

AESOP Teacher Training 2011

1. Website - <https://www.aesoponline.com/>
2. Log in with your user name and PIN
3. Next step is to change your PIN (left hand side of the action menu. PIN Guidelines:
 - a. PIN must be between 4 and 5 digits long
 - b. PIN must not have all consecutive digits (ascending or descending)
 - c. PIN must not have 4 or more consecutive digits the same
 - d. New PIN must not be the same as previous 5 PINS
4. The next two pages will show you how you can set up your preferred substitutes. (This is also in the manual on pages 14 and 15).

Preferred Substitutes*

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and a call during the first evening after absence creation

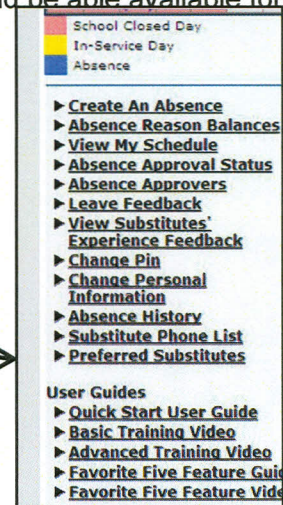
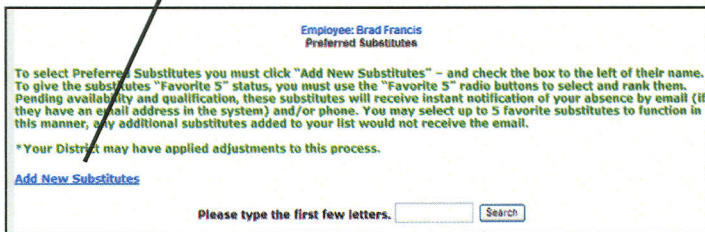
Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set
- Aesop may make the absence available to a larger group of subs right when the absence is entered depending on district settings for absences created close to their start time.

** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

To add a substitute:

1. Click the [Preferred Substitutes](#) link
2. Click the [Add New Substitutes](#) link



3. The list of names will appear, or you may need to click on the alphabet letter for the desired substitute’s last name, or enter the substitute’s last name into the “Search” box and click **Search**

4. Click the box next to the name of the substitute you wish to select in the **On List** Column.

On List	Substitute	Exclude	Include
<input type="checkbox"/>	Aikman, Troy ★★★★★	<input type="checkbox"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Ann, Raggedy ★★★★★	<input type="checkbox"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Beaver, Eager (no rating)	<input type="checkbox"/>	<input checked="" type="radio"/>

5. Select either **Exclude*** or **Include**

6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

7. Repeat Steps 2-6 for additional substitutes

*Indicates functions that might not be used by your school
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“Favorite Five” *

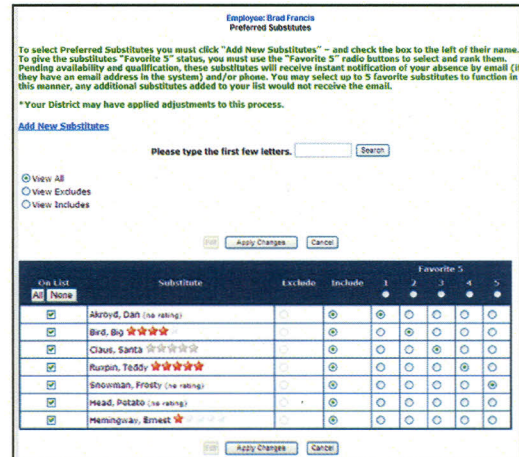
Employees who can set up a substitute preference list can also select five substitutes as their “favorites.”

Substitutes marked as favorites, and who are considered “qualified and available” at the time the absence is created will be notified instantly by e-mail when an absence is entered by/for an employee that has selected them as a favorite.

Further, Aesop will begin calling the favorite substitutes during the next evening calling period, up to 120 nights before the absence.

To mark a substitute as one of the “Favorite 5”:

1. Go through the steps to add substitutes to your preference list if you haven’t already (see Preferred Substitutes on the previous page).
2. On the preferred substitute page, click **Edit**.
3. Choose your “favorite five” by clicking on the radio buttons in the last 5 columns to rank the subs in the order you want them to be listed. *NOTE: Aesop will call these subs in this order, but email notifications to these subs will be simultaneous. The job will also be able to be viewed by all of your Favorite Five AND any other preferred subs at the same time.*



After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes who are available. They will also receive a phone call during the first available evening calling period depending upon their call settings and/or response to previous calls.

4. Click the **Apply Changes** button to save your selection(s) or click **Cancel** if you do not wish to save the changes.
5. Repeat Steps 2-4 to change which substitutes are listed as your favorite five or to change the order of your favorite five subs.

On List	Substitute	Exclude	Include	Favorite 5				
All None				1	2	3	4	5
<input checked="" type="checkbox"/>	Akroyd, Dan (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Bird, Big ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Claus, Santa ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Ruxpin, Teddy ★★★★★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Snowman, Frosty (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Head, Potato (no rating)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Hemingway, Ernest ★	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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