



## How to Use the Aesop System – Campus User Notes

Your school district is working with Teachers On Call, partnering with Aesop Technology, to meet substitute staffing needs. Teachers record absences at any time, either by calling a toll-free number or by logging onto Aesop online. Subs proactively fill their work calendars by similarly searching for available assignments 24/7. Administrators have real time visibility, showing which employees are absent, why they're out and who is subbing for them. Teachers On Call complements the Aesop system by taking over many Human Resource functions including substitute payroll processing, recruiting, interviewing, and daily assignment coordination.

### Log On:

- Enter the web address: <https://www.aesoponline.com/login2.asp>
- Log in with your Campus User ID and PIN number, provided by your district

### Create an Absence/Vacancy:

- Click **Create an Absence**
  - Select the employee for whom you are creating the absence
  - Enter the Start and End Dates
    - Single day or multiple day; if recurring absence, select Start and End Dates and click the respective day(s) of the week boxes
  - Choose the Absence Reason Type
  - Select if a substitute is required
    - By selecting YES, you are telling Teachers On Call to find a sub for this absence
    - By selecting NO, you either don't need a substitute or are filling the absence in-house (maybe for a shorter duration)
  - Specify the time needed ... Full Day, Half Day AM, Half Day PM, or Custom
    - Substitutes are paid for Half Day or Full Day Absences
    - If absence is less than 4 hours or is between 4 and 8 hours, please use Substitute Report Time to indicate a 4 or 8 hour window
  - Click **Next** and verify the information
    - Enter "Notes To Substitute" if you would like to tell substitutes about the assignment
    - Enter "Notes to Administrator" if you would like a note saved in the file regarding this absence.
    - Enter "Administrator Notes" if you would like a note saved to the absence (only viewable by Administrators)
  - Click **Save** or **Save & Assign** (or **Cancel**)
    - "Save" will put this job opportunity out on the Aesop system
    - "Save & Assign" allows you to assign a specific substitute to an assignment
      - You must verbally confirm with this substitute that he/she is available to work
      - Find the substitute's name on the list and click on "assign" (If their name is not on the list, they are either not qualified or not available for that day or days)
  - You may Upload Files/Lesson Plans to the assignment (after saving the absence)
- Click **Create a Vacancy**
  - Creating a vacancy allows you to have an extra person in your building, without requiring and employee absence
  - Select the Vacancy Profile that best fits the absence

- Follow the same steps as creating an absence (above)
- You can upload **Absence Files** that will automatically be attached to any absences or vacancies for your school (such as specific parking instructions or school policies)
  - You can set up dates for which the file is active

#### **Modify Absence/Vacancy:**

- Click on the **Daily Report** and select the date for which you would like to modify an absence
  - Click on the confirmation number for the absence
  - Click **Edit/Delete**
    - If you need to change whether or not a sub is required, change the dropdown for **Substitute Required**
    - If you need to remove the sub, click on the **Remove Sub** button
      - Please make sure the sub is notified either by the school or by Teachers On Call to ensure he/she does not show up for the assignment
    - If you need to delete the absence, click on the button **Delete Absence Request**
    - If you need to add day(s) to the assignment, enter the number of days you would like to add
    - You may add **Notes To Substitute**, **Notes to Administrator**, or **Administrator Notes**
    - Click **Save**
  - The **Absence/Vacancy Log** tab will show all activity for a particular absence
  - The **Available Substitutes** tab will show all qualified and available subs for the particular absence

#### **Preferred Substitutes:**

- Select **Preferred Substitutes** – preferred subs are given preferential viewing opportunities at your school (absences are first visible to subs on a teacher’s preference list)
  - Click the **Add New Substitutes** link and find the name of the substitute
  - Click the box in the **On List** column next to that name, and click **Include**, then **Apply Changes** (Note: Repeat these steps to add additional subs)
    - You can exclude a sub if he/she has not worked out well for you, by clicking **Exclude** instead. (This takes precedence over an employee’s preferred list)
  - Please make sure you have a sufficient list of subs on your school’s preferred list (at least 15-20 for elementary schools, at least 20-25 for larger secondary schools)
    - If you do not have preferred subs for your school, the job opportunity will just sit on the system and will only be viewable to subs on the teacher’s preference list for that reserved period of time

