Aesop QuickStart Guide for Employees

This guide will show you how to:

-Log on to the Aesop system

-Navigate your Aesop home page

-Create an absence online

-Assign a substitute to an absence*

-Attach a file to an absence*

-Manage your schedule

-Cancel an absence *

-Manage your personal information

-Find substitute phone numbers*

-Track your absence history

-Select your preferred substitutes*

-Create an absence as an

  itinerant employee*

-Understand absence approvals

-Create an absence over the phone

-Access user guides and training videos

* Indicates functions that might not be used by your school

Using Aesop Successfully

Create absences online or on the phone

Aesop offers both phone and Web services, so that you can create an absence anytime, anywhere. Online absences can be created as far as a year in advance. As soon as you register an absence, Aesop starts finding a qualified, available substitute to take your spot.

Manage your schedule

With Aesop you can track how many absences you have taken and how many remain. You can also track the types of absences, such as personal or professional development day. Aesop offers an easy way to store all your absence information in one place.

Leave notes and attachments for the substitute

By writing notes or attaching documents to your absence, you can assure that your substitute is prepared to handle your duties during your absence. Aesop lets both the district and the employee leave notes, as well as attach Word documents and PDF's to the absence.

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Online Services

Log on to Aesop

In your Internet browser address bar enter w**ww.aesoponline.com** and click the **Go** button.

Enter your ID and PIN from the personalized welcome letter you received from the district.

Aesop Login Page

Personalized Welcome Letter

Home Page

Home Page

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Manage Absences Online

Create an absence

1. Select the **Create an Absence** tab on the left

2. Enter the Start and End Dates (see below)

3. Choose the day(s) of the week

4. Choose the Absence Reason Type

5. Select if a substitute is required

6. Specify the Start and End Times (if available)

7. Click the **Next** button

Screen One

Single Day or **Sequential Multiple Day Absence**

For an absence covering a single day or multiple days in a row, enter the Start & End Dates, but leave the days of the week boxes checked.

Absence every Tuesday for the next six weeks.

Recurring Absence

For an absence recurring several weeks in a row, enter the Start & End Dates and click the day(s) of the week boxes.

*Note: Only a single substitute can be assigned to a recurring absence created under one confirmation number. This may make finding a substitute more difficult.

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❶ Verify all information.

❷ Enter any notes for substitutes in the **Notes to substitute** box. Substitutes can view these notes before they accept an assignment.

❸ Enter any notes for only the administrator to see in the **Notes to administrator** box.

❹ Finalize the absence.

- **Save** – Aesop will find a substitute.

- **Save & Assign** – Assign your own substitute.

Aesop will display the day of the week underneath the date.

Screen Two: Multiple Day or Recurring Absence

Assign a substitute to an absence*

If you chose **Save & Assign** in the last step, you will need to f**ind** the substitute you wish to assign from the list and click the Assign link.

It is your responsibility to contact the substitute you have selected; Aesop will not!

Assigning substitute

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Confirmation Number

Aesop will give you a confirmation number when the transaction is complete.

Confirmation Page

Attach a file*

To attach a file for the substitute to the absence, click the **Upload New** link on the confirmation page.

In the **Upload Files** dialog box select a file using the **Browse** feature. You can attach a Word document or a PDF to the absence.

Type a description and click **Upload** to attach the file.

Upload Files dialog box

The file has been successfully saved and will be displayed in the **Attachments** section.

*Note: Substitutes cannot view attachments until they have accepted the assignment.

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Manage my Schedule

Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu on the home page or you can choose a specific date on the **Interactive Calendar**.

Aesop displays three types of days on the calendar:

- **Closed** – you cannot create an absence on this date

- **No Substitute Needed** – if you normally need a substitute, Aesop will not find one on this date

- **Absence** – you have created an absence on this date

Use the calendar arrows to select different months

Interactive Calendar

February 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	(17)	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

School Closed Day
No Substitute Needed
Absence

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View my schedule

On your schedule, you can view your assignments in three ways:

• Weekly schedule

• 3-month calendar view

• All absences scheduled for the current month

Click on a date in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

View the current week

3-month calendar view

View all jobs created in the current month

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Cancel an Absence

First enter your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab.

