

## **Entering Emergency Sub-Plans Into AESOP**

This year your emergency sub-plans will be entered into AESOP where they can be accessed by any of the secretaries. This will hopefully make it easier for you to keep them updated, and it will make them more readily accessible in the case of an emergency. Please follow the tutorial below on how to upload your plans, rosters and seating charts to AESOP.

If you would like information on how to upload documents when entering an absence, please refer to the document under Brearley Resources on the Staff Resources page titled “Uploading Sub-plans to AESOP”.

# STEP 1 – DOWNLOADING ROSTERS FROM GENESIS

1. Logon to Genesis
2. Under Student Data choose Reports
3. At the very bottom of the list choose

The screenshot shows the Genesis web application interface. At the top, the URL is <https://genesis.genesisedu.com/kenilworth/sis/view?module=studentdata&category=reports&tab1=listReports&action=form>. The page title is "Genesis" and the school year is "2011-12". The school is "Kenilworth Schools" and the specific school is "David Brearley Middle-High School".

The navigation menu includes "Student Data", "Attendance", "Gradebook", "Web Desk", "Info", and "Assessments". Under "Student Data", there are options for "Student List", "Edit Lists", "Labels", and "Reports". The "Reports" option is selected, and the breadcrumb path is "Studentdata.Reports.List Reports".

The main content area shows a table of reports with columns for "List Reports", "Queue", "Import", and "All modules". A search box and a "Go" button are also present. The table lists various reports, including "Homeroom Register List", "Student Roster", "Homeroom Summary Report", "Period Attendance Report", "School Locker Information", "Special Ed Case Manager Report", "Special Education Demographic Profiles", "Student Address List", "Student Address List (Entire District)", "Student Birthday Report", "Student Fine Report", "Student ID List", "Student Locker Assignments", "Student Pass List", "Student Contact Report", and "Teacher Course Rosters for the Current User".

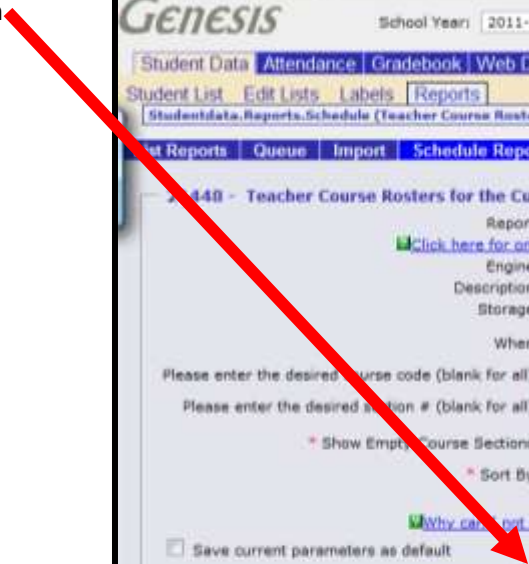
A red arrow points from the third step of the instructions to the "Student Contact Report" link in the table. The "Student Contact Report" link is highlighted in blue.

Legend: Stored per user Stored per school Stored per district Report Writer Report 1 Only last run is stored \* All runs are stored

Add a custom report: Seq:  Name:

4. Leave everything blank so that you get all of your course sections

5. Click on



The screenshot shows the Genesis software interface for Kenilworth Schools. The page title is "2144B - Teacher Course Rosters for the Current User". The report details are as follows:

- Report: 2144B - Teacher Course Rosters for the Current User
- Engine: com.genesis.sis.report.TextEngine
- Description: Course Rosters for all courses associated with the current user
- Storage: Report is stored per user
- When: Run Immediately

The configuration section includes the following fields and options:

- Please enter the desired course code (blank for all):
- Please enter the desired section # (blank for all):
- Show Empty Course Sections: No
- Sort By: Teacher, Course, Section, Subsection
- Save current parameters as default:

At the bottom of the form is a button labeled "Schedule Report".

