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Distance Learning Office

## Logging into Your Blackboard Account

Blackboard is the place where online courses are accessed and taught. Keep in mind, you may also have a class taught live that has an online component. You would access your Blackboard portion of a web-enhanced class the same way you would access a class taught fully on Blackboard.

### Step 1:

To access Blackboard, you will go to Luna's Home page at [www.luna.edu](http://www.luna.edu). Here you will click on the link called "Blackboard/Help Desk".

The screenshot shows the Luna Community College website homepage. The navigation menu is visible on the left side, with the "Blackboard / Help Desk" link highlighted by an orange arrow. The main content area displays news and events, including "Phi Theta Kappa Spring Induction Ceremony", "Jeremiah Gouin doesn't let bullfighting injury slow him down", "Luna to host Hair Show", and "School of Business Information".



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Step 2:

Once you do this, you will see the following screen. To access Blackboard, you will want to click on the “Click here to log into Blackboard” option. If you don’t yet have a username and password, you will need to set up your Luna Student Account. There is a link on Luna’s Homepage you can click on to set this account up. There is also a FAQ on this topic inside the Blackboard Help Desk Technical Assistance tab [shown here] that explains the process if you are unsure of what to do.



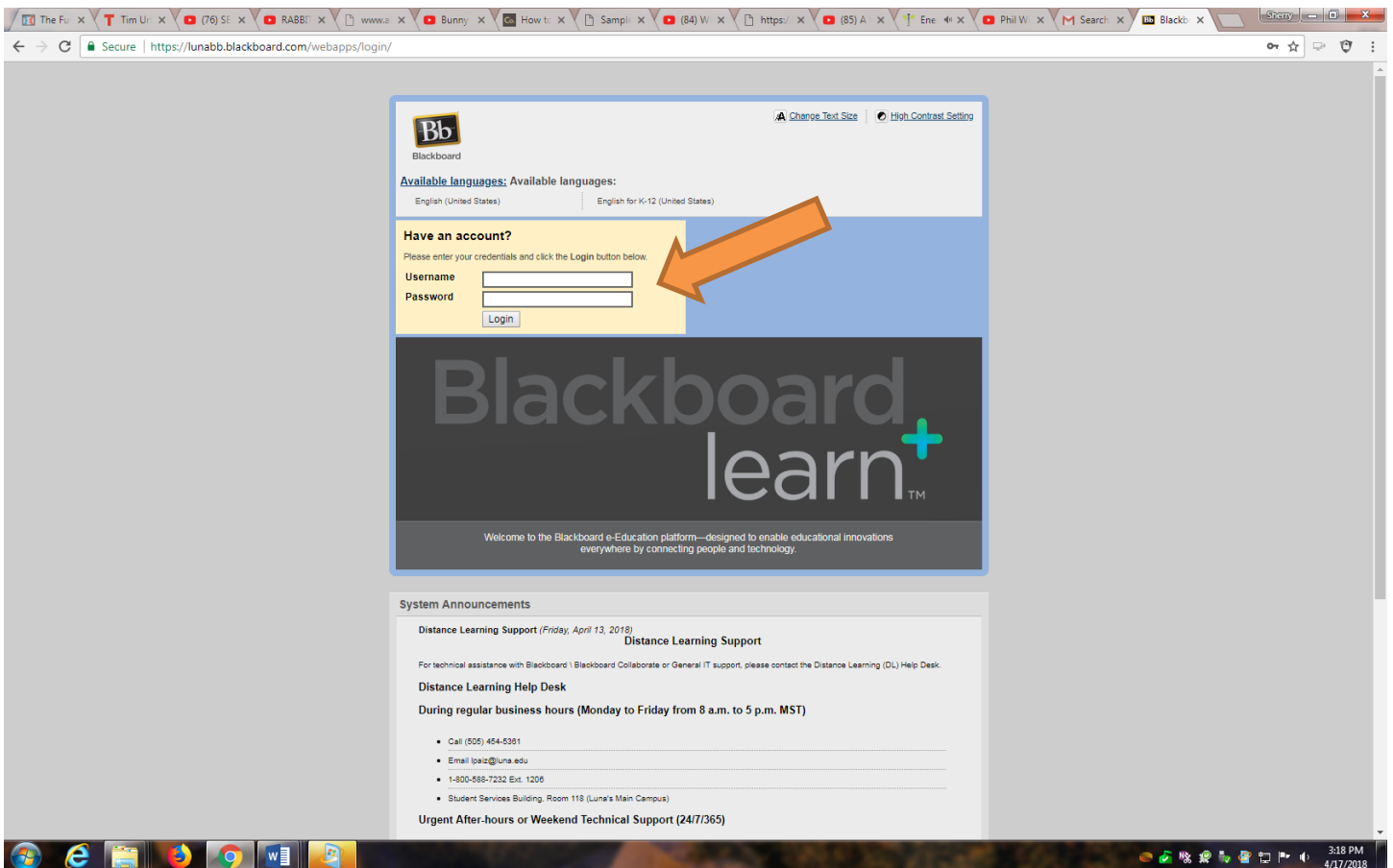


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Step 3:

The next screen you see will look like this. It is the “Blackboard Learn Login” page, and here you will be able to login to your Blackboard Account to access your online courses. You will enter the same username and password that you enter for all Luna processes including Pathways, etc.



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## Step 4

