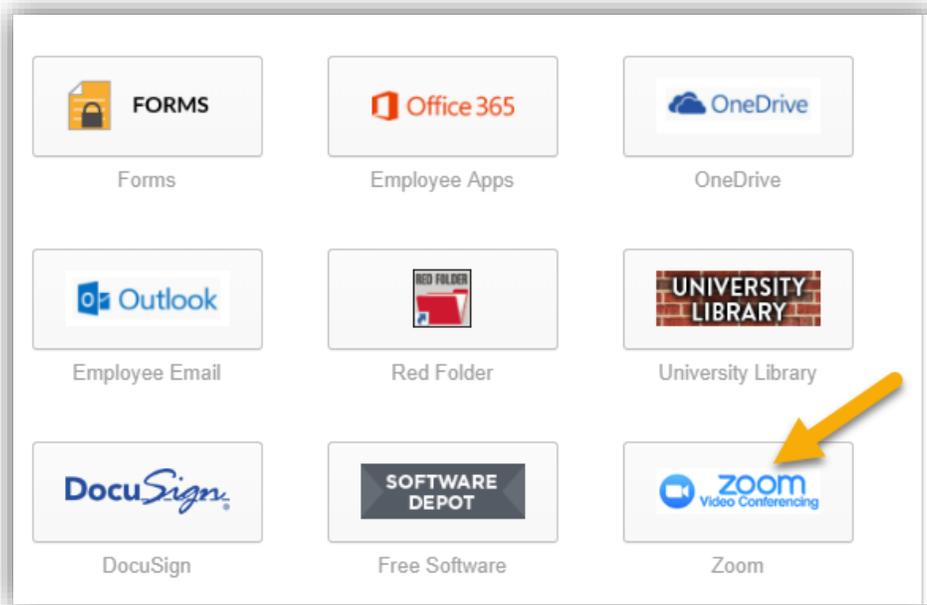


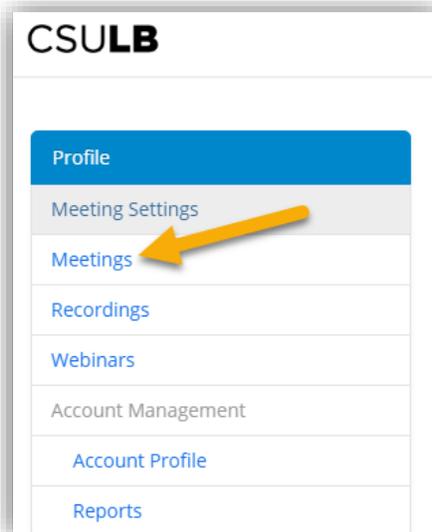
Sharing Zoom Meetings in Beachboard

Sharing a Zoom meeting link in Beachboard is a great way for you and your students to have direct access to a scheduled Zoom meeting. Below are the steps to do so.

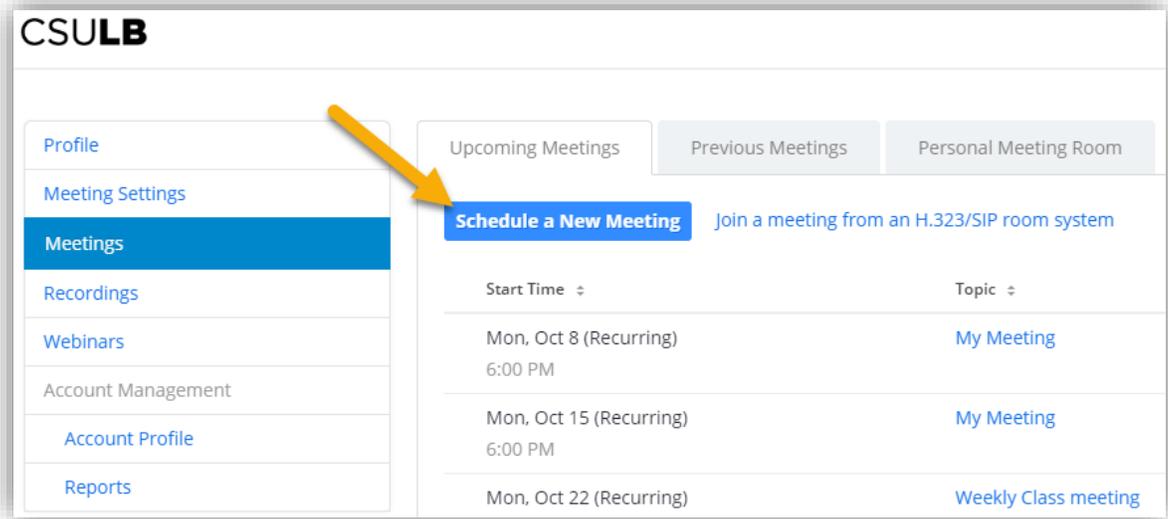
1. Sign in to your Single Sign on page at My.csulb.edu
2. Once signed in, click the Zoom Chicklet



