



366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

Distance Learning Office

## Logging into the Blackboard Collaborate Classroom

Blackboard Collaborate is the classroom interface where instructors can have voice to voice and face to face interaction with their students. How often, when, and if your class meets in Blackboard Collaborate is up to your instructor. That being said, if you have live Collaborate class sessions, this tutorial will show you how to access the classroom where these classes will be held.

### Step 1:

Once you are on the homepage of any online class you are taking, to access the Blackboard Collaborate Classroom, you would click on the “Online Classroom” link. If you don’t know how to get to your online class, you should read the FAQ tutorial “Logging into Your Blackboard Account” found inside the Blackboard Help Desk Technical Assistance tab that explains the process if you are unsure of what to do.



“Creating Opportunities for You!”





Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

## Step 2

Clicking on the “Online Classroom” link will bring you to this screen. Here you will click on the “Classroom” link.



“Creating Opportunities for You!”



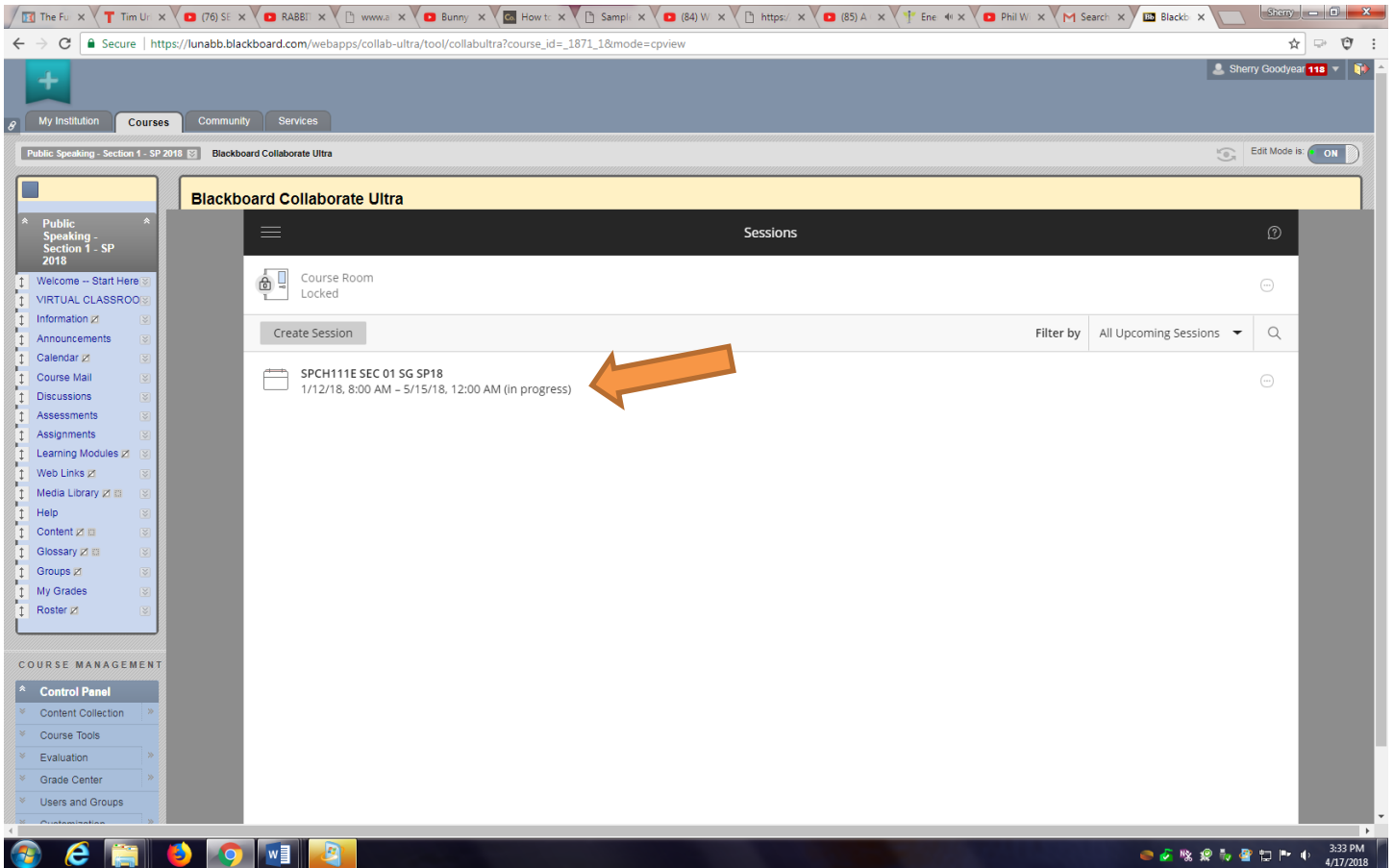


366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

Distance Learning Office

### Step 3

The next screen you land on will look like this. To access the Blackboard Collaborate Classroom for your class, you will click on your course classroom name, in this case, “SPCH111E Sec 01 SG SP18”.



“Creating Opportunities for You!”



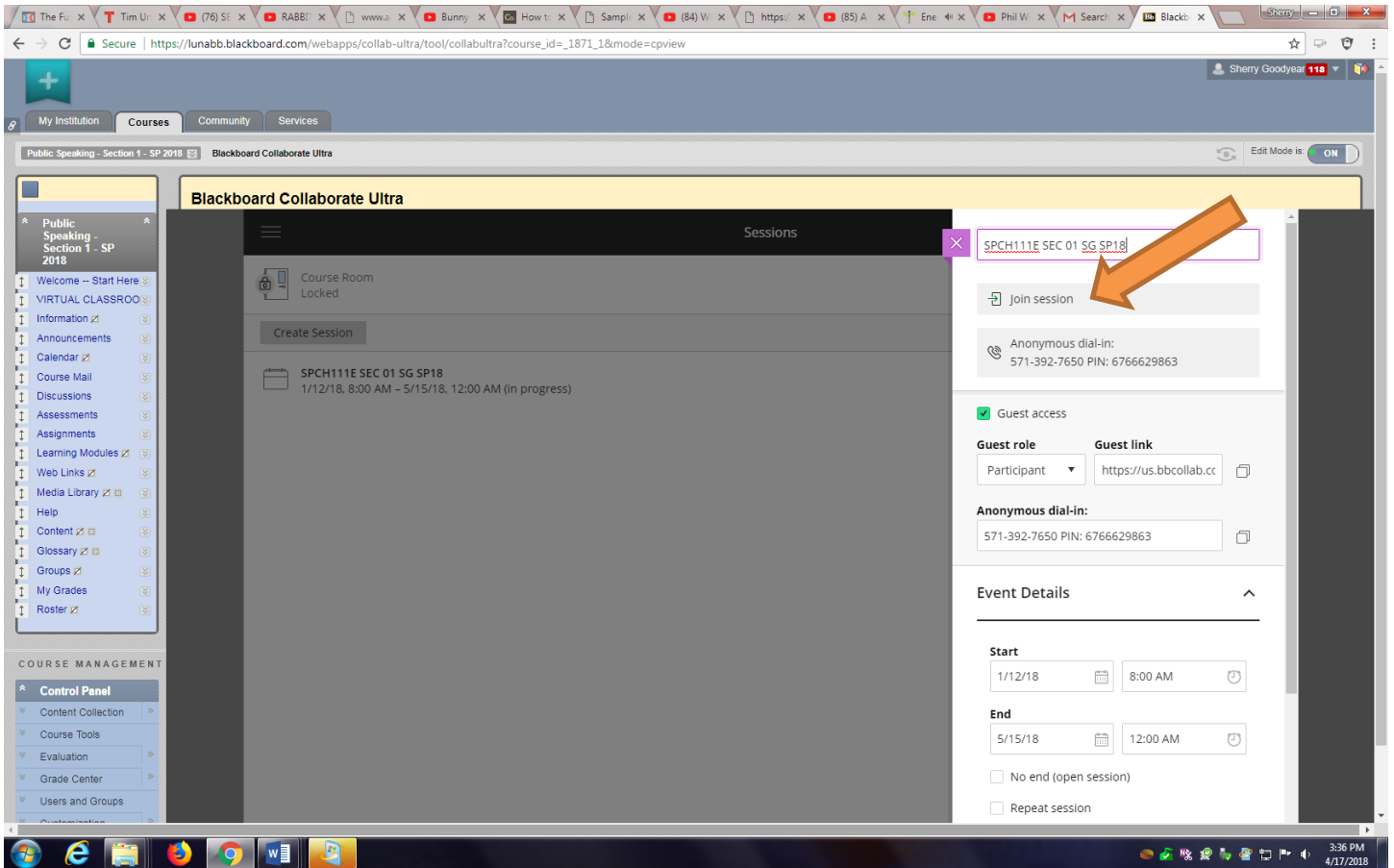


366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

Distance Learning Office

### Step 4

The next screen that will open will look like this. Here, you will click on “Join Session” which should take you to the actual Blackboard Collaborate Classroom where your class will be taught.





