Step 1: Request a Canvas site for a Wharton course

Before You Start

Contact the IDEA Courseware Team to request a course site. You will need:

1. The course and section number(s)
2. The PennKey username for any other instructors or TAs who need access (no passwords, please)
3. The type of site you’d like (detailed below)

Overview

The Wharton Computing IDEA Courseware Team offers four types of course sites. The creation of a standard course site normally takes up to three business days.
Template Site

This site type contains only the basic elements of a Canvas site.

Starter Site

This site type includes major course deliverables like exams and papers. To create these assignments most quickly, we'll need a course syllabus or some other list of:

- Assignment names
- Due dates and times
- Submission type: on paper or online. For online submission consider...
  - Do you want to use Turnitin to check for plagiarism?
  - Do you want to restrict the file type, to Word files, pdfs, or even media or URL submissions?
  - If you will return grades online, what are the maximum points possible for the assignment.
Advanced Site

This site type contains course deliverables as well as assignments for preparatory work, including:

- Class meetings
- Readings to be done before class
- Case questions
- Special events like guest lectures and review sessions

Please attach a finalized syllabus to your request.

Site Copy

This site type contains materials from a previous Canvas site, as detailed:

- We'll copy Assignments, Pages, Files, Calendar Events, and Quizzes. Please be aware that copied quizzes carry their old dates, so they will be available to students when you publish the course unless you adjust availability dates.
- Files that were published in the old site will be published in the new one. You are responsible for reviewing all copied files to ensure they are suitable for student view, or if they should be hidden.

Lauder Language and other Non-Wharton Course Requests

See directions for Arts & Sciences on Canvas at Penn: https://infocanvas.upenn.edu/guides/request-canvas-site/

Questions?

Email: courseware@wharton.upenn.edu