. You can allow them another attempt, but not additional time.

In Classic Quizzes

1. If a student has an emergency or technical issue while they are taking a quiz using Classic Quizzes, you can open **Moderate This Quiz**, then click the clock icon next to the student's remaining time.

Attempt	Time	Attempts Left	Score	
--		1		
--		1		
1	26:44	0		
--		1		

2. Enter the amount of extra time to give the student and select to apply the extra minutes to the current end time of the quiz. Then click **Extend Time**. The extra time will be applied to the student's in-progress attempt and their countdown clock will be updated.

Extend Quiz Time

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

Started: Apr 12 at 10:49am
Ending: Apr 12 at 11:19am

End the quiz minutes from the current e ▼

Maximum of 1440 minutes (24 hours)

now
the current end time

Cancel Extend Time

Questions?

Email: courseware@wharton.upenn.edu

Remote Teaching

Last Modified on 06/07/2023 1:49 pm EDT

This guide walks you through the tactics you'll need to teach a class fully remote. This guide concentrates on the tactical efforts to make your class successful without rethinking the entire thing. For a much more in-depth look at teaching an online course, please read the [Planning an Online Course article](#) which covers the pros and cons of the different kinds of remote classes, managing the class, and more.

Be sure to read the [Remote Teaching Checklist](#) for additional tips.

This guide concentrates on four key areas:

1. [Setting up your Teaching Space](#)
2. [Using Zoom](#)
3. [Informing Students](#)
4. [Preparing classroom tools](#)

Setting up your Teaching Space

Given you'll be teaching remotely by definition you won't have access to any on-campus spaces. Give some thought to what you'll need ahead of time:

- Which space will you use to conduct your remote class?
- Do you have the proper equipment?
- Do you have a reliable internet connection?

You can find a [list of recommended equipment here](#). Some [basic technology recommendations](#) (like using a wired connection to the internet vs. wifi) are available to help you set up your space.

Also give some thought to how you'll appear on camera. [This article](#) has some tips about the optimal settings in which to record.

Using Zoom

The foundation of any remote class at Wharton is Zoom. You'll need to create a Zoom meeting for your class and share the meeting information with your class (and TAs). There are two recommended ways to set up your Zoom session:

- Set up your Zoom session through Canvas (Strongly Recommend). If you have Zoom enabled in your Canvas site already, [follow these directions](#). If you don't, reach out to your [Wharton Computing representative](#) and they can help enable it.
- To set up a Zoom session outside of Canvas, [follow these directions](#). Please be aware that you will have to ensure that the Zoom session is recorded and [manually upload that recording to Canvas](#).

If you have TAs be sure to make them alternative hosts of the meeting; if you're having your TAs set up the Zoom sessions, they should make you an alternative host. This way, you'll all have the ability to modify/start the meeting.

Recording

Check **Record the meeting automatically**, regardless of which method of Zoom scheduling you use:

- Using Canvas: The checkbox is located in the **Meeting Options** section.
- Using Zoom: Click on **Advanced Options** and you'll see the **Automatically record meeting** option. Check it.

Once the recording is in Canvas (which happens automatically for **Zoom sessions scheduled with Canvas**, and requires **manual uploading for anything scheduled outside of Canvas**) Wharton Computing will handle the student availability of the recording based on your submitted preferences.

Informing Students

With your Zoom meeting setup, you'll have the meeting information to distribute. If you've scheduled the meeting in Canvas, students will access it via your course site, but we recommend **posting an announcement** letting the students know.

If you've created a Zoom meeting outside of Canvas, be sure to share the meeting login information via whatever method you usually use to communicate with your class - email or Canvas.

Preparing Classroom Tools

Depending on your plan for the class session, a varying degree of additional preparation may be required.

The **In-Person to Remote Instruction grid** maps typical in-person classroom activities to remote equivalents. We recommend you consult this grid ahead of time as many of the remote counterparts require advanced setup.

Some of the more common activities have articles with detailed instructions:

- [Inviting a Guest Speaker to a Video Conference](#)
 - [Polling using Poll Everywhere](#)
 - [Exams for Remote Instruction](#)
-

Virtual Lab (for Laptops)

Last Modified on 06/26/2023 11:55 am EDT

Wharton provides remote access to virtual computers that are equipped with the same software as Wharton's public computers. This service is designed to provide an alternative for students who otherwise aren't able to get to campus to log into the public labs.

The Virtual Lab is available 24/7 for student use and may be accessed from any computer running Mac OS, Windows, and Ubuntu, and many mobile devices. Use this service to:

- Access specific departmental applications such as JMP and Matlab.
- Use Windows software from a Macintosh.
- Print (for users who are not able to **print from their laptop or mobile device**).

To use the virtual lab, you will need to install the appropriate client software on your laptop or desktop computer using the steps in this article. Using a different device?

- For a phone or tablet, see **Virtual Lab on Mobile Devices**.
- Having trouble with the Virtual Lab? See **Troubleshooting the Virtual Lab**

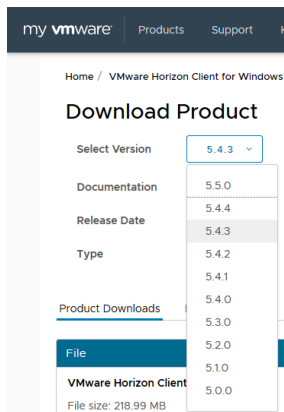
Installing the Virtual Lab Software

1. Download and run the VMWare Horizon Client installer for your computer. Use **Version 5.4.3**, the preferred, supported version:
 - **Windows and Mac (Windows 10 users may also install the VMWare Horizon Client from the **Microsoft Store**.)**
 - Go to the **VMWare Horizon Client Downloads** page:
** Start from the **Version 7 (5.0)** page to access the version 5.x installers; VMWare's version numbering has changed.*

The screenshot shows the VMware Horizon Client Downloads page. At the top, there is a 'Select Version:' dropdown menu with 'HORIZON 7 (5.0)' selected. Below this, there is a table of product downloads. The table has columns for 'Product' and 'Release Date'. The first row is for 'VMware Horizon Client for Windows' with a release date of '2021-02-08'. A 'GO TO DOWNLOADS' link is visible next to this row. The second row is for 'VMware Horizon Client for Windows 10 UWP' with a release date of '2019-09-17'. The third row is for 'VMware Horizon Client for Mac' with a release date of '2021-02-08'. On the right side of the page, there are links for 'Product Resources', 'View My Download History', 'Product Info', 'Documentation', 'Horizon Mobile Client Privacy', and 'Horizon Community'.

Product	Release Date	
VMware Horizon Client for Windows	2021-02-08	GO TO DOWNLOADS
VMware Horizon Client for Windows 10 UWP	2019-09-17	GO TO DOWNLOADS
VMware Horizon Client for Mac	2021-02-08	GO TO DOWNLOADS

- Select the **Go To Downloads** link for your OS (e.g.: Windows, Mac, Linux, iOS, etc.).
- Select **Version 5.4.3** from the "Select Version" dropdown in the upper left corner:



2. Accept the default settings until you reach **Default View Connect Server**. (If asked to choose Network Protocol, select **IPv4**.)
3. In the **Default View Connect Server** box, type <https://vlab.wharton.upenn.edu>.
4. Click **Finish**.

Note to Mac users: Install **Version 5.3**. Please do not install the latest version (5.4) because of known issues.

Running the Virtual Lab Software

1. Launch the **VMware View** software.
2. Double-click the **Virtual Lab** option (<https://vlab.wharton.upenn.edu>).
3. Log in with your PennKey username and password.

4. Double-click the **Virtual Lab** option (<https://vlab.wharton.upenn.edu>) again.

The VMWare View Client connects you to a virtual desktop and gives you a few menu options, including full screen or windowed mode.

Display Note

VMware only supports screen resolutions up to 2560 X 1440. Mac users will not have to change their screen resolution, but some PC users may need to do so. See [directions for how to change your VM screen resolution](#).

Mobile Notes

Using a mobile device instead? See our [directions for mobile devices](#).

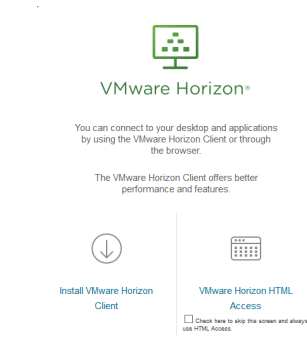
- **USB:** Some platforms may allow you to redirect USB ports on your device to the virtual machine, if that option is available it will be in the menus here.
- **CTRL+ALT+Del:** If you need to send a CTRL+ALT+DEL to the virtual computer, it can also be done from this menu. This option should not generally be needed.

- **Logging Off:** The VMWare View Client will present you with options to disconnect or log off. If you disconnect, you can pick up your session where you left off if you reconnect within 30 minutes. If you log off you will free up your virtual desktop for other users immediately.

Accessing the Virtual Lab via Web Browser

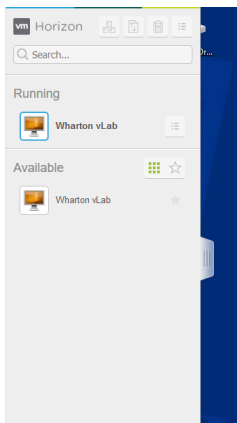
The Virtual Lab may also be accessed via web browser, without the VMWare client.

1. Open a web browser session and navigate to <https://vlab.wharton.upenn.edu>
2. Select the **VMWare Horizon HTML Access** link on the bottom right of the form:



3. Log in with your PennKey username and password as you would in the VMware client and click the **Login** button.
4. Click the **Wharton Lab** option.

You will be connected to a virtual desktop scaled to your browser window; there will be a tab on the left of the window that will provide you with some additional functions/options.



Tip: Using the web browser can be an option when you do not have access to the VMWare Horizon client application, or if you're having problems connecting from the client application.

How does the Virtual Lab differ from a physical lab?

Since you're connecting remotely to access these computers, your network speed plays a large role in your experience. You will get the best results on a fast connection.

Display Note

VMware only supports screen resolutions up to 2560 X 1440. Mac users will not have to change their screen resolution, but some PC users may need to do so. See [directions for how to change your VM screen resolution](#).

Troubleshooting the Lab

If you are having trouble using the Virtual Lab, see our [troubleshooting article](#).

Provide Feedback

Your feedback will help us make the service better! Provide your feedback [here](#).

Online Presentations - Students

Last Modified on 04/17/2023 1:26 pm EDT

Sharing a presentation while attending class remotely has several steps you'll need to consider. Your professor will decide whether the presentation should be presented during a live class session (synchronous) or pre-recorded (asynchronous). Either option can be accomplished using a video conference.

Synchronous (live) Presentations

To share presentations during a live class over Zoom, individuals or groups should share one person's screen, and should unmute audio and video. You should also post your slide decks **either in the Assignments or the Discussions sections** in Canvas, depending on what your professor tells you to do.

Tips:

- Practice your presentation in Zoom before delivering your presentation in class.
- For group presentations, one group member should share their screen during the presentation. Other group members should give verbal cues to advance the slide.

Asynchronous Presentations

You will use Zoom to create a **video conference** with your group and **record the presentation**. Make sure to **PRACTICE** in Zoom before recording the session for submission.

Once the recording is complete, it will be accessible for the meeting organizer to either **download** or retrieve the link to upload to Canvas. There are two ways to do this:

- Submit as an **Assignment**
- Submit in **Discussions**

The Assignment/Discussion distinction is based on faculty preference. Please clarify with your professor where you should upload your presentation.

Submit as an Assignment

There are four ways to submit your recording to the Assignments section of Canvas.

1. **(Recommended Method)** Submit the link to the recording following the instructions below.
2. Submit a link to the video shared in Penn+Box (the video, not the folder) by following the directions below.
3. **Record/upload media** (Online submission > Media Recording).
4. **Upload a video as a file**.

Submit in Discussions

There are three ways to upload your recording to the Discussions section of Canvas:

1. **(Recommended Method)** Record/upload media (paste link via Media Recording tool).
2. **Submit the link** to the recording following the instructions below.
3. Submit a link to the video shared in Penn+Box (the video, not the folder) by following the directions below.

Group Projects

Your group should review Canvas tools such as a **group collaboration space** to work and share files. You should also consider personalized video conferences at <https://upenn.zoom.us> to optimize remote collaboration.

Questions?

For more assistance, please contact **Wharton Computing Student Support** for support.

Exams for Remote Instruction - Students

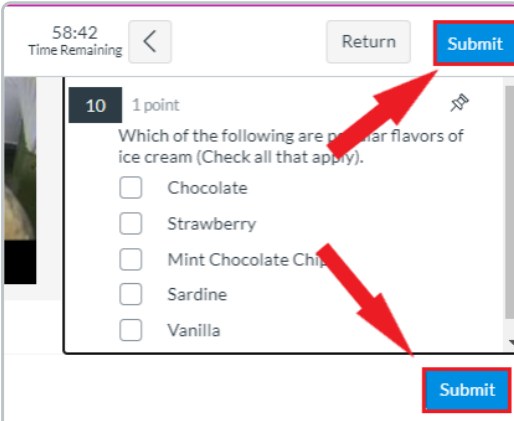
Last Modified on 04/28/2023 3:59 pm EDT

Preparing to Take an Exam on Canvas

- **Computer/Device.** Use a device that meets [Canvas's basic computer specifications](#). Always make sure to use the most up-to-date versions of your operating system.
- **Browser.** Use one of [Canvas's supported web browsers](#). For best performance, we recommend the most up-to-date versions of Chrome or Firefox.
- **Internet.** Use a hard-wired ethernet connection or a WiFi network with a very strong signal. If you're taking a timed Canvas exam and lose your connection, the timer will continue to run.
- **Laptop vs. Mobile.** Use a laptop or desktop computer. Taking exams on small tablets or phones can only provide a limited experience.
- **Notifications (and other Distractions).** Close or disable notifications, pop-up blockers, and other applications. These may be a source of distraction and can interfere with the exam.

Taking an Exam on Canvas

- **Gather Materials.** Make sure you have all the materials your professor has specified before starting the exam.
- **Timed Exams:**
 - **Only begin a timed exam when you're ready to complete the exam.** The timer continues to count down regardless of whether you are actively taking the exam or not.
 - Remember to click **Submit** before the time expires.
- **Untimed Exams:**
 - For exams without a time limit, **close the browser window when you aren't working on it.** This will prevent you from losing any responses if Canvas automatically logs you out after a period of inactivity. You can always re-open the exam and pick up where you left off.
 - **Submit your exam before the due date.** If you don't, you could get locked out of the exam and need to contact your professor for help.
- **Browser Windows.** Open the exam in only one browser window. Using multiple windows might overwrite your answers.
- **Check before Submitting.** Only click Submit when you have finished the exam. **You cannot reopen submitted exams.**



58:42
Time Remaining

Return Submit

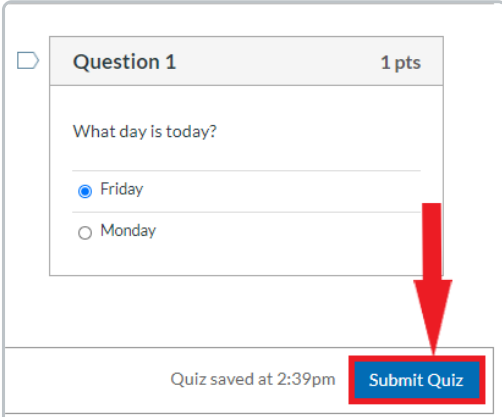
10 1 point

Which of the following are popular flavors of ice cream (Check all that apply).

- Chocolate
- Strawberry
- Mint Chocolate Chip
- Sardine
- Vanilla

Submit

Your exam will most likely display a "Submit" button at the top and bottom right of the screen. Click either one to submit your exam.



Question 1 1 pts

What day is today?

- Friday
- Monday

Quiz saved at 2:39pm Submit Quiz

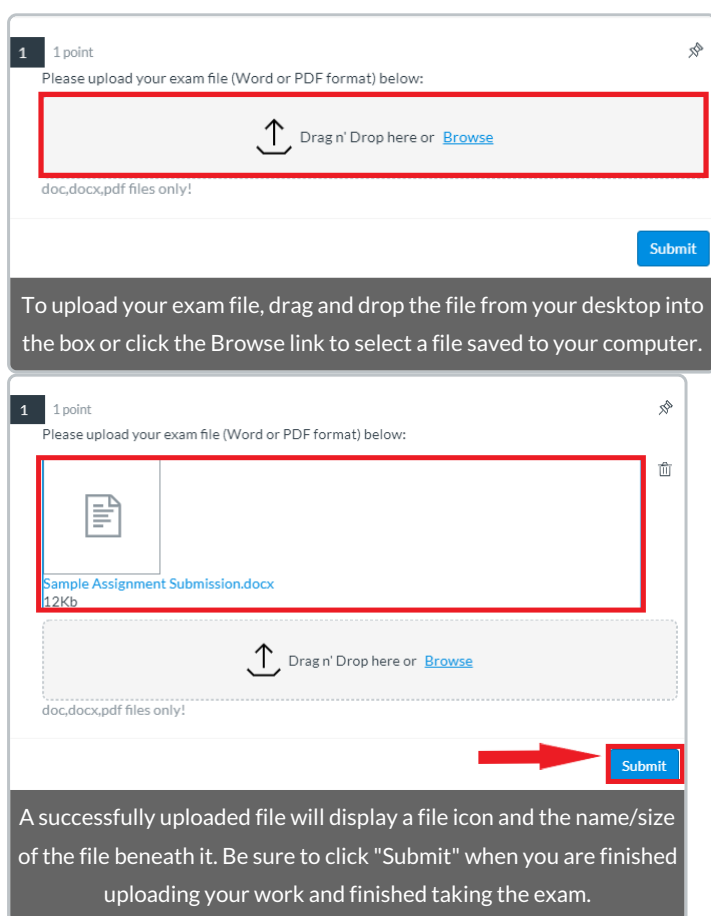
Alternatively, your exam may display a single "Submit Quiz" button at the bottom right of the screen.

Taking an Exam that Requires a Scanned PDF

If your exam requires you to scan handwritten responses, you can use your phone or tablet to create a PDF if you don't have a scanner. You can use an app like **Genius Scan**, the native **Notes app for iOS**, or another app of your choosing. Once you have your app, follow this general process:

1. **Write your exam answers clearly** using dark lettering. If you are using a blank piece of paper to write responses, clearly label your answers with the question numbers.
2. Be sure that you have the app set to **scan multiple pages** and to output to a **PDF**.
3. Scan your pages on a **flat, well-lit surface**. Steady your hands as much as possible to avoid blurred scans.
4. **Review your scans** to make sure that they're clear, all in one document, and in the order you intended. If not, re-scan them.
5. **Email the PDF to yourself**, download the file on your computer, and **upload it to the Canvas exam**.

In newer versions of Canvas exams, the file upload question will appear as follows:



In older versions of Canvas exams, the file upload question will look slightly different:

Question 2 1 pts

Please upload your completed exam file as a Word or PDF file.

Upload

In older versions of exams, click "Choose a File," then select the file from your computer.

Question 2 1 pts

Please upload your completed exam file as a Word or PDF file.

Upload ×

Your file has been successfully uploaded.

Quiz saved at 5:26pm

After uploading your file, you will see the name of the file and a message that says "Your file has been successfully uploaded." Be sure to click "Submit Quiz" when you are finished uploading your file and taking the exam.

Leave Extra Time. We suggest that you give yourself **15 minutes** to complete this process.

Losing Connection during an Exam

If your computer loses its connection to the Canvas server during the exam or if your browser remains on a loading screen with seemingly no progress, please remain in the browser window/tab until the server reconnects. In an attempt to reconnect manually, also try toggling your WiFi on and off or even rebooting the router.

If you are able to reestablish connection, you can try refreshing the browser again to ensure the exam updates are being logged. If you do not maintain a stable connection in a timely manner, prior to contacting support@wharton.upenn.edu as mentioned in the **Getting Help** section below, we strongly advise taking screenshots of your work and/or jotting your answers down on pencil and paper. If any error messages appear within the Canvas quiz screen, we advise taking screenshots of these, as well, to share with your instructor and Wharton Computing support teams.

Getting Help

If you encounter any technical issues while taking an exam, contact [Wharton Computing Student Support](#)

- Phone: (215) 898-8600
 - Email: support@wharton.upenn.edu
-

Virtual Lab

Last Modified on 09/18/2024 1:30 pm EDT

Already set up? Launch Virtual Lab from your computer, or [launch online](#).

Wharton provides remote access to virtual computers equipped with the same software as Wharton's public computers. This service is designed to provide an alternative for students who otherwise aren't able to get to campus.

The Virtual Lab is available 24/7 for student use and may be accessed from any computer running Mac OS, Windows, or Ubuntu, as well as from many mobile devices.

Use this service to:

- Access specific departmental applications such as JMP Pro, MATLAB, and other applications.
- Use Windows software from a Mac or Linux device.
- Print to on-campus printers if you aren't able to [print from a laptop](#) or [mobile device](#).

Before you start, in order to use the virtual lab you will need:

- **An active Wharton account (required).**
- **Enrollment in Penn [Two-Step Verification](#) (required).**
- Admin access to your device to install the appropriate client software on your computer or app on your mobile device. Installing the software is optional, but makes it easier to use the virtual lab.

Additional notes:

- Most of the software listed in the [Wharton Public Computers](#) article is also available in the Virtual Lab; exceptions are noted in the article's chart.
- Having trouble with the Virtual Lab? See [Troubleshooting the Virtual Lab](#)

Windows and Mac

Use these steps to install and use the virtual lab software on Windows and Mac computers.

Running the Virtual Lab Software

Access via Web Browser

The Virtual Lab may also be accessed via web browser, without the VMWare client. To access the Virtual Lab in this manner follow the instructions below.

Tip: Using the web browser can be an option when you do not have access to the VMWare Horizon client application, or if you're having problems connecting from the client application.

iOS and Android

Virtual Lab vs. Physical Lab

Since you're connecting remotely to access these computers, your network speed plays a large role in your experience. You will get the best results on a fast connection.

VMware only supports screen resolutions up to 2560 X 1440. Mac users will not have to change their screen resolution, but some PC users may. See [directions for how to change your VM screen resolution](#).

Note: Adobe Creative Cloud is not provided in our virtual environment due to changes in licensing by Adobe. If you already have your own Adobe CC subscription, you should be able to sign in and use Adobe products. Adobe CC student licenses can be purchased through Adobe at <https://www.adobe.com/creativecloud/buy/students.html>.

Other Penn vLabs

Looking for specialized software? Need software for a course? Some Penn schools host their own virtual computer labs for their faculty, staff, and students. Access requirements vary.

Troubleshooting the Lab

If you are having trouble using the Virtual Lab, see our [troubleshooting article](#).

Questions?

If you are having trouble using the Virtual Lab, see our [troubleshooting article](#).

- Contact: [Wharton Computing Student Support](#)
- Email: support@wharton.upenn.edu

Provide Feedback

Your feedback will help us make the service better! Provide your feedback [on the Wharton Student Computing website](#).

Preparing to Take an Online Exam

Last Modified on 08/28/2024 4:19 pm EDT

Taking an online exam can be convenient and can make answering certain types of questions easier, but it adds some preparation work. We've compiled some recommendations for you to make sure technology doesn't get in the way!

It may feel overwhelming, but we are here to help, so if any of these steps are unclear, please contact [Wharton Student Computing](#).

We suggest you save a copy of this article to your computer or print one out to have on hand during an exam. [Click here](#) to save an offline copy.

Preparation Steps

- **Computer/Device:**
 - Use a device that meets [Canvas's basic computer specifications](#). Always make sure to use the most up-to-date versions of your operating system.
 - Approximately 24 hours before your exam, check your computer for any critical updates. Install any that are necessary and restart—you don't want to get prompted to install them during your exam!
 - If you are taking an in-class exam on your own computer, ensure it is fully charged on the day of the exam, as limited power outlets may be available in the classroom.
- **Browser:**
 - Use one of [Canvas's supported web browsers](#). We recommend the most up-to-date versions of Chrome or Firefox for the best performance.
 - Some browser extensions and security settings may interfere with taking an online exam. If possible, temporarily disable browser extensions and allow 3rd-party tools before starting your exam.
 - Clear your [browser history/cache and cookies](#), then restart your computer the day of or the day before your exam.
 - Click the link for your particular web browser for instructions on clearing your cache (it will open in a new tab)
 - [Chrome](#) / [Firefox](#) / [Safari](#) / [Edge](#)
 - **Open the exam in only one browser window.** Using multiple windows might make you overwrite your answers.
- **Internet:** Be sure your computer is [connected to AirPennNet](#) (not the guest network). If you're taking a timed Canvas exam and lose your connection, the timer will continue to run.
- **PennKey:** Some exams and computer labs may require you to sign in with your PennKey and password. Make sure you know your PennKey password and have your phone with you for two-factor authentication. Use the [Test My PennKey app](#) if you want to confirm your password.
- **Laptop v. Mobile:** Use a laptop or desktop computer. Taking exams on small tablets or phones provides a limited experience. While you can submit many assignments and quizzes on the Canvas Student mobile app, not all quick features are supported.
- **Notifications (and other Distractions):** Close or disable notifications, pop-up blockers, and other applications. Certain exam tools, such as [Respondus LockDown Browser](#), will require you to close all messaging and screen recording apps before you can start taking the exam.

- **Respondus LockDown Browser:** Your professor will let you know if **Respondus LockDown Browser** is required for an exam. Please contact courseware@wharton.upenn.edu if you have trouble downloading it and provide the name of the course that is using LockDown Browser for exams.
- **Timed Exams:**
 - **Only begin a timed exam when you're ready to complete the exam.** The timer continues to count down regardless of whether you are actively taking the exam or not.
 - Remember to click **Submit** before the time expires.
 - **If you have an accommodation for exams, confirm that your time limit and exam availability window are correct before starting.**
 - Contact your professor immediately if you notice a problem with the exam timing, and do not start the exam until it is fixed.
- **Untimed Exams:**
 - For exams without a time limit, **close the browser window when you aren't actively working on it.** This will prevent you from losing any responses if Canvas automatically logs you out after a period of inactivity. You can always reopen the exam and resume where you left off.
 - **Submit your exam before the due date.** If you don't, you could get locked out of the exam and need to contact your professor for help.
- **File Uploads:** If your exam requires you to upload a document (e.g., Word or PDF file), save your work frequently and save the final version to your computer. Remember where you saved the file, so it is easy to find and upload to Canvas. Give yourself at least 5 minutes to select and upload your file in Canvas, as uploads can sometimes take a few minutes.
- **Check before Submitting:** Only click Submit when you have finished the exam. **You cannot reopen submitted exams.**

Dealing with Internet Connection Issues

If your internet disconnects while taking an exam, here are some steps that should help.

1. **Take a deep breath** - things will be ok!
2. **Take a screenshot** or other copy of your work for reference. If your exam uses Respondus LockDown Browser, let your proctor know you are having trouble and ask if you can use your phone to capture screenshots.
3. **Take note of any error messages.** Share these with your Professor and Student Computing.
4. **Toggle wifi off/on** and try to connect to AirPennNet (or your home network).
5. **Try switching internet browsers.**
6. **Restart your computer.**
7. If you still have trouble connecting, contact student support by phone at (215) 898-8600.

If you encounter any technical issues while taking an exam, contact **Wharton Student Computing**.

- Phone: (215) 898-8600
- Email: support@wharton.upenn.edu

Remote Working Checklist

Last Modified on 06/08/2023 3:38 pm EDT

This checklist helps you prepare for learning and working remotely.

For more in-depth information see:

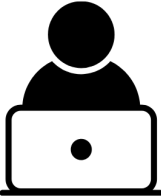

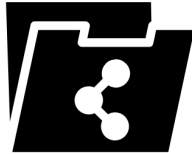
- Faculty: [Best Practices for Switching to Online Learning](#)
- Staff: [A Guide to Remote Working-Staff](#)
- Students: [Working and Learning Remotely - Students](#)

If you have additional questions, contact your [IT representative](#).

Preparing your Space

The first thing to do when preparing to Work Remotely is find a place from which to work. Ideally, this will be a dedicated workspace that you can use whenever you're in class or working on something. This will allow you to maintain some separation of work and your personal life. Not everyone is able to have a dedicated space, however, so be sure to pick a space that you can use regularly.



No matter where you're working the following tips apply:

 Connectivity	 Enviros	 Etiquette
<ul style="list-style-type: none">• Internet Connection: Confirm your internet connection is strong (e.g. WiFi in coffee shops can be intermittent).• Updated Browser and OS: Make sure your computer's OS is up to date and you're using a modern, up to date browser.• Security Check: An antivirus program should be installed and running on your computer. Symantec is free for Penn staff, faculty, and students.	<ul style="list-style-type: none">• Work Space: Choose a location to work that is quiet, but will allow you to talk.• Check your surroundings: Be aware of what is behind you when you are on camera – windows or back-lighting can make it hard to see you and whatever your camera can see will be visible to people in your Virtual Meeting.• Locate a power outlet: Video conferencing drains batteries very quickly; for any extended use make sure you have access to power and have your charger handy.	<ul style="list-style-type: none">• Don't over share: Close any personal apps and websites and disable notifications, particularly if you are planning to share your screen.• Mute on Joining: When you join a meeting, we recommend you mute your audio except when you are speaking.• Camera and Audio: Make sure your webcam works and you know how to mute it. We recommend using a headset, or earbuds, for best audio experience.

If something seems wrong with a Wharton online service, check the [Wharton Computing Status Page](#) for possible outages or updates. You can even subscribe to alerts and get them delivered to your email or phone.

Useful Applications

There are a host of applications that can help you work remotely, but the four listed below are essential for staff, faculty, and students:

Virtual Meetings	
<h3>Microsoft Office</h3>  <p>All Faculty, Staff, and Students can install the full Office suite on their computers. Follow the directions below for your platform of choice.</p> <p>MacOS</p> <p>Windows</p> <p>iOS</p> <p>Android & Chromebook</p>	<h3>Zoom</h3>  <p>To gain access to all Zoom has to offer be sure to install the native Zoom app for your platform of choice.</p> <p>Questions?</p> <p>See a list of Zoom features, and Virtual Meetings FAQ.</p>

Canvas Student



Most classes will be leveraging Canvas more than ever before. Make sure you can log into Canvas and find your courses. Consider whether you want to [sync your Canvas Calendar](#) and download and install the Canvas app for your mobile device.

[iOS](#)

[Android & Chromebook](#)

Wharton VPN



Staff and Faculty should be sure to install the [Wharton VPN client](#) on their computers to access on campus resources.

Students can use the [Wharton Virtual Lab](#) as their VPN.

Questions?

More information is available in our [Working & Teaching Remotely](#) section. For questions that aren't answered there, contact your [Wharton Computing Representative](#).

Preparing to Work Remotely - Checklist

Last Modified on 05/17/2023 4:12 pm EDT

This checklist helps you prepare for learning and working remotely.

For more in-depth information see:

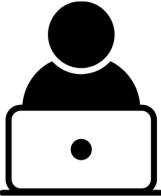

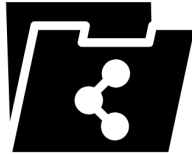
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No matter where you're working the following tips apply:

 <p>Connectivity</p>	 <p>Enviros</p>	 <p>Etiquette</p>
<ul style="list-style-type: none"> • Internet Connection: Confirm your internet connection is strong (e.g. WiFi in coffee shops can be intermittent). • Updated Browser and OS: Make sure your computer's OS is up to date and you're using a modern, up to date browser. • Security Check: An antivirus program should be installed and running on your computer. Symantec is free for Penn staff, faculty, and students. 	<ul style="list-style-type: none"> • Work Space: Choose a location to work that is quiet, but will allow you to talk. • Check your surroundings: Be aware of what is behind you when you are on camera – windows or back-lighting can make it hard to see you and whatever your camera can see will be visible to people in your Virtual Meeting. • Locate a power outlet: Video conferencing drains batteries very quickly; for any extended use make sure you have access to power and have your charger handy. 	<ul style="list-style-type: none"> • Don't over share: Close any personal apps and websites and disable notifications, particularly if you are planning to share your screen. • Mute on Joining: When you join a meeting, we recommend you mute your audio except when you are speaking. • Camera and Audio: Make sure your webcam works and you know how to mute it. We recommend using a headset, or earbuds, for best audio experience.

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Canvas Student



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[iOS](#)

[Android & Chromebook](#)

Wharton VPN



Staff and Faculty should be sure to install the [Wharton VPN client](#) on their computers to access on campus resources.

Students can use the [Wharton Virtual Lab](#) as their VPN.

Questions?

More information is available in our [Working & Teaching Remotely](#) section. For questions that aren't answered there, contact your [Wharton Computing Representative](#).

Remote Work Considerations - Topic Article

Last Modified on 04/25/2024 2:07 pm EDT

If you are working from home you might want to consider the following:

1. **Internet Service Provider:** If you are living off campus, speak to your internet service provider about setup and installation before moving into your new residence. On the day of service installation, give yourself plenty of time for equipment installation, configuring settings, and testing your wireless speeds and stability. On-campus students will connect to AirPennNet.
2. **Additional Equipment:** If you plan to use video conferencing services (e.g. Zoom) for classes, you might want to consider noise-canceling headphones. We recommend wired headphones to reduce the chance of losing connection during class, and you should also confirm if your laptop has a built-in microphone. Online courses are set up so that you don't need a printer, so it is a personal preference whether or not you'd like the ability to print course materials at home.
3. **Ergonomic Considerations:** If you are spending a lot of time at home, you may want to invest in a quality chair, desk, laptop stand, etc. to maximize comfort and support your body's needs (e.g., back and neck support).
4. **Designated Workspace:** If you have the available space, you can designate a specific workspace that is separate from the rest of your home.
5. **Consider Best Practices for Video Conferencing:**
 - Find a quiet area.
 - Mute your microphone at the start of a meeting.
 - Pay attention to your background and lighting.
 - Speak loud enough for your laptop mic or external mic to pick up sound.
 - If you are using a mobile device instead of a laptop, mount it on something to keep the video steady.

Note: All students with concerns about affording technology for remote learning can approach the [Emergency and Opportunity Fund](#) or [Penn First Plus](#).

For more information, check out [Working and Learning Remotely - Students](#), and [Remote Working Checklist](#)

Wharton VPN

Last Modified on 01/19/2023 3:40 pm EST

The Wharton VPN gives faculty and staff access to secured Wharton resources from off campus; the Wharton **Virtual Lab client** allows students to use the public computers from off campus.

Before You Start

You will need:

- To be either a Faculty, Staff or PhD student at Wharton
 - MBA and Undergraduate students should use the **Virtual Lab client** unless otherwise instructed
- An active Wharton account
- Access to the Internet
- Administrative access to your devices

If you are looking for instructions to upgrade from a currently-installed version of FortiClient on a Wharton-managed computer, please see our **Updating your Wharton VPN** article.

There are two ways to install the VPN:

- Using BigFix Self-Service (Windows) or JAMF Self-Service (Mac) on a Wharton-managed computer.
- Downloading the client and installing it manually following the directions below.

Installations via the two Self-Service options will not prompt you for your administrative password. If you follow the manual download and install instructions, you'll need to have an administrative password to complete the installation.

If BigFix or JAMF is installed on your computer, it is a Wharton-managed machine.

Wharton Managed Computers: Self-Service

You can install the latest version of the VPN on Wharton Managed computers using either BigFix or JAMF self-service. This will install the VPN on your computer without the need for an administrator password.

Windows Instructions

Windows users must restart their computer after the installation is complete. Please **save and close all open work/apps** before completing the installation.

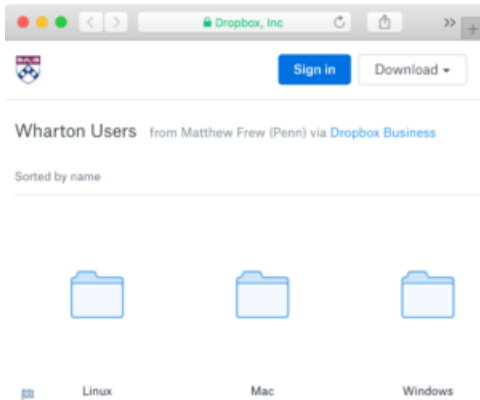
Mac Instructions

Manual Download and Install

Download the VPN client (FortiClient)

Installers for a variety of operating systems are available so that you can manually install the FortiClient:

1. Go to <https://vpnclient.wharton.upenn.edu>
2. Click on the folder of your computer's operating system to download the appropriate client.



3. Click the installer located in the Operating System folder you picked to download the installer.

Windows Users: Most people using Windows should install the x64 version.

Install and Configure FortiClient

After you have successfully downloaded FortiClient, follow the instructions for your Operating System to install it.

In order to manually install the FortiClient VPN client using the steps below, you will need to have administrator privileges for your computer. If you need help with this, contact your [Wharton Computing Support Team](#).

Windows Instructions

Mac Instructions

Linux Instructions

Connecting to the VPN

Windows

There are two ways to connect to the Wharton VPN using Windows: launching it from the System Tray or by using

the FortiClient console.

Mac

To launch the VPN on a Mac:

Questions?

Contact your [Wharton Computing](#) representative.

A Guide to Remote Working - Staff

Last Modified on 06/07/2023 1:13 pm EDT

Working from home has a few requirements that differ from working in the office. This article covers some of the basic things you should have in place before you consider working from home.

Have computer you can use for remote work

This can be a University-provided laptop, or a personal computer at home.

If you're using a personal computer there are a couple of things to check before logging into University resources:

- Ensure that it is running the most recent operating system available (Windows 10 or OS X Mojave or newer) and has the most recent updates applied.
- An antivirus program should be installed and running. If you don't have one installed you can download Sophos Home for free as a staff member:
<https://www.isc.upenn.edu/how-to/antivirus-desktops-and-laptops>

A stable internet connection is key

By definition, you'll need an internet connection to work remotely and to access most of the resources listed later in this document.

Some things to keep in mind:

- Don't connect to open WiFi networks when working with University Resources. They are insecure.
- Always connect to the **Wharton VPN**. Make sure to **install the VPN**, or know how to **connect using the VPN**, before you attempt to work remotely.
- If something seems wrong with your internet service, check your providers' status page and the **Wharton Computing Status Page** for any outages or updates. You can subscribe to the Wharton Computing Status alerts if you want them delivered to your email or phone.

Getting Work Done Remotely

Now that you have an updated computer with the VPN installed and configured, you're going to want to actually get some work done. Below is a list of Wharton provided tools that you may already be familiar with. Keep in mind that this list isn't comprehensive; your department may use a tool not listed here. If you have any questions reach out to your **Wharton Computing Representative**.

Two-Step Verification

Make sure you have the device (smartphone, key fob, or something else) that you use to authenticate for **Two-Step Verification**. You might also want to print out some backup authentication codes by following **these instructions** (the **Generate and print backup codes** section specifically).

Communicating

- Meeting Remotely - There are a wealth of tools out there to enable remote meetings; Penn supports Zoom and Microsoft Teams, which is part of the PennO365 platform (available to faculty and staff at Wharton).

- Email - **Webmail** (<https://outlook.com/upenn.edu>) is very handy if you find yourself using a computer that doesn't have Outlook setup. If you'd like to install Outlook follow [these instructions](#) and configure it as [detailed here](#).
- Forwarding your office phone - If you have a **PennFlex office phone** you can [forward your phone](#) to another number (your cellphone, perhaps) and check your voicemail.

File Shares

You may access a number of files via a network share mapped to a drive on your work computer (i.e. **That presentation is on the Y drive**). You can [connect to those shares remotely](#), though keep in mind the **Wharton VPN** is required.

If you use a **cloud file sharing service** (Box, Dropbox) you should be able to connect as you normally do; no VPN required.

Other Tools

Here is a partial list of University-provided software you can install on your personal computer for the purposes of remote work:

- **Office 365** - The full Microsoft Office suite.
- **Adobe products** - This will give you access to any Adobe products that you've been licensed.
- **Wharton VPN** - This allows you to access certain resources on campus.

Getting Help

Reach out to your **Wharton Computing Representative** if you need help, or have any questions.

Configuring the Wharton VPN

Last Modified on 05/19/2021 4:48 pm EDT

Wharton's virtual computing offerings differ depending on whether you are a student, or faculty and staff. The Wharton VPN is for faculty and staff; the Wharton Virtual Lab allows students to use the public computers from off campus.

Students

Students should use the [Virtual Lab client](#) to access the Wharton public computers.

Faculty and Staff

The Forticlient gives you access to secured Wharton resources from off campus. Use the link below to download the client for your operating system of choice (Linux, Mac, or Windows) and then follow the instructions on the tabs to install. For directions on using the VPN, see the article [Using the Wharton VPN](#).

Before You Start

You will need the following before you can complete this task:

- an active Wharton account
- admin access to your devices
- access to the Internet

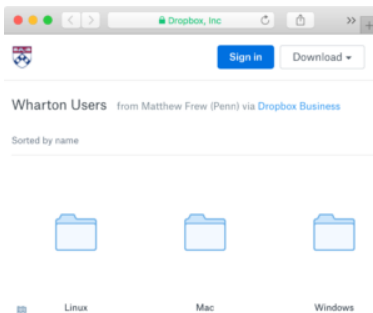
Download Forticlient

Downloading the Forticlient by going to:

<https://vpnclient.wharton.upenn.edu>

Click on the folder of your computer's operating system to download the appropriate client.

- Most people should install the x86 version.
- Do not choose the UWP version.



Install and Configure the VPN

After you have successfully downloaded Forticlient, follow the instructions for your Operating System to install and configure the VPN.

Windows Instructions

Mac Instructions

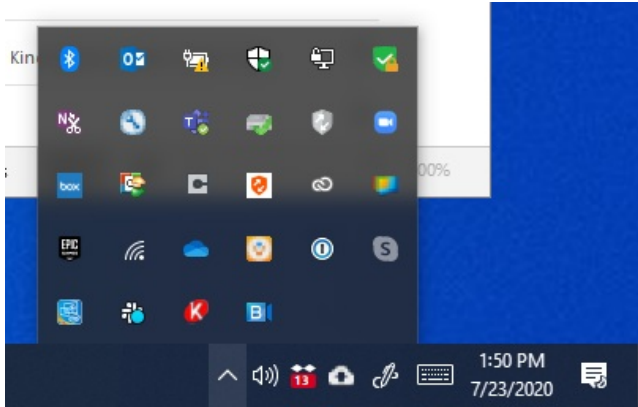
Linux Instructions

Zoom Outlook Connector (Staff)

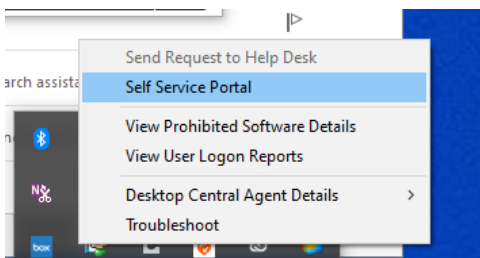
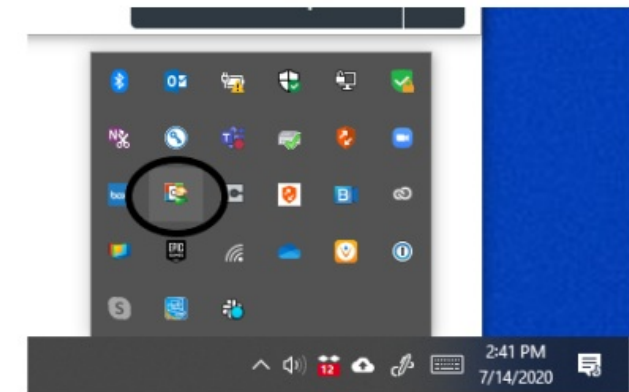
Last Modified on 05/03/2021 2:52 pm EDT

For Wharton Staff whose Windows computers are managed by Admin Support (admin-support@wharton.upenn.edu), you can install the Zoom Outlook Connector using the self-service portal.

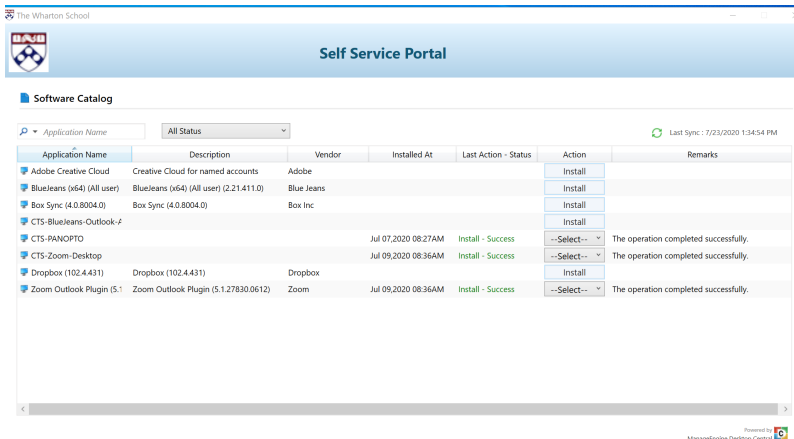
1. Click on the **up arrow** in the task bar



2. Right-click on the Wharton School agent icon in the tray > choose **Self Service Portal**



3. Find the Zoom Outlook Plugin (CTS-Zoom-Desktop) in the portal, and click **Install** in the Action Column



Generative AI -- Best Practices and Resources

Last Modified on 12/15/2023 2:52 pm EST

This article shares what Wharton Computing has learned about key concepts and emerging best practices in the rapidly evolving field of AI. It provides resources and suggests some useful paradigms that may help you think about the use of AI in our academic setting.

Faculty

Please see [AI Best Practices -- Teaching and Research](#) (for faculty and staff -- login required) to explore additional resources that support teaching and research activities.

Not sure how to log in? See [Logging into the Wharton Computing Knowledge Base](#).

Check Back Regularly for Updates

This article will be regularly updated because the knowledge about generative AI is quickly evolving.

Key Concepts Everyone Should Know

Protect Information (yours and others')

- Be cautious of sharing confidential information with publicly available models, such as ChatGPT, Bard, Midjourney, and others.
- When in doubt, please collaborate with [Wharton Computing](#) and the [Wharton Information Security Office](#).

Submission of University Confidential Data requires use of a Penn/Wharton-approved enterprise generative AI tool. Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

See the [Security and Privacy Requirements](#) section below for examples of confidential data.

If you are **considering any generative AI services** in your research for official use within Wharton (e.g. interconnections between Wharton Systems or Applications, or use of University Confidential Information), **please collaborate with [Wharton Computing](#), the [Research and Analytics team](#), and the [Wharton Information Security Office](#)**. These groups will partner with you to evaluate your project, provide the appropriate security risk evaluations, and help answer many of the IT support questions you may have.

General Information

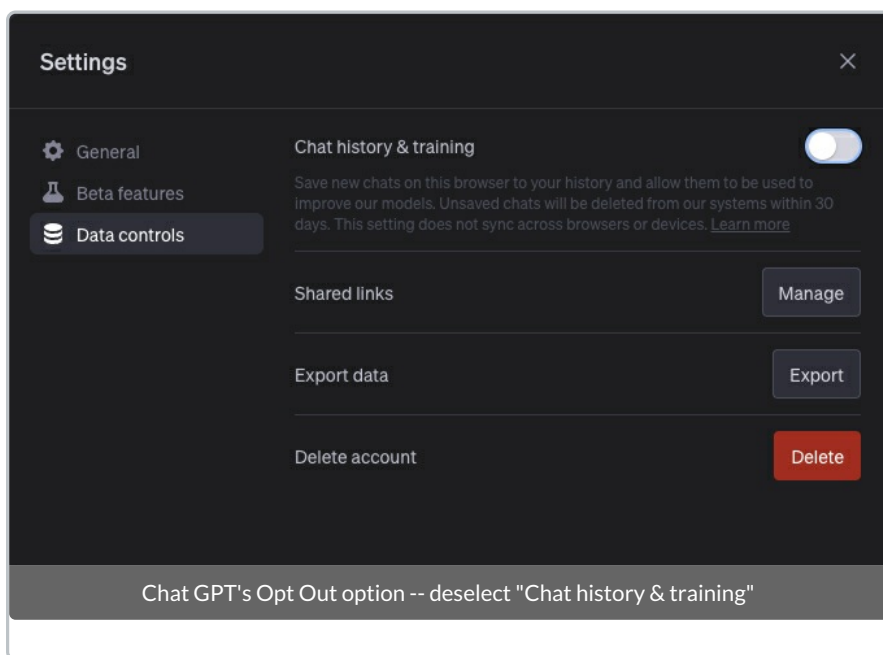
These general guidelines apply to everyone who uses AI in a Higher Education setting:

- **Stay Up to Date:** Continue to check news and recent legal opinions, especially regarding copyright enforcement and the security of individual products, and be prepared to adjust accordingly. For suggestions on staying up to date, see [Additional Resources](#) below.

- **Confirm Image Sources:** If you're using an image generator, research the dataset that the model was trained on. If there is information available from the company about their use of images, check whether they used open-source content. There may be a risk of copyright infringement if non-open-source content is used. If you do decide to use content generated by one of these tools, include a credit to the source (e.g. *Image generated by*).
- **Consider Authorship:** Since legislation trails technology, be aware that any content created by AI tools may not be legally protected or your work may be called into question. Authors who use AI tools are expected to disclose usage, preferably by identifying the one that was used. For example, "Foreground model created by Midjourney and sketched by the author."

If seeking to copyright, remember the goal is to show how the tool was used to support the author's traditional tasks of authorship. For more information on copyright issues, see the [US Copyright Office's](#) guidance.

- **Know what the AI is doing with your data:** Be sure to understand what the AI tool is doing with any data you provide while using it. Many tools offer a selection of Service Level Agreements (SLAs) and Data Use Agreements (DUA). We recommend, when possible, opting out of tracking history and training usage.



Security and Privacy Requirements

Submission of University Confidential Data requires the use of a Penn/Wharton-approved enterprise generative AI tool. Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

Please contact the [Wharton Information Security Office](#) and [Wharton Computing](#) for questions or support

Please read this section carefully.

- **Examples of University Confidential Data Include (but are not limited to):**

Private Personal Information	Financial / University Policy Information	IP /Authorship/Research
<ul style="list-style-type: none"> Personal Identifiable Information (PII) 	<ul style="list-style-type: none"> Payment Card Industry (PCI) 	<ul style="list-style-type: none"> Unpublished research data (at data owner's discretion), subject to any IRB restrictions
<ul style="list-style-type: none"> Personal Health Information (e/PHI) 	<ul style="list-style-type: none"> Financial Information 	<ul style="list-style-type: none"> PENN-owned Intellectual Property (including code)
<ul style="list-style-type: none"> Biometric Data 	<ul style="list-style-type: none"> Non-public Penn policies and documentation (e.g. system designs, budgets, plans, etc.) 	<ul style="list-style-type: none"> Federal government research
<ul style="list-style-type: none"> Student, Faculty, and Staff Information or Records, including directory information. 	<ul style="list-style-type: none"> System Credentials 	
<ul style="list-style-type: none"> Any data covered by the University's FERPA policy 	<ul style="list-style-type: none"> Data prohibited from sharing under terms of University-signed contract. 	

(For a complete description of how the University treats confidential data, see [University Data Classification](#).)

- **Using a Generative AI to interconnect to any University-managed system or applications—including the use of an API— requires the use of approved Penn/Wharton enterprise generative AI tools; it also requires review by the **Wharton Information Security Office** and **Wharton Computing**. *Interconnection is the direct integration or connection between the AI tool and a system managed by the University.***

Managed system examples include (but are not limited to):

- Endpoints (Wharton Computing-managed computers, printers and other devices).
- Servers
- Applications (on-premise and cloud-based)
- Data Sources
- IoT Devices

Remember: Any information uploaded by faculty or staff may be both unrestricted and available to the AI tool (such as ChatGPT) and the AI tool's end users.

- **Terms of Use.** Review the Terms of Use and Privacy Policy of the application or service periodically. These documents may change frequently, as the technology, services, and other elements of AI evolve.
- **Penn Email Considerations.** A Penn/Wharton e-mail address for registration and use of AI tools is not prohibited. However, if a Penn/Wharton e-mail is selected, please ensure that the password is unique and different from any other Penn/Wharton applications, solutions or systems currently used. Additionally, e-mail may often be used to identify an individual, the type of information submitted, and other possibly private information.

If you are using a Penn/Wharton email to register an AI account, we recommend using a team account rather than a personal account. This will preserve business continuity while accommodating situations such as vacations or departures from the University.

For detailed information on the University's definitions of data sensitivity, see [University of Pennsylvania Data Classification Standard](#)

We encourage you to collaborate with [Wharton Computing](#) and the [Wharton Information Security Office](#) if you are considering any generative AI services for official use within Wharton (e.g. interconnections with Wharton Systems, Applications, or use of University Confidential Information). These groups will partner with you to provide the appropriate security risk evaluations, and help answer many of the IT support questions you may have.

Authorship

There is an ongoing debate regarding authorship and the differences between original work and machine-generated work. In addition, there are questions being raised about how machine-generated work should be used. The [US Copyright Office](#) provides helpful guidance regarding the distinction of authorship and ability to copyright works when generative AI tools are used. A few key points include:

- Machines cannot be authors
- All works developed by generative AI tools are not copyrightable.
- Authors may use generative AI tools to create original works, but certain conditions must be met:
 - generally, humans have to employ the “traditional methods of authorship” during creation of a work, which means making choices that are dependent upon the medium.
 - “How” the work is created is more important in determining originality than determining “what” created the work. This distinction can be difficult and we encourage you to seek consultation on this issue.
- Authors who use AI tools are expected to disclose that they have used an AI tool, preferably including which tool was used.

Faculty

While the information on this page is valuable for everyone, faculty may also want to review topics specific to teaching and research. We explore these in our faculty-focused article, [AI Best Practices -- Teaching and Research \(for Faculty\)](#). Please be sure you have logged in above (top right of screen) before launching this webpage. If you are not sure how to log in, see [Logging into the Wharton Computing Knowledge Base.](#))

Staff

Depending on your role at the University, Wharton staff are likely to have widely varying needs for engaging with AI. To protect the University, staff should contact [Wharton Computing](#) and the [Wharton Information Security Office](#) prior to using any AI tool. Reasons for this level of concern include:

Students

The [General Information](#) section above provides guidance around many questions regarding the use of AI in the course of your Wharton experience. Additional points to keep in mind include:

Additional Resources

- [Penn ISC's AI Guidance](#)
- Penn's Almanac: [Guidance on Using Generative AI](#)
- [University's Policy on the Confidentiality of Student Records.](#)
- Sources for Up-to-date information on generative AI in Education:
 - [Copyright topics](#): the nonprofit Copyright Clearance Center's [Velocity of Content](#) is well-recognized (and not dominated by any one publisher or rightsholder.)
- [University of Pennsylvania Data Classification Standard](#)
- [Chicago Manual of Style Online](#) recommends various formal and informal approaches for citing AI contributions.

Questions?

Please contact your [Wharton Computing representative](#) with any questions regarding technology and the use of AI. For best results, please include answers to as many of these questions as possible when requesting help or guidance around AI:

- Do you need help with a new or existing project?
- Which generative AI tool(s) are you using?
- Who will be using the tool?
- What type(s) of data will be submitted and used?
- Who will be consuming the output?
- Will you need services such as prompt engineering, fine tuning, etc.?

Asynchronous Teaching Using Canvas and Panopto

Last Modified on 05/24/2024 12:01 pm EDT

Asynchronous teaching leverages pre-recorded lectures published in a place where students enrolled in the course can easily access them to **flip the classroom**. Panopto, Wharton's recording tool, allows instructors to seamlessly capture, edit, and upload video to Canvas.

Before You Start

You will need the following before you can complete this task:

- Admin access to your device (to install the app) or Panopto Recorder App
- A published Canvas site
- Classroom Recording tab (in Canvas) visible to students

Before You Record

Recording a lecture is a very different experience from delivering a lecture in the classroom. Even if you've given the same lecture dozens of times before, it behooves you to do some planning before you hit **Record**.

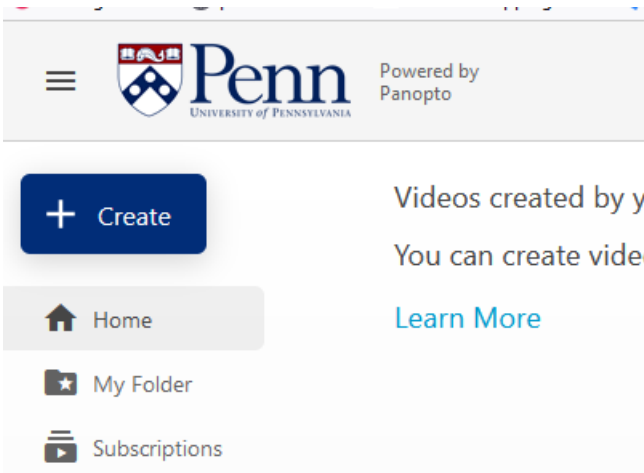
Suggestions and Recommendations

- Keep recordings 6-15 minutes in length to keep students engaged and allow for adequate breaks.
- Script ahead of time, or at least create an outline to best organize your thoughts.
- Consider different means of collaboration and participation, such as discussion posts.
- Initiate a test recording to become comfortable with the application's features. Place the test recording in **your personal folder** so students don't have access to it.
- Plan how you will handle any mistakes you make during the recording. You can:
 - Acknowledge the mistake and move on, as you would in class
 - **Edit out the error** prior to making it available to students
 - Discard the recording and start all over again

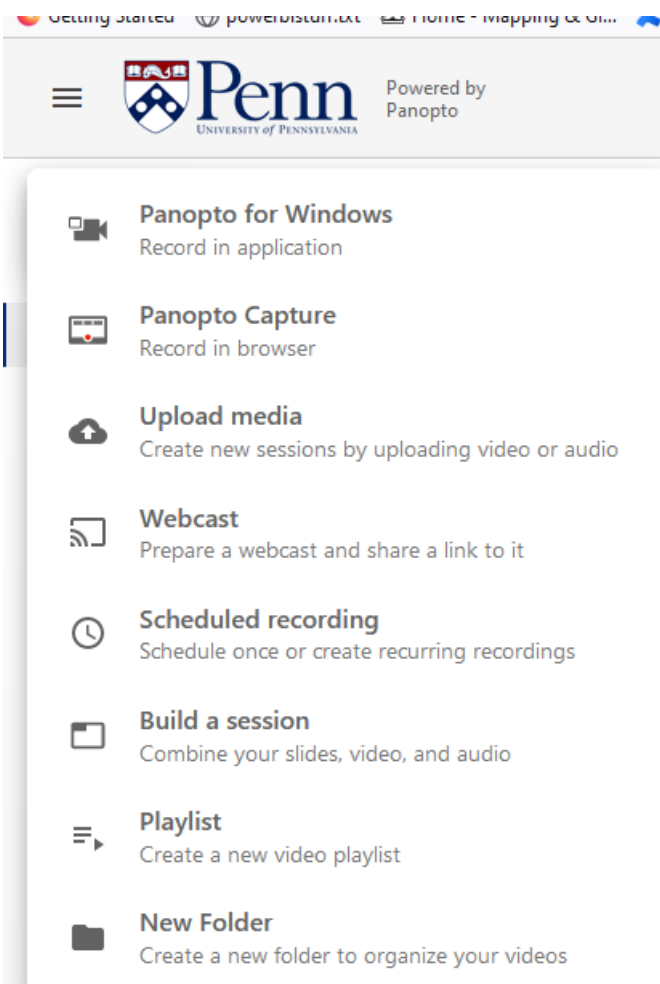
Download the Panopto Recorder

1. Verify that the Panopto Recorder isn't already installed on your machine by checking your applications folder/Start Menu or using your operating system's search function.

If it isn't installed on your machine, download the app by clicking on **this link**, and then click on the blue Create button.



Panopto should recognize your Operating System.



If the system is yours, click on your Operating System and then choose Download Panopto.

↓ Record a new session

Open Panopto

If you have Panopto installed, you can open it from the application menu. If you have not installed the latest version of Panopto below.

[Open Panopto](#)

Download Panopto

Record PowerPoint, video, and audio presentations. Invite students and coworkers.

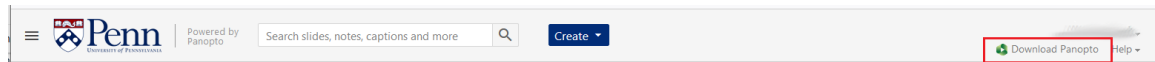
[Download Panopto](#)

For Windows 10 and up 64-bit

[Click here for other download options](#)

1. If it isn't installed on your machine, download the app using [this link](#).

1. Click on the Download Panopto link to the far right



2. Panopto should recognize your Operating System. If the system is yours, click Download Panopto. If your operating system is not listed below the Download Panopto button, choose [Click here for other download options](#) and select your operating system from the options listed.

↓ Download & Record

Panopto for Windows

Record PowerPoint, video, and audio presentations. Invite students and coworkers.

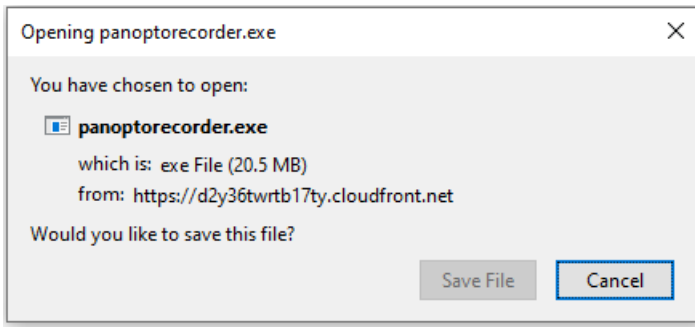
[Download Panopto](#)

For Windows 10/8.1 64-bit

[Click here for other download options](#)

If your operating system is not listed below the Download Panopto button, choose [Click here for other download options](#) and select your operating system from the options listed.

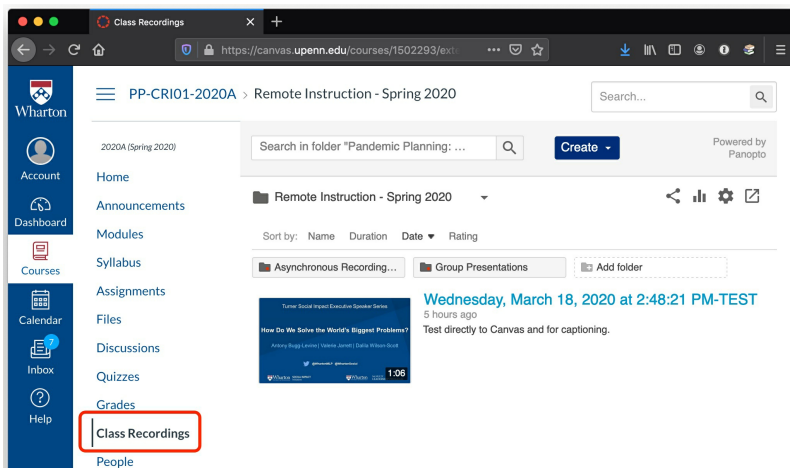
3. Click the Download Panopto button, and save the install file.



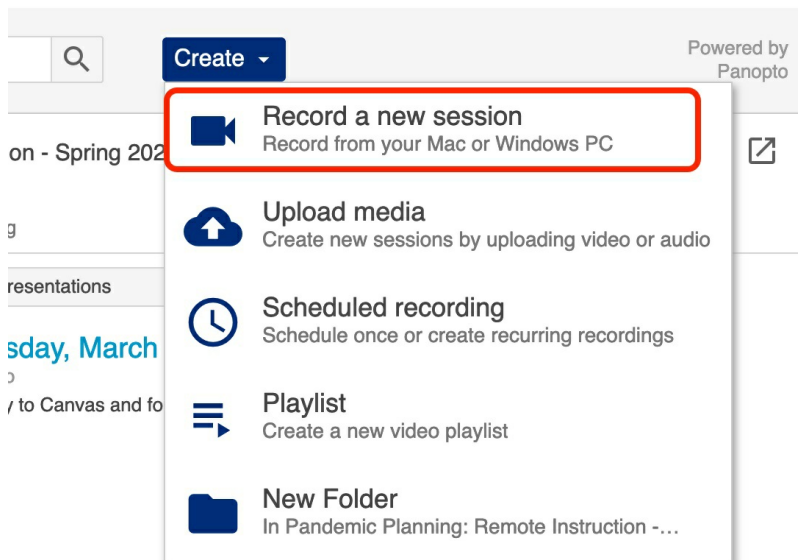
4. Run the executable install file from your browser download folder.

Starting a Recording

1. Log into the Canvas site where you'd like this video to live.
2. Click **Class Recordings** on the Courses menu:



3. Click the blue **Create** button in the upper right corner.
4. Click **Record a new session**:



The Panopto application will launch. Follow the instructions below for your operating system to record and upload a video.

Mac Instructions

Windows Instructions

Recording Best Practices

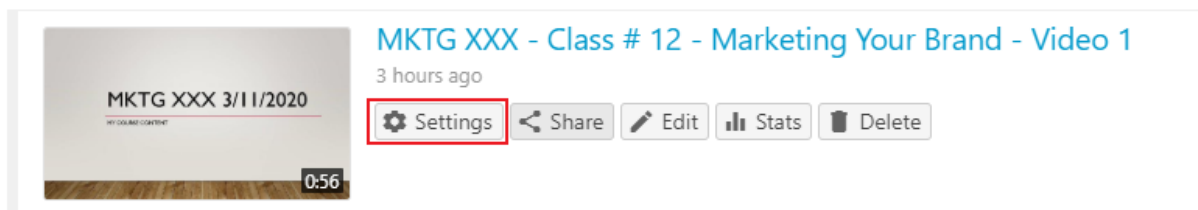
- Use a reliable headset with a microphone. It will improve the audio capture, which is a critical component of recording capture.
- Close any applications you don't want to share with your class.
- Verify your background conditions using your camera:
 - Avoid bright background lights
 - Check that the image isn't too dark to see you.
 - Remove distracting items from the background.
- Open all applications you want captured before you begin the recording to avoid having to pause the recording to find them.
- Name recordings uniquely and be as consistent with the naming convention as possible. Consider: **Course - Section - Class or Week # - Lesson Title - Video #**. The video number should reflect which video it is in the lesson series.
 - Example: **MKTG 101 - Section 001 - Virtual Class 1 - Developing Your Marketing Strategy - Video 1**

Managing Your Recordings

Recording Availability

After a recording has been uploaded to Canvas, you'll be able to adjust the beginning and end dates of its visibility to students.

1. Hover over the newly uploaded recording.
2. Click the **Settings** button.



3. On the Overview tab, scroll to the Availability section at the bottom.
4. Adjust the availability start date by selecting the radio button of the option with the customizable date field and update the date and time fields accordingly.

Session becomes available

- with its folder (immediately)
- starting 03/18/2020 9:00am Eastern Time (US & Canada)

5. Adjust the availability end date by selecting the radio button of the option with the customizable date field and update the date.

Session remains available

- forever
- with its folder (forever)
- until 06/01/2020 9:00am Eastern Time (US & Canada)

Copying a Recording

1. Click **Manage > Copy**
2. While the copy is processing, go to its Overview and edit the Folder name, choosing or typing the name of the desired target Canvas course site.
3. Click **Save**, which moves the newly created copy to that other course's Class Recordings.
 1. You may need to first click **Class Recordings** again in that target Canvas course to see the moved video.
 2. For semester-long viewing dates, choose **With its folder** for start and end.

Questions?

- For assistance with downloading the app, contact your [academic support representative](#)
 - Request help with using the Panopto Recorder app by emailing class-tech@wharton.upenn.edu
-

Upload Video Conference Recordings to Canvas

Last Modified on 12/08/2023 11:41 am EST

Some instructors may want to upload the recordings of their Zoom meetings separately from the automatic posting of **scheduled class meetings in Canvas**. You'll need to first download the recording from the Zoom interface and then upload that file to Class Recordings using Panopto.

The instructions in the **Uploading the Recording to Panopto** section can be used to upload any video, not just recorded Zoom meetings, to the Class Recordings page ("tab") of a Canvas site. In case your course recording policy is "no access" or "student request access," contact **Classroom Support** for help with making a specific recording available to all students.

Accessing the Recording in Zoom

Zoom meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas. These recordings are *not* stored on Zoom and are only accessible via the Class Recordings tab.

You may expect that a Zoom recording would consist of one file, however, a Zoom recording will often have many files for you to pick from:

- There are several **Recording layout files** (Shared screen with speaker view is probably the best choice for uploading to Canvas).
- Audio only.
- Audio transcript.

The instructions below will show you have to download all the available recordings for a meeting at once, or pick and choose. **Click Read More** to see the instructions:

Uploading the Recording to Panopto

Zoom class meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas.

Now that you've downloaded your recorded meeting, you can upload it to Class Recordings using Panopto by following these steps:

Questions?

- For more assistance, contact your **Academic Support Representative**
- Request help with using the Panopto Recorder app or student recording permissions by emailing **class-tech@wharton.upenn.edu**

Editing Videos in Panopto

Last Modified on 05/04/2023 10:08 am EDT

Whether you've recorded the videos with the Panopto Recorder app or using another recording source such as Zoom, you can edit the content once it is uploaded to Panopto. If you have content that needs to be uploaded, review the [Upload Virtual Meeting Recordings to Canvas](#) article first.

Before You Start

You will need the following before you can complete this task:

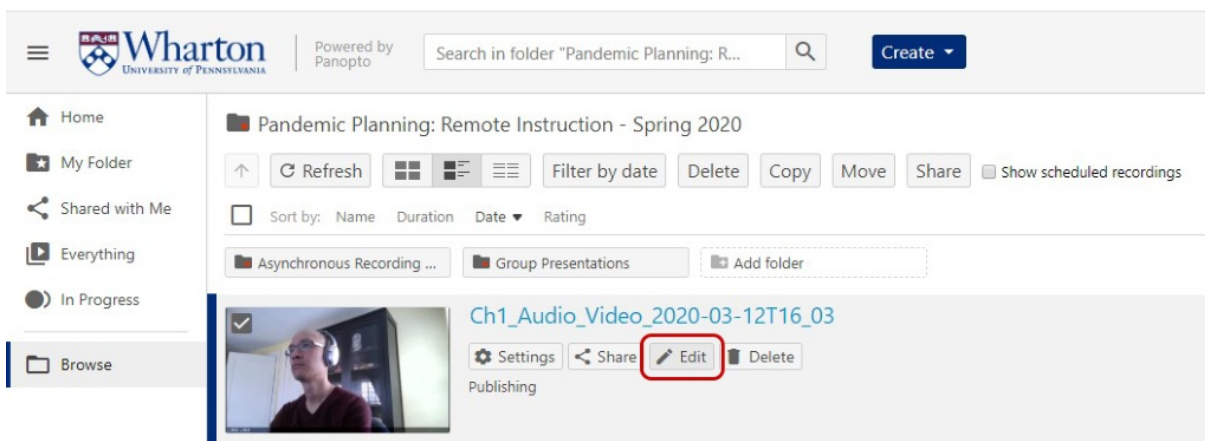
- A Canvas site for your course
- A video that has been recorded in or uploaded to Panopto

Trimming the Ends of a Video

Once you've either recorded your content directly or uploaded it to Panopto, you'll follow these steps to trim out the unwanted content (called "heads" or "tails") at either end of it.

You will need to make all necessary end-trim edits **prior** to clicking the "Apply" button in the Panopto editor. After you've clicked the Apply button all changes will be submitted and the video will begin re-processing. Depending on the video length, the re-processing could take several hours.

1. Launch your Canvas course, if you haven't already.
2. Click the **Class Recordings** tab in the navigation menu.
3. Locate and hover over the video you want to edit.
4. Click on the **Edit** button that displays to the right.



5. The Panopto editor will launch in a separate tab and the timeline of your video will appear at the bottom of the screen. This is where you will perform your edits. Check the **Preview cuts during playback** box, if it's not already checked.

Heads Editing

Follow the below steps to remove unwanted content from the **beginning** of your video.

Tails Editing

Follow the steps below to remove unwanted content from the **end** of your video.

Video Permissions

Click **Read More** to learn how to make the video available to students.

Questions?

Email: class-tech@wharton.upenn.edu

Zoom recording autodelete to be enabled on 1/20/21

Last Modified on 08/15/2022 4:35 pm EDT

Beginning Wednesday, January 20, 2021, recordings stored in Penn Zoom that are older than 120 days will be deleted from Zoom's cloud storage.

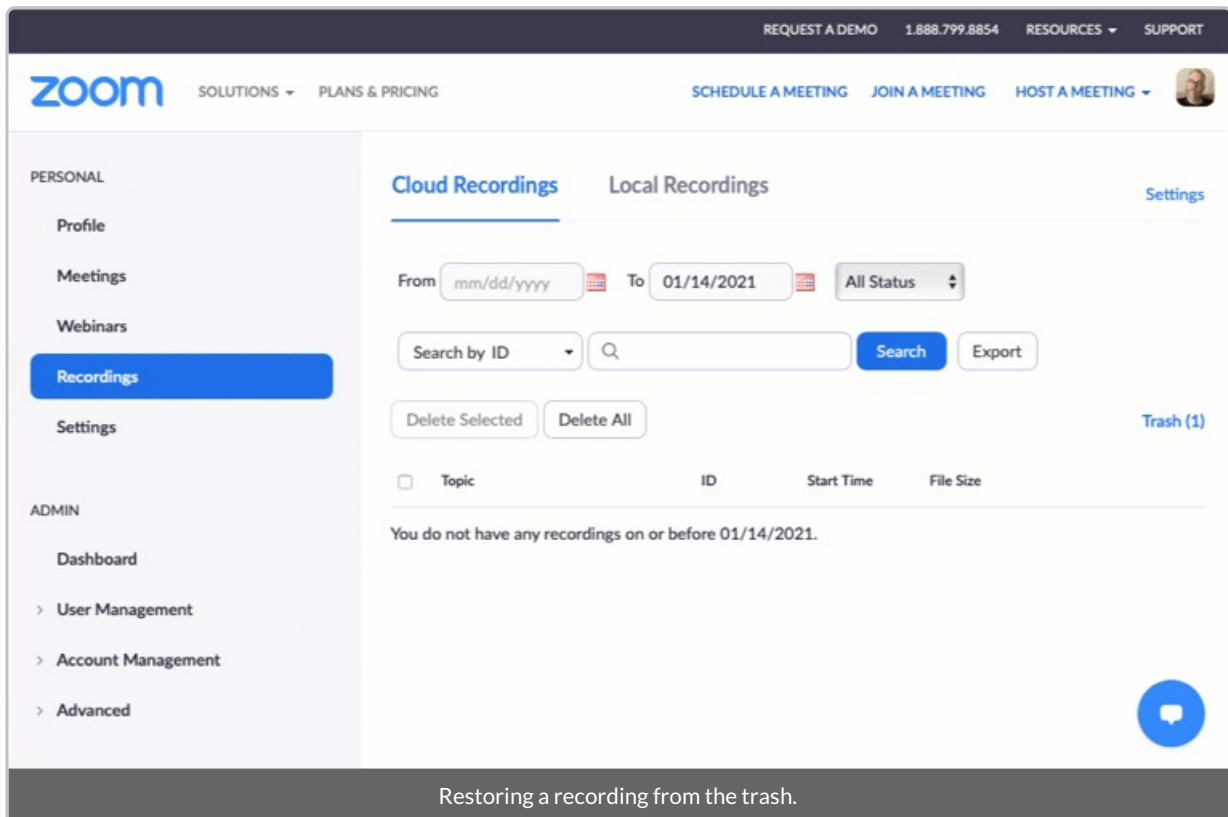
Starting on Wednesday, January 20, 2021 Penn Zoom will auto delete cloud recordings older than 120 days. **This change impacts all recordings made on Penn Zoom.**

Any recordings from before September 20, 2020 will be deleted from Penn Zoom on January 20, 2021. Going forward, all recordings that are 121 days old will be deleted.

Existing recordings in Panopto will NOT be affected by this change. PennZoom classroom recordings initiated from within Canvas will continue to automatically be moved into Panopto for long-term storage.

Restoring Deleted Recordings

Deleted recordings are held in your Penn Zoom trash bin for 30 days. They can be recovered from the trash bin:



The screenshot shows the Zoom Cloud Recordings interface. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Account Management, Advanced). The main content area is titled 'Cloud Recordings' and includes search filters for 'From' (mm/dd/yyyy), 'To' (01/14/2021), and 'All Status'. There are buttons for 'Search by ID', 'Search', and 'Export'. Below the search area are 'Delete Selected' and 'Delete All' buttons, and a 'Trash (1)' indicator. A message at the bottom of the main area states: 'You do not have any recordings on or before 01/14/2021.' A blue chat bubble icon is visible in the bottom right corner.

These instructions walk through the process: <https://support.zoom.us/hc/en-us/articles/216378863-Recover-a-Deleted-Cloud-Recording>.

After 30 days in the trash bin the video is permanently deleted and cannot be restored. See the next section for strategies around downloading and long-term storage for Zoom videos.

Downloading and storing recordings

You can **download your Penn Zoom recordings** for storage elsewhere, but keep in mind Zoom does not allow deleted or downloaded recordings to be re-uploaded to Zoom.

Information about how to download recordings is available at: <https://www.isc.upenn.edu/how-to/pennzoom-cloud-recording-management>

Some suggestions for alternative storage of recordings are:

- Classroom recordings initiated directly from Zoom can be manually imported into Panopto for long-term storage.
 - Instructions for importing previously scheduled Zoom meetings into Panopto can be found here: <https://infocanvas.upenn.edu/guides/zoom/zoom-for-faculty-staff-tas/>
- Dropbox/Box can be used if you are keeping the video for your own use, or just sharing it on a one-by-one basis.

For more information on Penn Zoom's autodelete policy, including instructions on downloading your recordings, and information about recording files, please visit <https://www.isc.upenn.edu/how-to/pennzoom-cloud-recording-management>.

Zoom Recordings

Last Modified on 06/09/2023 4:11 pm EDT

Zoom allows you to record meetings in two ways:

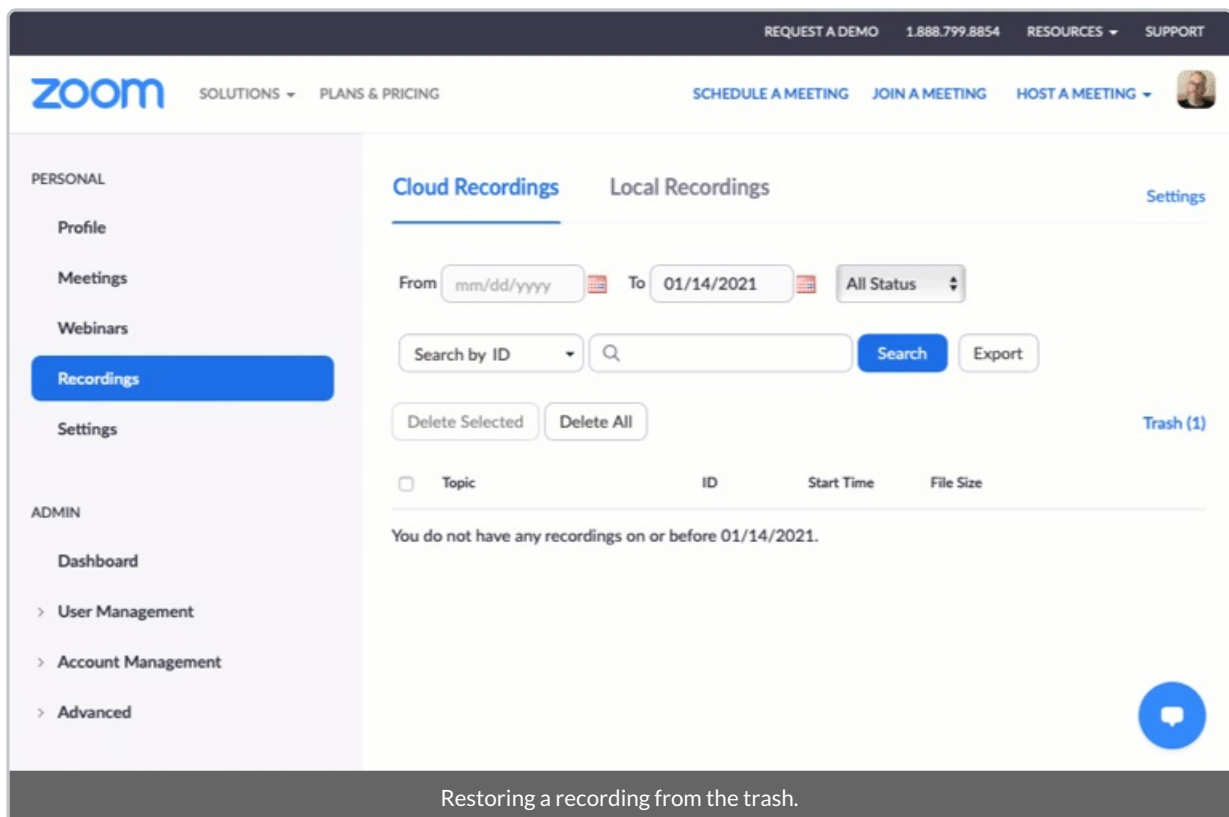
- **Cloud recordings** are stored in your Zoom account and are available for streaming from a browser or download to a computer.
- **Local recordings** are saved on your computer and are only available locally unless you upload them elsewhere after the fact.

Wharton Computing recommends cloud recordings in most cases. It is important to note that **Penn Zoom auto deletes cloud recordings older than 120 days**. This impacts all recordings made on Penn Zoom, including work meetings and Zoom class recordings.

PennZoom classroom recordings initiated from within Canvas will continue to be moved into Panopto for long-term storage automatically as recordings in Panopto are NOT be impacted by this auto delete policy.

Restoring Deleted Recordings

Deleted recordings are held in your Penn Zoom trash bin for 30 days. They can be recovered from the trash bin:



These instructions walk through the process: <https://support.zoom.us/hc/en-us/articles/216378863-Recover-a-Deleted-Cloud-Recording>.

After 30 days in the trash bin, the video is permanently deleted and cannot be restored. See the next section for strategies around downloading and long-term storage for Zoom videos.

Downloading and storing recordings

You can **download your Penn Zoom recordings** for storage elsewhere, but keep in mind Zoom does not allow deleted or downloaded recordings to be re-uploaded to Zoom.

Information about how to download recordings is available at: <https://www.isc.upenn.edu/how-to/pennzoom-cloud-recording-management>

Some suggestions for alternative storage of recordings are:

- Classroom recordings initiated directly from Zoom can be manually imported into Panopto for long-term storage.
 - Instructions for importing previously scheduled Zoom meetings into Panopto can be found here: <https://infocanvas.upenn.edu/guides/zoom/zoom-for-faculty-staff-tas/>
- Dropbox/Box can be used if you are keeping the video for your own use or just sharing it on a one-by-one basis.

For more information on Penn Zoom's autodelete policy, including instructions on downloading your recordings and information about recording files, please visit <https://www.isc.upenn.edu/how-to/pennzoom-cloud-recording-management>.

Captioning Service

Last Modified on 11/17/2023 1:26 pm EST

Professional captioning and transcription services for files with an audio component via **3Play** are available to Wharton organizations (with a budget code) and Wharton student groups.

To take advantage of this service:

- **Wharton Faculty, Students, and Staff** - Submit requests via our **Caption Request Form**.
- **Wharton Faculty** - Please contact your Academic Computing Support representative if you need additional assistance with caption requests (acs-support@wharton.upenn.edu). Captioning for course materials is at no cost to the academic department.

Before You Start

You will need the following before you can complete this task:

- An uploadable file with audio or a shareable link to a file with audio.
- A budget code (for non-student group requests).

Our captioning service charges a time-based fee for each captioned file with a higher per-minute charge based on the desired turnaround time. Standard turnaround time is 4 business days. Faster turnaround time may be available depending on the captioning vendor's capacity.

Price per minute	Turnaround Time
\$1.85 / minute	4 business day turnaround
\$2.70 / minute	2 business day turnaround

Captioning time is estimated at 2x the time of the spoken words in the recording. Prices fluctuate based on the amount of captioning requested; the more we order as a university, the lower the prices get throughout the fiscal year.

The per-minute price is based on the time it takes to caption the file, estimated at 2x the time of the spoken words in the recording and **not** the length of the source audio.

To take advantage of this service:

- **Wharton Faculty, Students and Staff** - Submit requests via our **Caption Request Form**.
- **Wharton Faculty** - Please contact your Academic Computing Support representative if you need additional assistance with caption requests (acs-support@wharton.upenn.edu).

Activating Your Zoom Account

Last Modified on 08/17/2023 10:22 am EDT

Penn offers **Zoom** as our video conferencing solution for all students, faculty, and staff.

In order to activate your account, you must **log in at least once** with your PennKey.

Activate your Zoom Account

To activate your Zoom account:

1. Visit <https://upenn.zoom.us>.
2. Click **Sign in**.
3. Enter your PennKey username and password.

Your Zoom account is now active.

After you've activated your Zoom account you can **log into a variety of Zoom apps**.

Zoom User ID

You'll use your PennKey and password to activate your Zoom account. Once you've activated your Zoom account your user ID and Zoom email are @upenn.edu.

Questions?

If you encounter an error during this process, please contact your **Wharton Computing representative**.

Video Conferences

Last Modified on 01/25/2021 3:13 pm EST

This article covers using video conferences for individual meetings and small group collaborations. To learn about using video conferences for teaching or learning within Canvas, see [Video Conferences for Instruction](#).

Penn offers both [Zoom](#) and [Microsoft Teams](#) for video conferencing, but most classes will take place on Zoom. Teams is not covered in this article.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- **Faculty and Staff:** admin access to your devices (to install the app)
 - Zoom is generally pre-installed on Wharton-provided laptops or desktops (but not on smartphones).

Zoom

[Zoom](#) is a cloud-based cross platform video conferencing service. Zoom makes it easy to collaborate with your colleagues, and can be started and joined via a PC, Mac, smartphone, or regular landline (audio only). Each meeting can accommodate up to 300 participants and supports recording of the meeting and screen/media sharing. All Wharton students, faculty, and staff have access to Zoom.

Install the Zoom App

The native Zoom app isn't required to use Zoom, but we highly recommend it for the best Zoom experience. Read [Logging into Wharton Zoom](#) for instructions detailing installing and logging into the Windows, Mac, and mobile versions of the app.

If you are working on a Wharton-provided laptop or desktop, Zoom should already be pre-installed.

Accessing Zoom Meetings

Is your Zoom meeting for a Wharton class? **Log into Canvas first**, launch your class, and then choose Zoom from the left navigation pane. (Most Zoom meetings for classes are created through Canvas.)

Although we recommend accessing any video conferences created in Canvas by logging in via Canvas, it's also possible to see all your meetings by logging directly into the meeting software (<https://upenn.zoom.us>).

Scheduling a Meeting

Scheduling for a class that's using Canvas? See [Video Conferences for Instruction](#).

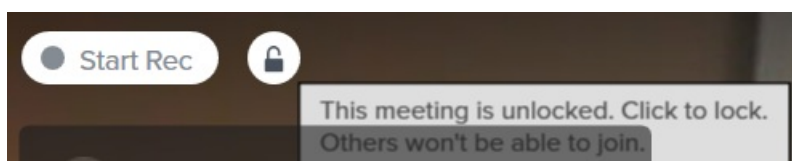
Not scheduling a meeting for a class that's using Canvas? Follow these directions:

Advanced Features

Advanced features are useful in customizing your meetings. You can customize them on a per meeting basis, or for all the meetings that you schedule.

- Scheduled meeting sessions: for meetings that you are scheduling, any changes you make will only affect that meeting.
- Personal settings: if you make changes in your personal settings, that will affect all meetings that you schedule.

For security, moderators have the ability to lock out users from joining their meeting (indicated with a lock icon at the top left corner of their screen).



Feature Recommendations

Zoom has a large number of feature settings. Here are suggestions for a variety of settings.

Questions?

For additional help and support:

- See the [Zoom FAQ](#)
- Check out the [Zoom Knowledge Base](#)
- Contact [Zoom support](#) directly

Roles in a Video Conference

Last Modified on 11/03/2023 3:26 pm EDT

Each user connected to a video conference is assigned a role that determines their level of control over the meeting.

For more information, see [Zoom's documentation](#).

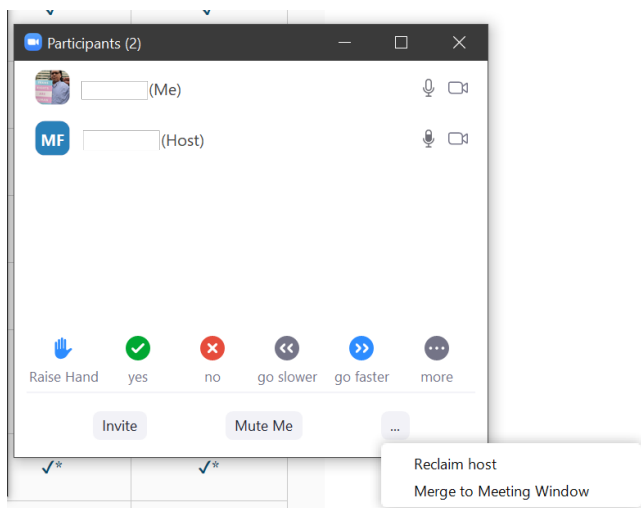
Zoom offers several roles:

- **Participants** - Most meeting attendees (including students) will be participants. This is a person who was invited to the meeting, can see other meeting participants, share content (if allowed by the moderator), and see call details. Most students in a class will be participants.
- **Host** - This is the person who scheduled the meeting and has full access to meeting controls. Each Zoom meeting can have only one host, which is typically a faculty member (in the case of remote instruction).
- **Co-hosts** - A person in the co-host role has some (but not all) access to meeting controls and can help manage participants. **Co-hosts cannot start a meeting.**

Note: See specific Host and Co-host controls [here](#).

- **Alternative Hosts** - Have the same control access as co-hosts with the additional ability to start the meeting. For Zoom meetings **scheduled via Canvas** the course's listed TA is automatically added as an Alternative Host. To reclaim host controls from your alternative host during a meeting...

1. Go to **Participants**
2. Click the "three dots" button at the bottom of the panel
3. Click **Reclaim host**



Video Conference Features

Last Modified on 06/13/2023 12:46 pm EDT

Video conferences come equipped with features that can be used during lectures to assist with content delivery. These built-ins are available when creating and joining a meeting through Canvas. Some of the same tools may also be available when joining a meeting using an app or web browser, but not all will be.

Before You Start

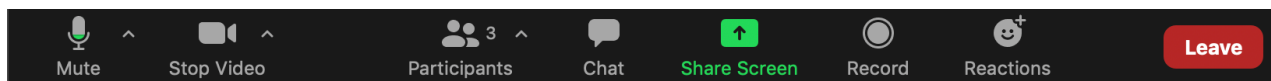
You will need the following before you can complete this task:

- A published Canvas site
- A video conference created within Canvas
- The latest version of the video conference program

Accessing the Features

Zoom

You can access all of Zoom's functionality when in a meeting via the meeting toolbar:



Key Features

Breakout Rooms

All users need to have the latest versions of the Zoom app for best results with Breakout Rooms.

See our [Video Conference Breakout Rooms](#) article for more information.

Whiteboard

The Whiteboard feature can come in handy when participants need to view what you are writing in real time. It can take the place of writing on a whiteboard or using a document camera in the classroom. Learn how to [share a Whiteboard](#) on Zoom.

Annotation

Learn how to [use annotation tools](#) on a shared screen or whiteboard in Zoom.

Polling

Zoom does have an **integrated polling function**. Keep in mind that a single Zoom meeting can have a maximum of 50 polls with 10 questions each.

Upload & Share Video

Learn how to **optimize a shared video** in Zoom.

Questions?

Email: courseware@wharton.upenn.edu

Planning a Virtual Event

Last Modified on 07/28/2022 1:14 pm EDT

Virtual Events are a way to conduct larger gatherings with more control than a standard virtual meeting can provide. Events can be added to your account by a [Wharton Computing administrator](#).

We recommend limiting your events to 1,000 participants. Events larger than this may incur charges. Contact [Wharton Computing](#) for a consultation.

When to Use Virtual Events

Use Events for:	Use a Meeting for:
Events larger than 200 participants, including presenters and moderators.	Informal events or team meetings.
Controlling and tracking attendance.	Broadcasting to a large audience, via social media streaming, without the need for closely monitored interactions.
Structured interaction between presenters and attendees.	Options for informal interactions, realtime chats and breakout sessions.

Events Features

Some of the features that are often used at Wharton include:

- Public or Private meeting invites and links
- Event registration
- Video/Audio interaction
- Chat
- Raise hand
- Polling
- Q&A
- Recording
- Chat transcripts and attendance reports

Roles

In the Virtual Events world there are four roles:

- Meeting Organizer
- Moderator
- Presenter
- Attendee

Meeting Organizer

This is the event planner. They're responsible for:

- Scheduling the Events meeting
- Inviting all participants
- Coordinating the event
- Creating the agenda and production timeline
- Overall communication for the actual event

Moderator

This role controls the broadcast, or event, from behind the scenes. There can be more than one moderator per event. Traditionally a moderator introduces the guests or asks them thoughtfully prepared questions. While you can (and probably should) still have a moderator of that type at your event, multiple people can be assigned the Moderator role. This means you can have a moderator who is focused on behind-the-scenes issues in addition to someone acting as a more traditional moderator.

Moderators can:

- Help control content
- Manage the flow of the event
- Troubleshoot technical problems
- Mute/unmute presenters

Think of your virtual Event as a carefully planned production and the moderators are the people behind the curtain.

Presenter

This is the person, or people, the audience is here to see. By design, the presenter role has a smaller subset of the moderator controls when they join the event.

Presenters can:

- Mute/unmute their audio and video
- Share their content and videos
- Chat with all participants or just the moderators
- Review and answer question posted in the Q&A
- View poll results

They will rely on the moderators for more complex tasks so they can be focused on content delivery.

Attendees

These are the people invited to attend an event. Unlike a regular meeting, attendees will not have the ability to share their audio, video, or any content unless they are invited to do so by a moderator.

Best Practices for Meeting Organizers

Below are some best practices for managing the technical aspect of your Virtual Event.

- **Plan properly** - Work through each section of this article, no matter the size of your event.
- **Invite at least 2 moderators** - There are too many details for one person to manage effectively. At least one of the moderators should be fairly tech savvy and familiar with Virtual Events. Training can be provided upon request.

- **Conduct a test event** - Hold a dry run with all presenters and moderators at least two days prior to the scheduled event. This will help work out all the kinks and get everyone familiar with the platform.
- **Create a production timeline** - A production timeline is your agenda with technical cues written in where appropriate; it is very specific and detailed. The technical cues include, but aren't limited to:
 - When to mute/unmute a presenter
 - Q&A Sessions
 - When to initiate a poll, along with the name of the poll
 - Using/recognizing verbal cues for significant transitions
 - Recording the name of the moderator assigned to a planned task
- **Upload videos in advance** - Anyone sharing videos will need to upload them to the meeting rather than embed them into a presentation. Upload times vary depending on video length. We recommend uploading videos **at least 30 minutes before your TEST event**. Do not wait until the day of your event to upload videos.
- **Join using the Events app** - All Moderators and Presenters must join with the events app. This app is not the standard meetings app; be sure to recommend presenters and moderators download it ahead of time.
- **Schedule your presenter arrivals** - All presenters should not arrive at the same time. Instead schedule their arrivals in staggered 15 minute intervals before the event and have a moderator ready to help them check their audio, video, content sharing, and any video content they may present.

Before Scheduling the Event

After you've reviewed the best practices, it's time to start the planning process. Planning for a virtual event is similar to an on-site event in many ways, therefore, much of the event planning found in the [MarComm Event Toolkit](#) is relevant.

Click [Read More](#) for a list of questions you and the event planning team should think about and answer before you schedule an Event.

Before the Dry Run

Preparation is the key to running a smooth event, and we recommend you stage a dry run before your event. Click [Read More](#) for a list of tasks to complete prior conducting this dry run.

Before the Event

Complete these additional tasks before your event;

- Approve all pending registrations.
- Distribute a final copy of the production timeline to involved parties.
- Verify all presenters and moderators have the latest version of their content ready.
- Verify all video content that will be shared has been uploaded to the event.
- Recommend attendees log in 48 hours before the scheduled event time to make sure they can access the event.

Additional Assistance

- Review our informational articles:
 - Zoom: [Using Zoom Webinars](#)
 - BlueJeans: [Scheduling an Event with BlueJeans Events](#) and [Using BlueJeans Events](#)
- Visit the Vendor website for more articles and videos.

- Zoom
- BlueJeans
- Contact your **Wharton Computing Representative** to request access to Events.

Request a consultation, training or ask additional questions by emailing class-tech@wharton.upenn.edu.

Logging into Zoom

Last Modified on 09/21/2023 5:31 pm EDT

Before You Start

You will need the following before you can complete this task:

- **Penn Zoom account** - In order to activate your account, you must **log in at least once** with your PennKey.

When logging into Penn Zoom, the three most important things to know are:

- **Service URL** → <https://upenn.zoom.us>
- **Service Domain** → upenn
- **PennKey username and password.**

Note: You may want to log into the same meeting with more than one device (e.g. to monitor chat in a separate window); see [Zoom's article](#) for more information.

Note: If you get an error or do not have access to certain features, you may be logged in with your Personal Zoom. **Please make sure you are logged into Penn Zoom**, in order to get proper access to platforms/features. If a professor signs in as a guest, they won't be able to share a screen as host. Classes may not be recorded if a professor is a logged in with their Personal Zoom.

Expand the directions for the device you're attempting to log in with below.

On the Web

With the Mac Native App

With the Windows Native App

With the iOS App (iPhone or iPad)

With the Android App (Android Phone or Tablet)

Additional Resources

These resources may be helpful:

- [Working and Learning Remotely - Students](#)
- [Video Conferences for Instruction](#)

Questions?

For more information, see the related articles on this page or [contact your Wharton IT representative](#).

Zoom FAQ

Last Modified on 07/12/2024 2:05 pm EDT

Questions and troubleshooting tips that will help you use Zoom meetings at Wharton.

Some early adopters at Wharton created Wharton Zoom accounts, but now the accounts are managed by Penn. If you still have a Wharton Zoom account you should [migrate it to Penn's instance](#).

Accessing Zoom

Setting Up

- **Internet Connection:** We recommend at least **10 Mbps/download** speed and **5 Mbps/upload** speed. Use [fast.com](#) to determine your internet speed.
- **Browser/Client Requirements:**
 - Latest version of the Zoom Desktop Client or Mobile App.
 - For web client, see [minimum browser requirements](#)
- **Account needed?**
 - To **participate** in a meeting, NO account is needed.
 - To **schedule** or **moderate** a meeting: log in with your PennKey at [upenn.zoom.us](#) or launch the app.
- See Zoom's support site for [directions on downloading and using the Zoom client](#).

If you have a non-Intel Mac (M1, M2), you will need to use the Apple Silicon version of Zoom which you can download [here](#).

Ways to Join

- **Client v. Web:** Check this link to compare the benefits of the [desktop client](#), [app](#), and [web client](#) experience.
- **Joining with multiple devices:** You can only log in with one of each kind of device; see [Zoom's article](#) for more information.

About Meetings

- **Who Can Join a Meeting:** Anyone who is invited or has the link can join a meeting.
- **Transcriptions/Captioning:** Live Automatic transcriptions are available [through Penn's Zoom account](#).

Meeting Capacities

- **Participant Limit:** You can have up to 300 participants in one meeting.
- **Maximum Meeting Length:** 24 hours.
- **Gallery View:** 50 (including your video preview) if you meet the [hardware requirements](#).
- **Breakout Rooms:** 100 [breakout sessions](#) can be created, either [pre-assigned](#) ahead of time or randomly assigned in real time. More about the [participant experience here](#).
- **Large Meeting Capacity:** Up to 1000 (requires Add On).

- **Webinars:** Up to 3000 (requires Add On).

Using Zoom

Managing Meetings

- **Scheduling Meetings (Faculty):** Please visit [Video Conferences for Instruction](#) to learn how to schedule a Class Meeting through Canvas.
- **Scheduling Meetings (All Users):** Please visit [Video Conferences](#) to learn how to schedule meetings
- **Breakout Sessions:** Please see [Video Conference Features](#) for more information.
- **Security:** Users can restrict a meeting to anyone authenticated to a upenn.edu email address by visiting [upenn.zoom.us](#), going to **Settings > Meeting > Security** and turning on "Only authenticated users can join meetings."

Only authenticated users can join meetings Modified [Reset](#)

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Meeting Authentication Options:

Penn users only (Default)	Edit Hide in the Selection
Sign in to Zoom	Edit Hide in the Selection

Note: If you choose this security setting, make sure to **enable Waiting Rooms (Settings > Meeting > Security)** so participants who may not have a upenn.edu address can be manually admitted to the meeting. Waiting room options can also be configured so only users not in your account will encounter them.

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Users not in your account will go in the waiting room
- ✓ Host and co-hosts only can admit participants from the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Features

Attachments in chat: This setting is disabled in Penn Zoom.

Creating Zoom polls: Once you have created a meeting in Canvas, click on the meeting title, scroll down to "Poll", and download the csv template. You can customize that template and upload it, right in that same section.

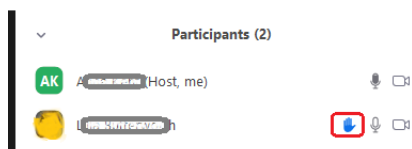
Poll Everywhere: Meeting participants can only see embedded Poll Everywhere slides in powerpoint (when in slide show mode) if the presenter shares their *entire screen*. See Penn's [Canvas article on Poll Everywhere](#) for more information.

Note: Penn's subscription to the Poll Everywhere software is currently only available to faculty as a tool; students who would like to set up polls should try an alternative solution such as Google Forms, which is

available via students' Wharton Google account.

Screen share Zoom: Before a meeting in which you want to screen share your Zoom application, visit upenn.zoom.us and go to **Settings > In Meeting > Basic** and allow "Show Zoom windows during screen share."

Raise Hand: Students can use the Raise Hand feature to indicate they have a question. An easy way to monitor who has their hand raised is to keep an eye on the Participants list, where the hand will show up.



Closed Captioning: You can [set your account to enable closed captioning](#) for your meetings. Once this has been enabled, you and your attendees can turn on captioning on a per-meeting basis.

Zoom Reporting:

1. Log in to <http://upenn.zoom.us>.
2. In the left-hand column, under "Personal" (or "Admin," depending on the access) click on **Reports**.
3. Click on the report that is called either **User** or **Active Hosts**.
4. Locate the meeting you wish to download the attendance report for. Towards the right-hand side, click on the number in the **Participants** column for that meeting.
5. Check **Export with meeting data**.
6. If you check "Show unique users," the report will combine multiple sessions for the same person. Note, the specific "join" and "leave" times will be replaced with the total number of minutes each person spent in the meeting.
7. Click on **Export**.

Recordings

See also [Zoom Recordings](#)

Zoom Recordings Autodeleted after 121 days

Penn Zoom stores cloud recordings of meetings for 120 days after their creation. Cloud Recordings are automatically deleted after 120 days (so their 121st day of existence). More information about Penn Zoom recordings can be found [here](#).

Zoom Records for meetings scheduled via Canvas

Zoom meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas. **Backup copies of Zoom recordings initiated through Canvas are removed from PennZoom once the recordings have been moved to Canvas.** Course instructors will still be able to access Zoom recordings in Canvas, provided that they were scheduled using Canvas for the whole class.

Class Recordings: Recordings of Zoom meetings scheduled through Canvas and set to record in the meeting will automatically be uploaded to the Class Recordings tab of the Canvas site they were scheduled in. The upload in Class Recordings will include captions/audio transcript (if enabled in the meeting), Screen-shared content, chat,

and both the gallery and speaker views. Included are breakout rooms, reactions/hand-raising, and polls.

Breakout Room recordings: Breakout Rooms can only be recorded manually by someone in the breakout room, no matter how the Zoom meeting was scheduled (via Canvas or not).

See [Zoom's instructions](#) for general information for creating Zoom recordings. More information on recordings at Wharton will be added to this document, so please check back.

Error Messages and Troubleshooting

Audio/Video Problems

For problems with audio or video quality, try these options

Screen Sharing

If "Optimize Screen Sharing for Video Clip" is greyed out, the Host must allow only one person to share a screen at a time, rather than multiple.

Black screen while Screen Sharing

If you're seeing a black screen when screen sharing enable "Use TCP connection for screen sharing" in the Advanced Screen sharing settings of your desktop client.

Authentication and Account Errors

Contact [our support team](#) for further help.

No Meetings Listed in Canvas

If you're logged into Canvas and click on the Zoom tab but don't see any meetings listed there are two potential reasons:

- Your professor didn't schedule any Zoom meetings as of yet.
- You're accessing Canvas via a link other than <https://canvas.upenn.edu>.

To solve this first log into Canvas via <https://canvas.upenn.edu>. If the Zoom tab still doesn't have any meetings in it, check with your professor.

Zoom Webinars

Livestream to YouTube: This is enabled by default for all Penn Zoom users.

Record and post online: Once you record the session, it gets stored on your Penn Zoom account. It can be downloaded then uploaded to YouTube or other sites.

Upgrade to 500 through 3000-person webinars: We would have to purchase a net new add-on license. Rates can

be found on ISC's website <https://www.isc.upenn.edu/pennzoom-rates>.

More Resources

You can find a user guide that contains information for how to use this service at <https://support.zoom.us/hc/en-us> or contact a [Wharton Computing IT Representative](#)

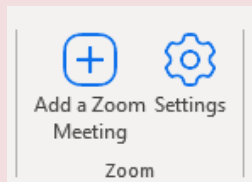
Installing the Outlook Add-in for Zoom

Last Modified on 09/15/2023 10:44 am EDT

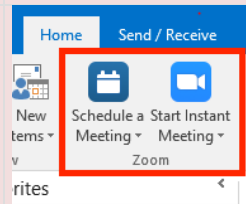
The Zoom Outlook Add-in makes it easy to create Zoom meetings without having to leave Outlook.

There is also an Outlook Zoom **plug-in**, which is an application and which we do NOT recommend installing. The Add-In is a native integration in Microsoft Office AppSource.

Zoom Add In



Zoom Plug In - NOT Recommended

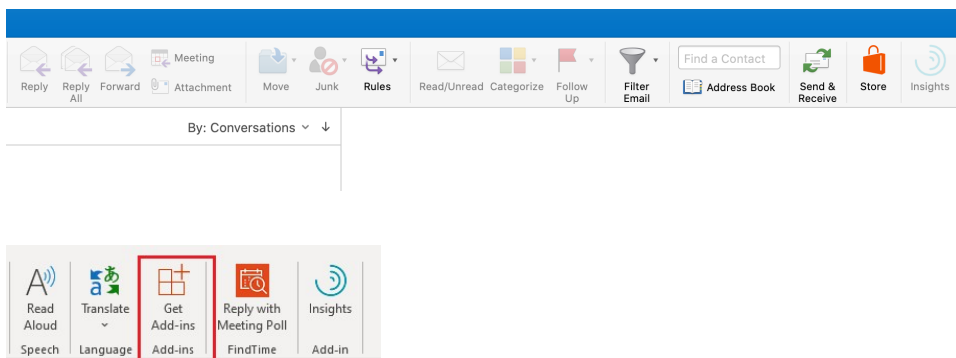


In order to use the Zoom Outlook Add-in you need:

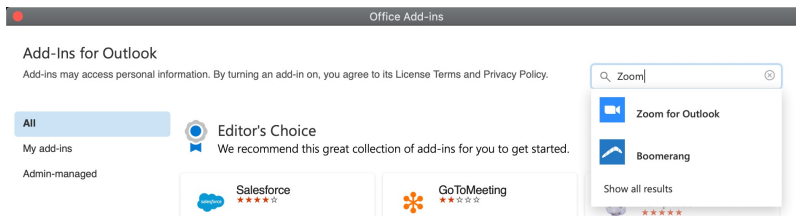
- A Penn Zoom account.
- Outlook 2013, 2016, or newer configured with your PennO365 account

Directions

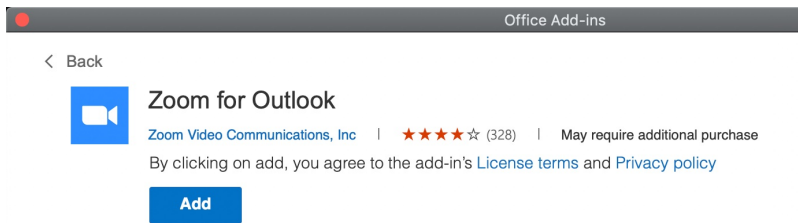
1. Launch Outlook and click the **Store** or **Get Add-ins** in the top menu bar.



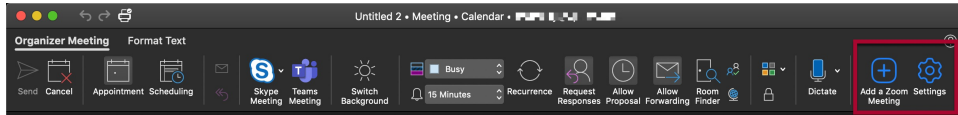
2. The Office Add-ins browser will appear. **Search for Zoom** using the search field in the upper right corner.



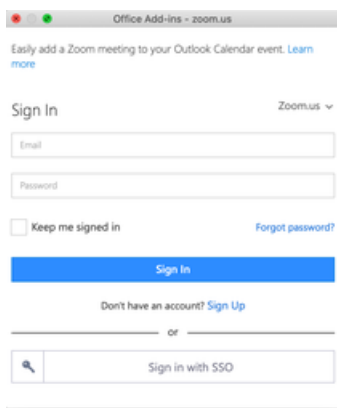
3. Click **Zoom for Outlook** and then click **Add** to install:



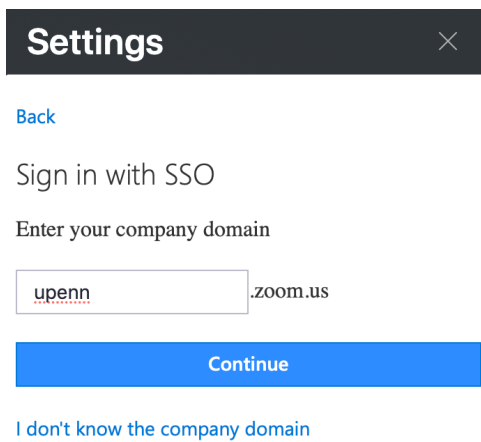
- Now when you create a new Meeting or Appointment on your Outlook calendar you'll see two Zoom add-in icons added to the top menubar: "Add a Zoom Meeting" and "Settings."



- The first time you click **Add a Zoom Meeting** you'll need to log into your Penn Zoom account. Choose **Sign in with SSO** on the login screen that appears.



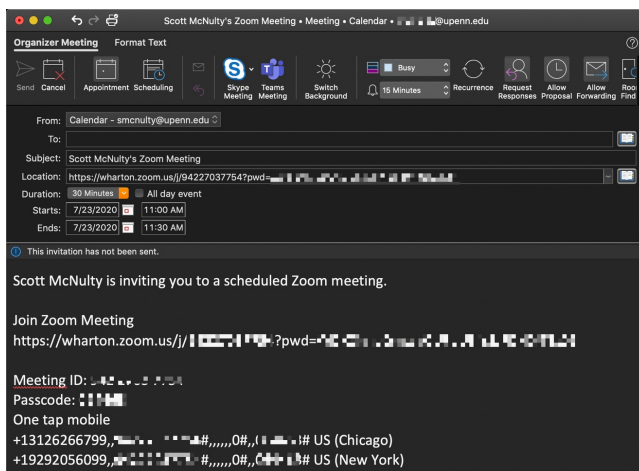
- For domain, enter: **upenn** . Click **Continue**.



- Enter your PennKey credentials and click **Log in**.



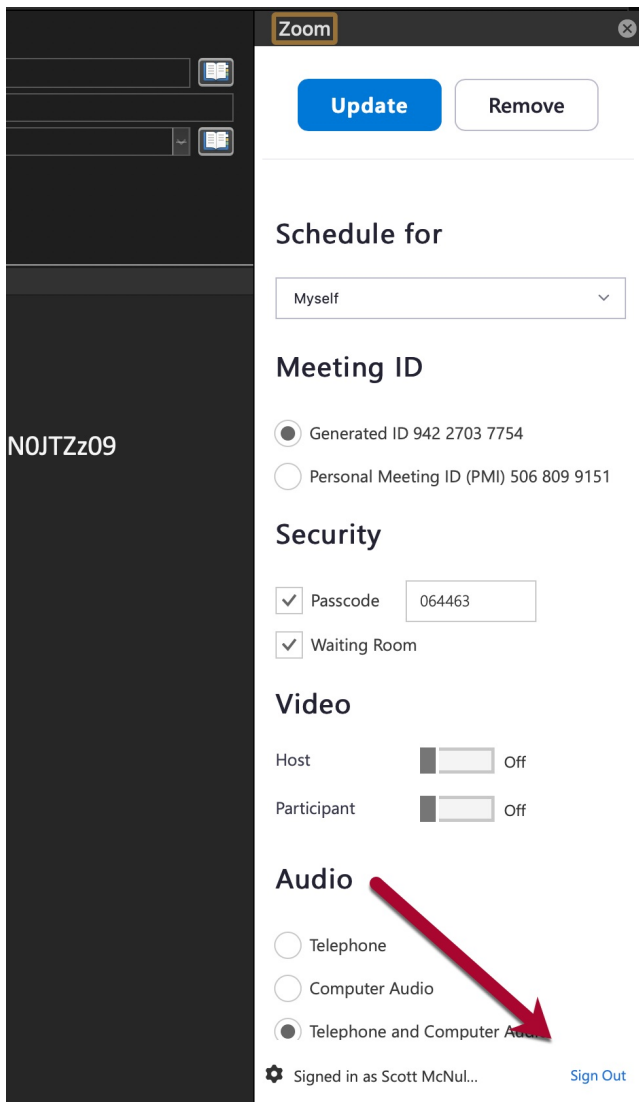
8. After you sign in, the Zoom add-in will create a Zoom meeting for that appointment and add the details:



Signing Out of the Zoom Add-in

If you want to sign out of the Zoom Outlook Add-in for any reason it is pretty simple.

1. Launch Outlook, switch to your calendar and create a new Meeting or Appointment.
2. In the Meeting or Appointment menubar click the **Zoom Settings** icon (it is an icon of a blue gear).
3. The Zoom settings panel appears. Click **Sign Out** in the lower right corner.



4. To sign in again follow the instructions in the first section of this article.

Zoom Documentation

Zoom has more details about what you can use their Outlook Add-in for in their KB:

<https://support.zoom.us/hc/en-us/articles/115005223126-Zoom-for-Outlook-add-in-web-and-desktop->

Sharing Your iPad or iPhone Screen with Zoom

Last Modified on 05/03/2023 6:36 pm EDT

Zoom on a Mac or PC allows you to **share the screen of an iPad, or iPhone**, with your meeting. This enables you to use your iPad as a whiteboard that your fellow meeting attendees can see, or you can show a PowerPoint presentation from your iPad and use the touchscreen to annotate as you present.

The way you set up your sharing will depend on whether you are using a home network or whether you are on campus, using Penn's wifi network AirPennNet. Choose the directions below that apply to your use case.

Sharing iDevices on AirPennNet (Campus Wifi)

Because of security features in place, the AirPennNet wifi network will not allow Zoom on a Mac or PC to share the screen of an iPad or iPhone. Instead, those on campus can:

- Open Zoom on an iPad or iPhone and then share directly from that device.
- Use the "Wired" option detailed below; this is available for Macs only.

Sharing iDevices using a Mac on a Home Network

With Zoom for the Mac, you have two options for sharing your iPad/iPhone screen: wirelessly or via a wire.

Wirelessly

Wired

Sharing an iDevice on a Home Network from a PC

Before you attempt to share your iPad's screen, there are a couple of things to be aware of:

- Your iPad/iPhone and PC must be on the same network.
- Zoom client for Windows **3.5.27094.0918** or later.
- This only works with the following iOS devices: iPhone 4 or later; iPad; iPad mini, 4th generation or later

For directions,

Apps

Sharing your iPad/iPhone screen allows you to use your favorite apps to teach. A couple of popular apps for whiteboarding and annotating include:

- **Notability** - A full-featured app that allows you to treat your iPad like a whiteboard.
 - **Microsoft PowerPoint** - PowerPoint on the iPad supports a few options for annotating your presentation.
-

Wharton Virtual Backgrounds

Last Modified on 06/12/2023 11:23 am EDT

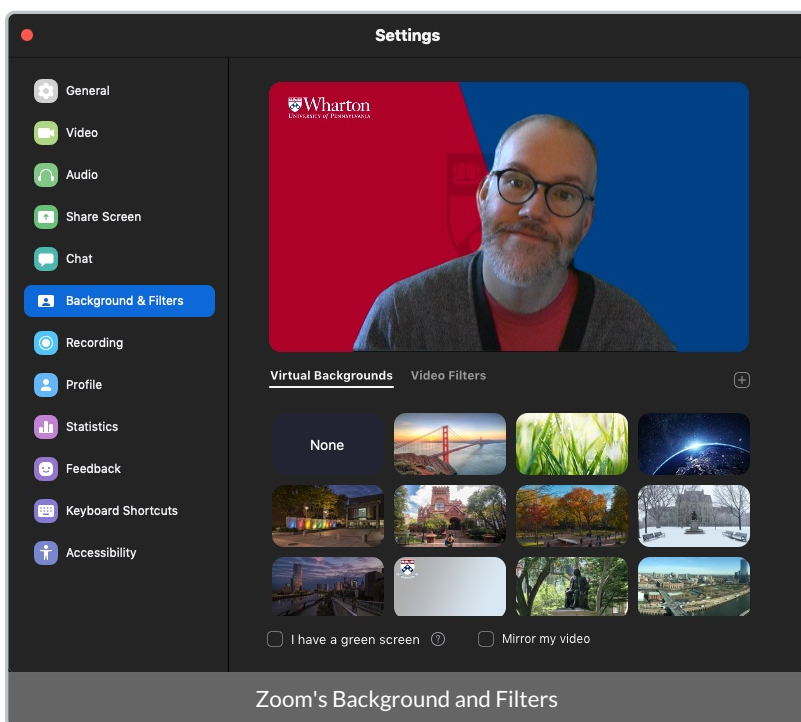
Your computer must meet the **system requirements** in order to use Virtual Backgrounds.

Zoom supports “**virtual backgrounds**” – pictures or movies that can be set as your background to obscure whatever is behind you on camera.

A variety of Wharton Virtual Backgrounds are available for download:

- **Wharton Virtual Backgrounds**

This feature works best with a solid background (or a green screen) and even lighting. If Zoom cannot distinguish between you and the background, you will not achieve the desired effect.



Using Virtual Backgrounds

The **Virtual backgrounds Zoom documentation** goes into detail on how to set/change a virtual background on each Zoom client (desktop and mobile).

Note: When changing your virtual background during a meeting, the change takes place immediately and is visible to all meeting attendees (unless you've muted your video).

Using Zoom Webinars

Last Modified on 06/14/2023 11:59 am EDT




In this article we'll provide best practices and resources for each Zoom Webinar role.

Before You Start

You will need the following before you can complete this task:

- An invite to a Zoom Webinar
- Students will need to contact their Program Office to moderate or host a webinar.
 - **Undergraduate Students:** Contact the **Student Life office** to get started.
 - **MBA Students:** If the event is part of a WGA initiative, contact the WGA for a budget code and then write to **student support**. If it is not connected with WGA, contact the MBA program office to get started.

Aside from the meeting organizer, there are four roles used in Zoom Webinars. Each has their own set of privileges and a different experience for its users.

 <p>Hosts + Co-hosts</p> <p>Hosts ensure the event goes smoothly by making sure everything is working ahead of time and managing the flow of the event.</p>	 <p>Panelists</p> <p>The panelists are the people the audience is there to see. They are speaking, sharing content, and answering questions.</p>	 <p>Attendees</p> <p>Attendees are view-only audience members of a Zoom Webinar.</p>
<p>For more details on the unique abilities of each type of Webinar role, see this Zoom support article.</p>		

Hosts + Co-hosts

Best Practices

Being a host is a big responsibility. You're in charge of running the event from behind the curtain. Here are some things you can do to ensure the event runs as smoothly as possible:

Tech Checklist

When each panelist enters the greenroom you'll be responsible for helping them test their technology. If you have more than one speaker, things could get a little messy and time is precious. This tech check should be performed during the dry run **and** before the live event. Click **Read More** to learn how best to manage the process and check

each presenter's technology in a timely manner.

Managing a Webinar

- Learn how to [get started with Webinar](#).
- Learn how to [enable and add a co-host](#).
- Learn how to [invite panelists to a Webinar](#).
- Learn how to [manage participants in a Webinar](#).

Panelist

Best Practices

You've been invited to present at a virtual event, which can be a little unnerving. We've put together a list of best practices to ensure your presentation runs as smoothly as possible.

Attendee

Learn how to [join and participate](#) in a webinar as an attendee.

Additional Assistance

Review our [Getting Started with Virtual Events](#) article to get started using the platform.

Visit the [Zoom Help Center](#) for more articles and videos on Webinars.

Contact your [Wharton Computing Representative](#) to request access to Zoom Webinars.

Request a consultation, training or ask additional questions by emailing class-tech@wharton.upenn.edu.

Checklist for Migrating Staff and Faculty Wharton Zoom Accounts to Penn

Last Modified on 06/08/2023 3:23 pm EDT

Faculty and Staff who created a Wharton Zoom account will need to migrate their accounts to Penn's Zoom account.

Most have already migrated their accounts since the service was implemented at the Penn level in September of 2020, but a few accounts still remain on the Wharton Zoom platform. Use these directions to migrate your account.

Faculty must use a Penn Zoom account to **schedule their class in Canvas**.

Migrate your Wharton Zoom Account to Penn's Zoom

If you currently have a Wharton Zoom account, follow these steps to make sure your settings and data migrate over correctly.

Step 1

Review your account and meeting settings in your Wharton Zoom account.

Your account settings and profile will migrate to Penn Zoom, along with your Outlook add-in. Meeting links for your already scheduled Wharton Zoom meetings will be changed to **upenn.zoom.us** once meeting details are edited.

What changes?

- Calendar and Contacts Integration (e.g. connecting your Zoom account to your Office 365 or Google Calendar) will need to be recreated.
- If you have set Alternative Hosts for your meetings, make sure your Alternative Hosts have Penn Zoom accounts.
- If you have someone able to schedule Zoom meetings on your behalf, make sure they also have Penn Zoom account. Their scheduling privileges will need to be re-added in Penn Zoom.

Step 2

Create your new Penn Zoom account with the help of your **IT representative**. Follow the steps below:

Step 3

Recreate your settings, meetings, integrations, and profile photo.

Make sure your attendees are notified of the new Penn Zoom link.

Step 4

Notify your IT rep that you have finished your move, so your Wharton Zoom account can be deactivated.

- If your Delegates or Alternate Hosts don't have Penn Zoom accounts, let your IT rep know.

Next Steps

Please refer to [this support article](#) for instructions on logging into Penn Zoom on your devices.

Questions?

If you have any questions or experience any issues, please e-mail the following addresses for support:

- Students: support@wharton.upenn.edu
 - Faculty, Staff, and PhD Students: acs-support@wharton.upenn.edu
 - Administrative Departments: admin-support@wharton.upenn.edu
-

Zoom Meeting Security

Last Modified on 06/25/2024 2:51 pm EDT

The best way to deal with disruptive behavior in a Zoom meeting is to prevent it from happening in the first place. This article details several ways to secure your Zoom meetings and how you can quickly deal with disruptions in an active Zoom meeting.

Before You Start

You will need:

- An **activated Penn Zoom Account** before completing any of the tasks in this article.
- Have the **host or co-host** role in the Zoom meeting.

Best Practices

Zoombombing, wherein participants join Zoom meetings to cause a disruption, can derail any meeting. There are some things that you can do to thwart potential Zoombombers before they even have the chance to enter your meeting.

Don't post meeting information publicly

Only share the Zoom meeting details with attendees. Avoid posting them on a publically accessible website (Canvas sites are only accessible to those people explicitly granted access).

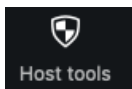
You should also consider not using your **Personal Meeting ID**. This is a permanent meeting that has set login information. While your PMI is great for sharing with students and co-workers because the login information remains the same, it is less secure since that login information could be shared with others without your knowledge. We recommend setting up individual Zoom meetings for regular work/classes.

Enable Waiting Room

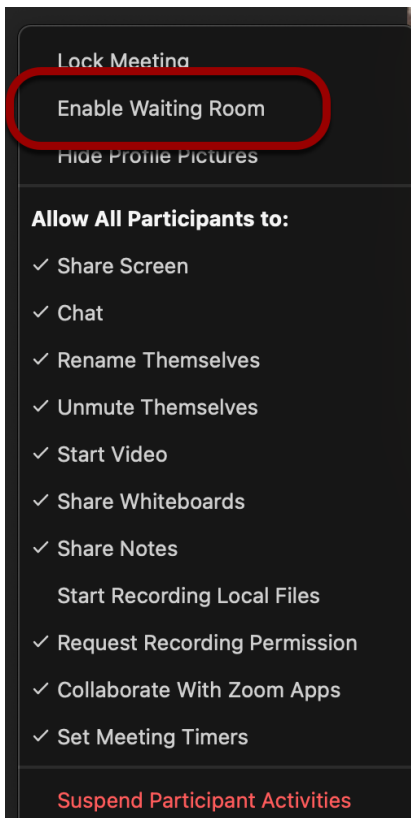
In a Zoom meeting with Waiting Room enabled, the meeting host/co-host has to admit people into the meeting. This allows you to control exactly who can join your meeting.

To enable the Waiting Room for a Zoom meeting as it is taking place (and the host/co-host of):

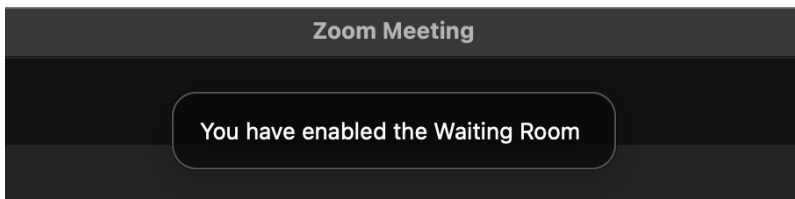
1. Click the **Host Tools** icon at the bottom of your Zoom meeting window.



2. Click **Enable Waiting Room** on the Security menu.



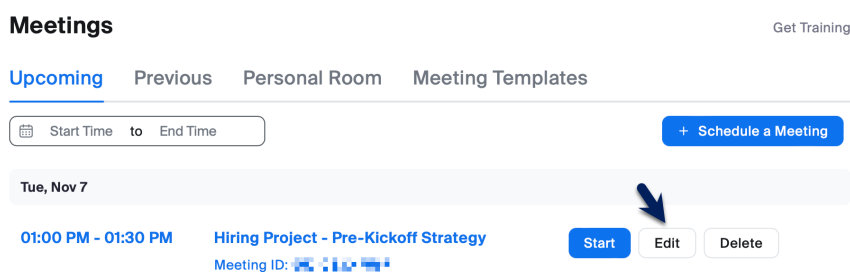
3. You'll see an alert that lets you know the waiting room has been enabled for the meeting.



You'll get an alert whenever someone enters the Waiting Room. You can read more about [Waiting Rooms in Zoom's documentation](#).

To enable the Waiting Room for a meeting scheduled in the future:

1. Log into [.us](#) with your PennKey username and password.
2. Click on **Meetings** in the left sidebar.
3. You will see a list of your upcoming meetings. Hover over the meeting you want to change and click the blue **Edit** button.



4. Scroll down to the Security section and **check the box** next to Waiting Room.

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

5. Click **Save**, and your meeting is updated.

To have all of your new Zoom meetings have Waiting Room enabled by default:

1. Log into **.us** with your PennKey username and password.
2. Click on **Settings** on the left sidebar.
3. This should open the Meeting settings, with Waiting Room near the top.

PERSONAL

Profile

Meetings

Webinars

Personal Contacts

Personal Devices

Whiteboards

Notes **NEW**

Recordings

Settings

Reports

Q Search Settings

< **General** **Meeting** AI Companion Recording Calendar

Security

Require that all meetings are secured with one security option

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

4. Toggle Waiting Room on.

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room
- ✓ People in the waiting room are sorted by join order

[Edit Options](#) [Customize Waiting Room](#)

5. Click **Edit Options** if you'd like to change who should go into the waiting room ("users not in your account" means non-Penn users), **among other things**.
6. Changes are saved automatically, so any meetings you create going forward will have a Waiting Room.

If you enable "Allow Authenticated Users Only" (see the next section for more information on this setting), you can allow authenticated users to skip the Waiting Room and be automatically allowed into the meeting by following these directions after logging into **.us** with your PennKey username and password:

Note: This is a global setting for your account, which will impact all of your Zoom meetings with both Waiting Room and Authenticated Users enabled.

1. Click **Settings**.
2. Click **Security**.
3. Under the Waiting Room section, click **Edit Options**.
4. Change "Who should go into the waiting room" to "Users not in your account." This will allow Penn users to skip the Waiting Room whilst, non-Penn users, or unauthenticated Penn users, will need to be allowed into the meeting from the Waiting Room.

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PM meetings.

Who should go in the waiting room?

Everyone

Users not in your account

Users who are not in your account and not part of your whitelisted domains

Sort order of people in the waiting room in the participants panel: **NEW**

Join order

Alphabetical

Customize Waiting Room Options:

Do not allow the host to add a custom logo

More Options

Users invited during the meeting by the host or co-hosts will bypass the waiting room

Allow participants in the waiting room to reply to host and co-hosts

If the host and co-hosts are not present or if they lose connection during a meeting:

Move participants to the waiting room if the host dropped unexpectedly

5. Click **Continue**.

Authenticated users only

You can require that all attendees be logged in with their Penn accounts or a Zoom account before they can join your meeting. You can limit it to (the following list goes from least to most inclusive and is additive):

- Penn users only
- Anyone with a Zoom account
- Specific exceptions can be added per meeting (i.e., santa@northpole.com can join without having to authenticate, but everyone else has to since they might be naughty).

You can require authentication on a per-meeting basis or by default for all meetings:

On an individual meeting

New Meeting

1. Launch Zoom.

- Schedule a new meeting.
- Scroll through the Schedule Meeting window and **check the box** next to "Only authenticated users can join."

Schedule Meeting

Topic
 Scott McNulty's Zoom Meeting

Date & Time
 11/06/2023 9:30 AM to 10:00 AM 11/06/2023

Time Zone: Eastern Time (US and Canada)

Recurring meeting

Attendees
 Email or name

Meeting ID
 Generate Automatically Personal Meeting ID 278 053 0264

Security
 Passcode 268729
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join

Video
 Host: On Off Participant: On Off

Cancel Save

- Select either **Penn users only** (the default) or **Anyone with a Zoom account** from the dropdown.

Only authenticated users can join

Penn users only

Penn users only

Sign in to Zoom

- Continue scheduling your meeting as usual.

Existing Meeting

The best way to force authentication on an existing meeting is to edit the settings via .us:

- Log into **.us** with your PennKey username and password.
- Hover over the meeting** you'd like to edit from your Upcoming Meetings.
- Click the **Edit** button that appears as you're hovering over the meeting.

Start Time to End Time

[+ Schedule a Meeting](#)

Tue, Nov 7

01:00 PM - 01:30 PM **Hiring Project - Pre-Kickoff Strategy** [Start](#) [Edit](#) [Delete](#)

Meeting ID:

4. Check "Require authentication to join" in the Security section.
5. Select either **Penn users only** (the default) or **Anyone with a Zoom account** from the dropdown.

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video

Host on off
Participant on off

6. Click **Save**.

Allowing Exceptions

Authentication Exceptions allow you to list people who don't have to authenticate to enter a meeting that requires it. This allows you to limit your attendees to Penn folks (or people with a Zoom account) but include non-Penn guest speakers. Here's how:

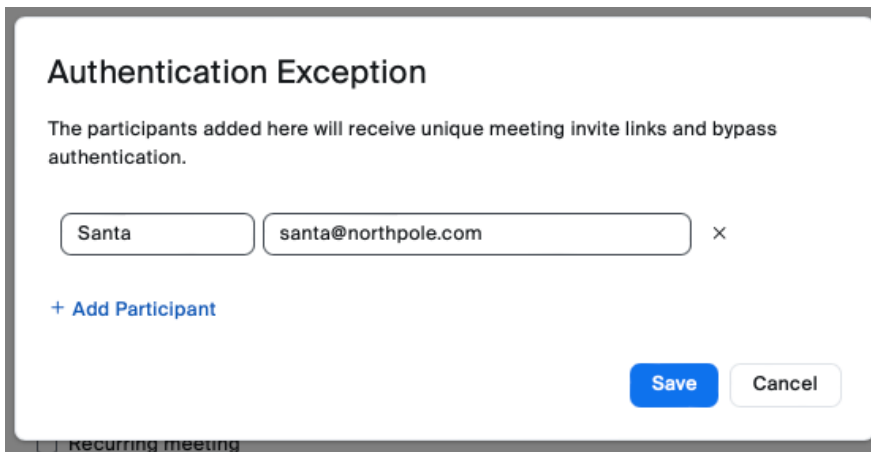
1. Log into **.us** with your PennKey username and password.
2. **Hover over the meeting** you'd like to edit from your Upcoming Meetings.
3. Click the **Edit** button that appears as you're hovering over the meeting.
4. Click **Add** next to "Authentication Exception" under "Require authentication to join" in the Security section.

Require authentication to join

*.upenn.edu [Edit](#)

Authentication Exception [Add](#) [Import from CSV](#)

5. Type the exception's full name and email address.



6. Click **Add Participant** to add more exceptions.
7. Click **Save** to save the exceptions.
8. Click **Save** to save the settings for the meeting.

Making this a Default Setting

You can require authentication for all your Zoom meetings going forward by logging into [.us](#) with your PennKey username and password and following these directions:

1. Click **Settings**.
2. Click **Security**.
3. Scroll down until you see "Only authenticated meeting participants and webinar attendees can join meetings and webinars."
4. Click the toggle next to that section to turn it on (the toggle displays blue when a feature is active).

Only authenticated meeting participants and webinar attendees can join meetings and webinars

Meeting participants and webinar attendees will need to authenticate prior to joining a session. Hosts can choose one of the options below when scheduling meetings or webinars. [Learn more](#)

Meetings & Webinar Authentication Options:

Penn users only (Default) [Edit](#) [Hide in the Selection](#)

Sign in to Zoom [Edit](#) [Hide in the Selection](#)

Allow authentication exception [?](#)

5. Your settings are automatically saved, and now, each Zoom meeting you schedule will require attendees to authenticate.

Note: Penn users only is the default and recommended authentication setting. You can change this by clicking **Edit** next to "Sign in to Zoom" under "Meetings & Webinar Authentication Options" and checking the default box.

During Your Meeting

Despite following all of our best practices, disruptions could occur in a Zoom meeting in which you're the host (or co-host). There are a few Zoom tools that make it easy to deal with a disruptive participant quickly:

- **Remove Participant** - Disruptive participants are easy to remove once identified.
- **Lock Meeting** - Locking your meeting stops any further participants from joining.
- **Suspend All Participant Activities** - The most severe option of the bunch; this will stop all activity in the meeting so you can gather your thoughts and identify the disruptive participants who should be removed.

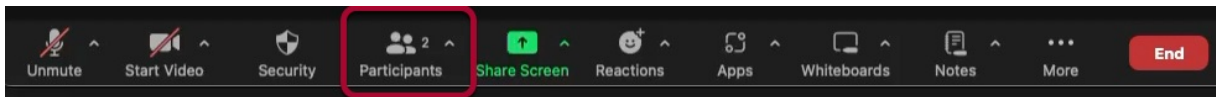
The following three sections detail each of these features in turn.

Remember - Keep your cool; all of these tools are only a few clicks away!

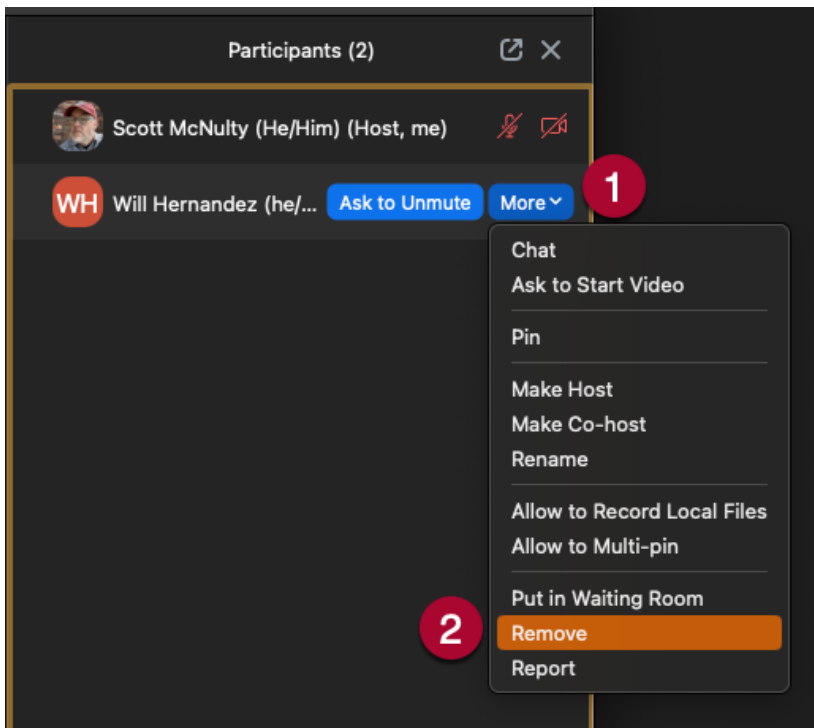
Remove Participant

If you can identify the disruptive participants, you can remove them from your Zoom meeting:

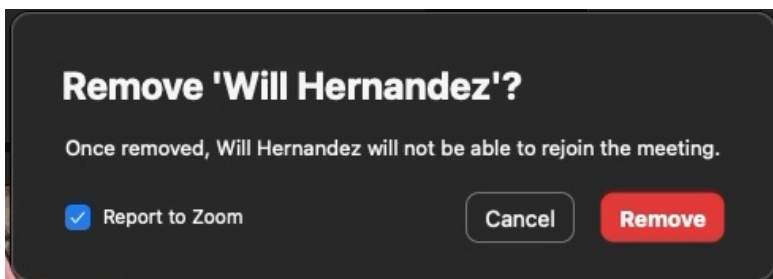
1. Click on the **Participants** icon at the bottom of the Zoom window to show the Participants list if it isn't already showing.



2. Find the person you'd like to remove and hover over their name in the list.
3. Click on **More** to reveal a list of options.



4. Click on **Remove** to remove the selected participant.
5. A confirmation popup appears. We recommend **unchecking** "Report to Zoom."



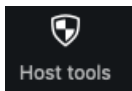
6. Click **Remove**, and the participant is removed from your meeting and will not be able to rejoin.

7. Repeat for each participant you'd like to remove.

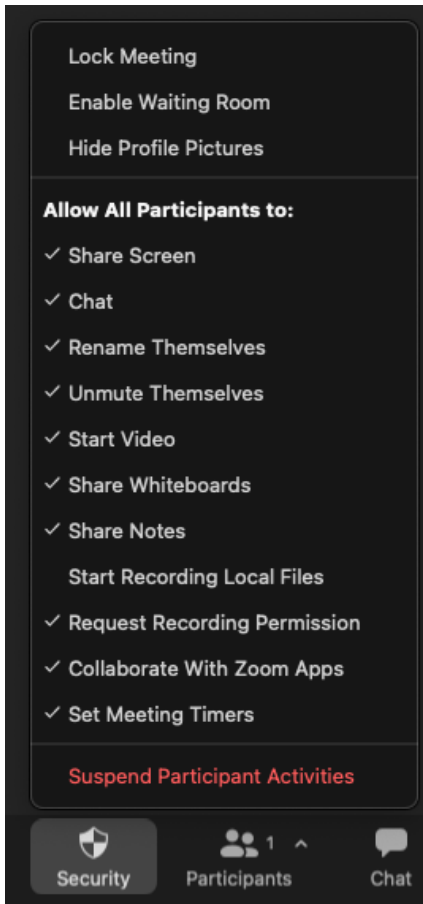
Lock Meeting

You may want to stop additional people from joining your meeting for some reason. To do this, you need to "Lock" your meeting:

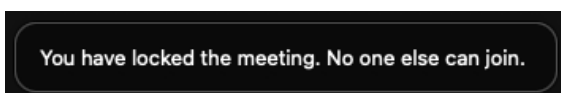
1. Click the Shield icon labeled Host Tools at the bottom of your Zoom meeting window.



2. A list of **all the in-meeting security controls** available to you appears. Click **Lock Meeting** at the top of the list.



3. An alert appears, letting you know that no one else can join the meeting.



Note: To allow people to join, unlock the meeting by clicking the Host Tools Icon and then clicking "Lock Meeting" again.

Suspend All Activities

If there is a significant disruption in your meeting, you can suspend all participant activities with a few clicks. Be warned that this turns off most of the functionality of your Zoom meeting. Suspending all participant activities does all of the following:

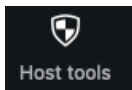
- Mutes all video and audio.
- Hides all profile pictures
- Stops all active screenshares and turns off screensharing.
- Closes all breakout rooms.
- Stops the meeting recording if the meeting is being recorded.
- Turns off any Zoom apps active in the meeting.
- Locks the meeting, preventing anyone else from joining.

Once all activity has been suspended, you can use the "Remove Participant" directions above to remove the disruptive participant(s).

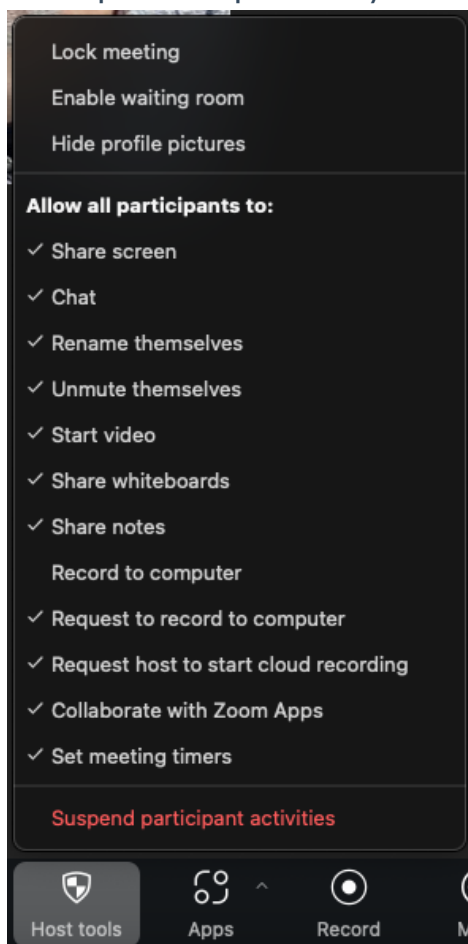
Warning: If you suspend all activity, you'll need to restart your Zoom recording.

To Suspend All Participant Activity in a meeting:

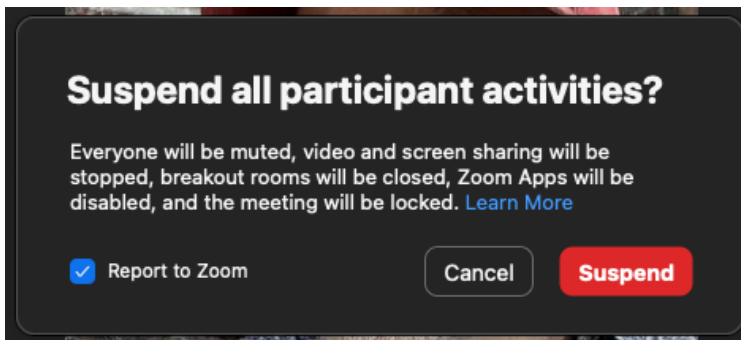
1. Click the Shield icon labeled **Host Tools** at the bottom of your Zoom meeting window.



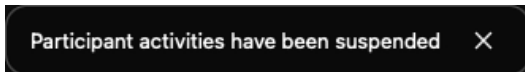
2. Click **Suspend Participant Activity** at the bottom of the list in red.



3. **Uncheck** "Report to Zoom" in the notification, which also reminds you that you're about to turn off all the functions in your Zoom meeting.



4. Click the red **Suspend** button.
5. You'll get a confirmation message that all activity has been suspended in the meeting.



Once you've dealt with the disruption, you can turn on individual features by clicking the Host Tools icon and enabling each feature individually.

After Your Meeting

If any of your Zoom meetings are disrupted besides using the features above, report the incident to the Wharton Information Security Office (security@wharton.upenn.edu). They can engage additional resources, if needed, and offer any help you may require.

Questions?

Contact your [Wharton Computing Representative](#) or the [Wharton Information Security Office](#) for more information.

Zoom AI Companion

Last Modified on 07/09/2024 3:34 pm EDT

Zoom AI Companion is a suite of Zoom features powered by Generative AI designed to make your Zoom meetings more productive.

All Zoom AI Companion features are **off by default**. This article describes each feature and details how to enable them for individual meetings or for all of your future meetings.

Note: Access to Zoom AI Companion in PennZoom is currently in pilot. Zoom AI Companion may be disabled, pending University negotiations with Zoom.

Please see the University's [Zoom AI Companion Guidance](#) for details on the acceptable use of this tool at Penn.

Zoom AI Companion is not approved for:

- Meetings where HIPAA data/Protected Health Information, Social Security Numbers, or credit card data will be part of the meeting due to existing restrictions on recording and storage of such high-risk data within Zoom.
- Meetings involving non-student minors.

Zoom AI Companion **does not** use any of your meeting data (attendees, transcripts, shared items) to train any AI models. More details can be found in Zoom's article "[How Zoom AI Companion features handle your data](#)".

Zoom AI Companion is sprinkled throughout the Zoom experience, but there are four main meeting features to be aware of:

- **Meeting AI Companion** - Allows you to ask questions about what happened in the meeting using a chat interface.
- **Meeting Summaries** - Summaries are generated post-meeting and sent to the host, who can then share them widely.
- **Smart Recordings** - Automatically adds highlights, summaries, smart chapters, and more to cloud recordings.
- **Whiteboard Content Generation** - Generates content such as stickies, tables, or mind maps in whiteboards.



All of the Zoom AI Companion meeting features listed above can only be started in a meeting by that meeting's hosts or co-hosts. When attending a meeting with any of these features enabled, participants will be notified. Participants can either confirm that they are ok with being in a meeting with Zoom AI Companion features running or they have the option of leaving the meeting. This pulsing start icon appears in the upper lefthand corner of your Zoom meeting when AI Companion is active.

Meeting Questions with AI Companion



Meeting AI Companion allows meeting participants to ask questions about an in-progress meeting that they are attending via a chat interface. Meeting AI Companion can tell you things like:

- Was my name mentioned in the meeting?
- Has anyone left the meeting?
- What are some of the major topics that have been discussed thus far

Meeting AI Companion Set-up

Meeting AI Companion isn't on by default in any meetings; it must be purposefully started by a meeting host or co-host (participants cannot start or stop Meeting AI Companion). Meeting AI is off by default on your PennZoom account, but it is easy to enable.

Meeting AI Companion can only answer questions about portions of the meeting after it has been started.

When starting Meeting AI Companion, the host decides who can ask Meeting AI Companion questions:

- **All participants** - Anyone in the meeting can ask about any portion of the meeting since AI Companion has been active.
- **All participants only from when they join** - Anyone in the meeting can ask questions, but the answer will be based only on the portion of the meeting they have been in.
- **Only hosts** - Only hosts and co-hosts can ask questions, but attendees will be notified that Meeting AI Companion has been turned on.


Enabling Meeting questions AI Companion

Following these directions will make the AI Companion available in all your future meetings, though it will still need to be turned on in each meeting.

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
- 4.

Allow users to ask AI Companion questions about the meeting



Allow hosts and invited participants to ask questions to AI Companion during a meeting. Questions are answered based on the conversation transcript. 


In the **Meeting** section, click the **toggle** next to **Allow users to ask AI Companion questions** about the meeting. Blue means it is enabled for any meetings going forward; gray means it is disabled.

The next section details how to change the default AI Companion question settings.

Changing Meeting questions defaults

Allow users to ask AI Companion questions about the meeting



Allow hosts and invited participants to ask questions to AI Companion during a meeting. Questions are answered based on the conversation transcript. 

Turn on AI Companion automatically when meetings start



Who can ask questions to AI Companion:

- All participants and invitees
- All participants only from when they join
- Only hosts

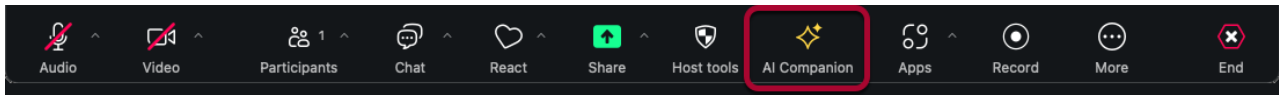
When enabled, Zoom AI Companion meeting questions must be started manually by a host or co-host in each meeting. You can change your meeting defaults to have it start automatically (amongst other things):

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
4. Scroll down to the **AI Companion Questions** section.
 1. Check **Turn on AI Companion automatically when meetings start** and all future meetings will have AI Companion on right from the start of the meeting. Participants will be notified as they join that this feature is on.
 2. **Who can ask questions to AI Companion:** defaults to “All participants only from when they join.” Click

another option to apply it to all your scheduled meetings.

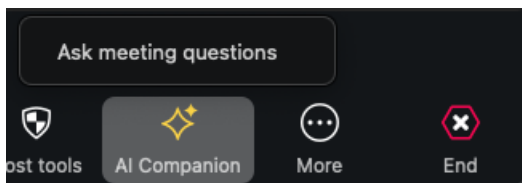
Starting AI Companion Questions in a meeting

With AI Companion questions enabled on your PennZoom account, you will see a new AI Companion icon at the bottom of your Zoom meeting:

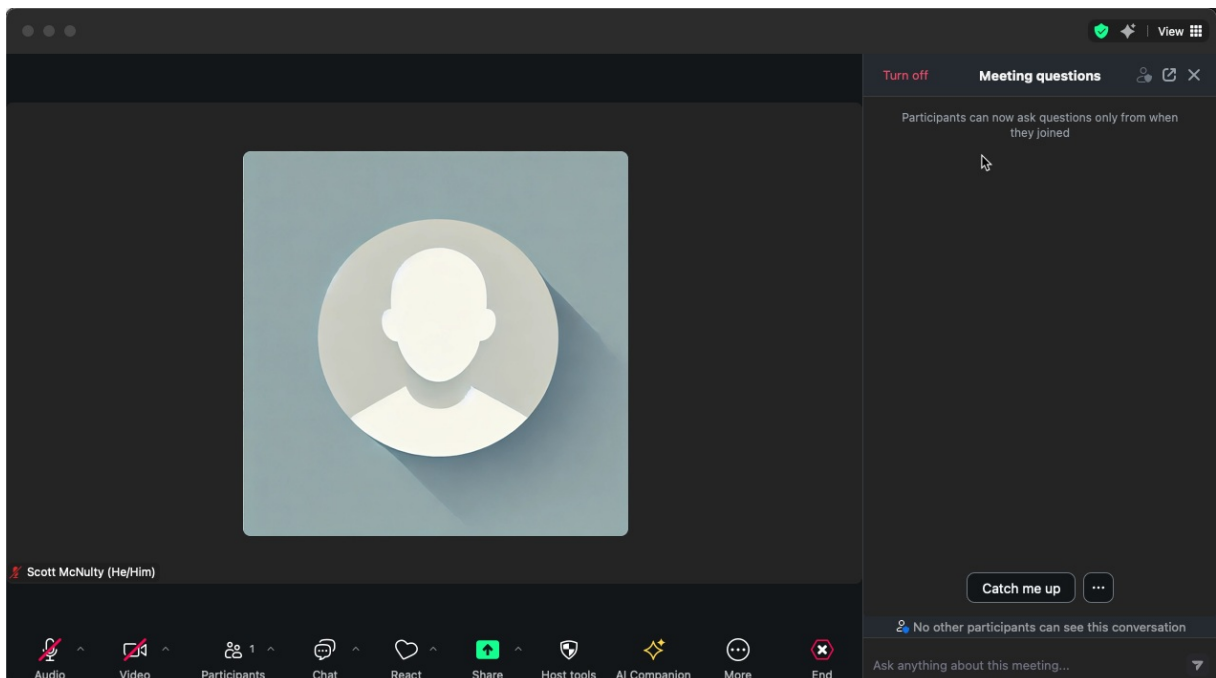


To start the AI Companion questions in your meeting:

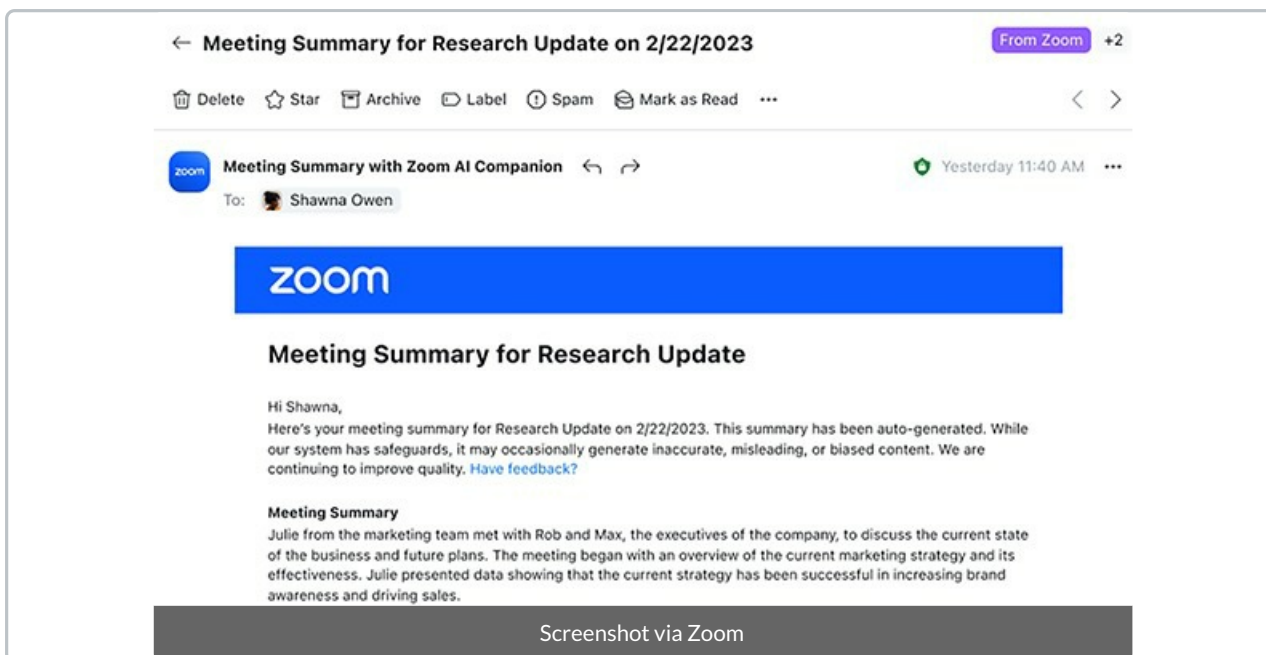
1. Click on the **AI Companion icon** at the bottom of the Zoom window.
2. Click on **Ask meeting questions**. If you have other AI Companion features enabled, you may see multiple choices in this menu.



3. The Questions pane appears and will be available to either all participants or only the hosts, depending on your settings.



Meeting Summaries



Meeting Summaries, as the name implies, will create a written summary of a meeting generated by AI. Hosts or co-hosts of meetings can start a Summary at any point during a meeting by clicking **Start Summary**. Keep in mind that anything before “Start Summary” is clicked will not be included in the meeting summarization.

Meeting AI Summary Set-up

By default on PennZoom, Meeting Summaries are disabled. Participants in meetings where Meeting Summary is enabled can request the host start a summary but cannot do so themselves.

The meeting host can control to whom the meeting summary is automatically sent to after the meeting ends. The options are:

- **Only me (meeting host)** - The host of the meeting is the only person who will receive the summary, though they can then forward it to others.
- **Only myself (meeting host) and meeting invitees in our organization** - The meeting host and any other Penn participant in the call will receive the meeting summary email.
- **All meeting invitees, including those outside of our organization** - Everyone in the meeting (the host, Penn participants, and non-Penn participants) will get a copy of the meeting summary.

Meeting summaries are shared as emails. These emails can be forwarded and shared with anyone. You may want to remind your meeting attendees about this potential privacy issue.

Enabling Meeting Summary with AI Companion

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
- 4.

Meeting Summary with AI Companion



Allow hosts to generate a summary. Summaries are sent after the meeting has ended based on the share options.

In the **Meeting** section, click the **toggle** next to **Meeting Summary with AI Companion**. Blue means it is enabled for any meetings going forward; gray means it is disabled.

Changing Meeting Summary with AI Companion Settings

Meeting summary with AI Companion



As a host, you can generate a summary. Summaries are sent after the meeting has ended based on the share options.

Automatically start Meeting Summary for all meetings I host

Send an email notification when sharing with users

Include summary text in the email

Include summary text in the email

Don't include summary text in the email

Automatically share summary with

Only me (meeting host)

Only me (meeting host) and meeting invitees in our organization

All meeting invitees including those outside of our organization

To change your Meeting Summary with AI Companion defaults for all of your scheduled Zoom meetings:

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
4. In the **Meeting** section, you'll find the Meeting Summary settings:
 1. If you'd like summaries for every one of your meetings, check **Automatically start Meeting Summary for all meetings I host**.
 - Participants will be notified as they join that the meeting will be summarized using AI.
 2. Checking **Send an email notification when sharing with users** tells Zoom to generate an email whenever you share your summaries, and you can configure it to include the text of the summary in the body of the email or just a link via the dropdown.
 3. The **Automatically share summary with** setting determines who the summary is shared with after the meeting is complete:

- **Only me (meeting host):** This is the default.
- **Only me (Meeting host) and meeting invitees in our organization:** This option will send the summary to the meeting host and any Penn invitees.
- **All meeting invitees including those outside of our organization:** Anyone invited to the meeting will receive the summary.

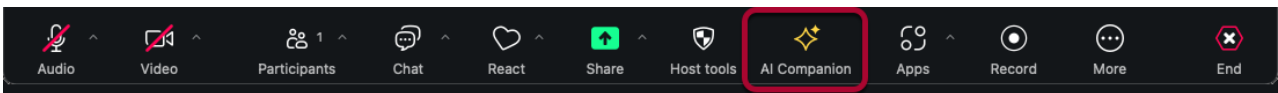
Summaries will only be automatically sent to invitees of the meeting. Ad-hoc participants, added during the meeting or joining via a link, are not included. However, summaries can be shared with them manually.

Using AI Companion Meeting Summary

Once you've enabled AI Companion Meeting Summary on your Penn Zoom account, you'll want to use it in your Zoom meetings. This section details how to start a summary and how to access summaries.

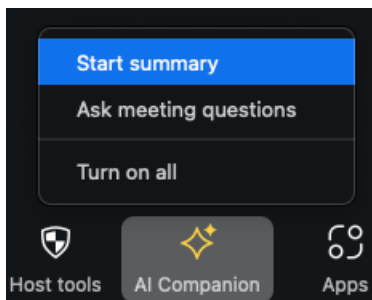
Starting Meeting summary AI Companion in a meeting

With Meeting summary with AI Companion enabled on your PennZoom account, you will see a new AI Companion icon at the bottom of your Zoom meeting:



To start AI Companion summaries in your meeting:

1. Click on the **AI Companion icon** at the bottom of the Zoom window.
2. Click on **Start summary**. If you have other AI Companion features enabled, you may see multiple choices in this menu.



3. A small AI Companion icon will appear in the top right of the Zoom window to indicate an AI Companion function is enabled in the meeting.



To stop the Meeting summary with AI Companion:

1. Click on the **AI Companion icon** at the bottom of the Zoom window.
2. Click on **Stop summary**.

Accessing AI Companion Meeting summaries

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with 'Search', 'Support', '1.888.799.8854', 'Contact Sales', and 'Request a Demo'. Below this is a secondary navigation bar with 'zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', and 'Web App'. The left sidebar is open to 'Meeting Summary'. The main content area is titled 'My Summaries' and 'Trash'. It features a search bar with the text 'Search by topic or Meeting ID', and two date pickers labeled 'From' and 'To' with the format 'MM/DD/YYYY'. A blue 'Search' button is below the search bar. Below the search bar is a table with the following columns: 'Topic', 'ID', 'Host', and 'Date'. The table contains two rows of data:

Topic	ID	Host	Date
<input type="checkbox"/> Robin at Wharton	985 1065 5295	university@pennstate.edu	Jun 27, 2024 02:00 PM
<input type="checkbox"/> Scott McNulty's Zoom Meeting	990 3016 9716	university@pennstate.edu	Jun 27, 2024 12:36 PM

At the bottom of the table, there are navigation arrows and a blue chat icon.

Once a meeting is over, Zoom AI Companion will email the host when the summary is complete. You can find all the meeting summaries you have access to by:

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click **AI Companion** on the left-hand sidebar.
3. Click **Meeting Summary**.
4. All of your Meeting Summaries are listed, the most recent at the top.
5. Click on **the topic of the meeting** to see the summary. You can read the summary here and have access to the following functions via buttons at the bottom of the summary:

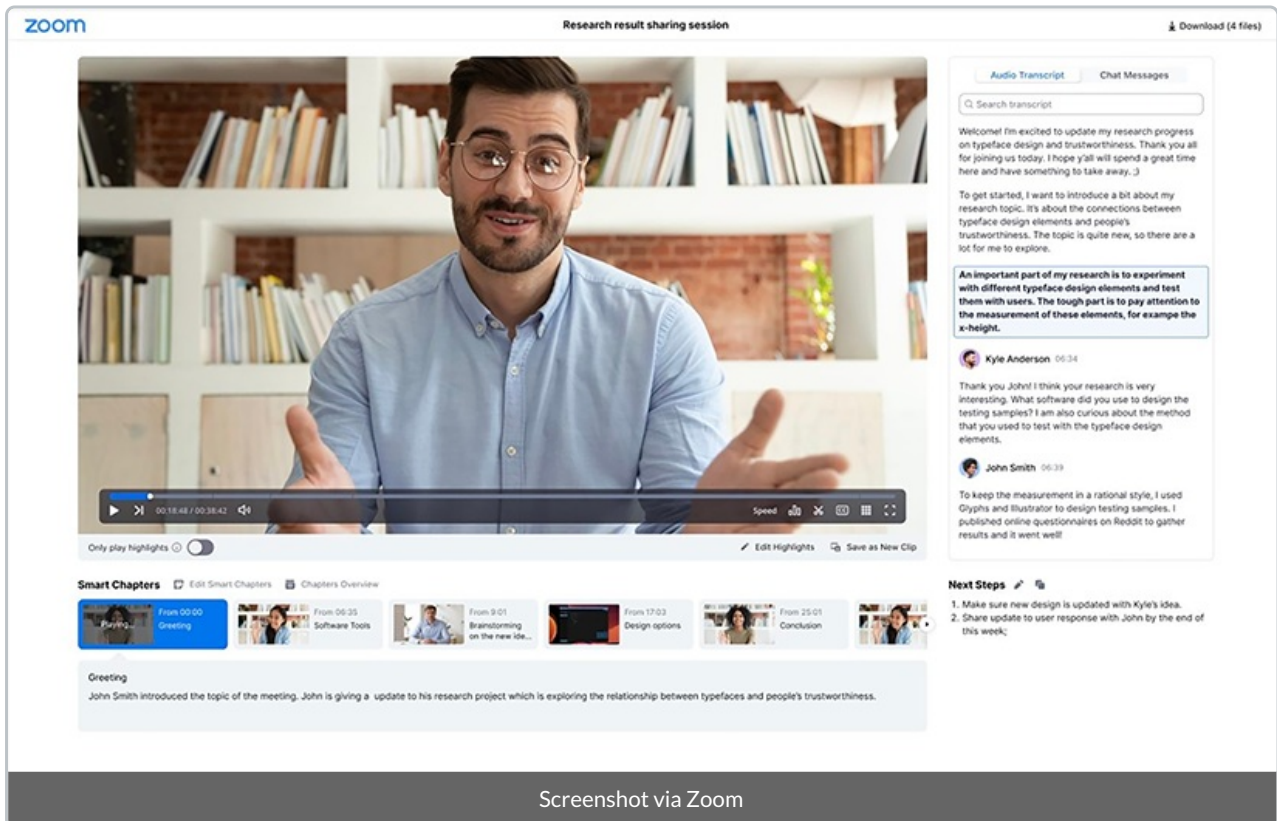
The screenshot shows the Zoom web interface with the 'Meeting Summary for Robin at Wharton' page. The left sidebar is open to 'Meeting Summary'. The main content area is titled 'My Summaries > Meeting Summary for Robin at Wharton'. Below this is the meeting title 'Meeting Summary for Robin at Wharton' and the date and time 'Jun 27, 2024 02:00 PM Eastern Time (US and Canada) ID: 985 1065 5295'. Below this is a 'Quick recap' section with the text: 'Scott McNulty's Zoom Meeting for Robin at Wharton. The Zoom AI Companion and the Robin workspace system, providing its functions, also differ from other reservation systems and the process of adding new members and managing their reservations. In addition, the Robin portal and the mobile app were also redesigned, with a focus on improving the user experience.' Below this is a 'Next steps' section with two bullet points: '• Scott McNulty's documentation is available to help you learn more about the Robin workspace system.' and '• The Robin workspace system is available to help you learn more about the Robin workspace system.' Below this is a 'Summary' section with three buttons: 'Share', 'Edit', and 'Delete'. At the bottom right, there is a blue chat icon.

- **Share** - Click the share button to enter the email addresses of people you'd like to share the summary

with.

- **Edit** - Click Edit to edit any section of the summary (Remember that these summaries are generated by AI and aren't infallible).
- **Delete** - Click delete to delete the summary altogether. This only deletes the summary from Zoom.

Smart Recordings



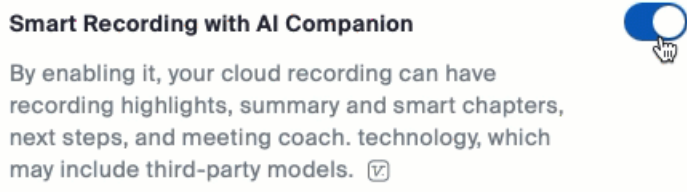
Smart Recordings takes your cloud-recorded Zoom meetings and adds a few things to them:

- **Recording highlights** - Zoom AI Companion highlights noteworthy sections of the meeting. When watching the recording you can choose to only see the highlights, or watch the whole thing. A new video with only the highlights can be created, and highlights can be manually edited.
- **Smart chapters** - Chapters, along with titles and a brief one-line summary, are inserted into the meeting so you can skip to just the right section. The meeting host can edit smart chapters, adding or subtracting them.
- **Next steps** - Based on the contents of the meeting, suggested next steps can be generated. They are displayed in a panel below the recording and can be edited by the host.
- **Meeting coach** - Creates metrics and analytics about your meeting performance, including talk-listen ratio, talking speed, filler words, longest spiel, and patience. Only the host of the meeting can see these results in the recording.


