

Stamford Public Schools Aesop Training

Substitutes

June 2016

How Aesop Works

- Video:

http://help1.frontlinek12.com/customer/portal/articles/2178862-how-aesop-works-video-?b_id=10972

Accessing Aesop

- Phone Number: 1-800-942-3767
- Website: www.aesoponline.com
- Mobile Website: m.aesoponline.com
- App: Jobulator
 - \$5.99/month or \$49.99/year
 - <https://www.jobulator.com/>
for more info





Basics of the Aesop Substitute Website

- Video:
http://help1.frontlinek12.com/customer/portal/articles/2201781-substitute-web-basic-training-video-?b_id=10972
- Topics:
 - Logging in to Aesop
 - The Substitute's Home Page
 - Searching for Available Jobs
 - Viewing and Editing Personal Information
 - How to Change your Pin
 - Where to find Help Resources

Advanced Features of the Aesop Substitute Website

- Video:
http://help1.frontlinek12.com/customer/portal/articles/2188477?b_id=10972
- Topics:
 - Viewing Scheduled Jobs
 - How to Create Non-Work Days
 - Viewing Job History
 - Setting up Substitute Preferred Schools
 - Editing Call Times
 - How to Turn Off Calling

Logging in to Aesop

- In your Welcome Letter
 - ID: 10 Digit Phone Number
 - Pin: 4 or 5 digits
- Can't Remember Your Pin?
 - Click  Pin Reminder
- Can't Remember Your Login Info?
 - Click  Login Problems

The Substitute's Home Page

- Available Jobs - Green
- Scheduled Jobs - Blue

The screenshot displays a web interface for a substitute teacher's home page. At the top, there is a navigation bar with a home icon, 'Available Jobs', 'History', 'Feedback', 'Preferences', and 'Help'. Below this, three calendar views are shown for March, April, and May 2015. Each calendar has a grid with days of the week (SUN to SAT) and dates. Available jobs are highlighted in green, and scheduled jobs are highlighted in blue. At the bottom, there is a summary bar with four categories: '4 Available Jobs', '3 Scheduled Jobs', '0 Past Jobs', and '0 Non Work Days'. Below the summary bar, there are filters for 'Date', 'Time', 'Duration', and 'Location'.

Month	SUN	MON	TUE	WED	THU	FRI	SAT
March 2015	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	
29	30	31					

Month	SUN	MON	TUE	WED	THU	FRI	SAT
April 2015				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	29	30			

Month	SUN	MON	TUE	WED	THU	FRI	SAT
May 2015						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	29	30	
31							

Summary: 4 Available Jobs, 3 Scheduled Jobs, 0 Past Jobs, 0 Non Work Days

Filters: Date, Time, Duration, Location

The Substitute's Home Page

- Available Jobs - Green

The screenshot displays the 'Substitute's Home Page' with a navigation bar at the top containing: Home, Available Jobs, History, Feedback, Preferences, and Help. Below the navigation bar are three calendar views for March 2015, April 2015, and May 2015. The 'Available Jobs' are highlighted in green. A red arrow points to the green date 30 in the March calendar. Red circles highlight other green dates: 31 in March, 16 and 17 in April, and 29 and 30 in April. In the May calendar, the dates 1 and 2 are circled in red. At the bottom, a summary bar shows: 4 Available Jobs, 3 Scheduled Jobs, 0 Past Jobs, and 0 Non Work Days. Below the summary bar are filters for Date, Time, Duration, and Location.

The Substitute's Home Page

- **Scheduled Jobs - Blue**

The screenshot displays a web interface for a substitute teacher's home page. At the top, there is a navigation bar with tabs for Home, Available Jobs, History, Feedback, Preferences, and Help. Below this, three monthly calendars are shown for March, April, and May 2015. In the March calendar, dates 13, 19, and 20 are highlighted in blue and circled in red. In the April calendar, dates 16 and 17 are highlighted in green, and a red arrow points to the date 13. In the May calendar, date 13 is highlighted in blue and circled in red. At the bottom, a summary bar shows: 4 Available Jobs, 3 Scheduled Jobs, 0 Past Jobs, and 0 Non Work Days. Below the summary bar are filters for Date, Time, Duration, and Location.