Distance Learning Office

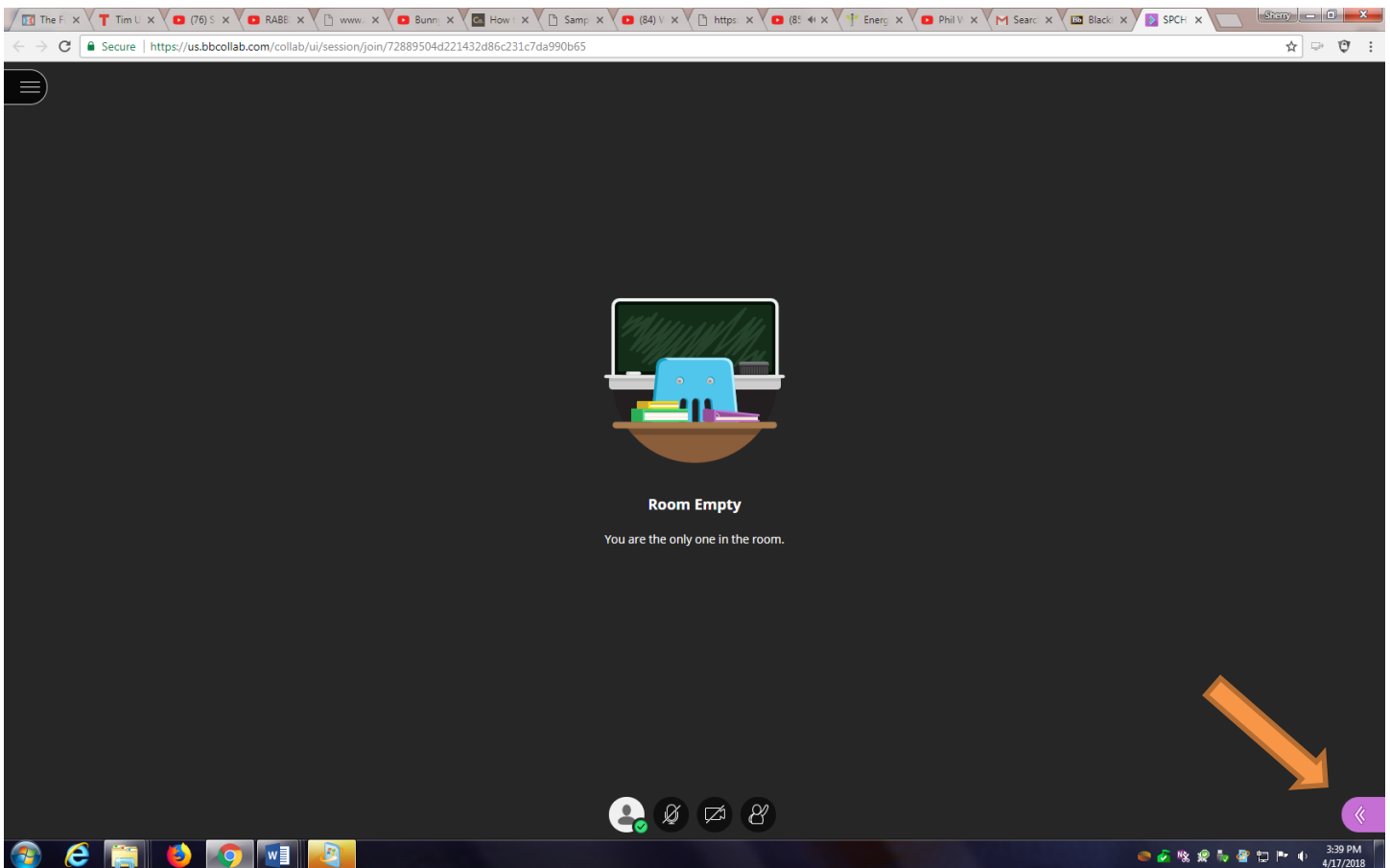
---

**366 Luna Drive • Las Vegas, NM 87701**  
**(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545**  
E-mail: [lpaiz@luna.edu](mailto:lpaiz@luna.edu)

---

## Step 5

The next screen you come to will look like this. In this screenshot, the room is empty, except for me. However, in an actual class, you would soon see many other people coming into the session. Clicking on the pink bubble in the lower right-hand corner will open up the chat box for the room so you can talk to and be seen by other people in the course.



