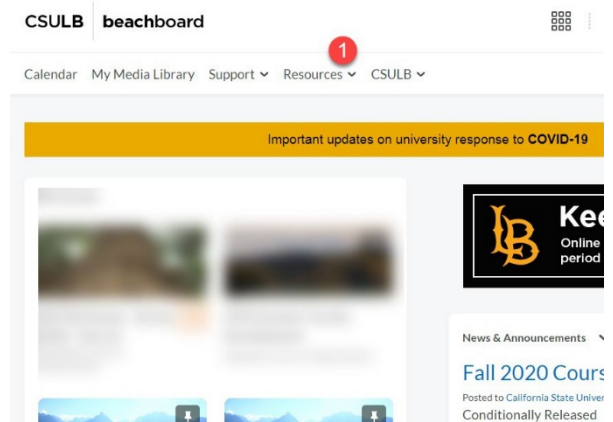


Follow these step-by-step instructions on how to access the Online Course Template BeachBoard course so that you can view the structure and layout at your convenience. After you have decided on the design option that you would like to use, complete the [Online Course Template form](#) and request templates for how many courses you would like a template for.

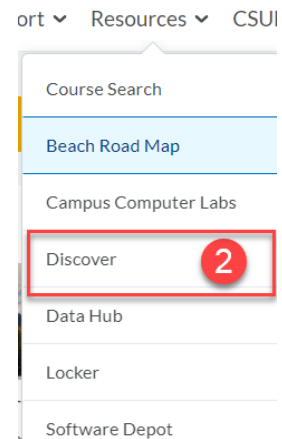
GETTING STARTED WITH THE ONLINE COURSE TEMPLATE

Accessing and Requesting the Online Course Template

Step 1: To view the Online Template Course and make a decision on the type of design option you would like, log into BeachBoard and in the navigation bar on the homepage, select the **Resource** tab



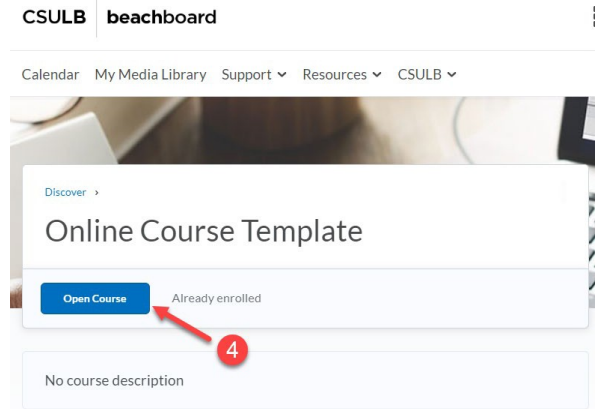
Step 2: In the dropdown list, select Discover



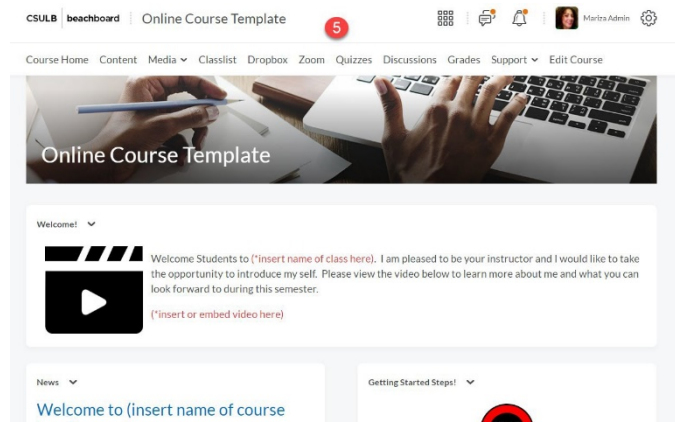
Step 3: Select the Online Course Template



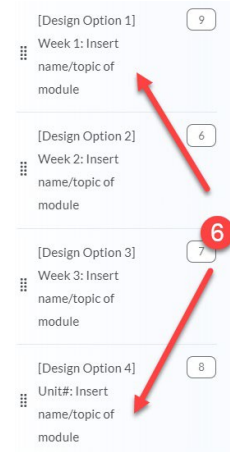
Step 4: Select the blue button “Open Course”



Step 5: you will now be able to view the Online Template BeachBoard course at your convenience.

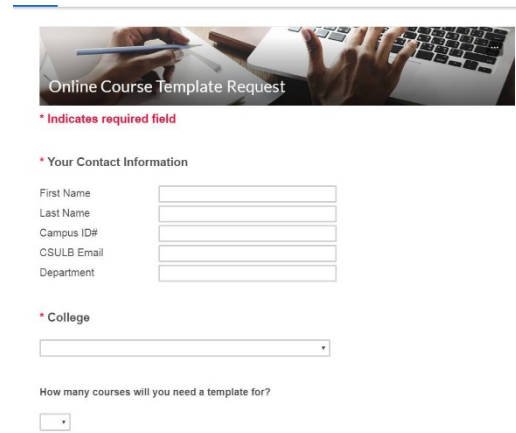


Step 6: Don't forget to view the four different design options found in the CONTENT section and select the design option that best works for you.



Step 7: To request a template, please complete the [Online Course Template Request form](#).

***please note:** The Online Course Template request form will allow you to request multiple templates for multiple courses that you would like a template for. There is no need to submit separate request forms.



The screenshot shows the 'Online Course Template Request' form. At the top, there is a header image of hands writing on a document next to a laptop. Below the image, the title 'Online Course Template Request' is displayed. A red asterisk indicates required fields. The form is divided into sections: '* Your Contact Information' and '* College'. Under the contact information section, there are input fields for 'First Name', 'Last Name', 'Campus ID#', 'CSULB Email', and 'Department'. Under the college section, there is a dropdown menu for 'College'. At the bottom, there is a question 'How many courses will you need a template for?' with a dropdown menu.