**Reports:** (\* Indicates most commonly used)

- **Daily Report\***
  - Lists all absence history for a given day
    - **Unfilled** – absences requiring subs but currently not filled
      - This is Teachers On Call’s role, not yours, to fill these absences as promptly as possible
    - **Filled** – absences requiring subs, noting the substitute’s name
    - **Sub Not Needed** – Absences that do not require sub placement
- **Unfilled Absences**
  - Lists all unfilled absence history for a given day
- **Day Of Week Absence Analysis**
  - Color coded bar graph that breaks absences down by day of the week and absence reason. This can be customized for any period of time, by school or by employee
- **Absence Monthly Summary\***
  - Monthly calendar showing day by day total absences, filled absences, unfilled absences, and fill rate with weekly totals at the bottom of the report
- **Absentee Report\***
  - The same information as the Daily Report, including a date range. If you run the report per school, maximum date range is 92 days. If you run the report for an individual employee, maximum date range is 365 days
- **Absence Approval Status** (subject to availability)
  - Absences can be approved using this report
  - If you do not see an absence that requires approval,
    - Check to make sure the date range is accurate
    - Verify that the absence wasn’t already approved via email
    - Make sure the absence wasn’t deleted
- **Substitute History by Date**
  - Absentee Report sorted by substitute and totaled
    - This can be filtered by substitute
    - If you run the report per school, maximum date range is 92 days. If you run the report for an individual substitute, maximum date range is 365 days
- **Absence Call History**
  - Detailed view of all outbound phone calls from Aesop to substitutes, as well as all inbound phone calls to Aesop from substitutes
- **Substitute Availability\***
  - Availability of all subs can be reviewed for a specific date. All sub skills and whether the sub prefers to work at your school location, can also be viewed
- **Substitute Sign In\***
  - Substitutes should sign in on a daily print-out, noting their arrival time and departure time from the school
    - This report is helpful to know who was actually in your building and will be helpful when reconciling
- **Excluded Substitute Report**
  - All substitutes who have been excluded from your school
- **Employee Register Report\***
  - Register can be broken down by employee type, and sorted by active, inactive, or both
- **Voice Recording Instructions**

- Aesop will automatically record the school names, absence reasons, employee names & titles, and substitute's names. You do have the option to listen to Aesop's recordings and record over them if you choose
- **Absence Feedback\***
  - Shows all feedback ratings in a date range. Click the "details" link to see the details of the feedback left. Maximum date range 365 days
- **Absence Interactive\***
  - Information and statistics can be pulled from Aesop for a large date range. This report offers a variety of ways that the data can be grouped, also allowing for detailed data to be downloaded to an Excel spreadsheet

#### **Campus User Mobile Web:**

- In order to access the Aesop mobile website, type the following address in your mobile phone's web browser: [m.aesoponline.com](http://m.aesoponline.com). To use the mobile site, you must have a Campus User login
  - Note: Some images in this document may vary from your mobile device depending on the device and web browser you are using. (Ensure that your device has JavaScript enabled)
- The Aesop Mobile site contains the following features:
  - Daily Report – Unfilled absences, Filled absences, and No Substitute Needed absences
  - Find Absence/Vacancy – can search absences within 7 days +/- based on today's date.
  - Approve Absences – can view absences needing approval for the next 30 days
  - Web Alerts
  - Absences – view details of an absence
- For a detailed Campus User Mobile Web User Guide with screen shots, click on [Training and Reference Materials](#)

#### **Have Questions?**

- Access User Guides and Videos in [Training and Reference Materials](#)