



eSembler ePortal Parent Access

FAQ Questions

This year the *eSembler ePortal Parent Access* will also be available at the elementary level grades KG-5. Please be patient with your elementary teachers as they learn the functionality of the eSembler grade book.

What is the *eSembler ePortal*?

The eSembler ePortal feature is an extension of the eSembler teacher grade book. This “*Self Service*” web based software allows parents or guardians to log in to eSembler to view their own students' demographic, schedule, grades, attendance, homework assignments and much more—as long as the parent or guardian has a Web browser and Internet access. Also with this feature comes the ability for students to access their own information. All users access eSembler from a single location allowing teachers, parents, students, and administrator’s immediate access to all relevant grade book features.

When will the Parent/Student *ePortal* be available?

The eSembler ePortal will be available on **Tuesday September 2, 2008** for grades KG-12.

I created an account last year to access my secondary student’s grades. Do I have to create a new account for the new school year?

Yes, security requires all *Self Serve* users create a new account every school year.

How do I create an account to access my student’s grades?

For complete instructions on how to create an account, please go to the School District’s Home page at <http://www.indianriverschools.org> and click on the *eSembler Grades On-line* link to view the detailed instructions.

****We strongly recommend *Self Serve* users read the **Terms and Conditions** included as one of the required steps in creating a user account.**

What information is required to create an account for my student on the *ePortal*?

Parents, guardians and students must enter the following student information to create a user account:

- Student ID number
- First Name, Last Name
- Student’s date of birth
- Last 4 digits of your Student’s SS#
- Student’s current grade level

I do not want to provide my student’s Social Security number. Can I still create an account?

Parents who choose not to share their student’s social security number or whose students may not have a social security card can create an account. Parents must go to their student’s school and fill out the *ePortal Access Authorization* form. Further instructions will then be provided by the school’s front office.

Who do I contact if my student’s demographic or contact information is incorrect?

Please contact your student’s **school front office** for any corrections. Teachers cannot correct demographic, contact or scheduling information in eSembler.

I have 3 children in the school system, do I have to create a separate account for each one of my students?

No, only one account needs to be created. Just use the “*Add Student*” feature when creating your account.

Are teachers required to enter assignment and grading period grades within a certain period of time?

When creating an eSembler user account, please take time to read the *Terms and Conditions* that are provided. The following excerpt is from the *Terms and Conditions* and addresses the teacher grading requirements for SDIRC.

Teachers are strongly encouraged to post assignment scores within five (5) school days of the assignment due date. Some projects and assignments may take longer to complete and grade and may therefore not be updated as quickly as other assignments. In most cases, when this is likely, teachers are encouraged to make a note of such variances in the assignment description. Although many teachers update information more frequently, Indian River School District requires that teachers meet only the minimum grade posting expectation. Any data presented via this interface is subject to change without notice.

Are there any tools available to help parents learn how to use the grade book?

Yes, for *Self Serve* users (parents, guardians and students) detailed instructions will be provided. From the School District's Home page at <http://www.indianriverschools.org> , click on the *eSembler Grades On-line* link. Listed will be “*FAQ*’s and “*How do I do that?*” instructions in pdf format to help guide *Self Serve* users.

Please Note:

*Some attendance and student information may not be available for 24 hours via the ePortal.

*Schools will be using the *eSembler Attendance* tool. Please contact your student’s school front office (elementary) or attendance personnel (secondary) when advising school of your student’s absence.