

# 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
- Manage your personal information\*
- Select preferred schools\*
- 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.aesopeducation.com](http://www.aesopeducation.com).

### Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify preferred schools\* 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 they can enter their absences very far in advance. 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.

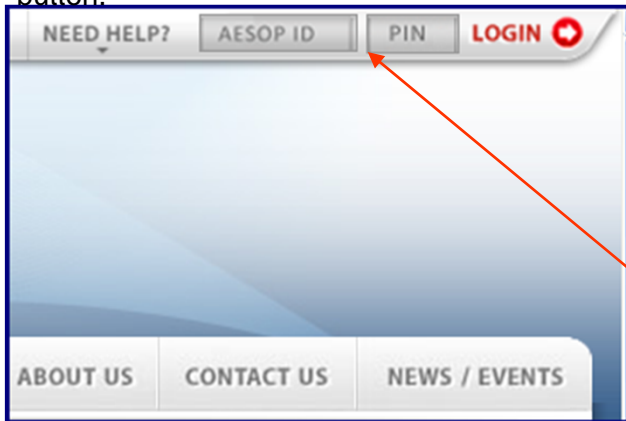


\* Indicates functions that might not be used by your school

## Online Services

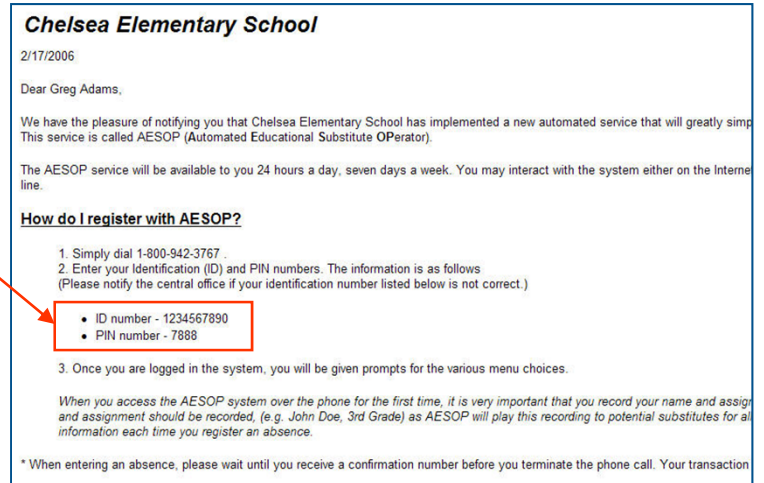
### Log on to Aesop

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



Aesop Login Page

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



Personalized Welcome Letter

### Aesop User License Agreement

The first time you log into Aesop you will have to agree to the terms of use. Please read through the terms and click the “I Agree” button at the bottom of the page. You will not be able to access Aesop online without agreeing to these terms.



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

## Home Page

**Interactive Calendar**

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2

Non-Work Day  
Work Day

**Action Menu**

- Search for Jobs
- 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

**Personal Information**

Email: derby@aesoponline.com  
Phone: (999) 555-9999  
Earliest Start Time:  
Latest End Time:  
[View Personal Information](#)

Good Morning, Brown Derby

1 Assignment is awaiting your feedback.

**Search for Jobs**

**Messages**

Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! 🎄

**Upcoming Assignments for the next 30 days**

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Map, Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Map, Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	Map, Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM

**Questions**

If you have questions about the rules or setup of the system contact **Joseph Cappellini** at (999) 743-1098 or email: [jcappellini@frontlineplacement.com](mailto:jcappellini@frontlineplacement.com).

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

## Find and Accept Assignments Online

### Search for Assignments\*

1. Click the **Search for Jobs** tab in the action menu on your home page or just below your name to see a list of all available jobs.

