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Working with Canvas Blueprint Sites

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We are aware that Zoom is rolling out changes to its interface that may affect some of our directions. We are working on updating these pages, but in the meantime you can visit [Zoom's Release Announcement](#). Please reach out to [Wharton Computing](#) if you have any questions.

This article will help you understand what a Canvas Blueprint site is and how to manage your Blueprint parent site and associated sites. This is a high-level overview and does not include all setup and configuration information. If you are using Blueprint for the first time, or would like a refresher, please reach out to the Courseware Team at courseware@wharton.upenn.edu to schedule a consultation.

Before you Start

This is a supplement to the Wharton Knowledge Article, [Requesting a Canvas site for a Wharton Course](#)

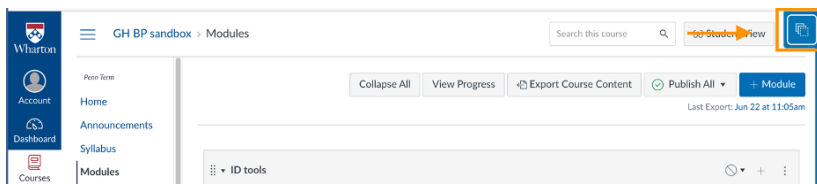
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Syncing Content to Child Sites

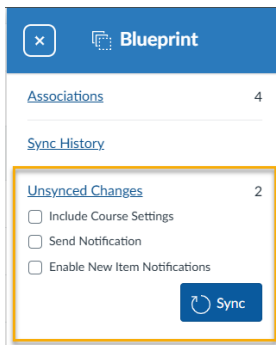
Any changes you make to the parent site will need to be synced before they will appear in child sites:

1. Navigate to the blue box in the right-hand corner of the screen.
2. Click on **Sync Changes**. This opens the Blueprint menu.



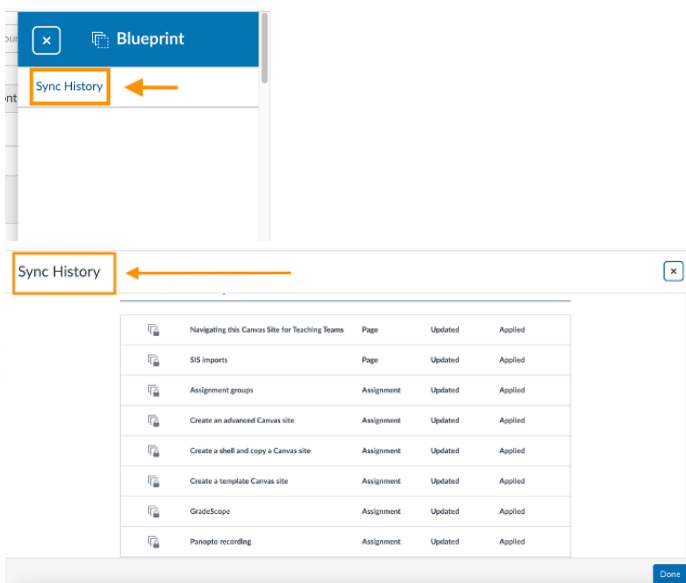
If any changes have been made since the last time the document was synced, you'll be able to see how many changes were made and review them from there.

3. To push the changes from the parent site to the child sites, click on the **Sync** button.



4. Check all child sites to verify that the changes synced out correctly.
5. You can review recent content syncs in the Sync History. This will show the time stamps of recent syncs along with a list of changes. The list will indicate whether a change was applied, and if not indicate what type of Sync Exception prevented the change.

Note: If due and/or availability dates have been modified, you may see “due date change exceptions.” This is normal behavior.



Syncing changes is an all-or-nothing action. You cannot select specific changes to sync or sync only to specific child sites.

Using Sync History

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You can review recent content syncs in the Sync History.

After content is synced to the associated section sites from the Blueprint template, there is a Sync History option in the Blueprint menu. The Sync History list will show the time stamps of recent syncs along with a list of changes. The list will indicate whether a change was successful. If the change was unsuccessful, it will indicate the type of Sync Exception which prevented the change.

Note: The person who initiates the sync is not always the person who made the edits

Sync Exceptions

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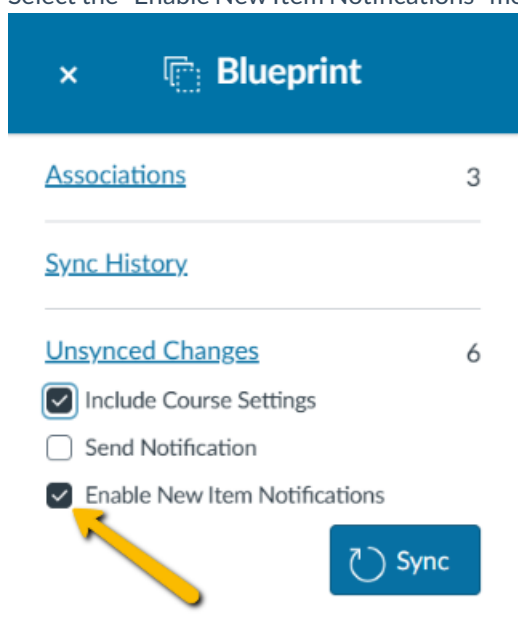
A sync exception occurs when a portion of the content fails to sync from the template to the associated sites. This occurs when changes to an attribute are made in an associated site, and should only impact that element in that associated site. The most common sync exception seen at Wharton is a due date change exception. This is because we often adjust the due dates to match the meeting times or days of the associated section. If you see a sync exception you are not expecting, please contact Courseware.

