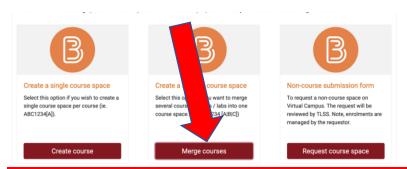
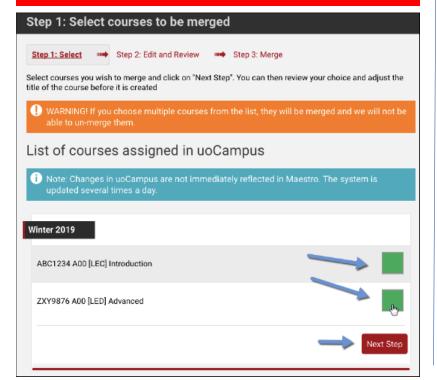
How to merge courses in Maestro - Login using your SSO (single sign on - use prefix only - do not add @ustpaul.ca) at the following link. - https://maestro.uottawa.ca/

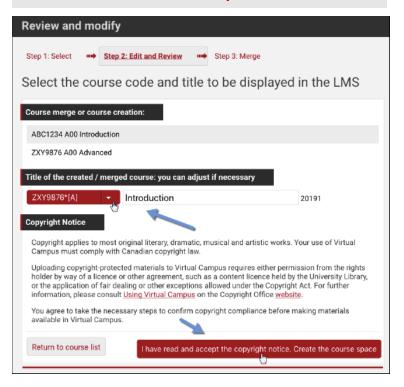
## Click on the Merge courses button.



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

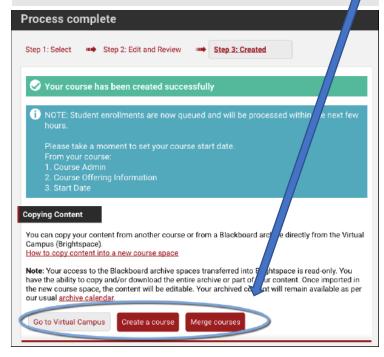


Review the courses that will be created and merged. You can also edit the title. Take a moment to read the copyright notice and click on the **Create the course space** button.



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.

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 <u>Tools for Professors</u>.

Teaching and Learning Technologies Services

