

Stamford Public Schools Aesop Training

Employees

June 2016

How Aesop Works

- Video:

http://help1.frontlinek12.com/customer/portal/articles/2178862?b_id=10972

Employee Web Basic Training Video

- Video:
http://help1.frontlinek12.com/customer/portal/articles/1529151?b_id=3397
- Topics:
 - How to log into Aesop
 - The Home Page
 - Creating an Absence
 - Viewing and Editing Personal Information
 - Changing your PIN
 - Where to find Help Resources

Employee Web Advanced Training Video

- Video:

http://help1.frontlinek12.com/customer/portal/articles/2205214?b_id=10972

- Topics:

- Create Absence, Advanced Mode
- Assigning a Substitute to an Absence
- Cancelling Absences
- Absence History
- Attaching Absence Files
- Absence Reason Balances
- Substitute Director



Accessing Aesop

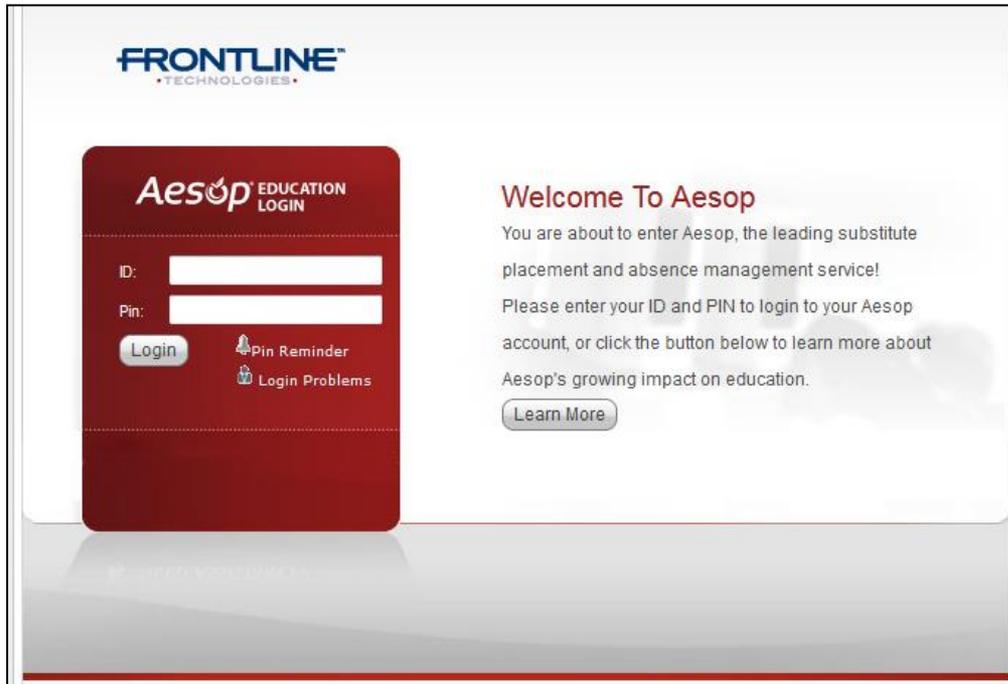
Accessing Aesop

- Phone Number: 1-800-942-3767
- Website: www.aesoponline.com
- Mobile Website: m.aesoponline.com

Logging in to Aesop

- In your Welcome Letter
 - ID: 10 Digit Phone Number
 - Pin: 4 or 5 digits

Website



The screenshot shows the Aesop Education Login page. At the top left is the 'FRONTLINE TECHNOLOGIES' logo. The main content area features a red login card on the left with the 'Aesop EDUCATION LOGIN' header. Below the header are two input fields for 'ID:' and 'Pin:', a 'Login' button, and links for 'Pin Reminder' and 'Login Problems'. To the right of the card is a 'Welcome To Aesop' message, followed by a paragraph of text and a 'Learn More' button.

