How to create a course in Maestro - Login using your SSO (single sign on – use prefix only – do not add @ustpaul.ca) at the following link. - [https://maestro.uottawa.ca/](https://maestro.uottawa.ca/)

Click on the **Create course** button.

**IMPORTANT:** If you teach more than one course then this step must be done separately for each course.

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

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

- **Classlist will follow within a day in BrightSpace.**
- For more information, tools and tutorials go to our web page **Tools for Professors.**

Teaching and Learning Technologies Services