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Requesting a Canvas site for a Wharton Course

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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.

- If a teaching team hasn't used this feature before, we can accommodate these for courses in the upcoming semester or quarter with at least six weeks notice. 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 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."

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 always create a net-new non-curricular Canvas site, nor can we afford the time to consult with staff seeking to establish one of these.

Requests are being answered selectively under current resource limitations.

- 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
- Please also note that the Penn Libraries' non-course/special-use Canvas service offering is unavailable for Wharton School needs.

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