Interactive Calendar: December 2009

Good Morning, Brown Derby

1 Assignment is awaiting your feedback.

[Search for Jobs](#)

Messages  
Posted: 12/25/2009  
Have a Merry Christmas and a Happy New Year! 🎉

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location	Phone	Date	Time
43466411	Massachusetts School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office			1/4/2010	8:00 AM - 12:00 PM
43477176	Massachusetts School District	Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office			1/5/2010	8:00 AM - 3:30 PM
43477178	Massachusetts School District	Killy Court High School - No Nuts	Nonin, Jeannette	8th grade english	Main Office			1/6/2010	8:00 AM - 12:00 PM

Search again

Sort By... ☒ Date/School ☐ Date/(Employee) ☐ School/Date ☐ (Employee)/Date

Current Assignments Available

Start Date	Starting School	Employee	Title	View
01/07/10	Killy Court High School - No Nuts	Romney, Mitt	Elem. English	<a href="#">Details</a>
01/07/10 (Thu.)	8:00:00 AM - 3:30:00 PM	Full Day	Killy Court High School - No Nuts	<a href="#">Details</a>
01/27/10	Eagle Trace High	Romanov, Nicolai	Middle English	<a href="#">Details</a>
01/27/10 (Wed.)	8:00:00 AM - 4:00:00 PM	Full Day	Eagle Trace High	
02/24/10	Killy Court High School - No Nuts	Francis, Brad	Music	<a href="#">Details</a>
02/24/10 (Wed.)	8:00:00 AM - 3:30:00 PM	Full Day	Killy Court High School - No Nuts	

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 Job** if you would like to accept the job or **Reject Job** 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** if you are not making a decision at this time to accept or reject the job.

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

Selected Jobs	Employee	Title	Room	Location	Phone	Date	Time	Duration
<a href="#">Map</a> Eagle Trace High	Romanov, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

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



4. You will receive a **Confirmation Number** when you have successfully accepted an assignment. **You should bring this confirmation number with you to the school when you start the job.**

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: 43224525

School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Eagle Trace High	Romanov, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

Attachments:

Test File 2

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

Open Save Cancel

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.

## Accepting a Job with Captcha\*

Captcha is a code that has to be entered in before accepting an absence. Your district may be using this option to verify that a real person is accepting the assignment and not an auto accept program. All you need to do is first enter the code that appears on your screen then click "Accept Job"

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

School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Dell Middle School	Barnes, Matt		Main Office			April 23 2010	8:00 AM-3:00 PM	Full Day

Notes:

This is your Captcha code → 8C

Enter the characters in the image to accept the Job: 8C [Choose another Captcha](#)

Reject Job Accept Job Cancel

If you have trouble reading the code you can always choose another

\* 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: 12/25/2009

**Have a Merry Christmas and a Happy New Year! 🎉**

Upcoming Assignments for the next 30 days								
CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	 Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	 Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	 Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM
43224525	Massanutten School District	 Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

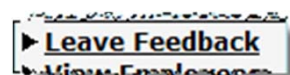
### Upcoming Assignments for the next 30 days

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.\* Clicking on the “map” icon will open your default web browser and display the school on a map.

### Assignments requiring feedback\*

Click the link in green next to your name or the “Leave Feedback link in your action menu to write a review regarding the assignment.

**1 Assignment is awaiting your feedback.**



**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](mailto: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

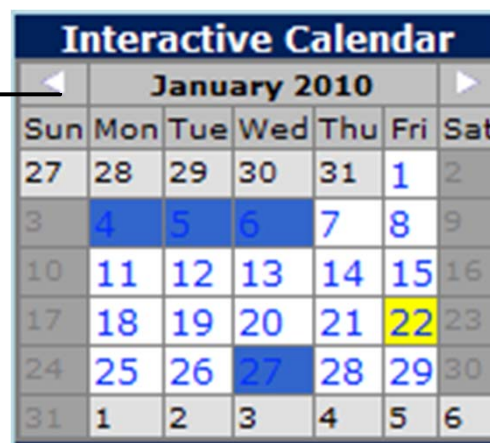
## Manage my Schedule

### 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/hours you have indicated you are unable to work
- **Working** – jobs for which you are scheduled to work