Once you enter your username and password and click “Login”, you will arrive at your Blackboard course page where all of your online courses are listed. You will be able to access ALL of your online courses from this screen, as well as check announcements, send email, and do numerous other Blackboard-oriented tasks. To access a specific class, all you need to do is click on the course you want and a moment later, you will be on the homepage of that class.

The screenshot shows the Blackboard user interface. The top navigation bar includes 'My Institution', 'Courses', 'Community', and 'Services'. Below this is a 'My Institution' section with a 'Notifications Dashboard' and an 'Add Module' button. The main content area is divided into several sections: 'Tools' (with links to Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Browse NBC Archives, Goal Performance, Goals, NBC Archives Playlist, Academic Materials, and Application Authorization), 'My Announcements' (with links to Distance Learning Support and APA WORKSHOP, and a message that no announcements have been posted in the last 7 days), 'My Organizations' (with a message that the user is not currently participating in any organizations), 'Download Blackboard's Student App Today' (with links to the App Store, Google Play, and Microsoft), 'My Courses' (with a list of courses including 'Essnts of College Writing (DL) - Section 1 - SP 2018', 'Esnts of College Writing (DL) - Section 20 - SU 2017 (not currently available)', 'Freshman Composition I (DL) - Section 1 - SP 2018', 'Freshman Composition II (DL) - Section 2 - FA 2017 (unavailable - was last available Sunday, December 31, 2017)', 'Freshman Composition II - Section 20 - SP 2018', 'Interpersonal Communication (DL) - Section 1 - FA 2017', and 'Public Speaking - Section 1 - SP 2018'), 'On Demand Help' (with links to Help for Students and Help for Instructors), and 'My Tasks' (with a message that no tasks are due). An orange arrow points to the 'My Courses' section.

