How to merge courses 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 **Merge courses** button.

**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**

Select courses you wish to merge and click on "Next Step". You can then review your choice and adjust the list 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 unmerge them.

**List of courses assigned in uoCampus**

- ABC123 A01 (B1) Introduction
- XYZ987 A00 (LLC) Advanced

**Winter 2019**

**Step 2: Select**

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.

**Step 2: Edit and Review**

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

**Step 3: Merge**

For more information, tools and tutorials go to our web page [Tools for Professors](https://toolsforprofessors.uottawa.ca/).

Classlist will follow within a day in BrightSpace.

**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.