MAESTRO – CREATE A COURSE SPACE IN THE BRIGHTSPACE PLATFORM

Teaching and Learning Support Service (TLSS), uOttawa

CONTEXT

At the start of each semester, you will need to create a course space in Brightspace for each one of the courses that you teach. This needs to be done before you can create content in that space for that course. Please note that you cannot carry out this process until you have officially been assigned as the instructor for the course in question and this appears within the official course timetable. To create a course space in Brightspace, complete step 1 and 2 below.

STEP 1: ACCESS THE MAESTRO PORTAL

1. Visit uOttawa.Brightspace.com and login to the platform using your uOttawa single sign-on (SSO) credentials associated with your employee account (the same credentials that you use to access VirtuO, Outlook, etc.).
2. On the right-hand side of the main homepage, click on Create my courses (Maestro).
3. Enter your uOttawa SSO credentials, and click on Login to Maestro.

STEP 2: SELECT THE TYPE OF COURSE SPACE TO CREATE

Once inside the Maestro platform, you will see the following three course creation options to select from:

1. **Option A** - Create a single course space (Create course)
2. **Option B** - Create a merged course space (Merge courses), and
3. **Option C** - Non-course submission form (Request course space)

Which should I use?

**Option A**: If you are teaching a course that has only one section, then **Option A – Create a single course** will likely meet your needs. **Note**: You will need to repeat the single course creation process for each of the courses that you wish to create a separate course space for.
Option A or Option B: If you are teaching multiple sections of the same course (e.g. course ABC1234 section A, section B, and section C), a course with labs or DGDs, or a bimodal course which typically contains two sections (i.e. a face-to-face section - A00 and an online section - V00), then either Option A or Option B will be used depending on your needs. Here is some guidance on how to decide:

- Select Option A – Create a single course space if you wish to create a separate course space for each of the sections/labs/DGDs. If you use this option, students in one section would not be able to interact with students from another section. This would also entail creating material for each of the spaces, which could require lots of duplication and more course management.

- Select Option B - Create a merged course space if you wish to merge several course sections/labs/DGDs into one course space. This ensures that students enrolled in all sections of the course have access to your online content and activities in Brightspace within the same course space and allows your students to work together (e.g. discussion or group activities), or apart when necessary because you retain the ability to differentiate (e.g. view/sort) students based on their original section (see screenshot below that shows how the names of students can be viewed by section in the Brightspace Classlist tool). This means that you can assign different work or content to each section of students, while still maintaining only one course space. This can help reduce the need to duplicate material among several course spaces and is particularly useful when a course has multiple sections/labs/DGDs, but the students either all meet at the same time, are expected to work together, or cover the same material.

**Important**: Choose between Option A and Option B 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. Keep in mind that it is easy to copy content from one course space to another in Brightspace, so you may prefer to keep your courses separate by using the single course space option.

Option C - Non-course submission form (Request course): if you wish to create a course space in Brightspace for something that does not appear in the official course timetable (e.g. a special session/course/program that is being offered). The request will be reviewed by the TLSS before the space is approved. **Important**: Unlike official courses where enrollment of participants is automatically handled by the system, enrolments in a non-course space will need to be managed by the requestor (i.e. manually enrolled).
STEP 3: CREATE THE COURSE SPACE

Course creation steps for Option A or Option B:

1. Select Create course or Merge courses depending on your needs. Make sure to read the guidance provided in Step 2 before proceeding with your selection.

2. On the next screen a list of the available courses that are tied to your profile will be listed by semester. Note: If no courses are tied to you teaching profile, a notice will pop-up indicating that there are No courses available. If you are scheduled to instruct a course, check the online course timetable to see if you have officially been linked to the course. Your name does not appear in the course timetable? Contact your department. Your name does appear in the course timetable, but you have no courses listed in Maestro to create? Send the Virtual Campus team a message using the online support form.

3. Select the course or courses (if merging) that you wish to create a space for within Virtual Campus by clicking on the circle next to that course. Important: You will need to repeat this process for each single course space that you want to create.

4. Click on the Next Step button and review and modify the title if you wish. Note: Any modifications to the title will only affect what appears in Brightspace. It does not change the official name of the course elsewhere. In addition, you can modify the title at any time within the Brightspace platform via the Course Admin tool. Important: Please do not remove the course code at the beginning and the date stamp (e.g.20221) at the end of the title. The date stamp identifies the year (i.e. 2022) and the session (i.e. Winter = 1; Summer = 5; Fall = 9; Full year course = 0) that the course was held. Therefore, a code of 20221 means that the course was offered in Winter 2022. Students, as well as the Virtual Campus team use these to locate your course.

5. Take a moment to read the copyright notice and visit the Copyright Office website.

6. Click on I have read and accept the copyright notice. Create the course space in the bottom-right corner.

7. A note, “Please be patient, the course is being created” will appear in the bottom-right hand corner.

8. A new page will appear indicating that Your course has been created successfully.

9. Take a moment to read the notices on the page.

10. Click on Go to Virtual Campus to access your newly created course space.

Important Note: It can take up to 24 hours for your students to be automatically enrolled into the course once you create the space. Do not manually add students to your course.

Course creation steps for Option C:

Select Request course space (Non-course submission form). A form where you must enter the details of the custom course space you wish to create will display. Once you have completed the form, click on Next Step and then after reading the notice, click on Submit. Your request will be processed and if approved, the space will appear within your Brightspace platform within one week. You will not receive any notification. Contact the TLSS if it has been more than a week and the course does not appear in your Brightspace platform. Make sure to check the Custom courses tab that is located on the homepage of the Brightspace platform when you log in.

General Note: If you receive an error message at any point during the creation process, use the online support form to send our Virtual Campus team a message.