# How to Access Assignments on *Blackboard*

The non-textbook assignments for our course are posted in the *Blackboard Learning System*. This is a secure website that requires you to log in. Follow the steps below each time you need to access course materials from *Blackboard*.

1. Go to the website https://blackboard.richmond.edu. (Or click on the link on our course webpage.) Click on "Login".
2. Log in with the same username and password you use for your regular UR student account.
3. Under "My Courses", you should see a link to our course. Click on it.
4. The next page you see will include a list of recent announcements that are relevant to the course. Be sure to read them – I'm assuming you did.
5. On the left side of the current page is a set of links, inside a teal-looking box. Click the link that says "Course Documents".
6. From here, you should be able to find your way to the particular assignment you seek. Just follow the relevant links.
7. When you find the assignment you want, click on the accompanying link. In the resulting window, choose "Save", and save it to your Netfiles account. Then, go to the saved copy, and double-click on it to open it properly.
8. When finished downloading, exit *Blackboard* by clicking "Logout" at the top of the window.