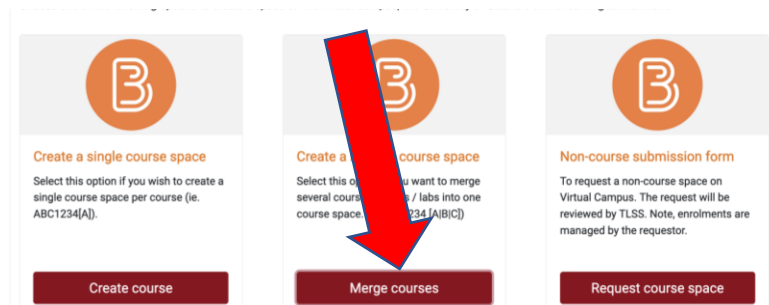


How to **merge** courses in Maestro - Login using your SSO (single sign on - use prefix only - do not add @ustpaul.ca) at the following link. - <https://maestro.uottawa.ca/>

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.

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

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.

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

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Return to course list

I have read and accept the copyright notice. Create the course space

To determine whether courses have been merged:

1. Access the course in BrightSpace
 2. Select Classlist:
 3. Select <View by>: the default is usually User.
 4. Select <Sections> and click <Apply>.
 5. Select the second box <Sections>, a list of all merged sections appears in the drop-down menu.
- If several sections are listed, the courses have been merged. If only one section is present, it is not been merged.

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](#).