Using the Maestro Faculty portal
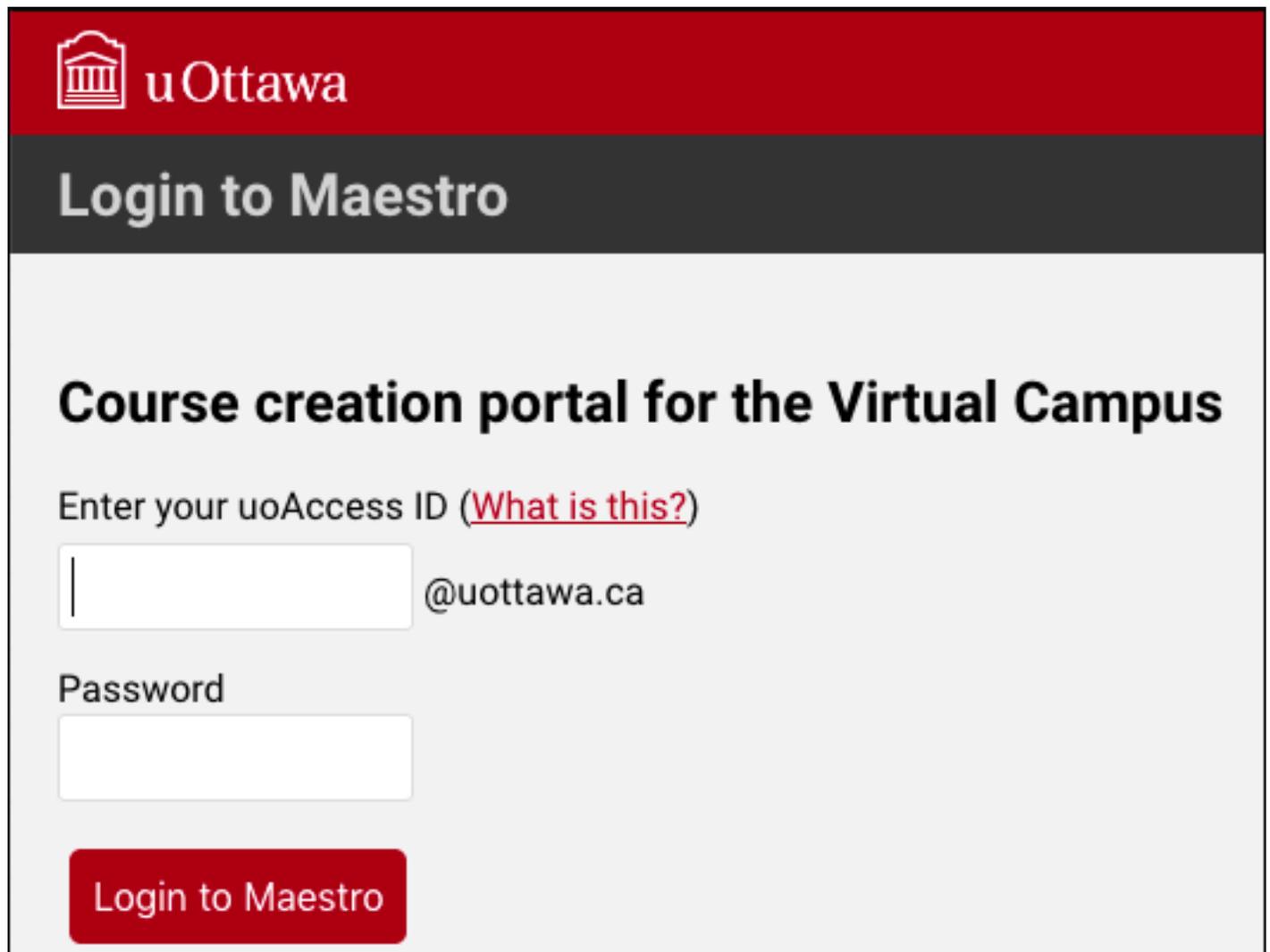
Getting Started

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.

Course Creation Options

Choose one of the following options to create a space on the Virtual Campus, the University of Ottawa's online learning environment.

Create a course space

Select this option if you wish to create a single course space per course (ie. ABC1234[A]).

Create course

Create a merged course space

Select this option if you wish to create a single course space per course (ie. ABC1234[A]).

