Instruction Center

Last Modified on 10/03/2025 5:34 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 automatically granted through Canvas (see below), or on an as-needed basis; contact courseware@wharton.upenn.edu cc:ing the professor.

Table of Contents

- Home Screen
- Course Resources
- Classlists
- Seating
- Participation
- Grading (https://support.wharton.upenn.edu/help/202542729-all-about-grading)
- Reports
- Tech Surveys
- Questions?

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:



Accessing Instruction Center through Canvas is a separate service. Upon clicking the link in the Canvas sidebar, faculty teaching courses within Wharton will see links to all available permissions for their section in Instruction Center.

For users with the TA role in a Canvas site, users are automatically granted access to the section in Instruction Center upon clicking the sidebar, and will see their permissions reflected in Canvas:



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, Read More ?

Course Resources

?Top

The Course Resources tool contains important information and links for any courses you are managing.

For details on Course Resources, Read More ?

Classlists

?Top

The Classlists tool displays an active roster of your section's current students and includes a variety of details.

Read More ?

Seating

?Top

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.

Read More ?

Participation

?Top

The Participation section of Instruction Center allows faculty to assign participation points and related notes for each student within their sections.

Read More ?

Grading

?Top

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

Read More ?

Reports

?Top

The Reports screen contains links to relevant reports for you and your respective section(s). Read More ?

Tech Surveys

?Top

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. Read More ?

Questions?

?Top

For additional questions about Instruction Center, please contact: instructioncenter@wharton.upenn.edu