

Requesting a Canvas site

Last Modified on 06/15/2021 1:11 pm EDT

This article will help you request a Canvas course site, review the new site for accuracy, and publish the site.

Before You Start

You'll need:

1. The course and section number(s) for any Wharton course (Lauder language course sites are treated as Wharton sites)
2. The PennKey username for any other instructors or TAs who need access (no passwords are needed)
3. The type of site you'd like (detailed below)

To request a site for a non-Wharton course, see [Canvas at Penn](#).

Step 1: Choose a site type

The Courseware Team offers four types of course sites: *template*, *starter*, *advanced* and *site copy*.

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
