



Aesop / Frontline / Absence Management

Q & A - Reference Guide

For Reserve Teachers

This guide is designed to provide reserve teachers the basic information needed to access and use the Aesop-Frontline Absence Management System. It is not the intention for this document to serve as a system user manual for Aesop. Aesop system online documentation is available by clicking the Help tab located under the MPS logo on the Aesop home page.

The Aesop system is supported and managed by the Reserve Desk which is part of the Talent Acquisition department in Human Resources. If you have any questions or need any assistance when using Aesop, contact the Reserve Desk via email at reservedesk@mpls.k12.mn.us. The Reserve Desk office hours are 6:00 a.m. to 2:00 p.m.

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1. What Is Aesop-Frontline-Absence Management?

Aesop is an Automated Substitute Placement and Absence Management system. Aesop is used to request a reserve teacher (sub) when a MPS teacher is absent. It also is used to perform other functions that are needed by the District. These functions include, but are not limited to:

1. “System of Record” for tracking teacher attendance
2. Teacher attendance reporting
3. Captures hours to pay reserve teachers
4. Captures hours teachers are absent

2. How do I Access Aesop?

Aesop/Frontline Education/Absence Management can be accessed online via the web or by phone 24 hours a day, 7 days a week.

You will receive an email invitation from Front Education inviting you to create your user log-in information to access the system via the web. You will also receive a separate email containing your log in information to access Aesop via the phone.

Access Aesop via the web:

1. Enter the web address for Aesop: www.aesoponline.com
2. Once you are on the log in home page of the Aesop web site, enter your web log in User Name and Password

Access to Aesop via the phone:

1. Dial 1-800-942-3767
2. Follow the prompts and enter in your phone log in ID and pin.

If you have any problems logging in, contact the Reserve Desk via email at reservedesk@mpls.k12.mn.us

3. How do I change my phone number?

It is the reserve teachers’ responsibility to ensure their correct phone number is listed in the Aesop system. The phone number that is entered can either be a cell phone or home phone number.

1. Log into the AESOP system.

2. Click on the “Preferences” tab located on the main tab navigation bar. Your personal information will display.
3. Click on the Edit option

The screenshot shows a navigation bar with tabs: Home, Available Jobs, History, Preferences, and Help. The 'Preferences' tab is selected. On the left, a sidebar menu includes 'Personal Info', 'Change Pin', 'Call Times', and 'District List'. The main content area displays 'TEST 1 TEST TRAINING 1' and a table with the following data:

Name	Phone	Email Address	Address
TEST 1 TEST TRAINING 1	(612) 668-0540		

An 'Edit' button with a right-pointing arrow is circled in red in the bottom right corner of the table. A red arrow points upwards from below the 'Edit' button.

4. Enter your new phone number and click on the Apply button

The 'Edit Personal Info' form contains the following fields:

- First Name: TEST 1
- Last Name: TEST TRAINING 1
- Phone: 6126680540
- Email Address: [Empty]
- Confirm Email: [Empty]
- Language: English
- Street: [Empty]
- Street 2: [Empty]
- Street 3: [Empty]
- Street 4: [Empty]
- City: [Empty]
- State: [Empty]
- Zip Code: [Empty]

At the bottom right, there are 'Cancel' and 'Apply' buttons. The 'Apply' button is highlighted in yellow.

Your phone number is your log in ID to the AESOP phone system. Once you make the change, your new phone number becomes your new log in ID for the Aesop phone system.

4. How do I accept/select an assignment?

As a reserve teacher, you choose where you work, when you work and who you work for. You have visibility to unfilled absences up to 30 days in advance.

To view current opportunities and select an assignment:

1. Log into the AESOP system
2. On the main menu home page Click the “Available Jobs” tabs to view available opportunities.

Date	Time	Duration	Location
TEST, TEACHER Tchr, Test			
Sat, 8/6/2016	8:00 AM - 3:00 PM	07:00	00 RESERVE DESK

1. Once you have reviewed the list of opportunities, you can either Accept or Reject the job.

Accept

- To accept the job, click on the  button on the right side of the listing
- Once you accept the assignment, it is expected you arrive at the site based on the time indicated in the assignment.
- It is critical attention is paid to the date of the assignment as available jobs are listed up to 30 days in advance.