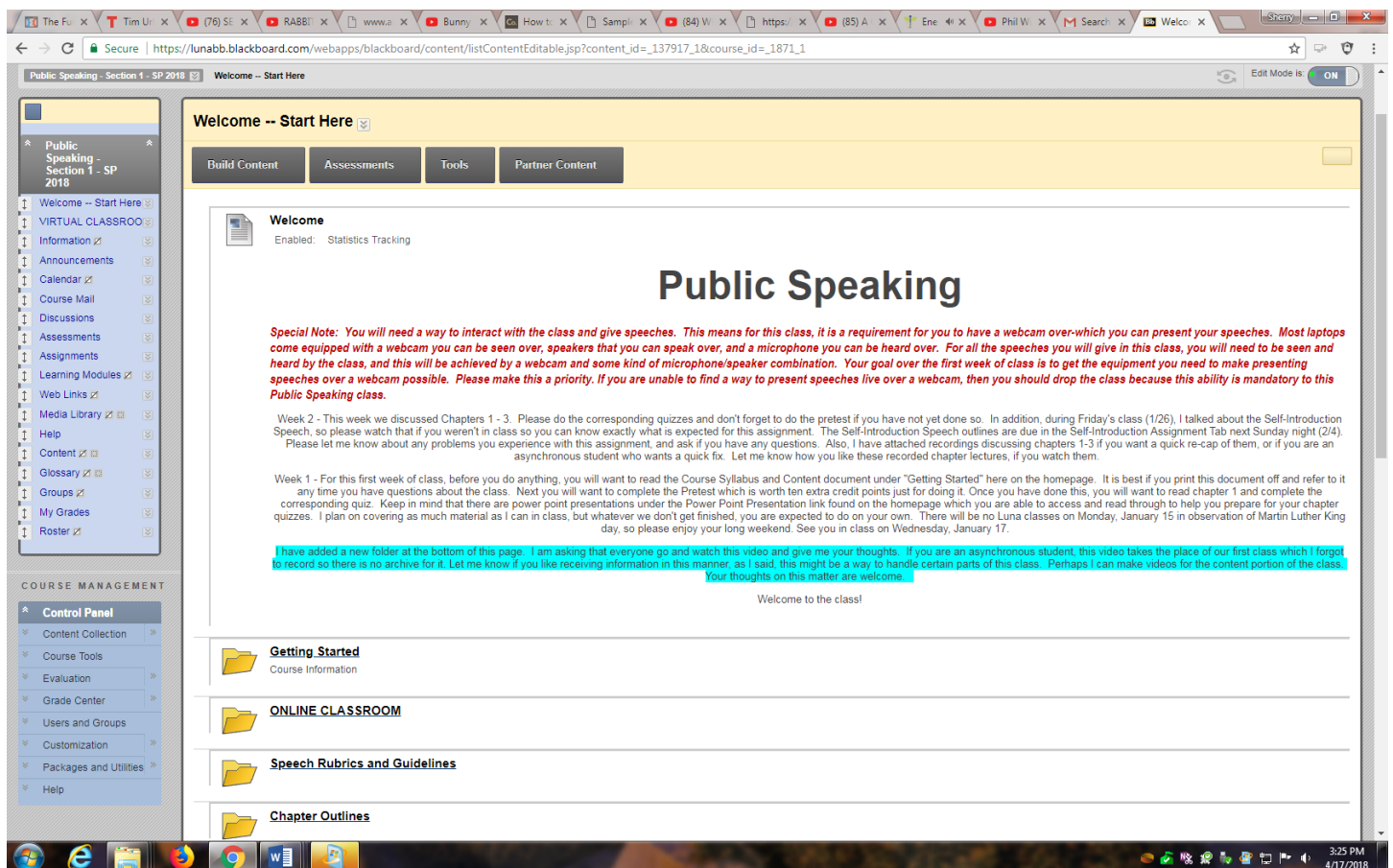


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## Step 5

This screen opened when I clicked on the Public Speaking class link on the previous screen. From this location, you would then be able to post assignments, check grades for this specific class, access the Blackboard Collaborate Classroom interface where live class sessions for this class are taught, and send email for the students and teacher in the class and so on. This is the first step to a successful online classroom experience.



The screenshot shows a Blackboard course page for 'Public Speaking - Section 1 - SP 2018'. The page title is 'Welcome -- Start Here'. The main content area features a 'Welcome' message with a 'Special Note' and two paragraphs of text. The 'Special Note' states: 'Special Note: You will need a way to interact with the class and give speeches. This means for this class, it is a requirement for you to have a webcam over-which you can present your speeches. Most laptops come equipped with a webcam you can be seen over, speakers that you can speak over, and a microphone you can be heard over. For all the speeches you will give in this class, you will need to be seen and heard by the class, and this will be achieved by a webcam and some kind of microphone/speaker combination. Your goal over the first week of class is to get the equipment you need to make presenting speeches over a webcam possible. Please make this a priority. If you are unable to find a way to present speeches live over a webcam, then you should drop the class because this ability is mandatory to this Public Speaking class.' The first paragraph of text discusses 'Week 2' and 'Week 1'. The second paragraph of text states: 'I have added a new folder at the bottom of this page. I am asking that everyone go and watch this video and give me your thoughts. If you are an asynchronous student, this video takes the place of our first class which I forgot to record so there is no archive for it. Let me know if you like receiving information in this manner, as I said, this might be a way to handle certain parts of this class. Perhaps I can make videos for the content portion of the class. Your thoughts on this matter are welcome.' Below the text are four folders: 'Getting Started', 'ONLINE CLASSROOM', 'Speech Rubrics and Guidelines', and 'Chapter Outlines'. The left sidebar contains a 'Public Speaking - Section 1 - SP 2018' menu with items like 'Welcome -- Start Here', 'VIRTUAL CLASSROOM', 'Information', 'Announcements', 'Calendar', 'Course Mail', 'Discussions', 'Assessments', 'Assignments', 'Learning Modules', 'Web Links', 'Media Library', 'Help', 'Content', 'Glossary', 'Groups', 'My Grades', and 'Roster'. The bottom of the page shows a Windows taskbar with the time 3:25 PM on 4/17/2018.