Accepting an Available Job

- Review the List of Available Jobs
- To Accept an Available Job, Click on the Green Accept Button next to the Job



The screenshot displays a user interface for managing jobs. At the top, there are four tabs: '5 Available Jobs' (selected), '2 Scheduled Jobs', '0 Past Jobs', and '0 Non Work Days'. Below the tabs is a table with columns for Date, Time, Duration, and Location. The first row of data shows a job for 'Fox, Tim' at 'High School Science' on 'Fri, 3/13/2015' from '8:00 AM - 3:00 PM' at 'Coal Hill School'. The duration is 'Full Day'. To the right of the job details are two buttons: 'Reject' (with a red X icon) and 'Accept' (with a green checkmark icon). A red arrow points to the 'Accept' button.



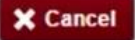



Date ▲	Time	Duration	Location	
Fri, 3/13/2015	8:00 AM - 3:00 PM	Full Day	Coal Hill School	<input type="button" value="Reject"/> <input type="button" value="Accept"/>

Tips for Finding Jobs in Aesop

- Be Proactive!
 - Log in to Aesop on the web
 - Call IN to Aesop to find available jobs

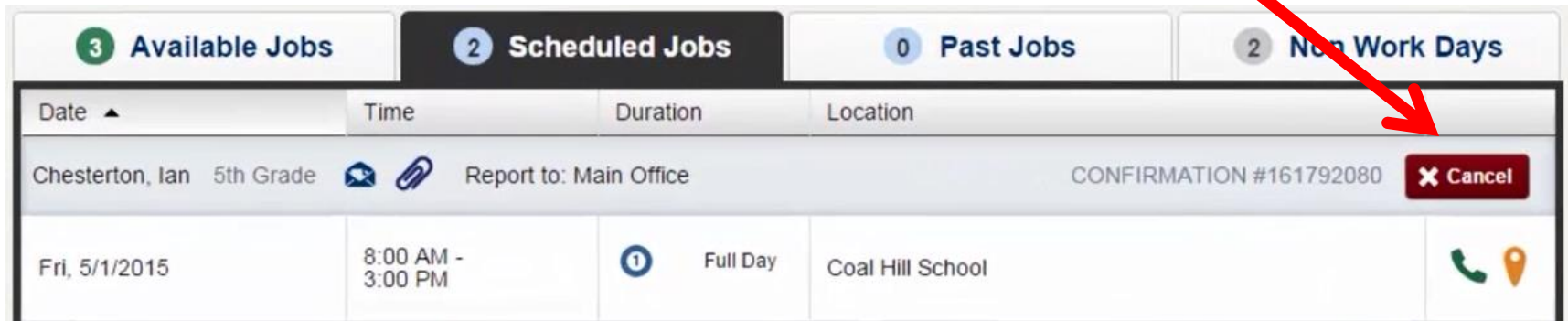
Viewing a Scheduled Job

- Scheduled Jobs Tab
 - Name of the Employee, Title, School
 - Date and Time, Duration
 - View Attachments by clicking on the Paper Clip icon

3 Available Jobs		2 Scheduled Jobs		0 Past Jobs		2 Non Work Days	
Date ▲	Time	Duration	Location				
Chesterton, Ian	5th Grade	 	Report to: Main Office	CONFIRMATION #161792080			
Fri, 5/1/2015	8:00 AM - 3:00 PM	 Full Day	Coal Hill School				

Canceling a Scheduled Job

- To Cancel a Scheduled Job, Click on the Red Cancel Button next to the Job; then Click Yes to Confirm



The screenshot shows a web interface for job scheduling. At the top, there are four tabs: '3 Available Jobs', '2 Scheduled Jobs' (which is selected and highlighted in black), '0 Past Jobs', and '2 Non Work Days'. Below the tabs is a table with columns for Date, Time, Duration, and Location. A red arrow points to a red 'Cancel' button with a white 'X' icon, located in the top right corner of the table row for a scheduled job.