Reject

- To reject the job, click on the  button on the right side of the listing.
- Once the job is rejected, it will 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 view this job later.

5. How do I cancel an assignment?

A reserve teacher cannot remove themselves from an assignment in Aesop once it is accepted.

To cancel your assignment, email the reservedesk@mpls.k12.mn.us. The reserve desk office hours are 6:00 a.m. to 2:00 p.m.

It is critical you provide as much advance notice as possible if you need to cancel an assignment.

6. What do I do if I have made arrangements with a teacher to sub for them?

Quite often, a teacher will make arrangements with a specific sub to fill his/her absence. Teachers are not permitted to assign their own sub in the Aesop system. Only the Aesop administrator or secretary at the site or the Reserve Desk can assign a sub to an absence. The teacher should **NOT** enter the absence into the Aesop system if arrangements have been made with the sub. If the teacher enters the absence into the system, the absence becomes available to any sub to see and accept.

When a sub has been arranged, the teacher should contact their Aesop administrator or secretary at their site and request the absence be set up and the pre-arranged sub be assigned to the absence.

If you have made arrangements with a teacher to sub for them, it is your responsibility to verify you have been assigned to the absence.

7. Can the start and end time of an assignment change after I accept it?

There may be situations when the start or end time of your assignment is changed after you accept the assignment. When this happens, the teacher or school secretary should contact you either by phone or email.

If you are able to continue in the assignment based on the time change, the school secretary will update Aesop and you will receive a new confirmation.

If you can not continue in the assignment based on the them change, the school secretary will remove you from the assignment.

8. Can an assignment be canceled change after I accept it?

There may be situations when the assignment you accepted has been canceled. When this happens, the teacher or school secretary should contact you either by phone or email. The school secretary will remove you from the assignment as soon as she/he is made aware the assignment has been canceled. You will not be paid for the assignment if it is canceled and you do not work. Please reserve to the Reserve Teacher Agreement.

9. How can I create and remove a “Non Work” day?

You can create Non Work days in Aesop for days you are unable to work. When a Non Work day is created, you will not see any assignments for those days.

To create a Non Work day:

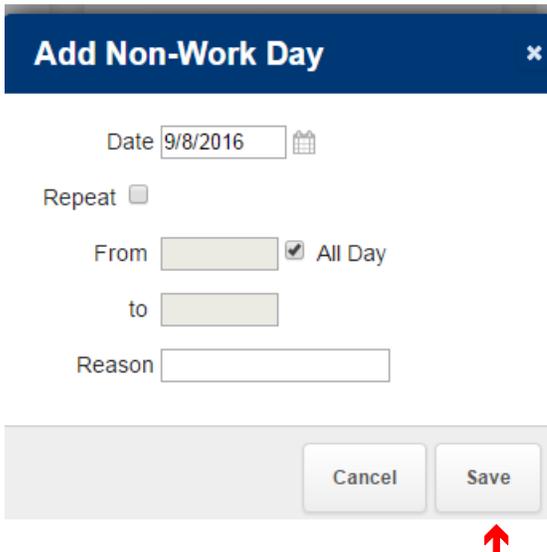
1. Click on the Non Work Days tab



2. Click on the Add Non Work day tab



3. Enter the date
4. Enter the start and end time when you can't work. (Optional)
5. Enter the reason. This is optional and only for your information.

A screenshot of the 'Add Non-Work Day' form. The form has a title bar 'Add Non-Work Day' with a close button (x). Below the title bar, there is a 'Date' field with the value '9/8/2016' and a calendar icon. Below the date field is a 'Repeat' checkbox which is unchecked. Below the 'Repeat' checkbox is a 'From' field with a time selection icon, a checked 'All Day' checkbox, and a 'to' field. Below the 'From' and 'to' fields is a 'Reason' text input field. At the bottom of the form are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

6. Click the Save button

To Remove a Non Work day:

1. Click on the Non Work Days tab

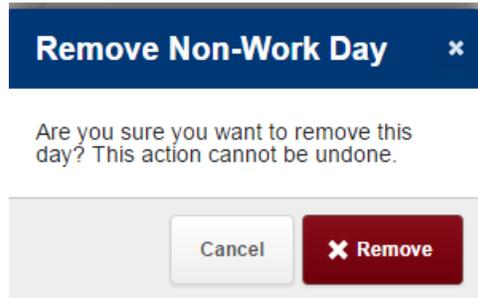


To Remove a Non Work day (continued)

2. Click on the remove button



3. You will receive a confirmation pop-up. Click Remove to confirm.



10. How do I turn off or change the phone notifications

Aesop will attempt to call you to inform you of job opportunities during pre-designated times established by MPS.

