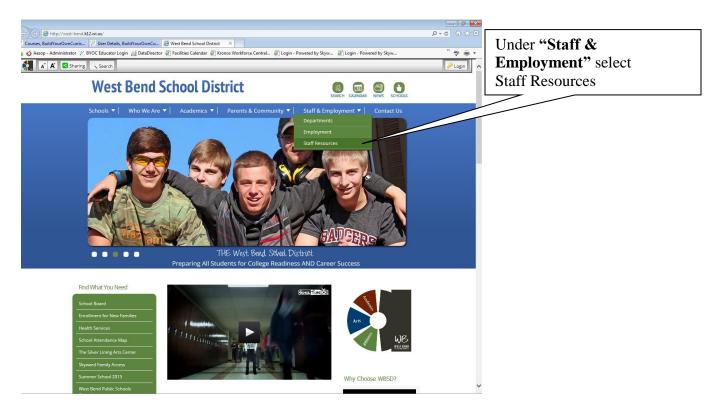
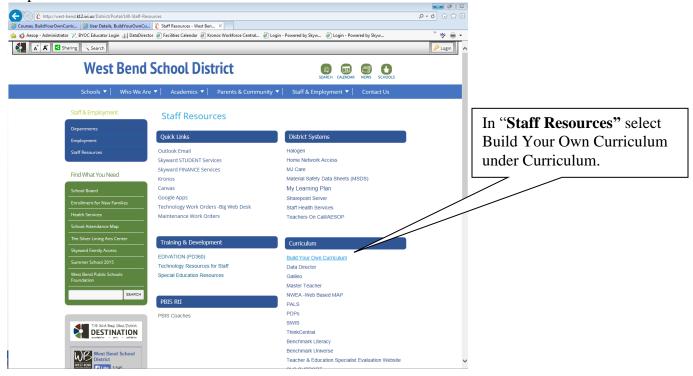
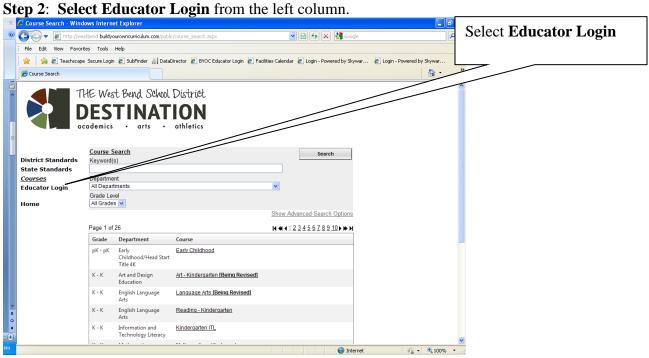
**Step 1**: Open the West Bend School District homepage; select "**Staff & Employment**" and drop down to "**Staff Resources**".

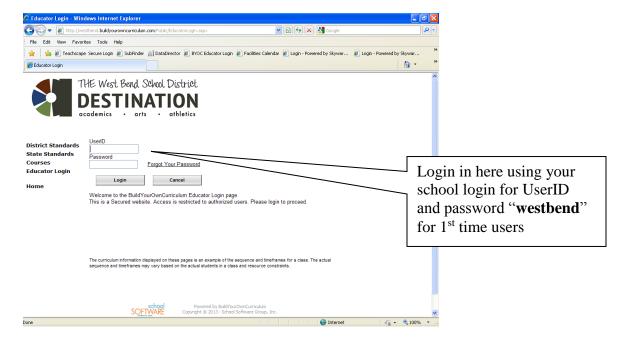


Step 2: Once in "Staff Resources" select "Build Your Own Curriculum" under "Curriculum".

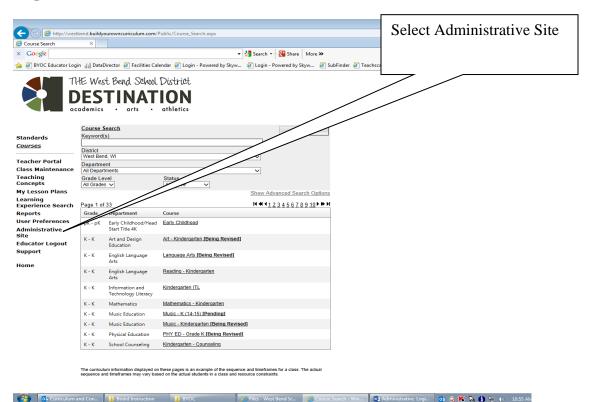




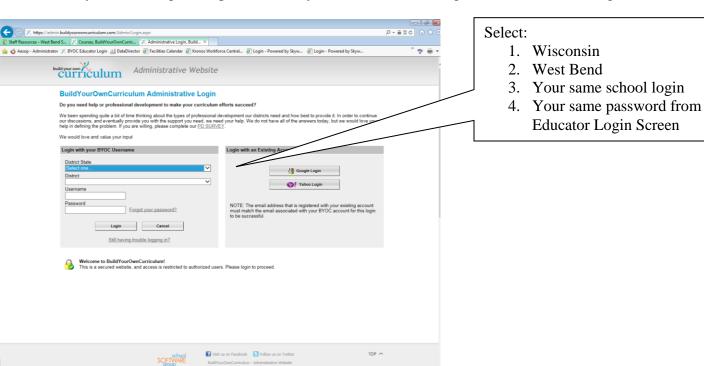
**Step 3**: Login to West Bend's Build Your Own Curriculum. Use your school login for UserID and for 1<sup>st</sup> time users "westbend" as your password. **You will be prompted to change your password remember this one!** 

