Web Navigator Topical Guide: Adding Closed and/or In-Service Days

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Objective

This guide will show you how to add and remove closed and in-service days using the School Calendar in AESOP. This guide will also explain what the system does when a closed or in-service day is entered.

Overview

The School Calendar in AESOP is a very important and useful tool. You can enter Closed or In-Service days on this calendar, and you can even create the day(s) for specific schools or employee types.

The first thing to note about this calendar is that it refers to your *employees*, NOT the students. The closed days, therefore, are days when your employees would not need to report to work, not necessarily any day when the students don't have school.

Closed Day – This is a day when employees do not need to report to work.

In-Service Day – This is a day when your employees need to report to work, but you would not need to get a sub for them if they were absent.

To get to the school calendar from the Web Navigator, follow this path from the black menu bar

Master Data>Organization Information>School Closings

School Calendar

Here is the School Calendar page in AESOP.

Use this section to add closed or in-service days

Use this section to filter the calendar to show you closed and in-service days for a certain school or employee type.

Closed Days will be highlighted in pink.

In-Service Days will be highlighted in yellow.

Days that are closed for some schools or employee types and in-service for other schools or employee types will be highlighted in orange.

This section will show you the closed and in-service days you have added.

You would add a closed day in AESOP if your employees do not need to report to work on that day. An example of a closed day would be a holiday or a snow day.

You would add an in-service day in AESOP if your employees needed to report to work that day, but you wouldn't need to find a sub for them if they were absent. An example of an in-service day would be a conference day or a workshop day.

School Calendar: Adding Closed or In-Service Days

You only have two options when adding a record to the school calendar. You can add either a closed day or an in-service day. Here is how you can enter a day as a closed or in-service day.

In the top section…

Click **Add** once you've entered all the information for the closed or in-service day.

Add Closed/In-Service days:

First Date	Last Date	School	Employee Type	Reason	Type
03/04/2010	03/04/2010	David Faith Test District	View All	This is only a test	Closed [Add]
Thursday	Thursday	Administration	Paraprofessional		Closed
		Central Elementary School	Principal		In-Service
		Central Middle School	Teacher		

Enter the date or date range for the closed or in-service day here.

Select the school(s) and employee type(s) the day impacts. If the day is closed or in-service for the entire district, leave the top row selected. If the day is closed or in-service for all employee types, leave "View All" selected.

***You can select multiple rows by holding the CTRL key down on your keyboard and clicking all the rows that should be selected.

Enter a reason for the entry if you wish (this is optional).

Choose the type of entry this is – Closed or In-Service.

What does the system do?

Closed Day

Closed days are days when your employees do not need to report to work. Since employees don't need to report, **AESOP will automatically delete any absences on a closed day**.

In Service Day

In Service days are days when your employees need to report to work, but you would not need to find a sub for them if they were absent. Since no subs are needed for these days, **AESOP will automatically change any absences on an In Service Day to "No Sub Required"**.

What about the subs?

http://www.aesoponline.com

Subs will be notified by **phone**, **email**, and **web** when an absence they were attached to is deleted due to a closed day or changed to no sub needed due to an in-service day.

*Please verify that the notification checkboxes are checked under **Master Data>Organization Information>Substitute Absence/Vacancy Settings**.

School Calendar: Viewing Current Closed or In-Service Days

The next section on the School Calendar page lets you see what closed and in-service days you have already entered in the system.

You can filter what date range you want to display on the page. In the example, I only want to see what I've entered for March, 2010.

You can also filter what school and/or employee type you want to see displayed.

Current Closed/In-Service days:

From: March ▼ 2010 ▼	**To:** March ▼ 2010 ▼	
School: View All ▼	**Employee Types :** View All ▼	Submit

☑ Show Calendar   ☑ Show List

After you enter the date range, school, and employee types you want to see, click **Submit**.

☐ Closed Day   ☐ In Service Day   ☐ Closed and In Service Day

The days you enter will be highlighted on the calendar with the corresponding color for the type of day that was entered.

March 2010

Su	Mo	Tu	We	Th	Fr	Sa
	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			

Date	School	Employee Type	Reason	Type	
3/4/2010 Thursday	David Faith Test District	(All)	This is only a test	Closed	🗑
3/5/2010 Friday	David Faith Test District	(All)	This is for real	In-Service	🗑
3/8/2010 Monday	David Faith Test District	Paraprofessional	--	Closed	🗑
3/8/2010 Monday	David Faith Test District	Principal	--	In-Service	🗑
3/8/2010 Monday	David Faith Test District	Teacher	--	In-Service	🗑

Below the calendar there is a list of each day you enter. You will be able to see the date, school, employee type, reason, and type for each entry.

In the example above:

March 3 is a closed day for everyone in the district.

March 4 is an in-service day for everyone in the district.

March 8 is a closed day for Paraprofessionals only, and is an in-service day for Principals and Teachers.

You can click the **trash can** icon for an entry if you need to delete the entry.

*Important note – You cannot edit the entries. If something needs to be changed for an entry, you would need to delete the entry and then re-enter it.

The days you enter on the calendar will pull through to the calendar on your campus user (school-level user) and employee home pages on www.aesoponline.com.

School Calendar

Let's say you needed to delete one of the entries. To do so, you would click the Trash Can.

| 3/8/2010 Monday | David Faith Test District | Teacher | -- | In-Service | 🗑 |

Clicking on the trash can brings up a message box, just to make sure you really want to delete the entry and you didn't click the trash can by accident.

? Are you sure you want to delete this record?

[OK]   [Cancel]

Clicking OK will delete the entry from the calendar. BUT, if there are absences on the day that you are deleting, the system will ask you if you want to "restore" the absences/vacancies to their original state. What that means is…

If you delete a **closed day** and "restore" the absences, the absences will be "undeleted" and go back into effect.

If you delete an **in-service day** and "restore" the absences, the absences will change back to "sub needed" if they were originally created to require a sub.

The changes that you are making to the closed/in-service day allow you to restore the following Absences/Vacancies to their original state:

Restore?	CONF#	Date	Employee	Employee Type	School
☑	46796478	3/8/2010	Benjamin Franklin	Teacher	West High School

[Confirm] [Cancel]

In the example, I entered an in-service day on 3/8/2010 for teachers. The entry was incorrect, and should have been a closed day.

Employee Benjamin Franklin had an absence scheduled for 3/8/2010. Clicking confirm above will change that absence back to its original state so the absence will require a sub.

I re-entered the day as a closed day. The system then notified me that the absences/vacancies scheduled on that day would be removed.

The closed day(s) that you are trying to save will cause the following Absences/Vacancies to be removed

CONF#	Date	Employee	Employee Type	School
46796478	3/8/2010	Benjamin Franklin	Teacher	West High School

[Confirm] [Cancel]