Using the Space Creation Application

NOTE: The Space Creation application for Confluence will create spaces for academic courses. It cannot be used to create administrative, research, or personal Confluence spaces. Requests for non-academic Confluence spaces should be sent to tlt-consulting@purdue.edu.

Confluence utilizes enrollment information from Blackboard Learn. Users will be added/removed from the Confluence space at least once per day as students alter their course schedules.

☐ Step-by-Step

✓ Go to https://www.purdue.edu/apps/Confluence. Log in with your Career Account username and password.
On the screen, select the Campus/Institution. Next, click the drop-down menu to select the Academic term. Then type in your Purdue career account username and click the View Available Sections button. The list of courses you are an instructor or course designer in Blackboard for will be listed.

Click Create Space to begin the process of creating a space for the course you selected in Confluence. You will be asked to confirm the creation of the space. If desired, you may edit the Wiki Space Description.

When ready, click Create Space to create the class’ space in Confluence.
✓ You will receive a receipt informing you the space has been created. Click **Create Another Space** if you wish to create a Confluence space for another class. Otherwise, click **Logout**.

✓ **Log in** to Confluence at [http://wiki.itap.purdue.edu](http://wiki.itap.purdue.edu). You should see the space you created listed near the top, created by **Webform Account**. If you do not see the space listed, type in your course’s name (i.e. COMM-10100-001) into the **Search** box in the upper right hand corner.

**NOTE:** Confluence spaces are not removed at the end of the term. If you have created a Confluence space for a course and need it removed, please email itap@purdue.edu to request the space be deleted.