Enabling Smart Recording with AI Companion

By default Smart Recordings are off on PennZoom. To enable it on your account:

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
4. Scroll down to the **Recording** section.
5. Click the button next to **Smart Recording with AI Companion**. Blue means it is enabled for any meetings going forward; gray means it is disabled.



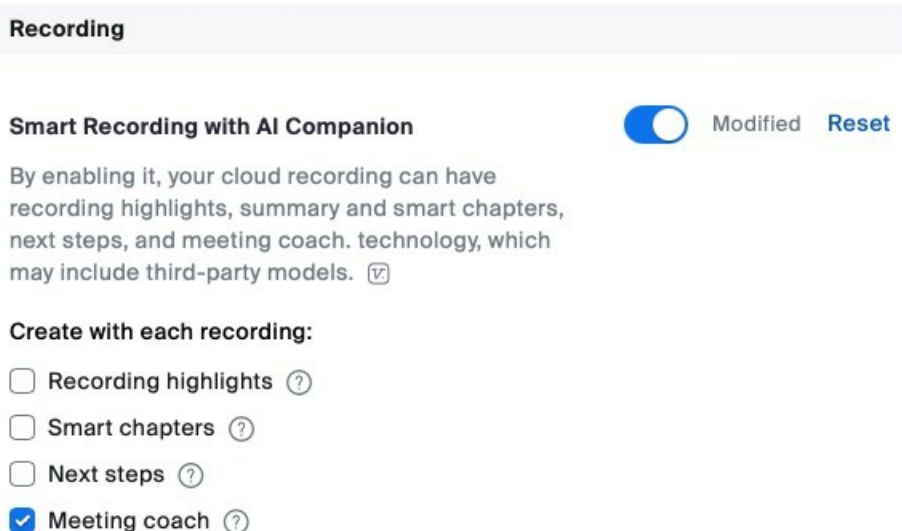
Smart Recording with AI Companion

By enabling it, your cloud recording can have recording highlights, summary and smart chapters, next steps, and meeting coach. technology, which may include third-party models. 


Changing the Defaults


By default, Smart Recordings are off on PennZoom. To change any of the defaults:

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
4. Scroll to the **Recording** section.
5. Click the button next to Smart Recording with AI Companion to toggle it on and off. Blue means it is enabled for any meetings going forward; gray means it is disabled. When enabled, you can specify which features you'd like to include with your smart recordings - checked features are enabled, and unchecked features are not.







Recording

Smart Recording with AI Companion  Modified [Reset](#)

By enabling it, your cloud recording can have recording highlights, summary and smart chapters, next steps, and meeting coach. technology, which may include third-party models. 

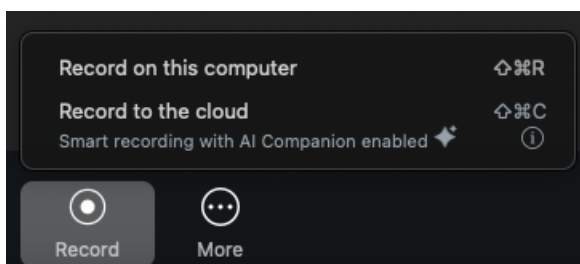
Create with each recording:

- Recording highlights 
- Smart chapters 
- Next steps 
- Meeting coach 

Using Smart Recording

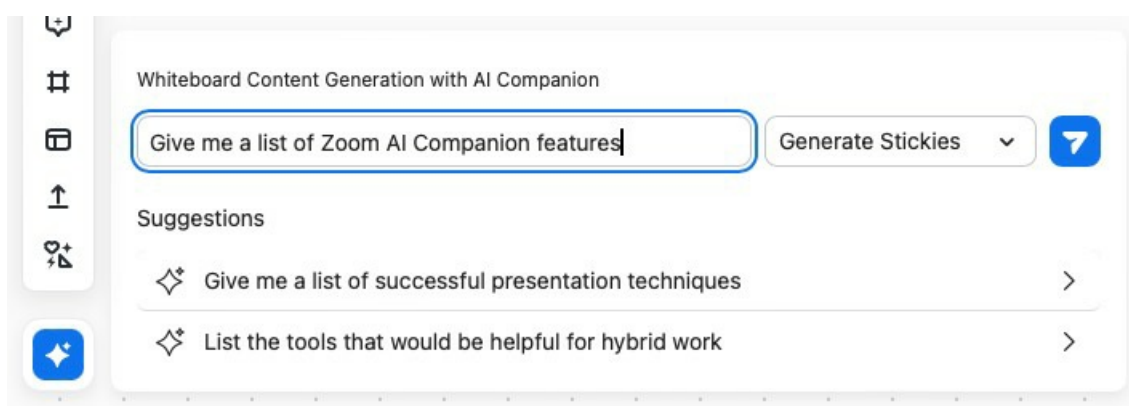
With Smart Recording enabled, all of your cloud recordings become "smart." This means you can record your meetings as you normally do, and gain all the benefits of this feature. To start a Smart Recording:

1. Ensure that Smart Recording is enabled on your Penn Zoom account (see the [Enabling Smart Recording with AI Companion](#) section for instructions).
2. Click the **Record** button in the lower toolbar of your Zoom meeting.



3. Click **Record to the cloud**. You'll see a note about Smart recording when it is enabled.
4. Participants will be notified that the meeting is being recorded, as usual.

Whiteboard Content Generation



Give Whiteboard Content Generation with AI Companion a prompt, and it will generate whiteboard objects for you, which you can then edit or expand on your own.

Whiteboard Content Generation with AI Companion can create:

- Stickies
- Tables
- Text
- Mindmaps
- Flowcharts

Enable Whiteboard Content Generation

By default, Whiteboard Content Generation with AI Companion is off in PennZoom. You can either enable or disable this feature; there are no other settings.

1. Log into <http://upenn.zoom.us> with your PennKey username and password.
2. Click on **Settings** in the lefthand sidebar.
3. Click on the **AI Companion** tab.
4. Scroll to the **Whiteboard** section.
- 5.

Whiteboard

Whiteboard Content Generation with AI Companion

Use AI to help users create content on the whiteboard canvas. Add, modify and extend content on the board.



Toggle it off/on by clicking the button next to **Whiteboard Content Generation with AI Companion**. Blue means it is enabled for any meetings going forward; gray means it is disabled.

Questions?

Contact your [Wharton Computing Representative](#) with any questions about Zoom AI Companion.

BlueJeans FAQ

Last Modified on 10/30/2020 3:18 pm EDT

The Penn BlueJeans service was retired on June 30, 2022. Please contact your Wharton Computing Representative with any questions.

Questions and troubleshooting tips that will help you use BlueJeans meetings at Wharton. See [BlueJeans vs. Zoom Meetings](#) for a thorough explanation of the online experience BlueJeans can provide.

Accessing BlueJeans

Getting Set Up

- **System Requirements:** a current computer or smartphone. See BlueJeans' [support site](#) for more details.
- **Internet Connection (except for audio-only):** We recommend at least **10 Mbps/download** speed and **5 Mbps/upload** speed, in spite of BlueJeans' recommendation of 1Mbps. Use [Speedtest.net](#) to determine your internet speed.
- **Account needed?**
 - To **participate** in a meeting, NO account is needed.
 - To **schedule** or **moderate** a meeting: log in with your PennKey at or launch the app.

If PennKey (or other) issues are preventing you from joining the meeting using the BlueJeans app, use the web browser version of the link.

Ways to Join

Check this link to compare the benefits of the [Browser vs. App](#) experience.

- **Browser:** Join a [Penn BlueJeans meeting](#) using the latest versions of Edge, Chrome, Safari, or Opera. Check your meeting invitations for the link.
- **App:** Frequent users or users with advanced moderation should use the [BlueJeans App](#). Check your meeting invitations for the link.
- **No internet:** You can participate in the audio portion of the meeting [by calling in on your phone](#).
- **Through Canvas:** if your class has set up BlueJeans in Canvas, log into your course through Canvas and choose the meeting. If you join after the lecture has started, look at the Meetings in Progress section.

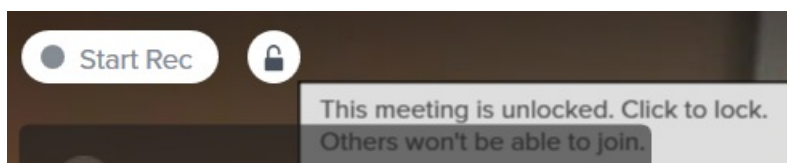
If you use are using the Canvas Calendar to join meetings and don't see a meeting you are expecting, check the BlueJeans tab in Canvas.

About Meetings

- **Who Can Join a Meeting:** Anyone who has the meeting's ID number.
- **Participant Limit:** You can have up to 200 participants in one meeting.
- **Meeting Moderators:** Moderators are identified with a blue star by their name in the meeting's People tab,

and can drop people from a meeting.

- **Closed Captioning:** Automated **closed captioning** is available for participants using the desktop application once they enable the feature in their settings.
- **Security:** Moderators will see a lock icon in the top left corner of their screen. They can choose to lock their meeting to prevent any more users from joining.



- **International Meetings:** International numbers are available (see <http://bluejeans.com/numbers>) for attendees who are abroad.
- **Joining with Moderator Code:** Join using the meeting URL and add the moderator code after the meeting ID:
 - e.g. bluejeans.com/123456789/####

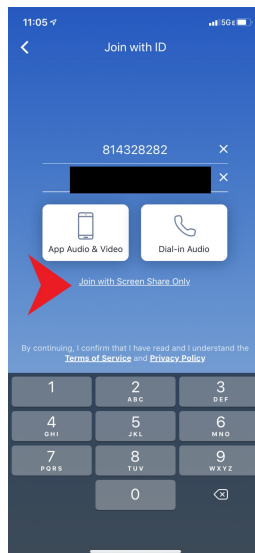
Using BlueJeans

Managing Meetings

- **Scheduling Meetings (Faculty):** Please visit [Video Conferences for Instruction](#) to learn how to schedule a Class Meeting through Canvas.
- **Scheduling Meetings (All Users):** Please visit [Video Conferences](#) to learn how to schedule meetings.
- **Moderator Passcodes:** Allow users to manage the meeting; unless you scheduled the meeting, you must use it when you log in. Find it:
 - **in lecture meetings scheduled through Canvas**
 - Launch the Canvas course and click on the **Join** link for the meeting.
 - The **last four digits** of the link are the moderator code.
 - **in meetings scheduled through BlueJeans**
 - It's included in the email confirmation for the meeting, OR
 - Log into meeting.upenn.edu, click your **profile** at the top right, choose **Settings** and **copy the moderator passcode**.
- **Mute Participants:** Only the moderator can mute other people. Faculty or TAs should have the moderator code for their class meetings *and use it when joining the meeting*.
- **Breakout Sessions:** Please see [Video Conference Features](#) for more information.

Sharing Content

- **Seeing Chat while Screen Sharing:** BlueJeans doesn't allow you to see chat while you are sharing your screen, so we recommend joining the meeting with a second device, such as a tablet or smartphone. To avoid feedback, make sure to mute the audio/video on the second device before launching the BlueJeans app, and join the session choose **Join with Screen Share Only**. You can then view the chat.



Be sure to download the [BlueJeans app](#) for your secondary device as it will give you the best experience.

If you only have one device you can either:

- Ask your TA, or a willing student, to relay questions from the chat.
- Pause screen sharing from time to time to see the chat.

If you have two screens, you can share just the application you are using (e.g. Powerpoint) instead of your entire desktop. However, if you tend to switch between applications during the class you will need to stop and restart sharing so it's not the preferred option.

- **Use Two Monitors for Presentations:** The PowerPoint application has a setting that allows you to choose which of your monitors the slideshow will display on. In PowerPoint find the Slide Show tab at the top of the application screen, locate the **Monitors** category (towards the end of the Slide Show tools) and use the dropdown menu to select the monitor you'd like to share you slideshow on. For further assistance, review the Microsoft article on [presenting with multiple monitors](#).
- **Disabled Video Layout Controls:** When using the BlueJeans app (which we recommend) this feature may be disabled for attendees when more than 25 people join a meeting. Moderators still have the ability to change layout controls. This is a technical limitation of the BlueJeans app.
- **Whiteboard Notes:** To maintain notes during a class meeting, we recommend sharing your entire screen and switching between your presentation and an application like Word or OneNote.

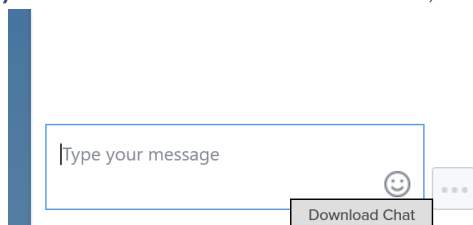
Recordings and Meetings

Using the BlueJeans Recording Feature

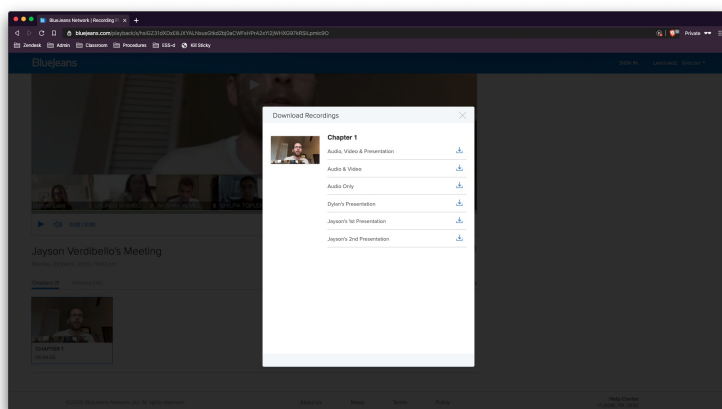
- **Recording Meeting without Participants:** Make sure to press the "Start Recording" button in the top left corner of BlueJeans.
- **Ending Recording:** Once a recording has been started, BlueJeans will continue recording until EVERYONE has left the call (regardless of whether the moderator has left). To end the call:
 - Click the **hangup icon** at the top of the meeting.
 - Check the **Drop Everyone** box on the pop-up window
 - Click **Leave**

Managing Recordings

- **Recording Upload Time:** It can take up to 36 hours for recorded video conferences to appear in Canvas. The person who scheduled the meeting will receive an email when the recording is available via the BlueJeans interface (which is usually soon after the meeting).
- **Sharing Recordings:** If you scheduled your BlueJeans meeting through the Canvas integration, it should appear on the same page as the "Join" button. Please note that it will take some time for the recording to process and sync before it will become available.
- **Recordings and Chat:** You can download your chats in BlueJeans. They don't record, so **save them before you end the call**. For more information, see this [BlueJeans support article](#).



- **Recordings and Attendance:** BlueJeans doesn't have a built-in attendance feature. If you want to keep track of who attended a session, we recommend asking students to use the chat feature, a discussion board on Canvas, or [PollEverywhere](#). As a backup, the attendee list of a video conference is incorporated into the recording file that users can access by logging into [upenn.bluejeans.com](#) and going to "Recordings."
- **Recordings and Delegation:** When a delegate schedules meetings on behalf of a delegator, the recordings of that meeting end up in the delegator's account. At this point, the delegate cannot access the recordings.
- **Manual Recording Upload:** If your recording has not been auto-uploaded to Canvas, you can manually download and upload your BlueJeans recording. See [this article](#) for more details.
- **Availability of Recordings to other Canvas Sites:** BlueJeans recordings made through Canvas are available only to users enrolled in the site. If faculty want to share a video with users in a different Canvas site, there are two options: download the video and upload in the new site (using "Class Recordings">"Create">"Upload."), or make the BlueJeans recording available to anyone with the link and then share the link in the additional course sites.
- **Asynchronous Pre-Recordings:** If possible, we recommend using [Panopto](#) directly for making asynchronous pre-recordings. If you do use BlueJeans for this purpose, you can use this [support article](#). When downloading the BlueJeans recording, make sure to choose the "Audio, Video & Presentation" option seen here:



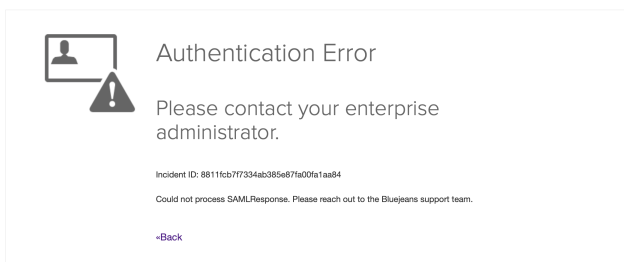
Error Messages and Troubleshooting

Audio/Video Problems

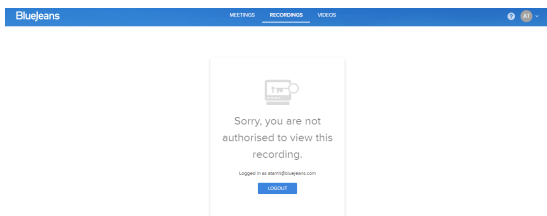
For problems with audio or video quality, try these options

Authentication and Account Errors

- **General authentication errors (not listed here):**
 - If you have trouble joining the meeting using your PennKey, try using the web link to launch the meeting, then choose "Join with Browser" at the bottom of the "Join Meeting" BlueJeans web page.
 - If you don't have a Wharton account, or your account does not include an email address, you'll need to contact **our support team** for further help
 - If you get the error "account that you are currently logged into is no longer associated with an active billing plan", submit a ticket to your Wharton IT Representative, and include the email currently associated with your BlueJeans account. They'll need to contact BlueJeans on your behalf.
 - Make sure your email address is Penn Directory matches the default email address in Canvas, as BlueJeans is sensitive to that.
- **Authentication Error: Could not process SAML Response:** If you are getting this error, **contact BlueJeans support** at **+1 (408) 791-2830** for assistance.



- **Not Authorized to View this Recording:** Users getting this error message when trying to access a class recording through the BlueJeans tab on Canvas are receiving this because their BlueJeans account is not on the Penn BlueJeans domain.



BlueJeans support needs to be called to have the account moved and then the user should go to meeting.wharton.upenn.edu to login before accessing class videos through Canvas.

Error Codes

BlueJeans has largely resolved the following types of errors, but they are listed here for reference.

More Resources

You can find a user guide that contain information for how to use this service at <http://bluejeans.com/support> or contact a **Wharton Computing IT Representative**

Video Conference Breakout Rooms

Last Modified on 08/10/2022 10:05 am EDT

Zoom features breakout rooms that can be an excellent addition to the classroom. However, using them effectively takes a little planning and some extra know-how.

Overview

Zoom offers breakout rooms to split meeting participants in up to 50 separate rooms for group collaboration. For best results, all users need the latest Zoom app.

There are three methods for assigning participants to breakout rooms in Zoom:

- **Pre-assigned** - Each person is assigned a breakout room ahead of time. This method is **highly recommended**. Faculty should use the directions below; staff and students should use Zoom's instructions: <https://support.zoom.us/hc/en-us/articles/360032752671>
- **Random** - During a Zoom meeting the host can push a button and randomly distribute attendees (including co-hosts) into breakout rooms.
- **Manual** - You can create breakout rooms during the meeting and manually assign students to rooms. This is difficult to do quickly, especially in meetings with larger numbers of participants.

Configuring/Managing Breakout Rooms

Both hosts and co-hosts can create and manage breakout rooms during the meeting. Co-hosts can move between breakout rooms once they have been assigned to a breakout room by the host.

For complete information on the different roles in a meeting, see Zoom's article [Roles in a Meeting](#).

Creating Pre-Assigned Breakout Rooms in Canvas

The following directions are for **faculty using Canvas**. Staff and students should use Zoom's instructions to create breakout rooms: <https://support.zoom.us/hc/en-us/articles/360032752671>

Pre-assigning breakout rooms can make sending students to the correct rooms during a meeting quick and seamless. However, setting these up needs to be done with care, since **only Zoom meeting hosts and co-hosts can manage breakout rooms** and **students must join the meeting with their Penn Zoom accounts for pre-assigned breakout rooms to work**.

Creating Breakout Rooms Randomly or Manually

There may be times when you wish to create breakout rooms randomly or manually. It's a good idea to practice these options ahead of time so that you're comfortable with the process, since you'll be doing it in real time during the class/meeting. **Only Zoom meeting hosts and co-hosts can manage breakout rooms**.

Participant Options in Breakout Rooms

Hosts, once they are in the meeting, have a number of options they can set for participants.

For more information, learn how to [enable](#), [manage](#), and [participate](#) in Zoom Breakout Rooms.

Recording Breakout Sessions

Each breakout session will be recorded if the original video conference had auto-record enabled (as is [our recommendation](#)) **AND** that recording process was not stopped and restarted manually.

Only a meeting moderator –denoted by a star in the participants list – can manually start a recording in an individual breakout session. Keep in mind the moderator can only start a recording in a breakout session they are currently in.

Questions?

Please contact your [Wharton Computing representative](#).

Getting Started with BlueJeans Events

Last Modified on 10/14/2020 11:53 am EDT

This article is a redirect url for "Planning for Virtual Events" article that has a new url.

Wireless Network Overview

Last Modified on 09/25/2024 4:48 pm EDT

The AirPennNet Configuration Tool, *Connect to AirPennNet*, was retired on July 16, 2024.
Use **AirPennNet Guest** to configure or re-configure your device for AirPennNet.

Laptops with the new **Snapdragon CPU** are unable to install the security configuration needed to access AirPennNet. As a workaround, you can follow the instructions for Wharton-managed devices to set up AirPennNet, but please be aware that using this method on a non-Wharton-managed device will result in your connection being less secure and is not recommended.

Before You Start

You'll need:

- an active PennKey
- administrative access to your device (faculty/staff/anyone using a corporate computer)
- to be in a location with access to AirPennNet

Working on the San Francisco campus? See our **Wireless Network - San Francisco Campus** article.

Penn's wireless network (AirPennNet) gives you high speed access to the Internet from your own laptop, notebook computer, or wireless handheld device while on campus.

In a hurry and want to configure your Penn Wifi without reading on? See the University's directions at: <https://www.isc.upenn.edu/how-to/connecting-airpennnet-and-joinnow>

AirPennNet Vs. AirPennNet Guest: Which One Should You Use?

Using AirPennNet-Guest

Use AirPennNet-Guest for:

- Connecting to Penn's wireless network for the first time on a device,
- Guests who wish to use the wireless network services.

Students, faculty and staff who want to connect to the wireless network **should NOT use** AirPennNet-Guest. This option is designed for guests at the University and for initial connections, and has limited bandwidth.

When connecting to wireless at Penn you'll notice you have four different options in most areas. But which one should you use? The four options, and when they should be used, are as follows:

- **AirPennNet:** Students, faculty, and staff should connect to AirPennNet when possible. More secure and

robust, it is PennKey authenticated. Installation and configuration instructions are listed below.

- **AirPennNet-Guest:** As the name suggests, this option is for guests at the University. The AirPennNet-Guest service is NOT recommended for students who want to connect to the wireless network. Users must register themselves on this network every day; however, it does not require any configuration because it is an open network with limited bandwidth and no encryption. Most areas on campus have a limited number of IP addresses for AirPennNet-Guest and you may be unable to connect during peak capacity. For more information please see: [The AirPennNet-Guest network at Penn](#)
- **AirPennNet-Device:** AirPennNet-Device is specifically designed for devices that cannot connect to the normal AirPennNet Network. This can include devices such as gaming consoles, tablets, and more. You'll need to follow [these directions](#) to register the device's IP address to gain access.
- **Eduroam:** eduroam allows students, faculty and staff to use their home institution's credentials (for Penn affiliates, their PennKey) to easily access the wireless network when visiting other participating institutions. eduroam can be found in all locations where AirPennNet service is available, but must be set up at your home institution.

Accessing the AirPennNet Wireless Network

To access the AirPennNet wifi network on campus, you'll need to authenticate yourself using your PennKey and password. (To reset your password or get more information on PennKey, see our [article on PennKey Accounts](#).)

For detailed directions, see the University's directions at: <https://www.isc.upenn.edu/how-to/connecting-airpennnet-and-joinnow>

Reconnect to AirPennNet

Occasionally you may need to reconnect your University-owned and managed Windows computer to AirPennNet.

Wharton-Managed Windows Devices

Troubleshooting WiFi (AirPennNet) Issues

Last Modified on 07/18/2024 10:49 am EDT

The AirPennNet Configuration Tool, *Connect to AirPennNet*, was retired on July 16, 2024.
Use **AirPennNet Guest** to configure or re-configure your device for AirPennNet.

This article will help you diagnose & troubleshoot any issues you might be having with Penn's WiFi network, AirPennNet. Please see below for a list of common problems & solutions. For more information and troubleshooting steps, please see the [University's Tips](#).

Returning to campus after being away for several months? You may need to **Reconnect your University-owned and managed Windows computer to AirPennNet**.

Before You Start

You will need one or more of the following before you can complete this task:

- PennKey credentials
- Administrative rights to your device

AirPennNet-Guest is NOT recommended for students, faculty and staff who want to connect to the wireless network. This option is designed for guests at the University and has limited bandwidth.

General Connectivity Issues

AirPennNet Status

Having trouble connecting to AirPennNet? Check our [status page](#) to make sure it isn't a widespread problem.

Invalid Username or Password

Connectivity Problems

Configuration Problems

Reporting Coverage Issues

If you would like to report any weak signal or network coverage issues in Wharton buildings, you can [use this form](#).

Android Issues

If you have followed the directions for configuring your Android phone/device and are still having trouble connecting, you can try the following.

These directions may vary depending on your Android version and whether the phone manufacturer has customized it.

MacOS Issues

Make sure to follow all the steps, including a restart of your computer.

iOS (iPhone, iPad, etc) Issues

Forget the network & reconnect

Safari Stuck on Connect to AirPennNet

Wireless Network - San Francisco Campus

Last Modified on 07/17/2024 2:04 pm EDT

These directions apply to Wharton's San Francisco Campus. See [Wireless Network Overview](#) for directions on connecting to the AirPennNet network in Philadelphia.

Before You Start

You'll need:

- an active PennKey
- administrative access to your device (faculty/staff/those using company-issued laptops)
- to be in a location with access to AirPennNet

Penn's wireless network (AirPennNet) gives you high speed access to the Internet from your own laptop, notebook computer, or wireless handheld device while on campus.

AirPennNet vs. WSF-GUEST: Which One Should You Use?

WSF-GUEST is NOT recommended for students, faculty and staff who want to connect to the wireless network. This option is designed for guests at the University and has limited bandwidth.

When connecting to wireless at Penn you'll notice you have three different options in most areas. But which one should you use? The options, and when they should be used, are as follows:

- **AirPennNet:** Students, faculty, and staff should connect to AirPennNet when possible. More secure and robust, it is PennKey authenticated. Installation and configuration instructions are listed below.
- **WSF-GUEST:** As the name suggests, this option is for guests at the University. The WSF-GUEST service is NOT recommended for students who want to connect to the wireless network. It does not require much configuration because it is a simple password-protected network with limited bandwidth. Most areas on campus have a limited number of IP addresses for WSF-GUEST and you may be unable to connect during peak capacity. The Front Desk team will have the information you need to connect to this network.
- **Connect to AirPennNet:** Use this option to configure access to AirPennNet. Instructions are below.
Note: this network is designed solely to configure your device; it does not provide an internet connection.

Accessing the AirPennNet Wireless Network

To access the AirPennNet wifi network on campus, you'll need to authenticate yourself using your PennKey and password. (To reset your password or get more information on PennKey, see our [article on PennKey Accounts](#).)

MacOS:

Windows:

Android:

iOS:

Reconnect to AirPennNet

Due to some security upgrades you may need to reconnect your University-owned and managed Windows computer to AirPennNet.

Windows:

Configuring the Wharton VPN

Last Modified on 05/19/2021 4:48 pm EDT

Wharton's virtual computing offerings differ depending on whether you are a student, or faculty and staff. The Wharton VPN is for faculty and staff; the Wharton Virtual Lab allows students to use the public computers from off campus.

Students

Students should use the [Virtual Lab client](#) to access the Wharton public computers.

Faculty and Staff

The Forticlient gives you access to secured Wharton resources from off campus. Use the link below to download the client for your operating system of choice (Linux, Mac, or Windows) and then follow the instructions on the tabs to install. For directions on using the VPN, see the article [Using the Wharton VPN](#).

Before You Start

You will need the following before you can complete this task:

- an active Wharton account
- admin access to your devices
- access to the Internet

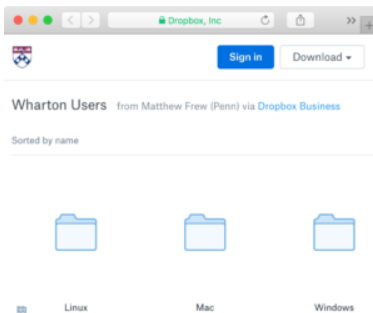
Download Forticlient

Downloading the Forticlient by going to:

<https://vpnclient.wharton.upenn.edu>

Click on the folder of your computer's operating system to download the appropriate client.

- Most people should install the x86 version.
- Do not choose the UWP version.



Install and Configure the VPN

After you have successfully downloaded Forticlient, follow the instructions for your Operating System to install and configure the VPN.

Windows Instructions

Mac Instructions

Linux Instructions

Wharton VPN

Last Modified on 02/21/2024 11:32 am EST

The Wharton VPN gives faculty and staff access to secured Wharton resources from off campus; the Wharton **Virtual Lab client** allows students to use the public computers from off campus.

Before You Start

You will need:

- To be either a Faculty, Staff or PhD student at Wharton
 - MBA and Undergraduate students should use the **Virtual Lab client** unless otherwise instructed
- An active Wharton account
- Access to the Internet
- Administrative access to your devices

If you are looking for instructions to upgrade from a currently-installed version of FortiClient on a Wharton-managed computer, please see our **Updating your Wharton VPN** article.

There are two ways to install the VPN:

- Using BigFix Self-Service (Windows) or JAMF Self-Service (Mac) on a Wharton-managed computer.
- Downloading the client and installing it manually following the directions below.

Installations via the two Self-Service options will not prompt you for your administrative password. If you follow the manual download and install instructions, you'll need to have an administrative password to complete the installation.

If BigFix or JAMF is installed on your computer, it is a Wharton-managed machine.

Wharton Managed Computers: Self-Service

You can install the latest version of the VPN on Wharton Managed computers using either BigFix or JAMF self-service. This will install the VPN on your computer without the need for an administrator password.

Windows Instructions

Windows users must restart their computer after the installation is complete. Please **save and close all open work/apps** before completing the installation.

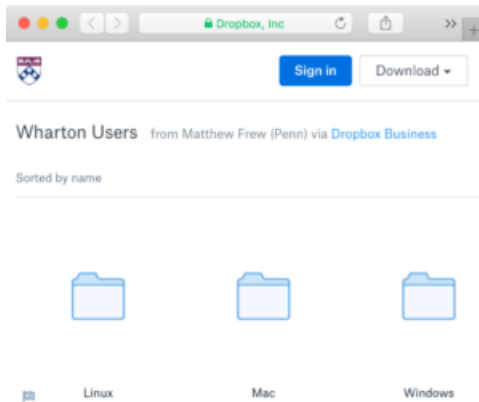
Mac Instructions

Manual Download and Install

Download the VPN client (FortiClient)

Installers for a variety of operating systems are available so that you can manually install the FortiClient:

1. Go to <https://vpnclient.wharton.upenn.edu>
2. Click on the folder of your computer's operating system to download the appropriate client.



3. Click the installer located in the Operating System folder you picked to download the installer.

Windows Users: Most people using Windows should install the x64 version.

Install and Configure FortiClient

After you have successfully downloaded FortiClient, follow the instructions for your Operating System to install it.

In order to manually install the FortiClient VPN client using the steps below, you will need to have administrator privileges for your computer. If you need help with this, contact your [Wharton Computing Support Team](#).

Windows Instructions

Mac Instructions

Linux Instructions

Connecting to the VPN

Windows

There are two ways to connect to the Wharton VPN using Windows: launching it from the System Tray or by using

the FortiClient console.

Mac

To launch the VPN on a Mac:

Questions?

Contact your [Wharton Computing](#) representative.

Find Your VPN Client Version Number

Last Modified on 02/15/2024 2:10 pm EST

These instructions, for Windows and Mac OS X, detail how to find what version of the Wharton VPN you have installed on your computer.

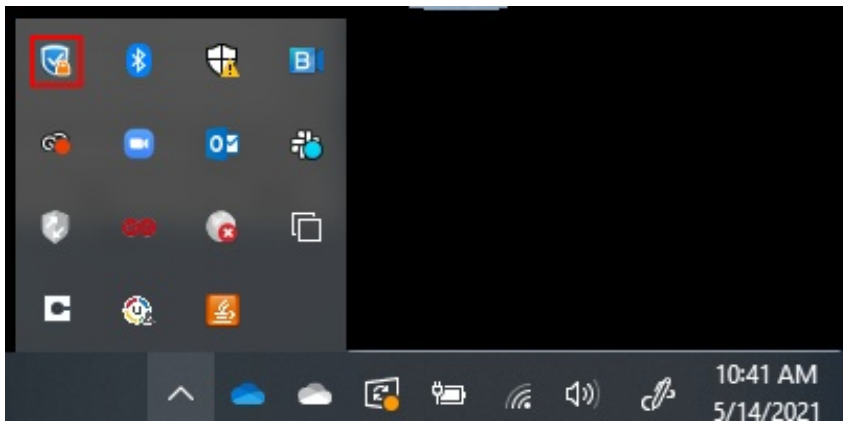
Before you start

You will need:

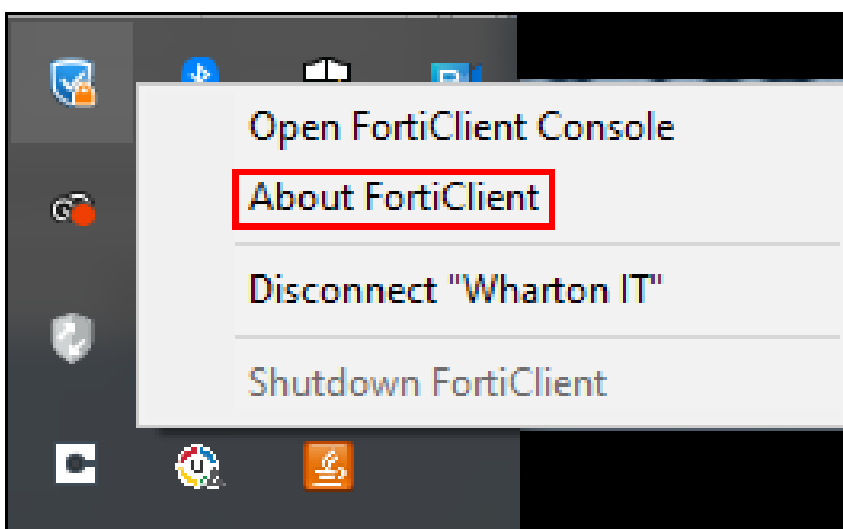
- The **Wharton VPN Client** (FortiClient) installed on your computer.

Windows

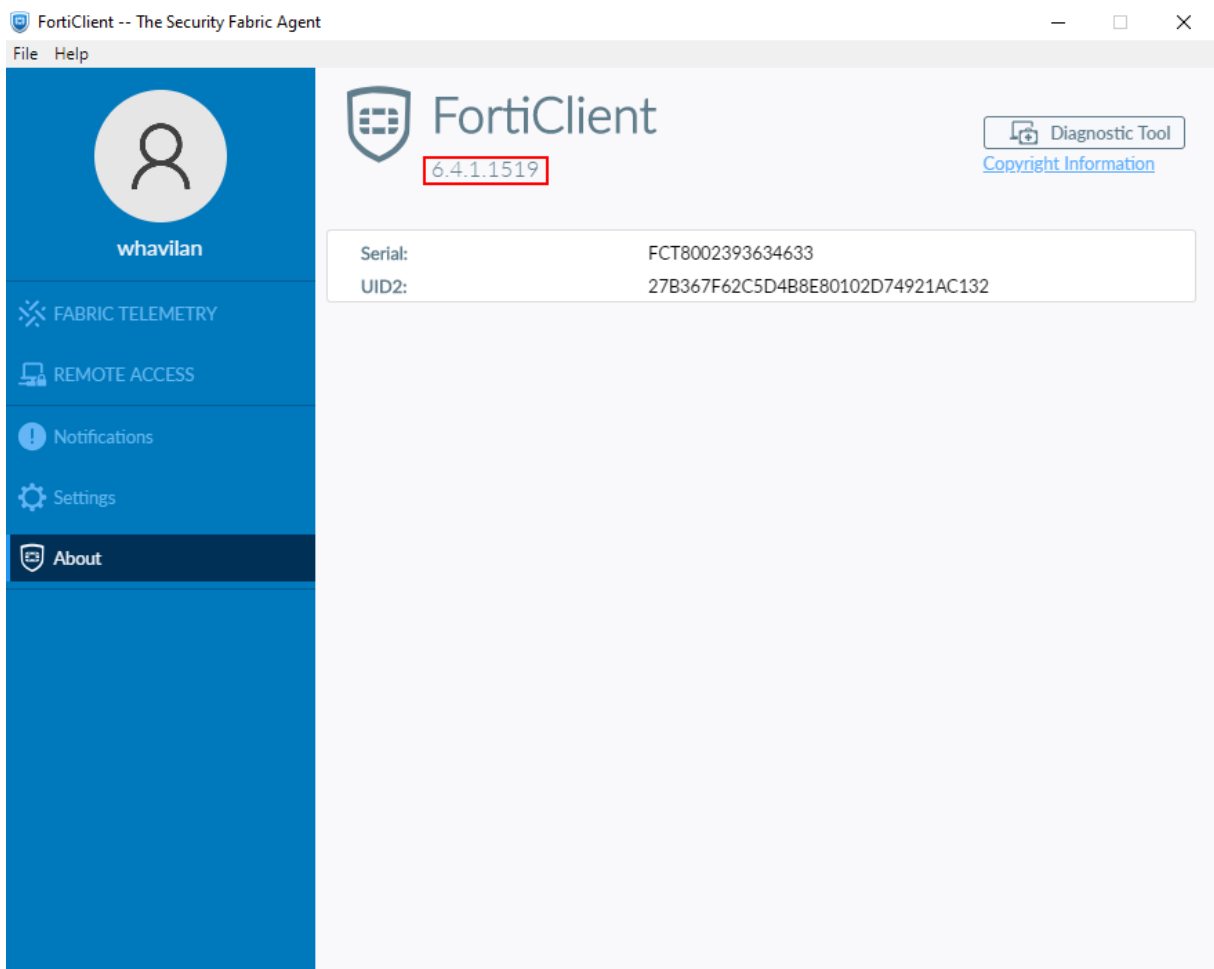
1. The FortiClient icon will appear in the SysTray on the your toolbar in the bottom right of your screen. You may need to click the ^ icon to expand your SysTray.



2. Right click on the FortiClient shield icon (it may be blue, like above, or red). Select **About FortiClient** from the context menu.




3. The FortiClient console will open on the **About** page, and the version will be displayed at the top center of the console:



Mac OS X

1. Launch the **Wharton VPN Client** (FortiClient).
2. Select **About** from the left panel in the client:

FortiClient -- Zero Trust Fabric Agent



FortiClient

6.4.3.1325

[Copyright Information](#)

Serial: [REDACTED]

UID2: [REDACTED]

Engines

Engine	Status	Version
AntiVirus:	✓ Up To Date	Unknown
Vulnerability:	✓ Up To Date	Unknown

Signatures

Signature	Status	Version
AntiVirus:	✓ Up To Date	Unknown
Vulnerability:	✓ Up To Date	Unknown
IRDB Signatures:	✓ Up To Date	Unknown
Sandbox Signatures:	✗ Sandbox not configured	Unknown

Updating Your Wharton VPN

Last Modified on 04/30/2024 1:27 pm EDT

This article helps you manage a VPN update on your own and teaches you how to check your VPN version number.

All installations of FortiClient (Wharton's VPN client) must be updated to the most recent supported version (7.0.10) due to a recently discovered security vulnerability in older versions.

This is a critical fix that must be applied as soon as possible; it requires a restart on Windows computers or the use of your administrative password on macOS.

The update includes the following changes:

- Installs a fix for critical security flaws found in previous FortiClient versions.
- Changes the way Windows 10/11 launches the FortiClient VPN: use the system tray icon (see [these instructions for details](#)), rather than using the app or search.

MBA and Undergraduate students: use the **Virtual Lab client** unless otherwise instructed. The Wharton VPN is available to Faculty, Staff and PhD students.

Checking your Current VPN Version

The ways to check which version of the VPN you're running varies by your computer's operating system:

Windows

Use these directions to check the version on Windows machines:

macOS

Use these directions to check the version on macOS machines:

Updating your Forticlient VPN

These directions are for Wharton-managed computers using the automatic installation process provided by Wharton Computing. If you are manually installing or updating your Forticlient VPN, see our [Wharton VPN article](#).

The steps for updating your Forticlient VPN vary by your computer's operating system.

Windows

Use these directions if your computer is running Windows.

macOS

Use these directions if your computer is running macOS.

Questions?

Contact your [Wharton Computing](#) representative.

Connecting to the Network Drive: Faculty and Staff

Last Modified on 04/09/2024 12:19 pm EDT

This article will help faculty and staff connect to your network drive (e.g. u:\\) from off-campus or a device that's not joined to our domain. Students should consult [MyGoogleDrive](#).

Before You Start

You will need the following before you can complete this task:

- A Wharton account
- The path to your network drive

Windows

1. If you are off campus, first connect to the [VPN](#).
2. Open File Explorer from the taskbar.
3. In the left pane, right-click **This PC** and select **Map Network Drive**.
4. In the folder field, enter the path to your network drive. [Contact your Wharton Computing representative](#) if you do not know what to enter here.
 - If you would like the connection to the network drive to remain after the computer is rebooted, check **Reconnect at sign-in**.
5. Check **Connect using different credentials**.
6. Click **Finish**.
7. When the Windows Security box appears, enter **wharton** in the user name field and your Wharton password in the password field.
8. Click **OK**.

Questions?

Contact: [Wharton Computing](#)

PennKey Accounts

Last Modified on 08/26/2024 1:59 pm EDT

A PennKey is a University of Pennsylvania username used for online authentication. This article provides an overview of PennKeys, including the services they govern and how to obtain or reactivate your PennKey.

Known Issue: If you get an error that includes the words "web stale request", try the following:

- Refresh your app or webpage and log in again.
- Clear your browser's cache.
- If you are using Chrome and the first two options don't work, try logging in to *adifferent* PennKey-based platform and then return showing Stale Request.

Before You Start

You will need the following before you can complete this task:

- Access to a standard internet browser
- **Students:** To create a PennKey, you must have received an email from the University containing a setup code. If not, please contact support@wharton.upenn.edu.
- **Faculty / Staff:** Work with your hiring contact to obtain the appropriate PennKey setup instructions.
- **Alumni:** Contact the Alumni PennKey team to help you set one up, or reset your password: daralumnipennkey@dev.upenn.edu.

Notes:

- All Penn-affiliated users must have a PennKey to log in to Penn Canvas. This is a University of Pennsylvania policy, one for which we can't offer exceptions.

Creating a New PennKey

Your PennKey is the username you use to access many of Wharton and Penn's networked systems and services. You will want to begin this process well before access will be needed; we recommend at least a week. Depending on whether you are a student, faculty, staff, alumnus, or guest, the process will vary a bit.

We **strongly** recommend that once you obtain your PennKey you enroll in the Self-Service Password Reset service (also known as **SSPR**). This will allow you to reset your PennKey password online if you forget it. If you do not enroll in SSPR, it will make resetting a lost password far more difficult.

Access and Privileges

Curious about what services your PennKey allows you to use?

Understanding Your Accounts

The University has many online services -- you may find you have more than one account and wonder what each one does.

Canvas Caveats

New PennKeys will automatically work on Canvas for users already enrolled (or the instructor of record) in a course where Canvas has been requested. Teaching teams may contact **Courseware** to arrange access for TAs, auditors, and other users.

If you're unable to login to Canvas 24 hours after creating your PennKey, please contact the Courseware Team and provide them with the following information:

- First & Last Name
- Email Address
- PennKey Username
- PennID

NEVER send passwords via email. Wharton Computing will never request that you reveal your password.

PennKey Reactivation

If you previously had a PennKey (eg, you're an alum), and you need it reactivated to gain access to a Canvas site, please see the table of contacts below.

PennKey Help

Resetting or testing a known PennKey	<ul style="list-style-type: none"> • PennKey website (<i>Recovery Service is located there</i>)
Activating PennKeys for Canvas	<ul style="list-style-type: none"> • In courses that use Penn Canvas, PennKeys will work for users already enrolled (or for the instructor of record). TAs, auditors, and other types of users who need access to Penn Canvas should ask their teaching teams to contact courseware@wharton.upenn.edu for assistance.
Faculty and Staff	<ul style="list-style-type: none"> • Please contact your Wharton Computing representative for assistance • pennkey-help@wharton.upenn.edu (<i>for guest PennKey requests ONLY - please do not use for obtaining new faculty, student, or staff PennKeys</i>)
Students	<ul style="list-style-type: none"> • Wharton Student Computing, 215-898-8600 • pennkey@isc.upenn.edu
Alumni	<ul style="list-style-type: none"> • PennKeys and Passwords for MyPenn and alumni resources • daralumnipennkey@dev.upenn.edu

Wharton Gmail Overview (Students)

Last Modified on 06/06/2024 9:25 am EDT

Students are transitioning to using PennKey to log into their Google@Wharton accounts.

Google@Wharton – our name for the suite of customized Google-based email and collaboration tools – provides Wharton students with key communication tools. To get the best user experience with your Google account, it is recommended that you **install and use Google Chrome**.

Before You Start

You will need the following before you can complete this task:

- An active Wharton Gmail account

Getting Started

Gmail

Your Wharton Gmail address is based on your PennKey username and thus comes in the form of **pennkeyusername@wharton.upenn.edu**. When logging into **Gmail.com**, please ensure you are typing in your full address (including the @wharton.upenn.edu) instead of just the username.

Google Calendar






Your calendar is connected to your Wharton email address (username@wharton.upenn.edu). This means that all your classmates also have a Google calendar, and you can see their Free/Busy information if they choose to allow that. This can be a powerful scheduling tool for learning teams and other collaborative projects.

Note: If you forward mail to a personal Gmail address, you will not have the ability to RSVP for event invites sent to your Wharton Gmail address, however you will still be able to add the event to your calendar.

Others from Google Workspace:

Collaborate with your fellow Wharton students using these Google Apps that are tied to your Wharton Account:

		
Contacts	Drive	Chat

Why Google@Wharton?

Using Google provides Wharton Computing with an opportunity to provide students with a cohesive, communicative ecosystem that includes email, chat, calendaring, document sharing, and document management. It provides:

- **Tighter integration between Google and Wharton's online services:** Frequently requested by many students already using Google for their personal online communication and collaboration needs.
- **Collaboration:** An opportunity for students to collaborate and communicate online in real-time, which is very much in demand for group work.
- **Easily Accessible:** Provides the ability to access these features anytime, anywhere, and from any device.

In addition, Wharton students who have been using the platform have cited the following benefits as particularly useful:

- **Multiple calendars interact together well:** Provides benefits such as viewing multiple Google calendars and email accounts in a single browser tab.
- **Calendar-sharing options:** Allows you to share your calendar with friends or create multiple calendars accessible to other Google users for group work

Frequently Asked Questions

More Information

- [Sending and Receiving Email](#)
- [Searching your Inbox](#)
- [Add, Edit, View, and Navigate Contacts](#)

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Penn Students Taking a Wharton Class

Last Modified on 03/06/2024 5:22 pm EST

This article is intended for non-Wharton Penn students taking Wharton classes. All students taking Wharton classes will need to create a Wharton account in order to gain access to Wharton resources like public computers and software.

Full-time Wharton student? See our [Create Your Wharton Account](#) article instead.

Before You Start

If you are creating an account, you must meet one or more of the following requirements:

- Have an active PennKey Account
- Have been enrolled for at least one business day in a Wharton course in the **current or upcoming** semester

Note: Access to the Wharton student portal, MyWharton, is currently only available to full-time Wharton students.

Creating a Wharton CLASS Account

If you are a student in **another college at Penn** and are taking a class at Wharton, you should create a *Wharton class account*. This account ensures access to the computer labs, virtual lab, and use of educational software specified by faculty.

You will still need to use your regular PennKey account to log into most Wharton resources.

Use our [Wharton Account Creator App](#) to create your class account.

Important notes

- **Taking courses in upcoming semesters?** Class accounts are generally available one week before the start of the term.
- **When can you create your account?** You must allow **at least 1 business day after enrollment** before creating your account. You may encounter difficulty using the account creation form on the *same* day you enroll in a course, or if you have an account already because of recent courses or work at the Wharton School. If you are enrolling by permit and can't add the course through [Path@Penn](#), contact your school's office or registrar to complete your registration the day before creating a class account.
- **Auditing? Early Account Access?** Auditors and pre-enrollment accounts **need faculty permission**. If you are a non-Wharton student who is also not enrolling in a Wharton course, but you are taking the class, instructor permission is needed. While many faculty work with Wharton Computing directly to arrange for access, if you have an email related to your permission to attend the course please forward that to the [Student Computing Team](#).
- **Access to Canvas.** Wharton accounts are no longer required to access Wharton courses in Canvas.

Wharton Services Available with Wharton Class Account

Account created? Your Wharton account enables you to access the following Wharton services to help with your classwork.

Public Computers

Although you will use your PennKey account to log into the Wharton public computers, your Wharton account is required to complete the authentication and enables you to actually use them. You'll have access to:

- Personal storage space on the public computers (MyWhartonDrive) .
- Software your professor may require for your class work.
- Wharton public printing.

Printing Services

Wharton printing services require a Wharton account for access. Use these links to learn more about printing on the Wharton campus:

- [Public printing from the Wharton campus printers](#) (using funds from your PennCash account).
- [Printing to Wharton campus printers from your laptop \(PC or Mac\)](#).

Canvas

Use [Penn's Canvas link](#) to access your course material in Canvas. Your Wharton course(s) should show up alongside your other Penn courses.

Problems Creating A Class Account

If you encounter an error stating "Can't create Account, Account Already Exists" or "There is already an account in your name," our system may already have a record of you. Please submit the following information to the [Student Support Team](#):

- PennKey/Wharton username (they are the same)
- PennID number
- Faculty name and course name (eg. ACCT1020, Joseph Wharton)
- If you're enrolled, auditing the class or are a TA

Department Website Faculty Profile

Last Modified on 05/30/2023 11:34 am EDT

This guide will help you get started with the Wharton Faculty Platform. If you would like to report a bug, submit a feature request or schedule one-on-one training, please submit a ticket to [Marketing Technology Support](#).

Before You Start

This platform is for Wharton Faculty.

You will need the following before you can complete this task:

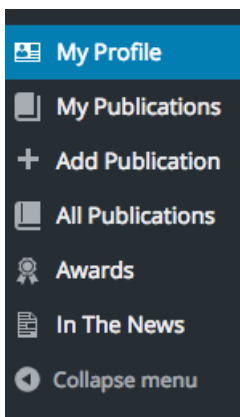
- *an active PennKey account*

Viewing a Profile

Faculty, student, and staff profiles are distributed throughout the ten department sites. Profiles page URLs follow this pattern:

[https://\[department\].wharton.upenn.edu/profile/\[pennkeyusername\]](https://[department].wharton.upenn.edu/profile/[pennkeyusername])

Logging In to Edit



To edit your faculty profile, visit <https://faculty.wharton.upenn.edu/cms-login/> and use the **PennKey Login** option. Once you log in, you will be redirected to your profile page. You can return to the profile page by selecting **My Profile** on the left menu.

Editing a Profile

Editing all of the profile information (excluding research/publications) now occurs on a single page. Utilize the **Quick Links menu** on the right hand side of the page to easily navigate the profile. Changes will take effect once you click the **Update** button in the top right of the screen.

GENERAL INFORMATION

This page contains basic information for the profile, including name and contact information. All of the information

including email, phone numbers and physical addresses will be publicly available on your profile page.

To add additional contact information fields, simply click the **Add Email Address**, **Add Phone** or **Add Address** button to create another entry. Once multiple entries are created, you can sort the information by clicking **Edit Order** and dragging the rows into the correct order.

Faculty titles can only be edited by select Wharton staff. Contact your department IT representatives if your title is displaying incorrectly.

BIOGRAPHY

The biography section will control what appears in the Overview tab on the profile page. You are able to insert links, images and embed other media in this section.

A more detailed tutorial on using the WordPress content editor is [available here](#).

DEPARTMENTS

This section controls the departments affiliation in addition to where and how your profile will appear. An **Enabled** profile will allow the profile to be displayed on that particular department site while a **Disabled** profile will appear in the faculty listing on that site, but the profile page will not be accessible.

RESEARCH

The content editor allows for static content to appear under the Research tab on the profile page. Below, you will find a listing of your 10 most recently added publications. To edit a recent publication, simply click the **Pencil** icon next to the citation. To view all of your publications, click the link below the **10 most recent** or the **My Publications link** on the left menu.

TEACHING

The content editor allows for static content to appear under the Teaching tab on the profile page. Course listings are dynamically pulled into the profile page.

AWARDS AND HONORS

The content editor allows for static content to appear under the Awards and Honors tab on the profile page. Below, you will find a listing of your 10 most recently added awards. To edit a recent award, simply click the **Pencil** icon next to the listing. To view all awards click the link below the 10 most recent. To add an award, click the **Add a New Award** button and fill out the form. Once added, the new award will appear in the preview section and you can further edit the details by click the **Pencil** icon.

IN THE NEWS

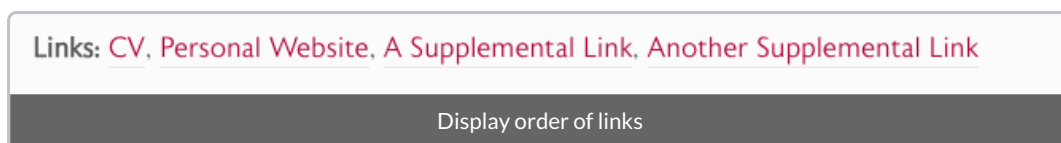
The content editor allows for static content to appear under the In the News tab on the profile page. Below, you will find a listing of your 10 most recently added news items. To edit a recent news item, simply click the **Pencil** icon next to the listing. To view all awards click the link below the 10 most recent. To add an award, click the **Add a News Item** button and fill out the form. Once added, the news item will appear in the preview section and you can further edit the details by click the **Pencil** icon.

LINKS

One or more additional links can be attached to a profile page. Enter the link URL and select a link type. You can also optionally enter additional information in the Link Text and Link Title fields. The link text will appear on the screen while the link title is additional information to appear when a user hovers over the link. If no link text is entered, the full URL will appear as the link text.

The type of link selected will impact the position of the link as it is output on the profile page:

- **Supplemental Link:** These are additional links that will display after the profile CV and Personal Website (if included). Supplemental links can be either internal (upenn.edu domains) or external web addresses such as a twitter profile.
- **Personal Website:** The personal website field will appear similarly to a supplemental link, but the personal website will be prioritized at the beginning of the list.



CV and external web links will appear above the profile content.

FILES

One or more files can be attached to a profile page, including a headshot and CV. To upload a file, click **Upload** and then drag your file into the media uploader. Select **Insert in Post** in the bottom right of the screen. Select the appropriate File Type from the dropdown below. A link to the CV will appear in the **Links** section pictured above. If multiple headshots or CVs exist on a profile, the system will display the first uploaded file.

MISCELLANEOUS TAB

The Miscellaneous section of the profile editor controls the additional tab on the profile page. The profile editor allows for static content to be added to the tab. The website editor has the ability to insert links, images, and embed other media within this section. The name of the tab as displayed on the profile itself can be selected from the Tab Label drop-down menu.

Editing a Publication

To edit a publication you click on the **Pencil** icon from within your profile edit screen or click the **My Publications** link in the left menu to view all publications and **click Edit** on the desired publication.

General Info, Abstract, Description and Files for publications are edited similarly to the profile page.

CITATION PREVIEW

When adding or editing a publication, you can preview the citation that will be displayed in the publication listings. Click the **Preview Citation** button to generate the initial preview.

AUTHORS

To add additional Wharton Authors or Guest Authors, begin typing the authors name into the input below the currently assigned authors. The system will begin to search for existing Wharton Authors and Guest Authors. To edit how the authors appear in the publication citations, drag and drop to reorder. You can also remove authors from a publication by clicking the **X**. If you remove yourself from as an author for a publication, you will no longer be able to edit that publication.

Adding a Publication

To add a new publication, you can either click the **Add a New Publication** button in the Research section of the profile edit screen or select **Add Publication** from the left menu. Select a publication type and enter the publication title and then select **Continue**. Confirm the details of the publication by clicking the **Create New Publication** button.

Publications must be created with a single Wharton Author. Additional Wharton Authors and Guest Authors can be added once the publication is created.

Questions?

Contact your **Department IT Representative** (PennKey login required) with any questions.

Wharton Alumni Account

Last Modified on 07/22/2020 4:42 pm EDT

This article provides information on your Wharton Alumni account.

Alumni Account

Your Alumni account gives you access to many benefits including WhartonConnect, the Wharton Webinar Series, and the MBA Career Management website.

Registering Your Alumni Account

I don't have an Alumni Account

If you don't have an account please navigate [here](#) and click "Register Now" underneath "Don't have an account?". Follow the on-screen instructions to complete your account registration.

I don't know if I have an Alumni Account

If you're not sure whether you have already registered your account, try logging in [here](#).

Questions or Issues?

Please contact Wharton Alumni Relations directly: alumni.relations@wharton.upenn.edu.

Wharton Computing Accounts & System Policies

Last Modified on 10/25/2022 5:16 pm EDT

This article includes information on Penn and Wharton computer policies, security and ethical behavior.

The computing systems, software, and networks of the Wharton School provide a wide range of services. The use of these resources involves certain risks and obligates users to certain responsibilities.

The Wharton School's computer systems and networks are the private property of the Wharton School and the University of Pennsylvania. Access to these systems is a privilege granted by the Wharton School and the University of Pennsylvania, and may be revoked without prior notice.

All Wharton accounts, computer systems, networks, and policies are ultimately subject to the University of Pennsylvania's **Acceptable Use Policy**.

Privacy & Protection

The policy governing privacy rights and protections at the University of Pennsylvania is the **Policy on Privacy in the Electronic Environment**.

Security

Computer security is essential to the well-being and health of the University of Pennsylvania's computing systems and its users. Some of the requirements for any computer connected to PennNet include, but are not limited to:

- Be protected by strong passwords that are resistant to dictionary attacks
- Security patches must be applied on a timely basis
- [If] the operating system includes a software firewall, activating it is a minimum requirement
- For operating systems for which Penn supports or recommends antivirus software...there must be a regular program of maintaining current virus signatures and real-time scanning

The policy governing computer security requirements at the University of Pennsylvania is the **Computer Security Policy**.

Alumni Accounts

Wharton students may currently use their email accounts for up to one year following graduation. All student account policies outlined in this article remain in force during this account extension period.

The policy and practices for closing accounts for **Undergraduate and MBA Wharton Students**.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#) (login required)

Staff - [Administrative Support](#) (login required)

Alumni - [Wharton Alumni Relations](#) | (215) 898-8478

Graduating Students: Account Closing Dates

Last Modified on 08/26/2022 9:22 am EDT

Before You Start:

This article is for Undergraduate and MBA Wharton students. PhD Students should contact their [Academic Distributed Representative](#).

Access to Wharton and Penn Online Services ends at various times after you graduate. Access to most services will end within a month of graduation. A few services remain accessible for longer. Use this table to figure out when your access to each service or resource will end. See our [Graduation Technology To-Do list](#) for advice on how to transition your data.

Service or Resource	Access End Date
Wharton Research Data Services (WRDS)	At graduation
Canvas Course Sites <ul style="list-style-type: none">• See this article for more access information	Penn will support alumni access as long as the University uses Canvas, but individual course sites will eventually close. Therefore, it is wise for students to download desired materials from Canvas as soon as possible after they graduate.
University of Penn Licensed Software <ul style="list-style-type: none">• Library database access – see the Penn Libraries Alumni Services guide for information about resources available to alumni.• Zoom Video Conferencing• Study.Net (access ends 90 days after course ends)	Within 30 days of graduation
Wharton Virtual Lab	Within 30 days of graduation
Dropbox for Business	Within 30 days of graduation
Slack	30 days post-graduation
Penn O365 (including OneDrive) <ul style="list-style-type: none">• After 60 days, any documents on OneDrive are not retrievable	Within 60 days of graduation
MyWharton Student Portal <ul style="list-style-type: none">• GSR Reservation Access	Within 90 days of graduation

<p>Wharton E-Mail and Google Account</p> <ul style="list-style-type: none"> • Use of username@wharton.upenn.edu (mail to this address will bounce) <ul style="list-style-type: none"> ◦ LastPass Premium (password manager) will downgrade to the free version once your Wharton E-mail account closes • Google Drive 	<p>1 year following graduation</p>
<p>Campus Groups</p>	<p>1 year following graduation</p>
<p>Wharton's Public Technology</p> <ul style="list-style-type: none"> • Access to public computers • MyWhartonDrive (Y:) <div data-bbox="244 734 1062 898" style="border: 1px solid #add8e6; background-color: #e0f0ff; padding: 10px; margin-top: 10px;"> <p>Note: MyWhartonDrive (Y:) may be decommissioned before this deadline – check this site for further updates. We recommend saving any data you want to keep as soon as possible.</p> </div>	<p>1 year following graduation</p>

Questions?

Contact: [Student Computing](#)

Google@Wharton (Faculty and Staff)

Last Modified on 08/01/2024 1:42 pm EDT

The Google@Wharton for Faculty and Staff offering allows you to securely access an approved list of Google tools with your PennKey username and password and enjoy the legal protections of the University's contract with Google.

Before You Start

You will need the following before you can complete this task:

- An active Wharton faculty or staff affiliation
- An active PennKey

Google@Wharton for Faculty and Staff includes **only** the following Google services:

- Drive and Docs
- Shared Drives
- Google Chat
- Google Chrome Sync
- Google Meet

Gmail is **not** included in Google@Wharton for Faculty and Staff. PennO365 remains our email solution for faculty and staff.

Any Google services not included in the above list are **not** a part of the Google@Wharton offering.

The following list highlights *some* core Google services that are not currently offered in Google@Wharton for Faculty and Staff. This list isn't exhaustive:

- Gmail
- Calendar
- Tasks
- Analytics
- Google Cloud
- Gemini
- Maps
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites

How to Request a Google@Wharton Account

Contact your **Wharton Computing Representative** if you would like a Google@Wharton account.

Access your Google@Wharton Account

To access your Google@Wharton account:

1. Go to account.google.com.
2. **Click** the blue "Go to Google Account" button in the upper righthand corner of the screen.
3. Enter your @wharton.upenn.edu email address.
4. **Click** Next.
5. **Enter** your PennKey username and password.
6. Click log in and provide your Two factor authentication.
7. And you've logged into your Google@Wharton account.

Questions?

Contact: [Your Wharton Computing Representative](#)

Google@Wharton PennKey Transition

Last Modified on 06/03/2024 11:25 am EDT

Google@Wharton is transitioning to **PennKey authentication** for all accounts as part of our continuing efforts to secure and simplify the services we offer.

There are four main changes associated with this transition:

- **You'll log in with your PennKey username and password** - Google authentication will no longer be used.
- **Primary Email address** - You may need to change the primary email address on your Google@Wharton account. Most people have it sent to @wharton.upenn.edu, which is the required setting for PennKey.
- **"Send As" functionality will be removed** - Sending email via your Google@Wharton account with a different email address will no longer work.
- **Google Sites retired** - The Google Sites service, which allows people to create websites, will no longer be offered in Google@Wharton.

PennKey Authentication

After the migration, you'll log into your Google@Wharton account using your PennKey username and password. No action is required on your part.

Set Primary Email Address

In order for your PennKey login to work on your Google@Wharton account your primary email address must be set to @wharton.upenn.edu. This is the default setting, and most people will not need to change anything.

Not sure what the primary email address is set to on your Google@Wharton account? Follow these instructions to check what your primary email address on your Google@Wharton account is currently set to and how to update it:

"Send As" functionality

Email functionality hasn't changed for many years, but the world around us has. In response to rising security risks, Google, and other email vendors, have made the practice of sending from one email address as another email address increasingly difficult to support.

Given that we have a limited number of people who make use of this feature with their Google@Wharton accounts and in light of the technical changes needed to allow for PennKey authentication, the "Send As" functionality will no longer be enabled for Google@Wharton accounts post-migration.

Not sure if your account has "Send as" enabled?

With "Send as" enabled, a "From" field appears above the "To" field when you're composing a message with your Google@Wharton account. If you see the "From" field, you have "Send as" enabled.

If your account is configured to "Send as" an email address other than your Wharton email address, you can change it now by following these directions:

Google Sites backup

Post-migration, you will not be able to access any Google Sites you may have created using your Google@Wharton account.

To check to see if you have a Google Site:

1. Go to <https://sites.google.com/>
2. If you aren't logged in already, log into your Google@Wharton account.
3. Your sites will be listed in the "Recent Sites" section. If nothing is listed, you don't have any Google Sites.

If you do have a Google Site associated with your Google@Wharton account and would like to keep the content, you have two options:

- **Export the contents** using Google Takeout. Note that this will get you all your Google Site's content, but it will not preserve the organization of the content.
- **Transfer ownership** of your site to a personal Google account. This moves your Google Site, content, and organization intact to another Google account.

Questions?

Contact [Wharton Student Computing](#) with any questions concerning your Google@Wharton account.

Create Your Wharton Account

Last Modified on 09/18/2024 10:54 am EDT

This article provides instructions on how to create your Wharton account based on the kind of user you are.

Non-Wharton Penn student taking classes? See [Penn Students Taking a Wharton Class](#)

Before You Start:

- Wharton Account holders must have a PennKey account. If you don't already have one, see [Create Your PennKey Account](#).
- All users of Wharton Accounts are required to agree with [Wharton's Account Policies](#).

Students

New Undergraduate or MBA / WEMBA students

It's best to complete this process prior to arriving on campus so you're familiar with Wharton's online resources.

Transfer / Dual-Degree Students

Accounts will be available several days after your program office notifies you of admission.

International Exchange Students

Exchange students receive accounts for the time they are attending Wharton.

Problem Creating your Wharton Student Account?

There are a few common problems when trying to create accounts; here they are along with some suggested solutions.

If any of the below solutions do not solve your issue, feel free to reach out to [Wharton Computing Student Support](#).

Questions About your Wharton Account?

Faculty, Academic Staff, and PhD Students: Contact your [Academic Distributed Representative](#) (login required)

Administrative Staff: Contact [Admin Support](#) (login required) or email admin-support@wharton.upenn.edu

Students: Contact [Wharton Student Computing](#)

Problem Creating your Wharton Account?

Last Modified on 06/25/2020 2:15 pm EDT

Before You Start

You will need one or more of the following before you can complete this task:

- A PennKey Account:
[Test your PennKey](#)

There are a few common problems students run into when trying to create accounts; here they are along with some suggested solutions.

Student

If any of the below solutions do not solve your issue, feel free to reach out to [Wharton Computing Student Support](#).

Faculty/Staff/PhD Students

For help, please contact your respective IT Support Representatives. Their contact information can be found at the links below:

[Faculty & PhD Students](#)

[Staff](#)

Change or Reset your Password

Last Modified on 06/12/2023 11:24 am EDT

This article includes information on how to change your various Wharton and Penn passwords.

For tips & tricks when creating password, see our [password guidelines article](#).

PennKey Username

Your PennKey username is identical to the beginning of your Wharton email address. For example, if your email address is bobsmith@wharton.upenn.edu then your PennKey username is bobsmith.

bfranklin@wharton.upenn.edu
└ PennKey ┘

If you have forgotten your PennKey username, you can try looking yourself up in the Penn Online Directory at <https://directory.apps.upenn.edu/directory/jsp/fast.do>. If you have not restricted your public profile, you may be able to see your email address and derive your PennKey from it.

Change PennKey Password

You can manage your PennKey password by using the following links:

- [PennKey Self-Service Password Reset](#) (Enrollment Required)
The PennKey Self-Service Password Reset allows you to reset your PennKey passwords through a non-Penn, pre-registered personal email address and/or cell phone number. After you've enrolled, you'll be able to request a password reset link be sent to your registered personal email or number.
- [Change a Known PennKey Password](#)
If you know your PennKey password and would like to change it, use the Change Known Password application to create a new PennKey password.
- [Reset a Forgotten PennKey Password](#)
If you do not remember your PennKey password and have also enrolled in the PennKey Recovery Service, you can reset your password by answering your previously filled-out security questions via the Reset Forgotten PennKey password application.
- [More PennKey troubleshooting tools](#)

If you have any problems resetting your password or need further assistance, contact the PennKey administrators at pennkey@isc.upenn.edu.

Wharton Password

Managing your Wharton password is easy by using the following links

- [Change your Wharton password](#)
 - [Reset a forgotten Wharton password](#)
-

PennO365 Password

The PennO365 password is now the same as your PennKey. Please use the PennKey section above to manage your password.

Password Tests

PennKey

To confirm that you are using your PennKey password, try the Test My PennKey link:

- [Test My PennKey](#)

Wharton

To confirm that you are using your Wharton password, use the Test Wharton Password app:

- [Test Wharton Password](#)
-

Questions?

If you were unable to change or reset your password online, please contact:

Students: support@wharton.upenn.edu

Faculty: your [Academic Distributed Representative](#) (login required)

Staff: admin-support@wharton.upenn.edu

Alumni: alumni.relations@wharton.upenn.edu

Change Your PennKey Username

Last Modified on 01/17/2023 8:45 am EST

This article contains directions and guidelines for changing your PennKey username.

Can I Change My PennKey Username?

If you already have a PennKey username and wish to change it, the University requires that you meet at least ONE of the following criteria:

- You have legally changed your name.
 - If this is your situation, please start by updating your official University record through your Program Office.
- Your PennName is judged offensive to the Penn Community.
- You are being harassed or threatened through email.

If you meet these criteria, please contact support@wharton.upenn.edu explaining your situation.

If you do not meet these criteria, you are not eligible for a name change. The rules on this are quite strict; for more, please see the [University's PennKey FAQs](#) under [Can I change my PennKey username after I register it?](#)

Workaround: Alumni Forwarding Address (Students)

If you're not eligible for a PennKey username change, there is a workaround. As a Wharton student, you also have access to an alternate email alias called your [Alumni Forwarding Address \(AFA\)](#). This alias can be [used in place of your short address](#), allowing you to keep your current PennKey for sign-in purposes, but use the AFA as your main means of email.

Questions?

Students: [Wharton Computing Student Support](#)

Faculty: [Academic Distributed Representatives](#) (PennKey login required)

Staff: [Administrative Support](#) (PennKey login required)

Wharton Passwords: Guidelines and Tips

Last Modified on 07/18/2022 5:12 pm EDT

This article outlines tips and guidelines for creating passwords for both PennKey and Wharton. Both accounts share the same password requirements.

To change your password, see [Change / Reset Password](#).

NOTE - To help take the burden of complex passwords off of your shoulders, Wharton offers access to an encrypted password manager called LastPass. Find out more about how it works and [how to sign up](#).

Wharton Password Guidelines

Password Length

Your Wharton password must meet differing requirements, depending on length:

Password Length	Requirements	Example (Do NOT use these for your actual password.)
20+ Characters	Any US keyboard characters.	<i>boldaugustpretzelcloud</i>
16-19 Characters	Upper and lower-case letters	<i>BoldAugustPretzel</i>
12-15 Characters	Upper and lower-case letters and numbers	<i>4Bold7August8</i>
8-11 Characters	Upper and lower-case letters, numbers and symbols	<i>\$4Bold78!</i>

Things you can't use as your password:

- Easily guessed or known compromised passwords (example: 12345678).
- Your PennNet ID, username (even backwards), and your first, middle, or last name.
- Single dictionary words, even if they meet the length requirements.

Refresh Your Password Frequently

You should change your password every 90-120 days (3-4 months).

Enable MultiFactor Authentication

Whenever possible you should enable multifactor authentication. Also known as "two-step verification", this will keep your credentials safer. See our article on [Two Step Verification](#).

Tips for Creating a Password

Your password should be easy for *you* to remember, but should not make sense to anyone else.

- Avoid basing your password on your personal information like your birthday, phone number, address, or other personal information that may be publicly available.
 - String together four or more unrelated words for a long, secure password.
 - Replace letters with numbers that look similar to make an easy to remember yet strong password.
 - For example, turn "Wireless" into "W1r3l3ss" or "learning" into "13arn1ng"
-

Two-Step Verification: Start Here

Last Modified on 11/21/2022 12:09 pm EST

Two-Step Verification provides an added layer of protection for your online accounts. After you log in with your username and password, you'll be prompted to verify your identity – the second step – using a device in your possession, such as a mobile phone or an emailed code.

This article focuses on Two-Step Verification for PennKey and Google accounts, as all members of the Penn community have Two-Step Verification associated with their PennKey accounts, and students whose accounts were created before December 2023 have this service for their Wharton Google accounts. [PennO365 accounts](#) leverage PennKey's Two-Step Verification as well.

For more information regarding various options for Two-Step, please see our [Two-Step: Methods of Verification](#) article.

Before you Start

You will need one or more of the following before you can complete this task:

- An active account (e.g., PennKey, Google) that has not been enrolled in Two-Step Verification
- Administrative access to your smartphone (if you plan to install the recommended smartphone apps)

PennKey



Enroll in PennKey Two-Step

Full instructions found [here](#).

Google



Enroll in Google Two-Step

Full instructions found [here](#).

Questions?

Faculty & PhD Students (login required): [Academic Distributed Representatives](#)

Staff (login required): [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

Exchange Students Account Closing To-Do List

Last Modified on 09/13/2023 2:12 pm EDT

Before You Start:

This article is designed for **Wharton Exchange students**. Undergraduate and MBA students should refer to their own **graduation to-do list**, and PhD students should contact their **Academic Distributed Representative**.

Wharton Student Computing wants to ensure that your account closing process is as smooth as possible. To help you, we've compiled a to-do list of items to make sure that all your data (emails, files, & accounts) are ready to go!

Prepare Your Email for Transition

Your Google@Wharton account (Gmail, Google Docs, Google Drive, etc.) is *deleted* approximately one month after your semester ends. Learn how to save important emails and set up a Change of Address notice.

Note: Only full time graduates of the Wharton School receive an alumni email address.

1) Set a Change of Address Notice

Make sure your contacts know that your Wharton address will be expiring! Set an **Out of Office** providing a *non-Wharton* email address and any additional information you'd like.

Out of Office messages will stop working once your Wharton account closes. At that time, any messages sent to your Wharton student email will bounce back to the sender.

2) Transfer Your Emails

Transfer your Wharton emails to a **personal account**. We suggest starting this process shortly before the end of your semester.

MyWharton - Bookmark All Links

You will lose access to MyWharton within 30 days after the end of your semester. Bookmark any important links from the **All Links section** while you still have access!

- You will no longer be able to reserve GSRs
- Resolve any class absences with the *Class Absences Report*
- Check your grades & transcript via *My Grades*
- Take advantage of your remaining print credits before you lose them
 - Check how much you have via *Print Credit Balance*

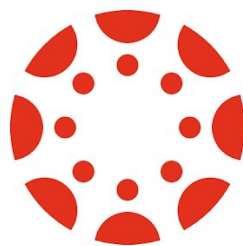
Save Files You Want to Keep

Save important files that you'd like to keep! You'll lose access to different services at different times, so make sure you do this before or *shortly* after your semester ends.

Wharton Google Drive



Canvas



Study.Net

study.net

MyWhartonDrive (Y:)



OneDrive



Additional Backup Options

Icon of external hard drive

Tech Support

Wharton Computing Tech Center



Support available via in-person (walk-ins & appointments), phone, chat, and email!
Check our [KnowledgeBase](#) for list of services, troubleshooting guides, and much more.

Contact Us

Office: **SHDH-114**

Phone: 215-898-8600

Chat: computing.wharton.upenn.edu

Email: support@wharton.upenn.edu

Graduation Technology To-Do List

Last Modified on 03/15/2024 3:21 pm EDT

Before You Start:

This article is for Undergraduate, MBA, and WEMBA Wharton students.

PhD Students should see the [Graduation Technology To-Do List for PhDs](#).

Wharton Student Computing wants your technology transition at graduation to be as smooth as possible. To help you, we've compiled a list of items to make sure your email, data, and accounts are ready to go and that you know all of the important dates for account closings.

Congrats on this major milestone!



Review Account Closing Dates

Your access to Wharton and Penn online services ends shortly after you graduate, and some services end earlier than others.

See our [Graduating Students: Account Closing Dates](#) article for a comprehensive table with important dates for your student accounts.

Prepare Your Email for Transition

Your Google@Wharton account (Gmail, Google Docs, Google Drive, etc.) is **deleted** one year following graduation. Learn how to save important emails and begin forwarding to your [Alumni Forwarding Address](#).

1) Set a Change of Address Notice

Set an **Out of Office** providing both your Alumni Forwarding Address and a personal email address.

2) Begin Forwarding

Use your Wharton **Alumni Forwarding Address** to maintain a Wharton e-mail that forwards to a personal account.

3) Transfer Your Emails

Transfer your Wharton emails to a personal account. We suggest starting this process shortly before or shortly following graduation.

Manage Mailing Lists

*Before you leave campus, unsubscribe from any mailing lists you're currently on. If you are the owner of a mailing list(s), identify and assign a new owner for the list. (Only **current Wharton students** can own mailing lists).*

Unsubscribe

1. Navigate to the **Mailing List App**.
2. If prompted, login with your PennKey credentials.
3. Choose the **My Membership** tab.
4. Click **Unsubscribe** for each mailing list.

Transfer Ownership

1. Navigate to the **Mailing List App**.
2. If prompted, login with your PennKey credentials.
3. Choose the **List Ownership** tab.
4. Click **Edit List** for each mailing list.
5. Add any new owners and remove yourself.
6. Click **Submit Changes**.

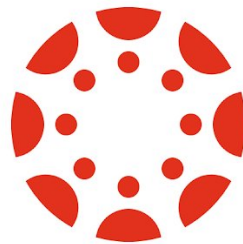
Save Data You Want to Keep

Save data you'd like to keep before you lose access. To find out *when* you lose access to certain services, see our

Wharton Google Drive



Canvas



Study.Net

study.net

MyWhartonDrive (Y:)



OneDrive & OneNote



Dropbox



Slack



Additional Backup Options

Migrate your G Suite Documents (for Club Owners)

When your Google@Wharton account is deleted, all shared documents will be as well! In order to avoid this, we suggest changing ownership for files that club members will still need as well as doing a complete backup of your account.

1) Change Ownership for shared files

Follow [Google's instructions](#) to change the ownership for each file to another Wharton user.

Yes, you have to do this for each file you want transferred!

2) Backup all your files

Use the [Google Takeout service](#) to download a personal backup of all your Google Drive files.

Check Your Print Account Balance

Print credit is non-refundable but is usable until your Wharton account expires. Funds remaining in PennCash will be refunded shortly following graduation.

Print Credit (non-refundable)

Print credit is non-refundable but is usable until your Wharton account expires. To check your balance, log in to [MyWharton](#), click **All Links**, and click **Print Credit Balance**.

PennCash (refundable)

Log in to [PennCash.com](#) to view any remaining funds.

A refund will be issued automatically shortly following graduation or you can request one manually by contacting the PennCard Office.

3601 Walnut St, Rm 219, Philadelphia, PA 19104

penncard@upenn.edu

215-417-2273

Stay Connected

Even though your access to some services will end, remain a part of the Wharton family post-graduation by visiting the Wharton Alumni Relations Website and MyPenn.

Visit Wharton Alumni Relations Website

Visit the [Wharton Alumni Relations website](#) to learn more about your opportunities as a Wharton graduate.

Activate Your MyPenn Profile

MyPenn is a one-stop portal for Penn and Wharton alumni. It is your online directory that connects you with fellow alumni around the world. You will also find an events calendar and access to exclusive alumni resources. [Log in today](#) to update your profile and explore the Wharton community.

Alumni PennCard

Although your PennCard will expire shortly after graduation, alumni are able to purchase an Alumni PennCard which offers many of the same benefits and discounts as your student PennCard. For more information on what is available to you, visit the [Alumni PennCard website](#).

Tech Support

Alumni Forwarding Address

Last Modified on 03/07/2024 5:43 pm EST

Wharton alumni forwarding addresses should not be used to establish third-party accounts (Adobe, Microsoft Suite, Facebook, etc.).

The forwarding mechanism may stop important verification or password reset emails from arriving successfully; **Wharton cannot assist in account management if you sign up with a forwarding address.**

Full-time MBA, Executive MBA, and undergraduate students receive an alumni forwarding email address when their Wharton student account is created. This forwarding address does not expire even after you graduate from Wharton. It's also separate from your Penn Alumni address. (For information on your Penn Alumni address, see the [Quaker Gmail FAQ](#).)

Your alumni forwarding address is linked to your Wharton student email while you are a student. If you forward your student email to another account such as Gmail, the alumni address will forward there as well. And if you **unforward** your student email, the alumni address will follow suit. They stick together while you are a student.

Before You Start

You will need:

- Full-time MBA, Executive MBA, or undergraduate student status at Wharton
- Wharton student account

Alumni Forwarding Address

The alumni forwarding address **is not a separate account**, and **you cannot log into it** as you would with a regular email account. **It only acts as a FORWARDING address.** After graduation you must choose a personal email address (e.g.: *youraccount@gmail.com*) as the destination for messages sent to your alumni forwarding address.

If you're not sure what your alumni forwarding address is, you can look it up:

- **Current MBA & Undergraduate Students:**
 - Navigate to the **Forwarding Application**
 - **Log in** with your **PennKey** username and password
 - **Look under the Send to Wharton Google** section. You should see your alumni forwarding address listed there.
- **Alumni & Ph.D Students :**
 - PhD students **do not** receive an automatic forwarding address. Please refer to the section below that references the process for them.
 - **Look up your name in MyPenn**, the online alumni directory. You can access MyPenn with your PennKey.
 - In your **Contact Information** section, **find your Wharton Alumni Forwarding Email** under **Email Addresses**. From there you can click to change your forwarding.
 - PhD students who don't already have one can request an alumni forwarding address by writing to the **Alumni Relations office** .

After you graduate, you should begin using your alumni forwarding address exclusively. Many students begin using it long before they graduate to ease the transition at graduation.

- As an alumni, you should not use your student email address as the forwarding address after you graduate. **Your account will close and therefore will be unavailable for use.**

For long-term contacts, we recommend using your alumni forwarding address on any contact information you distribute to people who may need to reach you after you graduate.

While you are a student, you are able to set your student email to send email using your Wharton alumni forwarding address. For more information on how to do this, see our [Send as Your Alumni Forwarding Address article](#).

Format of the Address

Alumni forwarding addresses include your first and last name and must include your graduation year. Here are some sample examples:

- **MBA Student:** Josephina.Wharton.WG24@wharton.upenn.edu
- **Undergraduate Student:** Joseph.Wharton.WH24@wharton.upenn.edu
- **PhD Students:** Jo.Wharton.WP24@wharton.upenn.edu

Changes to your alumni forwarding address are permitted under certain circumstances as long as the basic format – first_name.last_name.grad_year@wharton.upenn.edu – is maintained.

Set or Update Forwarding

Depending on where you are in the process of studying, directions for forwarding will vary. **Your alumni forwarding address is linked to your Wharton student email while you are a student.** If you forward your student email to another account such as Gmail, the alumni address will forward there as well.

Current Students

Alumni forwarding addresses for current and recently graduated Wharton students automatically forward to your Wharton student email account (username@wharton.upenn.edu) while the account is still active.

Recent Alumni: (Student Account still Active)

Your Wharton student account remains open for one year after you graduate. See [Graduating Students: Account Closing Dates](#) for complete information and timelines. To change your Alumni Address forwarding:

Alumni (Student Account Closed)

Once you graduate, use [MyPenn](#) to change the forwarding for your Alumni forwarding address:

Requesting Changes

You may request appropriate changes by contacting the [Student Support Team](#). Please include the way your

alumni forwarding email is currently displayed, and the way it should look.

The naming convention for alumni forwarding addresses includes your school (WG for Wharton Graduate, and WH for Wharton Undergraduate) and your graduating year. (Your alumni forwarding email *must* contain your division and year of graduation; it cannot be removed under any circumstances.)

If your year of graduation changes, your alumni forwarding email can be updated by contacting the **Student Support Team**. Please include both the way your alumni forwarding email is currently displayed and the way it should look.

More Information

- [Graduating Students: Account Closing Dates](#)

Support

Students: [Wharton Computing Student Support](#) | **Email:** support@wharton.upenn.edu

Alumni: Please contact Wharton Alumni Relations directly: alumni.relations@wharton.upenn.edu. You may also contact the Alumni PennKey Support: alumnipennkey@lists.upenn.edu

Managing your Google@Wharton Gmail Account (Students)

Last Modified on 06/07/2023 1:18 pm EDT

This article provides instructions on how to manage your Google@Wharton Gmail account – including changing your display name, adding signatures, creating and editing labels, and more.

Before You Start

You will need one or more of the following before you can complete this task:

- An active Wharton Gmail address

Change Your Display Name

Following the steps outlined in [Google's Documentation](#) will ensure that anyone you email will see your new Display Name as opposed to your default Wharton Account Name.

If you wish to change the way your name is displayed for all G-Suite services, send an email to support@wharton.upenn.edu.

Create an Email Signature

Using a signature ensures that any email you send or reply to will have a standardized sign-off – usually including your name, contact information, and profession. See [Google's Documentation](#).

Remember to use your [Alumni Forwarding Address](#) in your signature -- that way your contacts will be able to reach you after you graduate.

Create, Apply, and Edit Labels

Use labels to categorize your messages. Labels are like folders, but with a twist: you can apply multiple labels to a message, so you can **store** a single copy of a message in multiple labels. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on messages in your Inbox, to quickly identify different types of messages

Make your labels easy to identify by applying different colors to them.

Move Emails without Labels

Clean up your inbox by **archiving emails** – this will allow you to **move** emails to labels, similar to the way a traditional email folder works.

Create Email Filters

Set up **email filters** to automatically label, block, or prioritize specific senders or domains.

Questions?

Contact: **Wharton Computing Student Support**

Email: support@wharton.upenn.edu

Forward Your Wharton Gmail to a Personal Mail Inbox (Students)

Last Modified on 01/11/2024 3:26 pm EST

The following directions intend to guide you on how to setup forwarding from your Wharton Gmail (and Alumni Forwarding Address) to a personal address.

Before You Start

You will need the following before you can complete this task:

- An active Wharton Gmail or Alumni Forwarding Address
- An active personal Email

Note: Forwarding your email comes with an increased risk of deferred (delayed) messages and message bounces. For more information, please see our [Common Problems Forwarding to Gmail](#) article.

Forwarding Your Email

Un-Forwarding Your Email

Send As Settings

Tips About Forwarding

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Send as your Wharton Short Address from your Personal Gmail (Students)

Last Modified on 04/24/2024 1:40 pm EDT

This article will provide instructions on how to send as your Wharton Gmail short address (PennKey@wharton.upenn.edu) from your personal Gmail account.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- An active Wharton account
- A personal Gmail account
- Two-Step Verification enabled for your Google@Wharton Account

Please make sure that your personal email account is hosted by Google and not any other organization (i.e. your personal email should end with @gmail.com)

This only works for students with an active Wharton account because Google requires authentication to an active account. After you graduate and your Wharton email account is closed, this option will no longer work.

Send as your Wharton Short Address

Directions on setting this up will depend on whether you have enabled Two-Step Authentication for your Google@Wharton account.

If Two-Step (for Google@Wharton) is not Enabled:

If your account was created **after December 2023**, you will need to enable Two-Step Verification for your Google@Wharton account.

If Two-Step (for Google@Wharton) is Enabled:

Once you've successfully enabled Two-Step for your Google@Wharton account (or your account was created before December 2023), the following steps will guide you through the process of configuring sending as your short address from your personal Gmail account.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Send as your Short Address from your Personal Gmail (Students)

Last Modified on 06/11/2020 1:29 pm EDT

Before You Start

You may need one or more of the following before you can complete this task:

- An active Pennkey account
- An active Wharton account
- A personal Gmail account

Note: This will only work for students with an active Wharton account because Google requires authentication to an active account. Once you have graduated and your Wharton email account has been closed, this option will no longer work.

This article will provide instructions on how to send as your Wharton Gmail short address (username@wharton.upenn.edu) from your personal Gmail account.

Please make sure that your personal email account is hosted by google and not any other organization (i.e. your personal email should end with @gmail.com)

Send as your Short Address

This procedure is best for students who would like to send mail as their Wharton Gmail short address (username@wharton.upenn.edu) from their personal Gmail account.

Two-Step (for Google@Wharton) is not Enabled:

Two-Step (for Google@Wharton) is Enabled:

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Send as your Alumni Forwarding Address (Students)

Last Modified on 02/19/2024 10:25 am EST

This article provides instructions on how to send as your Alumni Forwarding Address from either your Wharton Gmail account or your personal Gmail account. This option is frequently requested by students and alumni who want to share their Wharton Alumni forwarding address with contacts.

This will only work for students with an active Wharton account because Google requires authentication to an active account. Once you have graduated and your Wharton email account has been closed, these options will no longer work.

Before You Start

You might need one or more of the following before you can complete the following task(s):

- An active PennKey account
- An active Wharton account
- An Alumni Forwarding Address
- A personal Gmail account

From your Wharton Gmail Account

Option 1 - Set as Default through Gmail Settings

This procedure works best for students who want to use their Alumni Forwarding Address as their default/primary address but **don't** want to change their Wharton Gmail Account credentials.

Option 2 - Add as an Alias through Gmail Settings

Note: Your Alumni Forwarding Address should be added as an alias to your short address by default. **If it is not,** follow the directions below.

This procedure works best for students who want to send and receive as their Alumni Forwarding Address but want to keep their short address (username@wharton.upenn.edu) as their default/primary address.

From your Personal Gmail Account

Add as an Alias through Gmail Settings

This procedure works best for students who want to send and receive mail as their Alumni Forwarding Address from a personal gmail account but don't want their Wharton Gmail Account login credentials to change.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Setting Up an Out-of-Office/Vacation Message in Gmail

Last Modified on 07/25/2023 11:55 am EDT

Out-of-office or vacation messages are a great way to let people know you may be delayed in getting back to them, or that your email address is changing. Google offers a service for Gmail users that allows for automatic out-of-office replies. Wharton students may find the service useful for the following situations:

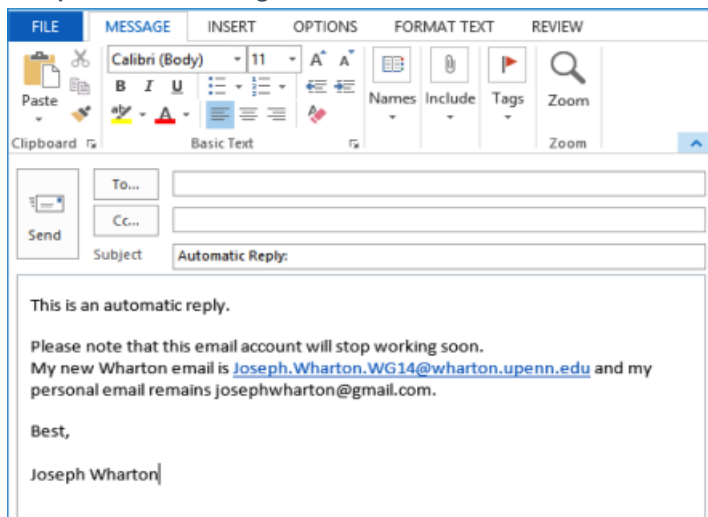
- Travel during school breaks.
- Notifying contacts that your email address will change (following Graduation or other circumstances).

Before You Start

You might need one or more of the following before you can complete this task:

- An active Gmail account (Google@Wharton or personal)

Sample Address Change Notification



Setup

Gmail provides step-by-step directions on setting up an out-of-office reply:

<https://support.google.com/mail/answer/25922?hl=en>.

Questions?

Contact for Students: [Wharton Computing Student Support](#) | support@wharton.upenn.edu

Contact for all others (choose your IT support link): [Wharton Computing IT Support](#)

Retrieve Complete Headers from an Email

Last Modified on 08/22/2024 10:58 am EDT

When troubleshooting email problems, we may ask you for the headers of an email to support a technical issue (for example when emails are being blocked by our spam filters or anti-phishing services) or to support a security-related matter.

When you are dealing with an actual suspected phishing attack, Wharton's Information Security Office needs to see the whole message, not just the headers. See the section [Forwarding a Message as an Attachment](#) below for advice in these situations.

For more information about headers and their function, see [Penn ISC's information on Email Headers.](#))

Unfortunately, simply forwarding an email to your Wharton Computing representative will not include the email's original header information. Instead, you'll need to follow the directions linked below for the email client you use to read your email.

Email Headers by Client

Each email client displays their complete headers in slightly different ways. Find your email client and use the links provided for directions on copying email headers.

If you don't see your client listed, see ISC's Email Header section on [Other Email Clients](#).

Gmail

Use this [Gmail Help article](#) to help you locate the message header for an email.

Outlook (Windows and Web Client)

Use this [Microsoft Support article](#) to help you locate the message header for an email.

Outlook (macOS)

Use these steps to help you locate the message headers for an email:

Apple Mail

Use this [Apple Support article](#) to help you locate the message header for an email.

Forwarding a Message as an Attachment

In cases where a phishing email is suspected, we will need the following information in order to fully investigate:

1. In your mail client, **right-click or open the options menu** on the original email.

2. In the menu that appears, select **Forward as Attachment**.
3. A new email will appear with the full message attached as a .eml file attached.
4. Add **security@wharton.upenn.edu** in the "To:" field of that new email and send!

Depending on the type of device you are using, you may also be able to simply click and drag the original email to your desktop to get the .eml file we need - you can attach that in an email to **security@wharton.upenn.edu**. On iOS/Android mobile mail clients, the menu on the original phishing message should also show a "Forward as Attachment" option; in these cases skip to Step 4 and send.

Questions?

- General Questions - contact your **Wharton Computing representative**.
 - Urgent Security Issues/Questions - contact the **Wharton Information Security Office**.
-

Set Your Primary Email Address in Penn Directory

Last Modified on 08/16/2023 12:11 pm EDT

Many software services at Penn rely on an email address for identifying you. For this reason, you will need to choose a primary address and enter it in the Penn Directory.

Before You Start

You will need one or more of the following before you can complete this task:

- A Pennkey account
- A Wharton account

Students

In most cases, Wharton students will want to set their Wharton address as their primary address. However, here are some situations where that might be different:

- Dual Degree students have two email addresses, one for each degree program.
- Students forwarding to a personal email address may wish to consider which address they prefer to list as a primary address in the Penn Directory.

Services that Use Penn Directory Listing

Keep in mind that the following services use the listing in the Penn Directory as their email address of record:

- Penn Canvas
- Study.Net
- **Virtual Meetings** -- requires a Penn email address as the primary address.
- Penn Emergency Notifications (for Faculty and Staff)
- **Wharton Slack**

Set Your Default Listing

To make your Wharton email address your primary address, follow these steps:

1. Navigate to the **Penn online directory**: <http://www.upenn.edu/directories/>
2. Click the **Update directory listings** link and **log in** with your Pennkey credentials.
3. Click **Manage Public Profile**
4. Edit the **Email field** to make Wharton your primary address.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#)

Staff - [Administrative Support](#)

Whitelist Addresses or Domains in Gmail

Last Modified on 06/25/2020 4:14 pm EDT

Before You Start

You might need one or more of the following before you can complete this task:

- An active Gmail account
- An email address or domain you want to receive mail from

Spam, Junk and Whitelists

Email providers (Gmail, O365) have spam filters that try to ensure untrustworthy, or possibly malicious, email doesn't make its way to your Inbox. Gmail provides basic spam filtering that will automatically move suspicious mail to your spam folder. Some email providers call this folder "Junk", so keep an eye out for either term.

Gmail also offers an option to add specific addresses or domains as "safe" so they aren't automatically marked as Spam. This list is known as a "Whitelist". If you want to accept all email sent from Wharton, for instance, you can go into your settings in your Gmail inbox and add [@wharton.upenn.edu](#) (or another domain, for instance [@seas.upenn.edu](#)).

Your Whitelists only apply to your Gmail account, and must be managed and set by you.

Adding Addresses to Your Whitelist

The instructions below detail how to add a filter that will whitelist specific addresses or domains will NOT be sent to spam:

1. Log in to your Gmail at [gmail.com](#).
2. Click the gear icon in the top-right, and select **Settings**.
3. Click the **Filters and Blocked Addresses** tab.
4. Click **Create at New Filter**.
5. In the pop-up window, enter the email address you want whitelisted in the From field.
 - NOTE: If you want a whole domain whitelisted, you can just enter the domain (ie, "@example.com").
6. Click **Create filter**.
7. Check "Never send it to Spam".
8. Click **Create filter**.

Questions?

Student - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#)

Staff - [Administrative Support](#)

Back Up Wharton Account Data using Google Takeout (Students)

Last Modified on 04/17/2023 1:08 pm EDT

This article provides instructions on how to back up your Wharton account data. **Every student should have a Google Takeout Archive** to ensure you have all of your Wharton account data. Instructions on how to transfer/import/view your mail using various services can be found [here](#).

You can also do this for any personal Gmail account, just replace **your Wharton address** in the following instructions with your own personal Gmail address.

Before You Start

You will need one or more of the following before you can complete this task:

- An active Wharton Gmail account
- A few days for processing time
- Proper storage space on your personal computer

Google Takeout is an archiving service that allows you to export data from your Google@Wharton account to a zip file that you can store on your computer or cloud service. This service can be used by Mac and Windows users. Google Takeout will allow you to export data from the following Google Services (and more) associated with your Google@Wharton account:

- Mail (as MBOX files)
- Calendar
- Contacts
- Google Drive

Note: Sharing a document in Google Drive does **not** grant ownership of the file. When the owner's Google Drive expires, if the owner has not been changed, the document will no longer be available to the shared users.

Create a Backup Using Google Takeout

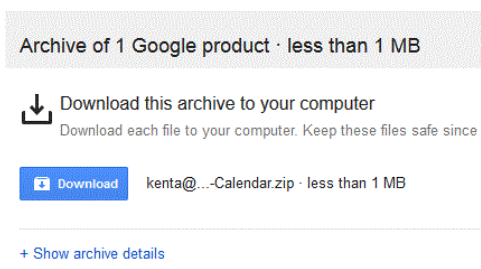
1. Visit <http://www.google.com/takeout>
2. **Sign-in** using your Wharton email address and password
 - **Note:** Please check what Google account you are signed in to. Google Takeout is able to create a backup for any Google account, if you need to back up your Wharton account, please sign in to that.
3. **Select** the items you would like to backup (blue = selected)
4. **Scroll down** and click **Next Step**
5. **Select** your Delivery Method, Frequency and File Type/Size
6. Click **Create Export**

At this point the services you selected are being backed up. You do not need to monitor this process and do not need to stay logged in to your account for the process to continue. You will be notified by email when your back up is ready to be accessed.

You can also access your archive by going to <http://www.google.com/takeout> and clicking the **Manage**

Exports.

7. Click **Download** to save the zip file locally once your archive is ready.



Note: Your archive is only available for seven days on Google's servers so you will need to download this file within this time frame.

8. **Backup** your Takeout file(s) to a safe location
9. **Verify** that all your files are in your Google Takeout archive as expected

Import Your Data

E-Mail: To see view/import your Mail data backup or learn how to transfer emails using other services, please see the instructions in [this article](#).

Calendar: Please see [Google's instructions](#) on how to import your Wharton Calendar into another Gmail account.

Contacts: Please see [Google's instructions](#) on how to import your Wharton Contacts into another Gmail account.

Shared Files

Sharing a document in Google Drive does **not** grant ownership of the file. When the owner's Google Drive expires, if the owner has not been changed, the document will no longer be available to the shared users.

You cannot change owners to a user outside the Wharton domain, and thus this feature is most commonly used for clubs. See [Google's documentation for how to change ownership of a file](#) in Google Drive, Docs, Slides, or Sheets.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Transfer/Backup Wharton Email to a Personal Account (Students)

Last Modified on 01/09/2024 2:52 pm EST

Find out how to move emails from your Google@Wharton account to a personal account using various services. Most students prefer to start this process shortly before or shortly following graduation. Regardless of how you view your mail, **every student should have a Google Takeout archive**, instructions for which are [here](#).

Please keep the following in mind:

- This article **only provides instructions for E-mail** backup, import, or transfer. **For any other data**, please see the [Google Takeout article](#).
- Contacts & Calendars are **not moved**, for instructions on how to backup that data, see the [Google Takeout article](#).

Before You Start

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active personal Gmail account
- A Google Takeout Backup (instructions [here](#))
- The M365 Suite (including Outlook)
- Access to MacMail

Wharton Gmail to Personal Gmail (Takeout Transfer)

This is the recommend method for backing up your Wharton email and is best for students who want all of their Wharton email transferred to their personal Gmail account. Please keep in mind the following things before starting this process:

- **This method can take a long time**, especially if you have a lot of email in your account. Don't wait until a few days before your account closes to start.
- **Label structure is not kept**, any mail in the inbox or various labels will be moved into one label in your personal account.
- **Contacts and Calendars are not copied**. To backup these items, create a [Google Takeout backup](#).

While Takeout Transfer does have the ability to migrate Google Drive data, if the destination Google Drive does not have enough free space you will not be able to initiate a transfer. If you would like to backup your Google Drive data, we recommend creating a [Google Takeout backup](#).

Back Up via Outlook

PST File Backup

This method is best for students who do not or will not have access to a personal Gmail account. Please keep in mind that you need access to Outlook to be able to view any mail backed up with this method.

Back Up via MacMail

Google Takeout Import

The following methods will guide you through how to view a Google Takeout archive for mail. They can also be used if you do not or will not have access to a personal Gmail account or Outlook. These methods are not guaranteed to retain label structure as Gmail's labels are not actual folders, and are not carried over when converted into the mbox file (via Google Takeout).

Thunderbird Import (Windows)

MacMail Import (MacOS)

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Export & Transfer Messages from Mail on Mac (Students)

Last Modified on 05/11/2023 1:15 pm EDT

This article is for students who are already viewing their Wharton email in Mail on Mac or Outlook and want to create a backup of their data. **For more information on backing up or transferring your Wharton Gmail account data, please see our [Transfer/Backup](#) article.**

Before You Start

You might need one or more of the following before you can complete this task:

- An Email configured in Mail on Mac or Outlook
- Enough storage space for your Mail data file

Mail on Mac: Export Mailbox as an MBOX File

1. In MacMail, **click** on the mailbox you would like to export on the left hand side in the Mailboxes tab.
2. **Click** on **Mailbox** in the menubar.
3. From the Mailbox menu, **Select Export Mailbox...** And **choose** a save location.
4. You will now have a MBOX file safely stored on your computer.

Outlook: Export Mail as a PST File

For instructions on exporting Outlook data, please see Microsoft's instructions [here](#).

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Configuring Outlook for Gmail (Students)

Last Modified on 01/09/2024 11:26 am EST

This article provides instructions on how to set up Wharton Gmail accounts within Outlook for both Windows and MacOS computers.

For the best experience, Wharton Computing recommends accessing your Google@Wharton through a web browser like **Chrome**.

Before You Start

You might need one or more of the following before you can complete this task:

- An active Wharton Gmail account
- Microsoft Office Suite (including Outlook)
- **G Suite Sync Tool** downloaded
 - G Suite Sync ONLY works for Education Gmail accounts, NOT personal Gmail accounts

Microsoft Outlook for Windows

Using GWSMO (formerly G Suite Sync)

For students who prefer to use Outlook for their Wharton Gmail account, they'll need to download and install **Google Workspace Sync for Microsoft® Outlook**. This will sync Email, Contacts, and Calendars every time you open the application. It will also push any changes made to Calendars in Outlook to **Gmail.com**.

Microsoft Outlook for Mac

This option is best for students who are using a Mac and prefer Microsoft Outlook's interface. Alternatively, MacOS users can follow the instructions outlined in **MacMail for Google@Wharton (Students)**.

Questions?

Contact: **Wharton Computing Student Support**

Email: support@wharton.upenn.edu

MacMail for Google@Wharton (Students)

Last Modified on 01/09/2024 11:27 am EST

This article includes directions for configuring your Google@Wharton Email account in Mac Mail.

Wharton Computing recommends using a web browser like **Chrome** (rather than using MacMail) to access your Google@Wharton Inbox.

Before You Start

You need the following before you can complete this task:

- An active Google@Wharton account (Students)
- A MacOS computer

Configuring Mac Mail

If you have never added an account to MacMail

1. Open **Mail**.
2. Select **Google** and click **Continue**.
3. Sign in with your Wharton Gmail Account.
4. Select whether you want **Mail, Contacts, and/or Calendars** to be synced.
5. Click **OK**.

If you already have an account in MacMail

1. Open **Mail**.
2. Click **Mail** in the top-left corner of your screen.
3. Select **Accounts**.
4. Select **Google** and sign in with your **Wharton Gmail Account**.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Accessing a Wharton Group Email Account (Students)

Last Modified on 05/01/2023 10:30 am EDT

This article provides instructions on how to access a group account on Wharton email systems for students.

Before You Start

You might need one or more of the following before you can complete this task:

- Google@Wharton account
- Requested access to a shared group account from the group's owner.

Google@Wharton Group Accounts

Once you have been granted access to the shared account, you will receive an email from Google asking you to **accept access** to the account. After you have accepted access, do the following to access the account.

1. Log in to your **Wharton Gmail** account.
2. Click your **account photo** (located in the upper-right corner of the page). You should be able to see the group account in this menu.
3. From the drop-down menu, **select the desired delegated account**. A new window or tab will open displaying the delegated account.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Mailing Lists: Overview

Last Modified on 12/06/2023 1:49 pm EST

This article describes Wharton's mailing list system that provides mailing lists for courses, clubs and organizations related to students' academic and extracurricular pursuits.

For information on the official mailing lists for Cohort and Student Class lists, see [Cohort and Class Lists](#).

Before you start:

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active PennKey account

Mailing lists can be open to anyone, or restricted to just the organization. Lists can also be set up so that only certain people can send to that list.

Accessing Mailing Lists

All Wharton mailing lists use the same list application used by the University. You can visit this application by navigating to <https://apps.wharton.upenn.edu/maillinglist/>.

You can view the lists you are already on, subscribe to new lists, or unsubscribe. List owners can easily add other administrators or moderators, change owners and manage list subscribers.

Individual Subscriptions

Individuals can subscribe themselves to most mailing lists, unless the list is private or is an official list that syncs automatically based on enrollment (course lists) or student status (class lists).

Managing Mailing Lists

Students, staff and faculty can request a mailing list for a group.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

If you have more questions about how your Alumni Mailing Address works, please contact the [Alumni Relations](#) office.

Spam Filtering Overview

Last Modified on 02/01/2024 2:14 pm EST

About 50% of all email messages sent globally are spam. Email providers – including both Microsoft and Google – spend a lot of time, effort, and money making sure that most of that spam doesn't end up in your inbox (and that legitimate emails don't end up in your spam folder).

How Spam Filtering Works

Broadly speaking there are two methods used to automatically flag spam messages: heuristics and neural networks. Each company has their own ways of using these methods, which they keep secret in an effort to thwart spammers.

Heuristics

Heuristics is just a fancy way of identifying common characteristics of a thing and using those characteristics to categorize them. In this case, a lot of spam messages share qualities like:

- Country of origin
- Mismatched sender/reply to addresses
- Subject matter
- And more

Email systems keep track of these characteristics, or subscribe to a clearinghouse that provides lists of the characteristics to look out for, and flag messages with certain combinations as spam.

Neural Networks

Google attributes its success in identifying and filtering spam to neural networks. Neural networks are, simply, a way in which one can train a computer, or a network of multiple computers, to make highly accurate decisions about what a thing might be.

This means that Google has a bunch of computers that have been trained, by looking at countless examples, to identify spam messages. But wait, you say, that sounds an awful lot like heuristics! Sort of, but not quite.

Think about when you send someone to the market with a shopping list. Heuristics is the kind of shopper who will stick exactly to the list. If the store doesn't have the exact yogurt you want, you aren't getting yogurt. If a spam message doesn't match something on the characteristics list, it isn't marked as spam. Neural Networks, however, are the sort of shopper who will see what you asked for but is willing to get something that meets the need even if it isn't an exact match. Neural Networks can flag things that perhaps aren't obviously spam according to some checklist but meet the general spam profile that it has learned.

Client Side Spam Filtering

Both of the methods described above are applied to your email messages by your email provider before the message ever gets delivered to you. They all happen on those remote email servers and as such are known as "server side" Spam filtering.

Client side filtering happens on your computer and in your email client (Outlook, for example). Most programs allow you to manually flag messages as spam, remove messages from your Junk folder, and create rules that will filter messages into Junk. These are all known as "client side" filters, and can be tweaked individually.

More Information

- [Penn Email Routing](#)
 - [Why you might get Spam from Wharton addresses \(Email Spoofing\)](#)
 - [Creating an allowlist on Gmail \(Students\)](#)
 - [Creating Safe Senders in Microsoft O365](#)
-

Guide to Phishing and Spam

Last Modified on 06/12/2024 5:11 pm EDT

This article explains the differences between phishing attempts (email messages that try to steal private information) and spam (unwanted, mass email messages). It also details what to do if a Wharton account has been compromised.

If you have any questions or concerns about anything in this article, please reach out to the Wharton Information Security Office at security@wharton.upenn.edu.

Phishing

What is Phishing?

Phishing emails are scams sent to you by people or programs who are looking for access to your accounts or to learn valuable information about you. They often appear to be from an administrator of the email system or another user on the system. The content of the email generally is one of the following:

- a warning that your account may close if you don't use your account credentials to log into their website
- a call to click on a link to address financial or other issues
- a request to update your work data

Etymology of Phish: "Phishing" emerged in the 1990s as an internet slang version of "fishing," describing the process of using messaging to lure or "fish" for users' sensitive information. The convention of replacing "f" with "ph" has its roots in the name given to early hackers -- Phreaks -- and the act of hacking was called Phreaking. The process of fishing for information became known as Phishing as these "Phreaks" were fishing for a person's information.

Phishing attempts are getting increasingly sophisticated, and while we try to block any phishing attempts of which we are made aware, no system is 100% effective. To test your knowledge of identifying these scams, check out this [phishing quiz](#).

ISC offers an informative training on [Information Security Essentials](#) that can teach you how to protect your data best. For more information, see [Phishing & Spear Phishing](#), or [Phishing Emails Seen at Penn](#).

Spam

What is Spam?

Spam emails are unsolicited messages sent in bulk. Many spam emails are sent for straightforward commercial purposes, but some are harmful phishing emails that will attempt to gather your sensitive information.

Etymology of SPAM: The term "Spam" was coined in the 1990s to describe excessive, unwanted and repeated

online posting and messaging. It was rooted in early internet forums and chat rooms in which users repeated quotes from the Monty Python "Spam" comedy sketch. This sketch featured the popular Spam meat product and characters annoyingly singing "Spam" repeatedly.

Email providers (Gmail, O365) have spam filters that try to ensure untrustworthy, or possibly malicious, email doesn't make its way to your Inbox. Gmail provides basic spam filtering that will automatically move suspicious mail to your spam folder. Some email providers call this folder "Junk," so keep an eye out for either term.

For more information on spam filtering at Wharton, see our article, [Spam Filtering Overview](#).

Check your Spam or Junk folder

It's a good idea to occasionally look in your spam folder (sometimes called Junk, depending on the mail platform) to make sure there aren't any important messages that were improperly marked as spam. If there are legitimate messages there, you can click **Report Not Spam** or **Mark as Not Junk** to restore them to your inbox.

Need Help?

Wharton Information Security Office: security@wharton.upenn.edu

Students: contact support@wharton.upenn.edu or call (215) 898-8600

Faculty & PhD Students: contact your [Wharton Computing representative](#).

Staff: email admin-support@wharton.upenn.edu

Class Lists

Last Modified on 07/30/2024 3:34 pm EDT

This article details how course and class lists work at Wharton, and how to use them.

For information on individual and group mailing lists, see [Mailing Lists: Overview](#).

Before you start:

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active PennKey account

Student-focused Services

Class Lists

Wharton class email lists refer to the mailing lists for your entire class (e.g. Wharton Undergraduates Class of '26).

Course Lists

The University Classlist Service provides a way to send an email directly to all of the members of your course. These lists are created automatically by the enrollment of the class. Students must have their email address listed in the Penn Directory in order to be included on the list. If you are enrolled in a class and would like to be able to email the entire class you can ask your instructor for your class's class list email address.

For more information on Course/Class lists, see Penn's [ISC Class Mailing Lists article](#).

Faculty-focused Services

Several features of the faculty tools available provide additional methods of communicating with students.

Alumni and Lists

Lists are no longer available for alumni. If you are a *Wharton Magazine* Class Notes correspondent who has used these lists for outreach to your class, please contact the Alumni magazine at classnotes@wharton.upenn.edu for updated outreach guidelines.

MyPenn is a good way to get in touch with other fellow alumni. If you have more questions about how your Alumni Mailing Address works, please contact the [Alumni Relations](#) office.

Questions?

If you need help with Classlists or receive an error, contact your [Wharton Computing representative](#).

Add/Remove M365 on Mobile

Last Modified on 03/01/2024 5:36 pm EST

These directions describe how to add or remove the M365 account from your iPhone's **built-in** mail and calendaring applications. The Android instructions only cover how to configure the Outlook mobile app.

If you prefer to install the Microsoft Outlook app (recommended for staff) on your mobile device, [see these directions from Microsoft](#).

Before You Start

First, please ensure that you are enrolled in PennO365 Two-Step Verification by following the steps here: [Two-Step Verification \(PennO365 Email Accounts\)](#)

Add M365 Account

Android (with Duo Two-Factor Authentication)

iOS (with Duo Two-Factor Authentication)

Remove M365 Account

iOS (with Duo Two-Factor Authentication)

These instructions will show you how to remove your PennO365 account for the Mail app on iOS.

If you have an active O365 account, removing the account will only remove your information from the phone - and everything in your account will remain available on the server and on any other devices that you've configured to read your email.

Questions?

- Faculty & PhD Students → contact your [Academic Distributed Representative](#) (login required)
- Staff → contact [Admin Support](#) or email admin-support@wharton.upenn.edu
- Students → contact [Wharton Computing Student Support](#) or email support@wharton.upenn.edu

Common Problems When Forwarding Email

Last Modified on 09/13/2023 11:41 am EDT

Forwarded Email May Bounce or be Deferred

We have seen occasional increases in bounced (i.e., messages not delivered with a note to the sender) or deferred (delayed but delivered) messages sent to Wharton/Penn addresses forwarded to a personal address (this most often occurs when forwarding to a free Gmail address, but does affect other email providers).

This intermittent issue predominantly affects students who are forwarding their Google@Wharton account to another address and alumni using their alumni forwarding address. These deferrals and bounces are often the results of unexpected changes in the way the recipient's email host handles spam email or changes made to mail security settings that affect all mail sent from the University.

We are investigating long-term architectural changes that may mitigate these issues, but at the moment, there is no universal solution to this problem.

How it Affects You

Bounced Messages

A message that "bounces" never reaches your inbox and generates an error notification to the sender. A reason and error code is often provided in this situation, for example:

```
550-5.7.26 This message does not have authentication information or fails to
550-5.7.26 pass authentication checks. To best protect our users from spam, the
550-5.7.26 message has been blocked. Please visit
550-5.7.26 https://support.google.com/mail/answer/81126#authentication for more
550 5.7.26 information.
```

Generally, senders will notice the error and notify you via an alternate contact method if your forwarded mail is consistently bouncing messages. Most bounces/message denial reasons will point back to configurations on the part of the sending email domain as the cause (i.e., there is an issue with the sender's configuration).

Deferred Messages

Deferred messages are emails that won't arrive in your inbox until hours - or in some cases more than a day - after sending. Deferrals usually occur due to transitory reputation issues with the sending mail servers or Penn's mail servers in some cases. Email headers included as part of the message will confirm when and where delays happen. If instructed by Gmail to "try again later," Penn's mail servers will reattempt sending the message until successful (as confirmed in the headers).

Take Action

Students/Faculty/Staff

If either of these situations occurs for you, and you have a Wharton or Penn-provided Google mailbox, we **recommend unforwarding your mail and sending mail directly to your inbox**. Unforwarding your mail reduces the likelihood of blocked messages to a near-zero chance and significantly decreases the chances of having messages deferred.

Alumni Forwarding

For users without a Wharton or Penn-provided Google mailbox, such as alumni, you may **try changing your forwarded mail destination to a non-Gmail provider** (e.g., Yahoo or Outlook). However, this may not work in all situations and may pose similar or new challenges to those experienced with Gmail.

Questions?

We will update this page as we learn more about the problem, and/or identify a more permanent solution. If you still have questions, please contact:

Current Students: [Wharton Computing Student Support](#)

Alumni: [Alumni Relations](#)

PennO365 Shared Mailboxes

Last Modified on 09/23/2024 11:52 am EDT

This article provides instructions on requesting and opening a shared mailbox in Penn's O365 mail system.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- Access to a PennO365 email address

Requesting a Shared Mailbox

Requesting a new shared O365 email account

- Write to your [Wharton Computing Support Representative](#) requesting a shared mailbox to be created with the desired email address. The front part of the address (before the @wharton.upenn.edu) must be between 9 and 17 characters to meet naming standards.
- Provide a display name for the mailbox (often some variation of the email alias).
- Provide the PennKeys of everyone who should have **Send As** access and/or **Full Access** to the mailbox.

Requesting access to a shared O365 email account

If you need access to an already-created O365 account:

- Write to your [Wharton Computing Support Representative](#) to request **Send As** access and/or **Full Access** to a shared mailbox
 - Include the **email address of the mailbox** in your request.
 - Provide the PennKeys of everyone who should have **Send As** access and/or **Full Access** to the mailbox.

Once changes have been made, it takes approximately 15 minutes to receive access to the account.

Accessing a shared mailbox

Accessing a shared mailbox using Outlook on the web

- Log in as yourself to your regular PennO365 account.
- Go to your picture in the top right hand corner.
- Select **open another mailbox**.
- Search for and **select the mailbox**.

Accessing a shared mailbox using the Outlook client (Windows)

- You should be able to see the email as an additional mailbox in your Outlook profile about 15 minutes after it has been delegated, but you can also set up a separate profile using your own credentials (see directions in the next step).

Creating an Outlook profile (Mail Merge Option):

If you need to create a mail merge with mail coming from the address of the shared mailbox, you will need to sign out of your mail profile and sign into the shared account. To create a profile for the shared account in your Outlook, follow these directions:

- Go to **Control Panel**, search for and select **Mail (Microsoft Outlook)** => **Show profiles...=> Add**.
- **Enter a description**. This will bring you to the Add Account window. It should either show an empty name and email address field, or it will autofill your information.
- **Change the email address** to the shared account's address (eg: *whausername@wharton.upenn.edu*). Name and password fields can be ignored. Note: any shared account will have **wha** prepended to the username.
- Once Outlook finds the account, a new window will pop up with the shared email auto-filled in the account field. Continue to the next prompt.
- Another window will pop up with the shared email auto-filled. Change the email address to your **PennO365 username** (eg. *pennkey@upenn.edu*) and your **O365 password** (it needs to be an account that has access to the shared mailbox) and **click OK**.

This should finish the setup and now you can access the account in its own profile.

Accessing a shared mailbox using the Outlook client (Mac)

- In Outlook, navigate to **File => Open => Shared Mailbox...**
- Start typing the email address and select and open the mailbox once it appears.

Passwords

Access to non-PennKey mailboxes is limited to delegation only. Logging in with a password on new non-PennKey mailboxes is automatically disabled. This was done to mitigate security risks as non-PennKey user accounts cannot participate in Penn's Two-Step Verification service.

Questions?

For questions, contact your [Wharton Computing Support Representative](#)

Wharton Mailing Lists

Last Modified on 08/16/2024 2:01 pm EDT

All Wharton Mailing Lists will be updated in the coming months - [read about the changes](#).

This article describes Wharton's mailing list application that provides access to the creation, editing, and maintenance of mailing lists for activities, clubs, and organizations related to students' academic and extracurricular pursuits.

For information on the official mailing lists for Cohort and Student Class lists, see [Cohort and Class Lists](#).

For information on Penn Course lists, see Penn's [ISC Class Mailing Lists article](#).

Before you start:

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active PennKey account

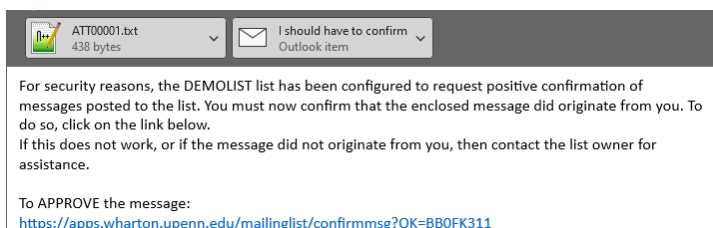
Mailing lists are lists of email addresses, usually created around a central theme or purpose. Wharton mailing lists can be open to anyone, or restricted to the members of the list. Lists can also be set up so that only certain people can send to that list.

Using Mailing Lists

To send an email to a list, enter the list address in the address line of your email. The email will go to each person on the list.

At Wharton, for security reasons, you may need to verify yourself as an appropriate sender when sending to certain lists. To do this, you'll need to follow these steps:

1. **Send an email** to the list.
2. **Look for a confirmation email** from the list in your email account.



3. **Click the link within 24 hours** to verify that you are a legitimate sender and approve the message. If you do not click the link within 24 hours, the message will be discarded.

Accessing and Updating Mailing Lists

Wharton mailing lists do not use the same list application used by the University of Pennsylvania. The two separate applications are:

- Wharton Mailing Lists: <https://apps.wharton.upenn.edu/maillinglist/>
- University of Penn listserv: <https://provider.www.upenn.edu/computing/lists/>

The Wharton mailing list app lets you:

- **create** lists.
- **view** lists where you are listed as the owner, editor, moderator, or to which you are subscribed.
- **search** for and subscribe/unsubscribe to lists.
- **manage** lists for which you are listed as the owner.

List owners can easily add administrators or moderators, change owners and manage the list's subscribers.

Individual Subscriptions

Individuals can subscribe themselves to most mailing lists unless:

- the list is private or,
 - is an official list that syncs automatically based on enrollment (course lists) or student status (class lists).
-

Managing Mailing Lists

Students, staff, and faculty can request a Wharton mailing list for a group.

Alumni and Lists

Cohort lists are no longer available for alumni. If you are a Wharton Magazine Class Notes correspondent who has used these lists for outreach to your class, please contact the Alumni magazine at classnotes@wharton.upenn.edu for updated outreach guidelines.

MyPenn, the online alumni directory, is a tool to connect with fellow alumni. Update your email and mailing address in your MyPenn profile to ensure you receive University communications and access to regional alumni opportunities. Learn more about MyPenn by visiting the [Alumni Relations FAQs](#) or contacting alumni.relations@wharton.upenn.edu.

Questions?

Contact: [Wharton Computing Support Team](#)

If you have more questions about how your Alumni Mailing Address works, please contact the [Alumni Relations](#) office.

Mailing Lists: Approving Messages for Moderated Lists (For Students)

Last Modified on 03/14/2024 12:23 pm EDT

This article describes how to approve messages for Wharton's mailing list system for moderated mailing lists.

For information on the official mailing lists for Cohort and Student Class lists, see [Cohort and Class Lists](#).

Before you start:

You may need one or more of the following before you can complete this task:

- An active Wharton account
- An active PennKey account

As a moderator for a moderated list you will be notified each time an email has been sent to that list for moderation. You may also be required to confirm messages you, as a moderator, send to the list (see this [article about the security changes](#) already set on some mailing lists). The email you will receive looks something like this (Outlook client example):

This attached message was originally submitted by johnd@wharton.upenn.edu to the EXAMPLEGROUP list at LISTS.WHARTON.UPENN.EDU and requires moderation.

Click the link below to APPROVE the message:

<https://apps.wharton.upenn.edu/maillinglist/confirmmsg?OK=237C44EC>

To DISCARD the message, simply do nothing (message will automatically expire in a week) or visit the moderate all messages link below.

For additional help with moderation, please contact apps-support@wharton.upenn.edu.

If you are using GMail as your email client, the confirmation/moderation email will be shown below the message wording seen above, rather than as an attachment.

Approving from a Desktop/Laptop (Recommended)

The easiest way to moderate a list, or confirm a message you've sent from a desktop/laptop, is to use the [Wharton Virtual Lab](#). You must log onto a virtual lab machine and then sign into your email from there. Instructions on how to get on a virtual lab machine can be found at <https://support.wharton.upenn.edu/help/virtual-lab>.

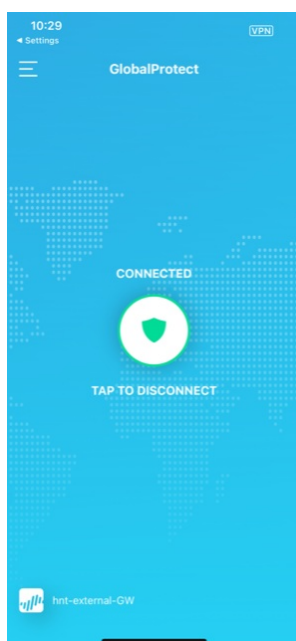
Once connected to the Virtual Lab machine, open your email via a web browser and click on the approval link in the confirmation/moderation email. This will route you to the listserv system where you will be prompted to log in using your PennKey account credentials. Now the email will be sent to all recipients of the list.

Approving from a Mobile Device

To moderate from a mobile device, you will first need to be on the University's Virtual Private Network (VPN). To get on the VPN, follow the instructions here specific to your Operating System and device:

<https://www.isc.upenn.edu/how-to/university-vpn-getting-started-guide>

Once connected you can return to the confirmation/moderation email, and click the approval link. It is recommended that **when you are done working, you should disconnect from the VPN**. On a mobile device, click on the circle in the center of the screen.



Re-Connecting to GlobalProtect VPN

If you have connected to the VPN via GlobalProtect at least once before, you'll notice there is no app called GlobalProtect installed on your mobile device. Instead of opening an app, go to your Settings, turn on VPN and then follow the prompts for PennKey authentication.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

If you have more questions about how your Alumni Mailing Address works, please contact the [Alumni Relations](#) office.

Mailing List Security Update

Last Modified on 12/15/2023 12:18 pm EST

Wharton Mailing Lists are being updated to require all messages be "confirmed" before they are sent to the mailing list members.

This confirmation can take two forms:

- The moderators of moderated lists approve messages from members before they are sent to the list.
- Senders to unmoderated lists receive a confirmation email with a link immediately after sending a message to the list. Clicking the link within 24 hours confirms you're the message's sender and sends it to the list.

How Does This Affect Me?

There are two main types of Wharton mailing lists with varying roles of users associated with each.

Most people are members (that's the role) of moderated lists (the list type). This list type and role combination will see no changes resulting from the new confirmation setting. Moderators will continue to approve messages as they have in the past, and email will flow.

The following table shows the impact of the different list types and roles:

Role	Moderated List	Unmoderated List
Member	No change.	Must confirm their own messages to the list before they are released to list members.
Editor	Must confirm their own messages before they are sent to list members.	Must confirm their own messages to the list before they are released to list members.
Moderator	Must approve messages sent by anyone except an editor before they are sent to list members. Must confirm their own messages before they are sent to list members.	N/A
Owner	Must confirm their own messages before they are sent to list members.	Must confirm their own messages before they are sent to list members.

Note: Moderators, Editors, and Owners of moderated lists must confirm their **own** messages before they are sent to list members. A confirmation email will be sent when a moderator/editor/owner emails their list. When they click the link, the email is sent to the list.

Why are the mailing lists being changed?

This change is being rolled out across the University to protect our community from potential misuse of mailing lists by people "spoofing" email addresses.

A spoofed email message appears to be a legitimate message from someone but is actually a forged message. Requiring confirmation of messages provides an additional layer of security to protect our mailing lists from this behavior.

Questions?

Reach out to your [Wharton Computing representative](#) if you have any questions about this change.

Mailing Lists: Confirming a Message

Last Modified on 12/05/2023 3:15 pm EST

Wharton Mailing Lists require messages, in some circumstances, to be confirmed by the sender before they are sent to the members of the list. This article details how to confirm a message to a Wharton Mailing List which requires it.

The following types of messages to Wharton Mailing Lists require confirmation:

- Messages from moderators and editors of moderated lists (most Wharton Mailing Lists are moderated).
- Messages from anyone to unmoderated lists.

Confirming a message

To confirm a message sent to a Wharton Mailing List which requires it:

1. You'll receive an email confirming that you meant to send the message to the Mailing List. The sent message is attached.
2. Click the confirmation link in the email.
3. A browser window will open with a confirmation message, and the original email is sent to the list.

Note: Messages must be confirmed within 24 hours of being sent.

Email Security Changes at Google and Yahoo

Last Modified on 02/13/2024 3:22 pm EST

Google and Yahoo are changing the way they handle bulk email delivery, which impacts anyone sending bulk email to these services.

This change only impacts bulk email sending. Individual emails sent from your personal accounts at Wharton/Penn will not be affected.

If you're using a third-party service to send emails, you may have already received a warning about these changes and the actions you'll need to take for your email to continue to be delivered properly.

Please get in touch with your [Wharton Computing representative](#) to ensure that any third-party tool you use for bulk emailing is configured correctly. In the email you send, include:

- The name of the service
- Any documentation that the service provided about how it needs to be configured

Each service has a slightly different configuration, so this documentation is essential for Wharton Computing to provide the correct information.

Central Wharton instances of services like Campaign Monitor have already been correctly configured.

If you're curious about more technical details, this [ProofPoint blog post](#) does a good job explaining what the changes are and why they are being made.

Wharton Calendar Overview (Students)

Last Modified on 06/20/2023 2:15 pm EDT

This article outlines what calendars are available, where you can view them, how to manage individual events via MyWharton, and how to add/remove calendars from various applications.

Before You Begin

You will need the following before you can begin:

- Access to MyWharton and/or Canvas
- Access to a calendaring service (i.e. Google Calendar)

Calendar Options





MyWharton Feeds

My Courses	
My Appointments	
My RSVPs	
Club Events	
Career Events	
Program Events	
Your course schedule	
GSR reservations and CareerPath appointments	
Events you've RSVP'd for	
Club & group events	
Key program dates, events, deadlines	
Non-Club, Non-career, Non-course and Non-Personal Events	
Other Calendars	

<p>Canvas Feed (canvas.upenn.edu/calendar)</p>
<p>Shared WGA Calendars (MBAs only)</p>
<p>Shared Personal Gmail Calendar</p>
<ul style="list-style-type: none"> • Course assignments, exams, and events
<ul style="list-style-type: none"> • Wharton Conferences • Wharton Club Events • Wharton Student Life • Wharton Social Events
<ul style="list-style-type: none"> • All events added to your personal Gmail account calendar

Calendar Applications

<p>Google Calendar via the Browser</p>	
<p>Outlook G Suite Sync* (Windows only)</p>	
<p>Outlook</p>	
<p>Calendar on Mac</p>	
<p>Mobile: Google Calendar App</p>	
<p>Mobile: Default Calendar App</p>	
<p>Default Google</p>	

Account Calendar
✓
✓
✗
✓
✓
✓
Calendar Feeds (i.e. <i>MyWharton</i>)
✓
✓
 : ✗  : ✓
✓
✓
✓
Shared Google Calendars
✓
✓
✗
✗
✓
 : ✗  : ✓
Editable Events that sync to Google
✓
✓
✗



*G Suite Sync is a google-provided tool that syncs mail, contacts, and calendars from **Google Education accounts** to Outlook. When using G Suite Sync, only one email account can be configured per Outlook profile.

Manage Events in MyWharton

Mark events that interest you so that they display in your **My RSVPs** feed.

Note: Marking an event is **NOT** the same as RSVPing to that event.

Bookmark an event:

1. Navigate to my.wharton.upenn.edu
2. If prompted, login with **PennKey credentials**
3. Click the **Calendar** tab
4. Ensure Program *Events* is **checked** on the left-hand side
5. Select **an event** you're interested in
6. Click on the **+ Interested** button to indicate interest and add to your Calendar.

Remove a bookmarked event:

1. Navigate to my.wharton.upenn.edu
2. If prompted, login with **PennKey credentials**
3. Click the **Calendar** tab
4. Ensure Program *Events* is **checked** on the left-hand side
5. Select **an event** that you've bookmarked
6. Hover over the **Interested** button to see that it changes to **X Not Interested** and click on that to remove from your Calendar.

Add Calendars to...

...Google Calendar (**Action Required**)

On a Laptop/Desktop



...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

Remove Calendar from...

...Google Calendar

On a Laptop/Desktop



...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

Follow the steps above in
...*Google Calendar*.

Follow the instructions provided in
Microsoft's documentation.

Follow the steps above in
...*Google Calendar*.

- If you added calendar feeds manually (i.e. via *Open in Client*), follow the instructions provided in **Apple's documentation**.

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

Follow the steps above in
...Google Calendar

1. Open the **Settings** app
2. Tap **Passwords & Accounts**
3. Tap **Subscribed Calendars**
4. Select the calendar you wish to remove and tap **Delete Account**

Follow the steps above in
...Google Calendar.

FAQ

Q: I dropped/added a course, but it is/isn't showing on my calendar. Why?

Q: How do I show/hide individual calendars on my device?

Q: How can I share personal or Wharton Google calendars?

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Wharton Computing Student Resources

Last Modified on 08/05/2024 8:12 am EDT

This article provides an overview of the various services available to Wharton students.

Note: Each of the titled services (as well as each of the service logos) are links to other articles that provide additional information about the service, how to use them, and how to access them.

Student Portals

Canvas

- Learning Management System that organizes course files, class recordings, and Study.net materials
- View current, past, and future courses
- Canvas sites may contain assignment due dates and submissions, appointment sign-ups, discussions, grades and feedback on assignments, and more
- Download course content in bulk
- iOS and Android app available



canvas

MyWharton

- Main Wharton student portal
- Aggregates Wharton and Penn student resources
- Calendar contains school-wide events and feeds for Wharton
- Connects with Canvas
- iOS and Android app available

MY WHARTON

CampusGroups

- Hub for all MBA and UGR Wharton clubs
- Manages club application process and Virtual Fair for undergraduates
- Calendar helps manage club events and syncs with MyWharton calendar
- Club Officers can use it to manage membership, newsletters, websites, club forms/surveys, and more



Email Clients

Google Webmail

Access via Gmail.com



Microsoft Outlook

Access using G Suite Sync



MacMail

Access as a traditional Google Account



Internet Browsers

Google Chrome



Mozilla Firefox



Microsoft Edge



Productivity Software

Google Workspace

- Access to Google Docs, Sheets, and Slides
- Widely used sharing capabilities
- Unlimited Storage Space in Google Drive
- Students like Google Workspace for smooth multi-user editing



Microsoft 365

- Access to Word, Excel, and PowerPoint Online
- Access to full *offline* Office Suite
- 1TB of Data Storage in OneDrive
- Students like Office 365 for finalizing/formatting projects



Cloud Storage Options

Dropbox

Unlimited storage via
Dropbox for Business



Google Drive

Unlimited storage via
Google@Wharton



OneDrive

1 TB data storage through your Office 365 account



Penn + Box

Unlimited storage and single sign-on using your PennKey



Security Software

Duo Mobile

- 2-Step Authentication tool
- Used for your PennKey credentials



Secure Share

- Secure document sharing service
- Documents will delete themselves automatically



Antivirus Software

Sophos Home

- Antivirus Software, free with a PennKey account
- Recommended for MacOS, compatible with Windows 10 & 11



Windows Defender

- The default built-in Antivirus Software for Windows
- Recommended for Windows 10 & 11 machines



Virtual Tools

Zoom Meetings

- 300 simultaneous participants
- Connect from Windows, MacOS, Android, iOS, or Regular Landline
- Supports meeting recordings and screen sharing
- Integrates polling and allows up to 50 breakout rooms



Virtual Lab (a.k.a. VMware)

- Allows remote access to virtual versions of the Public Computers
- Includes access to specific departmental applications such as JMP and Matlab
- Use Windows Excel if you are a Mac user and do not want to install Windows



Research Databases, Resources, and Surveys

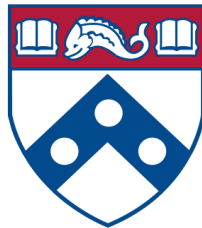
WRDS

- Web-based Business Data Research Service
- Access to over 250TB of data (financial statements, market data, ESG, marketing, economics, news, healthcare)



Library Resources

- Access to: the **Wall Street Journal**, Additional study spaces, Vitale Digital Media Lab, Bloomberg terminals in Lippincott, subscription data sources including **Pitchbook**, **equipment lending**



Qualtrics Survey Software

- Allows you to easily create, distribute, and analyze surveys
- Create detailed reports based on collected data



Public Printing Options

Laptop Printing & PaperCut Portal

- Print to Wharton Public Printers
- PaperCut Portal allows printing from Wharton public computers, laptops, and mobile devices
- Printer configuration needed for laptops



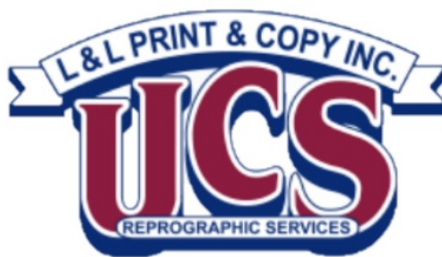
Campus Copy Center

- Specialty Printing
- Fast Turnaround Times (24 hours or less)
- Graphic Designer on Staff
- Shipping Center



UCS

- Specialty Printing
- Located in Houston Hall
- Offerings like the Business Package and Brochures



Additional Public Computing Resources

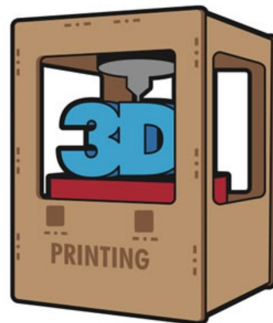
Solstice Screensharing

- Application that allows wireless screen sharing to the monitors in GSRs
- Up to 4 devices can be connected to 1 monitor



3D Printing at Education Commons

- 100% Free for Students!
- 3 printer available
- Training & Workshops available!



Departmental Applications

- List of applications and services available from the Public Computers, Computer Labs, and via Virtual Lab (VMware)



Tech Support

Student Tech Center

- Support available via in-person (walk-ins & appointments), phone, chat, and email!
- Check our [KB](#) for list of services, trouble shooting guides and much more.
- Human help is located in [SHDH 114](#)



ISC Tech Center (formerly the CRC)

- Support for Penn students living off-campus
- Support for all users of the Penn library
- Tech Center is located in room G-102 of Van Pelt Library



Questions?

Contact: [Wharton Student Computing](#)

Email: support@wharton.upenn.edu

Cloud Storage Options (Students & Staff)

Last Modified on 02/15/2023 11:54 am EST

Cloud storage solutions for Wharton students and staff are plentiful and can be confusing. The chart below outlines the differences between each of the services we offer and should help you decide which option is right for you.

For more information on the differences between cloud storage & other storage media, see [Backing Up: What are the Best Solutions for You?](#)

Before You Start

You will need to be one of the following in order to have access to these services:

- Full-time Wharton Student
- Wharton Staff

Cloud Storage Solutions

	Dropbox	Google Drive (Students)	MyWhartonDrive (Y:) (Students)	OneDrive	Penn+Box ¹
Accessible via	dropbox.com/login	drive.google.com	Public Computers	portal.office.com	upenn.box.com
Authenticate Using	pennkey@wharton PennKey SSO	pennkey@wharton Google pwd	N/A ²	pennkey@upenn.edu PennKey password	pennkey@upenn.edu PennKey SSO
Storage Available	Unlimited	Unlimited	5GB	1TB	1TB
Sync Client?	✓	✓	✗	✓	✓
Mobile App?	✓	✓	✗	✓	✓ ³

1. Penn+Box is not tied to your Wharton account by default. **Add your Wharton address** so that people can use it to share to you.

2. **Log in with your PennKey** username and your Wharton Gmail password.

3. To log in to the app, **select the Company Credentials** option, **enter your pennkey@upenn.edu**, and **log in with your PennKey** credentials.

Penn+Box: Add Your Wharton Address

The Penn+Box service is not tied to your Wharton account by default. We recommend adding your Wharton address so that people can use it to share documents with you more easily:

1. Navigate to the **box login page** and enter your PennKey credentials.
2. Click the **Circle icon** with your name in the upper right corner of the screen.
3. Choose **Account Settings** and scroll down to the **Login and Email Addresses** section.
4. Click **Add Email**, and enter your **Wharton address**.
5. **Log in to your Wharton email account**, and follow the steps in the Verification email.
(There may be a delay; please wait a few minutes. If the email doesn't come, you can click the **Resend Confirmation email link in Penn+Box.**)

Questions?

Students: Email support@wharton.upenn.edu

Staff: Email admin-support@wharton.upenn.edu

AWS Linked Accounts and Budget Codes

Last Modified on 10/11/2023 3:16 pm EDT

AWS (Amazon Web Services) Linked Accounts enable Wharton staff and faculty to log into AWS services using their Pennkey credential. This article explains the policies and procedures for getting an account.

Applies to: Wharton AWS Linked Accounts

Enforced by: Wharton Computing, Wharton Finance and Administration

Effective date: 2/14/2021

Before You Start

You will need the following before you can create an account:

- a valid Pennkey.
- a valid Budget Code (This must be complete, including only digits, with no 'xxxx').
- an email address to associate with the AWS Linked Account (this can be an address or a mailing list).

Purpose

Linked Account charges are assigned to a master billing account that is paid by Wharton Finance and Administration. The costs are then charged back to the budget code associated with the Linked Account. All AWS-linked accounts are assigned to one or more budget codes so that AWS charges are charged to the appropriate Wharton entity.

Definitions

- **Linked Account** An AWS user account that is linked to the Wharton AWS master billing accounts.
- **Master Billing Account** An AWS user account that all linked account charges roll up to.

Scope

This policy only addresses the assignment of costs. Linked-account owners are responsible for ensuring they do not exceed budgeted costs.

Account Policy

When a new AWS-linked account is created it must be assigned at least one budget code. The Object Code in the budget code must be **5308** (070-9999-9-999999-5308-9999-9999).

Wharton Computing will confirm the budget code annually with the account owner. Budget codes can be changed, but should not be changed more than once every six months. Wharton Computing strongly prefers that a single budget code be assigned to a single linked account. More than one budget code can be assigned to a linked account under these conditions:

- The linked account is billed for at least \$300 every three months.

- No more than three budget codes are assigned to a single linked account.
- The percentage for each budget code is explicitly defined (for example: 70% for budget code A and 30% for budget code B).

Requesting an Account

To request an account, contact the **SP** (Strategic Partner) who supports your area.

Questions?

Budget Codes / Financial Considerations: Wharton Computing Enterprise Solutions and Services (infrastructure-support@wharton.upenn.edu).

Account Setup / Troubleshooting: Contact your **Wharton Computing Strategic Partner (SP)**

GMail Delivery Delays

Last Modified on 06/14/2023 11:49 am EDT

Some Gmail users may see delays in email sent from UPenn to Gmail.

Issue Overview

Recently, the University has learned that Google is delaying the delivery of some emails sent from the University of Pennsylvania accounts to Gmail users. Impacted messages are delayed, but are eventually delivered.

While occasional mail delivery delays are normal, University systems have seen an uptick in delays to Google. Over the last few weeks these delays have affected certain incoming messages for users who are on University-provided Google accounts. For users with personal Gmail accounts, that percentage of messages is higher. Wharton Computing, other affected schools at Penn, and ISC are in ongoing discussions with our mail providers to work to address these issues

Who is Affected

Students

Students who are receiving mail at their Wharton provided Google account are unaffected. Students who are forwarding to a personal Gmail account are affected. Symptoms include:

- General mail delays for students who are forwarding their email.
- Time-bound communication delays, including event invitation delays as an organizer or participant

Faculty & Staff

Faculty and staff who are forwarding to a personal Gmail account are affected. Symptoms include:

- General mail delays for faculty who are forwarding their email.
- Time-bound communication delays, including event invitation delays as an organizer or participant

To avoid this issue, Faculty and staff who are forwarding to google may want to temporarily either:

- **un-forward** email, OR
- If you must forward, send your mail to Gmail and then forward mail from Gmail to your alternate email.
<https://support.google.com/mail/answer/10957?hl=en#zippy=%2Cturn-automatic-forwarding-on-or-off>

Alumni

Alumni who are forwarding their alumni address to a personal Gmail account are affected. Symptoms include:

- General mail delays
- Time-bound communication delays, including event invitation delays as an organizer or participant (due to mail)

To avoid this issue, alumni may wish to **forward their alumni forwarding address** to a non-gmail address.

Ongoing Troubleshooting

The group of affected schools are actively working with the appropriate mail providers to work to address this issue. Mail flow is being actively monitored, and the team is looking at ways to identify and stop behaviors that are triggering the delays.

Questions?

Contact **your IT Support Representative** with any questions.

AWS Best Practices

Last Modified on 02/19/2024 4:02 pm EST

AWS is Wharton's preferred cloud vendor. Wharton has AWS Enterprise Support and has integrated account creation for AWS, allowing payment via budget code. For information on obtaining an account see [AWS Linked Accounts](#).

Enterprise Support

All Wharton faculty and staff with AWS-linked accounts can contact AWS directly for Enterprise Support.

- To open a support case, see Amazon Support's article, [Creating support cases and case management](#).
- Enterprise Support includes:
 - Unlimited 24x7 support
 - Billing assistance
 - Architectural reviews
 - Proactive guidance

If you want more information about Enterprise Support, ask your [Wharton Computing Representative](#) to contact Wharton Computing's ESS team on your behalf.

Billing

- Every linked account must have a budget code associated with it. F&A will charge back costs to that billing code quarterly.
 - Wharton Research has a separate billing mechanism for users who use Research's AWS accounts. Those charges are billed back monthly.
- Users can see the charges in their linked account by using the [AWS Cost Explorer](#).
- Wharton has a more sophisticated tool called [CloudHealth](#) that is available on request. To get access to CloudHealth, ask your [Wharton Computing Representative](#) to contact Wharton Computing's ESS team on your behalf.
 - To log in, use [\[your Pennkey\]@upenn.edu](#) and your Pennkey password
 - If you are interested in an introduction to CloudHealth, ask your [Wharton Computing Representative](#) to contact Enterprise Solutions and Services.
 - CloudHealth is the only way to see charges for multiple AWS-linked accounts at one time.
- CloudHealth provides a [Cost Anomaly Detector](#) that uses artificial intelligence to detect surprising upward deviations in spending. The detector can be set to send an email alert when anomalous spending crosses a threshold.
 - Users can also set up cost anomaly detection on any single AWS-linked account.
 - To set up cost anomaly detection across multiple linked accounts, or simply to get assistance, ask your [Wharton Computing Representative](#) to contact Enterprise Solutions and Services.

User Access

- By default, each AWS-linked account has two roles, an administrator role and a read-only role. When the account is created, at least one person is assigned to the administrator role.
- Wharton has implemented single sign-on so that account users can log on with their Pennkey and password.

Roles

- Account users can create their roles and request that users be assigned to the roles.

User Authentication

- Wharton strongly recommends that users authenticate with Pennkey whenever possible.
- Pennkey authentication ensures that users who no longer have active Pennkeys cannot access AWS-linked accounts.
- If necessary, linked account users can create IAMUsers. This is a less desired configuration as IAM users are not protected by PennKey MFA (Multi-Factor Authentication). Also, IAM user accounts will not expire when the account user is no longer affiliated with Penn.
- Every account has a root credential. This root credential is held by Wharton Computing for landing-zone accounts (all accounts created since March 2020). Account owners have the root credentials for accounts created before March 2020. AWS policy is that root credentials should never be used for regular account access and that the service team that manages AWS should hold all root credentials. Also, all root credentials should be protected with MFA.

Emergency Account Access

- By default, Wharton Computing has no access to linked accounts that are owned by faculty. Access for staff-linked accounts is set by the account owner.
- In an emergency, Wharton Computing can shut down systems that have security breaches.
- Also, if an account has an anomalous cost increase Wharton Computing can shut down systems.
- Wharton Computing's senior leadership has to approve any emergency access to shut down resources in linked accounts.

Security

- AWS-linked accounts are configured by default to follow AWS best practices for security. They use AWS Config, GuardDuty, and Security Hub to monitor potential threats.

Questions?

For more information, contact your [Wharton Computing Representative](#).

Requesting a Canvas site for a Wharton Course

Last Modified on 08/07/2024 2:43 pm EDT

This article will help you request a Canvas course site, review the new site for accuracy, and publish the site.

Advisory for Academic Year 2024-2025 Blueprint Courses

Due to staffing limitations, the IDEA Courseware Team needs six weeks advance notice for new projects based on the **Blueprint Courses** feature of Canvas.

- This means we are not able to process any requests for Fall 2024 Q1 or full-semester courses needing to adopt Blueprint for the first time.
- If a teaching team hasn't used this feature before, we can accommodate these for Fall 2024 Q2 courses or future semesters. Please **request an instructional design consultation** to initiate consideration.
- If a teaching team has used the feature before, we'll provide it again on a best-efforts basis for Fall 2024 full-term and Q1 courses as a specialized form of Site Copy.

Before You Start

Wharton instructors may make Canvas course site requests, as well as requests for **Study.Net copyrighted readings** and instructional consultations, using Wharton's **Courseware Request Form**. This form is one of several teaching-needs surveys made available to faculty in **Wharton Instruction Center** (under the **Tech Surveys** menu choice).

When filling out the form, if your course is not listed in the **Which Course(s)** selection box, choose "my section is not listed."

Please note that most student teaching assistants cannot currently access our form and will instead need to email our team with requests; **TAs must always cc: the course instructor when emailing us with requests.**

When preparing either to use the Courseware Request Form or to submit an emailed service request to courseware@wharton.upenn.edu, you'll want to gather the following information:

1. The course, section number(s) and cohort for any Wharton course (including Lauder Institute courses). Consider whether sections should be in separate Canvas sites or combined within a single Canvas site.
2. If requesting **content to be copied over**, please provide the full course name, section, and past semester; whenever possible, also include a link or URL for the past Canvas site to be copied. You can find a list of your **past and current courses** at **Courses > All Courses**; we can only copy other instructors' courses with their express permission.
3. Whether the course requires **group work**.
4. The PennKey username for any other instructors or **TAs** who need access (no passwords are needed)
5. If not using the Courseware Request Form, a **finalized syllabus** or other guidance about desired features as described in Step 1 below.
6. **See below for guidance** on placing non-curricular or non-Wharton requests for Canvas.

Guidance for Non-Curricular and Non-Wharton Canvas Needs

As stated in [our policies](#), the Wharton Computing IDEA Courseware Team cannot currently create or design net-new non-curricular Canvas sites, nor can we afford the time to consult with staff seeking to establish these. Please also note that the Penn Libraries' non-course/special-use Canvas service offering is unavailable for Wharton School needs.

- Staff in academic departments and resource centers may contact acs-support@wharton.upenn.edu to arrange a discussion with an academic Strategic Partner about your needs.
- All other staff may contact admin-support@wharton.upenn.edu to reach Wharton Computing Client Support Services.

Faculty who teach for other Penn schools may request a course Canvas site through the following teams:

- Graduate School of Education (GSE): email gse-help@lists.upenn.edu or use [GSE's Site Request Form](#)
- Penn Carey Law: email itshelp@law.upenn.edu
- For all other non-Wharton courses, please use Penn Libraries' [Course Request Form](#).

Note: All Canvas sites for the Lauder Institute are supported through Wharton Computing, rather than Penn Libraries.

During peak periods, we will do our best to notify requesters when the start of work must be delayed due to the volume of prior requests. Once we're able to begin the work, expect up to *3 business days* for a standard Canvas course site request to be completed (e.g., a single Penn Canvas site configured for a Wharton course).

For specialized learning tool setup or in-depth feature configuration, we'll extend best-efforts service; note that some setups will be identified as *projects* requiring a consultation followed by an agreed-upon project plan.

Step 1: Choose your desired structure and features, or request a consultation

The Courseware Request Form guides you through a series of simple questions intended to help you obtain the functionality you need for each course you teach. For most faculty, using that form will be the easiest way to request Canvas on your own; please note that most student teaching assistants cannot currently access our form.

If you need to request a Canvas course site by email, or to have a staff colleague or TA request it on your behalf, here's what to include in that email. Wharton Computing historically offers a choice of four standard Canvas **site types**, or configurations: *template*, *starter*, *advanced* and *site copy*. In addition to those standard types, specialized Canvas projects for teaching (such as Blueprint Courses) are usually planned by requesting an *instructional design consultation*.

Step 2: Review your completed site

Please check your site to ensure that...

Step 3: Publish your site

You must publish your Canvas site before students may access it. Only instructors (not TAs or administrators) may **publish** a site, and the Courseware team will not do so unless asked.

Questions?

Email: courseware@wharton.upenn.edu

Getting around in Canvas

Last Modified on 10/18/2023 12:04 pm EDT

This article provides faculty and staff an overview of how to access and work within Penn Canvas. Students should see [Canvas Access and Course Sites](#).

Before You Start

Before you start, you'll need:

- A working PennKey and password
- Access to the Internet

Getting to Canvas

Log in to Canvas at: <https://canvas.upenn.edu> with your [PennKey](#) and password. [PennKey Help website](#) if you do not have a Pennkey, or if you need help logging in.

Canvas Dashboard

- Once you've logged in, you'll see your [Dashboard](#), which contains one "card" for each of your current course sites, along with *To Do*, *Coming Up*, and *Recent Feedback* in the right sidebar.
- The count shown next to the megaphone icon on a course tile are the [announcements](#) you haven't yet read. Click the megaphone to go directly to course announcements.

Navigating a Canvas Course Site

Here is an example of a course site home page:



As you can see, the page is split into several different sections.

- **Section A** is the **Global Navigation Menu**, from which you can access many Canvas features. Here you can get to your account (where you can change your preferences or adjust your **notification settings**, etc.), access **Calendar**, find a list of your **past and current courses** with All Courses, and open your inbox.
- **Section B** is the "breadcrumbs bar." If you find yourself a few layers deep in a site, you can always use the links here to go up or return to the course home page. You can click the "hamburger" (parallel-lines icon) to hide Section C on narrow screens, or show it if it is usually hidden (for example, in the Grade Book).
- **Section C** is the **Course Navigation Menu**, which allows you to navigate through the various sections of a course site—**People, Files, Grades, Pages**, etc.
- **Section D** is the main content area, where the material contained in the Canvas site—such as **announcements, assignments**, or files/folders— will appear.
- **Section E** is the sidebar, which will help you find certain features or catch up on what you need to do next for a course. On the course Home page, depending on instructor preferences, the sidebar may include **To Do, Coming Up, and Recent Feedback** sections. (This section does not appear on every page.)

Help using Canvas

- For general questions, visit the **Canvas Guides** or **Ask the Canvas Community**.
- The Help link in Penn Canvas's Global Navigation Menu launches a popup with links to these resources. Our website and contact information will also be listed as *Wharton Courseware Support*.

Questions?

Email: courseware@wharton.upenn.edu

Communicating through Canvas

Last Modified on 09/19/2023 1:21 pm EDT

There are several ways to communicate through Canvas, including **conversations**, **announcements** and **discussions**. This article explains how to use all of these.

Before You Start

You'll need:

1. An active PennKey
2. A Canvas account

Canvas Announcements

Use **Announcements** for communications all students should see, and to which they might later need to refer.

- After an instructor publishes a Canvas site, students will begin to receive notices about new announcements based on the **Notification Preferences** they have set.
- Up to three of the most recent announcements will appear on your course site's home page. **Click Announcements** in the left navigation bar to view all others.
- Once a notification has been sent about an announcement, Canvas will reflect any changes or deletions; however, the original version's wording will persist in the notification (which will also include a link to view it on Canvas).
- You can **edit** an Announcement and/or the sections to include, by using the Edit button.
- Once a Canvas course end date has expired, students will not receive Announcements.

Conversations

Canvas contains an internal messaging system called **Inbox** to begin conversations with other Canvas users.

- When messaging multiple students, **check Send individual messages**.
- Students will receive a notice about new announcements based on their **Notification Preferences**.
- Canvas messages you receive from students will arrive as an email notification. You can reply to the email notification directly, without having to log into Canvas, and this reply will reach only the student who sent you the message, even if the message is part of a Group Conversation.

Canvas Discussions

Discussions allow you to enable interactive communication between two or more users.

- **Discussions** can be graded or ungraded.
- You can **allow students** to create discussions, to **like replies**, and you can **edit or delete** student replies.
- Discussions can be designated for **groups**.
- You can **subscribe** to a discussion so you will be notified of new posts. (Make sure your **notification settings** permit this.)

Canvas handles notifications for new discussions and new replies/posts to discussions separately, so when adjusting your notification settings, consider how your students are posting questions. Are they creating new discussions, or are they replying to existing discussions, or both?

Questions?

Email: courseware@wharton.upenn.edu

Copying from one Canvas site to another

Last Modified on 06/03/2024 3:55 pm EDT

This article provides explains how to copy content from one course site to another. Find a list of your **past and current courses** with All Courses.

Using the Import Tool

Canvas provides an **import tool** that allows you to choose which items to copy. Choose **Select specific content** instead of copying everything. Since you can import content repeatedly, it pays to be conservative.

Please make sure to review all copied material.

- **Unpublish or restrict files** that should not be visible to students.
- Ensure that all assignments and quizzes are published or unpublished, as you prefer.
- Revise assignments, quizzes and calendar events to ensure they reflect the new due/**availability** dates.
 - You may set new dates by checking **Adjust events and due dates** when importing content. (You can also define day substitutions, like moving all Tuesday items to Wednesdays.) Canvas extrapolates these new dates, but you should carefully review dates for accuracy.
- Check carefully to ensure that all copied **group assignments** are linked to existing **group sets** in **People**. During a course site import, all group Assignments will be assigned to a single group set called Project Groups.
- Do not attempt to copy the link to **Study.Net** materials; each course pack is unique and specific to the course for which it is created.

Additional Resources

- [Requesting a Canvas site for a Wharton course](#)
- [Canvas Help for Faculty and Staff](#)
- [Copying Videos](#)

Questions?

Email: courseware@wharton.upenn.edu

Accessing NameCoach in Canvas (Instructors)

Last Modified on 12/18/2023 1:52 pm EST

NameCoach is a recording tool in Canvas that provides faculty and students with a simple and effective solution to identify pronouns, phonetically pronounce names and hear how others' names should be pronounced. Once a user updates their NameCoach profile, that profile will be saved in Canvas. It will then be available for listening in any course **after the user clicks on NameCoach in a course's navigation menu.**

Before You Start

This article is for faculty -- students should see the article [Accessing NameCoach in Canvas as a Student](#).

You will need access to [Canvas](#).

NameCoach is currently being piloted at Penn for a period of two years from Fall 2022 through Summer 2024.

Accessing NameCoach

There are two main ways to access NameCoach once you've logged into Canvas:

- Through the global navigation Account tab
- From within a specific Canvas course

Account Tab Access

For access outside of a specific Canvas site, you have the option to record your name via the Account tab on your global navigation bar (**Figure A**). Once you click to access the NameCoach Account Profile, you will then see a table containing columns for your name and email address, name recording, and a space to edit your information (**Figure B**).

1. Log into Canvas, and click on the **Account** icon in the left Global Navigation Pane.
2. Select **NameCoach Account Profile**.

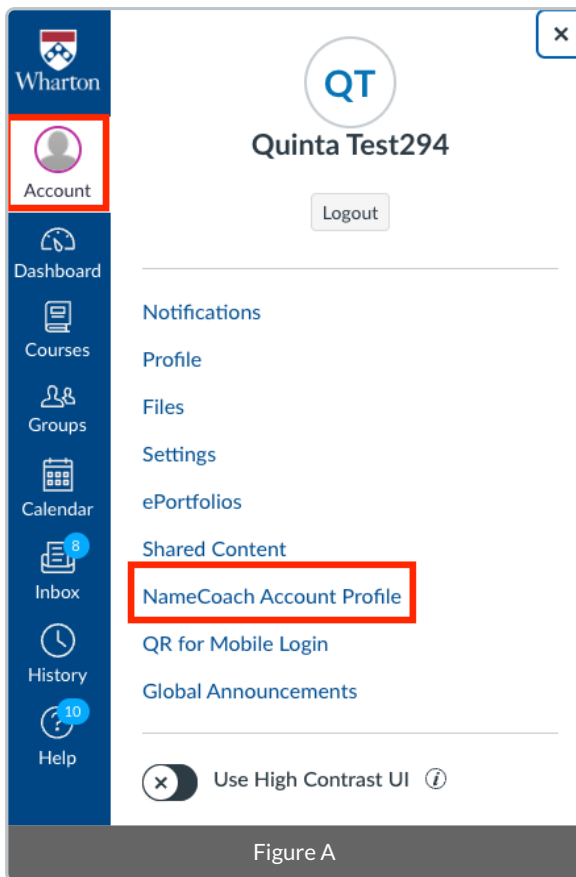


Figure A

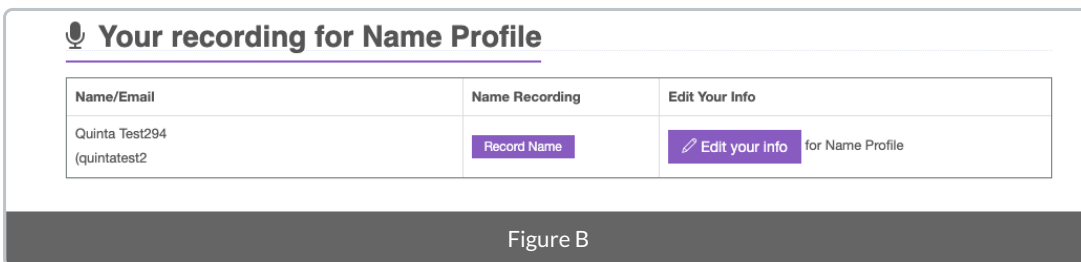
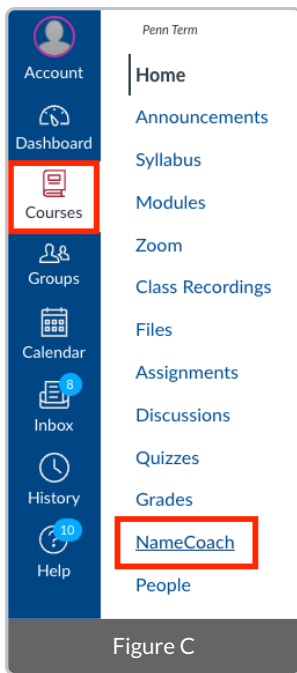


Figure B

Course Access

As an alternative access point, the NameCoach tab also appears as a sidebar item. This tab enables you to record your name and also specify your pronouns and the phonetic spelling of your name (**Figure C**). Regardless of where you choose to record for the first time, the recording will save and carry over to any Canvas site utilizing NameCoach as well as your Account profile.

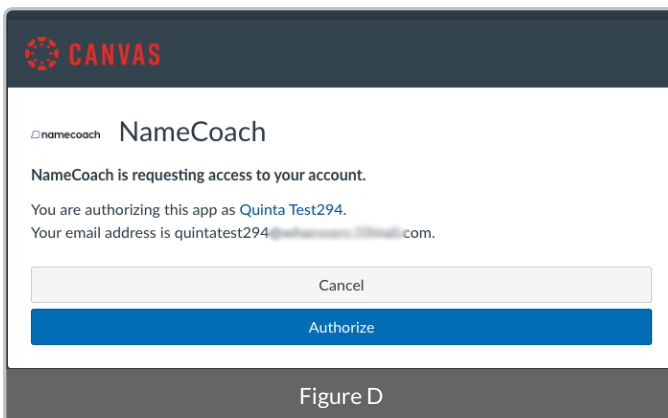
1. Log into Canvas, click on **Courses**, and choose a specific Course.
2. Once you're in the course, select **NameCoach** from the sidebar menu.



Initial Access Confirmation Message

The first time you access NameCoach, you will be prompted to authorize NameCoach to access your account (*Figure D*).

NameCoach uses email to give permission to view the roster and listen to recordings. No other information is gathered when authorizing, and it is only used to grant access to recordings.



Once you click **Authorize**, this will bring you to the NameCoach page for your course.

Recording a Name

Once you've accessed NameCoach using one of the options listed above, follow these steps to record or re-record your name at any time. You can have someone else record your name if you do not want to use your own voice:

1. Click the **Record Name** button (*Figure E.1*). The button may show **Edit your info** (*Figure B*) or **Update** (*Figure E.2*) if re-recording.