 *“Creating Opportunities for You!”* 

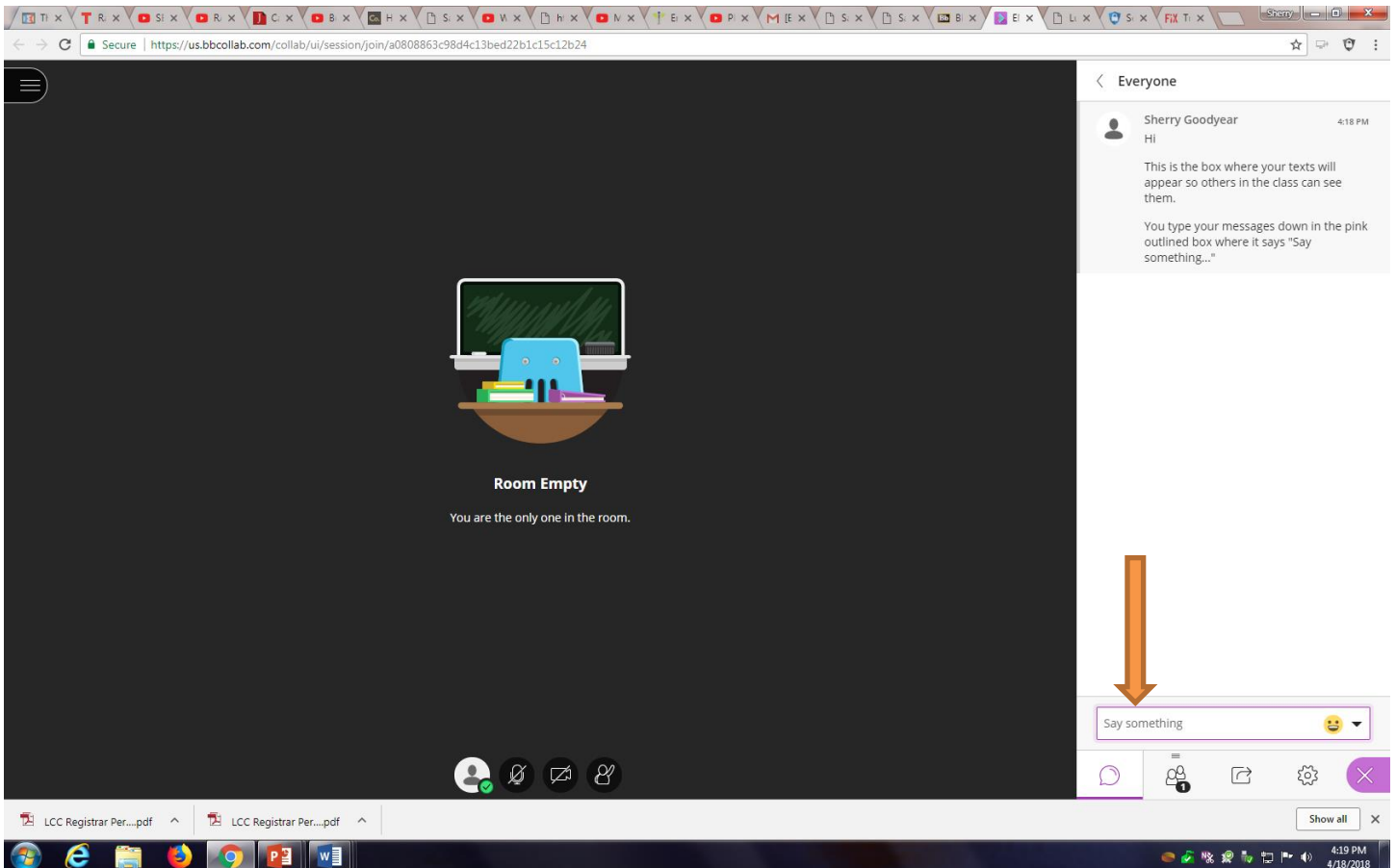


Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

## Step 6

This screen shows what happens after you click on the pink bubble. In order to make a comment in the class, you will want to type something in the box that says, "Say something" and then hit "Enter" on your keyboard.



