

Click on the **Merge courses** button.

Three options for course creation are shown, each with a '3' in a circle icon. The first is 'Create a single course space', the second is 'Merge courses' (highlighted with a red arrow), and the third is 'Request course space'.

IMPORTANT: If you teach more than one course then this step must be done separately for each course otherwise all will be merged.

Step 1: Select courses to be merged

The interface shows a progress bar with 'Step 1: Select' active. Below it, a list of courses is displayed with checkboxes and a 'Next Step' button.

Course Code	Course Title	Selected
ABC1234 A00 [LEC]	Introduction	<input checked="" type="checkbox"/>
ZXY9876 A00 [LED]	Advanced	<input checked="" type="checkbox"/>

Review the courses that will be created and merged. You can also edit the title. Take a moment to read the copyright notice and click on the **Create the course space** button.

The 'Review and modify' interface shows a list of course merge options, a title field, and a copyright notice section. A red arrow points to the 'Create the course space' button.

Course merge or course creation:

- ABC1234 A00 Introduction
- ZXY9876 A00 Advanced

Title of the created / merged course: you can adjust if necessary

ZXY9876*[A] Introduction 20191

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[Return to course list](#) [I have read and accept the copyright notice. Create the course space](#)

Note: An asterisk * appears in the title in BrightSpace which means courses have been merged. However, only one course code is listed. If you have merged to different course codes, you can edit the title in BrightSpace under the course information tab.

Once the course has been created, you can choose one of the following options:

The 'Process complete' interface shows a success message, a note about student enrollments, and buttons for 'Go to Virtual Campus', 'Create a course', and 'Merge courses'.

Process complete

Step 1: Select → Step 2: Edit and Review → Step 3: Created

Your course has been created successfully

NOTE: Student enrollments are now queued and will be processed within the next few hours.

Please take a moment to set your course start date.

From your course:

1. Course Admin
2. Course Offering Information
3. Start Date

Copying Content

You can copy your content from another course or from a Blackboard archive directly from the Virtual Campus (Brightspace).

[How to copy content into a new course space](#)

Note: Your access to the Blackboard archive spaces transferred into Brightspace is read-only. You have the ability to copy and/or download the entire archive or part of your content. Once imported in the new course space, the content will be editable. Your archived content will remain available as per our usual [archive calendar](#).

[Go to Virtual Campus](#) [Create a course](#) [Merge courses](#)

Classlist will follow within a day in BrightSpace.

For more information, tools and tutorials go to our web page [Tools for Professors](#).