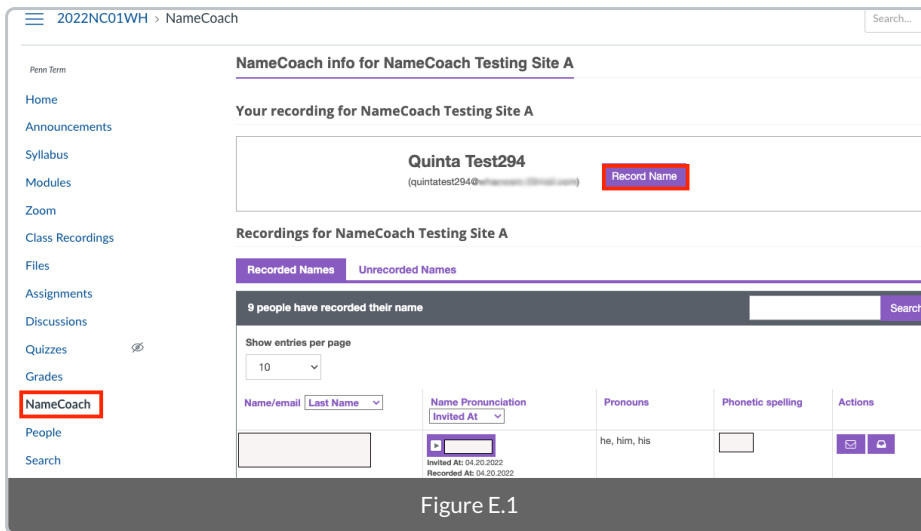


Figure E.1

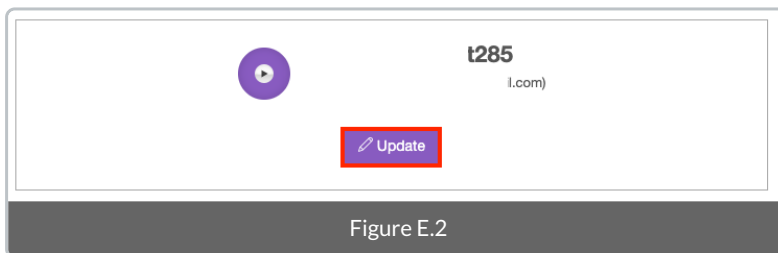


Figure E.2

2. Enter your **pronouns** and/or the **phonetic spelling** of your name (optional) (*Figure F*).

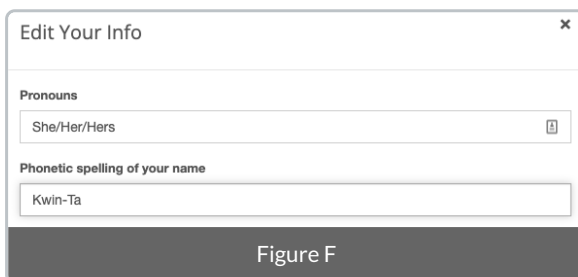


Figure F

- Phonetic spelling (easiest way to explain how to pronounce your name): If your surname is Blue, you can write: Blue like the color. If your name is Quinta, you can type Kwin-Ta.

3. **Record your Name.**

There are three different ways you can record your name. Regardless of which one you choose, the recording will be saved and available to any Canvas site that is using NameCoach. It will also be available in your Account profile.

- **By Phone (Figure G):**

Enter your phone number and click the **Submit and Call Me** button. You will get an automated call from NameCoach with instructions. You will be prompted to record. Press the # sign when you are satisfied with the recording. When you are satisfied, click **Submit and Finish**.

You can record your name by having the NameCoach system call you, or by using the Web recorder

[Having trouble recording?](#)

Phone
 Web Recorder
 Uploader

Enter your phone number to record your name over an automated phone call.

(US, UK, NZ, MX, KR and Canada numbers only)

By using these tools, I agree to the [Terms of Use](#)

Figure G

o **Using the Web Recorder (Figure H):**

- Click the **Record** button. You will be prompted to use your computer's microphone.
- Click **Allow**. Follow the prompt before speaking.
- Click **Stop** when done recording.
- Click the **Play** button to hear the recording or **Record Again**.

[Having trouble recording?](#)

Phone
 Web Recorder
 Uploader

Record your name using our web audio recorder.

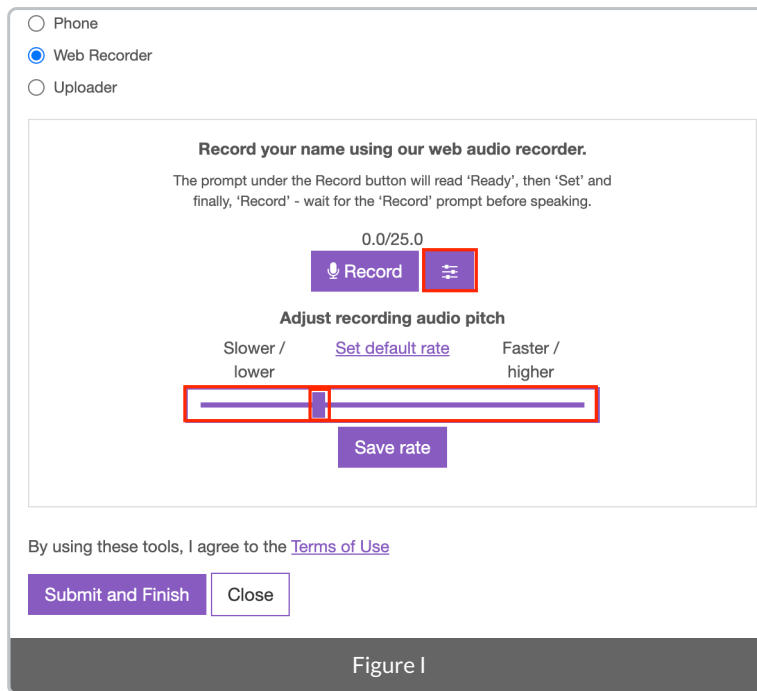
The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

0.0/25.0

By using these tools, I agree to the [Terms of Use](#)

Figure H

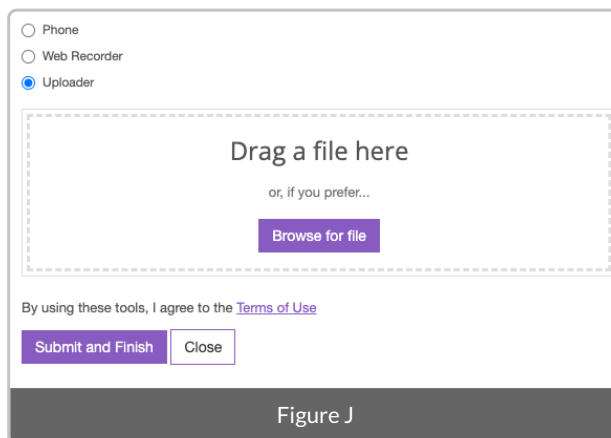
- Once you have finished recording, you can adjust the pitch. **Click the pitch icon** and this will reveal the pitch slider (**Figure I**). Set the pitch by dragging the button (left and right) on the slider. You can re-record, play back the recorded name, and set a **default pitch**.
- Click the **Save rate** button and click **Submit and Finish**.



o **Using the Uploader (Figure J):**

Using a tool outside of Canvas, such as Audacity, Camtasia, iMovie, or any other audio recorder, you can record your audio and then drag and drop the file from your computer into the specified space for upload to serve as your recording.

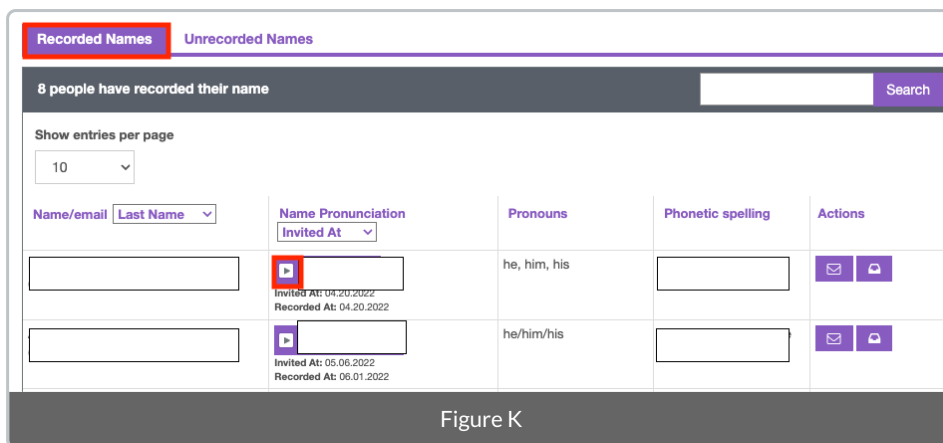
- Click your file and **Drag** it to the box, or use the **Browse for file** button to upload an mp3 file of your recorded name.
- When you are satisfied, click the **Submit and Finish** button.



Viewing Names in the Class

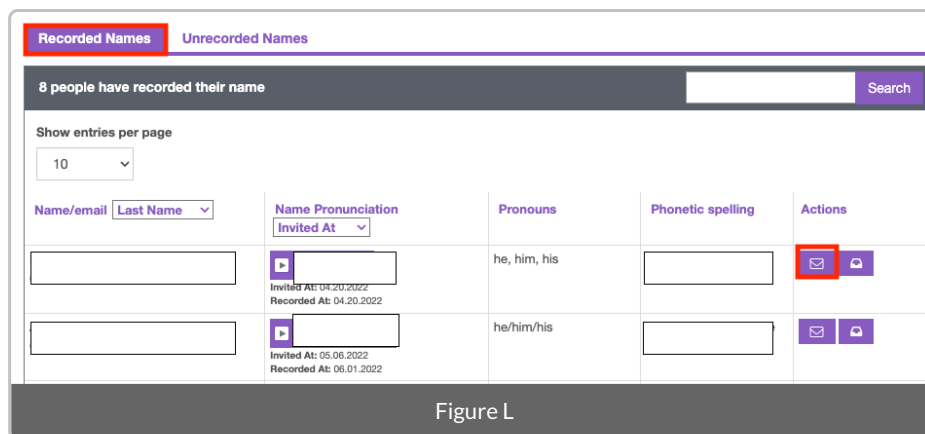
Students **must** click on NameCoach in your course menu for their name to appear on the list of unrecorded names and recorded names.

1. Scroll down on the **NameCoach** page and click the **Recorded Names** tab (**Figure K**).
2. Scroll to the corresponding name and click the **Play** button.



Requesting a Re-record

- If you would like for a student to re-record their name, you can send an email reminder through your course's NameCoach page following the steps below:
 - Scroll down on the **NameCoach** page and click the **Recorded Names** tab (**Figure L**).
 - Scroll to the corresponding name and click the **Mailbox** icon.



Viewing Unrecorded Names

- Scroll down on the **NameCoach** page and click the **Unrecorded Names** tab (**Figure M**).
 - To email a student prompting them to record, click the **mailbox** icon.
 - To send a reminder email to all students who have not recorded, click the **Remind All** button.

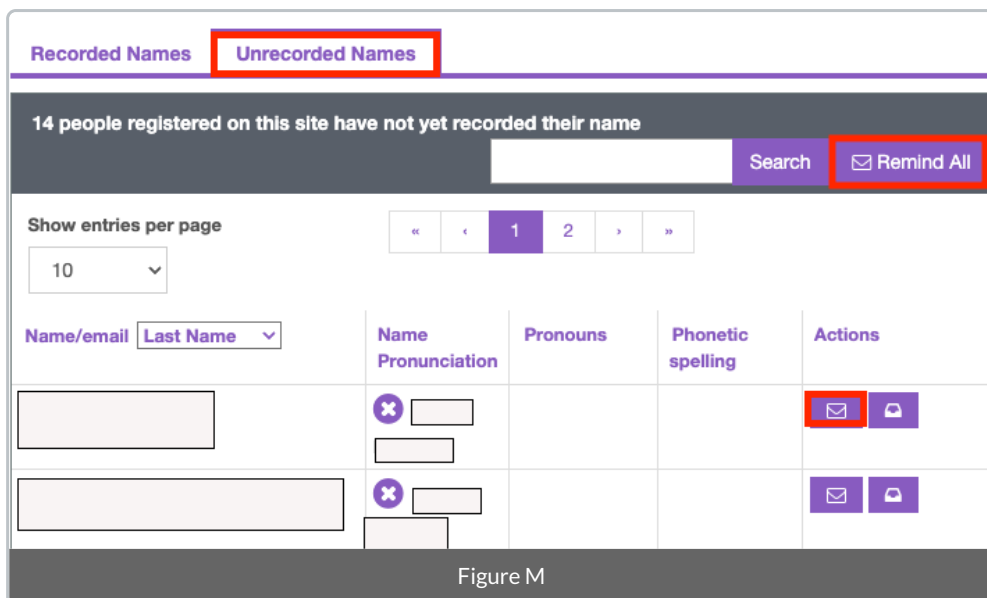


Figure M

Managing Other Features

Integrating NameCoach with an Assignment or Announcements

Add to Assignments

If you plan to provide a deadline for your students to complete their NameCoach profile:

1. Create a Canvas assignment through the **Assignments** tab (Figure N).
2. Add the **Assignment name** and a **description** in the proper fields.

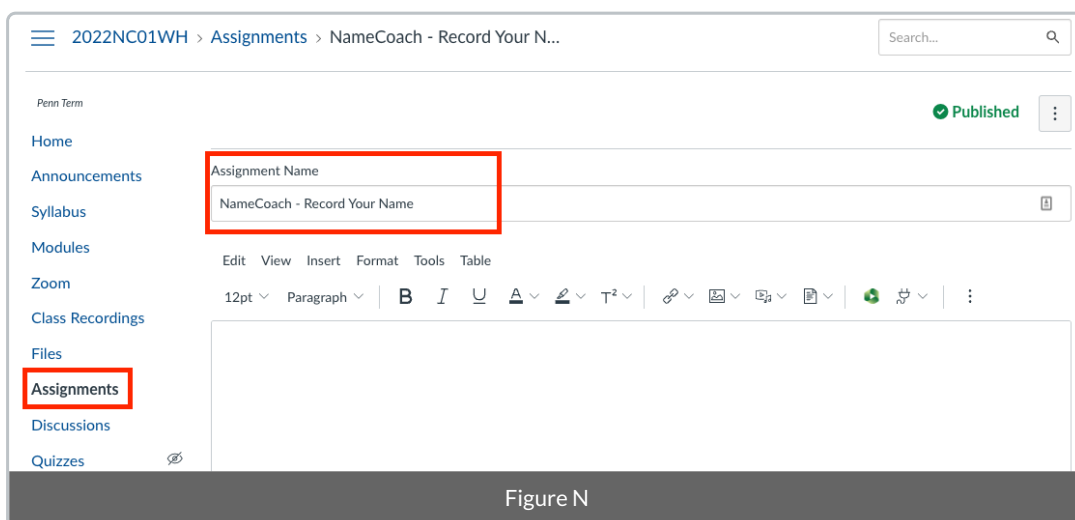


Figure N

3. Use the drop-down to change the Submission type to **External Tool** and click the **Find** button (Figure O).

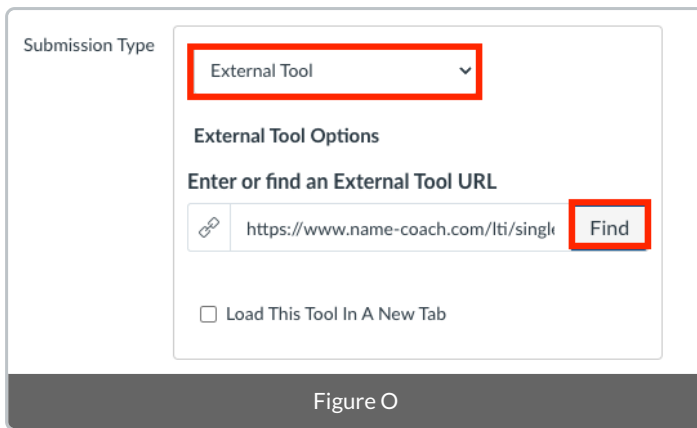


Figure O

4. Select **NameCoach** from the External tool URL and click the **Select** button (*Figure P*).

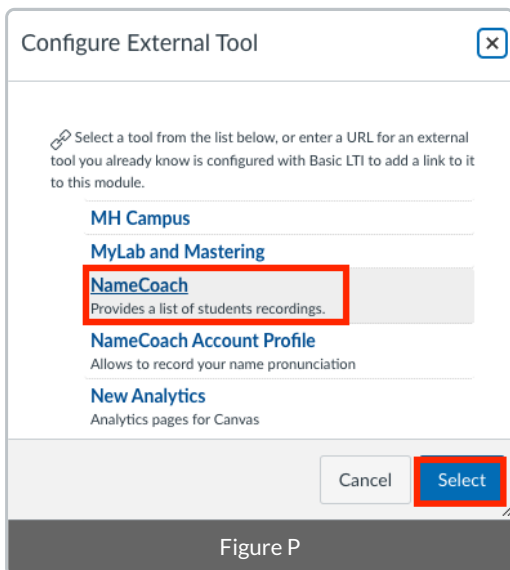


Figure P

5. Add a Due date and click the **Save** button to save the Assignment (*Figure Q*).

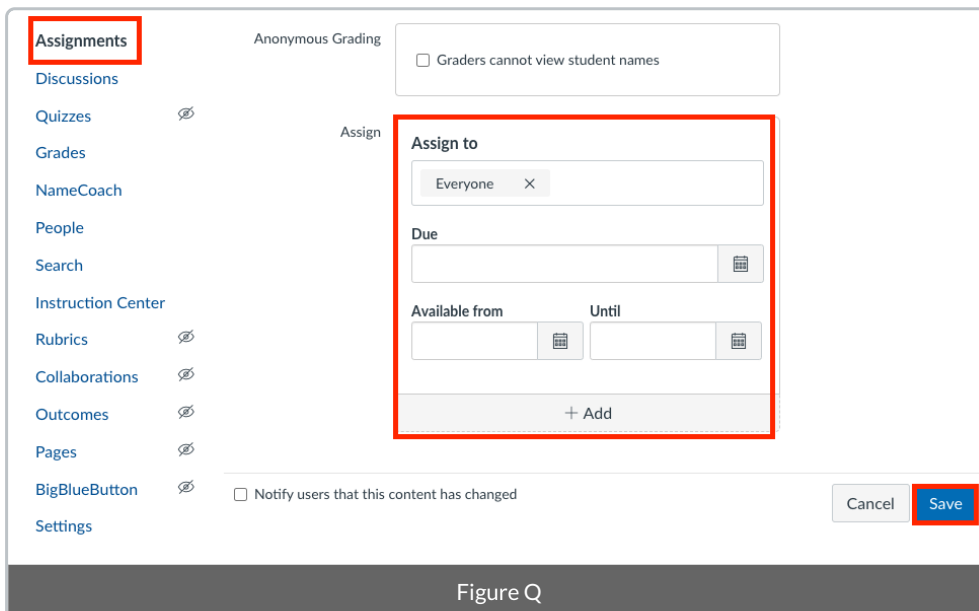
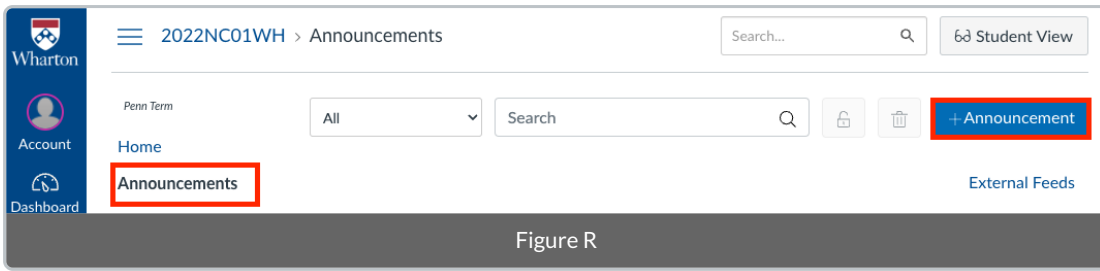


Figure Q

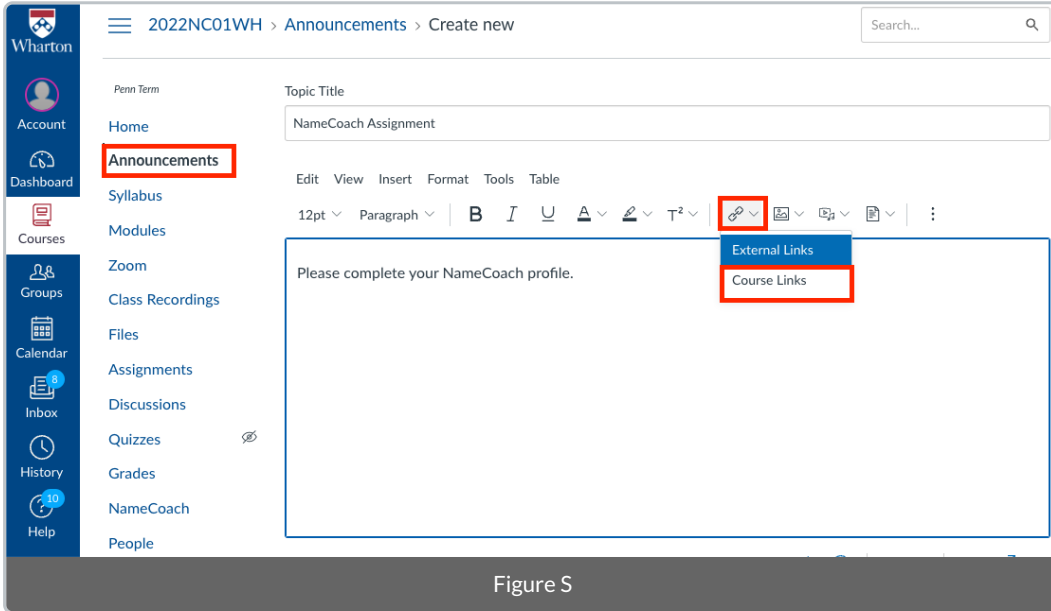
6. Once NameCoach is added to Assignments, it can also be linked in Modules.

Add to Announcements with a link to NameCoach

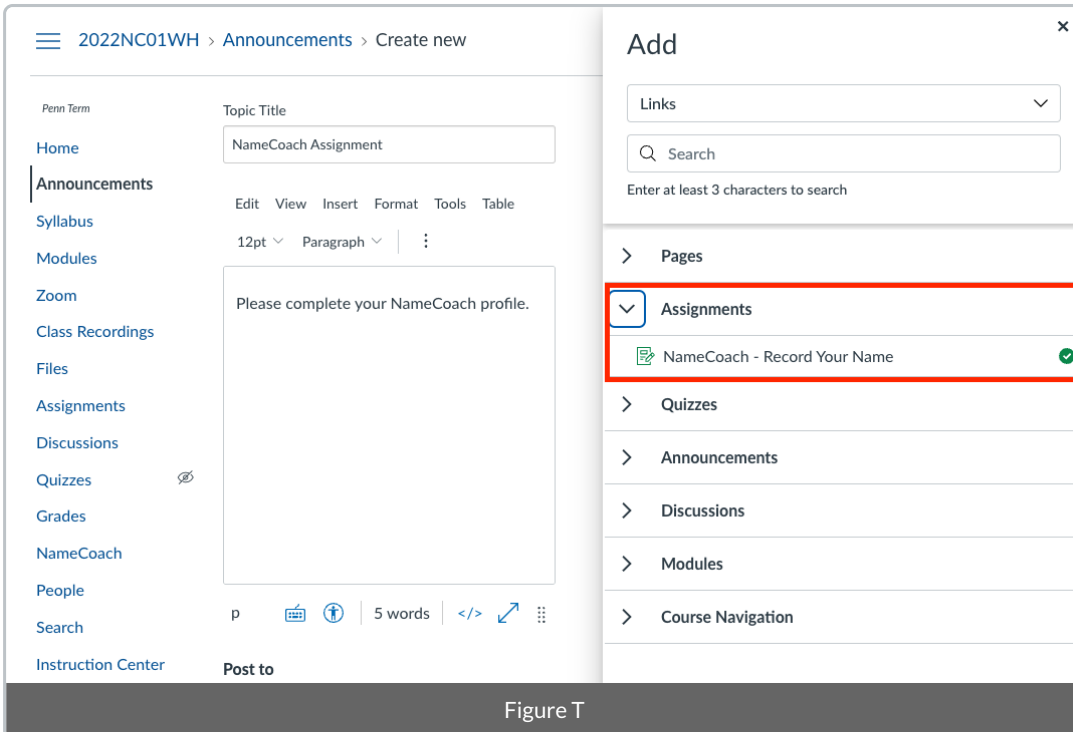
1. Click on **Announcements** on the Navigation Pane and then click on the **+Announcement** button on the right side of the screen (*Figure R*).



2. Add a Title and a line of text. Click on the **Link** icon and select **Course Links** (Figure S).



3. Select **NameCoach-Record Your Name** under **Assignments** (Figure T).



4. Scroll to the bottom of the page and click the **Save** button.

Once you have finished updating your information as needed, you can scroll through the list of Recorded and Unrecorded Names within your course.

Troubleshooting tip: If you are using Safari and encounter any access issues, please refer to the [guide linked here](#) regarding using Safari with Canvas learning tools. Having trouble in Chrome, try using a different browser, like Firefox.

Questions?

If you need more assistance, please contact courseware@wharton.upenn.edu for support.

Accessing old course sites

Last Modified on 02/10/2023 12:35 pm EST

Students with active PennKeys, as well as recent alumni, may continue to access concluded Penn Canvas course sites as described below. (These policies do not apply to Penn Carey Law which uses a [separate Canvas platform](#).)

Accessing Old Course Sites

Old course sites remain available, in a read-only state, for up to five years after they began. To access them:

1. Select **Courses** in the left navigation bar.
2. Click **All Courses**. Past course sites will appear beneath **Past Enrollments**. Course sites not listed there are no longer available, possibly because the instructor closed post-course access.

Note that Class Recordings, Study.Net, library reserves, and other licensed materials typically expire shortly after the end of the course, even if the Canvas site itself remains. Your instructor may choose to close post-course access early, at a time of their choosing; after that happens, access is only possible by permission of the instructor.

While the University of Pennsylvania's current subscription to the Penn Canvas LMS platform runs through August 14, 2023, a multiple-year renewal is planned.

After Students Graduate

Students will sometimes ask how long they retain access after they graduate. Penn will support up to 5 years of alumni access, after the end of each course, as long as the University uses Canvas. However, individual course sites will close at different times. Therefore, it is wise for students to download desired materials from Canvas as soon as possible after they graduate.

After students graduate, they will use [alumni computing services](#), many of which will continue to use their PennKey. Students should be sure to sign up for the PennKey [Recovery Service](#) so that they can easily reset their PennKey passwords after graduation.

Questions?

Email: courseware@wharton.upenn.edu

Adding users to a Canvas site

Last Modified on 04/29/2024 2:06 pm EDT

This article describes how to provide Canvas users, like TAs and auditors, with membership in your Canvas course site, which they access through **PennKey**.

IMPORTANT NOTE: Please do not manually add users as *Student* or *Auditor* in your Canvas course site; doing so causes difficulty for the University Registrar and within the course site itself.

- Starting in Spring 2024, students with **registration holds** may encounter delays in Canvas membership related to timing of when enrollment becomes official at the University level.
- When an unregistered student *not* facing a hold must submit graded work in your course, contact the **IDEA Courseware Team** to inquire about Canvas membership possibilities for them.
- True auditors will automatically be given *Student* membership in a course site when they obtain formal audit status in that course, at their home school, in order to meet a degree or major requirement. If you had granted a formal auditor the *Observer* role in Canvas, *Student* will be added automatically based on the Registrar's process.

Adding a User to a Canvas Site

1. Select **People** in the course navigation on the left.
2. Click the **+People** button. *
3. For *Add user(s) by*, select *PennKey*. (If you are instead prompted for *Login ID*, you can still enter the PennKey.)
4. Enter the PennKey username.
 - To add multiple users (with the same role and in the same section) enter one PennKey per line.
5. Select the correct **role**:
 - **TA** for a grader or teaching assistant.
 - **IMPORTANT:** The TA must not be granted membership access to a course site in which they are or were enrolled as a student.
 - **Limited TA** for a teaching assistant who does not grade.
 - **Designer** for a faculty colleague or administrative assistant.
 - **Observer** for students informally sitting in, or anyone else not expected to grade or submit coursework.
 - **IMPORTANT:** A few faculty use *Observer* role to accelerate Canvas membership for waitlisted students. Be aware this is a manual process an instructor may choose to do, rather than a service Wharton Computing provides.
 - **Do not add anyone to the *Student* or *Auditor* role.**
6. Select the correct section. It is recommended to add TAs and observers to the site's "default" section, which will typically include the course code, semester, and year (e.g., **STAT 2730 - Spring 2024**). TAs added to a single section will still have rights to the entire site. (Contact Courseware if you need to restrict a TA to a single section.)
7. Click **Next**.
 - If Canvas reports it cannot find the user, please **contact the Courseware Team**.
8. Click **Add Users**.
9. An invitation will then be sent from Canvas to the user's email address.

You can **resend** an invitation under **People**. The user can also accept the course invitation by going directly to the canvas site url.

You can **remove a user** who was manually added to a course site, but not users who were added automatically.

*If **+People** is disabled, that means the course site is concluded. Please **contact the Courseware Team** to grant membership to users in a concluded course.

Questions?

Email: courseware@wharton.upenn.edu

Canvas app (for instructors)

Last Modified on 09/11/2023 4:11 pm EDT

Before You Start

You need one or more of the following to use the Canvas Teacher app:

- An active PennKey
- A mobile device running iOS or Android
- Instructor (teacher) or TA membership in current, past, or upcoming Penn courses

Apps & Guides

- [Canvas Teacher for iOS \(Download\)](#)
- [Canvas Teacher for Android \(Download\)](#)
- [Mobile Guides for Canvas Teacher \(iOS and Android\)](#)

Logging In

When you first log into Canvas through the app:

1. In the **Find your School or District** field, type canvas.upenn.edu, and press **Go** or **Next** to continue. Selecting **University of Pennsylvania** will also work.
NOTE: For this step, DO NOT select "University of Pennsylvania Law School" or "Wharton Online".
2. Log in using your **PennKey**.
3. After a successful Penn WebLogin, you'll be prompted that Canvas is requesting access to your account. Be sure to check **Remember my authorization for this service** so the app can log you in automatically whenever possible.

Teaching on Multiple Canvas Platforms

Faculty teaching courses on multiple Canvas platforms may want to take advantage of multi-user login capability. Doing this will give you a "Profile" for each different Canvas platform (e.g., Penn Law Canvas) you need to use. Here are instructions for multi-user logins:

- [How do I switch to another account in the Canvas app on my iOS device?](#)
- [How do I switch to another account in the Canvas app on my Android device?](#)

Capabilities

Canvas Teacher provides quick, anytime-anywhere functionality to make announcements, grade submissions, or to edit a Canvas site for a course you are teaching. Announcements can be made either course-wide or to specific sections.

If a teaching or editing feature is not yet available in the mobile app (for example, group sign-up lists), switch to Canvas in a mobile browser on your device, preferably Chrome. You can also choose to [subscribe to your Calendar Feed](#) with your preferred mobile calendar app.

Questions?

Email: courseware@wharton.upenn.edu

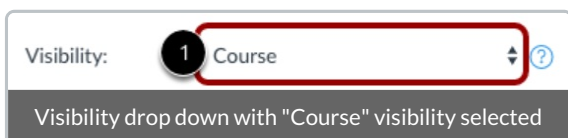
Canvas course site visibility settings

Last Modified on 03/16/2023 10:48 am EDT

This article describes Canvas visibility settings, which govern who may view your course site.

Changing Visibility Settings

1. Click **Settings** in the course navigation menu (left side on web, or center-top on mobile).
2. On the **Settings > Course Details** tab, look for the **Visibility** drop-down menu:



3. There are three visibility settings:
 - o **Course visibility**, the default, limits access to enrolled students as well as to other members of the site (TAs, departmental support staff, informal auditors).
 - o **Institution visibility** allows any logged-in PennKey holder who has the link to your course site to view the content, but they cannot interact with or even see students.
 - o **Public visibility** allows anyone with the link to your course site to view the content, but they cannot interact with or even see students. Public users cannot submit assignments, nor can they take quizzes or access unpublished materials in **Files**.
4. To save your change, click **Update Course Details**.

Update Course Details

5. Visibility settings become effective when you **publish your site**, or immediately if the site is already published.

Questions?

Email: courseware@wharton.upenn.edu

Managing notifications in Canvas (for instructors)

Last Modified on 05/17/2023 4:09 pm EDT

Customize your global Canvas notification settings or course level notification preferences.

Before You Start

You need the following:

- An active PennKey account (or authorized email address)
- Enrollment in a current course site

Canvas Global Notification Preferences & Recommendations

- Canvas allows you to control how you are notified, when, and the frequency of notifications. You can update these settings at:
 - [Penn Canvas](#) > **Account** > **Notifications** ([steps for use in a web browser](#)) or
 - Canvas Teacher app top left menu > **Settings** ([steps for iOS](#) or [steps for Android](#))
- Each channel of communication (for instance, email and push notifications on mobile devices) can be set independently:
 - To add or manage emails where your notifications are sent, go to **Account** > **Settings** and use the **Ways to Contact**. Text messaging (SMS) notifications for announcements may also be enabled there.
 - If your Canvas notifications aren't set up appropriately before [opting out of the Conversations Inbox](#), you may miss some messages.
 - Push notifications must first be enabled in your Canvas Teacher app; once enabled, further settings can be done either via web browser or in the app.
 - For best results with learning tools included in Canvas, ensure your default (starred) email in Canvas is the same as your [primary email address in Penn Directory](#).
 - Frequency options are notify immediately, daily summary, weekly summary, or notifications off. These options pertain to all current courses.
 - Grades are not communicated via notifications (though availability of grades is).
- We recommend that you set announcement, grading, invitation, files, submission comments, and appointment availability to **notify immediately**.

Course Level Notification Preferences

You can set notification preferences by individual course, too:

- To do this, open a specific course and click the **View Course Notifications** button on the course home page.
- To override the global notification settings, set them on this page.
- To disable notification for a course, deselect the **Enable Notifications for [course name]** under Course Notification Settings.

Conversations Inbox Opt-out

Disable the Conversation's Inbox unread messages badge and send all conversation messages and notifications via email, ASAP.

Questions?

Contact: courseware@wharton.upenn.edu

All about appointment sign-ups

Last Modified on 09/16/2024 12:07 pm EDT

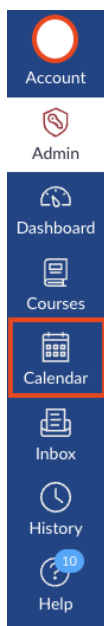
This article describes how to create appointment sign-ups for the faculty-student meals program, office hours, and group presentations.

Before you start, the following information is needed for creating sign-ups:

- Name
- Location
- Calendar for Course
- Have/not have students sign up in groups
- Dates
- Start and End times per slot
- The user limit for each time slot
- Allow/not allow students to see who has signed up for time slots
- The limit for participants to attend appointments
- Any additional details and notes

Creating sign-ups

Go to **Calendar** in Global Navigation pane



- Select the correct course calendar on the right side of the screen. The correct calendar needs to be selected, in order to see the option when creating an appointment group in the next step.

December 2022

Week Month Agenda +

MON	TUE	WED	THU	FRI	SAT
	29	30	1	2	3
	6	7	8	9	10
	13	14	15	16	17

December 2022						
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CALENDARS

- Test Site 1
- Test Site 2

- Select the + button in the upper right or click on a date.
- In the **Edit Event** pop-up window, select **Appointment Group**

Edit Event

×

Event Assignment Appointment Group

Name: Lunch with Professor

Location: Penne

Calendar: Select Calendars

Have students sign up in groups.

Date: Jan 11, 2017, Jan 12, 2017

Time Range: 12p - 1p

Divide into equal slots of 30 minutes. Go

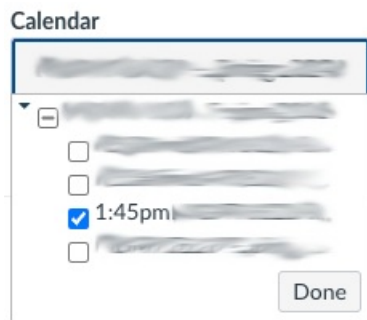
Options:

- Limit each time slot to 7 users.
- Allow students to see who has signed up for time slots.
- Limit participants to attend 1 appointment(s).

Details:

Cancel Publish

- Every appointment group needs a descriptive name.
- The location can be either a physical place or a virtual one, such as a **Zoom meeting link**.
- Use **Select Calendars** to choose which course(s) for which this appointment group is available. You can limit appointments to certain sections, by expanding the calendar tree and checking off the sections you want to include. (You cannot section-limit group appointments.)



- For group-based appointments, check **Have students sign up in groups**. If you have more than one set of groups, select the correct group set from the **Group Category** dropdown that will appear after you check **Have students sign up in groups**.
- Enter the date and start/end time of each appointment in **Date** and **Time Range** boxes . Remove any unwanted slots by pressing **X** next to the slot you want to remove.
- **Divide** will allow you to quickly create consecutive appointments within a single time range. After you fill in the date and overall time range, add the desired length of each appointment into **into equal slots of ___ minutes**. Press **Go** , and the time range will be split accordingly into separate consecutive appointments.
 - **Example:** If you set an appointment from 9am to 12pm, then divide into equal slots of 30 minutes, Canvas will produce six slots, starting respectively at 9am, 9;30am, 10am, and so forth.

Please check carefully before pressing **Publish**, because published sign-ups are difficult to change, and because students are notified about them, and can begin using them, right away. You can add a note in the details about the change and message your students.

Adding more time slots or changing settings

You can continue to use a previously-created appointment group, adding additional time slots. Here's how:

- Go to **Calendar** in the left navigation bar.
- Click an existing time slot.
- In the **Edit Event** pop-up window, select **Group Details**.
- Use the **Date** and **Time Range** boxes to add the date, start time and end time of any new appointment(s).
- Change the **Location** or **Details** to fill in or update the meeting location, Zoom link, or other overall instructions students should see for any time slot.
- Press **Save**. (Students will be notified of the newly available time slots, based on their **notification preferences**.)

Viewing, editing or canceling an appointment

In **Calendar**, you'll see available appointments as well as the name of students who are already signed up. To edit or delete an appointment, click on an available appointment.

- To cancel this appointment, click **Delete**. Any attendees listed will be notified and may reserve other available appointments.
- To remove an individual attendee, click the **X** next to that attendee's name.
- To change the maximum number of students who may reserve an appointment, or to add miscellaneous details, click **Edit**, make the changes, and then press **Update**.
- Or to change overall **Location**, **Details**, or default maximum, click **Group Details**. The **Group Details** page will also provide a summary of signups across all appointments, at the bottom of the page.

Sending a message to signed-up students

To send an **Inbox** message to users who have signed up for the appointment, click **Message Students**:

How students can find sign-ups

Here are **instructions** you can provide students on finding these sign-ups:

- Go to Calendar
- Scroll down the page, press **Find Appointment** on the far right
- Select from the drop-down list the course to which the appointment belongs and press **submit**
- Click on the preferred date and in the window that appears select **reserve**

Students are notified of new appointment groups, and of changes to existing groups, according to their **notification preferences**.

Reminding students to sign up

Send a message through Canvas to remind students to sign up for an appointment.

- Go to Calendar in the left navigation bar.
- Click an existing time slot.
- In the **Edit Event** pop-up window, click **Group Details**.
- Scroll down to locate **Message Students**.
- A pop-up window will appear with a list of **Users who haven't signed up**. You can type and **Send** an **Inbox** message to them, or you can optionally use the provided drop-down to choose **Users who have already signed up** or **All users**. (meaning both those students who have signed up, and those who have not).

Recommended settings

These settings are recommended when creating sign-ups.

- Always use **Limit each time slot to ___ users** to keep the appointment at the desired maximum attendance.
- Unless the appointments are sensitive (e.g., office hours), it's better to check **Allow students to see who has signed up for time slots**. (That setting's especially significant for meals signups.)
- Always choose **Limit participants to attend ___ appointment(s)**, normally 1 to ensure each student reserves only a single time slot.
- Use **Details** to include additional information, e.g.: **If fewer than 3 students sign up, the appointment will not take place**.

Group appointments

When you use group appointments, only one student per group needs select a time slot for that group. This feature works only if groups, populated with students, already exist on the Canvas page.

- Because groups are open to all members of a course site, you cannot share group appointments across separate Canvas course calendars, or limit them to certain sections.
- Once a group sign-up is published, it cannot later be converted to an individual sign-up, and vice versa.
- Students who have not signed up for a group cannot see team-based appointments.

Note: The calendar shows information based on your **currently specified time zone**; if appointments are elsewhere, switch your time zone in Settings while making the sign up, then switch back when you are finished.

Students can not manually be entered into a slot.

Questions?

Email: courseware@wharton.upenn.edu

All about Canvas groups (for instructors)

Last Modified on 10/26/2023 5:00 pm EDT

Canvas Groups are an important element in many of the more collaborative, extemporaneous uses of Canvas. Use Groups to apportion each unit with assignments, repositories and other collaboration features for use in-class and in hybrid sessions. This article describes how to create, manage, and use Canvas groups.

Before You Start

You will need a Canvas site for your course.

Creating groups

Canvas allows you to create **groups** for students to work on projects, term papers, or any other assignment in which students work collaboratively. To create a group:

Linking groups to assignments

Once a group is created, instructors can deliver group assignments - with either group grading or individual marks per contributor. Learn how to **link a group set** to an assignment.

Joining groups

Students **join groups** through the People tab, but you should be aware that their **view differs** from that of an instructor.

Imported groups

Check carefully to ensure that all copied **group assignments** are linked to existing **group sets** in **People**. During a **course site import**, all group Assignments will be assigned to a single group set called **Project Groups**.

Edit groups

Once you have created a group set, you can **edit** it at any time by going to People and clicking on the Group tab. Click on the 3 dots button and Select Edit.

Move a student into a different group

You can **move** students within groups. Changes should be made before assignment submissions start. If you want to move a group member with a graded submission, you may want to **clone the group set** instead.

Managing groups

Groups have their own "sub-sites" that contain Files, Discussions, Announcements and a few other Canvas

features.

Questions?

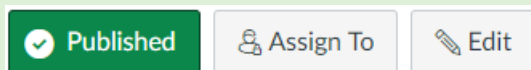
Contact: [IDEA Courseware Team, courseware@wharton.upenn.edu](mailto:courseware@wharton.upenn.edu)

All About Assignments

Last Modified on 08/31/2024 9:34 am EDT

As of August 30, 2024, the place for entering due and availability dates while editing assignments or quizzes has **returned to its original location in Canvas**.

It's also possible to set due or availability dates *without* editing the assignment. Use the **Assign To** button which currently appears to the left of the **Edit** button on any assignment or quiz page:



A similar **Assign To** choice appears in the **options (three dots) drop-down menu** for each assignment listed on the Assignments tab.

This article covers the basic and advanced features of assignments and assignment groups, as well as downloading files students have submitted to an assignment.

Before You Start

You will need a Canvas site.

Assignment Basics

When creating an assignment, you can take advantage of the following features:

Advanced Features

Assignments offer a number of advanced features.

Assignment Groups

Enhance your grading with assignment groups.

Download Submissions

Download the files students submit to an assignment.

Discussions as Assignments

Discussions are a good option for certain kinds of assignments and learning activities in which students are required to interact with each other.

TIP: Use **student view** to see assignments as students do.

Questions?

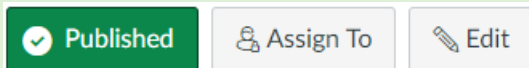
Email: courseware@wharton.upenn.edu

All about quizzes (Classic)

Last Modified on 08/31/2024 9:34 am EDT

As of August 30, 2024, the place for entering due and availability dates while editing assignments or quizzes has **returned to its original location in Canvas**.

It's also possible to set due or availability dates *without* editing the quiz. Use the **Assign To** button which currently appears to the left of the **Edit** button on any assignment or quiz page:



A similar **Assign To** choice appears in the **options (three dots) drop-down menu** for each quiz listed on the Quizzes tab.

This article provides an overview of using the original quiz feature in Canvas LMS, known as "Classic Quizzes".

Before You Start

You will need a Canvas site.

Quiz Basics

Quizzes are **formal exams or surveys**, and can be graded or ungraded. To create a quiz:

Recommended Instructions for Students

We recommend providing the following information in all quiz instructions:

Configuring Take-Home Quizzes

You can 1.) prepare normal quiz questions; or you can 2.) have the students download a document containing the exam and then upload a document containing their answers to the quiz.

To create a file download quiz:

Previewing a Quiz

You can *preview* a quiz, to get an idea how it will appear to students, by clicking on the quiz and choosing **Preview**. Please keep in mind that a preview may leave out a few details of the student experience; for more accuracy, try **student view**.

Regrading Quizzes

Occasionally you may need to change an answer after students have taken the quiz.

Revealing Results to Students

Consider the following when deciding what to reveal to students:

Enabling Additional Attempts for Students

Occasionally you may want to give a student another attempt at a quiz. Here's how:

Downloading Student Responses

If you need to download student responses from a quiz (such as for a survey), you can do so through the Quiz Statistics.

Questions?

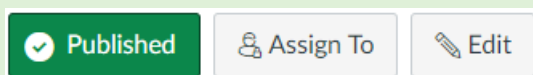
Email: courseware@wharton.upenn.edu

All about New Quizzes

Last Modified on 08/31/2024 9:34 am EDT

As of August 30, 2024, the place for entering due and availability dates while editing assignments or quizzes has **returned to its original location in Canvas**.

It's also possible to set due or availability dates *without* editing the quiz. Use the **Assign To** button which currently appears to the left of the **Edit** button on any assignment or quiz page:



A similar **Assign To** choice appears in the **options (three dots) drop-down menu** for each quiz listed on the Quizzes tab.

Canvas's New Quizzes offers benefits, such as printing and one-time accommodation entry per course, which improve upon the original feature set for Classic Quizzes.

Before You Start

You will need a Canvas site.

Creating a Quiz

To create a new quiz...

Question Types

Your quiz can include a mix of automatically and manually graded questions.

Item Banks

Use Item Banks to pull all questions or a specific number of questions randomly from a pool. This is a good way to add variety to the exam and/or keep similar questions together.

Exams with File Downloads

Use Classic Quizzes if you need to share a link to an exam file that students can access only during the exam. If you need to use New Quizzes instead, you can create a link to the exam file by using the following instructions.

Publish the Quiz

Before you **publish** the quiz, be sure to:

- Add **availability dates** so students cannot access the quiz until the start time.
- Review the **quiz settings** to ensure that **Restrict Student Result View** is enabled and that other exam settings are correct.
- **Preview the quiz** to view it as students will.
- **Permit additional time** by choosing **Moderate** to the right of the student's name. Under **Time adjustments**, select **Give additional time**, enter the extended time, and close the tab.

Viewing and Grading Online Quizzes

- Use **Moderate** to view student submissions, add more time or attempts for individual students, and to reopen a completed quiz.
- Add a score for any manually graded questions in **SpeedGrader**. (Final quiz scores cannot be directly edited in the Gradebook.)

Regrading Questions

You can regrade any automatically graded question, but this should be done only *after* all students have finished taking the quiz. When you regrade a question for one student, **the change will be applied to all** students who received that question.

Releasing Scores

When you are ready for students to see their submissions and the correct answers, you should:

Enabling Additional Attempts for Students

Occasionally you may want to give a student another attempt at a quiz. Here's how:

Questions?

Email: courseware@wharton.upenn.edu

Delivering online exams (in-person)

Last Modified on 06/07/2023 1:39 pm EDT

This article describes how best to deliver an exam through Canvas during in-person classes. See [Exams for Remote Instruction - Faculty](#) for advice on delivering online exams remotely.

Before You Start

With proper notice, the Courseware team **can help prepare** an exam for delivery through Canvas. Note that the Courseware team will not convert paper exams into online formats.

Exam venue

You can deliver an online exam either in a Wharton lab or your classroom.

Preventing cheating

There are several ways to prevent cheating during online exams.

Timing

A quiz can be given during a precise time period (e.g., April 4, 2020, 4:30 pm-6 pm), or can be made available during a longer period but for a limited duration (e.g. the student only has an hour to complete, and the quiz must be taken and submitted at some point during the period of April 2-6, 2020).

Student accommodations

You may have students that have been granted accommodations by [Penn's Office of Student Disabilities Services](#); the Provost's Office has issued [general guidelines for faculty](#).

*Accommodations, such as granting **extra time on an online exam, must be made in advance.*** It is not currently possible to allow students to edit previously submitted quizzes.

Creating a take-home exam

In place of a Canvas quiz, you have students download a document that contains the exam and then upload their answers in a Word file or pdf.

1. Create the document you will attach to the quiz. (We recommend .pdfs; it's easy for students to confuse the downloaded version of the Word file with the version they must upload.)
2. Store this document in Files, in a **new folder** whose permissions are set to **"Only available to students with link."**
3. Create or edit a **quiz**, including one **file upload question** for collecting a student's answers. If there is no time limit, you can use an **assignment** instead of a quiz.

4. **Link** your exam document either from a text question or from the File Upload Question details.
5. Use **availability dates** to prevent students from accessing the document too early and to prevent submissions after the due date.
6. Use a time limit in **settings** to limit the amount of time permitted for the quiz. We recommend allowing 5 extra minutes for students to save and upload their files.
7. Use **Moderate Quiz** to monitor progress or to allow extra time or attempts to individual students,

File upload quiz questions do not work in Internet Explorer for Windows nor in older Safari versions for Mac. These browsers also do not meet the general **system requirements** for Canvas.

After-hours Support

Please advise if your exam occurs outside of regular business hours (Mon-Fri, 9am-5pm Eastern Time).

Questions?

Email: courseware@wharton.upenn.edu

Exam accommodations

Last Modified on 10/21/2023 1:16 pm EDT

This article describes how to use Canvas to grant students additional time and extended availability windows for exams, which, in Canvas, are called *quizzes*.

If a student in your course has an approved accommodation from **Student Disabilities Services (SDS)** or must take a quiz at a different time than the rest of the class (because of time zone or another reason), you should ensure that **reasonable accommodations** are made. You are responsible for setting up these accommodations in Canvas, or for asking the Courseware team to do so.

Please contact **Courseware** with accommodation requests at least 1 business day before the quiz is administered.

Availability Windows vs. Time Limits

The *availability window* is the total time period the quiz is open to students; e.g., from April 28 at 12pm to April 29 at 1pm.

The *time limit* is a specified amount of time given to students to complete the quiz (e.g., 60 minutes).

If your quiz uses both availability dates and a time limit, be sure to update both when making accommodations.

Student-specific Availability Windows

You can set different availability windows for students within the same quiz or assignment.

1. Open the quiz (in New Quizzes or Classic Quizzes) and scroll down to the **Assign to** field.
2. After setting the Due Date and Available from/Until dates, click the **+Add** button to create a second **Assign to** field.
3. Start typing the first few letters of the student's name and select their name from the student list that appears. You can assign a different availability window to multiple students or to different sections of students.
4. Enter the new due date and Available from/Until dates for these students.
5. Repeat steps 2-4 as needed, and click **Save** when you are finished.

Notes: Individual students can only be assigned one (1) Availability Window. Students will see *only* the due date and available from/Until dates assigned to them.

Extending the Time Limit

You can extend the time limit of a quiz for individual students without adjusting the time limit for the rest of the class. This is possible in both New Quizzes and Classic Quizzes, but should be done before students start taking the quiz.

In New Quizzes

In Classic Quizzes

Allowing Extra Time for In-Progress Quizzes

Note: It is not possible to give a student additional time while they are taking a New Quiz. You can allow them another attempt, but not additional time.

In Classic Quizzes

1. If a student has an emergency or technical issue while they are taking a quiz using Classic Quizzes, you can open **Moderate This Quiz**, then click the clock icon next to the student's remaining time.

Attempt	Time	Attempts Left	Score	
--		1		
--		1		
1	26:44	0		
--		1		

2. Enter the amount of extra time to give the student and select to apply the extra minutes to the current end time of the quiz. Then click **Extend Time**. The extra time will be applied to the student's in-progress attempt and their countdown clock will be updated.

Extend Quiz Time

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

Started: Apr 12 at 10:49am
Ending: Apr 12 at 11:19am

End the quiz minutes from the current e ▼

Maximum of 1440 minutes (24 hours)

now
the current end time

Cancel Extend Time

Questions?

Email: courseware@wharton.upenn.edu

Respondus LockDown Browser (for instructors)

Last Modified on 09/21/2023 10:14 am EDT

Respondus LockDown Browser is a special web browser that helps prevent cheating during in-person proctored online exams (that take place in a classroom or computer lab). Students take the exams using Canvas, but cannot use other programs, take screenshots, copy, paste, print, or navigate to other websites while the exam is in progress.

Note: LockDown Browser cannot be used for remote exam delivery; it is available only for in-person exams.

Before You Start

- LockDown Browser **can only be used for in-person exams**
- LockDown Browser **cannot be used for remote exam delivery take-home exams or quizzes**, as only supervision can ensure that students are not using an additional device.
- If students will use LockDown Browser on personal devices or in a computer lab, contact the Courseware team at courseware@wharton.upenn.edu *at least two weeks* before the first online quiz/exam, preferably.
- Plan to deliver a practice quiz using Respondus LockDown Browser beforehand to help familiarize students with the tool, so that students do not take extra time to set up on exam day.

Enable Respondus LockDown Browser

Before your students can take quizzes/exams using LockDown Browser, it must be enabled for the course.

Using Excel with LockDown Browser

LockDown Browser includes a basic spreadsheet tool that enables .xls/.xlsx spreadsheets to be viewed and edited during an exam session. LockDown Browser has its own basic, built-in spreadsheet function that allows students to use a spreadsheet, but with limited functionality. This functionality is available for Windows, Mac, and iPad editions of LockDown Browser.

To **enable the spreadsheet** function in LockDown Browser, use these steps:

Day-of-Exam Troubleshooting

If students are having trouble opening the quiz/exam with LockDown Browser, there are a few troubleshooting steps you can take on your own. You can also contact the Courseware team for assistance.

We recommend having paper copies of the exam as a backup for students who are unable to open LockDown Browser or log in with two-factor authentication.

Additional Resources

1. If you are wondering when to use Respondus LockDown Browser versus other approaches, watch

Courseware's on-demand session, [Which Canvas Tool Is Right for My Exam?](#) [49:24] which discusses Respondus at length with a number of useful tips.

2. The following resources are helpful when applying the LockDown Browser to specific quizzes:
 - [Delivering Online Exams in-person](#)
3. In addition, these resources are helpful for students:
 - [Respondus LockDown for Personal Devices \(Students\)](#)
 - [Preparing to Take an Online Exam](#)

Questions?

Contact: [Courseware team](#)

Email: courseware@wharton.upenn.edu

Administering and Troubleshooting Online Exams

Last Modified on 01/11/2024 4:10 pm EST

Administering an exam online using Canvas can allow for more versatility and less time spent grading. When preparing to administer an online exam, it's important to plan for possible technical glitches and know how to troubleshoot some of the most common issues.

Before the Exam

Administering Exams/Day-of Troubleshooting

Giving Students Extra Time or Attempts

After the Exam

Questions?

Email: courseware@wharton.upenn.edu

Setting Up Assignments Requiring Student Collaboration in FeedbackFruits

Last Modified on 03/20/2024 1:34 pm EDT

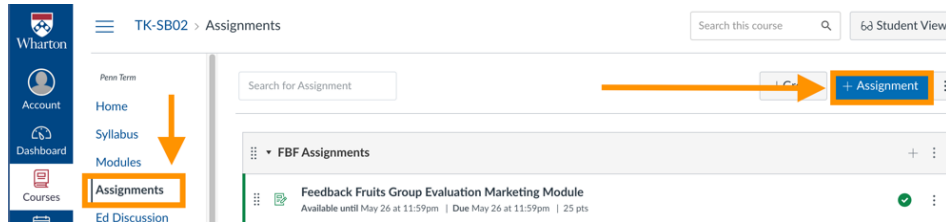
Before You Start

FeedbackFruits is an engaging suite of tools designed for active, reflective learning that integrates seamlessly with Canvas. The tools in the suite are designed to encourage a collaborative learning experience, as many of the assignment types also integrate with group sets in Canvas to enhance project work. Two of the most popular tools used by Wharton faculty, group member evaluation and peer review, help to enhance teaching and learning at Penn.

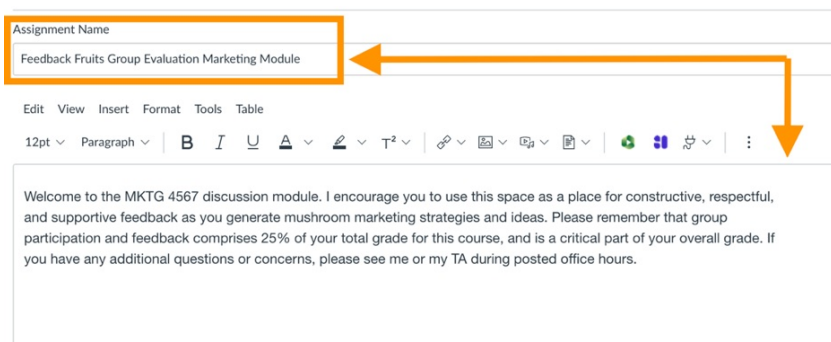
To provide the best possible experience for teaching team members who will be administering these tools, this article focuses on considerations for FeedbackFruits assignment setup. In the examples below, the **group member evaluation** tool is highlighted, but there are other collaborative assignment types you can use, as well, with small nuances in the settings.

Getting Started

FeedbackFruits assignments are created in Canvas by selecting **Assignments** on the course navigation sidebar and clicking the **+ Assignment** button on the top right portion of the page.



You will first need to create a title for the assignment. Below the title, you can add general instructions within the Rich Content Editor (RCE).



Beneath the RCE, designate the number of points the assignment is worth. Afterwards, **select the correct assignment group** (specific to your course) and decide how you would like to display the grade.

Points

Assignment Group

Display Grade as

- Percentage
- Complete/Incomplete
- ✓ Points
- Letter Grade
- GPA Scale
- Not Graded

Note: This assignment type must be graded; however, there is a selection check box that can set the assignment so that it is not counted toward students' final grade, if needed.

Points

Assignment Group

Display Grade as

Do not count this assignment towards the final grade

Next, choose the **Submission Type**. Select **External Tool** from the drop-down menu and select the **Find** button.

No Submission
Online
On Paper
✓ External Tool

Submission Type

External Tool Options

Enter or find an External Tool URL

Load This Tool In A New Tab

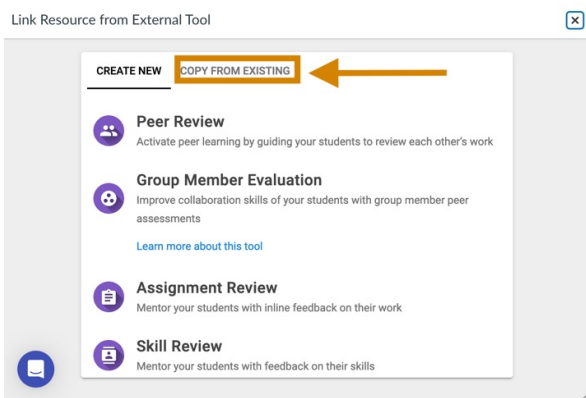
Note: You should *not* type a URL in the “Enter or find an External Tool URL” field. You can simply click the Find button. After you click Find, the Configure External Tool dialog box will open. Highlight the FeedbackFruits tool and click on it to open.

Configure External Tool

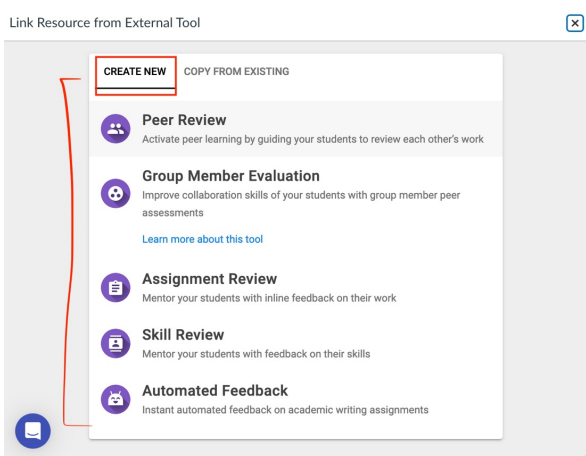
Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- Class Recordings
- Examssoft Dental
- FeedbackFruits
Tools to support teachers teaching
- Gradescope
Gradescope is a feedback and assessment platform for many types of work, including paper exams, digital
- Harmonize Assignment
Discussion & Classroom Tools

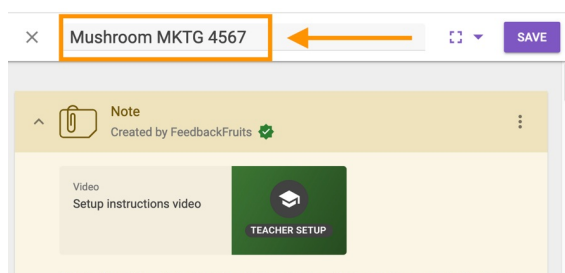
You can either create a new assignment or pull from an existing one (e.g., one you have set up in a previous semester) by using **Copy From Existing**. This is the recommended way to duplicate assignments from semester to semester.



If you choose to create a new assignment from scratch rather than pulling from an existing one, select the assignment type. As mentioned earlier, peer review and group member evaluation are the most commonly used FeedbackFruits assignments at Penn.



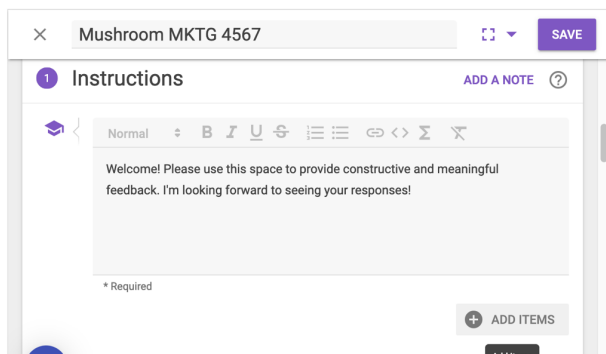
Once you begin working in the assignment, you can give it a title within FeedbackFruits. This new title is separate from the Canvas assignment title that was created earlier. We recommend including the course's four-letter acronym and four-digit number in this title, as this makes it easier for our team to track the assignment and assist with any troubleshooting needs.



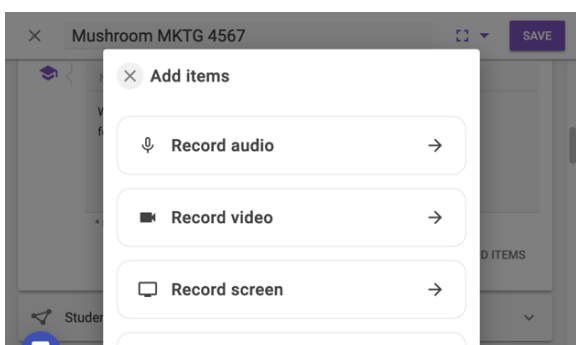
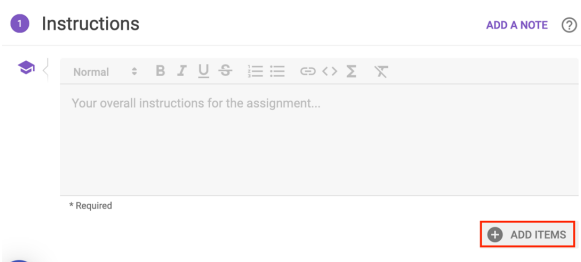
Assignment Setup

Step 1: Instructions

Begin by filling out the **Instructions** text box. This is needed to save and publish the assignment, so this text box cannot be left blank.



If you would like, you can add a voice note or other attachment here, as well.



You now have the option to set up an assignment where students **work** individually or within a group. For assignments where you are reviewing other peers, you also have the option to **review** individually or within a group. To set this up, click on **Student collaboration** and select the **Change** button.



To create an assignment where students will individually review their group members following a group assignment or project, select Students work "Individually" and Review "Within groups." For any group assignments, these group sets will need to be configured in the Canvas People tab first and then synced in FeedbackFruits.

× Collaboration options

Students work

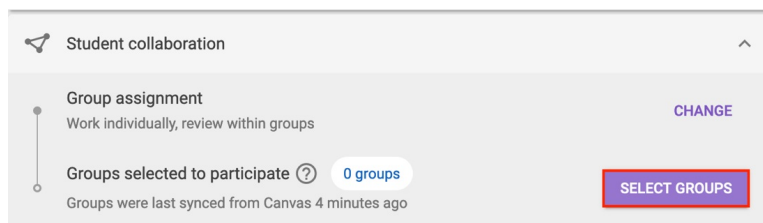
- Individually
- As a group

Review

- Individually
Students individually get assigned to anyone
- Within groups
Students individually get assigned to someone within their group
- Outside of their group
Students individually get assigned to someone not in their group
- As a group
Each member of a group gets assigned the same group for individual review

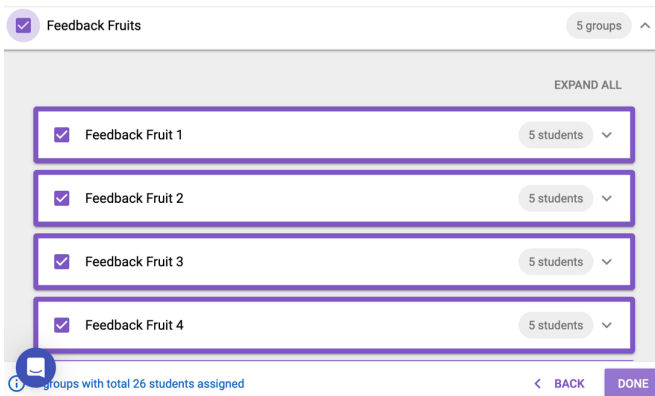
NEXT >

When choosing to incorporate group work, you will need to click on **Select groups** and choose the group that will participate in the assignment. Note that if you select a group with zero participants, you will need to edit and refresh the FeedbackFruits iFrame once you **add students to the groups within the Canvas People tab** for this to sync. Click **Done** when finished.



Link Resource from External Tool ×

× Choose which groups will participate
Groups were last synced from Canvas 10 minutes ago



Before releasing any group assignment, double-check to make sure the group set is properly synced. If you are using the self sign-up feature for your Canvas groups, note that FeedbackFruits does have a lag time, so if students are moving in and out of groups, you will need to return to the "Groups selected to participate" section to refresh the sync each time a student joins a new group.

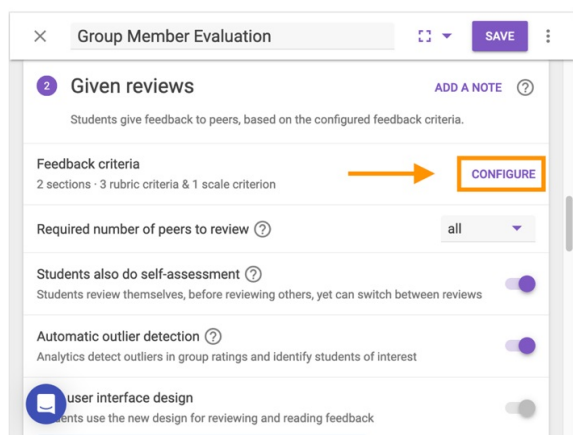
For this reason, it is recommended to turn self sign-up OFF and also wait until the add/drop period is over before using group assignments in FeedbackFruits. Otherwise, you will need to manually sync the groups.

Step 2: Given Reviews

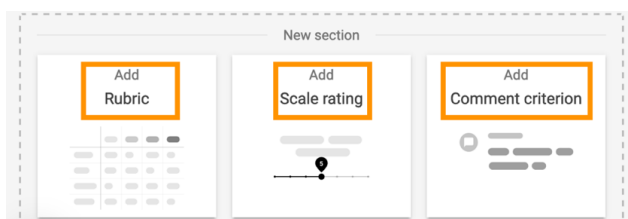
For a collaborative assignment type in FeedbackFruits, students give feedback to their peers based on criteria set by the instructor.

Feedback Criteria

Under **Feedback Criteria**, click on the **Configure** button.

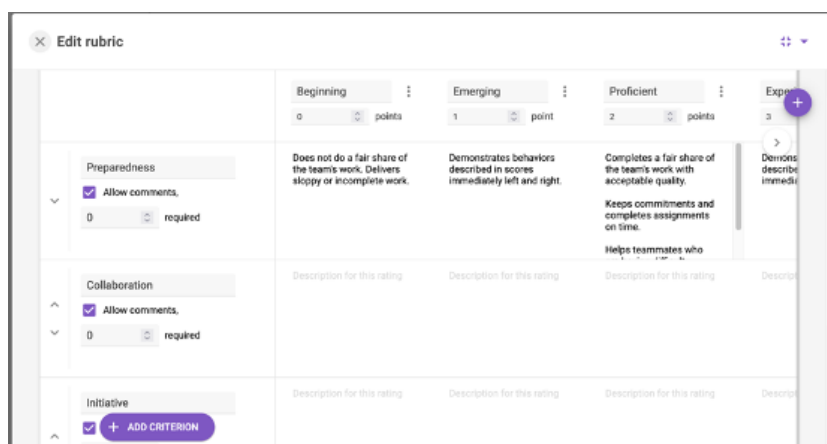


Next, build out your criteria. Here you can add as many or as few criteria sections as you would like. You can configure a rubric, scale rating, or comment criterion.



Rubrics

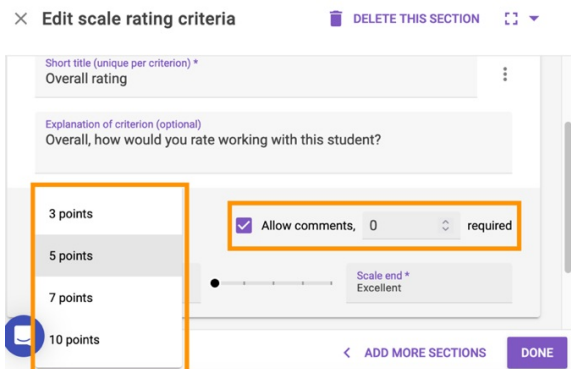
With rubrics, instructors can provide explanations for each level of the criterion and attribute grading points to this. A rubric example is shown below.



Scale Ratings

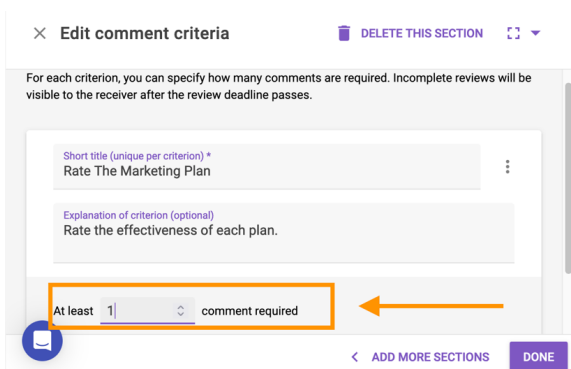
With scale rating criteria, you can assign various points along a rating scale. You can also set the number of comments required (if any) and adjust the text that appears from scale beginning to end. When finished, you can

either click Done or continue building out the criteria.



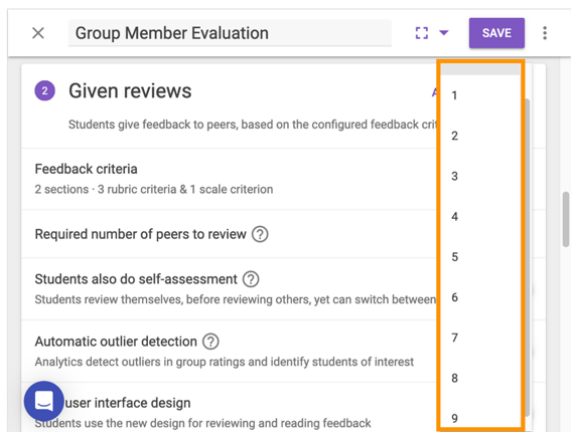
Comments

You also have the option to use the comment criterion in the assignment. In some cases, you might want students to only give qualitative feedback, where students do not have to give a score or select a level from a rubric.



Number of Peers to Review

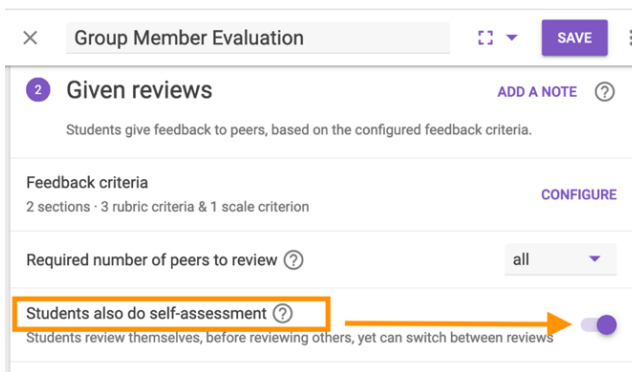
Next, select the number of peers students are required to review. You can select all students in the assignment or any number from one to nine. The **All** option is used when students have to review all their peers or groups (if set up as a group assignment).



Self Assessment

Student self assessment is a useful tool for your students to identify their own individual strengths and the areas where they need improvement. With self assessment turned on, students will fill out the same criteria they

completed when reviewing their classmates, but this time they will be reviewing themselves. To activate this functionality, slide the radio button to the right.

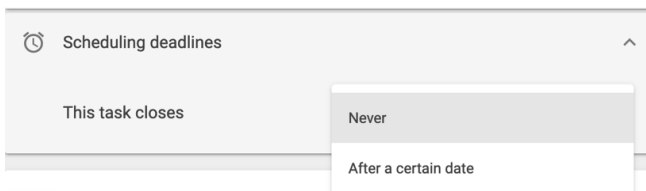


Outlier Detection

Automatic outlier detection helps instructors identify potential issues in groups such as overconfident students or group conflicts. Tips on [how to use this function can be found here](#).

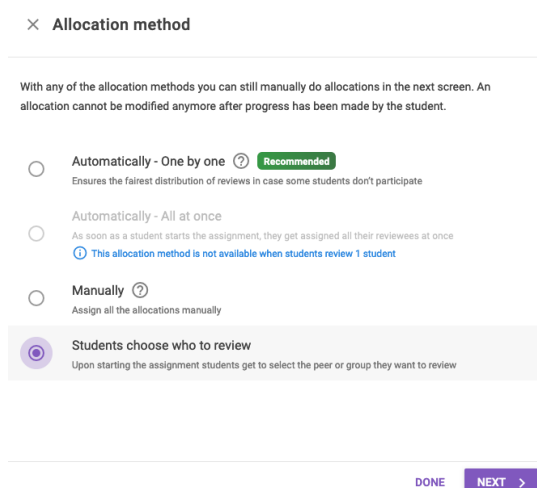
Scheduling Deadlines

You have the option to leave this task open for an indefinite amount of time, or you can have the task close after a certain date. Note that if the task is set to close after a certain date, students will **not** be able to begin submitting peer reviews or group member evaluations until after this deadline is reached. The deadlines can be altered at any time (even after students have started working on an assignment). If needed, instructors can also easily configure deadline extensions for specific students within the FeedbackFruits iFrame.

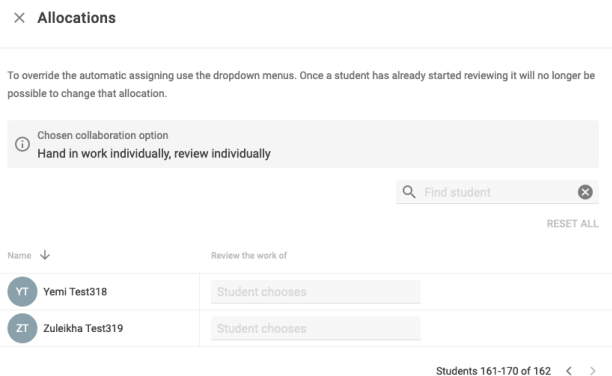


Allocations

Within a peer review or group member evaluation assignment, you can distribute reviews automatically, manually choose who each student reviews, or, as part of a more recent update, you can let students choose who to review.

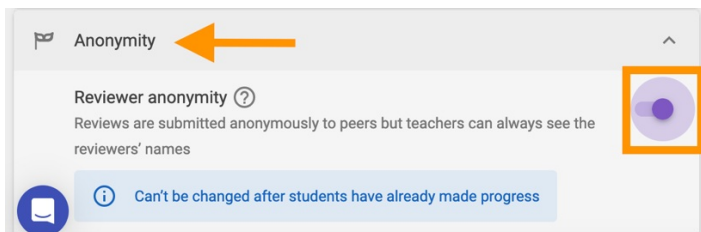


With this option selected, if you click the purple **Next** button, you will then be prompted to manually type in the name of a student for each reviewer; however, if you click **Done**, you can continue saving the desired setting for "Students choose who to review."



Anonymity – Who Can See Feedback

As you construct the FeedbackFruits assignment, you will have the choice of whether to release students' feedback to their peers. If you do choose to release the feedback, you can make this anonymous to the receivers. This is done by toggling the **Anonymity** function and activating **Reviewer anonymity**.



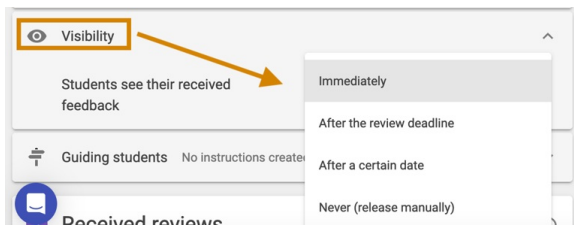
If you are working with a peer review assignment type where students are submitting a deliverable for review, you will also have an option to turn on **Submitter anonymity**, where handed in work is submitted anonymously to peers but instructors can still see the students' names.

Here are some things to remember when you use this function:

- Canvas will assign each student an alias, but only you as the instructor can see both the student's name and their alias. Students and their reviews remain anonymous to the class.
- **Note: Once students have started to make comments, this function cannot be changed or deactivated.**

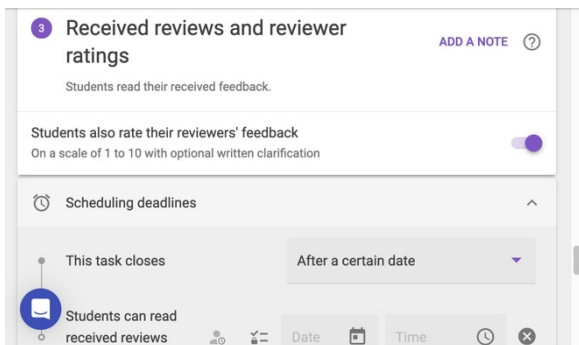
Visibility - When Can They See Feedback

You can control when and if feedback is available and visible to students by opening the **Visibility** option and selecting when you want to make that feedback available.



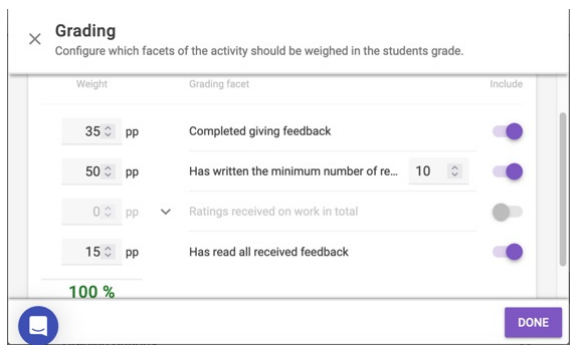
Step 3: Received Reviews and Reviewer Ratings

Students have the opportunity with this option to read the feedback they have received and can, on a scale of 1 to 10, rate their reviewer's feedback. You can schedule this task to close after a certain date and set the length of time students can read the reviews.



Grading

If you would like to assign a grade to your FeedbackFruits assignment, you will need to configure the value for each element of the assignment.



Assigning Individual Point Values

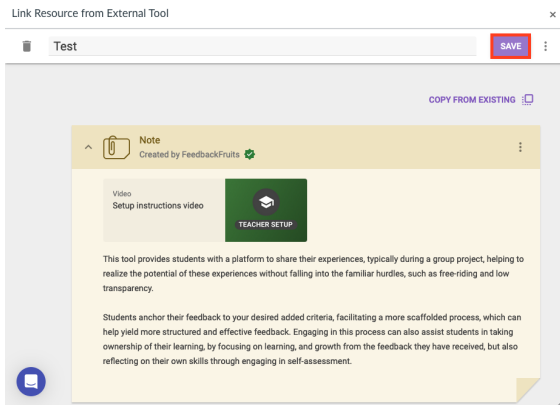
In FeedbackFruits, you can designate any point value you choose. That value will calculate as a percentage that then factors into the Canvas assignment settings. This happens in two distinct parts. For example, if a FeedbackFruits assignment is worth 10 points in the Canvas assignment settings, then if a student earned a 75% within the FeedbackFruits grading module shown here, it would calculate as 7.5 points in the Canvas gradebook. This is because the Canvas Assignment is set for 10 points on a 100-point scale.

Saving & Assigning

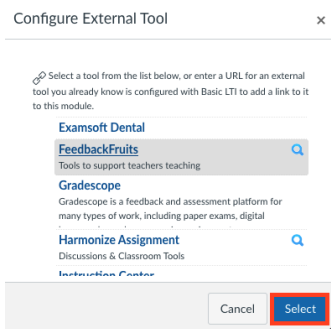
Saving

Once you are finished building out your assignment in FeedbackFruits, there are three different steps to save your work:

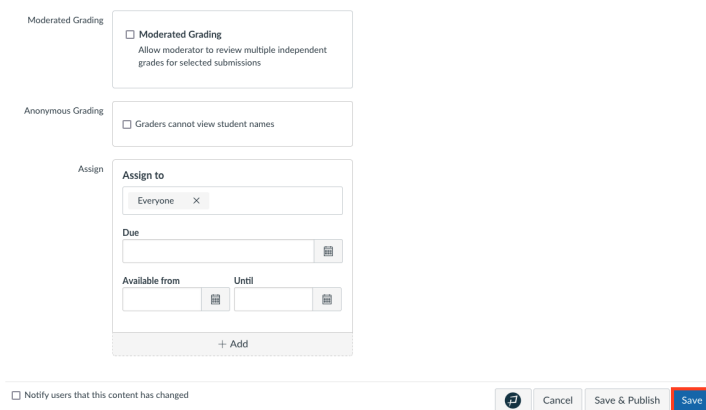
1. Click the purple "Save" button within the FeedbackFruits assignment.



2. You will then be redirected to the Configure External Tool pop-up window. Click to select FeedbackFruits once again.



3. The final Save button will be within the Canvas assignment itself. Click the blue "Save" button (or Save & Publish if you are ready for students to access) to finalize your edits:



Assigning

Although this is not required, some faculty prefer to lock assignments until a certain date and time so that students cannot see any of the content within FeedbackFruits. In these cases, establishing an availability window in Canvas

(outside of the assignment iFrame) is helpful.


First, if you would like to assign this to specific students or a section of students only, you can **assign to specific people** rather than "Everyone" as shown in the screenshot below. Next, populate the date and time the assignment is **Due** and the **Available from** and **Until** options by clicking on the calendar icon for each. Finish by clicking the **Save** button on the bottom right of the page.

Assign



Assign to

Everyone ×

Due

May 26, 2023, 11:59 PM 

Available from **Until**

May 12, 2023, 12  May 26, 2023, 11 

+ Add

Questions?

Email: courseware@wharton.upenn.edu

Gradescope

Last Modified on 08/06/2024 1:26 pm EDT

Gradescope is a tool that instructors can use to assist in grading coursework quickly and efficiently. Instructors or students upload PDFs of the completed assignment directly into Gradescope, and the instructor can apply a custom rubric that allows for uniform grading and feedback. Instructors also receive analytics concerning their assignments to better understand areas where students may be struggling.

Getting Access to Gradescope

Gradescope is available for all courses at Penn. To enable Gradescope for your course, click on **Course settings**, then the **Navigation** menu, click **Enable** next to Gradescope, and then click **Save**. This will add it to your Canvas navigation menu.

The first time you click on the Gradescope link, you'll be prompted to set up a new course. Here is where you will add the course name, number of students, and term date.

Adding an Assignment or Exam

There are five different types of assignments you can add in Gradescope:

- **Exam/Quiz**: use this when students complete work; the instructor uploads the PDF to Gradescope.
- **Homework/Problem Set**: students upload their own completed work via PDF.
- **Bubble Sheets**: this is used if your assignment is completely multiple choice.
- **Programming Assignment**: this is used when students submit coding projects.
- **Online Assignment (Beta)**: not recommended; use Canvas Quizzes instead.

Using Gradescope with Canvas

Gradescope grades are not automatically transferred to the Canvas gradebook but must be linked from Gradescope. To set up grade pass back, you will need to set up a separate Canvas assignment and link it to the assignment in Gradescope.

Setting Up an Outline

Creating an outline is the first step in creating exams, quizzes, or homework/problem set assignments. You can do this by uploading a PDF of your exam and by following the steps listed on the Gradescope help page under **Creating an Assignment Outline**.

Managing Submissions

For any type of submission, you can choose whether to upload an assignment as either the instructor or the student. If you administer an exam and need to upload a large number of submission, the **Gradescope Scanning Tips** or Labeled Print Outs option can reduce the workload.

Grading with Gradescope

- To grade student submissions, go to the **Grade Submissions** tab and click on the question you want to grade.

The grading page is broken into three sections: the **student submission area**, the **rubric**, and the **action bar** (located at the bottom of the screen).

Additional Help & Support

For additional help and support, visit the [Gradescope help site](#) or email courseware@wharton.upenn.edu.

All About Files and Folders

Last Modified on 09/11/2023 4:59 pm EDT

This article provides an overview of working with Files in Canvas.

Files Basics

There are three ways you can distribute course materials via Canvas:

- **Files:** Use this for class notes, slides, material produced by the instructor, publicly available articles.
- **Study.Net:** Use this for copyrighted materials, such as business cases (see below for more details).
- **Course @ Penn Libraries:** Use this for copyrighted materials already in the Library's databases.

You can use as many of these as you like, but a specific item should be shared by only one means. Example: An article should not be shared both in Files and through Study.Net.

Course files can be viewed and downloaded by everyone in the course, but **only instructors and TAs can add materials**. You can **move and reorganize** or **rename** materials in Files, and **preview** them in the browser window without downloading.

Downloading Files

Files can be downloaded in three ways:

Uploading Files

Press **Upload** to upload one or more files from your computer.

Replacing Files

Be careful with replacing any files that may have been linked to assignments. To replace a file without breaking any links, make sure the replacement document has the same name and is in the same folder. You'll be asked if you want to replace the existing file; if you do not confirm this, existing links will no longer work.

Deleting Files

Be careful with **deleting** any files that may have been linked to assignments.

Restricting Access to Files and Folders

Unpublish files or **restrict** files to prevent student access. Scheduling files to become available on a certain date is the best way to hide files for exams, as it does not generate a notification for students who have file notifications enabled.

Note: If you upload a file or create a folder within an unpublished or restricted folder and then move the file or folder to a published folder or main files structure, the file or folder will take on the publishing status of its new location. To prevent this, update the publishing status of each file or folder before moving it.



Linking to Files

You can create a link in a page, assignment, or elsewhere in your course site, to material stored in Files.

Study.Net Materials

Although students access Study.Net materials through Canvas, Study.Net is a separate service that manages the delivery of copyrighted materials. Learn more about using [Study.Net](#).

Questions?

Email: courseware@wharton.upenn.edu

Linking to Articles and Files

Last Modified on 06/18/2024 4:00 pm EDT

This article explains how to link to files from assignments, pages, or other places on your course site.

Linking to Articles on the Web

To link to a publicly available article on the web:

1. Copy the web address of the article.
2. Begin to **edit the page or assignment** where you want the article link to appear.
3. Create a **hyperlink in the Rich Content Editor**, then save changes.

Not all publications post their articles on the web in a way that facilitates easy linking; some may use **paywalls** which either allow limited free access (e.g., just one article or a limited number each week or month) or prevent free access.

You may be able to find a link to a licensed web-based copy of the article in Lippincott Library's database. The **Lippincott librarians** are happy to help you with article links.

Linking to Files (prior or new course uploads)

To link to a document you uploaded to Files:

1. In Canvas, begin to edit the page or assignment in which you want the link to appear.
2. **Create a link to a course file**, then save your changes to that assignment.
 - Optionally, you may instead **upload a new file and create a link at the same time**.

Questions?

Email: courseware@wharton.upenn.edu

All about grading

Last Modified on 10/27/2023 9:43 am EDT

The article describes basic Canvas grading capabilities. There are **advanced features** that may also be of interest.

Before You Start

You will need a Canvas site containing **graded assignments**.

General Information

There are many features you can use in grading student work.

Using the Gradebook

The **Gradebook** lets you **enter** and **post** assignment scores for your students, and allows you to...

Using SpeedGrader

SpeedGrader is focused on grading and feedback on submissions, allowing you to...

Downloading Assignments

You can download submitted work individually or in a single batch.

Hiding/Revealing Grades

Canvas sites are configured to hide all grades unless they are revealed, or *posted*. (This was formerly known as *muting*.)

Exporting and Importing

You can export and import to the gradebook.

Setting a Late Policy

You can now apply automatic grading rules to missing and late submissions.

Arranging, Sorting, and Filtering

You can arrange, sort, and filter your gradebook in a number of ways.

Grading Offline

You can grade submissions offline and then upload the results to Canvas.

At Wharton, the Canvas Gradebook is where assignment scores can be entered; however, final course grades are submitted through **Instruction Center** Grade Submission.

Questions?

Email: courseware@wharton.upenn.edu

Grading: advanced features

Last Modified on 05/02/2023 3:07 pm EDT

This article covers the fine details of grading in Canvas. For a basic overview of Canvas grading, see [All About Grading](#).

Before You Start

You'll need a Canvas course site that contains graded **assignments**.

Assignment groups

Assignments are categorized into **assignment groups**, which are collections of similar tasks like homework, case write-ups, and exams.

Weighted Grades

Assignment groups also allow you to use **weighted grades**, such as homework = 20%, papers = 30%, exams = 50%. Canvas will apply these weights to the total score of each assignment group and will compute a final course grade, shown in the "Total" column on the far right of the Gradebook. This column is not displayed to students.

Understanding Points and Grade Types (letter, percentage, etc.)

Canvas relies upon the number of points which are possible per assignment. You can choose how the grade is *displayed* in the Gradebook, but Canvas always considers the points the assignment is worth.

Grading Individuals Within a Group

Normally, grades for a group assignment apply to all members of the group. However, you can provide individual grades to students even within a **group assignment** by using **Assign Grades to Each Student Individually**. If only a few students will receive individual grades, you can set the group grades first and then turn on this setting to leave those individual grades.

Note that if you want to view comments you leave on individual grades, you must navigate to the student's "Grades" page, where you can view/use Submission Details. (Students can view these comments normally.)

TIP: **Hide the grades** while you are changing grades so that you can reveal grades all at once.

Questions?

Email: courseware@wharton.upenn.edu

New gradebook (effective August 2019)

Last Modified on 02/12/2021 4:39 pm EST

This article covers some of the updated features of Canvas's **new gradebook**, which became effective August 2019.

Before You Start

You'll need a Canvas course site that contains graded **assignments**.

The New Gradebook in Canvas gives instructors new capabilities to release **grades** for a course, set a late policy for a course, arrange and filter elements in new ways, and more. This change is now active across all of the Penn Canvas instances (except for the Law School, which doesn't use the Gradebook).

Posting grades under a Manual policy (grades hidden by default)

In the New Gradebook, normally a course-wide policy is set to *hide* all grades and feedback automatically for later release to students all at once. To release grades or comments, you *post* them. These policies and actions replace, and improve upon, the *Mute Assignment* and *Unmute Assignment* settings in the previous edition of the Canvas gradebook.

Changing to an Automatic posting policy (grades not hidden by default)

If you would prefer that your grades and feedback appear automatically in the New Gradebook, as they did in the old gradebook, you can change the posting policy.

Exporting and importing

The ability to export and import the new gradebook is now found under a new "Actions" menu.

Setting a late policy

You can now apply automatic grading rules to missing and late submissions.

Arranging, sorting, and filtering

You now have the ability to arrange, sort, and filter your gradebook in new ways. Power users will appreciate the new ways to filter rows and columns, such as by team or group.

Questions?

Email: courseware@wharton.upenn.edu

Getting Started with aPlus+ Attendance in Canvas (Instructors)

Last Modified on 09/25/2024 4:59 pm EDT

This article describes aPlus+ Attendance for Wharton faculty use. Students should see [Getting started with aPlus+ in Canvas \(Students\)](#).

aPlus+ Attendance is a Canvas-integrated attendance-tracking tool that enables teaching teams to manage student check-ins and track attendance. From an instructor standpoint, the check-ins can be administered manually using custom statuses, or you can allow students to sign in using a specific alphanumeric or QR code within a specified timeframe.

This article includes a basic aPlus+ Attendance overview, plus configuration and usage instructions. For details on using aPlus+ in your class sessions, see our [Using aPlus+ in the Classroom \(Instructors\)](#) article.

Before You Start

You will need:

- Access to [Canvas](#)
- Instructor role in the Wharton course that will use aPlus+ Attendance

For help with either of these, contact your [Wharton Computing representative](#).

aPlus+ Attendance Overview

aPlus+ Attendance provides the following benefits:

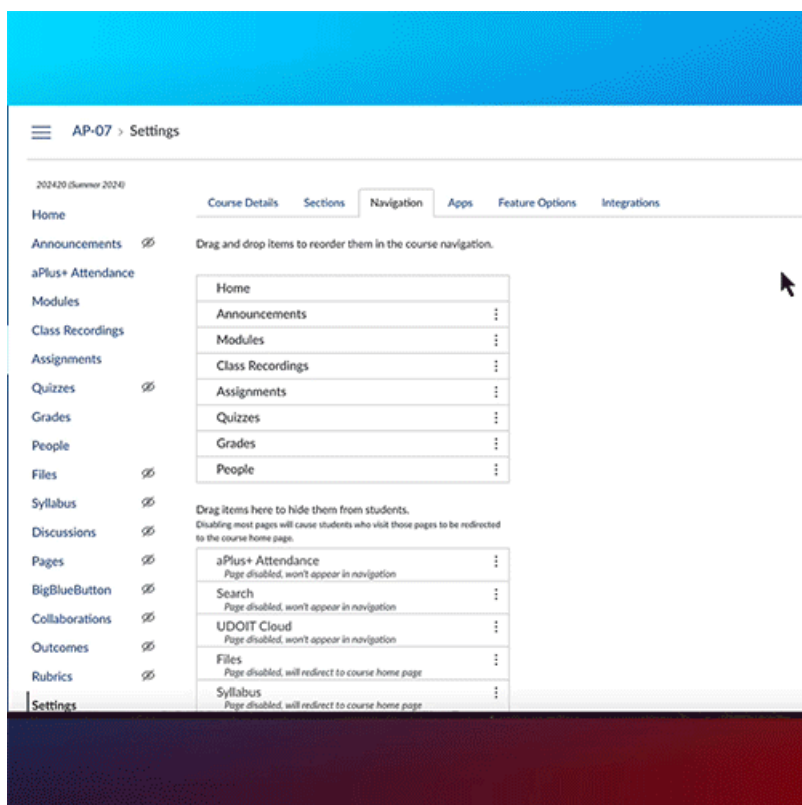
- **Rolling Code Check-in:** Makes it extremely difficult to check in from outside the classroom by allowing you to project a code from your Canvas site during class.
- **Direct Attendance Management:** Allows you to manage the attendance schedule (called a timetable), update records, and access reporting tools from your course's aPlus+ Attendance tab.
- **Easier Reporting:** Enables you to analyze attendance data from one tab and access via multiple views (e.g. number of absences per student, type of absences, and many more options).
- **Integration with Canvas Gradebook:** Include an aggregated attendance score automatically in your gradebook based on your attendance policies.
- **No More Absence Notifications:** Provides a single place for students and faculty to review their attendance records. Instead of reviewing an email, you can review the record itself and make changes, such as updates to absence requests.

Configuring aPlus+ Attendance for your Course

Configuring aPlus+ Attendance can be done by any teaching team member with the role of Teacher or TA by

following these 3 steps:

Unhide the aPlus+ Attendance tab



1. Log into Canvas and select the course that will be using the aPlus+ Attendance tab.
2. Select the **Settings** tab from your course sidebar navigation.
3. Click on the **Navigation** tab.
4. Drag **aPlus+ Attendance** from the hidden section to your course navigation.
5. Drop **aPlus+ Attendance** in the tab order. The other visible tabs will move out of the way as you place it.
6. Scroll down and click the blue **Save** button.
7. aPlus+ should be on your course navigation sidebar where you placed it. To hide it/move it just repeat the above steps.

Authorize Account (First-Time Use Only)

As the instructor, **you must click on the aPlus+ Attendance tab before students first try to access aPlus+.** If students attempt to access it before you take this step to initiate the application, they will receive an error message. Clicking on the tab just once before a new semester will enable student access.

To authorize aPlus+ Attendance:

1. Log into Canvas and go to the course you're interested in authorizing aPlus+ Attendance.
2. Click on **aPlus+ Attendance** in the course navigation sidebar.
3. The first time you access the tool, you will be prompted to authorize access to your account:

aPlus+ Attendance

aPlus+ Attendance is requesting access to your account.

You are authorizing this app as [redacted]

Your email address is [redacted]

Cancel

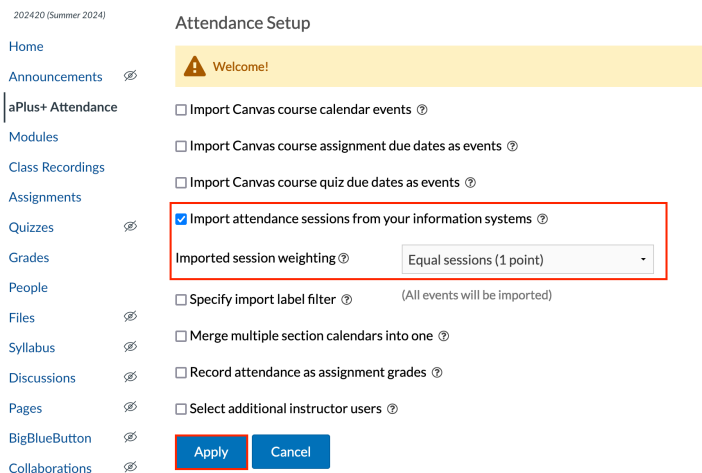
Authorize

4. Click the blue **Authorize** button.
5. aPlus+ Attendance will load the Attendance Setup landing page (see the next section).

Set Up Attendance

After you click the Authorize button, or when you click the aPlus+ tab after authorizing the first time, you arrive at the Attendance Setup landing page. To set up attendance for this class:

1. Check the **Import attendance sessions from your information systems** box and then choose a session weighting. The recommended weighting is "Equal sessions (1 point)," [this section](#) of the article explains weighting.
2. Click the blue **Apply** button to save your changes.



You will now see the sessions populate on the course timetable, as shown in the screenshot below. This import should add all of your class meetings to your session timetables. The next section discusses some additional import options that you can use to add more/different entries to your timetable associated with other aspects of your course.

Make sure that the **Sessions** tab is selected and you have **chosen a section** (e.g. 1:45pmMGMT1110-001-Fall2024) to see the sessions populate on the timetable.

Sections (3) 1:45pmMG MGMT 1110 - Fall 2024*

Students Sessions | Tools 1:45pmMGMT1110-001-Fall2024 Sync | Reconcile Scans

Unlocked + Add session 3:30pmMGMT1110-002-Fall2024

Sunday	Monday	Tuesday	Wednesday	Thursday
August 2024 25	26	27 ☐ 1:45PM Pending ≡ S	28	29 ☐ 1:45PM Pending ≡ S
September 1	2	3 ☐ 1:45PM Pending ≡ S	4	5 ☐ 1:45PM Pending ≡ S

Additional Import Options

Typically, the attendance sessions will be imported from our information systems as detailed above; however, it is possible to import from course-calendar events, assignments, or even quizzes. This section details those options and why you might want to use them.

If you plan to use aPlus+ Attendance in a **Blueprint** course, please contact the Courseware Team at courseware@wharton.upenn.edu.

The additional import options are:

Navigating aPlus+ Attendance

Once the Attendance Setup step is complete, you will be brought back to the main aPlus+ timetable. You can toggle among the different course timetables via a dropdown menu.

For example, if a course has multiple sections, there will likely be a different timetable for each section, as shown below:

Sections (4) Section C aPlus+ Testing - Manual Entry & Code (Default)* Codes Attendance Setup Canvas Sync | Reconcile Scans

Unlocked + Add session Section 002 Section 004 Section 006

2023 - 4 Nov 2023 3PM AAND Workgroup ✓

ID	Nam	Attendance*
	Sick	6 / 8 (75%)
	Attended	7 / 8 (87.5%)
	Late	6 / 8 (75%)
	Attended	8 / 8 (100%)
	Absent - excused	8 / 8 (100%)
	Attended	7 / 7 (100%)
	Absent - no reason	4 / 7 (57.1%)
	Attended	7 / 7 (100%)
	Absent - no reason	5 / 7 (71.4%)

9 students (6 not shown) Show

Students Tab

The Students tab is the most common choice for viewing and managing *recent* attendance. You have the option to show an attendance-taking timeframe of up to 12 months, and you'll notice that this drills down to the specific session days and the status of each student for that session.

Sessions

Session view allows you to manage your timetable information:

Reports

By selecting the 'Reports' link in the top menu of the aPlus+ tab, you can immediately see attendance reports for your course.

Reports can be exported to .csv or Excel by clicking the **icon highlighted in red** at the top right of the data table:

Codes

Once your sessions are configured and populated on the timetable(s) for any upcoming sessions, you can project either a QR or alphanumeric code that students must scan or enter in the aPlus+ attendance app to check in for class that day.

Canvas Sync & History

If changes are made to the timetable or anywhere else within the aPlus+ application (and also within Canvas, if, for example, grades and assignments are synced with the app), these changes can be synced to ensure everything is up to date:

Absence Requests

Students now have the ability to request absences for days they will be unable to attend class. As the instructor, you'll need to ensure that you have your sessions appropriately configured on the timetable so that students can request an absence.

Students can request an absence two weeks before a particular session and up until the end of the term.

For any other questions related to aPlus+ Attendance that are not addressed in this article, please view the [Canvas instructor guide linked here](#).

Questions?

Troubleshooting tip: If you are using Safari and encounter any access issues, please refer to our [Using web browsers with Learning Tools](#) article regarding using Safari with Canvas learning tools. If you have trouble in Chrome, try using a different browser, like Firefox.

Please contact your [Wharton Computing representative](#) for support if you need more assistance.

Using aPlus+ in the Classroom (Instructors)

Last Modified on 09/05/2024 1:45 pm EDT

aPlus+ is an attendance-tracking tool that is integrated with Canvas through a third-party application. It enables teaching teams to set specific attendance sessions on a timetable to manage student check-ins. From an instructor standpoint, the check-ins can be administered manually using custom statuses, or you can allow students to sign in using a specific alphanumeric or QR code, within a timeframe that you specify.

This article describes aPlus+ for faculty use in the classroom, after aPlus+ has already been set up in your course. For more information about the initial aPlus+ setup, see [Getting Started with aPlus+ in Canvas \(Instructors\)](#).

Before You Start

You will need:

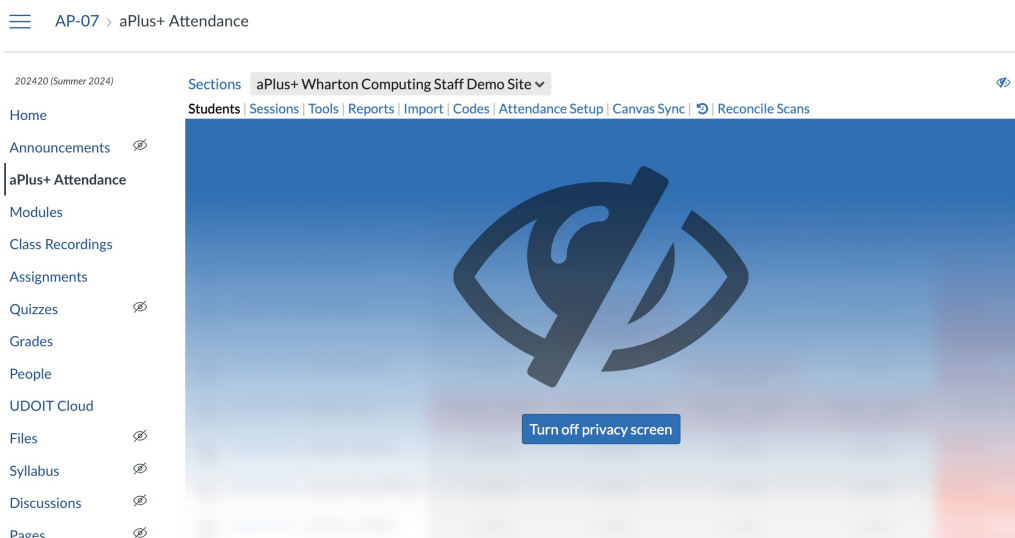
- Access to [Canvas](#)
- Instructor-level access to the class that is using aPlus+.
- aPlus+ set up in your Canvas course.

For help with any of these, contact your [Wharton Computing representative](#).

Once your attendance is configured in aPlus+ and ready to go for the in-person check-in process, you'll need to start up the classroom system and log into the canvas.upenn.edu site with your PennKey username and password.

aPlus+ Attendance Tab

When you first click on the tab in your Canvas site (as long as your timetables have been configured and aPlus+ has already been accessed), you'll see a privacy screen protecting student data from being projected on the in-class projectors:



To turn off the privacy screen, select the blue **Turn off privacy screen** button shown in the screenshot above.

Once this is turned off, you'll typically be taken to where you left off in the application. In this example, the Sessions tab is open, showing the attendance sessions on the course timetable:

The screenshot shows the Canvas LMS interface for a course titled "aPlus+ Wharton Computing Staff Demo Site". The main area displays a calendar for June 2024, showing attendance sessions for 10:15 AM on various days. The sessions are categorized by status: "Pending", "In Progress", and "Complete". A sidebar on the left contains navigation options like "Home", "Announcements", "Modules", "Class Recordings", "Assignments", "Quizzes", "Grades", "People", "UDOIT Cloud", "Files", "Syllabus", "Discussions", and "Pages".

Codes - Activating the check-in process

For any upcoming sessions, you can project either a QR or alphanumeric code that students must scan or enter in the aPlus+ attendance app in order to check in for class that day.

Projecting the Code

If you would like to allow students to check in for the first few minutes of class, then you will need to project your course content and the aPlus+ codes at the same time.

- Physically touch the classroom desktop screen to see two virtual desktops
- Touch the screen on the right (PC - EXTENDED)
- Set up your aPlus+ Check-in codes on this screen
- Navigate back to PC - MAIN and set up your class content
- Use the Small Screen - Advanced Options
 - Project PC - Extended to your screen of choice
 - Project PC - Main to your screen of choice

For more information about Advanced Projection features, please see [Using Technology in the Classrooms](#).

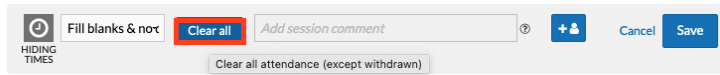
FAQ

Q1: Is there a way to have the QR code visible outside of Canvas, or do I need to have my whole Canvas page up while the attendance check-in session is open?

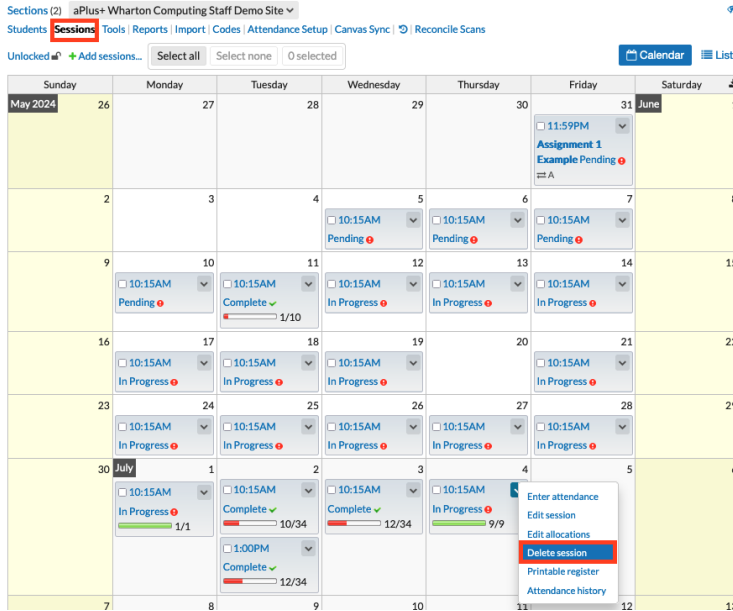
A1: For the QR code option, since this does require a manual start, you will need to have the Canvas window containing the QR code open. If this is a static QR code that is displayed somewhere on a PowerPoint, the Canvas window can be minimized, but the code does have to be active and running for this to work.

Q2: I want to delete a session, but it contains attendance data. How can I get around this?

A2: In order to delete a session containing data, you will first need to clear the data using the "Clear all" button found within that session:

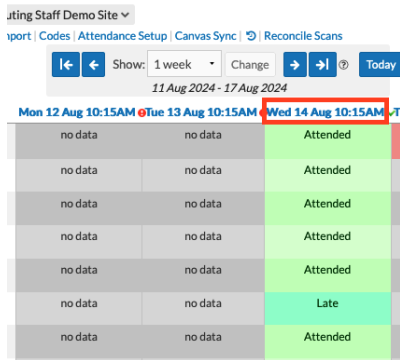


Once you've selected "Clear all," you will need to click the blue "Save" button shown above. Then, return to the Sessions tab, select the dropdown for that day, and "Delete session":

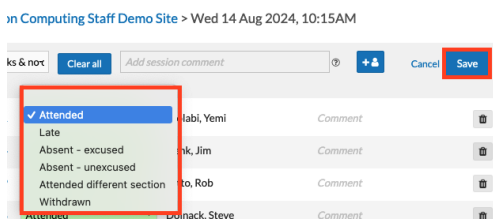


Q3: I'm trying to adjust the attendance records for certain students who were not able to sign in using the code. Where do I go? When I'm in the "Students" tab, none of the names are clickable.

A3: If you click on the date at the top of the column, it will take you to the attendance for that session where you can adjust the attendance status for your students:



Once you're in the session data, clicking on the attendance status will open a drop-down menu where you can select the appropriate attendance status. Once you have adjusted this for all of the students, please remember to click the Save button at the top of the screen:



For any questions related to aPlus+ Attendance that are not addressed in this article, please view the [Canvas instructor guide](#).

Questions?

Troubleshooting tip: If you are using Safari and encounter any access issues, please refer to our [Using web browsers with Learning Tools](#) article covering the use of Safari with Canvas learning tools. If you have trouble in Chrome, try using a different browser, like Firefox.

If you need more assistance, please contact your [Wharton Computing representative](#) for support.

Canvas Student Mobile Apps

Last Modified on 10/13/2023 4:14 pm EDT

Before You Start

You need the following to use the Canvas Student mobile app:

- An active PennKey
- A camera-equipped mobile device running iOS or Android (for the QR code feature)
- Membership in a course site on Penn Canvas

Canvas Apps

The mobile apps provide quick access to most parts of a Canvas course site or group sub-site, including viewing and downloading of Files as well as view-only access (no saving or downloading) for reading Study.Net Materials. They contain much of the same functionality as the full browser version of Canvas.

[Canvas Student for iOS \(Download\)](#)

[Canvas Student for Android \(Download\)](#)

Mobile Guides for iOS and Android: <https://community.canvaslms.com/docs/DOC-4048>

If a Canvas feature is not yet available in the mobile version, switch to a mobile browser on your device, preferably Chrome. You might also choose to [subscribe to your Calendar Feed with your preferred mobile calendar app](#).

Authorizing this App for Penn Canvas

Choose between two alternatives to authorize this app to work with your account and Penn Canvas user record: **Authorization via Login or QR code.**

Authorization via Login

This method works anywhere you can access mobile data or Wi-Fi, provided you meet the **Before You Start** requirements above and have already installed the Canvas Student app:

Authorization via QR Code

This quick method doesn't require typing on your mobile device, but it does require having both your camera-equipped mobile device and *another* device -- your laptop or other computer with a display screen showing Penn Canvas in a web browser.

Using more than one Canvas Platform?

Most, but not all, of Penn's students use the same Canvas platform. **JD/MBA students and students taking another school's courses on different Canvas platforms** may want to take advantage of multi-user login capability, which

will give you a **Profile** for each Canvas platform you use. Here are instructions for multi-user logins:

- Switch to another account in the Canvas app on an **iOS device**.
- Switch to another account in the Canvas app on an **Android device**.

Questions?

Contact: [Wharton Student Computing](#)

Email: support@wharton.upenn.edu

Phone: (215) 898-8600

Using web browsers with Learning Tools

Last Modified on 02/14/2024 11:05 am EST

This article describes how to make Safari and Chrome work with Canvas learning tools.

Privacy and Learning Tools

Learning tools approved at Wharton or Penn for use inside a Canvas site have been reviewed for compliance with the University's privacy guidelines. Each of these tools will never contain advertising and will only track your usage while working with that specific tool.

However, content and privacy settings in Chrome and Apple Safari browsers include features which have begun to regularly treat learning tools as "third-party" content. You may need to either change these settings in order to use Chrome or Safari to access these tools, or use one of the other [supported web browsers for Canvas](#).

Changing Settings for macOS - Safari

- On a laptop or other computer running macOS:
 - Go to **Safari > Settings > Privacy**.
 - Make certain **Block all cookies** is NOT turned on.
 - If you had previously chosen **Prevent cross-site tracking**, Safari should prompt you to allow tracking of tools linked from Canvas. But if such prompts don't appear, or a learning tool shows a login screen, turn OFF **Prevent cross-site tracking**.
 - No separate login to the ForClass learning tool is required, provided the settings change is made as recommended above.
- **Related information from Apple Support** (including illustrated steps for making changes described above):
 - [Manage cookies and website data](#)
 - [Prevent websites from tracking you](#)

Changing Settings for Mobile Devices - Safari

- On an iPhone, iPad or other mobile device running iOS:
 - Go to **Settings > Safari**.
 - Scroll down to Privacy & Security and make certain **Block all cookies** is NOT turned on.
 - If you had previously chosen **Prevent cross-site tracking**, Safari should prompt you to allow tracking of tools linked from Canvas. But if such prompts don't appear, or ForClass shows a login screen, turn OFF **Prevent cross-site tracking**. (For Wharton users, no separate login to ForClass is required.)
- **Related information from Apple Support**:
 - [Safari settings on your mobile device](#)

Changing Settings for Google Chrome

- If you don't allow sites to save cookies, sites may not work as expected.
- Go to **Chrome > At the top right, click the three dots > Settings > Privacy and Security > Third-party cookies**
 - Allow third-party cookies
 - **Block all third-party cookies**: If on, features on some sites may not work.
 - **Send "Do not track" request with your browsing traffic**: If toggled on, sites will not track you.
- **Related information from Google Support**:

- Allow third-party cookies temporarily for a specific site
 - Manage your tracking protections
-

Respondus LockDown Browser for Personal Devices (Students)

Last Modified on 08/27/2024 3:23 pm EDT

This service is only available for use in proctored classrooms or labs. It's not a solution for quizzes or exams being delivered remotely.

Respondus LockDown Browser is a special web browser that lets you take quizzes in Canvas using your own computer but restricts access to other programs or websites while the quiz is in progress. With Respondus enabled, you will NOT be able to take screenshots, copy, paste, print, or navigate to other websites. Your instructor will let you know when Respondus is required for a particular quiz.

Before You Start

Use Mac or Windows: You will need a Mac or Windows laptop (Linux and Android devices are not supported). Limited functionality is available for Surface Pro tablets. Please check with your instructor if you do not have a Mac or Windows laptop.

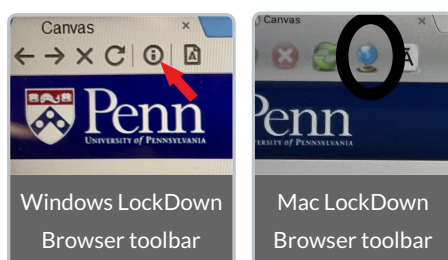
Update your Software: Make sure your operating system, browser, and Respondus Lockdown Browser are all updated to the most recent version.

Installation and Testing

A few days before your first quiz, install and test the LockDown Browser.

1. **Download and install the LockDown Browser** on the computer you will use when taking in-class quizzes. A free download is available at: <https://whr.tn/respondus>. (Windows and Mac versions only).
 - Note: if you are using an iPad to take the exam, you can download the Respondus LockDown Browser app from the App Store. Only Windows and Mac laptops or Apple iPads are supported at this time.

Note: If you previously downloaded LockDown Browser and get a message saying "**Your browser does not meet the minimum requirements for Canvas**" when you log into Canvas, Click the "i" icon (Windows) or globe icon (Mac) in the LockDown Browser toolbar, then click the **Check for Newer Version** button to update your version of the LockDown Browser.



LockDown Browser versions do change. It is important to make sure the version on your computer matches the version listed on the website (<https://whr.tn/respondus>). If you have an older version of the app, you may need to uninstall and reinstall to ensure you're running the latest version.

2. Complete a sample quiz using Respondus LockDown Browser (instructor will initiate this).

- Using the same computer that you will bring to class for your actual quiz, **open Canvas in any browser if your instructor confirms this is a New Quizzes exam. If a Classic Quiz, you will need to open the LockDown Browser first.**
- If a New Quiz (most cases), navigate to your course, then open the practice quiz. **When you click to "Begin," LockDown Browser will launch automatically.** You may be prompted to close some programs that are running in the background on your computer (eg, messaging programs). **Close these applications to continue.**
- If you are unable to complete these steps, **please contact courseware@wharton.upenn.edu** and indicate which class is requiring the LockDown Browser. Please try to include any screenshots or the text of any error messages you receive.

Troubleshooting

1. Clear your browser history/cache and restart your device. Click the link for your particular web browser for instructions on clearing your cache (it will open in a new tab).
 - [Chrome](#) / [Firefox](#) / [Safari](#) / [Edge](#)
2. **If LockDown Browser fails to launch or the quiz won't load**, this can usually be fixed by closing and reopening the browser. Be sure to close other browser tabs, windows, and any chat or screensharing applications before reopening the quiz.
3. You should be accessing Canvas from <https://canvas.upenn.edu> (NOT upenn.instructure.com).
4. You may have Screencastify unknowingly running as a browser extension in Chrome. You can remove the extension completely in Chrome by going to Settings>More Tools>Extensions. If that doesn't work, follow the additional troubleshooting [steps](#).
5. If you receive a **"Failed to Load" error on a Mac**, it means you need to upgrade your operating system to the latest version.
 - If you cannot upgrade to the latest version of macOS in the App Store, we recommend going to "How to get old versions of macOS" [linked here](#). If an upgrade is not possible, you will need to use a different computer to take exams that require LockDown Browser.

Access to Downloads Folder

- You may receive the message **"LockDown Browser would like to access the files in your Downloads folder."** The prompt to access the Downloads folder is an Apple security requirement so it can download future updates or patches from inside the browser.
- Windows has similar requirements even though it is hidden underneath a more general "User Access Control" prompt. If a student is concerned about security/privacy and does not want to allow access to the Downloads folder, there are a few alternatives:
 - While LockDown Browser for Mac needs to be installed by a user with administrator access, it can be run by a standard user. After installing LockDown Browser, go to *System Preferences->Users & Groups* to create a new standard user account (without the "Allow user to administer this computer" option).
 - Log out of your current account, restart the Mac, and log in with the new standard user account.
 - Install the macOS on a bootable external drive, boot into the external drive and install only LockDown Browser 2.0.6.02 for Mac.
 - Create a Windows Boot Camp partition, boot into Windows, and install only LockDown Browser 2.0.7.06 for Windows.
 - Locate another computer, Mac or Windows, with LockDown Browser.

Tips for the Day of the Quiz

- Bring the same computer that you used for the sample quiz.
- Arrive with a fully charged battery. Limited electric outlets will be available in the classroom.
- Ensure you have a reliable Internet connection (AirPennNet is preferred).
- **Check with your instructor to ensure you are accessing correctly:** If this is a New Quizzes exam, make sure to open this in a regular browser first (e.g. Chrome, Firefox), not in the LockDown Browser app. In Classic Quizzes, you'll need to open the LockDown Browser first.
- Do not submit the quiz until you are sure that you are finished. Once submitted, you will not be able to re-open the quiz.

Questions?

Contact [Wharton Student Computing](#) by phone/chat/Zoom on their website, or email support@wharton.upenn.edu.

Wharton Attendance, Absence, and Video Requests (For Students)

Last Modified on 09/02/2024 12:33 pm EDT

This app is discontinued beginning Fall 2024.

Please see:

- [Getting started with aPlus+ Attendance in Canvas \(Students\)](#)
- [Class Recording Permissions \(For Students\)](#)

The Wharton Attendance & Video Request app, linked in some past **Canvas** courses, allowed you to do three things for classes in which the app has been enabled:

- **Check into** your class for attendance.
- **Submit** an absence excuse request for specific dates.
- **Submit** a class video access request for particular dates.

Although you access The Wharton Attendance & Video Request app through Canvas, it is a separate service.

Course Check In

Course Check In allowed students to report your attendance by **checking in** to your class.

A few things to keep in mind:

- Check in opens ten minutes before class and closes at the end of class.
- If you fail to check in to a class meeting you will receive an email at the end of the day prompting you to submit an absence request for the appropriate class meeting. You will also receive reminder emails prompting you to submit an absence request on day 5 and 10 after your failed check in.
- **Sign into AirPennNet** before you check in, as cellular networks can be weak or intermittent in some classrooms.

To Check In to a Class:

For step-by-step instructions,

Absence Requests

It was possible to submit absence requests for class meetings up to 2 weeks in the past as well as future class meetings.

Note: This feature may or may not be enabled for your class.

To Submit an Absence Request:

Step-by-step instructions (no longer supported for this discontinued app):

Video Requests

Courses may allow restricted access to past class meeting recordings. If enabled, this was a process for you to submit a request for a specific class meeting recording. **You must request access to class recordings within 2 weeks** of the class meeting. The **Attendance & Video Requests** app allowed you to request recordings of future classes if you plan on being absent.

Note: This feature may or may not be enabled for your class.

To Submit a Video Request:

Step-by-step instructions (no longer supported for this discontinued app):

Troubleshooting

When I try to use the Attendance & Video Request app for my class, I get an error saying, "We were unable to determine your Canvas identity. Please reload and try again."

You must be enrolled in a course for more than one business day to check in using the Attendance & Video Request app (or to request videos and absences). If you enrolled in a class the same day you try to use the app, you will receive the above error. Try again on the next business day, and you shouldn't encounter the error.

Questions?

Contact [Student Support](#) for help.

Accessing NameCoach in Canvas (Students)

Last Modified on 12/18/2023 1:45 pm EST

NameCoach is a recording tool in Canvas that provides faculty and students with a simple and effective solution to identify pronouns, phonetically pronounce names, and hear how others' names should be pronounced. Once a user updates their NameCoach profile, that profile will be saved in Canvas. It will then be available for listening in any course **after the user clicks on NameCoach in a course's navigation menu.**

Before You Start

This article is for students -- faculty should see the article [Accessing NameCoach in Canvas as Faculty](#).

You will need access to [Canvas](#).

NameCoach is currently being piloted at Penn for a period of two years from Fall 2022 through Summer 2024.

Accessing NameCoach

There are two main ways to access NameCoach in Canvas:

- Through the global navigation Account tab
- Within a specific Canvas course

Account Tab Access

For access outside of a specific Canvas site, you have the option to record your name via the Account tab on your global navigation bar (**Figure A**). Once you click to access the NameCoach Account Profile, you will then see a table containing columns for your name and email address, name recording, and a space to edit your information (**Figure B**).

1. Log into Canvas, and click on the **Account** icon in the left Global Navigation Pane.
2. Select **NameCoach Account Profile**.

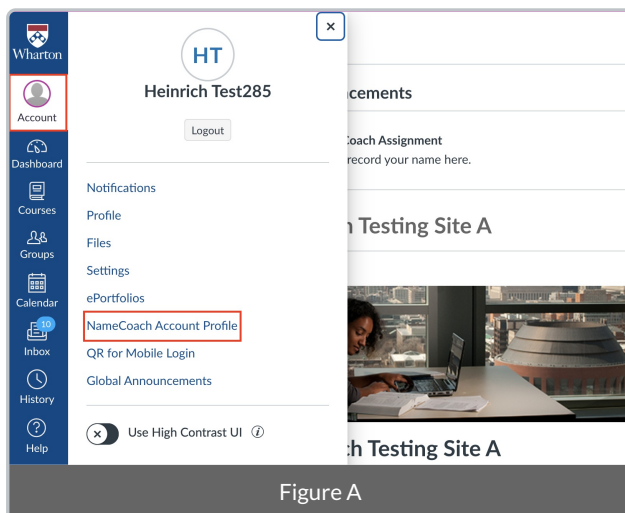


Figure A

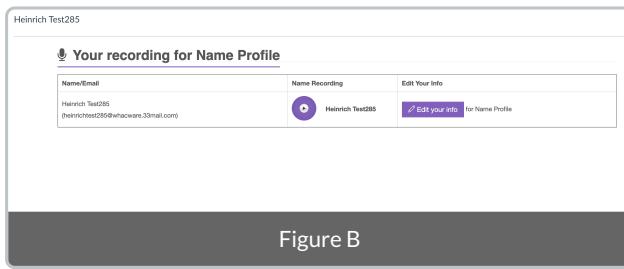


Figure B

Course Access

As an alternative access point, if your instructor is using NameCoach in their course, the NameCoach tab will appear as a sidebar item. This tab enables you to record your name and also specify both your pronouns and the **phonetic spelling** of your name (**Figure C**). Regardless of where you choose to record for the first time, the recording will save and carry over to any Canvas site utilizing NameCoach as well as your Account profile.

1. Log into Canvas, click on **Courses**, and choose a specific Course.
2. Once you're in the course, select **NameCoach** from the sidebar menu.

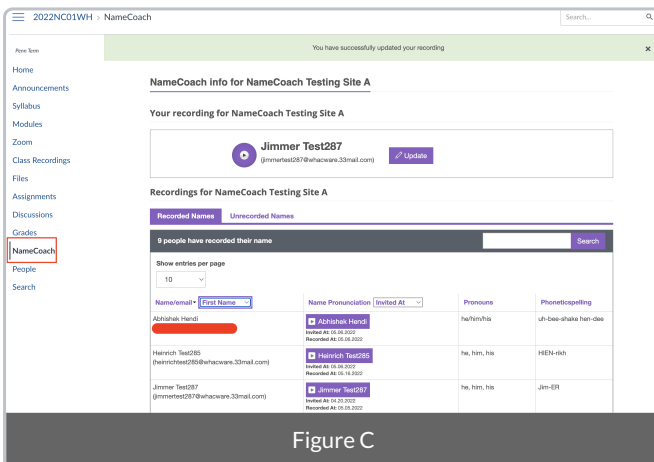
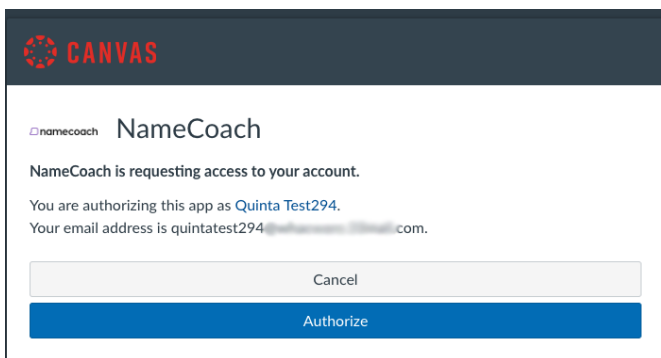


Figure C

Initial Access Confirmation Message

The first time you access NameCoach, you will be prompted to authorize NameCoach to access your account.

NameCoach uses email to give permission to view the roster and listen to recordings. No other information is gathered when authorizing, and it is only used to grant access to recordings.

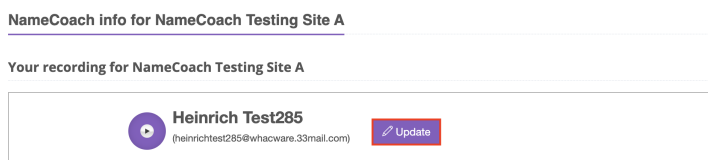


Once you click **Authorize**, this will bring you to the NameCoach page for your course.

Recording a Name

Once you've accessed NameCoach using one of the options listed above, follow these steps to record your name. You can have someone else record your name, if you do not want to use your own voice:

1. Update your information by clicking the purple **Update** button:



2. Enter your **pronouns** and/or the **phonetic spelling** of your name (optional).

A screenshot of the "Edit Your Info" form. The form has a title "Edit Your Info" and a close button "x". It contains two input fields. The first is labeled "Pronouns" and contains the text "he, him, his". The second is labeled "Phonetic spelling of your name" and contains the text "HIEN-rikh".

3. **Record your Name.**

There are three different ways you can record your name. Regardless of which one you choose, the recording will be saved and available to any Canvas site that is using NameCoach. It will also be available in your Account profile.

- o **By Phone:**

Enter your phone number and click the **Submit and Call Me** button. You will get an automated call from NameCoach with instructions. You will be prompted to record. Press the # sign when you are satisfied with the recording.

You can record your name by having the NameCoach system call you, or by using the Web recorder

[Having trouble recording?](#)

- Phone
- Web Recorder
- Uploader

Enter your phone number to record your name over an automated phone call.

+1 (201) 555-5555

(US, UK, NZ, MX, KR and Canada numbers only)

By using these tools, I agree to the [Terms of Use](#)

o Using the Web Audio Recorder:

You can use your internal computer microphone or an external headset/mic to record this.

- Click the **Record** button. The prompt under the "Record" button will read 'Ready', 'Set', and 'Record' - Wait for the 'Record' prompt before speaking.
- Click **Allow**. Follow the prompt before speaking.
- Click **Stop** when done recording.
- Click the **Play** button to hear the recording or **Record Again**.

[Having trouble recording?](#)

- Phone
- Web Recorder
- Uploader

Record your name using our web audio recorder.

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

0.0/25.0

By using these tools, I agree to the [Terms of Use](#)

- Once you have finished recording, you can play this back to hear how it sounds before officially submitting. If you are not satisfied with the way the recording sounds, you can click **Record Again**, and you can also adjust the pitch if the audio sounds too deep or too high-pitched. To adjust the pitch, click the **pitch icon boxed in red below**, and this will reveal the pitch slider. Set the pitch by dragging the button (left and right) on the slider. You can re-record, play back the recorded name, and set a **default pitch**.

Record your name using our web audio recorder.

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

00:00/00:25

Your recording is ready, don't forget to click 'Submit and Finish' to submit the form!

When adjusting the pitch, after you have dragged the slider to the appropriate point, make sure to select **Save rate** prior to recording so that the new pitch will apply to the new recording. You can return to the default pitch at any time.

00:00/00:25

Your recording is ready, don't forget to click 'Submit and Finish' to submit the form!

Adjust recording audio pitch

Slower /
lower Faster /
higher

• Using the Uploader:

Using a tool outside of Canvas, such as Audacity, Camtasia, iMovie, or any other audio recorder, you can record your audio and then drag and drop the file from your computer into the specified space for upload to serve as your recording.

- Click your file and **Drag** it to the box, or use the **Browse for file** button to upload an mp3 file of your recorded name.

You can record your name by having the NameCoach system call you, or by using the Web recorder

[Having trouble recording?](#)

Phone

Web Recorder

Uploader

Drag a file here

or, if you prefer...

[Browse for file](#)

4. Click the **Submit and Finish** button to save your NameCoach recording.

Once you have finished updating your information as needed, you can scroll through the list of Recorded and Unrecorded Names within your course. You can listen to their name pronunciations and, for those who have it specified, view their pronouns and phonetic spellings.

Troubleshooting tip: If you are using Safari and encounter any access issues, please refer to the [guide linked here](#) regarding using Safari with Canvas learning tools. Having trouble in Chrome, try using a different browser, like Firefox.

Questions?

If you need more assistance, please contact courseware@wharton.upenn.edu for support.

Ed Discussion for Students

Last Modified on 10/31/2023 4:40 pm EDT

As of May 2022, Ed Discussion is available to all Penn faculty, staff, and students. A Canvas integration is available for all courses taught through [Penn Canvas](#).

Ed Discussion is an asynchronous discussion tool that provides a platform for students and members of the teaching team to interact through threaded conversation. Students can answer one another's questions, work on and run code together, embed videos, annotate images, and share documents. They can also like one another's posts, post anonymously, and receive instructor feedback all in one place.

In this article, you will learn more about the student experience in Ed Discussion. For information on utilizing Ed Discussion in your course as an instructor, [view the guide linked here](#).

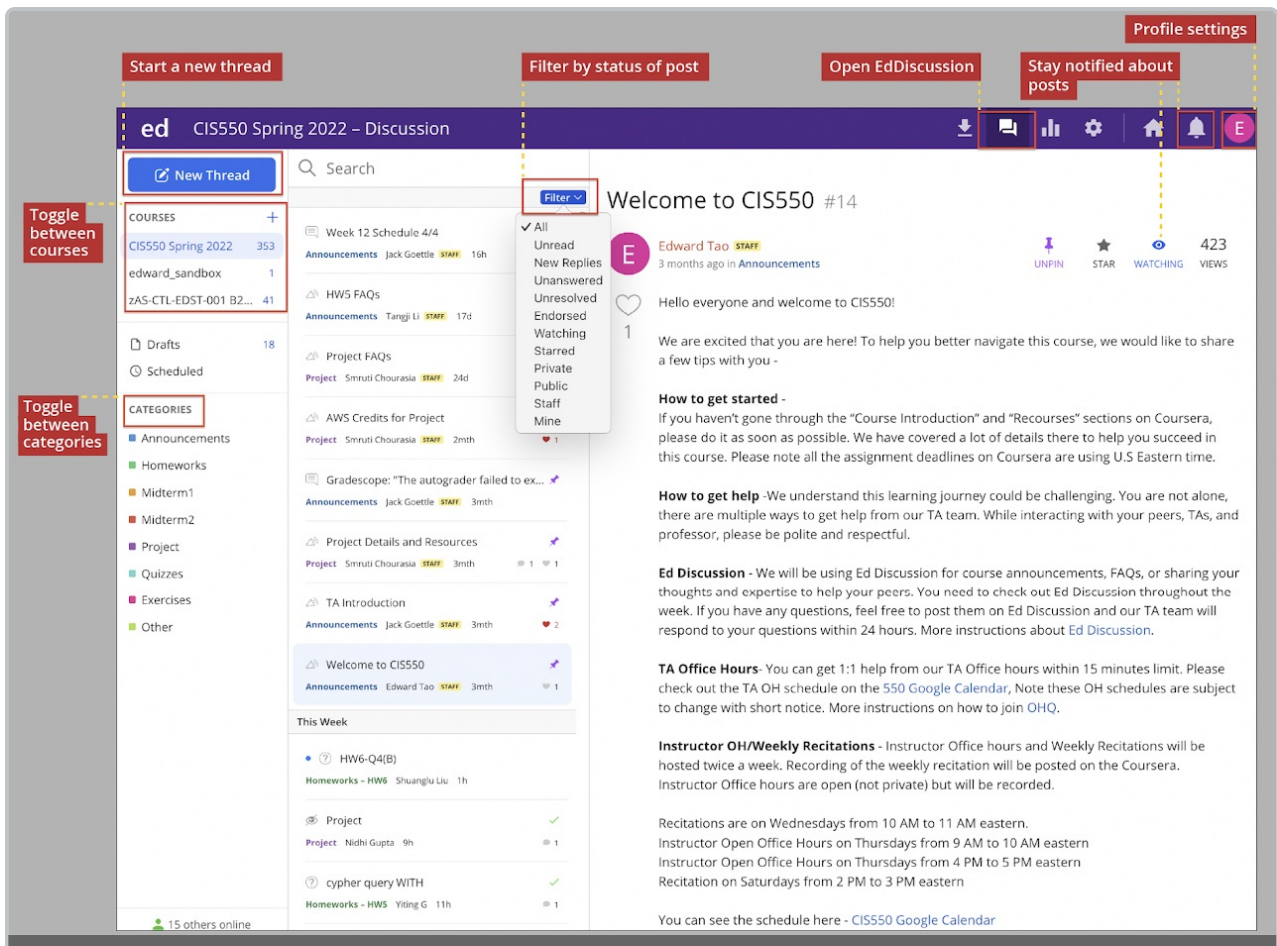
Before You Start

You will need the following before you can complete this task:

- You will need access to [Canvas](#).
- If you are using Ed Discussion in a course that does not use Canvas, you may log in with your Penn email address at edstem.org/us/login.

Navigating Ed

From the student perspective, Ed Discussion has a clear set of color-coded categories, a searchable discussion area, and a big blue button for posting new threads. As with any tool, it is important to consult your professor or other teaching team members to best understand how this will be used in class. Some faculty include a pinned thread containing these instructions, so you can check for this, as well. The categories you see on the lefthand side are customizable and will differ from course to course, so keep this in mind when learning the functionality:



Edward Tao, Penn Engineering, via <https://online.seas.upenn.edu/student-knowledge-base/ed-discussion/>

Creating a New Thread

When creating a new thread as a student, you will see the option to pose a question or post. Note that the grayed-out item indicates it is deselected, while the colored item (shown below in pink) indicates a selection. In this example, the student has selected to pose a question:

Question
 Post

Title

▶ Similar Threads

Category Week 1 Posts Announcements Questions

Select a category.

Private
Visible to you and staff only
 Anonymous
Hide your name from students

Anything you post will need to include a title, category, and sub-category, if applicable. Once you begin typing your title, you can also see a drop-down for similar threads if you would like to reference an earlier post. To link to an earlier thread within the new post, since all threads are numbered, you can type the hashtag (#) sign followed by the thread's unique numeric value:

Search

Filter

Visual Analysis Assignment Sample
General Taylor Kahny STAFF 1mth 8 (7 new)

Welcome!
General Taylor Kahny STAFF 1mth

10 Jul 2022

Question about homework
Problem Sets Anonymous 1mth 2

Question about homework #3

Anonymous
Last mo. in Problem Sets

UNSTAR WATCHING 4 VIEWS

I need help with #3...
Comment

1 Answer

Ishtar Test286
6 min. ago

I found the following guide helpful for answering Question 3:

1

howtcreateaworldclassrecog.pdf

Comment

Add comment

Cady Test280 now

Very helpful!

Reply Edit Delete

Your Answer

Paragraph B I U <> [Rich text editor toolbar icons]

Rich Content Editor

When you **draft a new thread** or comment on someone else's content, you will edit the post through the rich content editor. The editor provides tools for formatting text, inserting media, LaTeX, and other programming language snippets. In addition, you can directly create formatted text and mathematical equations by typing in Markdown and LaTeX syntax:

Format text | Hyperlink text | Create a list | Upload an image | Embed a video | Upload documents | Write an equation | Write code | Insert web snippets | Annotate images

Paragraph B I U <> [Rich text editor toolbar icons]

Ed Discussion allows users to:

- Upload images
- Embed videos
- Write math equations
- Upload documents
- Embed runnable codes
- Annotate images

$$u(x, t) = \frac{1}{\sqrt{4\pi kt}} \int_0^{\infty} \left[\exp\left(-\frac{(x-y)^2}{4kt}\right) - \exp\left(-\frac{(x+y)^2}{4kt}\right) \right] g(y) dy$$

Run Line Numbers Runnable Python

```
1 print ("Hello, world!")
```

Hello, world!

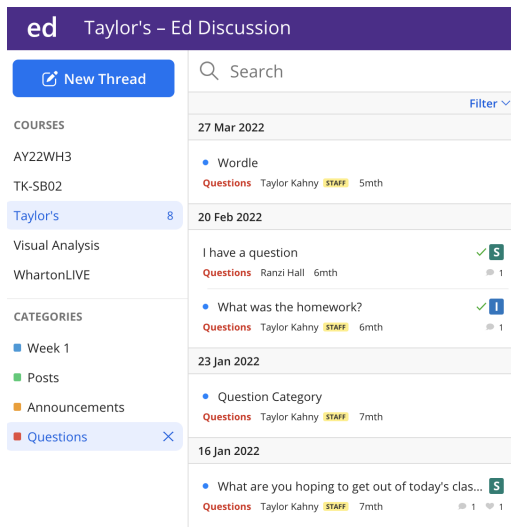
Private
Visible to you and staff only

Post

Submit your post

Categories










When **toggle among categories** within Ed Discussion, the chosen category's threads will appear underneath the search bar within the discussion area as shown below:



The screenshot shows the Ed Discussion interface for Taylor's. On the left, there is a sidebar with 'COURSES' (AY22WH3, TK-SB02, Taylor's, Visual Analysis, WhartonLIVE) and 'CATEGORIES' (Week 1, Posts, Announcements, Questions). The main area displays a search bar and a list of threads organized by date: 27 Mar 2022 (Wordle), 20 Feb 2022 (I have a question, What was the homework?), 23 Jan 2022 (Question Category), and 16 Jan 2022 (What are you hoping to get out of today's clas...). Each thread includes a title, author, staff status, and date.

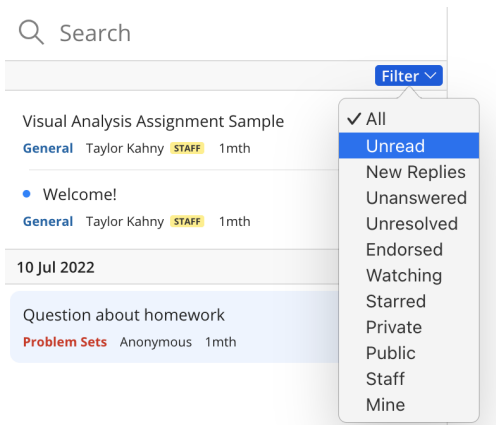
Each thread in the category is organized by date with the category, author, and related icons indicated on each separate post. Your instructors may have as many or as little categories as they choose.

Important Key for Understanding Thread Icons

- Threads with a blue dot  are **unread**. These are threads that you have not seen.
- Threads with a green tick  are questions that have been **resolved**. This means that the question has already been answered.
- Threads with a purple pin  have been **pinned** and will be kept at the top of the discussion list to increase visibility and encourage ongoing discussions. Pinned threads are generally reserved for announcements or important information. Only instructors can choose which threads to pin.
- Threads with a blue ribbon  have been **endorsed** by course instructors. This is usually done by instructors to distinguish high-quality content.
- Threads with a heart signify **agreement**.  Hearts are private and do not reveal identities.
- Threads with a star are **bookmarked**  to refer back to later. Stars are private to the individual.
- Threads with an eye icon selected  are those in which you are **subscribed** to receive thread activity email notifications.
- Threads with the "S" icon  indicate a **student has answered** a question thread.
- Threads with the "I" icon  indicate an **instructor has answered** a question thread.

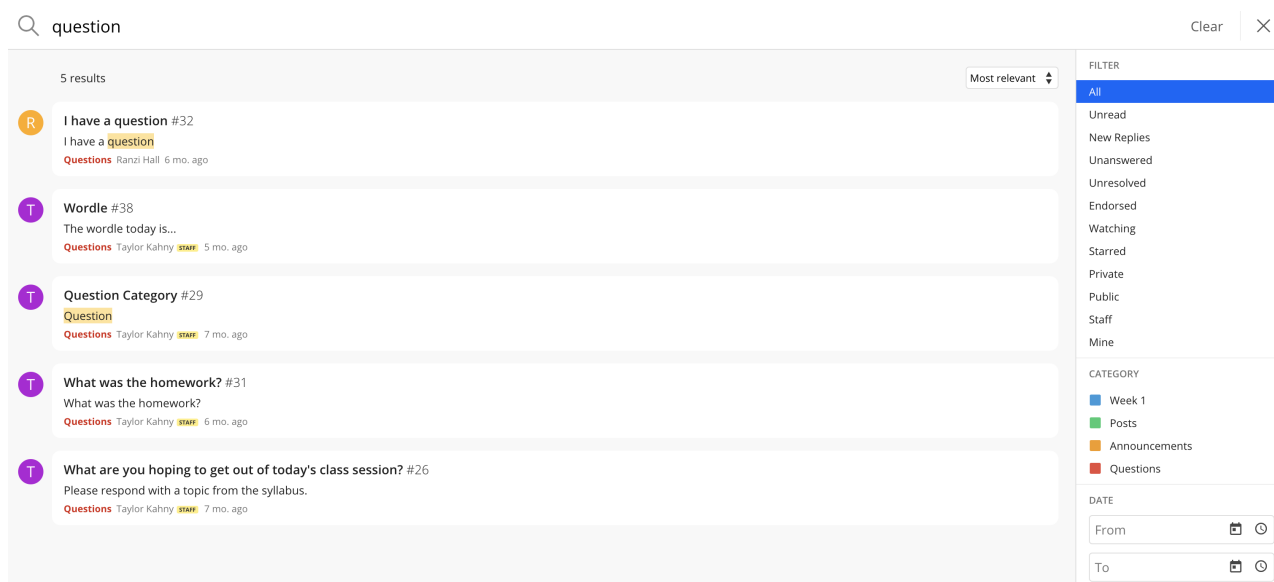
Filtering

In terms of organizing your view as a student, Ed Discussion allows for many **filtering options**. You can filter by unread items; the latest replies; threads that are unanswered (for questions only), unresolved (for questions only), or endorsed; items you have set to watch or have starred; your private content; any public content; posts from the teaching team; and threads only created by you:



Searching

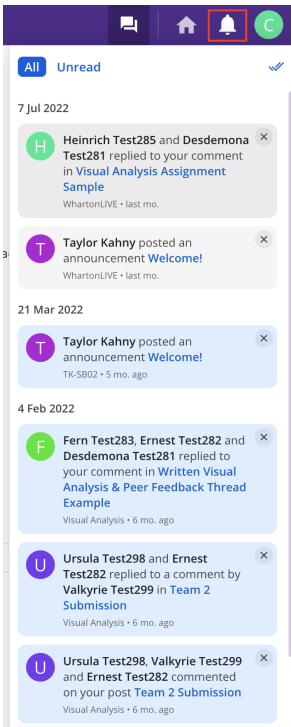
In order to quickly find posts within the discussion area, you can use the search bar to extract key words from threads. In the example below, the word "question" appears in five different posts within this particular course's Ed Discussion site:



To drill down the search even further, you can select one of the filtered options, a specific category, or even a date range.

Notifications

In the upper right corner of your screen, next to the home dashboard, you will see a bell icon indicating notifications. The notifications are organized by date with a section for "All" notifications and "Unread" notifications. There is also an icon enabling you to mark all notifications as "Read." Similar to the color scheme when posting a new thread, any item that is unread appears blue, while the notifications you have already read are grayed out as shown below:

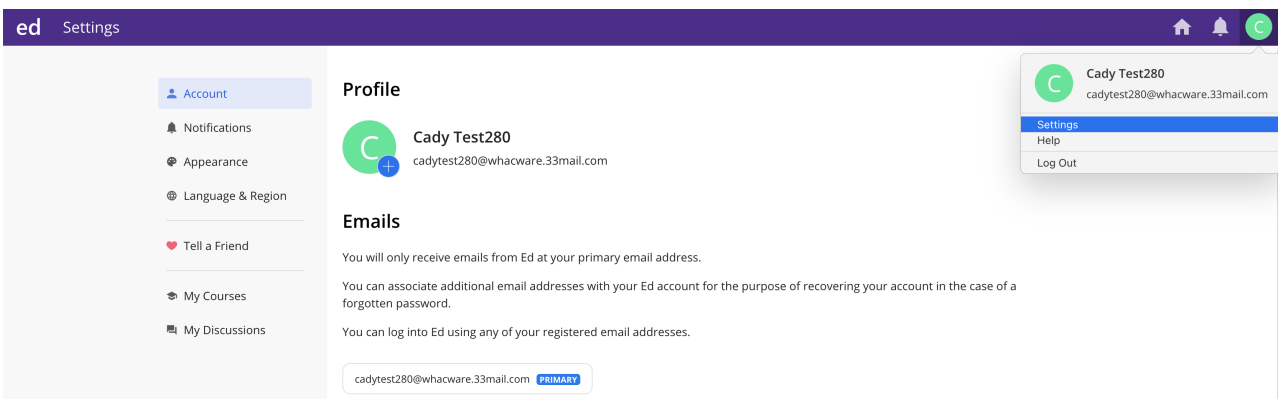


Please note that you will not receive Ed Discussion notifications via Canvas directly, as this is an LTI tool existing as a separate application.

To customize your notification settings, see the **Profile Settings** section below.

Profile Settings

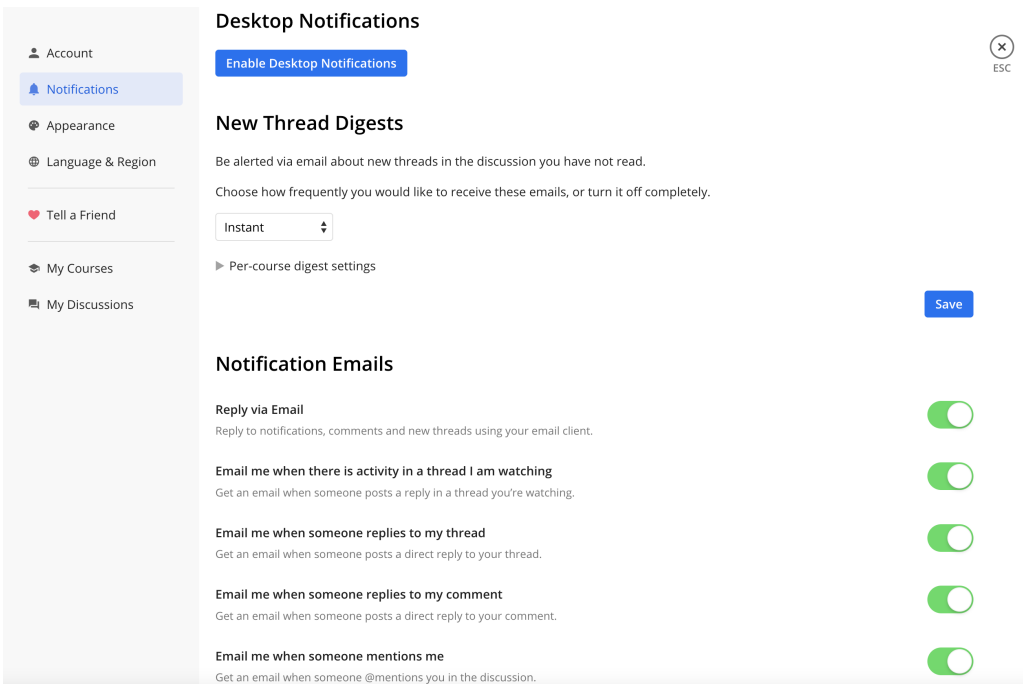
In Ed Discussion, there are ways to further customize your user experience in the **Settings** tab under your account profile:



From the Account section pictured above, check to make sure your primary email address is set to your Penn email address. This way, you will receive all Ed Discussion notification emails at this address.

For added security measures, you can also set a password or enable Two-Factor Authentication for your account.

To edit your notification settings, you can toggle to the **Notifications** tab shown below:

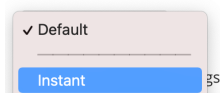


You can enable desktop notifications, choose how frequently you receive emails from Ed Discussion or turn this off entirely, and you can toggle various options for the email notifications you would like to receive.

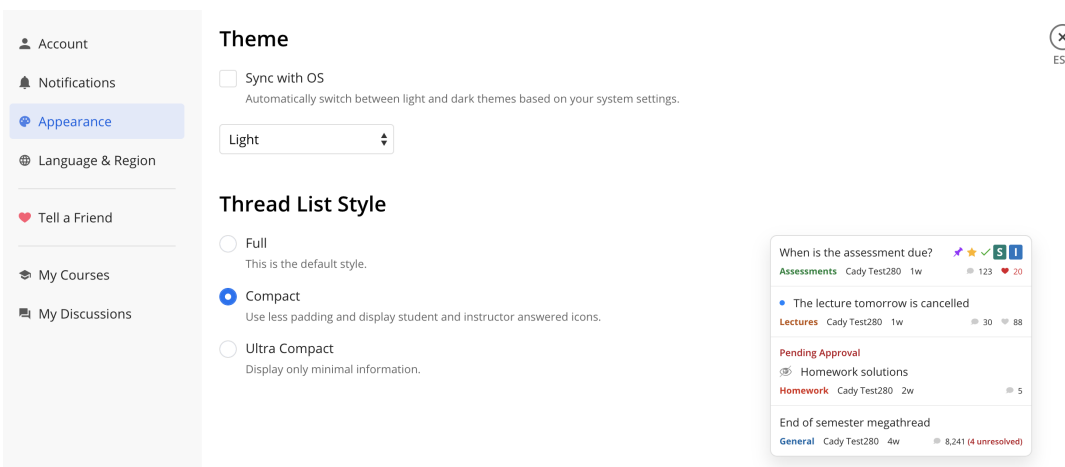
To receive automatic emails from Ed Discussion directly to your @upenn email address, the notifications should be changed to "Instant" rather than the default option:

New Thread Digests

Be alerted via email about new threads in the discussion you have not read.
Choose how frequently you would like to receive these emails, or turn it off completely.



Under the **Appearance** tab, Ed Discussion enables you to change from Light to Dark mode, even providing an option to sync the particular mode with your operating system's settings. In addition, you can change the threaded list style to full (default), compact, or ultra compact.



The **Language & Region** and **My Courses** tabs enable you to alter the language and time zone and view all courses you are enrolled in that utilize Ed Discussion. Under **My Discussions**, you can drill down to specific threads, answers, and comments you have made on your course discussion boards, making it easy to return to a

conversation without having to search through all user threads:

Cady Test280 ESC

Questions	Posts	Answers	Comments	Hearts	Endorsements	Days visited
0	1	1	1	1	0	4

All Threads Answers Comments

Cady Test280 commented on [Written Visual Analysis & Peer Feedback Thread E...](#) in [Visual Analysis – Assignment Instructions](#) February 4, 2022
Team 1 (insert group members) Visual Analysis Use of visual stimuli to get attention: Text here Use of visual stimuli to affect fluency: Text here Use of semiotic codes: Text here Use of visual stimuli to affect interpretation: Text here

Cady Test280 posted in [Visual Analysis – Team 2](#) February 2, 2022
Team 2 Submission

Using Ed on a Mobile Device

For those who wish to post discussions and respond on a mobile device, it is recommended to add Ed to the phone's homescreen for easy access:

For **iOS**, visit edstem.org in Safari and tap **Share>Add to Home Screen**.

For **Android**, visit edstem.org in Chrome, tap the **menu icon** (3 dots in upper right corner), and select **Add to Home Screen**.

Questions?

If you need more assistance, please contact courseware@wharton.upenn.edu for support.

Getting started with aPlus+ Attendance in Canvas (Students)

Last Modified on 08/29/2024 3:59 pm EDT

aPlus+ is an attendance-tracking tool that is integrated with Canvas through a third-party application. It simplifies attendance processes for teaching teams and helps ensure that students receive due credit for attending class. Students also benefit from an easily viewable attendance record right from Canvas.

Please note that absence requests and video requests are now separate processes.

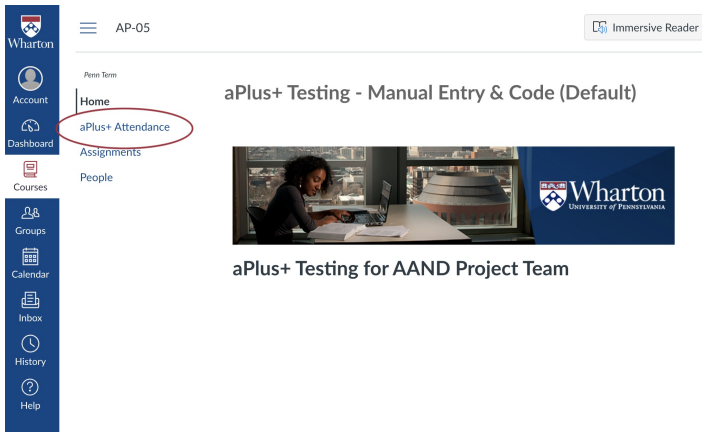
Before You Start

You will need:

- Access to **Canvas**
- Enrollment in a course that is using aPlus+

Accessing aPlus+

Click on the **aPlus+ Attendance** tab from your course's navigation sidebar.



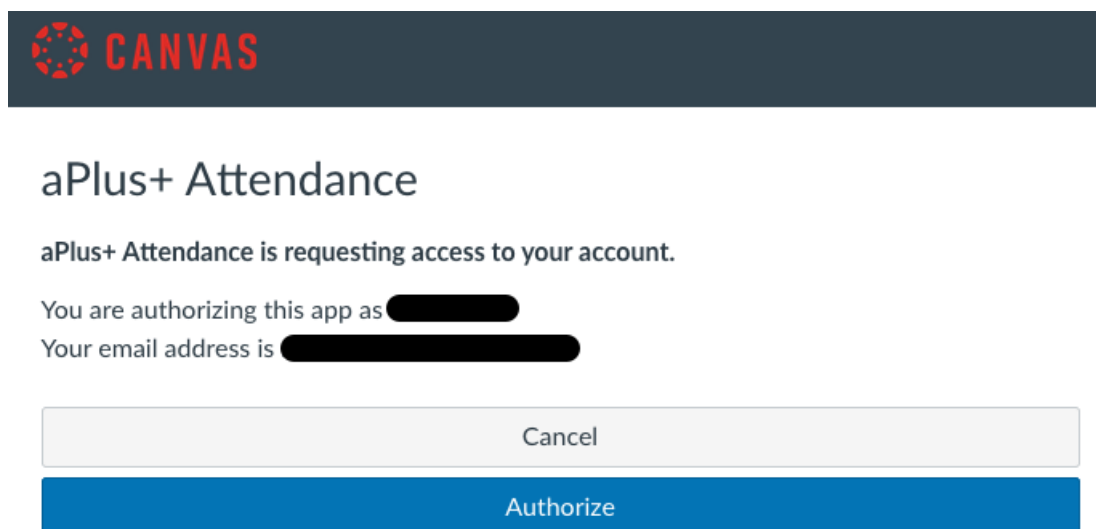
Authorizing aPlus+ Attendance for First-Time Use

Before you can access aPlus+, you must authorize it.

If you receive an error message instead of being prompted to authorize, the aPlus+ setup has been completed for this class. Try again later.

To authorize aPlus+ Attendance:

1. Log into Canvas and go to the course you're interested in authorizing aPlus+ Attendance.
2. Click on **aPlus+ Attendance** in the course navigation sidebar.
3. The first time you access the tool, you will be prompted to authorize access to your account:



4. Click the blue **Authorize** button.
5. aPlus+ Attendance will load.

The aPlus+ Attendance Tab

You can access aPlus+ Attendance using your computer, tablet, or mobile device.

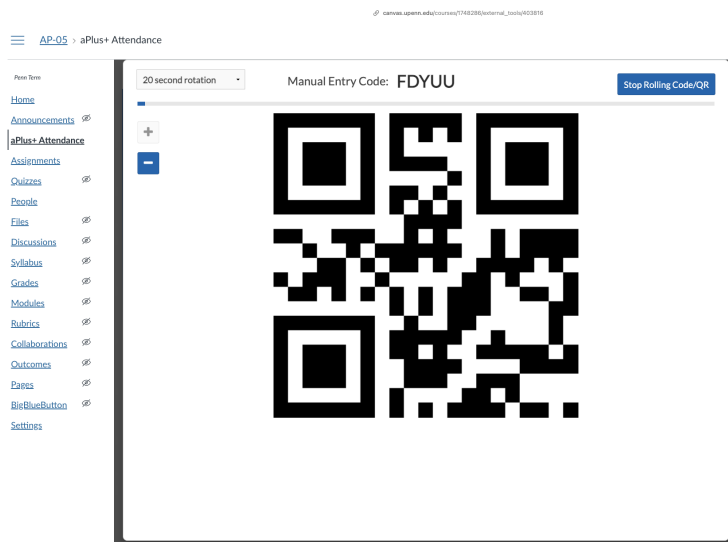
We recommend downloading the **Canvas Student app** for a smooth check-in process, especially if your class is using the QR code option for check-in.

Where do I click to check in?

You will be unable to check in until your professor initiates the check-in session. **When the check-in session appears as blue, you will be able to click through to the check-in screen.**

Check-in Screen

If your professor is using a rolling QR/alphanumeric code, you will see something similar to the screenshot below projected at the front of your classroom. The image contains both the manual entry code and a scannable QR code:



Absence Requests

As a student, you now have the ability to request absences for days that you are unable to attend class. If you don't see this option, it's possible the absence request functionality hasn't been configured in your course.

You can request an absence two weeks prior to a particular session and up until the end of the term.

Questions?

Troubleshooting tip: If you are using Safari and encounter access issues, please refer to our [Using web browsers with Learning Tools](#). If you have trouble in Chrome, try using a different browser, like Firefox.

If you need more assistance, please contact your [Wharton Computing Support Team](#) for support.

Canvas Access and Course Sites

Last Modified on 08/28/2024 3:46 pm EDT

This is a quick overview of logging in to Canvas, finding your course sites, and adjusting notifications.

Before You Start

You need the following:

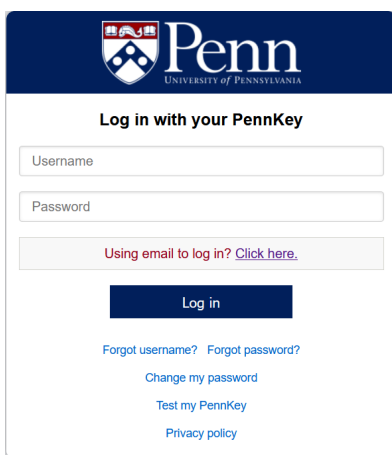
- An active PennKey account (or authorized email address)
- Enrollment in a current course site

Logging In

Log in to Canvas with your PennKey at <https://canvas.upenn.edu>.

Please visit [PennKey Support](#) if you encounter difficulty with your PennKey login. If you need to reset your password, you can do so by selecting the "Forgot Password?" option.

If you are a Canvas user without a PennKey, and you have already established a password to use with your email address, find the **Using email to log in?** box and click the provided link to reach an **alternate login dialog for invited non-PennKey users**.



This method will **not** work for those who have PennKeys, and will **only** work by prior invitation from a course instructor or Wharton academic program.

You can also try to access by going directly to the canvas site url.

Finding active course sites

If your instructor is using Penn Canvas, you can find the course site by [viewing your course list](#).

Note: There is a slight delay between registration and access to Canvas, and you cannot access any course site until the instructor has published it. Not all University of Pennsylvania courses use Penn Canvas.

You can **customize your view** on the Dashboard by designating current courses as "starred" or favorite courses. After that, they will appear on your dashboard.

If you are **unofficially auditing a course**, or if you want access to a site before you enroll, you will need instructor permission. Please forward any emails of permission to the Courseware team, who can enable your access to the course site.

Finding concluded course sites

Old course sites remain available, in a read-only state, for up to five years after they began.

To access them, select *Courses* in the left navigation bar, and click **All Courses**. Past course sites will appear beneath *Past Enrollments*. Note that:

- Class recordings are generally not available in Canvas after the end of a semester; instructors determine whether any extensions will be provided, such as for students taking make-up exams. Your instructor may contact class-tech@wharton.upenn.edu to request extended student access for recordings.
- Instructors may also choose to close course sites earlier than five years afterward. Also note that Study.Net readings, library reserves, and other licensed materials typically expire within 1-2 months, even if the Canvas site itself remains available. Therefore, it is wise for students to download desired materials from Canvas as soon as possible.

After you graduate, you will use **alumni computing services**, many of which will continue to use your PennKey. Be sure to sign up for the PennKey **Recovery Service** so that you can easily reset your PennKey password **after graduation**.

Adjusting your notifications

Use **Notification Preferences** to tell Canvas when to notify you – immediately, daily, weekly, or never – about course events.

Notifications will go to your University email address, but you may also receive notifications via other **email addresses**, **text messaging**, or other **web services**.

The following notification settings are recommended.

- **Course Activities** → **Due Date**: Daily or Immediately
- **Course Activities** → **Files**: Daily
- **Course Activities** → **Announcement**: Immediately
- **Conversations** → All Categories: Immediately
- **Scheduling** → All Categories: Immediately

Note: The grading notification preference **Include scores when alerting about grade changes** does work at Penn. Grade information will never be sent through insecure channels like email.

Changing your preferred name in Penn and Wharton platforms

While users cannot directly edit their name in [Canvas Account Settings](#), your preferred name can be changed in a separate University system which will normally update other Penn and Wharton platforms:

1. Visit [Path@Penn](#).
2. Under My Profile, select **Update my personal information**.
3. Select **Edit** and update the **Preferred First Name** field.
4. Select **Update**.

If it has been more than 24 hours since you edited your Preferred First Name in Path@Penn and it has not updated in Canvas, please feel free to report that issue to the email address shown below (under [Questions?](#)).

Setting a time zone in your user account

Use Account Settings to set your own [time zone](#) for your user account and have your local time zone display throughout Canvas.

Additional Resources

Please check the following:

- [University Registrar - Holds on Student Records & Accounts](#)
- [Penn Student Registration & Financial Services - Update Required Contact Information](#)

Questions?

Email: courseware@wharton.upenn.edu

All about Canvas Groups (Students)

Last Modified on 09/21/2023 3:48 pm EDT

Some instructors require that course work be completed by groups of students working together. Canvas groups can make this easier. This article describes how to join and use [Canvas groups](#).

Before You Start

You must be a member of a course site in which the instructor has chosen to use groups.

Joining or Leaving a Group

To [join a group](#):

1. Go to **People**.
2. Select the **group tab** (at the top of the page).
3. Browse through the list of groups until you find the group you are interested in:
 - Click **Join** to join a group.
 - **Leave a group** by selecting **Leave**
 - Switch to a different group by selecting **Switch To**.

Note: Some instructors choose to assign students to groups themselves; this decision is made only by instructors and not by the Courseware team.

Group Assignments

Groups are sometimes linked to [assignments](#) so that when one student submits the assignment, all group members will be able to see the submission and will receive the same grade and any comments the instructor chooses to make. Some instructors may nevertheless choose to grade submissions individually; these decisions are made only by the instructors and not by the Courseware team.

Group Appointments

Groups are sometimes linked to [appointments](#) so that when one student makes an appointment, that appointment applies to every member of the group. The instructor decides which appointments are available to groups.

Group Sub-Sites

Groups have their own "sub-sites" that contain [Files](#), [Discussions](#), [Announcements](#), and a few other Canvas features. This sub-site is accessible only by group members and by the teaching team. Materials meant for all members of a course site should not be placed in one of these sub-sites.

Note: Do not use group "Files" to [submit assignments](#) online. Your instructor will not be notified that you have done so, and you may not receive credit.



Group Leaders

Sometimes instructors will designate one member of a group as the **group leader**. That person can change the group name, add or remove members, and perform other functions.

Questions?

Email: courseware@wharton.upenn.edu

Assignments and Quizzes

Last Modified on 02/28/2024 2:39 pm EST

This article describes how to use assignments and quizzes on Canvas.

Before You Start

You need the following:

- Access to Canvas
- Membership in a Canvas course site where the instructor or teaching team assigns work online

Completing Assignments

Upcoming **assignments** will appear on the **dashboard** and in the "Upcoming Assignments" sidebar a week before the assignment is due; a week after, the assignment will appear in "Past Assignments." Canvas can also **notify** you when an assignment is due.

In Canvas, you will turn in work by **submitting a file** (.doc, .pdf, etc.) to an assignment. You can re-submit the files if you find something you want to correct; when you upload multiple files, your instructor will see the latest version by default. If you are submitting a video file, please refer to our **help article**.

You can submit your file from a **computer**, or via the Canvas app on devices like **iOS** or **Android**.

You can **confirm** that the assignment was successfully **submitted** by returning to the assignment page and checking the right side of the page (on most laptop screen sizes) or toward the bottom on mobile. A "Submitted!" notation looks like this:

The screenshot shows a submission confirmation box for an assignment titled "Revolution Review". On the left, it displays the assignment title, a "New Attempt" button, the due date "May 7 by 11:59pm", and the points "Points 30". Below this, it says "Submitting a text entry box, a website url, a media recording, or a file upload". The main body of the box contains the prompt: "Write a 2-page summary of chapters 5-7. What did you learn about the revolution?". On the right side, there is a "Submission" section with a checkmark and the text "Submitted! Mar 30 at 3:49pm". Below this, there are two links: "Submission Details" and "Download Assignment copy.pdf". At the bottom right, it says "Comments: No Comments".

You can confirm the contents of your submission by clicking **Submission Details**, and either previewing the file (**View Feedback**), or downloading it (click the file name).

Completing Quizzes (and Surveys)

As with assignments, upcoming **quizzes** will appear on the **dashboard** and in the "Upcoming Assignments" sidebar a week before the assignment is due; a week after, the assignment will appear in "Past Assignments." Canvas can also **notify** you when an assignment is due.

Confirming Time Accommodations: If you have already received an approved extra-time accommodation request through the Weingarten Center or your graduate program's SDS Liaison for an exam, test, or quiz,

you'll be able to confirm that before you begin a quiz.

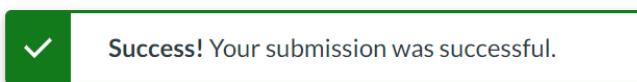
The adjusted total **Time Limit** approved for you will appear on the quiz page either **above** or **below** the instructions. Note that the instructions themselves may refer to the standard time limit; the number near the **Time Limit** heading applies to you regardless of what the instructions show.


Please contact **Wharton Computing Student Support** if your approved extra time is not shown as indicated above. While that team doesn't implement accommodations, they will route any questions or concerns in accordance with the University's process.

To check the status of your quiz, return to the quiz and check the right side of the page.

- If you haven't started the quiz, there will be no information about attempts; depending on the quiz tool used, either a **Begin** or **Take the Quiz** button will be shown.
- If you're in the middle of taking a quiz, you will see a "Resume" button (shown as **Resume** or **Resume Quiz**).
- If you've submitted the quiz, scroll to the bottom of the exam page and click **View Results**. The confirmation message will show that your submission was successful:

Results



 Results are not displayed per instructor settings.

- In some cases, you may see a "Submission Details" link instead (If you are allowed more than one attempt at the quiz, you will see "Last Attempt Details", showing information about your last submission). Click on "Submission Details" to view the submission confirmation message.

You can also use your **dashboard** to check a quiz status. A green check-mark under "Recent Feedback" will confirm a completed quiz, but if your instructor is still grading, or if the quiz is "muted", you won't see anything. To check whether a quiz is muted, return to the quiz page and look for "Your quiz has been muted".

Note: Do not use "Take the Quiz" or "Resume Quiz" to check on the status of your submission.

Questions?

Email: courseware@wharton.upenn.edu

Calendar and Appointment Sign-ups

Last Modified on 11/14/2023 4:28 pm EST

This article describes the Canvas calendar, and how to use appointment sign-ups.

Before You Start

You need the following:

- **For appointments:** Membership in a course site that has appointment signups and a **web browser** - Currently, students cannot use the Canvas Student app to reserve an appointment.
- **For group/team-based appointments:** An existing group signup or membership (usually found under **People** in the course site)

Using the Calendar

The Canvas **calendar** (not to be confused with MyWharton) displays all your assignments and other course events. You can **filter** your calendar by course, subscribe from **Outlook** or **other apps**.

You can subscribe to your Canvas calendar feed in Outlook, Google calendar, or any application that reads iCal feeds. Canvas also makes a downloadable .ics file available for import, but this will not enable you to receive updates.

Here is some documentation you may find helpful.

- **iOS Devices:** Subscribe to the Canvas calendar feed using the **Canvas for iOS app on an iOS device**.
- **Google Calendar:** **Use Google Calendar to subscribe by calendar address (choose *Add using a link* - the link to use is the **Calendar Feed URL in the Canvas Calendar**).**
- **Microsoft365 - Outlook:** **Subscribe to the Calendar in Microsoft 365 Outlook.**

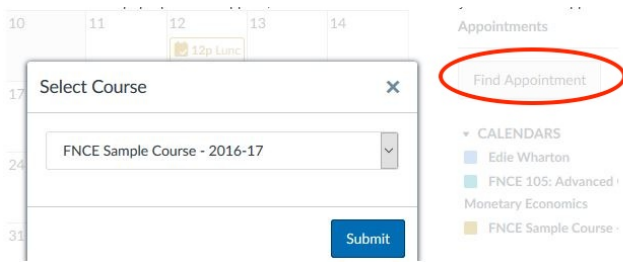
Note: At this time, it's not possible to subscribe only to specific courses in the Calendar Feed.

There are so many calendar applications and platforms available that we can't provide instructions for them all. If you are having trouble subscribing to your Canvas calendar, please feel free to write to us and let us know what application, device, and operating system you're using!

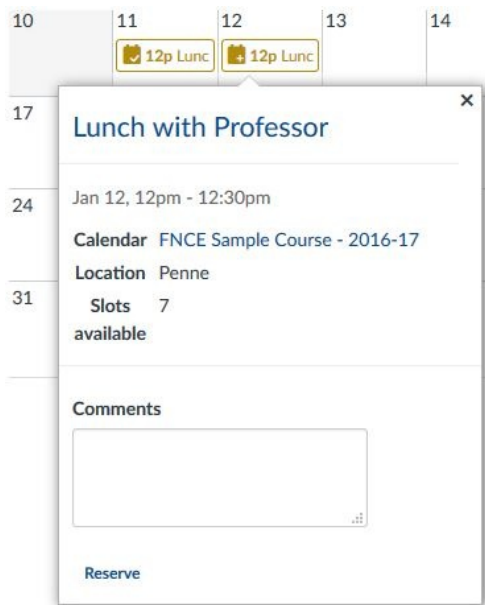
Using Appointment Sign-ups

You may receive a notification about the appointment; if not, you can locate the sign-up yourself in a web browser only:

- **Click Calendar** in the left navigation bar.
- **IMPORTANT: Select Find Appointment** on the right-side (you may need to scroll down the page).
- In the pop-up box that appears, choose the proper course, then **press Submit**.



- Click on the desired time slot, then press Reserve.



The time slot you reserved will turn gray, indicating a successful reservation. The appointment will then appear on your calendar and eventually in the **Coming Up** list on your Dashboard.

Note: If all available appointments have been reserved in your section, or if you are trying to sign up for a group appointment when you are not a member of a group, you'll see this message:

There are no available signups for this course.

Canceling or Changing an Appointment

For appointments where you are allowed only one sign-up, you'll be asked if you'd like to cancel your old reservation in favor of the new one. For all others, click the time slot to make its reservation form appear, then click **Un-reserve** and give a reason for the deletion. You can then choose a new time slot.

Group Sign-ups

Certain appointments are intended for group signup, and you cannot see or reserve a slot unless you are already a **member** of a group. A reservation by any member of the group is a reservation for the entire group, so be sure to check with your group before reserving or canceling a reservation.

Questions?

Email: courseware@wharton.upenn.edu

Class Recordings

Last Modified on 07/30/2024 10:41 am EDT

Class Recordings are videos available in a Canvas course. To create these videos, Wharton provides a video service, "Panopto" that any member of the Wharton community can use. Faculty members decide which recordings are available on the Canvas sites of their courses. This includes class recordings or other related videos.

Before You Start:

- You will need membership in a Canvas site in which an instructor has recorded synchronous classes or provided other videos.
- While all members of the Wharton community have access to Panopto, not everyone has access to specific areas or videos. Make sure you have logged in once, and then if you still don't see what you're looking for, contact your [Wharton Computing representative](#).

Access to Class Recordings

To view recordings and other videos on a Canvas site, click the **Class Recordings** tab in the **course navigation** bar. The first time you use this service through Canvas, you'll be asked to choose **Remember my authorization for this service**.

If Class Recordings does not load, make sure your web browser does not block cookies. Users of the [Apple Safari browser](#) may need to make further adjustments.

Note: Class Recordings are only available for the current semester. To access recordings for a previous semester's class, the instructor must submit the request directly to class-tech@wharton.upenn.edu.

Availability of recordings may be limited by either an academic program office and/or an instructor's own policy decision.

If you are unable to view videos even after logging in, send an issue report or question to:

- [Wharton Computing Student Support](#) (if you are a student, phone and chat help is available)
- [Wharton CTS Classroom Support](#) (formerly Public Technology; best choice for instructors needing Panopto or recordings help)

Class Recordings are provided at the sole discretion of the instructor and can be taken down at any time. Please verify with the instructor the recording is still available and that you have been given permission to view it before contacting support.

Working with the Panopto Viewer

Step-by-step instructions for all video viewer features can be accessed at:

- [Learn About the Features of the Video Viewer](#) (vendor support article)

Policies

- Most videos expire after the end of the semester.
- You will not be able to download most videos. In the rare exceptions when that is permitted, you will see a down arrow in the top right of the video page. If you have a technical or a "how to" question about downloading videos contact your [IT support team](#) (don't contact your professor for these questions).
- The choice to record/distribute class sessions lies with the instructor.
- Students in the MBA Program for Executives may contact their WEMBA class manager for information about sample class recordings during the drop/add (also see your class group in [MyWharton](#)). To ask about access to a recording related to an excused absence from a non-remote-instruction meeting for WEMBA, contact your class manager.

Questions?

Email: class-tech@wharton.upenn.edu

Files, folders and Study.Net materials

Last Modified on 01/17/2024 3:54 pm EST

This article provides an overview of working with files in Canvas. Some materials are available only through [Study.Net Materials](#) or [course reserves](#); such materials cannot be found in the Files tab of a Canvas site.

File Locations

Files can be found in three areas:

Course Site Files: Each Canvas site has a dedicated files section which contains materials you can view and download. You can find this area by visiting the course site and selecting **Files** from the left navigation bar. Only instructors and TAs can upload files to this area.

Personal Files: You have personal Files, you can find by choosing **Account** in the left navigation bar. Most students will have an **unfiled** folder, which may contain submitted individual and group assignments. **Do not delete anything in this folder.**

Group Files: All student groups created in Canvas have a sub-site for private discussions, announcements, which contains a Files area. You can upload files here for access by all group members, but this is NOT the same as turning in an assignment. If you have an assignment that must be turned in online, follow the instructions in the assignment.

Note: Unless specifically instructed by your teaching team, do not upload assignments to your **personal Files** or **group Files** in Canvas; always **submit online assignments** through the **Assignment, Discussion, or Quiz**. Your instructor will not be notified of submissions made to personal or group Files areas, which means you might not receive credit for an unsubmitted assignment.

Downloading Files

You can download files in three ways:

1. **Preview a file** by clicking on the file name and then use **Download** in the upper right.
2. **Download a file without previewing** by hovering over a file to show the gear icon at the far right. Click on the gear icon and choose **Download**.
3. **Download multiple files or folders** by selecting your files and folders by clicking to the right of the file/folder names. Use Ctrl-click (Windows) or Command-click (Mac) to select multiple files or folders. You can also select all files by using Ctrl-A (Command-A). Then click the grey **Download** button near the top. Multiple files/folders will be downloaded as a .ZIP.

You can download files directly to your [backup devices or services](#).

Uploading Files

Press **Upload** to upload one or more files from your computer. **Only instructors and TAs can upload files to a course site Files tab.**

- If uploading a .ZIP, Canvas will ask whether to extract the files individually or to simply upload the .ZIP by itself.
- You can also drag and drop to upload files; Canvas will prompt you to **drop** the files while hovering over the right panel of Files.

Note: Unless specifically instructed by your teaching team, do not upload assignments to your **personal Files or **group Files** in Canvas; always **submit online assignments** through the **Assignment, Discussion, or Quiz**. Your instructor will not be notified of submissions made to personal or group Files areas, which means you might not receive credit for an unsubmitted assignment.**

Study.Net Materials

Study.Net is the the Wharton School's electronic delivery partner for many types of licensed course readings. Materials provided by Study.Net will not be found in the Files tab of a Canvas site; instead, after instructors request copyrighted readings distributed by this partner, readings can be accessed using the **Study.Net Materials** tab link in the left navigation bar of a Canvas site.

Licensed readings access for teaching assistants must be requested by the professor employing the TA; see [Study.Net Materials: Faculty Requests](#).

Students taking a Wharton course normally will not need to purchase materials. If it's been more than a business day since you enrolled, and you are an enrolled student being prompted to pay in a course you are taking for credit, please contact the customer service address shown next to the Study.Net logo. Enrolled Penn students should not need to use the provided **Purchase Course** link in order to begin seeing a list of readings similar to the one illustrated below. (Please contact us at courseware@wharton.upenn.edu if you are persistently shown the **Purchase Course** link.)

The screenshot shows the Study.Net interface. On the left is a navigation menu with items: Home, Announcements, Syllabus, Modules, Class Recordings, Files, Study.Net Materials (highlighted), Assignments, and Discussions. The main content area has a dark header with the 'study.net' logo and a 'Purchase Printed TEXTPAK™' button. Below the header is a section titled 'MATERIALS' containing a list of five items, each with a checkbox, a title, a 'details' link, and a file size:

Item	Title	Details	File Size
<input type="checkbox"/> 1.	Buying Your Way into Entrepreneurship	details	PDF (91 KB)
<input type="checkbox"/> 2.	Which MBAs Make More: Consultants or Small-Business Owners?	details	PDF (57 KB)
<input type="checkbox"/> 3.	When to Walk Away from a Deal	details	PDF (294 KB)
<input type="checkbox"/> 4.	Technical Note on LBO Valuation and Modeling	details	PDF (121 KB)
<input type="checkbox"/> 5.	What is the Difference Between a Compilation, a Review and an Audit. A Comparative Overview	details	PDF (334 KB)

Study.Net materials are available for 30-90 days after the course has ended, so it's best to download anything you think you might later need. Please note that it is illegal to share downloaded Study.Net materials with other students.

Downloading and Printing Study.Net Materials

You can download readings individually by clicking the reading title. You will receive a PDF file of all of the readings, which you may feel free to print using your own printer (or on-campus printing) as well as annotate (using PDF editing software or annotation/note-taking apps).

Alternatively, you may order a printed version of these materials by selecting **Click here to purchase a printed Hard Copy**. Hard Copy orders will be assembled by **Campus Copy Center** with shipping to the address specified in your order. Feel free to contact campuscopyphilly@gmail.com with questions regarding printed Hard Copy orders; unfortunately Wharton Computing will have no information about Hard Copy order status.

Some courses will include an additional tab of journal articles, book chapters, and other reserve readings from the Penn Libraries' databases and collections. If reserve readings were requested by your instructor, a Canvas course navigation tab labeled **Course Materials @ Penn Libraries**, will be available, usually adjacent either to **Files** or to **Study.Net Materials**.

- Penn Libraries provides advice on [troubleshooting electronic reserves](#).

Questions?

Email: courseware@wharton.upenn.edu

Submitting Videos on Canvas

Last Modified on 06/16/2023 10:42 am EDT

This article contains instructions and best practices for submitting video recordings to Canvas.

Before You Start

You will need:

- Access to Canvas
- Video File or URL Link to the Video
- A **supported browser**

Recording Your Video

If you've never used your iOS device to make videos, we recommend consulting **Apple Support** and running a few tests first. For example, iPads and iPhones will take a video in portrait mode if the device is held vertically, and videos generally look better filmed in a landscape orientation.

Recommended File Types:

Audio: .mp3

Video: .mp4

File Size: 500 MB or less

Note: We do not recommend recording videos inside Canvas itself. If your wireless connection ends Canvas may lose your recording, and the Courseware team will not be able to recover it.

Submitting Your Video

You can submit your video from a computer, or via the Canvas app on devices like **iOS** or **Android**.

Upload your video file as you would a Word document, or .pdf, by **submitting the file** to an assignment. If your video is long, upload it with a wired connection (ie, not WiFi), which will make for a faster upload and a lower likelihood of an interrupted transmission.

As with most **assignments**, you can re-submit the video if you see something you want to correct, and your instructor will see the latest upload by default.

Questions?

Email: courseware@wharton.upenn.edu

Viewing Class Recordings in Canvas

Last Modified on 08/16/2024 12:05 pm EDT

Before you start

- You must be enrolled in a Canvas course site that is set up to distribute class recordings.

To view class recordings

1. Click on **Class Recordings**. (If the Class Recordings tab is not visible, no recordings were requested to be made available this way.)

[Pages](#)

[Quizzes](#)

[Grades](#)

[People](#)

Class Recordings

2. Select the recording you'd like to view.

Search in folder '...' .. 🔍

Powered by Panopto

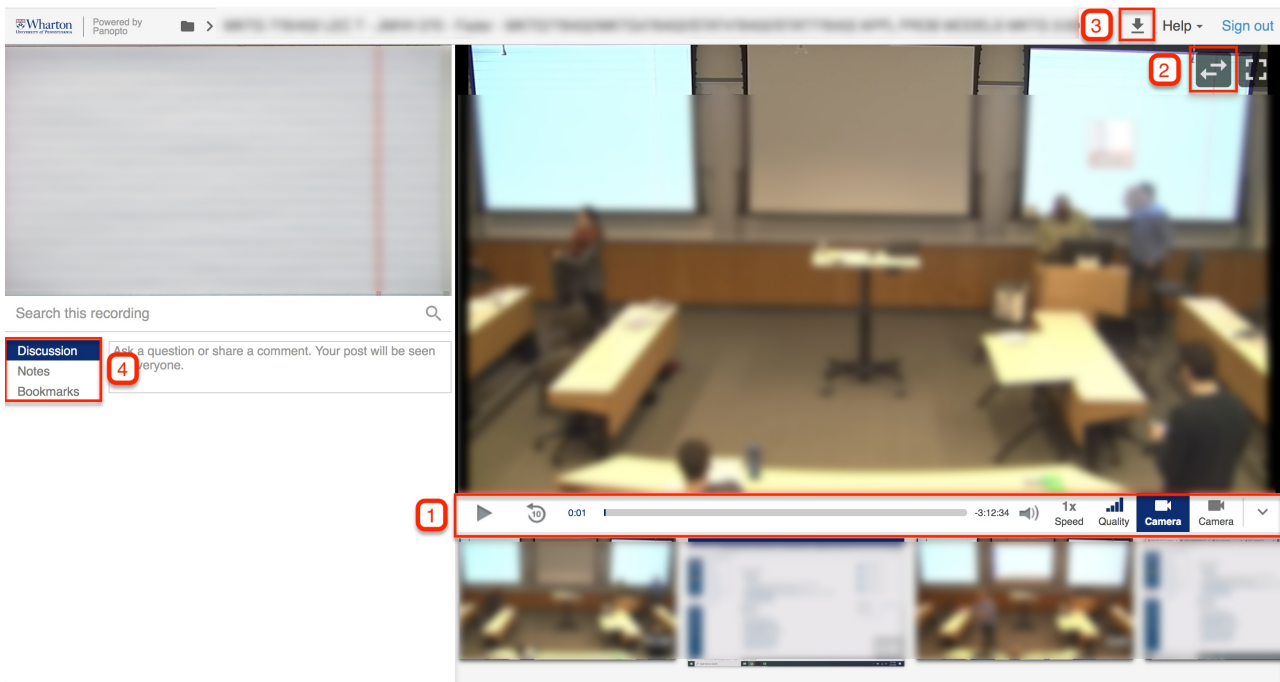
Sort by: Name Duration Date ▼ Rating

3:12:35 a day ago

2 days ago Presented by

Controlling playback

There are a number of ways in which you can control the playback of the recording.



1. **Player controls.** Change things like the quality and speed of the playback shown in the viewing panes.
2. **Switch viewing panes.** Switch back and forth between which video is being shown in the large and small viewing panes.
3. **Download the recording.**
4. **Make Discussion comments, Notes, or Bookmarks in the recording.**

If any of these features are not visible, you do not have access to use them.

Troubleshooting

Class Recordings doesn't give you access to a page with videos.

It's possible that your login has timed out. Try **logging out of Canvas**, logging back in, and then selecting **Class Recordings**.

Recording you want is not visible.

Wait a little while. With occasional exceptions, recordings are usually available one hour after class. If the recording is not available after 24 hours, the teaching team may not have enabled your access.

Playback is not streaming well.

Try lowering the quality of the playback. If that doesn't work, move to a location with a more stable, faster network connection.

More resources

- [Panopto Support](#)
- [Canvas At Penn > Panopto](#)
- [Video Requests for Absences](#)
- [Wharton Student Computing](#)

Questions?

Email: support@wharton.upenn.edu

Managing notifications in Canvas (Students)

Last Modified on 08/15/2023 10:04 am EDT

Customize your global Canvas notification settings or course level notification preferences.

Before You Start

You need the following:

- An active PennKey account (or authorized email address)
- Enrollment in a current course site

Canvas Global Notification Preferences & Recommendations

- Canvas allows you to control how you are notified, when, and the frequency of notifications. You can update these settings at:
 - [Penn Canvas > Account > Notifications](#) ([steps for use in a web browser](#)) or
 - Canvas Student app top left menu > [Settings](#) ([steps for iOS](#) or [steps for Android](#))
- Each channel of communication (for instance, email and push notifications on mobile devices) can be set independently:
 - To add or manage emails where your notifications are sent, go to [Account > Settings](#) and use the [Ways to Contact](#). Text messaging (SMS) notifications for announcements may also be enabled there.
 - For best results with learning tools included in Canvas, set your [default \(starred\) email in Canvas](#) to be the same as your [primary email address in Penn Directory](#).
 - Frequency options are notify immediately, daily summary, weekly summary, or notifications off. These options pertain to all current courses.
 - The specific score or grade you earn will not be included in a Canvas notification; however, availability to review a posted grade will be communicated.
 - Push notifications must first be enabled in your Canvas Student app. If you do not see Push Notifications as an option under Settings, make sure you have enabled Notifications under your phone's General Settings, then close and open the app. Select [Push Notifications](#) and choose the fields you would like on your Push schedule. Once Push is enabled, further settings can be done either via web browser or in the app.
- **We recommend that you set announcement, grading, invitation, files, submission comments, and appointment availability to notify immediately.**

Course Level Notification Preferences

You can set notification preferences by individual course, too:

- To do this, open a specific course and click the **View Course Notifications** button on the course home page.
- To override the global notification settings, set them on this page.
- To disable notification for a course, deselect the **Enable Notifications for [course name]** under Course Notification Settings.

Questions?

Contact: courseware@wharton.upenn.edu

Preparing to Take an Online Exam

Last Modified on 10/18/2022 2:36 pm EDT

Taking an online exam can be convenient and can make answering certain types of questions easier, but it adds some preparation work. We've compiled some recommendations for you to make sure technology doesn't get in the way!

It may feel overwhelming, but we are here to help, so if any of these steps are unclear, please contact [Wharton Student Computing](#).

We suggest you save a copy of this article to your computer or print one out to have on hand during an exam. [Click here](#) to save an offline copy.

Preparation Steps

- **Computer/Device:**
 - Use a device that meets [Canvas's basic computer specifications](#). Always make sure to use the most up-to-date versions of your operating system.
 - Approximately 24 hours before your exam, check your computer for any critical updates. Install any that are necessary and restart—you don't want to get prompted to install them during your exam!
 - If you are taking an in-class exam on your own computer, ensure it is fully charged on the day of the exam, as limited power outlets may be available in the classroom.
- **Browser:**
 - Use one of [Canvas's supported web browsers](#). We recommend the most up-to-date versions of Chrome or Firefox for the best performance.
 - Some browser extensions and security settings may interfere with taking an online exam. If possible, temporarily disable browser extensions and allow 3rd-party tools before starting your exam.
 - Clear your [browser history/cache and cookies](#), then restart your computer the day of or the day before your exam.
 - Click the link for your particular web browser for instructions on clearing your cache (it will open in a new tab)
 - [Chrome / Firefox / Safari / Edge](#)
 - **Open the exam in only one browser window.** Using multiple windows might make you overwrite your answers.
- **Internet:** Be sure your computer is [connected to AirPennNet](#) (not the guest network). If you're taking a timed Canvas exam and lose your connection, the timer will continue to run.
- **PennKey:** Some exams and computer labs may require you to sign in with your PennKey and password. Make sure you know your PennKey password and have your phone with you for two-factor authentication. Use the [Test My PennKey app](#) if you want to confirm your password.
- **Laptop v. Mobile:** Use a laptop or desktop computer. Taking exams on small tablets or phones provides a limited experience. While you can submit many assignments and quizzes on the Canvas Student mobile app, not all quick features are supported.
- **Notifications (and other Distractions):** Close or disable notifications, pop-up blockers, and other applications. Certain exam tools, such as [Respondus LockDown Browser](#), will require you to close all messaging and screen recording apps before you can start taking the exam.

- **Respondus LockDown Browser:** Your professor will let you know if **Respondus LockDown Browser** is required for an exam. Please contact courseware@wharton.upenn.edu if you have trouble downloading it and provide the name of the course that is using LockDown Browser for exams.
- **Timed Exams:**
 - **Only begin a timed exam when you're ready to complete the exam.** The timer continues to count down regardless of whether you are actively taking the exam or not.
 - Remember to click **Submit** before the time expires.
 - **If you have an accommodation for exams, confirm that your time limit and exam availability window are correct before starting.**
 - Contact your professor immediately if you notice a problem with the exam timing, and do not start the exam until it is fixed.
- **Untimed Exams:**
 - For exams without a time limit, **close the browser window when you aren't actively working on it.** This will prevent you from losing any responses if Canvas automatically logs you out after a period of inactivity. You can always reopen the exam and resume where you left off.
 - **Submit your exam before the due date.** If you don't, you could get locked out of the exam and need to contact your professor for help.
- **File Uploads:** If your exam requires you to upload a document (e.g., Word or PDF file), save your work frequently and save the final version to your computer. Remember where you saved the file, so it is easy to find and upload to Canvas. Give yourself at least 5 minutes to select and upload your file in Canvas, as uploads can sometimes take a few minutes.
- **Check before Submitting:** Only click Submit when you have finished the exam. **You cannot reopen submitted exams.**

Dealing with Internet Connection Issues

If your internet disconnects while taking an exam, here are some steps that should help.

1. **Take a deep breath** - things will be ok!
2. **Take a screenshot** or other copy of your work for reference. If your exam uses Respondus LockDown Browser, let your proctor know you are having trouble and ask if you can use your phone to capture screenshots.
3. **Take note of any error messages.** Share these with your Professor and Student Computing.
4. **Toggle wifi off/on** and try to connect to AirPennNet (or your home network).
5. **Try switching internet browsers.**
6. **Restart your computer.**
7. If you still have trouble connecting, contact student support by phone at (215) 898-8600.

If you encounter any technical issues while taking an exam, contact **Wharton Student Computing**.

- Phone: (215) 898-8600
- Email: support@wharton.upenn.edu

How To Customize Your Canvas Dashboard

Last Modified on 12/04/2023 12:52 pm EST

The Canvas dashboard shows your active courses for the current term and/or academic year. The beginning of a new term is a good time to review and customize your dashboard to fit your preferences for how you view your course information.

Before You Start

You will need the following things to customize your Canvas dashboard:

- An active PennKey
- Membership in a course site on Penn Canvas

Change the Dashboard View

The **Dashboard** is your landing page in Canvas. Depending on your institution, your dashboard may default to one of three views: **Card View**, **List View**, or **Recent Activity View**. (Recent Activity View is described in detail later.)

View Course Card Details

The Course Card is the individual card in Card View that holds information about the course.

Add a Course Card Nickname

Since course nicknames appear in the dashboard, course navigation menu, course breadcrumbs, and notification emails, we recommend creating a nickname for courses that have long and/or potentially confusing names. This is particularly helpful for courses that might be mistaken for other courses with similar names. Course nicknames do not affect the course name at the account or course level; they only change the name of the course for the individual user who created the nickname.

To add a course nickname:

You can find additional information on how to customize a Canvas dashboard using the student guide. If you have any questions, contact courseware@wharton.upenn.edu.

Customize Your Course List

If you are enrolled in more than one course, you can customize which active courses you'll see first by **designating them as a Favorited Course**. You can make any published course that appears in the **My Courses** section a favorite.

Here are the steps to select a course as a favorite:

You can change your dashboard view by selecting the dashboard icon on the navigation bar and by organizing the Course Cards by nickname or with a custom image or color. Card View tiles are drag-and-drop, so you can move and arrange Card View to suit your preferences.

View Recent Course Activity

Recent course activity can be found on the **Recent Activity** dashboard.

Questions?

Contact the Courseware team: courseware@wharton.upenn.edu

Completing a FeedbackFruits Peer Evaluation

Last Modified on 06/14/2023 1:47 pm EDT

Before You Start

- You must be enrolled as a student in a Canvas course site that contains a FeedbackFruits Peer Evaluation.
- You must belong to a **group** or course section that has been assigned a peer evaluation.
- Please use a device that meets **Canvas's basic computer specifications**, especially one of **Canvas's supported web browser versions**.

Evaluating a Group Member

When evaluating your peers in FeedbackFruits, please note that the criteria components differ among assignments. For example, your instructor could require feedback in the form of just comments, a scale rating with a certain point range, a rubric, or a combination of all three. The example below depicts both comment and scale criteria.

1. **Scroll to Give feedback to group members:**










 Jimmer Test227

▼ SHOW 6 MORE

2

Give feedback to group members

Subjects to review

	Desdemona Test221	Review incomplete
	Ernest Test222	Review incomplete
	Fern Test223	Review incomplete
	Gustave Test224	Review incomplete
	Heinrich Test225	Review incomplete
	Ishtar Test226	Review incomplete
	Jimmer Test227	Review incomplete
	Kali Test228	Review incomplete
	Lavinia Test229	Review incomplete

3



Read and reflect on received feedback


2. Click on the name of the person you will evaluate, or click **Start Reviewing**:

2 Give feedback to group members
100% of your grade

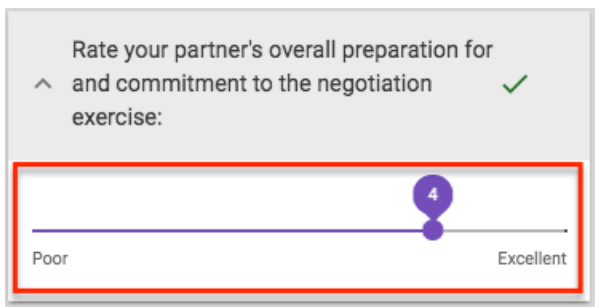
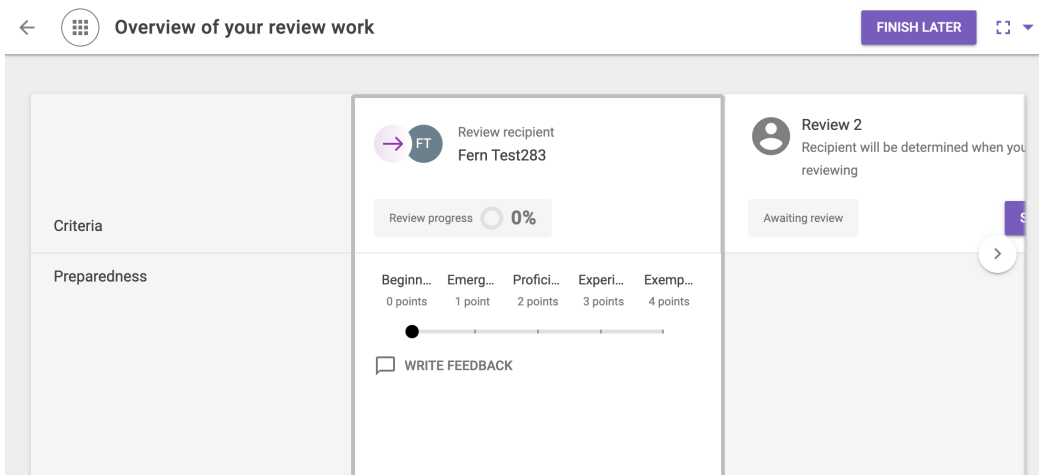
START REVIEWING ▶

Your review work

	FT Fern Test283	Awaiting review
	To be determined	

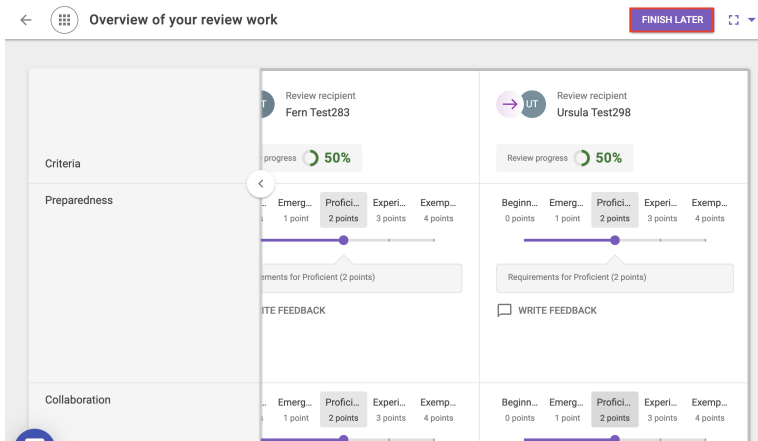
 Your next review recipients are determined when you start new reviews

3. If the assignment requires feedback in the form of comments, you can select **Write feedback**. If there is a scale rating criterion requirement, you can drag the slider shown below to rate the review recipient on a certain point scale:

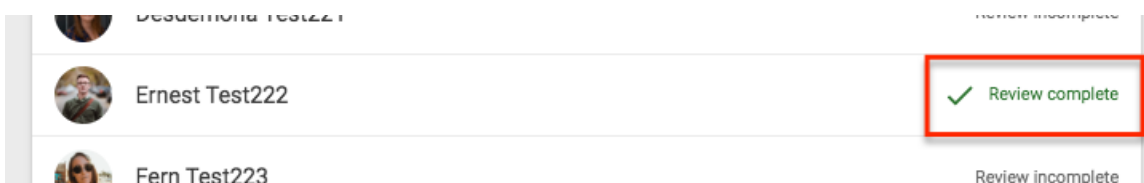


The review work depicted above may differ depending on the assignment setup.

4. You can return to your work at any time by selecting **Finish Later**:



5. When finished, you'll see ✓ **Review Complete** next to the group member you evaluated.



To evaluate another group member, simply repeat steps 2-5.

Questions?

Contact: [Wharton Computing IDEA Courseware Team](#)

Email: courseware@wharton.upenn.edu

Viewing Feedback in a FeedbackFruits Peer Evaluation

Last Modified on 12/21/2023 4:37 pm EST

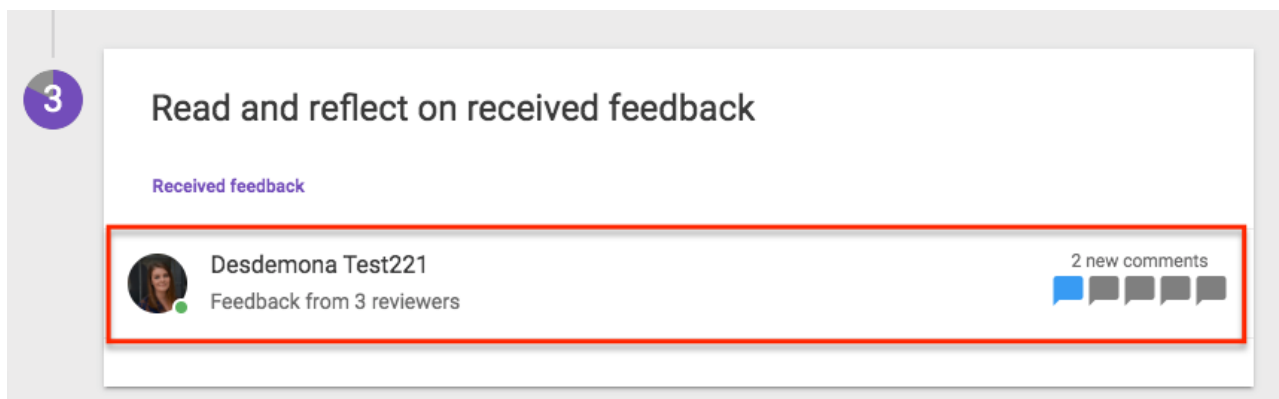
Before You Start

- You must be enrolled as a student in a Canvas course site containing a FeedbackFruits peer evaluation assigned to your course section or **group**.
- Your instructor must have released feedback for students to view.
- Please use a device that meets **Canvas's basic computer specifications**, especially one of **Canvas's supported web browser versions**.

Viewing feedback

When viewing feedback from your peers in FeedbackFruits, please note that the criteria components differ among assignments. For example, your instructor could require feedback in the form of just comments, a scale rating with a certain point range, a rubric, or a combination of all three. The example below depicts both comment and scale criteria.

1. Go to Section 3, "Read and reflect on received feedback," and click **on the received feedback**:



2. To see all comments from your team members click **READ** under each criteria. You can also see the average ratings you received for any criteria with scales.

× **Feedback**

Reviewed by

Practical Chartreuse Strawberry
(Desdemona Test221)

FILTER

Amiable Brown Grapes

FILTER

Practical Fuchsia Melon

FILTER

Step 1: Follow the Bright Spots – When is Your Teammate at his/her Best When Working in Teams?. This feedback will be sent, anonymously, to your teammate.

^

∨ 3 comments
READ

Step 2: Employing Influence Tactics – How Can You Help Your Teammate Bring Out their Best Self More Often in Teams? This feedback will be sent, anonymously, to your teammate.

^

∨ 3 comments

2 unread

READ

^ Contributing to the Team's Work

- Helped teammates who are having difficulty completing their work

[Read more...](#)

4.333 out of 5

●

Strongly disagree
Strongly agree

^ Interacting with Teammates

- Communicated effectively when working with teammates

[Read more...](#)

3. To see individual team member's responses, click **FILTER** next to their name.

Feedback

Reviewed by



Practical Chartreuse Strawberry
(Desdemona Test221)

[FILTER](#)



Amiable Brown Grapes

[FILTER](#)



Practical Fuchsia Melon

[FILTER](#)

Step 1: Follow the Bright Spots – When is Your Teammate at his/her Best When Working in Teams?. This feedback will be sent, anonymously, to your teammate.

3 comments

[READ](#)

Step 2: Employing Influence Tactics – How Can You Help Your Teammate Bring Out their Best Self More Often in Teams? This feedback will be sent, anonymously, to your teammate.

3 comments

2 unread

[READ](#)

Contributing to the Team's Work

• Helped teammates who are having difficulty completing their work

[Read more...](#)

4.333 out of 5



Strongly disagree

Strongly agree

Interacting with Teammates

• Communicated effectively when working with teammates

[Read more...](#)

Questions?

Contact: [Wharton Computing Courseware Team](#)

Email: courseware@wharton.upenn.edu

Backtester: How to Access

Last Modified on 01/17/2023 9:04 am EST

Backtester is a simulation commonly used in FNCE 7200. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Before You Start

You will need the following:

- Access to the Canvas site for your course that's using Backtester.
- One of these browsers: Chrome, Firefox, or Safari. **Other browsers, including Internet Explorer, are NOT supported.**

Note, there is **no password needed to access Backtester**. See steps for how to access the Backtester simulation below.

Step-by-step guide

1. Login to the Canvas site for your course.
2. Go to the **Modules** tab in the left-hand navigation menu and **click Backtester**.
3. Click **Load Backtester in a New Window**.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the Backtester simulation is on our [Learning Lab website](#).

Change Management Simulation: Access the Next Scenario

Last Modified on 01/11/2023 1:52 pm EST

Change Management is a Harvard Business Publishing (HBP) simulation played in some Wharton MGMT classes. If you have been assigned to play the Change Management simulation and are having trouble completing a scenario, continue reading for troubleshooting steps.

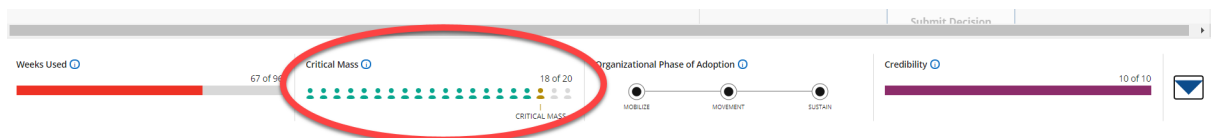
Before You Start

- Turn off ad-blockers in your browser if you have them enabled
- Log into your Harvard Business Publishing student account
- Locate the correct Coursepack where Change Management has been assigned
- Open the Change Management Simulation

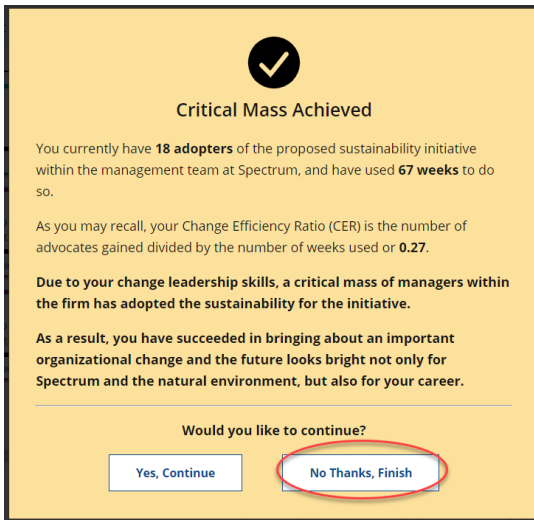
Moving on to the Next Scenario

Depending on the configuration your professor has selected, you may need to finish a scenario before moving on to the next scenario.

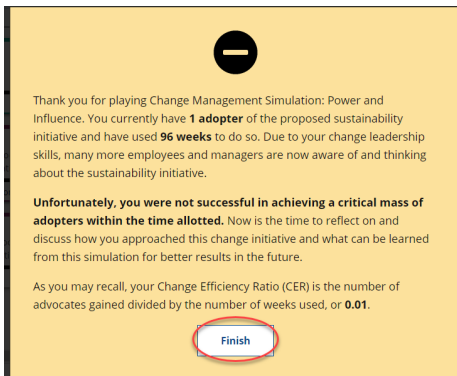
1. Make sure you have ad-blockers turned off for the Change Management simulation pages. It could be blocking your **complete scenario** pop up window. To turn off ad blockers, use the Help function in your browser or browser extension for specific directions. Make sure to refresh your browser and log out of the simulation and back in again to try and re-trigger the pop up window.
2. Make sure you have reached **Critical Mass** in the scenario you are in. If you have not, you need to keep playing until you either achieve Critical Mass or run out of weeks.



3. If you have reached Critical Mass or run out of weeks, you will see a yellow pop-up window to move on.
 - The pop up window is yellow and will appear if you've achieved critical mass, or run out of weeks. Click **No Thanks, Finish** to move on to the next scenario right away.



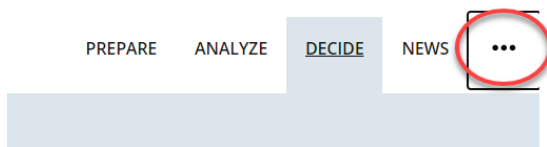
- o If you did NOT achieve Critical Mass, you can click **Finish** to end the scenario.



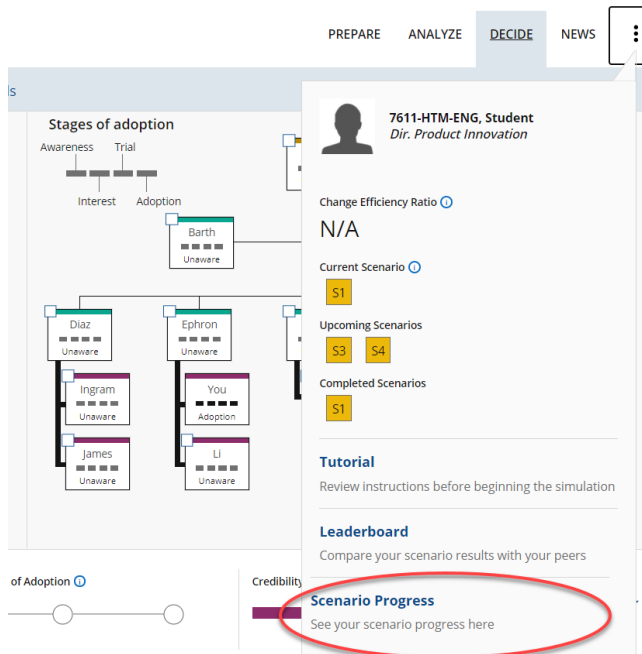
Accessing Your Scenario Dashboard

A list of all the Completed, In Progress, and Not Yet Started scenarios is accessible anytime from within the simulation. Depending on the configuration your professor has selected, you may need to finish a scenario before moving on to the next scenario. You also may only have one chance to play through a scenario or you may be able to play it multiple times. Confirm with your professor if you need clarification before proceeding with the following steps.

1. Click the **horizontal dots button** at the top right of the simulation screen (last button on the right).



2. Scroll down the resulting menu and click **Scenario Progress**.



3. On the Scenario Progress screen, you will see a list of your Not Yet Completed, In Progress, and Completed scenarios. You will most likely only need to focus on the **Completed** section.
 - o If your current scenario is in this list but you're still playing after reaching Critical Mass, you are technically complete.

Scenario Progress			
Not Yet Started			
Scenario			Action
S1			Launch
S3			Launch
S4			Launch
In-Progress Scenarios			
Scenario	Date Started	Weeks Used	Action
Completed Scenarios			
Scenario	Date Completed	Weeks Used	Action
S1	03-MAY-2021	96	

Replaying a Scenario

Depending on your professor's configuration, you might be able to replay a completed scenario.

1. To replay a scenario, click **Launch** under the **Not Yet Started Section**.

Scenario Progress

Not Yet Started

Scenario	Action
S1	Launch
S3	Launch
S4	Launch

In-Progress Scenarios

Scenario	Date Started	Weeks Used	Action
----------	--------------	------------	--------

Completed Scenarios

Scenario	Date Completed	Weeks Used	Action
S1	03-MAY-2021	96	

- o You will see a second listing of that scenario under In-Progress Scenarios once you begin the replay. You can move between the In-Progress scenarios at any time by **clicking Resume** for the run you'd like to play.

Scenario Progress

Not Yet Started

Scenario	Action
S1	Launch
S3	Launch
S4	Launch

In-Progress Scenarios

Scenario	Date Started	Weeks Used	Action
S3	03-MAY-2021	0	
S1	03-MAY-2021	67	Resume

Completed Scenarios

Scenario	Date Completed	Weeks Used	Action
S1	03-MAY-2021	96	View

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the Change Management simulation is on [HBP's website](#).

Customer Centricity: How to Access

Last Modified on 01/17/2023 8:48 am EST

Customer Centricity is a simulation used in MKTG classes. See below for how to access the Customer Centricity simulation.

Before You Start

You will need the following:

- Email containing your Customer Centricity login credentials (search your inbox for **Customer Centricity** as it may have gone to Junk/SPAM/Clutter folders)
- Log in to the Canvas course using Customer Centricity
- Chrome browser. Other browsers, including Internet Explorer, are NOT supported.

Step-by-step guide

1. Launch Chrome.
2. Go to the URL included in your login email.
3. Use the login credentials that were included in your login email.
4. Check your Canvas course for any additional information you may need on Customer Centricity, including a FAQ page.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the Customer Centricity simulation is on our [Learning Lab website](#).

FutureView: Accessing the Simulation

Last Modified on 02/29/2024 3:05 pm EST

FutureView is a simulation that is used in some sections of MKTG 6120. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Before You Start

You need the following:

- Email: Invitation to Register for FutureView

You may need to search your Inbox for **FutureView** or check your spam folder.

Step-by-Step Guide

1. Follow the instructions in the email you received to register for FutureView .

Reset Your Password

If you've already registered but forgot your password:

1. Go to <http://futureview-wharton.deckspire.com/>
2. Click the **Forgot your password?** link to reset your password.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the FutureView simulation is on our [Learning Lab website](#).

GIST: How to Access

Last Modified on 01/17/2023 10:16 am EST

GIST, or Geopolitical Influence & Strategy Tool, is a simulation used in some Wharton MGMT classes such as MGMT 2090 and MGMT 7200.

Before You Start

You will need the following before you can complete this task:

- Email containing your GIST login credentials

Note: You may need to search your inbox for **GIST** or check Clutter/SPAM/Junk folders.

Step-by-step guide

1. You were sent an email containing your GIST login credentials. Check your SPAM/Junk/Clutter folders if needed.
2. Go to <https://gist.wharton.upenn.edu/>
3. Fill in your username and password (from the email) to log in.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the GIST simulation is on our [Learning Lab website](#).

IEMAV: How to Access

Last Modified on 01/17/2023 10:20 am EST

IEMAV is a simulation used in some Wharton FNCE classes such as FNCE 2080 and FNCE 7310.

Before You Start

You will need the following before you can complete this task:

- Email containing your IEMAV login credentials

Step-by-Step Guide

1. You should have been sent an email containing your IEMAV login credentials. Check your SPAM/Junk/Clutter folders if needed.
2. Go to <https://apps.wharton.upenn.edu/iemav/>
3. Fill in your username and password (from the email) to log in.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the IEMAV simulation is on our [Learning Lab website](#).

Intermap: How to Access

Last Modified on 01/17/2023 10:25 am EST

Intermap is a simulation that is used in MGMT department courses. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Before You Start

You will need to do the following:

- Access to the Canvas site for your course that's using Intermap.

Step-by-Step Guide

1. Log in to the Canvas site for your course.
2. Click **Modules** in the left-hand navigation menu.
3. Click **Intermap**.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the Intermap simulation is on our [Learning Lab website](#).

MacroSim Practice: How to Access

Last Modified on 01/17/2023 10:26 am EST

MacroSim is a simulation that is used in FNCE 6130 and other Finance classes.

This article lists the steps for logging into the **MacrSim Practice** simulation for individual practice. **Macrosim Tournament** is played in class in teams and you do not need to access ahead of class.

Before You Start

You need the following:

- The login instructions and credentials for MacroSim Practice that were emailed to you. You may need to search for **MacroSim** in your inbox, and/or check your spam folder.
- Chrome browser -- MacroSim Practice is NOT supported on other browsers.

Step-by-step guide

1. Launch Chrome
2. Go to MacroSim Practice <https://games.wharton.upenn.edu/macrosim-practice>.
3. Log in with the credentials sent to you.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the MacroSim simulation is on our [Learning Lab website](#).

Marketspace: How to Access

Last Modified on 01/17/2023 10:17 am EST

MarketSpace is a simulation used in some sections of MKTG 6120. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Before You Start

You will need the following before you can complete this task:

- The email containing your Marketspace login credentials.

Note: You may need to search for **Marketspace** in your Inbox or check your spam folder.

Step-by-step guide

1. Go to <https://play.wharton.upenn.edu/marketspace>
2. Log in using the username and password in the email that was sent to you.
 - If you did not receive login credentials, please contact the Learning Lab

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the MarketSpace simulation is on our [Learning Lab website](#).

Rules of Engagement (ROE): How to Access

Last Modified on 01/17/2023 8:54 am EST

Rules of Engagement (ROE) is a simulation that is used in MKTG department courses. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Before You Start

You will need the following before you can complete this task:

- Access to the Canvas site for your course that's using ROE.
- Chrome is the preferred browser. **ROE does NOT run in Internet Explorer.**

Step-by-step guide

1. Log into the Canvas site for the course using ROE.
2. Click on the **Modules** tab in the left-hand navigation.
3. Click on **ROE**.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the ROE simulation is on our [Learning Lab website](#).

Rules of Engagement (ROE): Troubleshooting Issues

Last Modified on 01/17/2023 10:23 am EST

Rules of Engagement (ROE) is a simulation that is used in MKTG department courses. If the ROE simulation screen doesn't behave as expected, follow these steps to troubleshoot.

Before You Start

You will need the following before you can complete this task:

- Access to the Canvas Course using ROE
- Launch ROE using the steps located on this [KnowledgeOwl page](#).

Troubleshooting Steps

1. Chrome is the preferred browser. Switch to Chrome if you're using a different browser.
2. Refresh your browser.
3. Completely exit out of your browser, and relaunch ROE from the **Modules** tab of the Canvas course.
4. If ROE seems slow, close your other windows or tabs. (Web apps generally work better if there are no other browser windows or tabs opened.)

Still Having Trouble?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the ROE simulation is on our [Learning Lab website](#).

SABRE: Accessing the Simulation

Last Modified on 02/29/2024 3:06 pm EST

SABRE is a simulation that is used in some sections of MKTG 6130. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Before You Start

You will need the following before you can complete this task:

- Email containing your credentials for the **SABRE Practice game**
- Or
- Email containing your Team Code and instructions on how to register for the **SABRE Class game**

You may need to search your inbox for **SABRE** or **check your spam folder**.

Step-by-Step Guide

1. Make sure you are following the instructions in the correct email to register in SABRE for either the **practice game** or the **main class game**.
2. Log in to the correct simulation URL.
3. For more information on getting started with SABRE, you can access the SABRE student guide through the **Study.Net** tab in your Canvas course.

Trouble Accessing the Simulation

If you're not able to access the simulation, please attempt the following (in this order):

1. Ensure that there are no other windows or tabs of that browser active with SABRE.
 - Beware: MacOS tends to hide other windows when one app has two windows open, so Cmd-Tab won't show you that other window. The best option is to use Cmd-Q to quit all instances of that browser and launch it.
2. Make sure you are using the correct URL.
 - The URL for the practice game and the class game are different. Refer to your email for the correct URL.
3. Disable any ad-blockers in your browser in case they are preventing you from logging in.
4. Try to log in using another browser
 - Firefox, Chrome, and Safari can all be used with SABRE.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the SABRE simulation is on our [Learning Lab website](#).

Startup Game: How to Access

Last Modified on 01/17/2023 8:51 am EST

The Startup Game is used in MGMT 8010 and MGMT2300. If you are a student using this simulation in class, you can use this page for steps on how to access the simulation.

Need help logging into the Startup Game on your iPhone? [See this article](#).

Before You Start

You will need the following:

- The login credentials that were emailed to you for Startup Game.

Note: You may need to search your Inbox for **Welcome to Wharton's Startup Game** or check your spam folder.

Step-by-step guide

1. Go to: <http://games.wharton.upenn.edu/startup>
2. Be sure that you're inputting the username and password correctly.
 - Rather than typing in that information, it's best to copy and paste from the email you received.
 - Make sure to copy all the characters/symbols and NOT copy any extra spaces at the beginning or end of the password.

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the Startup simulation is on our [Learning Lab website](#).

Startup Game: I Can't Log In to Startup Game on my iPhone

Last Modified on 01/17/2023 10:21 am EST

The Startup Game is used in MGMT 8010 and MGMT2300. If you are having trouble logging into Startup Game on your iPhone, follow the steps below.

Before You Start

You will need the following:

- The login credentials that were emailed to you.

Note: You may need to search your inbox for **Welcome to Wharton's Startup Game** or check your spam folder.

Troubleshooting steps

1. Try using a different mobile browser. For example, if you're using Safari, try Chrome.
2. Be sure that you're inputting the username and password correctly.
 - Rather than typing in that information, it's best to copy and paste from the email you received.
 - Make sure to copy all the characters/symbols and NOT copy any extra spaces at the beginning or end of the password.
3. In some cases, the game may work better in private browsing mode. Here's information about how to turn on private browsing: <https://support.apple.com/en-us/HT203036>

Questions?

Contact the Learning Lab at learninglab@wharton.upenn.edu with your class, section, and question.

More information on the Startup simulation is on our [Learning Lab website](#).

Best Practices for Switching to Remote Instruction

Last Modified on 07/31/2020 2:50 pm EDT

These best practices were authored by [Prof. Ethan Mollick](#) and Lilach Mollick based on practice, theory, and research done for [Wharton Interactive](#). This article focuses on helping faculty move to online learning, which is more involved than remote instruction.

Students will adapt to an online environment quickly, as long as they have clear guidelines.

Set expectations. Once an announcement of a shutdown is made, send students an email that details how you will run your class during a shut down. *You should prepare this email ahead of time so that it's ready to go.* Students will want to hear from you right away and you can squash uncertainty quickly.

- Explain to students that they will still have class but that classes will be held in BlueJeans and/or via discussion boards. Ahead of any BlueJeans classes, send students the meeting information and reminders about class times and expectations. You can send BlueJeans invitations directly through Canvas.
- Post a weekly **Canvas announcement** ahead of any classes to give students an overview of the coming class – this serves as a reminder to students that they still have class and assignments due, despite the shut down.
- Consider sending an introductory video to make a connection to students.

Provide structure. Decide whether you would like your classes to be **synchronous** (everyone meets on BlueJeans at scheduled class time), **asynchronous**, or a blend of **both**.

- **In a synchronous class**, the class meets at a specified time (your usual class schedule). Modes of synchronous classes are discussed later in this document.
- **In an asynchronous class**, you can post video lectures and/or readings and a discussion question in Canvas with specific instructions about how students should respond to the question. Remember to include the assessment/grading rubric for any assignment. Typically, students are asked to answer a question and comment on two peer responses in the discussion board.
- **Establish class norms.** Just as you would in a physical classroom, establish norms of behavior. Norms that you have already established in your class will likely carry over, but if not, remind students of your expectations.
- **Hold online office hours.** Send out a schedule for office hours and have students sign up for a BlueJeans meeting with you.
- **Clear up any timing/assignment misconceptions right away.** You can either email students instead of responding to individual students or post a video on Canvas if there are misconceptions or any questions about a particular assignment.

Asynchronous or Blended Teaching

Using a discussion board (whether Canvas or another solution) provides a place for classes to interact and is generally highly recommended – it is where students will have questions answered and where much of your interaction will take place. It's important that you maintain a presence on the discussion board, particularly if your classes are asynchronous. Students will be looking for contact with you; they are used to seeing you in class. To run a successful discussion board, consider the following:

- **Set discussion norms.** Tell students how you will run discussions. Additionally, it's a good idea to have

students mute themselves when it's not their turn to speak, particularly with a large class.

- **Use punchy questions.** Students will pay attention when the question itself is engaging. Prepare your questions in advance. Good question types encourage discussion, so provocative or polarizing questions can be helpful. You can also ask students to role-play as a part of an asynchronous case discussion.
- **Monitor community health.** If students are not as engaged as you would like with questions, you can intervene, sending another message redirecting responses.
- **Reward students publicly.** Students look for public rewards; if a particular discussion board is very active, send students a message letting them know how well they are doing, noting any particularly useful individual contributions
- **Encourage collaboration.** When student responses are connected, point that out. Responses that make similar arguments, particularly ones that help clarify a key point, can be called out. Likewise, responses that build on one another should be recognized, encouraging students to actively interact with one another's ideas.
- **Be aware of response visibility on Canvas.** When you post questions on Canvas, *consider whether or not you want students seeing peer responses prior to posting*. In almost all cases, students should not view peer responses before they have responded, ensuring that they do their own thinking, and are not influenced by the substance and tone of peer responses.

Synchronous Teaching

It may be necessary to change your approach to teaching to take advantage of the online environment. Here are some approaches to consider:

- **Lecture-Based Teaching.** It can be hard to get a sense of how a lecture is going online, and whether students are engaged, so you can use Poll Everywhere and other audience response tools to keep students attention (and also grade on participation). The discussion and chat functions of BlueJeans can also be used to collect questions and encourage interactions during your talk. You may also want to assign groups of students to present during part of the synchronous class, splitting it between a mix of lecture and presentation. If you have low-levels of interactions in your lectures, you may want to use pre-recorded short lectures, and use your synchronous time to react to discussion board questions or comments.
- **Flipped Classrooms.** For classes based around project work or problem sets, you can record lectures and have students view them asynchronously. BlueJeans has a record video feature. Make sure the video is no more than 15 minutes long. Use your in-class time to have students present using screen sharing. They can show the latest aspects of their projects that align with the lecture topic, or show the answers to a problem set. You can then offer direct guidance after each presentation, or feedback after each problem set.
- **Active Learning.** You can also assign group work during the synchronous parts of the class, posing a question based on the reading or asking teams to solve a problem. You can also hold break out sessions in BlueJeans in which teams work in separate BlueJeans online rooms and then reconvene to report out. You can then ask teams to present this work via BlueJeans. You can assign multiple opportunities for active learning over the course of a single class.
- **Case-Based Teaching.** Case based teaching can work online, but requires extra preparation. Cold calls will need to be worked out in advance, and you may need to require a pre-class reaction paper to ensure everyone is up-to-date on the facts of the case. You may also want to use live polls to ask people about the choices they would make, which will allow you to more precisely identify who to call on. You will also need to figure out how much you will want to use a live board (screensharing from a tablet can work on BlueJeans), and how much to do with pre-prepared slides. The HBS document, "[Teaching with Cases Online](#)" can be helpful in preparation.

General tips

- If you aren't sure about your online class plans, run them by a colleague and see if your class/plan makes sense to them.
- Try something new. If you don't generally use discussion boards, try a new exercise e.g. have students create memes of a concept learned in class, or have students draw a concept map and post that picture – both exercises can prompt a rich discussion during your online class.
- If you have guest lecturers scheduled, send that lecturer a BlueJeans link; they can join the class remotely. If this isn't possible, interview the lecturer and record the interview and show it in class.
- When you share a screen in BlueJeans so you can show your presentation or prepared debrief, use lots of visuals.

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Video Conferences for Instruction

Last Modified on 06/29/2023 3:30 pm EDT

Penn offers Zoom as a video conferencing tool for instruction. All Wharton students, faculty, and staff have access to the service.

If you are a student looking for information regarding video conferences, please take a look at the [Video Conferences](#) article.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- Faculty and Staff: If you do not have Zoom on your computer, please contact your IT Support Team to have Zoom installed on your computer.
- A wired/Ethernet connection, if possible (recommended for the instructor)
- Robust internet speed: if you are connecting from off campus, go to [speedtest.net](https://www.speedtest.net) and look at internet speed. If it doesn't meet the **minimums required by Zoom**, consider upgrading your Internet speed or contact your IT Support Team.

The recommended way to schedule a meeting depends on whether you are creating a meeting with a few individuals outside of a Canvas classroom or for your class using Canvas.

Scheduling a Meeting Through Canvas (Recommended for Instruction and Classes)

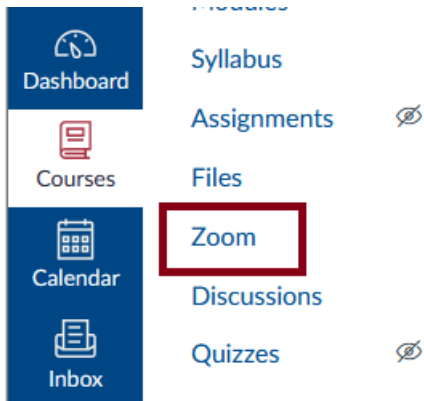
Creating your meetings through Canvas will take care of scheduling for the class, provide the link to all class participants, and preserve the privacy of your personal meeting account.

Note: We recommend that instructors – not TAs – create each class meeting (or sequence of recurring meetings) within Canvas. If changes or cancellations must be made after creating a meeting intended for all enrolled students to join for a class meeting, **please change or cancel within your Canvas course**, not through your video conferencing app or account.

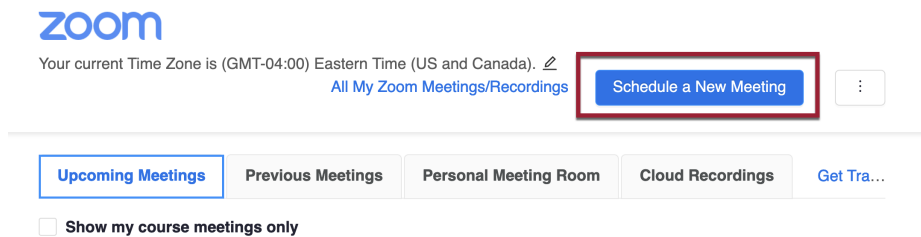
Zoom

For step-by-step instructions on how to schedule a Zoom meeting through Canvas:

1. Launch your classroom in Canvas (go to canvas.upenn.edu).
2. Select **Zoom** in the left sidebar.



3. Click the **Schedule a New Meeting** button on the upper right side of the screen.



Note: The first time you access Zoom through Canvas it will request access to your account. Click **Authorize**. You may need to log in, with your PennKey, to authorize Zoom.

4. Fill in the details of the class. **Include all the details about your class in the Meeting title** – if your class has multiple sections in the same Canvas room, all students will be able to access all sessions, so students should be told to join only the section for which they are registered.

Topic **A**

Description (Optional)

When **B**

Duration hr min

Time Zone
 Recurring meeting

Registration Required **C**

Security Passcode **D**
Only users who have the invite link or passcode can join the meeting
 Waiting Room Only users admitted by the host can join the meeting
 Require authentication to join

Video Host on off **E**
Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host **F**
 Mute participants upon entry
 Use Personal Meeting ID 2780530264
 Record the meeting automatically

Alternative Hosts **G**

- a. **Topic:** Enter the class, section number, time, and meaningful title (e.g. MKTG XXX Section 001 - 10:30 am - Online Class Meeting). Identify your meeting clearly so students can easily pick it out from their other meetings (e.g., Lecture won't identify it as their Marketing Class). You can also enter a **Description** if you like, but this is optional.
- b. **When:** Set the start time, duration, and Time Zone.

Recurring meetings can be checked or unchecked. Be sure to fill in the proper class start and end dates:

GMT-04:00 Eastern Time (US and Canada)

Recurring meeting **Every day, until Aug 14,2020, 5 occurrence(s)**

Recurrence

Repeat every day

End date By

After occurrences

Use the **single arrow** to page through the **months** and the **double arrow** to page through the **years**.

GMT-04:00 Eastern Time (US and Canada)

Recurring meeting **Every week on Mon,Wed, until Dec 30,2020, 35 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri

End date By

Required

Dec 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12

- c. **Registration:** Since all of your students will have Penn Zoom accounts, we recommend you leave Registration unchecked. If you check it, your Zoom meeting will require people to register ahead of time. **More details about this can be found here.**
- d. **Security:**
 - **Passcode** - We recommend that you require a Passcode for your meetings. Most attendees won't need to manually enter the code as it will be part of the URL included in the meeting invite.
 - **Waiting Room** - The **Zoom Waiting Room** gives you the ability to preview the attendees before they enter the meeting. This will make your meeting more secure, but it does require someone to admit each student (either one by one or in bulk).
 - **Require authentication to join** - *[Note: as of 9/22/21, Zoom has confirmed this feature is temporarily unavailable in their LTI Pro integration; they are working on restoring it.]* You can limit participants to your meeting to either Penn Zoom users or Zoom users in general. Selecting either option will require participants to log in using the proper Zoom credentials.
- e. **Video:** This setting determines if the Host's and participants' cameras are on or off when they enter the meeting. **Off** is the default.
- f. **Meeting Options:** You have a few options that you can set up for your meeting. Here's what each does and our recommendations around them:
 - **Enable join before host** - Consider whether you want to have this option available.
 - **Unchecked:** Many people join meetings ahead of time to test settings, and leaving this unchecked ensures the meeting won't start until you want it to.
 - **Checked:** Your Zoom meeting (and the recording, if the meeting is set to auto-record) will start the moment anyone joins the meeting. This can be useful if you may be running late or if you would like the flexibility of asking someone to start the class.
 - **Mute participants upon entry:** When checked, the video and audio of participants will be muted automatically when they enter. We recommend you leave this unchecked, though if you prefer to have more control over the initial moments of your class, you should check it.
 - **Use Personal Meeting ID:** This option **SHOULD NOT** be checked. If it is checked, Canvas will

associate all the meetings you have with your Personal ID with this Canvas site. You don't want that.

- **Record the meeting automatically:** Check this box to ensure your Zoom session is recorded. The Zoom meeting record will start the moment one person joins the meeting; each participant is notified that the meeting is being recorded upon entry. **In the cloud** is the default destination for your recording, and we recommend you keep this set as is.
- **Confirm Closed Captioning is Enabled:** **Enabling closed captioning** allows you, as host, or your attendees, to turn on automatic closed captioning options. You, as host, must enable this option in the meeting itself before it can be available to your attendees.

g. **Alternative Hosts:** You can manually add additional alternative hosts here. Note that alternate hosts need to be added in the format: *pennkey@upenn.edu* (**NOT** *pennkey@school.upenn.edu*).

5. Click **Save**, and your Zoom meeting is scheduled. The details are displayed for you:

The screenshot displays the Canvas LTI interface for a Zoom meeting. On the left is a vertical navigation menu with icons for Home, Announcements, Modules, Syllabus, Assignments, Files, BlueJeans, Zoom, Discussions, Quizzes, Grades, BlueJeans, Zoom, Discussions, Quizzes, Zoom, Discussions, Quizzes, Grades, Class Recordings, People, Search, Instruction Center, Rubrics, Pages, Outcomes, Collaborations, Conferences, and Settings. The main content area shows the Zoom meeting details for 'Zoom LTI Test Course 3'. The meeting is scheduled for August 10, 2020, at 5:00 PM Eastern Time (US and Canada). The meeting ID is 980 1736 4602. The alternative host is dfenton@wharton.upenn.edu. The join URL is https://wharton.zoom.us. The meeting options include: Enable join before host, Mute participants upon entry, Use Personal Meeting ID, Only authenticated users can join, and Record the meeting automatically. At the bottom, there is a 'Poll' section with a 'Download a CSV Template' link and an 'Import CSV' button.

The scheduled Zoom meetings will be listed on the Zoom tab for you and your students:

Start Time	Topic	Meeting ID	
Today 5:00 PM	Zoom LTI Test Course 3	980 1736 4602	Start Delete

< 1 >

Note: Now that your meeting is scheduled, you may want to add pre-assigned breakout room assignments to your meetings. See our article [Video Conference Breakout Rooms](#) to learn more about pre-assigning breakout rooms.

Recordings

Any Zoom meetings scheduled through Canvas (see the above instructions) and set to record will have their recording automatically posted to **Class Recordings** in the Canvas section shortly after the meeting ends. Depending on how long the recording is, there may be a delay as the video recording is processed.

Recurring meetings will all have the same title but are differentiated by the dates included in the recording description.

The screenshot shows the Canvas LMS interface for a course titled 'Zoom LTI Test Course 3'. On the left is a navigation sidebar with icons for Home, Announcements, Modules, Syllabus, Assignments, Files, BlueJeans, Zoom, Discussions, Quizzes, Grades, and Class Recordings. The main content area shows a search bar and a folder named 'Zoom LTI Test Course 3'. Below the folder, there is a video recording card for 'Marketing 101'. The card includes a video thumbnail of a man speaking, a refresh icon, and the following details: 'Zoom Meeting ID: 97415470582 • Host: Scott McNulty • Meeting Start: 08/26/2020 @ 9:48 AM • Recording Start: 08/26/2020 @ 9:48 AM • Duration: 0 minutes'. The status 'Processing' is displayed below the card.

Scheduling a Meeting with a Guest Speaker

For bringing a guest speaker into your classroom using Zoom, there are a few considerations:

We recommend choosing one of the following two options to schedule your Zoom call for a guest speaker

appearance:

1. Scheduling guest speaker meetings via the Zoom tab in Canvas when students have the option to attend virtually rather than in person.
2. Scheduling guest speaker meetings via <https://upenn.zoom.us> when the intention is for students to attend only physically in class. Once scheduled, a private meeting invitation can be shared with each guest speaker.

(The best practice is **not** to use Personal Meeting Room for either option (1) or (2) noted above.)

- If students are expected to be in the physical classroom, consider whether you want the guest speaker meeting to be listed in Canvas for students to join:
 - *Unlisted for students:* please use the general [Zoom instructions](#) for setting up a meeting without using Canvas.
 - *Listed on Canvas and OK for students to join the Zoom meeting directly:* instructions on this page will work.
- If you are not comfortable getting your Zoom meeting to appear via the projector, be sure to contact [CTS Classroom Support 3](#) or more business days in advance to arrange for in-classroom assistance.

Reminder: If you plan to have a guest speaker join your meeting, be sure to confirm the comfort level of your speaker being recorded, as some guests have requested not to be recorded as a condition of their appearance. To arrange for classroom recordings showing a projected guest speaker not to be recorded, please contact [CTS Classroom Support 3](#) or more business days in advance.

Questions?

For additional help and support:

- See our [Zoom FAQ](#)
- Contact your [academic support representative](#)
- Check out the Knowledge Bases for [Zoom](#)

Upload Virtual Meeting Recordings to Canvas

Last Modified on 09/12/2022 12:19 pm EDT

Some instructors may want to upload the recordings of their Zoom meetings separately from the automatic posting of **scheduled class meetings in Canvas**. You'll need to first download the recording from the Zoom interface and then upload that file to Class Recordings using Panopto.

The instructions in the **Uploading the Recording to Panopto** section can be used to upload any video, not just recorded Zoom meetings, to the Class Recordings page ("tab") of a Canvas site. In case your course recording policy is "no access" or "student request access," contact **Classroom Support** for help with making a specific recording available to all students.

Accessing the Recording in Zoom

Zoom meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas. These recordings are *not* stored on Zoom and are only accessible via the Class Recordings tab.

You may expect that a Zoom recording would consist of one file, however, a Zoom recording will often have many files for you to pick from:

- There are several **Recording layout files** (Shared screen with speaker view is probably the best choice for uploading to Canvas).
- Audio only.
- Audio transcript.

The instructions below will show you have to download all the available recordings for a meeting at once, or pick and choose. **Click Read More** to see the instructions:

Uploading the Recording to Panopto

Zoom class meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas.

Now that you've downloaded your recorded meeting, you can upload it to Class Recordings using Panopto by following these steps:

Questions?

- For more assistance, contact your **Academic Support Representative**
- Request help with using the Panopto Recorder app or student recording permissions by emailing **class-tech@wharton.upenn.edu**

Asynchronous Teaching Using Canvas and Panopto

Last Modified on 10/06/2022 11:10 am EDT

Asynchronous teaching leverages pre-recorded lectures published in a place where students enrolled in the course can easily access them to **flip the classroom**. Panopto, Wharton's recording tool, allows instructors to seamlessly capture, edit, and upload video to Canvas.

Before You Start

You will need the following before you can complete this task:

- Admin access to your device (to install the app) or Panopto Recorder App
- A published Canvas site
- Classroom Recording tab (in Canvas) visible to students

Before You Record

Recording a lecture is a very different experience from delivering a lecture in the classroom. Even if you've given the same lecture dozens of times before, it behooves you to do some planning before you hit **Record**.

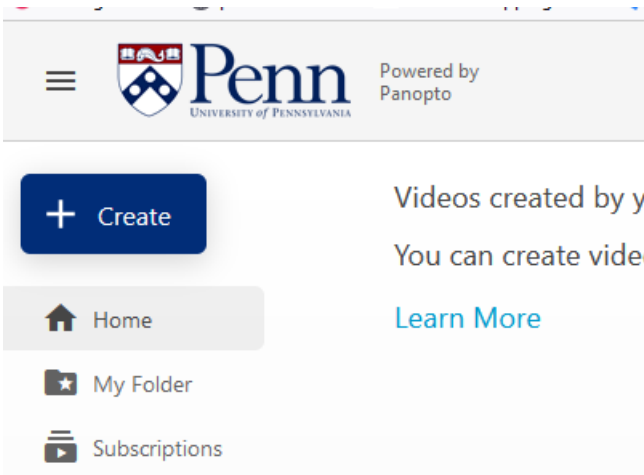
Suggestions and Recommendations

- Keep recordings 6-15 minutes in length to keep students engaged and allow for adequate breaks.
- Script ahead of time, or at least create an outline to best organize your thoughts.
- Consider different means of collaboration and participation, such as discussion posts.
- Initiate a test recording to become comfortable with the application's features. Place the test recording in **your personal folder** so students don't have access to it.
- Plan how you will handle any mistakes you make during the recording. You can:
 - Acknowledge the mistake and move on, as you would in class
 - **Edit out the error** prior to making it available to students
 - Discard the recording and start all over again

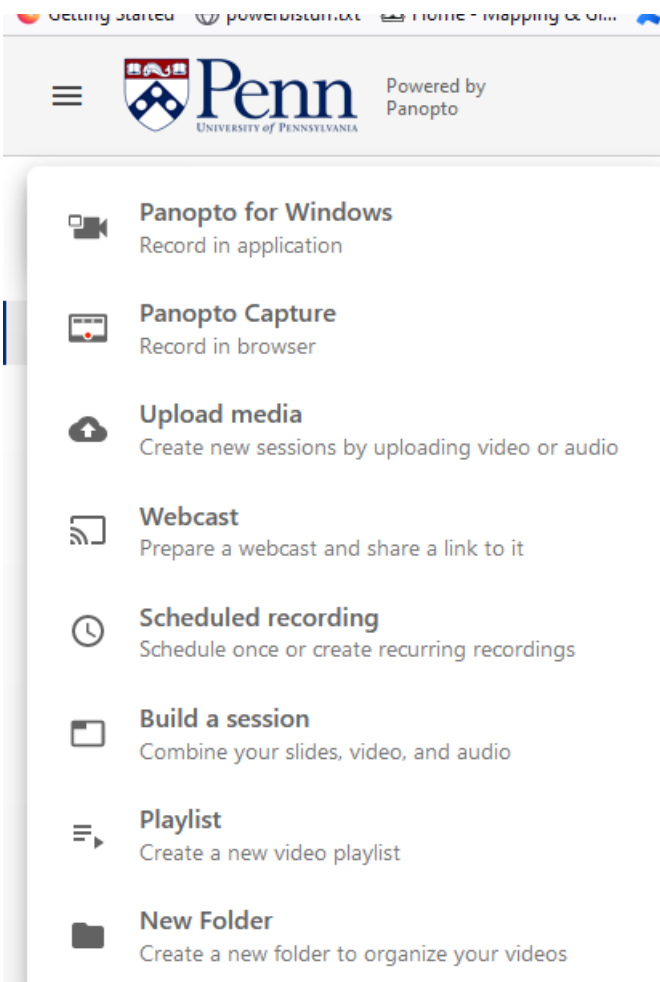
Download the Panopto Recorder

1. Verify that the Panopto Recorder isn't already installed on your machine by checking your applications folder/Start Menu or using your operating system's search function.

If it isn't installed on your machine, download the app by clicking on **this link**, and then click on the blue Create button.



Panopto should recognize your Operating System.



If the system is yours, click on your Operating System and then choose Download Panopto.

↓ Record a new session

Open Panopto

If you have Panopto installed, you can open it from the application menu. If you have not installed the latest version of Panopto below.

[Open Panopto](#)

Download Panopto

Record PowerPoint, video, and audio presentations. Invite students and coworkers.

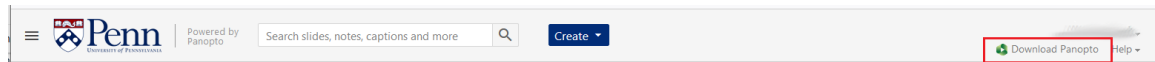
[Download Panopto](#)

For Windows 10 and up 64-bit

[Click here for other download options](#)

1. If it isn't installed on your machine, download the app using [this link](#).

1. Click on the Download Panopto link to the far right



2. Panopto should recognize your Operating System. If the system is yours, click Download Panopto. If your operating system is not listed below the Download Panopto button, choose **Click here for other download options** and select your operating system from the options listed.

↓ Download & Record

Panopto for Windows

Record PowerPoint, video, and audio presentations. Invite students and coworkers.

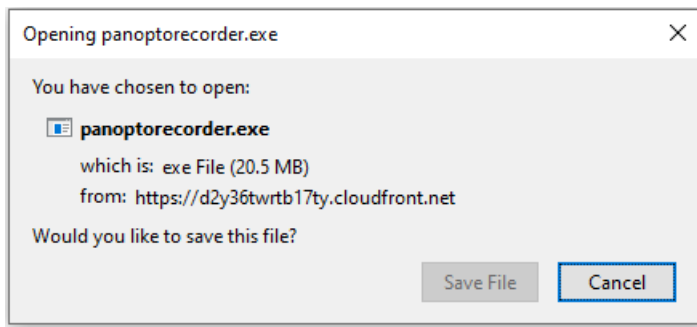
[Download Panopto](#)

For Windows 10/8.1 64-bit

[Click here for other download options](#)

If your operating system is not listed below the Download Panopto button, choose **Click here for other download options** and select your operating system from the options listed.

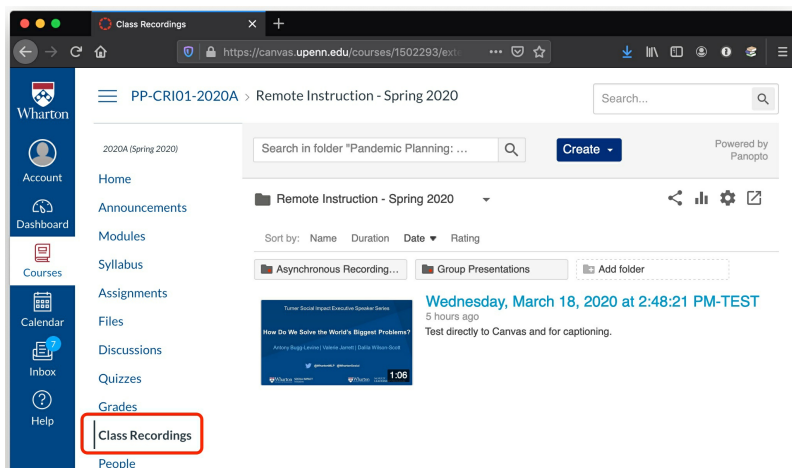
3. Click the Download Panopto button, and save the install file.



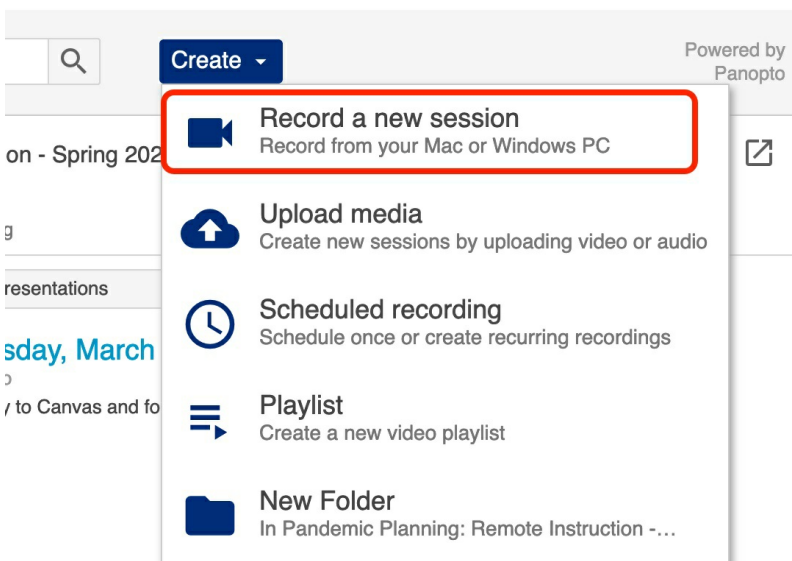
4. Run the executable install file from your browser download folder.

Starting a Recording

1. Log into the Canvas site where you'd like this video to live.
2. Click **Class Recordings** on the Courses menu:



3. Click the blue **Create** button in the upper right corner.
4. Click **Record a new session**:



The Panopto application will launch. Follow the instructions below for your operating system to record and upload a video.

Mac Instructions

Windows Instructions

Recording Best Practices

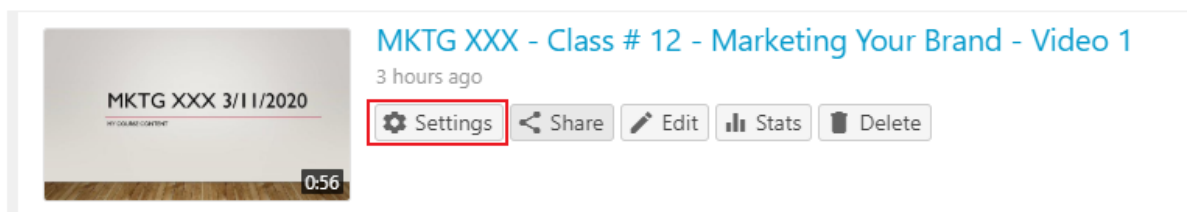
- Use a reliable headset with a microphone. It will improve the audio capture, which is a critical component of recording capture.
- Close any applications you don't want to share with your class.
- Verify your background conditions using your camera:
 - Avoid bright background lights
 - Check that the image isn't too dark to see you.
 - Remove distracting items from the background.
- Open all applications you want captured before you begin the recording to avoid having to pause the recording to find them.
- Name recordings uniquely and be as consistent with the naming convention as possible. Consider: **Course - Section - Class or Week # - Lesson Title - Video #**. The video number should reflect which video it is in the lesson series.
 - Example: **MKTG 101 - Section 001 - Virtual Class 1 - Developing Your Marketing Strategy - Video 1**

Managing Your Recordings

Recording Availability

After a recording has been uploaded to Canvas, you'll be able to adjust the beginning and end dates of its visibility to students.

1. Hover over the newly uploaded recording.
2. Click the **Settings** button.



3. On the Overview tab, scroll to the Availability section at the bottom.
4. Adjust the availability start date by selecting the radio button of the option with the customizable date field and update the date and time fields accordingly.

Session becomes available

with its folder (immediately)
 starting 03/18/2020 9:00am Eastern Time (US & Canada)

5. Adjust the availability end date by selecting the radio button of the option with the customizable date field and update the date.

Session remains available

forever
 with its folder (forever)
 until 06/01/2020 9:00am Eastern Time (US & Canada)

Copying a Recording

1. Click **Manage > Copy**
2. While the copy is processing, go to its Overview and edit the Folder name, choosing or typing the name of the desired target Canvas course site.
3. Click **Save**, which moves the newly created copy to that other course's Class Recordings.
 1. You may need to first click **Class Recordings** again in that target Canvas course to see the moved video.
 2. For semester-long viewing dates, choose **With its folder** for start and end.

Questions?

- For assistance with downloading the app, contact your [academic support representative](#)
 - Request help with using the Panopto Recorder app by emailing class-tech@wharton.upenn.edu
-

Exams for Remote Instruction - Faculty

Last Modified on 05/17/2023 4:09 pm EDT

This is a guide for faculty who plan to administer exams remotely.

Overview

As you plan to administer exams remotely, consider if an exam is necessary, or if alternatives would better allow you to evaluate what your students have learned. For example, is a project-based assessment or a series of lower-stakes assessments appropriate?

For most courses, the best option for delivering an exam is via a Canvas quiz, which supports both quantitative and qualitative exam formats. You can specify the amount of time a student has to take an exam and mix-and-match questions from among the following types:

- **Automatically graded questions:** Numeric, multiple choice, multiple answers, true/false, dropdown, matching, categorization, fill-in-the-blank, hot spot
- **Manually graded questions:** Short answer/essay, file upload

Since there is currently no option for remote proctoring, develop exams with the assumption that they are open note. Allowing students to use course materials during an exam eliminates unenforceable restrictive policies.

Respondus LockDown Browser CANNOT be used for at-home exams. It is designed for use only during in-class proctored settings. We do not currently support Respondus Monitor or the use of video conferencing tools (e.g. Zoom) for remote proctoring.

Best Practices

- **Reinforce academic integrity** by beginning with a 0-point question asking students to abide by the University's **honor code**.
- **Consider what course content is available to students** given their location. Don't assume all students have access to the same materials unless they are available online.
- **Consider what, if any, content should be visible after students complete an exam.** Make sure to restrict the student result view of exam questions, responses, feedback, and correct/incorrect answers until after all students have completed the exam.
- **Set extended time** for students needing accommodations.

Maximizing Exam Security

The strongest approach to exam integrity is to design an exam experience that delivers variations of the exam to each student. You can:

- **Shuffle question order** so that students see the exam questions in a different order.
- **Shuffle answer option order** so that answers and distractors appear in a different order, and optionally lock **all of the above**-type options.
- **Create a larger pool of exam questions** and draw from an **item bank**; questions drawn from an item bank will be presented in random order.

- **Create multiple versions of questions** placed in an **item bank**.

Other approaches to enhance exam security include:

- **Time limits**, which minimize the amount of time students have to look up answers or consult with their peers.
- **Multiple versions of an exam**, when questions are linked or depend on each other and cannot be drawn from an item bank.
- **Open-ended, complex questions**, which require manual grading.
- **Requiring that students show written work**, by taking photos of their work, creating work digitally in Excel or a document, then uploading the files to Canvas.
- **Show one question at a time** and, optionally, lock questions after answering to prevent students from returning to earlier questions.

Exam Timing

Although reducing the amount of time that students have to take an exam increases exam security, it also increases the chances that students will encounter technical difficulties that hinder their ability to complete the exam.

Multiple factors should be weighed when considering time constraints on your exam:

- **If you have an uncomplicated, easy-to-complete exam**, you can simply estimate how long a prepared student would take to complete the exam and give your class that amount of time to complete it.
- **If you have students in multiple time zones**, we suggest giving a wide window of time in which students can complete the exam to accommodate everyone. Based on your level of comfort, that window can be anywhere from 8-24 hours. Note that this window can still be used in conjunction with a timed exam so that students can take the exam anytime within the window of availability, but still only receive a finite number of minutes to complete it.
- **If you have a very complex exam** that involves students using multiple technology platforms, uploading files, or answering different types of questions, we recommend granting up to 50% more time than you would in an in-person setting. This provides time for students to resolve technical issues before their time runs out, without requiring support from others.
- **If you'd like students to upload an image** that shows their work, consider having students submit this to a separate **assignment** that accepts file uploads, instead of to the quiz. This avoids problems encountered when attempting to upload work during the timed exam.

Regardless of what type of exam you're administering, always remember to set a final due date so that the exam appears on students' Canvas calendars, To-Do Lists, and other prominent places in Canvas.

Introducing New Quizzes

Beginning Spring 2020, the Courseware team recommends that most courses use Canvas's **New Quizzes** (rather than the legacy Classic Quizzes). New Quizzes has been in use in select courses at Wharton since Spring 2019, and it will eventually be the only quiz option available in Canvas. New Quizzes offers many benefits for remote exams, including an easy-to-use quiz building environment.

- **New Quizzes** offers:
 - A more intuitive question-writing environment for you and TAs, as well as a friendlier test-taking experience for your students
 - Simpler procedures for extra-time accommodations

- Onscreen calculator options (basic or scientific) which you can make available selectively
- Regrading of most automatically graded question types, including numeric questions
- Specialized question types including categorization, ordering, and image "hot spots"
- Association of adjacent questions with a "stimulus" (a problem description, optionally with figures or graphs)
- Configurable essay questions, including spell check, rich text formatting, word count/limit, and notes for graders
- Selective shuffling of answer options per question, as well as flexible random question selection from item banks
- **Classic Quizzes** currently provides options that are not yet available in New Quizzes, but is more limited in terms of regrading. This quiz engine is appropriate if you:
 - Rely on a downloadable Excel file of student responses
 - Prefer to bulk-download all student submissions to file-upload questions
 - Need to allow students to record audio or video in their responses
 - Link to files as part of the instructions
 - Want to revise quizzes in multiple Canvas sites controlled by a Blueprint Courses template

Questions?

If you need more assistance, please contact courseware@wharton.upenn.edu for support.

Exams for Remote Instruction - Students

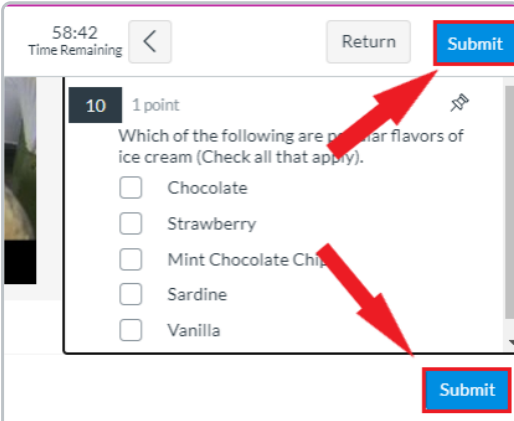
Last Modified on 04/28/2023 3:59 pm EDT

Preparing to Take an Exam on Canvas

- **Computer/Device.** Use a device that meets [Canvas's basic computer specifications](#). Always make sure to use the most up-to-date versions of your operating system.
- **Browser.** Use one of [Canvas's supported web browsers](#). For best performance, we recommend the most up-to-date versions of Chrome or Firefox.
- **Internet.** Use a hard-wired ethernet connection or a WiFi network with a very strong signal. If you're taking a timed Canvas exam and lose your connection, the timer will continue to run.
- **Laptop vs. Mobile.** Use a laptop or desktop computer. Taking exams on small tablets or phones can only provide a limited experience.
- **Notifications (and other Distractions).** Close or disable notifications, pop-up blockers, and other applications. These may be a source of distraction and can interfere with the exam.

Taking an Exam on Canvas

- **Gather Materials.** Make sure you have all the materials your professor has specified before starting the exam.
- **Timed Exams:**
 - **Only begin a timed exam when you're ready to complete the exam.** The timer continues to count down regardless of whether you are actively taking the exam or not.
 - Remember to click **Submit** before the time expires.
- **Untimed Exams:**
 - For exams without a time limit, **close the browser window when you aren't working on it.** This will prevent you from losing any responses if Canvas automatically logs you out after a period of inactivity. You can always re-open the exam and pick up where you left off.
 - **Submit your exam before the due date.** If you don't, you could get locked out of the exam and need to contact your professor for help.
- **Browser Windows.** Open the exam in only one browser window. Using multiple windows might overwrite your answers.
- **Check before Submitting.** Only click Submit when you have finished the exam. **You cannot reopen submitted exams.**



58:42 Time Remaining

Return Submit

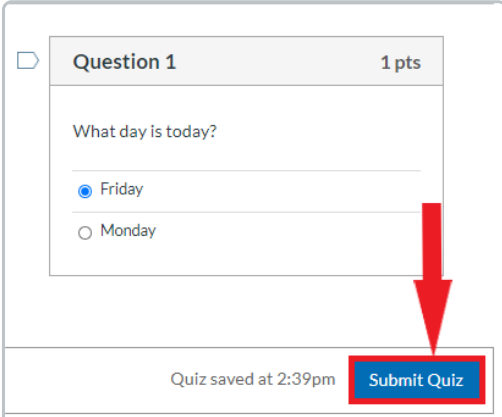
10 1 point

Which of the following are popular flavors of ice cream (Check all that apply).

- Chocolate
- Strawberry
- Mint Chocolate Chip
- Sardine
- Vanilla

Submit

Your exam will most likely display a "Submit" button at the top and bottom right of the screen. Click either one to submit your exam.



Question 1 1 pts

What day is today?

- Friday
- Monday

Quiz saved at 2:39pm Submit Quiz

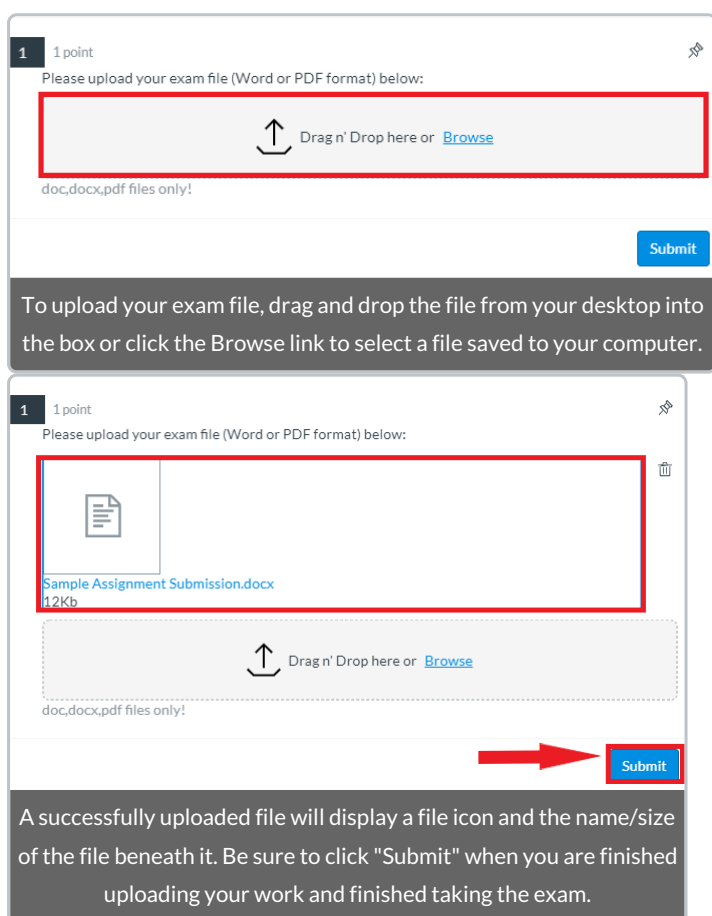
Alternatively, your exam may display a single "Submit Quiz" button at the bottom right of the screen.

Taking an Exam that Requires a Scanned PDF

If your exam requires you to scan handwritten responses, you can use your phone or tablet to create a PDF if you don't have a scanner. You can use an app like **Genius Scan**, the native **Notes app for iOS**, or another app of your choosing. Once you have your app, follow this general process:

1. **Write your exam answers clearly** using dark lettering. If you are using a blank piece of paper to write responses, clearly label your answers with the question numbers.
2. Be sure that you have the app set to **scan multiple pages** and to output to a **PDF**.
3. Scan your pages on a **flat, well-lit surface**. Steady your hands as much as possible to avoid blurred scans.
4. **Review your scans** to make sure that they're clear, all in one document, and in the order you intended. If not, re-scan them.
5. **Email the PDF to yourself**, download the file on your computer, and **upload it to the Canvas exam**.

In newer versions of Canvas exams, the file upload question will appear as follows:



1 1 point

Please upload your exam file (Word or PDF format) below:

Drag n' Drop here or [Browse](#)


doc,docx,pdf files only!

[Submit](#)

To upload your exam file, drag and drop the file from your desktop into the box or click the Browse link to select a file saved to your computer.

1 1 point

Please upload your exam file (Word or PDF format) below:

 [Sample Assignment Submission.docx](#)
12Kb

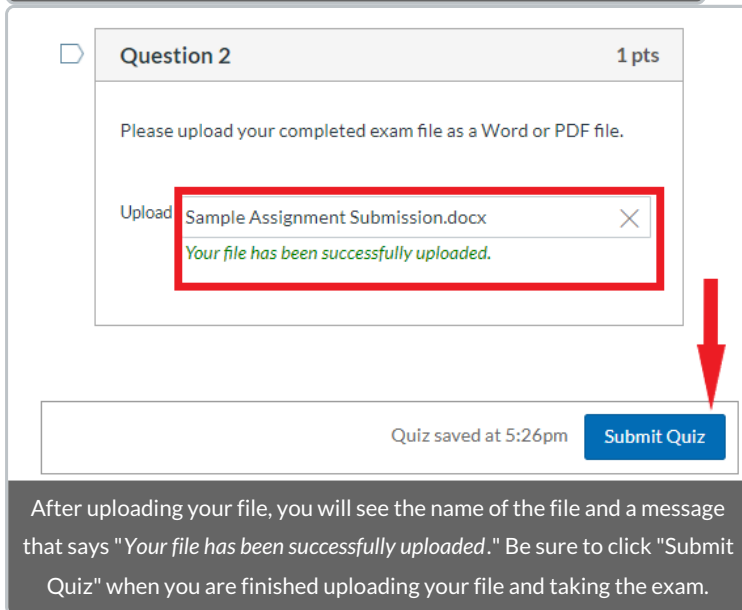
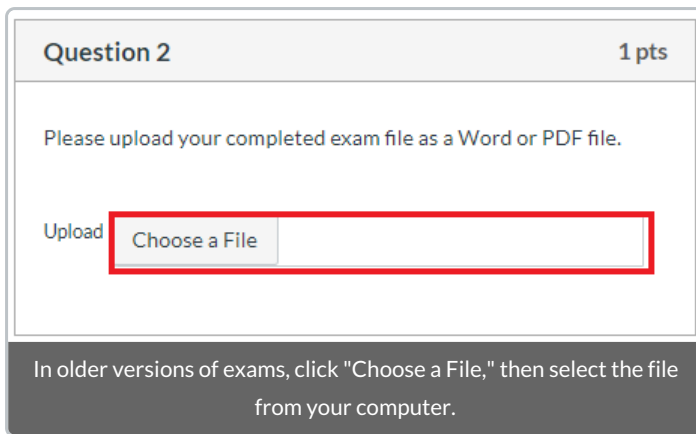
Drag n' Drop here or [Browse](#)

doc,docx,pdf files only!

[Submit](#)

A successfully uploaded file will display a file icon and the name/size of the file beneath it. Be sure to click "Submit" when you are finished uploading your work and finished taking the exam.

In older versions of Canvas exams, the file upload question will look slightly different:



Leave Extra Time. We suggest that you give yourself **15 minutes** to complete this process.

Losing Connection during an Exam

If your computer loses its connection to the Canvas server during the exam or if your browser remains on a loading screen with seemingly no progress, please remain in the browser window/tab until the server reconnects. In an attempt to reconnect manually, also try toggling your WiFi on and off or even rebooting the router.

If you are able to reestablish connection, you can try refreshing the browser again to ensure the exam updates are being logged. If you do not maintain a stable connection in a timely manner, prior to contacting support@wharton.upenn.edu as mentioned in the **Getting Help** section below, we strongly advise taking screenshots of your work and/or jotting your answers down on pencil and paper. If any error messages appear within the Canvas quiz screen, we advise taking screenshots of these, as well, to share with your instructor and Wharton Computing support teams.

Getting Help

If you encounter any technical issues while taking an exam, contact [Wharton Computing Student Support](#)

- Phone: (215) 898-8600
 - Email: support@wharton.upenn.edu
-

Online Presentations - Faculty

Last Modified on 06/27/2022 10:14 pm EDT

Information for faculty on online presentation and sharing options for students.

Presentation Options

There are several ways to manage student presentations via **Zoom**. First you'll need to decide whether:

- Presentations should be delivered live (during the class' synchronous sessions) OR
- Presentations should be recorded outside of the class (asynchronous session) and submitted only to you or made available to the entire class for discussion.

Feel free to share [these student focused instructions](#) for giving an online presentation with your students.

Material-Sharing Options

You should also decide how you want students to **post** their presentation recordings or slide decks (**either feature can be used for grading and/or peer review**):

- **Assignment:** [Create an Assignment](#) (individual or group assignment) if it should be accessible only to the teaching team AND/OR
- **Discussion:** [Create a Discussion](#) if the materials should be accessible to all students.

Synchronous (live) Presentations Sharing

- To share presentations during a live class over Zoom, individuals or groups should share their screens.
- You may need to set host mode or change the meeting settings. This will mean that your screen is no longer being shared.
- Make sure to keep recording the session for post-class review of presentations.
- Students should also post their slide decks on the appropriate Assignments/Discussions page.

Asynchronous Presentations Sharing

- Students should use Zoom to create a personal or group meeting and record their presentation. Then they should download the recording and upload to Canvas, as one of the following options:
 - An **assignment**, where only the teaching team may retrieve it.
 - Ideally, students should submit a link to the recording.
 - Students may also submit a link to the video shared in Penn+Box--the link should lead directly to the video and not to a folder.
 - Please remind students to adjust the recording's settings so that you may view it.
 - Students may also **record the video inside the assignment**, or they may **upload a video**.
 - We strongly recommend recording and then uploading, as it is more reliable.
 - A **discussion**, which the entire class may view.
 - Students may submit a link to the recording.
 - Students may also submit a link to the video shared in Penn+Box--the link should lead directly to the video and not to a folder.

- Please remind students to adjust the recording's settings so that you may view it.
- Students may also **record the video inside the discussion**, or they may **upload a video**.

Group Presentations

To ensure online student collaboration runs smoothly, we recommend:

- Setting up student groups in advance.
- Making sure assignment for grading is configured as a group assignment.
- Setting up a Discussions page for groups to share presentation materials with other students.
- Reminding students of Canvas tools available e.g. **group collaboration spaces**, personalized video conferences, etc.

Questions?

For more assistance, please contact courseware@wharton.upenn.edu for support.

Online Presentations - Students

Last Modified on 04/17/2023 1:26 pm EDT

Sharing a presentation while attending class remotely has several steps you'll need to consider. Your professor will decide whether the presentation should be presented during a live class session (synchronous) or pre-recorded (asynchronous). Either option can be accomplished using a video conference.

Synchronous (live) Presentations

To share presentations during a live class over Zoom, individuals or groups should share one person's screen, and should unmute audio and video. You should also post your slide decks **either in the Assignments or the Discussions sections** in Canvas, depending on what your professor tells you to do.

Tips:

- Practice your presentation in Zoom before delivering your presentation in class.
- For group presentations, one group member should share their screen during the presentation. Other group members should give verbal cues to advance the slide.

Asynchronous Presentations

You will use Zoom to create a **video conference** with your group and **record the presentation**. Make sure to **PRACTICE** in Zoom before recording the session for submission.

Once the recording is complete, it will be accessible for the meeting organizer to either **download** or retrieve the link to upload to Canvas. There are two ways to do this:

- Submit as an **Assignment**
- Submit in **Discussions**

The Assignment/Discussion distinction is based on faculty preference. Please clarify with your professor where you should upload your presentation.

Submit as an Assignment

There are four ways to submit your recording to the Assignments section of Canvas.

1. **(Recommended Method)** Submit the link to the recording following the instructions below.
2. Submit a link to the video shared in Penn+Box (the video, not the folder) by following the directions below.
3. **Record/upload media** (Online submission > Media Recording).
4. **Upload a video as a file**.

Submit in Discussions

There are three ways to upload your recording to the Discussions section of Canvas:

1. **(Recommended Method)** Record/upload media (paste link via Media Recording tool).
2. **Submit the link** to the recording following the instructions below.
3. Submit a link to the video shared in Penn+Box (the video, not the folder) by following the directions below.

Group Projects

Your group should review Canvas tools such as a **group collaboration space** to work and share files. You should also consider personalized video conferences at <https://upenn.zoom.us> to optimize remote collaboration.

Questions?

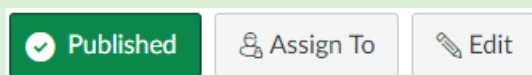
For more assistance, please contact **Wharton Computing Student Support** for support.

All about New Quizzes

Last Modified on 09/18/2023 5:40 pm EDT

As of August 30, 2024, the place for entering due and availability dates while editing assignments or quizzes has **returned to its original location in Canvas**.

It's also possible to set due or availability dates *without* editing the quiz. Use the **Assign To** button which currently appears to the left of the **Edit** button on any assignment or quiz page:



A similar **Assign To** choice appears in the **options (three dots) drop-down menu** for each quiz listed on the Quizzes tab.

Canvas's New Quizzes offers benefits, such as printing and one-time accommodation entry per course, which improve upon the original feature set for Classic Quizzes.

Before You Start

You will need a Canvas site.

Creating a Quiz

To create a new quiz...

Question Types

Your quiz can include a mix of automatically and manually graded questions.

Item Banks

Use Item Banks to pull all questions or a specific number of questions randomly from a pool. This is a good way to add variety to the exam and/or keep similar questions together.

Exams with File Downloads

Use Classic Quizzes if you need to share a link to an exam file that students can access only during the exam. If you need to use New Quizzes instead, you can create a link to the exam file by using the following instructions.

Publish the Quiz

Before you **publish** the quiz, be sure to:

- Add **availability dates** so students cannot access the quiz until the start time.
- Review the **quiz settings** to ensure that **Restrict Student Result View** is enabled and that other exam settings are correct.
- **Preview the quiz** to view it as students will.
- **Permit additional time** by choosing **Moderate** to the right of the student's name. Under **Time adjustments**, select **Give additional time**, enter the extended time, and close the tab.

Viewing and Grading Online Quizzes

- Use **Moderate** to view student submissions, add more time or attempts for individual students, and to reopen a completed quiz.
- Add a score for any manually graded questions in **SpeedGrader**. (Final quiz scores cannot be directly edited in the Gradebook.)

Regrading Questions

You can regrade any automatically graded question, but this should be done only *after* all students have finished taking the quiz. When you regrade a question for one student, **the change will be applied to all** students who received that question.

Releasing Scores

When you are ready for students to see their submissions and the correct answers, you should:

Enabling Additional Attempts for Students

Occasionally you may want to give a student another attempt at a quiz. Here's how:

Questions?

Email: courseware@wharton.upenn.edu

Creating peer evaluations using FeedbackFruits

Last Modified on 04/16/2024 4:32 pm EDT

This article describes one way the **FeedbackFruits** learning toolkit can be used to establish a Canvas-based assignment in which students evaluate the performance of peers and optionally themselves.

Before You Start

We recommend that faculty new to FeedbackFruits request a consultation with Courseware before using this tool for the first time.

In FeedbackFruits, a peer evaluation assignment is called a *Group Member Evaluation*. These can be:

- Evaluations of every student in the section - or, more commonly, evaluations within groups in that course (such as each project team).
- Submitted anonymously by students, if desired.
- Configured to **ethically detect outlier situations**.

Name of review recipient	Outliers	Time spent	Comments	Teacher comments
Everyone (12)		48 mins on avg.	12 on avg.	0.8 on avg.
Carl Sagan	Underconfident			
Richard Feynmann				
Hedy Lamarr				
Marie Curie	High performer			
Valentina Tareskova	Low performer	64 mins	11	2
Katharina Johnson		55 mins	12	2

Underconfident explained

The overall team rating for this student is greater than 60%, but the student rated themselves at least 20% percentage points lower than this. This could indicate that the student is "underconfident" or too critical of their own contributions.

Here's how to set up a Group Member Evaluation in your Canvas course site.

These evaluations take time to configure, so please feel free to ask Courseware for assistance in creating yours.

Questions?

Email: courseware@wharton.upenn.edu

Study.Net Materials: Faculty Requests

Last Modified on 03/13/2024 4:02 pm EDT

Study.Net Materials in Canvas is where we distribute “course packs” of externally-copyrighted licensed content from key suppliers, such as Harvard Business Publishing, requested by faculty. When specific readings are also available through [Penn Libraries e-reserves](#), we can arrange for a related learning tool, **Course Materials @ Penn Libraries**, which is part of Lippincott Library's services for Wharton courses.

Before You Start

Wharton instructors may now make requests for **Study.Net copyrighted readings** through Wharton's **Courseware Request Form**. This new form is one of several teaching-needs forms and surveys now made available to faculty at **Wharton Instruction Center** (under the "Tech Surveys" menu choice).

When preparing to submit either a Courseware Request Form or an emailed service request to courseware@wharton.upenn.edu, you'll want to gather the following information:

1. The course and section number(s) for any Wharton course.
2. The PennKey username for any other instructors or TAs who need access.
3. A finalized or near-final syllabus or reading list.

To request a site for a non-Wharton course, see [Canvas at Penn](#).

Requesting a Study.Net Course Pack

Study.Net provides course readings distribution and copyright clearance services to Wharton and other Penn schools. This article explains how faculty can request a Study.Net course pack delivered as a learning tool in Canvas, along with information on costs and distribution.

All Study.Net course pack requests are handled by Wharton Computing's **IDEA Courseware Team**. Submit requests through the **Courseware Request Form** (or, if preferred, by emailing courseware@wharton.upenn.edu - please don't email individual staff members).

As part of your Study.Net request, we ask for the following information:

- A finalized syllabus and/or reading list (including citations).
- The name and University email address of any TAs or teaching colleagues who will need subsidized access to the readings, if known. (These can be requested later, as well.)
- Optionally, a list of any third-party simulations (other than **Learning Lab** simulations) or game-related content, such as negotiation exercises.
- Any other related instructions or information.

Study.Net requests **typically take between 5 and 10 business days** after a request has been received, not including proof approval time (explained below). During the setup process, our team's content experts will place the requested readings into a Study.net “course pack” and run them through the copyright-clearance process, as required by the University's digital licensing and distribution agreements with the publishers.

Notes:

- Because our working methods incorporate the University's [web accessibility guidelines](#), we cannot work with "images-only" scanned PDFs.
- Certain journal articles and book chapters are best sourced free-of-charge through [Lippincott Library's electronic reserves](#), rather than through Study.Net. When that's a possibility, we'll inform you as well as work with the Lippincott team. (Readings sourced through Lippincott will be delivered in a separate learning tool, [Course Materials @ Penn Libraries](#).)
- For further information on copyright and cost, see this [FAQ on Wharton Computing's web site](#).
- If any of your requested readings are unavailable within our supplier libraries, we will ask you to provide a PDF copy. Not all PDFs will have a legal source that is current, even if they did in the past; rights change all the time.
- Please note, we cannot order textbooks or cover textbook costs for students. Instructors, departments, and programs may arrange for textbooks through [Penn Business Services](#).

A Courseware Team content expert will send a PDF proof of the course pack to you once it has been assembled. This proof is for **your use only**, for the purpose of reviewing the materials and confirming that everything has been included in the proper order. After reviewing, please email courseware@wharton.upenn.edu to:

- Approve the PDF proof for online distribution;
- Or to request a change.

While we await proof approval, your course pack request is considered "on hold", which may add to the aforementioned 5-10 day normal fulfillment time.

Distribution through Study.Net Materials (learning tool in Canvas)

Once all the readings have been cleared by the publishers and the proof has been approved in writing, a member of the Courseware Team will add the Study.Net Materials tool to the corresponding course's Canvas site, normally within three business days after the proof has been approved.

We also configure a subsidy data feed (for the course), updating Study.Net's purchase records, prior to activating the learning tool. Here's an illustration of how the learning tool will appear as a course navigation tab in Canvas, usually directly under the **Files** tab:

The screenshot shows a Canvas course navigation menu on the left with 'Study.Net Materials' selected. The main content area displays a 'study.net' header with a 'Purchase Printed TEXTPAK™' button. Below is a table of materials:

Material ID	Title	Details Link	File Size
1.	Buying Your Way into Entrepreneurship	details	PDF (91 KB)
2.	Which MBAs Make More: Consultants or Small-Business Owners?	details	PDF (57 KB)
3.	When to Walk Away from a Deal	details	PDF (294 KB)
4.	Technical Note on LBO Valuation and Modeling	details	PDF (121 KB)
5.	What is the Difference Between a Compilation, a Review and an Audit. A Comparative Overview	details	PDF (334 KB)

Important notes on configuration and distribution:

- The learning tool integration (LTI) must be performed by the Courseware Team.

- Instructors, teaching assistants, or department administrators no longer need to build a "course" on the supplier's website, handle any part of the Canvas integration process, or import a past "external tool" placement. All of that is Wharton Computing's responsibility to configure.
- The University no longer uses the vendor's website www.study.net for materials distribution, as was true from 2008-2013. Please remove any such links from syllabi.
- Distribution via Study.Net's mobile apps was deemphasized in 2017. Instead, the **Study.Net Materials** learning tool works within Canvas mobile apps, as well as via web.

Subsidized Student and TA Access

As of Fall 2023, costs for non-textbook readings from Harvard Business Publishing, Study.Net, and selected simulation suppliers are covered for everyone taking or teaching a Wharton course, as follows:

Wharton and Non-Wharton Students

Reading materials obtained through Study.Net are **subsidized** - meaning prepaid by allocation - for students in Wharton undergraduate, MBA, EMBA, and doctoral degree programs, as well as all non-Wharton students taking a Wharton course. Similarly, materials are purchased on behalf of Wharton Executive Education participants for seminars which use Study.Net.

- Depending on the student's degree program, it's possible for Canvas access to begin before the Study.Net subsidy data is transmitted for a new enrollment (either in a course selection "add" or a switch of section of the same course).
- Feel free to refer Wharton students to the **Courseware Team** who report any subsidy access difficulties, such as seeing a "Purchase Course" prompt in **Study.Net Materials** for more than a business day after enrolling. (Other than very recent course enrollment adds/switches, a common reason for a student encountering the "Purchase Course" paywall is when they use a different **default email in Canvas** than what they **set in the Penn Directory as their primary University email address**.)

Teaching Assistants / Faculty Colleagues

If your teaching assistants or faculty colleagues were not listed in your original Study.Net course pack setup request, please send the **Courseware Team** the name and email address of each teaching team member. Based on faculty authorization, we can provide access for TAs and other teaching team members, allowing them to bypass the "Purchase Course" paywall.

You may order hard copies of Study.Net readings by using the **Click here to purchase a printed Hard Copy** link shown toward the bottom of the **Study.Net Materials** tab/listing within your Canvas site. Payment for printed copies is through PayPal; the hard-copy order is assembled by **Campus Copy Center** with shipping to the address specified in your order.

Please contact campuscopyphilly@gmail.com with questions regarding hard copies. After Wharton Printing's 2018 closure, Wharton Computing staff (including the Courseware Team) no longer have any direct involvement with print orders placed by teaching teams or departments; we have no visibility into Campus Copy orders.

Questions?

For more help, please email courseware@wharton.upenn.edu.



Instruction Center

Last Modified on 08/20/2024 6:43 pm EDT

Instruction Center is Wharton's application for faculty management of courses and their overall classroom experience. It includes a range of tools to assist with instruction, which are described in greater detail below.

Before You Start

You will need the following before you can use Instruction Center:

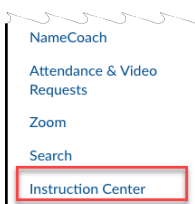
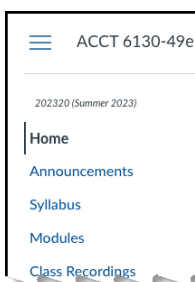
- A Valid PennKey
- Access to **Instruction Center**
 - **Faculty teaching courses within Wharton:** automatically available for each of your sections per term.
 - **TAs and staff supporting faculty:** access granted on an as-needed basis. Contact instructioncenter@wharton.upenn.edu

Instruction Center contains the following tools, accessible from the left navigation bar:

- **Home Screen:** Summary view displays current courses, sections, and the number of enrolled students for the current term.
- **Course Resources:** Provides basic information and links for any courses that you are managing.
- **Classlists:** Displays an active roster of your section's current students, including student details.
- **Seating:** Manage seat assignments, class participation, and more.
- **Participation:** Manage participation and related notes for students for each section.
- **Grading:** Submit and change course final grades. (Separate from Canvas' assignment grading functions.)
- **Reports:** Access various reports. (Courses, enrollment, grading, etc.)
- **Tech Surveys:** Provide Wharton Computing with information on your needs for each teaching semester.

There are two ways to access the Instruction Center:

- Use the direct web address: apps.wharton.upenn.edu/instruction
- Linked in Canvas, use the sidebar on any of your Canvas sites:



Although you can access Instruction Center through Canvas, it is a separate service.

Home Screen

Instruction Center is intuitive, responsive, and works on desktops/laptops, smartphones, or tablets. *(Some features and functionality may not be fully available in the mobile-only experience.)*

For an overview of the home screen,

Course Resources

The Course Resources tool contains important information and links for any courses you are managing.

For details on Course Resources,

Classlists

The Classlists tool displays an active roster of your section's current students and includes a variety of details.

Seating

The Seating Chart allows you to place students in designated seats for a specific classroom layout. This helps you assign seats, track class participation, and more. Generally, an empty seating chart is automatically created for each course in advance.

Participation

The Participation section of Instruction Center allows faculty to assign participation points and related notes for each student within their sections.

Grading

The Grading tool allows faculty to manually submit final overall grades in a course, either individually for each student or via bulk upload, and to submit grade changes.

This grading tool in Instruction Center is completely separate from the grading functions within Canvas -- final grades must be uploaded via Instruction Center. For more information on the grading options in Canvas, see our [Canvas grading capabilities](#) article.

Additional questions about grading? Contact: onlinegrading@wharton.upenn.edu

Reports

The Reports screen contains links to relevant reports for you and your respective section(s).

Tech Surveys

The Tech Surveys section is used by Wharton Computing to gather information on faculty needs for each teaching semester. It also displays links to other relevant surveys involving faculty access to teaching resources.

Questions?

For additional questions about Instruction Center, please contact: instructioncenter@wharton.upenn.edu

Wharton Attendance, Absence, and Video Requests (For Instructors)

Last Modified on 09/02/2024 12:35 pm EDT

This app is discontinued beginning Fall 2024.

Please see:

- [Getting Started with aPlus+ in Canvas \(Instructors\)](#)
- [Using aPlus+ in the Classroom \(Instructors\)](#)
- [Class Recording Permissions \(For Faculty\)](#)

For instructors these tools were used to track and report on attendance, manage absence requests, and manage video requests. Each feature can be enabled or disabled for your classes on a per-section basis.

The Wharton Attendance and Video Requests app is no longer available for instructors through Instruction Center. For more information, please contact [Academic Computing Support](#).

Course Check-In

Course Check-In allows students to check in to class, so you don't have to take attendance manually. They can check in using either the Canvas Student app (IOS/Android) or the Canvas website.

Key things to keep in mind about Check-In are:

- Check-In opens ten minutes before class and closes at the end of the class.
- Students who fail to check in to a particular class meeting will be marked absent and prompted to submit an absence request for that class meeting. (See Absence Requests for more information on absences.)

For step by step instructions,

Absence Requests

Students are able to submit an absence request when they cannot attend class or if they fail to check in. If enabled, students can submit their absence requests through the Attendance & Video Requests app linked in their Canvas site, and the instructor can manage the absence requests through Instruction Center. Students will receive an email at the end of the day with a report of any updates to their absence requests.

Key things to keep in mind about Absence Requests are:

- Students only have two weeks past the class meeting date to submit absence requests.
- Students can submit absence requests in advance if they know they are going to miss a class (or a number of classes).
- When submitting an absence request students must provide a reason. Absence Requests for the reasons (Personal Health, Personal/Family Emergency, Religious Observance, and I Forgot to Check-In) are automatically excused. The other options (Personal, Recruiting, Technology, and Other) are by default **unexcused** and up to the instructor to excuse if appropriate.

- Instructors and/or TA's will get a daily notification summarizing any absence requests that were submitted.

For details on this feature,

Video Requests

This feature allows students to use Canvas to submit video access requests for classes they have or will miss. The instructor can approve or deny that access using Instruction Center.

Key things to keep in mind about Video Requests are:

- Students are only able to submit requests for the past 2 weeks of class meetings.
- Students are able to submit requests for future class dates if they know they are going to miss a class or a period of classes.
- Video Requests are not approved automatically. Instructors will need to approve them.
- Instructors and/or TA's will get a summary email at the end of each day with a listing of all video requests that have been submitted and their current status.
- If a video request is approved for a particular class meeting, the student will be notified of your approval of their request. Note that in most cases the recording does not become available for the student to view instantly upon approval; instead, that will happen on the following timeframe:
 - **up to 48 hours after the end of that specific class;**
 - **AND up to 6 hours after your approval.**

For details on this feature,

Reporting


Reports are available in Instruction Center for reporting on attendance data.

For details on this feature,

Student View in Canvas

Students can manage their attendance and video requests from within Canvas course sites.

There are two resources for students that you may want to share with them as appropriate:

- Knowledge Base Article: [Wharton Attendance, Absence, and Video Requests \(For Students\)](#)
- Presentation Slides: [Student_Attendance_instructions.pptx](#) 

Questions?

Faculty

If your question is about:

- **The Wharton Attendance & Video Requests tool itself:** Email [Academic Computing Support](#)
- **Providing access to specific class recordings:** Email [Wharton Computing Classroom Support Team](#)

Students

Contact [Wharton Student Computing](#) for questions or support.

Using web browsers with Learning Tools

Last Modified on 01/31/2024 2:15 pm EST

This article describes how to make Safari and Chrome work with Canvas learning tools.

Privacy and Learning Tools

Learning tools approved at Wharton or Penn for use inside a Canvas site have been reviewed for compliance with the University's privacy guidelines. Each of these tools will never contain advertising and will only track your usage while working with that specific tool.

However, content and privacy settings in Chrome and Apple Safari browsers include features which have begun to regularly treat learning tools as "third-party" content. You may need to either change these settings in order to use Chrome or Safari to access these tools, or use one of the other [supported web browsers for Canvas](#).

Changing Settings for macOS - Safari

- On a laptop or other computer running macOS:
 - Go to **Safari > Settings > Privacy**.
 - Make certain **Block all cookies** is NOT turned on.
 - If you had previously chosen **Prevent cross-site tracking**, Safari should prompt you to allow tracking of tools linked from Canvas. But if such prompts don't appear, or a learning tool shows a login screen, turn OFF **Prevent cross-site tracking**.
 - No separate login to the ForClass learning tool is required, provided the settings change is made as recommended above.
- **Related information from Apple Support** (including illustrated steps for making changes described above):
 - [Manage cookies and website data](#)
 - [Prevent websites from tracking you](#)

Changing Settings for Mobile Devices - Safari

- On an iPhone, iPad or other mobile device running iOS:
 - Go to **Settings > Safari**.
 - Scroll down to Privacy & Security and make certain **Block all cookies** is NOT turned on.
 - If you had previously chosen **Prevent cross-site tracking**, Safari should prompt you to allow tracking of tools linked from Canvas. But if such prompts don't appear, or ForClass shows a login screen, turn OFF **Prevent cross-site tracking**. (For Wharton users, no separate login to ForClass is required.)
- **Related information from Apple Support**:
 - [Safari settings on your mobile device](#)

Changing Settings for Google Chrome

- If you don't allow sites to save cookies, sites may not work as expected.
- Go to **Chrome > At the top right, click the three dots > Settings > Privacy and Security > Third-party cookies**
 - Allow third-party cookies
 - **Block all third-party cookies**: If on, features on some sites may not work.
 - **Send "Do not track" request with your browsing traffic**: If toggled on, sites will not track you.
- **Related information from Google Support**:

- Allow third-party cookies temporarily for a specific site
 - Manage your tracking protections
-

Ed Discussion for Faculty

Last Modified on 06/10/2024 12:11 pm EDT

As of May 2022, Ed Discussion is available to all Penn faculty, staff, and students. A Canvas integration is available for all courses taught through **Penn Canvas**; in 2023, a **chat feature** has been introduced and can be added to a course already using Ed Discussion.

Ed Discussion is an asynchronous discussion tool that provides a platform for students and members of the teaching team to interact through threaded conversation. Students can answer one another's questions, work on and run code together, embed videos, annotate images, and share documents. They can also like one another's posts, post anonymously, and receive instructor feedback all in one place.

In this article, you will learn more about the instructor experience in Ed Discussion. For information on utilizing Ed Discussion in your course as a student, [view the guide linked here](#).

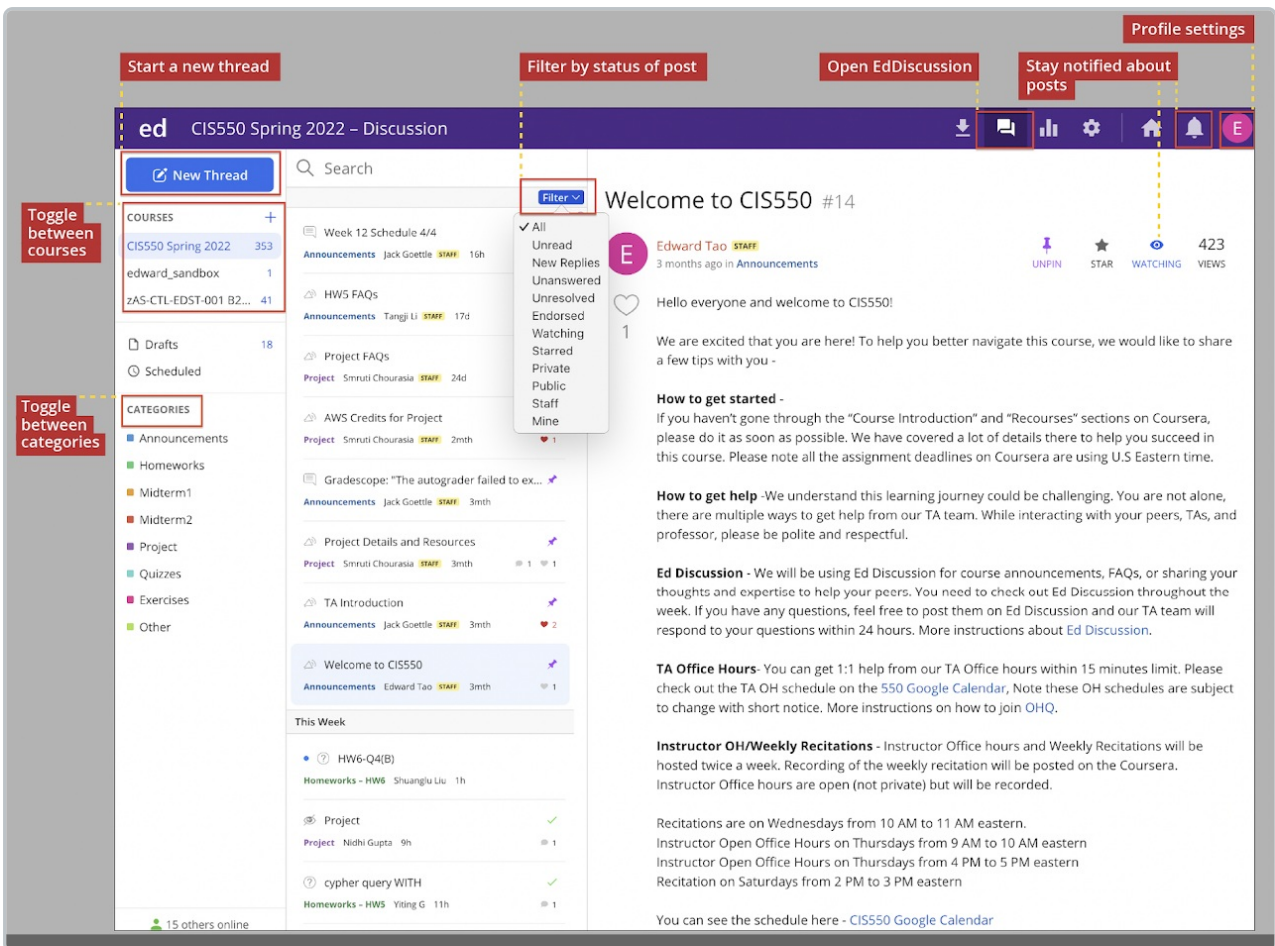
Before You Start

You will need the following before you can complete this task:

- You will need access to **Canvas**.
- If you are using Ed Discussion in a course that does not use Canvas, you may log in with your Penn email address at edstem.org/us/login.

Navigating Ed

From the faculty perspective, Ed Discussion has a clear set of color-coded categories, a searchable discussion area, and a big blue button for posting new threads. It is recommended to include a pinned thread containing instructions for how the tool will be utilized in class, as students will likely have questions about discussion etiquette and overall setup. The categories you see on the lefthand side are customizable and will differ from course to course, so you can add, edit, and delete categories to best fit your teaching needs:



Edward Tao, Penn Engineering, via <https://online.seas.upenn.edu/student-knowledge-base/ed-discussion/>

Creating a New Thread

When creating a new thread as an instructor, you will see the option to pose a question, post, or announcement. Students will have the ability to draft only a question or post, so they will not see the Announcement option. Note that the grayed-out items indicate they are deselected, while the colored item (shown below in blue) indicates a selection. In this example, the instructor has selected to pose a post:

New Post

Question
 Post
 Announcement

Title

Category Week 1 Posts Announcements Questions

⚠ Select a category.

Pinned
Keep at top of thread list

Private
Visible to you and staff only

Anonymous
Hide your name from students

Anonymous Comments
Allow anonymous comments

Megathread
Resolvable comments

Post

Anything you post will need to include a title, category, and sub-category, if applicable.

In order to start drafting the thread, you will need to first select a category. Once the selection is made, you will see

the tool's rich content editor. The question, post, or announcement can be pinned at the top of the discussion thread list, private to just you and your teaching team members, anonymous, or set as a **megathread**, meaning you can collate all questions on a specific topic into a single thread. As the instructor, you also can enable anonymous comments.

Specific to Announcements, you can check the box to send out email notifications as shown below. Note that as the instructor, you also can schedule a post if you would like to send it out at a specific time:

New Announcement [Schedule](#) [Post](#)

Question Post Announcement

Title

Category Week 1 Posts Announcements Questions

Pinned
Keep at top of thread list

Anonymous Comments
Allow anonymous comments

Megathread
Resolvable comments

Email
Send email notifications

^

Draft saved

In the example below, an anonymous user posted a question about the homework under the Problem Sets category. In response, Ishtar answered the question by posting a guide which Cady found to be "very helpful." Also visible in the screenshot, students have the ability to "heart" questions, answers, posts, and comments they love, and they can also "star" and "watch" questions or posts, making it easier to filter the content in the discussion area. You as the instructor can pin posts to the top (as depicted by the purple pin icon), mark an answer as "accepted" by clicking the grayed out check mark boxed below, and "endorse" an item to distinguish high-quality content:

Search

Filter

Visual Analysis Assignment Sample
General Taylor Kahny **STAFF** 1mth 8 (8 new)

Welcome!
General Taylor Kahny **STAFF** 1mth

10 Jul 2022

Question about homework
Problem Sets Anonymous 1mth 2

Question about homework #3

Anonymous
Last mo. in **Problem Sets**

PIN STAR WATCH 5 VIEWS

I need help with #3...
Comment Edit Delete Endorse ...

1 Answer

Ishtar Test286
2 days ago

I found the following guide helpful for answering Question 3:
1 howtocreteaworldclassrecog.pdf

Comment Edit Delete Endorse ...

Add comment

Cady Test280 2d
Very helpful!
Reply Edit Delete ...

Your Answer

Paragraph B I U <> [Rich Content Editor Icons]

Rich Content Editor

When you **draft a new thread** or comment on someone else's content, you will edit the post through the rich content editor. The editor provides tools for formatting text, inserting media, LaTeX, and other programming language snippets. In addition, you can directly create formatted text and mathematical equations by typing in Markdown and LaTeX syntax:

The screenshot shows the rich content editor interface with the following callouts:

- Format text
- Hyperlink text
- Create a list
- Upload an image
- Embed a video
- Upload documents
- Write an equation
- Write code
- Insert web snippets
- Annotate images

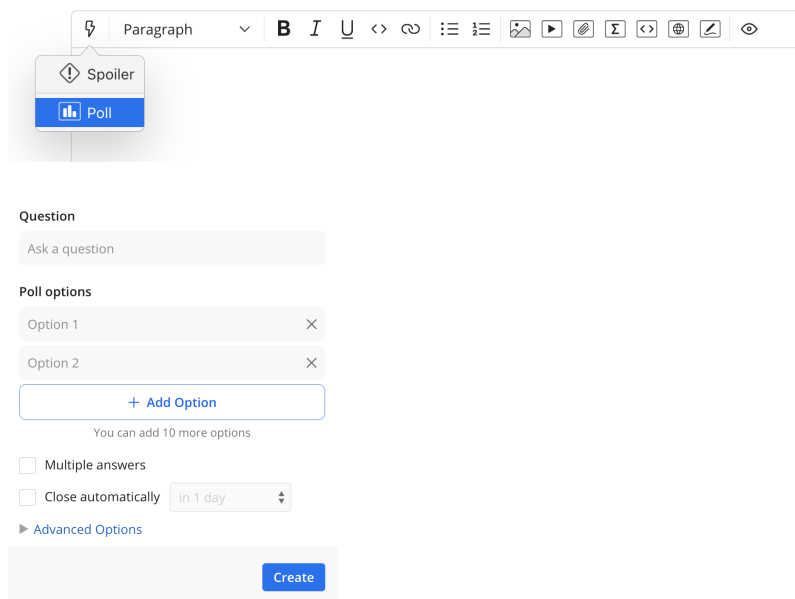
The editor content includes:

- Paragraph dropdown
- Rich text toolbar (B, I, U, <>, link, list, image, video, document, equation, code, link, eye)
- Text: Ed Discussion allows users to:
- List:
 - Upload images
 - Embed videos
 - Write math equations
 - Upload documents
 - Embed runnable codes
 - Annotate images
- Equation:
$$u(x, t) = \frac{1}{\sqrt{4\pi kt}} \int_0^\infty \left[\exp\left(-\frac{(x-y)^2}{4kt}\right) - \exp\left(-\frac{(x+y)^2}{4kt}\right) \right] g(y) dy$$
- Code editor:
 - Run button
 - Line Numbers checkbox
 - Runnable checkbox
 - Python language dropdown
 - Code: `1 print ("Hello, world!")`
 - Output: Hello, world!
- Private checkbox: Visible to you and staff only
- Post button

Submit your post

Ed - Quick Start Guide (Version One), via <https://edstem.org/quickstart/ed-discussion.pdf>

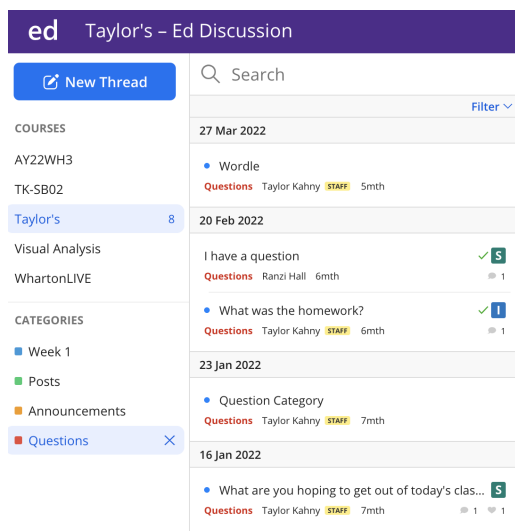
As an instructor, you also have the option to create a poll. To create a poll, click on the lightning bolt from your content editor, and then establish suitable question and answer types. There are currently two question types: multiple-choice and multiple-answer:



Poll results are displayed in realtime and do not require the page to be refreshed to get the most current data.




Categories

When **toggle among categories** within Ed Discussion, the chosen category's threads will appear underneath the search bar within the discussion area as shown below:









Each thread in the category is organized by date with the category, author, and related icons indicated on each separate post. As the instructor, you may have as many or as little categories as you choose.

Important Key for Understanding Thread Icons

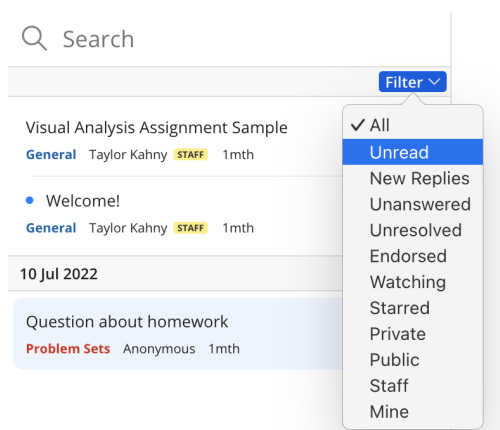
- Threads with a blue dot  are **unread**. These are threads that you have not seen.
- Threads with a green tick  are questions that have been **resolved**. This means that the question has already been answered.
- Threads with a purple pin  have been **pinned** and will be kept at the top of the discussion list to increase

visibility and encourage ongoing discussions. Pinned threads are generally reserved for announcements or important information. Only instructors can choose which threads to pin.

- Threads with a blue ribbon  have been **endorsed** by course instructors. This is usually done by instructors to distinguish high-quality content.
- Threads with a heart signify **agreement**.  Hearts are private and do not reveal identities.
- Threads with a star are **bookmarked**  to refer back to later. Stars are private to the individual.
- Threads with an eye icon selected  WATCHING are those in which you are **subscribed** to receive thread activity email notifications.
- Threads with the "S" icon  indicate a **student has answered** a question thread.
- Threads with the "I" icon  indicate an **instructor has answered** a question thread.

Filtering

In terms of organizing your view as an instructor, Ed Discussion allows for many **filtering options**. You can filter by unread items; the latest replies; threads that are unanswered (for questions only), unresolved (for questions only), or endorsed; items you have set to watch or have starred; your private content; any public content; posts from the teaching team; and threads only created by you:



Searching

In order to quickly find posts within the discussion area, you can use the search bar to extract key words from threads. In the example below, the word "question" appears in five different posts within this particular course's Ed Discussion site:

question Clear X

5 results Most relevant

- I have a question #32**
I have a question
Questions Ranzl Hall 6 mo. ago
- Wordle #38**
The wordle today is...
Questions Taylor Kahny **STAR** 5 mo. ago
- Question Category #29**
Question
Questions Taylor Kahny **STAR** 7 mo. ago
- What was the homework? #31**
What was the homework?
Questions Taylor Kahny **STAR** 6 mo. ago
- What are you hoping to get out of today's class session? #26**
Please respond with a topic from the syllabus.
Questions Taylor Kahny **STAR** 7 mo. ago

FILTER

ALL

- Unread
- New Replies
- Unanswered
- Unresolved
- Endorsed
- Watching
- Starred
- Private
- Public
- Staff
- Mine

CATEGORY

- Week 1
- Posts
- Announcements
- Questions

DATE

From

To

To drill down the search even further, you can select one of the filtered options, a specific category, or even a date range.

Analytics

As an instructor, you can view and download analytics depicting participation stats, such as views, threads, and answers, for a certain point in time. Access your Course Analytics by clicking the tab boxed in red below:

ed Taylor's - Ed Discussion 📄 **Analytics** ⚙️ 🏠 🔔 👤

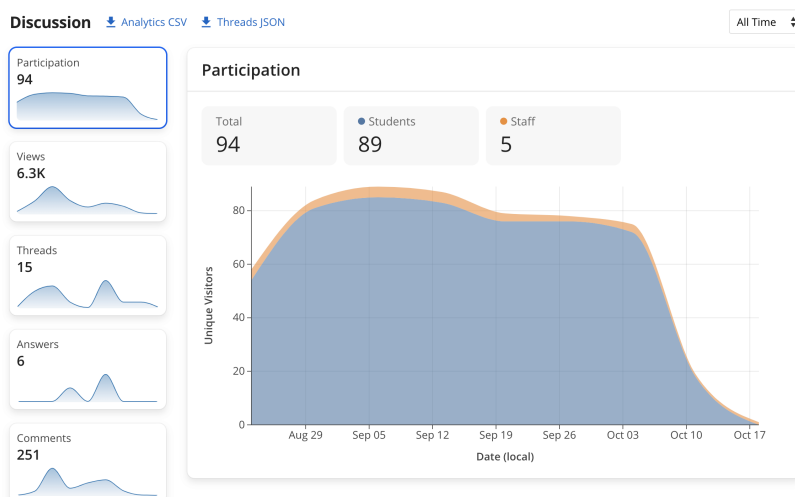
[New Thread](#) Filter

COURSES	
FNCE 250	91
FNCE 750	5
MGMT 773 Q3	4
MGMT 773 Q4	10
Taylor's	1
11 more	

This Week

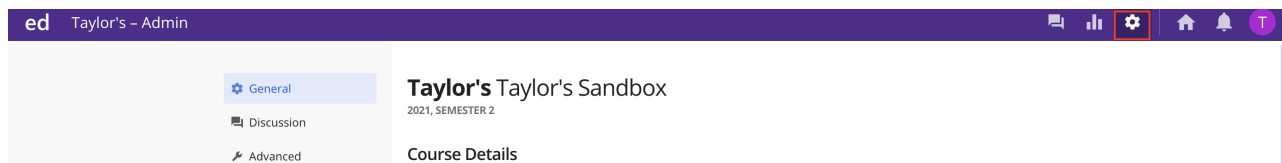
- Ed
- Week 1 - Videos Cady Text280 19h
- 27 Mar 2022
- Wordle
- Questions Taylor Kahny **STAR** Smith
- 20 Feb 2022

You can also view details on top contributors in the class. These stats can then be downloaded and viewed in .csv format for further drill-down capabilities such as user email addresses, roles, and specific activity metrics. The image below shows how these metrics appear from your Analytics tab:



Admin

Another feature specific to a teaching team member role is the Admin tab. You can access this by clicking the gear icon boxed in red below:



When working with the admin controls, you will see three different sections: General, Discussion, and Advanced.

In the **General section**, it is not recommended to further edit your Course Details or send out a Join Link, as this syncing happens through Canvas. However, you will need to activate your course for each new semester once you are ready to make Ed Discussion available to students:

Activate Course

Activate the course to allow students access.

Activate Course

Then, under "Users," please check to make sure all members of your Canvas course are appropriately synced by clicking the blue "Sync With LMS" button show below:

<input type="checkbox"/>	Name	Email	Role	ID	Status
<input type="checkbox"/>	Yousef Test264	youseftest264@whacware.33mail.com	Staff	90304385	Enrolled
<input type="checkbox"/>	Anisa Test240	anisatest240@whacware.33mail.com	Student	90304361	Enrolled
<input type="checkbox"/>	Brax Test241	braxtest241@whacware.33mail.com	Student	90304362	Enrolled
<input type="checkbox"/>	Cady Test280	cadytest280@whacware.33mail.com	Student	90310813	Enrolled
<input type="checkbox"/>	Cassian Test242	cassiantest242@whacware.33mail.com	Student	90304363	Enrolled
<input type="checkbox"/>	Damon Test243	damontest243@whacware.33mail.com	Student	90304364	Enrolled
<input type="checkbox"/>	Desdemona Test281	desdemonatest281@whacware.33mail.com	Student	90310814	Enrolled
<input type="checkbox"/>	Emmett Test244	emmetttest244@whacware.33mail.com	Student	90304365	Enrolled
<input type="checkbox"/>	Ernest Test282	ernesttest282@whacware.33mail.com	Student	90310815	Enrolled
<input type="checkbox"/>	Farrell Test245	farrelltest245@whacware.33mail.com	Student	90304366	Enrolled
<input type="checkbox"/>	Gail Test246	gailtest246@whacware.33mail.com	Student	90304367	Enrolled
<input type="checkbox"/>	Homer Test247	homertest247@whacware.33mail.com	Student	90304368	Enrolled
<input type="checkbox"/>	Ida Test248	idatest248@whacware.33mail.com	Student	90304369	Enrolled
<input type="checkbox"/>	Jasmine Test249	jasminetest249@whacware.33mail.com	Student	90304370	Enrolled
<input type="checkbox"/>	Kenya Test250	kenyatest250@whacware.33mail.com	Student	90304371	Enrolled
<input type="checkbox"/>	Layla Test251	laylatest251@whacware.33mail.com	Student	90304372	Enrolled
<input type="checkbox"/>	Mitchell Test252	mitchelltest252@whacware.33mail.com	Student	90304373	Enrolled
<input type="checkbox"/>	Nikola Test253	nikolatest253@whacware.33mail.com	Student	90304374	Enrolled

During the add/drop period, you may need to return here to ensure all users are appropriately synced and Ed Discussion is pulling the most current data from Canvas.

In the **Discussion section**, you can customize your categories by editing the text field shown below. Each category should be entered on its own line, and you can use the TAB key on your computer to specify subcategories. In the example below, Week 1, Posts, Announcements, and Questions are the course categories, while "Videos" is a subcategory. Also, the "Category unselected by default" option is checked, which is useful for organizational purposes, as students will need to consider where they are posting their new thread before drafting the content:

The **Discussion** section also allows you to configure more advanced discussion features, such as enabling anonymous threads, private threads, and anonymous comments for the entire course. You can also create Threaded Templates, allowing you to populate new text for a specific category with initial content to help guide users in their posts. In the example below, the text, "Have a question? Post it in this category." will automatically populate when a student chooses to add a new thread to the Questions category. The student can then erase that text and begin drafting their question:

Thread Templates

Customize the initial content of new question threads for each discussion category below.

Enabled

As a final note about the **Discussion** section, faculty can choose to require any new threads to receive approval by someone on the teaching team before it can be made public to the class. You can also enter a templated message for any posts that are declined by an instructor. Underneath the Moderation settings, you will also see a Code section where you can choose snippet languages, set a default language, and automatically syntax highlight code paragraphs based on your selected languages:

Moderation

- New threads require approval
New threads posted by students will be hidden from other students until it is approved by a staff member.

Decline thread template

Enter the template for a comment that you can post to the student when declining a thread.

Paragraph **B** *I* U <> ∞ ☰ ☷ 🖼️ ▶ 🗑️ 📄 ↻ ↺ ↻ ↻ ↻ ↻ ↻ ↻ ↻ ↻

Code

Snippet Languages

Choose which languages are available inside snippets, separated by commas, or leave blank for all languages.

Default Snippet Language

Choose which language will be selected by default for a snippet.

Highlightable Languages

Automatically syntax highlight code paragraphs based on the selected languages.

- | | | | | |
|--------------------------------|---------------------------------|-------------------------------------|-------------------------------|---------------------------------------|
| <input type="checkbox"/> C/C++ | <input type="checkbox"/> Python | <input type="checkbox"/> Java | <input type="checkbox"/> Ruby | <input checked="" type="checkbox"/> R |
| <input type="checkbox"/> Julia | <input type="checkbox"/> SQL | <input type="checkbox"/> JavaScript | <input type="checkbox"/> CSS | <input type="checkbox"/> HTML |

The Observer role (part of the Advanced section)

In some courses at Wharton, students may be added as informal auditors, taking on the "Observer" role in Canvas. In order to sync this user type with the Ed Discussion board, you will need to take the following action.

Navigate to **Admin->Advanced** and then scroll down to the "Sync observers" check box:

Taylor's - Admin

- General
- Discussion
- Advanced**

Remote Graphics
Automatically create an X11 display so that graphical applications can be supported. Due to the way some may not be possible to detect that they're trying to connect to a X11 display, you can always force an X11 'xdpyinfo'. Applies to code snippets, workspaces and lessons.

Database Services
Automatically start an ephemeral PostgreSQL, MariaDB or MongoDB server when the respective type of options to select a service when creating code challenges.

Course Files
Enables the /course folder. This folder will be present for all Code Snippets, Workspaces and Lessons Co-upload files that would otherwise not fit in a standard workspace, such as data files.

PATH Setting
Customise the PATH variable for running code. Separate paths with colon :

Show user profile pictures

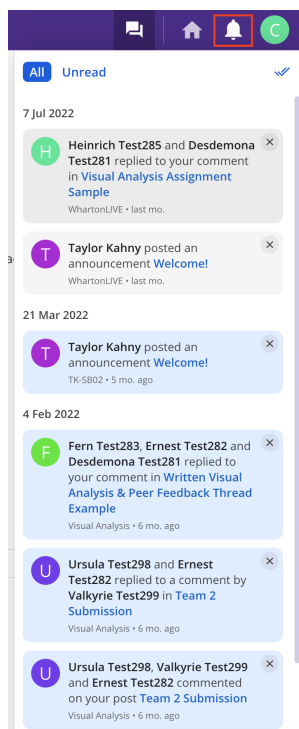
Sync observers

This setting will enable observers in Canvas to sync with Ed Discussion when the "Sync with LMS" button is selected (see first screenshot in Admin section of this article). Note that you will have to complete this action for each individual course's Ed Discussion board.

Notifications

In the upper right corner of your screen, next to the home dashboard, you will see a bell icon indicating notifications. The notifications are organized by date with a section for "All" notifications and "Unread"

notifications. There is also an icon enabling you to mark all notifications as "Read." Similar to the color scheme when posting a new thread, any item that is unread appears blue, while the notifications you have already read are grayed out as shown below:

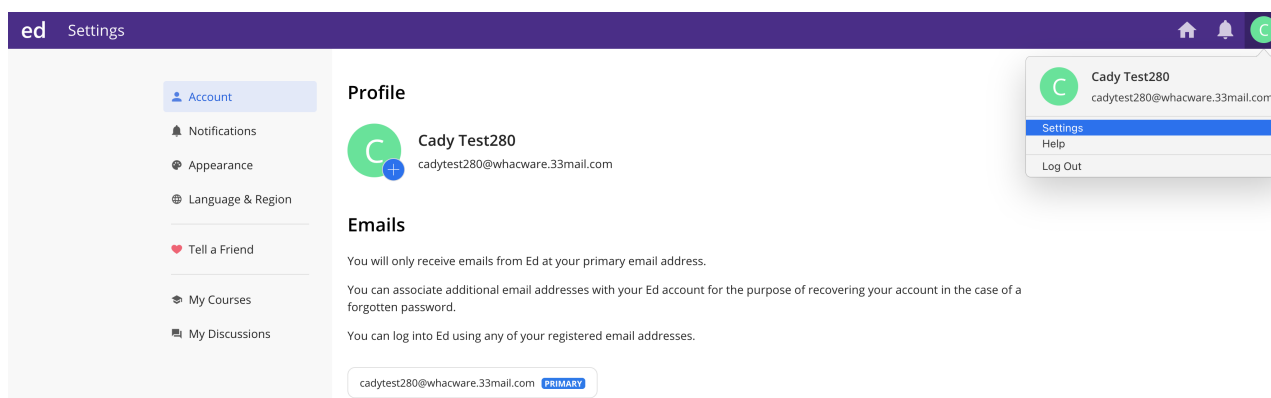


Please note that you will not receive Ed Discussion notifications via Canvas directly, as this is an LTI tool existing as a separate application.

To customize your notification settings, see the **Profile Settings** section below.

Profile Settings

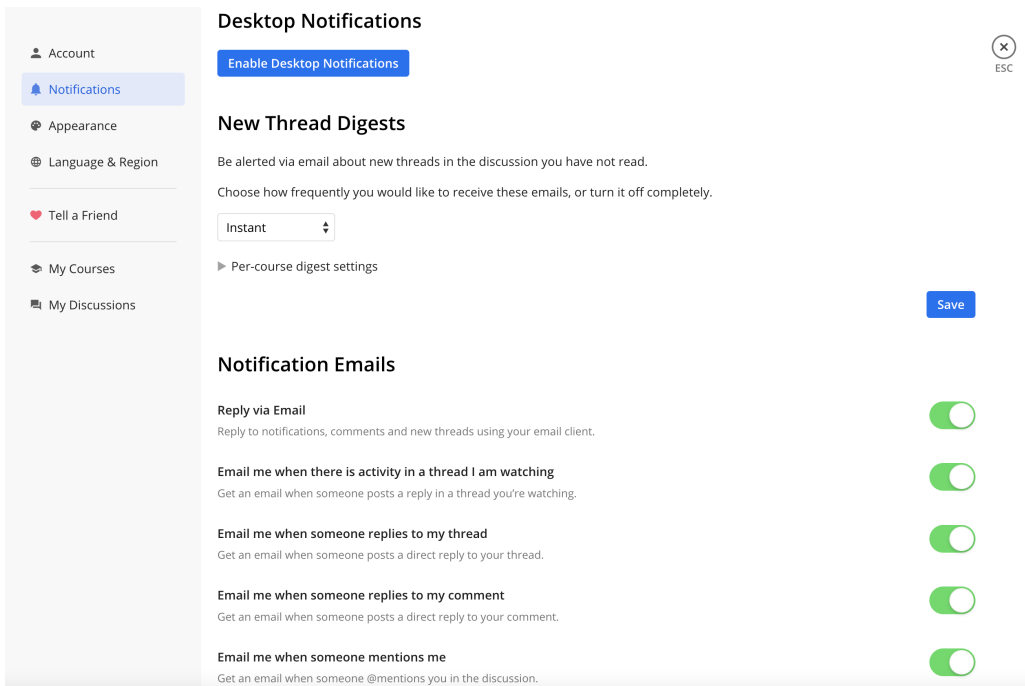
In Ed Discussion, there are ways to further customize your user experience in the **Settings** tab under your account profile:



From the Account section pictured above, check to make sure your primary email address is set to your Penn email address. This way, you will receive all Ed Discussion notification emails at this address.

For added security measures, you can also set a password or enable Two-Factor Authentication for your account.

To edit your notification settings, you can toggle to the **Notifications** tab shown below:

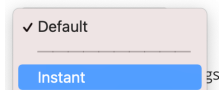


You can enable desktop notifications, choose how frequently you receive emails from Ed Discussion or turn this off entirely, and you can toggle various options for the email notifications you would like to receive.

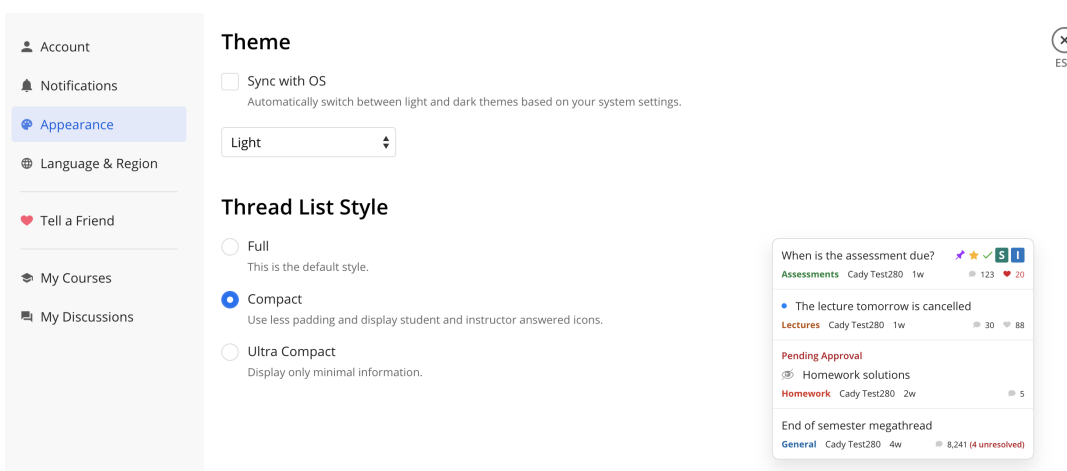
To receive automatic emails from Ed Discussion directly to your @upenn email address, the notifications should be changed to "Instant" rather than the default option:

New Thread Digests

Be alerted via email about new threads in the discussion you have not read.
Choose how frequently you would like to receive these emails, or turn it off completely.



Under the **Appearance** tab, Ed Discussion enables you to change from Light to Dark mode, even providing an option to sync the particular mode with your operating system's settings. In addition, you can change the threaded list style to full (default), compact, or ultra compact.



The **Language & Region** and **My Courses** tabs enable you to alter the language and time zone and view all courses you are teaching that utilize Ed Discussion. Under **My Discussions**, you can drill down to specific threads, answers,

and comments you have made on your course discussion boards, making it easy to return to a conversation without having to search through all user threads:

Cady Test280

Questions	Posts	Answers	Comments	Hearts	Endorsements	Days visited
0	1	1	1	1	0	4

All Threads Answers Comments

Cady Test280 commented on [Written Visual Analysis & Peer Feedback Thread E...](#) in Visual Analysis – Assignment Instructions February 4, 2022
Team 1 (insert group members) Visual Analysis Use of visual stimuli to get attention: Text here Use of visual stimuli to affect fluency: Text here Use of semiotic codes: Text here Use of visual stimuli to affect interpretation: Text here

Cady Test280 posted in Visual Analysis – Team 2
Team 2 Submission February 2, 2022

Using Ed on a Mobile Device

For those who wish to post discussions and respond on a mobile device, it is recommended to add Ed to the phone's homescreen for easy access:

For **iOS**, visit edstem.org in Safari and tap **Share>Add to Home Screen**.

For **Android**, visit edstem.org in Chrome, tap the **menu icon** (3 dots in upper right corner), and select **Add to Home Screen**.

Questions?

If you need more assistance, please contact courseware@wharton.upenn.edu for support.

think-cell Software

Last Modified on 06/13/2023 10:48 am EDT

think-cell is a presentation software that integrates with PowerPoint and Excel seamlessly to help you visualize complex data using charts. The software is available for free to Wharton students, staff and faculty members, using any of Wharton's public workstations, or by downloading and installing it on your personal computer.

How to Download think-cell

think-cell is available on the computers in Wharton's labs, GSRs, and classrooms. It is also available for download to your PC or Mac personal computer.

think-cell licenses are renewed annually on July 1.

To access the downloadable version, or to renew an existing license, please email think-cell@wharton.upenn.edu.

Create Professional-Looking Presentations For Your Classes Fast Using think-cell

think-cell might save you a significant amount of working time and enable you to create professional looking presentations for your coursework. Knowing think-cell could also be a valuable skill as you enter the workplace since many employers use the software.

think-cell is free to Wharton students, faculty, and staff. It takes just minutes to learn watching the short video tutorials available for each chart type. See below for helpful training resources.

Why Should You Consider Using think-cell?

- Create 40+ chart types, including **waterfall**, **Gantt**, and **Mekko** charts in just 2-3 minutes
- Automate changes to your charts with think-cell
- Become proficient with the charting software used by top consulting and investment firms
- Improve your class presentations and impress your audience

How to Learn More

To find personalized think-cell help, a searchable user manual, and targeted video tutorials, visit <https://www.think-cell.com/support>

- Watch this think-cell overview **video**
- Watch this 3 minute **video** to learn how to create your first chart
- See all of think-cell's 40+ chart types and features **here**
- Learn how to link an Excel file to your think-cell Power Point chart and automate data updates **here**

Questions?

Students: [Wharton Computing Student Support](#)

Staff: admin-support@wharton.upenn.edu

Faculty: [Departmental IT Rep](#)

Canvas Student Apps

Last Modified on 12/22/2022 3:59 pm EST

Before You Start

You need the following to use the Canvas Student mobile app:

- An active PennKey
- A camera-equipped mobile device running iOS or Android (for the QR code feature)
- Membership in a course site on Penn Canvas

Canvas Apps

The mobile apps provide quick access to most parts of a Canvas course site or group sub-site, including viewing and downloading of Files as well as view-only access (no saving or downloading) for reading Study.Net Materials. They contain much of the same functionality as the full browser version of Canvas.

[Canvas Student for iOS \(Download\)](#)

[Canvas Student for Android \(Download\)](#)

Mobile Guides for iOS and Android: <https://community.canvaslms.com/docs/DOC-4048>

If a Canvas feature is not yet available in the mobile version, switch to a mobile browser on your device, preferably Chrome. You might also choose to [subscribe to your Calendar Feed with your preferred mobile calendar app](#).

Authorizing this App for Penn Canvas

Choose between two alternatives to authorize this app to work with your account and Penn Canvas user record: **Authorization via Login or QR code.**

Authorization via Login

This method works anywhere you can access mobile data or Wi-Fi, provided you meet the **Before You Start** requirements above and have already installed the Canvas Student app:

Authorization via QR Code

This quick method doesn't require typing on your mobile device, but it does require having both your camera-equipped mobile device and *another* device -- your laptop or other computer with a display screen showing Penn Canvas in a web browser.

Using more than one Canvas Platform?

Most, but not all, of Penn's students use the same Canvas platform. **JD/MBA students and students taking another school's courses on different Canvas platforms** may want to take advantage of multi-user login capability, which

will give you a **Profile** for each Canvas platform you use. Here are instructions for multi-user logins:

- Switch to another account in the Canvas app on an **iOS device**.
- Switch to another account in the Canvas app on an **Android device**.

Questions?

Contact: [Wharton Student Computing](#)

Email: support@wharton.upenn.edu

Phone: (215) 898-8600

JMP Access and Troubleshooting Guide (Students)

Last Modified on 08/21/2024 4:19 pm EDT

JMP Student Edition is available for students to install on their computers for any Wharton class that requires the use of JMP. This article provides basic instructions on how to download, install, and access JMP.

Access JMP SE for your Course: If JMP is required in a course you're taking, you can use the instructions shown below to get the Student Edition of the software. Beginning with Fall 2024, it's no longer necessary to download JMP from the course Canvas site.

All Wharton Students: If you are not in a class that requires JMP and would like to install it on your laptop, contact the **Wharton Student Computing team** for assistance.

Not a Wharton students AND Not taking a class? Unfortunately you will not be able to install JMP using Wharton's license. Contact your school's IT support team for more information.

Accessing JMP from Public Machines

JMP is available on any of the Wharton public computers, or via Wharton's **Virtual Lab**.

1. Log into the public computer (or the Virtual Lab).
2. Navigate to **Departmental Applications > Statistics**.

Installing JMP on a Computer

Versions for Mac and Windows operating systems are available - see installation directions below.

Mac

Windows

Troubleshooting

If you have a question on **how to use JMP**, contact the TA or Professor that is requiring you to use it. (Wharton Computing is unable to provide usage assistance.)

Additional information is available in the following support knowledgebases:

- [JMP System Requirements](#)
- [JMP Support](#)
- [JMP Knowledge Base](#)

Questions?

If you are having trouble accessing JMP on the public computers, reach out to [Wharton Computing Student Support](#).

Math Software: Matlab and Mathematica (Students)

Last Modified on 08/28/2023 9:45 am EDT

Wharton students have access to free copies of Mathematica and MatLab while they are enrolled at Wharton. These software packages are only available for Wharton-related research, business, teaching and learning.

Mathematica

1. Set up a Wolfram Portal account at <https://user.wolfram.com/portal/registration.html> Use your Wharton email address as the username (*username@wharton.upenn.edu*)

Don't use your Wharton password. Create a new password just for this site and save this account in your password manager.

2. Look for the email verification in your Wharton email, click the link, and continue.
3. **Fill out** the form at: http://whr.tn/mathematica_student
4. Set the '**Department to Business & Finance**', and choose the license you need (generally 'Mathematica for Sites (Single Machine)'). You will receive your Activation Key in your email.
5. **Download** and install the software from <https://user.wolfram.com/portal/myProducts.html>
6. Use the Activation Key you received when you are prompted for it (during installation or at first use).

Additional Mathematica Resources

Hands-on Start to Mathematica popular tutorials for new users. Topics include creating notebooks and presentations, basic calculations, graphics and interactive models, data analysis, and more:

- <https://www.wolfram.com/wolfram-u/courses/wolfram-language/hands-on-start-to-mathematica-wl005/>

Deeper Dive: Wolfram Mathematica Learning Center offers hundreds of videos and other dynamic learning resources to maximize your use of Mathematica for your particular area of interest:

- http://url.wolfram.com/1Uo_nMpK/

MATLAB

To use the Wharton-licensed version of MATLAB:

1. **Log on** to [this site](#) to obtain your Activation Key.
2. **Set up** a Mathworks account using the **Create Account** button at <https://www.mathworks.com/>. Use your Wharton e-mail address as the username (*username@wharton.upenn.edu*); do NOT use your Wharton password, but create a new password just for this site and save this account in your password manager.
 - When you are asked how you will use this software, choose **Academic Use**.
 - Fill in the other information as appropriate.
3. Look for the email verification in your Wharton email, click the link, and continue.
4. **Click Download your products now** or go to [mathworks.com/downloads](https://www.mathworks.com/downloads)
5. **Click the download** button for the current release.
6. Choose a supported platform and **download** the installer.

7. **Run** the installer.
8. In the installer, select **Log in with a MathWorks Account** and follow the online instructions.
9. When prompted to do so, select the Academic – Total Headcount license labeled **Student**.
10. **Select** the products you want to download and install.
11. After downloading and installing your products, keep the **Activate MATLAB** checkbox selected and click **Next**.
12. **Verify** that the displayed user name is correct. Continue the process until activation is complete.