FRONTLINE
TECHNOLOGIES

Aesop EDUCATION
LOGIN

ID:

Pin:

Login [Pin Reminder](#) [Login Problems](#)

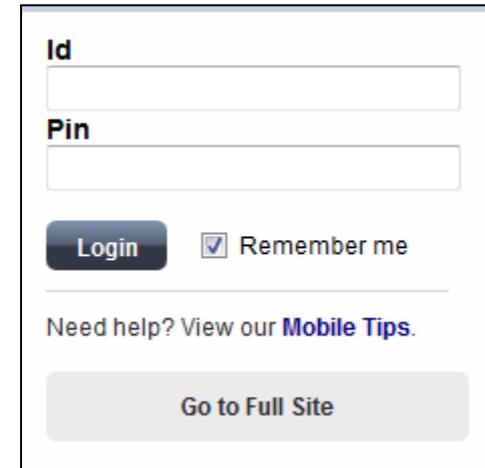
Welcome To Aesop

You are about to enter Aesop, the leading substitute placement and absence management service!

Please enter your ID and PIN to login to your Aesop account, or click the button below to learn more about Aesop's growing impact on education.

[Learn More](#)

Mobile Site



The screenshot shows the mobile site login interface. It features two input fields for 'Id' and 'Pin'. Below the fields is a 'Login' button and a 'Remember me' checkbox. At the bottom, there is a 'Go to Full Site' button and a link for 'Need help? View our Mobile Tips.'.

Id

Pin

Login Remember me

Need help? View our [Mobile Tips](#).

[Go to Full Site](#)

Logging in to Aesop

- Can't Remember Your Pin?
 - Click  Pin Reminder
- Can't Remember Your Login Info?
 - Click  Login Problems

Aesop Home Page

The Home Page

Log Out Button



The screenshot shows the Aesop home page interface. At the top, there is a header with the 'FRONTLINE TECHNOLOGIES' logo, the user name 'Tim Fox', a 'Notifications' button with a '1' indicator, and links for 'Questions?' and 'Logout'. Below the header is a banner for 'Teachwise' with a 'SHOP NOW' button and a 'HOT CLASSROOM RESOURCES' section featuring an 'ITEM SHOWN: Substitute Magic - 5 Word Finds'. The main navigation area includes tabs for 'Absences', 'Feedback', 'Account', 'Directory', and 'Help'. Below the navigation are three calendar views for March 2015, April 2015, and May 2015. A legend below the calendars identifies 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow). At the bottom, there are tabs for 'Create Absence', '4 Scheduled Absences', '3 Past Absences', and '0 Denied Absences'. A form below these tabs prompts the user to 'Please select a date' and includes a 'Need more options?' link and an 'Advanced Mode' button.

Navigation
Tabs



Your Name

Notifications

Calendar

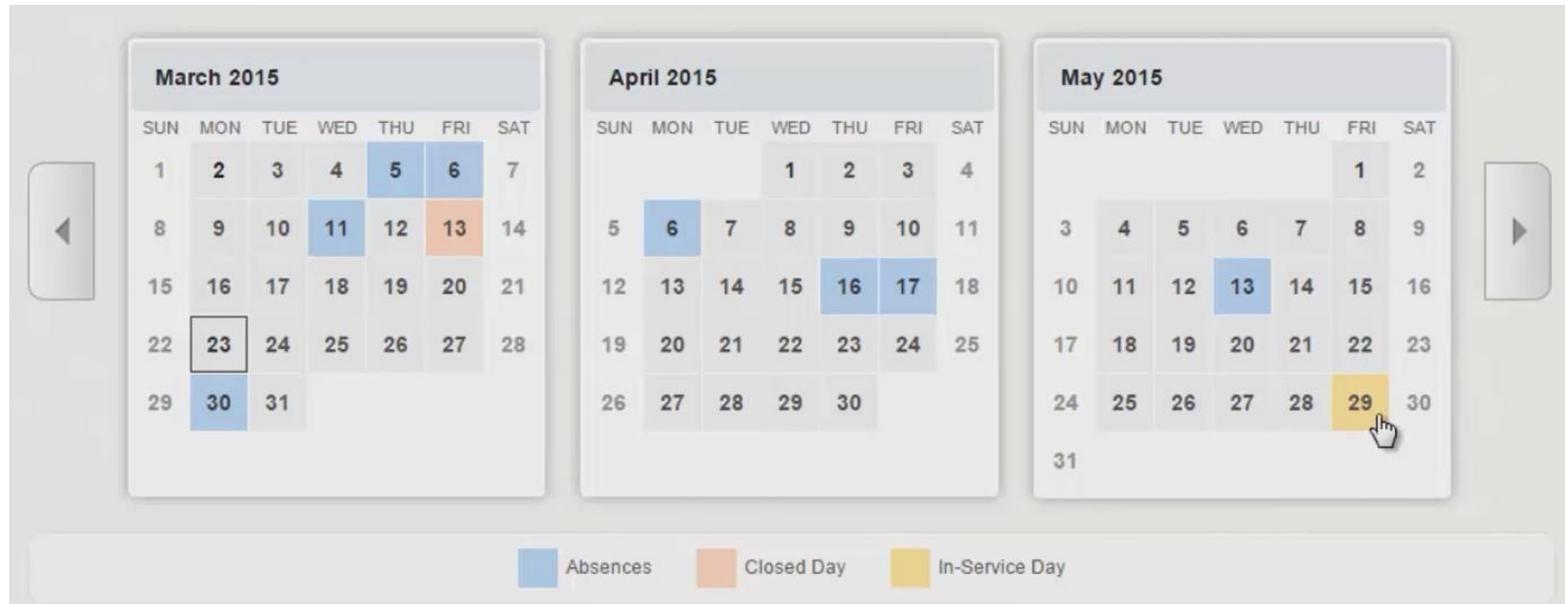


Absence
Tabs



Calendar

- Absences – Blue
- Closed Day – Pink
- In-Service Day – Yellow



- Click Date for More Information

Creating an Absence

1. Go to Create Absence Tab

Creating an Absence

The screenshot shows the 'Create Absence' form with the following fields and controls:

- Navigation Tabs:** 'Create Absence' (highlighted), '5 Scheduled Absences', '3 Past Absences', '0 Denied Absences'.
- Date Selection:** A calendar for March 2015 with a red arrow pointing to the date '22'.
- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu set to 'Select One'.
- Time:** A dropdown menu set to 'Full Day' and a time range '08:00 AM to 03:00 PM'.
- Notes to Administrator:** A text area with '255 character(s) left'.
- Notes to Substitute:** A text area with '255 character(s) left'.
- File Attachments:** A section with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and 'No file chosen' text.
- Buttons:** 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

2. Choose the Date or Dates of the Absence

3. Choose if a Substitute is Required

4. Choose the Absence Reason

5. Choose the Time of the Absence

Creating an Absence

8. Click Create Absence Button to Finalize

The screenshot shows the 'Create Absence' web interface. At the top, there are tabs for 'Create Absence', '5 Scheduled Absences', '3 Past Absences', and '0 Denied Absences'. Below the tabs, there's a calendar for March 2015. The main form area includes fields for 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), and 'Time' (set to 'Full Day' with a time range of 08:00 AM to 03:00 PM). There are two text areas: 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute', both with a 255 character limit. To the right, there's a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom, there are three buttons: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'. Red arrows point from the bottom text to the 'Notes to Administrator', 'Notes to Substitute', 'Choose File' button, and the 'Create Absence' button.

6. Write a Note to the Administrator and/or Substitute

7. Upload a File, such as Sub Plans

Creating an Absence Using Advanced Mode

- For more complicated absences
- Allows to add multiple variations to one absence



The screenshot displays the 'Create Absence' web interface. At the top, there are three tabs: 'Create Absence' (active), '5 Scheduled Absences', and '3 Past Absences'. To the right, there is a '0 Denied Absences' tab. Below the tabs, a light blue bar contains the text 'Please select a date' on the left and 'Need more options? Advanced Mode' on the right. The 'Advanced Mode' button is circled in red. Below this bar, there is a calendar for March 2015 on the left. To the right of the calendar, there is a 'Substitute Required' section with a green 'Yes' button. Below that is an 'Absence Reason' dropdown menu with 'Select One' as the current selection. On the far right, there is a 'FILE ATTACHMENTS' section with a dashed box for uploads.

Creating Absences

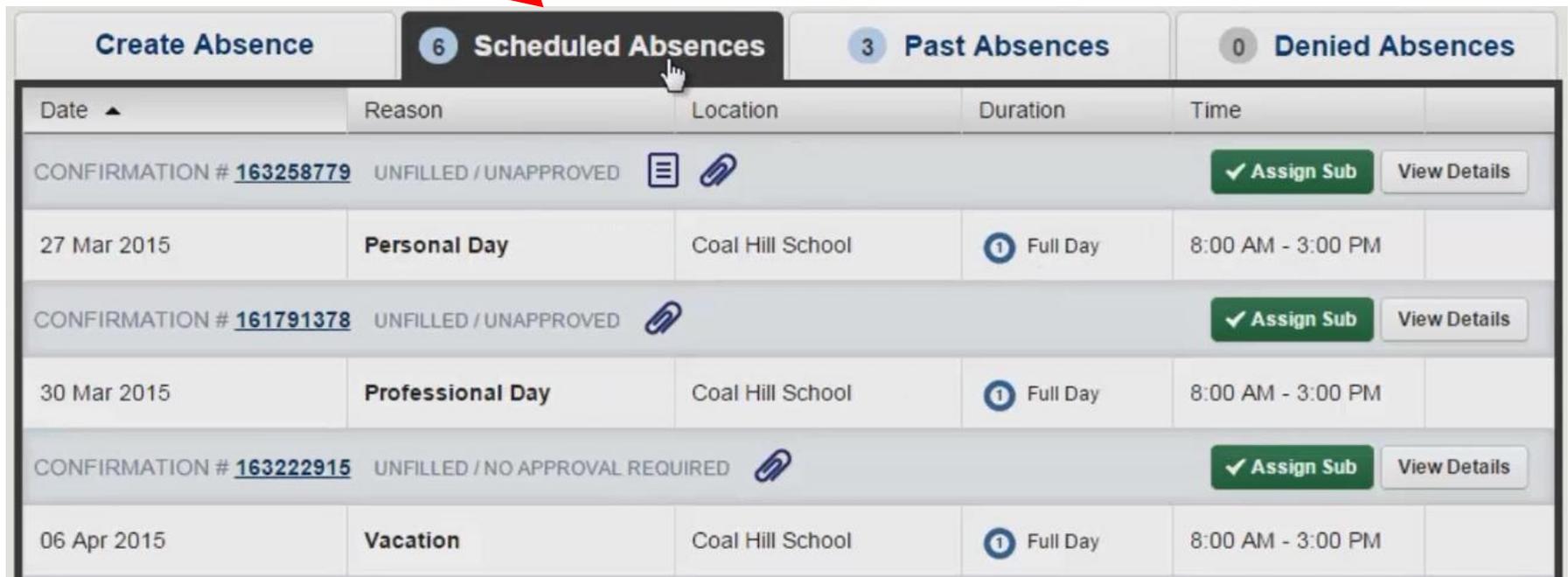
- Absences can be created:
 - Up to 1 month in advance by Phone
 - Up to 1 year in advance Online

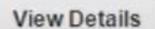
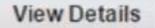
Viewing Previously Scheduled Absences



Viewing Previously Scheduled Absences

- Scheduled Absences Tab



Create Absence	6 Scheduled Absences	3 Past Absences	0 Denied Absences	
Date	Reason	Location	Duration	Time
CONFIRMATION # 163258779	UNFILLED / UNAPPROVED	 	 Assign Sub	 View Details
27 Mar 2015	Personal Day	Coal Hill School	 Full Day	8:00 AM - 3:00 PM
CONFIRMATION # 161791378	UNFILLED / UNAPPROVED		 Assign Sub	 View Details
30 Mar 2015	Professional Day	Coal Hill School	 Full Day	8:00 AM - 3:00 PM
CONFIRMATION # 163222915	UNFILLED / NO APPROVAL REQUIRED		 Assign Sub	 View Details
06 Apr 2015	Vacation	Coal Hill School	 Full Day	8:00 AM - 3:00 PM

Canceling an Absence

Canceling an Absence

1. Go to Scheduled Absences Tab



2. Click the red "Delete" button that correlates to the Absence you want to Cancel.



Date ▲	Reason	Location	Duration	Time	
CONFIRMATION # 167657486	BAKER, TOM / UNAPPROVED				View Details
07 May - 08 May 2015	Professional Day	Coal Hill School	① Full Day	8:00 AM - 3:00 PM	
CONFIRMATION # 161791458	UNFILLED / UNAPPROVED				✓ Assign Sub ✗ Delete View Details
13 May 2015	Personal Day	Coal Hill School	① Full Day	8:00 AM - 3:00 PM	
CONFIRMATION # 167037551	BAKER, TOM / APPROVED				View Details

3. Click "OK" to confirm.

Viewing Past Absences

Viewing Past Absences

- Past Absences Tab
- Defaults to Show Absences for the past 30 days – click “View More” to view absences that occurred more than 30 days ago.

CREATE ABSENCE 4 SCHEDULED ABSENCES **6 PAST ABSENCES** 1 DENIED ABSENCES

This list shows absences for the past 30 days. [View More...](#)

Date	Reason	Location	Duration	Time
CONFIRMATION # 163222915 UNFILLED / NO APPROVAL REQUIRED  View Details				
06 Apr 2015	Vacation	Coal Hill School	1 Full Day	8:00 AM - 3:00 PM
CONFIRMATION # 161791257 UNFILLED / UNAPPROVED  View Details				
16 Apr 2015	Jury Duty	Coal Hill School	1 Full Day	8:00 AM - 3:00 PM
CONFIRMATION # 166112130 UNFILLED / UNAPPROVED  View Details				

Viewing Past Absences

- Click View Details for more information about a specific absence.

Create Absence	4 Scheduled Absences	6 Past Absences	1 Denied Absences		
This list shows absences for the past 30 days. View More...					
Date ▲	Reason	Location	Duration	Time	
CONFIRMATION # 163222915	UNFILLED / NO APPROVAL REQUIRED				View Details
06 Apr 2015	Vacation	Coal Hill School	1 Full Day	8:00 AM - 3:00 PM	
CONFIRMATION # 161791257	UNFILLED / UNAPPROVED				View Details
16 Apr 2015	Jury Duty	Coal Hill School	1 Full Day	8:00 AM - 3:00 PM	
CONFIRMATION # 166112130	UNFILLED / UNAPPROVED				View Details



Adding an Attachment to All Absences You Create

Adding an Attachment to All Absences You Create

- Attachments uploaded here will be automatically attached to any absence you create.

Account

Shared Attachments

Upload File:
Files must be in .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx and less than 600kb

Choose File No file chosen

DRAG AND DROP FILES HERE

Number of Files: 0

File	Description	Active From	Active To	Actions

Get started by adding some files!

Save Changes

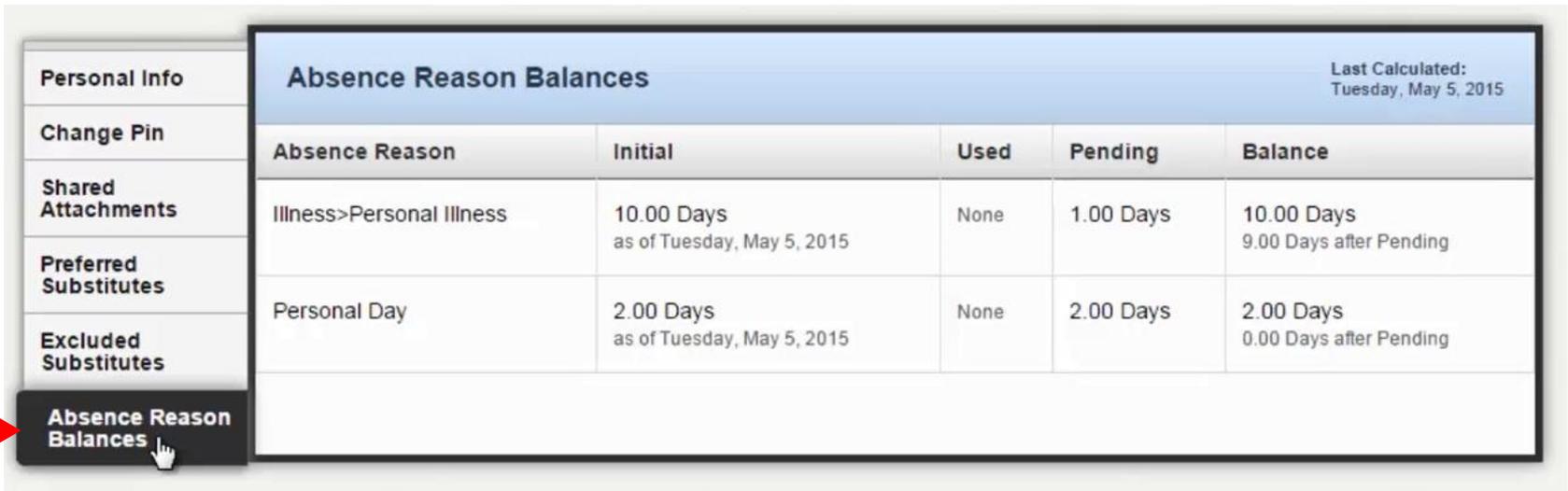
Absence Reason Balances

(Accrual Balances)