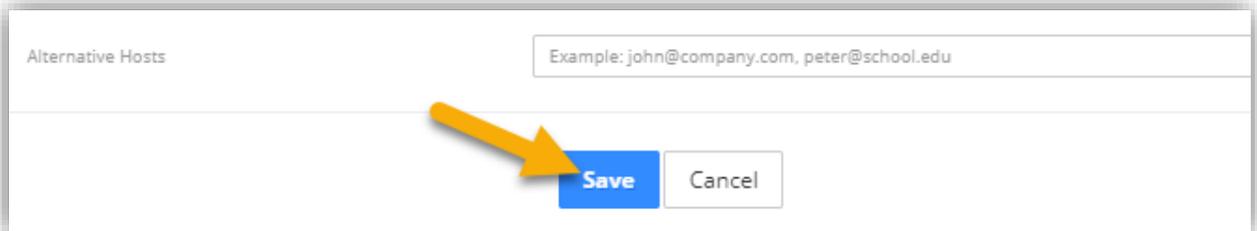
3. You are now in the Zoom profile homepage. To schedule a new meeting, click "Meetings" on the left hand side of the screen.



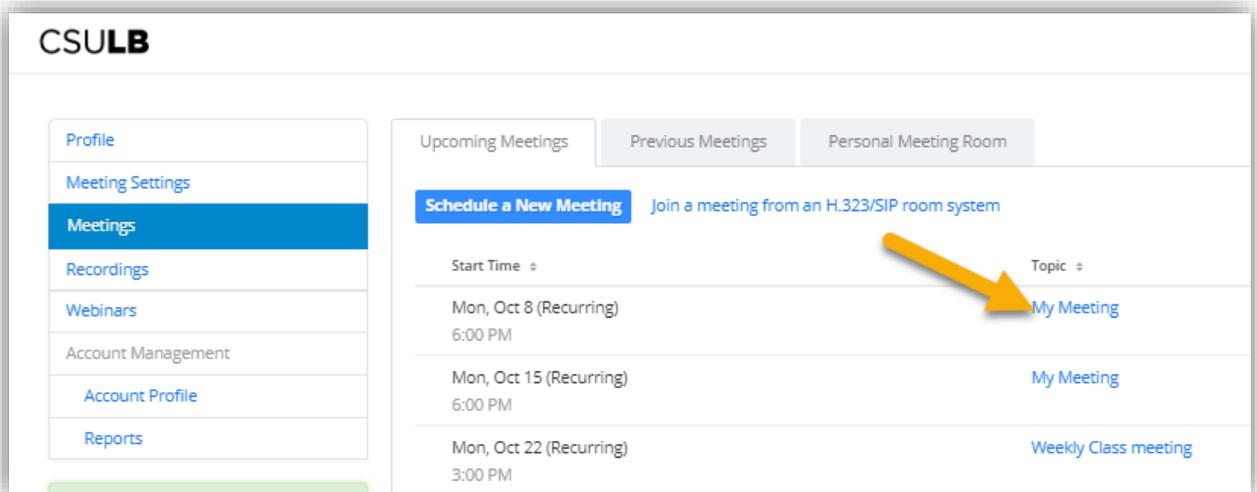
4. Next, click “Schedule a new meeting”



5. Insert the particular details (date, time, reoccurring meeting, etc) on the page. Once finished, click “Save”.



6. You should now be back on the “Meetings” page (if not, click “meetings” on the left hand side of the screen). The meeting(s) you just created should appear in the middle of the screen. Click on the desired meeting’s Topic name (i.e. My Meeting)



- Now, copy the “Join URL” link (right click on the URL and choose “Copy”). You will paste this URL into a News item within Beachboard.