For additional support using MATLAB, or for problems with installation, contact MATLAB's support at <http://www.mathworks.com/support/>

Questions?

Contact - [Wharton Computing Student Support](#)

Email - support@wharton.upenn.edu

Virtual Lab (for Laptops)

Last Modified on 06/26/2023 11:55 am EDT

Wharton provides remote access to virtual computers that are equipped with the same software as Wharton's public computers. This service is designed to provide an alternative for students who otherwise aren't able to get to campus to log into the public labs.

The Virtual Lab is available 24/7 for student use and may be accessed from any computer running Mac OS, Windows, and Ubuntu, and many mobile devices. Use this service to:

- Access specific departmental applications such as JMP and Matlab.
- Use Windows software from a Macintosh.
- Print (for users who are not able to **print from their laptop or mobile device**).

To use the virtual lab, you will need to install the appropriate client software on your laptop or desktop computer using the steps in this article. Using a different device?

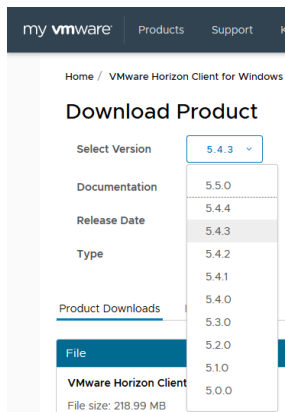
- For a phone or tablet, see **Virtual Lab on Mobile Devices**.
- Having trouble with the Virtual Lab? See **Troubleshooting the Virtual Lab**

Installing the Virtual Lab Software

1. Download and run the VMWare Horizon Client installer for your computer. Use **Version 5.4.3**, the preferred, supported version:
 - **Windows and Mac (Windows 10 users may also install the VMWare Horizon Client from the **Microsoft Store**.)**
 - Go to the **VMWare Horizon Client Downloads** page:
** Start from the **Version 7 (5.0)** page to access the version 5.x installers; VMWare's version numbering has changed.*

The screenshot shows the VMware Horizon Client Downloads page. At the top, there is a 'Select Version:' dropdown menu with 'HORIZON 7 (5.0)' selected. Below this, there is a table of product downloads. The table has columns for 'Product' and 'Release Date'. The first row is for 'VMware Horizon Client for Windows' with a release date of '2021-02-08'. A 'GO TO DOWNLOADS' link is visible next to this row. Other rows include 'VMware Horizon Client for Windows 10 UWP' (release date 2019-09-17) and 'VMware Horizon Client for Mac' (release date 2021-02-08). On the right side of the page, there are links for 'Product Resources' such as 'View My Download History', 'Product Info', 'Documentation', 'Horizon Mobile Client Privacy', and 'Horizon Community'.

- Select the **Go To Downloads** link for your OS (e.g.: Windows, Mac, Linux, iOS, etc.).
- Select **Version 5.4.3** from the "Select Version" dropdown in the upper left corner:



2. Accept the default settings until you reach **Default View Connect Server**. (If asked to choose Network Protocol, select **IPv4**.)
3. In the **Default View Connect Server** box, type **https://vlab.wharton.upenn.edu**.
4. Click **Finish**.

Note to Mac users: Install **Version 5.3**. Please do not install the latest version (5.4) because of known issues.

Running the Virtual Lab Software

1. Launch the **VMware View** software.
2. Double-click the **Virtual Lab option** (<https://vlab.wharton.upenn.edu>).
3. Log in with your PennKey username and password.

4. Double-click the **Virtual Lab option** (<https://vlab.wharton.upenn.edu>) again.

The VMWare View Client connects you to a virtual desktop and gives you a few menu options, including full screen or windowed mode.

Display Note

VMware only supports screen resolutions up to 2560 X 1440. Mac users will not have to change their screen resolution, but some PC users may need to do so. See [directions for how to change your VM screen resolution](#).

Mobile Notes

Using a mobile device instead? See our [directions for mobile devices](#).

- **USB:** Some platforms may allow you to redirect USB ports on your device to the virtual machine, if that option is available it will be in the menus here.
- **CTRL+ALT+Del:** If you need to send a CTRL+ALT+DEL to the virtual computer, it can also be done from this menu. This option should not generally be needed.

- **Logging Off:** The VMWare View Client will present you with options to disconnect or log off. If you disconnect, you can pick up your session where you left off if you reconnect within 30 minutes. If you log off you will free up your virtual desktop for other users immediately.

Accessing the Virtual Lab via Web Browser

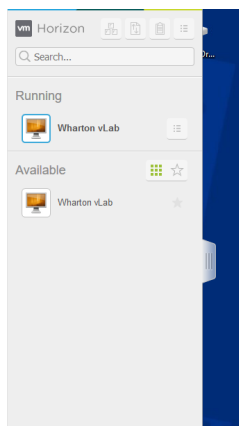
The Virtual Lab may also be accessed via web browser, without the VMWare client.

1. Open a web browser session and navigate to <https://vlab.wharton.upenn.edu>
2. Select the **VMWare Horizon HTML Access** link on the bottom right of the form:



3. Log in with your PennKey username and password as you would in the VMware client and click the **Login** button.
4. Click the **Wharton Lab** option.

You will be connected to a virtual desktop scaled to your browser window; there will be a tab on the left of the window that will provide you with some additional functions/options.



Tip: Using the web browser can be an option when you do not have access to the VMWare Horizon client application, or if you're having problems connecting from the client application.

How does the Virtual Lab differ from a physical lab?

Since you're connecting remotely to access these computers, your network speed plays a large role in your experience. You will get the best results on a fast connection.

Display Note

VMware only supports screen resolutions up to 2560 X 1440. Mac users will not have to change their screen resolution, but some PC users may need to do so. See [directions for how to change your VM screen resolution](#).

Troubleshooting the Lab

If you are having trouble using the Virtual Lab, see our [troubleshooting article](#).

Provide Feedback

Your feedback will help us make the service better! Provide your feedback [here](#).

Virtual Lab (for Mobile Devices)

Last Modified on 07/15/2020 3:22 pm EDT

Wharton provides remote access to the public computers for students. Log into our lab computers using your mobile device to access all of the software available on lab machines including the full Windows version of Microsoft Office and course specific applications such as JMP and Matlab. The Virtual Lab can be accessed on a variety of mobile devices, including iOS and Android. For a complete list of devices and downloads, please refer to the [VMware site](#).

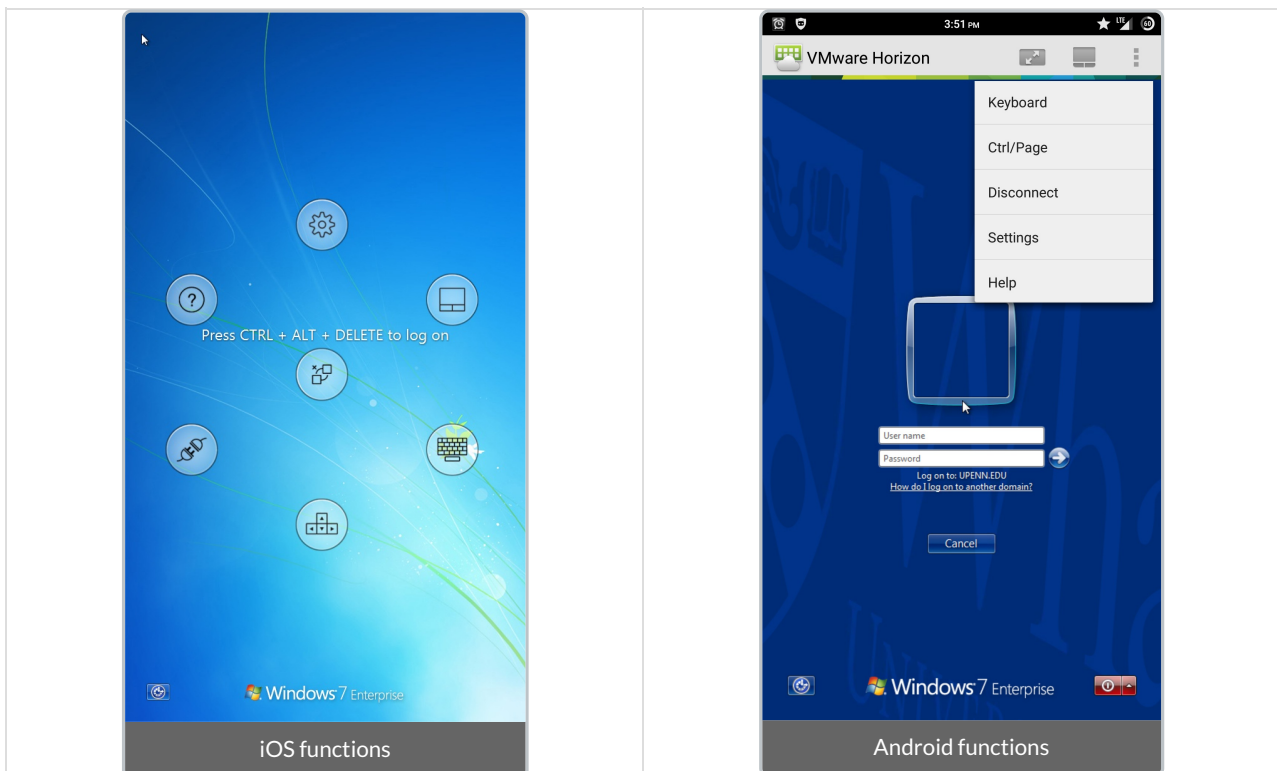
Using a laptop? See our [directions for laptops](#).

Installing on iOS and Android

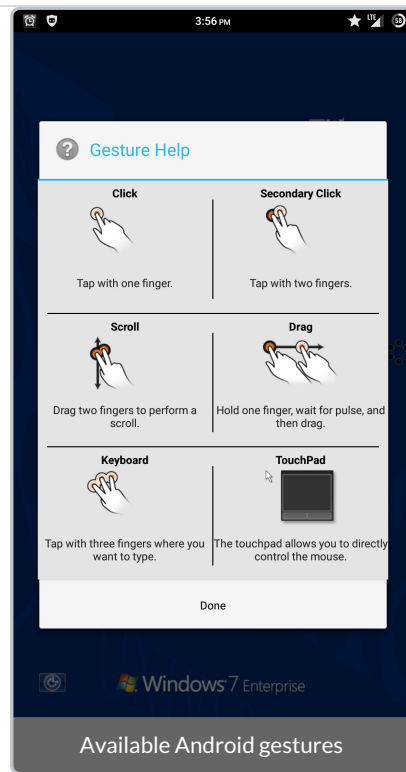
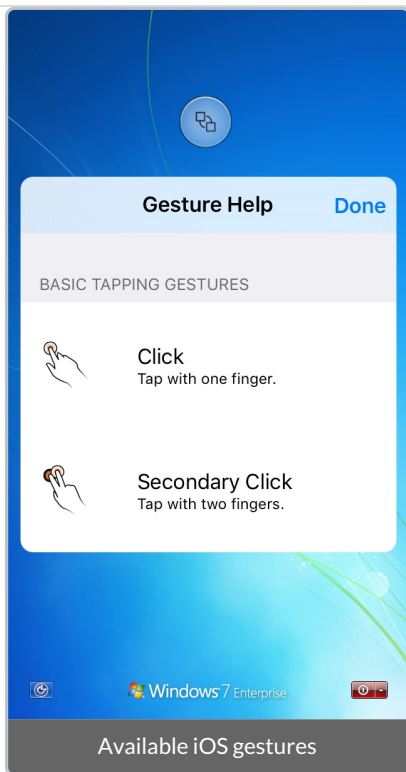
1. To install, search **VMWare Horizon Client** In the iOS App Store or Google Play and tap install. The app is free.
2. Type **vlab.wharton.upenn.edu** in the Server Address and tap **Add Server/Connect**.
3. Enter your **PennKey** and **password**. Double-check that the **Domain** is set to **UPENN**.
4. Tap **Virtual Lab** to connect.

Tips

- In iOS, helpful functions are available in the translucent circle. They pop out when you click. For Android, these functions are always along the top (see below).



- Mobile device gestures do not translate exactly to the Virtual Lab environment. Basic tapping gestures are always available in the Help menu (see below).



- For more precise mouse pointing, use the trackpad feature. This allows you to move your finger as if you are using a trackpad to control the mouse pointer, resulting in fewer accidental clicks. Clicking gestures are the same in trackpad mode.
- Don't forget that you can print! If you need to print a document, you can log into the Virtual Lab and send it to the queue, saving you the need to find an open computer

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Wharton Connect App

Last Modified on 09/08/2021 10:16 am EDT

The Wharton Connect mobile app provides Wharton students and alumni with access to key Wharton services, including the Wharton Community web site and more.

Before You Start

You might need one or more of the following before you can complete this task:

- PennKey account
- Wharton account (only for current students)

Wharton Connect App

The Wharton Connect mobile app allows you to do the following:

- **Search** the entire student and alumni directories by location, industry, tags and more
- **Update** your own profile, and find recently updated profiles at a glance, and edit your own profile
- **Register for events**, get directions, and check in to events once you're there so others can connect with you in person
- **Connect** with Wharton by reading Wharton's latest news articles and social media posts
- **Alumni Class Notes** delivered right to your mobile device
- **Class check in** and group study room reservations for current students

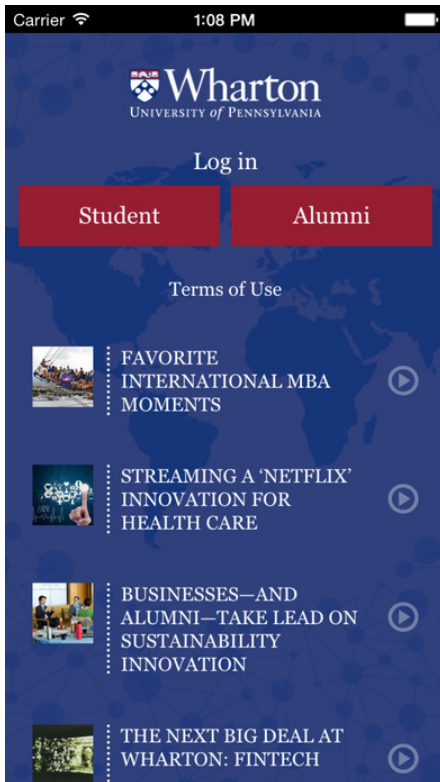
Accessing Wharton Connect

There are versions for iOS and Android systems, and a web browser version for laptops or other devices.

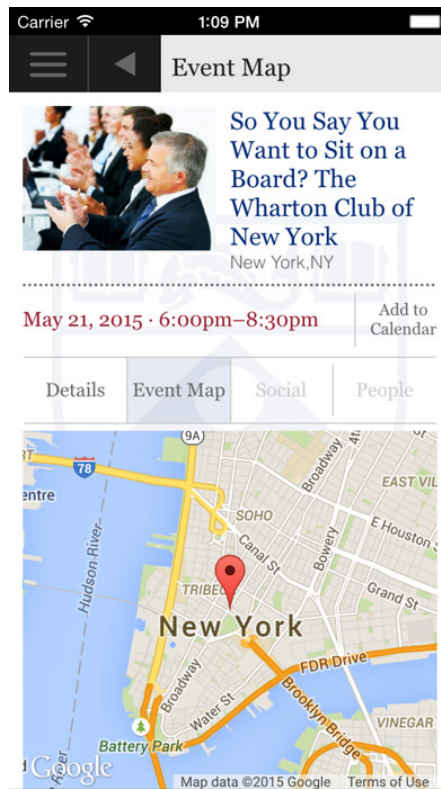
Wharton Connect for iOS	Wharton Connect for Android	Wharton Connect for Browser
		

Wharton Connect In Action

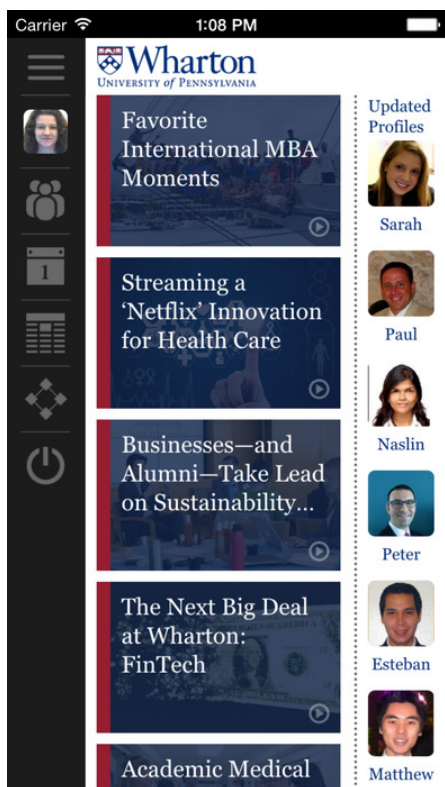
Login Screen



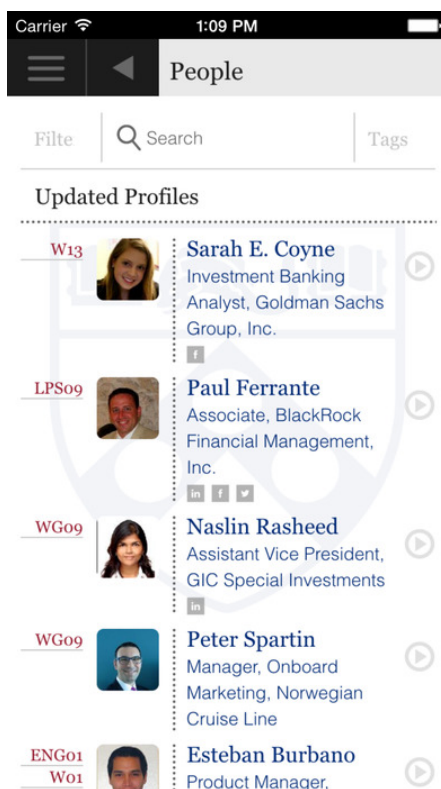
Events



News Feed



People



Troubleshooting

Preliminary Steps

- Download the most recent app version/update from the App Store or Google Play Store
- Make sure you are connected to AirPennNet wifi
 - If you aren't connected, please see [Wireless Network Overview](#)
 - Ensure auto-join is turned off for **Connect to AirPennNet & AirPennNet-Guest**

Common Problems

Problem: When you load the app you see a blue screen with three white blinking dots.

Problem: "I've checked into my class and the app says I'm checked in, however, I still get an email at the end of the day saying I was absent"

Problem: The check-in option does not show up when you load the app.

Questions?

Contact: [Wharton Computing Student Support](#)



Email: support@wharton.upenn.edu

MyPenn

Last Modified on 05/08/2023 3:26 pm EDT

In November 2020, the new community, MyPenn was launched and became available for Wharton Alumni as well as for current students. This new platform replaced the WhartonConnect and Quakernet directories for all University alumni. MyPenn serves as a one-stop portal for Penn and Wharton students and alumni, offering the same benefits of the old systems along with new opportunities to connect with fellow alumni, create a customized experience, and access university resources.

MyPenn is a web-based platform; the mobile app is available in both Android and iOS stores.

MyPenn for iOS	MyPenn for Android	MyPenn for Browser
Download		

Penn Students/Alumni

To log into MyPenn, visit <https://mypenn.upenn.edu>, and use your PennKey username and password.

Wharton Students

Much of the functionality from the former WhartonConnect app for students is now available in **MyWharton**. To search the alumni directory, Wharton students will need to visit **MyPenn**.

Wharton Alumni

Alumni should visit <https://mypenn.upenn.edu>. MyPenn is an online community for University of Pennsylvania alumni.

Frequently Asked Questions

For more support, visit the [Alumni Relations FAQs](#) or contact alumni.relations@wharton.upenn.edu.

Is WhartonConnect still available?

No. MyPenn has replaced WhartonConnect.

Will my information automatically transfer from the old directory (WhartonConnect) to new directory?

Yes, the information you shared in WhartonConnect is available in the new directory. Please review it and make any necessary profile updates.

Is my information automatically available for others to search in the new MyPenn platform?

- If you previously opted out of WhartonConnect, you have been opted out of MyPenn. To change that decision and opt in to MyPenn, [log in and changing your opt-out setting](#). Your personal profile will be added to MyPenn in real-time so you can update and manage your privacy settings.
- If you previously opted in to WhartonConnect, a limited profile has been automatically made available for

you. You will need to visit MyPenn to opt in and update your sharing preferences. If you would not like to be included, visit [MyPenn](#). to opt out.

Will my Wharton Alumni forwarding email address still work?

Yes, there are no changes to the functionality of your Wharton Alumni forwarding address. Update your forwarding preferences by logging into MyPenn and updating your profile.

Troubleshooting the Virtual Lab

Last Modified on 03/27/2024 1:49 pm EDT

Here are common problems, and possible solutions, you may encounter connecting to the [Virtual Lab](#).

Error Messages

"The desktop is currently not available. Please try connecting to this desktop again later ..."

The Virtual Lab is currently set up to accommodate 75 simultaneous connections. Once all of the seats are full, you may receive this error message. As seats become available, you should be able to log in again.

"Cannot establish an SSL connection to..."

You may be able to get around this error if your computer is running Kaspersky antivirus software:

If this is your situation, go into the web-protection section of Kaspersky and explicitly trust the following URL:

- <https://vlab.wharton.upenn.edu>

"The display protocol for this desktop is currently not available. Please contact your system administrator."

This message indicates something is wrong with the Virtual Machine you are trying to connect to. Often the problem will resolve itself within half an hour, but if it doesn't, you can try downloading and installing the most recent supported version of the client (see [Installing the Virtual Lab](#) for download instructions). If neither of these solutions fixes the problem, please [submit a ticket](#) reporting the steps you have taken.

"Bad Username or password"

This message means that your PennKey password and Kite password are out of sync. Please go to [PennKey Password Change Portal](#) and change your PennKey password. Allow 15 minutes for the change to apply. If after that you still have issues, please contact [Student Support](#).

"Alert: Error in add connection. Reason = null" using a Mac, and you are unable to connect to the Virtual Lab.

Check your OS version; some versions of Apple's Mojave OS have problems running the VMWare View client (see Apple thread [here](#) for more details). In these cases, please try accessing the vLab using a web browser at <https://vlab.wharton.upenn.edu>.

Problems

Computer Display is black when you launch the Virtual Lab.

VMware only supports screen resolutions up to 2560 X 1440. This is not likely to affect Mac users. PC users

should check their system display settings in Control Panel and choose a resolution below 2560 X 1440.

Mac Display is white when you launch the Virtual Lab.

This problem is fixed by reinstalling the latest version of the Virtual Lab. See [how to install the Virtual Lab](#).

If your problem remains unresolved, please [submit a Help ticket](#) to the Support Team.

Screencasting via Solstice

Last Modified on 08/22/2023 1:58 pm EDT

This article provides instructions on how to use Solstice to wirelessly share your device's screen to the monitors in the GSRs and classrooms.

Before you begin

- The device you want to share wirelessly must be connected to AirPennNet or AirPennNet-Device.

NOTE: AirPennNet-Guest is NOT recommended for students, faculty and staff who want to connect to the wireless network. This option is designed for guests at the University and has limited bandwidth.

To use Solstice to share your device with a classroom or GSR screen, there are two steps to follow:

1. **Solstice software must be installed** on the device you want to share from, and you'll need to launch the software.
2. **Solstice must be launched** from the classroom or GSR screen (it's already installed on these systems).

Classrooms

To use Solstice in Wharton classrooms, you must log into the classroom's computer:

GSRs

To use Solstice in Wharton's Group Study Rooms:

Solstice Client

To project your device's screen to the room's screen(s) you need to install the Solstice client.

Windows & MacOS

iOS

Android

Troubleshooting Steps

Can't see the list of displays on my laptop/mobile device

Open Solstice Client on your device, click/tap Settings, and ensure **solstice.wharton.upenn.edu** is entered for Solstice Directory Service Address.

Can't connect to a display from your device

Make sure you are connected to AirPennNet or AirPennNet-Guest. A device connected to any other network (including cellular networks and private hotspots) will not be able to share to Solstice. If you are using AirPennNet-Guest, you won't be able to use Solstice Directory Service – instead, you'll need to enter the IP address displayed on the room's screen.

Can't see the room you're in from your device

Tap Wireless Presentation on the touch panel to ensure Solstice Display is open. Close and reopen Solstice Client on your device. If the display still doesn't appear, click/tap **Enter IP** in Solstice Client and enter the IP Address from Solstice Display.

Trouble scrolling when in Full Screen Mode

If you're in full screen mode, there is no way to scroll. You need to minimize or exit the system, choose a new screen, and then go back into full screen mode.

Screen displays sideways

If your screen displays sideways you'll need to rotate the picture within the photo app on your phone. This is a limitation of the software which we are hoping will be remedied in future releases.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Video Conferences

Last Modified on 07/19/2023 4:46 pm EDT

This article covers using video conferences for individual meetings and small group collaborations. To learn about using video conferences for teaching or learning within Canvas, see [Video Conferences for Instruction](#).

Penn offers both [Zoom](#) and [Microsoft Teams](#) for video conferencing, but most classes will take place on Zoom. Teams is not covered in this article.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- **Faculty and Staff:** admin access to your devices (to install the app)
 - Zoom is generally pre-installed on Wharton-provided laptops or desktops (but not on smartphones).

Zoom

[Zoom](#) is a cloud-based cross platform video conferencing service. Zoom makes it easy to collaborate with your colleagues, and can be started and joined via a PC, Mac, smartphone, or regular landline (audio only). Each meeting can accommodate up to 300 participants and supports recording of the meeting and screen/media sharing. All Wharton students, faculty, and staff have access to Zoom.

Install the Zoom App

The native Zoom app isn't required to use Zoom, but we highly recommend it for the best Zoom experience. Read [Logging into Wharton Zoom](#) for instructions detailing installing and logging into the Windows, Mac, and mobile versions of the app.

If you are working on a Wharton-provided laptop or desktop, Zoom should already be pre-installed.

Accessing Zoom Meetings

Is your Zoom meeting for a Wharton class? **Log into Canvas first**, launch your class, and then choose Zoom from the left navigation pane. (Most Zoom meetings for classes are created through Canvas.)

Although we recommend accessing any video conferences created in Canvas by logging in via Canvas, it's also possible to see all your meetings by logging directly into the meeting software (<https://upenn.zoom.us>).

Scheduling a Meeting

Scheduling for a class that's using Canvas? See [Video Conferences for Instruction](#).

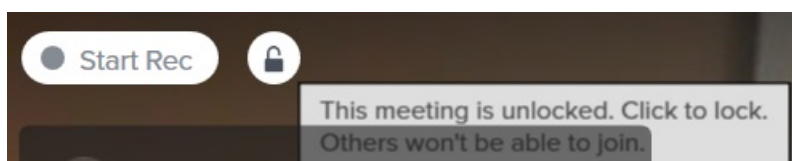
Not scheduling a meeting for a class that's using Canvas? Follow these directions:

Advanced Features

Advanced features are useful in customizing your meetings. You can customize them on a per meeting basis, or for all the meetings that you schedule.

- Scheduled meeting sessions: for meetings that you are scheduling, any changes you make will only affect that meeting.
- Personal settings: if you make changes in your personal settings, that will affect all meetings that you schedule.

For security, moderators have the ability to lock out users from joining their meeting (indicated with a lock icon at the top left corner of their screen).



Feature Recommendations

Zoom has a large number of feature settings. Here are suggestions for a variety of settings.

Questions?

For additional help and support:

- See the [Zoom FAQ](#)
- Check out the [Zoom Knowledge Base](#)
- Contact [Zoom support](#) directly

WHOOPEE (For Students)

Last Modified on 06/26/2023 2:38 pm EDT

In this article, you'll learn the basics of using the WHOOPEE app.

Before you start:

You will need the following before you can use WHOOPEE:

- A laptop or desktop PC (tablets and mobile are not supported)
- A modern web browser (such as Chrome, Firefox, or Safari)
- Software to generate PDFs for Canvas submission (Acrobat is recommended)

What is WHOOPEE?

WHOOPEE is the **Wharton Online Ordinal Peer Performance Evaluation Engine** which allows students to anonymously submit, rank, and review assignments from their peers. The app operates through 4 phases: **Confirm Submission, Rank & Review, Respond, and Results**. Its basic workflow is:

1. Submit an assignment through Canvas. **This assignment must be stripped of all Personally Identifiable Information (PII) and completely anonymous.** The good news is: WHOOPEE will do that for you!
2. When the Submission phase is closed, WHOOPEE then distributes random batches of other submissions from your peers back to you.
3. Once you have the batch of submissions, you can review them, comment on them, and rank them in order of strength.
4. After ranking and reviewing, you will then be able to view your peers' comments on your own submission, and decide if the comments are helpful or unhelpful.
5. The results of the assignment (including your grade) are displayed.
 - WHOOPEE also provides some helpful context in addition to the grade of your submission itself; examples include the **strength** of the batch your submission was in, as well as the strength of your grading of your peers (and/or a **Gold Standard** of ranks and reviews). **All of this combined** helps determine your grade for the assignment.

Video Walk-through

For your convenience, Wharton Computing has provided a simple walk-through video for most standard WHOOPEE assignments. You can view this video here (best viewed in full screen mode for text readability purposes).

Please note the following changes since this video was created:

1. WHOOPEE no longer requires you to use a tool (manual or automatic) to review and remove PII. The app does that for you.
2. The Class Distribution page in the Results phase is no longer available; only **My Paper** and **My Results** are shown.

Your browser does not support HTML5 video.

Step-by-Step Guide

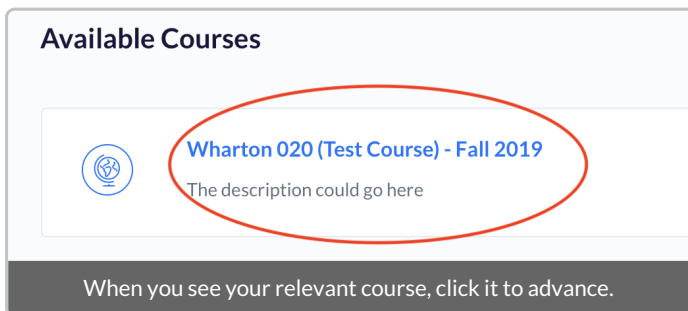
Here is an example of a student going through an assignment with WHOOPPEE.

Submission Phase

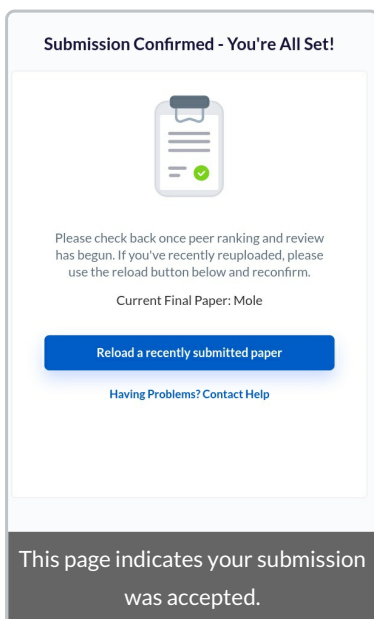
1. Once your submission has been uploaded through Canvas, log into the WHOOPPEE app through the link provided in the assignment.

Note: The file *must* be in PDF format. This allows for the PII check to run successfully.

2. After logging in, select the course you're currently enrolled in to advance to the **Confirm Submission** phase:

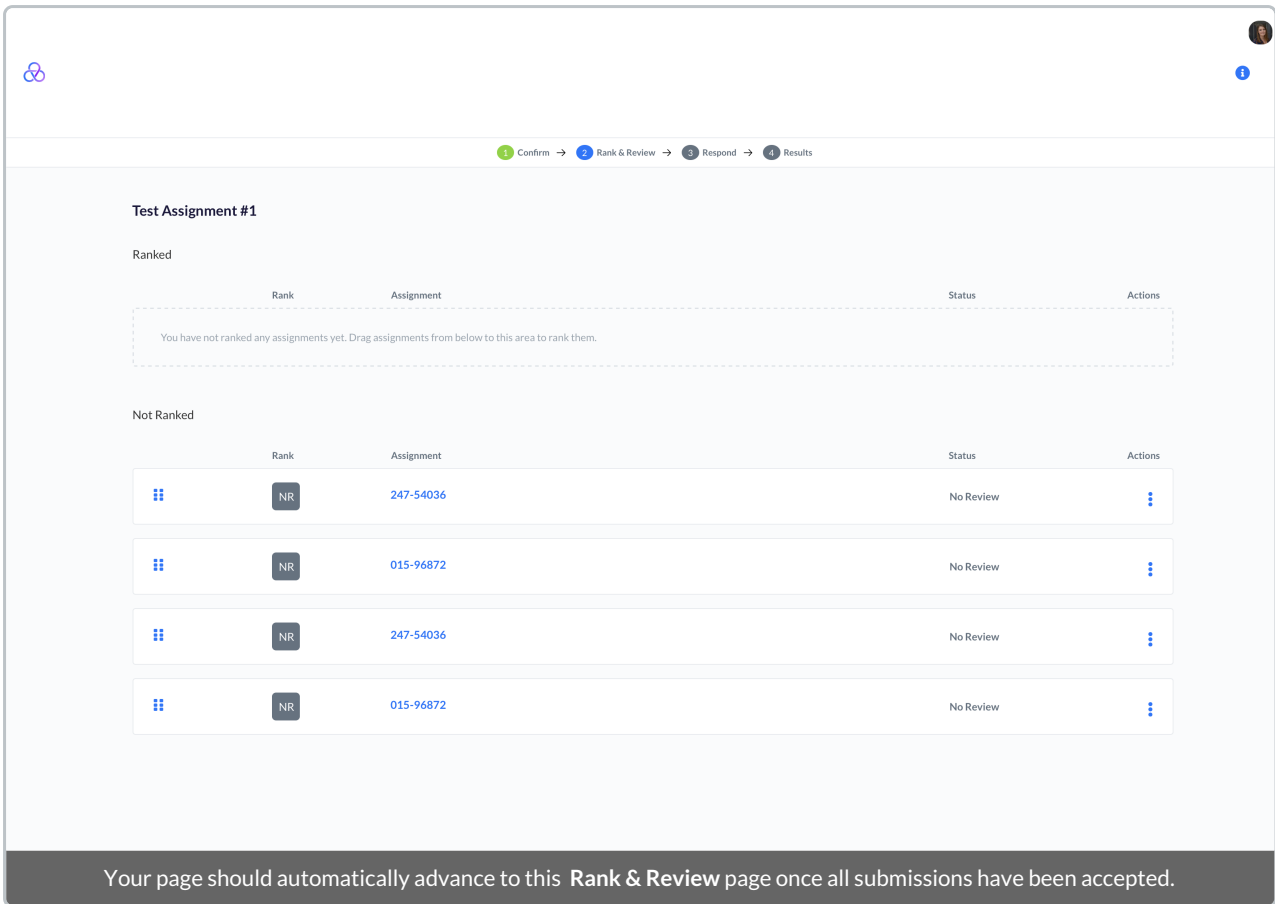


3. Once your submission is confirmed, you will see a confirmation page. In the interim, just sit back for the time being and wait for other students to finish these previous steps, and the **Rank & Review** phase will automatically advance.



Rank and Review Phase

Once the **Rank and Review** phase begins, the WHOOPPEE app will automatically display the **Rank and Review** section when you're logged in. This is where you will review the assignments in the **Not Ranked** section (the lower field) and then drag them to the **Ranked** section (the upper field) in the order of your preference.



Test Assignment #1

Ranked

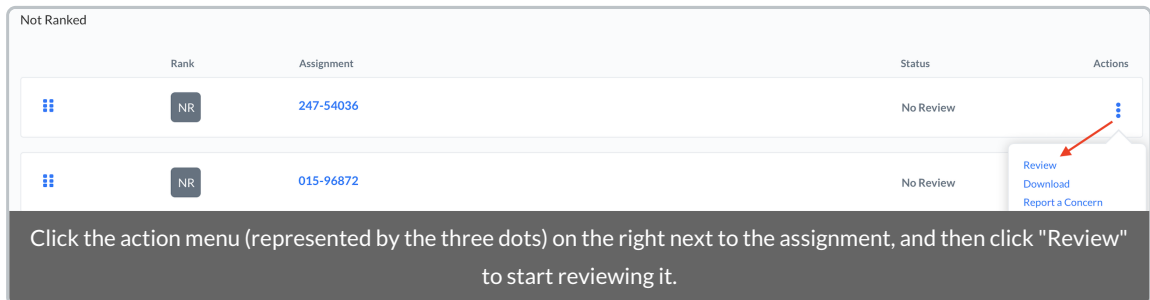
You have not ranked any assignments yet. Drag assignments from below to this area to rank them.

Not Ranked

Rank	Assignment	Status	Actions
⋮ NR	247-54036	No Review	⋮
⋮ NR	015-96872	No Review	⋮
⋮ NR	247-54036	No Review	⋮
⋮ NR	015-96872	No Review	⋮

Your page should automatically advance to this **Rank & Review** page once all submissions have been accepted.

- Click the three dots under the **Actions** column on the assignment you'd like to review. Click **Review** to begin the review process.
 - You can also download the assignment for later viewing, or report a concern (for example, if you think you know the identity of the person that submitted this assignment).



Not Ranked

Rank	Assignment	Status	Actions
⋮ NR	247-54036	No Review	⋮
⋮ NR	015-96872	No Review	⋮

Review
Download
Report a Concern

Click the action menu (represented by the three dots) on the right next to the assignment, and then click "Review" to start reviewing it.

- The download link will appear on the left, and when you're done reading, you can submit your comments on the right.

[Back To Ranks](#)

Anatolian Shepherd Dog

Please read and review this submission. When you're done, click "Submit Review." Click "Back to Ranks" to return to the previous page.

Student Submission

Download PDF

Your Review

A diff between your code and Chuck Norris's is infinite.

Submit Review

Click the **Download PDF** button on the left to download the submission. When you're finished reading, leave your review and click **Submit Review**.

- When you're finished reviewing the assignment, click **Submit Review** and you'll be taken back to the landing page, with the assignment status changed to **Reviewed**. Continue until you have reviewed all assignments.

	Rank	Assignment	Status	Actions
☰	NR	247-54036	Reviewed	⋮

- When you've completed review of all the assignments, click and drag the six dots on the left side of the assignment to move the assignments into the **Ranked** section in the order you like. (You'll see the cursor turn from an arrow to a hand when you're on the right spot.)

✔ Confirm →
 🔄 Rank & Review →
 👤 Respond →
 📊 Results

Test Assignment #1

Ranked

	Rank	Assignment	Status	Actions
You have not ranked any assignments yet. Drag assignments from below to rank them.				

Not Ranked

	Rank	Assignment	Status	Actions
☰	NR	247-54036	Reviewed	⋮
☰	NR	015-96872	Reviewed	⋮
☰	NR	247-54036	Reviewed	⋮
☰	NR	015-96872	Reviewed	⋮

Drag the assignments from the **Ranked** section to the **Unranked** section, and then order them from top rank to bottom rank.

- When you're satisfied with the order of your reviews, click **Finalize My Rankings and Reviews** in the top right corner.

Rank & Review Phase Complete
Please come back later to respond to your peers' reviews on your submission. You may continue updating your ranks and reviews up to when the assignment is due.

Tell a Joke!
To rank an assignment, drag a row from the "Not Ranked" list into the "Ranked" list. To drag a row, hover over the set of six dots on the very left side of the row and drag it with your mouse.

Ranked

	Rank	Assignment	Status	Actions
	1	Anatolian Shepherd Dog	Reviewed	
	2	Fire-Bellied Toad	Reviewed	
	3	Australian Shepherd	Reviewed	
	4	Edible Frog	Reviewed	
	5	Field Spaniel	Reviewed	

Once you've completed your Ranks and Reviews, all the boxes and text for the submissions will be green, and WHOOPPEE will confirm you're finished at the top of the screen.

Respond Phase

In the respond phase, you will be able to read the reviews of your assignment, and mark down whether the comments were helpful, unhelpful, or neither.

1. Read the reviews of your submission.

WHOOPPEE

1 Confirm → 2 Rank & Review → 3 Respond → 4 Results

You have 6 comments! Please rate your rankers' comments below.

Student review of your work

Gold Standard Reviewed

Unhelpful
 Neutral
 Helpful

Student review of your work

The Respond phase will indicate how many comments you have to review for helpfulness.

2. Click the face that corresponds with your opinion (you'll see the color change).

The screenshot displays three review boxes, each with a text area and three feedback buttons: 'Unhelpful' (sad face), 'Neither' (neutral face), and 'Helpful' (happy face). The first review box is empty, and its 'Unhelpful' button is highlighted in red. The second review box contains the text 'Nobody doesn't like Sara Lee. Except Chuck Norris.' and its 'Helpful' button is highlighted in green. The third review box contains the text 'To Chuck Norris, everything contains a vulnerability.' and its 'Neither' button is highlighted in dark grey. A dark grey footer bar at the bottom of the screenshot contains the text: 'Here's an example of some of the reviews from an assignment a student submitted. You can choose individually if the reviews of your work were helpful, unhelpful, or neither.'

3. When you're done, click the **I'm all set, now take me to the results!** button below the final review box.

Results Phase

Finally, you'll land on the **Results** page, which allows you to see your rank in the class for the assignment. You will also see the class mean, median, and standard deviation of scores next to your rank.

This page is divided into two sections: **My Paper** and **My Rankings**.

- **My Paper:** This is a table that includes all of the ranks that your paper received. This is broken down by each student's class rank as a ranker, the strength of the batch your paper was in, and your paper's rank within that batch.

1 Confirm → 2 Rank & Review → 3 Respond → 4 Results

Your Results
6 your rank out of 19 | 74.4 Mean | 70.7 Median | 10.4 Standard Deviation

[My Paper](#) [My Rankings](#)
Your final score is subject to instructor adjustments. See Canvas for your final grade.

My Paper
This table includes all of the ranks your paper received. [Read comments again!](#)

Ranker	Ranker's Class Rank	Batch Strength	Your Paper Rank
Gold Standard	"1"	8.6	1
Student #1	5	11	2
Student #2	2	8	3
Student #3	16	10.8	3
Student #4	7	10.6	3
Student #5	9	8	4

The My Paper page will display attributes about the students that graded your submission, as well as the strength of their batches and where your paper ranked in the batches.

- **My Rankings:** This is a table that includes all of the papers you reviewed and ranked. This is broken down by each paper's overall paper rank within the class, the strength of the batch of papers it was in, and the rank you gave it.

Your Results
6 your rank out of 19 | 74.4 Mean | 70.7 Median | 10.4 Standard Deviation

[My Paper](#) [My Rankings](#)
Your final score is subject to instructor adjustments. See Canvas for your final grade.

My Rankings
This table includes each of the papers you ranked. Batch Strength: 8.8 | Reliability Score: 18

Paper Name	Rank Given	Overall Paper Rank	Reviewer Response
Anatolian Shepherd Dog	1	7	Pending Response
Fire-Bellied Toad	2	17	Pending Response
Australian Shepherd	3	3	Pending Response
Edible Frog	4	12	Pending Response
Field Spaniel	5	5	😊

The My Rankings section contains the papers you ranked, their class rank, the strength of the batches they were in, and the responses to your reviews. Responses that haven't been submitted yet are indicated by a smiling face.

And that's it! Any further questions about your results and how they were calculated can be directed to your teaching team.

Technical Problems?

Because of the way web browsers interact with web applications, sometimes data can become "stuck" or otherwise not function as expected. This happens sometimes in WHOOPPEE, as well.

The simplest way to resolve most technical issues is to perform the following steps:

- Refresh your web browser.
- Clear your browser's cache and/or cookies.
 - Click the link for your particular web browser for instructions (it will open in a new tab):
 - [Chrome](#) / [Firefox](#) / [Safari](#) / [Opera](#) / [Edge](#) / [Brave](#)
- Use a different web browser, since different web browsers can render pages in slightly different ways.
- Reboot your device, or use a different one. WHOOPPEE should cache your progress in the cloud, so you should be able to pick up where you left off.

Questions?

All app-related questions can be directed to your teaching team. Please contact [Wharton Computing](#) if you notice any technical issues not resolved by performing the steps in the previous section.

WHOOOPPEE (For Teaching Team Members)

Last Modified on 09/26/2023 9:19 am EDT

This article is suited for members of the associated course's teaching team, and explains the basics of using the WHOOOPPEE peer grading app from an administrative perspective. (If you're looking for the student experience, please [click here](#).)

Before you start:

You will need the following before you can use WHOOOPPEE:

- A laptop or desktop PC (tablets and mobile are not supported)
- An updated web browser
- A PDF Reader for PDF metadata inspection (Acrobat is recommended)

What is WHOOOPPEE?

WHOOOPPEE is the **Wh**arton **O**nline **O**rdinal **P**eer **P**erformance **E**valuation **E**ngine which allows students to anonymously submit, rank, and review assignments from their peers. The app from an administrative perspective operates through 4 phases: **Submissions**, **Rank & Review**, **Analytics**, and **Results**. Its basic workflow is:

1. **Submit Assignment.** Assignments are submitted through Canvas.
2. **Personally Identifiable Information (PII) Sanitation.** WHOOOPPEE anonymizes the submissions through metadata erasure, and assigns them random titles.
3. **Random Assignments.** WHOOOPPEE distributes to the student random batches of submissions from the student's peers.
 - The teaching team (consisting of the instructor and course TAs), at the instructor's discretion, will receive **Gold Standard** batches. This will be subsequently discussed.
4. **Student Review of Peers.** Student reviews the peer submissions, comments on them and ranks them in order of strength.
5. **Peer Comments Available.** Once the student has reviewed their peers' submissions, the student's own submission, with peer comments, becomes available to review.
6. **Results.** WHOOOPPEE displays the results of the assignment (including the student's grade).

WHOOOPPEE also provides some helpful context in addition to the grade of the submission itself. Examples include:

- The strength of the **batch** that the submission was in
- The strength of **each reviewer based on the rank that reviewer's submission received** (where the Gold Standard would be ranked equivalently to the top student's)
- The strength of **the student's own ranking of 5 submissions** (where mis-rankings will likely negatively affect the student's own ranking).
- **Peer responses** to the students' reviews of their submissions, to help indicate if the reviews were helpful or not.

All of this combined helps determine the grade for the assignment.

What is the Teaching Console, and What Does It Let Me Do?

The Teaching Console is a dashboard available for teaching team members that allows for easy viewing of students' progress during the WHOOPPEE process. It will change slightly based on the current phase, but much of the functionality is similar from phase to phase.

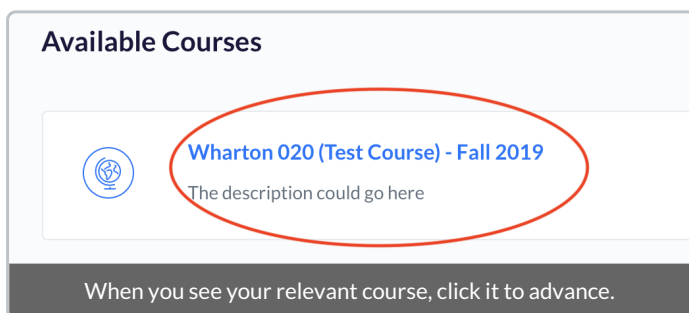
- **At-a-glance reporting** for student status, with filtering:
 - **Submissions Phase**
 - Students with successful submissions
 - Students that have not submitted yet
 - Students that have submitted, but have an anonymity check (PII) failure
 - This shouldn't be an issue, but if there is one, feel free to escalate to Wharton Computing's **WHOOPPEE Support**.
 - **Rank and Review Phase**
 - Reviews not started
 - Reviews partially completed
 - Concerns reported from a student on submissions they're reviewing (this is usually something along the lines of "I can tell who wrote this paper")
- **Singular or bulk actions** on students, including:
 - Reminding of student to complete assignment (as an editable template) from the app
 - Warning of student to anonymize submission (as an editable template) from the app
 - Singular or bulk e-mailing (no template) from the app
 - Immediate PII concern status clearing, to allow affected students to advance to the Rank and Review phase
 - This should be used for those cases where there is a **false positive** flag of a submission having non-anonymous information, and the teaching team can verify the submission as valid
 - As above, this shouldn't be an issue. But please report to **WHOOPPEE Support** if you need.
- **Report** downloads using CSV (comma-separated-value) files, for further manipulation in Excel or other spreadsheet software
- **Student Submission** downloads, individually
- **Removal/Deletion** of assignment (in case the assignment needs to be set up again)
- **Emulation of student experience**, similar to Canvas' emulation feature

Step-by-Step Guide

Here is an example of someone with administrative privileges going through an assignment with WHOOPPEE.

Intro: Courses and Assignments

1. Log into the WHOOPPEE app through the link provided in the assignment. You will then see the **Courses** page, which provides a list of courses.




2. Click on your course to advance to the **Assignments** page.
3. On the **Assignments** page, you'll see a list of **Linked** (assignments set up for WHOOPPEE) and **Unlinked** assignments, as well as their due dates and the current Status (or **phase**) that WHOOPPEE is in. Click the

assignment that's relevant to you to advance to the **Submissions Dashboard**.





< Back to Courses

Wharton 020 (Test Course) - Fall 2019

Linked ← **Set up for WHOOPPEE**

Assignment	Due Date	Status
 Test Assignment #1 Click the assignment you're administering to advance!	4/30/2020 11:59:59 PM	Submissions

Unlinked ← **Not set up for WHOOPPEE**

Assignment	Due Date	Status
 Final Exam	12/1/2019 11:59:59 PM	Not Setup
 Test Assignment #1 (For Whopper)	8/31/2019 11:59:59 PM	Not Setup
 Group Signup	9/24/2019 11:59:59 PM	Not Setup
 Project	10/1/2019 11:59:59 PM	Not Setup

Be sure to check the **Linked** portion and click the assignment; **Unlinked** ones are not set up for WHOOPPEE.
















Submissions Dashboard

1. On the **Submissions Dashboard**, you'll see all of the students' names, IDs, submission titles, submission date/time, the current submission status, and a link to download the submissions.

Delete the assignment
Adjust the end date/time of the current phase
Active Refresh toggle button: Click this to have the page auto-refresh!
Advance to the next phase → [To Analytics](#) [Download Selected File](#)
Download data as CSV; select all to download the whole dashboard!

Manual refresh button
Take bulk actions here
Filter students by status here

Refresh All Students Actions Search

NAME	ID	TITLE	SUBMITTED	STATUS	LAST CONTACT DATE	DOWNLOAD
<input type="checkbox"/> Desdemona Test221	5594013	Mole	2/14/2020 8:19:38 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Ernest Test222	5594014	Edible Frog	2/14/2020 8:18:42 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Fern Test223	5594015	Bloodhound	2/14/2020 8:17:09 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Gustave Test224	5594016	Field Spaniel	2/14/2020 8:16:23 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Heinrich Test225	5594017	Anatolian Shepherd Dog	2/14/2020 8:15:51 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Ishtar Test226	5594018	Spixes Macaw	2/14/2020 8:15:16 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Jimmer Test227	5594019	Hummingbird	2/14/2020 8:14:43 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Kali Test228	5594020	Tuatara	2/14/2020 8:14:02 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Lavinia Test229	5594021	Pig	2/14/2020 8:13:23 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Merlina Test230	5594022	American Coonhound	1/16/2020 3:28:35 PM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Nero Test231	5594023	Border Terrier	1/16/2020 3:30:00 PM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Odin Test232	5594024	Deutsche Bracke	2/24/2020 7:46:05 AM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Penelope Test233	5594025	Sparrow	1/16/2020 3:31:33 PM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Quinta Test234	5594026	Fire-Bellied Toad	1/16/2020 3:32:33 PM	Ranked: 5/5 Commented: 5/5	N/A	
<input type="checkbox"/> Raven Test235	5594027	Catfish	1/16/2020 3:34:37 PM	Ranked: 5/5 Commented: 5/5	N/A	

The Submission Dashboard. There are many tools available on each of the dashboards.

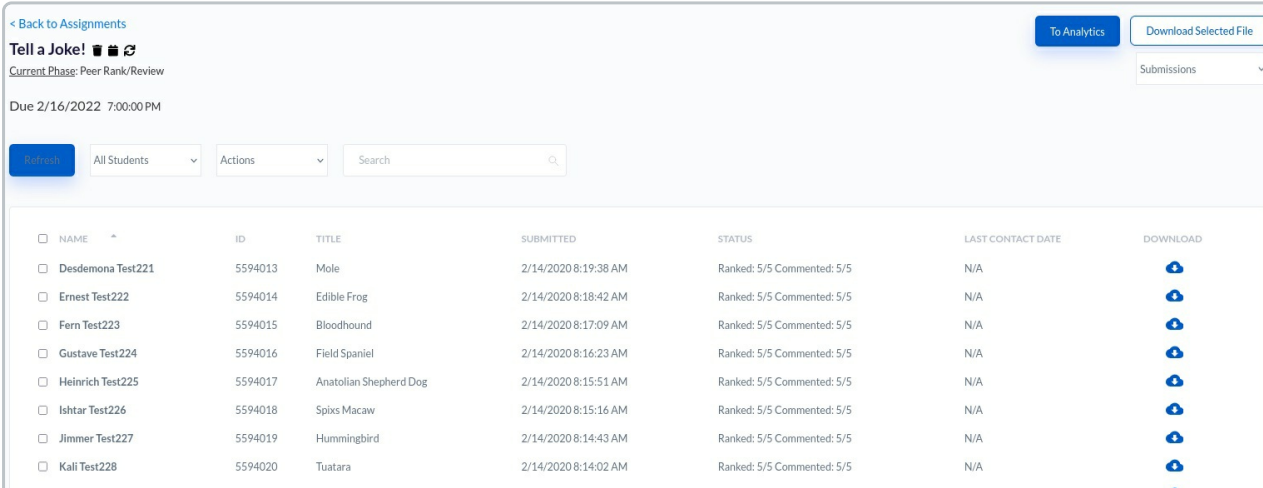
- o Other features to take note of, as outlined above in the screenshot:
 - The **Trash Can** icon next to the assignment name will **delete the assignment** completely. **Please**

make absolutely sure you want to delete the assignment before clicking it; you'll be asked to confirm, just in case you clicked it by accident. The assignment will then be removed and will have to be recreated; **it cannot be retrieved.**

- The Active Refresh button (the circular arrows) allow the data to refresh every minute.
 - You can also use the blue **Refresh** button below it to reload the data manually without having to refresh your entire browser window.
 - The **All Students** and **Actions** drop-down menus allow you to filter students and execute actions on the selected students (respectively).
 - The **check marks** next to the name allow you to select individual students. Check the box next to the **Name** column to select all students.
 - For example, you could select the student with the **PII Check Failed** using the check mark box, then click **Actions > Clear Concern** to remove that flag from their status.
 - The **download buttons** (the blue clouds with the arrows) enable you to download individual submissions.
 - If you plan on manipulating this data table in Excel, you can select all of the students using the check box in the top left and use the **Download Selected File** button to get all of the information you see on screen as a CSV file.
2. Once you've confirmed all expected students have submitted, you can click the **To Peer Review/Rank** button to close the **Submissions** phase. This will advance WHOOPPEE to the **Rank and Review** phase, and the students will automatically see the page change.

Rank and Review Dashboard

The **Rank and Review Dashboard** is very similar in view to the **Submissions Dashboard**. It is also searchable, filterable, and able to perform bulk actions. You can also download all the data as a CSV file, as with the Submissions phase.



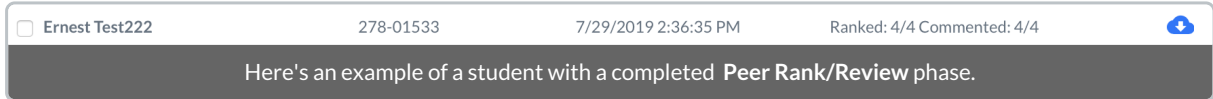
The Peer Rank/Review Dashboard will appear when you advance the phase to **Peer Rank/Review**.

As with the **Submissions** phase, you can easily see the status of the students. The main status categories will be:

- **Reviews Not Started:** The student hasn't started the rank/review process yet.
- **Partially Reviewed:** The student started, but hasn't finished, the rank/review process.
- **Concern Reported:** The student in question has submitted a concern about one (or more) submissions within the batch they've received; the usual case is that there's something within the submission that could potentially identify the student that wrote it.
 - You should reach out to the student to get more info about the concern and escalate to the faculty

member for further guidance if necessary. Once you're satisfied, you can check the box next to the student and click **Clear Concern** under the **Actions** menu. The student's status will revert to the **Ranked X/X Commented X/X** status (if they're mid-ranking and review).

- **Ranked X/X Commented X/X**: This should indicate the student has completed the Rank and Review phase, where X is the number of submissions in the batch. The usual number will be 4 or 5 per batch, so it should look something like the example below.



Note: There is no need for students to rank and review all submissions in one sitting. The student can easily review one and come back to review others later.

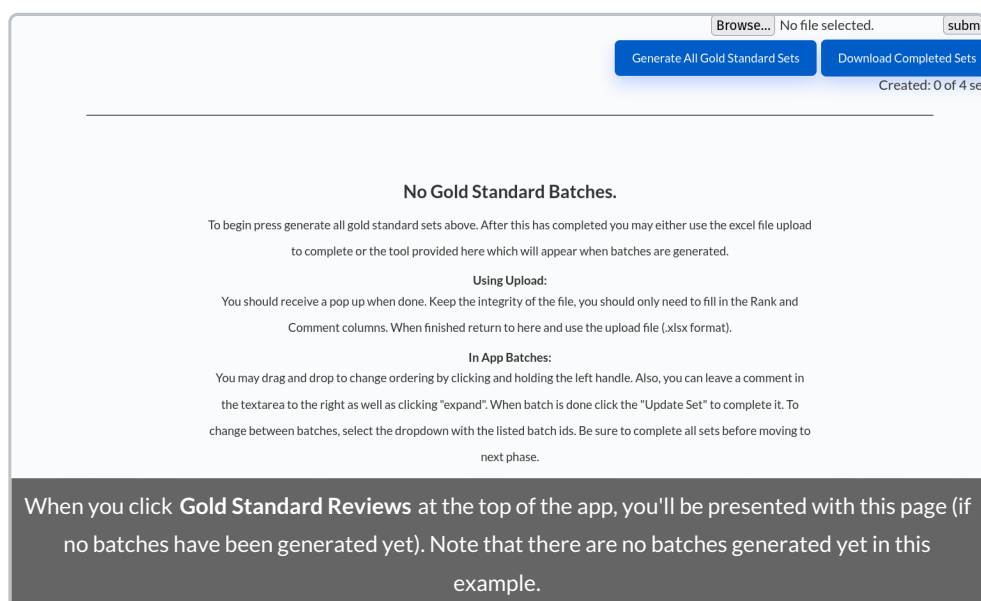
When all students have completed the **Rank and Review** phase (all statuses should say **Ranked X/X Commented X/X**), you can click the **Run Algorithm** button at the top to advance to the **Algorithm** phase.

Gold Standard Reviews

Gold Standard Reviews are ranks/reviews conducted by the teaching team. Use the following steps to generate Gold Standard batches for review.

1. Click **Gold Standard Reviews** at the top of the WHOOPPEE app.
2. Click **Generate All Gold Standard Sets** to begin the process.
3. Once the sets are generated, you have one of two options:
 1. Use the **Excel File Upload Tool** above the blue buttons (**Generate All Gold Standard Sets** and **Download Completed Sets**) to upload your batches downloaded from WHOOPPEE.
 2. Use the **In-App Batches Tool** on the page to update your sets from WHOOPPEE itself. This tool will appear once the batches are generated. This method excludes Excel completely.

We will cover both methods below. For now, you will see this page, which has abbreviated versions of the instructions below.



Using the Excel File Upload Tool

To use the **Excel File Upload Tool**:

1. Click **Download Completed Sets** to download the batches.
2. Open Excel and fill in the **Rank** and **Comment** sections. You shouldn't need to fill in any other fields; this keeps the integrity of the file intact.
3. When completed, return to the **Gold Standard Reviews** page, click **Browse** to select your file, then click **Submit** to upload the batch.
 - Be sure the file is in **.xlsx** format.
4. Repeat this process until all batches are completed. **Be sure to complete all sets before moving to the next phase.**

Using the In-App Batches Tool

To use the **In-App Batches Tool**:

1. Click and hold the left handle to drag and drop each submission and order them from highest to lowest rank (top to bottom, respectively).
2. You can leave a review by clicking **Expand** and filling your review in the text box on the right that appears.
3. When your batch is done, click **Update Set** to complete it.
4. To switch between batches, select the drop-down menu with the listed Batch IDs.
 - **Be sure to complete all sets before moving to the next phase.**

Here's an overview of what the page looks like, with some instructions embedded. Use the purple instructions for Excel rank and review, and the orange instructions for WHOOPPEE rank and review. Both will provide the same data; it's just a matter of personal preference.

The screenshot shows the WHOOPPEE Gold Standard Reviews page. At the top, there are navigation tabs: Courses, Assignments, Participants, and Gold Standard Reviews. Below the tabs is a progress indicator with four steps: Confirm, Rank & Review, Respond, and Results. The main content area features a table of submissions. Each row includes a 'Paper Title', 'Author', 'Rank', and 'Download' link. To the right of each row is an 'Expand' button and a 'Gold Standard Reviewed' text box. Below the table is an 'Update Set' button. At the top right, there are two buttons: 'Generate All Gold Standard Sets' and 'Download Completed Sets'. The 'Download Completed Sets' button has a tooltip that says 'Created: 4 of 4 sets'. There are several annotations with arrows pointing to specific elements: 1. A red arrow points to the 'Gold Standard Reviews' tab with the text '1. Click this button to access this page!'. 2. A blue arrow points to the 'Generate All Gold Standard Sets' button with the text '2. Click here to create the Gold Standard Sets, then follow steps 3a-3c for Excel rank/review or steps 4a-4e for WHOOPPEE rank/review'. 3. A purple arrow points to the 'Download Completed Sets' button with the text '3a. If using the Excel tool, click this button to get the Excel file of the batch'. 4. A purple arrow points to the 'Submit' button in the 'Upload Gold Standard Input Excel File Below' section with the text '3b. Once you've finished ranking and reviewing the submissions, click here to select your file...'. 5. A purple arrow points to the 'Submit' button in the 'Upload Gold Standard Input Excel File Below' section with the text '3c. Then click here to submit!'. 6. An orange arrow points to the 'Update Set' button with the text '4d. Click this button when you're done with your batch'. 7. An orange arrow points to the 'Expand' button of the first submission with the text '4a. If using WHOOPPEE to rank and review the submissions, the batches will appear here'. 8. An orange arrow points to the 'Expand' button of the first submission with the text '4b. Drag and drop your rankings by clicking and holding these fields'. 9. An orange arrow points to the 'Gold Standard Reviewed' text box of the first submission with the text '4c. Enter in your reviews in these fields'. 10. An orange arrow points to the 'Update Set' button with the text '4e. Switch batches here, and make sure every batch has ranks and reviews before transitioning phases!'. The status 'Completed' is shown in green. At the bottom, a dark grey banner contains the text: 'The Gold Standard Reviews page lets you rank and review submissions in two ways.'

Analytics Phase

The Analytics phase uploads the submissions to AWS and runs the WHOOPPEE algorithm. This calculates the final scores for the students.

Once the algorithm is complete, you will receive a notification e-mail. You can then click **To Display Results** to transition to the last phase, the **Results** phase.

- Contingent on how many students are in the course, the WHOOPPEE algorithm can take anywhere from a few minutes to a few hours to run completely. If you are unsure of the algorithm's status, please feel free to reach out to **Wharton Computing staff** and they will verify it.

Faculty Adjustments / Confirmation Dashboard

The faculty **Adjustments / Confirmation Dashboard** allows the instructor to view student scores and make immediate adjustments to scores before moving to the Result Dashboard where students are then notified that scores are ready.

- Once a score has been manually updated you will be presented with the **(Save)** option to accept changes.
- To update scores in bulk download the **Results Data** file make your updates in score column and re-upload in **.csv** format. Once accepted you can choose **(Save)** to complete the task.

WHOOPPEE Courses Assignments **Participants** Gold Standard Reviews

< Back to Assignments

Tell a Joke! - Review & Final

Current Phase: Faculty Adjustments / Confirmation

Due 12/31/2023 7:00:00 PM

Refresh All Students Actions Search Upload Scores

* Download the Results Data file from above make your updates in score column and reupload here in .csv format!

NAME	TITLE	PENNKEY	SCORE	NEW RANK	SAVED RANK
Desdemona Test221	White Tiger	g0204059	74.5	0	6
Ernest Test222	Lizard	g0204060	68.8	0	12
Fern Test223	Humboldt Penguin	g0204061	68.2	0	13
Gustave Test224	Guinea Pig	g0204062	76.8	0	5
Heinrich Test225	Jaguar	g0204063	73.1	0	7
Ishtar Test226	Horn Shark	g0204064	67.2	0	17
Jimmer Test227	Sparrow	g0204065	100	0	1
Kali Test228	Grey Seal	g0204066	100	0	1
Lavinia Test229	Sea Otter	g0204067	70.8	0	8
Merlina Test230	Gharial	g0204068	67.2	0	17
Nero Test231	Spix's Macaw	g0204069	68	0	14
Odin Test232	Leopard Tortoise	g0204070	70.8	0	8

Adjustments / Confirmation Dashboard allows the instructor to view student scores and make adjustments to scores.

Results Dashboard

In the **Results** phase, no action is required from a student-monitoring perspective, since the WHOOPPEE run is completed at this final phase. Students' statuses should all be marked as **Success**, aside from those that did not submit before the due date. The results can then be downloaded as a CSV file and viewed by the teaching team to verify the results and provide a more granular perspective.

See the example listed below (note that the Paper Author ID will be populated with the students' anonymous ID):

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Paper Title	Paper Author	Paper Author ID	Score	Score Rank	W Field	Borda Score	Borda Rank	Ignored	Created	Modified		
2	142-33154	Desdemona Test221	XXXXXX	70.1	10	0.0726112	52.03	19	0	2019-12-09	2019-12-09 16:04:35.052000+00:00		
3	239-47096	Ernest Test222	XXXXXX	67.3	17	0.01080226	82.28	4	0	2019-12-09	2019-12-09 16:04:35.909000+00:00		
4	049-46056	Fern Test223	XXXXXX	68.1	15	0.02808774	74.56	10	0	2019-12-09	2019-12-09 16:04:36.846000+00:00		
5	255-41736	Gustave Test224	XXXXXX	69.7	12	0.06459763	78.42	9	0	2019-12-09	2019-12-09 16:04:37.638000+00:00		
6	228-70155	Heinrich Test225	XXXXXX	66.9	19	0.00E+00	78.42	6	0	2019-12-09	2019-12-09 16:04:40.017000+00:00		
7	294-02057	Ishtar Test226	XXXXXX	72.5	5	0.12940795	70.7	13	0	2019-12-09	2019-12-09 16:04:40.033000+00:00		
8	163-60531	Jimmer Test227	XXXXXX	71.8	7	0.11331297	62.97	17	1	2019-12-09	2019-12-09 16:04:40.844000+00:00		
9	232-88582	Kali Test228	XXXXXX	70.6	8	0.08498126	82.28	5	0	2019-12-09	2019-12-09 16:04:41.664000+00:00		
10	023-91265	Lavinia Test229	XXXXXX	69.9	11	0.06870683	70.7	12	0	2019-12-09	2019-12-09 16:04:42.487000+00:00		
11	294-38274	Merlina Test230	XXXXXX	70.6	9	0.08472493	100	1	0	2019-12-09	2019-12-09 16:04:43.342000+00:00		
12	187-07728	Nero Test231	XXXXXX	66.9	18	0.00E+00	55.25	18	0	2019-12-09	2019-12-09 16:04:44.174000+00:00		
13	142-13116	Odin Test232	XXXXXX	67.4	16	0.01257404	86.15	3	0	2019-12-09	2019-12-09 16:04:44.996000+00:00		
14	066-61121	Penelope Test233	XXXXXX	68.9	14	0.04684372	74.56	11	0	2019-12-09	2019-12-09 16:04:45.836000+00:00		
15	275-65431	Quinta Test234	XXXXXX	69	13	0.04941836	78.42	8	0	2019-12-09	2019-12-09 16:04:46.625000+00:00		
16	018-51728	Raven Test235	XXXXXX	72.1	6	0.1193343	66.84	16	1	2019-12-09	2019-12-09 16:04:47.450000+00:00		
17	248-01226	Shveta Test236	XXXXXX	100	1	1	70.7	14	0	2019-12-09	2019-12-09 16:04:49.131000+00:00		
18	215-58365	Templeton Test237	XXXXXX	86	4	0.43528418	78.42	7	0	2019-12-09	2019-12-09 16:04:49.942000+00:00		
19	107-52162	Ursula Test238	XXXXXX	90.3	3	0.53334484	66.84	15	0	2019-12-09	2019-12-09 16:04:50.791000+00:00		
20	268-41649	Valkyrie Test239	XXXXXX	96.2	2	0.66721537	93.87	2	0	2019-12-09	2019-12-09 16:04:51.652000+00:00		

This CSV file contains a more granular view of the final results, to help explain how the final scores are calculated.

Technical Problems?

Because of the way web browsers interact with web applications, sometimes data can become "stuck" or otherwise not function as expected. This happens sometimes in WHOOPPEE, as well.

The simplest way to resolve most technical issues is to perform the following steps:

- Refresh your web browser.
- Clear your browser's cache and/or cookies.
 - Click the link for your particular web browser for instructions (it will open in a new tab):
 - [Chrome](#) / [Firefox](#) / [Safari](#) / [Opera](#) / [Edge](#) / [Brave](#)
- Attempt to use a **different web browser**, since different web browsers can render pages in slightly different ways.
- **Reboot** your device, or use a different one. WHOOPPEE should cache your progress in the cloud, so you should be able to pick up where you left off.

Troubleshooting

Questions?

Please contact [Wharton Computing](#) if you notice any technical issues not resolved by performing the steps in the previous section.

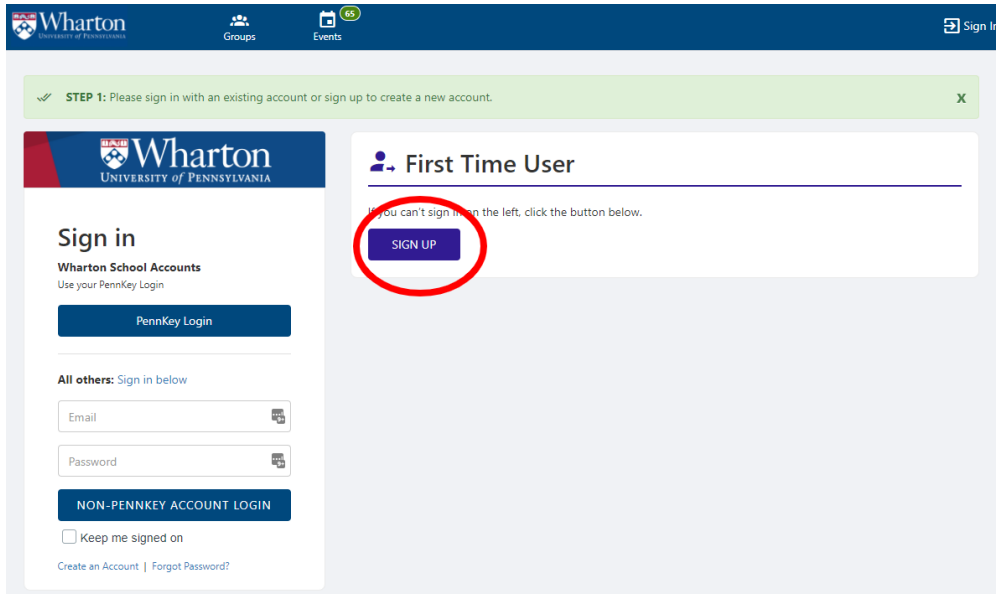
Admitted MBAs: Financial Aid Appointments

Last Modified on 11/07/2022 11:56 am EST

This is the method for newly admitted MBA applicants to schedule a virtual appointment with the MBA Financial Aid Office through CampusGroups Connection Programs.

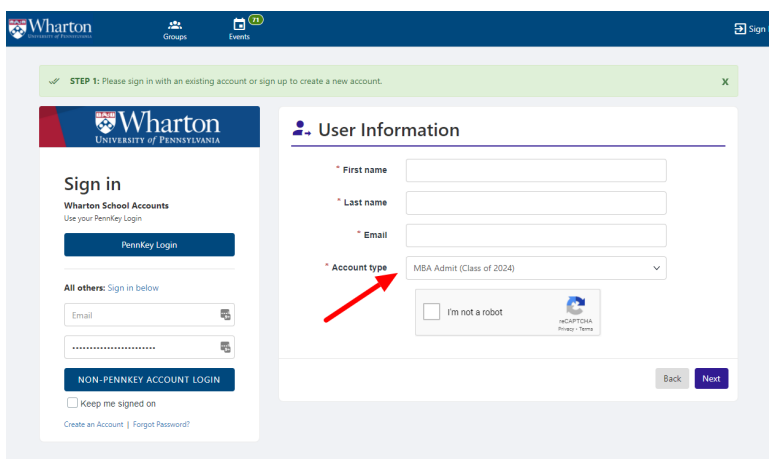
Creating an Account & Scheduling an Appointment

1. Go to CampusGroups at: <https://groups.wharton.upenn.edu/meetings/m50/book> and click on **Sign Up**. Do not use your PennKey to log in to CampusGroups until you have arrived on campus in August.



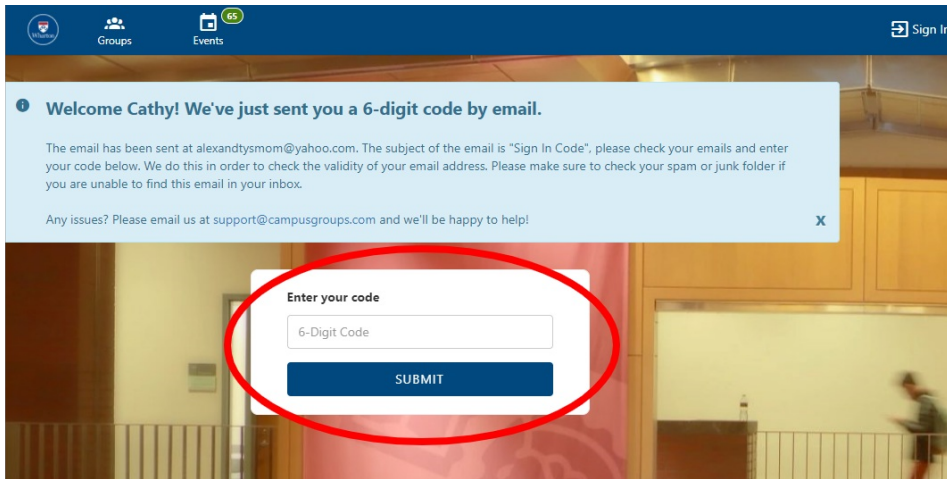
The screenshot shows the Wharton University of Pennsylvania website interface. At the top, there is a navigation bar with the Wharton logo, 'Groups', 'Events', and 'Sign In' links. Below the navigation bar, a green banner reads 'STEP 1: Please sign in with an existing account or sign up to create a new account.' The main content area is titled 'First Time User' and includes a message: 'If you can't sign in on the left, click the button below.' A red circle highlights a purple 'SIGN UP' button. To the left of this button is a 'Sign in' section with 'Wharton School Accounts' and 'Use your PennKey Login' options, including a 'PennKey Login' button and input fields for 'Email' and 'Password'. Below this is a 'NON-PENKEY ACCOUNT LOGIN' section with a 'Keep me signed on' checkbox and links for 'Create an Account' and 'Forgot Password?'.

2. Under User Information, enter your **First Name**, **Last Name**, and the **email address** used on your Wharton application, then select **MBA Admit (Class of 2024)** from the Account type dropdown.

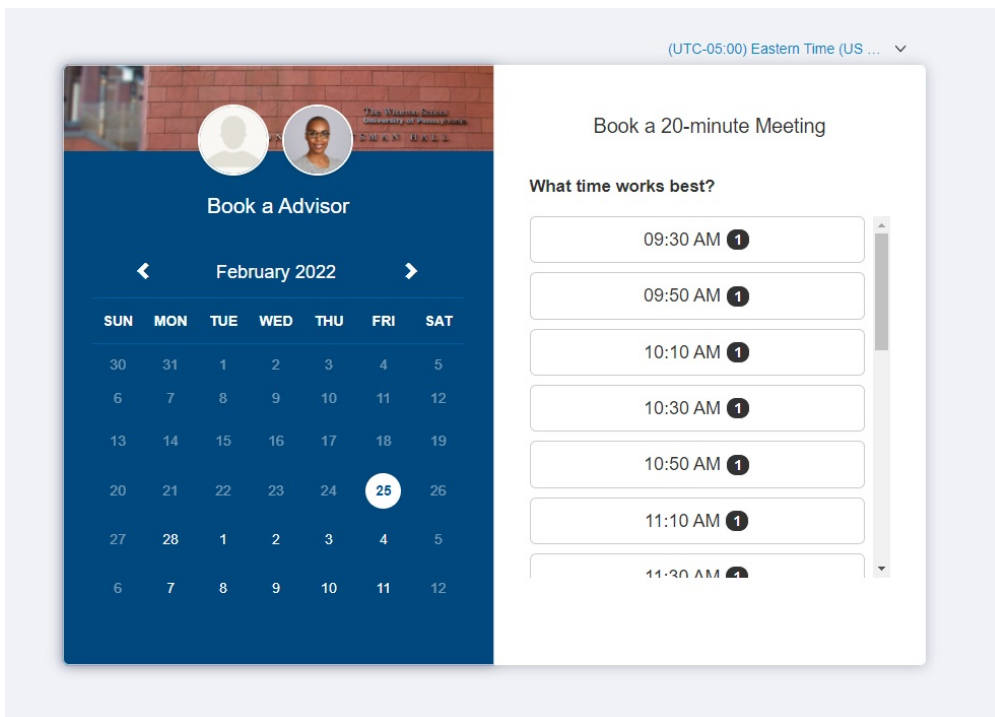


The screenshot shows the 'User Information' form on the Wharton website. The form includes input fields for 'First name', 'Last name', and 'Email'. Below these is a dropdown menu for 'Account type' with 'MBA Admit (Class of 2024)' selected. A red arrow points to this dropdown menu. There is also a checkbox for 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form are 'Back' and 'Next' buttons. The left sidebar is identical to the previous screenshot, showing the 'Sign in' and 'NON-PENKEY ACCOUNT LOGIN' options.

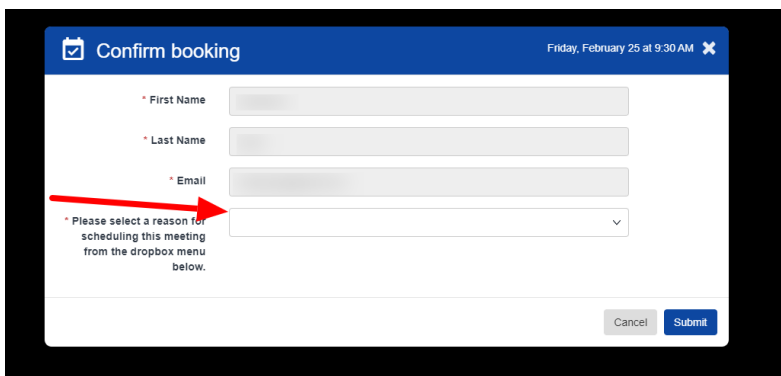
3. After entering your information and checking the reCAPTCHA, click **Next**.
4. You will be sent a 6-digit code by email. **Enter the code** to log in.



5. Select the **date** and **time** for your 20-minute virtual meeting with an MBA Financial Aid Office advisor. Then confirm your host (this is the advisor you will meet).



6. Select your **reason for scheduling** from the dropdown and **click Submit**. An email confirmation of your appointment with the meeting link, date, and time of your appointment will be sent to you.



Efficiency Tip: To return to CampusGroups to view your appointment, before logging out of CampusGroups

or closing the appointment window, set your password at https://groups.wharton.upenn.edu/student_password.

If you return to CampusGroups and did not set a password previously, click **Forgot Password** above the Non-PennKey account login button at <https://groups.wharton.upenn.edu/>, and you will be emailed a link to set your password.

Questions?

Email: support@campusgroups.com

CampusGroups Connection Programs - Appointment scheduling (for UGR Students)

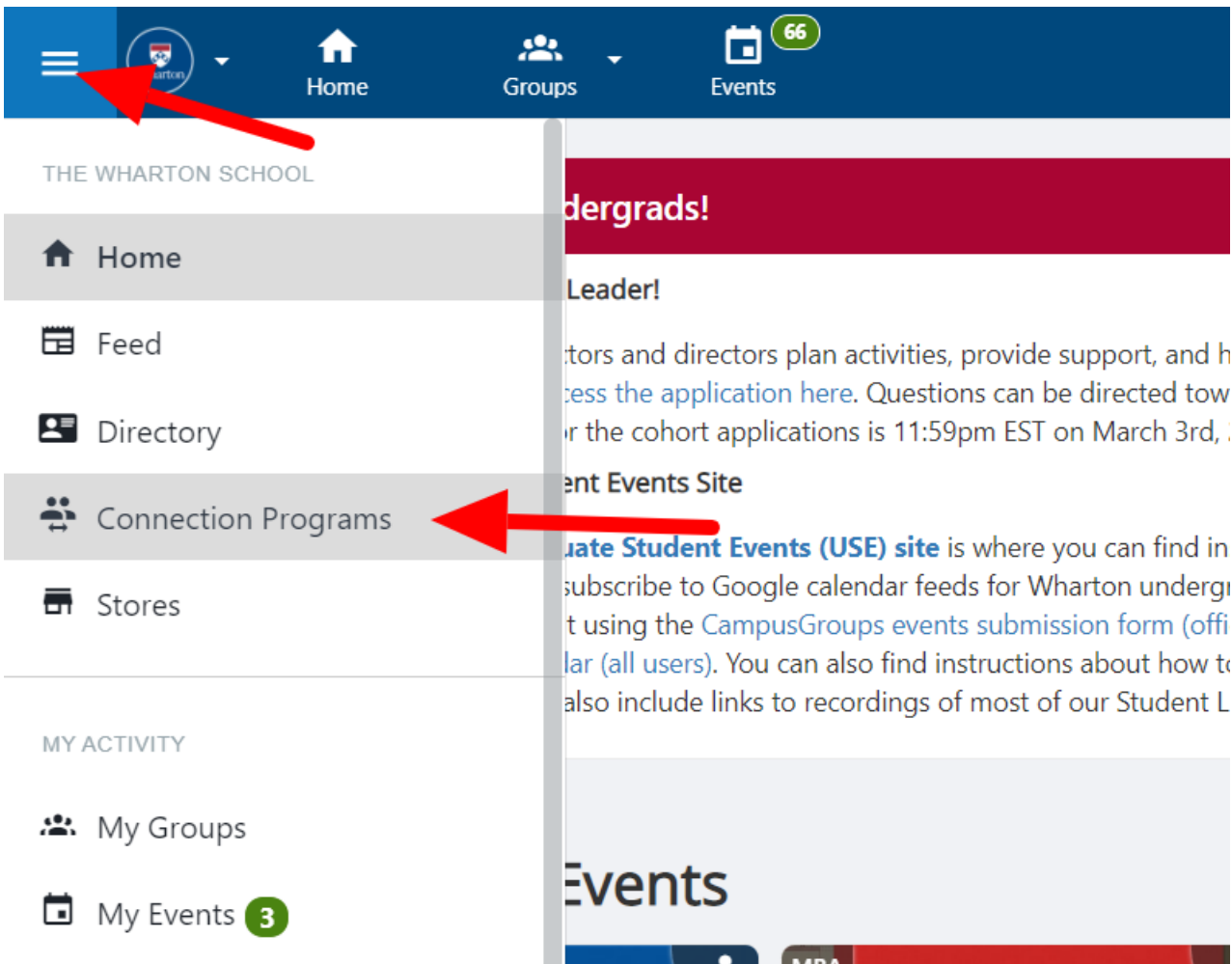
Last Modified on 05/11/2023 1:39 pm EDT

Appointments for Wharton Undergraduate advising have transitioned to CampusGroups, in their "Connection Programs" module.

1. Go to <https://groups.wharton.upenn.edu/> and log in with your Pennkey. (Do not create a new account -- it won't work.)

The screenshot shows the Wharton University of Pennsylvania CampusGroups interface. At the top, there is a navigation bar with the Wharton logo, "Groups", and "Events 66". Below this is a yellow information box titled "Login instructions for Wharton:" with three paragraphs of text. The main content area features three event cards: "Food Club X Wine Club Kick-Off: Takeover @ La Chinesca", "Food Club x Wine Club Kick-Off: Takeover @ La Chinesca", and "WCF Weekly Bible Study". To the right is a sign-in section with a red circle around the "PennKey Login" button. Below the sign-in section are fields for "Email" and "Password", a "Non-Pennkey account login" button, and a "Keep me logged on" checkbox. At the bottom left, there is a "CALENDAR" section for "SEP 2021" and a "NEWS" section with a headline "[WHAMBAA] - Join the Wharton Hispanic American MBA Association!".

2. Click the "hamburger icon" (the three horizontal stripes) to open the left-hand menu, and select "Connection Programs."



3. Select the advising program.

The screenshot shows the 'My Connection Programs' interface. At the top, there is a navigation bar with icons for Home, Groups, and Events (with a '66' notification badge). Below the navigation bar is the title 'My Connection Programs' with a group icon. A search bar labeled 'Search Programs' is located below the title. The main content area displays two program listings:

- 3 Undergraduate Academic Advising (In-person)** (indicated by a red arrow)
 - Group: Wharton Undergraduate Division
 - Admin: Liz Sutton
 - Created on Jun 24, 2021
 - Welcome to Wharton Undergraduate In-person advising! Appointment availability is released each Friday for the following week. In-person appointments are limited due to COVID-19 - if you cannot find an in-person appointment with your advisor, please check the remote undergraduate advising schedule.
 - If you have scheduled an in-person appointment, please report to the front desk of SHDH 1400 5 minutes before your appointment start time. When you arrive, you will be expected to show your green pass. We look forward to seeing you!
 - 9 Advisors
 - 250 Students
- 4 Undergraduate Academic Advising (Remote)**
 - Group: Wharton Undergraduate Division
 - Admin: Liz Sutton
 - Created on Jun 24, 2021
 - Welcome to Wharton Undergraduate Remote advising! Appointment availability is released each Friday for the following week. You will receive a unique Zoom link and calendar invitation once you make an appointment. We look forward to seeing you!
 - 9 Advisors
 - 282 Students

4. Find your advisor, and click the "Book" button.

Wharton UNIVERSITY OF PENNSYLVANIA







Home Groups Events

Welcome to Wharton Undergraduate In-person advising! Appointment availability is released each Friday for the following week. In-person appointments are limited due to COVID-19 - if you cannot find an in-person appointment with your advisor, please check the remote undergraduate advising schedule.

If you have scheduled an in-person appointment, please report to the front desk of SHDH 1400 5 minutes before your appointment start time. When you arrive, you will be expected to show your green pass. We look forward to seeing you!

Undergraduate Academic Advising (In-person) (9)

Search Advisors - Account Type - Year Grad. - Available From To Badges Last Updated

 <p>Hillary Wiesel Staff Joined on Wed, Jul 7 Last updated on Mon, Sep 20</p>	<p>2 Upcoming Appointments</p> <p>60 Past Appointments</p> <p>Bio Academic advisor for the Dollar & Yuan (last names M-Z) cohorts! I also advise for Wharton study abroad programs in Great Britain (...)</p>	<p>Availability</p> <ul style="list-style-type: none"> Tuesday: 09:30 AM - 03:00 PM Wednesday: 11:00 AM - 03:00 PM Thursday: 09:30 AM - 03:30 PM 	<p> Book  Message</p>
 <p>Mei Long Staff Joined on Wed, Jul 7 Last updated on Thu, Aug 26</p>	<p>1 Upcoming Appointments</p> <p>23 Past Appointments</p> <p>Bio - Advisor for the Yen Cohort and Rupee Cohort (last name M-Z). - Advisor for Wharton study abroad programs in Asia...</p>	<p>Availability</p> <ul style="list-style-type: none"> Monday: 10:00 AM - 04:00 PM Tuesday: 02:30 PM - 04:30 PM Wednesday: 10:00 AM - 04:30 PM 	<p> Book  Message</p>

5. A calendar will appear. Days with availability will be highlighted. Select a date, then an available time slot.

The screenshot shows a user interface for booking an appointment. The left side features a calendar for September 2021 with the date 23 highlighted. The right side shows a list of available times for a 30-minute appointment, with 01:00 PM selected. A red arrow indicates the selection of the 23rd and the 01:00 PM slot.

Book a 30-minute Appointment

What time works best?

- 09:30 AM
- 10:30 AM
- 11:00 AM
- 11:30 AM
- 01:00 PM**
- 02:00 PM
- 02:30 PM

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

6. Fill out the form and click "Submit."



Confirm booking

Thursday, September 23 at 1:00 PM ✕

* First Name

Mike

* Last Name

Test (UGR22)

* Email

* Appointment Reasons
(check all that apply)
<required>:

- Long-Term Planning (beyond next semester)
- Concentration Declaration
- Submatriculation - Law
- Course Registration
- General Check-in
- Study Abroad - Great Britain & Ireland
- Other (describe in comments below)

* Tell me more about what
you hope to discuss during
our appointment
<required>:










Cancel

Submit

7. An email confirmation will be sent to you. If you've connected your personal calendar to your CampusGroups account, the appointment will also be added there automatically.

8. You can find your upcoming appointments by selecting the "My Meetings" option in the left-hand menu. **If you need to cancel your appointment, you can do so from here.**

MY ACTIVITY

-  My Groups
-  My Events **3**
-  My Meetings **1** 
-  My Checklists
-  My Involvement >
-  My Surveys/Forms
-  My Workflows
-  More >

List of Custom Applications

Last Modified on 06/21/2023 2:57 pm EDT

The 502 Gateway error issue has been resolved, and the below applications should be fully functional with one exception: Life@Wharton. We continue to troubleshoot Life@Wharton.

Wharton Computing Updates are posted to status.wharton.upenn.edu.

- Admin Tools
- Attendance
- Authentication (e.g. for Wordpress Apps)
- Calculator
- Checklists
- Closerlook
- Course Admin Tools
- Course Match
- Course Scheduler Tools
- Cvent Sync
- Event Checkin
- Faculty Reporting
- HRData
- IAM Applications
- Instruction Center
- Life@Wharton
- Mailing List
- MBACM Admin Tools
- GSR
- Payments
- Queues
- Reports
- Research_IT
- Room Request
- Shoutouts/Gratitude
- Spaces
- Speaker Request
- Student Tools
- Syllabi
- UGR Admin Tools
- Waivers
- Walkin
- Webinar Series
- Wharton Alumni Map
- Wharton Behavior Lab Admin
- WHOOPPEE
- WHQualtrics
- Windows Research Portal
- Wire
- WISP API

Class Recording Permissions (For Students)

Last Modified on 08/20/2024 3:48 pm EDT

Wharton's Class Recording Permissions app allows you to view and submit video access requests for particular course dates in [Canvas](#).

Although you access the Class Recording Permissions app through Canvas, it is a separate service. The app can be used from within Canvas on desktop or on mobile devices (smartphones, tablets) via the Canvas app.

Before You Start

Using the Class Recording Permissions app requires:

- Being enrolled for more than one business day in a class that is using the Class Recording Permissions app. Check with your professor for more information on their policies around the use of this tool in your class.
- A working PennKey and password.
- The Canvas Mobile app is not required but recommended ([Apple](#) | [Android](#)).

Class Recording Permissions Access

This feature may or may not be enabled for your class.

Professors can enable different levels of access around Class Recording Permissions, which determines whether you will have access to view and submit permission requests.

To view the application's availability for your course:

To View Access to Class Recording Permissions:

For step-by-step instructions,

Viewing Class Recording Permission Requests

Viewing your Class Recording Permission requests gives you a quick way to check on the request's status. You can still view your current permission requests if a course is set to Restricted Access to Recordings (see above).

This feature may or may not be enabled for your class.

To View Class Recording Permission Requests:

For step-by-step instructions,

Submitting New Class Recording Permission Requests

When the Class Recording Permission app is enabled, you can submit one or more requests for class recordings on specific class meeting dates for a given section.

Requests can be submitted for past, current, and future meeting dates for your classes, e.g. if you plan on being absent.

This feature may or may not be enabled for your class.

To Submit New Class Recording Permission Requests:

For step-by-step instructions,

Troubleshooting

When I try to use the Class Recording Permissions app for my class, I get an error saying, "We were unable to determine your Canvas identity. Please reload and try again."

You must be enrolled in a course for more than one business day to view or request Class Recording Permissions requests. If you enrolled in a class on the same day you try to use the app, you will receive the above error. Try again on the next business day, and you should no longer encounter this error.

Questions?

Contact [Student Support](#) for help.

Class Recording Permissions (For Faculty)

Last Modified on 08/22/2024 7:16 pm EDT

The Class Recordings Permissions tab in Canvas is a standalone app to help you manage access to your class recordings.

Before You Start

You will need the following before you can complete this task:

- Canvas Site
- Class Recordings Tab
- Class Recording Permissions Tab

Students can review [Class Recording Permissions \(for Students\)](#).

Video Walkthrough

This 8-minute walkthrough recording of a demo to faculty shows the entire app - from setting your preferences to managing student permissions. The rest of this article provides written instructions and screenshots for these same features.

Click [Read More](#) to view this excerpt from a recent faculty demo:

Configuring Class Recording Permissions

You'll need to set your permissions preferences for your Class's recordings. See our video above or follow the step-by-step instructions to configure your class.

Configuration Step-by-Step Instructions

The Class Recordings configuration screen allows you to view and set general settings for classroom recording permissions, such as "No Access," "All Access," or "Restricted Access."

NOTE: Your changes to Configuration will not be saved until you confirm your choices as follows:

- **Save Changes:** Changes will not be saved until you click the **Save** button.
- **Apply to All Sections:** Changes will not impact all sections unless you select "Save & Copy to All Sections."

You will need to make one of the following choices:

- **No Access:** If you choose this, recordings will not be available to students.
- **Restricted Access to Recordings:** This setting allows you to grant students access to recordings selectively.

For example, you might grant the entire class access to an exam review session.

Video Permissions Testing > Class Recording Permissions

Search this course

Class Recordings Permission Configuration

View Permissions

MBAP0910001

No Access
Recordings will not be available to students.

Restricted Access to Recordings
Recordings will not be available to students by default. Recording access will be provisioned manually or by request.

Allow Student Requests
Students will be able to request access to recordings.

All Access to Recordings
Recordings will be available to all students by default.

Save Save & Copy to All Sections

MBAP0920002

- **Allow Student Requests:** When you restrict access to recordings in general, you can still allow students to submit requests for certain videos. In addition, you can:
 - Determine how frequently you receive notifications for these student requests.
 - Automate whether to approve or deny the student requests based on the reason.

Class Recordings Permission Configuration

View Permissions

MBAP0910001

No Access
Recordings will not be available to students.

Restricted Access to Recordings
Recordings will not be available to students by default. Recording access will be provisioned manually or by request.

Allow Student Requests
Students will be able to request access to recordings.

Notifications
Select the frequency of notifications regarding new requests from students.

None Daily

None

Automation
You can specify auto-approve and auto-deny settings for each reason a student is able to request.

Personal Illness: Auto Approve Auto Deny Manual

Personal/Family Emergency: Auto Approve Auto Deny Manual

Other: Auto Approve Auto Deny Manual

All Access to Recordings
Recordings will be available to all students by default.

Save Save & Copy to All Sections

MBAP0920002

- **All Access:** This choice makes recordings available to all students.

Under most circumstances, you should click the **Save & Copy to All Sections** button to save your work so that all sections will have the same policy. Individual Section configurations are available for complex course setups, such as recitations.

Once you've chosen your settings, click the blue **View Permissions** button (Top Right) to navigate to the next page,

where you can further refine your configuration choices.

Managing View Permissions

Class Recordings Permissions

Search by name, penkey, pennid

Section Student Meeting Dates Reason Status

SECTION	STUDENT	MEETING DATE	REASON	REQUEST STATUS	ACTION
MBAP0910001	Test340, Kemal 90316552	July 12, 2024	Personal/Family Emergency	Pending Video Available	Approve Deny
MBAP0910001	Test340, Kemal 90316552	July 9, 2024	Personal/Family Emergency	Pending Video Available	Approve Deny
MBAP0910001	Saraceni, Andrew 29806975	July 13, 2024	Other study purposes	Approved Pending Provisioning	Remove
MBAP0910001	Saraceni, Andrew 29806975	July 11, 2024	Other study purposes	Approved Pending Provisioning	Remove
MBAP0910001	Saraceni, Andrew 29806975	July 9, 2024	Other study purposes	Approved Pending Provisioning	Remove
MBAP0910001	All Students Viewer Group	July 9, 2024	Other for midterm review	Approved Pending Provisioning	Remove

The View Permissions page provides an overview of all the permissions for your Canvas course. All sections will appear by default, sorted by meeting date and request status.

- **Filter** these results with the search bar, or by using any of the dropdown menus underneath the Search bar.
- **Sort** by clicking on the column headings (e.g. Section, Student, Meeting Date, and more).
- **Grant Permissions** in the Action Column. If you have decided to allow student requests, **Approve/Deny** buttons become visible, allowing you to handle those requests. You can remove permissions at any time.
- To add a permission proactively, click the blue **Add Permission** button at the top right of the screen.

Adding Permissions

When you have chosen Restricted Access to Recordings in the configuration section, you can add permissions selectively for individual students or for the entire class.

Class Recordings - New Permission View Permissions

Student(s) Reason (applies to all dates)

Select Student Select Reason

Select Sections

MBAP0910001
 Wharton Connect 0900 AM - 1035 AM - Proftest
 1 MTWRF 09:00AM - 10:35AM

Select a section to begin selecting meeting dates.

Cancel Approve Permissions

New Permission Screen - Prior to Selecting a Student

Selecting Students

From the Student(s) dropdown, search for a single student. If you would prefer to add a global permission for all students, select the **Viewer Group (All Students)** option, usually first in the list.

Student(s) Reason

Kemal Test340 (g0226254) MBAP0910001

By name or pennkey

Viewer Group (All Students)
Section(s): N/A

Saraceni, Andrew (saraceni)
Section(s): MBAP0910001

Test340, Kemal (g0226254)
Section(s): MBAP0910001

Test341, Leilani (g0226255)
Section(s): MBAP0910001

Selecting Sections

Once you have selected a student, select the section from the available list. You will then see a calendar for choosing meeting dates.

Class Recordings - New Permission

[View Permissions](#)

Student(s)

Nika Test343 (g0226257)

Reason (applies to all dates)

Select Reason

Select Sections

MBAP0910001
Wharton Connect 0900 AM - 1035 AM - ProfTest
1 MTWRF 09:00AM - 10:35AM

Select Meeting Date(s)

← July 2024 →

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Cancel

Approve Permissions

- Select the meeting dates by clicking on each date
- Assign your Reason.
 - Choosing **Other** allows you to enter a customized message explaining the reason.

Class Recordings - New Permission

[View Permissions](#)

Student(s)

Nika Test343 (g0226257)

Reason (applies to all dates)

Other

Exam Prep

Select Sections

MBAP0910001
Wharton Connect 0900 AM - 1035 AM - ProfTest
1 MTWRF 09:00AM - 10:35AM

Select Meeting Date(s)

← June 2024 →

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

06/30/2024 ×

06/19/2024 ×

Cancel

Approve Permissions

- Click the blue **Approve Permissions** to add this video permission.

Questions?

If you have questions about this application, please contact your **Wharton Computing representative** for help.

Useful Mobile Apps at Wharton

Last Modified on 12/21/2023 9:46 am EST

This list of all the current mobile offerings at Wharton/Penn, focused on student needs, should help round out your device configuration. You can also see our Mobile Device Buying Guide [here](#).

Penn Mobile Apps and Websites

- **Penn Mobile for iOS and Android** - Designed by students in Penn Labs to make your school life simpler, Penn Mobile features a variety of Penn services including course information search, dining hall hours and menus on demand, laundry machine availability, Penn student and professor emails, and access to various on-campus publications.
- **Other apps by Penn Labs**
- **Penn Rides Mobile Bus Information**

A note about Penn Mobile: Penn Mobile is **not an official Wharton app**. It is a student designed, run and supported app. Any issues with functionality, features or connected services are supported by **Penn Labs**.

Wharton Mobile Apps

Virtual Lab (VMware)



[iOS](#)

[Android & Chromebook](#)

Zoom Meetings



zoom

[iOS](#)

[Android & Chromebook](#)

Solstice Screensharing



[iOS](#)

[Android & Chromebook](#)

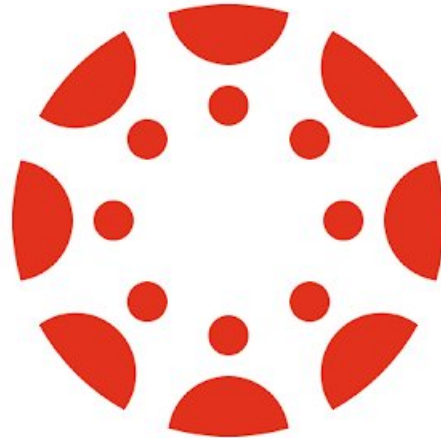
MyWharton Mobile App



[iOS](#)

[Android & Chromebook](#)

Canvas Student



[iOS](#)

[Android & Chromebook](#)

CampusGroups



[iOS](#)

[Android & Chromebook](#)

Google Workspace

Google
Workspace



[iOS](#)

[Android & Chromebook](#)

Microsoft 365



[iOS](#)

[Android & Chromebook](#)

Dropbox for Business



[iOS](#)

[Android & Chromebook](#)

A Note about the Canvas App

To register your Student or Teacher app with Penn Canvas, enter canvas.upenn.edu or select **University of Pennsylvania**. Check "Remember my authorization for this service."

Additional Apps You May Find Useful in Our Environment

- **Scanning Apps** - good resource if you need to scan documents to PDF to upload for class.
 - [Scannable for iOS](#) & [Genius Scan for Android](#)
- **Evernote** - great for electronic note-taking.
 - [iOS](#) & [Android](#)

Questions?

Contact - [Wharton Computing Student Support](#)

Email - support@wharton.upenn.edu

Close an Unresponsive App

Last Modified on 01/26/2023 2:03 pm EST

Sometimes apps become unresponsive or don't perform as intended. In those circumstances, it is a good first step to close, or **force quit** the application to ensure it is no longer running. Upon reopening, the application may have been restored to working order by the restart.

If these steps don't work, you may need to reboot your computer.

Directions for Closing or Force Quitting

iPhone/iPad: <http://support.apple.com/kb/ht5137>

Android: <https://support.google.com/android/answer/9079646>

Mac: <https://support.apple.com/en-us/HT201276>

Windows: <https://www.howtogeek.com/680236/how-to-force-quit-an-app-on-windows-10/>

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Computing Services](#)

Staff - [Administrative Support](#)

Microsoft 365 University

Last Modified on 05/15/2024 11:21 am EDT

Penn offers Microsoft 365 to all current full-time members of Wharton. This includes access to: Word Online, Excel Online, Powerpoint Online, OneDrive, Mail (Faculty & Staff only), and more! Log into your [Office365 account on the web](#) using your PennKey credentials to see all the available apps.

You can also download and install the M365 version of Microsoft Office applications on up to five devices while you have an active PennKey account.

Before You Start

You will need to:

- Be an active Wharton student, faculty, or staff member
- Have a PennKey username & password

Acceptable Use Policy

You are responsible for using PennO365 services in accordance with Penn's [Acceptable Use Policy](#). Also see the University guidelines about protecting personal and University data at [Protecting Penn Data](#). These guidelines will help you protect your personal information and understand how to identify and handle sensitive University information.

Benefits of Microsoft365

1TB of OneDrive Storage	Usable on up to 5 devices at a time	Automatic Updates
Save directly to the cloud from your laptop	Multi-user editing	Access your files from any device

Signing Into Your PennO365 Account

Microsoft365 credentials are often referred to as your **PennO365 account**. These credentials are automatically created for every full-time Penn student, faculty, and staff. The username for the account is pennkey@upenn.edu. Upon creation of the account, your PennO365 password is automatically synced with your PennKey, so use **the same password** when signing into your M365 apps or portal.office.com.

PennO365 ProPlus Email Accounts (*Faculty & Staff Only*)

Along with the applications included with a PennO365 ProPlus account, faculty & staff are also provisioned a mail account. After setting your credentials using the steps above, you can access your inbox at outlook.office.com.

Downloading & Installing Office365

Your PennO365 ProPlus account includes access to a variety of downloadable applications including: Word Online, Excel Online, Powerpoint Online, OneDrive, OneNote, and more! Office365 can be installed upon 5 devices simultaneously.

Managing Office365 Installs

Wharton members can view how many copies of Office 365 are active in their account. You will be able to remove copies of Office here if you exceed the 5 devices limit.

Back up PennO365 ProPlus (OneDrive) Data

Below you will find instructions on how to back up your PennO365 ProPlus account data, specifically anything stored in OneDrive or OneNote. If you are a student, instructions on how to back up your Google@Wharton data can be found in our [Back Up Wharton Account Data using Google Takeout \(Students\)](#) article.

Sharing a document in OneDrive does **NOT** grant ownership of the file. When the owner's PennO365 account expires, the document will no longer be available to the shared users unless the owner has been changed .

Back up OneDrive

Back up your PennO365 ProPlus OneDrive data using these directions:

Back up OneNote (Windows Only)

Note: To export a notebook from OneNote, you must have the most recent version of Office 365 installed from portal.office.com (See [Downloading & Installing Office365](#) above). It is not possible to export a notebook from the Windows 10 version of OneNote or the web version of OneNote.

Export your OneNote notebook using these instructions:

Tips and Troubleshooting for Penn's O365 ProPlus

PennKey Not Found

Your PennKey: was not found in the directory. Your school or center may not be participating in PennO365 E-mail and Calendaring.

If you self-provisioned your account, to use Office ProPlus, you can reset your password here:

[Microsoft Online Password Reset](#)

If you believe your school or center is participating in PennO365 E-mail and Calendaring, and you have received this message in error, then please contact:

help@isc.upenn.edu

If you are receiving the above error message when attempting to reset your password please contact your IT support representative. This error can occur if you transferred from another school at Penn to Wharton – this can affect students, faculty, and staff.

Trouble Logging Into PennO365 ProPlus

If you are having problems logging into PennO365 ProPlus, confirm you have enrolled in Penn's two-factor authentication at: <https://www.isc.upenn.edu/two-step-quick-start>

Microsoft Access in O365 ProPlus

Microsoft Access is not currently offered in Penn's Office 365 software options. Wharton students who want to use Microsoft Access can log into the [Virtual Lab](#), where it is available.

Questions?

- **Faculty & PhD Students:** contact your [Academic Distributed Representative](#) (login required)
- **Staff:** contact [Admin Support](#) or email admin-support@wharton.upenn.edu
- **Students:** contact [Wharton Computing Student Support](#) or email support@wharton.upenn.edu

Penn's Client Care: [Office 365 for Penn Students](#)

We recommend starting with the Penn Office 365 information on the Client Care website. These tips will help you get set up.

Microsoft Office Support: [Office 365 Learning Center](#)

You can also find extensive support and training materials are available on Microsoft's support site. These tips will help you learn to use Office 365.

Working with PDF Files using Adobe

Last Modified on 08/16/2024 9:28 pm EDT

This article outlines the differences between Adobe's free (**Acrobat Reader**) and paid PDF applications (**Acrobat Standard and Pro**). It also provides instructions on how to export a Word document as a PDF.

Available Software

Adobe Reader

While there are plenty of variants to the Adobe Suite, we suggest the free-to-use **Adobe Reader** (we recommend declining free antivirus software offers). It doesn't allow you to edit PDF files, but it will allow you to view them and is considered the standard PDF viewer.

Adobe Acrobat Pro

Adobe Acrobat Pro is the paid version of Adobe Reader. This software provides extensive tools to edit, create, and manage PDF files (again, we recommend declining free antivirus software offers). Adobe Acrobat Pro is available on any of the Wharton Public Computers (as a desktop shortcut).

Note: Because the university's Adobe licensing does not allow for deployment on multi-user virtualized desktops, FoxIT's PhantomPDF editor has been made available in the **Virtual Lab** as an alternative for student use.

Please contact your IT support representative for questions regarding Adobe Acrobat Pro access (see below).

Creating PDFs

If you are using a recent version of Microsoft Office, you can create PDFs by exporting the Word document you are working on:

1. From the Application, click **File > Export > Create PDF/XPS Document**.
2. Verify that the "Save as type" field shows **PDF**.
3. Choose a location to save the file and click **Save**.

Accessibility Considerations

PDF files may not be accessible to all users. We recommend reviewing these guidelines if any of your readers may need online viewing accommodations:

<http://ncdae.org/resources/cheatsheets/pdf.php>

Questions?

If you run into an error installing Adobe products or have other questions, contact your IT Support Team:

Faculty & PhD Students: [Academic Distributed Representatives](#) (login required)

Staff: [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

LinkedIn Learning Video Tutorials

Last Modified on 10/24/2022 11:34 am EDT

LinkedIn Learning (formerly Lynda.com) provides general interest online training videos for students, faculty, and staff at Penn. Subjects include: productivity software (Microsoft Office), video and audio editing, Adobe design products, photography, web programming, and more.

Faculty and Staff: Any specific training assigned to you based on job role will be provided in [Knowledge Link](#).

Accessing LinkedIn Learning

Browser

Login address: <http://linkedinlearning.upenn.edu/>

Username/Password: Use your PennKey and password

Mobile App

Access LinkedIn Learning from your mobile device using the LinkedIn Learning app ([iOS App Store](#), [Google Play Store](#)).

1. Open the app and tap **Sign in**.
2. Enter university email in **@upenn.edu** format.
3. When redirected to PennKey login page, enter your login credentials.
4. Verify with Two-factor authentication.
 - If you already have a personal LinkedIn profile connected to your learning account, you may be asked to authenticate your connected account, as well.
5. Once login completes, you will be able to search for training courses within the app, or manage your training through [Knowledge Link](#).

Questions?

All current faculty, staff, and students are eligible for a LinkedIn Learning account. If you believe you should have access but don't, contact [ISC Client Care](#). See [Penn's website](#) for answers to LinkedIn Learning questions, or...

Students: [Wharton Computing Student Support](#)

Faculty: [Academic Distributed Representatives](#)

Staff: [Administrative Support](#)

A Guide to Remote Working - Staff

Last Modified on 06/07/2023 1:13 pm EDT

Working from home has a few requirements that differ from working in the office. This article covers some of the basic things you should have in place before you consider working from home.

Have computer you can use for remote work

This can be a University-provided laptop, or a personal computer at home.

If you're using a personal computer there are a couple of things to check before logging into University resources:

- Ensure that it is running the most recent operating system available (Windows 10 or OS X Mojave or newer) and has the most recent updates applied.
- An antivirus program should be installed and running. If you don't have one installed you can download Sophos Home for free as a staff member:
<https://www.isc.upenn.edu/how-to/antivirus-desktops-and-laptops>

A stable internet connection is key

By definition, you'll need an internet connection to work remotely and to access most of the resources listed later in this document.

Some things to keep in mind:

- Don't connect to open WiFi networks when working with University Resources. They are insecure.
- Always connect to the **Wharton VPN**. Make sure to **install the VPN**, or know how to **connect using the VPN**, before you attempt to work remotely.
- If something seems wrong with your internet service, check your providers' status page and the **Wharton Computing Status Page** for any outages or updates. You can subscribe to the Wharton Computing Status alerts if you want them delivered to your email or phone.

Getting Work Done Remotely

Now that you have an updated computer with the VPN installed and configured, you're going to want to actually get some work done. Below is a list of Wharton provided tools that you may already be familiar with. Keep in mind that this list isn't comprehensive; your department may use a tool not listed here. If you have any questions reach out to your **Wharton Computing Representative**.

Two-Step Verification

Make sure you have the device (smartphone, key fob, or something else) that you use to authenticate for **Two-Step Verification**. You might also want to print out some backup authentication codes by following **these instructions** (the **Generate and print backup codes** section specifically).

Communicating

- Meeting Remotely - There are a wealth of tools out there to enable remote meetings; Penn supports Zoom and Microsoft Teams, which is part of the PennO365 platform (available to faculty and staff at Wharton).

- Email - **Webmail** (<https://outlook.com/upenn.edu>) is very handy if you find yourself using a computer that doesn't have Outlook setup. If you'd like to install Outlook follow [these instructions](#) and configure it as [detailed here](#).
- Forwarding your office phone - If you have a **PennFlex office phone** you can **forward your phone** to another number (your cellphone, perhaps) and check your voicemail.

File Shares

You may access a number of files via a network share mapped to a drive on your work computer (i.e. **That presentation is on the Y drive**). You can **connect to those shares remotely**, though keep in mind the **Wharton VPN** is required.

If you use a **cloud file sharing service** (Box, Dropbox) you should be able to connect as you normally do; no VPN required.

Other Tools

Here is a partial list of University-provided software you can install on your personal computer for the purposes of remote work:

- **Office 365** - The full Microsoft Office suite.
- **Adobe products** - This will give you access to any Adobe products that you've been licensed.
- **Wharton VPN** - This allows you to access certain resources on campus.

Getting Help

Reach out to your **Wharton Computing Representative** if you need help, or have any questions.

Parallels Desktop for Mac

Last Modified on 06/14/2023 1:37 pm EDT

Parallels Desktop is virtualization software that allows users to run Windows and Windows applications on their Mac computers.

Wharton Computing recommends students on a Mac who need access to a Windows environment do so via the [Virtual Lab](#) service. The virtual lab provides access to the same applications found on our public computers in a secure environment.

Please consult the below chart to decide which option best suits your needs.

	Parallels	Virtual Lab
Free to use	X	✓
Install software	✓	X
Access to Dept. Applications	X	✓
Offline access	✓	X
Patched Automatically by Wharton Computing	X	✓

Windows on Parallels Desktop

A step-by-step guide for installing Windows on Parallels Desktop can be found [here](#).

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#)

Staff - [Administrative Support](#)

Add a contact to Skype for Business

Last Modified on 05/13/2019 9:54 am EDT

Skype for Business (formerly Lync) is available on Windows, MacOS, Android and iOS.

Before You Start

You will need the following before you can complete this task:

- Skype for Business installed on your computer or mobile device.
- Your PennO365 username and password.

The Skype for Business Contact list makes it easy to reach the people you frequently chat with.

Windows Client

Mac Client

Questions?

If you have any questions or issues with logging into Skype for Business please contact your [Wharton Computing representative](#).

Dropbox for Business

Last Modified on 05/04/2023 9:03 am EDT

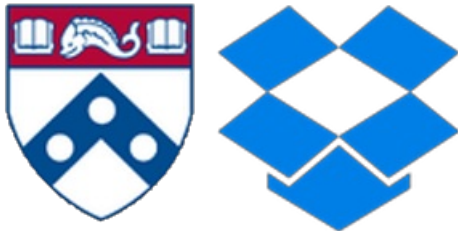
Dropbox for Business is a cloud storage and collaboration service available to full-time faculty, staff, and students with unlimited storage.

You are responsible for using Dropbox in accordance with Penn's [Acceptable Use Policy](#). Also, review University guidelines about protecting personal and University data at [Protecting Penn Data](#).

Before You Get Started:

- You must be a full-time Wharton student or faculty/staff member
- You must have a PennKey username and password

Wharton's Dropbox for Business



Dropbox for Business is a cloud storage and collaboration service with an unlimited storage quota available to full-time faculty, staff, and students. It allows you to access, store, synchronize, and share documents from any device. You can log in with your PennKey and password. Upon graduating, students will be off-boarded to a free or basic Dropbox account with continued access to data and options to upgrade if they choose.

Benefits and Features

How to Sign Up for Dropbox for Business

The Dropbox for Business user guide walks you through joining the Wharton Dropbox team, connecting your personal Dropbox account, adding content to your Dropbox, and sharing your files with others:

<https://www.dropbox.com/guide/business>

What to Do If You Already Have a Personal Account

I Already Have a Personal Dropbox Account

I Already Have a Dropbox Account Tied to My Wharton Email

Getting a Refund If You Were Paying for a Personal Account

Installing the Desktop and Mobile Applications

The **Dropbox desktop application** lets you access all your most important files any time from your computer, even ones that were originally created on another device. You can also access your files on the go from your smartphone or tablet with the **Dropbox mobile application**. Follow the instructions below to download them onto your devices.



Dropbox Desktop Application



Dropbox Mobile Application

Note: You can **sign in to multiple accounts** in both the desktop and mobile application if you have a personal Dropbox account in addition to your Wharton Business account.

Can I access the Dropbox Desktop Application on Lab Machines?

Using Selective Sync and Smart Sync to Save Space

What to Expect When You Leave

Off-boarding at Graduation (Students)

Upon graduating, regular full time students will be off-boarded to a free or basic Dropbox account (comes with 2GB of space) with continued access to data and options to upgrade if they choose. Your personal address will be set to your alumni forwarding address. This will take place *30 days* after graduation.

Off-boarding at Resignation/Retirement (Faculty and Staff)

When you leave Wharton, your Dropbox account will cease to be available once your Wharton affiliation has been updated in our system.

An Overview of Security

Check out the [Dropbox Security Overview](#) for an introduction to this topic.

Need Help with Accounts?

For more help articles about using Dropbox for Business, visit the [Dropbox Help Center](#).

- Faculty & PhD Students: contact your [Academic Distributed Representatives](#) (login required)
 - Staff: contact [Administrative Support](#) or email admin-support@wharton.upenn.edu
 - Students: [Wharton Computing Student Support](#) or email support@wharton.upenn.edu
-

Using Licensed Adobe Products at Wharton

Last Modified on 05/10/2023 10:41 am EDT

All Adobe professional applications (including those on all Wharton public computers) require that you sign-in with an Adobe ID. This affects:

- Adobe Acrobat Pro
- Adobe Creative Cloud (i.e. Photoshop, Premiere, etc.)

Adobe Acrobat Reader DC does not require an Adobe ID.

What account do I use?

Students: Adobe ID

Staff: Adobe ID or Federated Account¹

Academic Departments (Faculty & Staff): Adobe ID or Federated Account¹

¹Please check with your Wharton Computing Representative.

Using an Adobe ID

Using a Federated Account

Known Issues

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](#)

Staff: [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

Creating an Adobe ID

Last Modified on 06/21/2023 11:40 am EDT

All Adobe professional applications now require that you sign-in with an Adobe ID. This will affect:

- Adobe Acrobat Pro
- Adobe Creative Cloud (i.e. Photoshop, Premiere, etc.)

This article guides you through the process of creating an Adobe ID, which varies by group.

Student Adobe ID Sign Up Process

Students create their own Adobe ID:

Staff Adobe ID Sign Up Process

Contact [Wharton Administrative Support](#) to request an account.

Faculty Adobe ID Sign Up Process

Contact your [Wharton Computing representative](#) to request an account.

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](#)

Staff: [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

Adobe Activation Error

Last Modified on 11/17/2023 12:42 pm EST

This article includes information on how to reconnect to Adobe Creative Cloud to successfully activate Creative Cloud and Adobe Acrobat.

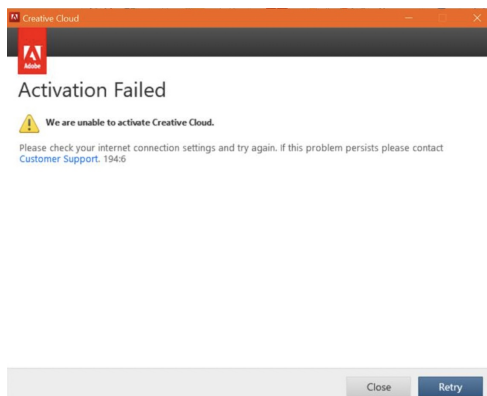
Before you start:

Adobe Creative Cloud licenses are available for Wharton staff and faculty.

Students can access Adobe Creative Cloud by using one of the Wharton Campus Computers.

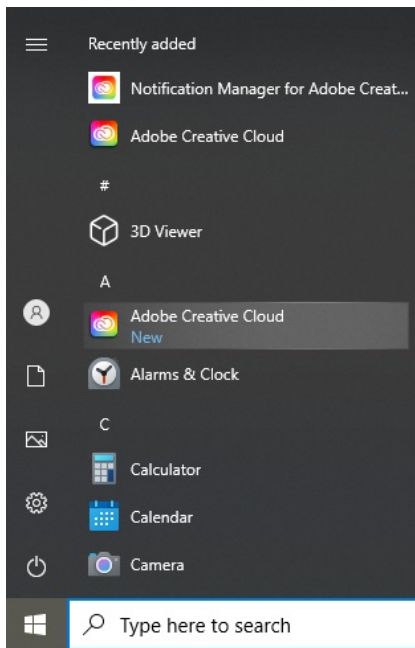
Adobe Cloud Activation Error

If you are presented with this screen when trying to use Adobe Creative Cloud, you'll need to follow the directions below:

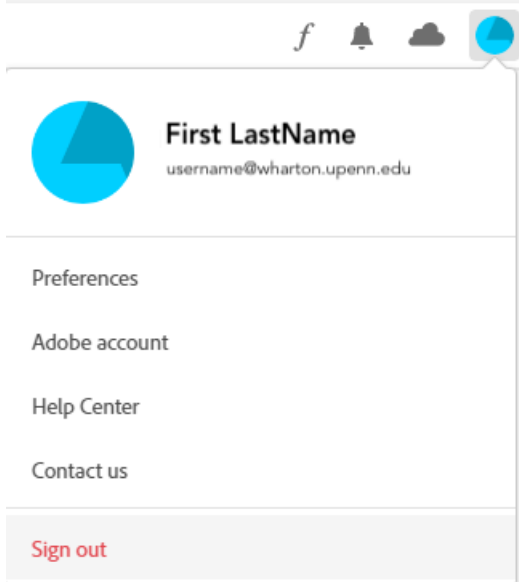


Updating and Activating

1. Close Adobe Acrobat.
2. Open **Adobe Creative Cloud**, which you should be able to find from your **Start Menu**.



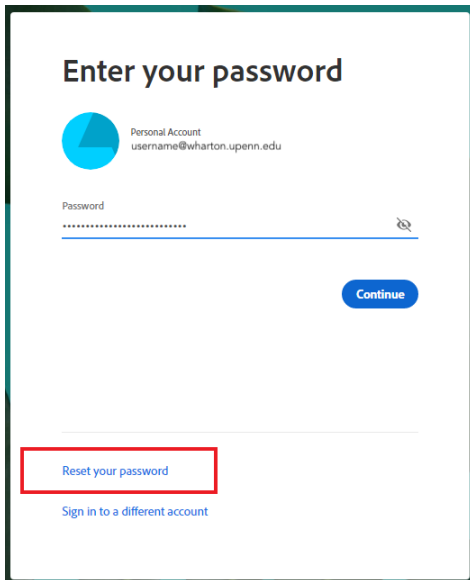
3. In the right-hand corner of Adobe Creative Cloud, click on your account icon and **Sign Out**.



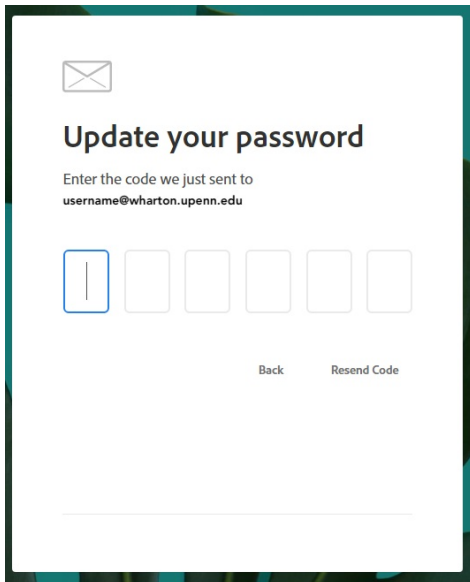
4. At the sign-in screen, enter your **username@wharton.upenn.edu** email address and click **Continue**.
5. On the next screen, enter your password and click **Continue**. This will log you back into the Adobe Creative Cloud app and you should now be able to open Adobe Acrobat successfully.

Forgotten Password

1. If you've forgotten your password, in Step 4 above, choose the option to **Reset your password**.



2. A 6-digit code will be sent to your email address, which you can then enter on the below screen.



3. You will then be able to update your password. Once you do, you will be logged into the Adobe Creative Cloud app and should be able to open Adobe Acrobat successfully.

Questions?

Staff: Contact the [Wharton Computing Admin Support Team](#)

Faculty: Contact the [Wharton Computing Academic Support Team](#)

Students: contact the [Wharton Student Computing Team](#)

SumatraPDF - Default Classroom PDF Reader

Last Modified on 03/22/2024 4:34 pm EDT

SumatraPDF is the default reader for PDF files on all Wharton public workstations. This includes classrooms, labs, GSRs, conference rooms, and other public-facing Wharton workstations.

Access requirements: You must have the ability to log into these workstations with your PennKey and password to use the software.

What is SumatraPDF?

SumatraPDF is a lightweight PDF reader that allows for many of the same functionalities included in Adobe Reader, but which may be otherwise limited or non-functional in web browsers. These include:

- Remote/clicker functionality
- Fullscreen Mode
- Presentation Mode

Menu Layout and Basic Functions

Here are some examples of the basic layout and functionality of SumatraPDF menus:

Main Menu

File Menu

View Menu

Go To Menu

View Options using Sumatra PDF

These examples show different ways you can view your PDF files using Sumatra.

Normal View

Note that SumatraPDF opens multiple files in tabs at the top. When you

open a PDF, the toolbar will become active, and you can perform certain toolbar functions such as Find, Print, etc.

Fullscreen Mode

Like Adobe Reader, if your PDF isn't scaled to the dimensions of the display, it will add black bars to the side (**Fullscreen Mode**) or grey bars to the side (**Presentation Mode**).

Frequently Asked Questions

Q: Are the keyboard shortcuts I use for Adobe Reader the same as SumatraPDF?

Q: How do I use a remote or clicker in SumatraPDF?

Q: Can I annotate (or use any other advanced functions) using SumatraPDF?

Support

Contact: [Wharton Computing Student Support](#)

Penn+Box

Last Modified on 06/26/2023 1:19 pm EDT

Penn+Box is a cloud-based collaboration service providing up to 1 TB of storage per user for securely managing and sharing files and folders within the Penn community and externally. Penn+Box ensures that University data and intellectual property are securely protected. For more information on the service, see [ISC's information page on Penn+Box](#).

Your default e-mail address for Penn Box is **pennkey@upenn.edu** (not **@wharton.upenn.edu**). This can cause confusion when working with colleagues, as folders shared to your Wharton e-mail address will not appear in Box unless your Wharton e-mail address is listed in your Box profile. To fix this, you must add your Wharton e-mail address as an additional e-mail address in Box's settings (see the next section for instructions).

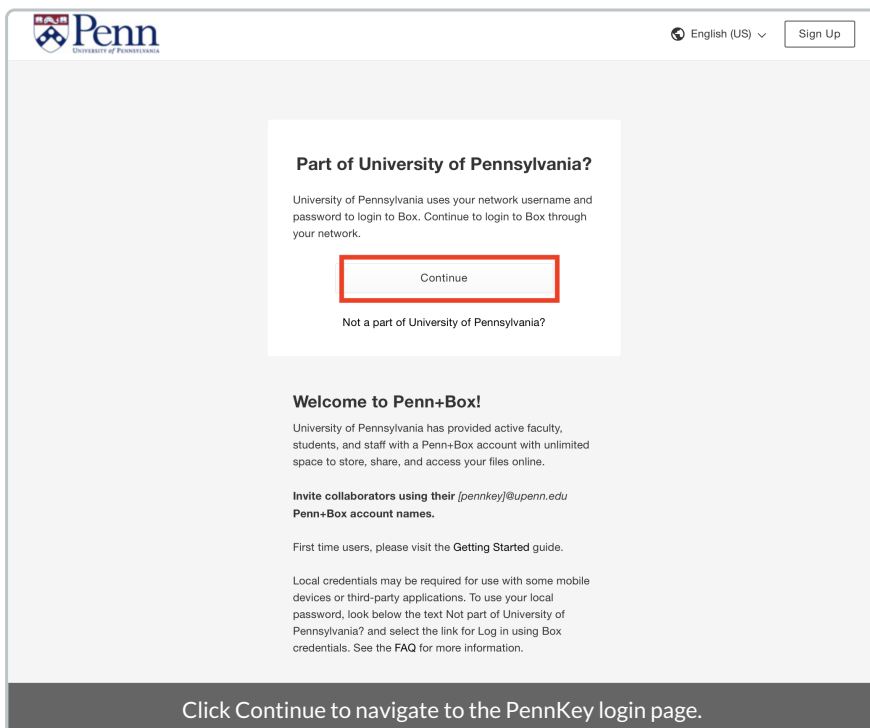
Adding your Wharton E-mail Address to Penn+Box

Before You Start

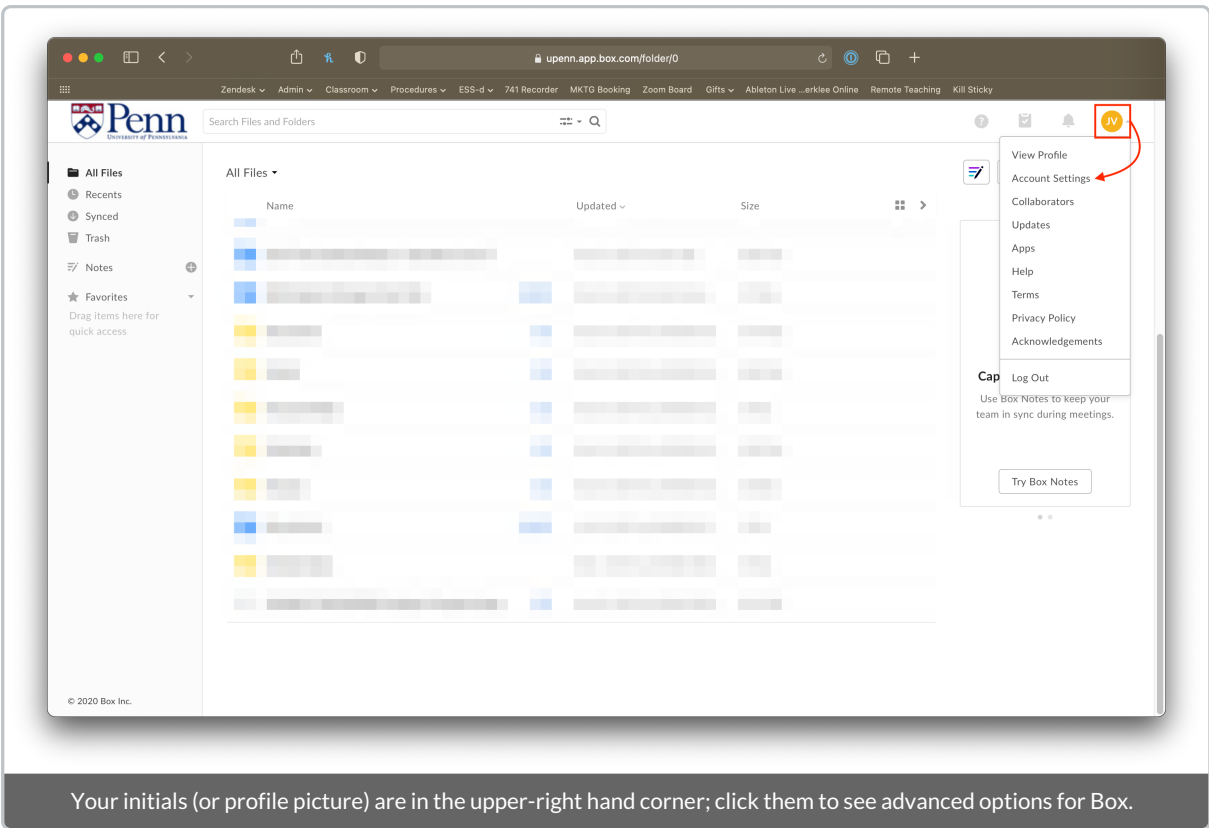
Be sure that you're able to log into **Penn Box** using SSO (your PennKey and password), and that you have access to your Wharton e-mail to confirm its addition to Box. If you're unable to, please contact your technical support representative listed at the bottom of this article.

Step-by-Step Guide

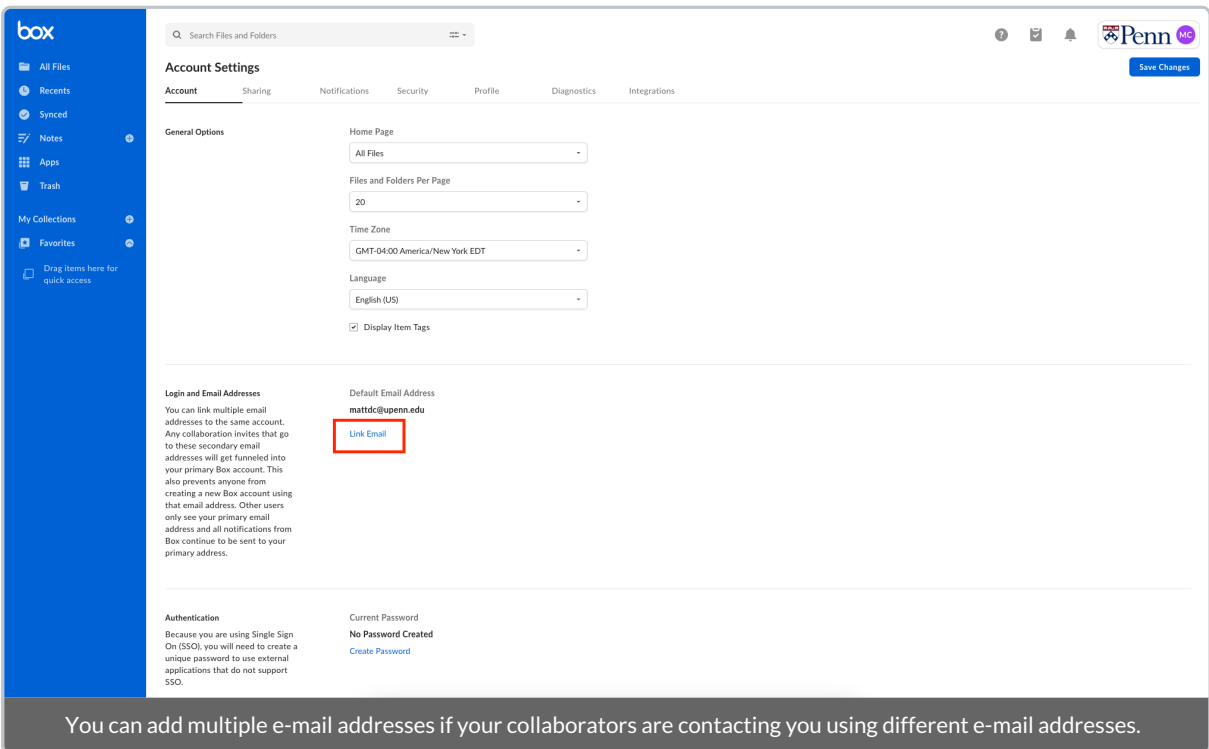
1. Log into Penn Box by navigating to the **Penn Box site** and clicking **Continue**. You will need to log in with your PennKey and its password, and in some cases use two-factor authentication as well.



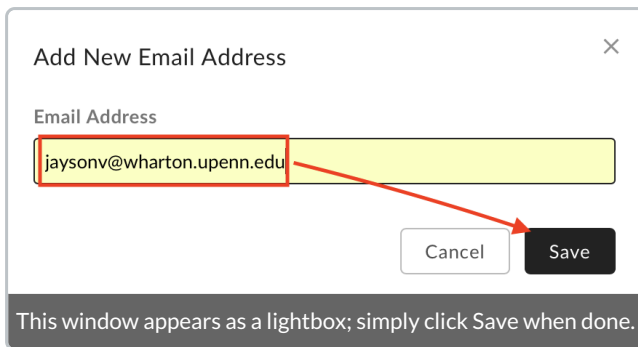
2. Click your initials in the top-right corner, and click **Account Settings**.



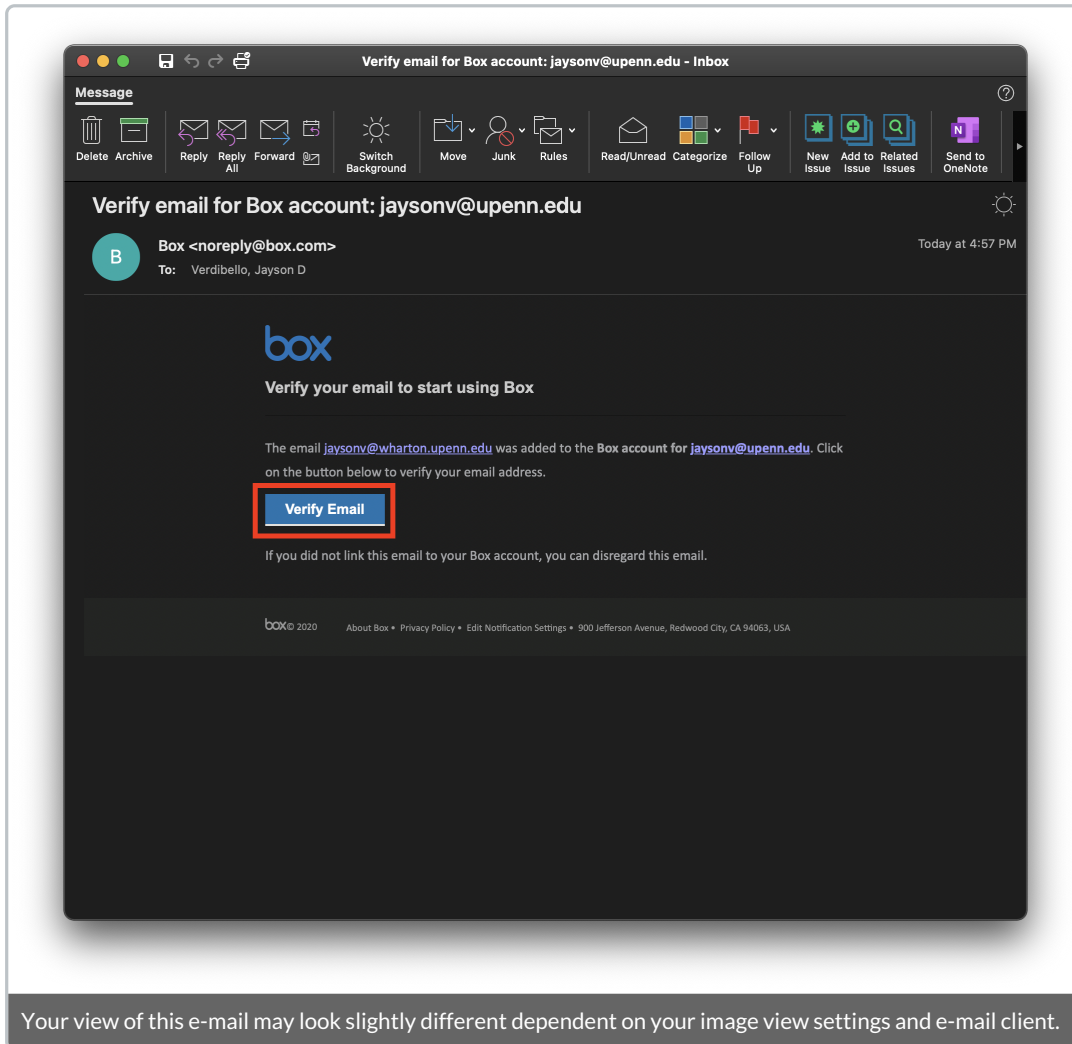
3. Under *Login and Email Addresses*, click **Link Email**.



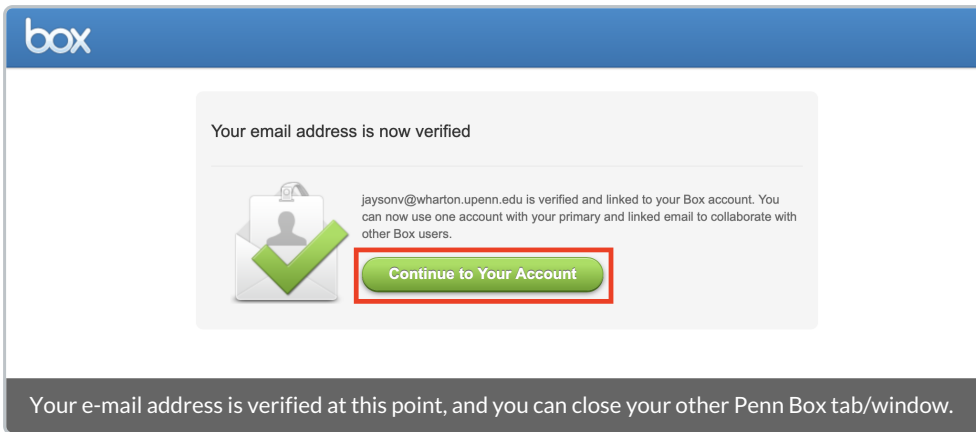
4. Enter your Wharton e-mail in the **Email Address** field that appears (be sure it ends in *@wharton.upenn.edu*).



5. Open your email and check for a message from Box to verify your e-mail address. Click the **Verify Email** button in the e-mail.

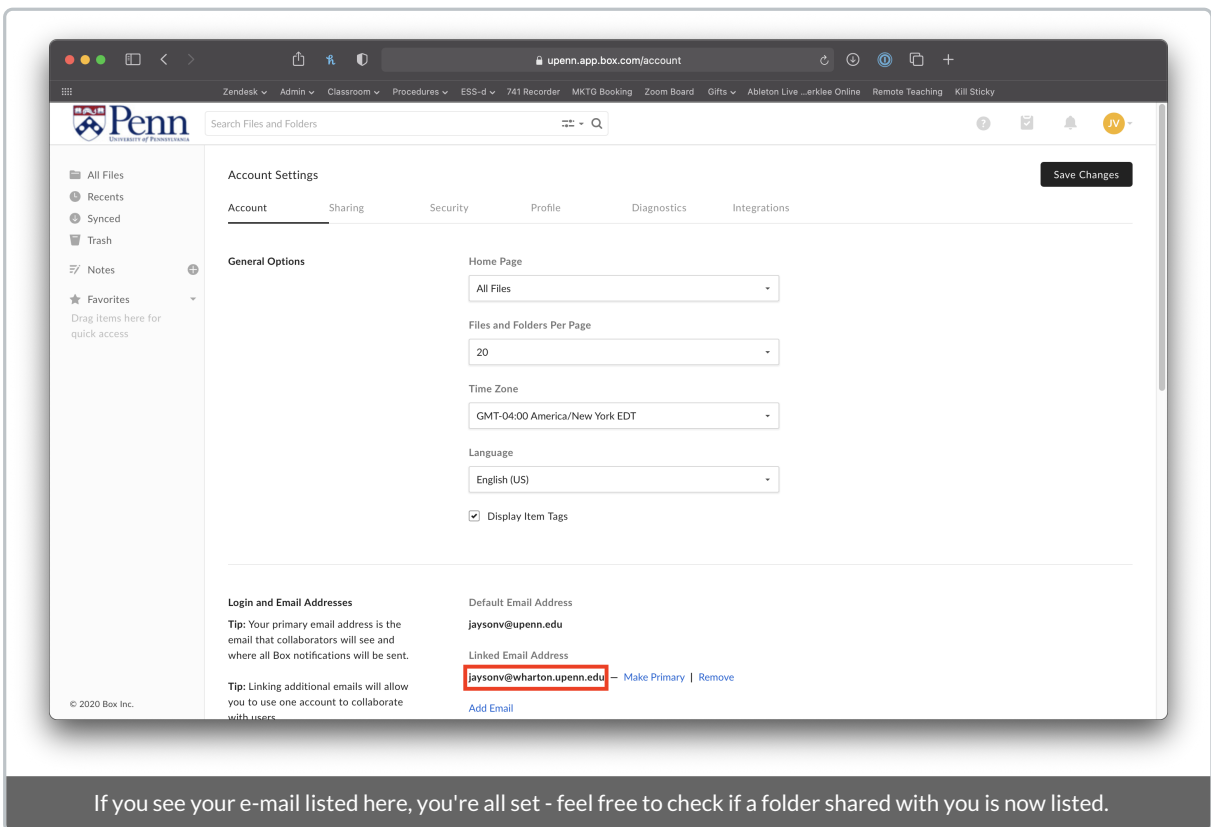


6. This will open a new browser window that will verify your Wharton e-mail address. Click **Continue to Your Account** to re-open Box.



Your e-mail address is verified at this point, and you can close your other Penn Box tab/window.

7. Navigate back to **Account Settings** (see Step 2).
8. Verify your e-mail address is listed in the **Login and Email Addresses** section.



If you see your e-mail listed here, you're all set - feel free to check if a folder shared with you is now listed.

Note: You do not have to make your Wharton e-mail address the primary address on the account. Feel free to leave the default settings. Do not remove your @upenn.edu address, however.

Questions?

You can review the [Penn+Box FAQ](#) on the University's website, or contact your IT representative:

- Academic Departments may contact Academic Computing Services at acs-support@wharton.upenn.edu.
- Administrative Departments may contact Administrative Support at admin-support@wharton.upenn.edu.
- Students may contact Student Support at support@wharton.upenn.edu.

Microsoft Teams

Last Modified on 07/08/2021 4:15 pm EDT

Redirecting to ISC since they have information on it.

PennFlex Phone

Last Modified on 05/03/2023 1:15 pm EDT

PennFlex Phone is the next generation phone system now in use at Penn. Most Wharton faculty and staff are eligible for a PennFlex phone account (depending on your department's phone policy). PennFlex Phone benefits include:

- A mobile application that allows you to receive, and place, calls from your Penn phone number using your desktop, tablet, or smartphone.
- Voicemail transcription sent to your email address.

Wharton has migrated the old PennNet phones to the new PennFlex phone system. If your phone display says "PennNet," please contact your [Wharton Computing representative](#).

Haven't set up your new Phone?

If your phone was migrated but you never set up your voicemail, there are several steps you need to take:

Mobile App with Webex

Penn provides an application to use with this service, called the Mobile App with Webex. Wharton staff and faculty should have the Mobile App with Webex already installed on any computers managed by Wharton Computing. (Wharton is not offering the Video portion of the app)

See the section [Using the App \(Soft Client\)](#) for more information.

Please Note: If you are using your own smartphone, there may be charges if you do not have an unlimited data plan. You do not need to use your smartphone to be able to talk and get messages -- you can use your computer.

Setting Up Your New PennFlex Phone

If you are new at Penn and have been issued a new PennFlex phone, use these directions to get yourself set up.

This phone service provides a number of features to help with the increasingly wide variety of phone needs at Penn. For a complete overview of the system, see ISC's announcement, [PennFlex Phone service](#).

Handsets

If you have chosen to receive a handset, you'll need to set it up. Follow these directions to set up your new [PennFlex Phone Handset](#).

For more information, see [Using your PennFlex Phone](#) below.

Using the App (Soft Client)

Whether or not you are using a handset, you will likely want to use the software application, Mobile App with Webex. This app can be set up on either your smart phone or your computer, or both. Use these instructions to get set up and start using the app.

If your computer is managed by Wharton computing, you **will not need to install the app** -- it has already been installed on your computer. Skip the first part about installation.

Computers Managed by Wharton Computing

If your computer is managed by Wharton Computing, **you do not need to install the app** -- it has already been installed on your computer.

1. Launch the WebEx app.
 - **Windows:** Press the **Windows Key** and type **WebEx** to bring up the app.
 - **Mac:** use **Spotlight** search and type **WebEx**
2. Skip the first part about installation in [these directions](#) and start with the section **How do I sign in to Mobile App with Webex?**.

If you do not find WebEx installed, and your machine is managed by Wharton Computing, please contact your [Wharton Computing representative](#).

Personal (or non-managed) Computers and Mobile Devices

Use [these directions](#) if you are setting up your application for the first time, or are shifting from the MobileConnect client. Make sure to choose the "**Webex: Business**" version, not the "Webex Meetings: Video Conferencing".

Forwarding / Unforwarding Calls

You may have chosen the "Forward Only" option for your PennFlex phone number, which allows you to forward all your incoming calls to another device. Or, you may have a handset and wish to temporarily forward calls to another device. Here's how to forward your calls.

Forwarding from your Handset

To forward all incoming calls using the Home Screen on the PolycomV VX 400:

1. Select **Forward** on the home screen.
2. Choose **Always, No Answer, or Busy**.
 - If you choose **No Answer**, enter a value to specify # of rings before call will forward.
3. Enter a contact's number
4. Tap **Enable**.

Disable Call Forwarding (Unforwarding)

1. Select **Forward** on the home screen.
2. Choose forwarding type.
3. Select **Disable**.

Full instructions for use of the Polycom VVX 400 can be found here: <https://s3.amazonaws.com/smartlynk-vonage-assets/wp-content/uploads/2019/10/03211730/VVX-400-QSG.pdf>

A video tutorial can be found here:

http://knowledgelink.upenn.edu/help/tutorials/VonagePolycomTutorial/story_html5.html

Forwarding from the App

To forward calls directly from the app you will need to first add the phone number you want to forward to, and then you can set the forwarding.

1. Log into the app.
2. Click on **your profile**, and choose **Settings**.
3. Choose **Calling** on the left navigation tree.
4. Under the Call Forward box on the right, **enter the phone number** that you want to forward to.
5. Click **Save**.
6. Go back and choose **Call Forward** from the drop down box.
7. Choose **your phone number**.
8. **Save**.

Disable Call Forwarding (Unforwarding)

Choose **Do Not Forward** from the drop down box.

Using your PennFlex Phone

Your new PennFlex phone will provide many new useful services. You'll have access to a PennKey-based Single Sign-on (SSO) portal to view call analytics, configure voice and voicemail settings and access voicemail. Once your phone is up and running, you'll be able to log into **the portal**, click the End User button, and explore all the new features and settings available to you.

International Calls

All users in the new phone system are configured to make international calls. To make a call outside of the US:

1. Dial **011**
2. Dial **country code**
3. Dial **city code**
4. Dial **phone number**

For more information see the [PennFlex FAQ](#).

Using PennFlex while traveling

The PennFlex soft client allows you to place and make calls while traveling from your phone device or laptop. If you encounter difficulty connecting to the PennFlex service while traveling, it may be that the network administrator is blocking access. Using the [University VPN](#) will allow you to access PennFlex to make and receive calls

Changing your Voicemail Greeting

There are several ways to customize your voicemail greetings on the new system.

You will need your passcode to listen to voicemails or make changes from your handset. If you've forgotten your passcode (or never set one up), log into [the portal](#), and choose **Voice Settings -> Voicemail Settings** from the left navigation menu. **Change your Voicemail Password** is the first option.

Use Standard Greeting

We recommend that you create a universal greeting that will work for most office situations.

1. Access the standard voicemail greetings
 - **From the PennFlex Phone:** Press the **messages button** (or dial **99999**), enter the passcode, then **press #**.
 - **From another PennFlex Phone:** Dial **86423**, enter the mailbox's number, enter the passcode, then **press #**.
 - **From a non-Penn phone:** Dial **215-898-6423**, enter the mailbox ID (the full 10-digit number), enter the passcode, then **press #**.
2. **Press 1** to access your voice mailbox.
3. **Press 8** to record your name for the standard messages.

Requesting a Customized Greeting

If you wish to create custom voicemails for different situations (i.e.: Away, Out of Office, etc.) please contact your [Wharton IT Support Team](#) for assistance.

Recommended Reading

Data Privacy: We want to make sure you understand how your [data privacy is managed](#) in this new system.

Headsets: As with all phones there are some specific [recommendations about headsets](#).

Voicemail and Passwords: They're critical -- here's how to [check your voicemail and change your password](#).

Additional PennFlex Phone Resources

- [PennFlex Phone service details](#)
- [PennFlex Phone Migration details](#)
- Training Videos: <https://www.isc.upenn.edu/how-to/pennflex-phone-service-and-migration-resources#Training-Resources>
 - PennFlex Phone handsets
 - [Poly VVX 401 Video Tutorial](#)
 - [Poly VVX 201 Video Tutorial](#)
- PennFlex FAQ: <https://www.isc.upenn.edu/how-to/pennflex-phone-service-and-migration-resources#FAQ>

Questions?

Please contact your [Wharton Computing Representative](#) with any questions.



WeConnect

Last Modified on 08/15/2023 4:34 pm EDT

Using WeConnect

Before You Start

You will need to:

- Be an active Wharton Executive MBA Global student
- Have a PennKey username and password

Connecting to WeConnect for Online Class

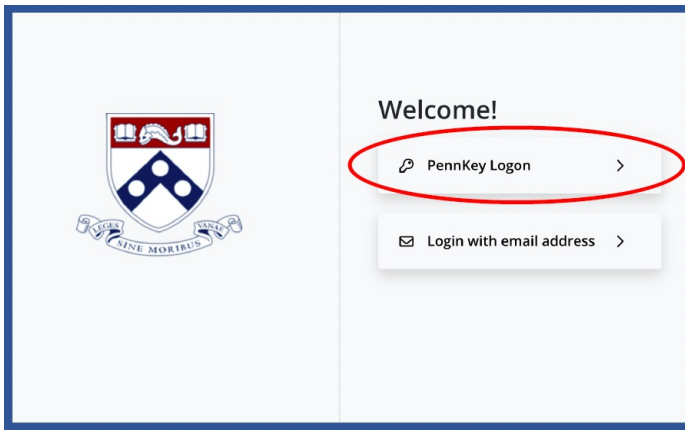
Before you get started, you'll need:

1. **A comfortable learning space:** Ideally, this should be a well-lit area with minimal background noise and distractions.
2. **A compatible device:** PC, Mac or iPad. We highly recommend using a laptop or desktop for the best class experience.
3. **A compatible browser:** Google Chrome, Microsoft Edge, or Safari. Firefox is not recommended.
4. **A webcam and microphone:** We recommend using an HD webcam (720p or 1080p) for best results. If you'll be in a quiet space, using the built-in webcam microphone and laptop speakers should be ok. If there will be any background noise, we recommend using a headset with integrated microphone.

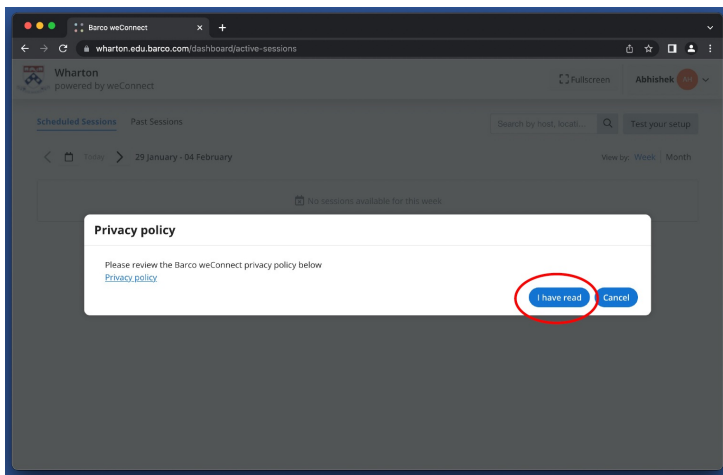
Remember to stay muted when you're not talking to create the best learning environment for you and your classmates. For recommended hardware options, visit [Wharton Computing's support website](#).

Instructions to Connect

1. First, navigate to the [Canvas site](#) for your class.
2. Find the assignment called **Test Your Setup**.
3. Click on the link to join the virtual class portal (<https://wharton.edu.barco.com>).
4. Select **PennKey Logon** and login with your PennKey as usual. You may need your phone to complete two-factor authentication.

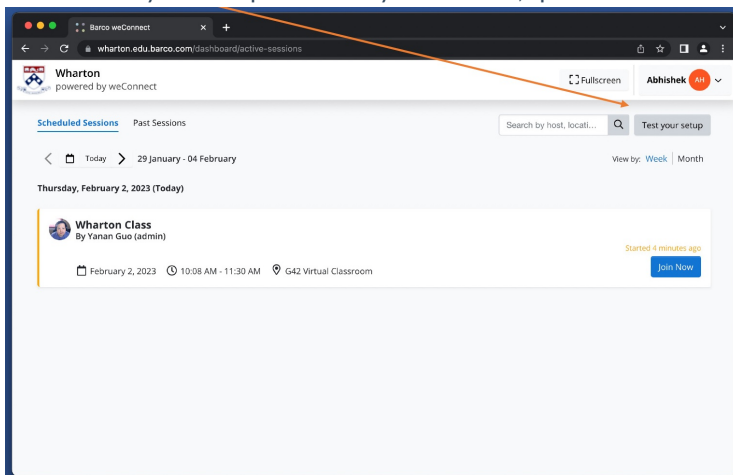


You will likely see a Privacy policy message when you first login. Please read through the Privacy policy and then click **I have read**.

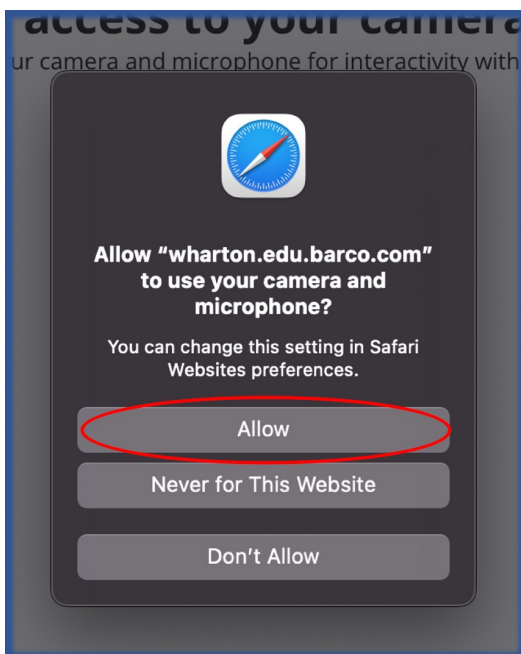
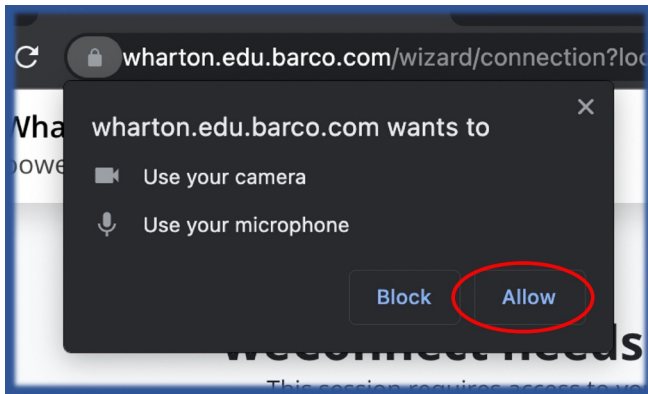


Testing Your Setup

Click on **Test your setup** to ensure your camera, speakers and microphone are working correctly.



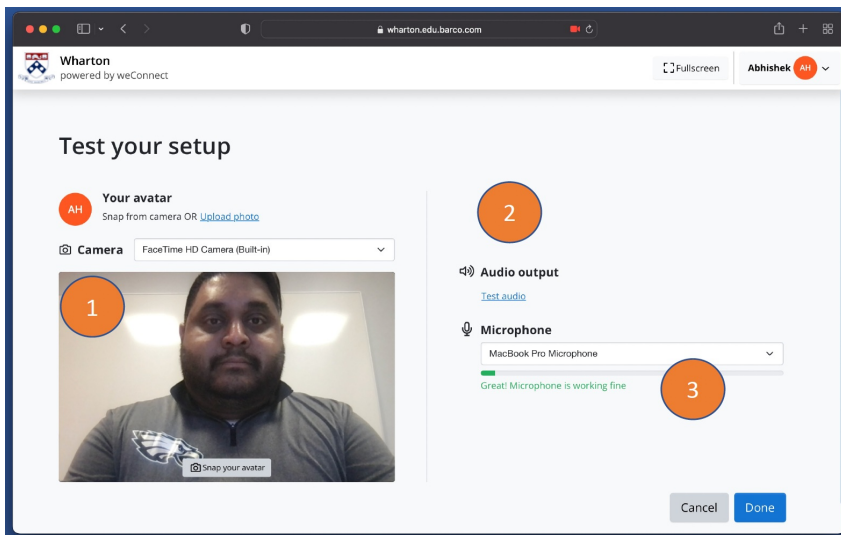
You'll need to allow your web browser to use your microphone and camera. Here are examples of what you might see in Chrome and Safari. Click **Allow**.



Depending on the type of computer you have, you may get additional prompts to allow access to the camera and microphone. Please click Allow or Ok on these prompts.

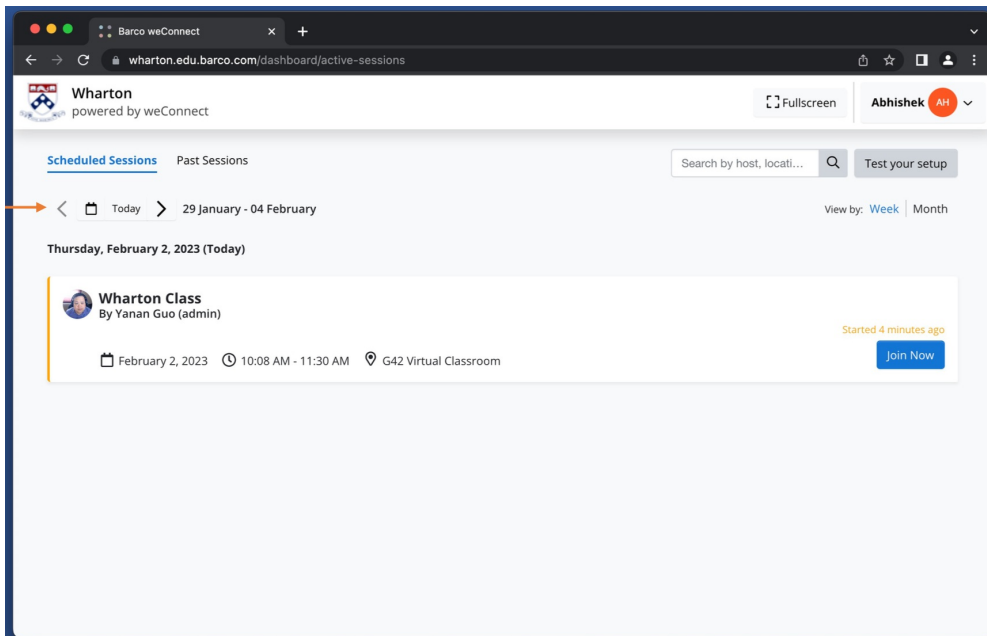
Steps to Test Your Setup

1. Select the camera you plan on using and make sure you can see your video.
2. Click on **Test** audio to make sure your speakers or headphones work.
3. Select the microphone you plan on using and make sure the bar turns green when you speak.

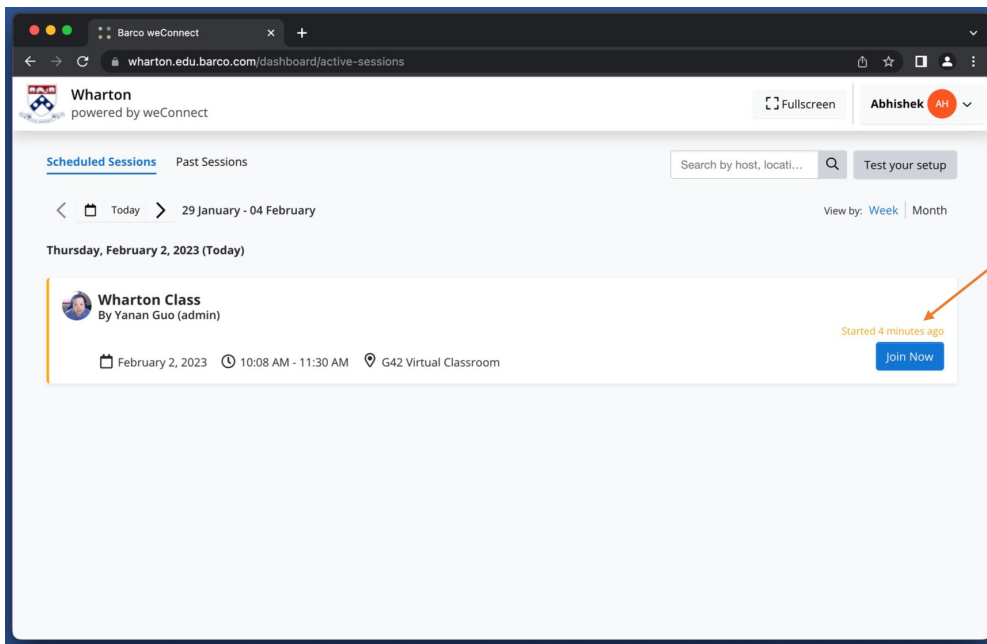


Joining Class

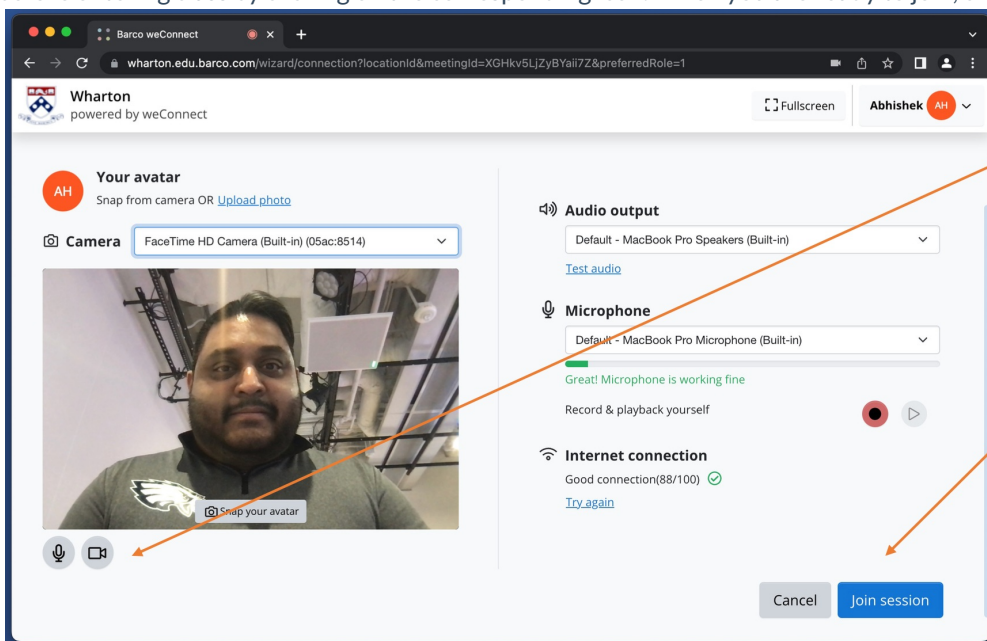
After logging into the Virtual Class website with your PennKey you will be presented with a calendar and roster of Classes. By default, your upcoming classes are shown for the current week. Change weeks or view by month to see into future classes.



