MAESTRO: CREATING MS TEAMS COURSE SPACES

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CONTEXT

For all official courses, professors can use the Maestro tool to request that a space be created for their course in the MS Teams platform. The process allows professors to create individual spaces for each course they teach, to merge sections of a course (i.e. sections, labs, DGD, tutorials), or to merge different courses into one MS Teams course space based on their teaching needs. This guide covers how to complete this process.

STEPS TO CREATE MS TEAMS COURSE SPACES

1. Log into Maestro with your uOttawa single sign-on employee credentials
2. Depending on your needs, click on either:
   - “Create course” to create a single course space in MS Teams. This option allows you to create a separate MS Teams course space for each of your different courses, sections, labs, DGDs, tutorials, etc. **Note:** You will need to repeat the single course creation process for each of the courses that you wish to create a separate MS Teams space for.
   - “Merge courses” to create a merged course space in MS Teams. This option allows you to merge different courses, or several course sections, labs, DGDs, tutorials, etc. together into one space. Merging ensures that students enrolled in all the included courses, sections, labs, DGDs, etc. have access to the same space and allows your students to work together when necessary.

**Important:** Choose between the two options (i.e. Single space or merged space) carefully as resetting the course creation process can take up to 24 hours and entails the deletion of your previously created space(s), as well as any content they contain.
3. Select the course or if merging, select the courses that you wish to create an MS Teams space for.

![MS Teams course selection screenshot]

Note: Changes in uoCampus are not immediately reflected in Maestro. The system is updated several times a day.

4. Review and modify the request as necessary. Click “Create Course in MS-Teams” if the request is correct.

![MS Teams course creation screenshot]

5. A summary of the request will display and the space should be created immediately. **Note:** Student enrollments may take up to 24 hours to occur.

![MS Teams course creation summary screenshot]

**Want to get better acquainted with MS Teams?**

Visit the [TLSS webpage for MS Teams](https://example.com/tlss-teams)

Visit the [TLSS overview webpage for MS Teams and Zoom](https://example.com/tlss-overview)

Consult the [TLSS guides for MS Teams and Zoom](https://example.com/tlss-guides)

Review the [Training Section for MS Teams on the uOttawa IT website](https://example.com/teams-training)

Check out the [online video training](https://example.com/online-training) provided by Microsoft