

eSembler™ is a web-based electronic gradebook and reporting program that provides efficiencies and support for teachers, administrators and parents in the management of and access to student records related to their schedule and academic performance.

Access to this robust new tool will become available to parents/legal guardians of students on Monday, September 29, 2008. Introductory sessions and registration training will be a part of Elementary Curriculum Nights and Secondary Open Houses during September 2008 to help familiarize the parent community with the benefits and functions of **eSembler™**.

Registration is required for parental access to **eSembler™**. When a parent completes the simple online registration process, a confidential username and password is established. This information should not be shared with anyone. The **eSembler™** system is highly secured by the most up-to-date technologies. Only you can access your child's information and only your child's teacher can make changes and/or additions to your child's records.

To get more information:

- Presentations about **eSembler™** will be included at the Elementary Curriculum Nights and Secondary Open Houses in September 2008. (See dates in *NASD Activities Calendar*.) Staff will be on hand to demonstrate the registration process.
- There is a clear and concise online registration system that will walk you through the simple step-by-step registration process at www.northallegheny.org/IT/esebler.htm.
- Registered users can also access the software tutorial with just a 'click.' The tutorial demonstrates all aspects of **eSembler™** in an easy-to-understand format that will make new users proficient in no time!



North Allegheny School District
200 Hillvue Lane
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412-366-2100

- August 2009



The North Allegheny School District *introduces*

a powerful new tool to help

parents track...

- ✓ student schedules
- ✓ student attendance
- ✓ student participation
- ✓ student progress
- ✓ student grades




and strengthen communication
and collaboration between home
and school to support our
students' success.

Register now!

To register to use




follow these instructions:

- 1 Go to <http://Grades.northallegheny.org>.
- 2 Click on the “**New Account**” icon found on the right hand side of the page. 
- 3 Enter the appropriate **information** in the boxes provided on the page. This will include:
 - First Name
 - Last Name
 - Username - *which must be your email address*
 - Confirm username - *which must be the same email address*
 - Phone number
 - Password - *which you select and must include at least six (6) characters*
 - Confirm password - *which must match the password selected in the line above*
- 4 Under the boxes for the information above is a **check box** asking you to confirm that you have read the Terms and Conditions for use of this tool. To access the Terms and Conditions, click on those words to link to the text and then review it. Once you have reviewed it, you will have the option to return to the registration page and check the box indicating that you have done so. Your registration will not be processed until this step is completed.
- 5 Then, click “**Next**.”
- 6 Once your registration is submitted, an **email** will be sent to you to ensure the security of this system and confirm your identity. Please look for it. Once you have received and opened this email, click on the link provided in the email to complete your registration. Once this step is completed, you will be able to add a student to your account. **NOTE:** Some mail systems such as AOL, Hotmail, or Earthlink may view the confirmation email as potential spam. If there is no confirmation email in your inbox, please check your junk or spam folders for mail from “noreply@northallegheny.org” to complete the registration process.
- 7 Now you are registered! But don’t quit yet – when you click on the link in the confirmation email, you will be directed back to the **log in** screen. Look for the message in the right hand corner that says: “You have successfully activated your account.”
- 8 Login using the **confidential** username email and password you registered.

- 9 The system will then ask you to **add a student** to your account. You must have your child’s student ID number to complete this step. The information you add on this screen must match the information that is on file with the North Allegheny School District. You must provide:
 - Student ID
 - Student First Name
 - Student Last Name
 - Student Date of Birth
 - Student Zip Code
 - Student Grade Level

If you encounter a problem at this point, there is a chance that the information you are entering does not match the student directory information on file. Please call the main office of your child’s school to check for a discrepancy.

- 10 When all of the above information is entered correctly, click on “**Save**.”
- 11 The next screen will show you that you have successfully added that student to your account when the student name appears on the upper left hand side of the screen. If you wish to add another student to your account, click on the orange “**Add Student**” button above the student list and follow the same process again.
- 12 Anytime you go to the Grades.northallegheny.org website, you can select the “**Online Tutorial**” icon  to walk you through the basics and the more advanced options of the program.
- 13 Otherwise, once you login, click on the name of the student whose information you wish to review and you will go directly to their **directory** page.
- 14 Remember that **teachers** enter attendance into **eSembler**™ on a daily basis, but post grades within five working days of the return of student assignments, in most cases. Some projects may take longer to complete and grade, and may therefore not be updated as quickly as other assignments. Most teachers will make note of such variances in the assignment description.
- 15 If a parent, guardian or student believes grade or attendance **information** is incorrect, this issue should be discussed with the Teacher of Record for the class in question. If any student demographic or contact information is incorrect, inaccuracies should be corrected through the student’s building administrative or counseling staff.
- 16 **Students** may also create their own **eSembler**™ accounts. We would encourage parents to have a conversation with their child(ren) about the importance of keeping their username and password confidential.
- 17 There is also an on-line tutorial with detailed instructions for creating an account in **eSembler**™ . To access this on-line option, go to <http://www.northallegheny.org/IT/sembler.htm> and click on “**Online Grading Account Creation Instructions**.”