You can cancel a scheduled absence by clicking the trash can under the assignment you wish to cancel.

A warning message will appear: "Are you sure you want to cancel this absence?" Click **OK** to cancel.

The canceled absence no longer appears on your calendar and is listed as canceled on your list of currently scheduled absences.

The absence is listed as canceled →

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Other Home Page Features

Messages

Any messages from the district office will appear in the **Messages** section.

Messages
Posted: 2/17/2006

Remember an In-Service Day is scheduled for 2/21/2006. Thank you.

Currently Scheduled Absences

Currently Scheduled Absences for the next 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679874 , Starting: 2/18/2006					
2/18/2006	Chelsea Elementary School	Sick	7:00 AM	4:00 PM	Full Day
STATUS: Filled CONF# 8679873 , Starting: 2/24/2006, Substitute: Martin, Billy					
2/24/2006		Professional Day	7:00 AM	4:00 PM	Full Day
STATUS: UnFilled CONF# 8679875 , Starting: 3/1/2006					
3/1/2006		Personal	7:00 AM	4:00 PM	Full Day

Name of substitute

Aesop will show you absences up to 14 days in advance. Aesop will display the details of your absence, as well as the name of the substitute who has accepted the assignment.

Absences Requiring Approval*

Review the approval status of your absence request.

- **Unapproved** – request has yet to be reviewed
- **Approved** – request has been approved
- **Denied** – request has been denied approval

Status of Future Absences that Require Approval

CONF#	Absence Start	Absence End	# of Absence days	Status	Last Approver	Last Approval Action
8679874	02/18/2006	02/18/2006	1	Unapproved		
8679875	03/01/2006	03/01/2006	1	Unapproved		

Absence Feedback*

Click the **Enter feedback on the substitute** link to write a review of the substitute's performance.

Click the **Review feedback on this absence** link to review the substitute's assessment of you.

Provide feedback for the past 14 days of Absences

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679837 , Starting: 2/13/2006					
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
Feedback: Enter feedback on this substitute					

Absences that the substitute has reviewed for the past 14 days

Date	School	Absence Reason	Start Time	End Time	Duration
STATUS: UnFilled CONF# 8679837 , Starting: 2/13/2006					
2/13/2006	Chelsea Elementary School	Personal	7:00 AM	4:00 PM	Full Day
Feedback: Review feedback on this absence					

Questions

If you have any questions regarding Aesop, please contact the individual listed or e-mail the contact at your district.

Questions
If you have questions about the rules or setup of the system contact **School Secretary ext 10** at (555) 555-5555 or email: suboffice@yourdistrict.org.

* Indicates functions that might not be used by your school

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Absence Approval Status*

On the action menu on the home page, click **Absence Approval Status.** Select a date range to review the status of absences requiring approval.

Absence Approvers*

Aesop displays the list of users allowed to approve your absences.

Absence Files*

Upload generic notes about your classroom, such as a snack or recess schedule, that will automatically be attached to every absence you create.

Click the **Upload New Files** link to attach your document. Specify the Active From and To dates and click **Upload**. Aesop will attach this document to every absence created during that time frame.

On the next screen you can:

- edit the description,
- change the active dates, or
- delete the attachment

To attach a specific day's lesson plans, see the Attach a File* section.

* Indicates functions that might not be used by your school

Change PIN

You can change your PIN at any time.

Change Personal Information*

You can edit all or some of your personal information. You may need to contact your district about any changes; review your district's policies for details.

Substitute Phone List*

Aesop provides you with a list of available and qualified substitutes. Contact the substitute before entering your absence; confirm the substitute accepted the job and then immediately assign him/her to the absence.

Absence History

View all absences for the past 366 days and the next 90 days. If you need a greater range, refer to **View My Schedule** on the action menu on the home page.

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Preferred Substitutes*

Create a list of preferred substitutes whom Aesop will contact first when you create an absence.