 *“Creating Opportunities for You!”* 

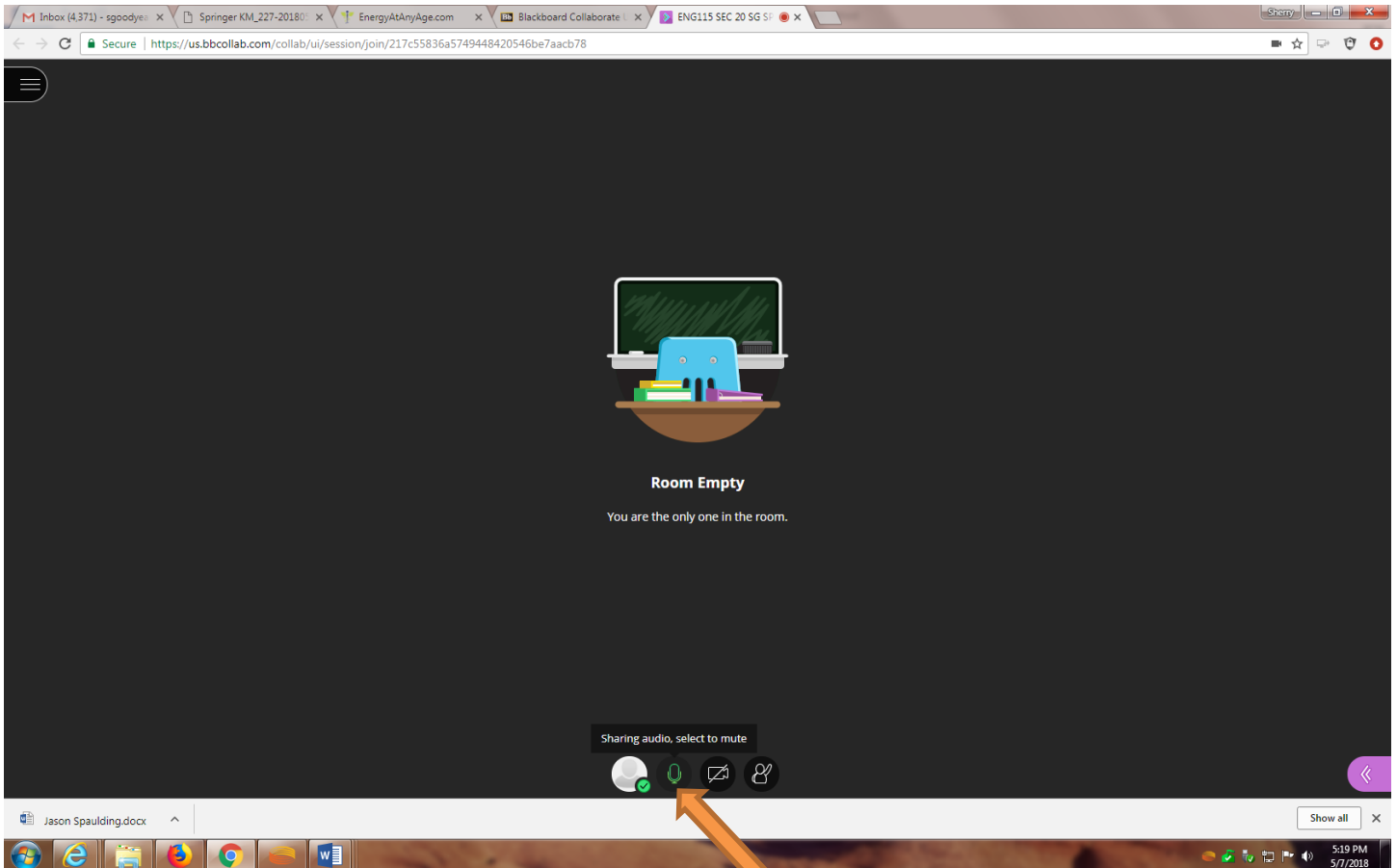


Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

## Step 7

To engage your microphone, you would click on the microphone button which turns green once it is engaged.



