

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/>

Click on the **Create course** button.

Create course
Select this option if you wish to create a single course space per course (ie. ABC1234 A00 Introduction).

Merge courses
Select this option if you want to merge several course sections / labs into one course space. (ie ABC1234 [A|B|C])

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

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

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	<input type="radio"/>
ANP1505 C00 [LEC] Anatomie hum & physiologie i	<input checked="" type="radio"/>
ZXY9876 A00 [LED] Advanced	<input type="radio"/>

Next Step

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.

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

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

Process complete

Step 1: Select → Step 2: Edit and Review → Step 3: Created

Your course has been created successfully

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

Classlist will follow within a day in BrightSpace.

For more information, tools and tutorials go to our web page [Tools for Professors](#).