Aesop

Substitute Placement & Absence Management

Instructor Guide

Training Campus Users

FRONTLINE
·TECHNOLOGIES·

Preparing for Your Presentation

- Make sure you give the Campus Users enough **advanced notice** of the training session**.**

- A computer with an **internet connection is necessary** so that you can demonstrate the Aesop website. This computer should also be connected to an LCD projector and a sound system.

- A microphone with loudspeakers may be necessary for larger trainings.

- Plan for a **120 minute presentation** (maximum) allowing for a question and answer time.

- In **Letter Writer** there is a sample **Campus User Welcome Letter**. You can email this to your Campus Users, and also print it out if necessary. This letter will contain the login ID and PIN so they can log in to the system and see their school site during the training.

- Have the **Employee Welcome Letters** printed and collated for each school. If you are emailing your employees their Welcome Letters, printing them will not be necessary.

- For demonstration purposes use an existing Campus User ID and PIN.

- We suggest that the training be "hands on". If possible we recommend teams of two (Principal and Secretary) sitting at one computer looking at their school site on Aesop. There may not be much, if any, absence data to see on the system, but it may help them get comfortable with the Aesop interface.

- In the Training and Reference Materials, under the "User Guides" section, print off the **Campus User Guide** for each of your school sites. Your Campus Users also have access to this document on their Aesop Website, so you may instead choose to direct them to print this off themselves at a later time.

Suggested Format

- Introduce Aesop to the Campus Users. Go to **www.FrontlineK12.com** and log in with the ID and PIN you are using for the demonstration. Describe each section of the Home Page.

- Move on to the **Reports** section, highlighting and demonstrating the reports you feel are pertinent. Typically, this includes "Daily Report", "Absentee Report", "Substitute Sign-In", "Employee Register", and "Absence Interactive".

- After the reports, go to **Training and Reference Materials** to show them the documentation and videos that they have access to. If they are training the employees that work in their buildings on how to use Aesop, brief them on the 'best practice' on how to train the employees. These guidelines can be found in the "Instructor Guide for Training Employees" document. As a Super User, you can access all training materials at **Web Navigator | Training and Reference Materials.**

- Cover the **Absence** section. Demonstrate as much of the absence creation and editing features (delete, split, add days, etc.) as you see fit. We recommend, at the least, demonstrating how to create a single day absence, a multiple day absence, and how to assign a substitute to an absence using the "Assign Sub" button.

- If applicable, demonstrate **Approve Absences**, and **Reconcile Absences.**

- If you allow your Campus Users to manage their **Preferred Substitutes**, demonstrate this feature as well.

- After demonstrating the Campus User site, sign in to Aesop as an employee. It is good to show them how Aesop looks to their employees, especially if they are training them. You may also want to call into the Aesop phone system as an employee so they can hear what employees hear when calling into Aesop.

- When you are done demonstrating the system, have them log into their own Aesop Websites using their Campus User credentials. Once they are in, they can begin getting comfortable with the system. This may include creating fake absences, viewing various reports, and building preference lists.