

Adding Teachers to you EdGate SchoolNotes Site

- * Go to **your** EdGate school site
www.lee.edgate.com
Choose: Find your School
Change the URL by removing **index.php** and adding **edit**
www.lee.edgate.com/####/edit
- * Use your personal user name and password (Patti Elkin can assist you)



EdGate Community Management

User Name:

Password:

[Go to Live Site](#)

- * Choose Content Management



Please select

[User management](#)

[Content management](#)

- * Choose Edit by Find Your Class

Find Your Class

- * Scroll to the bottom of the page and enter your school zip code
- * To add a name to your Find Your Class list, click inside the checkbox in the Add/Remove column. A checkmark will appear.
- * To remove a name from your Find Your Class list, click inside the checkbox in the Add/Remove column. The checkmark will disappear.
- * To review a SchoolNotes page before adding it to the list, click on the link under the Account column.
- * When you're done maintaining the names on your Find Your Class list, click on the OK button at the bottom of the page.
- * Back
- * Populate Live Site
- * You will see the following when you are successful

Populate live site processed successfully!
[OK](#)