Merge courses

Non-course submission form

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

Request course space

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 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.

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

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

View course (ID   ) in LMS
2191 ANP1505 C00 [LEC] Anatomie hum & physiologie i

Fall 2018

View course (   ) in LMS
2189 ANP1505 B00 [LEC] Anatomie hum & physiologie i

DEMO
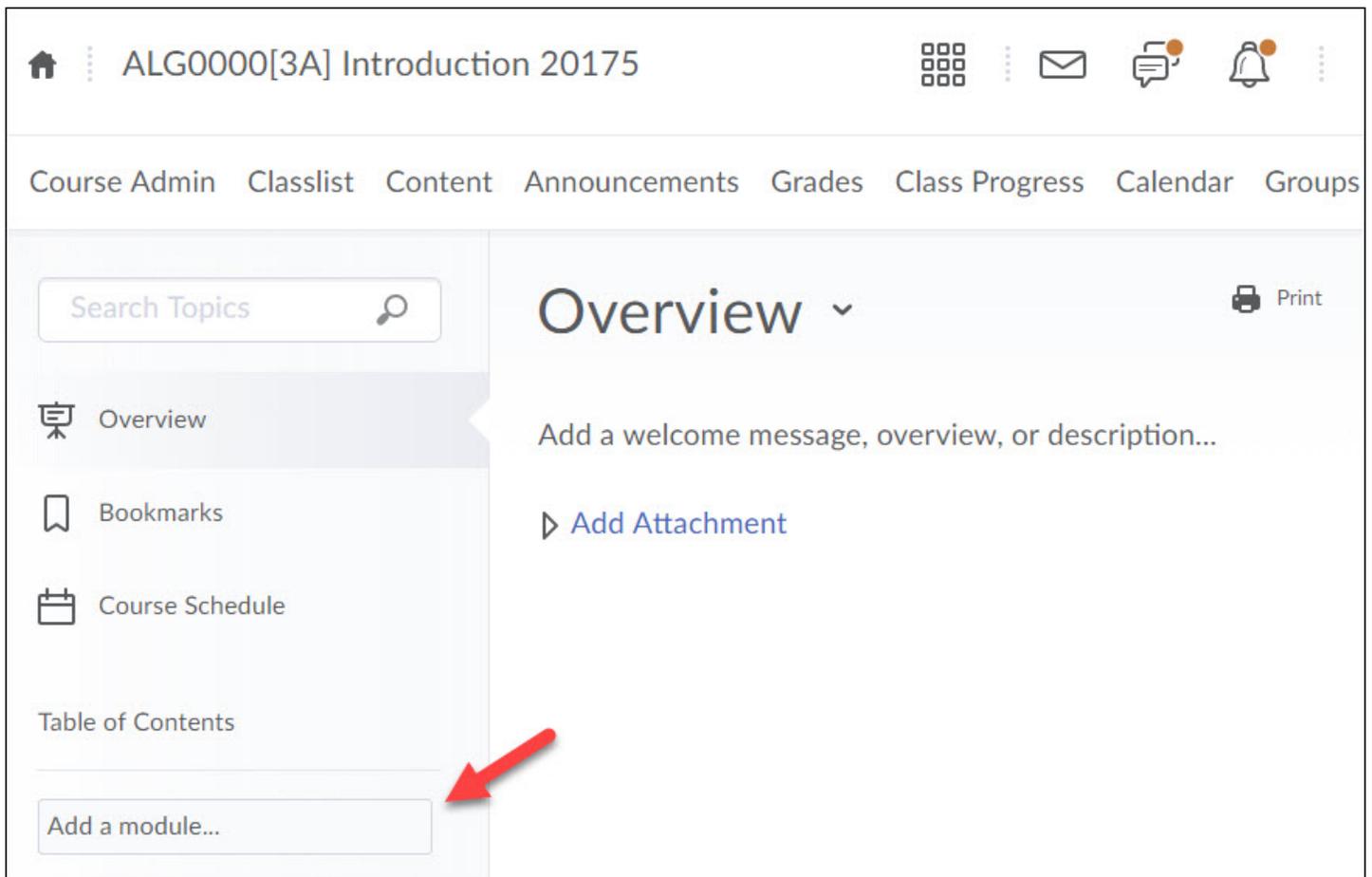
View course (ID   ) in LMS
DEMO   [] Demo:

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