Date ▲	Time	Duration	Location
Chesterton, Ian	5th Grade	Report to: Main Office	CONFIRMATION #161792080
Fri, 5/1/2015	8:00 AM - 3:00 PM	① Full Day	Coal Hill School

Adding a Non Work Day

- Non Work Days Tab
- To Add, Click Add Non-Work Day Button

Date	Time	Reason
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- Enter Date, Repeating?, From-To or All Day, and Reason
- Click Save

Add Non-Work Day [x]

Date: 4/23/2015 [calendar icon]

Repeat:

From: [] All Day

to: []

Reason: []

Cancel Save

Removing a Non Work Day

- Non Work Days Tab
- To Remove, Click Red Remove Button next to the Non Work Day

Wed, 4/29/2015	All Day	Vacation	 
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Viewing History

- History Tab
- View Past Jobs and Past Non Work Days

The screenshot displays a web application interface with a navigation bar at the top containing a home icon, 'Available Jobs', 'History', 'Feedback', 'Preferences', and 'Help'. A red arrow points to the 'History' tab. Below the navigation bar are three calendar views for February 2015, March 2015, and April 2015. The March calendar shows dates 19 and 20 highlighted in blue. The April calendar shows dates 21 and 23 highlighted in grey. Below the calendars, it says 'Displaying: 2/22/2015 to 4/23/2015'. At the bottom, there is a date range selector with options: 'Last 60 days' (selected), 'Last 90 days', 'Last 120 days', 'This School Year', 'Last School Year', and 'Custom'. At the very bottom, there are two tabs: '1 Jobs' and '2 Non Work Days'.

Preferred Schools List

- Preferences Tab – Schools
- To identify the schools that you'd like to be offered jobs for
- 2 Options:
 - Show me assignments at the schools selected below
 - I don't want to see assignments at the schools selected below
- Defaults to All Schools

The screenshot shows a web application interface with a navigation bar at the top containing 'Available Jobs', 'History', 'Feedback', 'Preferences', and 'Help'. The 'Preferences' tab is active. On the left, a sidebar menu includes 'Personal Info', 'Change Pin', 'Schools', 'Call Times', and 'District List'. The 'Schools' section is expanded, showing a title 'Schools' and two radio button options: 'Show me assignments at the schools selected below.' (selected) and 'I don't want to see assignments at the schools selected below.'. Below these options are 'Select All' and 'Select None' buttons. A list of schools is shown with a checked checkbox next to 'Victoria County Community Schools'.

SPS Call Times

- Morning Calls
 - 6:00 A.M. to 1:00 P.M.
 - Available Jobs for the Same Day
- Evening Calls
 - 4:00 P.M. to 10:00 P.M.
 - Available Jobs within the Next 2 Days

View and Edit Call Times

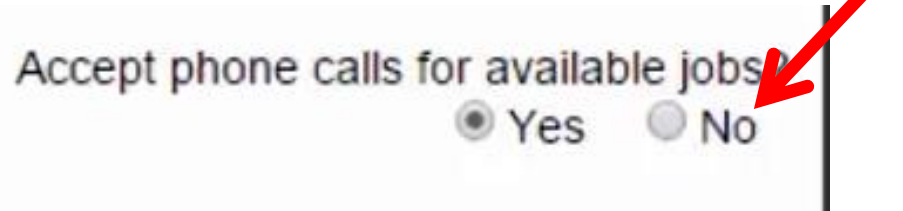
- Preferences Tab – Call Times
- Click Edit at Bottom of Each Day to Change your Individual Call Preferences

Call Times Victoria County School District Accept phone calls for available jobs? Yes No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	12:00 PM - 6:00 PM	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Turn Off Calls

- To Turn Off Calls Completely, click No under “Accept Phone Calls for Available Jobs?” at the top of the screen.



- Note: Turning off calling in Aesop means you won't receive any notification calls (i.e. changes to scheduled jobs)

When Aesop Calls You

- Listen to Available Jobs – Press 1
- Prevent Aesop from Calling Again Today – Press 2
- Prevent Aesop from Ever Calling Again – Press 9
- **Note: When Aesop calls you, be sure to say a loud and clear “Hello” after answering the call – This will ensure that the system knows you picked up the call.**
- If you are interested in the available job, Press 1. You will be asked to enter your Pin number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.