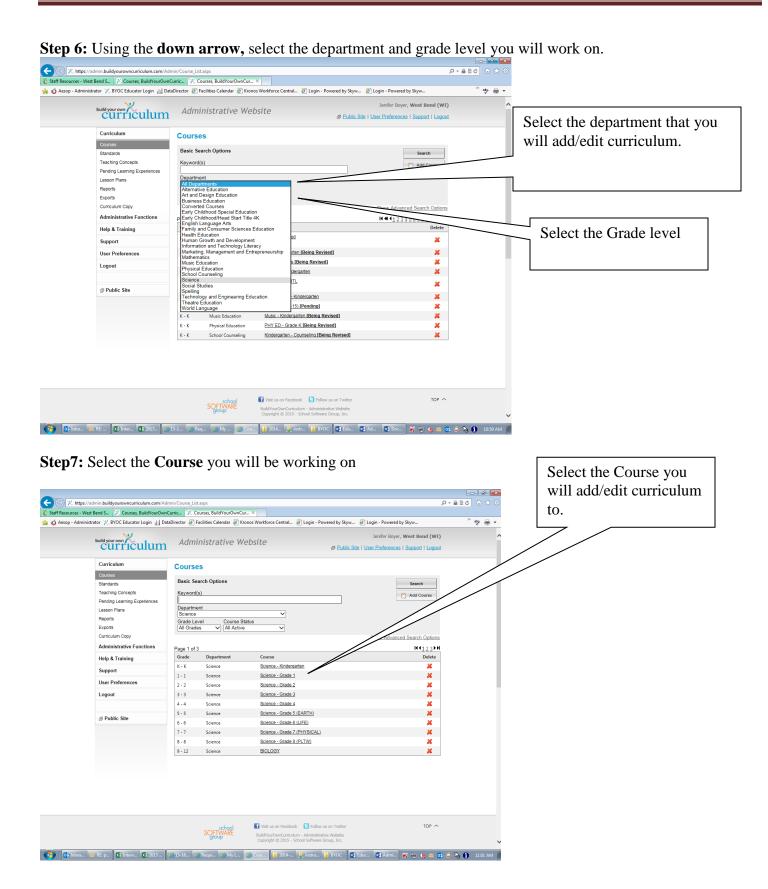


**Step 4: Select Administrative Site** from the left column

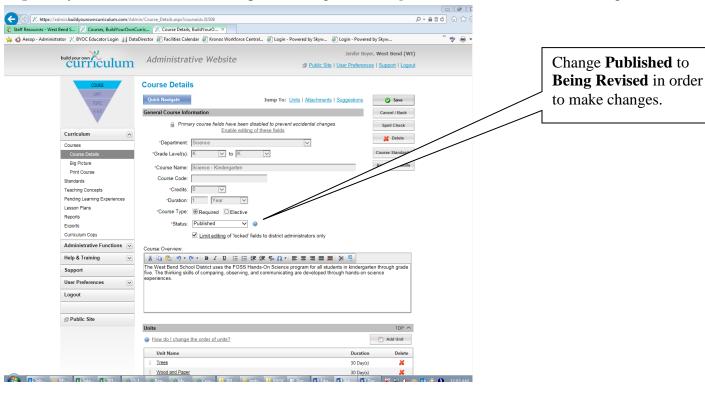


**Step 5**: Using the down arrow, select **Wisconsin** for **District State**; using the down arrow select **West Bend** for **District**; use your same login and password (as you did for educator login screen). Click on login.

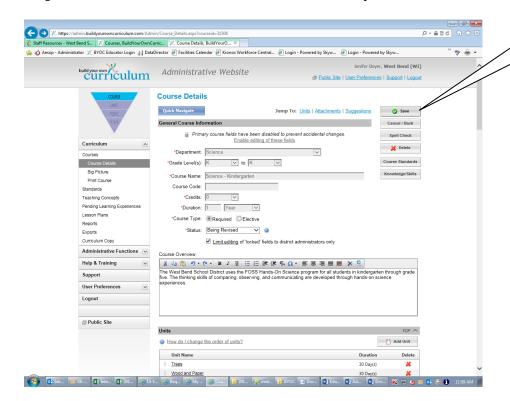




Step 8: If your course is "Published" please change to "Being Revised" in order to make changes.



Step 9: You are know able to add/edit curriculum in your course.



Remember to select **Save** after you add/edit curriculum in your course.

**Step 10:** Please change the course back to "Published" after you are done with your changes.