The image shows a screenshot of the 'Interactive Calendar' for January 2010. The calendar is a grid with days of the week as columns and dates as rows. The title 'Interactive Calendar' is at the top in a blue box. Below it, 'January 2010' is centered. Navigation arrows are on the left and right. The calendar shows dates from 27 to 31. Some dates are highlighted in blue (4, 5, 6, 7, 11, 12, 13, 14, 15, 18, 19, 20, 21, 25, 26, 27, 28, 29) and one date (22) is highlighted in yellow. A line points from the text 'Use the calendar arrows to select different months' to the navigation arrows.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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	29	30
31	1	2	3	4	5	6

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 numbered day 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 Substitute QuickStart interface. At the top, there's a navigation bar with "Change View: Month View | Go to Current Week". Below this, the "Weekly Schedule" section shows a grid for the week of January 4-8, 2010. The grid includes time slots from 7:00 AM to 4:00 PM. Assignments are shown as colored blocks: blue for work days and yellow for non-work days. A "Change Date" dropdown is located at the top right, set to "January 2010". To the right of the weekly schedule is a "3-month calendar view" showing the months of January, February, and March 2010. A bracket indicates this view. Below the weekly schedule is a table titled "Schedule for January 2010" listing absences. The table has columns for CONF#, District, School, Employee, Title, Room, Location, Date, and Time. The first row shows an absence for CONF# 43466411, District Massanutten School District, School Killy Court High School - No Nuts, Employee Francis, Brad, Title Music, Room Main Office, Location, Date 1/4/2010, and Time 8:00 AM - 12:00 PM. Below the table are fields for Status (Filled), Notes, Email (francis@frontlineplacement.com), and Cancel.

Weekly Schedule

Absences scheduled for the current month

3-month calendar view

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM - 12:00 PM

Status: Filled  
Notes:  
Email: francis@frontlineplacement.com  
Cancel:

\* 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. On the calendar, clicking on a numbered day will take you to that week's schedule. The current date will be shown in parentheses.

The screenshot shows the 'Interactive Calendar' interface. On the left is a sidebar with links: Search for Assignments, View My Schedule, Add Non-Work Day, Tell AESOP When To Call, Change PIN, View Personal Information, Preferred Schools, Manage Time Sheets, and Quick Start User Guide. The main area displays a 'Good afternoon, James Doe' greeting, a 'Your Rating: (NR)' section, a 'Messages' section with a welcome message, and two tables: 'Upcoming Assignments for the next 30 days' and 'Assignments requiring feedback'. Both tables list assignments with columns for CONF#, District, School, Employee, Title, Room, Date, and Time.

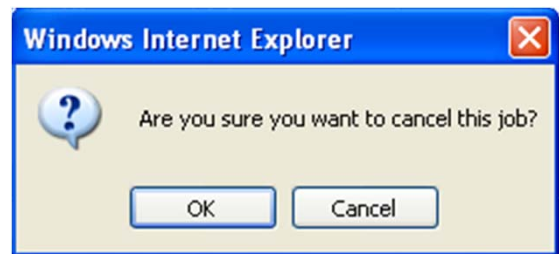
	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation: [trash icon]	CONF#: 43477176 8:00 AM-3:30 PM Cancellation: [trash icon]	CONF#: 43477178 8:00 AM-12:00 PM Cancellation: [trash icon]		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

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



**NOTE:** If you remove yourself from a job, you will not be able to see it again!

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



Depending on your district settings you may also have to confirm a Warning like this

Cancel Job		
<b>Warning:</b> By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:		
Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation: [trash icon]	CONF#: 43477176 8:00 AM-3:30 PM Cancellation: [trash icon]			Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 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 the **Add Non-Work Day** link on your action menu to indicate days or portions of days that you are unavailable 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.



**NOTE:** Leave all of the fields in the "Repeat Event" area of this page blank if you are entering a Non-Work Day for a single day.