To add a substitute:

1. Click the **Add New Substitutes** link

2. Click on the alphabet letter for the desired substitute's last name (or enter substitute's last name into the "Search" box and click **Search**

3. Click the **On List** box next to the name of the substitute you wish to select

4. Select either **Exclude*** or **Include**

5. Enter days and hours if you wish to override the default visibility

6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

7. Repeat Steps 2-6 for additional substitutes

8. Click the **View Current Substitutes** link to view your list

* Indicates functions that might not be used by your school

"Favorite Five" *

Employees who can set up a substitute preference list can also select five substitutes as their "favorites."

Substitutes marked as favorites will be notified instantly by e-mail when an absence is entered by/for an employee that has selected them as a favorite.

Further, Aesop will begin calling the favorite substitutes during the next evening calling period, up to 120 days before the absence.

To mark a substitute as one of the "Favorite 5":

1. Go through the steps to add substitutes to your preference list if you haven't already (see Preferred Substitutes).

2. On the preferred substitute page, click **Edit**.

3. Choose your "favorite five" by clicking on the radio buttons below the column rank you wish to give each one.

   After you enter an absence, Aesop will send an e-mail immediately to all five of your favorite substitutes. They will also receive a phone call during their first available evening calling period.

4. Click the **Apply Changes** button to save or click **Cancel** if you do not wish to save the changes.

5. Repeat Steps 2-4 to change the favorite five substitutes.

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Creating an absence for an Itinerant Employee*

If you are an employee who works at more than one location, you will be able to enter your absences on the Aesop Web site with just a few easy steps. Consider the schedule below.

Thursday:	East Elementary	07:30 a.m. to 09:15 a.m.
	North High School	09:45 a.m. to 11:45 a.m.
	Main Street Elementary	12:15 p.m. to 03:00 p.m.
Friday:	East Elementary	07:00 a.m. to 11:15 a.m.
	Olson Elementary	11:45 a.m. to 03:00 p.m.

Click on **Create an Absence** on the home page. Then follow the steps below to create an absence for both days listed above.

Hold the **Ctrl** key and click to select all the schools

Select the Absence Reason Type

Select **Yes** or **No** if a substitute is required

Enter the Start and End Dates

Select the days of the week

Leave the Absence Type as **Full Day**

Click **Next**

Itinerate Employee Absence Screen One

* Indicates functions that might not be used by your school

Enter the absence information according to the schedule.

Itinerant Employee Absence Screen Two

Both 2/9 and 2/10 are entered in the date range, because the itinerant employee goes to East Elementary School on both days. At this point enter 2/9's Start and End times – you will have an opportunity to adjusts 2/10's start and end times later.

Review all absence information before continuing

Select the Date Range, School, Absence Reason, and Start and End times for each line entry.

Click **Next** when finished.

* Indicates functions that might not be used by your school

Verification Screen

Review all information and make any necessary changes.

*Modify the Start and End times for 2/10's absence.

Enter any Notes.

Click **Save**. [Save]

Itinerate Employee Absence Verification Screen

Modify Absence Screen

Aesop will now update the Daily Report, your Absence History and your calendar.

The substitute will see all the school locations associated with this job.

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The Employee Side of Approvals

A school district may require administrative approval for certain absence reasons, such as personal days and professional development. The absence status will show you if approval is needed after you create the absence. Aesop also handles absences requiring multiple approvers.

The employee creates an absence that needs approval.

The administrator approves or denies the absence.

The employee can check the status of the absence on the Web site or via phone.

Aesop can send the employee an e-mail when the absence is approved or partially approved.

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Once the absence is approved or denied by the next approver, that status appears to the employee on their Web page and a notification comes through e-mail.

Status of approvals

Some districts may HOLD absences requiring approval until they have been approved.

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Absence Feedback - Employee page

Click to leave feedback about the substitute's performance

Click to View Substitute Feedback on your absence

Click to leave feedback

Feedback about Substitute Performance Survey. An employee can Rate the Substitute's performance and give feedback by answering a series of questions. There are default questions and then these can be customized by the Web Navigator user.

* Indicates functions that might not be used by your school

Feedback about Substitute Performance

CONF#	Substitute	Start Date	End Date
26054090	Test Substitute	3/12/2009	3/12/2009

Select an overall score that represents how you think the substitute performed his/her duties.

