

Aesop

The Aesop system allows you to proactively fill your schedule by web or phone. Substitutes can call in toll free at 1-800-942-3767 or log in at www.FrontlineK12.com/Aesop.

With Aesop, not only can you plan your schedule ahead of time, you can also choose Non-Work Days, specify school preferences, and adjust call times to fit your schedule. You can also review your work history and receive phone and email notifications of available jobs.

Aesop will notify you of available jobs for which you qualify. You may be able to view jobs days, weeks, or even months in advance. Aesop can alert you through phone. You can then choose to accept or reject assignments. Aesop will notify a substitute in a long term assignment if the assignment has changed through email services. The notification for long term substitute's changes will be sent to your Distract email account.

NOTE: You are not able to do anything in Aesop until you receive your "Welcome Letter" (sample below) which will be sent to your personal email address listed on your online application. Your Welcome Letter will contain your PeopleSoft/Employee ID number, your Aesop ID # (your 10 digit home or cell phone number is your AESOP ID), and your Aesop PIN#. New substitute hires, allow 7-10 business days to receive your Welcome Letter via email. *Save your email for future reference.*

To: Your personal email address

Date: 12/12/2012

Subject: Welcome

Message:

Dear John Doe,

Welcome to Fort Bend Independent School District, your PeopleSoft Employee ID # is 100000.

We have the pleasure of notifying you that Fort Bend ISD is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Aesop, utilizes both the telephone and the Internet to assist you in locating jobs in this school district.

The Aesop system is available 24 hours a day, 7 days a week. Aesop uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet at <http://www.frontlinek12.com/aesop>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You may interact with the Aesop system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
3. Aesop will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Aesop service may call for substitutes: 5:00:00 AM - 11:59:00 AM in the morning and 5:30:00 PM - 9:30:00 PM in the evening.

If you would like to change your phone number, you will only be able to do it through My Self Serve (please refer to page 10 of your Substitute handbook. Once you make change, please give the system 24 hours to load into Aesop).

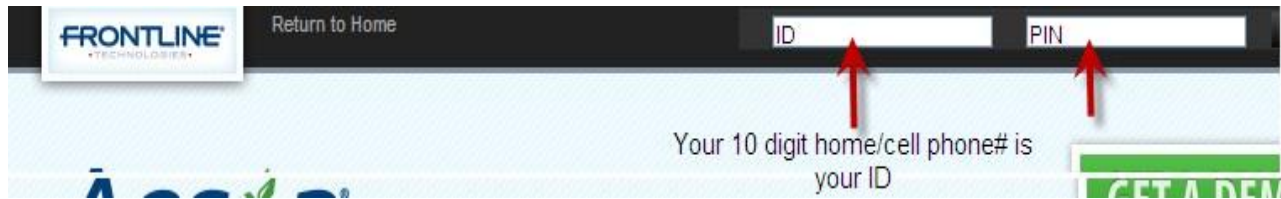
Important Notes:

* In order to access the Aesop system, you will need to enter your Aesop ID and PIN numbers as follows:

Aesop login ID Number 1234567890
PIN Number 12345

AESOP ID will be your 10 digit phone/cell#

HELPFUL HINT: Place your PeopleSoft Employee ID # and your PIN# in your Cell phone.



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.

Good Morning, David Caughill

Before using the system further, please accept the following End User License Agreement

AESOP® USER LICENSE AGREEMENT

THIS AESOP® USER LICENSE AGREEMENT ("Agreement") is made for the benefit of FRONTLINE PLACEMENT TECHNOLOGIES, INC., a Pennsylvania business corporation ("Frontline"), by YOU, the person who indicates your acceptance of the terms of this Agreement by indicating your agreement to the terms and conditions of this Agreement when prompted ("User").

