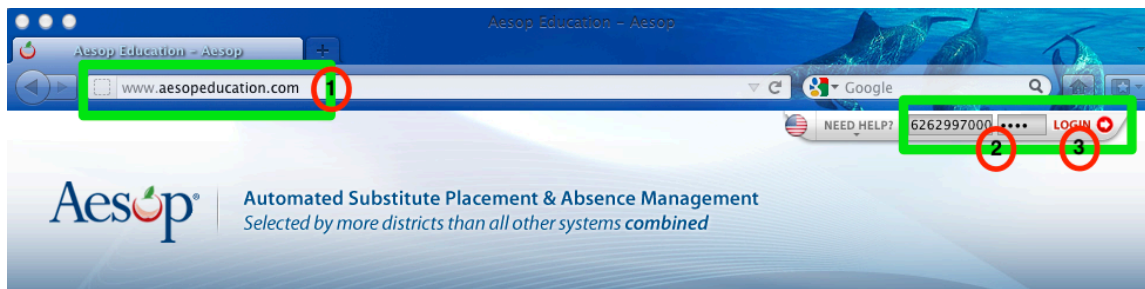




STEP-BY-STEP INSTRUCTIONS

LOGIN

1. Open a web browser and type the following link in the address field.
<http://www.aesopeducation.com>
2. Enter your ID Number (Phone Number) and your PIN.
3. Click Login.



EDIT PERSONAL INFORMATION

1. Click on Change Personal Information.
2. Click on Edit Info.
3. If you change the phone number it will change your login ID Number.
4. All employees have the standard email format: first initial last name @ smusd.us
5. Language options: English (Default), Spanish, French.
6. Verify that mailing address is correct. If needed please make modifications and notify Rebecca.
7. Click on Apply Changes.

Aesop Automated Substitute Placement & Absence Management

Navigation > [Home](#) | [Logout](#)

Interactive Calendar

April 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	1	2	3	4	5

School Closed Day
In-Service Day
Absence

Good Afternoon , Clark zzKent

Messages
Posted: 4/10/2012
Welcome to Aesop!!

Currently Scheduled Absences for

Date	School	Absence Reason
No Records Found		

Status of Future Absences That
CONF# Absence Start Absence End # 0
No Records Found

Questions
For assistance with the system contact
(626) 299-7000 or rgutierrez@smusd.us

Change Personal Information
Email
Phone: (626) 299-7000
[Change Personal Information](#)

Change Personal Information

Internal ID 6072554

Schools Valentine Elementary School

First Name Clark

Middle Name Superman

Last Name zzKent

Title

Phone (626) 299-7000

Email

Room # Newspaper

Start Time 8:00 AM

1st Half End Time 11:30 AM

2ndHalf Start Time 11:30 AM

End Time 2:50 PM

Language English

Address

Address 1

Address 2

Address 3

Address 4

City

State/Province

Zip 2

[Edit Info](#)

Change Personal Information

Internal ID 6072554

Schools Valentine Elementary School

First Name Clark

Middle Name Superman

Last Name zzKent

Title

Phone (626) 299-7000 *

Email

Room # Newspaper

Start Time 08:00

1st Half End Time 11:30

2ndHalf Start Time 11:30

End Time 14:50

Language English

Address

Address 1

Address 2

Address 3

Address 4

City

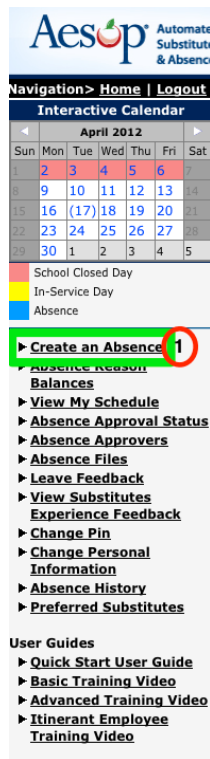
State/Province

Zip

7 [Apply Changes](#) [Cancel](#)

