



Knowledgebase > Instructional Design & Learning Technology > Canvas > How to Request a Canvas Course

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## How to Request a Canvas Course

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### **Need to request a Canvas course site? This article can help!**

As an instructor, if you've ever contacted the Service Desk with questions about requesting a Canvas course, you have likely received a link explaining how to do this. However, this link has changed and now exists here:

<https://courserequest.library.upenn.edu/documentation/>

Once you view the documentation, you can access the **new form** here:

<https://courserequest.library.upenn.edu>

### **To successfully fill out this form, keep these three steps in mind:**

1. **Find your course.** You are able to filter or search to find a course. In the upper right hand side of the page ( <https://courserequest.library.upenn.edu/courses/>) you will find a search box. You can type in either the full course code or a partial course code. You can also search by title.

To filter, click the 'Filter' button at the top of the page and fill out as many fields as you would like and then submit. You can always remove filters after you have searched by clicking the 'x' in the filter badge: