

Aesop QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the Aesop system
- Navigate the Aesop Web site
- Find and accept jobs online
- Manage your schedule
- Cancel an assignment
- Manage your availability
- Specify your call times
- Change your PIN
- View your personal information
- Find and accept jobs over the phone
- Benefit from Aesop notifications
- View user guides and training videos



* Indicates functions that might not be used by your school

Using Aesop Successfully

Proactively fill your schedule

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.aesoponline.com.

Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Find out about available jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but depending on the district's settings, substitutes can discover available jobs days, weeks or even months in advance.

Aesop can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.



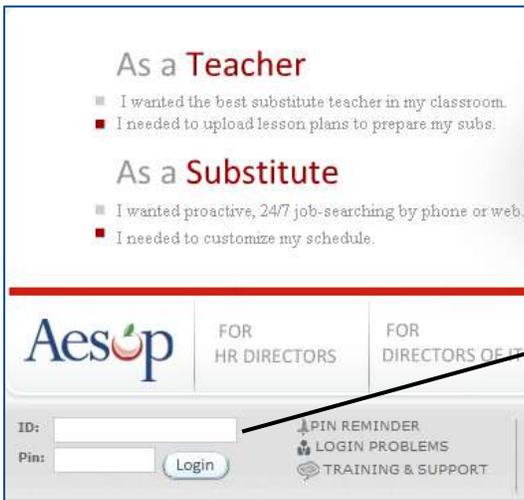
* Indicates functions that might not be used by your school

Online Services

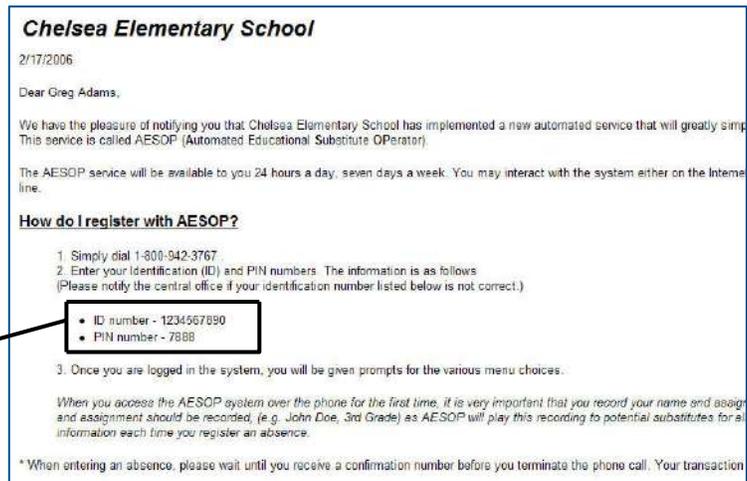
Log on to Aesop

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

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

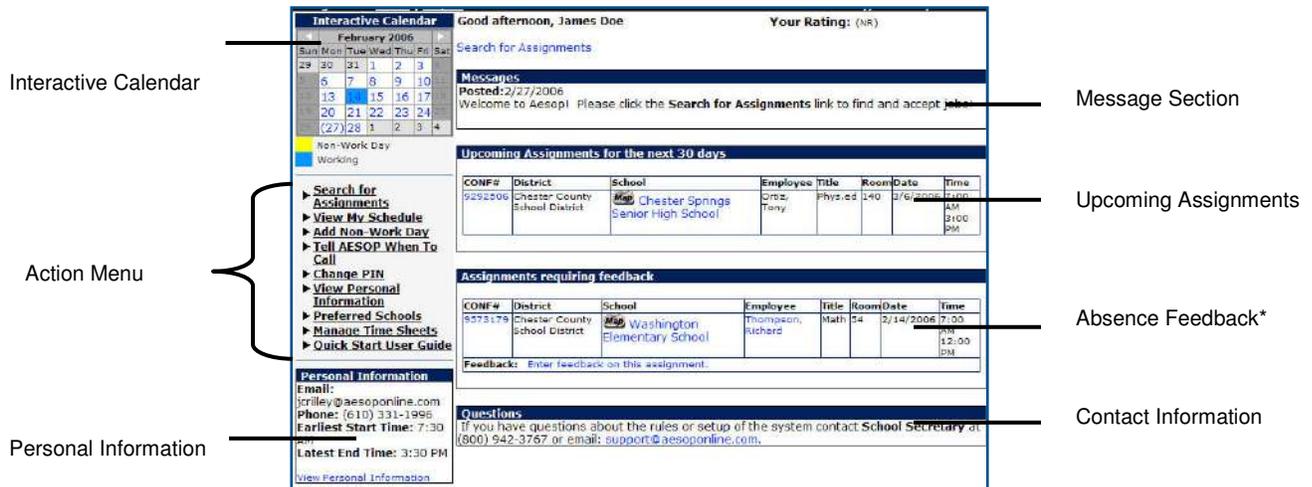


Aesop Login Page



Personalized Welcome Letter

Home Page



* Indicates functions that might not be used by your school

Find and Accept Assignments Online

Search for Assignments

1. Click the **Search for Assignments** tab on the action menu on the home page to see a list of all available jobs.

Interactive Calendar

Good afternoon, James Doe. Your Rating: (NR)

Search for Assignments

Messages:
Posted: 2/27/2006
Welcome to Aesop! Please click the [Search for Assignments](#) link to find and accept jobs!

Upcoming Assignments for the next 30 days

| CONF# | District | School | Employee | Title | Room | Date | Time |
|---------|--------------------------------|------------------------------------|-------------|---------|------|----------|-------------------|
| 9292906 | Chester County School District | Chester Springs Senior High School | Ortiz, Tany | Phys Ed | 140 | 3/6/2006 | 7:00 AM - 2:00 PM |

Assignments requiring feedback

| CONF# | District | School | Employee | Title | Room | Date | Time |
|---------|--------------------------------|------------------------------|-------------------|-------|------|-----------|--------------------|
| 9273178 | Chester County School District | Washington Elementary School | Thompson, Richard | Math | 54 | 2/14/2006 | 7:00 AM - 12:00 PM |

| | | | | |
|-----------------|------------------------------|--------------|----------|--------------------------------|
| 07/11/06 | Washington Elementary School | Woods, Tiger | Phys Ed | Details |
| 07/11/06 (Tue.) | From | To | Duration | School |
| 07/11/06 (Tue.) | 07:30 am | 03:30 pm | 06:00 | Washington Elementary School |
| 07/14/06 (Fri.) | 07:30 am | 03:30 pm | Full Day | Washington Elementary School |
| 07/17/06 (Mon.) | 07:30 am | 03:30 pm | 06:00 | Washington Elementary School |
| 07/18/06 (Tue.) | 08:00 am | 04:00 pm | Full Day | Chelsea Elementary School |
| 07/18/06 (Tue.) | 07:00 am | 03:00 pm | Full Day | Evenston Township - Math Dept. |

2. Click the **Details** link to view more information on the assignment. For multiple day assignments, Aesop will list the employee's name once and then all dates.

Accept or Reject Assignments

3. Click **Accept Assignment** if you would like to accept the job or **Reject Assignment** if you do not want to accept the job. If you reject the assignment, you will not be able to view it again later. Click **Cancel** to return to the Search for Assignments page.

In order for you to accept this Absence, please click the 'Accept Assignment' button below.

| Selected Assignments | Employee | Title | Room | Date | Time | Duration |
|-----------------------|--------------|--------------------|------|-------------|-----------------|----------|
| Washington Elementary | Waldron, Tom | Tech Extrordinaire | Main | Dec 23 2008 | 8:00 AM-3:00 PM | Full Day |

Notes:

4. You will receive a **Confirmation Number** when you have successfully accepted an assignment.

5. You can view any notes left by the employee or the district in the **Notes** section.

6. At this point, you can also access any attachments left for you by the district or the employee. Click on the attachment; in the File Download dialog box click **Open** or **Save**.

You have accepted this Absence. Your Confirmation number is: 9617285

| Selected Assignments | Employee | Title | Room | Date | Time | Duration |
|---------------------------|-------------|-----------|------|-------------|-----------------|----------|
| Chelsea Elementary School | Adams, Greg | 1st Grade | 12 | Jul 18 2005 | 8:00 AM-4:00 PM | Full Day |

Notes:

[Lesson Plans](#)

Attachments:

View your [schedule](#) or [cancel this job](#) or [search for more assignments](#).

File Download

Do you want to open or save this file?

Name: Todays Lesson Plans.doc
Type: Microsoft Word Document, 25.5 KB
From: staging.aesoponline.com

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Your home page will automatically be updated with the newly-accepted assignment. The **Interactive Calendar** and the **Upcoming Assignments for the next 30 days** sections will reflect the new information.

* Indicates functions that might not be used by your school

Other Home Page Features

Messages

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

| Messages |
|---|
| Posted: 2/27/2006 Welcome to Aesop! Please click the Search for Assignments link to find and accept jobs! |

| Upcoming Assignments for the next 30 days | | | | | | | |
|---|--------------------------------|--|-------------|---------|------|----------|--------------------|
| CONF# | District | School | Employee | Title | Room | Date | Time |
| 9292506 | Chester County School District |  Chester Springs Senior High School | Ortiz, Tony | Phys.ed | 140 | 2/6/2006 | 7:00 AM 2:00 PM |

Upcoming Assignments for the next 30 days

Aesop will show you absences you have already accepted up to 30 days in advance. Aesop will also show you the name of the employee and school. A map icon indicates that directions to the school are available from MapQuest.com.

Assignments requiring feedback*

Click the [Enter feedback on this assignment](#) link to write a review regarding the assignment.

| Assignments requiring feedback | | | | | | | |
|---|--------------------------------|--|-------------------|-------|------|-----------|---------------------|
| CONF# | District | School | Employee | Title | Room | Date | Time |
| 9373179 | Chester County School District |  Washington Elementary School | Thompson, Richard | Math | 54 | 2/14/2006 | 7:00 AM 12:00 PM |
| Feedback: Enter feedback on this assignment. | | | | | | | |

| 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 . |

Questions

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

* Indicates functions that might not be used by your school

Manage my Schedule

Interactive Calendar

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

Aesop displays two types of days on the calendar:

- **Non-Work Day** – days you have indicated you are unwilling to work
- **Working** – days you are assigned to work



Use the calendar arrows to select different months

* Indicates functions that might not be used by your school

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.

The screenshot displays the 'View My Schedule' interface. At the top, it shows 'Change View: Month View | Go to Current Week' and 'Week View from 3/6/2006 - 3/10/2006'. The main area is a weekly schedule grid with columns for Monday, Tuesday, Wednesday, Thursday, and Friday, and rows for time slots from 7:00 to 3:00. A 'Change Date' window is open on the right, showing a 3-month calendar view for March, April, and May 2006. Below the grid, there is a 'Schedule for March 2006' table with columns for CONF#, District, School, Employee, Title, Room, Date, and Time. A detailed absence entry is shown for March 8, 2006, at 7:10 AM in Room 115, assigned to Woods, Tiger, Phys Ed. The entry includes a 'Status: Filled' and a 'Notes: good luck' field. A 'Calendar Key' is also visible, indicating that yellow cells represent 'Non-Work Day' and blue cells represent 'Work Day'.

Weekly Schedule

Absences scheduled for the current month

3-month calendar view

* Indicates functions that might not be used by your school

Remove Myself from an Assignment

First, view your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab on the home page.