https://genesis.genesisedu.com/kenilworth/sis/view?module=scheduling&category=reports&tab1=viewReport&runcode=131c990e8ae&action=form

Comcast.net Enter... Kenilworth School - Genesis Login Aventa Login and R... founders : Gateway... Educere Blackboard Academ... Course: Intro to Mol... Other bookmarks

**Genesis** School Year: 2011-12 Kenilworth Schools David Brearley Middle-High School

Student Data Scheduling Next Year Scheduling Gradebook Conduct New Jersey Web Desk Info

Curriculum Sections Setup Reports Scheduling Reports View [19050-Course Roster Report]

List Reports Queue Import Viewer

Click to see report Parameters: [Re-run this report](#) Completed 8/14/2011 02:32:PM - Report 19050

**2011-12 Course Roster - Report 19050**  
**David Brearley Middle-High School (DBMHS) Sort by Teacher,Department,Course,Semester**  
**as of 08/14/2011**

Course: BC1201 Section: 1 Sub: 1 Dept: SCI Biology C Credits: 5.0 Sem: FY Period: 08 Meets: MTWTF Room: 226 Teacher: Ferraris, Melissa

ID	Name	Sex	Race	D.O.B.	GR	KR	Counselor	Guardian	Street	City	Phone
200925	Abdelntah, Kareema	F	W	01/14/1998	11	133	Kaiser, Jessica	Joan Abdelntah	129 South E3 Street	Kenilworth	908-272-0566
204295	Anderson, Quincy	M	B	09/21/1998	10	101	Kaiser, Jessica	Rhonda Anderson	481 Wood Avenue	Roselle	908-245-8199
203408	Dagrs, Concha Elizabeth	F	W	01/01/1998	10	103	Kaiser, Jessica	Mary Ann Dagrs	307 N. 11th Street	Kenilworth	908-272-0938
203807	Figueroa, Steven A.	M	H	04/13/1998	10	103	Kaiser, Jessica	Ivete Figueroa	147 Glenwood Road	Elizabeth	908-344-6254
201004	Luedtke, Ryan Martin	M	W	11/21/1998	10	106	Kaiser, Jessica	Virginia Luedtke	18 Commonwealth Road	Kenilworth	908-708-2077
203139	Mhanda, Jacob Lopez	M	W	03/18/1998	10	109	Scasso, Stephanie	Maria Mhanda	110 North 22nd Street	Kenilworth	908-709-1030
204294	Omar, Ricardo	M	H	04/03/1998	10	107	Scasso, Stephanie	Milagros Omar	1029 Edgewood Road	Elizabeth	908-351-2148
204288	Van Klaveren, Rafael	M	W	08/09/1998	10	132	Scasso, Stephanie	Luciana Von Klaveren	410 John Street	Hillside	908-687-8970