Once you find the correct class session, click Join Now to join your online class. You can join up to 15 minutes before class starts.

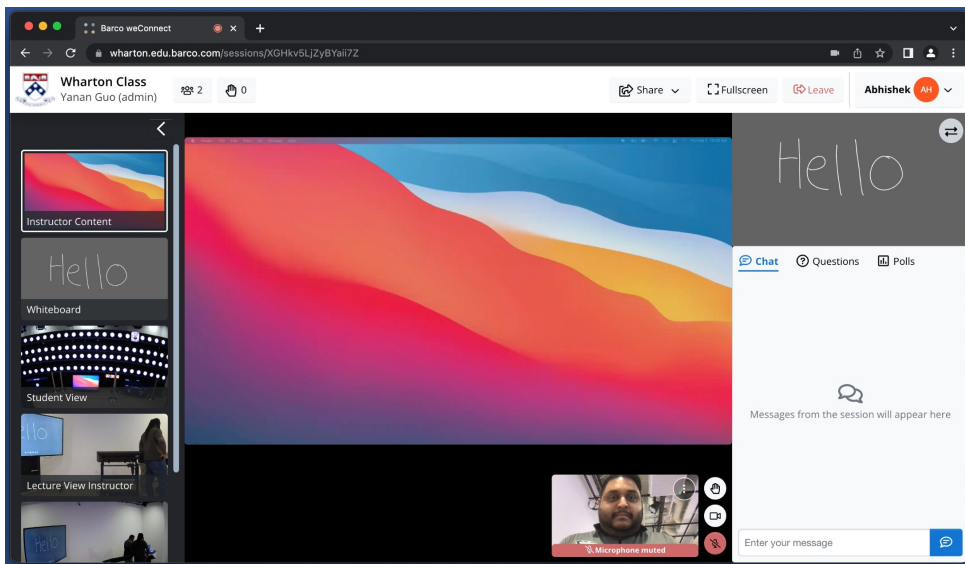


Make sure all the correct devices are selected and each is working. You can mute your microphone or camera before entering class by clicking on the corresponding icon. When you are ready to join, click on Join session.

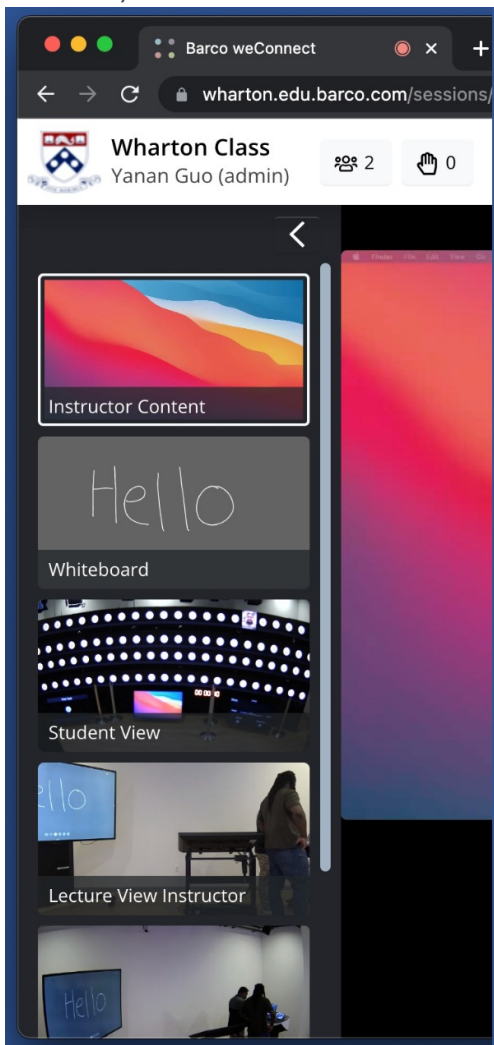


In-Class Layout

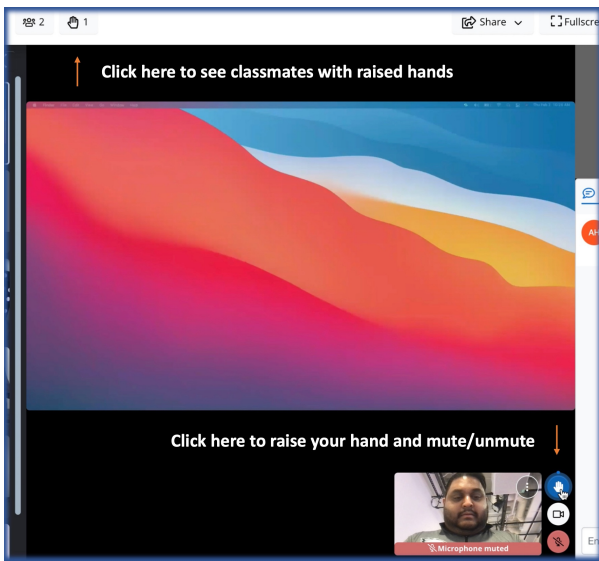
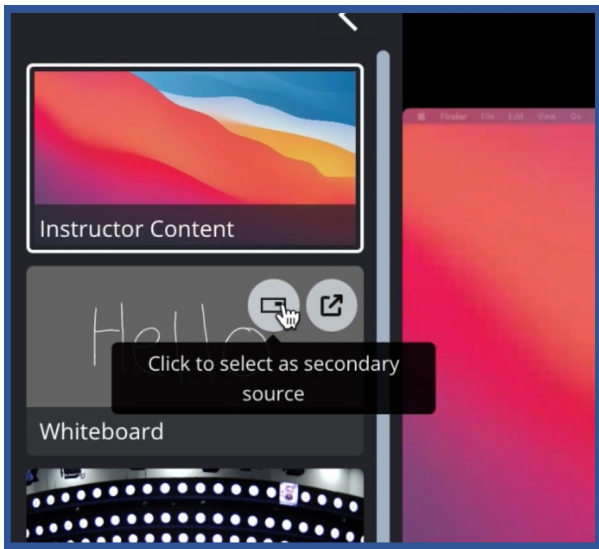
You are now in the WeConnect meeting platform! You will see multiple content sources on the left, your video preview at the bottom and the Chat/Q&A/Polling pane to the right. The primary content source will display in the large middle pane. The secondary source will be at the top-right. Your instructor will set a default view for the course.

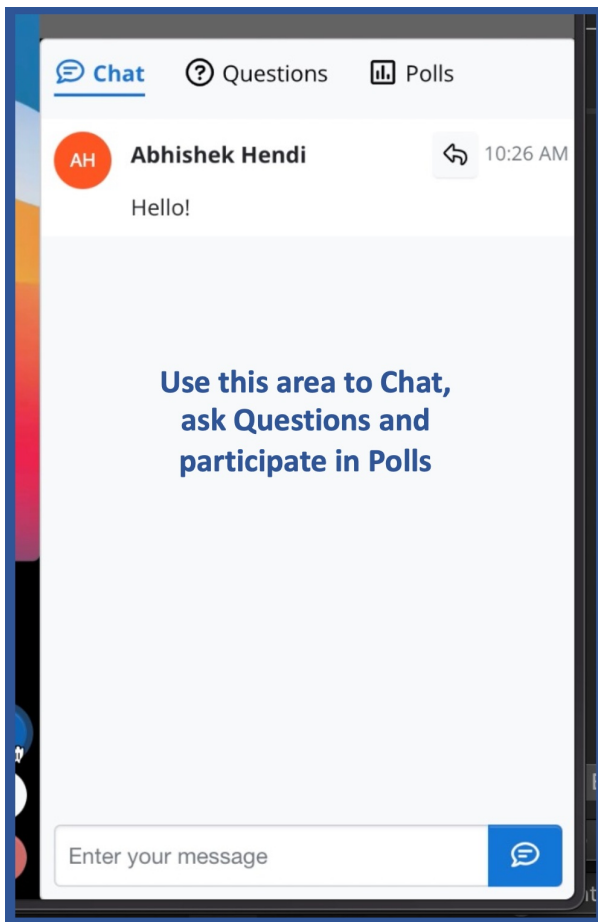


Click on any content source on the left to make it the primary content in the middle.



Move your mouse over any content source to bring up the option to select it as a secondary source or launch it in a new window.





More WeConnect Resources

If you have any trouble connecting to class, Wharton Computing will be available to help.

WeConnect for Wharton Executive Education

Last Modified on 08/17/2023 12:48 pm EDT

Using WeConnect (for Executive Education)

Before You Start

You will need to:

- A login username and password provided to you by a Wharton program

If you are using WeConnect for something other than a Wharton Executive Education program, please [see this article](#).

Connecting to WeConnect for Online Class

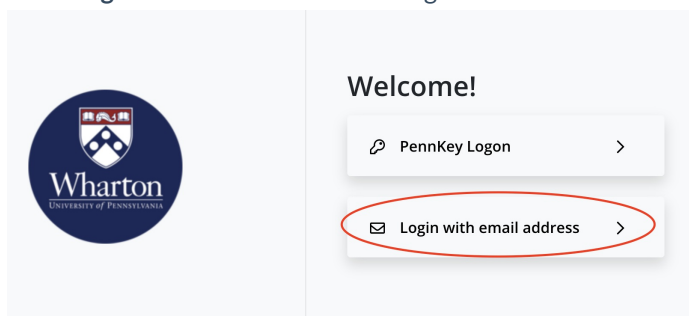
Before you get started, you'll need:

1. **A comfortable learning space:** Ideally, this should be a well-lit area with minimal background noise and distractions.
2. **A compatible device:** PC, Mac or iPad. We highly recommend using a laptop or desktop for the best class experience.
3. **A compatible browser:** Google Chrome, Microsoft Edge, or Safari. Firefox is not recommended.
4. **A webcam and microphone:** We recommend using an HD webcam (720p or 1080p) for best results. If you'll be in a quiet space, using the built-in webcam microphone and laptop speakers should be ok. If there will be any background noise, we recommend using a headset with integrated microphone.

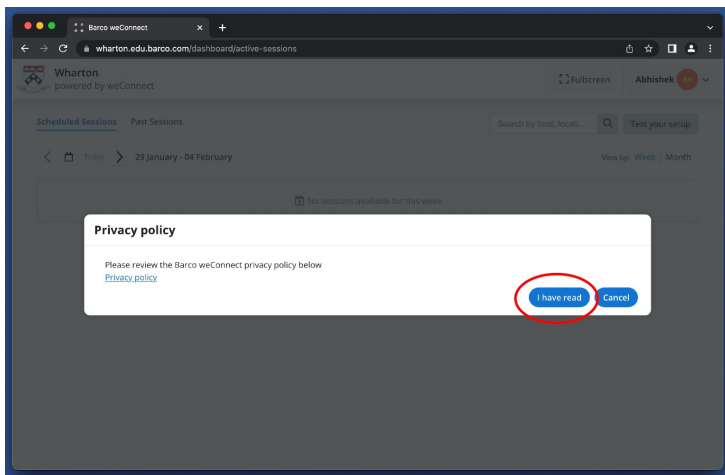
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Instructions to Connect

1. Click on the link to join the virtual class portal (<https://wharton.edu.barco.com>).
2. Select **Login with email address** and login with the credentials you have been provided.

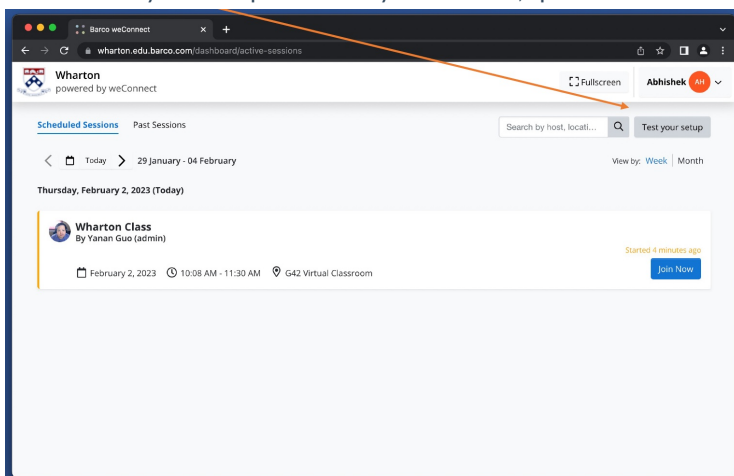


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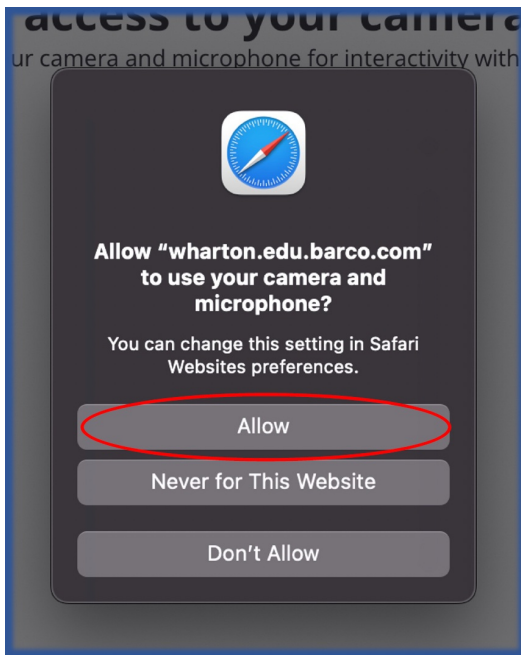
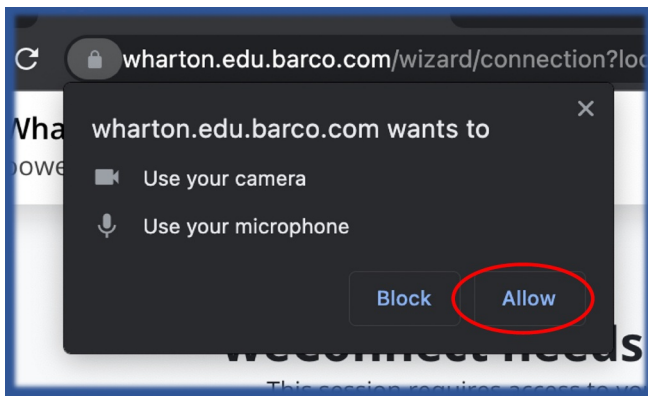


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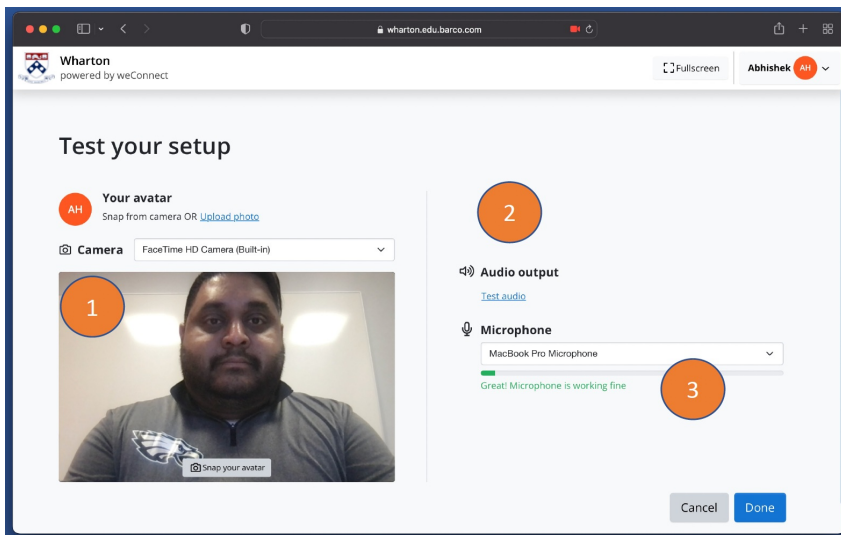
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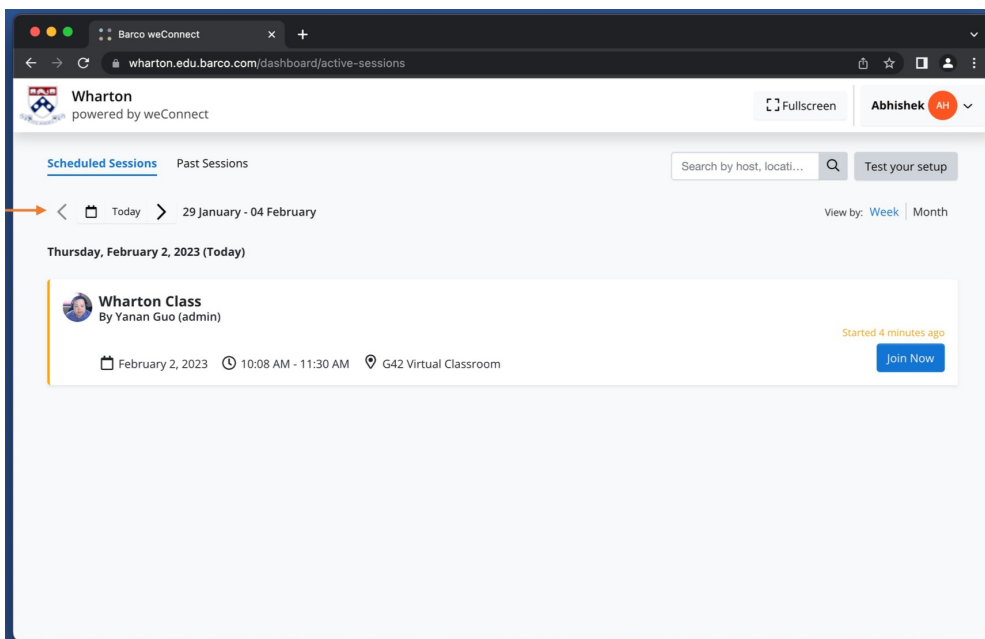
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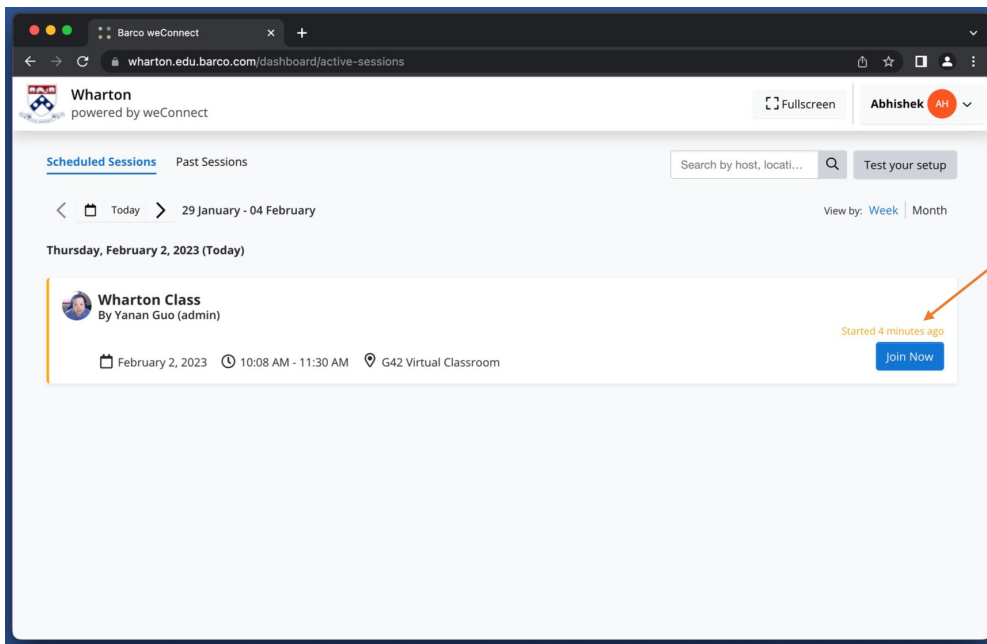


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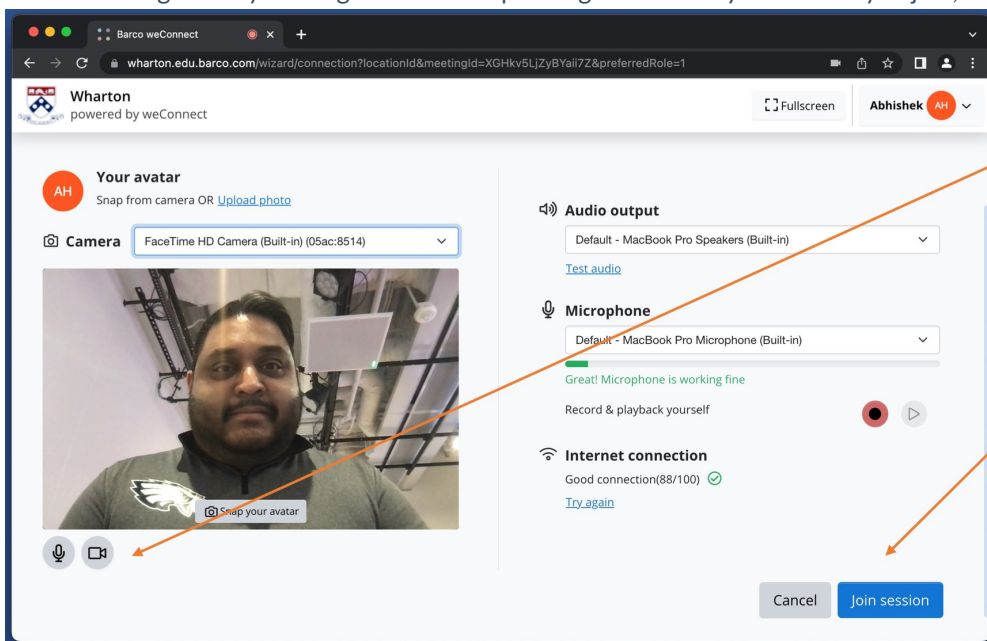
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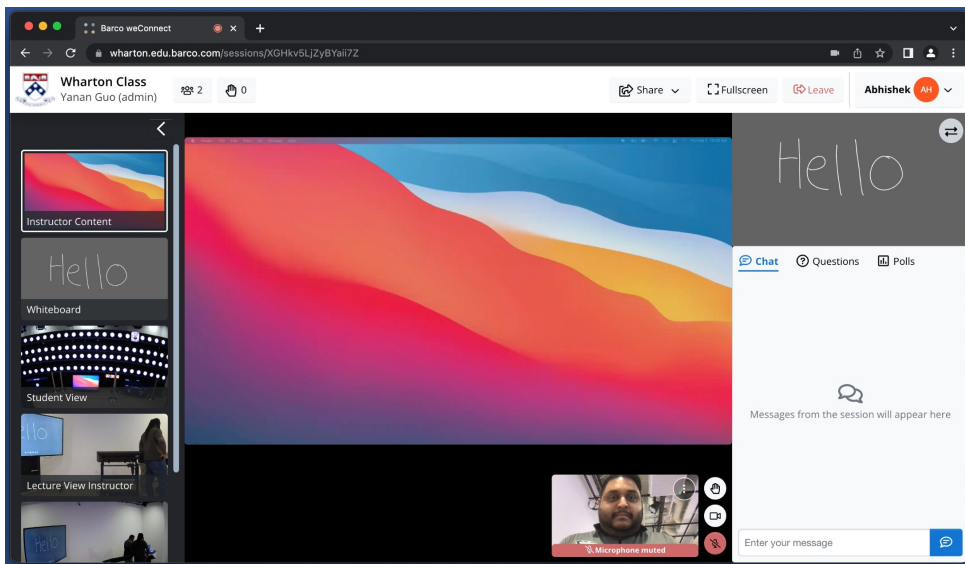


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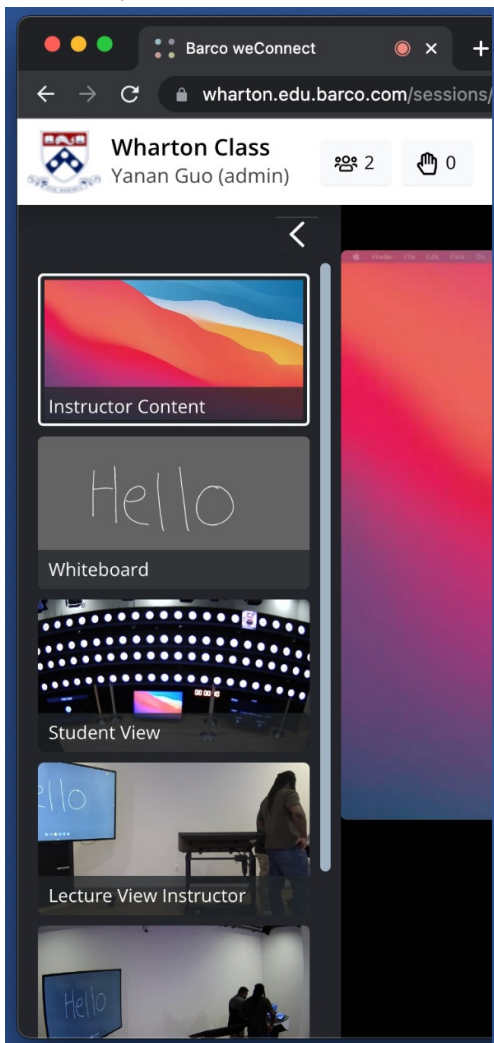


In-Class Layout

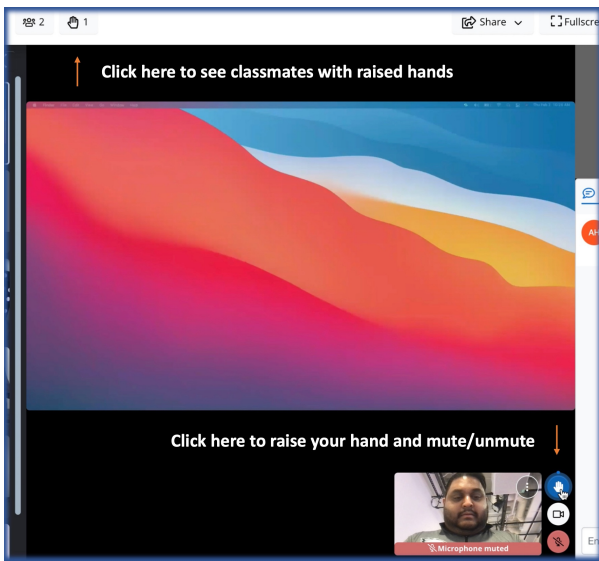
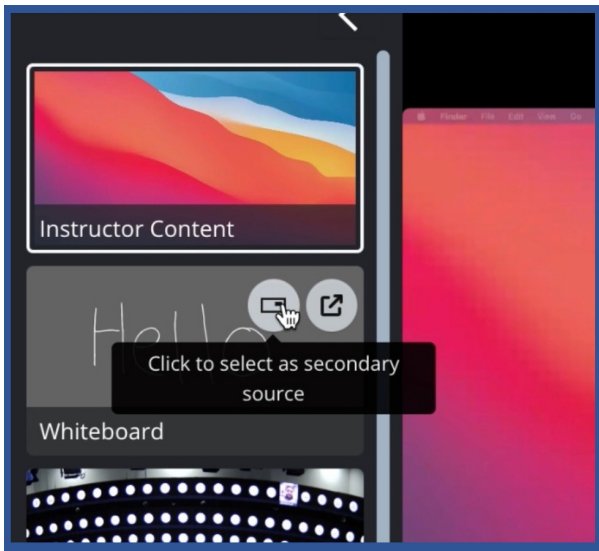
You are now in the WeConnect meeting platform! You will see multiple content sources on the left, your video preview at the bottom and the Chat/Q&A/Polling pane to the right. The primary content source will display in the large middle pane. The secondary source will be at the top-right. Your instructor will set a default view for the course.

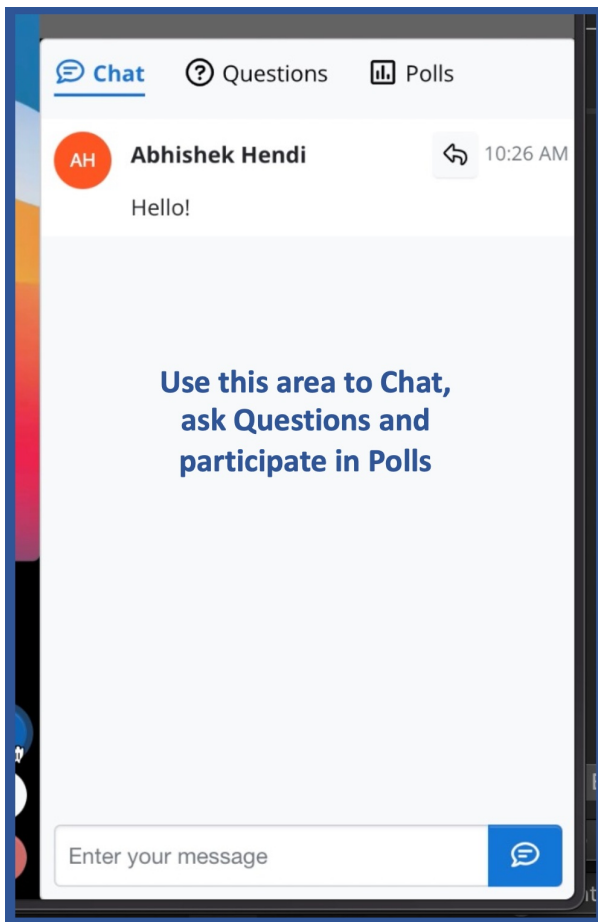


Click on any content source on the left to make it the primary content in the middle.



Move your mouse over any content source to bring up the option to select it as a secondary source or launch it in a new window.





More WeConnect Resources

If you have any trouble connecting to class, Wharton Computing will be available to help.

Slack at Wharton Overview

Last Modified on 04/07/2023 9:32 am EDT

Slack at Wharton allows people to leverage all of Slack's great collaboration and communication features securely with:

- PennKey login
- Unlimited message history
- Shared Channels
- A shared User Directory across all Slack at Wharton workspaces
- **FERPA protections**
- And more

All current fulltime MBA students, and some faculty/staff, have Slack at Wharton accounts.

How to Access

You can log into Slack at Wharton (using your PennKey username and password) here:

<https://wharton.enterprise.slack.com>

The workspaces you're a member of and those you can add yourself to will be listed when you log in. Click the "Launch in Slack" to access a workspace.

The screenshot displays the Slack interface for Wharton School. At the top left is the Slack logo, followed by 'Workspace Directory' and a user profile picture. The main heading is 'Workspaces at The Wharton School'. Below this is a search bar with a magnifying glass icon and the text 'Search'. Underneath is the section 'Your Workspaces', which contains three workspace cards. Each card features a logo, the workspace name, the number of active members, and a 'Launch in Slack' button. The workspaces shown are: 1. WGA with 3,942 active members. 2. Wharton MBA 2023 with 1,136 active members, described as 'Workspace for the Wharton MBA ...'. 3. Wharton MBA Class o... with 1,424 active members.

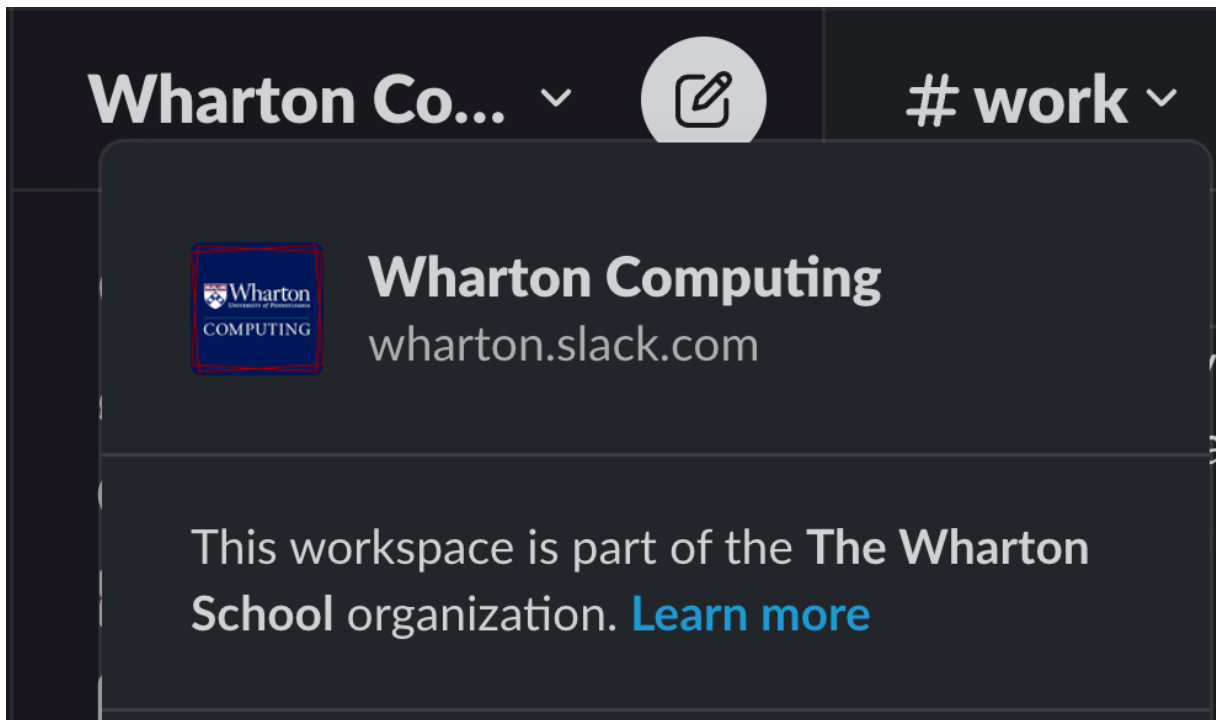
Request Access

Email your **Wharton Computing representative** if you need access to a particular workspace hosted on Slack at Wharton. Please be sure to include the name/URL of the workspace.

Is my workspace part of Slack at Wharton?

If you aren't sure if you are in a workspace hosted by Wharton, you can check using either the browser or desktop client (this won't work with the mobile Slack app):

1. Log into the workspace via the Slack desktop app or in a browser.
2. Click on the workspace name in the upper lefthand corner.
3. A dropdown will appear. Your workspace is part of Slack at Wharton if you see “This workspace is part of the The Wharton School organization.”



Inviting Someone to Slack at Wharton

Last Modified on 04/13/2023 9:35 am EDT

All full-time Wharton MBA students, and some faculty and staff, have Slack at Wharton accounts.

Existing Slack at Wharton accounts can easily be added to Wharton-hosted workspaces and channels by any member. Any member can invite additional people to Slack at Wharton, but a Slack admin must approve these invitations.

When inviting someone to a Wharton Slack workspace or channel, you must use the correct email address. This article will show you how to:

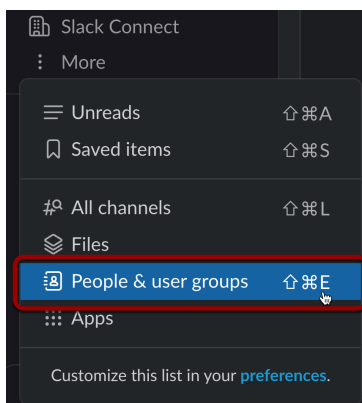
- Find out if someone already has a Slack at Wharton account.
- Determine which email address to use to invite Penn-affiliated people to workspaces and channels hosted by Slack at Wharton.

Finding the correct email address

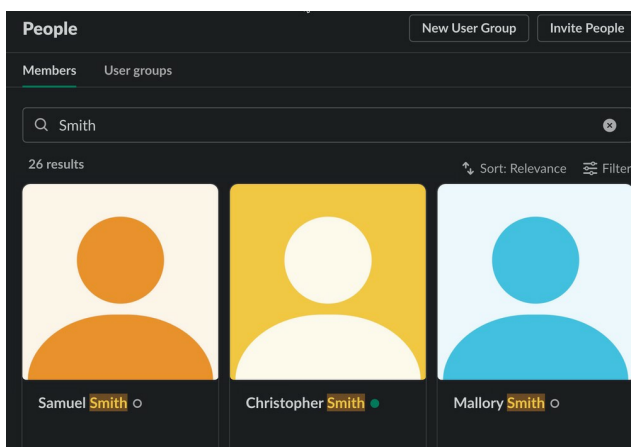
If you're inviting a Penn-affiliated person to a workspace/channel, it is essential to use the correct email address so that they can log in with their PennKey. First, you'll want to check if the person you invite has an existing Wharton Slack account.

Check the Wharton Slack Directory

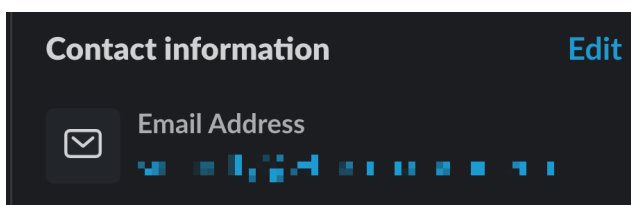
1. In a Wharton Slack workspace, click on **More** in the sidebar and then **People & users groups**.



2. Search for the person you want to invite to your channel/workspace.
3. Click on **the person you want to invite**.



4. Their profile opens on the right-hand side of your Slack app. Use the email address in the "Contact information" section to add them to the channel/workspace.



If the person you're looking for isn't in the search results, they probably do not have a Wharton Slack account. See the Check Penn Directory section below.

Check the Penn Directory

If the person you'd like to invite to your workspace/channel isn't in the Wharton Slack directory but is Penn-affiliated, your next step in determining which email address to invite is to search the Penn Directory.

1. Go to the Penn Directory but **do not log in**. You want to use the "Public view" of the directory.
2. Search for the person you'd like to invite to Wharton Slack.
3. Use the email address listed on their public directory page for the Slack at Wharton invitation. If instead of an email address listed, there is a note that says, "Log in to view email," you need to invite them using their @upenn.edu address which is "their pennkey"@upenn.edu.

Inviting People to Workspaces

Once you have the correct email for Wharton/Penn-affiliated people or any email address for a non-Penn person, you can invite them to your workspace.

All invitations must be approved, so your invite will not be automatically sent. A Slack admin may reach out with questions.

Follow [the instructions](#) for Pro, Business+, and Enterprise Grid plans listed [here](#) to invite members to a workspace.

Adding someone to a channel

Follow the "[Add people to a channel](#)" instructions from Slack to add someone to a channel in your workspace.

Search the Slack Directory by name, not email address, as the person you'd like to add may not be using the email address you'd expect.

University Retires LastPass Password Manager

Last Modified on 09/16/2024 12:12 pm EDT

The University of Pennsylvania has changed its password manager service offering from LastPass to DashLane. If you use the University's LastPass, follow these steps to preserve any data you still use and review the process for migrating to Dashlane. **Dashlane is now available to students, faculty and staff from [ISC's website](#).**

Wharton LastPass Enterprise accounts: Wharton Computing will be **migrating these accounts to free versions on September 17, 2024**. Take action before that date to avoid losing access to shared data and folders.

Wharton LastPass Premium and Personal accounts: The University's contract with LastPass **expires on September 26, 2024**. After this date, all remaining LastPass accounts will transition to free versions, and the account will no longer be managed by Wharton or Penn. If you have shared data and folders, take action before that date to avoid losing access.

Wharton Computing's security policy: *users should store their business and personal passwords separately from each other, in separate manager stores.*

If you are a current Wharton user of LastPass, these directions will explain how the end of the contract affects you, and provides tips on migrating to Dashlane. (More detailed information, including testing results and directions for exporting via .csv file, is [available for the tech-hearty](#).)

Identify Your Account Type

The University's LastPass contract included three different account types for University users: **Enterprise**, **Personal (with Premium access)** and **Free**. Use these steps to figure out which kind of user account you have:

LastPass Enterprise accounts

Enterprise Accounts allow you to create shared folders, which many teams use to share access credentials for software and other sensitive information. (Only some Wharton staff and some faculty have LastPass Enterprise accounts. If you have a LastPass Enterprise account:

LastPass Linked Account Users

If you have **linked your LastPass enterprise accounts to your LastPass personal accounts**, there are some extra steps you need to take.

LastPass Premium Personal Accounts

Premium Accounts are personal LastPass accounts created for individual and personal use, taking advantage of the University's premium level of service.

Migration Options

The migration option you choose depends on the answers to these questions:

- **Faculty or staff member with a LastPass Enterprise account?** See Option 3 below.
- **Faculty or staff member with LastPass Premium, or a personal LastPass account with work or business credentials in your personal account?** We strongly recommend Option 3, especially if you need to share credentials with your colleagues. However, Option 1 or 2 are available to you as well.
- **Using the University's LastPass Premium plan for personal use accounts?** Choose Option 1 or 2, below.

Option 1: Keep using LastPass and do nothing else

If you choose this option

Option 2: Migrate to Dashlane Premium

Dashlane Premium accounts are personal accounts created for individual and personal use, taking advantage of the University's licensing for premium level of service. **You should not use these accounts to store University data and credentials; instead, use Dashlane Business.**

Option 3: Migrate to Wharton's Dashlane Business Plan

Dashlane Business accounts allow you to share credentials with other users, and offer other advanced features.

If you choose this option:

Questions?

If you have trouble figuring out what kind of account you have, or need help with the migration process, **please contact your Wharton Computing representative**

For more information on Dashlane, see **ISC's website**.



LastPass Migration to Dashlane - Technical Details

Last Modified on 09/16/2024 12:10 pm EDT

This article supplements the main announcement about migrating your LastPass account to the new Dashlane password management service. We recommend you start with [University Retires LastPass Password Manager](#), and use this article if you run into trouble with those directions or if you need a more in-depth understanding of the nuances around the migration. This article repeats some of that information, and may be too much information for most people.

Types of University Accounts

There are several types of accounts.

LastPass Enterprise accounts

Enterprise Accounts include the option to create shared folders, which many teams use to share access credentials for software and other sensitive information. Only some Wharton staff and some faculty have LastPass Enterprise accounts. If you have a LastPass Enterprise account:

LastPass Premium personal accounts

Premium Accounts are personal LastPass accounts created for individual and personal use, taking advantage of the University's premium level of service. Various members of the University community have been eligible for a LastPass Premium account. If you have a LastPass Premium account, please see below for details:

Note: The instructions provided by Dashlane say that disabling 2FA / two-factor authentication is required for the direct import to work. However, in testing, both Wharton Computing and ISC users have successfully imported their LastPass credentials with 2FA enabled. Using the same browser that you have the LastPass browser plugin already installed, or a LastPass session already running, should eliminate the need for disabling 2FA.

If you need to migrate a LastPass Shared folder: Dashlane Premium is probably not the right choice for you. Dashlane Premium does not allow for the ability to share password folders or collections. You can share individual password items, if that is sufficient for your purpose.

Further documentation is available at [ISC's Dashlane documentation site](#).

LastPass Linked Account Users

This section applies to enterprise users who have linked their LastPass accounts to their personal accounts only.

Some users have their personal LastPass accounts to their Enterprise accounts. For example, jwharton@wharton.upenn.edu could have as Wharton enterprise account, and link their personal account under

the email jwharton@gmail.com. This gives users the advantage of having all of their passwords, for both business and personal use, accessible through the LastPass app, browser plugin, etc, through their single Enterprise login. You can check if you have any linked account settings enabled in the menu :

LastPass Free Account

If you don't fall into any of the account types above, you likely have a free LastPass account and won't be affected by this migration.

Migration Options

This chart reviews in depth the various options you have available, and reasons for choosing each option.

Current Last Pass Feature/Function Usage	Option 1: Keep LastPass Free Personal Account	Option 2: Migrate to Dashlane Premium	Option 3: Migrate to Dashlane Business Plan
LastPass account only for personal use	x		
Keep and use shared folders in your LastPass account.	x		x
Make use of premium features of password manager.		x	x
Wharton faculty or staff, and a current member of the Wharton LastPass Enterprise account.		x	x

Current Last Pass Feature/Function Usage	Option 1: Keep LastPass Free Personal Account	Option 2: Migrate to Dashlane Premium	Option 3: Migrate to Dashlane Business Plan
Use LastPass premium account to store University credentials or to collaborate and share passwords with other University employees.			x
Share credentials or access shared credentials with other Dashlane Business users.			x

Migrate to Wharton’s Dashlane Business Plan

Dashlane Business accounts allow for the option to share credentials with other users and other advanced features.

Migrating a LastPass Shared folder (LastPass Enterprise users only)

You **must** export a .csv file of passwords from LastPass and then import the file directly into Dashlane. This has the downside of creating a plaintext .csv file containing passwords but allows for the export and transfer of any passwords a user had access to in LastPass, including from shared password folders, so care is required to ensure protection of your credentials.

When migrating a Shared LastPass folder: We recommend appointing **one** person that manages your Shared LastPass vault to be designated the **owner** of -- and thus responsible for -- the migration of the LastPass vault to a Dashlane collection (what a shared folder is called in Dashlane), then assigning shared access rights after the migration.

Always share collections with full “Manager” permissions, and add passwords with “Full” edit rights, so that even if the original creator loses access to their Dashlane account, subsequent managers can still retain full access to the shared folder.

Renewing LastPass Premium

If your LastPass Premium access expires before September 26, you should receive an email from LastPass about 2 weeks before your expiration date with the subject “Another year of LastPass, free!” Look for this email in your @upenn.edu account, and follow the instructions to open a link and renew access. (Be sure to use a browser that is set up to use your LastPassPremium account.)

LastPass Support has assured Penn that Premium Account users can continue to renew their LastPass license before September 26, so you should have full premium support until then. **After September 26, accounts may transition to free status so we recommend preparing in advance.**

Notes on Migrating Shared Folders

- **Sharing permissions from LastPass are NOT retained.** The person doing the sharing will have to reassign permissions. We recommend sharing with Manager permissions (for collections) and Full Access (for each credential) so Dashlane users can manage collections that are shared to them.
- **Nested folders get separated** out into their own collections. Either flatten your LastPass folder structure before the migration, or be prepared to deal with many Collections.
- **The import process may fail to import all shared folder/collection relationships.** We recommend uploading one shared Lastpass folder at a time by splitting it up into multiple CSV files so that you can verify the data you are uploading one collection at a time.
- **Credentials are ALWAYS tied to the original account that created it.** To share a password, you must:
 - create the password in your OWN personal login
 - add it to a shared collection

Always share collections with full “Manager” permissions, and add passwords with “Full” edit rights, so that even if the original creator loses access to their Dashlane account, subsequent managers can still retain full access to the shared folder.

Optional Actions:

Request a Dashlane Group to manage your shared passwords: You can request the creation of a Dashlane group to help manage your shared passwords. Members of a Dashlane group can share logins, Secure Notes, and secrets with other members of the group. [See Dashlane's information on managing Dashlane groups.](#) If you would like to create a Dashlane group or update the membership of a Dashlane group, please contact [your Wharton Computing representative.](#)

Lock down access to LastPass shared folder: Once you have migrated your collections to Dashlane, you can lock down access to your old LastPass shared folders to Read-Only access so that your team no longer makes edits and changes to the old LastPass shared folder.

Questions?

If you have trouble figuring out what kind of account you have, or need help with the migration process, **please contact your Wharton Computing representative.**

For more information on Dashlane, see **ISC's website.**

MyWharton Guide

Last Modified on 11/30/2022 3:30 pm EST

About MyWharton

MyWharton (my.wharton.upenn.edu) provides a central location for all of the information students need and makes it available on any device. It has been designed from the ground up with student input and in partnership with staff members who interact with students daily.

Getting Started with MyWharton

To access MyWharton:

1. Go to my.wharton.upenn.edu
2. Log in with your PennKey and password.

All Undergraduate, MBA, and WEMBA students as well as certain staff designated by each department have access to MyWharton. If you cannot log in, contact:

- **Students:** <http://computing.wharton.upenn.edu>
- **Staff:** mywharton-support@wharton.upenn.edu

Depending on which program and role you are in, MyWharton will function slightly differently. Choose your affiliation below for customized instructions on getting started with MyWharton. Note the access date for your particular user type:

MyWharton for UGRs



MyWharton for MBAs



MyWharton for WEMBA



Installing the Mobile App

Choose your device below to install the MyWharton app on your mobile device. MyWharton mobile allows you to access the same features as the website and also includes persistent login and notifications.

MyWharton App for iOS Devices



MyWharton App for Android Devices



Need Help?

Students: [Wharton Computing Student Support](#)

Staff: [MyWharton Support](#)

MBA MyWharton Features Overview

Last Modified on 06/08/2023 4:29 pm EDT

This is an overview of the **MyWharton Community interface** for MBA students and staff.

Before You Start

All MBA students and some MBA staff should have access to MyWharton. If you cannot log in, contact:

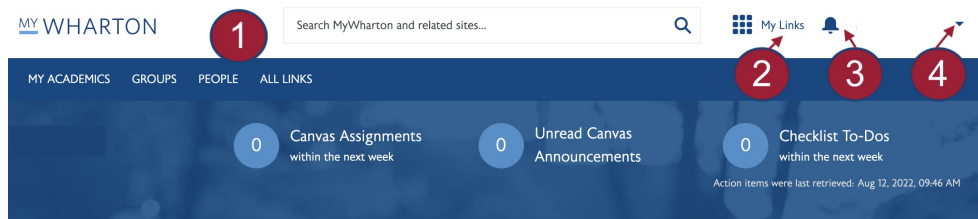
- **Students:** <http://computing.wharton.upenn.edu>
- **Staff:** mywharton-support@wharton.upenn.edu

Dashboard

The **MyWharton Dashboard** aggregates data and provides links to other areas of MyWharton and Penn/Wharton sites. The numbers on the screenshots correspond to the numbers in the listed items below each image.

The screenshot displays the MyWharton dashboard interface. At the top, there is a navigation bar with the Wharton University of Pennsylvania logo and the text 'MY WHARTON'. Below the navigation bar, there is a search bar and a 'My Links' button. The main content area is divided into several sections. The top section is a 'Welcome' message with a summary of action items: '2 Canvas Assignments within the next week', '3 Unread Canvas Announcements', and '4 Checklist To-Dos within the next week'. Below this is a banner for COVID-19 information. The main content area is divided into three sections: 'My Events' (1), 'My Links' (6), and 'Life At Wharton' (5). The 'My Events' section shows 'You have no upcoming items'. The 'My Links' section shows links for 'Course Match', 'Division of Public Safety', 'G Suite', 'GSR', 'Campus Groups', and 'Canvas'. The 'Life At Wharton' section features a slide titled 'WELCOME TO WHARTON MBA CLASS OF 2024' with a city skyline and fireworks background.

1. **My Events** – Includes events for clubs you are a member of or other groups you have joined, along with personalized events (courses, appointments, GSR reservations) and events you create in MyWharton.
2. **Canvas Assignments** – number of assignments due in the next week; links to Canvas dashboard .
3. **Unread Canvas Announcements** – number of unread announcements; links to Canvas dashboard.
4. **Checklist To-Do's** – number of items due in the next week; links to Checklist app.
5. **Life at Wharton** – display of featured events around the school.
6. **My Links** - Links you have favorited will appear here for easy access.

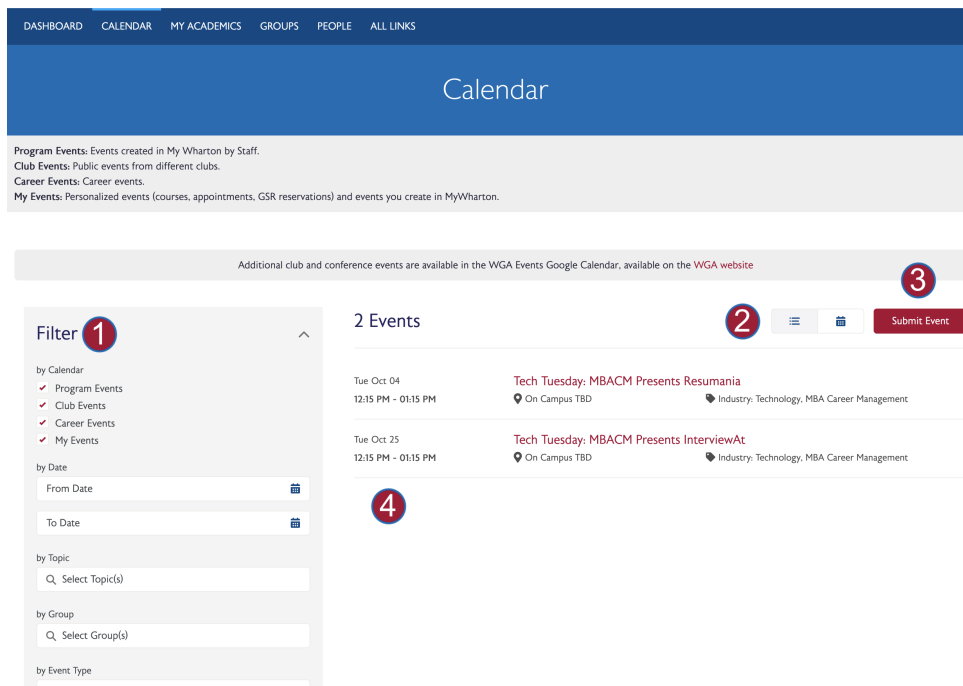


From the Dashboard page you can also do the following:

1. Search MyWharton and related sites for relevant content including help articles.
2. Personalize your My Links section to quickly access your favorite student resources.
3. View Notifications about important news & notices.
4. Customize your Profile and Settings by clicking on your name.

Calendar

The **Calendar page** allows MBA students to submit events, search and filter, bookmark, and add events to external calendars (e.g., Outlook, Gmail, etc.). The numbers on the screenshot correspond to the numbers in the listed items below.



1. **Filter** – search for events by date range, topic, group or event type, and different calendar types:
 - **Wharton Events** – Includes your Class, Cohort, and/or Cluster group events, along with school-wide events and public events hosted by clubs you are not a member of.
 - **My Calendar** – Includes events for clubs you are a member of or other groups you have joined, along with personalized events (courses, appointments, GSR reservations) and events you create in MyWharton.
 - Classes for the current term and next term (automatically added; changes reflected within 24 hours)
 - Appointments from CampusGroups, and CareerPath (automatically added; changes reflected within an hour)
 - On-Campus Recruiting Interviews from CareerPath (automatically added; changes reflected within 24 hours)

- Bookmarked events you have chosen to display from Wharton Events and/or Important Dates calendar (students need to select "Display" on an event detail)
 - Events students have created in MyWharton
 - GSR reservations (automatically added)
 - **Note:** *Employer Information Sessions and Workshops (from CareerPath) and Campus Group events that a student has RSVP-ed to will not automatically be displayed on My Events (students will need to bookmark the event from All Events to add it to My Events)*
 - **Important Dates** – Displays key dates set by the MBA program
2. **Views** – list view or calendar view (use calendar view to see past events)
 3. **Submit Event** – MBA students can submit events to the MyWharton calendar; any events created in Campus Groups will be synced up to MyWharton based on permissions -- e.g., private events will only be viewable by group members in MyWharton but public events will be viewable by all MBAs in MyWharton)
 4. **MyWharton Calendar Feeds** – links to a Calendar Feeds page where students can subscribe to or import events from their MyWharton calendar

Academics

The **Academics page** aggregates all of the relevant resources for courses including a link to set up appointments with an academic advisor.

- **Current Term | Next Term** – displays registrations for current/next term or a link to Course Match if the student is not registered (changes to registration will be reflected within 24 hours)
- **Academic Advisor** – displays the student's Academic Advisor
- **Featured Links** - provides other course-related links depending on the student type (e.g., Canvas, Course Match, Wharton Course Catalog, etc.)
- **Degree Information** – displays degree, major, minor, and expected graduation

Groups

The **Groups page** allows students to view past and present groups, request to join groups and view groups that they belong to. Groups are managed by MyWharton Community Managers.

Multiple Views of Groups

- **My Groups** – displays the groups the user belongs to (default view)
- **All Groups** – displays all groups that have been added to MyWharton

Group Types

- **Private** – Visible to all community users but users must be group members to view discussions. Users must request to join.
- **Public** – Publicly available to all community users. Users can view discussions without being a member. Anyone can join.
- **Unlisted** – Hidden from community users. Users must be invited by the Group Owner or Admin.

Click into a specific group to:

- See group details and members
- Manage notification preferences
- View group activity feed and related content posted for that group

- View related content, such as files, upcoming events, and the latest news and notices

People

The **People page** allows students to search the directory of current students and staff as well as a link to MyPenn for Alumni. From a user's profile, you can follow or direct message them in MyWharton.

- **Profiles of active users** – search by name, program, hometown, company, or industry; includes current students and staff
 - You can follow or message a user from their profile; you can also see posts they have made in the community in the activity feed below their profile
- **Link to MyPenn for Alumni**

All Links

The **All Links page** allows students to organize links to resources across Penn and Wharton.

- Links to resources across Wharton and Penn
- Users can toggle the heart icon next to links to add it to their **My Links box**

Support

The **Support page** contains knowledge articles for students to browse frequently asked questions to help navigate their Wharton experience. Users can also find a list of topics relevant to their program, along with related content and discussions.

- Users can follow topics or ask questions about topics to the community

Questions?

Contact:

Staff: MyWharton Support: mywharton-support@wharton.upenn.edu

Students: Wharton Computing Student Support: support@wharton.upenn.edu

Undergraduate MyWharton Features Overview

Last Modified on 04/04/2024 6:50 pm EDT

This is an overview of the **MyWharton Community interface** for UGR students and staff.

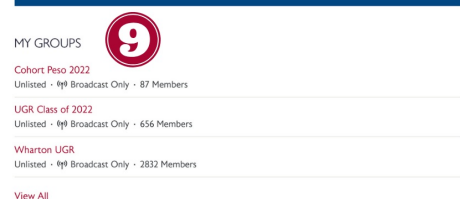
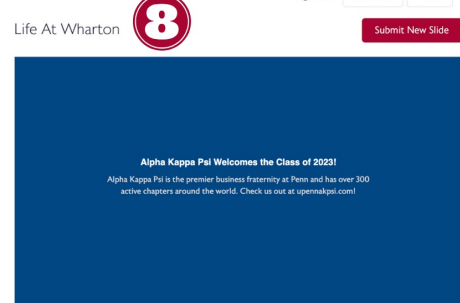
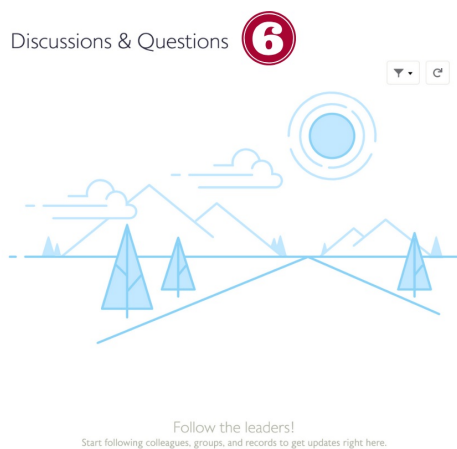
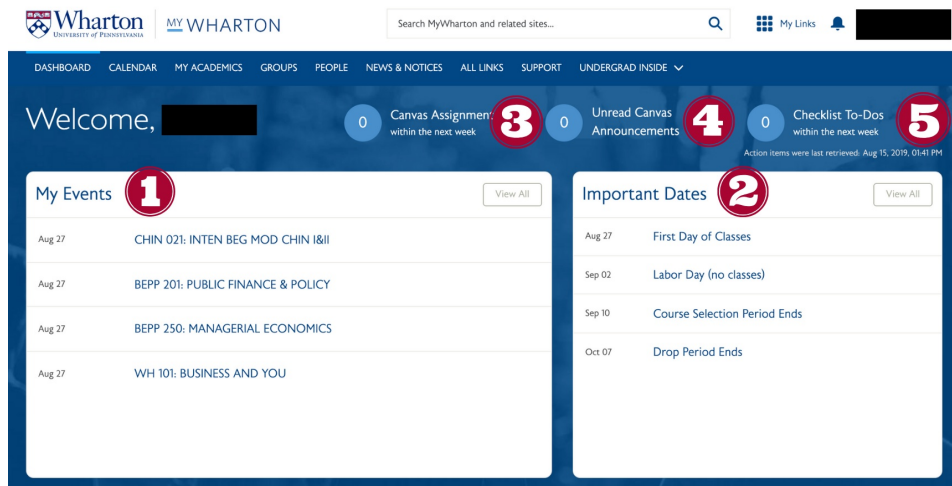
Before You Start

All UGR students and some UGR staff should have access to MyWharton. If you cannot log in, contact:

- **Students:** support@wharton.upenn.edu
- **Staff:** admin-support@wharton.upenn.edu

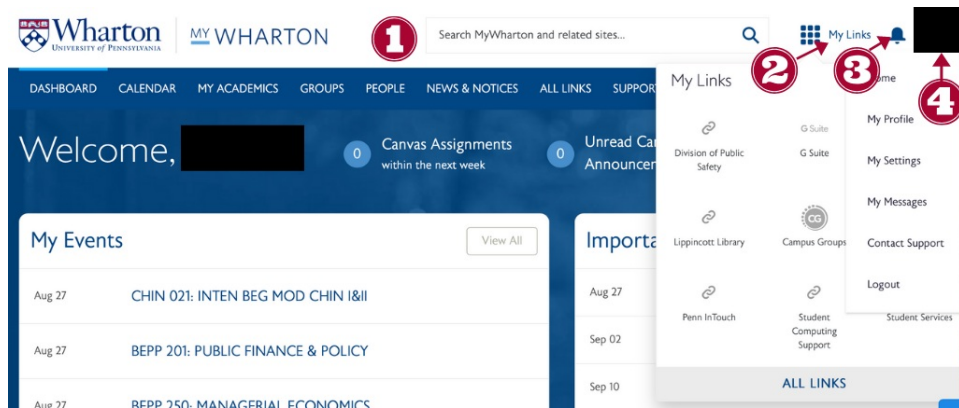
Dashboard

The **MyWharton Dashboard** aggregates data and provides links to other areas of MyWharton and Penn/Wharton sites. The numbers on the screenshots correspond to the numbers in the listed items below each image.



MyWharton Dashboard Screenshot Explained:

1. **My Events** – displays events for clubs you are a member of, or other groups you have opted in to, along with personalized events (such as courses, appointments, GSR reservations)
2. **Important Dates** – upcoming important dates (determined by staff)
3. **Canvas Assignments** – number of assignments due in the next week; links to Canvas dashboard
4. **Unread Canvas Announcements** – number of unread announcements; links to Canvas dashboard
5. **Checklist To-Do's** – number of items due in the next week; links to Checklist app
6. **Discussions & Questions** – personalized activity feed; contains posts from Community Managers for UGR students
7. **Latest News & Notices** – 3 most recent news & notices posts
8. **Life at Wharton** – display of featured events around the school
9. **My Groups** – list of groups or clubs that the user is a member of (see Groups section below for details)



From the Dashboard page you can also do the following:

1. **Search MyWharton** and related sites for relevant content including help articles.
2. **Personalize your My Links** section to quickly access your favorite student resources.
3. **View Notifications** about important news & notices.
4. **Customize your Profile and Settings** by clicking on your name.

Calendar

The **Calendar page** allows students to search events, bookmark events, request rooms, book GSRs, and add events to external calendars (e.g., Outlook, Gmail, etc.). The numbers on the screenshot correspond to the numbers in the listed items below.

The screenshot shows the MyWharton Calendar interface. At the top, there's a navigation bar with 'Wharton UNIVERSITY OF PENNSYLVANIA' and 'MY WHARTON' logos, a search bar, and utility links like 'My Links' and a notification bell. Below this is a main menu with options like 'DASHBOARD', 'CALENDAR', 'MY ACADEMICS', 'GROUPS', 'PEOPLE', 'NEWS & NOTICES', 'ALL LINKS', 'SUPPORT', and 'UNDERGRAD INSIDE'. The main heading is 'Calendar'. A descriptive paragraph explains the types of events included: Wharton Events (class/cohort/group events), My Events (clubs you're a member of), and Important Dates (program key dates). The interface is divided into several sections: a 'Filter' sidebar on the left (callout 1), a main event list (callout 2), a 'Featured Links' section (callout 4), and a 'MyWharton Calendar Feeds' section (callout 3). The event list shows various events with dates, times, and locations, such as 'Wharton Social Impact Initiative Applications Open' and 'Penn Student Activities Fair'.

1. **Filter** – search for events by date range, topic, group or event type, and different calendar types:
 - **Wharton Events** – Includes your Class, Cohort and/or Cluster group events, along with school-wide events and public events hosted by clubs you are not a member of
 - **My Calendar** – Includes events for clubs you are a member of, or other groups you have joined, along with personalized events (courses, appointments, GSR reservations)
 - **Important Dates** – Displays key dates set by the UGR program
2. **Book GSR** links to the GSR reservation system and **Request a Room** links to Operations Room Request form for students.
3. **Views** – list view or calendar view (use calendar view to see past events)
4. **MyWharton Calendar Feeds** – links to a Calendar Feeds page where students can subscribe to or import events from their MyWharton calendar

Academics

The **Academics page** aggregates all of the relevant resources for courses.

- **Current Term | Next Term** – displays registrations for current/next term (changes to registration will be reflected within 24 hours)
- **Degree Information** – degree, major, minor, and expected graduation year; dual degree information not included in MVP
- **Featured Links** - provides other course-related links depending on the student type (e.g., Canvas, Penn Academic Calendar, Syllabi, Wharton Academic Departments, Wharton Course Catalog, Wharton Research

Centers)

Groups

The **Groups page** allows UGR students to view the active groups that they belong to. Groups are managed by UGR MyWharton Community Managers.

Click a group name to:

- See group details and members
- Manage notification preferences
- View group activity feed and announcements posted for that group

People

The **People page** allows students to search the directory of current students and staff as well as a link to MyPenn for alumni.

- **List of active users** – search by name, home town, profile, or industry;
- **Link to MyPenn for Alumni**

News & Notices

The **News & Notices page** displays all news and notices from groups that a student belongs to and allows them to search and filter.

- Displays news and notices for all groups user is a member of
- Search news and notices by title
- Filter news and notices by topic or group

All Links

The **All Links page** allows students to organize links to resources across Penn and Wharton.

- Links to resources across Wharton and Penn
- Users can toggle the heart icon next to links to add it to their **My Links box**

Support

The **Support page** contains knowledge articles for students to self-service frequently asked questions and other logistical details to help them navigate their Wharton experience.

Questions?

Staff: admin-support@wharton.upenn.edu

Students: support@wharton.upenn.edu

WEMBA MyWharton Features Overview

Last Modified on 05/08/2023 3:37 pm EDT

This is an overview of the **MyWharton Community interface** for WEMBA students and staff.

Before You Start

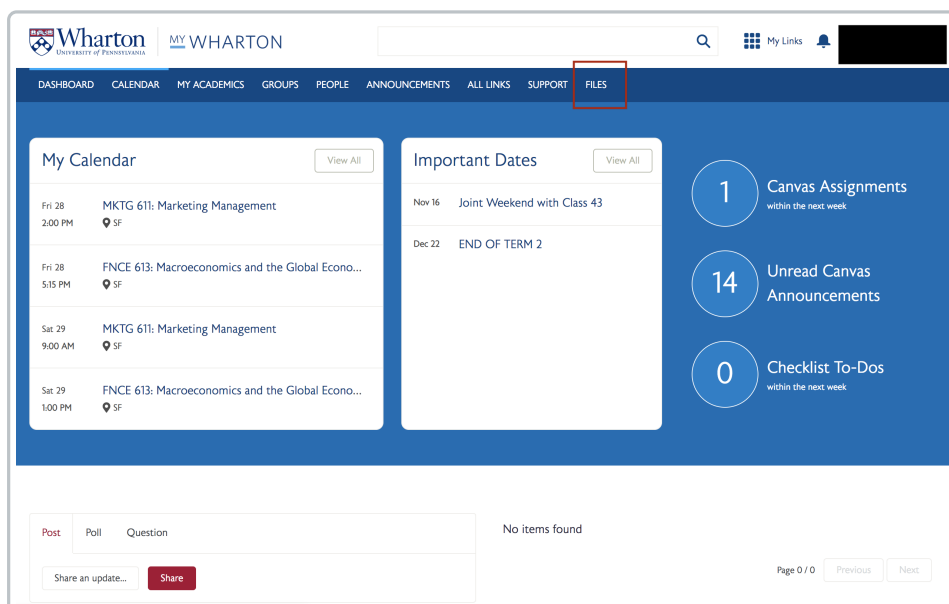
- You need a **MyWharton Community** account to access the interface. If you cannot log in, contact:
 - **Students:** support@wharton.upenn.edu
 - **Staff:** admin-support@wharton.upenn.edu

MyWharton Interface Overview

Dashboard

The **MyWharton Dashboard** aggregates data and provides links to other areas of MyWharton and Penn/Wharton sites.

- **My Calendar** – upcoming personalized calendar items (see Calendar section below for details)
- **Important Dates** – upcoming important dates (determined by staff)
- **Canvas Assignments** – number of assignments due in the next week; links to Canvas dashboard
- **Unread Canvas Announcements** – number of unread announcements; links to Canvas dashboard
- **Checklist To-Do's** – number of items due in the next week; links to Checklist app
- **Activity Feed** – personalized activity feed; contains posts from WEMBA Community Managers
- **Announcements** – 3 most recent announcements
- **My Groups** – list of groups that the user is a member of (see Groups section below for details)
- **Files** - Contain important files that are relevant to each student's WEMBA program.



Calendar

The **Calendar page** allows students to search events, bookmark events, book GSRs, and add events to external

calendars (e.g., Outlook, Gmail, etc.).

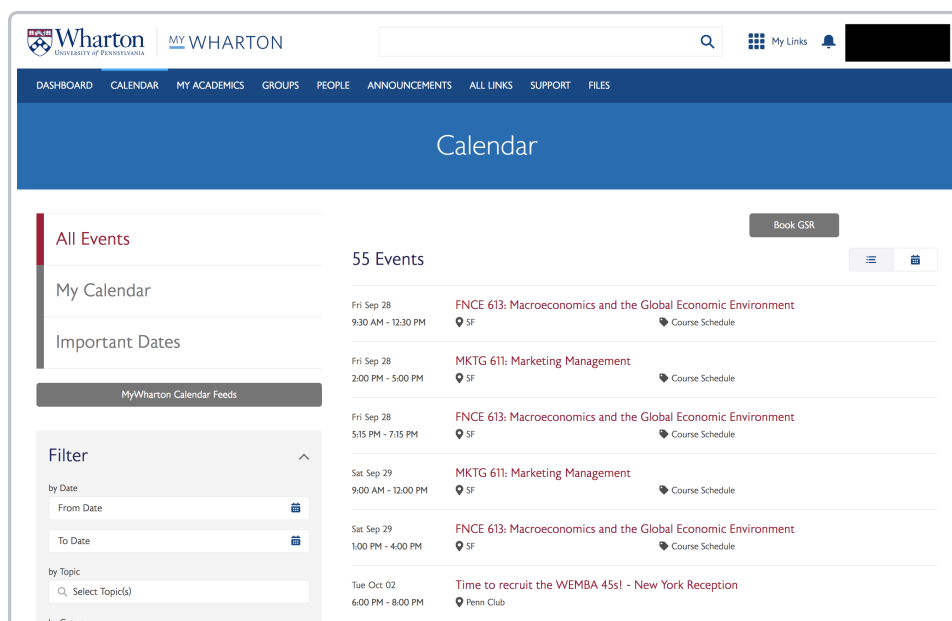
Note: If you want to **request a room or submit an event**, please contact your class manager.

Different calendar view options

1. **All Events** – displays all events for WEMBA students
2. **My Calendar** – displays personalized events for the user, including:
 - o Classes for the current term and next term (automatically added; changes reflected within 24 hours)
 - o Appointments from CareerPath (automatically added; changes reflected within an hour)
 - o Bookmarked events (user has to manually bookmark events from the All Events section)
 - o GSR reservations (automatically added)
3. **Important Dates** – determined by WEMBA staff

Other Page Features

- **Filter** – search for events by date range, topic, or group
- **Views** – list view or calendar view (use calendar view to see past events)
- **Book GSR** – links to the GSR reservation system
- **MyWharton Calendar Feeds** – links to a Calendar Feeds page where students can subscribe to or import events from their MyWharton calendar.



Academics

The **Academics** page aggregates all of the relevant resources for courses.

- **Current Term | Next Term** – displays registrations for current/next term (changes to registration will be reflected within 24 hours)
- **Class Manager** – displays student’s class manager contact information
- **Degree Information** – displays degree, major, minor, and expected graduation;
- **Featured Links** - provides other course-related links depending on the student type (e.g., Canvas, Penn Academic Calendar, Syllabi, Wharton Course Catalog, etc.)

Groups

The **Groups** page allows students to view groups that they belong to. Groups are managed by MyWharton Community Managers.

Click into a specific group to:

- See group details and members
- Manage notification preferences
- View group activity feed and announcements posted for that group

People

The **People** page allows students to search the directory of current Wharton students and staff as well as a link to MyPenn for Alumni.

- **List of active users** – search by name, home town, profile, or industry; current students and staff
- **Link to MyPenn for Alumni**

News & Notices

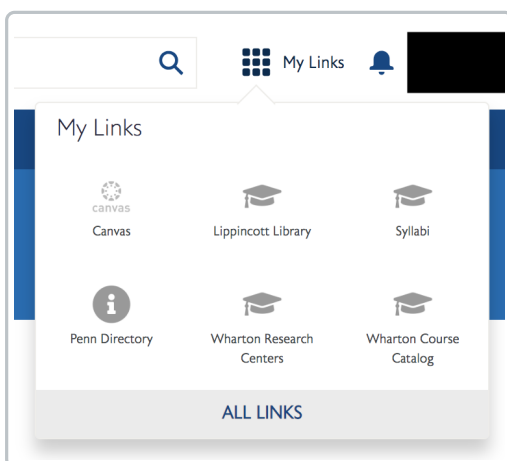
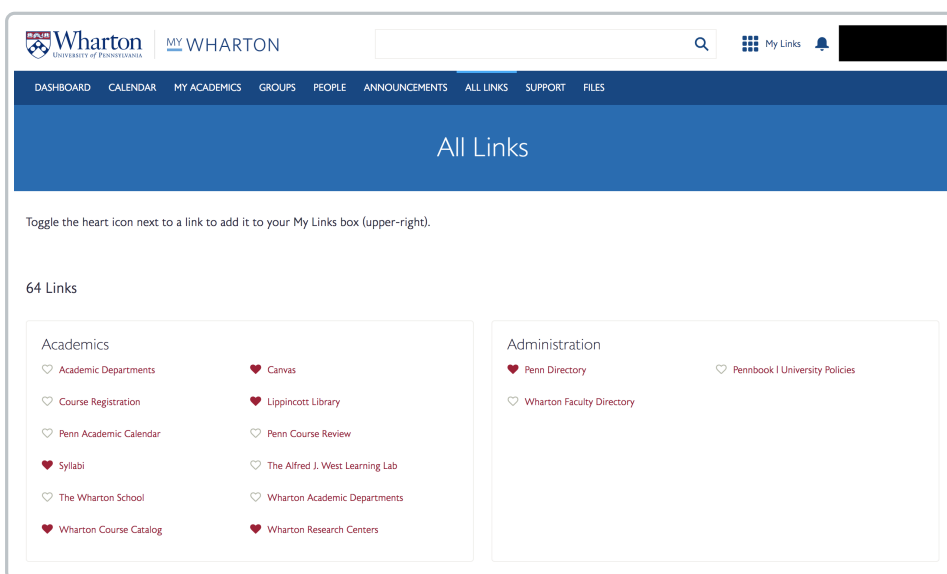
The **News & Notices** page displays all announcements from groups that a student belongs to and allows them to search and filter.

- Displays announcements for all groups user is a member of
- Search announcements by title
- Filter announcements by topic or group

All Links

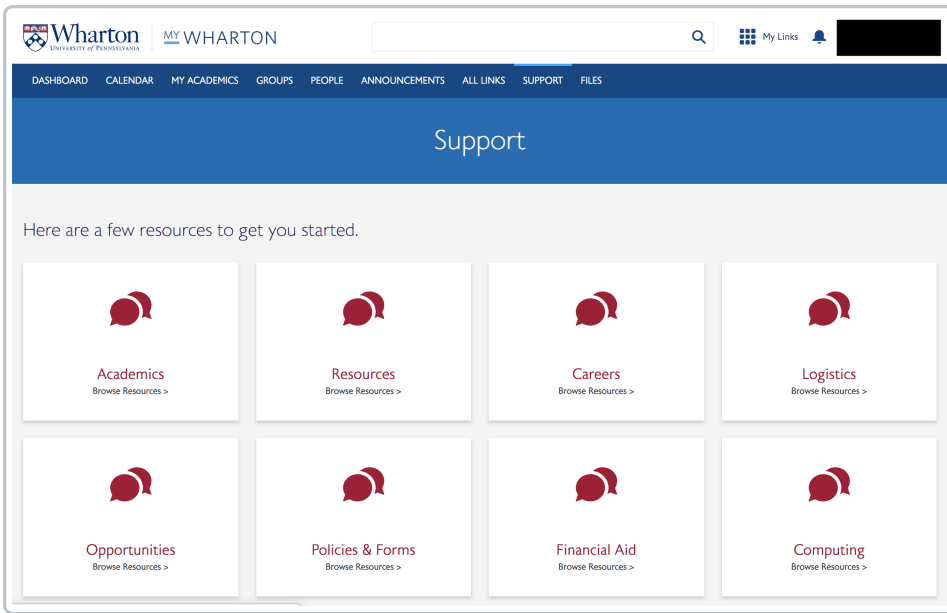
The **All Links** page allows students to organize links to resources across Penn and Wharton.

- Links to resources across Wharton and Penn
- Users can toggle the heart icon next to links to add it to their **My Links box**



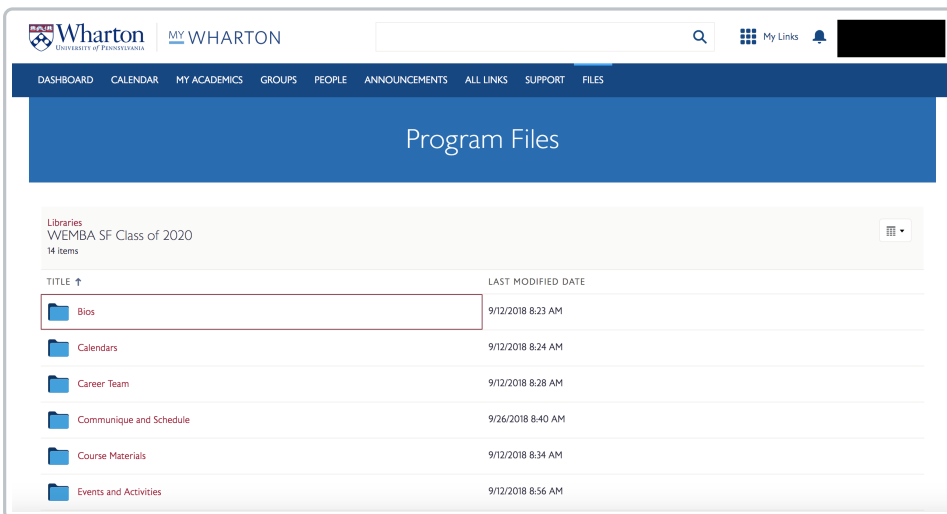
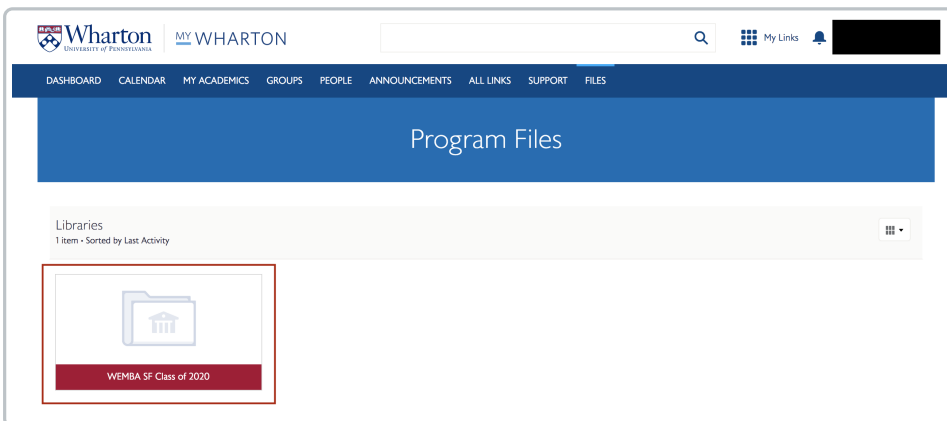
Support

The **Support** page contains knowledge articles for students to self-service frequently asked questions and other logistical details to help them navigate their Wharton experience. The support page will have slightly different topics depending on student type.



Files

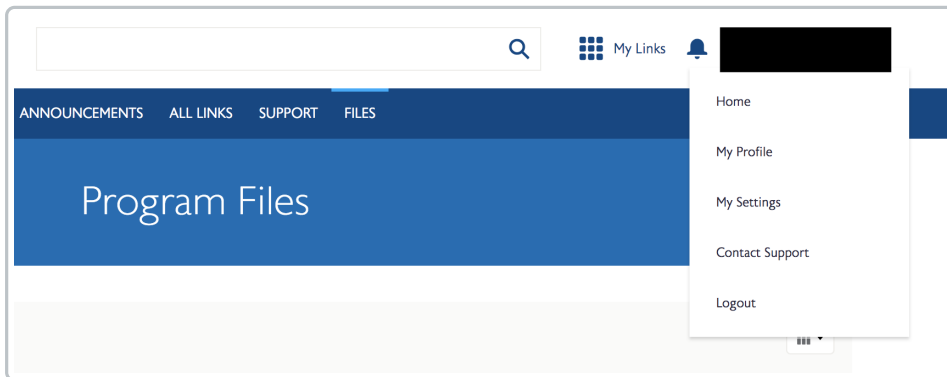
The **Program Files** page contains important files that are relevant to each student's WEMBA program.



Top Navigation

The Top Navigation displays across all pages in MyWharton Community.

- **Search** – will return results across MyWharton and all Wharton WordPress sites
- **My Links** – links favorited by the user; GSR link will be preset for all users
- **Notifications (Bell)** – notifications for direct messages, user comments, liking comments, and other communication-related events.
- **User Profile Menu**
 - Home
 - My Profile – edit profile information, view groups, upload files, followers/following
 - My Settings – set notification preferences
 - Contact Support
 - Logout



Questions?

Staff: admin-support@wharton.upenn.edu

Students: support@wharton.upenn.edu

MyWharton for MBA Students

Last Modified on 04/03/2024 5:28 pm EDT

Before You Begin

All MBA students and some MBA staff should have access to MyWharton. If you cannot log in, contact:

- **Students:** <http://computing.wharton.upenn.edu>
- **Staff:** mywharton-support@wharton.upenn.edu

About MyWharton for MBAs

MyWharton provides a central location for all of the information students need and makes it available on any device. It has been designed from the ground up with student input and in partnership with staff members who interact with students daily.

Setting up MyWharton for MBAs

If you are new to MyWharton, check out the action-items below. Review our MyWharton interface overview, subscribe to calendar feeds to get events in your personal calendar, follow your favorite topics, manage notifications to get alerts about what's most important to you, and customize your MyLinks feature for quick access to your favorite Wharton/Penn apps and websites.

Review MyWharton Overview



Subscribe to Calendar Feeds



Follow Topics



Manage Notifications



Customize MyLinks



Update Profile



Using MyWharton on a Day-to-Day Basis

MyWharton can help you with daily tasks including reserving Group Study Rooms (GSRs), finding and submitting events, and interacting with fellow students and program office staff through chatter and direct messaging.

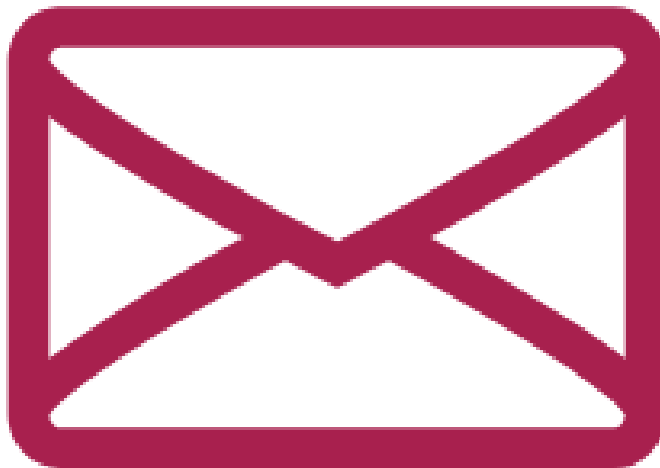
Reserve GSRs



Submit & Delete Events



Send Direct Messages



Install the Mobile App for Push Notifications

To install the app, **choose your device below to install** the MyWharton app on your mobile device. MyWharton mobile allows you to access the same features as the website and also includes persistent login and notifications.

MyWharton App for iOS Devices



MyWharton App for Android Devices



MyWharton FAQ for MBAs

Need Help?

Students: [Wharton Computing Student Support](#)

MyWharton for UGR Students

Last Modified on 06/13/2023 1:59 pm EDT

Before You Begin

All Undergraduate students should have access to MyWharton. If you cannot log in, contact: admin-support@wharton.upenn.edu

- **Students:** <http://computing.wharton.upenn.edu>

About MyWharton for UGRs

MyWharton provides a central location for information students need and makes it available on any device. It has been designed from the ground up with student input and in partnership with staff members who interact with students daily.

Setting up MyWharton for UGRs

Review our MyWharton interface overview, subscribe to calendar feeds to get events in your personal calendar, reserve Group Study Rooms (GSRs), customize MyLinks for quick access to your favorite Wharton/Penn resources, submit events through CampusGroups that will sync with the MyWharton calendar, and manage notifications to get alerts about what's most important to you.

MyWharton UGR Overview



Calendar Feeds



Reserve GSRs



Customize MyLinks



Submit Events via CampusGroups



Manage Notifications



Installing the Mobile App

Choose your device below to install the MyWharton app on your mobile device. MyWharton mobile allows you to access the same features as the website and also includes persistent login and notifications.

MyWharton App for iOS Devices



MyWharton App for Android Devices



MyWharton FAQ for UGRs

Need Help?

Students: [Wharton Computing Student Support](#)

MyWharton for WEMBA Students

Last Modified on 07/08/2021 10:11 am EDT

Before You Begin

All WEMBA students should have access to MyWharton. If you cannot log in, contact:

- **Students:** <http://computing.wharton.upenn.edu>
- **Staff:** mywharton-support@wharton.upenn.edu

NOTE: This page is under construction and will be updated as we make ongoing changes to MyWharton based on feedback. All changes to the interface are documented in our [Release Notes](#).

About MyWharton for WEMBA

MyWharton provides a central location for all of the information students need and makes it available on any device. It has been designed from the ground up with student input and in partnership with staff members who interact with students daily.

Getting Started with MyWharton for WEMBA

If you are new to MyWharton, check out the action-items below. Review our MyWharton interface overview, subscribe to calendar feeds to get events in your personal calendar, follow your favorite topics, manage notifications to get alerts about what's most important to you, and customize your MyLinks feature for quick access to your favorite Wharton/Penn apps and websites.

Review MyWharton Overview (Currently Being Updated)



Subscribe to Calendar Feeds



Access Files



Update Profile



Communicate with Chatter



Customize MyLinks, Notifications, & Topics



Install the Mobile App for Push Notifications

To install the app, choose your device below to install the MyWharton app on your mobile device. MyWharton mobile allows you to access the same features as the website and also includes persistent login and notifications.

MyWharton App for iOS Devices



MyWharton App for Android Devices



MyWharton FAQ for WEMBAAs

Need Help?

Students: [Wharton Computing Student Support](#)

Calendar Overview

Last Modified on 06/20/2023 2:15 pm EDT

This article outlines what calendars are available, where you can view them, how to manage individual events via MyWharton, and how to add/remove calendars from various applications.

Before You Begin

You will need the following before you can begin:

- Access to MyWharton and/or Canvas
- Access to a calendaring service (i.e. Google Calendar)

Calendar Options





MyWharton Feeds

My Courses	
My Appointments	
My RSVPs	
Club Events	
Career Events	
Program Events	
Your course schedule	
GSR reservations and CareerPath appointments	
Events you've RSVP'd for	
Club & group events	
Key program dates, events, deadlines	
Non-Club, Non-career, Non-course and Non-Personal Events	
Other Calendars	

<p>Canvas Feed (canvas.upenn.edu/calendar)</p>
<p>Shared WGA Calendars (MBAs only)</p>
<p>Shared Personal Gmail Calendar</p>
<ul style="list-style-type: none"> • Course assignments, exams, and events
<ul style="list-style-type: none"> • Wharton Conferences • Wharton Club Events • Wharton Student Life • Wharton Social Events
<ul style="list-style-type: none"> • All events added to your personal Gmail account calendar

Calendar Applications

<p>Google Calendar via the Browser</p>	
<p>Outlook G Suite Sync* (Windows only)</p>	
<p>Outlook</p>	
<p>Calendar on Mac</p>	
<p>Mobile: Google Calendar App</p>	
<p>Mobile: Default Calendar App</p>	
<p>Default Google</p>	

Account Calendar
✓
✓
✗
✓
✓
✓
Calendar Feeds (i.e. <i>MyWharton</i>)
✓
✓
 : ✗  : ✓
✓
✓
✓
Shared Google Calendars
✓
✓
✗
✗
✓
 : ✗  : ✓
Editable Events that sync to Google
✓
✓
✗



*G Suite Sync is a google-provided tool that syncs mail, contacts, and calendars from **Google Education accounts** to Outlook. When using G Suite Sync, only one email account can be configured per Outlook profile.

Manage Events in MyWharton

Mark events that interest you so that they display in your **My RSVPs** feed.

Note: Marking an event is **NOT** the same as RSVPing to that event.

Bookmark an event:

1. Navigate to my.wharton.upenn.edu
2. If prompted, login with **PennKey credentials**
3. Click the **Calendar** tab
4. Ensure Program *Events* is **checked** on the left-hand side
5. Select **an event** you're interested in
6. Click on the **+ Interested** button to indicate interest and add to your Calendar.

Remove a bookmarked event:

1. Navigate to my.wharton.upenn.edu
2. If prompted, login with **PennKey credentials**
3. Click the **Calendar** tab
4. Ensure Program *Events* is **checked** on the left-hand side
5. Select **an event** that you've bookmarked
6. Hover over the **Interested** button to see that it changes to **X Not Interested** and click on that to remove from your Calendar.

Add Calendars to...

...Google Calendar (**Action Required**)

On a Laptop/Desktop



...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

Remove Calendar from...

...Google Calendar

On a Laptop/Desktop



...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

Follow the steps above in
...*Google Calendar*.

Follow the instructions provided in
Microsoft's documentation.

Follow the steps above in
...*Google Calendar*.

- If you added calendar feeds manually (i.e. via *Open in Client*), follow the instructions provided in **Apple's documentation**.

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

Follow the steps above in
...Google Calendar

1. Open the **Settings** app
2. Tap **Passwords & Accounts**
3. Tap **Subscribed Calendars**
4. Select the calendar you wish to remove and tap **Delete Account**

Follow the steps above in
...Google Calendar.

FAQ

Q: I dropped/added a course, but it is/isn't showing on my calendar. Why?

Q: How do I show/hide individual calendars on my device?

Q: How can I share personal or Wharton Google calendars?

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Submit or Delete Calendar Events

Last Modified on 01/26/2023 2:06 pm EST

MBA students and Staff can submit and delete events in the MyWharton calendar.

Before You Start

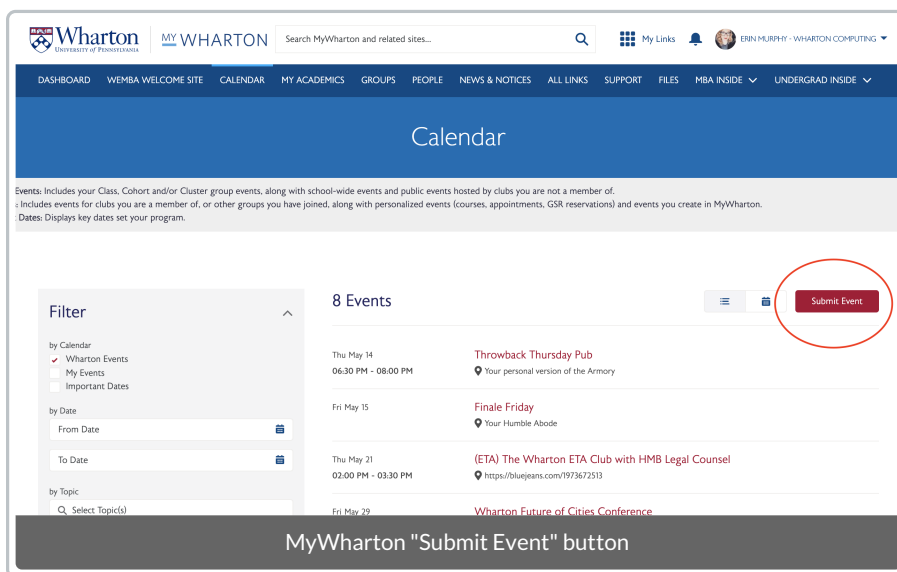
To submit and manage events in the MyWharton calendar, you'll need:

- to be an MBA student or a staff member
- to have a MyWharton Community account to access the interface (All current students have access automatically; new students will be notified when their account is active.)

If you cannot log in, contact: mywharton-support@wharton.upenn.edu.

Submit or Delete Calendar Events

1. Log in to MyWharton (<https://mywharton.wharton.upenn.edu/s/>).
2. Navigate to the **Calendar** tab from the main navigation menu.
3. Select the **Submit Event** button.



4. Choose one of the four options in the Read More section that fits your event planning needs. Getting speaker approval and requesting space will take you to external Wharton sites outside of MyWharton. Remember to come back and post your event after you have your speaker and space reserved.
5. Complete the fields for the event. Asterisks (*) indicate a required field:
6. Click **Save**. If you are the event creator, you should see an **Edit Event** button so that you can make additional changes after saving.

Upload a Featured Photo
 Featured image will appear if the article is featured. You can add more images in the body of the article below. Recommended image size: 787 x 343 px. File types supported: JPG, PNG, or GIF.

Choose File

Select Topics

 Technology X Careers & Industries X

Select Groups
 Event will only be visible to members of selected groups. Only groups you are a member of will appear in the list below.

 MBA Class of 2020 X MBA Class of 2021 X

If you require on-campus space for your event, please submit a separate room request form.

Click "save" once you have field out all required fields.

- The new event will be available to community users in the event list based on the **date of the event**. Students can filter events based on **dates, topics, groups, and event type**. Events tagged as **Important** will also show up on the MyWharton dashboard under **Important Dates**.

Calendar

Events includes your Class, Cohort and/or Cluster group events, along with school-wide events and public events hosted by clubs you are not a member of.
 Includes events for clubs you are a member of, or other groups you have joined, along with personalized events (courses, appointments, GSR reservations) and events you create in MyWharton.
 Dates: Displays key dates set your program.

9 Events

Filter

by Calendar
 Wharton Events
 My Events
 Important Dates

by Date
 From Date
 To Date

by Topic

Thu May 14 06:30 PM - 08:00 PM **Throwback Thursday Pub**
 Your personal version of the Armory

Fri May 15 **Finale Friday**
 Your Humble Abode

Fri May 15 - **Test MBA Event**
 Test Technology, Careers & Industries

Your event will show up sorted by date. Students can filter on dates, topics, groups, & event type.

- Click on the name of the event to see the event details that you created along with the **Edit** and **Delete** button (only the event creator will see these buttons). Click **Delete** to remove the event from the MyWharton calendar.

Wharton UNIVERSITY OF PENNSYLVANIA MY WHARTON

DASHBOARD WEMBA WELCOME SITE CALENDAR MY ACADEMICS GROUPS PEOPLE NEWS & NOTICES ALL LINKS SUPPORT

Test MBA Event
 Explore Other Events

Friday, May 15 - 12:00 PM To

Test
 9242 ANNAPOLIS ROAD MAP
 Event Sponsor: Wharton Computing
 Contact: Erin Murphy remurphy@wharton.upenn.edu

Test -- Please ignore, I'm updating screenshots in documentation.

Topics: Technology, Careers & Industries
 Groups: MBA Class of 2020, MBA Class of 2021
[Download to external calendar](#)

View your event information and click edit to make changes or delete to remove it.

Reminder: If you need to reserve on-campus space for your event or get approval for a speaker, please make sure to **submit a separate room or speaker approval request** from the Calendar Event Planning page.

Questions?

Email: mywharton-support@wharton.upenn.edu

Submit and Delete Events to MyWharton through CampusGroups

Last Modified on 03/30/2021 1:54 pm EDT

Undergraduate students can create club events in CampusGroups and they will sync hourly with MyWharton; however, it may take another 12-24 hours for Google Calendar to update if students are subscribed to the feeds.

Before You Start

To submit and manage club events that sync with MyWharton, you will need:

- a MyWharton Community account to access the interface
- the ability to log in to **Campus Groups** with your PennKey and password

If you cannot log into **MyWharton**, contact mywharton-support@wharton.upenn.edu.

If you cannot log into **Campus Groups**, contact support@wharton.upenn.edu.

Submit or Delete Club Events through CampusGroups

- All **Wharton Council-approved clubs** (which have non-Wharton members) and **sponsored student orgs** can use Campus Groups to submit events. Campus Groups events that are marked as public automatically get posted to the MyWharton calendar (no moderation).
- The **Campus Groups** events feed syncs hourly with MyWharton; however, it may take another 12-24 hours for Google Calendar to update if you are subscribed to MyWharton event feeds.
- For more information about creating and deleting events in Campus Groups, please see these articles from the Campus Groups' help center:
 - **Creating Events in Campus Groups**
 - **Updating Events in Campus Groups** (Note: the trashcan icon near the edit button allows you to delete events)

Submit or Delete Events not Affiliated with a Club

If you need to create or delete an event in MyWharton that is not affiliated with a club, please contact the Undergrad Office and include the following:

- Name of your event
- Date/time
- Event location (with any special directions)
- Event description
- Event URL
- Image for the event if you have one (Recommended image size: 787 x 343 px. File types supported: JPG, PNG, or GIF).

Large-scale events are posted on calendars by staff on behalf of cohorts and Wharton Council.

Other Ways to Advertise Undergrad Events

- **Life At Wharton screens:** All **Wharton Council-approved clubs** and **sponsored student orgs** are allowed to post to the LCD screens on campus through the **Life at Wharton app** in MyWharton (moderated by staff).



- **Email:** Sponsored student orgs are permitted one email to class listservs for recruiting per year and one email per event or activity that is open to all students or certain classes (e.g., 2020). Emails are pre-approved/edited by assigned staff members and go through moderation to the lists.
- **Facebook:** Cohorts and some clubs/student orgs use Facebook (in some cases, staff have some oversight over FB groups/pages).

Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu

Join, Leave, or Manage Notifications for a Club (Group Feature)

Last Modified on 01/26/2023 2:08 pm EST

MyWharton Community users can join public and private clubs in the Groups tab. In order to join unlisted clubs, you must be invited by the club owner or admin.

Before You Start

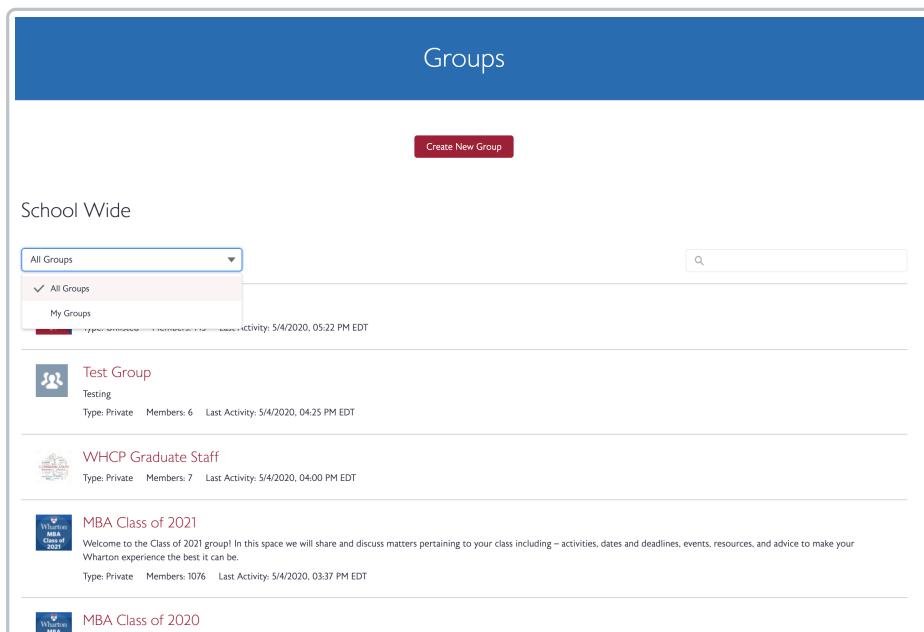
You need a MyWharton Community account to access the interface. Most students and certain staff designated by each department will be using MyWharton. If you cannot log in, contact:

- **Students:** support@wharton.upenn.edu
- **Staff:** mywharton-support@wharton.upenn.edu

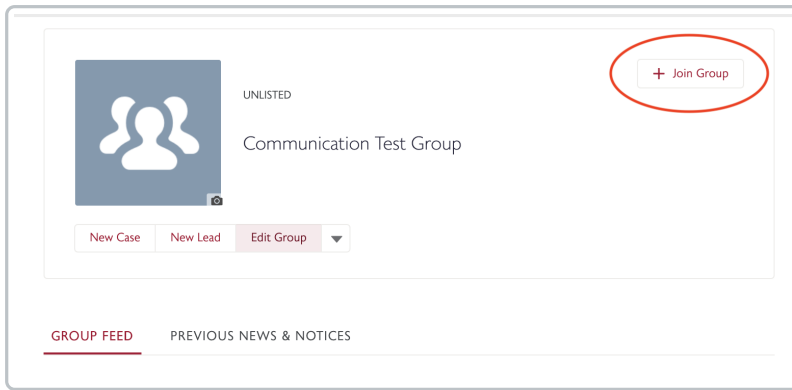
Join a Club (Groups)

Note: You are automatically added to some clubs based on your student affiliation. To join other clubs, follow the instructions below.

1. Log in to **MyWharton Community** (<https://mywharton.wharton.upenn.edu/s/>) and click the **Groups** tab and then **All Groups**. This will show you a list of all available clubs.

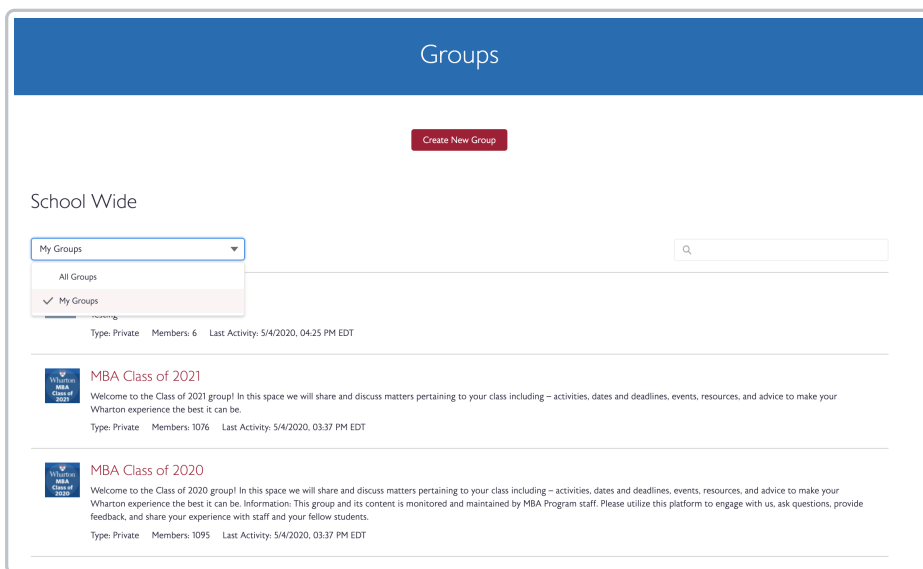


2. In the **All Groups** view, click the **Name of the Club** you want to join or search for the club using the search bar and then click on the club page.
3. From the club page, click **+ Join Group**. Anyone may join Public Clubs but Private Clubs require approval. In order to join Unlisted clubs, you must be invited by the club owner or admin.

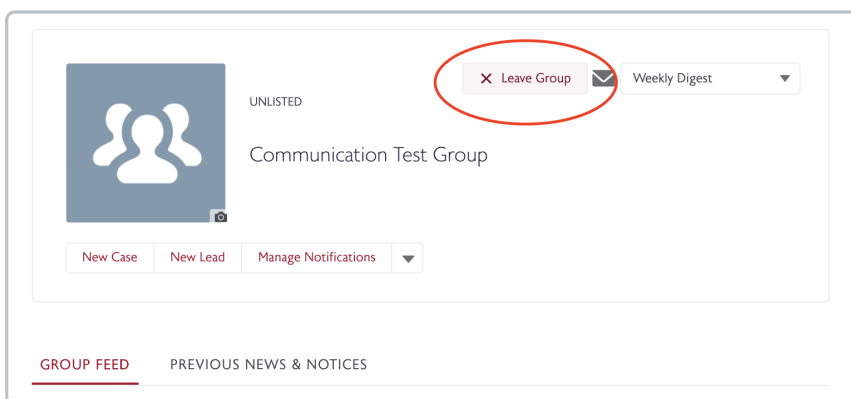


Leave a Club (Group)

1. Go to the **Groups** page in MyWharton and make sure you are in the **My Groups** view to see all of your club memberships.

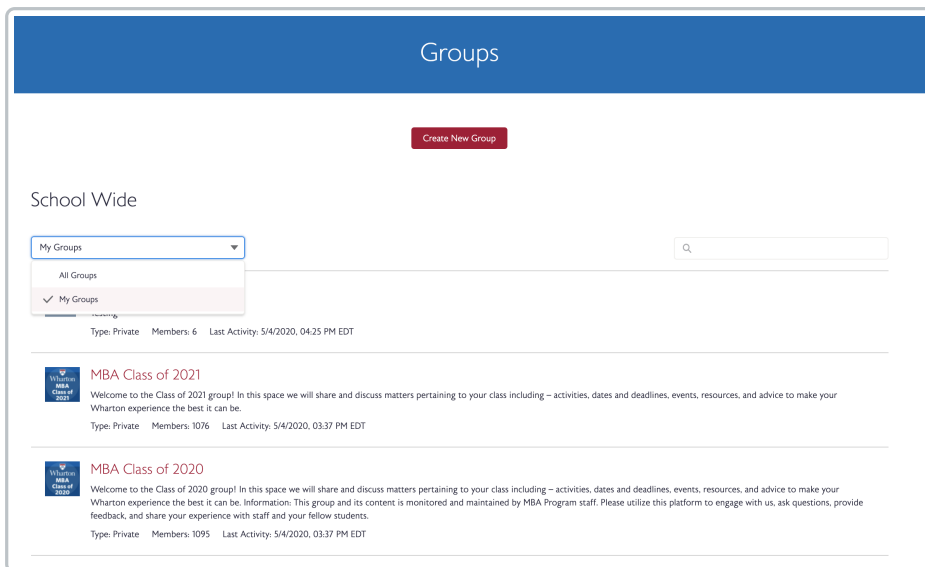


2. Click on the name of whatever club you want to leave to go directly to the club page.
3. Scroll over **Member** and it will change to a **Leave Group** button.

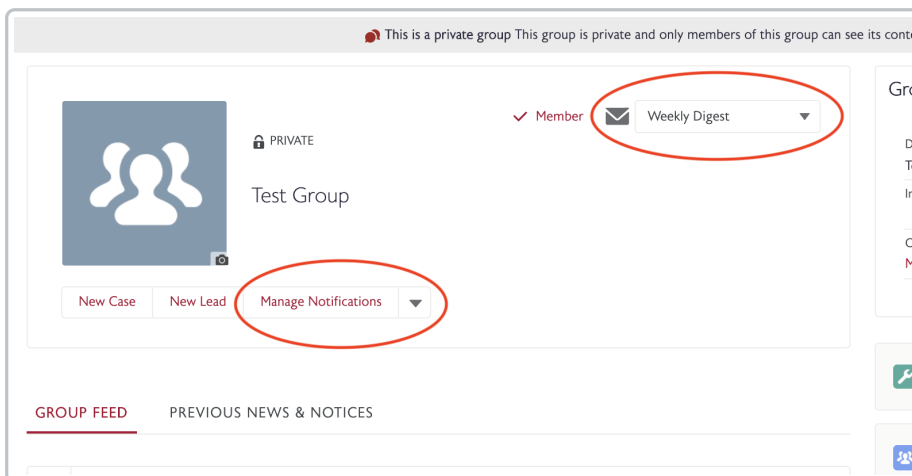


Manage Club (Group) Notifications

1. Go to the **Groups** page in MyWharton and make sure you are in the **My Groups** view to see all of your club memberships.



2. Click on the name of whatever club you want to manage notifications for and from the club page click on **Manage Notifications**. You can also choose the frequency of emails that you receive by changing your frequency preference.



Questions?

Students: email support@wharton.upenn.edu.

Staff: email mywharton-support@wharton.upenn.edu.

Customizing MyWharton

Last Modified on 05/04/2023 9:14 am EDT

You can customize MyWharton to meet your specific needs: for example, you can follow topics that interest you, set your notification frequency, or personalize MyLinks.

Before You Begin

All UGR, MBA, and WEMBA students and some program staff should have access to MyWharton. If you cannot log in, contact:

- **Students:** <http://computing.wharton.upenn.edu>
- **Staff:** mywharton-support@wharton.upenn.edu

Manage Notifications in MyWharton

With MyWharton, you can customize the type and frequency of notifications you receive relating to activity in the platform. There are three places where you can customize notifications: in My Settings, on Group Pages, and on your mobile device.

Follow Topics in MyWharton

About Topics

MyWharton Topics aggregate and connect related content including posts, events, news & notices, and knowledge articles. You'll see Topics listed at the bottom of events, posts, and knowledge articles and at the top of news & notices. Whenever you click on a Topic link in a post, event, news & notice, or knowledge article it will take you to a topic detail page that aggregates all content related to that topic.

How to Follow a Topic

Whenever you click on a Topic link in a post, event, news & notice, or knowledge article it will take you to a topic detail page that aggregates all content related to that topic.

Finding More Topics to Follow

If you click on the Support page of MyWharton, you'll see a list of **Featured Topics** specific to your student type.

Customize MyLinks in MyWharton

MyLinks provides you quick access to frequently used resources. It is pre-populated with key sites based on your student type, but you can customize by adding or removing resources to this section.

Need Help?

Students: [Wharton Computing Student Support](#)

Staff: mywharton-support@wharton.upenn.edu

Update Your MyWharton Profile

Last Modified on 05/08/2023 4:04 pm EDT

Update your MyWharton profile that is searchable via the People section of MyWharton.

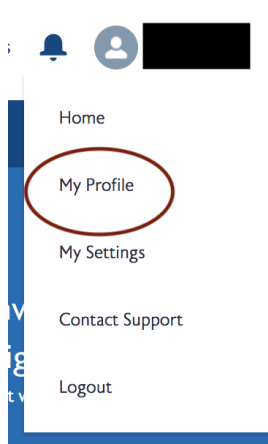
Before You Start

You need a MyWharton Community account to access the interface. Most students and certain staff designated by each department will be using MyWharton. If you cannot log in, contact:

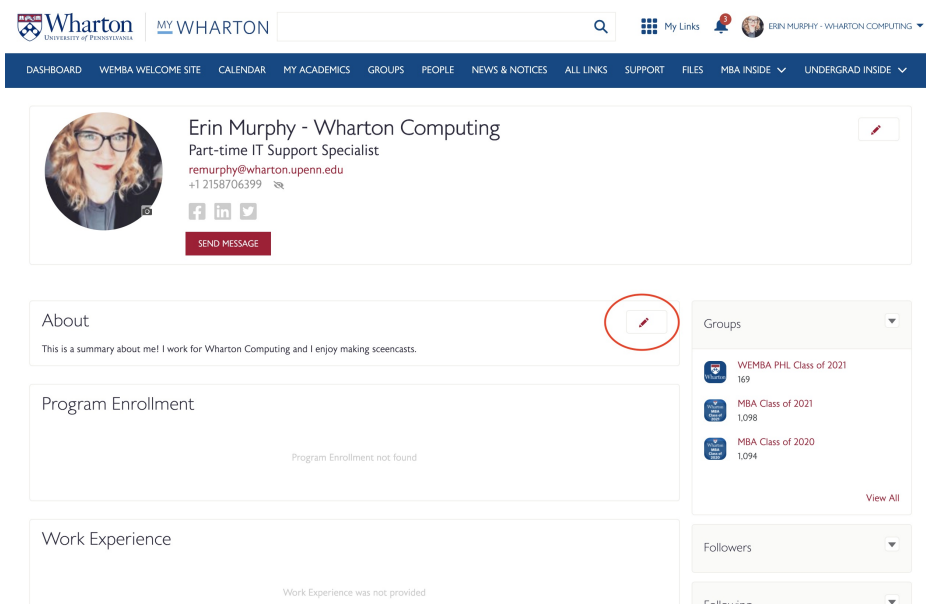
- **Students:** support@wharton.upenn.edu
- **Staff:** mywharton-support@wharton.upenn.edu

Update Your Profile

1. Log in to **MyWharton Community** (<https://mywharton.wharton.upenn.edu/s/>) and click **your name** in the upper right-hand corner and then select **My Profile**.



2. Click on any of the **pencil icons** in the different sections of your profile to make updates and then hit **Update & Close**.



Questions?

Students - email support@wharton.upenn.edu.

Staff - email mywharton-support@wharton.upenn.edu.

Club Websites and Club Email Account Information (Students)

Last Modified on 06/11/2024 12:23 pm EDT

In this article, you can find out how to set up an email account and website for your Wharton club.

Before You Start

You might need one or more of the following before you can complete this task:

- [Google@Wharton account](#)

Setting up an Email Account For Your Club

To obtain an email account on Wharton's servers for your club, send an email to support@wharton.upenn.edu, including the following information:

- **Preferred email address for account.** The username has to be between 9 and 20 characters. It cannot contain any special characters.
- **Email Display Name** (this appears when sending emails)
- **Full Names and Wharton email addresses for administrators** These users will be administrators to the account, and will be responsible for adding additional users, and transferring ownership when graduating.

Note: The email address and display name must match the name of the club and the club must already exist in CampusGroups. If the club name is exceedingly long, abbreviations are acceptable to use so long as they match the club name.

Student Club Websites

Certain clubs have access to the Campus Groups application, a one-stop location for managing all aspects of student club activities. For more information, see below.

Eligibility

To see whether your club is eligible for a Campus Group, see this list:

https://groups.wharton.upenn.edu/club_signup

How-to Information

For clubs and other student organizations using CampusGroups, use the [CampusGroups Help Center](#) to browse their knowledgebase of help and how-to articles.

Specific Issues

For more specific issues, use the CampusGroups [Contact Us](#) form.

Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu

Using the CampusGroups Calendar for MBA Co-Curricular Events

Last Modified on 06/20/2023 2:34 pm EDT

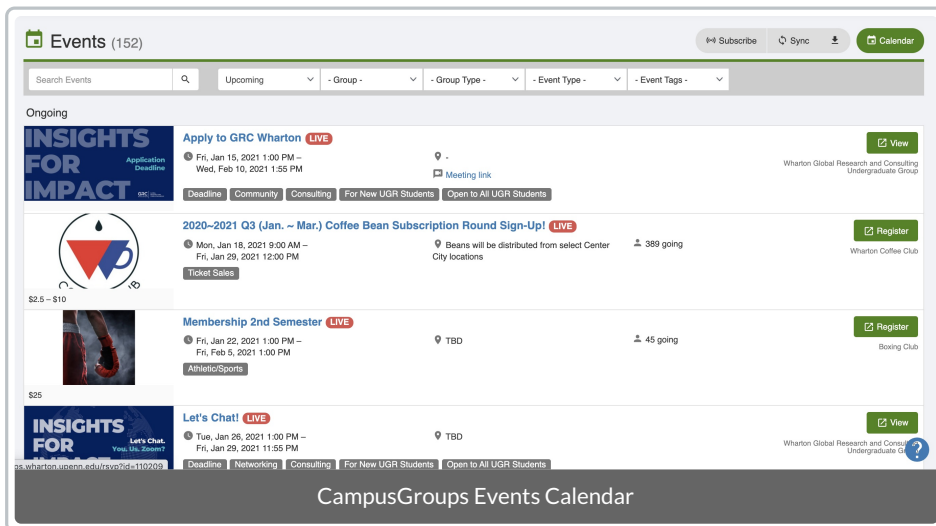
Instructions on how to use the CampusGroups calendar to find and register for MBA Co-Curricular Events.

Before You Start

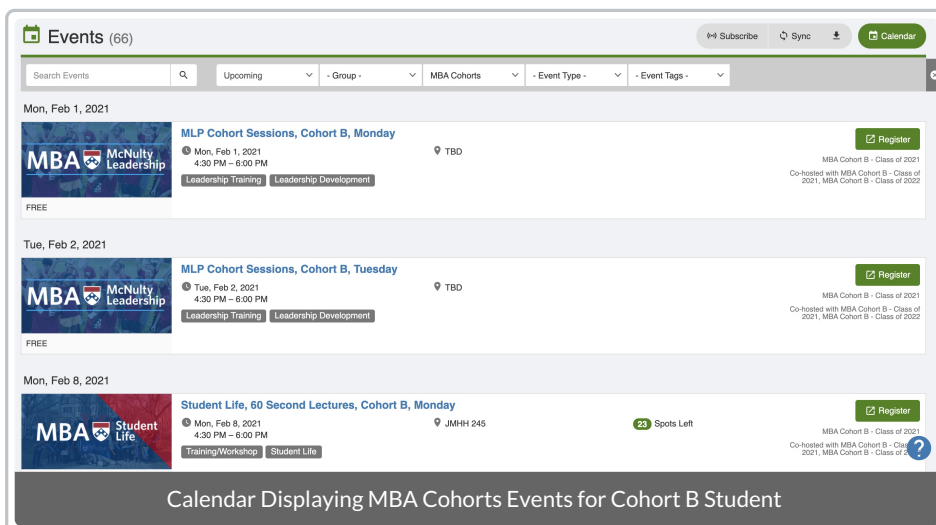
You will need the following before you can complete this task:

- Your PennKey username and password

1. Log in to groups.wharton.upenn.edu with your PennKey credentials.
2. Click the calendar icon in the top right corner of the page.



3. Search for events or filter by upcoming/past events, club or group name, group type, event type, or event tags. If you want to find events for the Leadership and Student Life departments, you can search for Group Type "MBA Cohorts."



4. Click the Register button to the right of the event name. Choose your quantity and RSVP type and click Register again.

MBA McNulty Leadership

MLP Cohort Sessions, Cohort B, Monday
by MBA Cohort B - Class of 2021

Leadership Training | Leadership Development

Mon, Feb 1, 2021
4:30 PM - 6:00 PM EST (GMT-5)
Add to Calendar

TBD

0 Registered
View Attendees

Registration

Options	Sales Start	Sales End	Availability	Price	Quantity
RSVP On-Campus	-	Feb 1, 2021 at 12:00 AM	23 Spots Left	FREE	0
RSVP Virtual	-	-	Unlimited	FREE	0

Online Registration Example for McNulty Leadership Program Cohort B Session

5. **Add the event to your Google calendar** once you receive the registration confirmation email. You'll receive an event reminder the day before your scheduled event.

Questions?

For questions about your CampusGroups account:

- Contact: computing.wharton.upenn.edu
- Email: support@wharton.upenn.edu

If you experience an error in the CampusGroups website:

- Contact: <https://help.campusgroups.com/en/>
- Email: support@campusgroups.com

Qualtrics Account

Last Modified on 09/06/2024 12:31 pm EDT

Qualtrics can help you create and distribute business/customer surveys, collect results, and analyze results. Full-time Wharton faculty, staff, and students are eligible for a Qualtrics account as long as their PennKey account remains active (student access ends following graduation).

Before you start you will need:

- An active PennKey Account

On **July 24th, 2023** we migrated PennKey Qualtrics accounts to SSO Login. If you had an account prior to that date and used a password to log in to Qualtrics, you should now select **PennKey sign in page**. All of your work will appear just as it had prior to the migration.

If you manage an account that is not connected to a PennKey, such as a service account or departmental group account, select **Qualtrics sign in page** and use the same username and password as before.

Creating an Account

To sign up for a Qualtrics account, follow the instructions listed below.

1. Go to <https://wharton.qualtrics.com>
2. Click the **PennKey sign in page** option.



Select how you would like to sign in

PennKey sign in page	→
Qualtrics sign in page	→

3. Read and accept the Terms of Service.

Account Support

If you need help with your account, contact the **Wharton Computing Student Support Team** or your **departmental IT representative** or email qualtrics-support@wharton.upenn.edu for assistance.

Getting Started with Qualtrics

Qualtrics has **robust documentation** that can help you with any questions you may have. If you're new to Qualtrics you should check out their series of **Basic Feature Overviews** which show you how to do common tasks and will save you some frustration.

Graduating Students

Undergraduate and MBA students should expect their accounts to be deleted after graduation. To save your work from disappearing forever, you must **export your surveys** and **response data** before graduation. If you also worked at Wharton while studying, and created surveys as part of your job, see the Departing Staff section, too.

Departing Staff

If you created surveys as part of your job, make sure to transfer ownership of those surveys before you leave. To transfer, email qualtrics-support@wharton.upenn.edu and let us know who should receive your surveys.

Departing PhDs, Postdocs, and Faculty

If your career takes you to another institution, the Wharton Qualtrics surveys and response data you generated can follow you. Contact Qualtrics directly to request a **User Move**, or email qualtrics-support@wharton.upenn.edu and we'll get the process started.

Qualtrics Support

For questions on how to use the software, system outages, or user interface questions, contact Qualtrics Support directly during their business hours (11am-10pm EST):

Phone: 800.340.9194

Website: <https://www.qualtrics.com/product-support/>

Setting Qualtrics Up for PennKey Authentication

Last Modified on 12/08/2023 3:34 pm EST

Wharton's Qualtrics is now enabled for **SSO authentication**. This means not only that you can use PennKey to log into the Qualtrics application, but also that you can require survey respondents to log in using PennKey. This article outlines how to set that up.

Before You Start

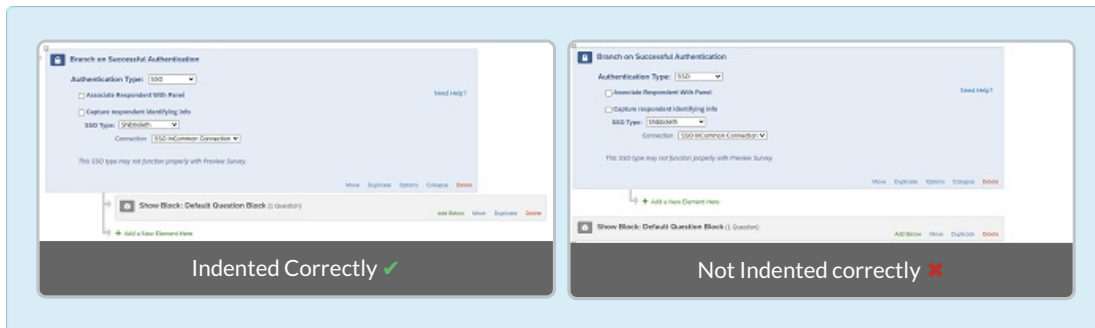
You will need the following before you can complete this task:

- Wharton Qualtrics Account
- Edit access to the survey you want to add authentication to.
- Familiarity with "Survey Flow" options in Qualtrics.

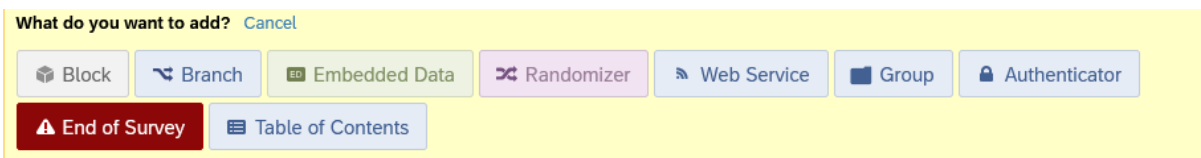
Adding Basic PennKey SSO Authentication

To add authentication, you'll need to use the **Survey Flow options** in Qualtrics.

1. Open your survey for editing.
2. In the Survey Flow, **add a new element** above the section that you want to be authenticated. All sections that you want included in authentication must be **indented** below this element.



3. Choose **Authenticator** as the Type of Element.

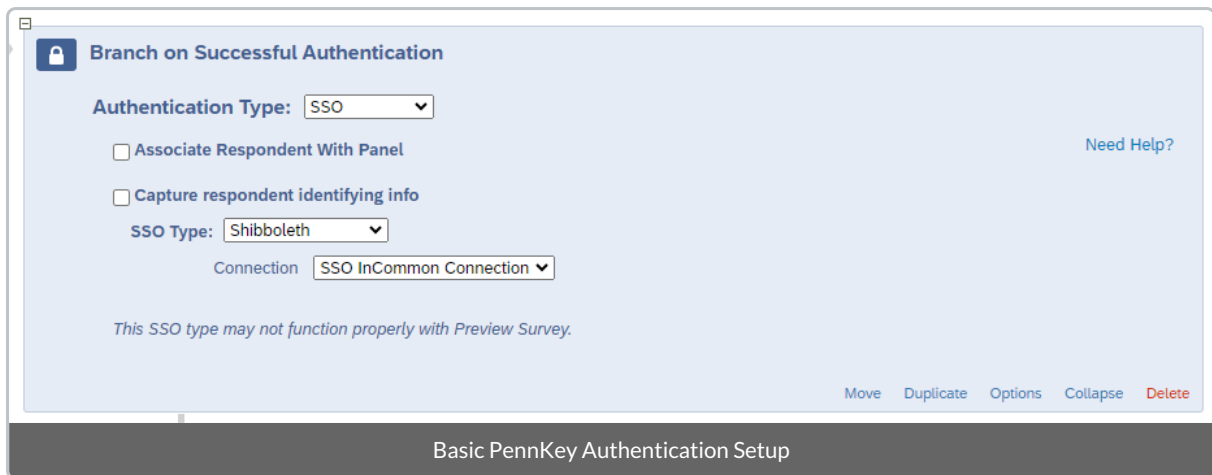


4. Settings should be as follows:

Authentication Type = SSO

SSO Type = Shibboleth

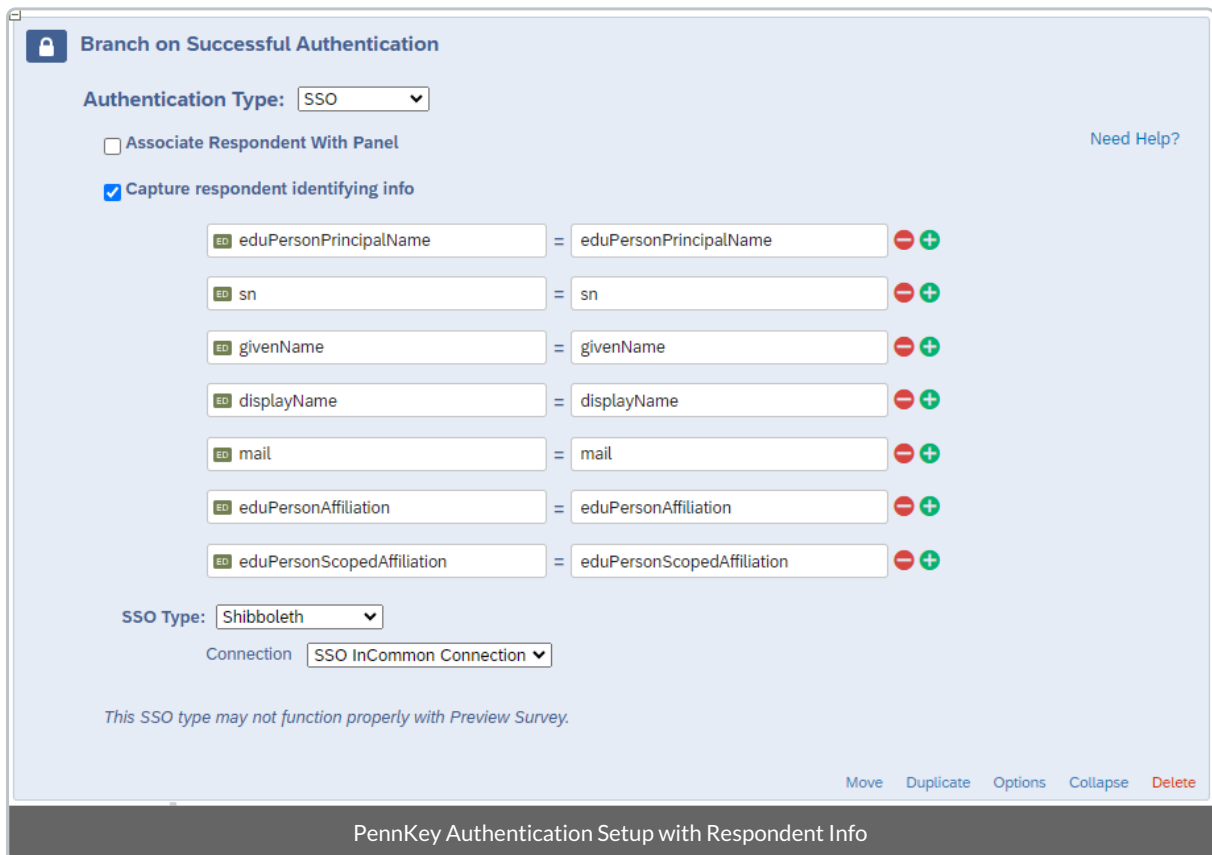
Connection = SSO InCommon Connection



Adding PennKey SSO Authentication with Respondent Info

Certain information about your respondents is stored along with PennKey Authentication. This data includes name and email address, among others. Rather than prompt respondents to enter any of these fields, you can include them automatically by following these instructions:

1. Follow the instructions for adding basic PennKey SSO Authentication.
2. Update the Authenticator settings by checking **Capture respondent identifying info** and adding any option as shown. Entries are case-sensitive.



The above identifying information will be available in your survey as **embedded data**. If you prefer, you can rename the fields by changing the values on the left-hand side, for example:

Changing Embedded Data field names

You can read more about the definitions of these fields at [EDUCAUSE](#).

Adding PennKey SSO Authentication with Panel Association

You can further restrict access to your survey by pre-selecting authorized Penn-affiliated respondents and saving them in a **Qualtrics Contact List** (a.k.a. Panel). You can also prefill other known information, for example, graduation year.

1. Follow the instructions above for adding basic PennKey SSO Authentication .
2. Optionally, capture respondent identifying info.
3. Create a contact list containing PennID (**pennkey@upenn.edu**) in the **ExternalDataReference** column and any other data you wish to include in additional columns.
4. Update the Authenticator settings by checking **Associate Respondent with Panel**, selecting your Contact List, and chose External Data Reference under **Identified By Field(s)**.

Branch on Successful Authentication

Authentication Type: SSO

Associate Respondent With Panel [Need Help?](#)

Group Library: Wharton Behavioral Lab | WBL Experimenters 2023

Identified By Field(s):

External Data Reference

Capture respondent identifying info

eduPersonPrincipalName = eduPersonPrincipalName

sn = sn

givenName = givenName

displayName = displayName

mail = mail

eduPersonAffiliation = eduPersonAffiliation

eduPersonScopedAffiliation = eduPersonScopedAffiliation

SSO Type: Shibboleth

Connection: SSO InCommon Connection

This SSO type may not function properly with Preview Survey.

Move Duplicate Options Collapse Delete

PennKey Authentication Setup with Panel Association

Advanced Authentication Options

Click on **Options** to see what **authentication options** are available. Most importantly, select whether you want to permit respondents to be able to complete the authenticated section more than once. You may also want to reload any previously saved progress for a returning respondent.

Testing your Survey

Especially when using panel associations, we highly recommend that you thoroughly test. You can create test contact lists to simulate both successful and unsuccessful authorization using your own PennKey (invite colleagues to help you test, too). Make sure to change back to the "real" contact list before distributing your published survey.

Questions?

Contact your **Wharton Computing Representative** for help with this feature of Qualtrics.

Accessing Wharton Research Data Services (WRDS)

Last Modified on 09/06/2024 5:40 pm EDT

The **Wharton Research Data Service (WRDS)** is a **web-based business data research service**. It was developed at Wharton in 1993 to support our faculty's research and is now also used by many other institutions.

Register for a WRDS Account

Full-Time Wharton Faculty, Staff, and Students

Full-time Faculty, Staff, and Wharton Undergraduate, Masters, and PhD students can register for a WRDS account using the instructions below. Student accounts close 2 years after registration; however, undergraduate students who are still actively affiliated with Penn/Wharton continue to have access during the terms in which they are enrolled.

Use these directions to register for your WRDS account:

Other Account Types

These types of accounts are available for those who aren't full-time Wharton Faculty, Staff or students.

- Faculty accounts are available to all standing permanent faculty of member institutions.

Please note: Lecturers are not eligible for faculty accounts but may apply for a visitor account.

- Ph.D. accounts are available to all current Ph.D. candidates of member institutions.
- Research accounts are available to graduate and undergraduate students performing research for a faculty member.
- Staff accounts can only be requested by support personnel such as librarians and IT support staff of member institutions.
- Visitor accounts are available to visiting faculty (non-permanent or part-time position, or those on a limited appointment).
- Masters accounts are available to full-time masters students of member institutions.
- Class accounts may be requested by standing faculty of member institutions and are used to access the WRDS web interface. These accounts are primarily for student usage that is associated with a specific class, and all students in the class share the same password.

Questions?

For login problems:

Students: contact [Wharton Computing Student Support](#)

Faculty: contact our [Academic Representative](#) (PennKey login required).

Staff: contact [Administrative Support](#) (PennKey login required).

All other support:

Contact the [WRDS Team](#).

Preparing for Your Wharton Production Project

Last Modified on 01/18/2022 2:52 pm EST

Prepare for your Wharton Production project thoroughly by following our best practice guidelines below.

A video production environment can be intimidating to many presenters, particularly those who lack experience. Pre-production planning and preparation are the key elements to creating a successful, high-value presentation.

Whether it's being filmed in the studio or on-location, we highly recommend showing up with your content fully scripted and rehearsed. It is far easier to make adjustments to existing content than it is to write new copy on the spot.

Tell the production team as much about your project as possible. Not only will this help you translate your content into the video medium, but it will also allow the production team to make technical adjustments to better serve the project.

Create a Script or Outline

A fully scripted and rehearsed presentation or outline is required to be submitted to Wharton Production prior to your filming date. This will help keep the presenter focused and on-message, and it will give the crew points of reference to ensure that all aspects of the presentation are included in the final product.

Writing content in the studio or improvising material is strongly discouraged, is generally more laborious and has a higher rate of failure.

It is not recommended that you show up to a session without a well-rehearsed presentation.

Prepare

We strongly discourage last minute projects. These are frequently the types of projects that have a high rate of failure, or lack the high quality that our team is experienced in achieving.

If you show up to a session unprepared, the crew may elect to cancel and reschedule the session at a future time. This will ultimately save you time, and the end result will be a higher value production. In the event that a session fails due to performance issues, any studio setup and time will be considered billable.

Attire Guidelines

Don't wear clothing with tight patterns

Checks, hounds-tooth or pin stripes cause an optical illusion that looks bad on video.

Busy is bad

Don't wear clothing with bold patterns or geometric shapes. The audience will watch your clothes instead of you.

Colors to Avoid

Avoid wearing black, white, deep purples, bright orange or bright reds. These colors can cause problems on video.

For dress shirts, avoid bright white if possible

Solid-color shirts are best: blue, beige, off-white, etc. If you wear a bright white shirt or blouse, make sure to wear a darker jacket over it.

Jewelry

Watch out for jewelry that reflects light or makes noise, like bangles.

Eyeglasses

Wear them if you need them to see or if that is how people will recognize you. If your lenses are very shiny, the crew may adjust their position to avoid unwanted reflections.

Makeup and Hair

Just like how actors wear makeup on screen or stage, you may want to touch up your appearance and reduce perspiration. You may want to bring a handkerchief or tissues to dab perspiration during breaks. Avoid vivid red lipstick or lip gloss; stick to softer tones and dab lips with a little powder.

If you'll be wearing a tie, simple is best

Bring several options. Avoid complex patterns, thin lines, or bright reds and oranges.

Dress for your Skin Tone

For those with darker skin-tones, avoid wearing white or very light colors. If they do, their shirts will glow when you set the camera to expose the face properly.

Extremely light-skinned talent should avoid black or very dark clothing. A black shirt will become a formless hole in the video, because it will have to be very dark if you set the camera so that the skin tone is properly exposed.

Shooting on Green Screen

DO NOT WEAR GREEN.

Questions?

Contact: production@wharton.upenn.edu

Wharton Production Services

Last Modified on 05/08/2024 1:31 pm EDT

Article redirects to Wordpress site.

Submitting a Production Request

Last Modified on 06/21/2024 2:12 pm EDT

Follow the instructions below to **submit a formal request** for Wharton Production services (studio and on-location shoots, webinars, podcasts).

Use the **Class-Tech form** to request help with technology in classrooms (projectors, installed recordings, doc cams, etc.).

Step-by-Step Guide

Before You Start

You will need the following:

- PennKey Username and Password
- Budget Code from your Business Administrator (Department or Project)
- Tentative Request or Project date

1. Navigate in your browser window to the room request app:
<https://apps.wharton.upenn.edu/roomrequest/prod/start/> (PennKey login required).
2. Enter your Contact Information (this should already be entered for you automatically) and all other relevant information in the field, including Department and Additional Contact.
3. Choose whether or not you are submitting on behalf of a student organization.
4. Enter your departmental budget code.
5. Scroll down to "Production Services". Select from one of the three options and fill out as much information as possible. If you are unsure of your needs, keep in mind most of our projects will require additional consultation with the Wharton Production team.
6. If this project requires a room assignment, select "yes" and fill out the remainder of the field.

Note: The majority of our projects do not require a room assignment, including projects taking place in the Wharton Production Studio.

7. Click "Save".

If the "Save" button does not appear you may need to fill out at least one field under "Associate An Event". After the button has appeared, you may delete the information if it is not relevant. Requested dates can be changed later if needed.

Tip: Can't find your event in the "associate an event" section? Click "Tips to find your event" for help.

Be aware this is a **REQUEST ONLY**

Wharton Production will contact you to confirm the date, time, and all other technical details.

If you don't hear from us within 24 hours, please contact us directly at production@wharton.upenn.edu.

Questions?

Please contact the Wharton Production Team for help.

Email: production@wharton.upenn.edu

Video Submission Guidelines for the Non-Professional

Last Modified on 06/13/2023 2:14 pm EDT

This guide is intended for those who do not have access to a professional videographer and are recording videos to upload to a website or Canvas room.

Preparing to Record

Recommended recording devices

- HD Camcorders
- iPhone or similar up-to-date mobile device
- DSLR cameras with video functionality

Lighting

- Your set-up should be in a well-lit area with the light source somewhere **behind the recording device**. If the light source is behind **you**, it will cause a silhouette effect.

Environment

- Make sure to set your mobile device on something steady rather than completely going handheld (a gorilla pod or tripod adapter would be ideal).
- Shoot somewhere indoors, preferably in a private room without other conversations in the vicinity or background noise. A more interesting location is fine if it is quiet.

Recording

Recording Resolution

- All videos should be HD quality, with a resolution of at least 1920 x 1080. (16:9, minimum 1080p).
- Mobile device video must be shot horizontally, not vertically.

Audio

- If you are filming this on your own with a mobile device, and do not have access to a microphone set up, we recommend using Apple ear buds with mic/mouthpiece, or something very similar. If you have no choice but to use the internal mic of your phone or camera, it is OK. Just be sure to speak loud enough to pick up decent sound, and that the room you choose has little to no background noise, echo, or overwhelming HVAC room hum.
- Don't worry about speaking too slowly or too fast. Instead, focus on being clear and concise.

Next Steps

Uploading Files and File Format

- Submit videos through Dropbox or a similar file sharing tool. The recommended file formats are H.264, .mov

or .mp4 file.

Using Videoconference Tools to Record (Zoom)

- **Zoom:** See this broad overview of Zoom that includes [Recording FAQs](#)

Editing Your Own Videos

iMovie (for Mac users) and Movie Maker (for PC users) are the two most common free editing tools.

- **iMovie tutorial:** [Apple iMovie Support Page](#) and a [Getting Started Guide](#)
- **Movie Maker:** A useful video tutorial can be found [here](#).
- For a list of editing software, with brief descriptions, see [Alternative Free Editing Software](#)
- For Staff or Faculty who are using Panopto and wish to record and edit themselves using the web-based editor, see this step-by-step guide: [Editing Files in Panopto](#)

Questions?

Contact: production@wharton.upenn.edu

Research

Last Modified on 02/14/2024 1:44 pm EST

Whartonization Guide: Start Here

Last Modified on 08/05/2024 2:48 pm EDT

Follow the instructions below to set up your laptops and mobile devices to assist you as a student in the Wharton environment. If you have any questions or prefer in-person help, email our Student Support team at support@wharton.upenn.edu.



Accounts (*Action Required*)

You must create your **PennKey** and **Wharton** accounts before you configure any of the services listed below.

After Creating your **PennKey**, it is strongly recommended to enroll in **Self-Service Password Recovery (SSPR)**. If you do not enroll, it will be **very** difficult to reset your password if you ever forget it.

Access to Wharton services are granted **over a period of time** after creating your **PennKey** and **Wharton** accounts. While some services will be available within a couple of business days, **others will not be available until the start of the semester.**



[Create your account](#)



[Create your account](#)

The Essentials

AirPennNet (WiFi)



Note: You can only set up your APN connection when on campus.

[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Antivirus



[MacOS](#)

[Windows](#)

Printing



Printing at Wharton is easy! For instructions on the various ways to print, please see the instructions below.

System Status



Subscribe to the System Status page for up-to-date notifications about student services.

[Get Status Updates](#)

Wharton-provided Software

Virtual Lab (VMware)



[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Solstice Screensharing in the GSRs



[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Zoom Meetings



zoom

[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Productivity Suites

Microsoft 365



[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Google Workspace



[MacOS](#)

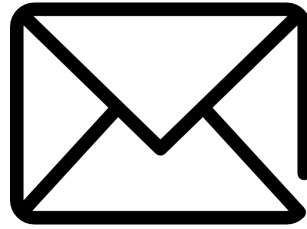
[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Email & Calendaring

Wharton Gmail



[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

MyWharton Calendar Feeds



Note: UGR and MBA students won't have access to MyWharton until midsummer before matriculation.

[MacOS](#)

[Windows](#)

[iOS](#)

[Android & Chromebook](#)

Additional Mobile Software

Access to the below services will not be available until closer to the start of your semester.

Required

MyWharton Mobile App



[iOS](#)

[Android & Chromebook](#)

Optional

MyPenn

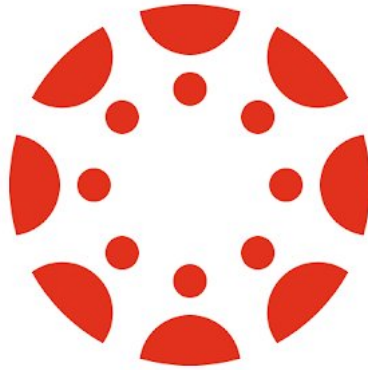


[iOS](#)

[Android & Chromebook](#)

Required

Canvas Student



[iOS](#)

[Android & Chromebook](#)

Optional





CampusGroups





[iOS](#)

Wharton Computing Student Resources



Cloud Storage Options

<p>Dropbox</p> <p>Unlimited storage via Dropbox for Business</p> 	<p>Google Drive</p> <p>Unlimited storage via Google@Wharton</p> 	<p>OneDrive</p> <p>1 TB data storage through your Office 365 account</p> 	<p>Penn + Box</p> <p>Unlimited storage and single sign- on using your PennKey</p> 
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Security Software

<p>Duo Mobile</p> <ul style="list-style-type: none">• 2-Step Authentication tool• Used for your PennKey credentials 	<p>Secure Share</p> <ul style="list-style-type: none">• Secure document sharing service• Documents will delete themselves automatically 
--	---

Antivirus Software

<p>Sophos Home</p> <ul style="list-style-type: none">• Antivirus Software• Recommended for MacOS, compatible with Windows 10 & 11 	<p>Windows Defender</p> <ul style="list-style-type: none">• The default built-in Antivirus Software for Windows• Recommended for Windows 10 & 11 machines 
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Wharton provides many services to aid both your productivity and security as a student.

[Click here to see a list of the services available to you.](#)

Tech Support

Wharton Computing Tech Center



Support available via in-person (walk-ins & appointments), virtual meetings, phone, chat, and email!
Check our [KnowledgeBase](#) for list of services, troubleshooting guides, and much more.

Contact Us

Office: [SHDH-114](#)

Phone: 215-898-8600

Chat: [computing.wharton.upenn.edu](#)

Email: support@wharton.upenn.edu

Caring For Your Laptop

Last Modified on 04/18/2023 3:22 pm EDT

The purchase of a laptop is a big investment; therefore it's vital that you take appropriate steps to protect it. Laptops are very fragile and can be easily damaged. You need to take great care in the usage, handling and transport of your laptop. A damaged laptop can cause loss of important data or programs and it can be very time consuming and expensive to fix. Below is a list of important tips for taking care of your laptop.

Keep it Dry and Clean

- Do not expose your computer to liquids or moisture
- Be very careful when eating or drinking near your laptop
- Do not expose your laptop to dirty or dusty environments
- Try not to touch the screen (unless it is a touch screen laptop!), or splatter liquids, etc. near the screen
- Do not use regular window cleaners to clean your laptop screen.

You can purchase laptop screen cleaning kits from most computer supply stores.

Handle with Care -- It can break!

- Take care not to drop or place heavy objects on top of the laptop
- Keep your laptop off the floor
- Don't carry a laptop by its screen -- try to avoid touching the screen altogether
- Do not place your laptop on uneven or unstable work area surfaces from which it could fall.

Keep It Cool and Neutral

- Do not expose your laptop to extreme heat (122°F, 50°C) or extreme cold (below 0°C, 32°F) or direct sunlight.
- Keep your laptop away from strong magnetic or electrical fields.

Protect It

Try to always carry your laptop in a backpack, carry bag, etc. that has a protective pocket specifically made for laptops. Do not carry an unprotected laptop in your backpack along with your books etc. Laptops can be easily damaged while being carried around unprotected in a regular backpack. If you must carry your laptop in an unprotected backpack try to wrap it with bubble wrap, foam rubber, etc. If you don't already have a backpack that has a protective pocket for laptops, we recommend that you purchase one. More information on protective backpacks can be found at:

<http://mobileoffice.about.com/od/packingyourmobilegear/a/bgllaptopcase.htm>

Keep it Healthy

Faculty & Staff: University managed workstations are already protected. DO NOT install additional virus protection on your work laptop or try to encrypt your hard drive without involving your IT support team. Contact your Academic Representative (Faculty) or Client Support (Staff) with any questions.

Install Virus Protection Software

Make sure you use [Virus protection](#).

Encrypt your Hard Drive

Some computers have built-in functionality to encrypt your hard drive. This will ensure that your personal data is safe even if your device is physically stolen. Computers running Windows 10 Pro can enable [Bitlocker](#), and those running MacOS Lion or later can enable [FileVault](#).

NOTE: It is *very important* when enabling device encryption that you securely store your recovery key. Having access to your recovery key means that you'll always have access to your data in case you are locked out.

Enable *Find My Device* for MacOS

Find My Mac & Find My iPhone are two services that apple provides to allow users to track the GPS location of their devices. Learn how to enable both of these services [here](#).

Consider Buying a Security Cable

Security cables are essentially bike locks for your laptop. Devices compatible with security cables allow you to physically lock your device to a desk and require a user to unlock the cable using either a key or combination. Security cables can be bought from most computer supply stores.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [IT Representative](#)

Staff - [IT Representative](#)

Virtual Tech Center Appointments (Students)

Last Modified on 02/21/2024 9:23 am EST

This article provides basic information as to why you might want to make an appointment with Student Support and what you should do before you arrive for your appointment.

Student Support is the IT support provided for **Students**. If you are **Faculty** or **Staff** (pennkey required), please contact your respective IT representative.

Before attending a virtual appointment, ensure that you've activated your **Wharton BlueJeans account** and installed the BlueJeans application on your device.

Appointment Policies

- Problems that may take time must be scheduled **before 2 PM**. These include:
 - Virus Removal
 - Operating System Restore
- Corporate computers may be ineligible for service
- Student Support is not responsible for loss of data on any device

Before your appointment

These steps are important to follow before coming to your appointment. If they are not completed in advance of your appointment you may need to reschedule.

1. Back up important data prior to stopping in.
2. Save any open files before leaving your computer (we may need to reboot the machine).
3. Bring your laptop's charger (we may not have the right one).

Scheduling Your Appointment

Review the policies above to choose an appropriate time before clicking the button below to schedule an appointment.



Questions?

Contact: **Wharton Computing Student Support**

Email: support@wharton.upenn.edu

Technology Support Options (Students)

Last Modified on 01/05/2024 12:57 pm EST

The following article outlines the various forms of IT support available to students.

If you are a **Faculty** or **Staff** (login required), please contact your Wharton Computing representative.

Wharton Student Computing

Wharton Computing supports research, instructional, student, and administrative computing at the Wharton School. Support for students is available in the following ways:

- Visit the Student Tech Center: 114 SH-DH
- Call: 215.898.8600 (phone support available 24/7)
- Email: support@wharton.upenn.edu
- Online Chat/Website: <https://computing.wharton.upenn.edu>
- **Virtual Appointments** (login required)

College Houses and Academic Services Technology

Technology support for students living in the College Houses

- Website: <https://support.collegehouses.upenn.edu>

The Tech Center (formerly the CRC)

The Tech Center provides computing support services for Graduate and Professional students as well as for Undergraduate students who live off campus. This service is available to all Penn students, not just Wharton students.

- Visit: Room G-102 of the **Van Pelt-Dietrich Library**, 3420 Walnut Street
- Call: 215-898-9720
- Email: techcenter@upenn.edu
- Website: <https://techcenter.upenn.edu/>

Personal Computer Hardware Problems

The Wharton Student Computing team can help begin the diagnostic process of hardware problems. If the issue becomes too complex, we will work with you to identify the appropriate escalation and resolution for your problem.

Generally, we can:

- Perform initial diagnostic overviews

- Work with your vendor's warranty or tech support
- Help you install hard drives, memory, keyboards

Other local resources for helping you resolve hardware issues include:

- [Phone Repair Philly \(Computer Repair\)](#) (PC and Mac)
 - [Apple Store](#) (Mac)
-

Laptop Buying Guide (Students)

Last Modified on 08/20/2024 3:14 pm EDT

Students should follow the recommendations below when purchasing a laptop to ensure it is optimized for the Wharton computing environment and course requirements.

Faculty purchasing laptops with departmental funds should contact their **Academic Representative**.


For mobile device recommendations see our **Mobile Device Buying Guide** as well as ISC's **smartphone hardware recommendations**.

Laptop Recommendations

Wharton Computing does not recommend specific laptops for students. These guidelines should help you determine which type of laptop will best suit your needs in our computing environment. Consider Penn Computing's **Laptop Purchasing Guide** for configuration suggestions.

Purchasing a laptop warranty is highly recommended. Warranties support the repair or replacement of your laptop in the event of accidents or technical problems.

Students are able to purchase at educational discounts using the information at: <https://www.business-services.upenn.edu/access-savings-technology>

 Laptops that have the new **Snapdragon CPU** are not compatible with a large number of software at Wharton. For this reason we do not recommend purchasing and/or using these device at Wharton at this time.

Chromebook Considerations

While Chromebooks are an affordable alternative, they do not have the same functionality of a laptop running a full operating system such as Windows or MacOS. This means that your experience at Wharton can greatly vary depending on the system or service you are interacting with. For this reason, Wharton **does not recommend** purchasing a Chromebook.

If you're still thinking about purchasing a Chromebook, some things to consider are:

- Microsoft Office is only available via the web interface
- Solstice screen sharing is not supported
- VirtualLab is only accessible via web interface
- Lockdown browser may function in a limited capacity

Respondus Lockdown Browser is required for quizzes and exams by most faculty at Wharton. While Lockdown Browser is available from the Google Play Store, this version **does not support the calculator function**. If your professor did not enable the calculator directly within the exam itself, it will be unavailable for you to use during your quiz or exam.

Software Recommendations/Availability

	Windows	MacOS	Chromebook
Recommended Operating System	Windows 10 Pro or Windows 11	MacOS Ventura 13.4	ChromeOS v77+
Productivity Software	<ul style="list-style-type: none"> • Microsoft 365¹ 	<ul style="list-style-type: none"> • Microsoft 365¹ 	<ul style="list-style-type: none"> • Office Online⁵ • G Suite Apps
Security Software	Windows Defender	Sophos Home	Built-in
Printing?	✓	✓	<ul style="list-style-type: none"> • via Email Printing • via Public Computer
Virtual Lab/Vmware?	✓	✓	Web Client Only
Solstice Screencasting?	✓	✓	✗
Virtualization for Windows	N/A	<ul style="list-style-type: none"> • Virtual Lab/Vmware • Bootcamp² • Parallels³ • VM Fusion⁴ 	✗

¹We recommend using either Microsoft 365 (available for free to all Penn students) or Office 2019 ProPlus.

²Bootcamp is not supported on Apple Silicon (M1) Macs. On Intel-based Macs, we recommend that you have at least 512GB of storage space if you plan to use Bootcamp.

³Windows 10 is not supported on Apple Silicon (M1) Macs. On Intel-based Macs, we recommend that you have at least 16GB of RAM if you plan to install Microsoft Windows 10/11 in Parallels. Windows 11 ARM is supported on Apple Silicon (M1) in Parallels.

⁴VM Fusion is not supported on Apple Silicon (M1) Macs. On Intel-based Macs, we recommend that you have at least 16GB of RAM if you plan to install Microsoft Windows in VMware Fusion.

⁵OneDrive app is available. All other Office products (Word, Excel, PowerPoint, etc.) are only accessible via web interface.

Software Purchases

Software needed for "Whartonizing" your computer is free and is available via download using the directions in [Whartonizing Your Device](#).

Hardware Recommendations

When looking to purchase a new laptop, it may be hard to distinguish what makes one model better than another. In cases like these, it is often helpful to compare hardware specifications. See below for some tips on how to

determine the difference in hardware specifications.

Hard-Drive (a.k.a. Storage)

Your hard-drive is where all your data is stored, from programs to personal files like documents and pictures. It also houses your Operating System (Windows or MacOS) which can sometimes take up to 30GB -- so keep this in mind when looking at storage sizes.

Hard-Drives also come in two types: HDDs and SSDs. SSDs are better with speed, durability, and longevity, but come at a higher cost. Our recommendation is to have at least a 512GB SSD. Use in conjunction with **Cloud Storage Options** to maximize productivity, performance, and durability of your data!

RAM (a.k.a. Memory)

RAM assists your computer's other hardware in order to run programs and especially helps if you plan to have multiple programs (or browser windows/tabs) open at once.

For RAM, the more the better. Our recommendation is to have a minimum of 8GB of RAM, but 16GB is preferable for improved performance.

CPU (a.k.a. Processor)

Your CPU handles all calculations your computer has to make, essentially making it the brain of your computer. CPU performance is measured by two factors: number of cores & clock speed (i.e. Dual Core @2.6GHz).

For CPU, the more cores the better. If you choose a CPU with more cores, it's okay if your clock speed is slower.

CPUs may also be listed by brand and model. In general, the higher model numbers are better (i.e. i9 > i7 > i5 or Ryzen 9 > Ryzen 7 > Ryzen 5).

Remote Work Considerations

If you are working from home you might want to consider the following:

1. **Internet Service Provider:** If you are living off campus, speak to your internet service provider about setup and installation before moving into your new residence. On the day of service installation, give yourself plenty of time for equipment installation, configuring settings, and testing your wireless speeds and stability. On-campus students will connect to AirPennNet.
2. **Additional Equipment:** If you plan to use video conferencing services (e.g. Zoom) for classes, you might want to consider noise-canceling headphones. We recommend wired headphones to reduce the chance of losing connection during class, and you should also confirm if your laptop has a built-in microphone. Online courses are set up so that you don't need a printer, so it is a personal preference whether or not you'd like the ability to print course materials at home.
3. **Ergonomic Considerations:** If you are spending a lot of time at home, you may want to invest in a quality chair, desk, laptop stand, etc. to maximize comfort and support your body's needs (e.g., back and neck support).
4. **Designated Workspace:** If you have the available space, you can designate a specific workspace that is separate from the rest of your home.

5. Consider Best Practices for Video Conferencing:

- Find a quiet area.
- Mute your microphone at the start of a meeting.
- Pay attention to your background and lighting.
- Speak loud enough for your laptop mic or external mic to pick up sound.
- If you are using a mobile device instead of a laptop, mount it on something to keep the video steady.

Note: All students with concerns about affording technology for remote learning can approach the [Emergency and Opportunity Fund](#) or [Penn First Plus](#).

For more information, check out [Working and Learning Remotely - Students](#), and [Remote Working Checklist](#)

Frequently Asked Questions

1. [Can I use my company computer?](#)
2. [Can I use my current computer?](#)
3. [Which Smartphone will work best at Wharton?](#)

Need More Purchasing Advice?

Wharton Computing supports research, instructional, student, and administrative computing at the Wharton School. Student Computing can help advise you.

- Visit: Student Tech Center (114 SH-DH) or <https://computing.wharton.upenn.edu>
- Call: (215) 898-8600 (support available 24/7)
- Email: support@wharton.upenn.edu

Student Support Quick Start Guide

Last Modified on 03/16/2021 2:09 pm EDT

The purpose of this Quick Start Guide is to provide direct links for the software needed during Whartonization.

Student Support highly suggests following through the full Whartonization Guide found [here](#).

Quick Links for Windows:

1. [AirPennNet](#)
2. [Windows Defender | Symantec Antivirus \(64-bit\)](#)
3. [Laptop Printer Drivers](#)
4. [VMware/Virtual Lab \[Remote Connection to Virtual Computers\]](#)
5. [Solstice \(Wireless Screen Casting to GSR Monitors\)](#)
6. [Office 365 Password Reset & Office 365 Login/Download](#)
7. [Calendar Feeds \(MyWharton Calendar Feed\)](#)
8. [G Suite Sync \(For Outlook\)](#)
9. [Wharton Computing Student Resources](#)

Quick Links for MacOS:

1. [AirPennNet](#)
 2. [Symantec Antivirus \(10.10 & Above\)](#)
 3. [Laptop Printer Drivers](#)
 4. [VMware/Virtual Lab \(Remote Connection to Virtual Computers\)](#)
 5. [Solstice \(Wireless Screen Casting to GSR Monitors\)](#)
 6. [Office 365 Password Reset & Office 365 Login/Download](#)
 7. [Calendar Feeds \(MyWharton Calendar Feed\)](#)
 8. [Wharton Computing Student Resources](#)
-

Buying Guide - Can I use my current / company computer? (Students)

Last Modified on 09/13/2023 1:47 pm EDT

This article attempts to answer two specific questions we often get from incoming Wharton students. See our full [Laptop Buying Guide](#) for complete information on buying a computer.

Can I use my current computer?

New Wharton students should consider purchasing a new computer, making sure it has a current and comprehensive warranty and sufficient support offerings. This increases the likelihood that the computer will not need to be replaced while you are a student.

If a new system is out of the question, an older computer may be adequate for temporary use. However, be wary of upgrading an old computer with a newer operating system; it can cause unexpected problems. We don't recommend upgrading Operating systems older than Windows 8.1 or Mac's Sierra, even if the computer's hardware will allow it.

We recommend that you carefully review the [Buying Guide](#) so that you understand the system features that will enhance your experience in Wharton's computing environment. After you have read this guide, you should be able to make an educated decision about whether or not your current system will meet your individual needs.

Can I use my company computer?

We don't recommend using a computer that has been used in a corporate or company environment. These machines prove problematic since differences between individual company configurations and the school's configurations cause conflicts that Wharton Computing Student Support is often unable to resolve. In many cases these machines need to be reformatted, and in most cases the employers have not provided the original Operating System disks for the computer.

These machines are not supported by Wharton Computing Student Support.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Penn Educational Discounts for Technology Purchases

Last Modified on 09/19/2023 4:23 pm EDT

Computer Connection is **permanently closed** as of June 30, 2020. We strongly suggest that new orders for custom computers be placed directly with the manufacturer.

The Penn **Computer Connection** is the campus computer retail outlet for faculty, staff and students of the University. The store offers educational discounts on computers, hardware, software, accessories and supplies. The features, pricing, reliability and support options of the systems purchased through the Computer Connection exceed those typically offered by traditional retail outlets. See their website at <http://cms.business-services.upenn.edu/computerstore/> for pricing and other information.

Faculty should contact their **IT representative** before making a purchase.



Hours and Location

Penn Computer Connection is conveniently located on Penn's campus on the second floor of the University Bookstore at 36th and Walnut.

Penn Computer Connection

University Square
3610 Sansom Street
Philadelphia, PA 19104-3298

Main phone: 215-898-3282
Departmental orders: 215-898-0889

Fax: 215-898-0647

□

[View Larger Map and Get Directions](#)

Check their website for up-to-date hours.

Mobile Device Buying Guide

Last Modified on 06/07/2022 5:20 pm EDT

This guide will help you choose a smartphone or tablet that will work well in Wharton's online environment. It will help you configure your device to work with your Wharton email account, and with other Wharton-related mobile apps.

Faculty and Staff: Before you purchase, **contact your IT Representative** to confirm that the device you are considering will work best for your needs.

Steps for Purchasing a Mobile Device

1. **Choosing the right device:** There is a vast selection of smartphones and tablets to choose from, limited only by those that your mobile carrier provides. Before purchasing a device, we recommend you research product features, performance specifications, and user-submitted reviews. A positive or negative review could help determine which device is right for you.
2. **Choosing the correct data plan:** To access your Wharton email account on your phone you will need to purchase a data plan or have access to WiFi. We recommend that you speak with your mobile carrier about the types of data plans they offer in order to decide what would best fit your needs. Normal user activity involves:
 - Sending and receiving email
 - Web browsing
 - Calendaring, scheduling, and accepting appointments
 - Accessing useful Wharton applications, including online meeting software such as Zoom

Mobile devices that will best work with your Wharton email account

Wharton Computing does not recommend one specific brand of mobile device. However, the guidelines listed below should help you determine which type of device will best suit your needs. Both iOS and Android devices perform equally well within the Wharton environment.

iPhone

The iPhone can:

- Sync email, calendar and contacts with your Wharton account.
- Connect to Penn's wireless network, AirPennNet, for Internet WiFi connectivity (requires iOS version 11 or later).
- Access Canvas course sites -- see what's new/what's due, subscribe to your Canvas calendar -- using the **Canvas iPhone app**. (Canvas requires iOS version 13 or later.)

Read More:

- [iPhone/iPad for Google@Wharton](#)
- [Connecting to AirPennNet \(follow this link on your iPhone\)](#)

Android Devices

Android devices, such as Samsung's Galaxy, can:

- Sync email, calendar and contacts with your Wharton account
- Connect to Penn's wireless network, AirPennNet, for WiFi connectivity (Android OS 2.1.x and later)
- Access Canvas course sites -- see what's new/what's due, subscribe to your Canvas calendar -- using the [Canvas Android app](#) (requires Android version 6 or later)

Read More:

- [Email, Calendar and Contacts for Android \(Google@Wharton\)](#)
 - [Connecting to AirPennNet \(follow this link on your Phone\)](#)
-

iPad (all versions)

The iPad can:

- Sync email, calendar and contacts with your Wharton account
- Connect to Penn's wireless network, AirPennNet, for Internet connectivity (iOS 11/iPad OS 11 and later)
- Access Canvas course sites -- see what's new/what's due, subscribe to your Canvas calendar -- using the [Canvas iPad app](#). (Canvas requires iPad iOS version 13 or later)

Note: If you buy a tablet, we don't recommend using it as your primary device. While it can be useful as a way to access some of your course materials, you will still need to purchase a laptop or use the Wharton public computers to access certain programs that aren't available through tablets yet. However, many students have found the iPad to be useful in class and for accessing electronic course materials.

Read More:

- [iPhone / iPad for Google@Wharton](#)
 - [Connecting to AirPennNet \(follow this link on your device\)](#)
-

Student Tech Center

Last Modified on 06/08/2023 3:30 pm EDT

Student Tech Center



Support is available via in-person (walk-ins & appointments), phone, chat, and email!
Check our [KnowledgeBase](#) for list of services, troubleshooting guides, and much more.

Contact Us

Office: SHDH-114

Phone: 215-898-8600

Chat: computing.wharton.upenn.edu

Email: support@wharton.upenn.edu

Remote Windows Setup

Last Modified on 06/29/2022 4:37 pm EDT

This article is intended for faculty setting up Penn-managed devices. This is a time-intensive process, and faculty should prepare accordingly.

Students should refer to the [Whartonization Guide](#) for support setting up their computers.

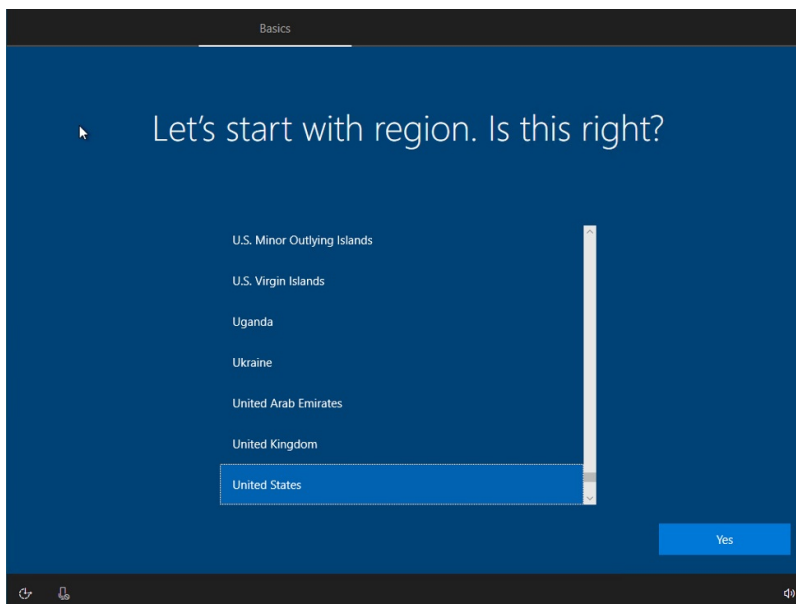
Staff should [contact their Wharton Computing representative](#) for help setting up their work computers.

