Steps on how to create an eSembler account and link a student.

- 1. Type in the following url: <u>https://grades.pasco.k12.fl.us</u>
 - a. Note: You can get to that site from the Pasco web site: <u>http://www.pasco.k12.fl.us/</u>

Then Click on employees (top of screen) and select Gradebook (from drop down).

2. Once on eSembler front screen, you should see the following:

Sign In Here
Parents & Students If you're a parent or student and you addreadonak acces, please click here to create a new account!
La contrace

- 3. Click on the "click here" link within the green box that states "Create New Account"
- 4. The next screen you will see is the "Create Account":

Create Account			
*first name			To get started, you need to first create a new user account. After your account is created, you will be asked to add one or more
*last name			students to your account. After adding the students, you will then be able to view their information.
°username (e-mail)			
° plassword			
*confirm password			
×usho are you:		•	Click on arrow and
"home phone			choose "other"
mobile phone			choose other
mobile phone carrier		•	
* Required Fields			
🗆 I have read and u	inderstand the Terms and Conditions.		
	Next 🚽 Cancel		

You will need the following information:

Your Pasco email account	"who are you" click on arrow (on right) choose "other"
Your first name, Your last name	set a eSembler password (at least 6 characters)
confirm that new password	work number (do not put in home number)

***Once you have read the "Terms and Conditions" you can click the box and then save button.

- 5. You will get an email, to your Pasco email account, to confirm who you are and there will be a link to click on that brings you back to eSembler. This is to confirm your identity and ensure the security of the system.
- 6. Now you can start to add students to your account by clicking the "Add Student" button. Once you do, the "Add Student" screen will appear:

MISTODENT MHEL	P MILOGODI	English <u>Espanal</u> <u>Creo</u>		
Add Student				
student id				You have completed the first step in your account creation process. You may use this form to link student records with your account. To ensure
student first name				the security of student data, please take a moment to enter the appropriate information.
student last name				
ssn(last 4 digits):				
student date of birth	•	•		
xtudent zip code				
-	🗜 Add Student	🖌 Cancel		
		@ 2000-2011 Premio Inc e	Sembler Gradebook So	ttvare v8.01.1 · (processed in 0.04 seconds)
Pasco C Schools	County			e <u>Sembler</u>

You will need the following information:

Student ID	Student First Name
Student last name	Student SSN (last 4 digits)
Student date of birth	Student Zip Code

**Note: This has to be the same data that is currently on TERMS.

Once done filling in the student information you will click the "Add Student" button. Repeat step 6, until you have added all your students. You can always go back and add more students at a different session.

7. If you have successful added the student, you will get the following information on that student:

manage your	add new		13	eimail	teac	hers	1.3	auto	matic	ermail	E.	gn t
3.7 account	Cale student		1.00	& princ	ripals		N	notif	ication	i# _ ;	10	, pri
nactive Classes - I	4archman Techr	nical i	Center	(09)	91)							
clar	147		ascher	Asserves (VD)	Meang Scores	1 st Ouarter (Report Card)	2nd Quarter (Report Card)	1st Servedor	3rd Quarter (Report Card)	4th Cuarter (Report Card)	2nd Semester	COV.
68005202 108 CULIN	ARY ARTS 2 (Mod 0	1) F	Cern, P	5		A	A	A	A	A	A	Ä
88005302 100 CULINA	ARY ARTS 3 (Mod 0	2) F	(ern, P	5		A	A	Ă	A	A	A	A
88005102 108 CULIN	ARY ARTS 1 (Mod 0	35 4	(ern, P	5		A.	*	A	*	A	A	A
When a student has been	withdrawn and/or is a	sat sur	ently en	raitad,	the co	niren a	nd ass	s ci ate i	grade	averag	es are	-110
nactive Classes - 1	Sunlake High Sr	thool	(010)	.)		8						
classes	tes	cher	Absences (YTD)	Meeing Scores	1st Quarter (Roport Cart)	2nd Cuarter (Report Card)	1 st Semester	3rd Quarter (Report Care)	4th Quarter (Report Card)	2nd Sensetter	EOV	
1001370R 804 ENG 2	(Mod 04) Levis	on, L	0									
1001370T 804 ENG 3	(Mod 04) Levis	ion, L	0									
1001370Z 804 ENG 3	(Mod 04) Leon	ĸ	3		A.	A.:	Α.	Α.	A	Α.	Α.	
1200330Z H05 ALG 2	(Mod 85) Kane	K	2		A	Α.	Α.	A.	A	A	Α.	
20013402 006 ENV 80	(Mod 06) Hock	M	2		8	A	A	8	A	Α.	A	
When a student has been Absence statistics are cur	withdrawn and/or is r nulative and represer	net sum d atten	ently en dance st	relled, atistics	the co	orse a all gra	nd ans ding pe	oceated erioda.	çrada	avviag	es are	In
Vpcoming Assignment												
No upcoming assig	nments.											
Missing Assignments -	More Information	About	t These	Assig	nmer	ts		10000				
No missing assignr	nents.											

8. A helpful tip is to click on the button "automatic e-mail notifications". You set your notifications for each student to aid in managing their assignments, grades, etc.

TUDENT 🕜 HELP	al ro	i, Mar	¢.0.	Eng	lish]	isai	1 5181	els.				
manage your account	d add new student	6		print	tead	hers	4	autor	natic	r-mail s	0	go to print
Inactive Classes - Ma	rchman Technica	i Cen	er	(09	91)							
classe	1	teach	ēr.	Absences (YTD)	Missing Scores	1st Quarter (Report Card)	2nd Quarter (Report Card)	fist Semester	3rd Quarter (Report Card)	Ath Quarter (Report Card)	2nd Somester	EOY
8800528Z 108 CULINAR	Y ARTS 2 (Mod 01)	Kern,	P	5		Α.	A	A	A	A	A	A
8800530Z 100 CULINAR	Y ARTS 3 (Mod 02)	Kern,	P.	5		A	A	A	A	A	A	A
8800510Z 100 CULINAR	Y ARTS 1 (Mod 03)	Kern,	P	5		A	A	A	A	A	Α	A
		ces (/10)		of Scores	r (Report Card)	e (Papot Card)	amester	r (Report Card)	r (Peport Caro)	Semestor	EOV	
classes	teache	/been		Mesir	1st Quarte	2rd Quarte	1415	3rd Quarte	Ath Quarter	2MG		
1001370F 804 ENG 3 (M	od 04) Levison,	L 0										
10013707 804 ENO 3 (M	od 04) Levison,	L 0										
10013702 904 ENG 3 (M	od 04) Leon, K	3			۸	A	A	A	A	A	A	
1200338Z H05 ALG 2 (M	00.05) Kane, K Mod.06) Hore M	2			A.	A	A	A	A	A .	A .	
***!3494.989.EH4.97()	WAN ANY LIANE W	ر <u>ئ</u> ار رو			×	0	3	- E	9 1	8	8	
¹ When a student has been wi ² Absence statistics are cumul	thdrawn and/or is not i lative and segregent at	urrently endance	enro sta	olled, tistics	the co over a	atie at	nd ssta ling pe	riods.	914-09	averag	45 ATR	listed under
Upcoming Assignments												
No upcoming assignm	ients.											
Missing Assignments - M	ore Information Ab	out The	(n)	Assia	nmen	łe.						
								-				
No missing assignme	nts.											