 *“Creating Opportunities for You!”* 

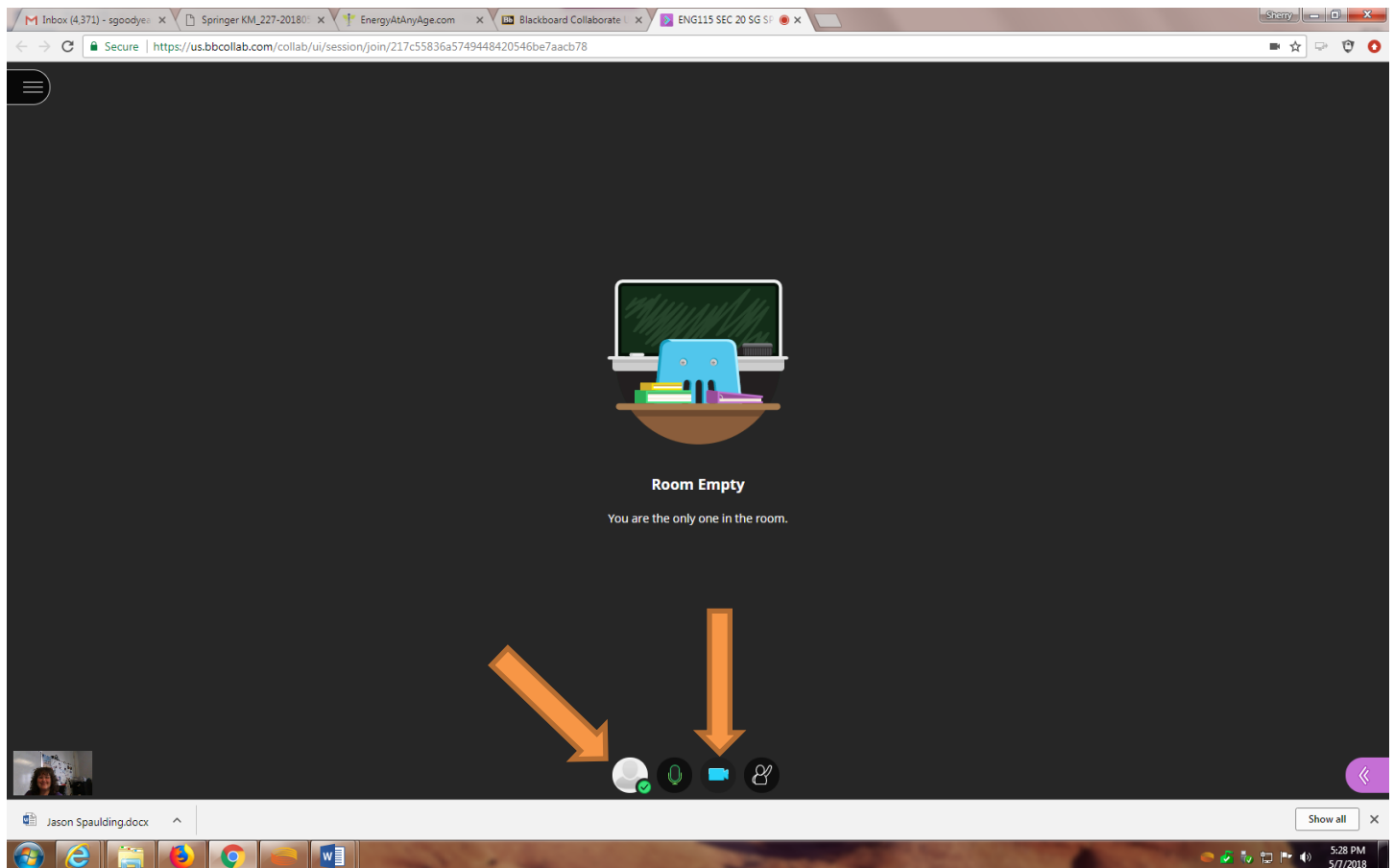


Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

## Step 8

If you want to engage your video camera so you can be seen, you can do so by clicking on the empty white video camera outline, which will turn blue as you can see here, once you have it engaged. The circle with the man inside of it on the far left, gives you access to emoticons you can use to interact in the class text box.



