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.

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.

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Online Services

Log on to Aesop

In your Internet browser address bar enter www.aesopeducation.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

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.

AESOP® USER LICENSE AGREEMENT

Recitals

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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.

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.

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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**.

**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.”

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Other Home Page Features

Messages

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

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.

Questions

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

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Manage my Schedule

Interactive Calendar

To view your assignment schedule, you can click on the View my Schedule tab on the action menu 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

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View My Schedule

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

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a 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.

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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.

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.

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

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

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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.

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: 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.

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.

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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.

You are now available to work this day.

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.

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

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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

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

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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.

![Specify Call Times](image)

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 No Call Days](image)

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.

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Change PIN

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

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.

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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.

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!

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.

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.

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Absence Feedback*

Click to enter Feedback

Click to View Feedback from an Employee*

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.

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Rate your experience in the assignment

Answer questions regarding the assignment

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

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Click “View Employees’ Feedback” to see a list of assignments where feedback has been left for you.

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

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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.

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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.

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**

**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.**

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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.
User Guides and Training Videos

QuickStart User Guide

Print out your Web Guide and the Phone Guide.

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.

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