### Getting Started in BeachBoard

BeachBoard Login Page:  [https://bbcsulb.desire2learn.com](https://bbcsulb.desire2learn.com)

Link to this Handout: [http://tinyurl.com/pcq4mny](http://tinyurl.com/pcq4mny)

<table>
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<th>Task</th>
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<tr>
<td><strong>Course Shell Verification</strong></td>
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<tr>
<td>Verify your course shell is present in your course list</td>
<td>If course is not listed contact your Chair or Department Manager.</td>
</tr>
<tr>
<td><strong>Copy Course Components</strong></td>
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| Copy course materials from a previous course | [Course copy step-by-step instructions](#)  
[Copy Components](#) |
| **Prepare Course Content** |  |
| Upload new Syllabus | [How to Upload a Syllabus step-by-step instructions](#)  
[Uploading a Syllabus](#)  
[Making Materials Accessible](#) |
| Upload new Content | [How to Upload New Content](#)  
[Creating and Uploading Course Documents](#)  
[Managing Modules and Topics](#) |
| Set-up Gradebook | [Steps to Setting Up Your Grades](#)  
[Grades Setup Wizard](#)  
[Entering Grades](#) |
| Set-up Quizzes | [Basics of Creating a Quiz](#)  
[Creating and Editing Quizzes](#)  
[Creating Quiz Sections](#) |
| Set-up Dropbox | [How to Setup Dropbox](#)  
[Viewing and Evaluating Dropbox Submissions](#)  
[Managing Dropbox Submissions](#)  
[Creating Dropbox Folders and Categories](#) |
| Create Discussions | [Creating and Setting up Discussions](#)  
[Managing Forums, Topics and Messages](#)  
[Finding and Reading Discussions](#) |
| **Customize Home Page** |  |
| Edit Profile | Fill in what you would like students to know about you  
[How to Create a Profile](#) |
| Notifications/Account Settings | [Check your Notification preferences](#) |
| Classlist | [Classlist Basics](#) |
| Add News Announcements | [How to Add a News Announcement](#) |
| **Activate the Course** | Course will be immediately viewed by students enrolled in class |

For more information: [http://www.csulb.edu/itss/fits](http://www.csulb.edu/itss/fits) ● [helpdesk@csulb.edu](mailto:helpdesk@csulb.edu) ● 562-985-4959