General Tips on Transitioning to the New BeachBoard (Desire2Learn or D2L)

Login:

- The login page is http://beachboard.csulb.edu.
- Login with your Campus ID# and BeachBoard/My CSULB password.

Navigation

There are two navigation bars in the new BeachBoard.

The top “My Home” navigation bar is located at the top of every page. Click BeachBoard Help to view our Instructor and Student Help Pages. To return to your “My Home” homepage at any time, click My Home.

The “Course Home” navigation bar is located within every course.

The default course navigation bar includes Content, Dropbox, Quizzes, Classlist, Grades, Online Rooms, and Edit Course. The course navigation can be customized to display the tools you, the instructor, desires or uses the most.

“My Home” Homepage

This is the first page you see when you login to the new BeachBoard. The boxes are called Widgets. Under My Settings you can set your Preferences and add a profile picture and information (Profile). The center widget, News, displays system-wide news announcements. My Courses and Organizations is where you will find your Courses and Organizations, listed by semester. To enter a course, simply click on the name.
Course Home Homepage

This is the default course home homepage that all users will see when entering the course. Students see the same view, but have no editing abilities for the tools and widgets (boxes). To access a tool, simply click on it on the course navigation bar. To return to this page at any time, simply click Course Home. Course Home homepages can be customized to display widgets and information pertinent to the course.

Copy Course Materials from a Previous Blackboard Course

Courses from several of the previous semesters were imported from Blackboard into D2L. To copy materials from one of those courses to your current course go in to your new, empty course:

1. Click Edit Course (far right) on the course navigation bar.
2. Click Import/Export/Copy Course Components.
3. Make sure “Copy Components from another Org Unit” (the first choice) is selected. Click Next.
4. In the Copy the selected course components from section, choose Existing Offering and the course you want to copy. Or click Search for offering to get a pop-window of your courses with a bit more information for each.
5. Select the components you want to copy using the check box next to each component (If you select Content you must also select Course files) or click the Select All Components checkbox. You can always remove or modify anything from your course after the copy.
6. The Confirm Components to Copy page lists all of the items and any sub-items to be copied. Click Next.
7. The items will copy on the Copy Summary page. ✓ = success, ✗ = fail to copy. Click Done.

What to do after Copying Course Materials

News (on Course Homepage):

- Edit and update text in copied-over announcements by clicking on the pencil icon to the right of the headline. Or click on the trashcan to delete.

Content: You may need/want to modify, move, or delete some of the converted Modules and Topics. Click Content on the course navigation bar, which always brings you to the Manage Content page.
- To delete Modules/Topics, select the boxes to the left of the items you wish to delete. Click the trashcan. Click Delete Selected. Note: deleting a Module will delete all Topics within that Module.
• To edit Titles or Restrictions, click the pencil to the right of the title of the item. Click the Restrictions tab to edit availability.

• To move Topics or Modules into the same Module, select the boxes to the left of the items you wish to move. Click the Move icon at the top or bottom of the list. Select the New Parent Module for your module(s) or topic(s) from the drop-down list. If moving modules only, you can select None. Click Move.

• Open/download items by clicking on their titles. If items do not open, see BeachBoard Help Pages for possible solutions.

• Since all course materials are now located in the Content tool, instead of using the Blackboard folder structure (Course Documents, Assignments, etc.), you can (for example) use your syllabus’ schedule to create a Module for each week and then place all items required for that week (links to documents, readings, the Dropbox and/or Quizzes, etc.) within each Module as Topics.

• For more information on Content, see our BeachBoard Help Pages.

**Dropbox/Quizzes/Grades/Discussions:**

• If you used any of these tools in Blackboard and copied them into your new course, some items may need to be modified or deleted.

• Within all of these tools (click the tool on the course navigation bar to access it), to modify click the pencil (or if there is no pencil, click on the name of the item) or to delete, click the large trashcan at the top of the page and then select the boxes to the left of the items you wish to delete. Click Delete Selected.

• For Quizzes, the question types Question with Media File Attached, Hotspot, Jumbled Sentence, and certain science and math questions are not available in D2L and will not be converted. Those questions need to be recreated. It is recommended Quizzes and Quiz Questions brought over from Blackboard be checked, especially their point values and answer weights.

**Activate Course**

When you activate a D2L course it becomes visible to students who are enrolled in it.

**Activate a Course from the Course Home Page**

• Click Edit Course > click Course Offering Information.

• Click the Course is Active checkbox > click Save.

For more information on the new BeachBoard, please see our BeachBoard Help Pages or Quick Start Guides.