When Aesop Calls You

- Your responses to calls from Aesop will affect the calls you receive in the future
 - You need to respond, even if it is to reject the job.
 - If Aesop gets your voicemail, the system will keep calling you.
 - If you answer and hang up, the system will keep calling you.
- These behaviors will result in your Aesop profile going into reduced calling mode

When You Call Aesop

- Call Aesop at 1-800-942-3767
- You will be prompted to enter your ID number (followed by the # sign), then your Pin number (followed by the # sign).
- When Calling Aesop, you can:
 - Find Available Jobs – Press 1
 - Review or Cancel Upcoming Jobs – Press 2
 - Review or Cancel a Specific Job – Press 3
 - Review or Change Your Personal Information – Press 4

Cutoff Times for Accepting Jobs

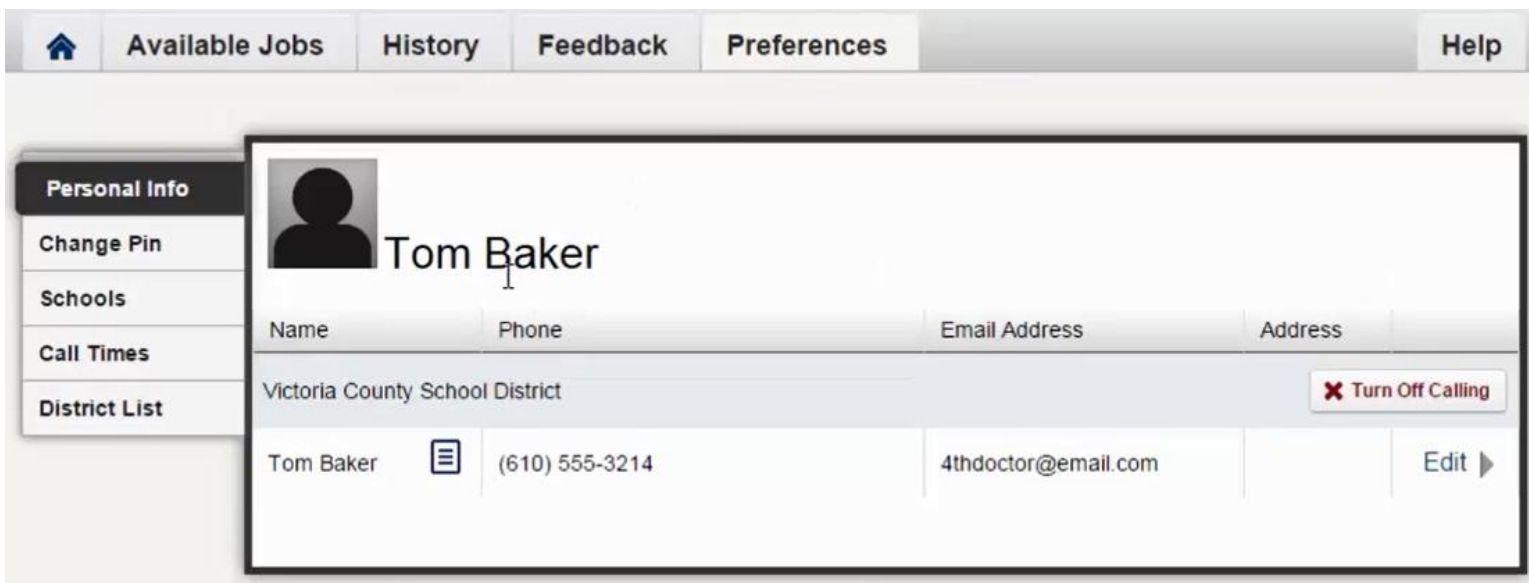
- Jobs can be accepted up through one (1) hour past when the job has started.
- If you have accepted a job that has already started:
 - Contact the school office to let the school know you are on your way
 - Report to the job as soon as possible

Cutoff Times for Cancelling Jobs

- Jobs can be canceled up until two (2) hours before the job starts.
- If you cancel a job within 12 hours of the job starting, you will not be able to accept another job for that day.
- If you need to cancel a job within two (2) hours of the job starting, please contact Pat Cunningham immediately.