Absence Reason Balances

- Account Tab – Absence Reason Balances



The screenshot displays a web interface for 'Absence Reason Balances'. On the left is a sidebar menu with the following items: Personal Info, Change Pin, Shared Attachments, Preferred Substitutes, Excluded Substitutes, and Absence Reason Balances. A red arrow points to the 'Absence Reason Balances' item, which is highlighted. The main content area is titled 'Absence Reason Balances' and includes a sub-header 'Last Calculated: Tuesday, May 5, 2015'. Below this is a table with the following data:

Absence Reason	Initial	Used	Pending	Balance
Illness>Personal Illness	10.00 Days as of Tuesday, May 5, 2015	None	1.00 Days	10.00 Days 9.00 Days after Pending
Personal Day	2.00 Days as of Tuesday, May 5, 2015	None	2.00 Days	2.00 Days 0.00 Days after Pending

Managing Your Preferred Substitutes List

Managing Your Preferred Substitutes List

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for 'Absences', 'Feedback', 'Account', and 'Help'. A red arrow points to the 'Account' tab. On the left side, there is a sidebar menu with items: 'Personal Info', 'Change Pin', 'Shared Attachments', and 'Preferred Substitutes'. A red arrow points to the 'Preferred Substitutes' item. The main content area is titled 'Preferred Substitutes List'. It contains a paragraph of text explaining that substitutes on this list will receive preferential treatment. Below the text is a table with columns for 'Order', 'Name', and 'Select'. The table is currently empty, displaying a large watermark icon of a notepad and pencil. A red arrow points from the 'Preferred Substitutes' sidebar item to the 'Add Substitute(s)' button in the table's header area. There are two 'Add Substitute(s)' buttons, one at the top and one at the bottom of the table area, both with a checkmark icon. A 'Remove Selected Substitute(s)' button is also present next to each 'Add Substitute(s)' button.

**Add Preferred
Substitutes**

**Your preferred substitutes will see your absences
before other district substitutes.**

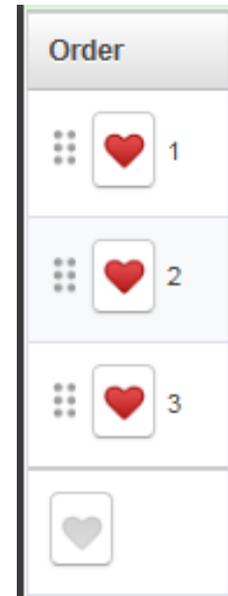
Preferred Substitutes

- Keep in mind: Substitutes can be preferred by multiple employees which can cause that preferred sub to not be available.
- Being on a preferred list gives subs first view of that employee's absences, but does not guarantee assignments.
- The sooner an absence is created, the sooner Aesop can look to find a substitute. **Do not wait until the last minute to create absences unless the unforeseen happens.**

