

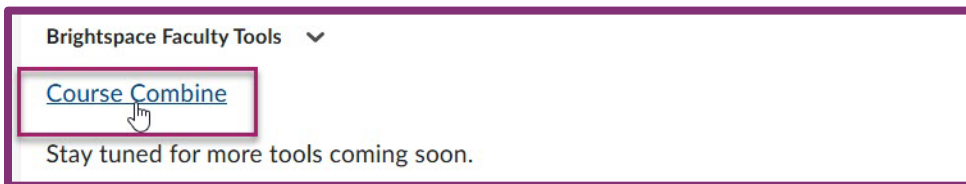
# Course Combines in Brightspace: Instructions and Guidelines

## Quick Summary

As we have transitioned to the D2L's Brightspace, the process for course combinations within the LMS will change. Outlined below are instructions for the course combine process.

## Course Combine Instructions

Login to Brightspace. Locate and select the Brightspace Faculty Tools > Course Combine link.

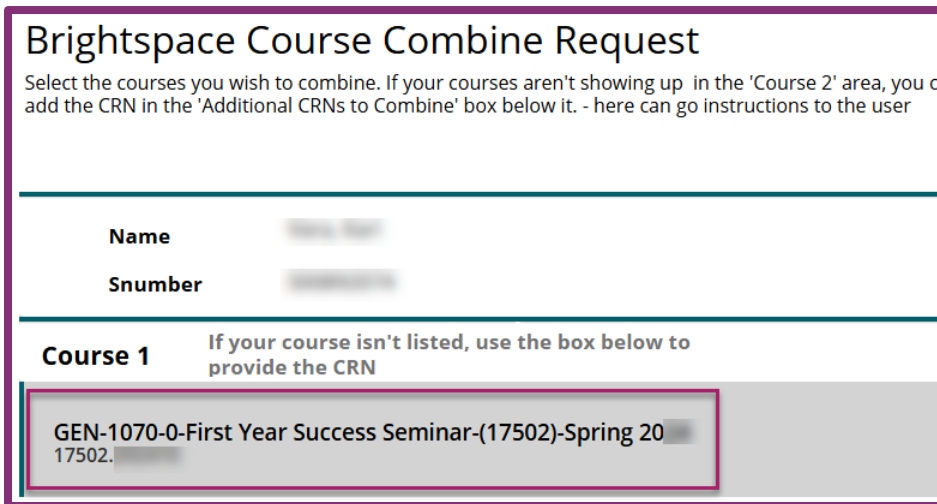


Brightspace Faculty Tools ▾

[Course Combine](#)

Stay tuned for more tools coming soon.

If the first course you desire to combine is displayed in the Course 1 list, select the course. The content of this course will be preserved in the combined course site.



**Brightspace Course Combine Request**

Select the courses you wish to combine. If your courses aren't showing up in the 'Course 2' area, you can add the CRN in the 'Additional CRNs to Combine' box below it. - here can go instructions to the user

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**Name** [REDACTED]

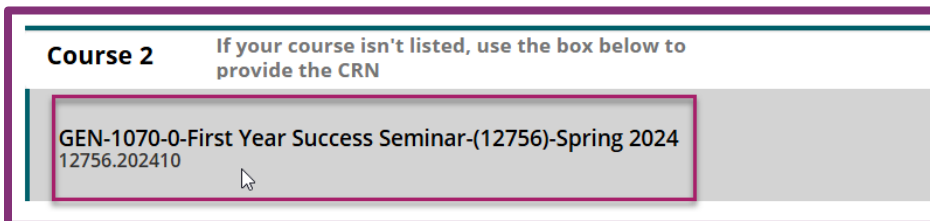
**Snumber** [REDACTED]

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**Course 1** If your course isn't listed, use the box below to provide the CRN

GEN-1070-0-First Year Success Seminar-(17502)-Spring 2017502.

If the second course you desire to combine is displayed in the Course 2 list, select the course. The content of this course will not be added to the combined course site.



**Course 2** If your course isn't listed, use the box below to provide the CRN

GEN-1070-0-First Year Success Seminar-(12756)-Spring 2024 12756.202410

Enter additional courses to be combined in the entry box if you have more than two or if you do not see the courses in the Course 1 or Course 2 lists.



### Additional CRNs to Combine

17502, 17503

Acknowledge you have read and understand the Course Combine Guidelines (see below). Select Submit.

\*  I have read the rules and understand the terms of the agreement.

Submit

## Course Combine Guidelines

As a reminder, Tri-C's Legal Services and Risk Management team shared the following guidelines for compliance with FERPA and protecting student identity in course combines outlined below:

- Course combines must not take place due to faculty convenience, but only if there is a specified reason to do so (see examples below).
- Faculty must always disclose on the syllabi and the LMS site that courses have been combined for all impacted CRNs and that multiple CRNs exist in one LMS course site.
- Faculty must not disclose the identity of students outside a unique CRN to other students enrolled in a different CRN.
- Discussion boards within combined CRNs are permissible with all students from all sections *only if* the syllabi reflect the course combination at the start of the course.
- However, if the course combination is for administrative convenience and occurs without disclosure to the student prior to enrolling in the course, then the faculty cannot have a joint discussion board for multiple CRNs within the course.
- Faculty must disclose if there are different work expectations of unique CRNs within combined CRNs in an LMS site, those expectations must be noted in the syllabus and LMS course site; however, no mention of individual student identities enrolled in different CRNs can be disclosed to students enrolled in other CRNs. (Example: Combining honors section with non-honors section. The work and assignments may vary due to the nature of the honors designation, but students' identities enrolled in the honors and non-honors sections must be kept private.)
- Course combinations may be pre-determined by the dean or designated coordinator; for example, there may be a subset in one of the sections (EX: National Practice Accelerated Learning Program in English courses -ALP).

## Need Help?

If you have any questions about the course combine process, please reach out to [OLAT@tri-c.ed](mailto:OLAT@tri-c.ed).

