Accessing My Organizations in Blackboard

1. Login to MyRegent Portal (http://my.regent.edu)
   Your username and password are the same as your email and Blackboard. Then click the Blackboard tab.

2. Select the Modify Content tab at the top of the screen.

3. Check the box next to the item you want to import into Blackboard. Click submit at the bottom of the page.
Accessing My Organizations

4  Select the **Modify Layout** tab at the top of the screen.

   This will enable you to change the way your Blackboard is organized.

5  Click on the module within either list and then move it to your desired location using the arrows.

   Click submit at the bottom of the page.