Managing Your Favorite Five Substitutes

Managing Your Favorite Five Substitutes

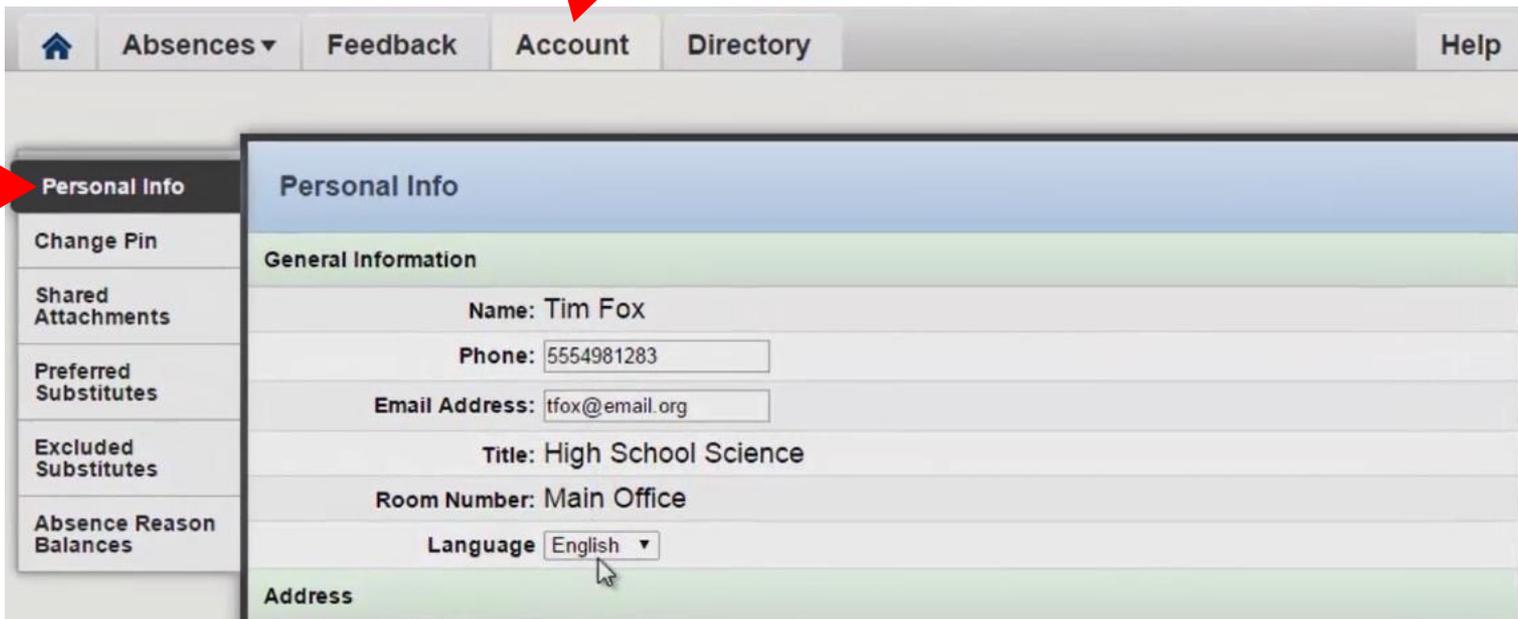
- Once you have created your preferred substitutes list, you can choose up to five favorite substitutes by using the order/heart feature.
- Click the heart to identify the substitute as a favorite
- Click and drag the red hearts to change the order of your favorite five substitutes
- **Favorite Five Substitutes will all receive instant notification of your absence by email.**



Viewing and Editing Personal Information and PIN

Viewing and Editing Personal Information

- Account Tab – Personal Info
- You may edit your E-mail Address and Phone Number Only
 - **If you update your phone number, this will become your new ID for logging in**
- If other information needs to be updated, contact Pat Cunningham



The screenshot shows a web application interface with a navigation bar at the top containing 'Absences', 'Feedback', 'Account', 'Directory', and 'Help'. The 'Account' tab is selected and highlighted with a red arrow. Below the navigation bar, the 'Personal Info' section is expanded, also indicated by a red arrow. The 'Personal Info' section is divided into 'General Information' and 'Address'. The 'General Information' section contains the following fields:

Name:	Tim Fox
Phone:	<input type="text" value="5554981283"/>
Email Address:	<input type="text" value="tfox@email.org"/>
Title:	High School Science
Room Number:	Main Office
Language:	<input type="text" value="English"/>

The 'Address' section is partially visible at the bottom of the form.

How to Change your Pin

- Account Tab – Change Pin
- 4 or 5 digits

Account

Change your Pin

Old Pin:

New Pin:

Confirm New Pin:

Clear Form

Resources and Learning Center

Resources

- [QuickStart Guide](#)
- [Frequently Asked Questions](#)
- [Getting Started with Aesop](#)

Learning Center

- Click the HELP icon at the top right of the screen to access the Learning Center
- Answers to Questions ???
- Articles and Videos about what you can do with Aesop

Next Steps

1. Verify your personal information.
2. Change your PIN.
3. Set-up your preferred substitutes and favorite five substitutes lists (if you require a substitute).
4. Start reporting absences for 7/1/16 and forward to Aesop.

SPS's Aesop Administrator

- Patricia Cunningham-Johnson, HRIS Assistant
 - PCunningham@StamfordCT.gov
 - (203) 977-4101
 - 6:30 A.M. – 3:30 P.M., Mon - Fri