RECITALS

WHEREAS, Frontline provides its clients with a subscription to its proprietary product, Aesop®, which allows its clients to access Aesop® for the purpose of automating substitute employee placement;

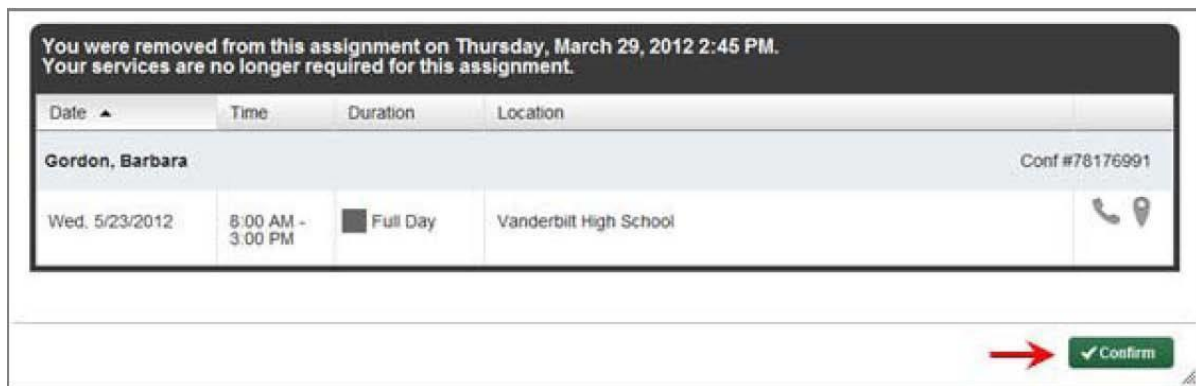
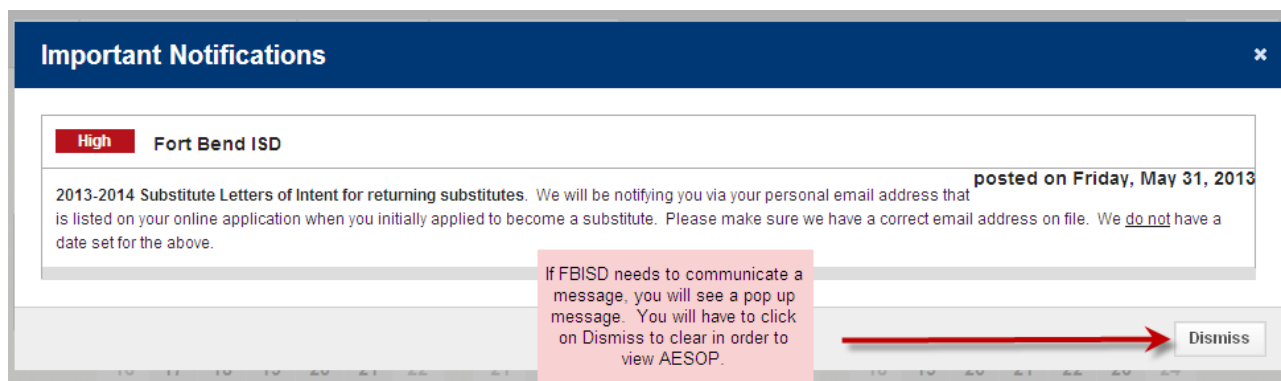
Aesop Home Page

Once you have logged into Aesop you will be taken to your home page. You may initially get a couple of pop-ups of your important notifications. There are two types of notifications you can receive.

Notifications

Web Alerts - These are alerts that have been created by your district for substitutes to see. They can contain important general information that may be useful to you. Once you have read the alerts you can click the **Dismiss** button to move on. These web alerts can be revisited at any time from your website.

Confirmations - You also may receive notifications that you need to confirm. The example below is a notification that the sub has been removed from a job and their services are no longer needed. These notifications are very important and must be confirmed before you can move on to your home page.



Once you have dismissed or confirmed all of your notifications you will be able to view your home page.



Top Bar

At the very top of your home page you will see the black bar listed below with four different buttons you can elect.



