

How to Access Assignments on *Blackboard*

Various materials 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 the “User Login” button.
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. The links that will be most important to us will be:
 - a. Course Information: Here you will find general information and the Course Schedule and Assignments updates.
 - b. Assignments: Here, shockingly enough, you will find all assignments that do not come directly from our textbook.
6. From here, you should be able to find your way to the particular item you seek. Just follow the relevant links.
7. When you find what 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.