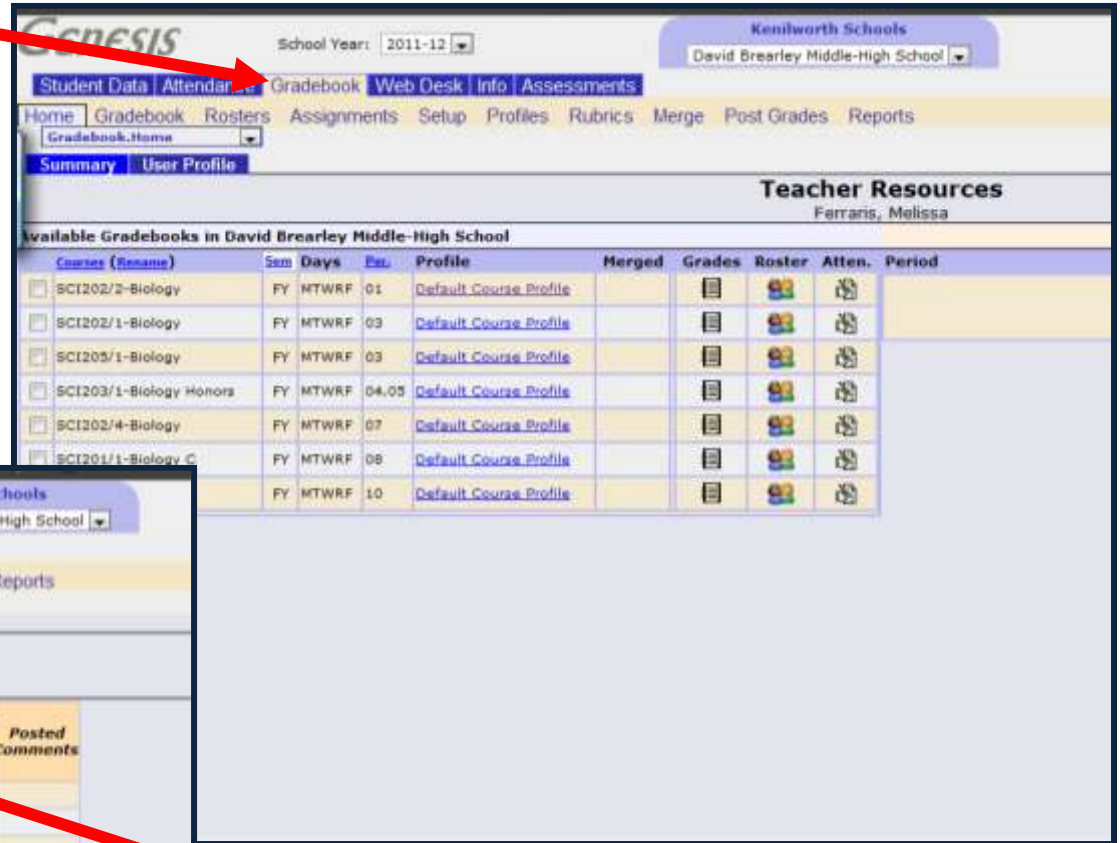
8 Students Scheduled. Beginning Seats: 20 Available Seats: 12

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- The report you get should look similar to this. It is an adobe file so depending on the browser you are using you may get the box as seen here at the bottom OR you may have the adobe toolbar across the top (not pictured but would appear under the 'click to see report parameters')
- Click on the floppy disc icon to save the rosters as an adobe file on your computer. Remember to name the file something you will remember before hitting the save button. Also remember to choose where you want to save the document. Unless you choose where you want the file to go, most items saved from the internet get saved to a temporary file. This may make it difficult for you to locate them again when you want them.