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

Add Non-Work Day

Date  
4/12/2010

Description  
My Birthday

Start Time  
8 AM : 00

End Time  
4 PM : 00

Repeat Event

Until

Every  
☐ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☐ Friday  
☐ All Week

Save Save and Add Another Cancel

Add Non-Work Day

Date  
04/01/2010

Description

Start Time  
8 AM : 00

End Time  
4 PM : 00

Repeat Event

Until  
06/01/2010

Every  
☐ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☒ Friday  
☐ All Week

Save Save and Add Another Cancel

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. Select "All Week" to mark everyday in this date range as a Non-Work Day.
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.



**NOTE:** You can still be called by Aesop on Non-Work days for available jobs in the future or notifications of removal from a future absence.

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

## Deleting a Non-Work Day

You are able to delete any Non-Work day that has not already started.

To delete a single Non-Work day, find the Non-Work day on your Interactive Calendar and click on it. You will be brought to the weekly view for that week. Click on the single trash can icon for that day to delete that single day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					
10:00 AM					

You are now available to work this day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM		Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					

To delete an entire repeating Non-Work day, click on the trash can with the arrows pointing away from it. This will delete the selected Non-Work day as well as all other Non-Work days that were created at the same time.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM		Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					

You are now available to work on every Non-Work day that was deleted.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM					
9:00 AM					

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

## System Generated Non-Work Day \*

Some districts have opted to not allow a sub to cancel a job too close to the start time and then accept another job on the same day.

When this is the case if you cancel a job too close to the job's start time Aesop will automatically generate a Non Work Day. This will prevent you from accepting other jobs for an amount of time.

This Non-Work Day cannot be deleted

Add Non-Work Day					
	Monday, Feb 22	Tuesday, Feb 23	Wednesday, Feb 24	Thursday, Feb 25	Friday, Feb 26
7:00 AM					
8:00 AM		Non-Work Day: System Generated 8:00 AM-3:00 PM			
9:00 AM					
10:00 AM					

Aesop will give you a warning when you cancel an absence detailing when you will not be able to accept other jobs

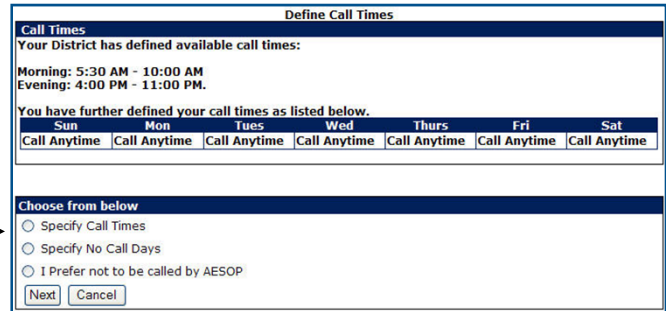
Cancel Job		
<b>Warning:</b> By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:		
Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

\* 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	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

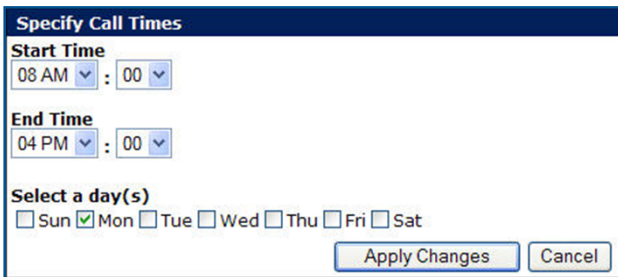
Choose from below

☐ Specify Call Times

☐ Specify No Call Days

☐ I Prefer not to be called by AESOP

Next Cancel



**Specify Call Times**

**Start Time**

08 AM : 00

**End Time**

04 PM : 00

**Select a day(s)**

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

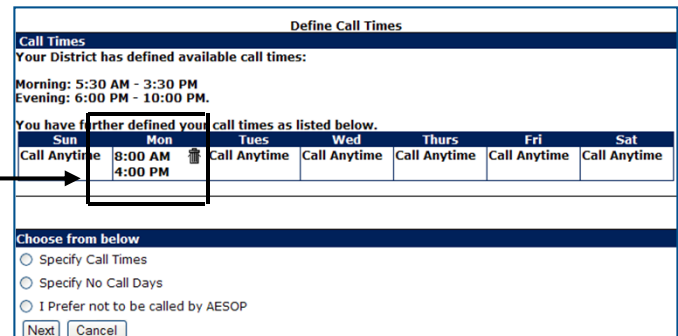
Apply Changes Cancel

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.