○ ★★★★★ (Outstanding)
◉ ★★★★ (Better than average)
○ ★★★ (No complaints)
○ ★★ (Lacking)
○ ★ (Never again)

Please Answer the following questions:
(Questions marked with an * are required)

Was all classroom work collected?	yes
Was the room left as neat and clean as it was found?	better than I had left it
Was classroom work explained satisfactorily?	generally - there were some questions from students
Did students report that they were treated fairly and consistently?	no problems
Were any disciplinary issues reported?	no
General Notes/Comments	fine

[Save] [Cancel]

The Employee completes the rating section and Answers to questions, then click "Save"

Saved Feedback

Feedback about Substitute Performance

CONF#	Substitute	Start Date	End Date
26054090	Test Substitute	3/12/2009	3/12/2009

Rating: ★★★★

Was all classroom work collected?	yes
Was classroom work explained satisfactorily?	generally - there were some questions from students
Were any disciplinary issues reported?	no
Was the room left as neat and clean as it was found?	better than I had left it
Did students report that they were treated fairly and consistently?	no problems
General Notes/Comments	fine

note – The employee cannot change the feedback once it is saved.

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Phone Services

When creating an absence on the phone, you can follow the instructions in the **Aesop Phone Guide for Employees**, with a couple exceptions:

- When creating an absence on the phone, Aesop will prompt you to "enter the number of days." Think of "days" as "Absence Instances" (as defined on the previous two pages).

- On the phone, you have to create each Absence Instance in a separate step. On the Web, the Absence Instances are displayed as rows that you can modify as you please. For the absence on the preceding pages, you would have to enter the information for the first row, then the second row, etc.

Following is an example of an employee calling in sick early in the morning. The substitute will have to be in two schools during the course of the day.

1.   Call Aesop at 1-800-942-3767 and log in.

2.   Press **1** to create an absence. Aesop will tell me that it knows I can work at multiple locations.

3.   Select the location of the first Absence Instance.

4.   Press **1** for today.

5.   Aesop asks for the number of days, but enter the number of Absence Instances instead. For this example, enter **2**, because a single day absence at two schools is equal to two Absence Instances.

6.   Enter the times for the first Absence Instance. If you are entering a one day absence in which you will be absent from more than one school, you may NOT enter a full day absence. You must select **Half Day AM/PM** or **Custom times**. If you select a full day absence, your absence will be recorded only at the first school selected.

7.   Select the reason for the first Absence Instance. (Remember, each row can be different.)

8.   Press **1** to confirm this Absence Instance.

9.   Select the location of the second Absence Instance.

10.   Repeat Steps 4-8.

11.   Depending on your profile settings, you may receive a confirmation number at this point. If not, you'll need to: 1) tell Aesop whether or not you need a substitute for this absence, and 2) assign a substitute if you've already **pre-arranged** this absence with a substitute (see page 5).

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User Guides and Training Videos

QuickStart User Guide

Print out your **Web Guide** and the **Phone Guide.**

Web Guide (Revised January 2006)

Phone Guide (Revised January 2006)

Adobe Acrobat reader is required to view the manual.

Favorite Five Feature Guide

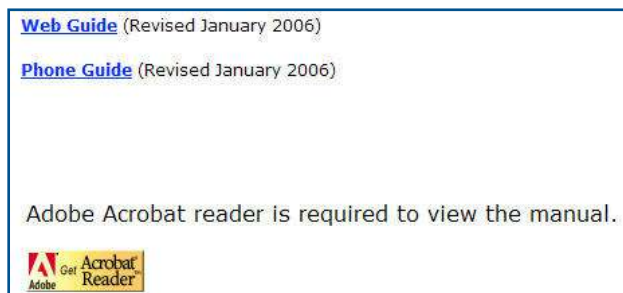Covers the basics for choosing your Favorite Five substitutes.

Basic Training Video

This video walks you through the Aesop welcome letter, logging on to the Aesop home page and creating an absence.

Advanced Training Video

The advanced training video discusses Aesop's functions beyond creating absences, many of which are covered in this QuickStart Guide.

Favorite Five Feature Video

This video explains how to select your Favorite Five substitutes to be notified by Aesop first.

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