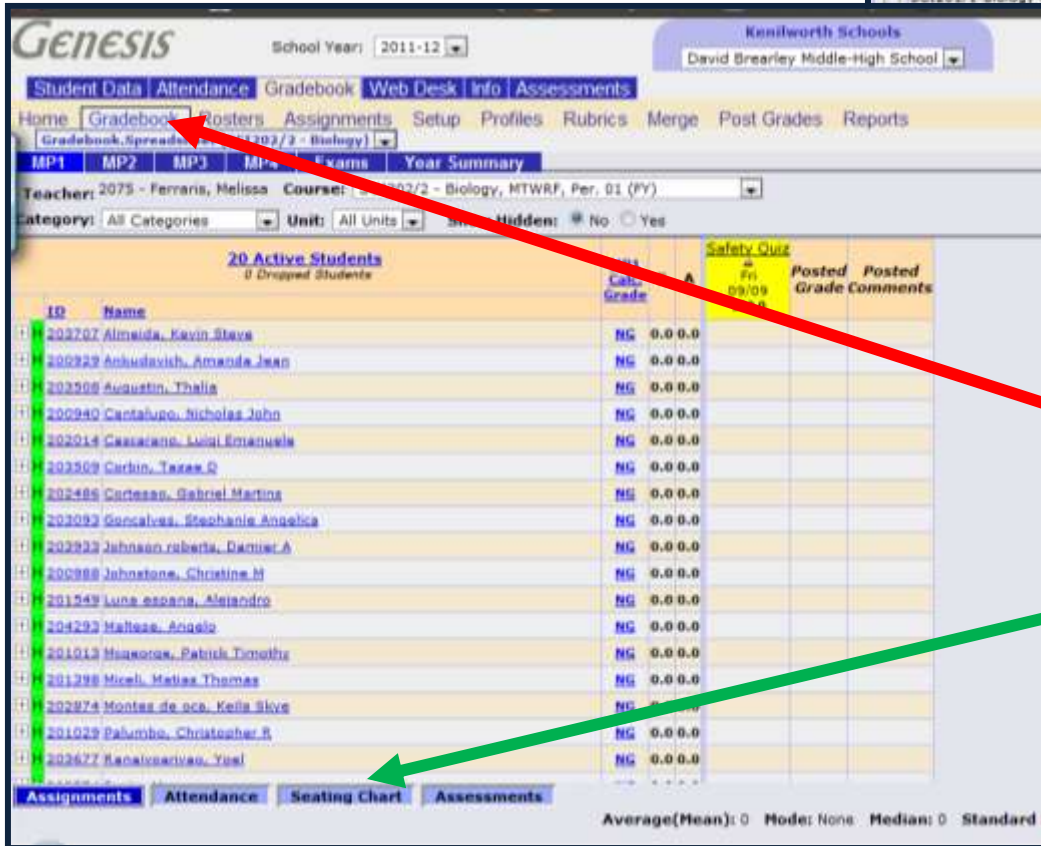
# STEP 2 – CREATE A PDF FILE OF YOUR SEATING CHARTS

1. Open Your Gradebook file in Genesis.



2 Under the Gradebook Sub-Tab

Choose from the Bottom Tabs "SEATING CHART"



Almeida, Kevin Steve	Cascarano, Luigi Emanuele		
McGeorge, Patrick Timothy	Ranaivoarivao, Yoel	Miceli, Matias Thomas	Johnstone, Christine M
		Luna, espana, Alejandro	Maltese, Angelo
Corbin, Tazae D	Zengewald, Lauren Marie	Cantalupo, Nicholas John	Zeno, Tara M
		Johnson roberts, Damier A	Augustin, Thalia
Recio, Marcos	Goncalves, Stephanie Angelica	Cortesao, Gabriel Martins	Ankudovich, Amanda Jean
		Palumbo, Christophere R	Montes oca, Keila

