

# Using the Maestro Faculty portal


## Getting Started

Login using your uoAccess credentials at the following link.

<https://maestro.uottawa.ca/>



The screenshot shows the Maestro Faculty portal login page. At the top, there is a red header with the uOttawa logo and name. Below this is a dark grey bar with the text "Login to Maestro". The main content area is light grey and features the heading "Course creation portal for the Virtual Campus". Below the heading, there is a prompt to "Enter your uoAccess ID" with a link to "What is this?". A text input field is provided for the ID, followed by "@uottawa.ca". Below the ID field is a "Password" label and another text input field. At the bottom, there is a red button labeled "Login to Maestro".

 uOttawa

## Login to Maestro

### Course creation portal for the Virtual Campus

Enter your uoAccess ID ([What is this?](#))

@uottawa.ca

Password

[Login to Maestro](#)

## Step 1:


If you wish to create a single course space for a course, click on the 'Create course' button. If you wish to merge sections and/or labs together, click on the 'Merge courses' button.

### Course Creation Options

Choose one of the following options to create a space on the Virtual Campus, the University of Ottawa's online learning environment.

#### Create a course space


Select this option if you wish to create a single course space per course (ie. ABC1234[A]).



**Create course**

#### Create a merged course space

Select this option if you wish to create a single course space per course (ie. ABC1234[A]).



**Merge courses**

#### Non-course submission form

To request a non-course space on Virtual Campus. The request will be reviewed by TLSS. Note, enrolments are managed by the requestor.

**Request course space**

## Step 2 – Selecting a course to create:

Select the course(s) you wish to have created in the new LMS.

### Single course selection

Select one course and click on the **Next Step** button to proceed.

## Step 1: Select a single course to be created

**Step 1: Select**



Step 2: Edit and Review



Step 3: Create

Each course is created individually. If you have to create several courses, you will need to repeat this operation as many times as necessary.

Select a course below and click on "Next Step". You can then review your choice and adjust the title of the course before it is created

## List of courses assigned in uoCampus



Note: Changes in uoCampus are not immediately reflected in Maestro. The system is updated several times a day.

Winter 2019

ABC1234 A00 [LEC] Introduction



ANP1505 C00 [LEC] Anatomie hum & physiologie i



ZXY9876 A00 [LED] Advanced



Next Step

## Merging courses

Select multiple courses and click on the **Next Step** button to merge them into one space.

**NOTE** that selecting multiple course during this step will **MERGE** the courses into one. Merged courses cannot be un-merged without deleting the course.

### Step 1: Select courses to be merged

**Step 1: Select**



Step 2: Edit and Review



Step 3: Merge

Select courses you wish to merge and click on "Next Step". You can then review your choice and adjust the title of the course before it is created



**WARNING!** If you choose multiple courses from the list, they will be merged and we will not be able to un-merge them.

### List of courses assigned in uoCampus



Note: Changes in uoCampus are not immediately reflected in Maestro. The system is updated several times a day.

Winter 2019

ABC1234 A00 [LEC] Introduction



ZXY9876 A00 [LED] Advanced



Next Step

### Step 3 – Review and modify:

At this step, review the course that will be created and edit the title if needed. Take a moment to read the copyright notice. To create the course, click on the **Create the course space** button.

## Review and modify

Step 1: Select    ➡    **Step 2: Edit and Review**    ➡    Step 3: Merge

### Select the course code and title to be displayed in the LMS

**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

**Copyright Notice**

Copyright applies to most original literary, dramatic, musical and artistic works. Your use of Virtual Campus must comply with Canadian copyright law.

Uploading copyright-protected materials to Virtual Campus requires either permission from the rights holder by way of a licence or other agreement, such as a content licence held by the University Library, or the application of fair dealing or other exceptions allowed under the Copyright Act. For further information, please consult [Using Virtual Campus](#) on the Copyright Office [website](#).

You agree to take the necessary steps to confirm copyright compliance before making materials available in Virtual Campus.

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

## Step 4 – Process completed

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

- Create another course
- Merge other courses
- Go to the Virtual Campus to start adding your content

### Process complete

Step 1: Select    ➡    Step 2: Edit and Review    ➡    **Step 3: Created**

✔ Your course has been created successfully

**i** 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](#)

## Step 5 – Access your new course space

Once the course has been created, a link to the course space will be available on the Maestro home page. Click on the newly created course link under the **Course you have already requested** section. Once you click on the link you may be prompted to login to the Virtual Campus.

