Preliminary Intake Request for Feature / Functionality in Canvas

**General information**

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| **Requestor name and department**: Click here to enter text. |
| **Date requested**: Click here to enter a date. |
| **Request title**: Click here to enter text. |

**Description of need**

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| **What is the need to be addressed?** Click here to enter text. |
| **How will fulfilling this request address this need?** Click here to enter text. |

**Impact to students**

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| **How often do you think students would make use of this feature/functionality?** (Every day, once per term, etc.) Click here to enter text. |
| **Describe how students would benefit**: Click here to enter text. |
| **Describe how benefit to student would be measured or evaluated**. E.g., what improvement would you expect to see one term or one year out? Do you know if the requested feature or functionality includes a way to track usage? Click 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 here to enter text. |
| **Are there any costs, training considerations, or other elements that would impact students?** Click here to enter text. |
| **Technical support –** Who provides technical support to students? Click here to enter text. |

**Impact to instructors**

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| **Describe how instructors would benefit**: Click 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 here to enter text. |
| **How often do you think instructors would make use of this feature/functionality?** (Every day, once per term, etc.) Click here to enter text. |
| **Would this feature help implement specific pedagogical tools associated with teaching?** If yes, please describe briefly. Click 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 here to enter text. |
| **Technical support –** Who provides technical support to instructors or staff? Click here to enter text. |

**Service Owner**

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| **Describe 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 here to enter text. |

**Compliance**

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| **FERPA** - The Family Educational Rights and Privacy Act requires that schools must have a student's consent prior to the disclosure of education 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 here to enter text. |

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| **508** – Section 508 requires that all Web site content be equally accessible to people with disabilities. Provide statements from the solution provider to demonstrate how this feature is compliant with 508. |
| Click here to enter text. |

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| [**OSU IT Acceptable Use Policy**](http://oregonstate.edu/helpdocs/onid-osu-network-id/getting-started/aup) – Note any potential issues with the Acceptable Use Policy (information security; copyright, etc.) |
| Click here to enter text. |

**Legal / contractual**

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| Do you know if the solution requires an agreement with an existing vendor?Click here to enter text. |
| Do you know if the solution requires an agreement with a new vendor? Click here to enter text. |
| Any concerns around copyright or intellectual property to be aware of? Click here to enter text. |

**Other considerations**

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| Will any work roles or business processes be changed or created if the request is implemented? |
| Click 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 here to enter text. |