For an extensive overview of Blueprint Settings which do and do not sync, see [Blueprint Sync Functionalities](#).

Sending Announcements through the Blueprint Template [Top](#)

Announcements can be sent through either individual child sites or the Blueprint parent site. To send announcements through the parent site:

1. Set up the **announcement** as you would in any Canvas site.
2. Select the "Enable New Item Notifications" menu item, then **Sync** the announcement to the child sites.



If you do not select the "Enable New Item Notifications" menu item before you sync the announcement, students will be able to see the announcement in the Canvas site, but they will not receive a notification.

Appointment Groups [Top](#)

To create student sign-ups (for office hours or the Faculty/Student lunch program) available to students across multiple sections, you'll need to select all desired sections in the Calendars field of an Appointment Group [\[link to All About Appointments article\]](#)

Calendar Events [Top](#)

To create calendar events (for office hours) available to students across multiple sections, create them in the template site, then sync them to the associated sites. Canvas does not allow users to select multiple calendars, but will populate the calendar events in the associated sites in the next sync. If calendar events are created both in the template and associated sites for the same time slot, the associated site calendar will show both calendar events.

LTIs

If your site uses any of the LTIs (Canvas-integrated third-party tools) that are supported by the Wharton Courseware team (e.g., FeedbackFruits or Harmonize), please note **they will only sync to child sites once** and should be completely configured and proofread before they are synced. If you will be using an integrated tool with your Blueprint site, please contact courseware@wharton.upenn.edu to request information specific to how the tool interacts with Blueprint Canvas sites.

We recommend setting up LTIs in one sitting to prevent accidentally syncing and the related updating that would cause.

Zoom and Zoom Recordings

To create a single zoom meeting for all sections of a course associated to a Blueprint Canvas site, you can do so by creating it in the template site and then syncing it to the child sites. When a Canvas Zoom LTI meeting is synced to the associated Canvas sites, a Canvas calendar event is created. Students will find the Zoom meeting information on their Canvas site calendar, the syllabus page, and their Canvas To Do list. They will not see the meeting in the associated Canvas site Zoom menu item, nor will they see it in MyWharton.

Any Zoom meetings created using the Canvas Zoom integration with the default recommended meeting settings and are then recorded will automatically be routed to the Class Recordings folder of the Canvas site associated with the Canvas Zoom integration. For example, if the meeting is created in the Blueprint template, then synced to the associated Canvas sites, the recording will be accessible in the Blueprint template Class Recordings folder.

The Class Recordings folder does not sync to the associated sites. [[link to curriculum videos below](#)]. If you would like to share the recording with the associated sites, you can either copy the video in Panopto or you can adjust the visibility settings of the recording or the Panopto folder, then embed the recording in a Canvas announcement, assignment, or page and sync it out.

The visibility settings should either have the associated site viewer groups added or be adjusted to be available to anyone with a link

If you do not currently use any of the LTIs but would like to hear how they can enhance your assignments and/or your Canvas site, [contact the Courseware team](#).

Respondus LockDown Browser

To request Respondus LockDown Browser be added to your Canvas site(s) for an in-class exam or quiz, please email courseware@wharton.upenn.edu

After Respondus LockDown Browser has been added to your Canvas sites, you can enable it for any **unlocked** quiz in each of the associated section sites using the instructions in the [Respondus Lockdown Browser article](#). Please note that once you have done so, Respondus LockDown Browser will change the content of the quiz by adding "Requires Respondus LockDown Browser" to the quiz title. If changes are made to the quiz after this point, you will see a sync exception for content for each section in which the quiz title has been changed.

We highly recommend waiting until you have finalized and synced all edits to the quiz content before enabling Respondus LockDown Browser in the associated section sites.

Curriculum Video Content

If you have videos that you share via Canvas as part of your curriculum (i.e. not the Class Lecture recordings), you should create a folder in the Class Recordings area of the Canvas template site, adjust the visibility to “Available to anyone with the link,” then upload the videos you would like to use into the folder you just created. Once the video is uploaded, you can embed the video in a Canvas Rich Content Editor (such as an assignment or a page), publish the item, then sync it to the child sites.

Trouble-shooting Common Issues

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What to do when students switch sections after submitting assignments?

If any of your students change sections after submitting assignments, please contact courseware@wharton.upenn.edu. We will work with you to schedule a brief meeting via Zoom during which we will very briefly add the student back to their original Canvas site. While we are still in the meeting, you will be able to access the work the student submitted prior to changing sections so you can transfer the work and/or the grades and feedback to the new section. We will then remove the student from their previous section's Canvas site. We complete this process while in a meeting with the teaching team because it is important that we minimize the time that the student is re-enrolled in the old Canvas site.

What to do if content doesn't sync like expected

If you notice that content is not syncing like expected after you follow the steps in the section on syncing above, please contact the courseware team to let us know, and include as much detail as possible about what happened and when. It is very helpful if you also include a link to the item and screenshots of any errors.

Replacing Files

To replace a file through the template site:

1. lock the file, then sync.
2. delete the file, then sync.
3. add the new file, then sync

Regrading Quizzes

If you are using New Quizzes and discover you need to regrade a question, this will need to be done separately in each associated section site.

Cloning groups in Associated Sites

If you clone a group set that is associated with a group assignment and want to use the cloned group set for the assignment, you will need to manually update each assignment in the associated site(s) to associate the correct group set. Important: this should be done before any student makes a submission to the assignment.

If you have questions regarding whether it would be better to update the current group set or clone it, please contact the courseware team.

Questions?

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Contact the Courseware team at courseware@wharton.upenn.edu.