Change View: [Month View](#) | [Go to Current Week](#)

| Week View from 12/22/2008 - 12/26/2008 | | | | | |
|--|----------------|--|---|------------------|----------------|
| Add Non-Work Day | | | | | |
| | Monday, Dec 22 | Tuesday, Dec 23 | Wednesday, Dec 24 | Thursday, Dec 25 | Friday, Dec 26 |
| 7 ⁰⁰ | | | CONF#: 30066224 07:30-11:30 Cancellation: | | |
| 8 ⁰⁰ | | CONF#: 30325157 08:00-15:30 Cancellation: Past Cancellation Time of: 8:00 AM | | | |

You can remove yourself from an accepted assignment or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

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



Change View: [Month View](#) | [Go to Current Week](#)

| Week View from 12/22/2008 - 12/26/2008 | | | | | |
|--|----------------|--|-------------------|------------------|----------------|
| Add Non-Work Day | | | | | |
| | Monday, Dec 22 | Tuesday, Dec 23 | Wednesday, Dec 24 | Thursday, Dec 25 | Friday, Dec 26 |
| 7 ⁰⁰ | | | | | |
| 8 ⁰⁰ | | CONF#: 30325157 08:00-15:30 Cancellation: Past Cancellation Time of: 8:00 AM | | | |

The canceled assignment no longer appears on your calendar or list of assignments.

* Indicates functions that might not be used by your school

Add Non-Work Day

Click on **Add Non-Work Day** on the home page to indicate days or portions of days when you are unable to work.

For a single non-work day, select the date you will be unable to work. Enter a description if desired.

Adjust the **Start Time** and **End Time** if you will be unavailable for only a portion of the day.

You can use the **Repeat Event** feature if you have a recurring unavailability status.

1. Select the date for your first non-work day.
2. Fill in the Start and End Times.
3. Select the date for your last non-work day.
4. Check the box for the day(s) of the week that you will not be between your first and last non-work days.
5. Click **Save** to save your information, **Save and Add Another** to save your changes and create another non-work day, or **Cancel** if you do not wish to save the information.

* Indicates functions that might not be used by your school

Tell Aesop When to Call

Select **Tell Aesop When to Call** on the home page to ask Aesop not to call during certain hours of the day or an entire day. These restrictions will repeat every week until you change or remove the restriction.



Define Call Times

Call Times
Your District has defined available call times:
Morning: 5:30 AM - 10:00 AM
Evening: 4:00 PM - 11:00 PM.

You have further defined your call times as listed below.

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Call Anytime |

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

Next Cancel

Select **Specify call times and** enter the start and end times for when you would like to receive calls. Then select the day(s) of the week for this time range.

Apply changes to save or click **Cancel** to return to the home page. The setting you created will repeat until changed.

Specify Call Times

Start Time
08 AM : 00

End Time
04 PM : 00

Select a day(s)
 Sun Mon Tue Wed Thu Fri Sat

Apply Changes Cancel

Your new call time will appear on the schedule. If you wish to delete this time, click on the trash can next to the time.



Define Call Times

Call Times
Your District has defined available call times:
Morning: 5:30 AM - 3:30 PM
Evening: 6:00 PM - 10:00 PM.

You have further defined your call times as listed below.

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|--------------|--------------------|--------------|--------------|--------------|--------------|--------------|
| Call Anytime | 8:00 AM 4:00 PM | Call Anytime |

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

Next Cancel

To create another call time, select **Specify call times** again and repeat the process.

Specify No Call Days

Select a day(s)
 Sun Mon Tue Wed Thu Fri Sat

Apply Changes Cancel

Select **Specify No Call Days** to choose days when you do not want Aesop to call you.

Select **I Prefer not to be called by Aesop** if you wish never to be called.

* Indicates functions that might not be used by your school

Change PIN

You can change your PIN at any time. The PIN is used both on the Web site and the phone system.



The screenshot shows a web form titled "Change your PIN". It contains three input fields: "Current PIN", "New PIN", and "Retype PIN". Below the fields are two buttons: "Apply Changes" and "Cancel". At the bottom, there is a blue hyperlink that reads "Need help? PIN Guidelines."