3. The seating chart you set up should appear.

4. In the top corner choose the Print icon.



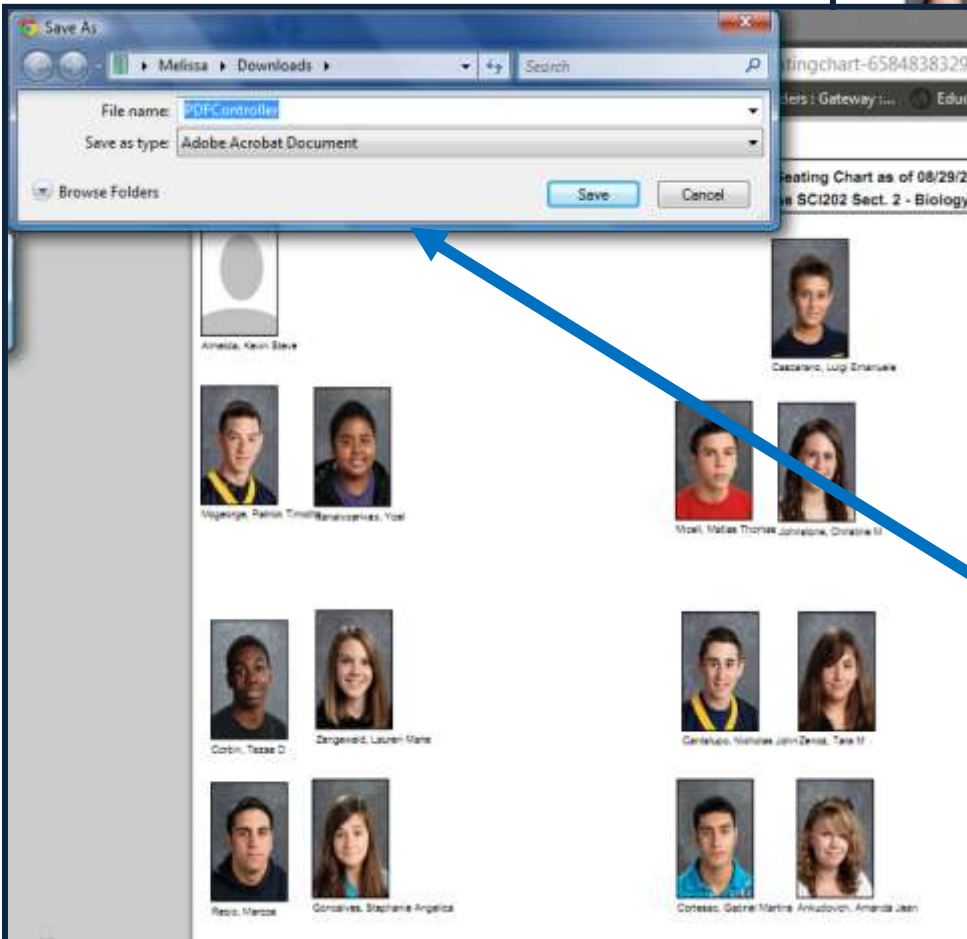
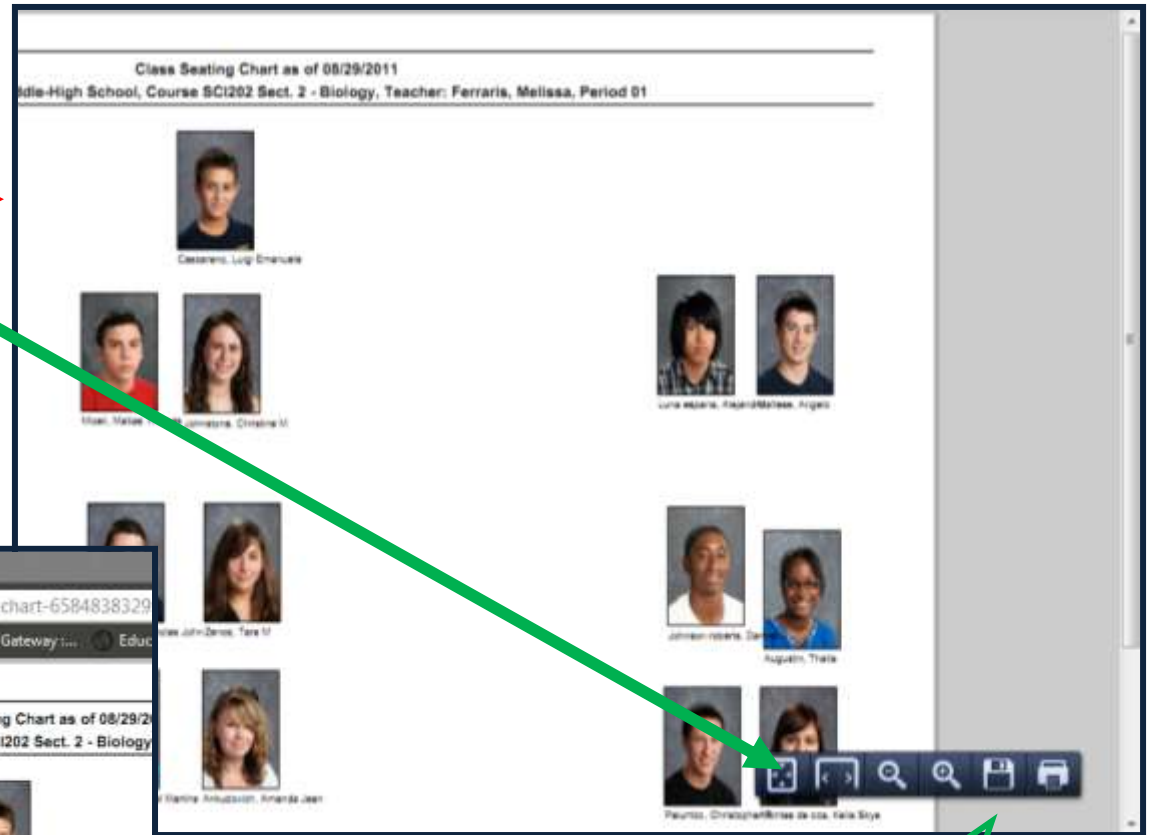
5. Your seating chart should now appear as