 *“Creating Opportunities for You!”* 



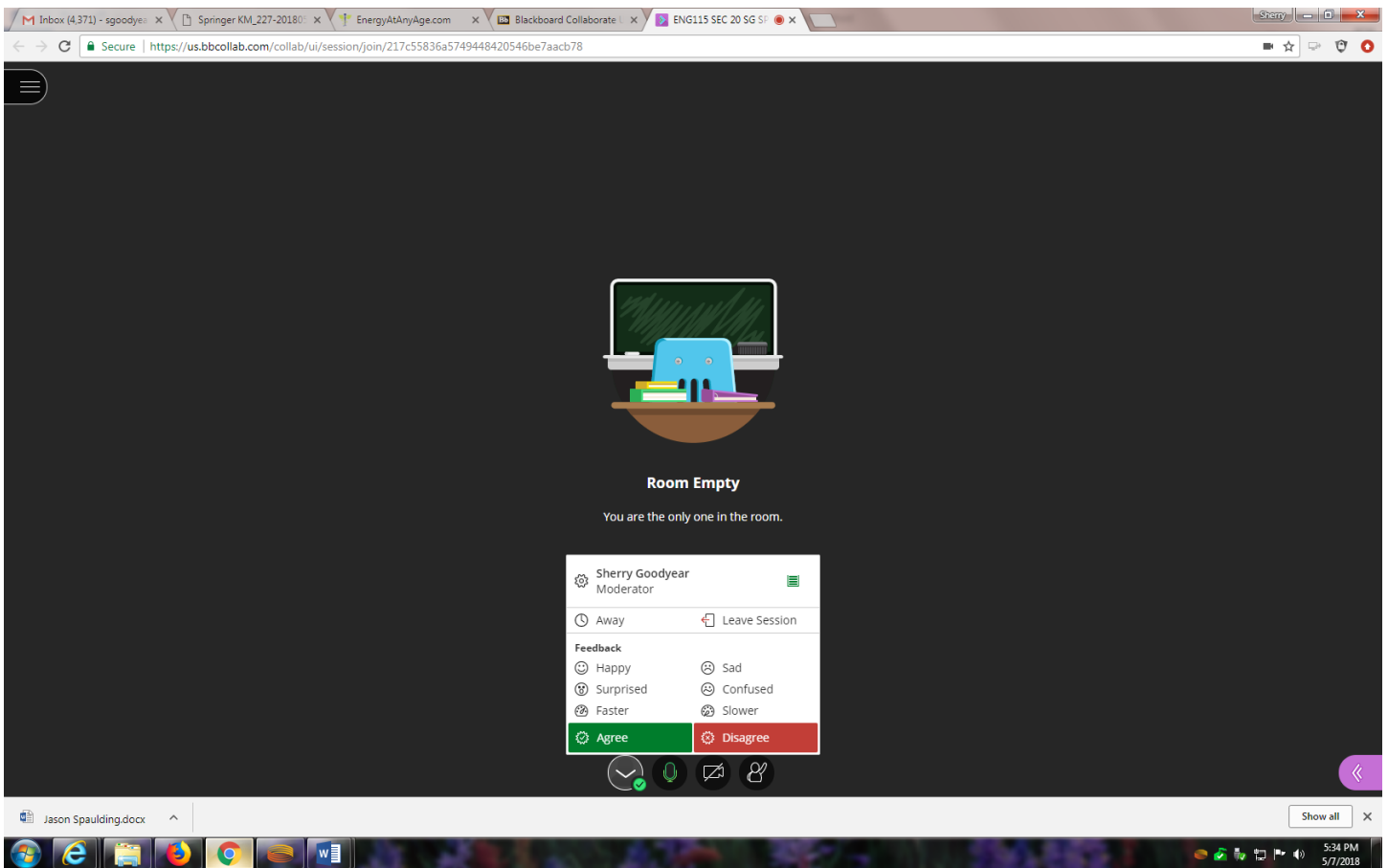


Distance Learning Office

366 Luna Drive • Las Vegas, NM 87701  
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545  
E-mail: lpaiz@luna.edu

## Step 9

Clicking on the White circle with the man inside of it brings up this screen of emoticons you can use to interact with the class.



 *“Creating Opportunities for You!”* 