



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 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. Here you will click on the link called "Blackboard/Help Desk".

The screenshot shows the Luna Community College website home page. The browser address bar displays <https://luna.edu>. The page layout includes a header with the college logo and tagline "Creating Opportunities for You!". Below the header is a navigation bar with links: Home, About LCC, Apply to LCC, Register Online, Course Schedule, Campus Directory, My LCC Sign In, and a search box. The main content area is divided into several sections: Social Media (Facebook, Twitter, YouTube), Off Campus (Mora Office, Santa Rosa Satellite, Springer Satellite), Academics (Commencement Information, Degrees & Certificates, 2015-2018 Catalog, Textbook ISBN Numbers), and Notice Board (Closures/Delays, LCC Events Calendar, LCC Academic Calendar, RAVE alert signup). A left-hand navigation menu is visible, with "Blackboard / Help Desk" highlighted by an orange arrow. The "NEWS & EVENTS" section features three articles: "Phi Theta Kappa Spring Induction Ceremony" (published Tuesday, April 17, 2018), "Jeremiah Gouin doesn't let bullfighting injury slow him down" (published Tuesday, April 17, 2018), and "Luna to host Hair Show" (published Thursday, April 12, 2018). A fourth article, "School of Business Information", is partially visible. The system tray at the bottom shows the time as 3:03 PM on 4/17/2018.

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 see your Director so he/she can get you set up with one. There is also a Faculty 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.



The screenshot displays the Luna Community College website's "Distance Learning Select" page. The page has a blue header with the college logo and tagline "Creating Opportunities for You!". Below the header is a navigation menu with options like "Home", "About LCC", "Apply to LCC", "Register Online", "Course Schedule", "Campus Directory", and "My LCC Sign In". The main content area is titled "DISTANCE LEARNING SELECT" and contains two links: "Click here to log into Blackboard." and "Click here for Technical Assistance." Two orange arrows point to these links. The browser's address bar shows "https://luna.edu/dl_select/".