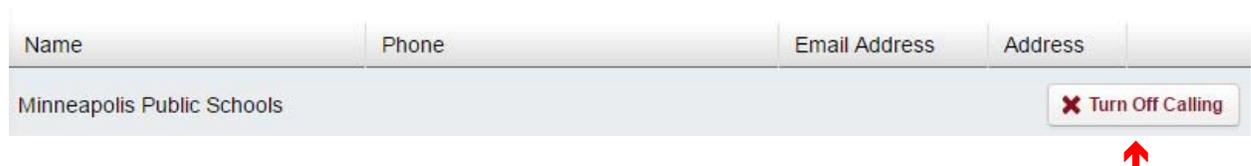
You have the option to change the call times or turn off the calling functionality.

To turn off the call functionality:

1. Click on the Preferences tab



2. Click on the Turn Off Calling button to stop future calls from Aesop.



To change the call times:

1. Click on the Preferences tab
2. Click on Call Times Option

The screenshot shows a user profile page for 'TEST 1 TEST TRAINING 1'. On the left is a navigation menu with 'Personal Info', 'Change Pin', 'Call Times' (circled in red), and 'District List'. The main content area shows fields for Name, Phone, Email Address, and Address, with 'Minneapolis Public Schools' entered in the Address field. A 'Turn Off Calling' button is in the bottom right corner.

3. Click on the Edit button for each date and enter the desired call times

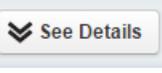
My Preferences						
District Call Times						
Edit						

↑

The dialog box is titled 'Your Call Time Preferences for Monday'. It shows 'District Call Times' as 'Morning: 5:00 AM to 10:00 AM' and 'Evening: 6:00 PM to 10:00 PM'. Under 'My Preferences', there are three radio button options: 'Don't Call Me', 'Call me during the district call times', and 'Call me between' followed by two empty input boxes. A note states: 'Note: You will only be called during the periods of time that overlap with the district call times.' At the bottom are three buttons: 'Cancel', 'Apply To All', and 'Apply only to Monday'.

4. Once you select your preference, Click on:
 - Apply to All – this option will apply your call times to every day of the week'
 - Apply only to - this option will apply your call times to only the day of he week you selected

11. Icon Descriptions

	<p>This icon indicates the assignment has notes/instructions pertaining to the job. Click on this Icon to view the notes prior to accepting the job.</p>
	<p>This icon indicates the assignment is a multiple day assignment. Be sure you can work all the days included in this assignment before accepting the job.</p>
	<p>This button appears for jobs that are multiple days. Click on this tab to view the details of the assignment.</p>
	<p>This button appears once you have selected the See Details button for a multiple day assignment. Once you review the details of the multiple day assignment, click this button to accept.</p>
	<p>This button allows you to accept the assignment. Once you accept the assignment, it is expected you arrive at the site based on the time indicated in the assignment.</p>
	<p>This button provides you the option to reject the assignment. Once the job is rejected, it will 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 view or accept this job later.</p>
	<p>This icon provides you the school/site phone number.</p>
	<p>This icon will open Google Maps to provide directions to the school's location.</p>

12. How do I obtain system training materials to learn more about Aesop?

The Aesop system is known to be a very “straight forward easy to use system”. The system provides User Guide and Training Videos on-line. Click the Help tab located under the MPS logo on the Aesop home page to access these guides and other helpful information.



NOTE: Minneapolis Public Schools has chosen not to use some of the features provide by the Aesop system as stated in the on line training materials. If you have any questions on the features in Aesop not used by MPS, contact the Reserve Desk by sending an email to reservedesk@mpls.k12.mn.us.