an adobe file... like this

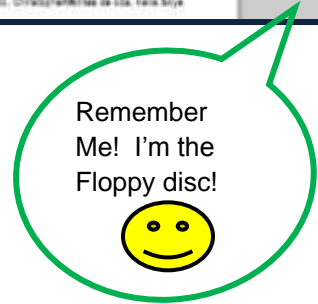


6. Hover at the bottom corner of the document  
For the adobe function menu to appear.

(Remember the browser you are using may  
make the tool bar appear at the top.)



7 Choose the Floppy Disc icon from the  
Function Menu Bar.



8 The Save As window should pop up on the screen.

9. Choose the destination you want to save it to (someplace in your  
documents... notice this file would save to downloads if it was changed)

10. Rename the file so you will remember it.

## **STEP 3 – CREATE AN EMERGENCY SUB-PLAN USING MICROSOFT WORD**

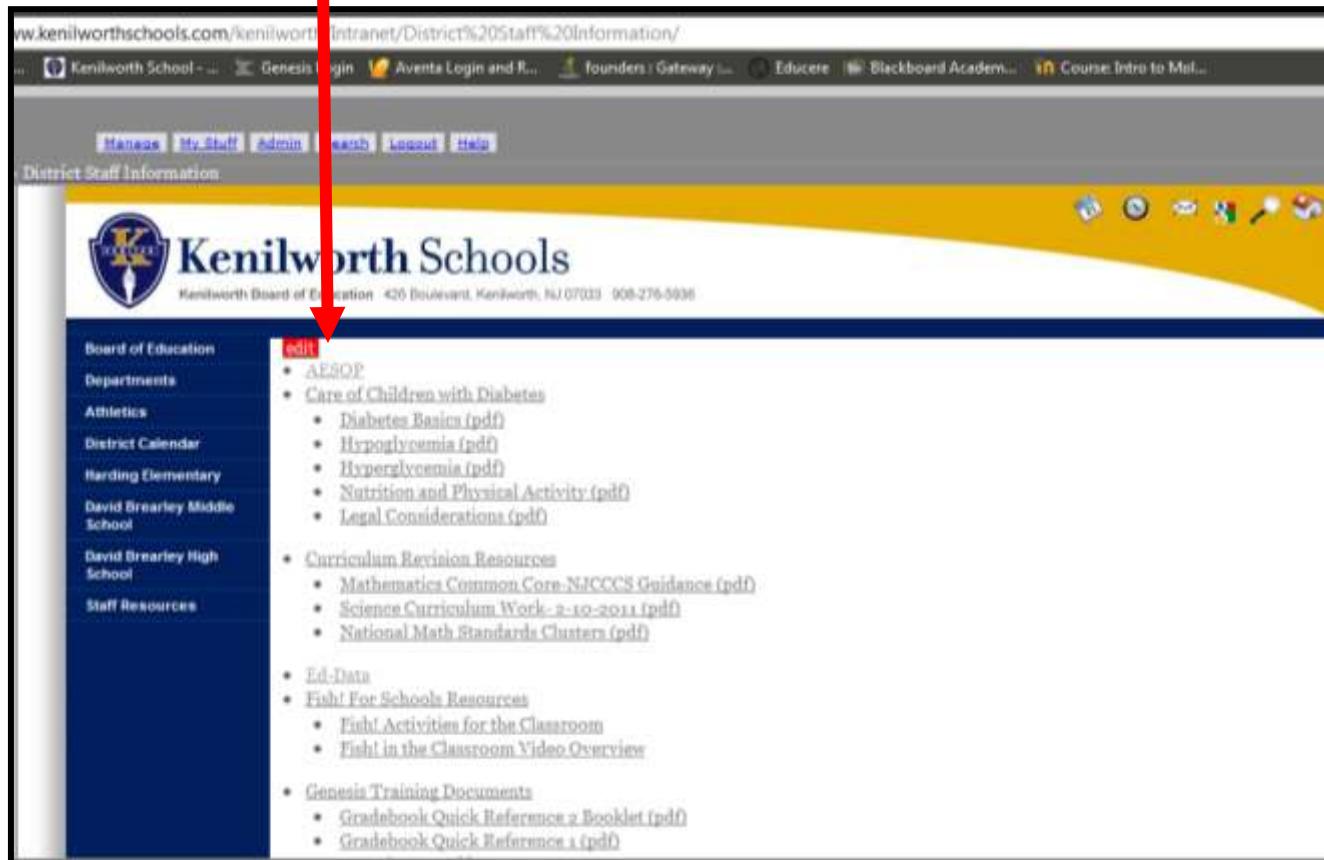
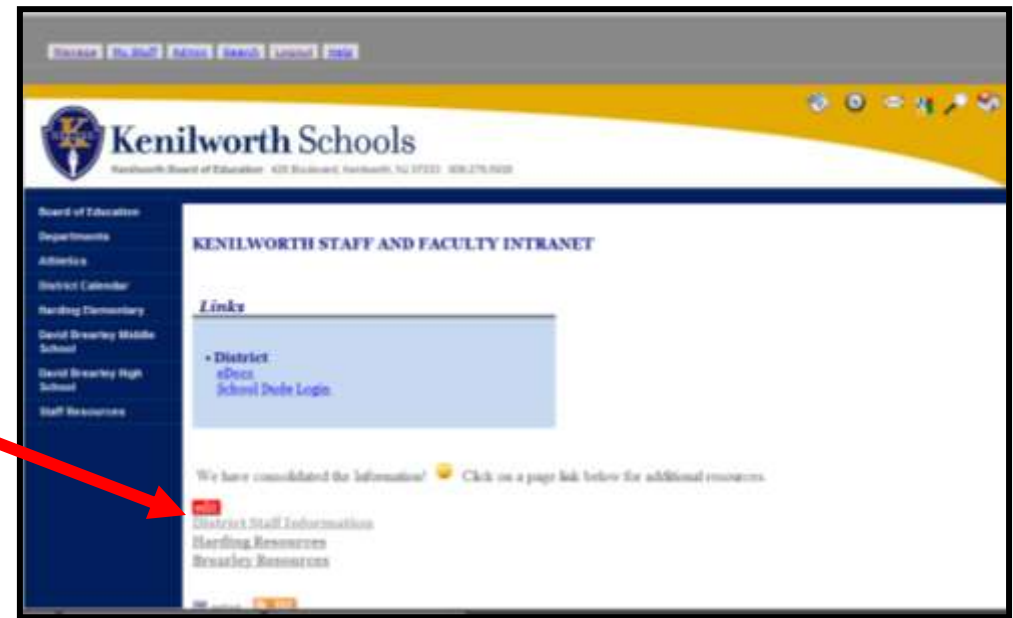
Use word to create your sub-plans – remember that your emergency sub-plans should contain the following:

- Your current schedule – including information pertaining to duty periods
- Information that you feel it would be important for the sub to know
- The name of a faculty member who might be able to assist the sub with finding any additional information or materials that they might need.

