

# eSembler

Lake County's Online Gradebook and Parent Portal System

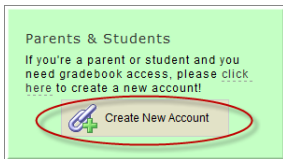
eSembler is an online communication tool that allows greater communication from school to home regarding student progress. Teachers use eSembler as a gradebook to report attendance, assignments and grades. Parents are able to set up an account to view this information. eSembler also allows a parent to set notification parameters that e-mail a parent when a student falls below a specified grade or attendance parameter.

## Needed to set up an eSembler account:

1. Computer with Internet access
2. Valid E-mail address
3. Internet browser software
4. Specific student information

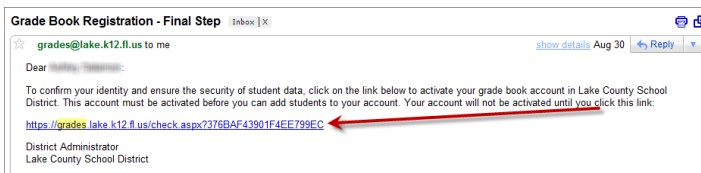
## How to create an eSembler account:

5. Go to: <http://grades.lake.k12.fl.us>
6. Click the Create New Account button to get started.

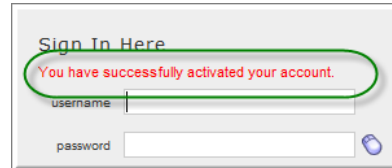


7. Complete the requested information.
  - Enter an e-mail address. This will serve as your username. *(Please note that if you are a Lake County employee you CANNOT use your Lake County e-mail address.)*
8. Read the Terms and Conditions.
9. Check the Terms and Conditions agreement box
10. Click **Next**

A confirmation e-mail from [grades.lake.k12.fl.us](http://grades.lake.k12.fl.us) will be sent to your email account. If you do not see the email in your Inbox, **please check your email's Junk folder**. Click the link in the email to activate your account.

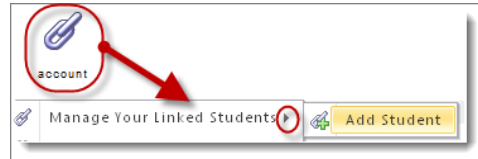


Once your account is activated you are ready to add a student(s) to your account for viewing.



## Adding Students to Your Account

1. Go to: <http://grades.lake.k12.fl.us>
2. Enter your e-mail address in the Username field
3. Enter the password you chose when setting up your account
4. Click **Login** button
5. Go to **account**
6. Then go to **Manage Your Linked Students**
7. Click **Add Student** button



8. Enter the information shown in the example below and then click the **Add Student** button

**\*Note the student id and student zip code fields are the most common fields that cause issues when adding a student; please check with your student's school to verify this information**