The screenshot shows a web form titled "Change Personal Information." with a dark blue header. The form contains the following fields and values:

- Internal ID: 181955
- First Name: James
- Middle
- Last Name: Doe
- Phone: (610) 331-1996
- E-Mail: jcrilley@aesoponline.com
- Earliest Start Time: 7:30 AM
- Latest End Time: 3:30 PM

Below this section is a dark blue header for "Address" with the following fields:

- Address 1
- Address 2
- City
- State/Province
- Zip

View Personal Information

Review the demographic information the district has on file for you.

You can contact the APS Substitute Office for needed changes.

* Indicates functions that might not be used by your school

Absence Feedback – Substitute Page

Aesop FRONTLINE
PLACEMENT • TECHNOLOGIES

Navigation > Home | Logout Tuesday, March 17 2009

Good afternoon, Test Substitute 2 Assignments are awaiting your feedback.

Interactive Calendar

March 2009

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

Non-Work Day
Working

- Search for Assignments
- View My Schedule
- Add Non-Work Day
- Leave Feedback
- View Employees' Feedback
- Tell AESOP When To Call
- Change PIN
- View Personal Information
- Preferred Schools
- Manage District List
- Quick Start User Guide
- Basic Training Video
- Advanced Training Video

Search for Assignments

Messages
Please call 1-800-942-3767 in order to record your name with AESOP.

Upcoming Assignments for the next 30 days

| CONF# | District | School | Employee | Title | Room | Date | Time |
|-----------------------|----------|--------|----------|-------|------|------|------|
| No Assignments found. | | | | | | | |

Questions
If you have questions about the rules or setup of the system contact **Sandy Price** at (610) 722-9746 or email: sprice@district.com.

Click to enter Feedback

Click to View Feedback from an Employee

Aesop FRONTLINE
PLACEMENT • TECHNOLOGIES

Navigation > Home > Feedback | Logout Thursday, March 19 2009

[Return to Homepage](#)

Jobs awaiting your Feedback

| CONF# | Replacing | School | Start Date | End Date | |
|----------|------------------|------------------|------------|-----------|--------------------------------|
| 26054092 | Teacher Fabulous | South Elementary | 3/13/2009 | 3/13/2009 | Leave Feedback |
| 26054320 | Teacher Fabulous | South Elementary | 3/16/2009 | 3/16/2009 | Leave Feedback |

Click to leave feedback for this assignment

* Indicates functions that might not be used by your school

Navigation > Home > Feedback | Logout Thursday, March 19
[Return to Home](#)

Feedback about Substitute Experience

| CONF# | Replacing | School | Start Date | End Date |
|----------|------------------|------------------|------------|-----------|
| 26054092 | Teacher Fabulous | South Elementary | 3/13/2009 | 3/13/2009 |

Select an overall score that represents how you would rate the experience you had in this position.

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

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

| | |
|------------------------------------|----------------------|
| Notes regarding lesson plans | <input type="text"/> |
| I also taught | <input type="text"/> |
| Messages for the permanent teacher | <input type="text"/> |
| Notes regarding behavior | <input type="text"/> |
| Students who were absent | <input type="text"/> |
| Terrific helpers | <input type="text"/> |

Rate your experience in the assignment

Answer questions regarding the assignment

Aesop FRONTLIN
PLACEMENT • TECHNOLOGY

Navigation > Home > Feedback | Logout Thursday, March 19
[Return to Home](#)

Feedback about Substitute Experience

| CONF# | Replacing | School | Start Date | End Date |
|----------|------------------|------------------|------------|-----------|
| 26054092 | Teacher Fabulous | South Elementary | 3/13/2009 | 3/13/2009 |

Select an overall score that represents how you would rate the experience you had in this position.