NOTE: For faculty or staff new to Penn, please contact your support team for a more involved (and potentially multi-day) setup process.

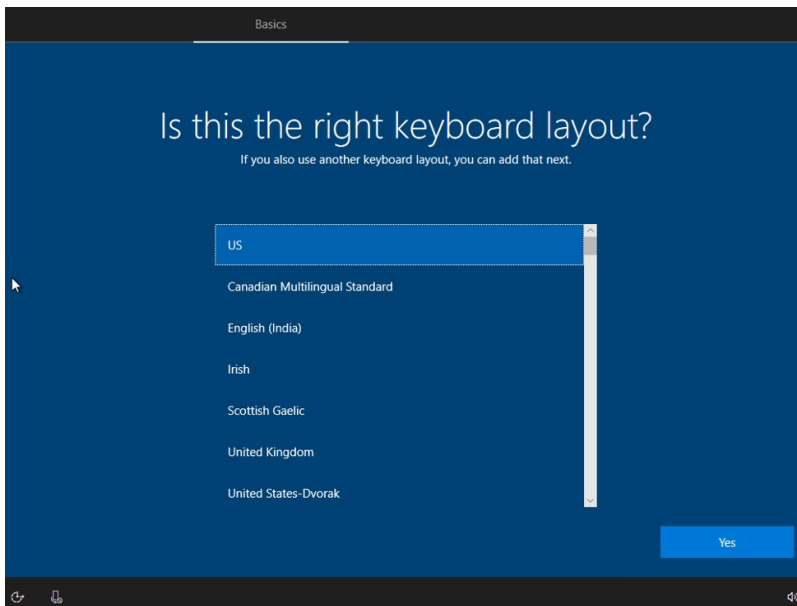
Individual Setup

These steps may not appear in the exact order due to operating system changes. For more assistance, contact your [academic distributed representative](#) (login required).

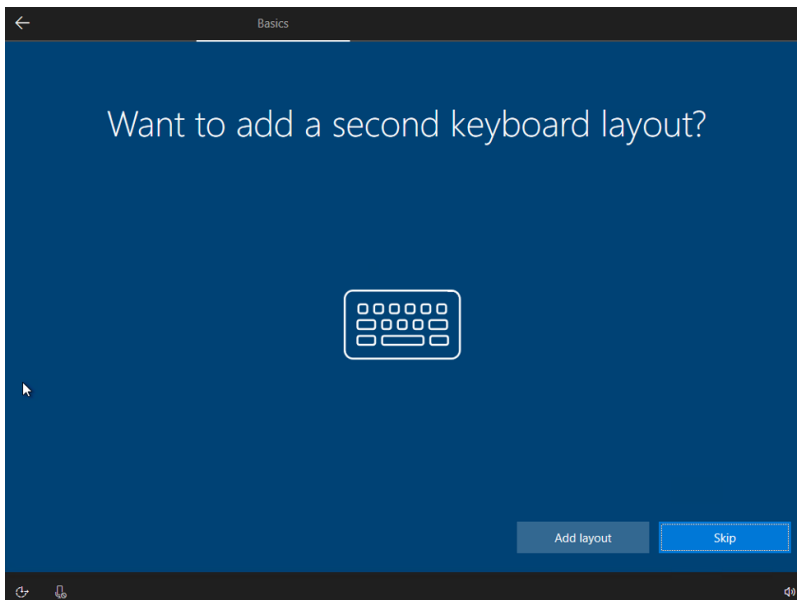
1. Turn on the computer, and wait for it to boot to the setup. Accept the default region and click **Yes** to confirm.



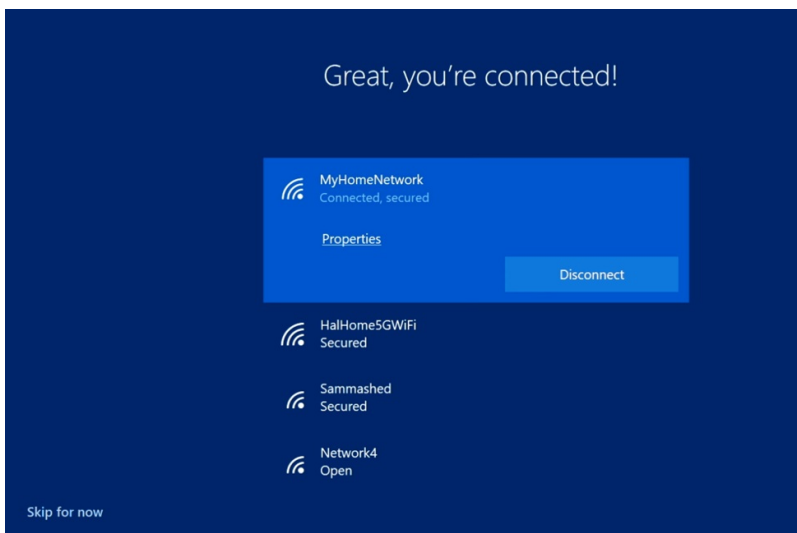
2. Choose the default keyboard layout. Click **Yes** to confirm.



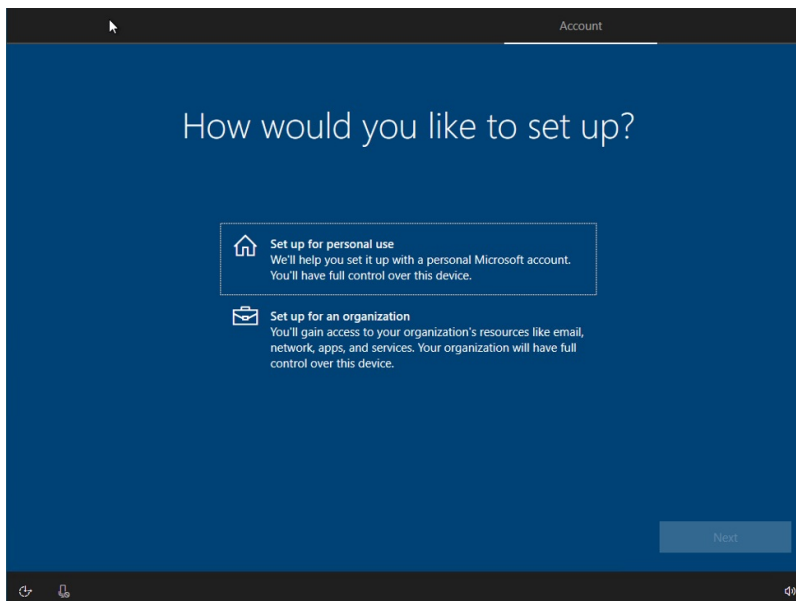
3. **Skip** the second keyboard layout.



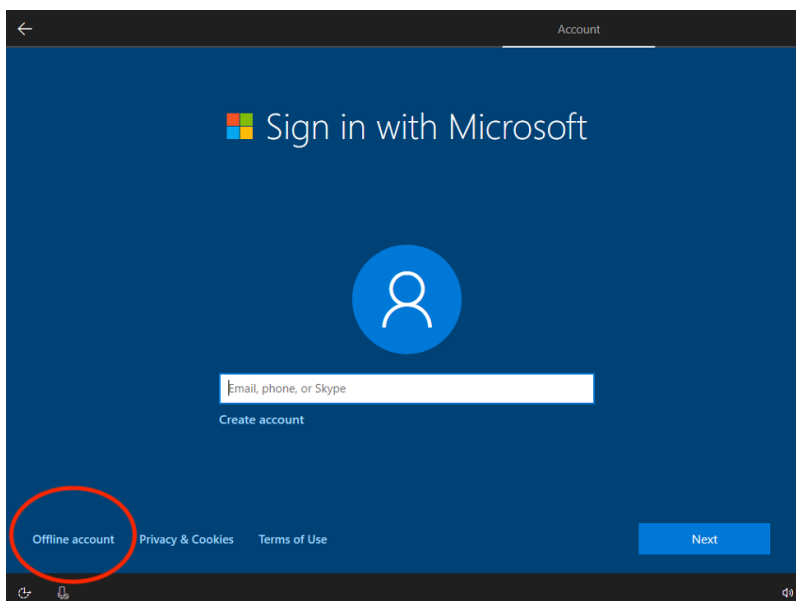
4. **Connect** to your home wireless network and enter your wireless **password** to connect.



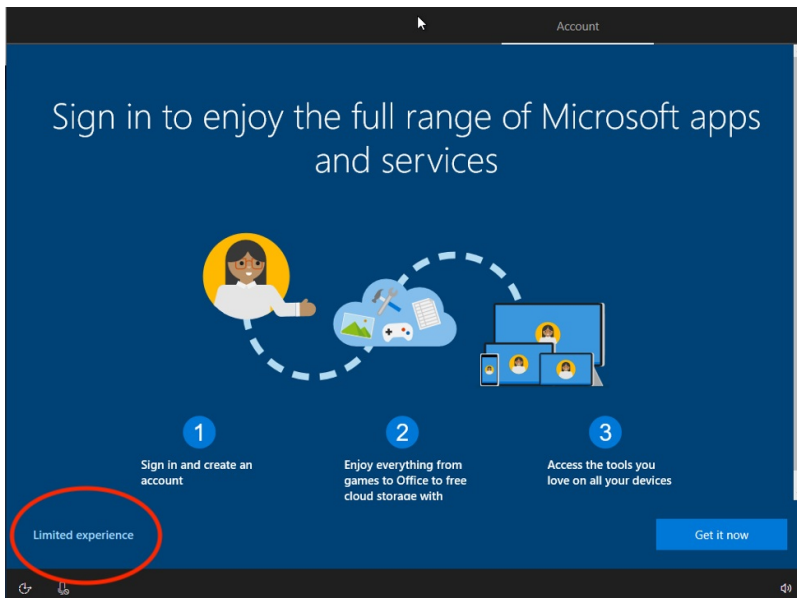
5. Choose Personal Use. Then click **Next**.



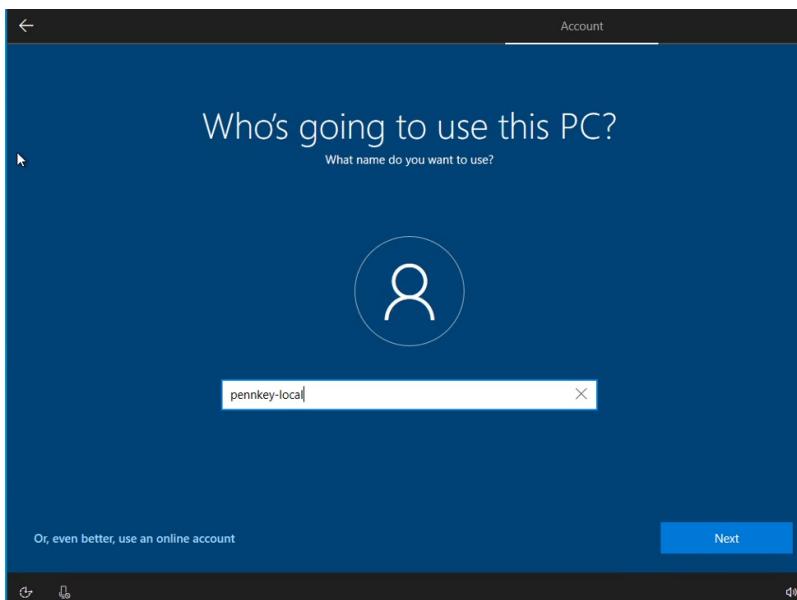
6. Do NOT sign in with Microsoft. Use **Offline account** in the bottom left corner.



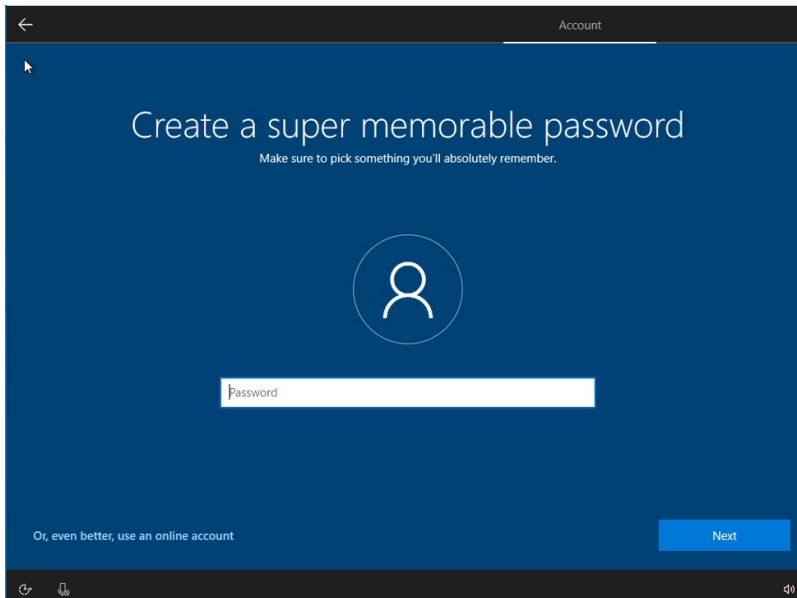
7. Use **Limited Experience** in the bottom left corner.



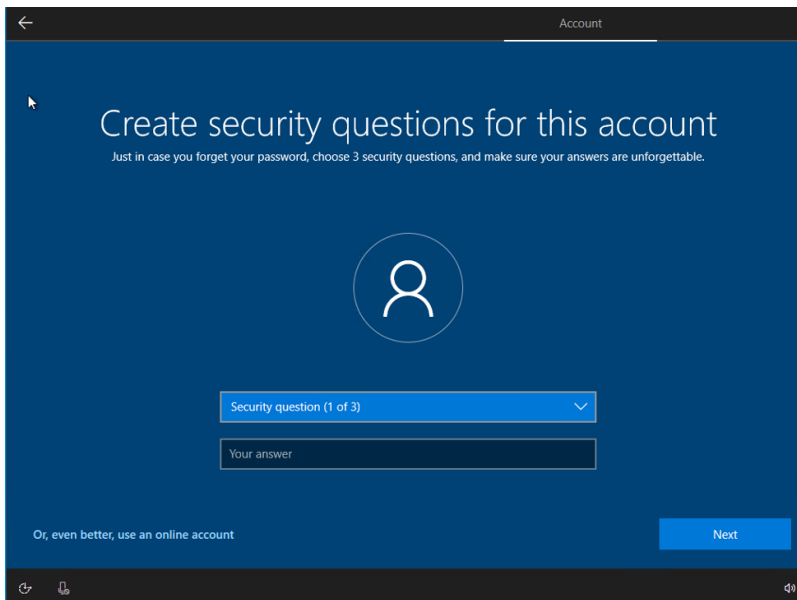
8. For the username, enter your pennkey, followed by "-local" (for example, if your pennkey were abc, enter "abc-local"), then click **Next**.



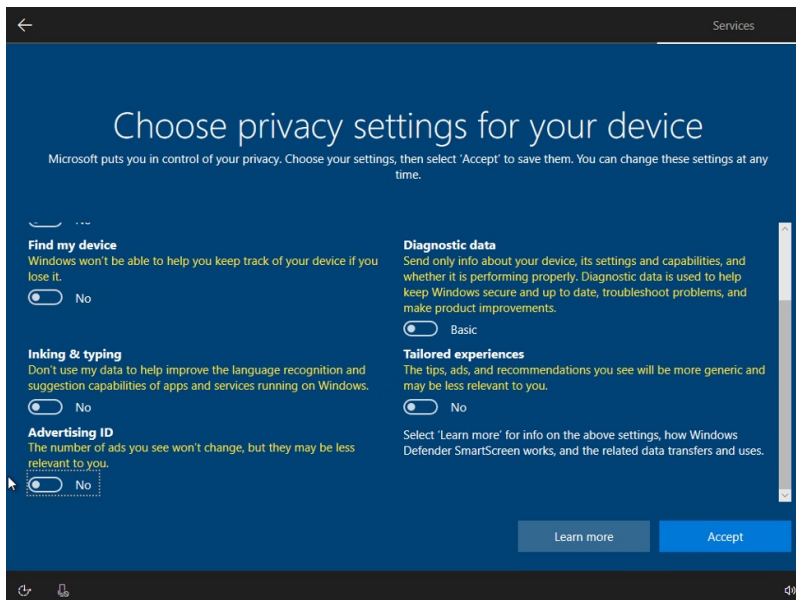
9. Enter a password, then click **Next**.



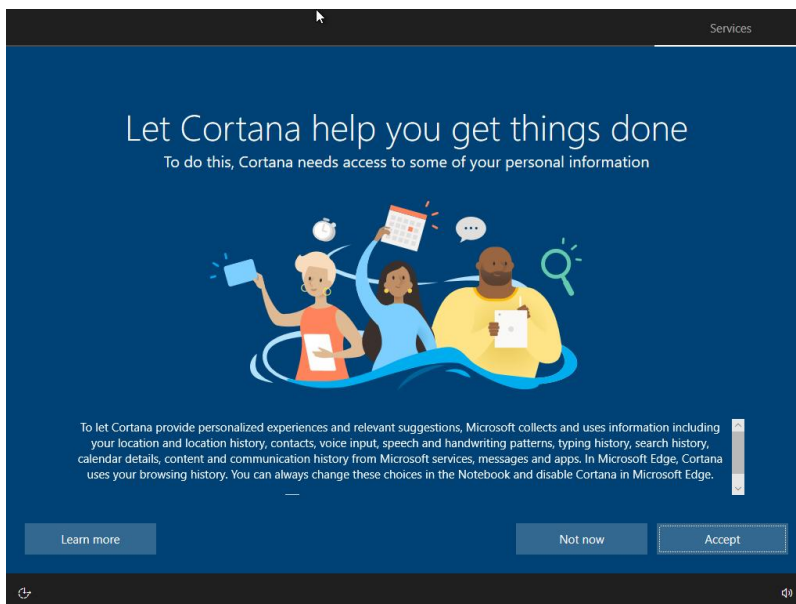
10. Answer security questions, then click **Next**.



11. Turn off all privacy settings. Click **Accept**.



12. If you would like to use Cortana, click **Accept**. Otherwise click **Not Now**.



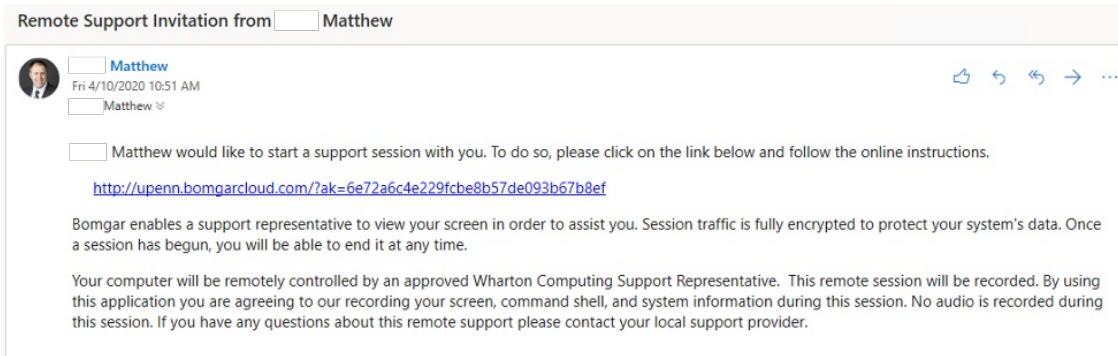
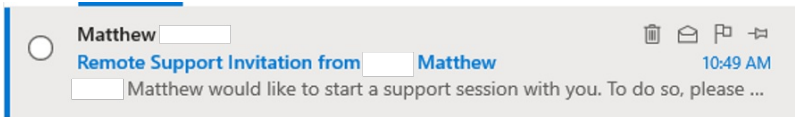
Remote Support Setup

Your **IT support representative** will create an admin-local account on the machine and deploy software. You will need to help with the first part of this process, and it will take approximately 1-2 hours, depending on network speed.

1. Open your email in webmail - browse to <https://outlook.office.com>.
2. Log in with your Penn O365 credentials (@upenn.edu).

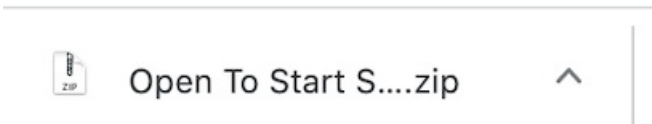
Make sure it is @upenn.edu **NOT** @wharton.upenn.edu

3. **Contact** Your IT Support Reps to remotely access your computer. They'll send you an invitation to join a remote session.
4. You'll receive a remote support invitation message, as below. Open it.

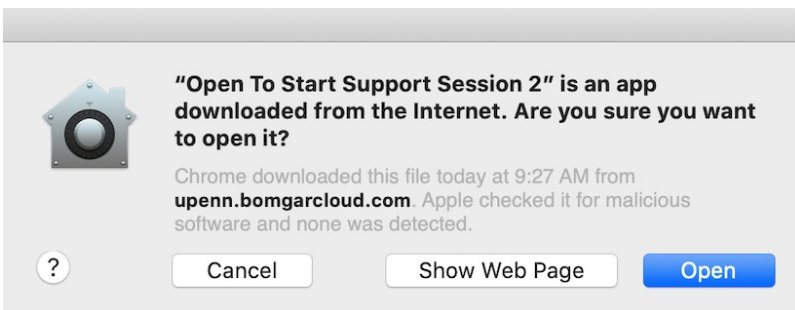


5. Click the link (as shown above) to download the file.

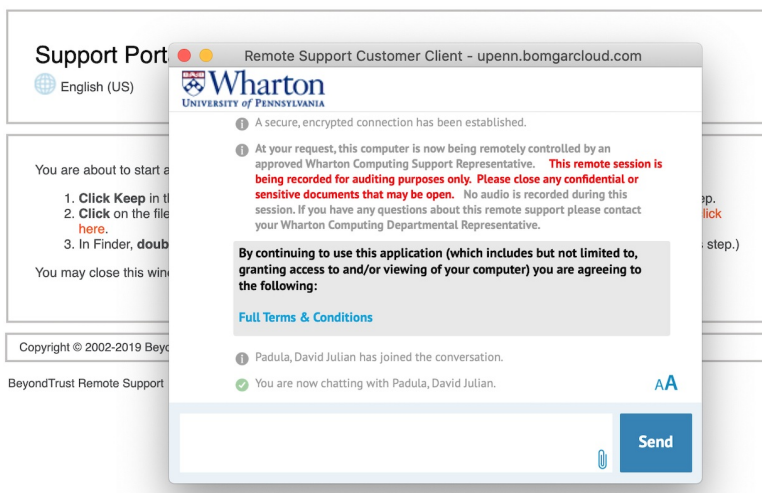
6. Double-click the zip file to open.



7. Open the support session.



8. Connect with your support representative.



9. Once the representative is connected, you'll be prompted for security permissions – say **Yes** to permit.

Once the account is made and the software has been installed, your IT representative will help you get your accounts set up (Dropbox, Box, Zoom, Adobe Acrobat, etc.). This part of the process will take some time, and you'll need to be available to help advise on your preferences.

Questions?

Contact your **academic distributed representative** (login required).

Security Guidelines

Last Modified on 08/22/2024 7:17 pm EDT

Security is a responsibility shared with you, Wharton Computing, and the Wharton Information Security Office. Working together, we can ensure that your data and the School remain secure. This article provides guidelines and best practices that you can use in your day-to-day activities to enhance and maintain the security of your University-related accounts and information.

If you have any questions or concerns about anything in this article, please reach out to the Wharton Information Security Office at security@wharton.upenn.edu.

The [Wharton Computing Accounts & System Policies](#) article contains more information about specific account and system policies.

Security Best Practices

The following best practices apply to all Wharton faculty, staff, and students. We are all part of keeping our data and colleagues protected.

Share Safely

Information containing private or sensitive data ("High" and "Moderate" data according to the [Penn Data Risk Classification](#)) may only be shared or accessed in accordance with the University's Information Security Policy.

Secure sharing options include:

- Wharton-approved cloud storage accounts ([PennBox](#), [Dropbox](#))
- [SecureShare](#)

Always take a moment before you share any data to think about what data is included and if it is considered private by the University or your department.

Protect Information & Systems

Protecting data is important; to do that, the data must be stored in a secure and appropriate place. Protect all information on all systems. University data's confidentiality must be safeguarded, no matter where it resides.

As you think about the safeguards you have in place, remember:

- You have to know the risk to prevent it. Know the [level of classification](#) that your data falls into so you can make appropriate decisions regarding its protection.
- Your [Wharton Computing Representative](#) is always willing to talk with you about measures you can take to enhance protections.
- The [Wharton Information Security Office](#) is available to assess your data and make recommendations around storage and necessary protections.

Report Possible Problems

Security incidents happen; the sooner we know, the sooner we can help.

Report any unauthorized access or suspicious behavior related to Wharton's confidential data or system as soon as possible. If you suspect Wharton's information has been exposed, please contact [Wharton's Information Security Office](#).

Ways You Can Help

The best way you can help the Penn community is to be familiar with [University Information Security and Privacy policies](#). In addition, practicing the following will help keep everyone secure:

Manage your Password

A strong and unique password is essential to account security, as your password is the front line and often the only defense against someone with malicious intent. The strongest password is unique, random, and at least 15 characters.

At a minimum, we recommend a password containing letters, numbers, and symbols and using unique passwords for all your websites/services. Our article about [password guidelines and tips](#) is written to cover PennKey and Wharton account passwords specifically but can be applied to any other account.

The elements of a good password also, by nature, make those passwords difficult to remember. Add in the fact that you should be using different passwords for each service you encounter, and suddenly, you have a large number of difficult-to-remember passwords you need to remember!

To help with this, **Wharton offers premium access** to a service called **LastPass**. This is an *encrypted password manager* that stores your account credentials for you. You will only need to remember the Master Password for your LastPass account, which then stores all your other passwords. This will allow you to create & set very strong passwords while not having to remember all of them.

To learn how to access this service, see our [LastPass: Managing Passwords \(and more\) at Penn](#) article.

Antivirus

Wharton Computing offers free virus protection software for both Windows and Mac users to help keep your devices safe from viruses and spyware. To learn more about this service, see our [Antivirus](#) article.

For staff & faculty, your Wharton-owned and managed computers should already have antivirus installed on them.

Two-Step Authentication

Two-step authentication provides an additional layer of protection when accessing your account(s), and we recommend you enable it for any accounts that support it. For more information about two-step at Penn, see our [Two-Step Verification starter article](#).

Phishing

Phishing messages are crafted to appear legitimate, but they are designed to trick you into sharing data or access

with hackers.

If there is the least hint that a message may not be what it seems, take the time to verify it or contact your [Wharton Computing representative](#) to confirm. We would much rather help you determine a message is not a threat than have you (and us) subjected to the consequences of a phished account.

To learn more about phishing, see our [Phishing](#) article.

If you think your account has been compromised, see our [Compromised Account](#) article to find out what to do.

Copyright/Student Conduct

Materials subject to copyright or license restrictions should not be openly shared on the PennNet network, nor should any related activities take place. Doing so may result in disciplinary sanctions and/or fines.

To learn more about the policies, see the [Office of Student Conduct \(OSC\) website](#) and [File Sharing](#) and the [Penn Acceptable Use Policy on Electronic Resources](#).

Useful Resources

- [Wharton Information Security Office](#)
 - Email: security@wharton.upenn.edu
- [University Information Security Policies](#)
- [University Data Risk Classification](#)
- [University Privacy Policy](#)
- Partner with [Wharton's Information Security Office](#) : they can provide security & privacy guidance, security risk reviews/assessments, support, and more.

Questions?

Faculty & PhD Students: [Academic Computing Services](#)

Staff: [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

Threat Protection/Antivirus Software at Wharton

Last Modified on 03/27/2024 1:19 pm EDT

The University of Pennsylvania offers threat protection and antivirus software solutions for faculty, staff, and students. For computers managed by Wharton Computing (typically faculty, staff, and the public computers in labs, classrooms, and hallways), the CrowdStrike software must be installed and running. For unmanaged computers (typically student computers, and those not managed by Wharton Computing), the University provides Sophos Home free of charge.

For more information such as recommendations and helpful tips, please see our full [Virus Protection](#) article.

Before You Start

Managed v. Unmanaged: Wharton Computing manages many computers on campus -- these are called "managed computers". Wharton Computing also supports people who are using computers that aren't managed by Wharton Computing -- these are called "unmanaged computers".

- Managed computers: purchased by Wharton/Penn; built, configured, and maintained by Wharton Computing staff.
- Unmanaged computers: purchased by individuals or by Wharton/Penn using personal funds.

Are You Already Protected?

The first step is to determine whether you are already protected. Recommendations at Wharton differ depending on whether you are faculty, staff, or student and whether Wharton Computing is managing your computer.

Unmanaged Computers (Students, Faculty & Staff with Unmanaged or Personal Computers)

Student computers and some personal computers owned by faculty and staff are "unmanaged" -- they are not part of the Wharton Computing-managed computing environment. These computers should have antivirus protection installed -- we recommend Sophos Home (for Macs) or Windows Defender (for Windows 10).

Managed Computers (Staff, Faculty)

Wharton Computing uses the CrowdStrike software to protect staff and faculty machines that are managed by Wharton Computing. (Student computers are not managed by Wharton Computing.)

Choosing Your Antivirus Software

There are several conditions that will determine which steps you take to install the appropriate antivirus software: who you are, and what kind of computers you are using.

	Student	Faculty	Staff

Unmanaged Mac	Sophos Home	Sophos Home	Sophos Home
Managed Mac	N/A	CrowdStrike	CrowdStrike
Unmanaged Windows	Windows Defender	Sophos Home	Sophos Home
Managed Windows	N/A	CrowdStrike	CrowdStrike

Antivirus Download Links

For unmanaged computers, Wharton Computing recommends using Sophos Home software on MacOS devices. Windows 8 & 10 devices are already protected by the built-in antivirus software, Windows Defender.

MacOS	Windows 10	Windows 10 (if Defender is not an option)
 Sophos Home	 Windows Defender	 Sophos Home

Sophos Home FAQs

Here are a few questions we hear from users about Sophos Home:

Questions?

Students - email support@wharton.upenn.edu.

Faculty - contact your **Academic Distributed Representative** (login required).

Staff - email admin-support@wharton.upenn.edu.

For more information regarding security threats and antivirus software, you can also contact the Wharton Information Security Office at security@wharton.upenn.edu.

Phishing Emails: What They Are & What To Do

Last Modified on 09/29/2023 10:24 am EDT

This article provides information on phishing emails, how they affect your accounts (Wharton or Personal), and steps you can take to avoid or address the consequences.

What are Phishes?

Phishing emails are sent to you by people or programs who are looking for access to your accounts or any valuable information. They often appear to be from an administrator of the email system or another user on the system. The content of the email generally is one of the following:

- warning that your account may close if you don't use your account credentials to log into their website
- call to click on a link to address financial or other issues
- request to update your work data

>> **Common Phishing Emails Seen at Penn**

Phishing attempts are getting increasingly sophisticated, and while we block any phishing attempts no system is 100% effective.

Tips to help identify phishing attempts

- **ALWAYS** check the email sender. Most of the time phishing emails come from suspicious-looking addresses.
- Be on the lookout for poorly worded emails or misspellings (many phishing attempts are crafted by non-native English speakers).
- Many phishing emails contain unusual looking links. Here are recent examples:
 - "Helpdesk requires you to upgrade webmail by Clicking <http://mailverificationpage14.tk> " Notice that there's no reference to Wharton, PennO365, Student Gmail, or your support team in the URL, and the extension is not a standard one.
- Even if a link looks legitimate, be cautious and consider the other tips listed above. Never click on a link in a suspected phishing email.
- When you click a link in an email pay close attention to the actual web address you've been sent to. If it looks suspicious do not enter your Wharton credentials.
- Wharton Computing will **never** ask you for your username/password via email.

When in doubt, forward the questionable email **to your IT support team** or security@wharton.upenn.edu. It's better for everyone if you are cautious, and we are happy to confirm for you.

Already Clicked a Link?

If you do click on a link from a phishing email, follow these steps:

1. **Change your Wharton account password immediately.**
2. Contact your support provider immediately for additional help identifying any unanticipated consequences.
3. If you use the same password (or similar ones) for other Wharton or Penn accounts, **change those as well.**
4. If you use the same password (or similar ones) for your personal accounts, **change those as well.**

We recommend that you maintain separate passwords for each website you log into. **Consider using LastPass**, the password manager service provided to the Penn Community (or a similar product) to help you keep track of your

passwords.

Password Change Links

- Wharton password change: <https://password.wharton.upenn.edu>
- PennKey password change: <https://weblogin.pennkey.upenn.edu/changepassword>
- Penn O365 password change: <https://office365.password.isc.upenn.edu/>

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#)

Staff - [Administrative Support](#)

Antivirus Software: How To Protect Yourself Against Viruses

Last Modified on 03/27/2024 1:21 pm EDT

This article provides information on protecting yourself from viruses, malware, and other malicious software. It lists recommended protection software, helpful tips, and what to do next if you think you've been infected.

Faculty and Staff: Computers purchased by the University will automatically have CrowdStrike (a centrally-managed antivirus program) installed on them. These computers will not need the software listed below.

For personal computers, Penn offers the site-licensed Sophos Home, free of charge, to members of the Penn community using the links below.

If you have questions or concerns please reach out to Wharton Computing using the links in [Questions](#), below.

Antivirus Software

Most Antivirus software now requires a subscription. If you prefer not to maintain a subscription, we recommend using Sophos (free to members of the Penn Community) or Windows Defender (for Windows machines).

Faculty and Staff who are using a computer managed by Wharton Computing already have antivirus installed automatically and can skip this section.

Active Defenders

- **Windows** → **Sophos Home** is offered by the University for free. Best for Staff and Faculty use.
- **Windows 10/11** → **Windows Defender** is the default antivirus software on Windows 10 & above. Best for Student use.
- **MacOS** → **Sophos Home** is also offered for MacOS by the University.

Scanners

- **MalwareBytes** scans your computer for any potential malicious or suspicious software & processes.

Helpful Tips

Be Aware of Sites & Attachments

As computers become more networked and standardized, it gets easier and easier to catch computer viruses. You can get viruses from downloads over the internet, from opening e-mail attachments, or from another infected system or device.


Many self-propagating viruses will mail themselves to you before the original sender has discovered that his/her machine is infected. Be suspicious of any attachments, but be extra vigilant about inappropriate subject lines and

attachment titles (for example, if someone you barely know sends you an e-mail called **ILOVEYOU**).

Back Up Data Frequently

Some viruses are so damaging that they will render your files useless or unrecoverable. In that case, your only hope of recovery is with back-ups made prior to infection.

Update, update, update!

Microsoft & software developers frequently release patches to fix known issues for their services. These fixes include known security issues that may leave your computer or program vulnerable to viruses and other attacks. To manually update, press the Windows key + S ( + s), type **check for updates**, and then click the **Check for Updates** setting.

Sophos Home




The University of Pennsylvania offers free antivirus software to faculty and staff in the form of Sophos Home. Below are the links to download this software, along with some Frequently Asked Questions.

Faculty and Staff who are using a computer managed by Wharton Computing already have antivirus installed automatically and can skip this section. However, Sophos is available for personal use as well, so can be installed on non-managed machines.

Download Links

Wharton Computing recommends using this software on MacOS devices. Windows 10 & 11 devices are already protected by the built-in antivirus software, Windows Defender.

Note: If you're still running Windows 8/8.1, Wharton Computing recommends updating to Windows 10 for optimal performance if supported by your device.

Windows 8.1, 10, or 11	Windows 8.1, 10, or 11	MacOS
		
Sophos Home for Windows	Windows Defender	Sophos Home for Mac
Staff and Faculty	Students	Students

Sophos Home FAQs

What if I already have antivirus software?

If you are satisfied with your current antivirus software and are able to update the virus definition files on a regular basis then you can continue the use of your current antivirus software, but you might need an additional anti-spyware program. If you are not able to update the virus definition files or your antivirus subscription is expired, you will need to switch to Sophos Home.

Why should I switch to Sophos Home?

The university pays for a Sophos Home subscription that includes virus definition updates and spyware scans in addition to virus scans. It is also supported by Wharton Computing, so you can get assistance with the program should you encounter any problems.

Will I get technical support if I switch to Sophos Home?

Yes, Wharton Computing offers support for Sophos Home and will be able to help you install and configure the antivirus software.

If your computer has a virus...

Students: If you think you have a virus, please stay calm and follow the directions in our [Virus Removal article](#). We also encourage you to call, email, or drop by our Support Office (SHDH 114) in person so we can help with the situation.

Faculty & Staff: Please contact your Wharton Computing Representative or the Wharton Information Security Office at security@wharton.upenn.edu.

Questions?

Students: visit the [Student Computing Website](#).

Faculty: contact your [Academic Distributed Representative](#) (login required).

Staff: email admin-support@wharton.upenn.edu.

For more information regarding security threats and antivirus software, you can also contact the Wharton Information Security Office at security@wharton.upenn.edu.

Firewalls: What They Are & Why Use Them

Last Modified on 03/27/2024 1:22 pm EDT

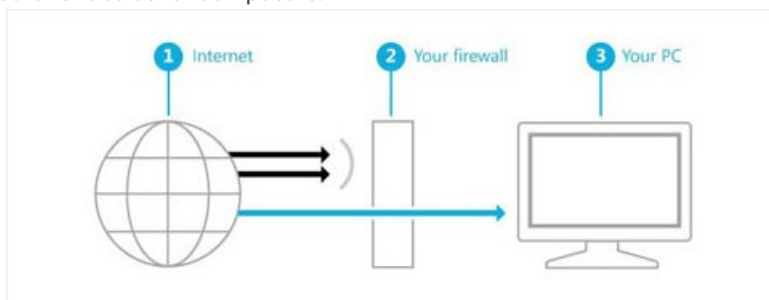
This article will give you an overview of what a firewall is, how it works, and will provide instructions on how to ensure your personal computer's firewall(s) are enabled.

Faculty & Staff: Faculty and Staff using Wharton-imaged or Wharton-provided devices may not be able to change Firewall (CrowdStrike) settings. This article applies only to personally managed computers.

For additional questions or requests, please reach out to your **IT support representative** or the Wharton Information Security Office at security@wharton.upenn.edu.

What is a firewall?

1. A firewall is a network security system that establishes a barrier between a trusted, secure internal network and another network that may not be secure.
2. Additionally, a firewall can help prevent hackers or malicious software from gaining access to your computer through a network or the Internet. A firewall can also help stop your computer from sending malicious software to other computers.



Enable/Disable Firewall

Warning: Only turn off your Firewall if you are installing a separate antivirus software that includes a firewall and active defender.

Windows

Follow Microsoft's directions on [how to turn your Firewall on or off](#).

MacOS

Follow Apple's directions on [how to turn your Firewall on or off](#).

Allow Trusted Applications

You can [allow applications you trust](#). Only choose this option for applications you know are safe.

Questions?

Students - Wharton Computing Student Support

Faculty - Academic Distributed Representatives

Staff - Administrative Support

For more information regarding security threats and antivirus software, you can also contact the Wharton Information Security Office at security@wharton.upenn.edu.

Web Browser Security

Last Modified on 10/13/2023 12:27 pm EDT

This article covers the update process for Web Browsers.

Faculty and Staff on Wharton-Managed Machines:

Your browsers should update automatically but it's still a good idea to follow the steps listed below.

Web Browsers

Healthy Computing requires regularly updating your computer, but we often forget to update our web browser(s). Since so much of computing now takes place in a web browser, it is considered one of the largest attack vectors for malware.

Most major browsers (e.g. Chrome, Edge, Safari, Firefox, and DuckDuckGo) are quick to fix vulnerabilities and auto-update, and all you need to do is restart your browser regularly! The Wharton Information Security Office **recommends restarting your browser each day to allow any applicable updates to apply.**

Your open tabs should reappear or if not, you can restore the previous session from the “History” menu in your browser to pick up from where you left off while being up-to-date!

Updating your Browser

There are several ways to update your browsers.

Restart (Updates Automatically)

A restart of your browser usually updates it immediately -- all you need to do is close all open instances of the browser, and restart. Your open tabs should reappear or, if not, you can restore the previous session from the “History” menu in your browser to pick up from where you left off.

Manual Update

You can also manually check your browsers for updates, although how you do it varies by Operating System:

- **macOS:** click the application title in the top menu bar just to the right of the Apple logo, and select “About [Browser Name]” from the menu that appears
 - For Safari, macOS delivers updates via software updates in Settings; see [Update to the latest version of Safari - Apple Support](#)
- **Windows:** click “Help” in the top menu bar of the application, and select either “About [Browser Name]” or “Check for Updates” from the menu that appears.

Browser Resources and Recommendations

For more information on security options for major browsers, here are places to start:

- **Chrome:** <https://support.google.com/chrome/answer/114836?hl=en&co=GENIE.Platform%3DDesktop>
- **Microsoft Edge:** <https://support.microsoft.com/en-us/microsoft-edge/enhance-your-security-on-the-web-with-microsoft-edge-b8199f13-b21b-4a08-a806-daed31a1929d>
- **Safari:** <https://support.apple.com/guide/safari/welcome/mac> (choose Table of Contents and then Security for your version)
- **Firefox:** <https://support.mozilla.org/en-US/products/firefox/protect-your-privacy>

These practices and recommendations also apply to other web browsers that may not be listed here.

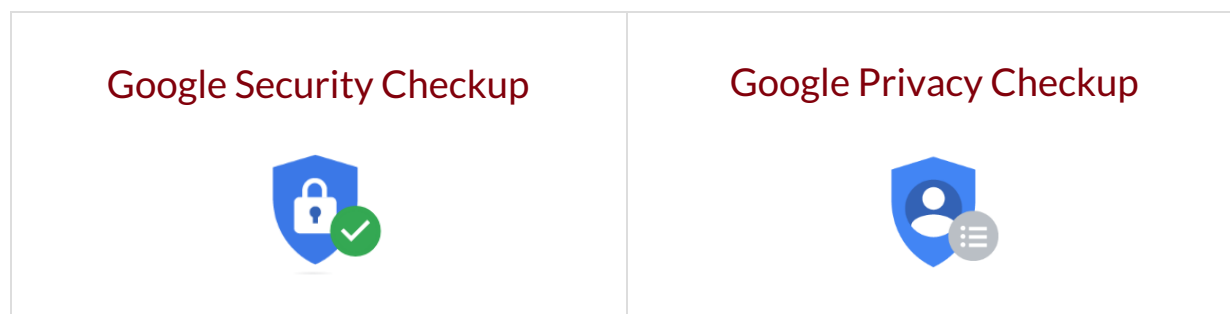
Questions?

Contact your [Wharton Computing Representative](#) or the [Wharton Information Security Office](#) for more information.

Google Security & Privacy Checkups

Last Modified on 03/27/2024 1:23 pm EDT

The Google Security & Privacy checkups provide a quick and effective way to ensure that your Google account is secure and private. These checklists can be used on any Google account, whether it is personal or school-provided.



Access requirements: Must have an active Google account.

Google Security Checkup

Google's Security Checkup is a great way to ensure that your account is secure and isn't being accessed by anyone but you. It can also help highlight security flaws on your account that may be easily missed.

- Manage apps with access to your account
- Review signed-in devices
- Review recent security events
 - i.e. New Sign-ins, App Password creation & deletion, etc.
- Enable Two-Step Verification

Google Privacy Checkup

Google's Privacy Checkup allows you to personalize which types of data Google collects as well as allowing you to manage the visibility of your account.

- Review activity controls
 - Web & App activity
 - Device Information
 - Voice & Audio activity
- Edit publicly-available information about your account
- Manage Tailored Ads

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](#)

Staff: [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

For more information regarding Google Security and Privacy, you can also contact the Wharton Information Security Office at security@wharton.upenn.edu.

Frequently Asked Questions

Q: I no longer use an app (i.e. G Suite Sync for Outlook) and want to remove its access to my Google Account. How can I do this?

A: The first step of the [Google Security Checkup](#) allows you to review and manage any apps that have been granted access to your account.

Q: Are security & privacy checks available for my devices as well?

A: If you are a student, yes! Simply drop by the Tech Center at SHDH-114 and ask to participate in a Device Tune-up & Security Session. If you are faculty or staff, please contact your [Academic Distributed Representative](#) or [Administrative support](#), respectively.

Q: What if I notice a device or location that isn't mine has accessed my account?

A: Reset your Google account password as soon as possible, as well as any other passwords that may be the same or similar. Contact your IT support team if you have additional questions (see *Questions?* above).

Google Login Challenge: How, When, and Why

Last Modified on 03/27/2024 1:24 pm EDT

This article provides guidance regarding Google's Login Challenges. More specifically, it is designed to describe when they appear, why they appear, and what you can do about it.

Note: This article only applies to students whose Google accounts were created **before December 2023**.

Account security is of utmost concern for both Google and Wharton Computing. When Google determines that a user is logging in from either:

1. **An unknown device** (*new phone, tablet, laptop, or desktop*)
2. **An unusual or new location** (*different state or country*)

They may prompt the user with a login challenge. The login challenge you receive depends on the information you have associated with your account.

Faculty, Staff, and PhD Students

Contact your **IT Support Representative** or the Wharton Information Security Office at security@wharton.upenn.edu for the best option to use for recovery.

Adding Recovery Information

1. Navigate to myaccount.google.com.
2. Log in with your **Google Account**.
3. Click the **Security** tab.
4. Scroll down to **Ways we can verify it's you**.
5. Choose a **recovery option** (phone or email) and follow the instructions to verify your information.

Various Login Challenges

Scenario 1: No recovery information

You will be prompted with the following Login Challenge if you do not have a recovery phone number or a recovery email address associated with your account.

Scenario 2: Only recovery phone number

You will be prompted with the following Login Challenge if you only have a recovery phone number associated with your account.

Scenario 3: Only recovery email address

You will be prompted with the following Login Challenge if you only have a recovery email address associated with

your account.

Scenario 4: Both recovery phone number & recovery email address

You will be prompted with the following Login Challenge if you have both a recovery phone number and a recovery email address associated with your account.

Additional Note: Other Help

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#) (login required)

Staff - [Administrative Support](#) (login required)

For more information regarding Google login information, you can also contact the Wharton Information Security Office at security@wharton.upenn.edu.

Virus Removal Procedure

Last Modified on 03/27/2024 1:25 pm EDT

If your personal computer has a virus, use the steps below to try removing it on your own.

Faculty and Staff should NOT attempt to remove viruses on any machine provided to them by Penn.

If you suspect you have a virus, disconnect your computer from the network, power it off, and contact your **Wharton Computing Representative** or the Information Security and Privacy Team at security@wharton.upenn.edu right away for assistance.

Virus Removal Procedure

We've compiled a set of simplified steps for PC and Mac to make it easy for you to try and fix your own computer. Students can **make an appointment** (before 2 pm) with Student Support to have their machines scanned and cleaned if more help is needed.

Before You Start:

- Back up your computer's data to an external hard drive or other source not attached to your computer to prevent any loss of important data.
- Make sure you're comfortable downloading and installing software on your computer.

Windows/PC

The procedure below is simplified for your convenience and remedies most situations.

Virus Removal Procedure (Mac)

The steps for removing viruses from Macs are fairly straightforward.

Questions?

Contact your **Wharton Computing Representative** or the Wharton Information Security Office at security@wharton.upenn.edu for more information.

Spam: Why You are Receiving Spam from a University Email

Last Modified on 02/20/2024 4:22 pm EST

Spam from a university email address can be caused by a few situations:

- Your account, or another university account, has been compromised
- Your email, or another university email, is being spoofed
- An account user has sent inappropriate emails before

Compromised Account

Students

If you believe someone's account has been compromised in any way, follow the instructions provided below immediately:

1. Reset your **Wharton** and **PennKey** passwords
 - If you believe your device has been compromised, use another computer or call Student Support to help you change your passwords.
2. Change passwords that are similar or the same as your compromised password
 - Unique, complex passwords are one of the best ways to secure your account(s). Password managers, such as **LastPass**, autofill your credentials for you, allowing for easy and convenient account management while using long, complex, and secure passwords.
3. Notify the **Wharton Computing Support Team** of the problem (support@wharton.upenn.edu)
4. Complete the **Gmail Security checklist**
5. Determine if your password has been exposed in a data breach at <https://haveibeenpwned.com/> and/or <https://monitor.firefox.com/>

Faculty, Staff, and PhD Students

Please contact your **IT Representative** immediately.

Email Spoofing

Some spammers **spoof** email addresses that make it appear as if the mail they send is coming from a university email address. Unfortunately, there is not much Wharton Computing can do except suggest that you report the website/sender for spamming to sites like and or <http://www.spamhaus.org/>.

You might need to look up the site's IP address at a site like this:

<http://get-site-ip.com/>

Questions?

Students: Email support@wharton.upenn.edu

Faculty: Contact your **Academic Distributed Representative** (login required)

Staff: Email admin-support@wharton.upenn.edu

PhD Students: Contact your [Academic Distributed Representative](#) (login required)

Managing Passwords (and more) at Penn

Last Modified on 09/16/2024 1:04 pm EDT

If you have a LastPass account from the University, please see our directions on migrating your account to [Dashlane](#).

The University provides a premium password management service, Dashlane. Use this article to help you choose and configure the account type that is right for you, and for any Wharton-specific tips. The University also has information on setting up [Dashlane](#).

Dashlane Business Plan

Dashlane business plan accounts are available for *University faculty, staff, and employees*. They allow you to share credentials with other colleagues securely.

You **must** use the Dashlane business plan if:

- you use credentials for University resources or work purposes.
- you need to share collections (a shared Dashlane password folder) of credentials with other employees.

To create a Dashlane account tied to Wharton's business plan, you'll need to receive an invitation emailed to your Wharton email account. To request an invitation to use Dashlane Enterprise, please contact your [Wharton Computing representative](#).

LastPass Enterprise users should automatically receive a Dashlane invitation to their Wharton email account with the subject: "You have been added to UPenn - Wharton on Dashlane." Follow the instructions in our [University Retires LastPass Password Manager](#) article.

If you run into issues with installing the browser plugin see [Dashlane's article](#). We also recommend that you turn on the Account Recovery Methods to ensure you don't lose all your passwords if you forget your Master Password! See the section on [enabling account recovery options](#), below, for details.

Dashlane Personal Account with Premium Access

Dashlane personal accounts are for *everyone in the Penn Community*.

Only personal credentials and files should be used with a Dashlane Personal plan.

To obtain a Dashlane Premium account, follow ISC's [Dashlane Premium instructions](#).

Dashlane is available as an app for your smart phone, and as an extension for your web browser. If you run into issues with installing the browser plugin, you can [use this link to install it](#).

Can I have 2 accounts?

You can have two separate Dashlane accounts, but they must have separate login credentials:

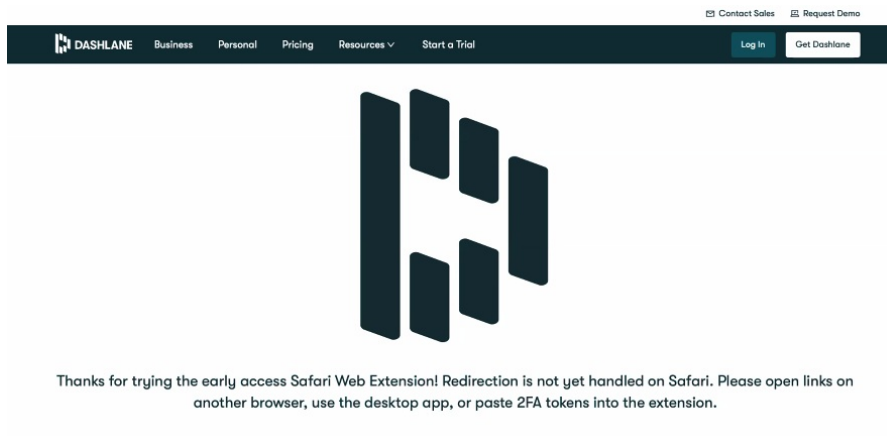
- **Dashlane Business:** Use this for Wharton and Penn work
- **Dashlane Premium:** Use this for saving personal credentials.

Additional Information and Best Practices

General

Safari Browser Does Not Work

When using Safari, accepting the invitation from email doesn't work. You will likely have to use a different browser (eg. Firefox, Chrome).



Note: the Dashlane browser plugin is **required** to interact with Dashlane. Mac OS has a Dashlane client, but it does not allow access to the full suite of sharing features available in the Mac OS client.

Account Recovery Options

We recommend enabling a password recovery option for your Dashlane account so you have another way to access your password store if you lose your master password. See Dashlane's article on [Account recovery key set up](#).

Store Personal and Business Passwords Separately

ISC and Wharton Security recommend using distinct password manager stores (accounts) to separate your personal passwords:

- **Personal passwords:** any passwords for personal use, eg. your Netflix account, etc.
- **Work passwords:** any credentials you use to access work resources.

This is good practice so that a compromise of your personal password manager won't inadvertently expose

University resources and open the University to risk. You can have two separate Dashlane accounts, but they must have separate login credentials. For example:

- **Dashlane Business:** Use this for Wharton and Penn work
- **Dashlane Premium:** Use this for saving personal credentials. (Or use a different password manager.)

If you need to store work-related credentials, ask your Wharton Computing representative for an invitation to Wharton's Dashlane plan.

Dashlane Business Users

Dashlane Business Accounts are Tied to the Wharton Dashlane plan

Using Dashlane Business accounts linked to the Wharton Dashlane Plan means you are part of the school's Dashlane account and subject to its policies. When a Dashlane Business account is separated from our Wharton Dashlane plan (for example, if you leave the university), **your account will lose all data added** when it was part of the business account.

Don't Store Personal Passwords in Dashlane Business

We recommend not storing personal passwords in Dashlane Business. If for whatever reason you simply cannot avoid it, please beware of the following:

- When you leave the University, your Dashlane business account will be removed from the Wharton Dashlane business plan. Any passwords created while part of the Dashlane business plan will be **deleted** from your Dashlane account.
- Since it is complicated to export individual passwords, and exporting any work credentials is against policy, we recommend storing all personal passwords in a separate account (either Dashlane Premium or another password manager).

Enable Account Recovery Options

We recommend that you **turn on an Account Recovery Method**: This will ensure you don't lose all your passwords if you forget your Master Password! If you forget your Master Password and haven't enabled a recovery method, you may need to reset your account, which erases all your data. Here are the options:

- Option 1: **Account Recovery Key**
- Option 2: **Admin-Assisted Recovery**
- Option 3: **Biometric Recovery**

Business users should enable all 3 options. They need to be set up **BEFORE** before you need the account recovery service, so make sure to consider this when setting up your account. If you weren't prompted to do this when you set up your account (or just didn't do it), see [Dashlane's article on setting this up](#).

Using Dashlane Collections

A Dashlane collection is a shared Dashlane password folder. It works a little differently than in LastPass.

- In LastPass, credentials were stored inside the shared folder. Everyone with access to the shared folder could see it.

- In Dashlane, each credential first must be created in the user's Dashlane storage, and then shared to a Collection. Once each user gains access to the collection, those items then are visible in those users' Dashlane storage as well.
 - When sharing collections, if you share the collection without granting anyone else full ("Manager") access, then no one else will be able to share it if your Dashlane account gets revoked from the Wharton Dashlane shared account. You should take care to always **make sure at least one other person other than yourself has Manager access to a shared collection**, otherwise you may end up with a shared collection with passwords and credentials inside it that no one can manage, edit, or delete.
-

Zoom Meeting Security

Last Modified on 03/27/2024 1:29 pm EDT

The best way to deal with disruptive behavior in a Zoom meeting is to prevent it from happening in the first place. This article details several ways to secure your Zoom meetings and how you can quickly deal with disruptions in an active Zoom meeting.

Before You Start

You will need:

- An **activated Penn Zoom Account** before completing any of the tasks in this article.
- Have the **host or co-host** role in the Zoom meeting.

Best Practices

Zoombombing, wherein participants join Zoom meetings to cause a disruption, can derail any meeting. There are some things that you can do to thwart potential Zoombombers before they even have the chance to enter your meeting.

Don't post meeting information publicly

Only share the Zoom meeting details with attendees. Avoid posting them on a publically accessible website (Canvas sites are only accessible to those people explicitly granted access).

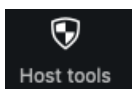
You should also consider not using your **Personal Meeting ID**. This is a permanent meeting that has set login information. While your PMI is great for sharing with students and co-workers because the login information remains the same, it is less secure since that login information could be shared with others without your knowledge. We recommend setting up individual Zoom meetings for regular work/classes.

Enable Waiting Room

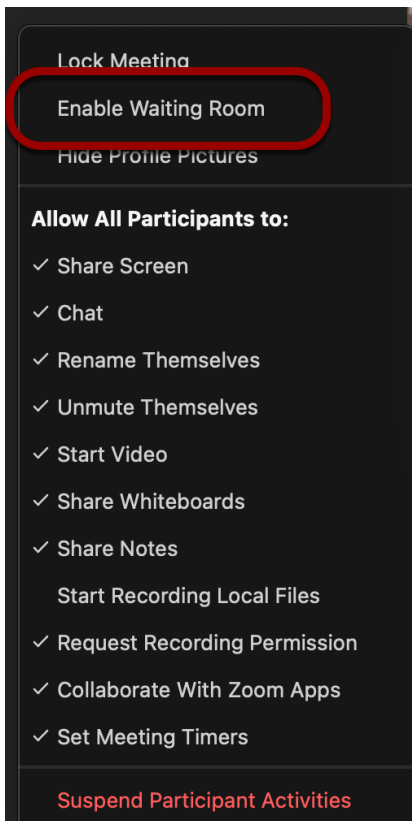
In a Zoom meeting with Waiting Room enabled, the meeting host/co-host has to admit people into the meeting. This allows you to control exactly who can join your meeting.

To enable the Waiting Room for a Zoom meeting as it is taking place (and the host/co-host of):

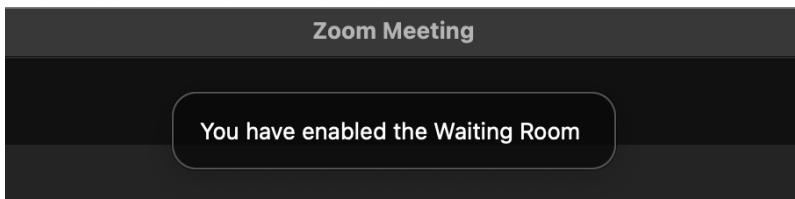
1. Click the **Host Tools** icon at the bottom of your Zoom meeting window.



2. Click **Enable Waiting Room** on the Security menu.



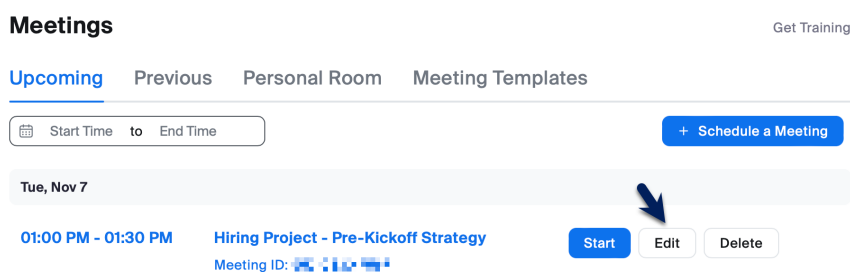
3. You'll see an alert that lets you know the waiting room has been enabled for the meeting.



You'll get an alert whenever someone enters the Waiting Room. You can read more about [Waiting Rooms in Zoom's documentation](#).

To enable the Waiting Room for a meeting scheduled in the future:

1. Log into [.us](#) with your PennKey username and password.
2. Click on **Meetings** in the left sidebar.
3. You will see a list of your upcoming meetings. Hover over the meeting you want to change and click the blue **Edit** button.



4. Scroll down to the Security section and **check the box** next to Waiting Room.

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

5. Click **Save**, and your meeting is updated.

To have all of your new Zoom meetings have Waiting Room enabled by default:

1. Log into **.us** with your PennKey username and password.
2. Click on **Settings** on the left sidebar.
3. This should open the Meeting settings, with Waiting Room near the top.

PERSONAL

Profile

Meetings

Webinars

Personal Contacts

Personal Devices

Whiteboards

Notes **NEW**

Recordings

Settings

Reports

Q Search Settings

< **General** **Meeting** AI Companion Recording Calendar

Security

Require that all meetings are secured with one security option

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

4. Toggle Waiting Room on.

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room
- ✓ People in the waiting room are sorted by join order

[Edit Options](#) [Customize Waiting Room](#)

5. Click **Edit Options** if you'd like to change who should go into the waiting room ("users not in your account" means non-Penn users), **among other things**.
6. Changes are saved automatically, so any meetings you create going forward will have a Waiting Room.

If you enable "Allow Authenticated Users Only" (see the next section for more information on this setting), you can allow authenticated users to skip the Waiting Room and be automatically allowed into the meeting by following these directions after logging into **.us** with your PennKey username and password:

Note: This is a global setting for your account, which will impact all of your Zoom meetings with both Waiting Room and Authenticated Users enabled.

1. Click **Settings**.
2. Click **Security**.
3. Under the Waiting Room section, click **Edit Options**.
4. Change "Who should go into the waiting room" to "Users not in your account." This will allow Penn users to skip the Waiting Room whilst, non-Penn users, or unauthenticated Penn users, will need to be allowed into the meeting from the Waiting Room.

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PM meetings.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of your whitelisted domains

Sort order of people in the waiting room in the participants panel: **NEW**

- Join order
- Alphabetical

Customize Waiting Room Options:

- Do not allow the host to add a custom logo

More Options

- Users invited during the meeting by the host or co-hosts will bypass the waiting room
- Allow participants in the waiting room to reply to host and co-hosts

If the host and co-hosts are not present or if they lose connection during a meeting:

- Move participants to the waiting room if the host dropped unexpectedly

5. Click **Continue**.

Authenticated users only

You can require that all attendees be logged in with their Penn accounts or a Zoom account before they can join your meeting. You can limit it to (the following list goes from least to most inclusive and is additive):

- Penn users only
- Anyone with a Zoom account
- Specific exceptions can be added per meeting (i.e., santa@northpole.com can join without having to authenticate, but everyone else has to since they might be naughty).

You can require authentication on a per-meeting basis or by default for all meetings:

On an individual meeting

New Meeting

1. Launch Zoom.

- Schedule a new meeting.
- Scroll through the Schedule Meeting window and **check the box** next to "Only authenticated users can join."

Schedule Meeting

Topic
 Scott McNulty's Zoom Meeting

Date & Time
 11/06/2023 9:30 AM to 10:00 AM 11/06/2023

Time Zone: Eastern Time (US and Canada)

Recurring meeting

Attendees
 Email or name

Meeting ID
 Generate Automatically Personal Meeting ID 278 053 0264

Security
 Passcode 268729
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join

Video
 Host: On Off Participant: On Off

Cancel Save

- Select either **Penn users only** (the default) or **Anyone with a Zoom account** from the dropdown.

Only authenticated users can join

Penn users only

Penn users only

Sign in to Zoom

- Continue scheduling your meeting as usual.

Existing Meeting

The best way to force authentication on an existing meeting is to edit the settings via .us:

- Log into **.us** with your PennKey username and password.
- Hover over the meeting** you'd like to edit from your Upcoming Meetings.
- Click the **Edit** button that appears as you're hovering over the meeting.


Start Time to End Time

[+ Schedule a Meeting](#)

Tue, Nov 7

01:00 PM - 01:30 PM **Hiring Project - Pre-Kickoff Strategy** [Start](#) [Edit](#) [Delete](#)

Meeting ID:



4. Check "Require authentication to join" in the Security section.
5. Select either **Penn users only** (the default) or **Anyone with a Zoom account** from the dropdown.

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video

Host on off

Participant on off

6. Click **Save**.

Allowing Exceptions

Authentication Exceptions allow you to list people who don't have to authenticate to enter a meeting that requires it. This allows you to limit your attendees to Penn folks (or people with a Zoom account) but include non-Penn guest speakers. Here's how:

1. Log into **.us** with your PennKey username and password.
2. **Hover over the meeting** you'd like to edit from your Upcoming Meetings.
3. Click the **Edit** button that appears as you're hovering over the meeting.
4. Click **Add** next to "Authentication Exception" under "Require authentication to join" in the Security section.

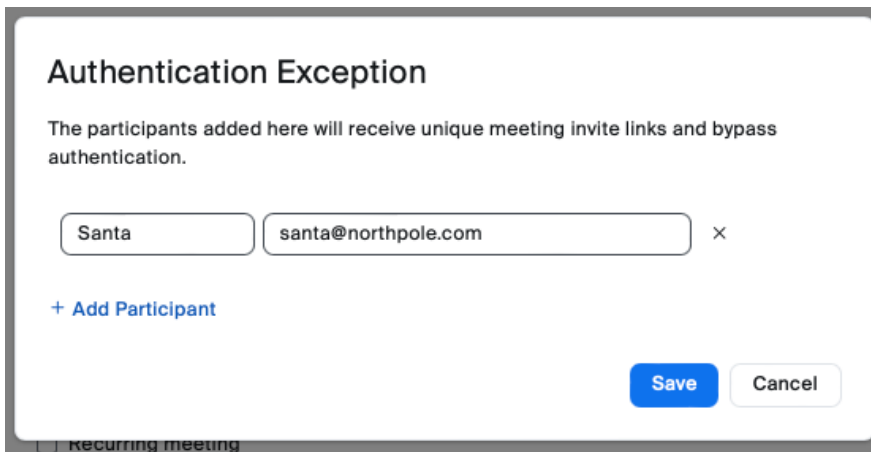
Require authentication to join

*.upenn.edu [Edit](#)

Authentication Exception [Add](#) [Import from CSV](#)



5. Type the exception's full name and email address.



6. Click **Add Participant** to add more exceptions.
7. Click **Save** to save the exceptions.
8. Click **Save** to save the settings for the meeting.

Making this a Default Setting

You can require authentication for all your Zoom meetings going forward by logging into [.us](#) with your PennKey username and password and following these directions:

1. Click **Settings**.
2. Click **Security**.
3. Scroll down until you see "Only authenticated meeting participants and webinar attendees can join meetings and webinars."
4. Click the toggle next to that section to turn it on (the toggle displays blue when a feature is active).

Only authenticated meeting participants and webinar attendees can join meetings and webinars

Meeting participants and webinar attendees will need to authenticate prior to joining a session. Hosts can choose one of the options below when scheduling meetings or webinars. [Learn more](#)

Meetings & Webinar Authentication Options:

Penn users only (Default) [Edit](#) [Hide in the Selection](#)

Sign in to Zoom [Edit](#) [Hide in the Selection](#)

Allow authentication exception [?](#)

5. Your settings are automatically saved, and now, each Zoom meeting you schedule will require attendees to authenticate.

Note: Penn users only is the default and recommended authentication setting. You can change this by clicking **Edit** next to "Sign in to Zoom" under "Meetings & Webinar Authentication Options" and checking the default box.

During Your Meeting

Despite following all of our best practices, disruptions could occur in a Zoom meeting in which you're the host (or co-host). There are a few Zoom tools that make it easy to deal with a disruptive participant quickly:

- **Remove Participant** - Disruptive participants are easy to remove once identified.
- **Lock Meeting** - Locking your meeting stops any further participants from joining.
- **Suspend All Participant Activities** - The most severe option of the bunch; this will stop all activity in the meeting so you can gather your thoughts and identify the disruptive participants who should be removed.

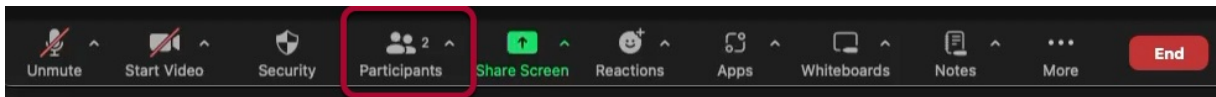
The following three sections detail each of these features in turn.

Remember - Keep your cool; all of these tools are only a few clicks away!

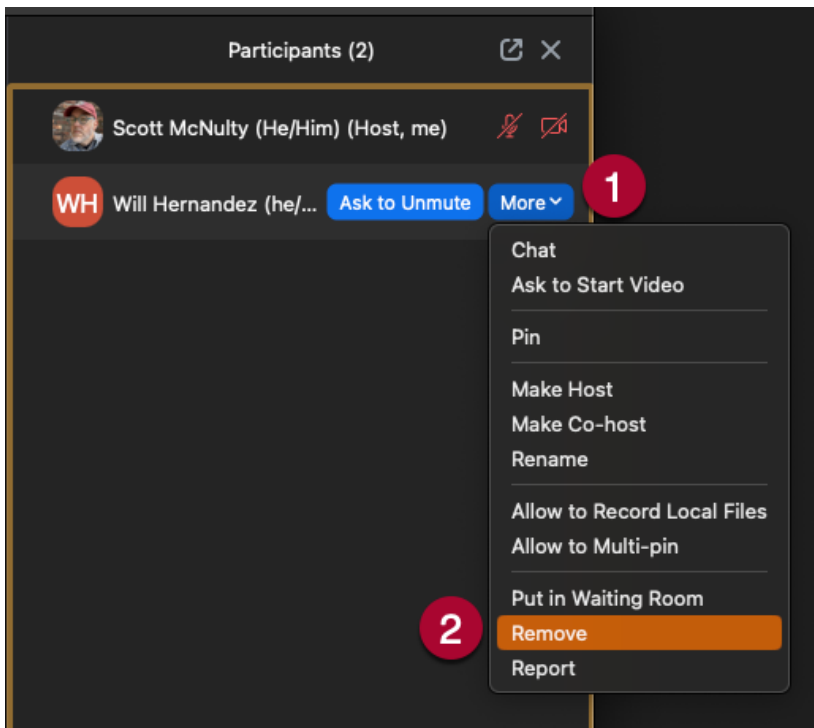
Remove Participant

If you can identify the disruptive participants, you can remove them from your Zoom meeting:

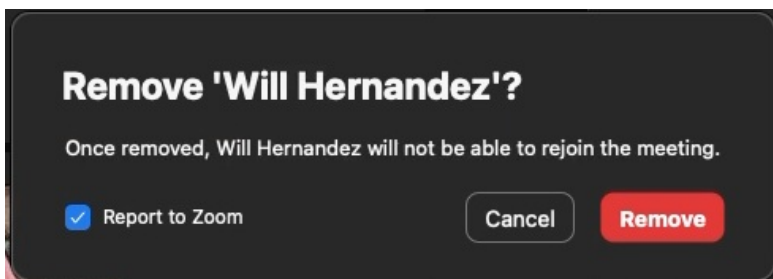
1. Click on the **Participants** icon at the bottom of the Zoom window to show the Participants list if it isn't already showing.



2. Find the person you'd like to remove and hover over their name in the list.
3. Click on **More** to reveal a list of options.



4. Click on **Remove** to remove the selected participant.
5. A confirmation popup appears. We recommend **unchecking** "Report to Zoom."



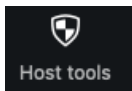
6. Click **Remove**, and the participant is removed from your meeting and will not be able to rejoin.

7. Repeat for each participant you'd like to remove.

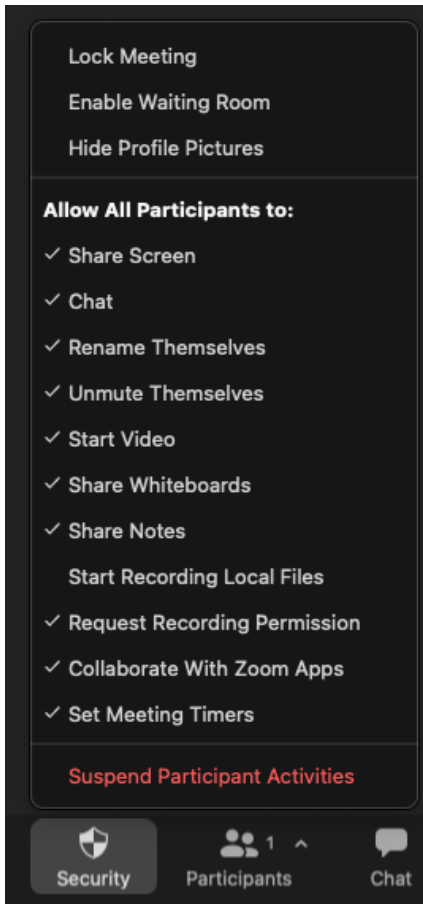
Lock Meeting

You may want to stop additional people from joining your meeting for some reason. To do this, you need to "Lock" your meeting:

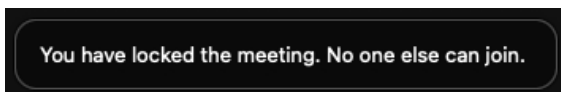
1. Click the Shield icon labeled Host Tools at the bottom of your Zoom meeting window.



2. A list of **all the in-meeting security controls** available to you appears. Click **Lock Meeting** at the top of the list.



3. An alert appears, letting you know that no one else can join the meeting.



Note: To allow people to join, unlock the meeting by clicking the Host Tools Icon and then clicking "Lock Meeting" again.

Suspend All Activities

If there is a significant disruption in your meeting, you can suspend all participant activities with a few clicks. Be warned that this turns off most of the functionality of your Zoom meeting. Suspending all participant activities does all of the following:

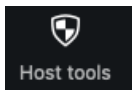
- Mutes all video and audio.
- Hides all profile pictures
- Stops all active screenshares and turns off screensharing.
- Closes all breakout rooms.
- Stops the meeting recording if the meeting is being recorded.
- Turns off any Zoom apps active in the meeting.
- Locks the meeting, preventing anyone else from joining.

Once all activity has been suspended, you can use the "Remove Participant" directions above to remove the disruptive participant(s).

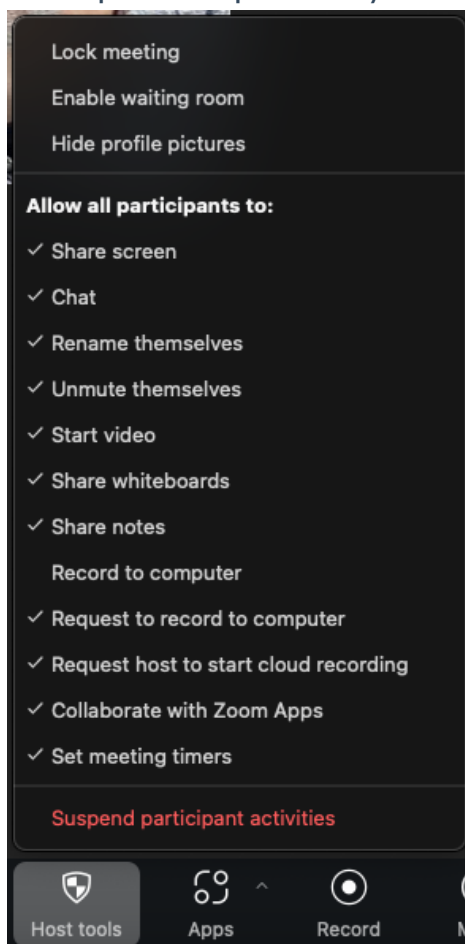
Warning: If you suspend all activity, you'll need to restart your Zoom recording.

To Suspend All Participant Activity in a meeting:

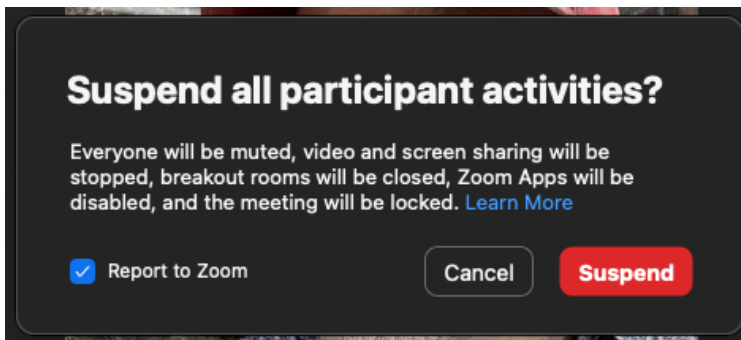
1. Click the Shield icon labeled **Host Tools** at the bottom of your Zoom meeting window.



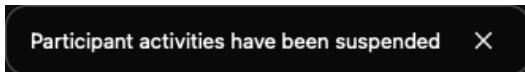
2. Click **Suspend Participant Activity** at the bottom of the list in red.



3. **Uncheck** "Report to Zoom" in the notification, which also reminds you that you're about to turn off all the functions in your Zoom meeting.



4. Click the red **Suspend** button.
5. You'll get a confirmation message that all activity has been suspended in the meeting.



Once you've dealt with the disruption, you can turn on individual features by clicking the Host Tools icon and enabling each feature individually.

After Your Meeting

If any of your Zoom meetings are disrupted besides using the features above, report the incident to the Wharton Information Security Office (security@wharton.upenn.edu). They can engage additional resources, if needed, and offer any help you may require.

Questions?

Contact your [Wharton Computing Representative](#) or the [Wharton Information Security Office](#) for more information.

Two-Step Verification (Google Accounts)

Last Modified on 01/11/2024 12:57 pm EST

The following article will outline the process of setting up Two-Step Verification for a Google account. Two-Step Verification is required for all Google@Wharton accounts that do not use PennKey authentication, and is heavily recommended for personal Google accounts.

Note: If your Wharton Google account was created **after December 2023**, this article does not apply to you.

Before You Start (*Action Required*)

You must choose between **push notifications** or a **code generator app** before you can enroll.

For more information about choosing between Two-Step methods, see our [Two-Step: Methods of Verification](#) article.

Push Notifications: Android



1. **Open** the Settings app
2. **Tap** Accounts, and then Add Account
3. **Select** Google and then sign in

Push Notifications: iOS



1. **Open** the App Store
2. **Download & open** the Google App
3. **Sign in** with your Google account

Code Generator App



1. **Android:** open the Google Play Store
2. **iOS:** open the App Store
3. **Download** the Duo Mobile app

Tip: The **Duo Mobile** app (used for PennKey two-step verification) can do both push notifications and generate codes. Use one app for all your two-step needs!

Getting Enrolled

1) Enroll in Two-Step

2) Generate Backup Codes

Note: The Google Authenticator app is no longer supported for Google Two-Step. If you previously setup your Google account to use it for generating codes it will still work, but new accounts or individuals looking to change two-step verification methods will not be able to set it up.

Your sign-in settings don't meet your organization's 2-Step Verification policy

If you see this message when trying to login, you did not enroll in Two-Step verification during the 30 day window. Please contact your respective support agent (listed below) and submit a ticket.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#) (login required)

Staff - [Administrative Support](#) (login required)

Two-Step Verification (PennKey Accounts)

Last Modified on 01/11/2024 12:01 pm EST

Two-Step Verification is a service that provides an added layer of protection for your accounts. After you log in with your username and password, you'll be prompted to verify your identity – the second step – using a device in your possession, such as a mobile phone.

Before You Start

Make sure you have the following before you start this task:

- an active PennKey account
- administrative access to your smartphone (if you plan to install the recommended smartphone apps)

Two-Step Required at Penn

Two-step verification is critical to account security and is required for all PennKey accounts.

For more information regarding various options for Two-Step, please see our [Two-Step: Methods of Verification](#) article.

Enrolling Your PennKey

Please visit the [ISC Two-Step Verification: Enrollment Instruction](#) web page for information regarding your Two-Step Verification enrollment.

Enrolling Your Google Account

If your account was created **before December 2023**, or you would like to enroll your personal Google account in Two-Step verification, please see our article [here](#). Accounts created after December 2023 use PennKey credentials to access Google.

Account Recovery

If you have lost your phone or mobile device, you will need another way to get a passcode. For more information regarding account recovery, please take a look at our [Two-Step: Account Recovery](#).

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](#) (login required)

Staff: [Administrative Support](#)

Two-Step Verification: Start Here

Last Modified on 01/11/2024 3:10 pm EST

Two-Step Verification provides an added layer of protection for your online accounts. After you log in with your username and password, you'll be prompted to verify your identity – the second step – using a device in your possession, such as a mobile phone or an emailed code.

This article focuses on Two-Step Verification for PennKey and Google accounts, as all members of the Penn community have Two-Step Verification associated with their PennKey accounts, and students whose accounts were created before December 2023 have this service for their Wharton Google accounts. [PennO365 accounts](#) leverage PennKey's Two-Step Verification as well.

For more information regarding various options for Two-Step, please see our [Two-Step: Methods of Verification](#) article.

Before you Start

You will need one or more of the following before you can complete this task:

- An active account (e.g., PennKey, Google) that has not been enrolled in Two-Step Verification
- Administrative access to your smartphone (if you plan to install the recommended smartphone apps)

PennKey



Enroll in PennKey Two-Step

Full instructions found [here](#).

Google



Enroll in Google Two-Step

Full instructions found [here](#).

Questions?

Faculty & PhD Students (login required): [Academic Distributed Representatives](#)

Staff (login required): [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

Two-Step: Methods of Verification

Last Modified on 01/12/2024 12:35 pm EST

There are many different ways to verify your identity using two-step verification - choose the one that's right for you! Your options may vary from service to service.

Faculty, Staff, and PhD Students

Contact your [IT Support Representative](#) for the best option to use with two-step verification.

Two-Step Methods: Key

Push Notifications - The best balance between security & convenience, just approve the push notification to sign-in!

Authenticator App - Use virtually any app available – this method generates a code every 30 seconds that you'll need to manually enter.

Physical Security Key - No need for a phone, just keep the FOB on your keychain for easy two-step verification on the go!

Voice or Text Message - The least secure form of two-step verification, receive a code via text or voice message. Make sure you have cell reception!

Two-Step Methods: Comparison

	Push Notifications (Recommended)	Authenticator App PennKey, Google ²	Physical Security Key: PennKey	Physical Security Key: Google ²	Voice or Text Message
Security Ranking (e.g. #1 - most secure)	#2	#2	#1	#1	#3
Usable w/o network?	✗	✓	✓	✓	✓
Usable w/o cellular?	✓	✓	✓	✓	✗
Usable w/o a phone?	✗	✗	✓	✓	✗
How to use	Approve a notification	1) Open an app 2) Copy & paste a code	Type in a 6-digit code	1) Plug-in via USB 2) Tap the key	1) Receive a text 2) Type in a code

Requirements	Duo Mobile Google Prompt ¹ .	Authenticator app (i.e. Duo Mobile)	N/A	\$40 purchase	N/A
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¹See the *Before You Start* section about push notifications in our [Two-Step Verification \(Google Accounts\)](#) article.

²If your Google account was created after December 2023, this option does not apply to you.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty - [Academic Distributed Representatives](#) (login required)

Staff - [Administrative Support](#)

Two-Step: Account Recovery

Last Modified on 03/06/2024 11:05 am EST

This article is meant to provide guidance if you're unable to access your account because of Two-Step Verification. Your options may vary from service to service.

Faculty, Staff, and PhD Students

Contact your [Wharton Computing Representative](#) for the best option to use for recovery.

New Device

If you've recently gotten a new device, and still have access to your old one, and are simply looking to reconfigure Two-Step, see [Two-Step: New Phone/Device \(Students\)](#).

Two-Step Verification is an important aspect of account security. However, whether you've lost your phone or simply no longer have access to your Two-Step device, recovery can be a confusing process. Here are some steps you can take to access your account.

PennKey and PennO365

DuoMobile PassCodes

If you have another device with the DuoMobile app installed, you can use it to generate a new passcode.

1. Launch **DuoMobile**.
2. Choose the **PennKey Account** (if you have multiple accounts).
3. Click **Show** to show the passcode. You may need to refresh your passcode.

If you don't have another device enrolled in DuoMobile, you can add it via the [Duo Device Management Portal](#).

Voice or Text Message

If you have access to another device or phone, you can add it in the [Duo Device Management Portal](#) and configure it to call you with your passcode.

1. Choose **Add a device** in your [Duo Device Management Portal](#).
2. Choose **Phone Number**
3. If it's a landline, check the box.
4. Next time you try to log in, you should be able to get a text/phone message to that device with a code.

Trusted Browser

When logging in to your PennKey, you have the option to trust a browser for 60 days. If you recall doing this, try logging in from that device/browser and then un-enrolling & re-enrolling via [Duo Device Management Portal](#).

Two-Step Help Hotline

If you are unsuccessful using any of the above methods, the Two-Step Verification Code Hotline may be able to assist. The hotline can be contacted at (215) 746-2222 during business hours (Monday - Friday, 8:00 am - 6:00 pm EST).

Google

These steps only apply to students whose accounts were created **before December 2023**.

Backup Codes

If you generated a list of backup codes when first setting up Two-Step, you can use these instead of your device when prompted for a code. Keep in mind that each code can only be used once.

1. **Navigate to <https://accounts.google.com/signin>**
2. **Log in with your username & password**
3. **Enter one of your one-time use backup codes**
4. **Un-enroll & re-enroll your new two-step device**

Text Message

1. **Navigate to <https://accounts.google.com/signin>**
2. **Click Having trouble?**
3. **Click Get a verification code at (***)**-**XX**
4. **Enter the code you receive**
5. **Click Next**

Trusted Device

When logging in with your Google account, you have the option to trust a browser. If you recall doing this, try logging in from that device/browser. If successful, go to **your Google Two-Step settings** and change your two-step device by **clicking Change Phone** under **Authenticator App**.

Contact your Wharton Computing Representative

If you cannot recover your accounts via the methods above, please contact the appropriate support team listed below ASAP.

Questions?

Students - **Wharton Computing Student Support**

Faculty and Staff - contact your **Wharton Computing Representative**.

Two-Step: Best Practices & FAQ (Students)

Last Modified on 01/16/2024 10:45 am EST

Two-Step Verification can be a complex service to set up and manage, especially as you begin to enable it for your various accounts. Below are listed some best practices as well as some frequently asked questions regarding the service.

[Enroll in Two-Step](#)

Access requirements: Active PennKey & Google@Wharton accounts

Choosing Your App(s)

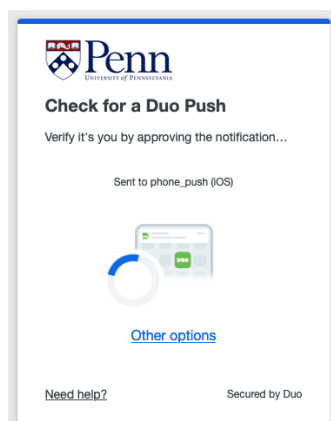
See our [Two-Step: Methods of Verification](#) article to determine which Two-Step method/app is best for you!

Trusting Browsers

Trusting or saving a browser means that the next time you log in, you won't be prompted for a two-step code.

Only trust a browser on personal devices that you use frequently. Trusting a browser on a public machine leaves you open to identity theft and hacking. **This includes the option "Don't ask again on this computer."**

PennKey



Duration: 30 days

Revocable via [Two-Step Management](#)

Google@Wharton

You're all set

You've successfully used your security key

Don't ask again on this computer

Duration: Does not expire

Recoverable via [Account Management](#)

Backup Options

You should always have a second or third way to authenticate with Two-Step, in the case that your primary device is unavailable. This ensures that you'll never be locked out of your account. By default, *Text or Voice Message* is configured during initial Two-Step setup.

See our [Two-Step: Account Recovery](#) article for more information on supplementary ways to authenticate.

- **Backup Codes:**

Backup codes are useful for when you don't have access to your primary Two-Step device. Having access to these codes will ensure that you always have access to your account.

- *Pros:*
 - Always available
 - Can be stored in a personal account
 - No need for help from an Admin
- *Cons:*
 - Limited-use
 - Must be stored in a secure & accessible location

- **Text or Voice Message:**

- *Pros:*
 - Easy to setup
 - Can enter alternate phone numbers (i.e. family, friends, spouse, etc.)
- *Cons:*
 - Must have cellular reception
 - Must be requested

Frequently Asked Questions

What are the different methods of verification that I can use?

Check out our [Two-Step: Methods of Verification](#) article!

What should I do if I don't get a push notification from DUO?

Open the app, tap on your account, and use the code provided.

Why is using push notifications better than receiving codes via SMS?

Receiving Two-Step codes via SMS is problematic for two reasons:

- you are required to have good cellular reception to receive the code. Push notifications don't require you to be connected to mobile data, you only need internet. This means that anywhere there's wifi, you can always get a code when you need one!
- codes sent via SMS can be compromised by man-in-the-middle attacks.

Can I use Two-Step without a network or mobile data connection?

Yes you can! Code generator apps, push notifications, and security keys all work without requiring a connection to the internet.

Can I use Two-Step without my phone?

Yes you can! You can use a Security Key, or a Hardware token, depending on which account you are logging into

Option	Description	Works With...
Security Key	<ul style="list-style-type: none">• Purchase your own security key (e.g., YubiKey at Amazon, Yubico website)• Plugs into USB port on your device; click a button to authenticate.• Good backup option when traveling	<ul style="list-style-type: none">• Google@Wharton ¹• PennKey• PennO365• Others
Hardware Token	<ul style="list-style-type: none">• Duo fob• SafelD fob (only previously registered)• Penn provides (Tech Center in Library)	<ul style="list-style-type: none">• PennKey

¹Google accounts created before December 2023

Questions?

Contact: [Wharton Computing Student Support](#)

Two-Step: New Device/Phone (Students)

Last Modified on 02/02/2024 12:23 pm EST

This article provides guidance for students with new devices needing to reconfigure Two-Step for PennKey and Google accounts.

Faculty, Staff, and PhD Students

Use [this page](#) for self-service directions, or contact your [IT Support Representative](#) for the best option to enroll your new device.

Lost Device

If you no longer have access to your original two-step device (i.e., lost, stolen, or broken), then please follow the instructions in our [Two-Step: Account Recovery article](#).

Before You Start

You may need the DUO Mobile app installed before you follow the instructions below.

Two-Step Verification is an increasingly important aspect of account security. However, sometimes, it might not be clear what to do if you have a new phone and need to update your Two-Step settings.

PennKey

1. On your laptop or desktop, navigate to [Duo Device Management Portal](#)
2. Log in with your **PennKey credentials**
3. Select a login method by clicking **Other options**
 1. Do not use **Hardware Token** as an option
4. Enter the **6 digit code** provided by the login method
5. Choose **Add a device**
6. Follow the instructions to **install Duo Mobile** on your new device
7. Open **Duo Mobile** and either:
 - Approve the **push notification** OR
 - Enter the **6 digit code**
8. Congrats-- **Two-Step verification is now set up** on your new device!

Google

1. On a laptop or desktop, navigate to <https://myaccount.google.com>
2. Log in with your **Google@Wharton credentials**
3. Click the **Security** tab on the left
4. Scroll down to **Signing in to Google**
5. Click **2-Step Verification**
6. Sign in again with your **Google@Wharton credentials**
7. Add your **new device** to your account

- Click **Add Phone** under Voice or text message
 - Click **Set Up** under Authenticator App
8. **Follow the instructions** to enroll your new device

Note: If your account was created **after December 2023**, these steps do not apply to you.

Questions?

Students - [Wharton Computing Student Support](#)

Faculty and Staff - contact your [Wharton Computing Representative](#).

Two-Step Verification (PennO365 Email Accounts)

Last Modified on 11/14/2023 12:22 pm EST

Two-Step Verification for PennO365 email accounts provides an added layer of protection for your account. PennO365 accounts are now protected by the Two-Step Verification for PennKey. See our [Two-Step Verification: Start Here](#) to get started.

PennO365 Two-Step Verification uses the same technology as PennKey Two-Step Verification, so PennO365 will use your already-configured PennKey Duo app, or other code generator.

Troubleshooting

If you get an email on your mobile device that says **Your e-mail access has been blocked** follow [these directions to remove/re-add your PennO365 account onto your device](#).

Questions?

Students - contact [Wharton Computing Student Support](#).

Faculty and Staff - contact your [Wharton Computing Representative](#).

Two-Step Verification (Chrome) DRAFT

Last Modified on 05/30/2023 4:43 pm EDT

Many Penn / Wharton websites use Google's Chrome browser, and you will often be prompted to save your password to Chrome. While we don't necessarily recommend that you rely on your browser to save your passwords (we recommend using a [password manager like Last Pass](#)), it's likely that at some point a password or two will get saved.

You can protect your personal information and passwords by turning on Google 2-Step in Chrome. This article outlines the process of setting up Two-Step Verification for a Chrome browser.

Enabling Two-Step Verification for Chrome

For instructions on how to enable 2-step verification for your Chrome browser, see <https://safety.google/authentication/>

Questions?

Contact your [Wharton Computing representative](#) with any questions.

Protecting Your Work (Students)

Last Modified on 09/11/2023 3:59 pm EDT

Whether you're on Wharton's Public Computers or your own computer, saving your work is very important. Any computer is susceptible to damages that could lead to data loss so backing up your work is highly advised. There are various ways to save and or back up your work.

Before You Start

You might need one or more of the following before you can complete this task:

- Wharton account
- Public or personal computer
- PennKey account

On Wharton's Public Computers

Before You Start

Lab computers automatically reboot every day at 3am.

Pay attention to any warning messages about rebooting -- this is a good time to save so you don't lose any work.

You can't save files locally.

Come prepared: bring a flash drive or use your preferred cloud storage service to save, or save to your MyWhartonDrive .

As You Work

Save e-mail attachments before editing them.

Save your document to either a flash drive or your MyWhartonDrive before editing. DO NOT open the attachment from your email and make changes – **you will lose your work.**

Save your work often.

Save as you're working! You also have access to 5GB of storage via your MyWhartonDrive (Y:). This save location is accessible from any lab or hallway computer, or from any web browser on or off campus. To learn more about your Cloud Storage Options, please see our article [here](#).

TIP: Microsoft 365 web applications auto-save as you work. If you happen to be working in M365 consider using the web version of the application in question to better protect your work!

When You're Finished

Make sure you save your work.

Double-check that your work is saved either to a flash drive, your MyWhartonDrive, or a cloud storage service. For information about the different backup solutions available, see [Backing Up: What Are the Best Solutions For You?](#) **Regardless of where you save, make sure your file(s) is intact and up-to-date at its new destination!**

TIP: Don't forget your flash drive when you leave. You might want to label it so it can be identified. If you do forget your drive, you can check with the security desk in Huntsman Hall to see if it was turned in.

Sign out of the public computer.

Remember to log out of public computers. Why? If you forget to log off, people could access your information on Canvas, MyWharton, or your email. Single sign-on between these services is a convenience but requires caution when sharing computers. Public workstations are forced to logout after standing idle for 30 minutes, but do not rely on this, always log out!

At Home or on a Personal Computer

Have backups!

Don't wait until it is too late to make sure you have copies of any important documents or files! Laptops are not immune to theft, hardware failures, viruses, or corruption. It is very important to make backups of your files, pictures, videos, music, etc on a regular basis. For more information on backup solutions, see [Backing Up: What Are the Best Solutions For You?](#)

Protect Yourself with Antivirus

Viruses and other malware can sometimes steal or corrupt files stored in common user directories like Documents and Desktop. Protect yourself by using updated antivirus software and scan your device regularly. For more information on avoiding viruses, see [Antivirus Software: How To Protect Yourself Against Viruses.](#)

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Backing Up: What Are the Best Solutions For You? (Students)

Last Modified on 05/08/2023 3:28 pm EDT

Backing up your important documents and files is vital and there are various ways to do so. Computers will always eventually fail and often this will happen when you least expect it. We recommend backing up data **at least once a week**.

This article is intended for full-time Wharton students.

For more information on the differences between various cloud storage solutions, see [Cloud Storage Options \(Students & Staff\)](#).

Common Backup Options

Method	Description	Storage Space	Portability	Durability	Ease of Use	Archive Quality ¹
Flash Drive	Plug into any device with a USB port	1GB - 256GB	High	High	High	Medium
External Drive	Stores lots of data; semi-portable	128GB - 4TB	Medium	Medium	High	Medium
Cloud Storage	Always available online	Penn+Box: Unlimited OneDrive: 1TB Google Drive: Unlimited Dropbox: Unlimited	High	High	High	Penn+Box: Low ² OneDrive: Low ² Google Drive: Low ³ Dropbox: High
MyWhartonDrive (Y:)	Network storage provided by Wharton	5GB	Medium ⁴	High	Medium ⁴	Low ³

¹Archive quality denotes the ability of the media to be used as a long-term (many years or decades) archival medium for data.

²Your PennO365 account (including OneDrive storage and files) and Penn+Box account will be deleted **within 60 days after graduation**.

³Your MyWhartonDrive (Y:) and Google Drive will be deleted **1 year following graduation**.

⁴You can access your MyWhartonDrive (Y:) via any Wharton public computer or the vLab.

Additional Considerations

Flash Drives

- Convenient, but easy to lose.
- Works with any computer that has a USB port.
- Widely available for sale at sizes starting at 1GB.
- Also known as a thumb-drive, Jump Drive, or memory key.

External Drives

- There's a variety of inexpensive external hard drives available.
- Many external hard drives come pre-loaded with software to schedule automatic backups.
- Mac computers come with a program called *Time Machine*, which backs up your data to another place on your hard drive.

Cloud Storage

- Your data is always available and is not reliant on physical media
- Some people have concerns about having their data stored in the cloud.
- For a list of options, see [Cloud Storage Options](#).

MyWhartonDrive (Y:)

- This space is available from the Wharton computers, or online.
- This option is only available until **1 year following graduation**

Safe Storage Options

Last Modified on 10/12/2023 2:00 pm EDT

This article reviews ways to protect your external storage options (e.g. usb drives, external hard drives).

External & Portable Storage Media

Physical storage media that connects to a device using a USB port or other connectivity option -- such as external hard drives or thumb/flash drives -- are a convenient way to back up, move and store data. However, if you lose your media and it is accessed by the wrong person, it presents a security concern.

Encryption

While we primarily recommend using **cloud storage** to store and protect your data, there may be instances where external media such as a USB flash drive is needed. In these instances, we recommend encrypting your flash drive so that if you misplace it, no one will have access to the information it contains.

Note: Many manufacturers offer hardware-encrypted flash drives. While more expensive than regular flash drives, these are a good option if you do not want to encrypt the drive yourself or do not have access to an OS that has software encryption.

Windows

If you have Windows 10/11 Professional, you can use **BitLocker** to encrypt your flash drive (or external hard drive). BitLocker allows you to choose whether to encrypt the entire drive (good for flash drives/external drives that are already in use) or used disk space (good for new flash drives/external drives that do not have any data on them). Media encrypted with BitLocker is readable on any Windows 10/11 computer regardless of whether the OS is the Home or Professional version.

Note: When encrypting any media with BitLocker, it's a good idea to **save/back up the recovery key to your Microsoft account** in case you forget the password.

Mac

FileVault is Apple's encryption solution and offers a similar experience to Microsoft's BitLocker, however you cannot encrypt a flash drive (or external hard drive) that already has data on it as FileVault will require it **to be completely erased** before it can be encrypted. FileVault also does **not** provide a recovery key for encrypted external media, so make sure to securely store your password somewhere such as **LastPass**. Media encrypted with FileVault is readable on any Mac running Mojave (MacOS 10.14) or higher.

Note: If you encrypt an external device using FileVault, you will **not** be able to connect it to an AirPort base station for use with Time Machine. If enabling FileVault for your Startup Disk, it's a good idea to **save your**

recovery key to your iCloud account in case you ever forget your password.

Additional Considerations for Storage Media

1. Always keep your storage media in a secure place.
2. Physical storage media can be easy to damage or lose. Make sure you have backup copies of everything.
3. Storage media lost on the Wharton campus are taken to the lost and found and destroyed at the end of the year. Label your storage drive with your name and contact information in case it's found.
4. If using unencrypted media, you can follow [these instructions from ISC](#) to securely erase it.

If you are traveling with physical storage media, please [read this guidance from ISC](#).

Questions?

For questions or advice on portable storage media, contact your [Wharton Computing representative](#).

Group Study Room Policies

Last Modified on 09/18/2023 2:11 pm EDT

The **Wharton One School Group**, comprising students and administrators from the Graduate and Undergraduate Divisions, Wharton Computing, and Wharton's Operations group, established the policies for using Group Study Rooms (GSRs) in Huntsman Hall. The students and staff who worked on the project hope that these policies make it easy for everyone to use the Group Study Rooms and manage the allocation of unused rooms more efficiently.

About the Group Study Rooms (GSRs):

- View our [instructions for reserving GSRs](#).
- You can connect your laptop to a GSR monitor [using the monitor cables](#) or [connect wirelessly](#), depending on which GSR you use.
- If you have issues with the GSR, please see our troubleshooting article: [Troubleshooting GSRs](#).

NOTE: Students from other schools at Penn taking a Wharton class cannot reserve GSRs in Huntsman Hall. However, GSRs, multi-media rooms, café study booths, and seminar rooms can be [reserved at Van Pelt Library with a Pennkey](#) (click here for [more information](#)).

Policies

For Group Use Only

Use of the rooms is reserved for **groups only**. Single individuals using a room (even with a reservation) will be asked to leave if a group wishes to use the room.

Reservations only via official websites

To guarantee a reservation for a room, you must use the online Group Study Room Scheduling System available through [MyWharton](#) and [Spaces and the GSR Reservation Application](#). To log in to the scheduling website, you must be a full-time Wharton UGR, MBA, or Ph.D. student. [More about Reserving a GSR](#).

Scheduling Options

To ensure access to as many students as possible, you can only reserve GSRs one week in advance in 30-minute time blocks for up to 90 minutes reserved at one time.

For example:

- You could reserve a room for one 90-minute time slot in a week
- You could schedule one 60-minute slot and one 30-minute slot in one week
- You could schedule three 30-minute slots in one week

Students can only have 90 minutes of their future reservations booked at any time. For example, if you have three 30-minute slots reserved, as soon as that first 30-minute reservation passes, you can reserve another 30-minute slot.

Use It or Lose It

Groups who have reserved a room must show up within 10 minutes of their scheduled time. They can lose their room reservation to another group if they don't.

Responsible For Your Belongings

Students are responsible for their personal belongings.

Windows and Doors Remain Unobstructed

Windows and doors are not to be covered over with paper or other materials.

Equipment in the Room

Students will be held accountable for the condition of the room and equipment. Usage will be monitored. The respective Student Affairs Office will assist in applying restrictions due to abuse.

Instant On-site Booking of Open Rooms

If you encounter an open GSR, you have a few options from within the GSR app:

- If the room is not currently scheduled, the GSR app will allow you to schedule the room following the instructions below.
- If the room is currently scheduled, the GSR app will display the name of the person who has the room scheduled and the reservation times.
- If the group shows up before their 10-minute grace period has expired, you must relinquish the room to them.
- If no one from the originally scheduled group shows up within 10 minutes, follow these instructions for "On-Demand" booking.

If a Group Study Room is empty (either because it isn't currently reserved or because the group that reserved it failed to show up), follow these instructions from within the GSR that you want to reserve:

1. **Log in** to the GSR computer.
2. **Go to MyWharton.**
3. **Go to the Calendar or My Links** and select **Book a GSR.**
4. If no one from the originally scheduled group shows up within 10 minutes, the GSR app will show an **On-Demand** button at the top, allowing you to take over their reservation.

Questions or Additional Issues?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Reserving Group Study Rooms (GSRs)

Last Modified on 09/25/2023 3:35 pm EDT

The Group Study Room reservation service is available to full-time Wharton students. Any member of your study group who is a full-time Wharton student should be able to make the reservation for the group. Full-time Wharton students can reserve **up to 90 minutes at a time** in a GSR. You can use your mobile device or your laptop to make the reservation.

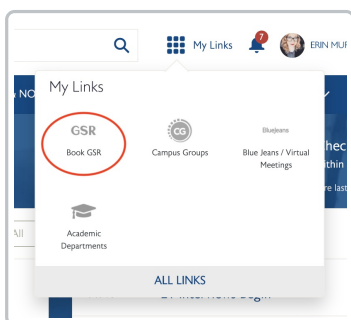
About the Group Study Rooms (GSRs):

- Please see the following article on proper usage of the GSRs: [Group Study Rooms Policy](#).
- You can connect your laptop to a GSR monitor **using the monitor cables** or **connect wirelessly**, depending on which GSR you are using.
- **USB ports:** All GSR computers have USB ports for you to plug in a flash drive.
 - **All-in-One computers:** look on the left side of the computer, about 5 inches from the bottom.
 - **Desktop Computers:** these are stored in the cabinets along the wall. Open the cabinet and plug in the USB drive.
- If you have issues with the GSR, please see our troubleshooting article: [Troubleshooting GSRs](#).

Students from another college at Penn taking a Wharton class cannot reserve GSRs in Huntsman Hall. However, GSRs, as well as multi-media rooms, café study booths, and seminar rooms, can be reserved at Van Pelt Library with a PennKey.

Reserving GSRs via MyWharton

1. Log into MyWharton <https://mywharton.wharton.upenn.edu/s/> with your PennKey and password.
2. Choose the **My Links** and then **Book GSR**. This will take you to the **GSR Reservation Application** (see instructions below).

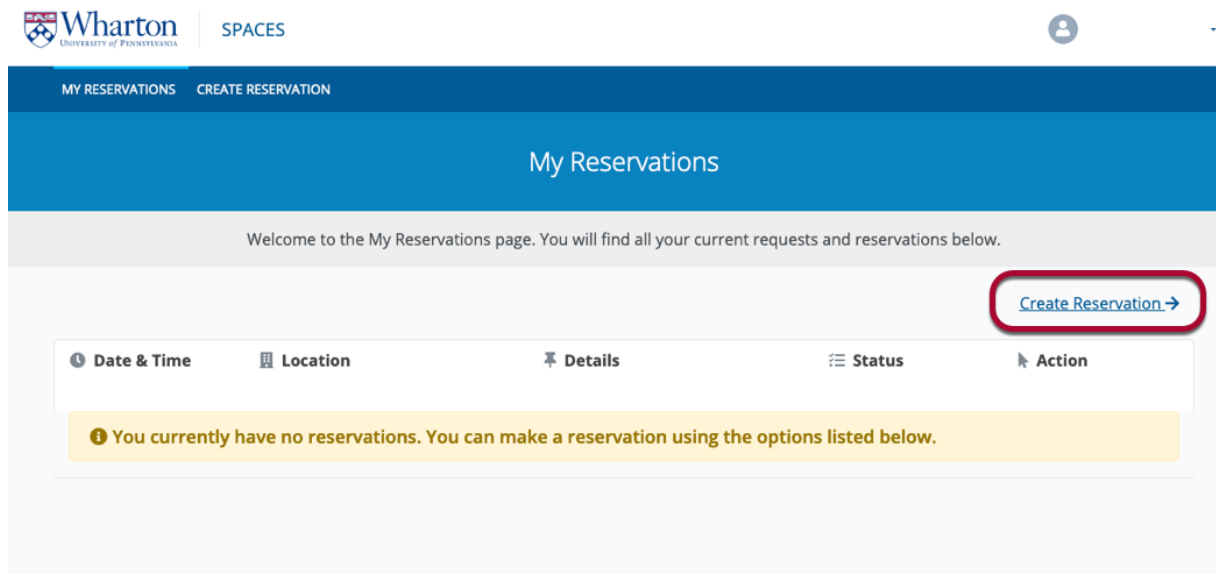


If you don't see **Book GSR** in **My Links** on MyWharton, make sure to favorite **Book GSR** in the All Links' Operations and Event Planning section. Instructions for favoriting links [can be found here](#).

Using Spaces and the GSR Reservation Application

To book rooms on a mobile device, navigate to <https://apps.wharton.upenn.edu/gsr> and follow the same instructions as below.

1. Navigate to the **Wharton Spaces** application. The default view for the application is a list of all your upcoming reservations across all sources, including Group Study Rooms. To reserve a Group Study Room, click on **Create Reservation**.



2. Find the GROUP STUDY ROOM (GSR) section towards the middle left of the Create Reservation page. Click on the **building name** where you would like to reserve a room. Depending on permissions, you may only see one or two buildings listed; these are the locations where you can reserve a room. Consult the **rules for reservations** for more information about permissions.

MY RESERVATIONS CREATE RESERVATION

Create Reservation

Welcome to the Create Reservation page. On this page you can find various locations on campus to reserve space.

GROUP STUDY ROOM (GSR)

Self service GSR requests for all students.

Start your reservation by choosing from one of the **buildings** below:

[Huntsman Hall →](#)

[2401 Walnut →](#)

[Hills Plaza →](#)

CLASSROOM / RECEPTION SPACE

Requests for all classroom styles and reception spaces are for the exclusive use of academic and student club sponsored events.

Requests are submitted to Wharton Operations (East/West) for approval.

Start your reservation by choosing from a **campus** below:

[East Campus →](#)

[West Campus →](#)

[Need Help ?](#)

COMPUTER LAB

Course-Related, Exam, Review Session and Training events.

Start your reservation by choosing from a **lab space** below:

[Request →](#)

[Need Help ?](#)

VENTURE LAB SPACE

Small group spaces, conference rooms, test kitchen, venture labs.

Start your reservation by choosing from a **venture lab** below:

[Reserve →](#)

TECHNOLOGY RESERVATION

Additional technology or services required for your space.

Start your reservation by choosing from a **tech space** below:

[Request →](#)

[Need Help ?](#)

PRODUCTION RESERVATION

Recording and Studio services.

Start your reservation by choosing from a **production space** below:

[Request →](#)

[Need Help ?](#)

- By default, you'll see the list view of all available rooms for the current day. To reserve a room, click the blue Reserve button. To switch buildings and/or date and time, use the drop-down inputs shown below.

MY RESERVATIONS CREATE RESERVATION RESOURCES

Huntsman Hall 09/15/2021 10:30 AM 30 Minutes Grid View List View

Current Filters: 30 minute slots from 10:30 AM.

Available Time Slot	Location of Room	Reserve
10:30 AM to 11:00 AM	JMHH247	Reserve
10:30 AM to 11:00 AM	JMHH266	Reserve
10:30 AM to 11:00 AM	JMHH267	Reserve
10:30 AM to 11:00 AM	JMHH342	Reserve

Click **Grid View** to browse a grid of GSRs. Any available rooms are shown with a + (plus) sign and a green background; a circle with a slash icon on a grey background indicates that the room is unavailable at that

particular time. Click on an available room to reserve it.

The screenshot shows the Wharton SPACES reservation interface. At the top, there is a navigation bar with "MY RESERVATIONS", "CREATE RESERVATION", and "RESOURCES -". Below this, the location "Huntsman Hall" and date "09/15/2021" are selected. There are buttons for "Grid View" (highlighted in green) and "List View". The main area is a grid with columns for rooms JMHH 241, 242, 243, 246, 247, and 248, and rows for times 10:30 AM, 11:00 AM, 11:30 AM, 12:00 PM, and 12:30 PM. The 11:30 AM row shows available slots for JMHH 247 and JMHH 248, marked with a green plus sign. All other slots are marked with a grey circle and a diagonal slash, indicating they are not available.

9/15	JMHH 241	JMHH 242	JMHH 243	JMHH 246	JMHH 247	JMHH 248
10:30 AM	Not Available	Not Available	Not Available	Not Available	Available	Not Available
11:00 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
11:30 AM	Not Available	Available	Not Available	Not Available	Not Available	Available
12:00 PM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
12:30 PM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

4. After clicking reserve, double-check the information is correct. You can forward a calendar invite to your friends by checking the **INVITE OTHERS** box and entering their email addresses.



Reservation Form

You have selected to reserve a room on:

- o **September 15, 2021**
- o **at 10:30 AM to 11:00 AM (30 minutes)**
- o **in JMHH 247**

You can also choose to invite others to the meeting as well.

INVITE OTHERS (OPTIONAL)

Book Now

Have Questions? Need Support?
[FAQ Page](#)

5. Click **Book Now**.

Questions or Additional Issues?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Reserving Group Study Rooms (GSRs) -- Wharton San Francisco

Last Modified on 09/25/2023 3:40 pm EDT

Wharton San Francisco campus has a number of Group Study Rooms (GSRs). Use these directions to reserve them ahead of time.

For help using the GSRs, see [Using Group Study Rooms](#).

About the WSF Group Study Rooms (GSRs):

- You can sign into the local PC with your PennKey or connect your laptop to a GSR monitor [using the monitor cables](#), or [connect wirelessly](#).
- For technical issues with the GSR, please contact WSF IT Support at ww-itsupport@wharton.upenn.edu or call 415-267-6323.
- For problems with your account, contact [Wharton Student Computing](#).

Students

WEMBA first-year students are assigned a GSR on class weekends. Second-year students do not have assigned GSRs, but they can use all of them, no need to reserve during the weekend. WEMBA students can reserve space through [Open Space](#) during the week.

Semester In San Francisco students can reserve space through [Open Space](#) during the week and use common space on WEMBA Weekends but can only drop into GSRs on the weekends when they are not being used (i.e. during class time). There are some GSRs reserved for SSF students during WEMBA weekends.

Alumni

Alumni are eligible to participate in the [Open Space](#) program, which provides a co-working space on campus at Wharton San Francisco.

Current Reservation Process:

- [Book a GSR using Skedda](#)
- Walk-ins are not permitted.
- Space is limited. We recommend that you book in advance. We take reservations 2 weeks out.

Questions or Additional Issues?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

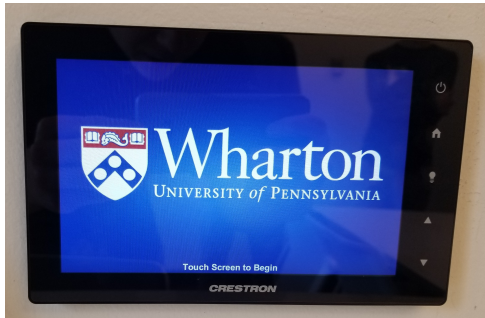
Using the Group Study Rooms (GSRs)

Last Modified on 12/06/2023 1:15 pm EST

The GSRs in JMHH (Huntsman Hall) and on the Wharton San Francisco campus are equipped with computers and screens to enable screen sharing and web conferencing. They are managed by a touchscreen mounted on the wall next to the screen.

Getting Started

1. Look for the touch panel next to the display -- wake the screen by tapping it.



2. Select a source to display on the room monitor. Wireless Presentation will be selected by default; if you want to display a different source or switch between sources, press one of the other source buttons.



- o **Resident PC:** the built-in public computer located in the GSR.
- o **Wireless Presentation:** opens Solstice Display to allow wireless sharing of personal devices.
- o **HDMI/VGA:** displays whatever device is plugged into the HDMI/VGA cables.

Wharton San Francisco: The WSF campus only has HDMI cables.

Basic Use

Resident PC

Log in with your PennKey credentials using the mouse and keyboard on the table.

Wireless Presentation

Follow the instructions in [Casting your screen to the GSRs via Solstice](#)

HDMI/VGA

The HDMI & VGA cables are mounted in the cabinet below the display on a retractable spool. If you are using VGA, be sure to plug in the audio jack as well. HDMI carries audio without the need for an additional connection. (Note: The WSF campus only has HDMI cables.)

Adjusting the volume

Use the **vol up**, **vol down**, and **mute** buttons in the top-left of the touch panel to control in-room volume.

Presentation timer

1. Tap **Presentation Timer** on the top of the touch panel.
2. Set the timer using the **Hours** and **Minutes** buttons.
3. Press **Start Timer** to begin the countdown.

Log out/shutdown

1. If you used the **Resident PC**, be sure to log out.
2. Unplug any cables from your laptop, and press the **retraction buttons** over the appropriate cable. **Be sure to hold the end of the cable in your hand to retract it slowly, it will move quickly and may whip around if you don't.**
3. Press **System Shutdown** on the touch panel.

FAQ and Troubleshooting

If you are having trouble with one of the technologies in the room, see if your question is listed in our [Troubleshooting GSRs article](#). If not, or the solution doesn't solve the problem, please [submit a ticket](#) to the Student Support Team.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Troubleshooting Group Study Rooms (GSRs)

Last Modified on 05/11/2023 1:14 pm EDT

This article describes some common issues that students may encounter in Group Study Rooms (GSRs) and how to fix them or report an issue. If you are having trouble with one of the technologies in the room, see if your question is listed below. If not, or the solution doesn't solve the problem, please submit a ticket to the [Student Support Team](#).

About the Group Study Rooms (GSRs):

- To read about reserving GSRs: [Reserving Group Study Rooms \(GSRs\)](#)
- Please see the following article on proper usage of the GSRs: [Group Study Rooms Policy](#).
- You can connect your laptop to a GSR monitor [using the monitor cables](#), or [connect wirelessly](#), depending on which GSR you are using.
- To log into the GSR resident computer, you **must have active Pennkey and Wharton accounts**.
- **USB ports:** All GSR computers have USB ports for flash drives.
 - **GSR Resident Computers:** these are micro form-factor PCs mounted in brackets under the shelf beneath the monitor. Please do not unplug any of the USB connections already in place, as this may compromise in-room functionality.
 - **Charging ports:** with the exception of the center cluster of 4 USB ports (for keyboard and mouse use), the USB ports along the shelf under the monitor may be used for charging devices.
- **NOTE:** Students from another college at Penn who are taking a Wharton class **are not able to reserve GSRs in Huntsman Hall**. However, GSRs, as well as multi-media rooms, café study booths, and seminar rooms can be [reserved at Van Pelt Library with a Pennkey](#) (click here for [more info](#)).

Troubleshooting GSRs

I am not able to log in

If you are having trouble logging in, please review the following steps.

- Are you a full time Wharton student? GSR reservations are only open to full time Wharton students.
- Do you have active PennKey and Wharton accounts?
- You may need to [change or reset your password](#).
- If these steps don't resolve the problem, [submit a ticket with Wharton Student Computing](#)

The computer/monitor/mouse/keyboard is not functioning properly

Wharton San Francisco Students please contact ww-itsupport@wharton.upenn.edu or visit the I.T. Helpdesk if you need assistance with the equipment in a GSR.

If you are having trouble with a Group Study Room, here are some things to try:

- **Problems with Monitors**
 1. Unplug and reconnect the monitor.
 2. Turn monitor off and back on.
 3. Double-check that the Output switch (in the Computer Cabinet) is set to **1**.

- **Problems with Mouse/Keyboard**
 1. Shut down the Computer.
 2. Unplug and reconnect the mouse/keyboard.
 3. Turn the Computer back on.
- **Problems with Computer**
 1. Shut down and restart the computer.
 2. Doublecheck that the Output switch (in the Computer Cabinet) is set to **1**.

The whiteboard is missing markers

If the whiteboard markers are not in the room, send email to repair-it@wharton.upenn.edu

I can't lock the GSR using the combination keypad

When the GSRs were first built there was a swipe/combination locking system available to help manage the reservations. This feature has been disabled, since you can now reserve rooms online. If no one is using the room, it's available for anyone to walk in and use.

Troubleshooting Forum Level GSRs with Touch Panels

I walked into the room, and nothing is working

- Find the touch panel to the right of the display. Is it blank? Touch it, and the display should turn on.

The touch panel is on, but it's not responding when I press it

- The touch panel is likely frozen, and it will need to be addressed by a technician. You will need to find a new room to use, but we want to know you had a problem. Please let us know by submitting a ticket.

The touch panel says the display is warming up, but nothing's happening

- Check for a little light on the bottom right of the display. If the light is green, try clicking the mouse or pressing a key on the keyboard. The PC should come up within a second or two.
- If the light is red, the display didn't turn on. Press the **System Shutdown** button on the touch panel, wait a few seconds for it to shut down and return to the welcome screen, and press the touch panel again to turn the system on again. You can also try to switch between sources on the touch panel by pressing HDMI, wait a few seconds, then pressing Resident PC again.

My Laptop won't display

- Ensure that you've selected the correct source on the touch panel, either **HDMI** or **VGA**, and that it is plugged securely into your laptop.
- Unplug it, and plug it in again.
- If it still doesn't display, try the following:
 - **Mac:** it should be automatically detected, but you can select outputs by clicking on **System Preferences** -> **Display**.
 - **PC:** Look for the key with a picture of a monitor on it (usually F8). Press **Fn** and that key at the same time.

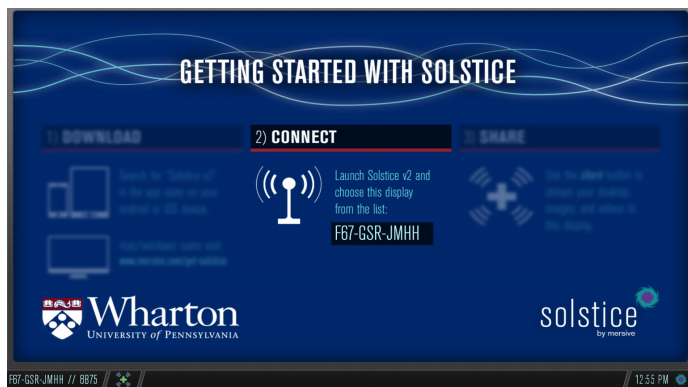
Troubleshooting Solstice Wireless Display in GSRs

Can't see the list of displays on my laptop/mobile device

Open the app on your device, click the gear, then settings, and enter the name `solstice.wharton.upenn.edu`

Can't see the room you're in from your device

Make sure you are logged into the PC in the room and that Solstice Display is open. It may take a few seconds for your device to see the newly opened program.



Trouble scrolling when in Full Screen Mode

If you're in full screen mode, there is no way to scroll. You need to minimize or exit the system, choose a new screen, and then go back into full screen mode.



Screen displays sideways

If your screen displays sideways you'll need to rotate the picture within the photo app on your phone. This is a limitation of the software which we are hoping will be remedied in future releases.

Questions or Additional Issues?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu

Using Wharton Public Computers

Last Modified on 10/27/2023 2:49 pm EDT

This article provides tips and tricks for using the Wharton public computers.

Before You Start

You will need one or more of the following before you can complete this task:

- A PennKey account
- A Wharton domain account

Public Computer Locations

- In-person access is available in Huntsman Hall, Steinberg Hall-Dietrich Hall and the Academic Research Building, Lauder Institute, Lippincott Library, Colonial Penn Center, Tangen Hall, and Robbins Hall.

Check hours of building operation for availability

- [Virtual access instructions](#)

Huntsman Hall Computer Lab Hours

The computer labs in Jon M. Huntsman Hall (JMHH) are open anytime that the building is open (generally 7:00 AM - 2:00 AM every day during the school year, and 24 hours per day during reading days and final exams for the Fall and Spring semesters; Summer hours vary). (See [Wharton Operations' building directory](#) for a complete list of building hours.)

There may be times when one or more labs are closed for instructional use, but there will always be at least one lab available for student use.

Automatic Log Out from Public Computers

If you are logged into a Lab, Group Study Room, or Group Workstation computer on campus and have not touched the mouse or keyboard for 30 minutes, you will be automatically logged out.

There will be a 30 second countdown before you are automatically logged out during which you may move the mouse or type on the keyboard to prevent the automatic logout process.

Unable to Find MyWhartonDrive (Y:) on Public Computers

Note: This section applies to the Philadelphia campus. WEMBA SF students should contact the WEMBA Program Office for more information.

If you are logged into one of the Wharton Campus Computers, you should see your (Y:) drive – MyWhartonDrive – in the lower left corner of Window Explorer. If you do not see it, or if you see a question mark over the drive, then your account may require some adjustment. Please contact the [Student Support Office](#) to resolve the problem.

Students from other schools who are taking a Wharton Class will also have access to a MyWhartonDrive until their Class Account closes.

Public Computers: Saving Attachments

If you receive an error trying to download an attachment, make sure you are doing the following:

- **Use Firefox.** Internet Explorer will not allow you to save a file if you are using webmail on a public computer.
- **Save to MyWharton (Y:) Drive** or to a removable USB drive. These are the only two available locations for saving files locally, currently.

Excel Help Shortcut (F1 Key) Disabled on Wharton Public Computers

The F1 key is often used in Excel to access the Help menu. However, at times it can get in the way when you are trying to work quickly and use the F2 shortcut key. In response to student requests, Wharton Computing has disabled the F1 key on the Public computers. (You can still access Help from the software menus.)



Viewing and Editing a PDF File on Wharton Public Computers

When viewing a PDF there are many options: Adobe Acrobat Pro can be used, but requires a log in; most browsers (including Firefox, Chrome, and Edge) will display PDFs; Wharton public workstations also have SumatraPDF installed for a the default PDF viewer.

In order to edit a PDF, though, Adobe Acrobat Pro, MS Word, or another PDF editing program is required. Acrobat Pro is available on all *physical* Wharton public computers*[see note](#) (FoxIT PhantomPDF is available as an alternative in the Virtual Lab). Other **public access labs** on campus may also have Acrobat Pro available for student use.

Printing PDF Documents

Sometimes PDF documents may take a long time to print. Try the following to improve the speed of printing:

1. Using Acrobat Reader, open the .pdf document.
2. Select **File** → **Print**.
3. From the the Advanced menu on the print dialogue, select **Print as Image**.
4. Send your document to **Print**.

This change can be made on both the public computers and on personal laptops. Once you have made the change, you then need to send a document to print, or the new configuration will not stick.

You can also print PDFs from a browser window. We recommend that you **do not** print PDF files from the SumatraPDF reader, however, as the quality is generally poor when sent from this application; it is intended only for viewing convenience.

Wharton Public Software

Click on the **Read More** to see what software is available on the Wharton public computers. If what you're looking for is not listed, you can also contact the Library to see if they can provide access to any additional software you require. All Wharton public computers are equipped with the latest versions of CrowdStrike, Java, and many frequently used language packs. In addition, they are equipped with the Productivity and Departmental Software listed below.

Note: If you need to know the specific version of an application to verify compatibility, launch the application in question, go to the **Help** menu and select **About** . For more help, contact **Wharton Computing Student Support**.

Note: The university is not licensed to deploy Adobe products in virtual environments, so Acrobat Pro is **not** available in the Virtual Lab. Instead, FoxIT Phantom PDF is available in the Virtual Lab.

Frequently Asked Questions

Common Errors

Questions or Issues?

Contact: **Wharton Computing Student Support**

Email: support@wharton.upenn.edu

Bloomberg Terminals

Last Modified on 01/30/2023 3:15 pm EST

Terminals are available for accessing the Bloomberg Financial Markets data services. The Bloomberg terminals are solely for the use of accessing the Bloomberg Financial Markets data services. The terminals provide students with real-time data on the market, news, and the world.

These terminals are not typical Wharton Lab computers; they do not offer the same applications.

Logging In

There are two steps to logging into these workstations.

1. **Log into** the Bloomberg workstation in the same as you log into any other Wharton public workstation.
2. Use the login information available at the Bloomberg terminals to log into the Bloomberg service itself.

If you do not see the login information, contact [Student Support](#).

Location of Bloomberg Terminals

Jon M. Huntsman Hall

- Forum Level, across from the entrance to the F75 Computer Labs.

Does support the Bloomberg Excel plugin

Lippincott Library

- Yablon Financial Resources Lab (Room 244)

Does support the Bloomberg Excel plugin

Alternatives

S&P Capital IQ offers an alternative to the Bloomberg Terminals. Capital IQ is a research tool available to full-time MBA students. It provides students with in-depth reports of information about the financial, analytical, and research of companies, markets, and industries. The S&P Capital IQ Excel Plug-in is not available on the computers in Huntsman Hall.

For more information on the Capital IQ, visit the Library's [FAQ](#). If you choose to use the Wharton Research Data Service to access Capital IQ, please refer to the [WRDS Account Guide](#) in creating an account.

Sending a Fax at Wharton

Last Modified on 08/26/2022 1:38 pm EDT

The publicly available printers and copiers do not have the ability to send a fax. There are a number of nearby options for students who need to send a fax.

Options for Sending a Fax at Wharton

1. You can use the **Scan to Email** feature of the multi-function public printers **if you're sending to a Wharton email address**. See [Public Resources for Print, Scan, and Copy](#) for more information.
2. To send a traditional fax, visit **Campus Copy** at 3907 Walnut Street during their regular business hours.

Note: Campus Copy charges a fee for this service.

Charging your Devices

Last Modified on 06/12/2023 1:47 pm EDT

If you find yourself on campus without your chargers and low on battery, there are a few options for charging your devices.

Mobile Charging Stations

Wharton has 4 ChargeIt-Spot Stations that allow you to connect your mobile device to a charger and lock it for safe-keeping:

- **JMHH:** Printer Row, the ground floor Study Lounge, and the second floor hallway by the elevator and public workstations.
- **SH-DH:** Inside the Mack Pavilion foyer on the ground level.
- **Wharton San Francisco:** There is one charging station located outside the Administrative Offices next to GSR 620, and one station located by the windows in the reception area.



Laptop Charging Options

Students

Philadelphia Campus

The Student Support Office (SHDH-114) has a few of the more common laptop chargers available to students, *for use in the Support Office*, on an as-available basis. This service is available during the **Support Office's business hours**.

San Francisco Campus

Wharton San Francisco students can check the IT Helpdesk for common laptop chargers available for students to borrow while on campus.

Faculty & Staff

Please contact your IT representative – see below for links including contact information.

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](#) (login required)

Staff: [Administrative Support](#) (login required)

Students: [Wharton Computing Student Support](#)

Borrowing Computers and Video Equipment (Students)

Last Modified on 11/16/2023 8:43 am EST

Wharton students can borrow laptops and select other equipment/technology for free.

Loaner Laptops

Wharton Student Computing offers loaner laptops for Wharton students that need a laptop while theirs is either in the process of hardware repair, or they are currently purchasing a replacement due to hardware issues and do not have access to another machine. The maximum loan time is five business days, but in some circumstances may be extended if the student's laptop is still out for repair. Due to the limited resource pool, the Wharton Student Computing loaning program does not allow students to sign out laptops for other activities, however in some cases there may be consideration for special circumstances such as exam taking if there are available machines. Before a student may sign out a loaner, they must provide proof their current machine is being repaired or proof a replacement has been purchased.

Availability of loaner laptops is extremely limited. To request a loaner laptop, please email support@wharton.upenn.edu to see if any are available to borrow.

Only current full time Wharton students may borrow a laptop. Penn students taking a Wharton class are not able to borrow a computer from Wharton Student Computing.

Penn Students

If you are a Penn student and are living in one of the college houses, College House Computing does offer a loaning program. For more information on borrowing a laptop, [please visit the CHAS website](#).

Weigle Information Commons

WIC offers a wide arrange of [equipment available to borrow](#) from Laptops/MacBooks, laptop/MacBook chargers, computer cables, keyboards, mice, phone chargers, adapters, dongles, and much, much more. This service is available to all Penn students.

Vitale Digital Media Lab

You can also borrow a wide range of audio-visual equipment from the [Vitale Digital Media Lab](#) in Van Pelt library. This service is also available to all Penn students.

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu



Life@Wharton / LCD Screen Help

Last Modified on 10/11/2023 1:55 pm EDT

The Life@Wharton module provides snapshots of life at Wharton. You can submit information for upcoming events and school-related activities to this channel; once your image is approved it will appear in MyWharton and on the LCD monitors throughout Huntsman Hall.

Slides for screens that display Undergraduate (UGR) content are approved by the Undergraduate Program, and slides for screens displaying MBA content are approved by the MBA program office.

Before You Start

You will need:

- An active Wharton Account
- Recommended Browsers: Firefox, Chrome, Safari, Edge

Life@Wharton Policies

- Slides must be submitted at least 3 days in advance.
- Only images for school-related activities, or related to "Life at Wharton" will be approved. This does not include material about personal activities or commercial enterprises.
- School administrators have the right to refuse any submission.
- For images advertising an event, there is a limit of one posting per event.
- There is a 2-week posting limit for Life@Wharton images.

Creating an Life@Wharton Image

Optimal Image size for Life@Wharton is 800 pixels wide by 450 pixels high, but up to 1280x720 should work. This size correlates to the standard widescreen format (16:9). There are many free photo editors available, such as [Canva](#), that enable cropping and re-sizing or you can see our instructions below for creating a Life@Wharton image using PowerPoint. Things to keep in mind are:

- Uploaded images must be either .jpg, .gif, or .jpeg files.
- Please use RGB Color Mode. Photos cannot be in CMYK Color Mode.
- The file size must be less than 200KB.
- The file name can only contain letters, numbers and underscores. No spaces are allowed.

Creating a Life@Wharton Image using PowerPoint

Using PowerPoint is an easy way to create an image that is sized correctly for the LCD monitors around campus.

1. Open the Powerpoint file.
2. Click on the **Design Tab**.
3. Click on the **Page Setup** (or **Slide Size**) option to bring up the Page Setup dialog box.
4. From the **Slides Sized For:** drop down box select the **16:9** option and click **OK**.
5. Select **Save As** → **Other Formats**.
6. In the Save As dialog box pick a location, select **JPEG File (*.jpg)** from the **Save as type:** dropdown box, and click the **Save** button.

This file can be uploaded to Life@Wharton and will automatically be sized appropriately to 1280 pixels by 720 pixels.

Wharton's Marketing and Communications division provides templates and other tips on presentations that may be useful:

- [Digital Signage Templates](#)
- [Powerpoint Templates](#)

Upload a Life@Wharton Image

1. Log into [Life@Wharton](#) .
2. Click **Create a New Slide**.
3. Select the channel you would like the slide displayed to. If you want to share your slide in multiple channels, you need to complete a separate submission for each channel.

Follow the onscreen directions to post your slide.

Once your image has been submitted, the appropriate administrators will be automatically notified for approval. If you haven't heard confirmation within 24 hours, you can reach out to:

- **MBA Students:** Contact the [MBA Program Office](#) for the MBA View and Milestones destinations
- **Undergraduate Students:** Contact the [Undergraduate Program Office](#) for the UGR View and Undergrad Web Site.

Delete or Change Life@Wharton Images

To delete or change an image, log in and select **My Slides** from the navigation bar. You will have access to edit or delete.

Troubleshooting Life@Wharton

- **Life@Wharton Image Does Not Appear**

If you've submitted your image to Life@Wharton but it hasn't been posted after 24 business hours, contact the appropriate program office to request more information.

- **MBA Students:** Contact the [MBA Program Office](#) for the MBA View and Milestones destinations
- **Undergraduate Students:** Contact the [Undergraduate Program Office](#) for the UGR View and Undergrad Web Site.

Questions?

Staff: [Admin Computing](#)

Students: [Wharton Student Computing](#)

Penn Library Computing Resources

Last Modified on 08/28/2023 9:49 am EDT

David B. Weigle Information Commons

Located on the first floor (west) of the Van Pelt Dietrich Library Center, the David B. Weigle Information Commons supports collaborative learning and group activities using the latest technologies. The Commons includes a variety of collaboration spaces including Group Study Rooms, Data Diner Booths, Alcove Meeting Areas, Seminar Room and the Vitale Digital Media Lab. The Commons uses many Web 2.0 technologies to connect with students and faculty. For more information go to: <http://wic.library.upenn.edu/>



Facilities

Weigle Information Commons (WIC) has the many facilities options for students, including:

- Group Study Spaces
- Teaching Spaces
- WIC Seminar Room
- Digital Media Lab
- Video Recording Studio
- **Butler Assistive Technology Room** (in Van Pelt Library)

For pictures and more detailed information, [view the WIC website](#).

Software

WIC PC desktops and laptops have recently been imaged with common software. For a complete list [contact WIC directly](#).

Equipment Lending Program

You can reserve videocameras, cameras, projection supplies, audio equipment, and certain technical accessories (such as a tripod or livescribe pulse pen) with the Vitale Digital Media Lab located in Weigle Information Commons, Van Pelt Library, 1st floor West.

For a complete list of items available in the lending program and to use the library's equipment reservation system,

contact WIC directly.

Virtual Lab

The Penn Libraries has also deployed a virtual computer lab (vLab) for students to access software applications normally accessible in Library computer labs. Software includes in-demand titles that students can't easily access by other means.

For more information, please visit the [Penn Libraries Virtual Lab web site](#).

Printing at Wharton: Options, Locations, and Cost

Last Modified on 08/05/2024 8:10 am EDT

This article provides information regarding the logistics of Wharton Printing.

Wharton Printing Account

To print documents at Wharton, students will need a Wharton printing account with sufficient funds (Wharton print credits and/or PennCash).

- **Full-time Wharton MBA students** receive an initial free (& non-refundable) credit balance of \$40 at the beginning of each semester.
- **Full-time Wharton UGR students** receive an initial free (& non-refundable) credit balance of \$20 at the beginning of each semester.
- **Wharton MBA for Executives students** should contact their program office for information on print credit balances.
- **Wharton Staff** should contact their [Wharton Computing representative](#) for information on print credit balances.

PennCash v. Wharton Print Credit

Wharton Printing credit (provided to Wharton students) is always used first -- your PennCash account will only be debited once your Wharton Printing credit is exhausted. Non-Wharton students taking a Wharton class have printing accounts that draw funds automatically from their PennCash account.

- **Add Funds:** You can add funds to your PennCash account online at the [PennCash website](#).
- **Two ways to view your print balance:**
 - Tap your **PennCard** at one of the printers
 - Navigate to **MyWharton > All Links > Print Credit Balance**

Graduating Students & Refunds

- **Wharton Printing Credit:** Non-transferable and non-refundable; carries over from semester to semester.
- **PennCash:** Upon graduation, any remaining PennCash funds will be reimbursed to you through your bursar's bill. Check your PennCash funds [here](#).

Types of Printers

All public printers throughout Wharton are now Ricoh Multi-function Devices (MFDs). They can:

- Offer options of Black & White or Color
- Print Documents
- Make Copies
- Scan to Email

Printer Locations

Campus Building	Location in Building
JMHH Forum	Printer Row: F76-A, F76-B, F76-C Adjacent to Printer Row: F76-D
JMHH 2nd Level	Hallway: 279-B, C
JMHH 3rd Level	Hallway: 379-B, C
Steinberg Hall-Dietrich Hall (SH-DH)	Student Support Office: 107-A Ground Floor Lobby: 107-B
Academic Research Building (ARB)	1st Floor Printing Area: 110-A 2nd Floor Printing Area: 210-A
Lauder Fisher Hall	2nd Floor Lauder Library: 203-A
Lippincott Library	VPL-201-A
Tangen Hall	2nd Floor: 200-A

Cost of Printing

	Black & White	Color
Single-Sided	\$0.07	\$0.28
Double-Sided Sheet (2 pages)	\$0.10	\$0.56
Scan-to-Email	Free	Free
Default Setting	Double-Sided	Single-Sided

Printing from a Public Workstation

For instructions on how to print to a Wharton printer from a public workstation, see [Public Resources for Print, Scan, and Copy](#)

- **Time-Limit:** Documents sent to the print queues are held for 5 hours and can be released from any printer.
- **Duplex Default:** Documents are set to duplex print by default. To print single-sided, select the single-sided option from the print options before sending, or at the printer display panel when releasing.

Specialty Printing Needs

For specialty printing, such as bound course packs, bulk printing, large format, or specialty papers, there are several options around campus. Popular choices include [Campus Copy](#) on Walnut Street and [UCS](#) in Houston Hall.

Name cards are available at UCS in Houston Hall for \$1.50/card. Please call them at [215-558-6420](tel:215-558-6420) or email at customerservice@ucscopy.com two hours ahead, and they should be ready for pickup.

UCS is located at 3417 Spruce Street, Lower Level, Philadelphia, PA 19104.

Questions or Issues?

Please see our Public Printing Troubleshooting guide [here](#).

Public Resources for Print, Scan, and Copy

Last Modified on 09/03/2024 8:34 am EDT

Before You Start

You will need the following before you can complete this task:

- An active PennCard
- PennKey credentials
- Sufficient funds in either Wharton print credit or **PennCash**

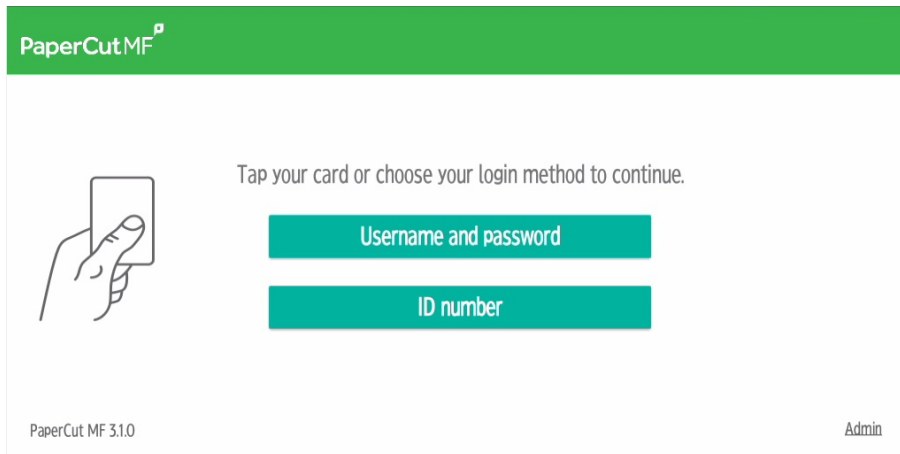
This article provides information on using Wharton's public Workstations to print, scan and copy.

Using Wharton PaperCut for the First Time

The first time you log into a PaperCut printer at Wharton, you must associate your PennCard with your user account. This is a simple process, and once done, need not be repeated unless your PennCard is replaced.

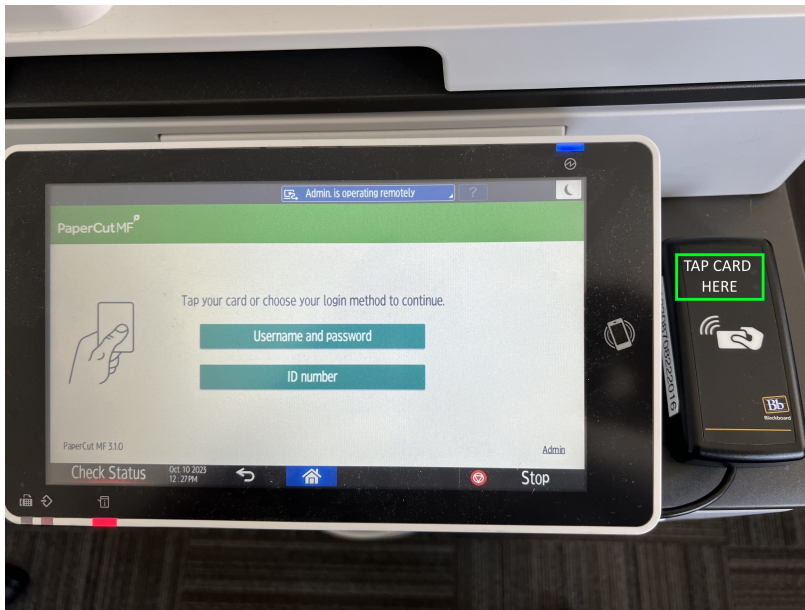
If you replace your PennCard for any reason, you will need to re-associate that card at the printer.

1. **Go to the printer** on which you wish to print your document(s); you will see the PaperCut login:

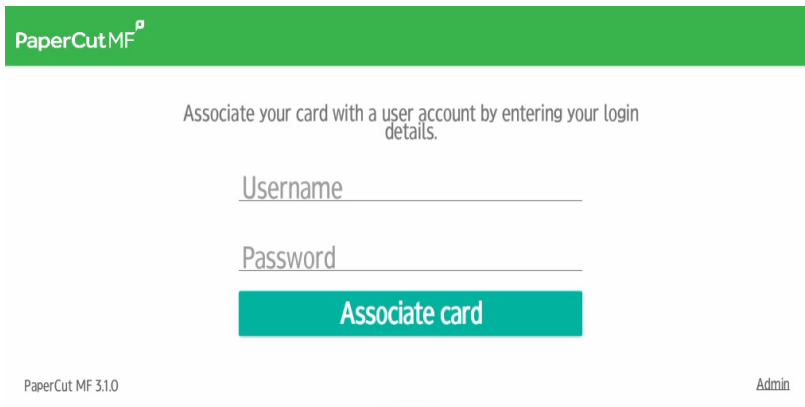


*(If the PaperCut login is not displayed, tap **Login** at the top right of the panel, and it should appear.)*

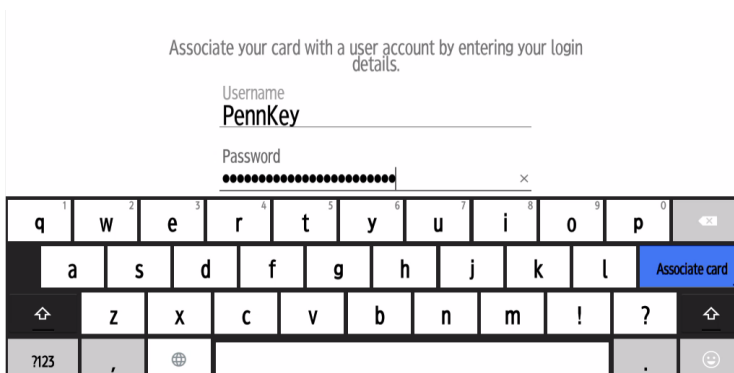
2. **Tap your PennCard** on the card reader (mounted beside the display):



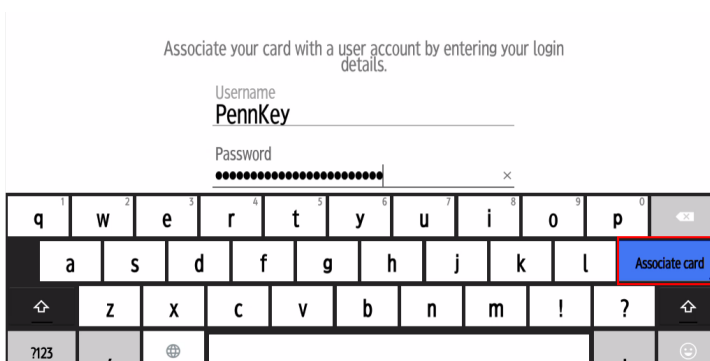
- The first time you tap you will be asked to associate your card with your account by logging in:



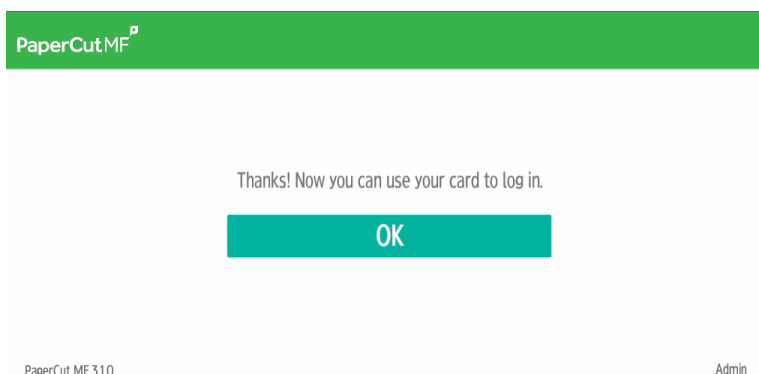
- Touch the screen to bring up an on-screen keyboard, and type in your PennKey username and Password:



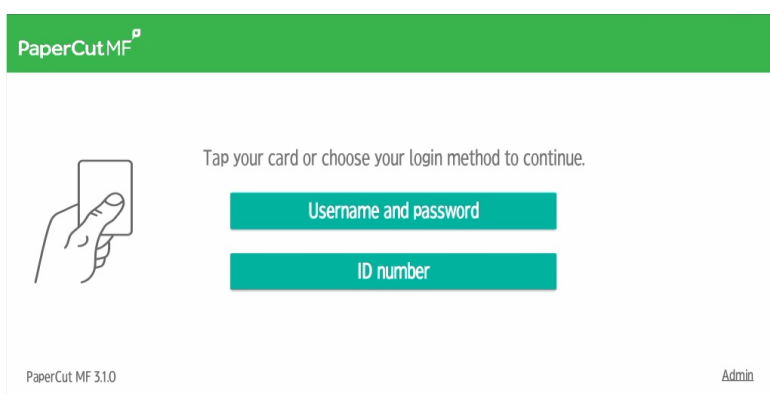
- Click the "Associate Card" button on the right side of the on-screen keyboard:



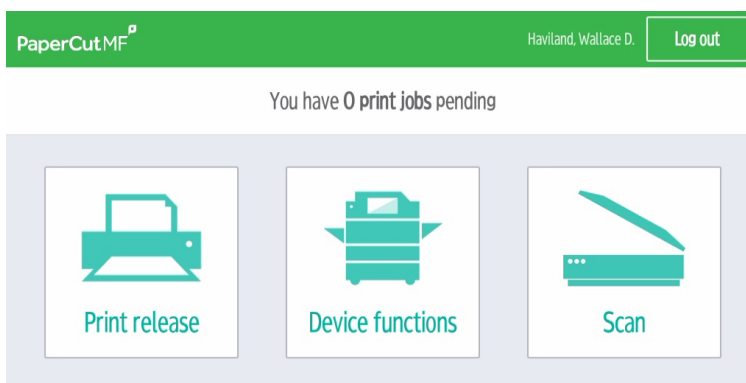
6. Your account will be authenticated, and you will receive an acknowledgement



7. Hit OK, and you will be returned to the login screen:



8. Tap your card again, and this time, you will be automatically logged into the Papercut app.

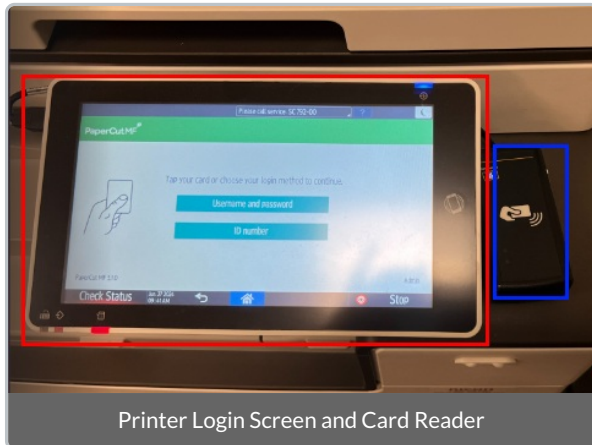


Printing From a Wharton Public Workstation

Follow these directions to print to a Wharton printer from any public workstation. *(If you prefer, you can use the [PaperCut portal](#) to send your document(s) to print).*

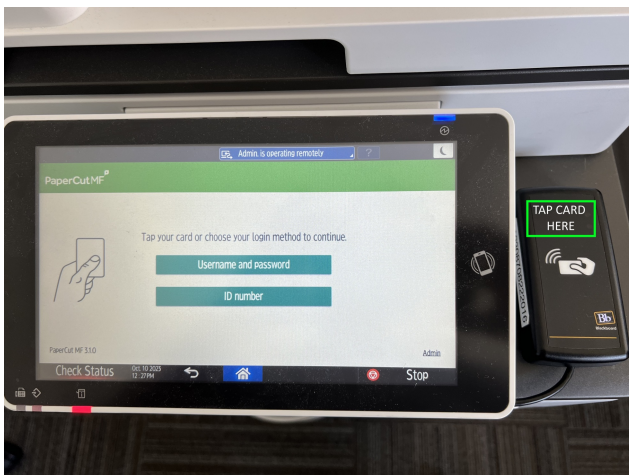
1. In your document, choose **Print** from the File menu.
2. Select the print queue: **Wharton-Print** on PrintAtWharton.
 - If the print queue is not available, from your desktop open the Printer Refresh folder and open the desired shortcut from there. This will connect the print queue, and it will appear as a choice in your print properties.
3. Click **Print** to send your job to the print queue.
4. To release your document at the printer:

- Go to the printer from which you would like to print.
- Each printer will have a Touch Panel (in the red box) and a Proximity Card Reader (in the blue box):

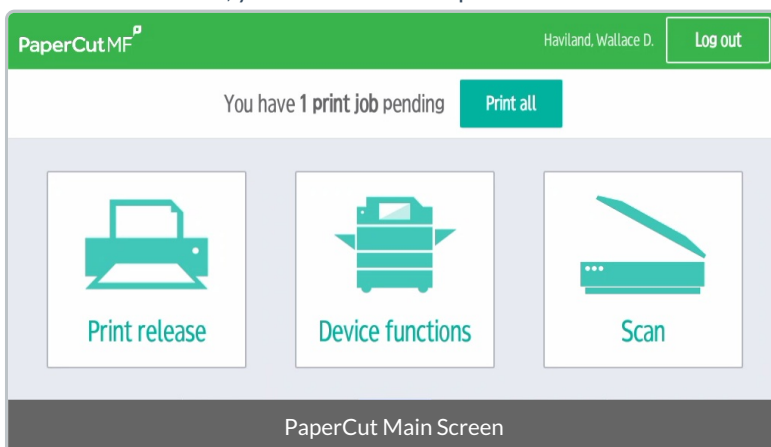


Printer Login Screen and Card Reader

- PapercutMF should be open on the printer display (if not, simply tap the PaperCutMF icon to re-launch it).
- **Tap your PennCard** to the proximity card reader.

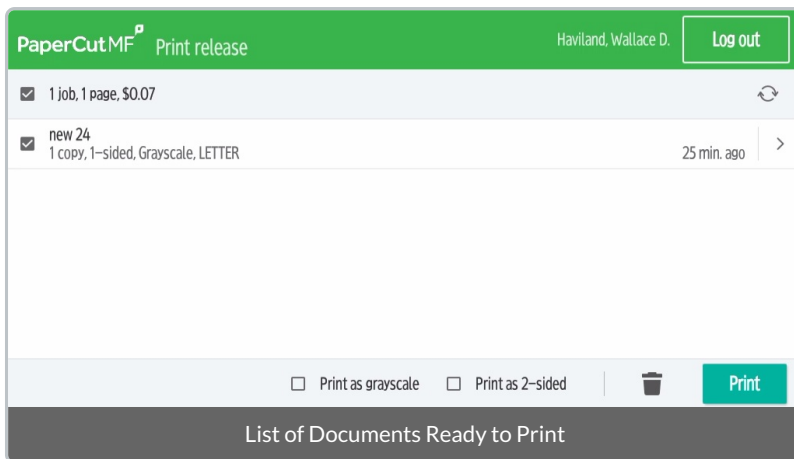


- You should hear a **chirp** as the reader picks up the information from the card, and you will see a message that you are being authenticated.
- Once authenticated, you will be at the PaperCut main screen:



PaperCut Main Screen

- Click **Print release** and you will see a list of documents currently held in your queue.
- **Select the document(s)** you wish to print, and then click **Print**:



- The **amount to be charged** will be displayed at the top left of the screen:



- There are also options at the bottom of the screen to help reduce cost and environmental impact of the printing:
 - **Print as grayscale.**
 - **Print as 2-sided .**
 - **Delete** the job altogether from the queue.



- Once your job has printed, tap **Logout** to log out of your account to finish printing.

Notes:

- **Associate your PennCard:** The first time you use a Wharton PaperCut printer -- and any time you get a new PennCard -- you will be asked to associate your PennCard with your account.
- **Time-Limit:** Documents sent to the print queues are held for 5 hours and can be released from any printer.
- **Duplex Default:** Documents printed are duplex printed by default. To print single-sided, uncheck the "Print as 2-sided" option at the printer upon release.

Copying and Scanning from Wharton's Multifunction Printers

This section applies to the Philadelphia Campus.

EMBA (San Francisco) students should contact the EMBA Program Office for login information.

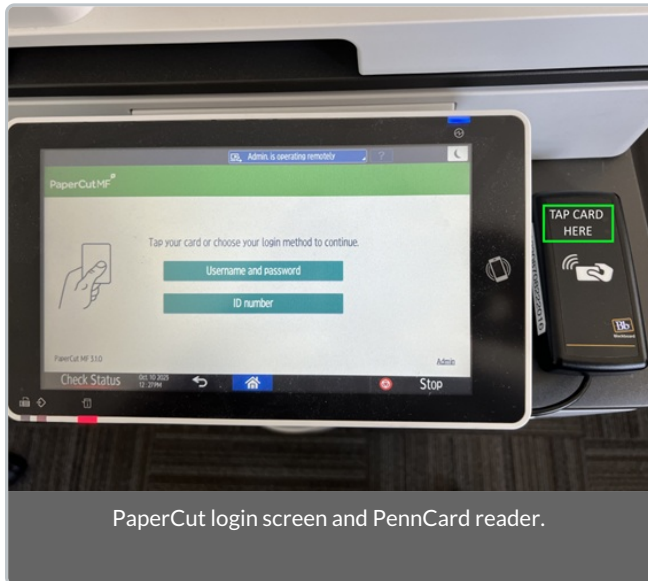
In addition to printing, Wharton's multifunction printers also allow you to make copies and scan images for sending via email.

Before you Start:

- Make sure the display panel on the printer is lit. If not, touch the panel to wake it up.

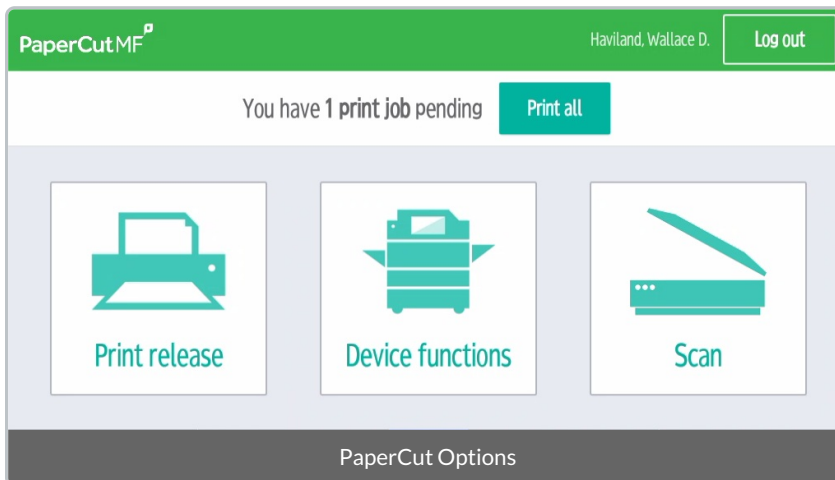
Copying

1. To make a copy of a document, log into the device by **tapping your PennCard** on the card reader mounted by the display:

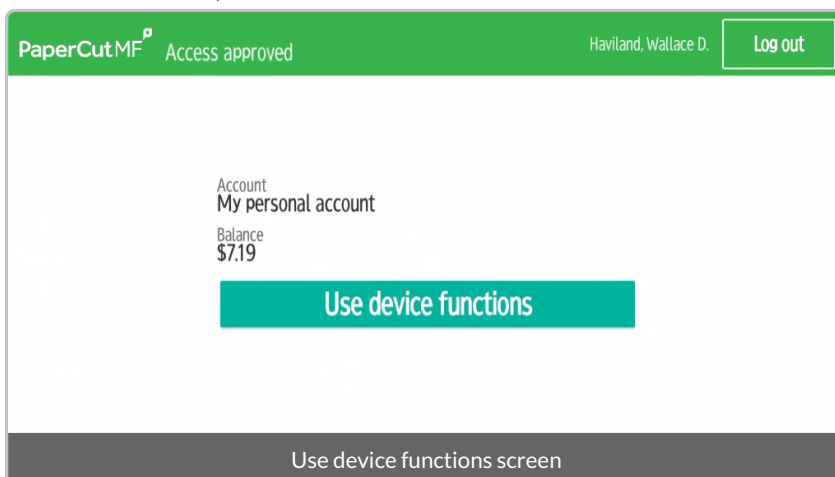


You should hear a **chirp** as the reader picks up the information from the card, and you will see the PaperCut main screen.

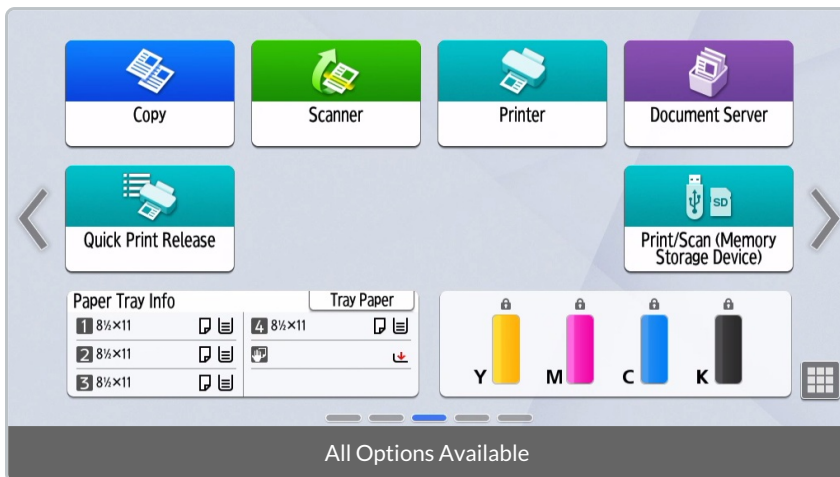
2. At the PaperCut main screen click **Device Functions**:



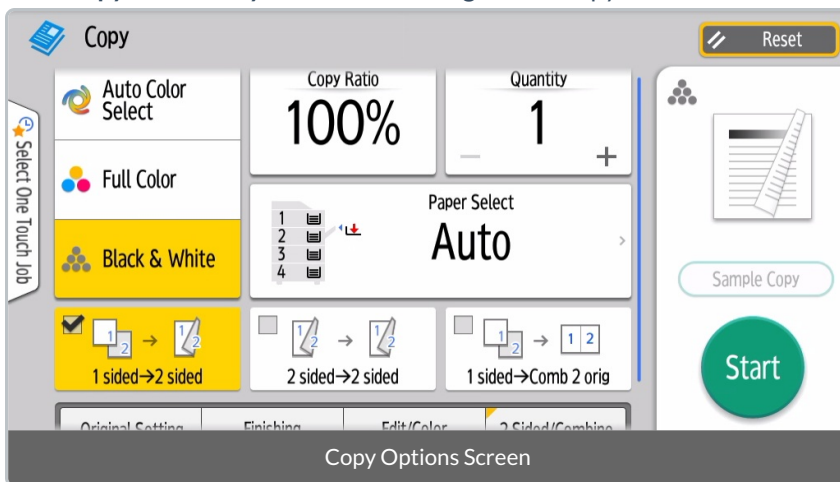
3. On the next screen, click **Use device functions**:



4. At this point you will be taken out of PaperCut to the device's native applications page:

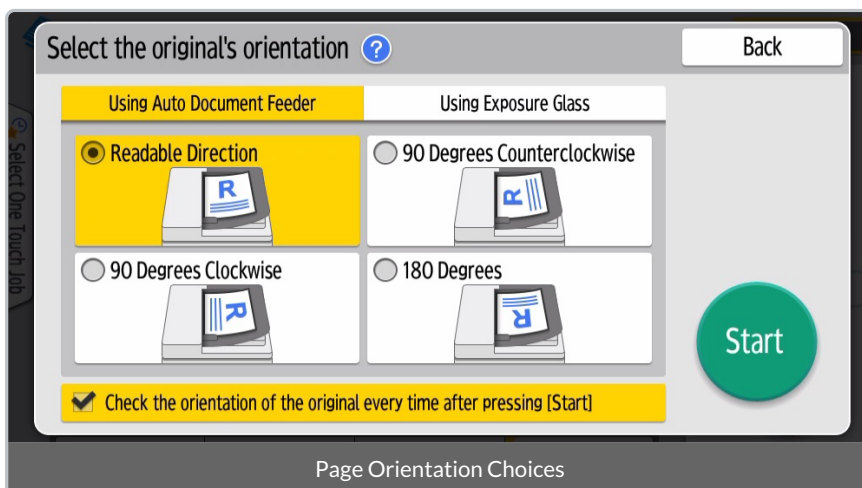


5. Click **Copy** and select your desired settings in the Copy interface:



6. Once all options are set, **place the document(s) to be copied on the device** (either face up in the document feed tray, or face down directly on the glass) and click **Start**.

7. **Indicate the appropriate orientation** of the document in the Feeder or on the Glass:



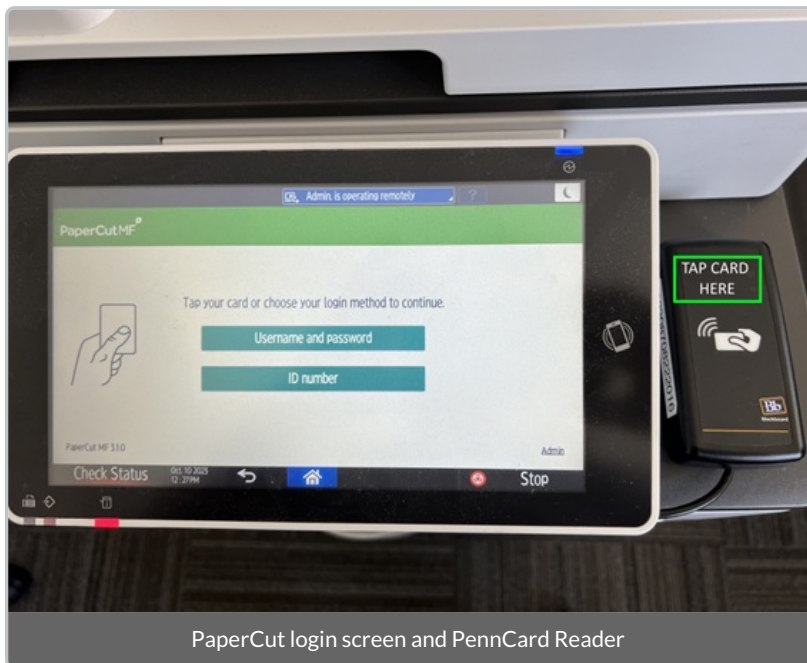
8. Click **Start** again, and a progress animation will be displayed as your copy job is processed.

