

# Aesop System DISTRICT EMPLOYEE ONLINE INSTRUCTIONS

## Mahopac Central School District

District Office (Jesus Martinez)  
845-628-3415 x10300

Austin Road. Elementary,  
845-628-1346, 8:50 AM - 3:35 PM  
Fulmar Road Elementary,  
845-628-0440, 8:50 AM - 3:35 PM  
Lakeview Elementary,  
845-628-3331, 8:05 AM - 2:50 PM  
Mahopac Middle School,  
845-621-1330, 7:30 AM – 2:15 PM  
Mahopac High School,  
845-628-3256, 7:30 AM - 2:15 PM

To access Aesop by phone  
call

1-800-942-3767

Or log on to

[www.aesopeducation.com](http://www.aesopeducation.com)

### Helpful Tips

- Use Aesop to report all absences
- Must use a computer
- Save your job confirmation number
- If it is too late to report your absence, you must call your school building

### **PREFERRED SUBSTITUTES AND “FAVORITE FIVE”**

You probably have a list of subs you prefer. You can create a list of these substitutes who Aesop will contact first. If they are set and ranked as “Favorite Five” will receive an email instantly and a call during the first evening after absence creation.

### **Adding a Substitute to Your Preferred List and “Favorite Five” Setup**

1. Click the **Account** tab on the top of your screen
2. Click on the **Preferred Substitute** tab on the left hand side of the screen.
3. Click the “Add Substitutes” option.
4. Select the substitutes you wish to add to your preferred list by clicking the check box to the left of their name.
5. Once selected, click the “Add to Preferred Substitutes” option at the top/bottom of the screen.
6. Once back at your Preferred Substitutes List, you can select five substitutes as your “favorites”.
7. On the left hand side of your list, select five substitutes you wish to make your favorites by selecting the “heart” option.
8. Once five are selected, click and drag a substitute you would like to rearrange in your list.
9. Once you have arranged your “Favorite Five” in the order you like, click the

small check mark box to the right of the **Preferred Substitutes** tab to save your list.

*Note: Aesop will call these subs in this order, but email notifications to these subs will be simultaneous. The job will also be able to be viewed by all your Favorite Five AND any other preferred subs at the same time.*

### **Excluding a Substitute from Viewing Your Absences**

1. While remaining in your **Account** tab, you have the ability to block certain substitutes from viewing your absences.
2. Click on the **Excluded Substitutes** tab on the left hand side of the screen.
3. Click the “Add Substitutes” option.
4. Select the substitutes you wish to add to your exclusion list by clicking the check box to the left of their name.
5. Once selected, click the “Add to Excluded Substitutes” option at the top/bottom of the screen.

### **OTHER HOME PAGE FEATURES**

- **Scheduled and Past Absences** – Aesop will show you absences up to 3 months in advance. Aesop will display the details of your absence (once clicked on), as well as the name of the sub

who has accepted the assignment. There is also a tab available to list all past absences as well.

- **Absence Feedback** – Click the tab at the top of your Aesop web page to enter a feedback rating and write a review of the substitute’s performance. You also have the ability to view feedback left from your substitute by clicking on the “Feedback left for me” tab concerning their assessment of your classroom.
- **Absence Files** – Upload generic notes about your classroom, which will automatically be attached to every absence you create. By selecting the **Account** tab and clicking the “Shared Attachments” option on the left, you will be able to upload files for your substitutes to see when you post an absence.



## **YOUR HOME PAGE**

To log onto Aesop, enter [www.aesopeducation.com](http://www.aesopeducation.com) in your internet browser and click the **Go** button. Enter your ID and PIN from the personalized welcome letter you received from the district.

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## **YOUR HOME PAGE**

### **TO CREATE AN ABSENCE**

When creating an absence, Aesop will ask you for the following information:

- Start and End Date(s) and times of the absence
- Day(s) of the week
- Reason for the Absence
- If a substitute is required for the absence
- Are there any special instructions for the substitute

### **To Create an Absence from the Main Menu**

Aesop will provide your option tabs at the top of the page.

1. Select the **Create an Absence** tab on the top left of the screen.
2. Select the Start and End Dates by clicking the dates on the calendar on the left hand side.
3. Choose the Absence Reason Type.
4. Specify the Start and End Times.
5. Enter any notes for substitutes in the **Notes to Substitute** box. Substitutes can view these notes before they accept an assignment.

6. If necessary, you can attach files to the absence for substitutes to view.
7. Click “Choose File”
8. Select the file you wish to upload and click the “Open” option.
9. The “Uploaded Files” will appear to the right. You can edit the title by clicking on the “Pencil” icon or delete it with the “Trash” icon.
10. Click either “Create Absence”

**Pop-up box with confirmation number will appear. Please record for your records.**

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### **Creating an Absence for an Itinerant Employee**

If you are an employee who works at more than one location, you will be able to enter your absences on the Aesop website with just a few, easy steps.

1. Select the **Create an Absence** tab on the top left of the screen.
2. Select the Start and End Dates by clicking the dates on the calendar on the left hand side.
3. Choose the School site that you will be absent from.
4. Choose the Absence Reason.
5. Select either “Half Day AM” or “Half Day PM” depending on when you will be absent. **DO NOT SELECT FULL DAY.**
6. If you are going to be absent a full day, please do the following.

7. Click “+Add new Variation”.
8. Again, select the start and end dates of your absence on the calendar on the left hand side.  
*Note:* Your “Time” in both variations should not be matching or they will conflict.
9. Select the *other* school site you work at from your itinerant schedule.
10. Choose your Absence Reason again.
11. Now, select the other half day option that corresponds with your second site hours.
12. If necessary, you can attach files to the absence for substitutes to view. See the *Create an Absence* section previously as to how to upload files to an absence.
13. Click either “Create Absence”.

**Press 1**

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## **YOUR HOME PAGE TO CANCEL AN ABSENCE**

1. From your home page, click on scheduled absences located at the bottom of your screen.
2. Click the delete icon to the right of the assignment you wish to cancel.
3. A confirmation message will appear: “Are you sure you want to cancel this absence?” Click **YES** to cancel.
4. The canceled absence no longer appears on your calendar.

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## **YOUR SCHEDULE**

To view your assignment schedule, you can click on the **House Icon** on the top left of the screen and choose a specific date on the **Interactive**

### **Calendar.**

Aesop displays three types of days on the Calendar:

- **Absence** – You have created an absence on this date.
- **Closed** – You cannot create any absence on this date. You typically see “Closed” days during the national holidays.
- **In-Service Day** – If you normally need a sub, Aesop will not find one on this date. Ex. – Supt. Conference Day