Website Intro for Teachers

- Step 1: Find the website: muir.pusd.us
- Step 2: Click "Sign in" in the upper right hand corner of the website
- Step 3: Try signing in with your *lastname.firstname* and the *same password you use for your District Email*. If that doesn't work try 123456 as your password. If that doesn't work get a Verification Code from Mrs. Moses or Mr. Russell instead.
- Step 4: Take a few minutes to set your security question and profile Information (use the "edit" buttons for each section). If you do not have or do not like your picture you may upload one of your choice (delete current picture first).
- Step 5: Go to your "My Classes" tab and uncheck any duplicate (or irrelevant) courses. Then click "save" and "done".



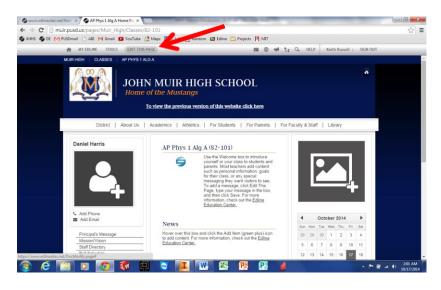
JOHN MUIR HIGH SCHOOL



■ FORGOT SCREEN NAME/PASSWORD?

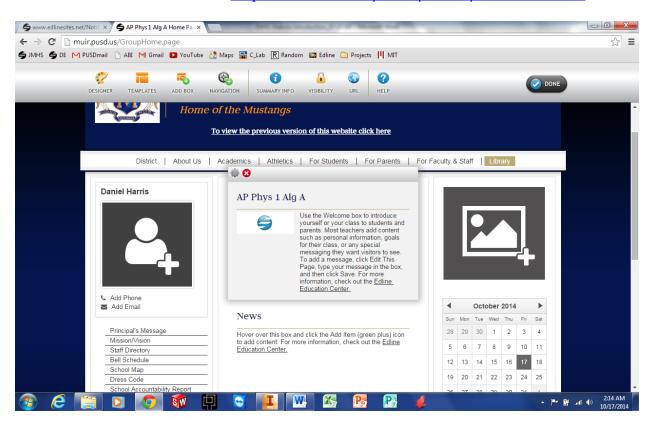


Step 6: Click on any course link to navigate to that *class page*. Then click "Edit this Page".

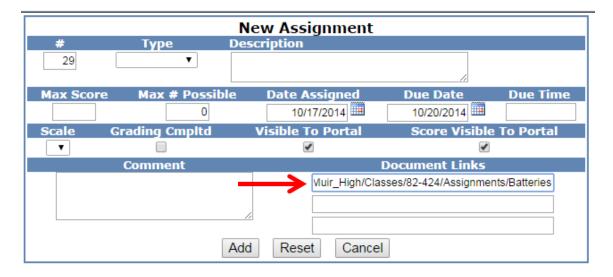


Revised: 10/17/14

Step 7: Hover over each tile and explore your options. The can be rearranged by dragging & dropping. Click "ADD BOX" if you would like to add a new box (slideshow, etc). Video tutorials are available online at help.blackboard.com/en-us/Edline/Video Tutorials



Step 8: If you upload assignments to this (or any other) website please add a link in ABI.



Revised: 10/17/14