### Courses you have already created

**Winter 2019**

[View course \(ID \[redacted\]\) in LMS](#)

2191 ANP1505 C00 [LEC] Anatomie hum & physiologie i

**Fall 2018**

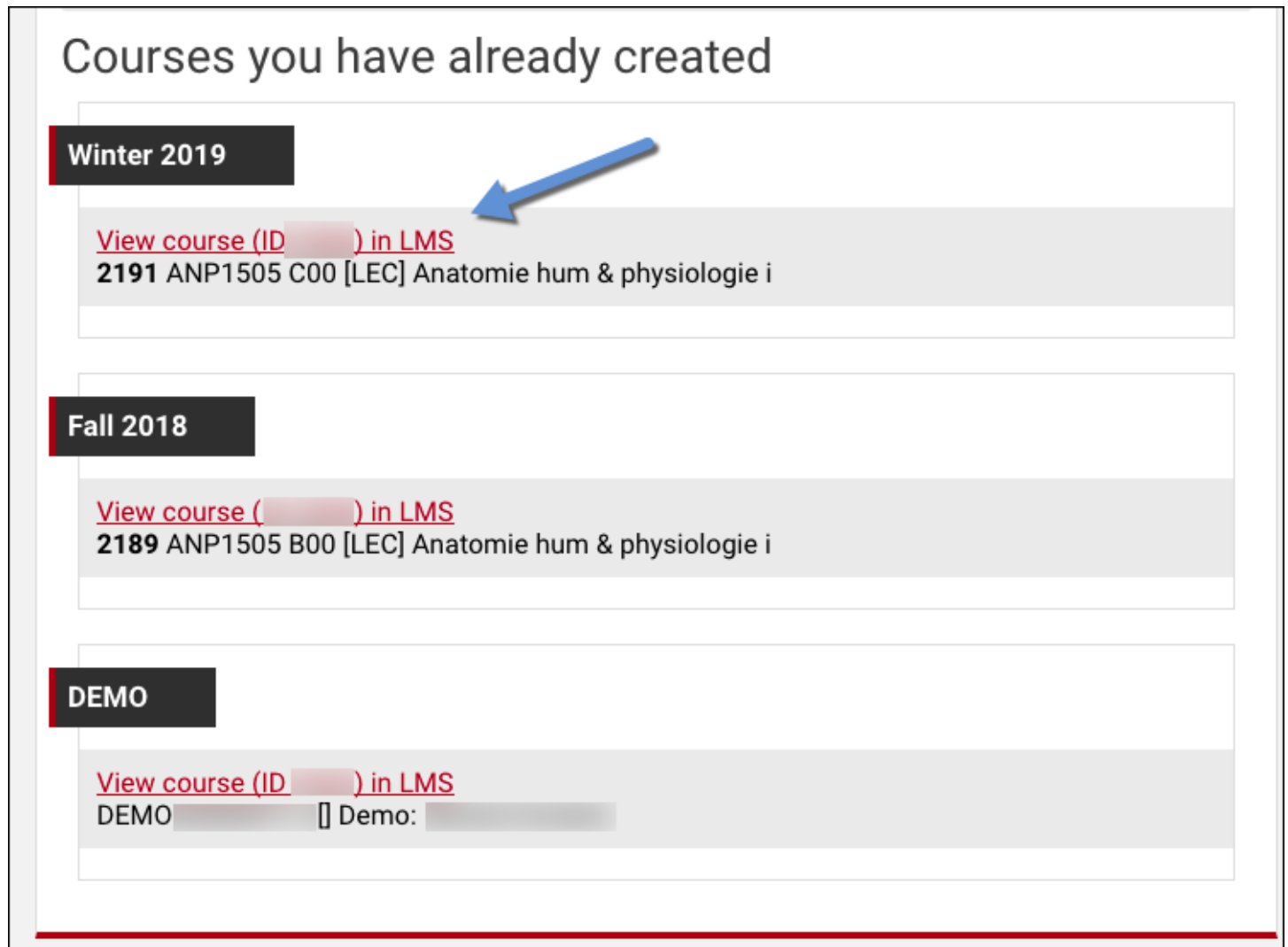
[View course \(\[redacted\]\) in LMS](#)

