Using the Maestro Faculty portal

Getting Started
Login using your uoAccess credentials at the following link.
https://maestro.uottawa.ca/
**Step 1:**
If you wish to create a single course space for a course, click on the ‘Create course’ button. If you wish to merge sections and/or labs together, click on the ‘Merge courses’ button.

<table>
<thead>
<tr>
<th>Course Creation Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create a course space</strong></td>
</tr>
<tr>
<td>Select this option if you wish to create a single course space per course (ie. ABC1234(A)).</td>
</tr>
<tr>
<td>Create course</td>
</tr>
<tr>
<td><strong>Create a merged course space</strong></td>
</tr>
<tr>
<td>Select this option if you wish to create a single course space per course (ie. ABC1234(A)).</td>
</tr>
<tr>
<td>Merge courses</td>
</tr>
<tr>
<td><strong>Non-course submission form</strong></td>
</tr>
<tr>
<td>To request a non-course space on Virtual Campus. The request will be reviewed by TLSS. Note, enrolments are managed by the requestor.</td>
</tr>
<tr>
<td>Request course space</td>
</tr>
</tbody>
</table>
Step 2 – Selecting a course to create:
Select the course(s) you wish to have created in the new LMS.

Single course selection
Select one course and click on the Next Step button to proceed.
**Merging courses**
Select multiple courses and click on the **Next Step** button to merge them into one space. **NOTE** that selecting multiple course during this step will MERGE the courses into one. Merged courses cannot be un-merged without deleting the course.

**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 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]
Step 3 – Review and modify:
At this step, review the course that will be created and edit the title if needed. Take a moment to read the copyright notice. To create the course, click on the Create the course space button.

Review and modify

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

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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
Step 4 – Process completed
Once the course has been created, you can choose one of the following options:
- Create another course
- Merge other courses
- Go to the Virtual Campus to start adding your content

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.
## Step 5 – Access your new course space

Once the course has been created, a link to the course space will be available on the Maestro home page. Click on the newly created course link under the **Course you have already requested** section. Once you click on the link you may be prompted to login to the Virtual Campus.

### Courses you have already created

#### Winter 2019

<table>
<thead>
<tr>
<th>View course (ID  ) in LMS</th>
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<tbody>
<tr>
<td>2191 ANP1505 C00 [LEC] Anatomie hum &amp; physiologie i</td>
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#### Fall 2018

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#### DEMO

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<tr>
<td>DEMO [Demo: ]</td>
</tr>
</tbody>
</table>
Step 6 – Your Virtual Campus course space
To start adding content, click on Add a module button to create a new content area and begin adding your content.

Need assistance?
Contact Virtual Campus support (Brightspace by D2L)

Phone support 24/7: 1-866-811-3201

Online assistance form: https://tlss.uottawa.ca/site/support-form