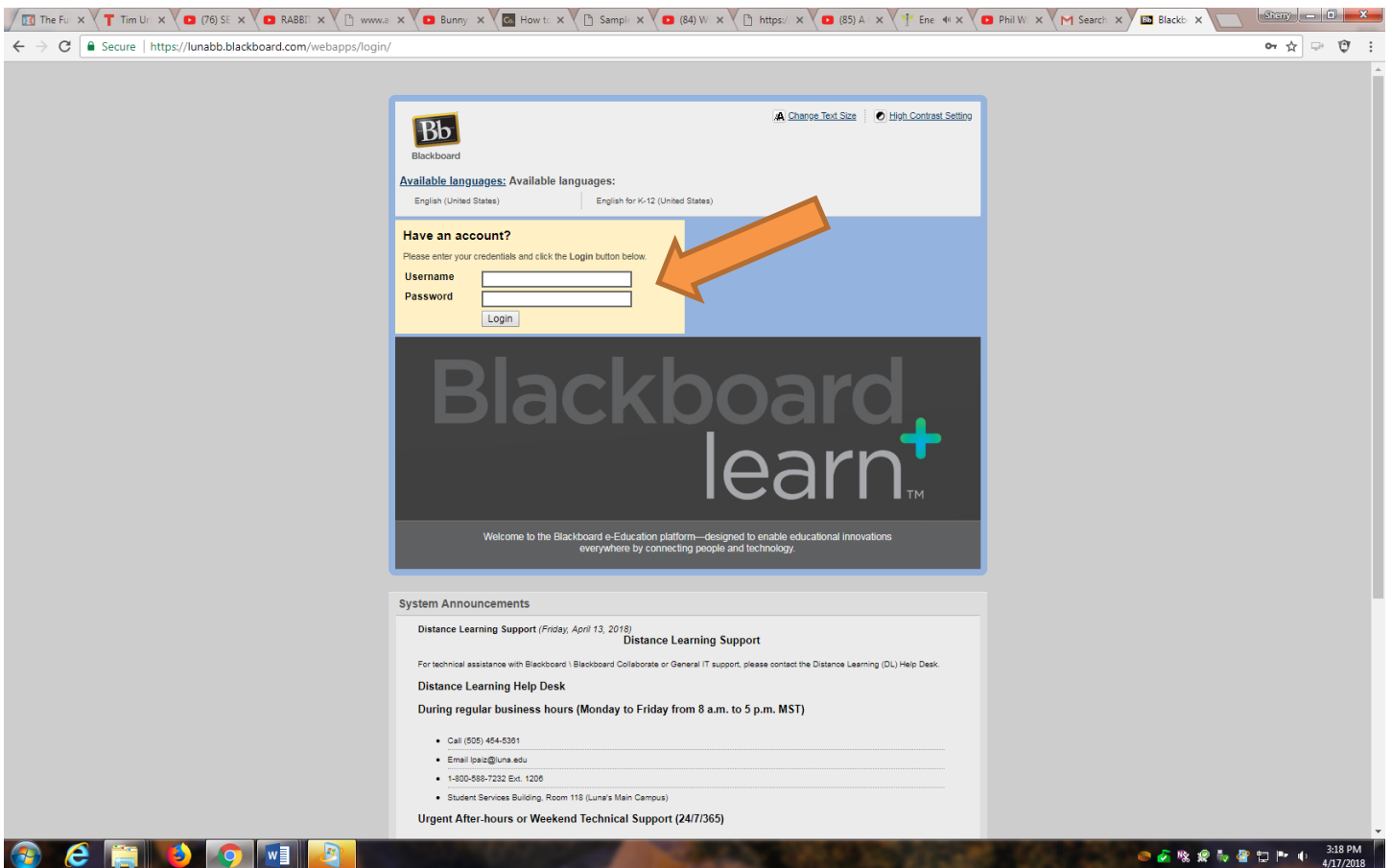


Distance Learning Office

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 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.



“Creating Opportunities for You!”



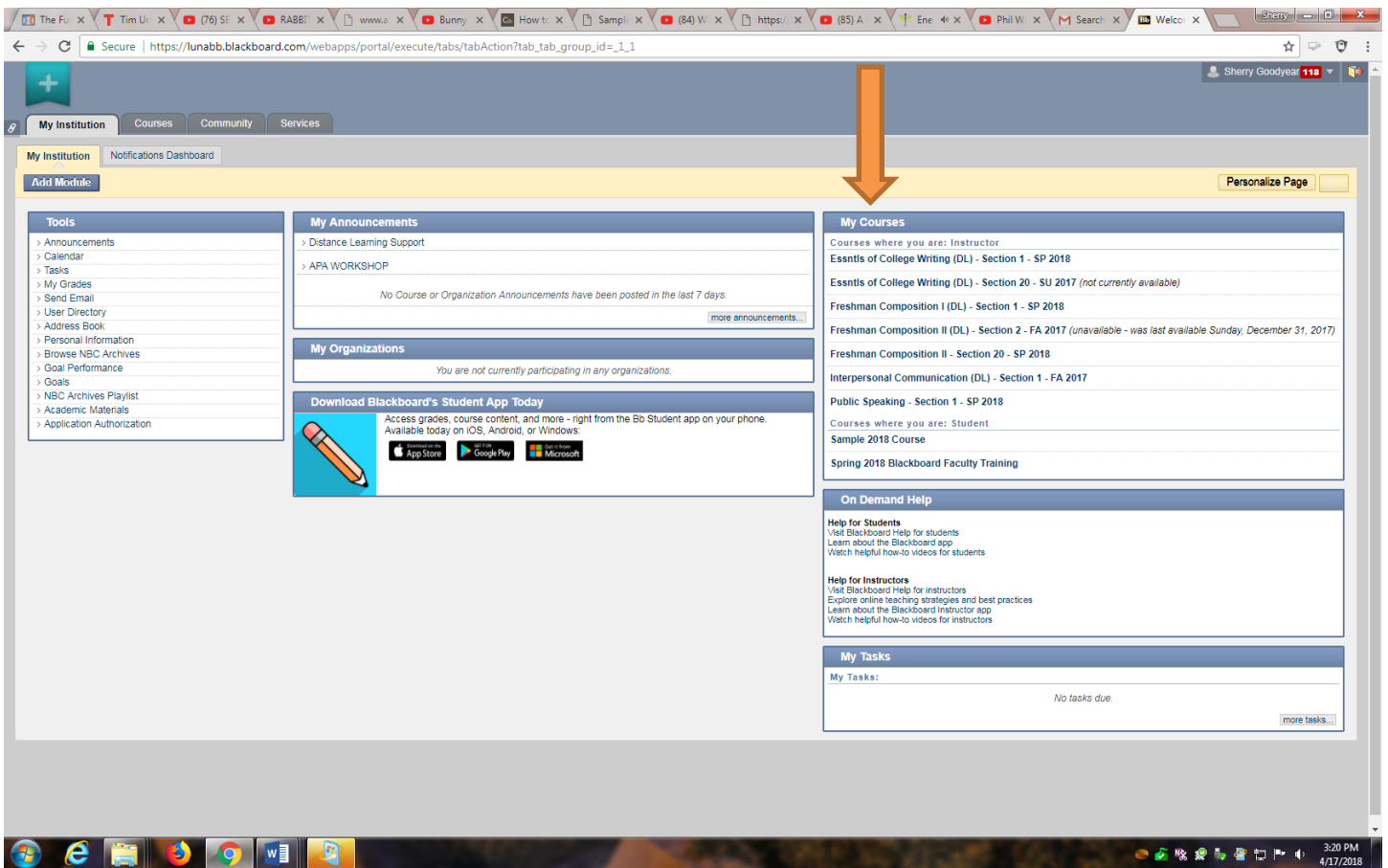


366 Luna Drive • Las Vegas, NM 87701
(505) 454-5361 • (800) 588-7232 Ext. 1206 • Cell (505) 429-2545
E-mail: lpaiz@luna.edu

Distance Learning Office

Step 4

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.



“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 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.



“Creating Opportunities for You!”

