

Aesop Principal Introduction

Principals' concerns and the Aesop solutions:

*"I need to know **who is absent** and who is taking their place."*

- Instantly know who is teaching in your schools
- Get a daily report of all absences and substitute assignments
- Access a list of available substitutes that is always up-to-date

*"I need **control** over which subs are working in my school."*

- Build lists of "preferred subs" who will be contacted first
- Exclude substitutes you do not want working in your building
- Use skill matching to get the most qualified subs
- Enjoy fill rates often at 100%

*"I want to **improve** communication between teachers and substitutes."*

- Teachers can attach lesson plans to absences
- Substitutes can provide feedback to teachers
- Teachers can rate substitutes based on their performance

*"I want to **keep the teachers in the classroom** as much as possible."*

- Easily track employee absence trends and spot issues
- Reduce discretionary absences through increased accountability
- Increase continuity of teaching in your classrooms

You may want to read the Quick Start Guide:

http://help.frontline12.com/Aesop/wp-content/uploads/2014/04/aesop_campususer_quickstart.pdf

In Aesop your role is **Campus User** and your home screen, Dashboard, is shown below:

The screenshot displays the Aesop dashboard interface. At the top, there is a navigation bar with the 'FRONTLINE' logo on the left, the user name 'Rick Boyle', and links for 'Notifications', 'Questions?', and 'Logout'. Below this is the 'Aesop' logo and a set of navigation tabs: 'Absences', 'Reports', 'Settings', and 'Help'. The main content area is divided into several sections. On the left, there is a 'Summary for: 7/27/2015' section with a calendar icon and navigation arrows. Below this are filters for 'Absences' and 'Vacancies', and a 'Schools' dropdown menu showing 'St. Luke, Shoreline'. There are also dropdowns for 'Teacher' and 'Employee Types'. The summary section contains four circular gauges: 'Total' (0), 'Unfilled' (0 [0%]), 'Filled' (0 [0%]), and 'No Sub Required' (0). To the right of these gauges is a 'JUL 27 DAILY REPORT' button with a 'Print' link. On the right side of the dashboard is a 'Quick Actions' panel with a search bar for 'Confirmation Number' and buttons for 'Create Absence', 'Create Vacancy', 'Approve' (0 in the next 45 days), and 'Reconcile' (0 in the past 30 days). Below the summary and quick actions is a table titled '0 Unfilled'. The table has columns for 'Conf #', 'Name', 'School', 'Reason', 'Shift', and 'Created'. The table is currently empty, and a large cloud icon with a smiley face is centered below it, with the text 'There are no unfilled absences or vacancies for this date.'

We recommend that you view the training videos that are available by clicking Help and going to the Learning Center. Remember, if you are a Level I school, the only way to pay a substitute is through Aesop. Questions? Email: Krista.vandyke@seattlearch.org.

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