Preliminary Intake Request for Feature / Functionality in Canvas

# General information

**Requestor name and department:** Click or tap here to enter text.

**Date requested:** Click or tap here to enter text.

**Request title:** Click or tap here to enter text.

# Description of need

**What is the need to be addressed?**

Click or tap here to enter text.

**How will fulfilling this request address this need?**

Click or tap here to enter text.

# Impact to students

**How often do you think students would make use of this feature/functionality e.g, every day, once per term, etc.?**

Click or tap here to enter text.

**Describe how students would benefit.**

Click or tap here to enter text.

**Approximate number of students who would benefit e.g., all students who use canvas, one class, one or more departments/colleges.**

Click or tap here to enter text.

**Are there any costs, training considerations, or other elements that would impact students?**

Click or tap here to enter text.

**Who provides technical support to students?**

Click or tap here to enter text.

# Impact to instructors

**Describe how instructors would benefit.**

Click or tap here to enter text.

**Approximate number of instructors who would benefit e.g., all instructors who use Canvas, one class, one or more departments/colleges.**

Click or tap here to enter text.

**How often do you think instructors would make use of this feature/functionality e.g., every day, once per term, etc.?**

Click or tap here to enter text.

**Would this feature help implement specific pedagogical tools associated with teaching? If yes, please describe briefly.**

Click or tap here to enter text.

**Describe training impact for instructors i.e., how significant do you think would the change be for instructors in their use of Canvas? In their course development/delivery?**

Click or tap here to enter text.

**Who provides technical support to instructors or staff?**

Click or tap here to enter text.

# Service Owner

**If this request is not for a native Canvas tool (i.e., a cloud-based service like TurnItIn or Kaltura), who will be designated to monitor technical, functional, contractual or similar changes that may impact Canvas or OSU’s end-users? The Service Owner is typically the first point of contact for OSU’s Canvas system administrators and support team.**

Click or tap here to enter text.

# Compliance

**The Family Educational Rights and Privacy Act (FERPA) requires that schools must have a student's consent prior to the disclosure of educational records. Will any student data be sent or exposed to outside parties (e.g., publishers) with this solution? If so, provide statements from the solution provider to demonstrate how the requested feature complies with FERPA.**

Click or tap here to enter text.

**Section 508 of the Rehabilitation Act of 1973 requires that all website content be equally accessible to people with disabilities. Provide statements from the solution provider to demonstrate how this feature is compliant with 508.**

Click or tap here to enter text.

**Note any potential issues with the** [**OSU Acceptable Use Policy**](https://policy.oregonstate.edu/UPSM/08-005_acceptable_use_computing_resources) **(information security; copyright, etc.)**

Click or tap here to enter text.

# Legal/Contractual

**Do you know if the solution requires an agreement with an existing vendor?**

Click or tap here to enter text.

**Do you know if the solution requires an agreement with a new vendor?**

Click or tap here to enter text.

**Any concerns around copyright or intellectual property to be aware of?**

Click or tap here to enter text.

# Other considerations

**Will any work roles or business processes be changed or created if the request is implemented?**

Click or tap here to enter text.

**Are there any usage or licensing restrictions for the proposed solution i.e., does it only apply to a particular college or sub-set of users?**

Click or tap here to enter text.