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.

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



**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	Call Anytime	Call Anytime	Call Anytime	Call Anytime

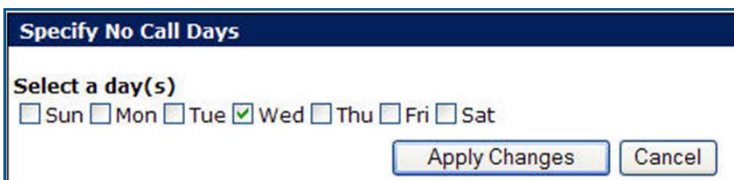
Choose from below

☐ Specify Call Times

☐ Specify No Call Days

☐ I Prefer not to be called by AESOP

Next Cancel



**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.

Change your PIN

Current PIN

New PIN

Retype PIN

Apply Changes

Cancel

[Need help? PIN Guidelines.](#)

Change Personal Information.

Internal ID

556620

First Name

Brown

Middle

Last Name

Derby

Phone

(999) 555-9999

E-Mail

derby@aesoponline.com

Calendar Earliest Start Time


Calendar Latest End Time

Resume and Photograph

Resume

No Resume on file

Photo



Address

Address 1

Address 2

Address 3

Address 4

City

State/Province

Zip

[Edit Info](#)

## View Personal Information

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

\*You can change the information by clicking the [Edit Info](#) link.



NOTE: You will only be allowed to edit the information the district allows you to edit. If you need to edit any information that you are unable to edit on this page, please contact your district's Aesop Administrator.

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


## Preferred Schools\*

You can choose the school(s) where you are willing or unwilling to work. Click **Preferred Schools** on the action menu of your home page.

First, determine how you want Aesop to use this list. In the header, you can choose to tell Aesop that you're creating a list of schools where you DO want to go or a list of schools where you DON'T want to go.

Then click **Apply Changes**.

Preferred Schools Header

 By default, your list will be marked "Do not show me..." with no schools listed below. This enables you to be available to work at EVERY school in the district. If you do not want to restrict the schools you are available for, do not touch these settings!

Creating a list of schools that you are willing to work at is simple and effective. By modifying this list, you will only be contacted for jobs at locations that meet your requirements.

Step One

- Choose whether you would like to
  - designate the schools you **are willing** to go to, OR
  - designate the schools for which you **don't** wish to work.
- Click apply changes at the top of the screen.

Step Two

- Click the 'Add Schools' link to add new schools to your preferences.
- Click the 'selected' checkbox to add schools. Click the 'day of week' checkboxes to determine which days the preference applies to.
- Click the apply changes button for the bottom section.

If you would like to create a list of schools you do or do not want to work at (as selected in the header of this setting), click the [Add Schools](#) link.

[View Current Schools](#)

Selected	School	Day of Week						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	Appleton Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Chelsea Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cherry Hill Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chester County Elementary Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chester County Middle Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

School Selection

Check the box under the "Selected" column next to the school(s) you wish to select.

Uncheck the days you do not wish this to apply (if necessary).

Click **Apply Changes** to save.

Click [View Current Schools](#) to view your list of preferred schools.

## Choose Your Header Wisely

Remember, Aesop will use the schools on this list according to the way you set up the header from the first step above. For example, if the list contains one school, then that school is either 1) the only school where you **will** go, or 2) the only school where you **won't** go, depending on which option you selected in the header.