2189 ANP1505 B00 [LEC] Anatomie hum & physiologie i

**DEMO**

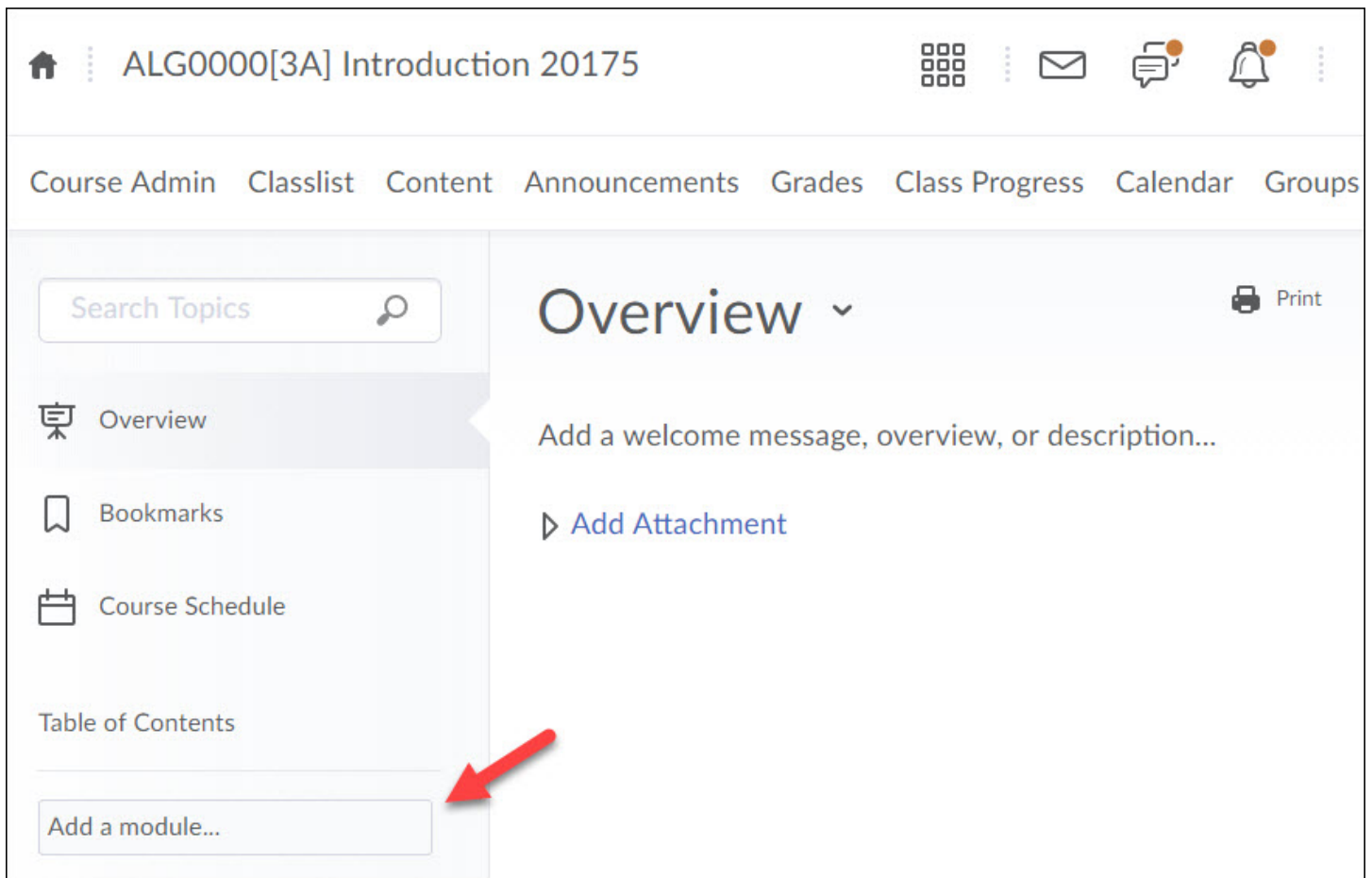
[View course \(ID \[redacted\]\) in LMS](#)

DEMO [redacted] Demo: [redacted]



## Step 6 – Your Virtual Campus course space

To start adding content, click on **Add a module** button to create a new content area and begin adding your content.



ALG0000[3A] Introduction 20175

Course Admin Classlist Content Announcements Grades Class Progress Calendar Groups

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Add a module...

Overview

Add a welcome message, overview, or description...

Add Attachment

Print

### Need assistance?

Contact Virtual Campus support (Brightspace by D2L)

Phone support 24/7: 1-866-811-3201

Online assistance form: <https://tlss.uottawa.ca/site/support-form>