My Meetings > Manage "My Meeting"

Topic	My Meeting
Time	Oct 8, 2018 6:00 PM Pacific Time (US and Canada) Every week on Mon, until Oct 29, 2018, 4 occurrence(s) Show all occurrences
Add to	Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	330-499-979
Invite Attendees	Join URL: https://csulb.zoom.us/j/330499979

- Back on the Single Sign On homepage, click the “Beachboard” Chicklet to enter the Beachboard site.
- Choose your desired course from the “Search for a course” icon.

Beachboard 2018 Demo

Media ▾ Classlist Dropbox Q

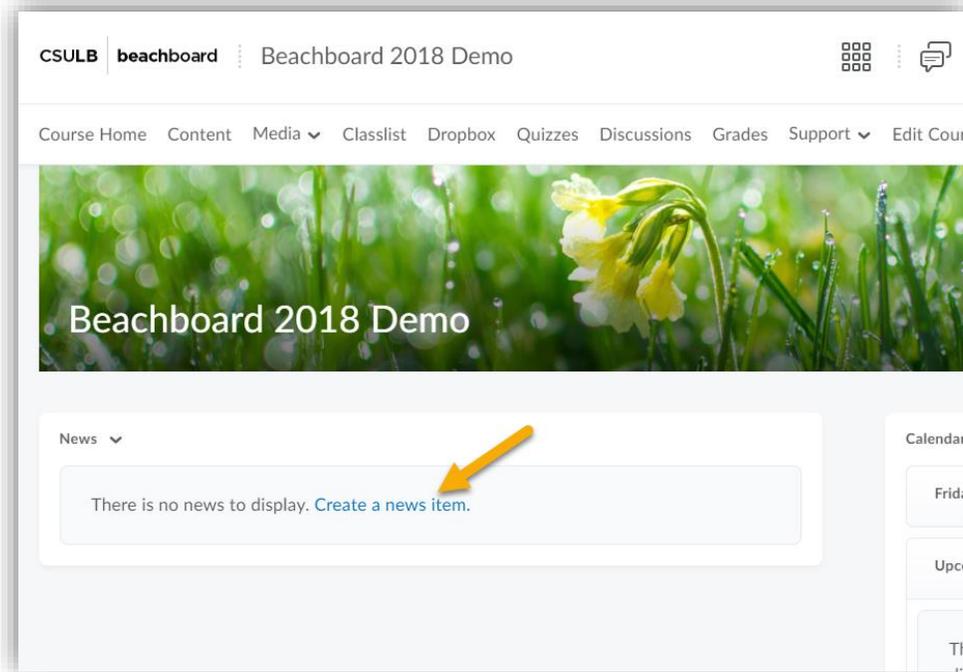
Search for a course

ATS SAMPLE COURSE

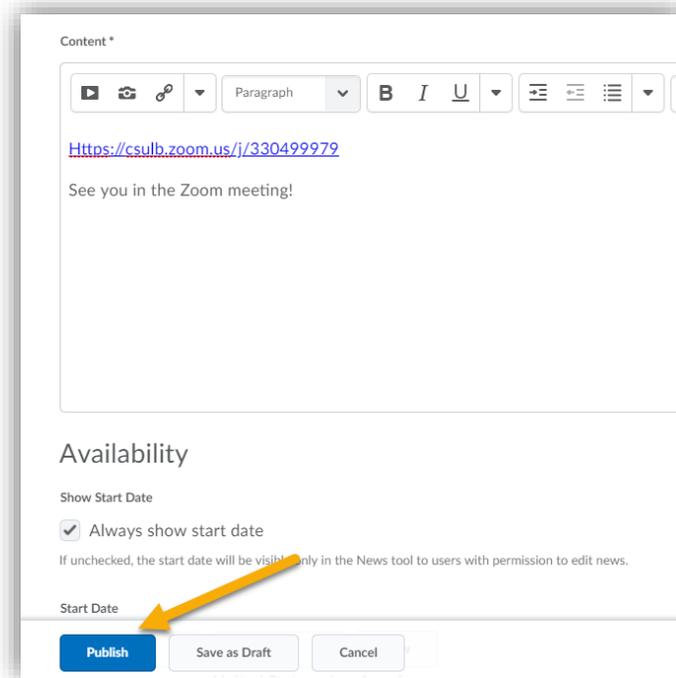
Beachboard 2018 Demo

Academic Innovation Design Initiative (AIDI): Course Enhancement - Cohort

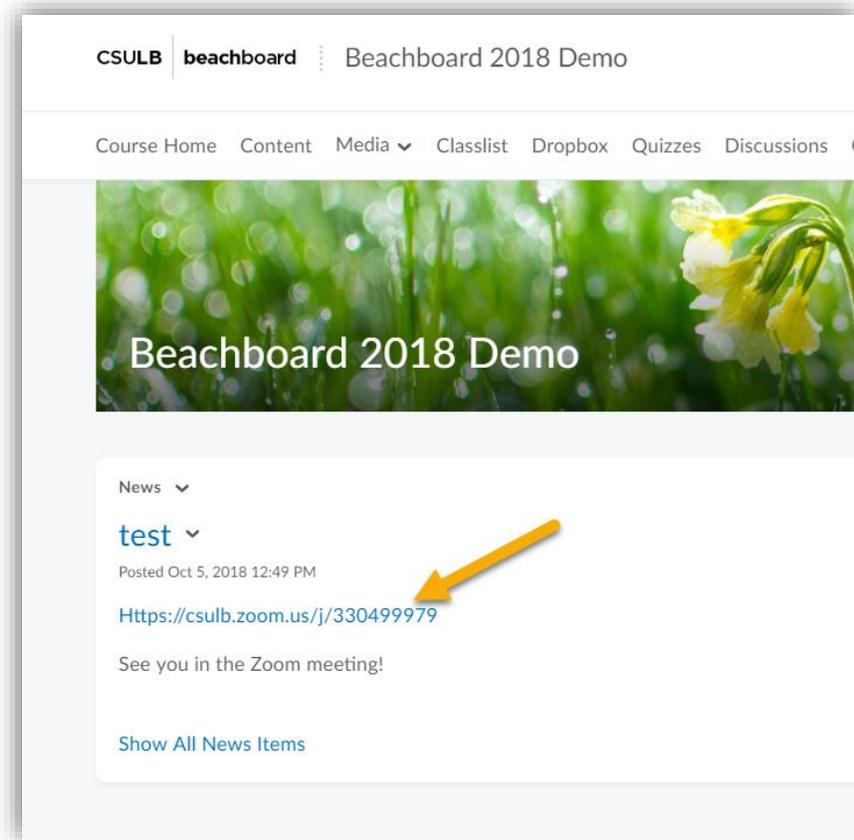
10. On the course homepage, create a new News item by clicking “Create a news item”.



11. Now, paste in the Zoom “Join URL” link into the news item and add any pertinent information as well.



12. Click Publish. Your Zoom meeting should now appear in your Beachboard Course's homepage. When ready, simply click that link to enter the Zoom meeting.



The screenshot displays the interface of a Beachboard course page. At the top, the navigation bar includes 'CSULB | beachboard' and the course title 'Beachboard 2018 Demo'. Below this, a secondary navigation menu lists 'Course Home', 'Content', 'Media', 'Classlist', 'Dropbox', 'Quizzes', and 'Discussions'. A large banner image of yellow flowers is positioned above the main content area, with the text 'Beachboard 2018 Demo' overlaid. Underneath the banner, a 'News' section is visible, containing a post titled 'test' dated 'Posted Oct 5, 2018 12:49 PM'. The post includes a blue hyperlink 'https://csulb.zoom.us/j/330499979' and the text 'See you in the Zoom meeting!'. An orange arrow points to the Zoom link. At the bottom of the news section, there is a link that says 'Show All News Items'.