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

## Absence Feedback\*

Click to enter Feedback

Click to View Feedback from an Employee\*

The screenshot shows the Aesop system interface. On the left is the 'Interactive Calendar' for December 2009, with a legend for Non-Work Day (yellow) and Work Day (blue). Below the calendar is a sidebar menu with links: Search for Jobs, 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, and Advanced Training. The main content area has a greeting 'Good afternoon, Brown Derby' and a green notification bar stating '1 Assignment is awaiting your feedback.' Below this is a 'Messages' section with a post from 12/25/2009 saying 'Have a Merry Christmas and a Happy New Year!'. The 'Upcoming Assignments for the next 30 days' section contains a table with three rows of assignment data.

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43224525	Massanutten School District	Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

Jobs awaiting your Feedback					
CONF#	Replacing/Filled	School	Start Date	End Date	
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009	<a href="#">Leave Feedback</a>

Click here to leave feedback for this assignment. The employee you subbed for may or may not be allowed to view your ratings and comments depending on district settings for this feature.

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

Rate your experience in the assignment

Answer questions regarding the assignment

**Feedback about Substitute Experience**

CONF#	Replacing/Filled	School	Start Date	End Date
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009

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

☐ ★★★★★ (Outstanding)  
☐ ★★★★☆ (Above average)  
☐ ★★★☆☆ (Average)  
☐ ★★☆☆☆ (Below Average)  
☐ ★☆☆☆☆ (Poor)

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

Did you eat all of the candy off of my desk?	
Notes regarding lesson plans	
I also taught	
Messages for the permanent teacher	
Notes regarding behavior	
Students who were absent	
Terrific helpers	
<a href="#">Did you fill out your incidence report?</a>	

## Substitute Experience Survey

You can rate your experience (1-5 stars) and give details by answering a series of questions. These questions may have been customized for the position you filled in for in this instance (i.e. questions for "teachers", questions for "paras", etc.).

Click Save when finished

**Feedback about Substitute Experience**

CONF#	Replacing/Filled	School	Start Date	End Date
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009

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

☐ ★★★★★ (Outstanding)  
☐ ★★★★☆ (Above average)  
☐ ★★★☆☆ (Average)  
☐ ★★☆☆☆ (Below Average)  
☐ ★☆☆☆☆ (Poor)

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

Did you eat all of the candy off of my desk?	sure not!
Notes regarding lesson plans	great, thank you!
I also taught	
Messages for the permanent teacher	I completed all of the lessons, including the crossword for extra credit
Notes regarding behavior	
Students who were absent	
Terrific helpers	
<a href="#">Did you fill out your incidence report?</a>	

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



Interactive Calendar

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2

Non-Work Day  
Work Day

- Search for Jobs
- 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

Good afternoon, Brown Derby

1 Assignment is awaiting your feedback.

Search for Jobs

Messages  
Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! 🎄

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43224525	Massanutten School District	Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

Click "View Employees' Feedback" to see a list of assignments where feedback has been left for you.

Feedback about your Performance						
CONF#	Replacing/Filled	School	Start Date	End Date	Rating	
39841705	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009	★★★★★	<a href="#">Review Feedback</a>

Click "Review Feedback" to view the feedback left by the employee you subbed for in this assignment.

Feedback about Substitute Performance					
CONF#	Substitute	Replacing/Filled	School	Start Date	End Date
39841705	Brown Derby	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009
Rating: ★★★★★					
Was all classroom work collected?					
Was the room left as neat and clean as it was found?					
Was classroom work explained satisfactorily?					
Did students report that they were treated fairly and consistently?					
Were any disciplinary issues reported?					
General Notes/Comments					
If we had a staring contest, who would win?					

\* 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. The important factor is the number. If the phone number is Aesop's 1-800 number, it is a call about a job in a district you work in.

Answer the phone with a "hello." You must speak into the phone. Aesop is voice activated and will hang up if it does not detect your response.

If you hang up on Aesop, or if Aesop gets your answering machine/voice mail, 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, in this case, press 1 to hear about the job(s).

