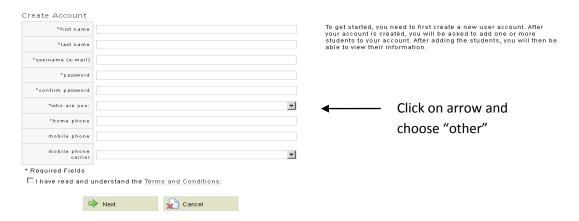Steps on how to create an eSembler account and link a student.

1. Type in the following url: https://grades.pasco.k12.fl.us

    a. Note: You can get to that site from the Pasco web site: http://www.pasco.k12.fl.us/

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

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

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":

Click on arrow and choose "other"

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:

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:

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manage your account   add new student   e-mail teachers & principals   automatic e-mail notifications   go to print view

Inactive Classes - Marchman Technical Center (0991)

classes	teacher	Absences (YTD)	Missing Scores	1st Quarter (Report Card)	2nd Quarter (Report Card)	1st Semester	3rd Quarter (Report Card)	4th Quarter (Report Card)	2nd Semester	EOY
8800520Z 100 CULINARY ARTS 2 (Mod 01)	Kern, P	5		A	A	A	A	A	A	A
8800530Z 100 CULINARY ARTS 3 (Mod 02)	Kern, P	5		A	A	A	A	A	A	A
8800510Z 100 CULINARY ARTS 1 (Mod 03)	Kern, P	5		A	A	A	A	A	A	A

1 When a student has been withdrawn and/or is not currently enrolled, the course and associated grade averages are listed under the Inactive Classes heading.
2 Absence statistics are cumulative and represent attendance statistics over all grading periods.

Inactive Classes - Sunlake High School (0101)

classes	teacher	Absences (YTD)	Missing Scores	1st Quarter (Report Card)	2nd Quarter (Report Card)	1st Semester	3rd Quarter (Report Card)	4th Quarter (Report Card)	2nd Semester	EOY
1001370R B04 ENG 3 (Mod 04)	Levison, L	0								
1001370T B04 ENG 3 (Mod 04)	Levison, L	0								
1001370Z B04 ENG 3 (Mod 04)	Leon, K	3		A	A	A	A	A	A	A
1200330Z H05 ALG 2 (Mod 05)	Kane, K	2		A	A	A	A	A	A	A
2001340Z 006 ENV SCI (Mod 06)	Hock, M	2		B	A	A	B	A	A	A

1 When a student has been withdrawn and/or is not currently enrolled, the course and associated grade averages are listed under the Inactive Classes heading.
2 Absence statistics are cumulative and represent attendance statistics over all grading periods.

Upcoming Assignments

No upcoming assignments.

Missing Assignments - More Information About These Assignments

No missing assignments.

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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.

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manage your account   add new student   e-mail teachers & principals   automatic e-mail notifications   go to print view

Inactive Classes - Marchman Technical Center (0991)

classes	teacher	Absences (YTD)	Missing Scores	1st Quarter (Report Card)	2nd Quarter (Report Card)	1st Semester	3rd Quarter (Report Card)	4th Quarter (Report Card)	2nd Semester	EOY
8800520Z 100 CULINARY ARTS 2 (Mod 01)	Kern, P	5		A	A	A	A	A	A	A
8800530Z 100 CULINARY ARTS 3 (Mod 02)	Kern, P	5		A	A	A	A	A	A	A
8800510Z 100 CULINARY ARTS 1 (Mod 03)	Kern, P	5		A	A	A	A	A	A	A

1 When a student has been withdrawn and/or is not currently enrolled, the course and associated grade averages are listed under the Inactive Classes heading.
2 Absence statistics are cumulative and represent attendance statistics over all grading periods.

Inactive Classes - Sunlake High School (0101)

classes	teacher	Absences (YTD)	Missing Scores	1st Quarter (Report Card)	2nd Quarter (Report Card)	1st Semester	3rd Quarter (Report Card)	4th Quarter (Report Card)	2nd Semester	EOY
1001370R B04 ENG 3 (Mod 04)	Levison, L	0								
1001370T B04 ENG 3 (Mod 04)	Levison, L	0								
1001370Z B04 ENG 3 (Mod 04)	Leon, K	3		A	A	A	A	A	A	A
1200330Z H05 ALG 2 (Mod 05)	Kane, K	2		A	A	A	A	A	A	A
2001340Z 006 ENV SCI (Mod 06)	Hock, M	2		B	A	A	B	A	A	A

1 When a student has been withdrawn and/or is not currently enrolled, the course and associated grade averages are listed under the Inactive Classes heading.
2 Absence statistics are cumulative and represent attendance statistics over all grading periods.

Upcoming Assignments

No upcoming assignments.

Missing Assignments - More Information About These Assignments

No missing assignments.

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