Your Name - Clicking on your name will take you to the Preferences tab where you can change your personal information and PIN and other settings. (**NOTE:** Disregard email address listed, this will be for long term substitutes in assignments over 10 days or more.)

Available Jobs - The number of current available jobs in which you qualify and you are available to sub in will be displayed in the green box.

Clicking on this option will bring you to the available jobs tab where you will see a list of the available jobs.

Notifications - The number of notifications (web alerts) you have will be displayed in the green circle. Clicking on this option bring up a list of your current web alerts.

Logout - Clicking the Logout option will log you out of Aesop.

Main Tabs

The next section of your home page is the Main Tabs.



Home Tab - The tab with the blue house icon is your home tab. You can click this tab from anywhere in the website to be taken back to the home page.

Available Jobs – Will list all of the current available jobs in which you qualify for.

History - Will list all of the assignments that you have worked in and all non-work days you have had.

Preferences – You will be able to change some of your personal information, PIN, preferred schools to work at, and call times.

Help - You can find the **User Guide** as well as the contact information for your district's Aesop Administrator.

Calendar

Below the Main Tabs is your Calendar. The Calendar is color coded to show the different types of days.



Light Blue days are past or scheduled jobs.

Green days are days in which there are available jobs

A black box outlining the date represents that it is the current date

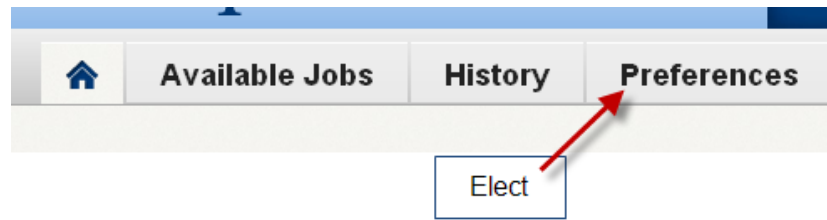
Dark gray represents a Non-Work Day.

May 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
		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		

Use the back and forward arrows on either side of the calendar to view other months.



Making Modifications to your AESOP Personal Profile



Personal Info Tab

A screenshot of the 'Personal Info' tab in the AESOP system. The left sidebar contains a menu with 'Personal Info' selected, and other options: 'Change Pin', 'Schools', 'Call Times', and 'District List'. The main content area shows a form for 'John Doe' with fields for Name, Phone, Email, and Address. A note above the form states: 'Long Term subs in assignments for over 10 days or more will have an FBISD email address. The Substitute Office communicates via your email address located on your Online Substitute Application. Please keep it updated.' A 'Specify Call Times' button is visible. Red arrows point to the 'Email' and 'Address' fields.

NOTE: You cannot change your *phone number* in Aesop. To change your *phone number* please log on My Self Serve. Change will take effect overnight when PeopleSoft files get uploaded into Aesop. Your *new phone number* will be your new Aesop Login ID.

For Security purposes we cannot have personal email addresses listed in Aesop. The Substitute Office will communicate with you via email listed on your Substitute Online Application.

Change PIN Tab

A screenshot of the 'Change your Pin' tab in the AESOP system. The top navigation bar shows 'Preferences' selected. A callout box says: 'Clicking on Preference Tab allows modifications to the tabs listed on the left'. The main content area has a form with fields for 'Old Pin', 'New Pin', and 'Confirm New Pin'. A 'Clear Form' button and a green 'Apply' button are at the bottom. A callout box says: 'Make sure that when you make any modifications to click on Apply'. The left sidebar menu has 'Change Pin' selected.

Choosing your Preferred Schools

Personal Info

Change Pin

Schools

Call Times

District List

Schools

Cancel Save

Show me assignments at the schools selected below.
 I don't want to see assignments at the schools selected below.