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 and no other substitute has accepted the job in the meantime, 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



**NOTE:** Aesop will not leave details of jobs or notifications it was calling you about on an answering machine/voicemail. If you miss a call, you can always call right back into Aesop and hear that same information if it is still available at the time you call back in.

## Receiving Notifications

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

- A single-day absence is canceled or modified
- Any or All days of a multiple-day absence are canceled
- The times of any day in an absence is modified
- You are completely removed from a job
- You are assigned to a job

### Web Notification\*

Notifications for all of 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. **Web notifications will be posted for all of the reasons listed above.**

Substitute Notification Page

You must click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.

[Hide Details](#)

**Notifications for Massanutten School District**  
REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Jobs.

Confirmation #	Removed Date/Time	Employee Name
43481014	12/30/2009 8:07 AM	Dobler, Lloyd
<b>Date</b>	<b>Start</b>	<b>End</b>
2009-12-31T00:00:00	8:00:00 AM	4:00:00 PM
<b>Room</b>	Catastrophe Canyon	
>Job Modified notifications: The Following Jobs have been Modified.		
<b>Job#</b>	<b>Assigned Date/Time</b>	
43480936	12/30/2009 8:07 AM	
<b>Date</b>	<b>Start</b>	<b>End</b>
2009-12-30T00:00:00	8:30:00 AM	3:00:00 PM
<b>Room</b>	Kingdom of Nye	

You must click the CONFIRM button to indicate you have read the preceding notifications.

[Confirm Notifications](#)

Substitute Notification Page

**2 entries were confirmed.**

No notifications found.

Click Home (on the navigation line) or the Back button or [here](#) to continue.

Aesop will show you a confirmation page indicating you have successfully confirmed the Web notification.

### E-mail Notification\*

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

**Email notifications are sent for all of the reasons listed above**

A following job that you are assigned to starting on 01/27/2010 has been modified.

The following are the details of the job:

\*\*\*\*\*  
Job Summary  
\*\*\*\*\*  
Starting on : 01/27/2010  
School District : Eagle Trace High  
Title : Middle English  
Teacher : Romanov, Nicolai  
Substitute : Derby, Brown  
Confirmation # : 43224525

\*\*\*\*\*  
Job Days  
\*\*\*\*\*

School	Date	From	To
Eagle Trace High	01/27/2010	9:00AM	4:00PM

Click the following link to CONFIRM you have received this email.  
Clicking will also stop future notification attempts (emails and/or phone calls)  
<http://www.aesoponline.com/confirmtification.asp?ID=117948&ID=411985387-4851D-5566208OK-43224525&w=20>

Please do not reply to this system generated message. If you need help or have additional questions, please send an email to <mailto:lcappellini@frontlineplacement.com>.

Thank you for using the substitute assignment system. Powered by Aesop.

### Phone Notification\*

Aesop can call you when you are completely removed from an absence. These calls are typically placed in the evening up to 2 nights in advance, but these calls can take place in the morning if you are removed from an absence that starts that same morning. **Phone notifications are ONLY placed when you are completely removed from an absence. Phone notifications are not made if the job is modified.**

#### Notification Confirmation



**NOTE:** No phone notifications are sent if a day is "closed" within a multiple-day absence (even if it's the first day). This most commonly happens when school is closed due to weather (i.e. Snow Day). If school could possibly be closed due to weather, it is **your responsibility** to check your local news sources for information on whether or not you should report for your job that day. Aesop will not necessarily be up-to-date with this crucial information.

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

## User Guides and Training Videos

### QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).

[Web Guide](#) (Revised March 2009)

- **Phone Guides**

[English](#) (Revised January 2007)

[French \(NEW\)](#) (Revised November 2009)

[Spanish \(NEW\)](#) (Revised November 2009)

Adobe Acrobat reader is required to view the manual.



### Basic Training Video

Watch a short video to help you get started with Aesop.

### Advanced Training Video

This video walks you through many of the basic functions of Aesop covered in the QuickStart Guide.



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