Introduction: The goal of this help guide is to provide users with detailed instructions on how to login to the Blackboard website. Instructions on the left column of this guide correspond to the screenshot on the right. Individual tasks are displayed in green numbered circles. A summary of keystrokes is also provided at the right.

Summary of Keystrokes
1. Click the Start button from the task bar.
2. Open your web browser.
3. Type http://blackboard.laroche.edu into the address bar of the browser and press the enter key or click the arrow.
4. Click the Username textbox and Type Yourname and your password in the corresponding text box. Remember that the text is case-sensitive.
5. Click the Login Button or press Enter. The blackboard welcome screen should appear if the login was successful. If not please make sure that the username and password were typed correctly.
6. Click Your course listed on the right side of the screen.

NOTE: These screen shots were done using a test course. The navigational button in your course may look different and/or may have a different name. Your professor should provide information on how their course is organized.

1 Click the Start button on the far left bottom of the task bar to open the start menu.

2 Click Internet Explorer, Firefox, or Safari option from the start menu.

HINT: Check out supported browsers to be sure if having issues: https://intranet.laroche.edu/OL/docs/btbb_exportarticlepdf.pdf.

3 Type blackboard.laroche.edu in the address field of the browser window.

Press the enter key or click the arrow to enter the website.

HINT: Your system may be set up differently. You may be able to access your browser from the desktop by double clicking it.
4. Click the **Username textbox** and type your Username. Click the **Password textbox** and type your password.

**HINT:** Your username is your network username and password. Also note passwords don’t show except with ****.

5. Click the **Login button**.

6. Look on the right of the window and **click** the course you want to enter.

**HINT:** If it seems like it is taking a long time to load, click the **Courses** link on the top of the window.

You are now in your course and should see a window similar to this one.