Select All None

- FORT BEND ISD
- ACCOUNTABILITY
- ADMINISTRATION BUILDING
- ADMINISTRATION BUILDING ANNEX
- ADMINISTRATION-SUPERINTENDENT
- APPLICATION DEV & MAINTENANCE
- ARIZONA FLEMING ELEMENTARY
- ARMSTRONG ELEMENTARY

To view assignments for the entire District, you would enter a check mark here. Please be aware that as a substitute, you cannot work in any department as a sub aside from campuses, with the exception of administrative subs.

- BARBARA JORDAN ELEMENTARY
- BARRINGTON PLACE ELEMENTARY
- BILLY BAINES MIDDLE SCHOOL
- BLUE RIDGE ELEMENTARY

Elect campuses by entering check marks; the green SAVE button will appear on the top right of the screen once you have entered the check mark(s). Make sure you click on the green SAVE button once you are done.

Choose what times you prefer AESOP to call

Please note the Fort Bend ISD call out times; click on Edit if you choose to change the times.

If you do not want AESOP to call, elect "No". Electing "No" does not mean you will not sub. If you decide later to receive AESOP calls, you can elect "Yes"

Accept phone calls for available jobs? Yes No

Use the above menu to make Modifications

AESOP call times for the days listed above

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Fort Bend ISD							
Morning							
No Calls	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	No Calls
Evening							
5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	No Calls	No Calls
My Preferences							
No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls
Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Working in two or more school districts that have AESOP

If you are going to sub in 2 school districts, once you log into AESOP you will see the pop up below. You will have to create a PIN# in order to access both school districts. Click on the green button.

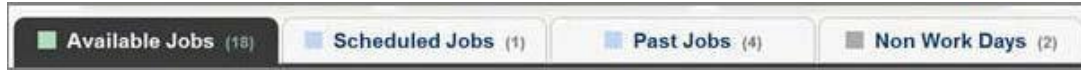
Save your PIN# in your cell phone.

Click on this

Maybe Later

Job Tabs

In the center of your home page will be your Job Tabs. They are located beneath the Calendar.



Available Jobs - Will allow you to view current available jobs. The number in parenthesis represents how many available jobs there are.

Scheduled Jobs - List the currently scheduled jobs you have already accepted. The number in parenthesis represents the number of currently scheduled jobs.

Past Jobs – Will list your job history for the past 30 days. The number in parenthesis represents the number of past jobs in the last 30 days.

Non Work Days – A list of your upcoming Non Work Days, also your Non Work Days for the past 30 days. You can also create Non Work Days from here. The number in parenthesis represents upcoming non work days and non work days from up to 30 days in the past.

Available Jobs

FRONTLINE JOHN DOE 85 Available Jobs 0 Notifications Logout

Aesop A NEW LOOK for Aesop! GET A TOUR! >>

Available Jobs History Preferences Help

May 2012 June 2012 July 2012

Find Available Jobs by clicking any of these

Available Jobs (2) Scheduled Jobs (4) Past Jobs (8) Non Work Days (17)

Date	Time	Duration	Location	
MICKEY MOUSE TEACHER SPECIAL EDUCATION ✖ Reject ✔ Accept				
Wed, 5/9/2012	7:00 AM - 3:00 PM	Full Day	FIRST ELEMENTARY SCHOOL	
MINNIE MOUSE TEACHER VOCATIONAL 188 ✖ Reject 📄 See Details				
Wed, 5/9/2012 - Thu, 5/10/2012	7:00 AM - 3:00 PM	Full Day	FIRST HIGH SCHOOL	

Job Details

Once in Available Jobs you can view all the details of the job (Teacher name/title, job date, job time, location, etc...) without having to go to another screen.

Accepting or rejecting with a single click, but there are other job details you can view as well.