Viewing and Editing Personal Information

- Preferences Tab – Personal Info
- You may edit your E-mail Address and Phone Number Only
- If other information needs to be updated, contact Pat Cunningham

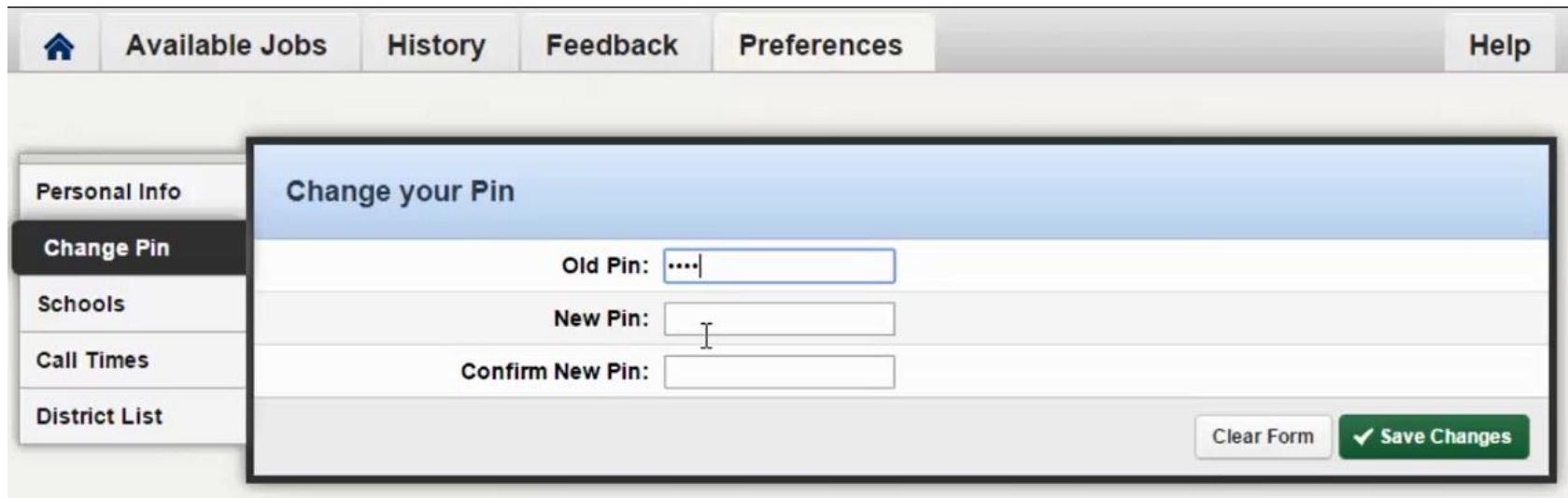


The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Available Jobs, History, Feedback, Preferences (selected), and Help. On the left, a sidebar menu includes Personal Info (selected), Change Pin, Schools, Call Times, and District List. The main content area displays the 'Personal Info' section for Tom Baker, with a profile picture placeholder and the name 'Tom Baker'. Below this is a table with columns for Name, Phone, Email Address, and Address. The current information is: Name: Tom Baker, Phone: (610) 555-3214, Email Address: 4thdoctor@email.com, and Address: Victoria County School District. There is an 'Edit' button with a right-pointing arrow next to the email address. A red 'Turn Off Calling' button is also visible in the top right of the information area.

Name	Phone	Email Address	Address
Tom Baker	(610) 555-3214	4thdoctor@email.com	Victoria County School District

How to Change your Pin

- Preferences Tab – Change Pin
- 4 or 5 digits



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Available Jobs, History, Feedback, Preferences, and Help. On the left side, there is a sidebar menu with options: Personal Info, Change Pin (highlighted), Schools, Call Times, and District List. The main content area is titled 'Change your Pin' and contains three input fields: 'Old Pin' (with four dots), 'New Pin', and 'Confirm New Pin'. At the bottom right of the form, there are two buttons: 'Clear Form' and 'Save Changes' (with a checkmark icon).

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

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