SINGLE & MULTIPLE DAY ABSENCE (FULL, HALF AM/PM)

1. On the left menu bar click Create an Absence.
2. Click on the Start Date Calendar and select the day you will be absent.
3. The End Date will automatically be selected for one-day absence.
 - a. To select multiple dates click on the End Date Calendar and select the last absent day.
4. **ONLY** for teachers or Staff who have multiple sites the School Menu will appear. (Not shown on picture)
 - a. To select multiple locations click your first choice.
 - b. Press and hold the ALT key (Mac) or Ctrl Key (PC) and click on your second choice.
5. From the Absence Reason pull down menu: Select the absence reason.
6. From the Absence Type pull down menu: Select Half Day AM/PM or Full Day (Default Value).
7. The Start and End Time will automatically be entered for your account.
 - a. If the default Start and End times are incorrect please notify Rebecca rgutierrez@smusd.us
8. Click Next
9. **ONLY** if you created absences for multiple locations you will get a confirmation screen for both schools. . (Not shown on picture)
10. Enter a message or notes to the substitute. (Optional)
11. Enter a message or notes to your administrator. (Optional)
12. Click on Save



This screenshot shows the 'Creating an Absence' form in the Aesop web application. The form includes fields for Start Date, End Date, Absence Reason, Absence Type, Start Time, and End Time. Red circles and numbers 2 through 12 highlight specific steps and fields:

- 2: Start Date calendar
- 3: End Date calendar
- 4: Absence Reason dropdown menu
- 5: Absence Type dropdown menu
- 6: Start Time field
- 7: End Time field
- 8: Next button
- 9: Return To Homepage link
- 10: Notes To Substitute text area
- 11: Notes To Administrator text area
- 12: Save button

UPLOAD CLASS MATERIALS OR LESSON PLANS

Once your absence has been created you will be able to upload class materials and/or lesson plans.

Acceptable files formats: .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB

1. From the Absence Screen Click on Upload New.
2. Click on Browse.
 - a. To upload more than one file click on More.
3. Navigate to your file located on your computer and click on Open.
4. Enter a description.
5. Click Upload.
6. Click Continue when the file(s) finish uploading.

Aesop Automated Substitute Placement & Absence Management
FRONTLINE TECHNOLOGIES

Navigation > Home > Modify Absence | Logout Tuesday, April 17, 2012
Return To Homepage

Modify Absence Create a New Absence

CONF#: 85314892
Employee: Clark zzKent
School: Valentine Elementary School
Created On: 4/17/2012 11:38:38 AM
Last Update: 4/17/2012 11:44:37 AM
Status: UnFilled
Substitute Required: Yes
Employee Hours Per Day: 8

Attachments:

[Edit this Absence](#) [Upload New](#) [Edit](#)

Date	Absence Reason	Absence Type	Start Time	End Time
04/18/2012 Wednesday	Illness	Full Day	8:00 AM	2:50 PM

Notes To Substitute:
Notes to Administrator (not viewable by Substitute):

[Back To Top](#)

Privacy Policy
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Protected under US Patents 6,334,133, 6,472,151, and 7,430,519 with additional patents pending.

Upload File

File: op/Upload/Lesson Plans.pdf [Browse](#) **2**

Description: Lesson Plans for April 24 **4**

[Upload](#) **5** **2a** [More](#)

Files must be .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB.

Name

Lesson Plans.pdf

[Cancel](#) [Open](#) **3**

Upload File

Your file has been successfully uploaded.

[Continue](#) **6**

LOGOUT

1. Click Logout on the Navigation toolbar.

Aesop Automated Substitute Placement & Absence Management

FRONTLINE TECHNOLOGIES

Navigation > Home | Logout Tuesday, April 17, 2012

Good Morning , Clark zzKent

Interactive Calendar

April 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	1	2	3	4	5

Messages

Your name has not been recorded in our phone system. To record your name, please call 1-800-94-AESOP.

Posted:4/10/2012

Welcome to **Aesop**!!