The screenshot shows a calendar at the top with dates 1 through 31. Below the calendar are four tabs: Available Jobs (116), Scheduled Jobs (0), Past Jobs (0), and Non Work Days (0). The main area displays a list of jobs with columns for Date, Time, Duration, and Location. Three jobs are listed:

Date	Time	Duration	Location	Actions
Thu, 5/10/2012	7:00 AM - 3:00 PM	Full Day	SNOWWHITE AIDE SPECIAL ED SEVERE	Reject, Accept, Phone, Map
Thu, 5/10/2012	7:00 AM - 3:00 PM	Full Day	MICKEY MOUSE TEACHER HS SCIENCE	Reject, Accept, Phone, Map
Thu, 5/10/2012 - Fri, 5/11/2012	7:00 AM - 3:00 PM	Full Day	MINNIE MOUSE TEACHER HS CHORAL MUSIC	Reject, See Details, Phone, Map

Callouts explain the following features:

- Phone icon**: Will show you the campus phone number.
- Orange balloon icon**: Click on the Orange balloon icon and it will open a new window showing a Google Map for this campus.
- View Notes**: You can view Teacher's notes. OR if it's a vacancy you can see the subject.
- Multi-Day Job**: Advises you that this assignment is for multiple days. Click See Details to show all dates and times for this assignment.

Accepting or Rejecting a Job

Reject

To reject a job all you have to do is click the Reject button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

Job listing for **Smith, Matt**, 3rd Grade Teacher. The listing shows the date Mon, 4/30/2012, time 8:00 AM - 3:00 PM, duration Full Day, and location Sawyer Elementary School. A red arrow points to the **Reject** button.

Accept

To accept a job, click the green Accept button.

Job listing for **Barnes, Matt**, Science Teacher. The listing shows the date Wed, 4/18/2012, time 7:45 AM - 4:45 PM, duration Full Day, and location Dell Middle School. A red arrow points to the **Accept** button.

Once you have accepted the job you will receive a pop-up at the top of your screen with the confirmation number. If there is a file attached to the absence you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. You can dismiss it by clicking the "X" next to Dismiss Message.

Confirmation pop-up message: **Assignment Accepted. Your confirmation number is #78178632**. It includes a **View attached file** link, a **Dismiss Message** button with an 'X', and **Reject** and **See Details** buttons.

Once you have a confirmation number you know that the job is yours and no other sub will be able to accept this job.

Schedule Jobs

These are in light blue boxes

Scheduled Jobs tab shows future assignments that you accepted or were assigned to you by teacher/campus

You are able to **Cancel** any assignment you have previously accepted up to 1 hour before assignment starts.
NOTE: if you cancel assignment within 24 hours before start time, you **MUST** contact campus to let them know. If you cancel assignment within 12 hours of the start time, Aesop will automatically create a Non-Work Day and you will not be able to search for jobs for that same time frame.

This icon will show all Scheduled Jobs. Teachers are able to attach files to their absences. Click on this icon to view.

Date	Time	Duration	Location	Conf #	Action
CINDERELLA QUEENS Report to: Main Office	TEACHER SPEECH/DRAMA			00000001	Cancel
Tue, 5/15/2012	8:10 AM - 4:10 PM	Full Day	FIRST		
MARY DOE Report to: Main Office	TEACHER KINDERGARTEN			00000032	Cancel
Fri, 5/18/2012	7:45 AM - 3:45 PM	Full Day	FIRST ELEMENTARY		

NOTE: Aesop will give you a warning when you cancel an absence that was scheduled to start within the next 12 hours detailing when you will NOT be able to accept other jobs.

Confirm ✕

Warning: By **cancelling** this job, you will be **precluded** from accepting other jobs on Tue, 5/15/2012 From 11:00 AM to 3:00 PM.

Are you sure you want to cancel Job # 00000001?

✔ You have successfully cancelled assignment # 00000001
 ✕ Dismiss Message

Past Jobs

These are also shown in light blue boxes.