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

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

| | |
|------------------------------------|----------------------|
| Notes regarding lesson plans | all complete |
| I also taught | <input type="text"/> |
| Messages for the permanent teacher | <input type="text"/> |
| Notes regarding behavior | great class |
| Students who were absent | none |
| Terrific helpers | <input type="text"/> |

Click Save when finished

* Indicates functions that might not be used by your school

Navigation > Home | Logout Monday, March 16 2009

Interactive Calendar

Good morning, Test Substitute

Search for Assignments

Messages
Please call 1-800-942-3767 in order to record your name with AESOP.

Upcoming Assignments for the next 30 days

| CONF# | District | School | Employee | Title | Room | Date | Time |
|-----------------------|----------|--------|----------|-------|------|------|------|
| No Assignments found. | | | | | | | |

Questions
If you have questions about the rules or setup of the system contact **Sandy Price** at (610) 722-9746 or email: sprice@district.com.

Click to View Employee Feedback regarding a Substitute's performance

- ▶ Search for Assignments
- ▶ View My Schedule
- ▶ Add Non-Work Day
- ▶ Leave Feedback
- ▶ View Employees' Feedback
- ▶ Tell AESOP When To Call
- ▶ Change PIN
- ▶ View Personal Information
- ▶ Preferred Schools
- ▶ Manage District List
- ▶ Quick Start User Guide
- ▶ Basic Training Video
- ▶ Advanced Training Video

Navigation > Home > Feedback | Logout Thursday, March 19 2009

[Return to Homepage](#)

Feedback about your Performance

| CONF# | Replacing | School | Start Date | End Date | Rating | |
|----------|------------------|------------------|------------|-----------|--------|---------------------------------|
| 26054090 | Teacher Fabulous | South Elementary | 3/12/2009 | 3/12/2009 | ★★★★★ | Review Feedback |
| 26054092 | Teacher Fabulous | South Elementary | 3/13/2009 | 3/13/2009 | ★★★★★ | Review Feedback |

Click to view feedback

Navigation > Home > Feedback | Logout Thursday, March 19 2009

[Return to Home](#)

Feedback about Substitute Performance

| CONF# | Substitute | Replacing | School | Start Date | End Date |
|----------|-----------------|------------------|------------------|------------|-----------|
| 26054090 | Test Substitute | Teacher Fabulous | South Elementary | 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 |

* Indicates functions that might not be used by your school

Phone Services

Answering an Aesop call

When Aesop calls, your Caller ID will probably show 1-800-942-3767. Occasionally, it may display a school district name, depending on how the phone company handles the 800 number.

Answer the phone with a "hello." You must speak into the phone, since it is voice activated.

If you hang up on Aesop, the system will wait at least an hour before calling you back.



Listening to the notifications and available assignments

After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press **1**. To prevent further calls today, please press **2**. If the substitute that I'm trying to reach is unavailable, please press **3**. To prevent Aesop from ever calling you again, please press **9**."

Press the appropriate key in response.

Aesop will then say: "I'm calling on behalf of (school district), for an assignment at (school). Please enter your PIN Number, followed by the # key."

After you enter your PIN and press the # key, Aesop will play any Substitute Notifications, such as canceled absences and changed start or end times.

For each available assignment, Aesop will provide the details, including the number of days of the assignment, the school name, the name and title of the absent teacher, the start and end times and the room or office to report to.

Responding to the offer

After you have heard the details of the assignment, you will be prompted to choose **1** to accept the job, **2** to hear it again, **3** to reject it but allow further phone calls, or **4** to reject the job and prevent more calls that day.

If you accept the job, Aesop will read the Confirmation Number. If you reject a job, Aesop will still call you back, even within 15 minutes, if other jobs need to be filled.

