

**CSU System Department Review - New External Tool Request**  
Attach completed form to the New External Tool Request Form in Freshservice

*(Please Type or Print)*

When an instructor or department requests that a new external tool (also known as a digital tool, paired content, third-party tool, or LTI) be evaluated for possible use and inclusion within the Learning Management System within the CSU System, input from the department chair or supervisor is required to review the request from a departmental perspective.

When possible, external tool requests should:

- Be adopted by multiple instructors in multiple courses OR used at the department, college, or institutional level.
- Avoid duplication of functionality with an existing external tool already installed within the LMS.

This will help to minimize the tool fatigue previously expressed by students regarding external tool usage within the learning environment.

**Name of Requested External Tool:** \_\_\_\_\_

**Department/College:** \_\_\_\_\_

**Date of Tool Request:** \_\_\_\_\_

*Acknowledgement: We have reviewed the list of current external tools integrated within the LMS and confirm that this new tool request does not duplicate existing functionality.*

Yes

**Please provide details regarding the tool's purpose** (for example: measurable gains in assessment tracking, learning outcomes, efficiency):

Is there potential for this tool to be widely adopted within the department or college?

Yes

No

Please indicate how many instructors will be using this tool:

Please indicate how many course sections will be using this tool

Please indicate approximately how many students will be using this tool:

**Please confirm who will be paying for the tool:**

Department, College, Program, Area

CSU System

Students

No Cost

**External Tool Review Acknowledgement and Recommendation:**

*As the department chair/supervisor and the instructor requesting this tool, we acknowledge that we have reviewed this external tool and recommend it for inclusion within the requested department, program, or area to enhance the CSU System's teaching and learning environment.*

**Instructor/Requestor:**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

**Department Chair/Supervisor:**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*