# Integration of External Tool with LMS – Request Form

Use this form to request to integrate a third-party/external tool with a University of Delaware Learning Management System (LMS) Canvas or Sakai.

This form initiates the required review and integration process which could take a few months. The ideal lead time preferred is one semester. The length of time required is to ensure that the tool/vendor complies with the University of Delaware security guidelines for Cloud Services at the University. ([http://www1.udel.edu/security/cloud/](https://www.google.com/url?q=http://www1.udel.edu/security/cloud/&sa=D&ust=1497294922306000&usg=AFQjCNHuFB1HDb1dRZlUdKLVALNDW8-yHg))

## Requestor Information

Full Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Tool Information

Name of tool to be integrated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor representative contact information (name, email, and phone):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about this tool’s integration with the LMS? \_\_\_\_\_\_\_\_\_\_\_

1. Vendor
2. Website
3. Other faculty member using it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Licensing Information

Are there costs related to this tool integration (license, support, etc.)? If yes, please describe:

If a license is required for this software, has one been purchased? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Yes, a license is required and has been purchased.
2. A license is required but has NOT yet been purchased.
3. No license is required.
4. Other (please explain)

## Usage Information

Which UD LMS would you like to use the tool integration with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Canvas
2. Sakai
3. Both

How many courses will be using the tool?

1. One
2. Several
3. An entire department
4. Not sure
5. Other (please explain)

Which course(s) would use the tool integration? Please list and describe, providing terms.

Approximately how many students will be using the integration? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe how the tool will be used in your course(s) and what you hope it will help you do.

What is the nature of the information that may be transmitted or stored by this tool (i.e. names, grades, assignments, etc.)? Please explain in detail.

Does your vendor provide user support for this tool? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired implementation date/semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide any additional information here.

Thank you. Please save and submit in Step 3.