9. Once complete, **you will be returned to the main Copy interface**.

10. Please be sure to click **Logout** to complete your interaction.

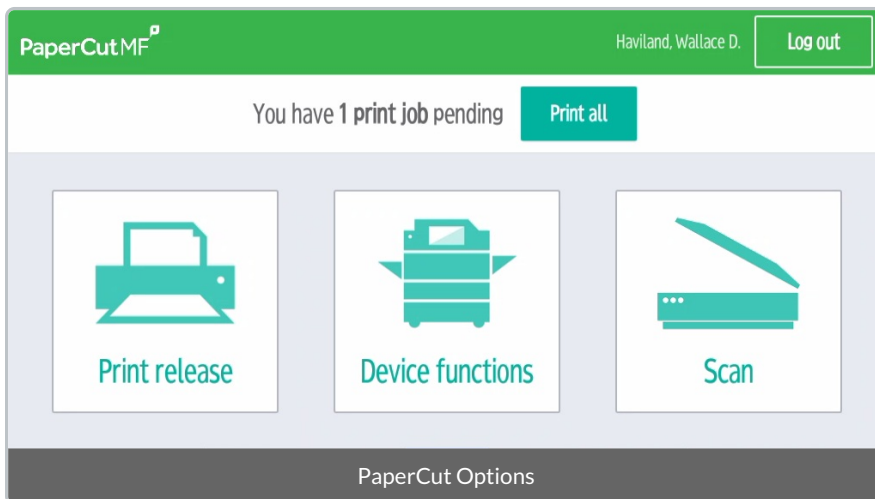
Scanning

1. To scan a document to email, log into the device by **tapping your PennCard** on the card reader mounted by the display:

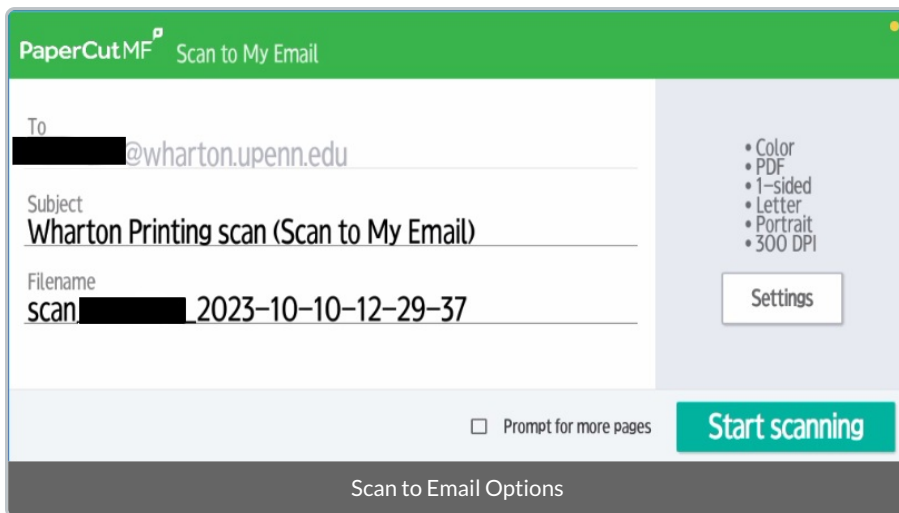


You should hear a **chirp** as the reader picks up the information from the card, and you will see the PaperCut main screen.

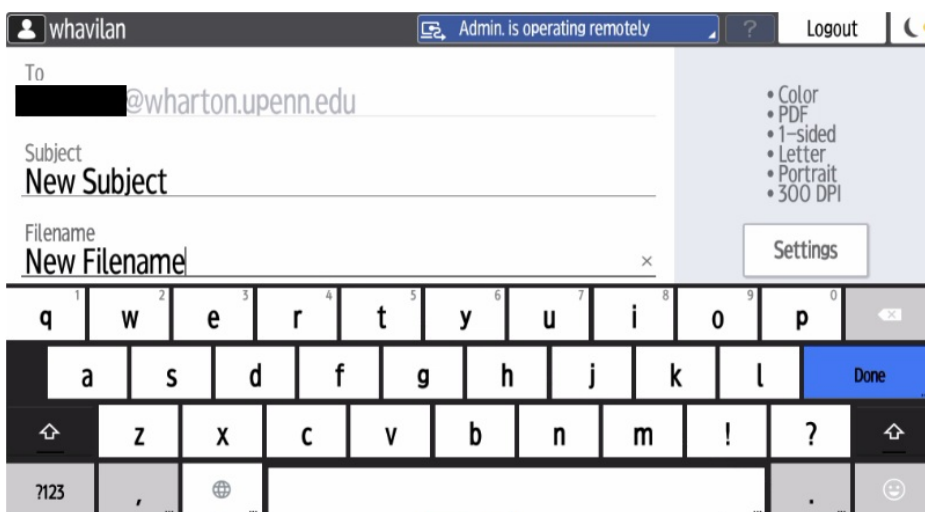
2. Click **Scan**.



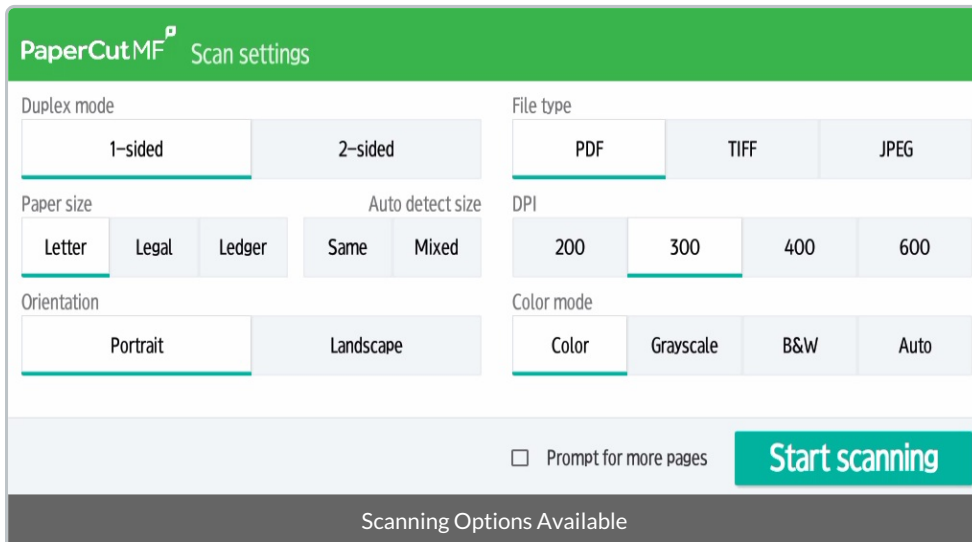
3. You will see your email address populating the "To" field, and default entries for "Subject" and "Filename":



4. "Subject" and "Filename" can be changed, simply **touch the display** and an on-screen keyboard will appear:



5. Click **Settings** on the right to select various options like Duplex, File type, etc.



(*Note: Wharton only stocks 8.5"x11" letter sized paper.*)

6. At the **bottom of this screen** there is also the option to **prompt for more pages** if a multi-page document is being scanned:



7. Once all options are set as desired, **place the document(s) to be scanned on the device** (either face up in the

document feed tray, or face down directly on the glass) and click **Start Scanning**. You will see messages that the document is Scanning, and then Sending.

8. Once the document is sent **you will be returned to the PaperCut home screen**.
9. Please be sure to click **Logout** to finish scanning.

Questions?

Contact: [Wharton Computing Student Support](#)

Print From Your Laptop to Wharton Printers

Last Modified on 09/11/2024 4:36 pm EDT

Anyone with a Wharton printing account can configure their laptop to print to the Wharton printers. Printing via mobile devices is also available using the **PaperCut Portal** – see our article on [mobile printing](#).

Printing From Laptops: while adding the Wharton printers directly to your laptop is possible using the instructions below, we do not recommend this option, as it has led to some lost print jobs in the past. We highly recommend using the **PaperCut Portal** to print.

Before You Start

You will need one or more of the following before you can complete this task:

- A personal computer running either Windows or MacOS
- Internet access
- PennKey credentials
- An active PennCard
- Sufficient funds in either Wharton print credit or **PennCash**

Adding the Print Queue

Before you can print, our print "queue" needs to be added to your device. This is a one-time step; once you've done this, you won't need to repeat it unless you remove it for some reason (like reimaging your machine.) The directions for both adding the print queue and printing are different for Windows and Mac.

Windows Configuration

These laptop configuration steps are supported for the most recent **Windows** versions. If you've already added the print queue, you can skip straight to **Send A Document to the Print Queue**.

1. Open the **Printers & Scanners** section in Windows (usually in Settings => Printers & Scanners).
2. Click **Add Device**.
3. Look for the option **The printer I want isn't listed** and click it to launch the **Add Printer dialog box**. (You may need to select the **Add manually** option.)
4. Click the radio button to **Select a shared printer by name** and enter the following:
\\PrintAtWharton\wharton-print
5. Click **Next** and allow the printer to connect.
6. You should see a message indicating that you have successfully connected; click **Next**.
7. You may choose to print a test page by clicking the button, or simply click **Finish**.

Windows 10 Users: You may only see one printer in Devices and Printers after installing the new drivers. You should still see both print queues when you try to print a document.

Send A Document to the Windows Print Queue

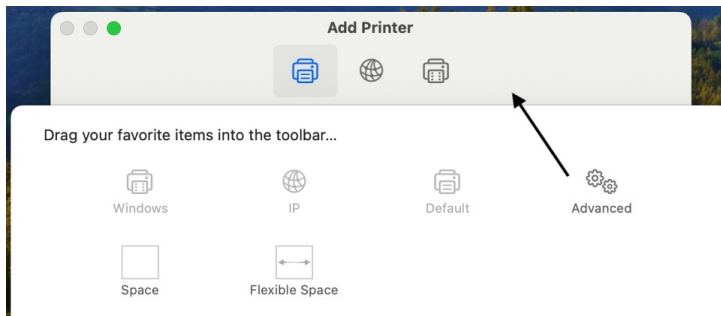
1. Send a document to the Print queue by **choosing File > Print**.
2. Adjust your printing settings.
3. **Select the Wharton-Print on PrintAtWharton** queue.
4. Click **Print** and the job will be sent to the Papercut queue.

Once you've sent it to the queue, see [Print to a Wharton Printer \(Windows and Mac\)](#)

Mac Configuration

These laptop configuration steps are supported for recent **Mac** versions. If you've already added the print queue, you can skip straight to [Send A Document to the Print Queue](#).

1. Click the **Apple** menu and select **System Settings**.
2. Select the **Printers and Scanners** preference pane.
3. Click **Add Printer, Scanner, or Fax...** below the list of printers.
4. **Enable the Advanced tab** in the **Add Printer** dialog:
 1. **Hold down the Control Key** on your keyboard and **click anywhere on the toolbar** (Bar displaying printer icon, globe icon, fax icon).
 2. From the popup menu that appears, select **Customize Toolbar...**
 3. **Drag the Advanced icon** up to the toolbar and click **Done** to close the Customize Toolbar panel.



5. Click the added **Advanced** icon to switch to the Advanced tab and wait for it to appear.
6. Choose or enter the following settings:
 - Type: **Windows Print Server**
 - Device: **Another Device**
 - URL:
 - Name: **Wharton-Print** (or a similar descriptive name)
 - Location: **(Leave blank)**
 - Print Using: **Generic PostScript Printer**
7. Click **Add**.
8. You will get an **Installable Options** dialog box:
 1. Check the box next to **Duplex Printing Unit** (all Papercut printers have duplex units)
 2. Click **Continue**.
9. You may need to **restart** your Mac to finish the installation and setup process.

Duplex Printing

To enable your Mac to print double-sided, you need to **allow Duplexing**.

1. Open **System Settings** and click on the **Print & Fax** icon.
2. Select the **Wharton-Print** printer, and choose **Advanced**. (Duplex printing is not recommended for Color documents.)

3. Select the **Options** tab and check the **Duplex box**.
4. Click **OK** and **OK**.

Send a Document to the Mac Print Queue

1. Send a document to the Print queue by **choosing File > Print**.
2. Adjust your printing settings.
3. Select the **Wharton-Print** queue.
4. Click **Print** and the job will be sent to the Papercut queue.

Once you've sent it to the queue, see [Print to a Wharton Printer \(Windows and Mac\)](#)

Documents sent to the print queues are **held for 5 hours**.

Print at a Wharton Printer (Windows and Mac)

Once you've send your document to the print queue, use these directions to retrieve it from the printer.

1. Go to the printer you would like to print from. For a list of locations, see [Printing at Wharton: Options, Locations, and Cost](#).
2. **Launch Papercut** if it is not already launched by touching the **Login** button at the top right of the display screen.
3. **Tap your Penn Card** on the proximity reader to the right of the display (you should hear the reader **chirp** as the card is read, and the green light will flash).
4. Click **Print Release**.
5. Select the document you want to print and tap the **Print** button. If there are multiple jobs in the print queue that you would like to print, you can select all of those documents and tap **Print**, or choose the **Print All** option.

TIP: Color vs Black & White and single vs 2-sided options can now be selected at the printer when releasing print jobs!

Questions?

Contact: [Wharton Student Computing](#)

Email: support@wharton.upenn.edu

Mobile Printing: Print from Mobile and Laptop

Last Modified on 08/05/2024 8:08 am EDT

There are two ways to print from a mobile device or laptop:

- Using the **PaperCut Portal**, which allows you to upload and print documents from your computer, laptop, or mobile device to a Wharton printer via a supported web browser (recent versions of Chrome, Safari, Firefox and Edge).
- Using **Email Printing**, which allows you to attach a document to an email for printing. Send that email to the proper address, and then release the document at any of Wharton's printers.

Before You Start

You will need the following before you can complete this task:

- Internet access.
- Your PennKey username (the username before the "@" in your Wharton email address).
- An active PennCard.
- A **Wharton printing account** with sufficient funds.

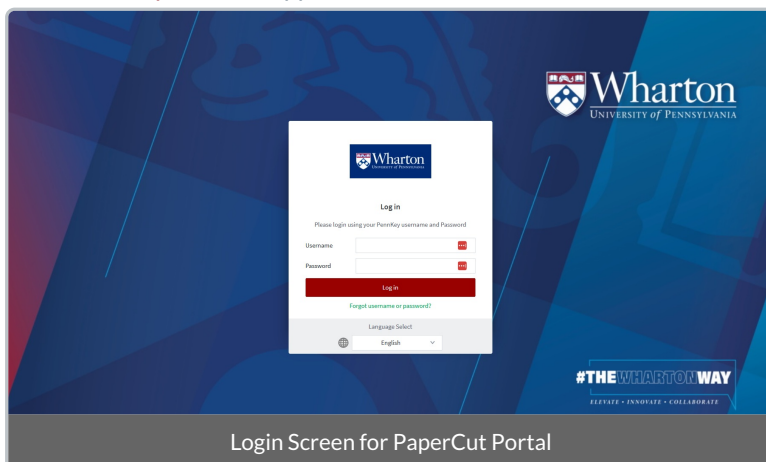
PaperCut Portal

PaperCut is the software that runs our printing system. Their "portal" is the place where you can manage your printing needs.

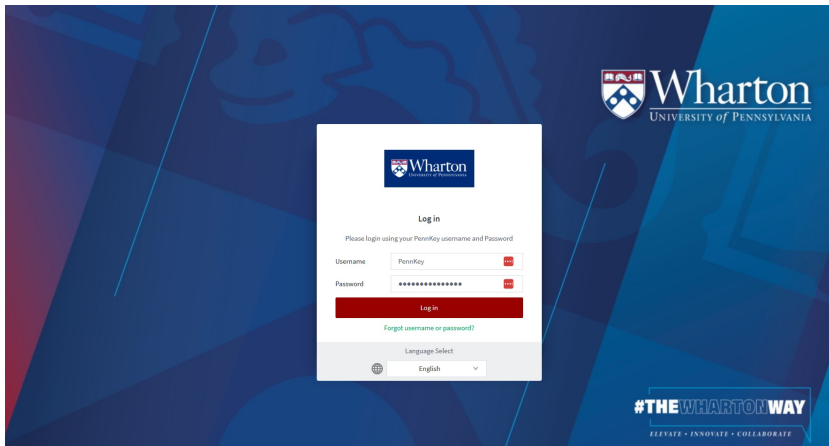
Logging into the PaperCut Portal

You must use your PennKey credentials to log into the PaperCut Portal.

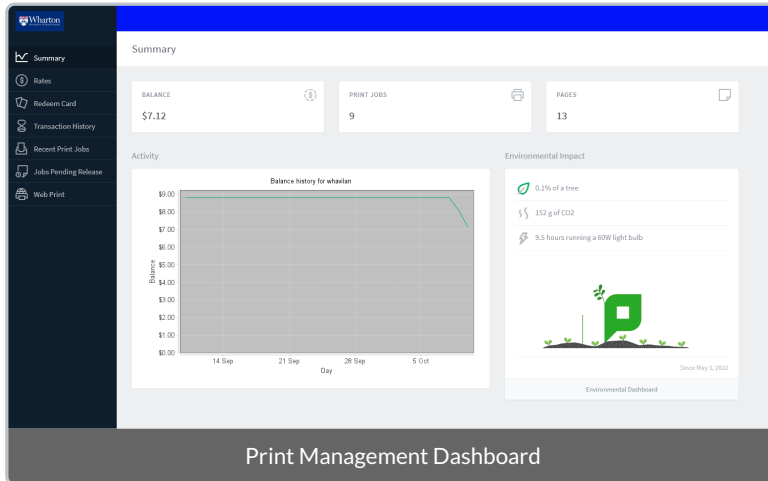
- Go to whr.tn/print in a supported browser (recent versions of Chrome, Safari, Firefox and Edge).



- Enter your **PennKey Username** and **Password**.



- Click **Log In**.
- Once logged in **you will see information on your account** including:
 - Your account balance.
 - Your print documents and pages activity over time.
 - The environmental impact associated with your printing activity.

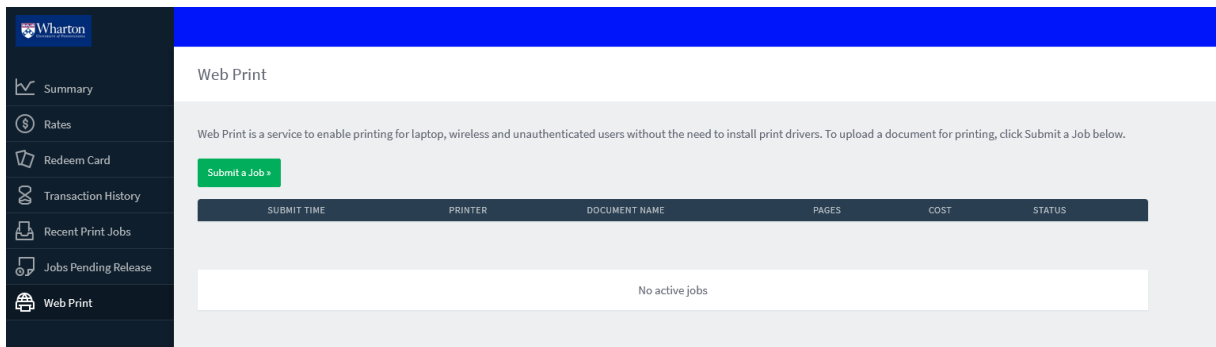


- **View additional details** on rates associated with different devices, check your own transaction history, and view recent and pending print jobs.
- **Upload jobs for release via Web Print** using the menu on the left.

Printing using the PaperCut Portal

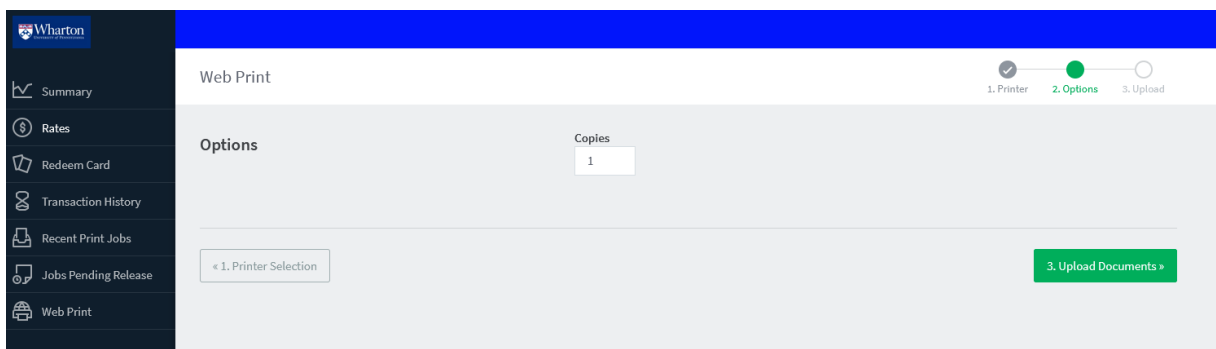
To print a file, you'll first need to upload it to PaperCut:

1. **Log in to whr.tn/print** as described above.
2. **Select Web Print** from the menu on the left.



3. Click **Submit a Job**.

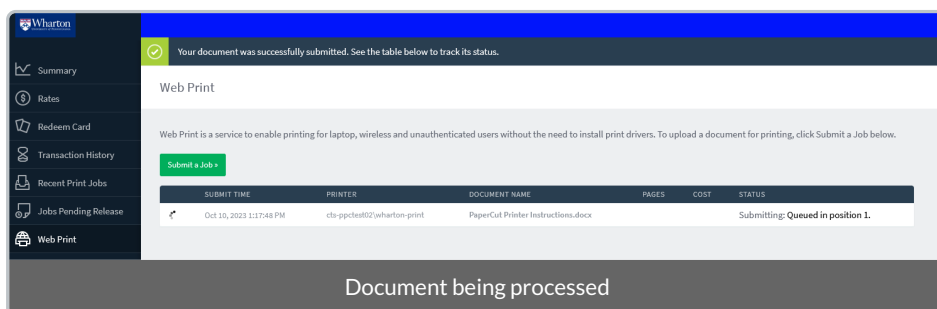
4. Click **Upload Documents**.



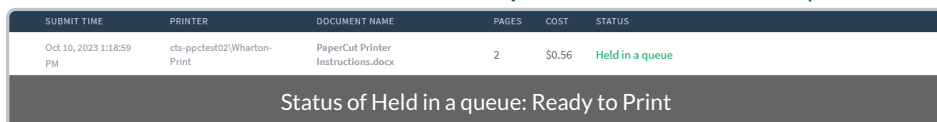
5. **Drag and drop any files** you wish to add to the queue into the field provided or click **Upload from Computer** and select your file(s).

6. Once all desired files are added, click **Upload & Complete**.

7. While the file is uploaded to the queue and rendered, **please remain logged in while the document is processed**:



8. When the document status shows as **Held in queue** it will be available to print from a PaperCut device:



9. Once your documents have been uploaded and are in the queue, **please remember to log out**.

10. Find the printer where you'd like to print, log in, and **release your documents**.

Email Printing

There are several stages to printing a document when you send it to print via Email.

Preparing your Document



1. Make any necessary formatting changes.
 - *e.g. multiple slides per page*
2. Export the document as a PDF.
 - *may be located under File > Print*
3. Follow the steps in *Printing a Document*, next.

Printing a Document



1. Attach your document to an email.
2. Send it to printthis@wharton.upenn.edu.
3. *Wait for the email response indicating that your print job has been received¹.*
4. At this point your job is ready; you may proceed to a printer and release your documents² as normal.

Color & Duplex Settings



You can adjust Color and Duplex settings either

- in the document prior to

- sending, or
- set them at the printer when you release your documents.

¹You must receive this email **before** going to the printer. The larger the attachment, the longer it will take to render and become available to print.

²The response will include a link you can use to log in (using your PennKey credentials) and view the job details. You can also use the PaperCut Portal to review the details about your job. *You do not need to open the link to release the job.* Once the email has been received the job should be available in your queue for printing.

Managing your Print Jobs

The **PaperCut Portal Jobs Pending Release** list is your hub for reviewing your print jobs, including those sent via Email Printing. This screen lists all of your pending print jobs (if you don't have any pending jobs, the list will be empty). You can follow the directions above to upload a file to print. In the screenshot below, there is one document that is pending.

Refer to the Logging into PaperCut Portal section of this article for directions on accessing the PaperCut Portal.

Jobs Pending Release

1 job pending release with cost \$0.28 ✔ Auto refresh (24) Refresh Now

Your balance: \$25.05

Release All Cancel All

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
🕒 Jun 28, 2024 7:07:23 AM	whappctapprw01\Wharton-Print	Dell_Monitor-Dock_Info.docx	Email to Print	1	\$0.28	[print] [cancel]

Screen with One Print Job Waiting

Each job will show as a separate line item record; each record will have the following details:

- **Submit Time** shows the date and time the job was submitted (remember that jobs only remain in the queue for **up to 5 hours**, after which they are removed).
- **Printer** is the printer queue to which the job was submitted.
- **Document** is the document name, including the file type extension (PDF, DOCX, etc.).
- **Client** is the source from which PaperCut received the print job (Email to Print, Web Print, or a network connection).
- **Pages** is the number of pages in the document.
- **Cost** is the price of your print job with the selected Print Options. This cost is deducted from your Print Balance after it has been released at a printer (i.e., you'll only pay for jobs you've successfully printed).

There is also the option to cancel (delete) any or all print jobs held in your queue. (The "print" action can be ignored, as this is handled by releasing a job at the printer.)

Your account balance is also visible on this screen. If you need to add funds, follow [these directions](#).

Questions?

Student Tech Center



Support is available via in-person (walk-ins & appointments), phone, chat, and email!
Check our [KnowledgeBase](#) for list of services, troubleshooting guides, and much more.

Contact Us

Office: SHDH-114

Phone: 215-898-8600

Chat: computing.wharton.upenn.edu

Email: support@wharton.upenn.edu

Public Printing Tips and Tricks

Last Modified on 08/05/2024 2:44 pm EDT

Wharton Computing strives to provide enough printers to accommodate student use, however there will be high-traffic times when you will have to wait in line, and times when there may be problems with a printer or a given job. These tricks should help you avoid frustration during the printing process.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- An active PennCard with sufficient funds
 - This can include both Wharton printing credits & PennCash

Quick Review

Your printing options at Wharton include the following:

PaperCut	Personal Device	Public Computers
<ul style="list-style-type: none">• Go to the PaperCut Portal.• Log in using your PennKey username and Wharton Google password.• Upload your document.	<ul style="list-style-type: none">• Print your document from the application, selecting a printer in the same manner you would normally add a printer, using one of these options:<ul style="list-style-type: none">◦ Windows: \\PrintAtWharton\wharton-print◦ macOS:	<p>Use the print queues available from the computers</p> <ul style="list-style-type: none">• \\PrintAtWharton\Wharton-Print

To release your print jobs at the Wharton printers:

1. Press **Login** on the touch screen.
2. **Tap your PennCard** on the card reader.
3. Select the documents you want to print and click the **Print** (or **Print All**) button. See **Public Resources for Print/Scan/Copy** for more information on printing.

General Tips

Check Your Print Balance

Make sure to check your printing account before you print to ensure you have sufficient funds. To check your balance, log in to [MyWharton](#) (Students) and click **Print Credit Balance** under **All Links**, or swipe your PennCard at one of the printers. If you are running low on funds, consider adding PennCash to your PennCard here: <http://cms.business-services.upenn.edu/penncard/>.

Try Another Printer

If a document doesn't print the first time, it may be an issue with that specific printer. A different printer may solve your problems. If not, contact [Wharton Student Computing](#) -- knowing that you couldn't print to multiple printers may help us identify a problem print job.

Use Campus Copy

For any type of specialty printing such as poster board or business cards, visit [Campus Copy](#) at 3907 Walnut Street or [UCS](#) in Houston Hall!

Check Document Properties

Paper Size

Select **Letter** or 8 1/2 X 11 paper. Our printers are stocked with letter-sized paper, and any documents configured for a different size paper (A4, tabloid, or other non-standard size) may have problems printing.

Be Wary of "Print All"

If you select **print all**, be aware that problems with one job in a selection may impact your ability to print the rest of the jobs.

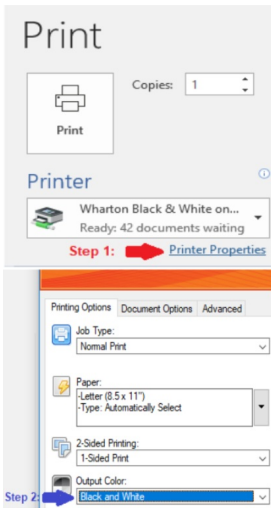
Use Print Preview

Use Print Preview (usually from the File menu in your application) to confirm the way your document will look before submitting your job. When you're ready to print, choose **Print** from the File menu and click the **OK** button. (The Print Preview choice isn't available in the Acrobat Print menu.)

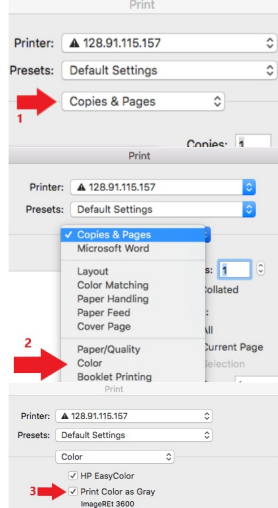
Printing in Black & White

All Wharton Public Printers are now Multi-Function, Color devices. While they will default to printing in color, nevertheless, they can also all handle Black and White documents. To print in Black and White you may either select the **Grayscale** or **Black and White** option in the print properties of your document **before sending the job to the printer**:

Windows:



MacOS:



... or select **Print in Grayscale** at the printer when releasing:

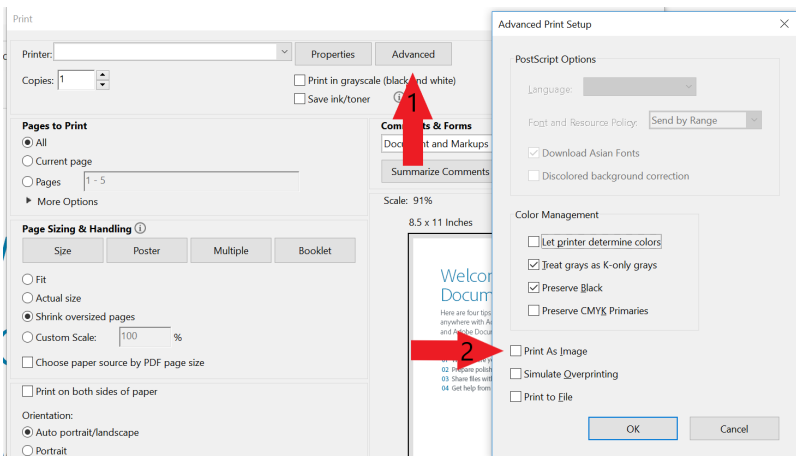


NOTE: If you do not specify black and white as noted above, any pages containing color elements *will be printed and charged as color pages.*

Printing PDF Files Using "Print as Image" Option

Printing a PDF file as an image simplifies the document being sent to the printer and can often bypass problems. This option is checked by default on our lab computers, but you can select it on your own computer:

From Adobe Reader, choose **Print => Advanced => Print as Image.**



Please note, this will only work if you open the file in Adobe Reader. The option is not available from Preview.

Printing from Excel

Make sure to specify the print area by using the **Set Print Area** command. If you format an entire column or row, the full spreadsheet may print even though it is blank. This will not show up in Print Preview, and you may print out hundreds of blank pages.

1. Find the **Set Print Area** command under **Print Area on the File menu**.
 2. Click and drag to highlight the area you want to print.
 3. Click on **Set Print Area**.
-

Wharton Printing for Specialty Jobs

For specialty printing, such as bound course packs, bulk printing, large format, or specialty papers, there are several options around campus. Popular choices include **Campus Copy** on Walnut Street and **UCS** in Houston Hall.

Questions or Issues?

See our Public Printing Troubleshooting article [here](#).

Contact: [Wharton Computing Student Support](#)

Public Printing Troubleshooting

Last Modified on 08/05/2024 8:11 am EDT

This article covers some common problems and their solutions associated with Wharton public printers. If the solution to your problem isn't listed please reach out to the [Student Computing](#) team.

No Printers Available on Wharton Public Computers

If you don't see any printers in the Print Dialog box when printing from a Lab, Workstation, or GSR computer, try the following steps:

1. **Open** the **Printer Refresh** folder on the desktop and try launching the desired printer shortcut ("\\PrintAtWharton\Wharton-Print").
2. If Step 1 doesn't fix the issue, try **closing the application and reopening it**.

Billing & PennCard Errors

Individual Print Job Issues

Individual Printer Issues

Formatting Issues

Additional Questions or Issues?

Contact: [Wharton Student Computing](#)

Email: support@wharton.upenn.edu

Video Conferences

Last Modified on 07/19/2023 4:46 pm EDT

This article covers using video conferences for individual meetings and small group collaborations. To learn about using video conferences for teaching or learning within Canvas, see [Video Conferences for Instruction](#).

Penn offers both [Zoom](#) and [Microsoft Teams](#) for video conferencing, but most classes will take place on Zoom. Teams is not covered in this article.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- **Faculty and Staff:** admin access to your devices (to install the app)
 - Zoom is generally pre-installed on Wharton-provided laptops or desktops (but not on smartphones).

Zoom

[Zoom](#) is a cloud-based cross platform video conferencing service. Zoom makes it easy to collaborate with your colleagues, and can be started and joined via a PC, Mac, smartphone, or regular landline (audio only). Each meeting can accommodate up to 300 participants and supports recording of the meeting and screen/media sharing. All Wharton students, faculty, and staff have access to Zoom.

Install the Zoom App

The native Zoom app isn't required to use Zoom, but we highly recommend it for the best Zoom experience. Read [Logging into Wharton Zoom](#) for instructions detailing installing and logging into the Windows, Mac, and mobile versions of the app.

If you are working on a Wharton-provided laptop or desktop, Zoom should already be pre-installed.

Accessing Zoom Meetings

Is your Zoom meeting for a Wharton class? **Log into Canvas first**, launch your class, and then choose Zoom from the left navigation pane. (Most Zoom meetings for classes are created through Canvas.)

Although we recommend accessing any video conferences created in Canvas by logging in via Canvas, it's also possible to see all your meetings by logging directly into the meeting software (<https://upenn.zoom.us>).

Scheduling a Meeting

Scheduling for a class that's using Canvas? See [Video Conferences for Instruction](#).

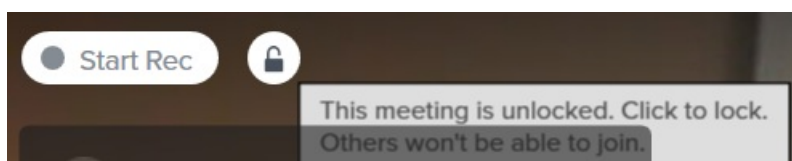
Not scheduling a meeting for a class that's using Canvas? Follow these directions:

Advanced Features

Advanced features are useful in customizing your meetings. You can customize them on a per meeting basis, or for all the meetings that you schedule.

- Scheduled meeting sessions: for meetings that you are scheduling, any changes you make will only affect that meeting.
- Personal settings: if you make changes in your personal settings, that will affect all meetings that you schedule.

For security, moderators have the ability to lock out users from joining their meeting (indicated with a lock icon at the top left corner of their screen).



Feature Recommendations

Zoom has a large number of feature settings. Here are suggestions for a variety of settings.

Questions?

For additional help and support:

- See the [Zoom FAQ](#)
- Check out the [Zoom Knowledge Base](#)
- Contact [Zoom support](#) directly

Video and Audio Conference Calls

Last Modified on 06/12/2023 11:18 am EDT

This article outlines the various video and audio conferencing options available at Wharton -- including GSRs, classroom reservations, and conference room reservations.

Group Study Rooms

Self-serve conferencing is available in the Group Study Rooms. Wharton's Virtual Meeting service hosted by Zoom are the preferred options and are already installed, but other web-based options like Google hangouts and Skype are possible as well. In order to set up a Zoom account, please go to our [Virtual Meeting article](#).

Classrooms

Conferencing is also available for larger groups or events with a classroom reservation. This may require assistance from the Public Technology team. Testing with the remote parties prior to your event is recommended for independent users and required if working with a Public Technology technician.

For more information or to get assistance planning your conferencing needs for an event, please visit the Public Technology website: <http://www.wharton.upenn.edu/publictechnology/index.cfm> or send email to class-tech@wharton.upenn.edu.

Conference Rooms

Conference room reservations can also be reserved through Wharton Operations, via their room request form found here:

<https://operations.wharton.upenn.edu/scheduling-reservations-2/>

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](#)

Staff: [Administrative Support](#)

Students: [Wharton Computing Student Support](#)

Video Conferences for Instruction

Last Modified on 01/26/2023 3:29 pm EST

Penn offers Zoom as a video conferencing tool for instruction. All Wharton students, faculty, and staff have access to the service.

If you are a student looking for information regarding video conferences, please take a look at the [Video Conferences](#) article.

Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- Faculty and Staff: If you do not have Zoom on your computer, please contact your IT Support Team to have Zoom installed on your computer.
- A wired/Ethernet connection, if possible (recommended for the instructor)
- Robust internet speed: if you are connecting from off campus, go to [speedtest.net](https://www.speedtest.net) and look at internet speed. If it doesn't meet the **minimums required by Zoom**, consider upgrading your Internet speed or contact your IT Support Team.

The recommended way to schedule a meeting depends on whether you are creating a meeting with a few individuals outside of a Canvas classroom or for your class using Canvas.

Scheduling a Meeting Through Canvas (Recommended for Instruction and Classes)

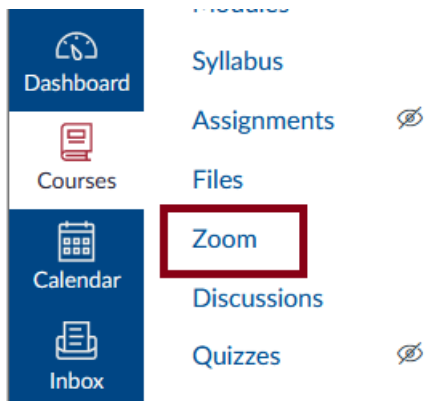
Creating your meetings through Canvas will take care of scheduling for the class, provide the link to all class participants, and preserve the privacy of your personal meeting account.

Note: We recommend that instructors – not TAs – create each class meeting (or sequence of recurring meetings) within Canvas. If changes or cancellations must be made after creating a meeting intended for all enrolled students to join for a class meeting, **please change or cancel within your Canvas course**, not through your video conferencing app or account.

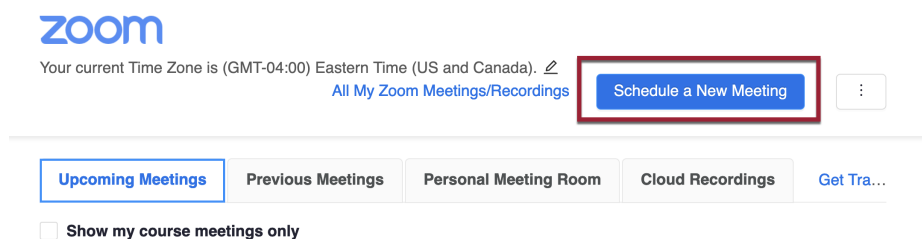
Zoom

For step-by-step instructions on how to schedule a Zoom meeting through Canvas:

1. Launch your classroom in Canvas (go to canvas.upenn.edu).
2. Select **Zoom** in the left sidebar.



3. Click the **Schedule a New Meeting** button on the upper right side of the screen.



Note: The first time you access Zoom through Canvas it will request access to your account. Click **Authorize**. You may need to log in, with your PennKey, to authorize Zoom.

4. Fill in the details of the class. **Include all the details about your class in the Meeting title** – if your class has multiple sections in the same Canvas room, all students will be able to access all sessions, so students should be told to join only the section for which they are registered.

Topic **A**

Description (Optional)

When **B**

Duration hr min

Time Zone
 Recurring meeting

Registration Required **C**

Security Passcode **D**
Only users who have the invite link or passcode can join the meeting
 Waiting Room Only users admitted by the host can join the meeting
 Require authentication to join

Video Host on off **E**
Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host **F**
 Mute participants upon entry
 Use Personal Meeting ID 2780530264
 Record the meeting automatically

Alternative Hosts **G**

- a. **Topic:** Enter the class, section number, time, and meaningful title (e.g. MKTG XXX Section 001 - 10:30 am - Online Class Meeting). Identify your meeting clearly so students can easily pick it out from their other meetings (e.g., Lecture won't identify it as their Marketing Class). You can also enter a **Description** if you like, but this is optional.
- b. **When:** Set the start time, duration, and Time Zone.

Recurring meetings can be checked or unchecked. Be sure to fill in the proper class start and end dates:

GMT-04:00 Eastern Time (US and Canada)

Recurring meeting **Every day, until Aug 14,2020, 5 occurrence(s)**

Recurrence

Repeat every day

End date By

After occurrences

Use the **single arrow** to page through the **months** and the **double arrow** to page through the **years**.

GMT-04:00 Eastern Time (US and Canada)

Recurring meeting **Every week on Mon,Wed, until Dec 30,2020, 35 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri

End date By

Required

Dec 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12

c. **Registration:** Since all of your students will have Penn Zoom accounts, we recommend you leave Registration unchecked. If you check it, your Zoom meeting will require people to register ahead of time. [More details about this can be found here.](#)

d. **Security:**

- **Passcode** - We recommend that you require a Passcode for your meetings. Most attendees won't need to manually enter the code as it will be part of the URL included in the meeting invite.
- **Waiting Room** - The **Zoom Waiting Room** gives you the ability to preview the attendees before they enter the meeting. This will make your meeting more secure, but it does require someone to admit each student (either one by one or in bulk).
- **Require authentication to join** - *[Note: as of 9/22/21, Zoom has confirmed this feature is temporarily unavailable in their LTI Pro integration; they are working on restoring it.]* You can limit participants to your meeting to either Penn Zoom users or Zoom users in general. Selecting either option will require participants to log in using the proper Zoom credentials.

e. **Video:** This setting determines if the Host's and participants' cameras are on or off when they enter the meeting. **Off** is the default.

f. **Meeting Options:** You have a few options that you can set up for your meeting. Here's what each does and our recommendations around them:

- **Enable join before host** - Consider whether you want to have this option available.
 - **Unchecked:** Many people join meetings ahead of time to test settings, and leaving this unchecked ensures the meeting won't start until you want it to.
 - **Checked:** Your Zoom meeting (and the recording, if the meeting is set to auto-record) will start the moment anyone joins the meeting. This can be useful if you may be running late or if you would like the flexibility of asking someone to start the class.
- **Mute participants upon entry:** When checked, the video and audio of participants will be muted automatically when they enter. We recommend you leave this unchecked, though if you prefer to have more control over the initial moments of your class, you should check it.
- **Use Personal Meeting ID:** This option **SHOULD NOT** be checked. If it is checked, Canvas will

associate all the meetings you have with your Personal ID with this Canvas site. You don't want that.

- **Record the meeting automatically:** Check this box to ensure your Zoom session is recorded. The Zoom meeting record will start the moment one person joins the meeting; each participant is notified that the meeting is being recorded upon entry. **In the cloud** is the default destination for your recording, and we recommend you keep this set as is.
- **Confirm Closed Captioning is Enabled:** **Enabling closed captioning** allows you, as host, or your attendees, to turn on automatic closed captioning options. You, as host, must enable this option in the meeting itself before it can be available to your attendees.

g. **Alternative Hosts:** You can manually add additional alternative hosts here. Note that alternate hosts need to be added in the format: *pennkey@upenn.edu* (**NOT** *pennkey@school.upenn.edu*).

5. Click **Save**, and your Zoom meeting is scheduled. The details are displayed for you:

The screenshot shows the Canvas LMS interface for a Zoom meeting. The left sidebar contains navigation links for various course components. The main content area displays the Zoom meeting details for 'Zoom LTI Test Course 3'. The details include the topic, time, meeting ID, alternative hosts, and meeting options. At the bottom, there is a 'Poll' section with a 'Download a CSV Template' link and an 'Import CSV' button.

The scheduled Zoom meetings will be listed on the Zoom tab for you and your students:

Start Time	Topic	Meeting ID	
Today 5:00 PM	Zoom LTI Test Course 3	980 1736 4602	Start Delete

< 1 >

Note: Now that your meeting is scheduled, you may want to add **pre-assigned breakout room assignments** to your meetings. See our article [Video Conference Breakout Rooms](#) to learn more about pre-assigning breakout rooms.

Recordings

Any Zoom meetings scheduled through Canvas (see the above instructions) and set to record will have their recording automatically posted to **Class Recordings** in the Canvas section shortly after the meeting ends. Depending on how long the recording is, there may be a delay as the video recording is processed.

Recurring meetings will all have the same title but are differentiated by the dates included in the recording description.

Scheduling a Meeting with a Guest Speaker

For bringing a guest speaker into your classroom using Zoom, there are a few considerations:

We recommend choosing one of the following two options to schedule your Zoom call for a guest speaker

appearance:

1. Scheduling guest speaker meetings via the Zoom tab in Canvas when students have the option to attend virtually rather than in person.
2. Scheduling guest speaker meetings via <https://upenn.zoom.us> when the intention is for students to attend only physically in class. Once scheduled, a private meeting invitation can be shared with each guest speaker.

(The best practice is **not** to use Personal Meeting Room for either option (1) or (2) noted above.)

- If students are expected to be in the physical classroom, consider whether you want the guest speaker meeting to be listed in Canvas for students to join:
 - *Unlisted for students:* please use the general [Zoom instructions](#) for setting up a meeting without using Canvas.
 - *Listed on Canvas and OK for students to join the Zoom meeting directly:* instructions on this page will work.
- If you are not comfortable getting your Zoom meeting to appear via the projector, be sure to contact [CTS Classroom Support 3](#) or more business days in advance to arrange for in-classroom assistance.

Reminder: If you plan to have a guest speaker join your meeting, be sure to confirm the comfort level of your speaker being recorded, as some guests have requested not to be recorded as a condition of their appearance. To arrange for classroom recordings showing a projected guest speaker not to be recorded, please contact [CTS Classroom Support 3](#) or more business days in advance.

Questions?

For additional help and support:

- See our [Zoom FAQ](#)
- Contact your [academic support representative](#)
- Check out the Knowledge Bases for [Zoom](#)

Using Technology in the Classrooms

Last Modified on 06/13/2023 12:51 pm EDT

The Classroom Setup



Walking into a classroom you'll see two displays on top of the classroom lectern: the Preview Monitor for the classroom computer and the Room Control Panel (the smaller of the two displays). You'll also notice the Confidence Monitor, with attached camera, on the floor set at an angle for you to see as you lecture.

Each monitor serves a particular purpose:

- The **Preview Monitor** is attached to the classroom computer. Logging into this computer will start the Classroom System, and you can then present from the classroom computer if you like.
- The **Room Control Panel (RCP)** is a touch panel used to control the Classroom System. You'll use this panel to choose where your content is being displayed, the position of the screens, and more.
- The **Confidence Monitor** is designed to let you see important information as you teach. You can set this monitor up to display whatever you're projecting in front of the class (this is the default), keep track of remote participants, and many more options. Tiered classrooms are all equipped with Confidence Monitors.

Starting the System

To start the classroom system:

1. Tap the Preview Monitor on the lectern or press a button on the keyboard.
2. Log into the classroom computer using your PennKey credentials.

Once you're logged in the Preview Monitor will display a familiar Windows desktop powered by the classroom computer. The Room Control Panel displays the Classroom Interface; this is where you'll control the classroom

environment.

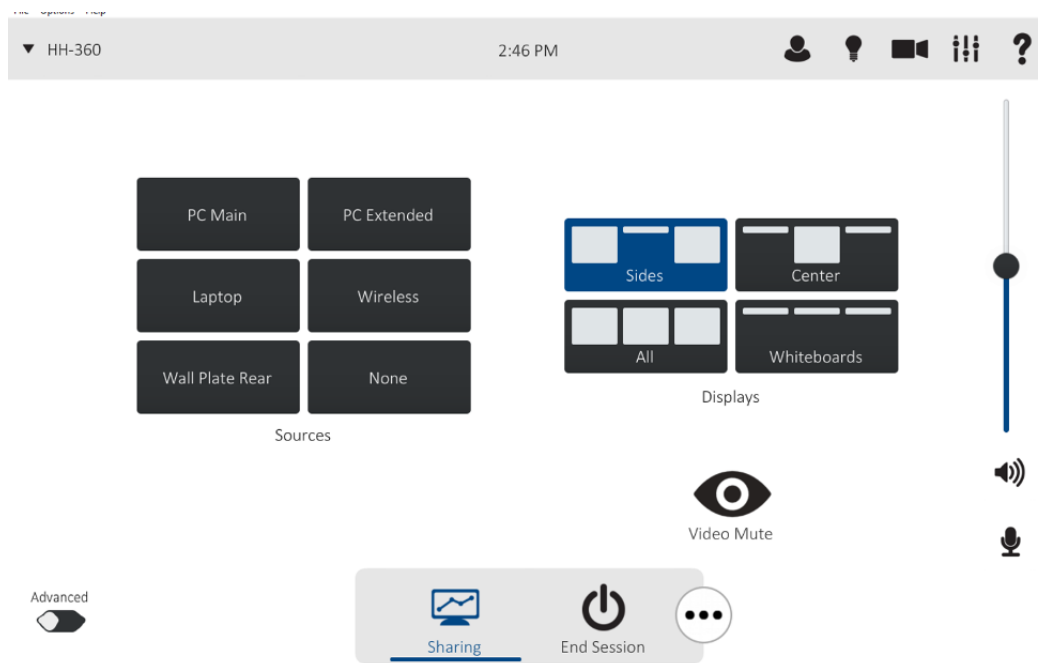
Using Guest Mode

If you don't have a PennKey login tap the **Guest Access** button on the Room Control Panel to access the Classroom Interface.

You'll need to connect your own device to present from, since you won't be able to log into the classroom computer without a PennKey login.

Using the Classroom Interface

Once activated, either by logging into the classroom computer or using Guest Access, the Room Control Panel (RCP) will display a default classroom layout with Sources (things you want to display from) on the left of the RCP and displays (things you want to display on) on the right.



To select a Source and Display on the RCP:

1. Select the source to display by tapping on the appropriate Source button on the left side of the RCP:
 - **PC Main** - Displays whatever is showing on the classroom computer's main display (the Preview Monitor).
 - **PC Extended** - Each classroom computer is set up to use an Extended Display. Selecting this source will display the contents of the extended display.
 - **Laptop** - Press this button to present from your laptop; there are cables in the lectern to hook up your laptop so that you can present from it.
 - **Wireless** - Tap this button to allow people in the classroom to share their displays wirelessly **using Solstice**. Instructions to connect will be shown on the Display you pick in the next step.
 - **Wall Plate Rear** - Each classroom includes a rear wall plate that allows you to hook up a device for presenting. If you're using that plate, press this button.
 - **None** - Audio and video will be cleared from the projector and speakers and nothing will be displayed.
2. Once you have a Source selected tell the system where to display that source by tapping one of the **Displays**

section buttons:

- **Sides** - The left and right screens will lower and display the selected source, while the center screen remains up to allow for use of the center whiteboard.
 - **Center** - The center screen is lowered and displays the selected source.
 - **All** - All screens are lowered and display the selected source.
 - **Whiteboards** - All the screens are raised and no video is displayed. This is a quick way to write on the whiteboards.
3. As soon as you tap your desired **Displays** button the selected screens will lower and the projectors will turn on.

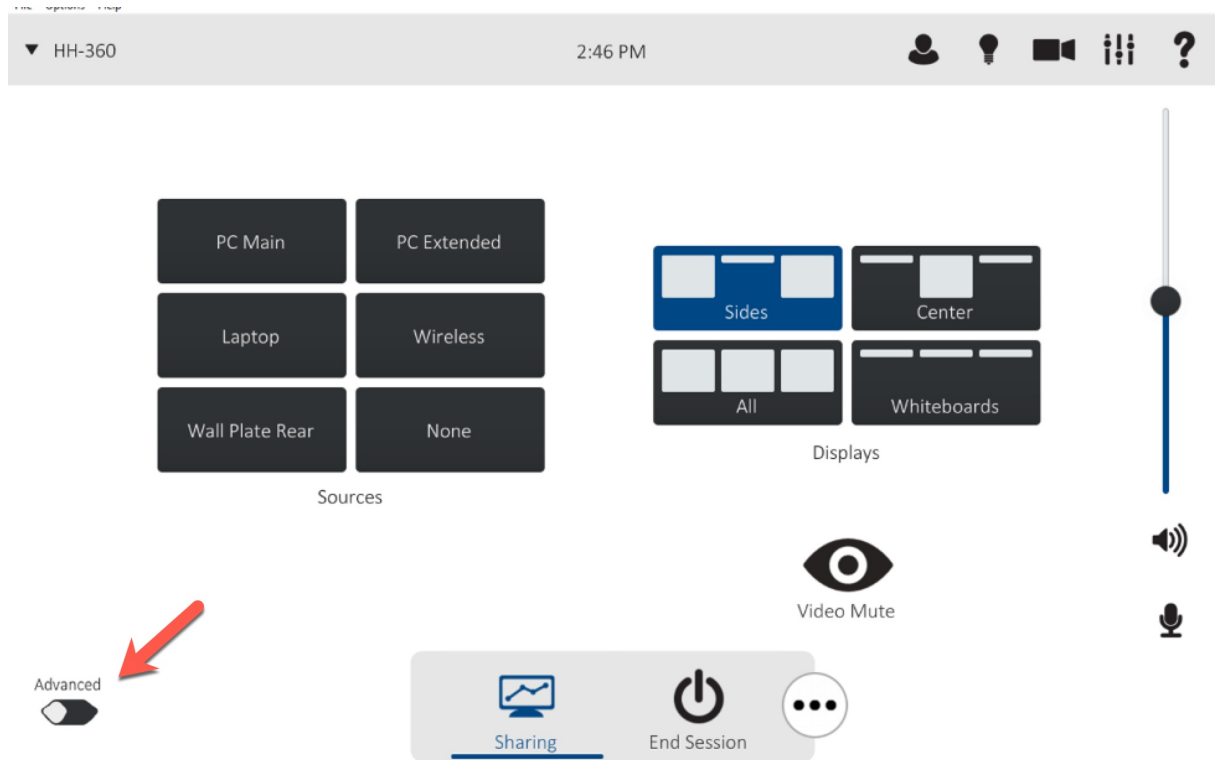
Tap the **Mute Video** button to temporarily stop sharing your display. Tap it again to resume sharing.

Advanced Options

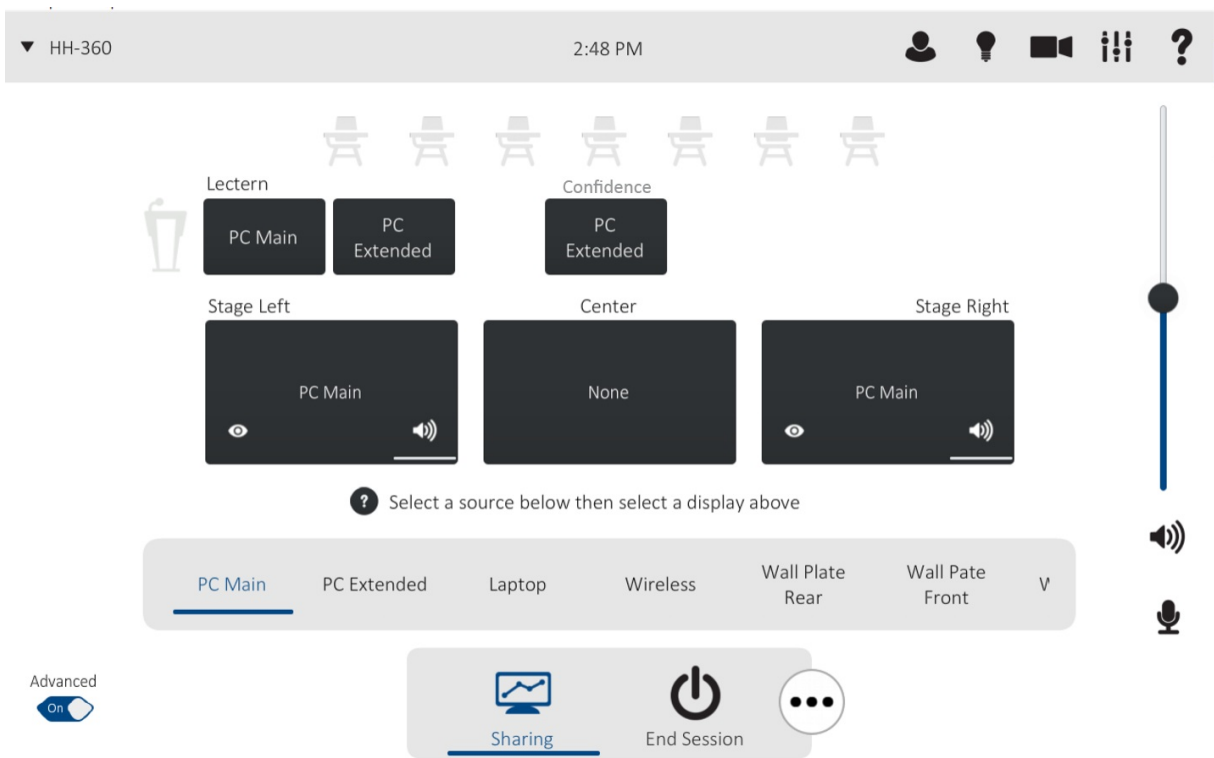
The Advanced Options allow you to send a mixture of sources to a variety of displays, to support more complex presenting needs in the classroom. Why would you want to do this? For example, you could display the PC Main (aka the classroom computer) on the left screen in the front of the class and use the right screen to display Wireless. This would allow students in the room to display their content onto the right screen while you use the left.

To access Advanced Options and route displays:

1. Tap on the **Advanced** toggle on the Room Control Panel (RCP).



2. The Advanced Options are now displayed on the RCP. You'll notice that all available Displays are on top and all available Sources are in the gray bar below. Swipe on the bar to scroll through the Sources.



3. Tap the Source you want to display. In our above example we'd tap on **Wireless**.
4. Tap the Display you want the source to display on; continuing the example we'd tap on **Stage Left**.
5. Repeat until all your desired sources are displayed.

The Sources are sent to the displays as you tap.

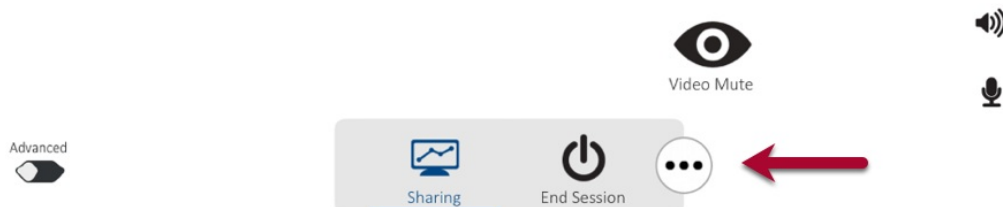
Recording

We strongly recommend that all class recordings be requested and scheduled ahead of time. This allows Wharton Computing to ensure that the recording has the proper permissions and ends up in the right place.

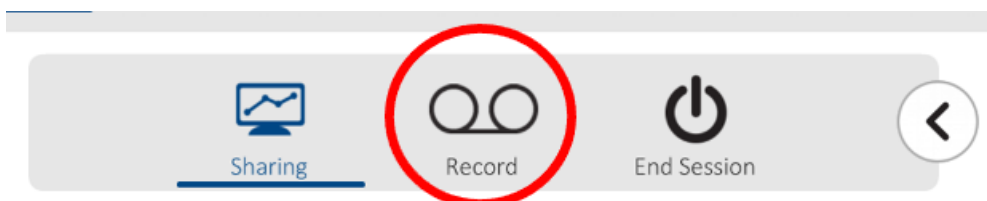
You can check the status of, and start, a recording right from the Room Control Panel (RCP).

To access the Recording section of the Classroom System:

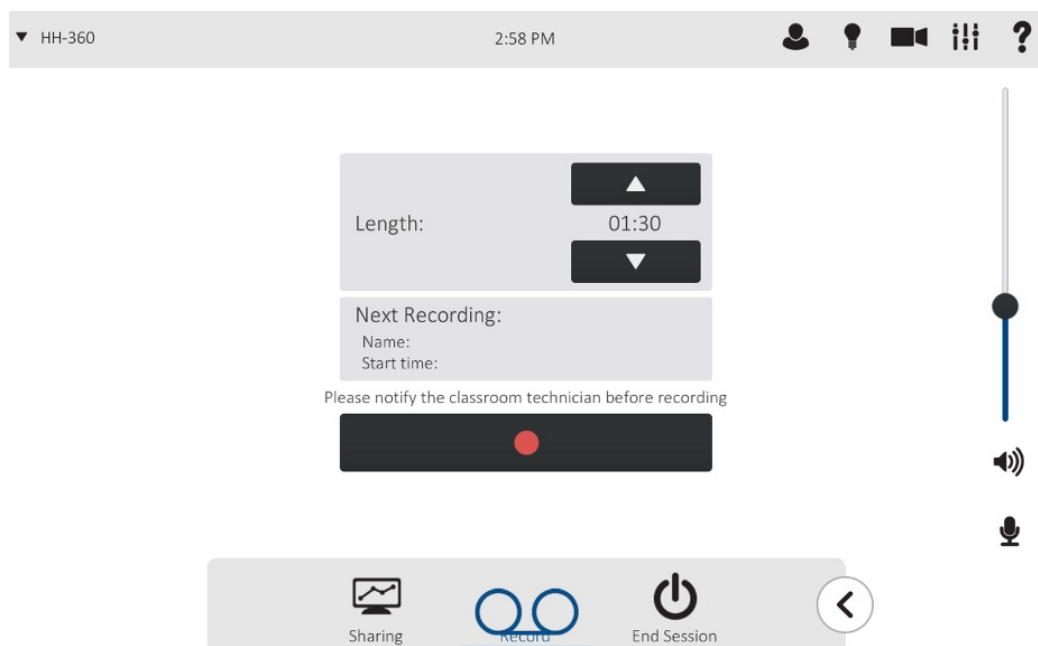
1. Tap on the ellipsis button (...) at the bottom of the RCP.



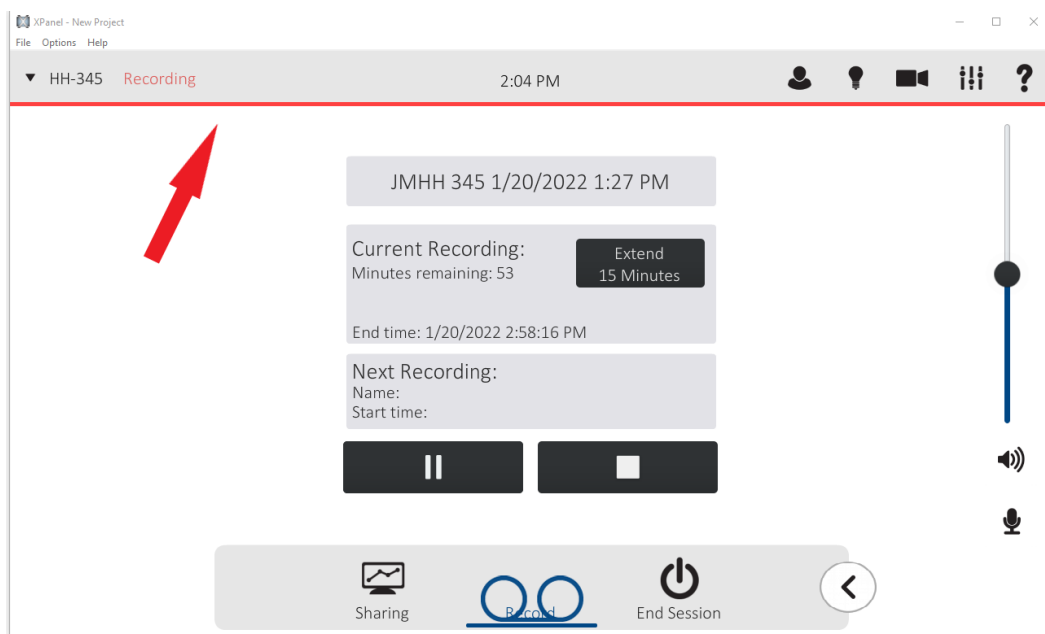
2. Tap on the Record button that is now displayed.



- The length of the recording and when the next is scheduled to begin are shown. You can also initiate a recording here, but please schedule recordings ahead of time. If you aren't able to do that ahead of time, alert a classroom technician that you'd like to record.



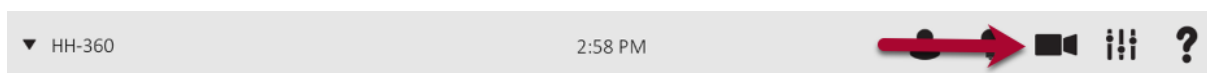
- To be sure that your recording is working properly, confirm that you can see the red recording line:



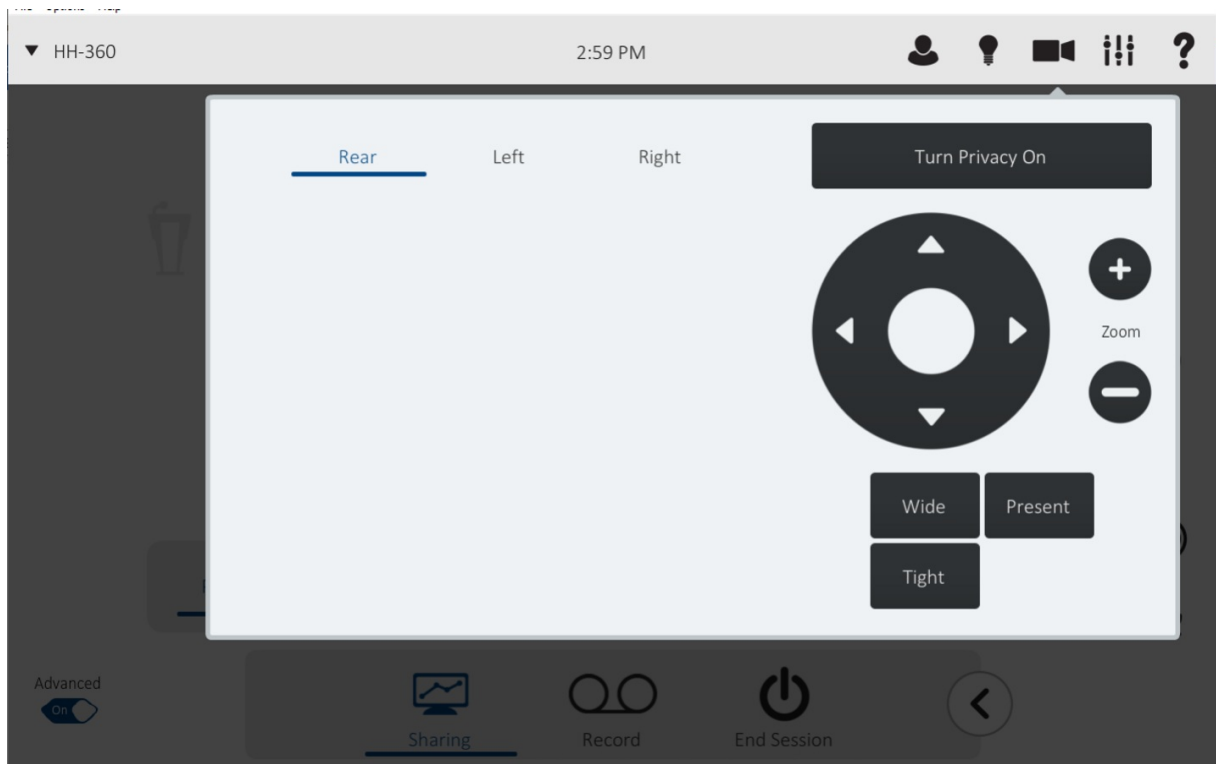
Adjusting the camera

Each classroom has cameras that move to a default position when a recording starts. You can change the position of the cameras, if you like, using the Room Control Panel (RCP).

- Once you have access to the Room Control Panel, tap the camera icon on the upper right hand corner of the RCP.



- Camera controls appear on the RCP and a camera preview displays on the preview monitor (not populated in the screenshot below, but it will show a preview of what the selected camera sees).

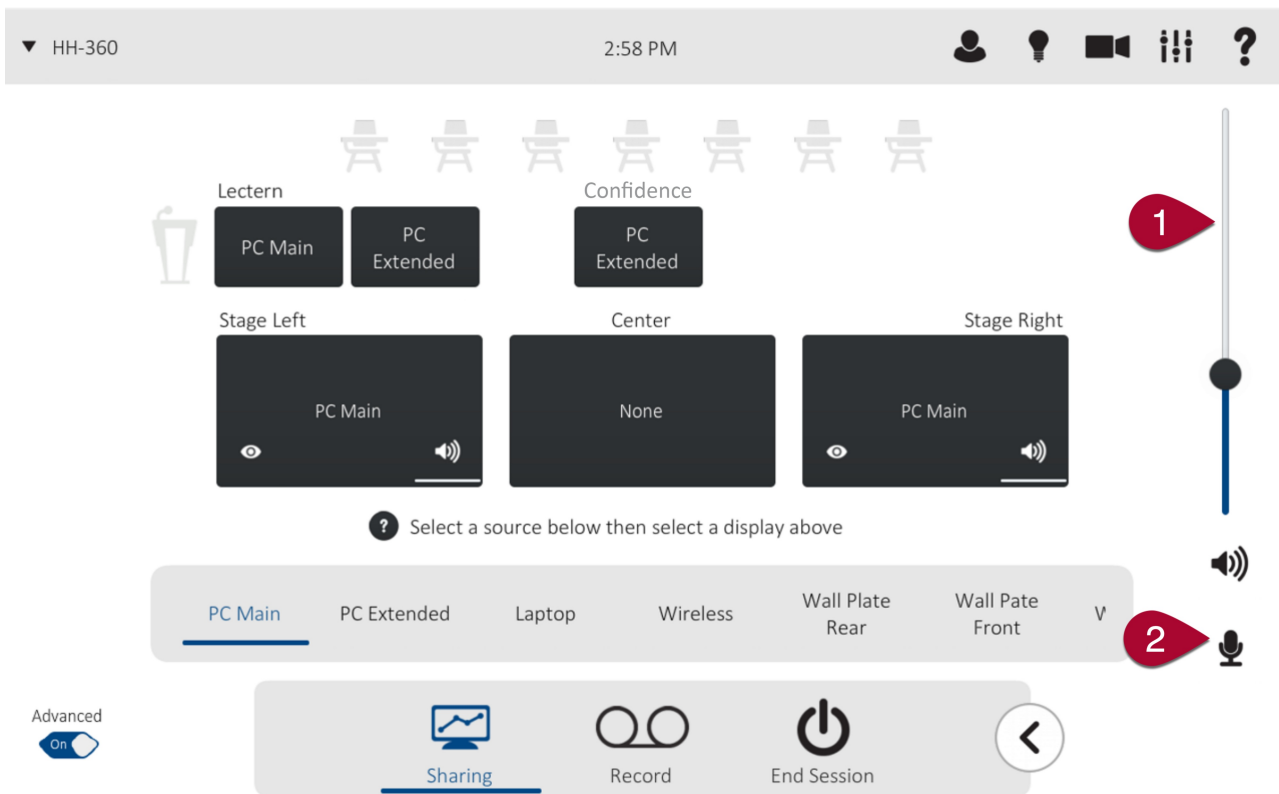


Each camera in the room can be adjusted individually.

- At the top of the camera controls is a list of the available cameras in the room (Rear, Left, and Right in the screenshot above). Tap on the name to switch the preview and control to each camera individually.
- Tap on the directional wheel to change the camera position.
- You can adjust the zoom manually by tapping the + or - buttons or tap on the Wide, Present, and Tight buttons to cycle through those available zoom presets.

Audio Controls

Volume and microphone mute for the entire classroom can be controlled right from the Room Control Panel (RCP). On the right side of the screen you'll find the volume slider (1) and the mute button for the microphones (2).



- Volume - Slide the volume slider up to increase the level of audio in the classroom, and down to lower.
- Microphone mute - Tap to mute the microphones in the room so that the remote audience can't hear you, though the mics will still be audible in the room.

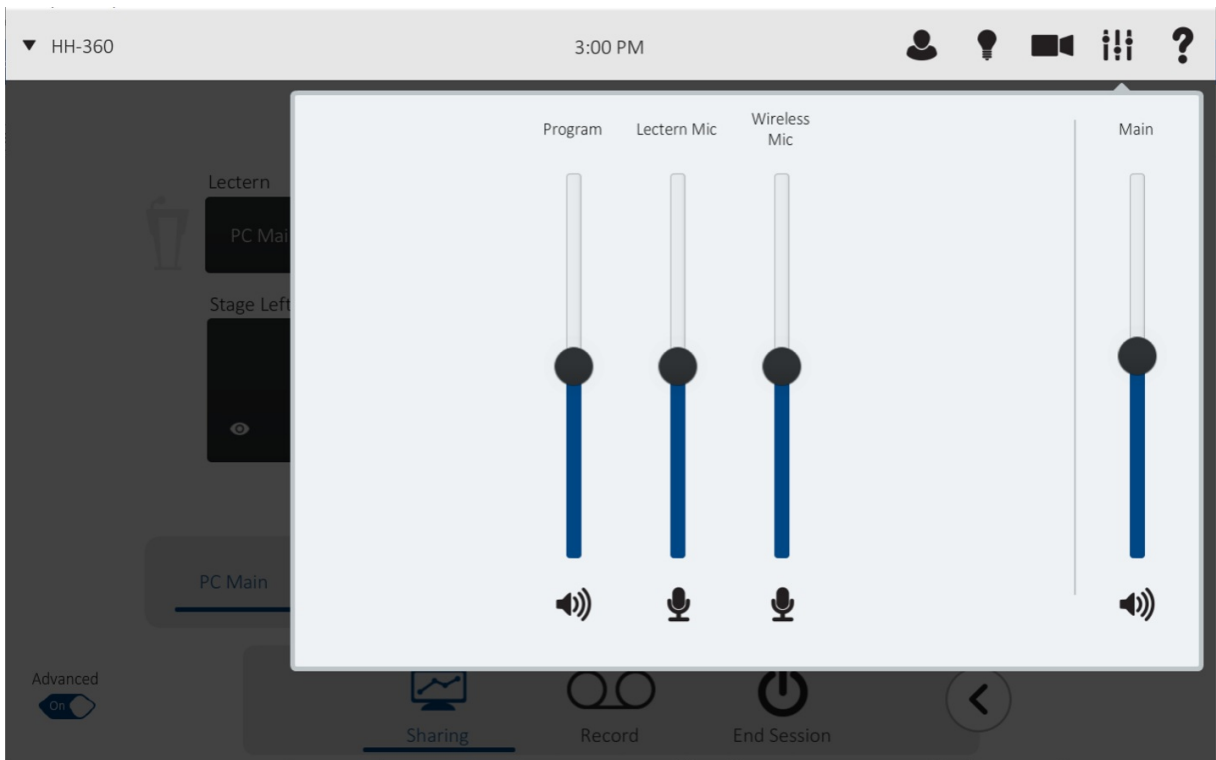
Detailed Audio Controls

The volume slider on the main screen of the Classroom interface controls all of the volume levels in the room at once. To adjust individual microphone levels:

1. Tap the audio controls button in the upper right corner:



2. Slide the slider up or down to adjust the volume individually:



- **Main** controls the overall audio in the classroom.
- **Program** controls the classroom PC audio.
- **Lectern Mic** controls the lectern mic audio.
- **Wireless Mic** controls the wireless mic audio.

Privacy Mode

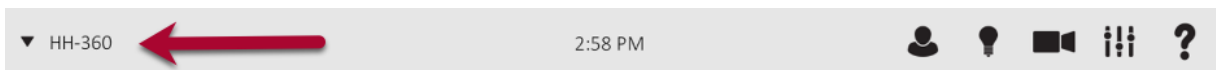
When engaged Privacy Mode turns off all the cameras and microphones in the classroom.

Please note that with Privacy Mode turned on:

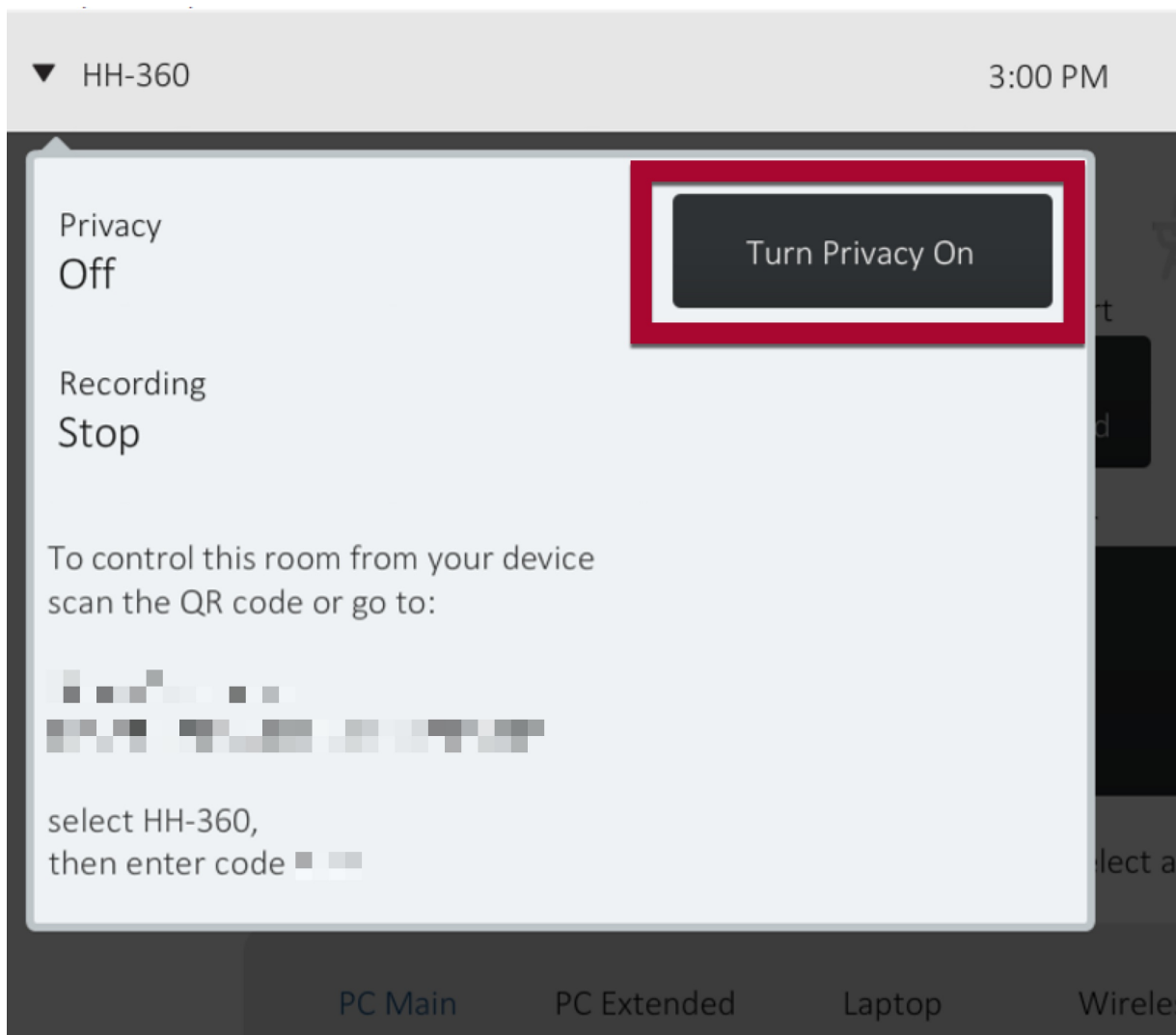
- Recordings continue, but no audio is recorded and the cameras are turned to the wall.
- Any scheduled recordings will not start as long as Privacy Mode is on in the classroom.

To turn on, and off, Privacy Mode:

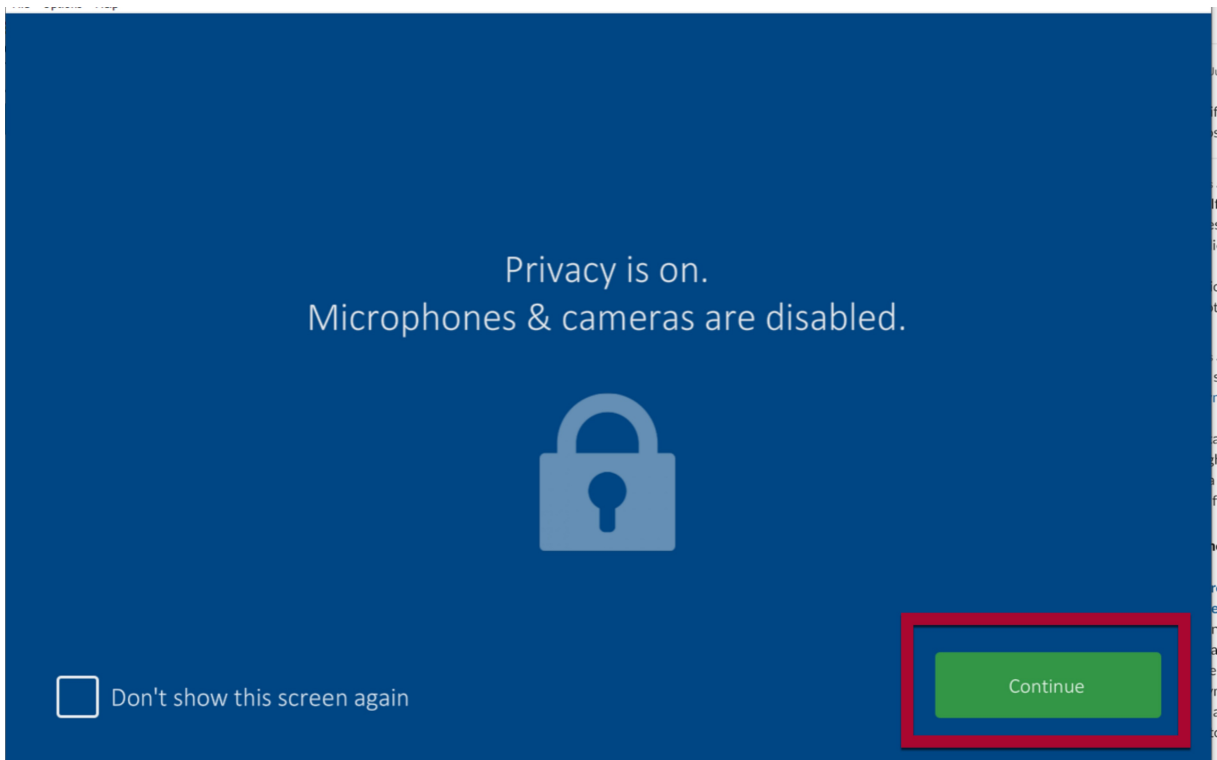
1. Tap the **room number** in the top left corner of the Room Control Panel (RCP).



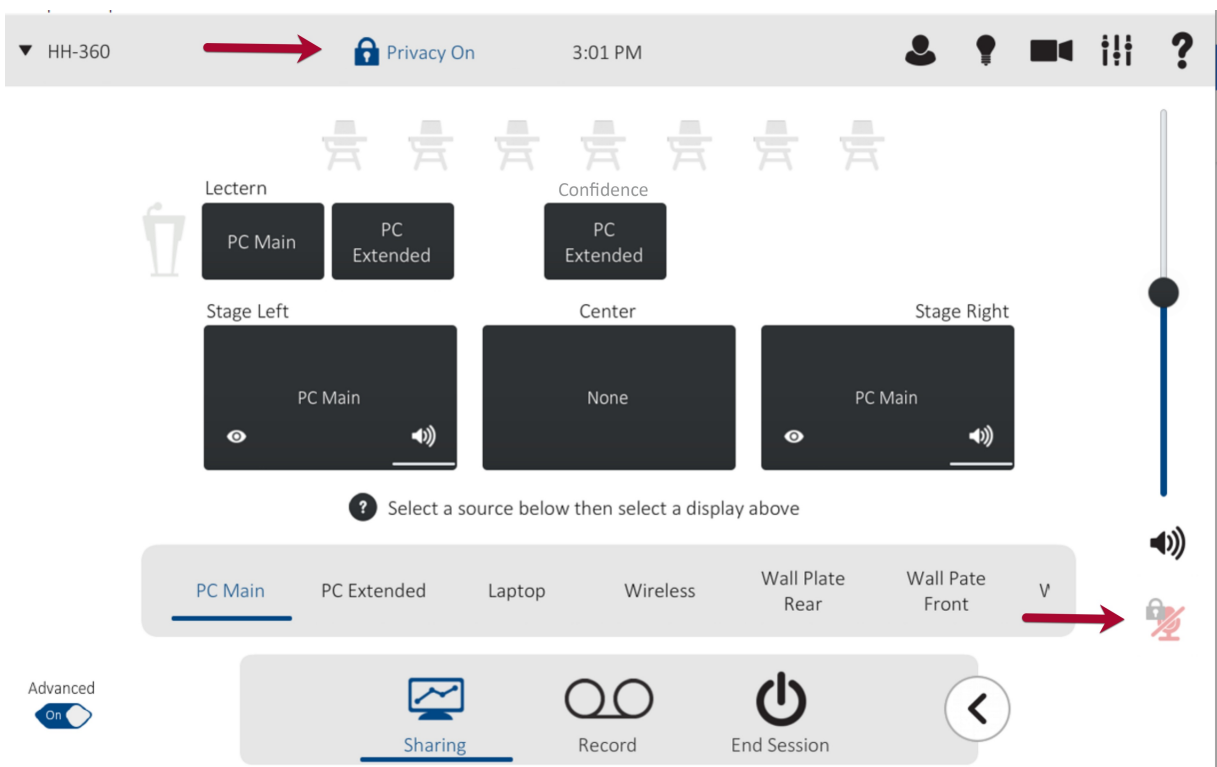
2. Tap the **Turn Privacy On** button.



3. A full-screen notice that Privacy Mode has been turned on is displayed. Tap the green **Continue** button to return to the Classroom Interface (you can also check **Don't show this screen again** if you'll be using Privacy Mode often).



4. Privacy Mode is now on for this room. A notice appears on the RCP's toolbar and the microphones are muted and control is locked from the interface.



To turn off Privacy mode either:

- Tap the **Privacy On** notification in the RCP toolbar.

Or

- Tap the Room number in the upper left corner of the screen and then tap the **Privacy Off** button.

Questions?

The **Classroom Technology team** is available for assistance with all technology features upon request. If you are having an issue with classroom technology, please call (215) 573-0402.

Display and Screen Resolutions in Classrooms and Conference Rooms

Last Modified on 02/14/2024 11:34 am EST

Use this article to help you design materials for the classroom and conference room screens and displays.

Before you start:

Know Key Tech Terms: [Resolution](#) and [Aspect Ratio](#)

Learn about Classroom Options: [Classroom Overview](#)

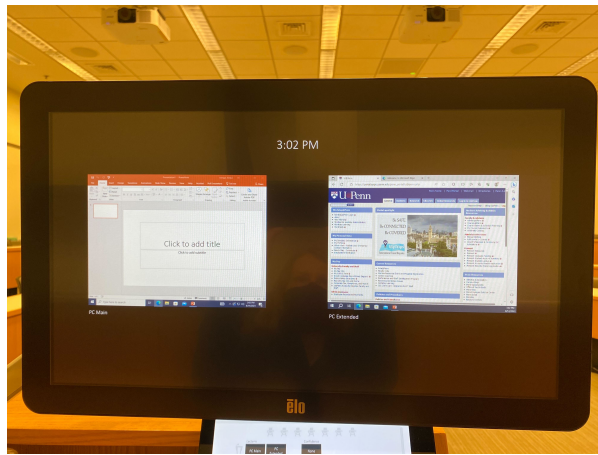
Classroom Buildings

Here are the resolutions and aspect ratios of the classroom and conference room displays. By using these, you can design presentations that will fill the displays without blank space.

Number of Displays: # projectors in the classroom.



Number of Desktops: # separate screens visible at one time on the Resident PC.



Advanced Research Building

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
G002	1920x1080	16:9	1	1
101	1920x1080	16:9	3	1
140	1920x1080	16:9	3	1
201	1920x1080	16:9	1	1
202	1920x1080	16:9	1	1
240	1920x1080	16:9	3	1
241	1280x960	4:3	2	2

Huntsman Hall

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
F36	1280x960	4:3	1	2

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
F37	1280x960	4:3	3	2
F38	1280x960	4:3	1	2
F45	1280x960	4:3	3	2
F50	1280x960	4:3	3	2
F55	1280x960	4:3	3	2
F60	1280x960	4:3	3	2
F65	1280x960	4:3	3	2
F70	1280x960	4:3	3	2
F75	1920x1080	16:9	1	1
F80	1920x1080	16:9	1	1
F85	1280x960	4:3	3	2
F86	1280x960	4:3	1	2
F88	1280x960	4:3	1	2
F90	1280x720	4:3	2 (plus telepresence)	2
F92	1280x960	4:3	1	2
F94	1280x960	4:3	1	2
F95	1280x960	4:3	3	2
F96	1280x960	4:3	1	2

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
G06	1280x960	4:3	1 or 2 Small screen is 10'x13'4" Large screen is 10'x26'8"	2
G50	1280x960	4:3	3	2
G55	1280x960	4:3	3	2
G60	1280x960	4:3	3	2
G65	1280x960	4:3	3	2
G86	1280x960	4:3	1	2
G88	1280x960	4:3	1	2
G90	1280x960	4:3	1	2
G92	1280x960	4:3	1	2
G94	1280x960	4:3	1	2
240	1280x960	4:3	3	2
245	1280x960	4:3	3	2
250	1280x960	4:3	3	2
255	1280x960	4:3	3	2
260	1280x960	4:3	3	2
265	1280x960	4:3	3	2
270	1280x960	4:3	3	2

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
304	1280x960	4:3	1	1
340	1280x960	4:3	3	2
345	1280x960	4:3	3	2
350	1280x960	4:3	3	2
355	1280x960	4:3	3	2
360	1280x960	4:3	3	2
365	1280x960	4:3	3	2
370	1280x960	4:3	3	2
375	1920x1080	16:9	1	1
380	1920x1080	16:9	1	1
418	1024x768	4:3	1	1
419	1024x768	4:3	1	1
815	1920x1080	16:9	2	1
825	1920x1080	16:9	1 video wall with single/dual mode	2
830	1920x1080	16:9	1 video wall with single/dual mode (plus 2 additional on stands, on demand)	2

Steinberg Hall-Dietrich Hall

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
105	1280x720	16:9	2, plus confidence monitor	2
107	1280x960	4:3	2	2
109	1280x960	4:3	2	2
110	1920x1080	16:9	2, plus confidence monitor	2
116	1280x960	4:3	2, plus confidence monitor	2
204A	1920x1080	16:9	1	1
204B	1920x1080	16:9	1	1
205	1920x1080	16:9	1, touch screen	1
206	1920x1080	16:9	1, touch screen	2
209	1280x960	4:3	2	2
210	1920x1080	16:9	1	1
211	1280x960	4:3	2	2
213	1280x960	4:3	2	2
215	1280x960	4:3	2	2
217	1920x1080	16:9	1	1

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
350	1280x720	16:9	1 or 2, plus annotation	2
351	1280x720	16:9	1 or 2, plus annotation	2
1020	1920x1080	16:9	2	2
1201	1280x960	4:3	2	2
1203	1280x960	4:3	2	2
1206	1280x960	4:3	3	2
3411	1920x1080	16:9	3	2

Lauder Institute

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
101	1920x1080	16:9	1	1
102	1920x1080	16:9	1	1
103	1920x1080	16:9	1	1
104	1920x1080	16:9	1	1
105	1280x960	4:3	3	2
303	1920x1080	16:9	3	1
318	1920x1080	16:9	1	1

Vance Hall

Room	Resolution	Aspect Ratio	Number of Displays	Number of Desktops (Resident PC only)
103	1280x800	16:9	2	1
105	1280x800	16:9	2	1
B2	1280x720	16:9	1	2
B6	1280x720	16:9	2	2
B10	1280x720	16:9	2	2
B11	1280x720	16:9	1 or 2	2
112 (SAIL)	1920x1080	16:9	3	1

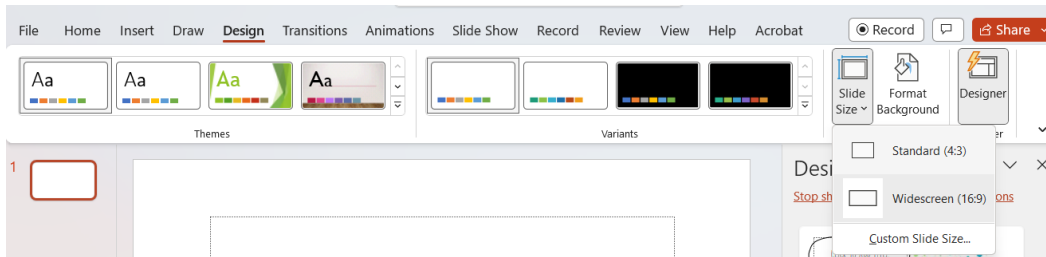
Colonial Penn Center

Room	Resolution	Aspect Ratio	Number of Displays	Number of Displays (Resident PC only)
103 (aud)	1280x960	4:3	1	2
Chestnut	1920x1080	16:9	1	1
Faculty	1024x768	4:3	1	1

Additional Slide Design Information

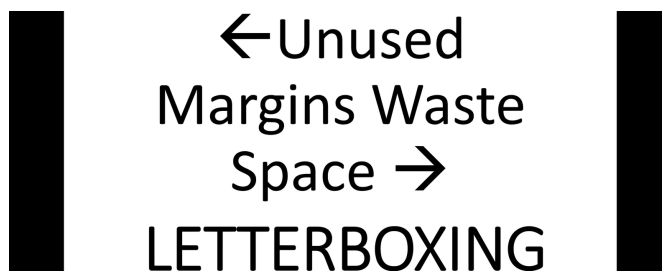
Some of these options can help with the design of your slides for classes and presentations:

- See this description of **Wharton classrooms** for the different teaching options.
- Connect your computer to the classroom computer using an HDMI cable, or the **Solstice wireless connection**.
- For Templates that are pre-configured for the screens in the classrooms, see **Wharton's Marketing and Communications standards section**.
- To make your own PowerPoints, from the Powerpoint menu, select **Design** and then slide size:



LETTERBOXING: Why is Aspect Ratio important?

If your PowerPoint is a different aspect ratio than the classroom you'll have margins on either the top or sides of your presentations that are wasted space.



Questions?

Classroom Technology: 215-573-0402 | class-tech@wharton.upenn.edu

Wharton Computing Representative: <https://support.wharton.upenn.edu/help/computing-contact-list>

Panopto Recording in the Classroom

Last Modified on 05/08/2024 5:43 pm EDT

The primary method of recording classroom lectures and events at Wharton is with an application called Panopto. Use this article for help with **recordings in the Classrooms**; for information on recordings of Zoom meetings, see [the recordings section of Virtual Meetings Instruction](#).

Before You Start

You will need the following before initiating recording:

- a valid PennKey

What's in a recording?

Recordings feature up to three views:

- The presenter, captured from the rear camera.
- Two separate feeds of projected materials, one from the left projector, the other from the right.

Audio for recordings can differ depending on room type, but it is recommended that presenters wear the wireless microphone to ensure the highest audio quality possible. Any questions/concerns regarding audio capture should be addressed with the scheduling team when making your request.

How do I schedule a recording?

Notes on Recordings:

- Zoom meetings scheduled through Canvas will be **automatically** posted to your Class Recordings tab.
- All classes are automatically recorded if they follow the standard class meeting pattern.
- Any additional class sessions or events **will need to be requested via the tech request form** (login required) in order to make sure they are recorded.

Recordings can be scheduled ahead of time using the **online technology request form**. (Note: WSF faculty should reach out to their **IT support team**.) Once your recording request has been processed, you will receive a confirmation email from the scheduling team outlining the details of your request. Recording requests sent within 2 business days of the event are considered last minute and are not guaranteed.

Recordings can also be started in-room at the touch panel (this is not recommended for recurring recordings). Once logged in to the system, touch the Recording menu at the bottom right of the screen. The system will then walk you through confirming the in-room camera as well as the desired duration of your recording. When the recording has started, a red *Recording* box will appear at the top of the touch panel.

How long will it take for my recording to be posted?

All academic recording requests are made available via Canvas and may take a few hours to process. Once processed, recordings will appear in the Class Recordings tab of your Canvas site. (Please see the note in the

previous section about backup recordings in Zoom.)

All non-academic recordings are made available via a download and may take up to 48 hours to process. Once processed, a link will be sent to the requestor email so that the recording(s) can be downloaded. This link will be active for 2 weeks from the date it was sent out.

Note: If you start a recording from the touch panel, send an email to class-tech@wharton.upenn.edu in order to retrieve it.

Who can view my recordings?

When scheduling a recording request there are three options available for recording access.

- *Publish to Canvas* - The recording is made available to all students and faculty on the Canvas site.
- *Instructor View Only* - The recording is made available to the instructor of the Canvas site, but no students are able to access it.
- *Restricted Viewing* - The recording is made available to specific students whom the instructor has approved for viewing.

How long will my recordings be available online?

The end of the semester is the default end of access for Panopto videos: June 1st for Spring Semester and January 1st for Fall Semester. Faculty can override these defaults by emailing class-tech@wharton.upenn.edu if they would like Panopto help.

Zoom videos will be viewable in Panopto for Zoom account holders scheduling Zoom class links via Canvas. The class video will be deleted from their Zoom video storage, but will be preserved in Panopto following the guidelines above.

Questions?

Email: class-tech@wharton.upenn.edu

Hybrid Instruction in Wharton Classrooms

Last Modified on 05/15/2024 6:09 pm EDT

This article is meant to help with recommendations, best practices, and guidance for hybrid instruction in Wharton classrooms. All classrooms at Wharton are outfitted with enhancements to improve the hybrid teaching experience for both the instructor and the audience, whether in-person or remote.

For more in-depth information about the technology in the classrooms, please see this article: [Using Technology in the Classrooms](#).

First Time Teaching Hybrid? If this is your first hybrid teaching experience please reach out to [Classroom Technology](#) or your [Wharton Computing representative](#) to set up a training session.

Hybrid Instruction

In this article, hybrid instruction refers to teaching from a Wharton classroom to both an in-person audience as well as a remote audience, synchronously.

Classrooms have been equipped with specific tools and technology to specifically help with hybrid instruction.

- All tiered classrooms have a mobile cart which includes technology to enhance hybrid instruction:
 - a confidence monitor - use this to confirm the experience that remote attendees are having, or display additional content to the instructor
- Zoom is installed on all classroom computers for quick access from classroom technology.
- Classrooms have enhanced audio equipment which will help remote students hear (in a natural way) the conversations between the in-person audience and in-person professor as they happen in the classroom.

Classroom Setup for Hybrid Instruction

To help ensure the best experience for both remote and in-person participants, there are a few steps that the instructor can take when beginning class:

- **Log in to the classroom computer first.** Log in to the classroom computer (even if you plan to use your own laptop or tablet) so the technology will know who you are and engage the full scope of resources available for your instruction.
- **If using Zoom, log in to the Zoom client on the classroom computer and start your session there.** This makes the host of the Zoom session the classroom computer and allows you to take full advantage of the classroom equipment specifically for Zoom.

After you log in to Zoom you need to configure some Zoom settings to make sure you can use the additional display options in the room:

1. **Join any meeting**, and go to **General > Settings**
2. Check the box for **dual monitors**, to activate the dual monitors

3. Set Noise Suppression to **Low**
4. Under Advanced Audio Setting, set Echo Cancellation to **Auto**

- **Remember to share your content with both remote and local students by sharing your screen.** This needs to happen in the room by displaying your presentation on the projector screens in the classroom, as well as within the web conferencing application via screen sharing.
- **Use a lapel microphone to make sure all of your speech is captured by both the classroom and the remote participants.** Classrooms are equipped with enhanced audio via ceiling mics and a powerful lectern mic, but the lapel mic will capture everything even if you walk away from the lectern. The lapel mic will also help prevent your speech from sounding muffled if you are wearing a mask.

Best Practices and Recommendations

There are a number of suggestions that will help provide you the best experience with hybrid teaching:

Troubleshooting

Having trouble? Try these quick tips, or contact Classroom Technology using the information below.

Questions?

Call Classroom Support: (215) 573-0402

Email: class-tech@wharton.upenn.edu

Scheduling or room reservations: scheduling@wharton.upenn.edu

Generative AI -- Best Practices and Resources

Last Modified on 07/11/2024 4:03 pm EDT

This article shares what Wharton Computing has learned about key concepts and emerging best practices in the rapidly evolving field of AI. It provides resources and suggests some useful paradigms that may help you think about the use of AI in our academic setting.

Faculty

Please see [AI Best Practices -- Teaching and Research](#) (for faculty and staff -- login required) to explore additional resources that support teaching and research activities.

Not sure how to log in? See [Logging into the Wharton Computing Knowledge Base](#).

Check Back Regularly for Updates

This article will be regularly updated because the knowledge about generative AI is quickly evolving.

Key Concepts Everyone Should Know

Protect Information (yours and others')

- Be cautious of sharing confidential information with publicly available models, such as ChatGPT, Bard, Midjourney, and others.
- When in doubt, please collaborate with [Wharton Computing](#) and the [Wharton Information Security Office](#).

Submission of University Confidential Data requires use of a Penn/Wharton-approved enterprise generative AI tool. Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

See the [Security and Privacy Requirements](#) section below for examples of confidential data.

If you are **considering any generative AI services** in your research for official use within Wharton (e.g. interconnections between Wharton Systems or Applications, or use of University Confidential Information), **please collaborate with [Wharton Computing](#), the [Research and Analytics team](#), and the [Wharton Information Security Office](#)**. These groups will partner with you to evaluate your project, provide the appropriate security risk evaluations, and help answer many of the IT support questions you may have.

General Information

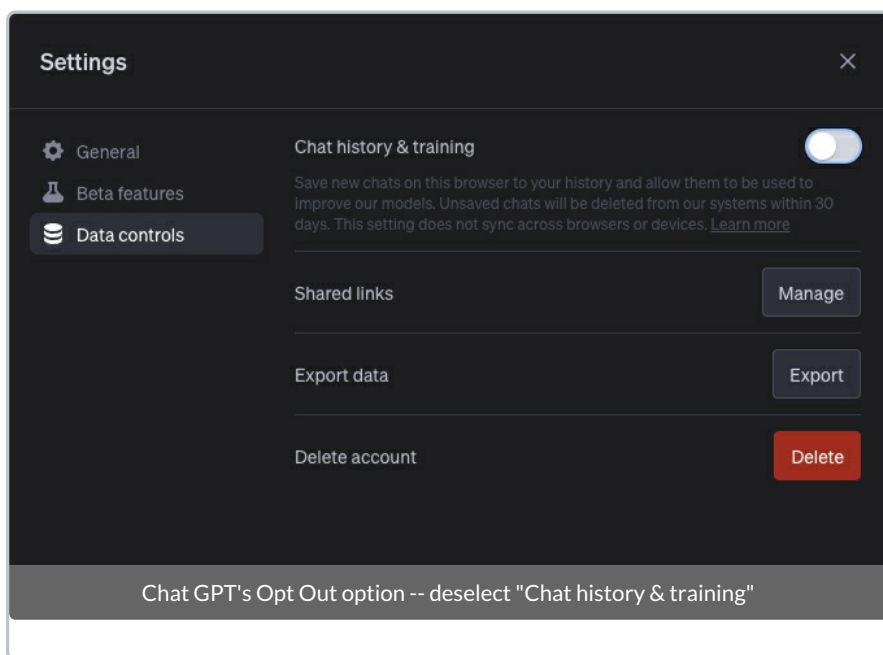
These general guidelines apply to everyone who uses AI in a Higher Education setting:

- **Stay Up to Date:** Continue to check news and recent legal opinions, especially regarding copyright enforcement and the security of individual products, and be prepared to adjust accordingly. For suggestions on staying up to date, see [Additional Resources](#) below.

- **Confirm Image Sources:** If you're using an image generator, research the dataset that the model was trained on. If there is information available from the company about their use of images, check whether they used open-source content. There may be a risk of copyright infringement if non-open-source content is used. If you do decide to use content generated by one of these tools, include a credit to the source (e.g. *Image generated by*).
- **Consider Authorship:** Since legislation trails technology, be aware that any content created by AI tools may not be legally protected or your work may be called into question. Authors who use AI tools are expected to disclose usage, preferably by identifying the one that was used. For example, "Foreground model created by Midjourney and sketched by the author."

If seeking to copyright, remember the goal is to show how the tool was used to support the author's traditional tasks of authorship. For more information on copyright issues, see the [US Copyright Office's](#) guidance.

- **Know what the AI is doing with your data:** Be sure to understand what the AI tool is doing with any data you provide while using it. Many tools offer a selection of Service Level Agreements (SLAs) and Data Use Agreements (DUA). We recommend, when possible, opting out of tracking history and training usage.



Security and Privacy Requirements

Submission of University Confidential Data requires the use of a Penn/Wharton-approved enterprise generative AI tool. Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

Please contact the [Wharton Information Security Office](#) and [Wharton Computing](#) for questions or support

Please read this section carefully.

- **Examples of University Confidential Data Include (but are not limited to):**

Private Personal Information	Financial / University Policy Information	IP /Authorship/Research
<ul style="list-style-type: none"> Personal Identifiable Information (PII) 	<ul style="list-style-type: none"> Payment Card Industry (PCI) 	<ul style="list-style-type: none"> Unpublished research data (at data owner's discretion), subject to any IRB restrictions
<ul style="list-style-type: none"> Personal Health Information (e/PHI) 	<ul style="list-style-type: none"> Financial Information 	<ul style="list-style-type: none"> PENN-owned Intellectual Property (including code)
<ul style="list-style-type: none"> Biometric Data 	<ul style="list-style-type: none"> Non-public Penn policies and documentation (e.g. system designs, budgets, plans, etc.) 	<ul style="list-style-type: none"> Federal government research
<ul style="list-style-type: none"> Student, Faculty, and Staff Information or Records, including directory information. 	<ul style="list-style-type: none"> System Credentials 	
<ul style="list-style-type: none"> Any data covered by the University's FERPA policy 	<ul style="list-style-type: none"> Data prohibited from sharing under terms of University-signed contract. 	

(For a complete description of how the University treats confidential data, see [University Data Classification](#).)

- **Using a Generative AI to interconnect to any University-managed system or applications—including the use of an API— requires the use of approved Penn/Wharton enterprise generative AI tools; it also requires review by the **Wharton Information Security Office** and **Wharton Computing**. *Interconnection is the direct integration or connection between the AI tool and a system managed by the University.***

Managed system examples include (but are not limited to):

- Endpoints (Wharton Computing-managed computers, printers and other devices).
- Servers
- Applications (on-premise and cloud-based)
- Data Sources
- IoT Devices

Remember: Any information uploaded by faculty or staff may be both unrestricted and available to the AI tool (such as ChatGPT) and the AI tool's end users.

- **Terms of Use.** Review the Terms of Use and Privacy Policy of the application or service periodically. These documents may change frequently, as the technology, services, and other elements of AI evolve.
- **Penn Email Considerations.** A Penn/Wharton e-mail address for registration and use of AI tools is not prohibited. However, if a Penn/Wharton e-mail is selected, please ensure that the password is unique and different from any other Penn/Wharton applications, solutions or systems currently used. Additionally, e-mail may often be used to identify an individual, the type of information submitted, and other possibly private information.

If you are using a Penn/Wharton email to register an AI account, we recommend using a team account rather than a personal account. This will preserve business continuity while accommodating situations such as vacations or departures from the University.

For detailed information on the University's definitions of data sensitivity, see [University of Pennsylvania Data Classification Standard](#)

We encourage you to collaborate with [Wharton Computing](#) and the [Wharton Information Security Office](#) if you are considering any generative AI services for official use within Wharton (e.g. interconnections with Wharton Systems, Applications, or use of University Confidential Information). These groups will partner with you to provide the appropriate security risk evaluations, and help answer many of the IT support questions you may have.

Authorship

There is an ongoing debate regarding authorship and the differences between original work and machine-generated work. In addition, there are questions being raised about how machine-generated work should be used. The [US Copyright Office](#) provides helpful guidance regarding the distinction of authorship and ability to copyright works when generative AI tools are used. A few key points include:

- Machines cannot be authors
- All works developed by generative AI tools are not copyrightable.
- Authors may use generative AI tools to create original works, but certain conditions must be met:
 - generally, humans have to employ the “traditional methods of authorship” during creation of a work, which means making choices that are dependent upon the medium.
 - “How” the work is created is more important in determining originality than determining “what” created the work. This distinction can be difficult and we encourage you to seek consultation on this issue.
- Authors who use AI tools are expected to disclose that they have used an AI tool, preferably including which tool was used.

Faculty

While the information on this page is valuable for everyone, faculty may also want to review topics specific to teaching and research. We explore these in our faculty-focused article, [AI Best Practices -- Teaching and Research \(for Faculty\)](#). Please be sure you have logged in above (top right of screen) before launching this webpage. If you are not sure how to log in, see [Logging into the Wharton Computing Knowledge Base.](#))

Staff

Depending on your role at the University, Wharton staff are likely to have widely varying needs for engaging with AI. To protect the University, staff should contact [Wharton Computing](#) and the [Wharton Information Security Office](#) prior to using any AI tool. Reasons for this level of concern include:

Students

The [General Information](#) section above provides guidance around many questions regarding the use of AI in the course of your Wharton experience. Additional points to keep in mind include:

Additional Resources

- [Penn ISC's AI Guidance](#)
- Penn's Almanac: [Guidance on Using Generative AI](#)
- [University's Policy on the Confidentiality of Student Records.](#)
- Sources for Up-to-date information on generative AI in Education:
 - [Copyright topics](#): the nonprofit Copyright Clearance Center's [Velocity of Content](#) is well-recognized (and not dominated by any one publisher or rightsholder.)
- [University of Pennsylvania Data Classification Standard](#)
- [Chicago Manual of Style Online](#) recommends various formal and informal approaches for citing AI contributions.

Questions?

Please contact your [Wharton Computing representative](#) with any questions regarding technology and the use of AI. For best results, please include answers to as many of these questions as possible when requesting help or guidance around AI:

- Do you need help with a new or existing project?
- Which generative AI tool(s) are you using?
- Who will be using the tool?
- What type(s) of data will be submitted and used?
- Who will be consuming the output?
- Will you need services such as prompt engineering, fine tuning, etc.?

Logging into Copilot for the Web

Last Modified on 03/13/2024 11:08 am EDT

Copilot for the Web is Microsoft's generative AI tool that allows you to interact with it via a text interface. This tool can assist you with summarizing content, analyzing data, and so much more. Best of all, it allows you to leverage ChatGPT while being protected by the University's data security agreements with Microsoft, as long as you're logged in with your PennO365 account.

The article details how to log into Copilot for the Web with your PennO365 account and how to check that your Copilot for the Web session is protected.

Before You Start

You will need the following before you can complete this task:

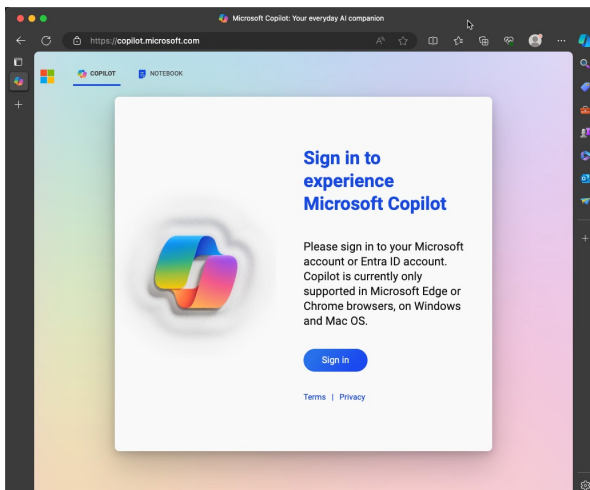
- A PennO365 account
- A valid PennKey Username and Password

You **must** be logged in with your PennO365 account to take advantage of the data security protections.

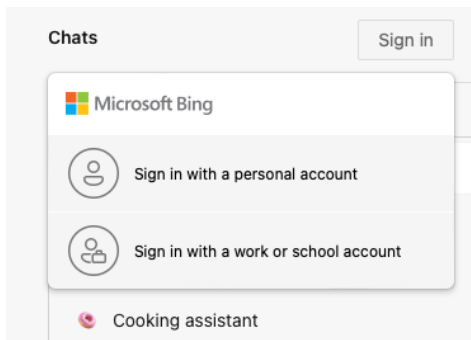
Logging in with your PennO365 Account

Follow the instructions below to sign in to Copilot for the Web with your PennO365 account:

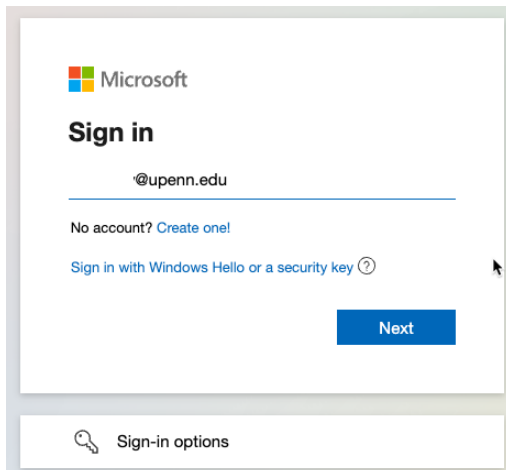
1. **Open** your preferred web browser and enter copilot.microsoft.com.
2. You should see the Copilot home page.



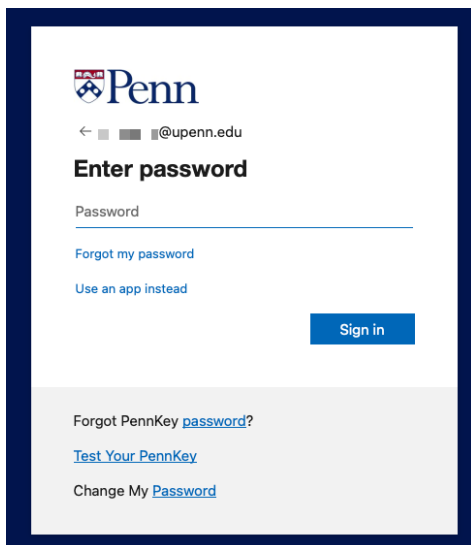
3. Click the **Sign In** button.
4. You may be asked if you want to sign in with a personal account or a work or school account. Select **Sign in with a work or school account**.



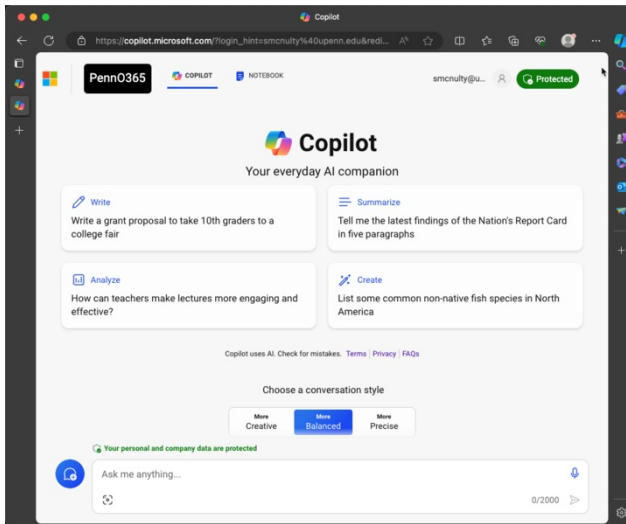
5. Enter your PennO365 email address and click **Next**.



6. Enter your password when prompted and click **Sign in**.



7. You can now use Copilot for the Web and have your data protected, as noted by the green **Protected** shield icon on the upper right side of the screen.

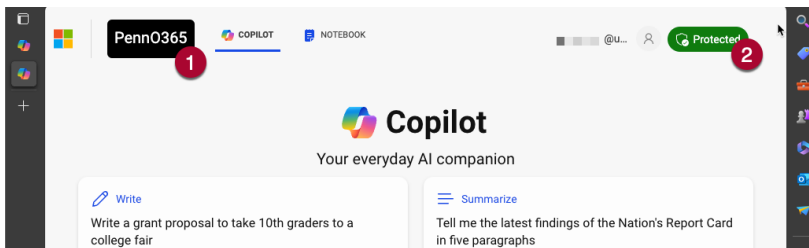


For more information about launching and using Copilot, please be sure to visit <https://support.microsoft.com/copilot>

Confirming your Copilot for the Web session is protected

To use the protected version of Copilot for the Web, which ensures your data is covered by the University's data protection agreements with Microsoft, you must be logged in to Copilot for the Web with your PennO365 account.

There are two easy ways to confirm this on the Copilot for the Web homepage:



1. The black PennO365 logo will appear on the left-hand side of the screen.
2. A green Protected shield icon will be displayed on the right-hand side of the screen.

If you don't see either; please follow the instructions above to log in with your PennO365 account.

Questions?

For more information, [contact your Wharton IT representative](#).

Microsoft Copilot

Last Modified on 06/04/2024 1:50 pm EDT

Copilot is the branding that Microsoft uses for all of its AI tools. This suite of generative AI (built upon the foundations of ChatGPT) is spread across all of Microsoft's platforms, which can make things slightly confusing since this means there are multiple tools that do different things, all known as "Copilot."

To add to the confusion, some, but not all, of the Copilot variants offer usage protected by University contracts.

This article highlights 3 Copilot products that you can use with your PennO365 account and benefit from the University's data protection agreements with Microsoft:



Copilot

Copilot, formerly Bing Chat Enterprise, is a chat interface for Microsoft's integration with OpenAI's ChatGPT. You can ask it to do a variety of things.

If you intend to use University data with Copilot you **must log in with your PennO365 account**.



Microsoft 365 Copilot

Microsoft 365 Copilot integrates Copilot into the Office suite of applications, as well as into your PennO365 account. Using a feature called "Business Chat" you can ask Microsoft 365 Copilot questions about your calendar, files, and email.

Reach out to your **Wharton Computing representative** for licensing information.



Copilot Studio

Copilot Studio is a tool that allows you to create customized versions of Copilot that can be embedded in websites and other places. You can tailor responses, limit the sources of information your copilot will use, and much more.

Reach out to your [Wharton Computing representative](#) for licensing information.

Questions?

General Copilot questions: Contact your [Wharton Computing Representative](#).

Security-related questions: Contact the Wharton Information Security Office at security@wharton.upenn.edu.

Grammarly for Education

Last Modified on 06/05/2024 11:52 am EDT

The University has partnered with **Grammarly**, an online writing tool, to bring **Grammarly for Education** to all faculty and staff. Grammarly for Education checks your grammar, spelling, punctuation, and style as you write and offers suggestions in non-intrusive ways.



Before you start:

You must have an active faculty or staff affiliation and a valid PennKey in order to use the University's Grammarly for Education service.

Grammarly for Education leverages **Generative AI** features to help jumpstart your writing process, though it includes auto-citations and guardrails to preserve academic integrity.

Grammarly for Education is available as:

- **A browser extension**
- **Web-based service**
- **Desktop app (Mac, Windows)**
- **Mobile device keyboards**

Note: Grammarly meets the University's high standards for data privacy. HIPAA usage is pending additional reviews by Penn Medicine Privacy and the Office of Audit, Compliance, and Privacy. If you're interested in using Grammarly with HIPPA data, please reach out to the **Wharton Information Security Office**.

How to Sign up

To sign up for the University's Grammarly for Education service:

1. Go to <https://grammarly.upenn.edu>
2. Click on the "Sign Up" button.
3. Enter your @upenn.edu email address in the "School email" field. Note: You must use your @upenn.edu address in order to access the University's Grammarly for Education service.
4. You're all set!

Already have a Grammarly account?

If you are already a Grammarly customer, you can switch your account to the University's service and request a refund (if you have a paid account).

All you have to do is change the email address associated with your account Grammarly account to your @upenn.edu by **following these instructions**:

1. Go to <https://account.grammarly.com/>
2. Log in with your Grammarly account if prompted.
3. Click **Update** next to the listed email address.
4. Enter your @upenn.edu email address, which is: [@upenn.edu](#).
5. Click the confirmation link that is sent to your @upenn.edu email address.

Once your email address has been changed your Grammarly account will then be automatically associated with Penn's Grammarly for Education service.

If you have a paid Grammarly account, you'll be walked through the refund process after you change your email address and your account becomes associated with the University.

Install it on your Wharton Computer

You can install the latest version of the Grammarly desktop client on Wharton Managed computers by using BigFix or JAMF self-service. This will install the Grammarly client on your computer without the need for an administrator password.

Windows Instructions

Mac Instructions

Resources

Grammarly has a number of great resources to help you get the most out of the tool:

User Guides

Want to figure out how to integrate Grammarly into your process? This collection of user guides, which cover all the devices on which you can use Grammarly, will show you the basics and some tips and tricks to level up your Grammarly usage:

- [Grammarly for Windows and Mac user guide](#)
- [Grammarly for Android user guide](#)
- [Grammarly for iPhone user guide](#)
- [Grammarly for iPad user guide](#)

Feature Highlights

On occasion, Grammarly shares articles diving into a particular feature of the product. Here are a few such articles that may interest you:

- [New Citation Tools Support Academic Achievement](#)
- [A Framework for Responsible AI in Education](#)
- [Putting Grammarly's Generative AI Capability Into Action](#)
- [Meet the Productivity Game-Changer: Snippets](#)

Questions?

Please contact your **Wharton Computing representative** with any questions regarding Grammarly for Education.

ChatGPT Enterprise

Last Modified on 08/21/2024 2:15 pm EDT

ChatGPT Enterprise adds enterprise-level security, enhanced privacy, and data agreements to ChatGPT, the leading provider of generative AI, ensuring that it can be leveraged responsibly with University data. **No data entered in the Wharton ChatGPT Enterprise workspace is used for training Open AI's models.**



ChatGPT Enterprise also features:

- Access to the latest model, GPT-4o
- Priority access to new features
- Faster processing
- Higher token limits
- Sharable custom GPTs
- DALL-E image creation

Before you start:

ChatGPT Enterprise will be available to:

- All Wharton Faculty
- Fulltime Wharton Staff
- Wharton MBA and PhD students (for the fall semester)
- University students taking Wharton graduate classes

No confidential data should be uploaded to any ChatGPT workspace outside the Wharton ChatGPT Enterprise space. If you have any questions about this, please contact our Information Security Office. Refer to the [Security and Data](#) section for more information.

ChatGPT Enterprise Benefits

You may already have a free ChatGPT account; Wharton ChatGPT Enterprise includes everything in your free account and adds on several enhancements.

Enhanced Privacy

Data entered into the Wharton ChatGPT Enterprise workspace is never used by OpenAI to train its AI models. This means some University confidential data can be used with Wharton ChatGPT Enterprise. Please see the above section on "Security and Data" for more information.

Proven Models

Wharton ChatGPT Enterprise accounts have access to the GPT-4o model. You can also switch to GPT-4 or GPT-3.5 with a single click, if those models are better suited to the task at hand.

Custom GPTs

GPTs are a custom-tailored version of ChatGPT that you can create with no code to accomplish various tasks. These GPTs can be shared with other Wharton ChatGPT Enterprise users (more details about how this sharing will work will be available shortly).

Custom GPTs cannot, at the moment, be exported from the Wharton ChatGPT Enterprise workspace.

More Processing Power and Tokens

Wharton ChatGPT Enterprise users have priority access to resources for their tasks, higher per-conversation token limits (xx tokens), and the ability to upload unlimited documents to a conversation. GPTs are limited to 20 files 512 MBs a file per GPT.

API Access

Wharton ChatGPT Enterprise does include API access for faculty and staff. If you have a project that requires API access, please contact your **Wharton Computing Representative**. API Access is currently a pilot as we work on a more robust API service.

Refer to "**ChatGPT Enterprise API Usage**" for API security information.

Access

Wharton's ChatGPT Enterprise workspace is available to some members of the Wharton community. The following table lists who has access and how long that access lasts:

Wharton Community Member Type	Length of Access
Standing Faculty & Full-time Staff	
Contingent on an active association with Wharton.	
MBA, WEMBA, and PhD Students	
Until graduation.	
University students taking Wharton graduate courses	
For the duration of the enrolled course.	

Logging in

To log into ChatGPT Enterprise:

1. Go to chatgpt.com, or download one of the ChatGPT apps.
2. Click the **Log in**.
3. Enter your email address as @upenn.edu.



Welcome back

Email address*

<pennkey>@upenn.edu


Continue

Don't have an account? [Sign up](#)

OR

 Continue with Google

 Continue with Microsoft Account

 Continue with Apple

[Terms of Use](#) | [Privacy Policy](#)

4. Click **Continue**.
5. You will be taken to the PennKey login screen.
6. Enter your PennKey username and password.
7. Confirm with Two-Step.
8. You're now logged into Wharton's ChatGPT Enterprise workspace.

Already Have a ChatGPT account?

If you have a personal or paid ChatGPT account, we recommend that you switch to using the Wharton ChatGPT Enterprise service. Not only does it grant you access to a range of enhanced features, but it also will protect your data and the School's.

Please reach out to your **Wharton Computing Representative** for help migrating custom GPTs to your Wharton ChatGPT Enterprise account.

Security and Data

The University's contract with OpenAI ensures that no data uploaded to Wharton's ChatGPT Enterprise workspace is used to train any of their AI models.

Submission of University Confidential Data requires the use of a Penn/Wharton-approved enterprise generative AI tool, like ChatGPT Enterprise. Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

Additionally, the contract includes data protections that enable ChatGPT Enterprise to be used with some kinds of data the University defines as confidential. The following table lists **university data classifications** and data types and if they can be used within Wharton ChatGPT Enterprise:

Data Type	Allowed in ChatGPT Enterprise
Low	
	Yes.
Moderate	
	Yes - We recommend connecting with the Wharton Information Security Office on these usages of ChatGPT Enterprise.
High*	
	Yes - Connecting with the Wharton Information Security Office on these usages of ChatGPT Enterprise is required.
HIPAA/Protected Health Information	
	No. HIPAA data should not be uploaded to ChatGPT Enterprise. Contact the Wharton Information Security Office if you require using HIPAA data.

Generative AI -- Best Practices and Resources includes a lot of good information about using generative AI tools at Penn.

ChatGPT Enterprise API Usage

Using the ChatGPT Enterprise API to interconnect to any University-managed system or application requires review by the **Wharton Information Security Office** and **Wharton Computing**. *Interconnection is the direct integration or connection between the AI tool and a system managed by the University.*

Managed system examples include (but are not limited to):

- Endpoints (Wharton Computing-managed computers, printers and other devices).
- Servers
- Applications (on-premise and cloud-based)
- Data Sources
- IoT Devices

Resources

Video Tutorials

OpenAI has produced several short video tutorials:

- [Introduction to OpenAI, ChatGPT Enterprise, & Prompt Engineering](#) (15min)
- [Prompt Engineering](#) (7 min)
- [Introduction to GPTs \(Concept, Best Practices, Building\)](#) (5 min)
- [Advanced GPTs: Using Custom Actions](#) (5 min)
- [Quick High-Value Tips](#) (2 min)

Documentation

OpenAI has a lot of great documentation about ChatGPT Enterprise, but there are two resources that are particularly useful:

- [Prompt Engineering Best Practices](#): This is a must-read, as it offers many tips for crafting the perfect prompt.
- [GPTs for Business Cookbook](#): Creating your own GPT is a sort of superpower of ChatGPT Enterprise, and this cookbook walks you through the process and lays out some best practices.

Live Webinars

OpenAI runs live weekly webinars designed to introduce people to what ChatGPT Enterprise can do.

There are two webinars, both of which require registering in advance:

- [ChatGPT Enterprise 101: A Guide to Your AI Work Assistant](#): This webinar includes an overview of the product, prompt engineering tips & tricks, advanced data analysis, and an intro to custom GPTs. [Register for the 101 webinar](#)
- [ChatGPT 102: Applying AI to Do Your Best Work](#) - This webinar covers using data analysis to improve critical thinking and building GPTs. [Register for the 102 webinar](#).

Student Opportunities

The Wharton AI & Analytics Initiative has [several resources for students](#), including:

- [Modules and Courses](#)
- [Engagement Opportunities](#)
- [Jobs and Internships](#)

Questions?

Please contact your [Wharton Computing representative](#) with any questions regarding Wharton ChatGPT Enterprise.

Please contact Wharton's [Information Security Office](#) with any questions you may have about data policies and connecting ChatGPT Enterprise to University systems.

Contact Wharton Computing

Last Modified on 09/05/2024 2:19 pm EDT

Questions?

If you haven't been able to find your answer in our knowledge base, or just want to contact us, try using our [Solution Suggester](#) to send us your question.

Or, contact your local IT support provider directly using the list below.

Computing Support Providers

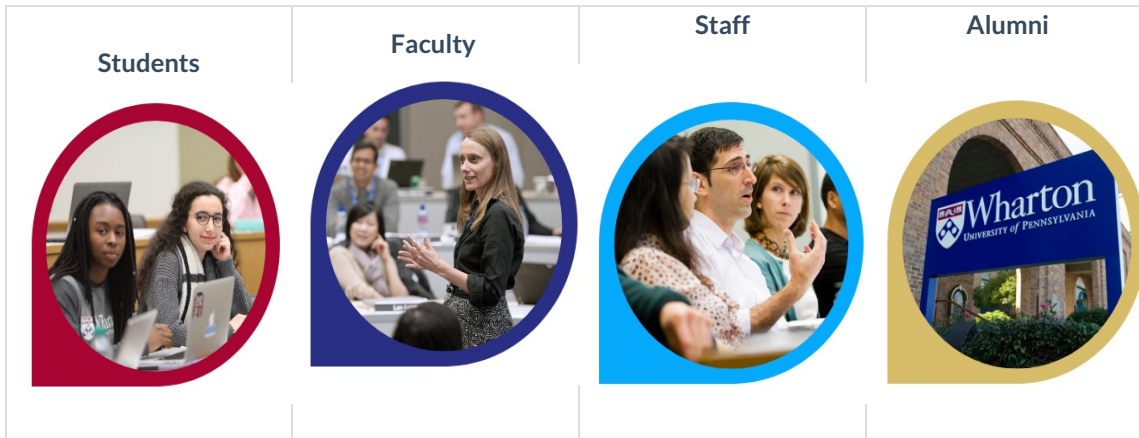
STUDENT COMPUTING SUPPORT	
Student Computing Support	https://computing.wharton.upenn.edu
PhD Student Computing Support	acs-support@wharton.upenn.edu
ADMINISTRATIVE STAFF COMPUTING SUPPORT	
For detailed information, see Staff IT Support (login required).	
Staff Computing Support	admin-support@wharton.upenn.edu
FACULTY / ACADEMIC DEPARTMENT COMPUTING SUPPORT	
For detailed information, see Faculty IT Support (login required).	
All Academic Departments	acs-support@wharton.upenn.edu
WHARTON SF	
Wharton SF Support	ww-itsupport@wharton.upenn.edu
INFORMATION SECURITY	
Wharton Information Security Office	security@wharton.upenn.edu
ALUMNI COMPUTING SUPPORT	
Alumni Computing Support	alumni.relations@wharton.upenn.edu

Getting Help

Last Modified on 01/08/2021 10:00 am EST

Getting IT Help at Wharton

Help for technology questions is available from many sources at Wharton. For general questions you can use [this knowledge base](#); for more focused and personalized information, start with your user type:



Wharton Computing FAQ

1. **How can I connect to WiFi at Wharton?** Review the [Connect to AirPennNet](#) article.
2. **What is Two-Step Verification?** Learn more about 2-step verification and troubleshooting [here](#).
3. **Who do I contact if I can't find the answer in this Knowledge Base?**
 - o **Students:** contact Student Computing via email support@wharton.upenn.edu or [through the website](#).
 - o **Staff:** contact Administrative support via email admin-support@wharton.upenn.edu or [through the website](#).
 - o **Faculty (and staff in departments):** contact your [Academic Distributed Representative](#).

Creating Accessible Course Materials (Faculty)

Last Modified on 07/10/2024 2:10 pm EDT

Making a document "Accessible" means making sure that anyone can use it, regardless of an individual's need for accommodation. (Accommodations relating to documents generally support visual or auditory disabilities.) Accessibility is a shared, ongoing responsibility for any member of the Penn community who develops, creates, publishes, or shares course materials or other printed or online resources.

Students may have visual, auditory, or cognitive disabilities that create challenges in accessing course content, and require the use of assistive technologies, such as screen readers and text-only browsers (for blind and low vision students) or captioning and signing (for d/Deaf and hard-of-hearing students). Because documents and websites pose a huge barrier for the visually impaired, this article focuses primarily on visual content.

Before You Start

To create or remediate printed or online documents, you will need:

- **Existing documents:** Access to an editable version of the document or file
 - .PDF versions of a document can be remediated, but it's best to fix the original file if it's available.
- **New documents:** Access to programs that can create documents that are accessible, and/or use of programs that check accessibility.

The following principles can help make sure your course materials are accessible to students of all abilities.

General Best Practices

- **Create Accessible docs from the start.**
- **Use Alternative Text (Alt Text)** to describe images, charts, and graphs that aren't described in the surrounding content.
- **Share Files in their original format (e.g. Word, PowerPoint).** Once a file has been converted to a .pdf, it's hard to make it accessible.
- **Existing PDFs:** Check all publicly available PDFs and remediate them for accessibility. Make sure you are working with the original document, if possible. Don't "fix" a .pdf if you have access to the original, otherwise, you will need to redo it every time there is an update.
- **Use the Check Accessibility** feature in Canvas (most useful when creating a document).
- **Use UDOIT to scan Canvas sites** after they've been posted. (You may need to enable it first - contact your [Wharton Computing Representative](#) for help if needed.)
- **Provide closed captions and/or transcripts** for all videos and multimedia.
- **Consider offering alternate formats** for course materials and assessments.

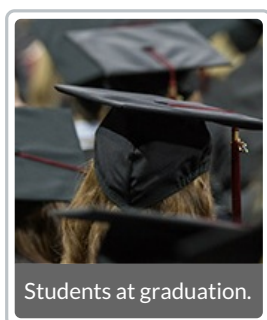
Alt Text

Screen readers use "Alternative Text" -- or "Alt Text" -- to describe images, charts, and graphs. We recommend using these guidelines when you create Alt Text for your course materials and all digital files (including slide decks, assignment instructions, work samples, and readings) and any other kind of content placed on Canvas.

Images

There are some additional considerations when making sure images are accessible to everyone:

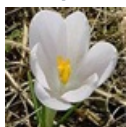
- Use Alt Text to describe what the image is showing.
- Limit Alt Text to 120 characters when possible and include only essential info.
 - For exams, be sure to provide adequate information to answer the question while being careful to not give away the answer.
 - Any text in the image must be described in the alt text, including numbers and percentages.
- Avoid using image file names as Alt Text.
 - The purpose of alt text for images is to describe what is happening in an image, or where a link is pointing, for people with vision or bandwidth challenges.
- Check whether images convey content; if not, mark them as **decorative** in the software you are using. Marking a non-important image as decorative improves readability for a screen reader or other assistive technology; most readers will not include them.



Sample ALT Text: Close-up of student's head in graduation hat, from behind.

This image could be considered decorative if it doesn't contribute to the context of the paragraph in any way, but it could also be considered important if it is setting a mood or other purpose.

- **Example of decorative image:**



Crocus bulbs

The description "crocus bulbs" fully describes the image, and there is no need to describe the image. Mark it as decorative.

NOTE: If an image is purely decorative, Alt Text may be left blank. Screen readers understand that images without Alt Text do not convey information.

Hyperlinks in Text

Hyperlinks allow the reader to click on selected text and be brought to a website or document being referenced. Alt Text is not needed when text is hyperlinked as long as the linked text describes the destination of the link.

Example: For the sentence “See our article on how to make **Exam Accommodations** on our website”, hyperlink the phrase “Exam Accommodations”. The phrase describes where the link goes, so it is automatically accessible, and it does not need Alt Text.

Many screen readers announce the presence of links, so you do not need to include language like “Link to ___” in the alt text.

In certain cases, links may be displayed as a list of all links on the page to screen readers. In these situations, even if the text surrounding a link makes it clear where the link would lead a user, that context is critical to explain where the link is taking the reader.

Structuring / Sharing Documents

Keep the following list in mind when you are creating documents (or remediating them) and you'll make easy-to-use, enduring documents that work for everyone.

Reminder: Work with the original document, if possible, otherwise, you will need to redo it every time there is an update.

Use Headers

Headers give structure and create a hierarchy of importance. Programs such as Microsoft Word, Excel, and PowerPoint have predefined header styles so we recommend using those. Check [Microsoft Heading Style Guide](#).

- Use the Heading Styles function in the program you're using.
 - Avoid manually formatting heading font sizes or making headings bold.
- Use a logical progression for headers -- for example, heading level 3 should nest under a heading level 2. Do not skip heading levels for purposes of formatting or sizing.
 - In markup languages such as HTML, CSS, or other coding languages, headers are defined with the letter **H** plus a number: H1 for titles, H2 for main sections, H3 for subsections, etc. In applications such as Word or PowerPoint, they are called "Headings". In Canvas, this application is called a "Page Title".
- Headers and heading paragraphs should contain no more than 120 characters.
 - A heading paragraph is used to summarize the information being discussed in the section. This should summarize -- not repeat, information or content written in the surrounding text.

Tables

Tables are complicated for screen readers and need to be well constructed.

- Table headers should specify the scope of the table and its structure
- Tables should have at least one header
- Tables need a caption describing what the table contains.

Links and Lists

- Use descriptive text for links, for example: "See our article on how to make **Exam Accommodations** on our website". Avoid vague instructions such as "click here".
 - If vague instructions are unavoidable, make sure that the link's alt text is descriptive.
- Use the List tool to format numbered or bulleted lists. (Don't make your bullets!)

Microsoft Office Documents

- In PowerPoint, ensure that each slide has a unique and informative title, to distinguish it from previous slides.
 - If your slide should not display a title, create a hidden title so the screen reader can use it.
- Excel can be harder to make accessible than other Office apps. For assistance, use [Microsoft's Accessibility Guide for Excel](#)

Microsoft has additional tips and guidelines in their Knowledge Base article, [Create Accessible Office Documents](#).

Convert and Verify Accessible PDFs

An accessible PDF has the following components:

- Header (see [Header description above](#).)
- Structure -- screen readers use the structure of your page to read the content. Think of your page as an outline. Your page title is your first-level header, and should be the theme of your page. Use subheadings (e.g. H2, H3) to deliver your message. (This advice is from [Penn's resource for Content Creators](#).)
- Alt Text (Alternative Text) -- see the [Alt Text section](#) above for details on what Alt Text is.
- Tags -- [When a PDF is tagged](#), the logical structure tree they help to create sends the contents to a screen reader or other assistive software or hardware in an appropriate order.

We recommend you build your syllabus as a Canvas page rather than relying on PDFs as a primary source of information. If you must use a PDF, run it through Adobe Accessibility Checker before uploading it to Canvas.

When working with PDFs, try to update the original document whenever possible, and then recreate the PDF. This will save a lot of extra work in future iterations.

When you don't have access to the original document, use these steps to make your PDF accessible.

Verify a PDF is Accessible

To verify your PDF is accessible:

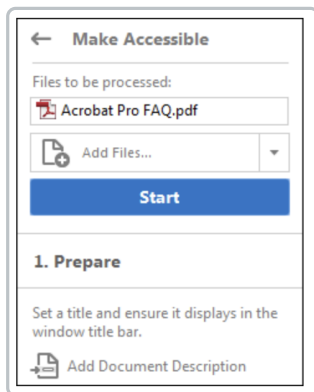
1. Choose **Tools > Accessibility**. The accessibility toolset will be displayed in the secondary toolbar.
2. Click **Full Check/Accessibility Check** to open the **Accessibility Checker Options** dialog box.

If you have access to the original document that created the .pdf, be sure to update that first, to speed up any future remediation needs.

Convert a PDF to Make It Accessible

To convert a . PDF into an accessible document, use the **Make Accessible** action in Adobe Acrobat Pro.

1. Select **Tools > Action Wizard**. This will appear in the secondary toolbar.
2. Click **Make Accessible** from the actions list.
3. Select the document that you want to make accessible or use the currently open document.



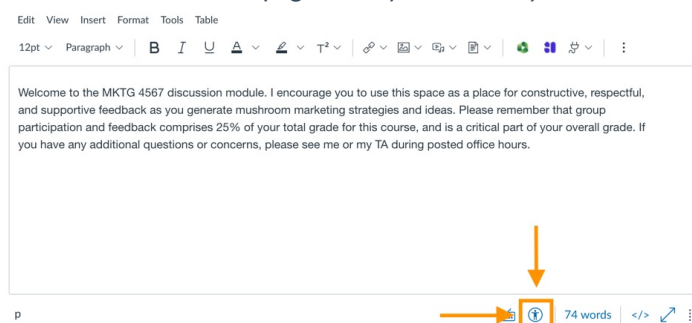
4. Click **Start** and follow the prompts to make the document accessible.

For additional information, see [Create and verify PDF accessibility \(Acrobat Pro\)](#).

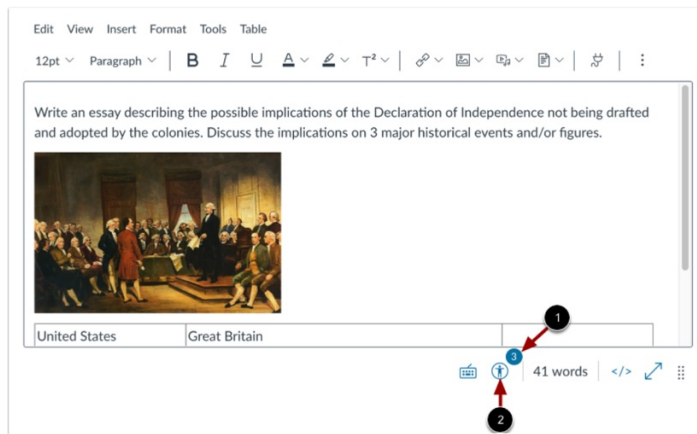
Checking Accessibility in Canvas

The Canvas Accessibility Checker is an easy-to-use tool located on the bottom right side of the Rich Content Editor text box.

1. Click the icon to scan the page for any accessibility issues.



2. If any accessibility issues are detected with the Rich Content Editor, the Accessibility Checker displays an indicator [1].

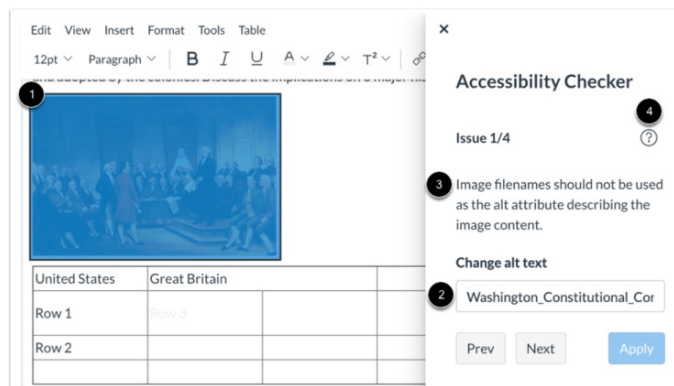


If any accessibility issues are detected within the Rich Content Editor, the Accessibility Checker display an indicator [1].

To view accessibility issues, click the **Accessibility Checker** icon [2].

3. To view accessibility issues, click the **Accessibility Checker** icon [2].
4. When an issue is detected, the Rich Content Editor highlights the affected area [1]. The wide bar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the information icon [4].

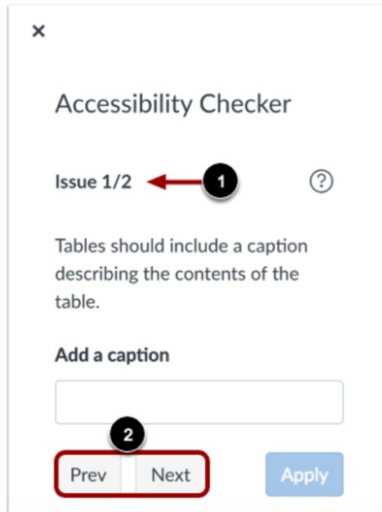
View Issues



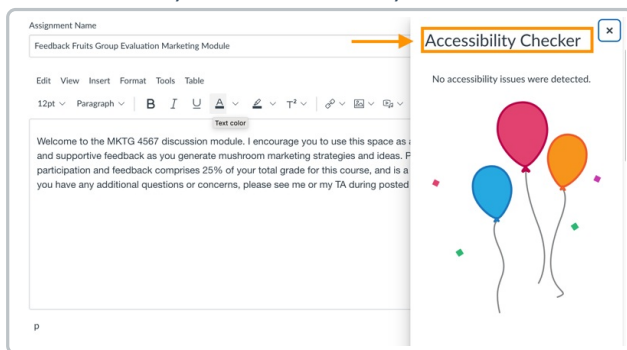
When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the **Information** icon [4].

5. Issues are detected and listed individually [1], to scroll through the issues you can use the **Previous** and **Next** buttons [2] in the Accessibility Checker.

View Additional Issues



6. The Accessibility Checker will alert you once all issues have been fixed.



See Canvas' [in-depth accessibility checker](#) for more information.

Provide Closed Captions and/or Transcripts for Videos and Multimedia

Faculty, students, and staff can request transcripts and closed captioning for videos and other multimedia by submitting the [Caption Request Form](#).

Planning Caption Requests

- Captioning turnaround time is 4 business days, and the cost is covered for course materials.
- An expedited turnaround of 2 business days may be available, depending on vendor availability.

Faculty can also reach out to their [Academic Computing Support representative](#) for additional help.

Good to Know: Requests requiring faster than a four-day turnaround may not be guaranteed.

Consider Alternate Formats for Course Materials and Assessments

Students of all abilities appreciate flexibility in course materials. Ensure you are offering materials in a way that can be interpreted using more than one sense. For example, a video or podcast with a transcript, or audio descriptions for videos with no dialogue.

Exams: If you have any questions about how to create accessible exams, please contact the [Courseware team](#) to schedule an exam consultation.

Student Accommodation Requests

Students should contact [Student Disability Services \(SDS\)](#) at least **8 days in advance** of exams to register for the appropriate accommodations. SDS or the program office will let you know if a student in your course needs accommodations. To set up accommodations in Canvas, please see the [Exam Accommodations](#) guide.

Resources

These resources should help answer your questions and provide guidance on making documents accessible.

- **Courseware Team Consultation:** Faculty, TAs, and staff are welcome to contact the Courseware team to schedule an accessibility consultation by emailing courseware@wharton.upenn.edu.
- **Review your Students' Accommodations:** Visit the [MyWLRC Portal](#) to review student accommodations in your courses or to request alternate formats for course materials.
- **Penn's Policies on Accessibility for Learning and Teaching:** For more information about the University's commitment to equal access, visit [Student Disability Services](#) and [Web Accessibility at Penn](#).
 - For Content Creators: <https://accessibility.web-resources.upenn.edu/resources/content-creators>
- Microsoft's Tips and Guidelines:
 - [Create Accessible Office Documents](#)
 - [Microsoft Heading Style Guide](#)
 - [Microsoft's Accessibility Guide for Excel](#)
- Working with PDFs: [Create and verify PDF accessibility \(Acrobat Pro\)](#).
- Working with Canvas:
 - [Canvas in-depth accessibility checker](#)
 - [Exam Accommodations Guide](#)

Logging Into Wharton Computing Knowledge Base

Last Modified on 07/17/2023 3:48 pm EDT

Unable to see an article in this Knowledge Base that you think you should be able to? It's possible the article is specific to a Wharton audience.

Try first logging into the Knowledge Base:

1. Click on the Login link in the upper right corner of the Knowledge Base window.



2. Use your Pennkey credentials to log in.
3. Next, try launching the web address again.

If you still get a permission error, please contact your [Wharton Computing representative](#).

Wharton Technology Onboarding Overview (Staff)

Last Modified on 09/13/2024 3:46 pm EDT

This article will discuss best practices for technology onboarding and new hire account requests. Purchasing standards for staff laptops and recommendations, prices, and comparisons of each computer are visible.

Technology Onboarding Best Practices and Information

Please read the below items carefully to ensure that you are following Wharton's technology request best practices.

- **PennKey username** - Most technology onboarding processes cannot begin without a PennKey. Technology requests should be submitted as soon as possible (even without a PennKey) so we can start the process; however, we ask that you follow up with PennKey information once it is received.
- **Day one deployment** - Day one deployment is our goal! This is made possible by advanced notice of the new hires' start date using the [Staff Technology Onboarding Form](#) (at least ten business days' notice preferred). If your technology request cannot be processed in time to arrive on the start date, a loaner may be provided (subject to availability).
- **Account mirroring** - To avoid mistakes, we ask that access to resources be explicitly requested instead of providing IT with an account to mirror.
- **Specialized software and configurations** - Many departments require software and configurations specific to their workflow. While we know most needs, please include these (to the best of your ability) when completing the 'specialized software' section of the technology onboarding survey. Some examples include - Google Apps, Java (for Ben Financials), Smart View, Global Protect, etc.
- **Pricing** - Technology pricing can fluctuate 10% or more during its product life cycle.

Staff Technology Onboarding Form

After reading this guide, complete the [Staff Technology Onboarding Form](#) to submit an official technology request.

Laptop Recommendations and Standards

This section will discuss the price difference and usage of Mac versus Windows PC laptops. For more information regarding other products or brands, please contact your Wharton Computing Representative.

Mac

Mac computers run on macOS, the proprietary operating system of Apple products. This system is also known for its user-friendly interface, stability, and security features. Mac models excel in picture accuracy and photo and video editing tasks and remain compatible with most productivity applications. Mac systems can seamlessly integrate with other Apple devices and services, such as iPhones, iPads, Apple Watch, and iCloud. This allows for a

cohesive and interconnected user experience across multiple devices.

Standard Mac Configurations

Single Display



Dell UltraSharp 34 inch Display
Extend your desktop
Built in dock
Extra ports

14 inch MacBook Pro
M3 Pro Processor
18GB Unified Memory
512GB Hard Drive
macOS 14 Sonoma



Dual Display



Dell UltraSharp 24 inch Displays

Plugable Docking Station
Ethernet connectivity
Display connectivity
Charging
Extra ports



14 inch MacBook Pro
M3 Pro Processor
18GB Unified Memory
512GB Hard Drive
macOS 14 Sonoma



Custom configurations are available with use case consultation

Included 3rd Party Applications

Microsoft

Other

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- OneDrive
- To Do
- Remote Desktop
- Webex
- Chrome
- Zoom
- Slack
- DropBox
- FortiClient
- Solstice
- Self Service
- Creative Cloud
- Adobe Acrobat

Windows PC

Windows PCs operate on the Windows operating system, which is developed by Microsoft. Windows is known for its widespread usage, versatility, and compatibility. Windows has a vast library of compatible software applications, ranging from productivity tools and creative suites to gaming software and specialized business applications. This broad ecosystem contributes to the popularity of Windows PCs in various domains.

Standard PC Configurations

Single Display



Dell UltraSharp 34 inch Display
Built in dock
Extra ports

14 inch Dell 7450 Ultralight
Intel Ultra 7 Processor
32GB RAM
1TB Hard Drive
QHD Touch Display
River Blue Chassis
Windows 11 Pro



Dual Display

Dell UltraSharp 24 inch Displays



Dell Docking Station
Ethernet connectivity



14 inch Dell 7450 Ultralight



Display connectivity
Charging
Extra ports



Vantage
Intel Ultra 7 Processor
32GB RAM
1TB Hard Drive
QHD Touch Display
River Blue Chassis
Windows 11 Pro



Custom configurations are available with use case consultation

Included Applications

Microsoft

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- OneDrive
- To Do
- Teams
- Remote Desktop

Other

- Webex
- Chrome
- Zoom
- DropBox
- FortiClient
- Self Service
- Creative Cloud
- Adobe Acrobat
- Dell Command Update (Dell only)
- Lenovo Commercial Vantage (Lenovo only)



Webcam
Logitech BRIO 4K

Wireless Keyboard and Mouse
Logitech MK650



Spare Charger
Anker 65W GaN II Charger
Belkin 100W Charge Cable

Comparison and Average Pricing

	Mac		Windows PC	
Recommended Operating System	MacBook Pro		Dell 7450 Ultralight	
Productivity Software	✓		✓	
Security Software	✓		✓	
Application Suite Self-Service	✓		✓	
Solstice Screencasting	✓		✓	
Features	<ul style="list-style-type: none"> • High-resolution mini-LED backlit screen • All-day battery life • Apple ecosystem integration • Quiet operation 		<ul style="list-style-type: none"> • High-resolution touch screen • Lightweight • USB-A & USB-C ports • Most compatible with all Productivity Software • Touchpad conferencing controls 	
Average Cost (at time of release and subject to change by the manufacturer)	10/23	\$2058	04/24	\$2000

Questions?

For more recommendations and information, be sure to reach out to your [Wharton Computing representative](#).

Clear Your Cache and Cookies

Last Modified on 02/02/2024 3:28 pm EST

Often, problems logging into sites can be resolved by clearing your web browser's cache or cookies. Browsers set these to make the browsing experience simpler or more customized, but they can get in the way in certain cases. Clearing the cache and/or cookies can solve a lot of browser-related issues, such as problems loading pages, site error messages, or occasionally the speed at which a site functions. It's also a possible solution for issues logging into sites or services where the credentials are correct, but logins don't work.

Clearing Your Browser's Cookies

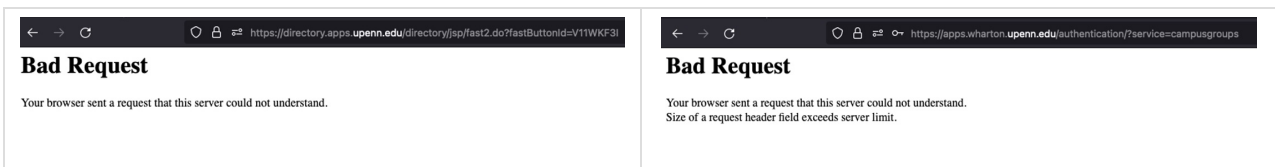
Your browser will have instructions on how to clear the cache (sometimes called "history") and cookies. Here are directions for a few of the most common browsers.

Common Errors that Require Clearing Cache/Cookies

Bad Request

When attempting to sign into a website or service that requires your PennKey credentials, you may encounter an error that says there was a bad request by your browser.

This error can appear in two forms:



If you encounter this error, clearing your browser's cookies may resolve the issue.

Questions?

Faculty, PhD Students, and Staff: Contact your [Wharton Computing Representative](#).

Students: [Wharton Computing Student Support](#)

Graduation Technology To-Do List (PhD)

Last Modified on 08/27/2024 7:05 pm EDT

Before You Start:

This article is for PhD students.

Undergraduate, MBA, and WEMBA Wharton students should go to: [Graduation Technology To-Do List | Wharton Knowledge Base](#)

Wharton Computing wants your technology transition at graduation to be as smooth as possible. To help you, we've compiled a list of items to make sure your email, data, and accounts are ready to go and that you know all of the important dates for account closings.

Congrats on this major milestone!



Review Account Closing Dates

Your access to Wharton and Penn online services ends shortly after you graduate, and some services end earlier than others.

See our [Graduating Students: Account Closing Dates](#) article for a comprehensive table with important dates for your student accounts.

Prepare Your Email for Transition

Your O365 Wharton account (Microsoft Office, Email, OneDrive, etc.) is **deleted 60 days** following graduation. Learn how to save important emails and begin forwarding to your mail [Alumni Forwarding Address](#) or a personal email address. **People who teach are required to keep a copy of all class related communications until the end of the next semester so they can address any grading concerns.**

1) Set a Change of Address Notice

Set an **Out of Office** providing both your Alumni Forwarding Address and a personal email address.

2) Begin Forwarding

Use your Wharton **Alumni Forwarding Address** to maintain a Wharton e-mail that forwards to a personal account.

3) Transfer Your Emails

Transfer your Wharton emails to a personal account. We suggest starting this process shortly before or shortly following graduation.

Special Consideration for Office 365

Look at your phone and personal computer to verify that contacts and calendars are not syncing to Penn O365. Make sure everything you want to keep is moved to a different account, as that information will disappear when your account is turned off. It is recommended to sign out of Email / Office 365 before your last day so you have an opportunity to check and see if any important information will disappear.

Manage Mailing Lists

Before you leave campus, unsubscribe from any mailing lists you're currently on. If you are the owner of a mailing list(s), identify and assign a new owner for the list. (Only **current Wharton students** can own mailing lists).

Unsubscribe

1. Navigate to the [Mailing List App](#).
2. If prompted, login with your PennKey credentials.
3. Choose the **My Membership** tab.
4. Click **Unsubscribe** for each mailing list.

Transfer Ownership

1. Navigate to the [Mailing List App](#).
2. If prompted, login with your PennKey credentials.
3. Choose the **List Ownership** tab.
4. Click **Edit List** for each mailing list.
5. Add any new owners and remove yourself.
6. Click **Submit Changes**.

Save Data You Want to Keep

Save data you'd like to keep before you lose access. To find out *when* you lose access to certain services, see our [Graduating Students: Account Closing Dates](#) article.

Wharton Google Drive



Canvas



Study.Net

study.net

Personal Network
Drive and Locally
Stored Data

OneDrive & OneNote



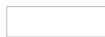
Dropbox



Slack



Additional Backup Options



Physical Office (Computer, Phone and Loans)

Cleaning out your office can loom large. Here are steps to help make it easier.

- **Phone** - Offer to assist with assigning the phone number back to the Business Administrator, delete your voicemails, and reset the greeting.
- **Office Computer** - Back up / remove all files from your office computer or any other device that belongs to Wharton and make sure they are returned prior to your departure, but not later than **June 30th**. Please place a note on any equipment indicating that you checked and it is O.K. for us to remove the equipment to be repurposed. We will erase your computer before the next person arrives.
- **Loans** - Please return anything we have lent you. Wires, adapters, chargers, extension cords, etc. can all be repurposed for the next group of PhDs.
- **Keys** - Please return any keys to the Business Administrator
- **Forwarding Address** - Leave your new address with the office staff and change any subscriptions that send mail to the office.

Clean up your Personal Devices

When you leave Wharton, your permissions to use certain software changes. These steps will help you update your devices.

Remove or sign out of the following to prevent unpredictable errors later when your permissions are removed:

- **Network Services** - Global Protect, FortiClient, network printers and network drives
- **Penn Security Software** - DuoMobile, LastPass, Symantec or Sophos
- **Penn Cloud Storage** - Penn Box, Penn DropBox, Penn OneDrive
- **Productivity Software** - Penn Office 365, Email, Contacts, Calendar
- **Meeting Software** - Zoom, BlueJeans, Mersive Solstice, Slack, and Teams
- **Penn Specific Apps on Devices** - Penn Guardian, WorkDay, YouDecide

Website / Online Identity

Websites at Wharton are updated regularly. Take steps to ensure your information is up to date, and you have copies.

Student Photo: Take an up-to-date graduation picture and share it with your Department for the Departmental PhD alumni page.

Copy of Bio: Make a copy of your biography from the departmental website and PhD website for safekeeping.

Teaching Resources

Once you leave Wharton, you may not have access to teaching resources you used while you were on campus.

Canvas Sites: If you have taught classes, consider backing up Canvas sites you may need in the future:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-a-Canvas-course/ta-p/785>

Teaching Videos: You may need teaching samples for your job search. Consider downloading a Panopto video of yourself teaching. Learn about how to access class recordings here:

<https://support.wharton.upenn.edu/help/viewing-class-recordings-in-canvas>

Teaching Evaluations: Download and save any teaching evaluations. They can be found in the [U@Penn Portal](#) under Student Advising & Admin Resources - Faculty & Advisors - My Course Evaluations

Research Computing Resources

Roughly one month after you leave, you will no longer be able to access your Wharton HPC3 or Wharton AWS WorkSpace resources. Your Wharton HPC3 and WorkSpace accounts and associated resources (code and data) will be removed on July 1st.

If you *do* have resources (code or data) on Wharton HPC3 or WorkSpace systems that you would like to keep,

please take some time at your earliest convenience to copy it elsewhere, for example to your personal Dropbox, Box, or your new institution's computing resources. We recommend **rclone** for straightforward syncing to the cloud.

If you have questions or concerns, please let us know how we may assist: research-computing@wharton.upenn.edu

Stay Connected

Even though your access to some services will end, remain a part of the Wharton family post-graduation by visiting the Wharton Alumni Relations Website and MyPenn.

Visit Wharton Alumni Relations Website

Visit the [Wharton Alumni Relations website](#) to learn more about your opportunities as a Wharton graduate.

Activate Your MyPenn Profile

MyPenn is a one-stop portal for Penn and Wharton alumni. It is your online directory that connects you with fellow alumni around the world. You will also find an events calendar and access to exclusive alumni resources. [Log in today](#) to update your profile and explore the Wharton community.

Alumni PennCard

Although your PennCard will expire shortly after graduation, alumni are able to purchase an Alumni PennCard which offers many of the same benefits and discounts as your student PennCard. For more information on what is available to you, visit the [Alumni PennCard website](#).

Check Your Print Account Balance

Print credit is non-refundable but is usable until your Wharton account expires. Funds remaining in PennCash will be refunded shortly following graduation.

Print Credit (non-refundable)

Print credit is non-refundable but is usable until your Wharton account expires. To check your balance, log in to [MyWharton](#), click **All Links**, and click **Print Credit Balance**.

PennCash (refundable)

Log in to [PennCash.com](#) to view any remaining funds.

A refund will be issued automatically shortly following graduation or you can request one manually by contacting the PennCard Office.

3601 Walnut St, Rm 219, Philadelphia, PA 19104
penncard@upenn.edu
215-417-2273

Need Flexibility?

If you have been hired or appointed by a department at Wharton to continue working past June 30th please let ACS know the details so your ability to work is not interrupted.

Questions? Contact Us

Academic Computing Services

<https://technology.wharton.upenn.edu/acs/>

acs-support@wharton.upenn.edu

Classroom Updates (Faculty)

Last Modified on 08/21/2024 10:52 am EDT

Classroom enhancements to improve logon speeds, performance issues encountered during Powerpoint usage, and video playback have been rolled out this Summer. Other back-end adjustments will be made to help with these and other common issues you have been facing while working with classroom technology.

In addition, we are launching a **new attendance-taking app, aPlus+**.

Key Points:

- Make sure you store resources you plan to access during class in cloud-based resources (such as OneDrive, Dropbox, PennBox, Google Drive), or a USB drive, whenever possible.
 - Previews are available with Wharton Computing: schedule them starting July 22, 2024.
- If you take attendance using our application, it will change to aPlus+
- Changes are being rolled out by **August 27, 2024**.

The updates include changes to the following services:

Network Shares

Your network shares will no longer be automatically available when you first log into the classroom computer. We strongly recommend storing your presentations and other files in a cloud service (OneDrive, Dropbox, PennBox, Google Drive) or a USB drive that you bring to class. Once you log into the classroom computer, you'll see shortcuts to these cloud services on the desktop, so you can easily launch the right one(s) for you.

If cloud services are not an option for you, we can help you map your share manually. Once you map the share, the change persists for the semester, but only in that classroom and only until the computer is rebuilt or replaced.

Be sure to read our [Connecting to the Network Drive](#) article for more information about mapping your network shares. If you need assistance mapping your shares, a [Wharton Computing representative](#) will be able to assist you during class starts.

Recommended file storage solutions

- Dropbox Wharton
- Google Drive (Wharton)
- OneDrive
- PennBox
- USB Thumb Drive
- Canvas (Instructor Folder)

PowerPoint

You will now be able to set your PowerPoint settings once at the beginning of the semester, and they will be

retained in that classroom throughout the semester (you'll need to reset it for each separate classroom you use).

For any questions regarding your Powerpoint preferences, please contact your [Wharton Computing representative](#).

Audio Settings

The variations in audio quality will be addressed; audio will function consistently regardless of whether you are using streaming services or downloading your video content to the classroom computer.

New Attendance App aPlus+

The current process and tools to manage Attendance-taking, Video requests, and Absence requests, are changing and will affect your in-class attendance workflow.

aPlus+ Attendance is replacing our homegrown Attendance App. In pilots over this past year with Wharton MBA and undergraduate courses, we have confirmed that this tool more closely meets Wharton's attendance needs.

aPlus+ Attendance provides the following benefits:

- **Rolling Code Check-in:** Makes it extremely difficult to check in from outside the classroom by allowing you to project a code from your Canvas site during class. A frequently requested feature!
- **Direct Attendance Management:** Allows you to manage the attendance schedule, update records, and access reporting tools from your course's aPlus+ Attendance tab.
- **Easier Reporting:** Enables you to analyze attendance data from one tab and access via multiple views (e.g. number of absences per student, type of absences, and many more options).
- **Integration with Canvas Gradebook:** Include an aggregated attendance score automatically in your gradebook based on your attendance policies.
- **No More Absence Notifications:** Provides a single place for students and faculty to review their attendance records. Instead of reviewing an email, you can review the record itself and make changes, such as updates to absence requests.

If you are planning to take attendance in your classes, we urge you to review the KB article : <https://support.wharton.upenn.edu/help/aplus-faculty>

Questions?

For any questions, comments, or concerns, please reach out to your [Wharton Computing representative](#).

CrowdStrike BlueScreen Issue

Last Modified on 07/19/2024 2:59 pm EDT

Early on Friday, 7/19/24, the software CrowdStrike, used on many Wharton servers and individual computers, deployed an update that crashed any Windows machines that were up and running at the time. Symptoms include computers experiencing a bug check/blue screen error related to the Falcon Sensor. This is affecting Windows systems globally.

We will continue to update this page with information as it becomes available.

People Who Are Affected

Anyone with a Wharton-managed Windows computer, or is using a Windows computer that is protected by CrowdStrike may be affected if the computer applied updates (possibly automatically) between 12:09AM EDT(4:09 UTC) and 1:27AM (5:27 UTC) on Friday 7/19. A number of Wharton applications and services have also been affected by this issue.

If you experience a blue screen error related to the Falcon Sensor, follow the steps below.

The problem was fixed at 1:27am EST, so any computers that were not up and running during this time may not have been affected.

Remediation Steps

If your computer has a blue screen, restart it to give it an opportunity correctly reboot itself.

If it continues to show the blue recovery screen, then please [submit a ticket to Wharton Computing](#) and someone will reach out to assist you with the recovery steps on your mobile device or a secondary working computer.

If you are on the blue Windows Automatic Repair or Recovery Mode screen, skip to Step 3. If not, follow these steps:

1. Turn your computer off by holding the power button down for 10 seconds.
2. Using your built-in laptop keyboard, hold down the **Windows Key and the R key** together and press the **power button**, continuing to hold the **Windows Key + R** until the blue Recovery screen loads.
3. Click **Automatic Repair** or **See advanced repair options**.
4. Click **Troubleshoot**.
5. Click **Advanced options**.
6. Click **Command Prompt**.
7. If prompted, enter the BitLocker Recovery Key using your built-in computer keyboard. If you do not have your BitLocker Recovery Key, please [submit a ticket to Wharton Computing](#) and someone will reach out to assist you.
8. At the command prompt, type **C:** and press **Enter**.
9. Type the following:

```
cd Windows\System32\drivers\CrowdStrike
```

and press **Enter**. Note that this should all be typed as a single line, though if you are viewing this article on

your phone it may appear as multiple lines.*

```
C:\>cd Windows\System32\drivers\Crowdstrike
```

10. Type the following:

```
del C-00000291*.sys
```

(five zeros and then 291*) and then press **Enter**.

- If typed incorrectly, you will get an error message saying it could not find the file. Carefully retype the command and hit **Enter** again.
- If you typed it correctly and the file was found, you will see the command line from Step #8 appear again.

You can proceed to Step #11.

11. Click the **X** at the top right of the Command Prompt window, which will take you back to the Advanced Repair screen.
12. Click **Continue** to exit and boot into Windows. Your machine will reboot successfully. If not, **let your IT representative know**.

Additional Information

For more details on the issue, see [Crowdstrike's announcement](#).

Questions?

Contact your [Wharton Computing representative](#).