The screenshot shows a web interface with a navigation bar at the top containing a home icon, 'Available Jobs', 'History', 'Preferences', and 'Help'. The 'History' tab is selected, indicated by a red arrow. Below the navigation bar are three calendar views: July 2012, August 2012, and September 2012. A red callout box points to the 'History' tab with the text 'Click on History to view your assignments'. A white callout box points to the calendar grids with the text 'Click on a date range then scroll down to view the assignments'. Below the calendars, the text 'Displaying: 7/1/2012 to 6/5/2013' is shown. At the bottom, a 'Select a date range:' dropdown menu is open, showing options: 'Last 60 days', 'Last 90 days', 'Last 120 days', 'This School Year' (highlighted in dark blue), 'Last School Year', and 'Custom'. Red arrows point from the date range options to the 'This School Year' option.

Non Work Days (Add/Remove days)

Available Jobs | History | Preferences | Help

June 2013 | July 2013 | August 2013

0 Available Jobs | 0 Scheduled Jobs | 11 Past Jobs | 0 Non Work Days

0 Available Jobs | 0 Scheduled Jobs | 11 Past Jobs | 0 Non Work Days

This list shows non-work days for the past 30 days. View more by

To Add Non-Work Day, click on

Date	Time	Reason
No data to display		

+ Add Non-Work Day

Add Non-Work Day

Date:

Repeat: For a 1 (one) day, enter date, times and reason. Click save

From: All Day

to:

Reason:

Cancel Save

Add Non-Work Day

Date:

Repeat: every day

Tuesday

Until:

From: All Day

to:

Reason:

Cancel Save

If you are not able to work on a certain day of the week. Click on repeat and enter a dot on the day of the week. Enter times/reason then click on save

Remove a Non Work Day

To cancel a Non-Work Day, just click "Remove."
NOTE: You cannot delete a Non-Work Day that is scheduled for today; or a Non-Work Day generated by the system due to you canceling a job within 12 hours of start time

Available Jobs (104) | Scheduled Jobs (0) | Past Jobs (0) | Non Work Days (16)

This list shows non-work days for the past 30 days. View more by clicking the History tab

Date	Time	Reason
Wed, 5/16/2012	All Day	
Thu, 5/17/2012	All Day	
Fri, 5/18/2012	All Day	
Sat, 5/19/2012	All Day	

Remove Nonworkday

Yes No

Remove Remove Remove Remove

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.

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 log into 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	Debler, Lloyd	
Date	Start	End	Room
2009-12-31T00:00:00	8:00:00 AM	4:00:00 PM	Catastrophe Canyon

> Job Modified notifications: The Following Jobs have been Modified.

Job#	Assigned Date/Time		
43480936	12/30/2009 8:07 AM		
Date	Start	End	Room
2009-12-31T00:00:00	8:30:00 AM	3:00:00 PM	Kingdom of Rye

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

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

E-mail Notification*

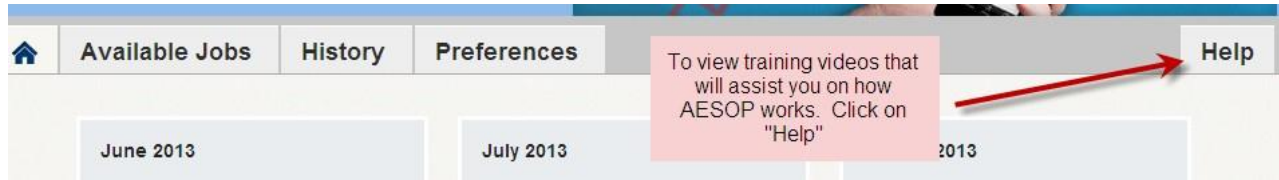
If AESOP has your e-mail address on file, you may receive notifications through email. **Email notifications are sent for all the reasons listed above.**

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.

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 dosed 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 Videos



Substitute Help

Documents

- User Guide
- Phone Guide  Español  Français 
- Interactive Home Page Overview

Videos

- Video Tutorial 
- A Phone Call From Aesop

Put your cursor over the words that arrows are pointing to.

Thank you for becoming a Fort Bend ISD substitute teacher.