Aesop® Substitute Placement & Absence Management

Instructor Guide

Training Substitutes

FRONTLINE
·TECHNOLOGIES·

Preparing for Your Presentation

- Make sure you give the substitutes enough **advanced notice** of the training session**.** The more you invest in your invitations, the higher the attendance will be and the more successful your Aesop rollout will be.

- Each of the employees should have a copy of the **Aesop Phone Guide for Substitutes** at the start of the presentation. You can find this guide in the Training and Reference Materials area of Aesop.

- 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 **60 minute presentation** allowing for a question and answer time.

- Use a substitute user ID and password that you are familiar with for demonstration purposes. It is a good idea to **set up a dummy record** for this and to practice with it ahead of time.

- We suggest that the training be "Hands off". Having substitutes sitting at computers, especially in a large group, could stall your presentation considerably.

Suggested Format

- Introduce Aesop to the substitutes and describe what the benefits for them will be.

- Remind the substitutes to read their Welcome Letters since it contains their ID and PIN. If they have not received it, give them a date on which they can expect to receive their Welcome Letter.

- Login to Aesop (www.FrontlineK12.com/Aesop) with your "dummy" substitute and show them the **A Phone Call From Aesop** video (located in the Help tab). Demonstrating the phone first will increase the comfort level of the substitutes who do not have web access.

- After the phone demonstration, click back onto the Help page and select the Video Tutorial (29 Minutes long). This video will serve as your substitutes' primary source of training in Aesop. The video is broken down into chapters so you can easily skip portions

of the video you don't wish to show. Be sure to watch the video beforehand to judge the suitability of the video for your training needs. You may choose to forego the video and do a live web demonstration instead.

- Once you have completed the video, click back on the homepage (home icon), view, and accept a job. Be sure you have created an absence in the system that this "dummy" sub can hear and accept before you do this. This final step will demonstrate just how easy it is to accept a job in Aesop.

- Be sure to encourage the substitutes to log into their Aesop websites and re-watch the training videos on their own time (which they all have access to in their Help tabs).