* Indicates functions that might not be used by your school

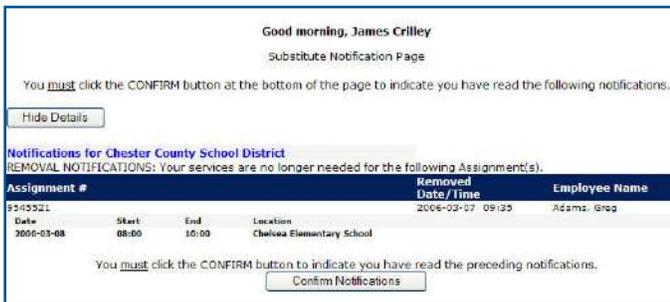
Receiving Notifications

You may receive notifications by phone, web or e-mail for the following:

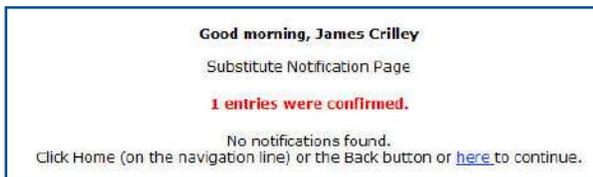
- A single-day absence is canceled
- All days of a multiple-day absence are canceled
- You are removed from an assignment
- You are chosen as a preferred sub

Web Notification*

Notifications for the above reasons will appear on your home page when you login to Aesop. You will need to click the **Confirm Notifications** button to confirm you have read the notice before you can do anything else within the site.



Aesop will show you a confirmation page indicating you have successfully confirmed the Web notification. Click the [here](#) link to return to your home page.



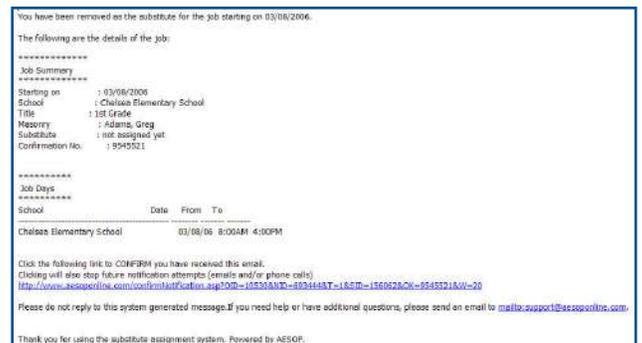
Notification Confirmation

E-mail Notification*

If Aesop has your e-mail address on file, you may receive notifications through e-mail.

E-mail notifications ONLY are sent for the following:

- The start date changes
- You are assigned to a job



E-mail Notification

Phone Notification

If you call in to Aesop, you will be informed of any substitute notifications before you hear available assignments. If you have not responded to any e-mail, web or phone notifications, Aesop will call you with the notification at your normally preferred call time.

NO notifications are sent for following:

- Any changes to the times of an absence
- A date other than the first day of the absence changes
- Days are added to an absence
- A day is closed within a multiple-day absence (even if it's the first day)

* Indicates functions that might not be used by your school

Phone Services

Answering an Aesop call

When Aesop calls, your Caller ID will probably show 1-800-942-3767. Occasionally, it may display a school district name, depending on how the phone company handles the 800 number.

Answer the phone with a "hello." You must speak into the phone, since it is voice activated.

If you hang up on Aesop, the system will wait at least an hour before calling you back.



Listening to the notifications and available assignments

After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press **1**. To prevent further calls today, please press **2**. If the substitute that I'm trying to reach is unavailable, please press **3**. To prevent Aesop from ever calling you again, please press **9**."

Press the appropriate key in response.

Aesop will then say: "I'm calling on behalf of (school district), for an assignment at (school). Please enter your PIN Number, followed by the # key.

After you enter your PIN and press the # key, Aesop will play any Substitute Notifications, such as canceled absences and changed start or end times.

For each available assignment, Aesop will provide the details, including the number of days of the assignment, the school name, the name and title of the absent teacher, the start and end times and the room or office to report to.

Responding to the offer

After you have heard the details of the assignment, you will be prompted to choose **1** to accept the job, **2** to hear it again, **3** to reject it but allow further phone calls, or **4** to reject the job and prevent more calls that day.

If you accept the job, Aesop will read the Confirmation Number. If you reject a job, Aesop will still call you back, even within 15 minutes, if other jobs need to be filled.

1* Indicates functions that might not be used by your school