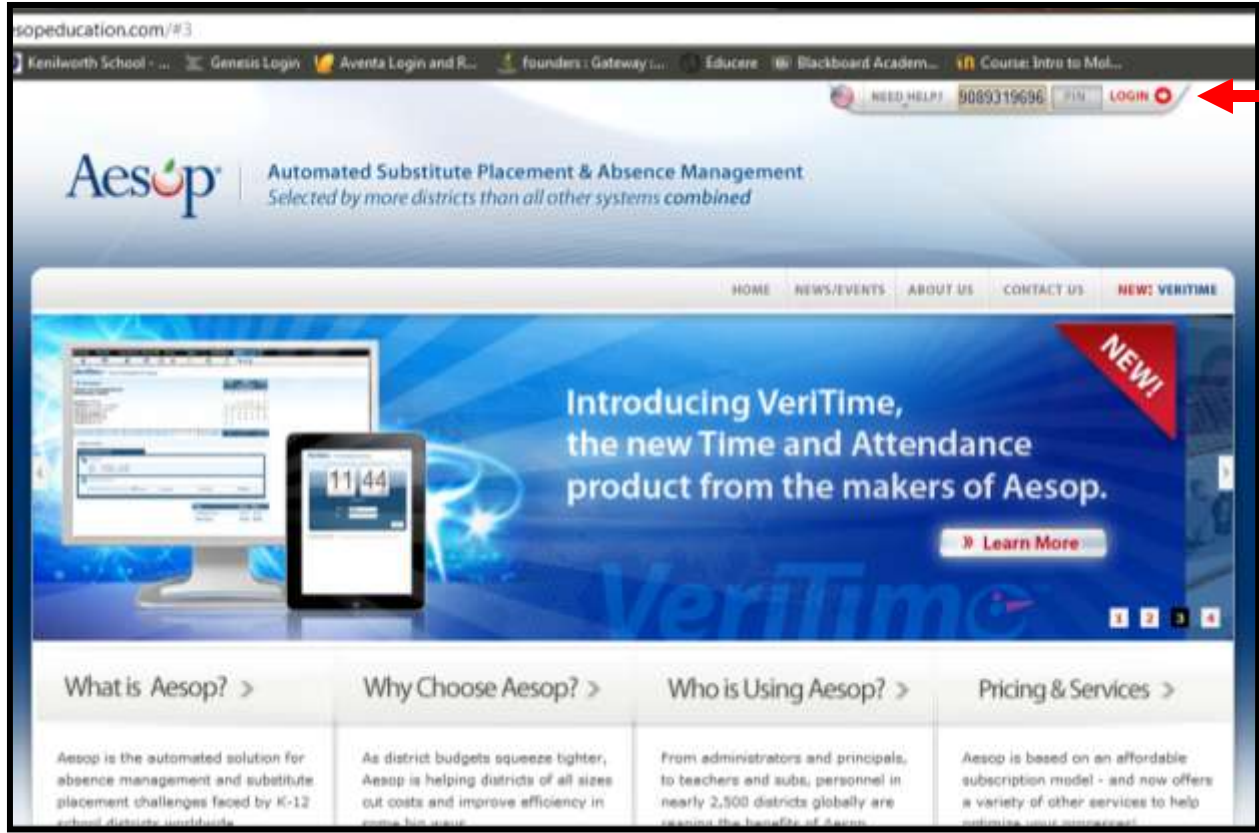


## STEP 4 – ACCESS THE AESOP WEBSITE

1. Logon to the Staff Resources Page
2. Click on the District Staff Information
3. A Link to the AESOP website appears at the top of the list. Click on the Link.



# STEP 5 – LOGON TO THE AESOP WEBSITE



1. Logon to AESOP Here using your Pin.

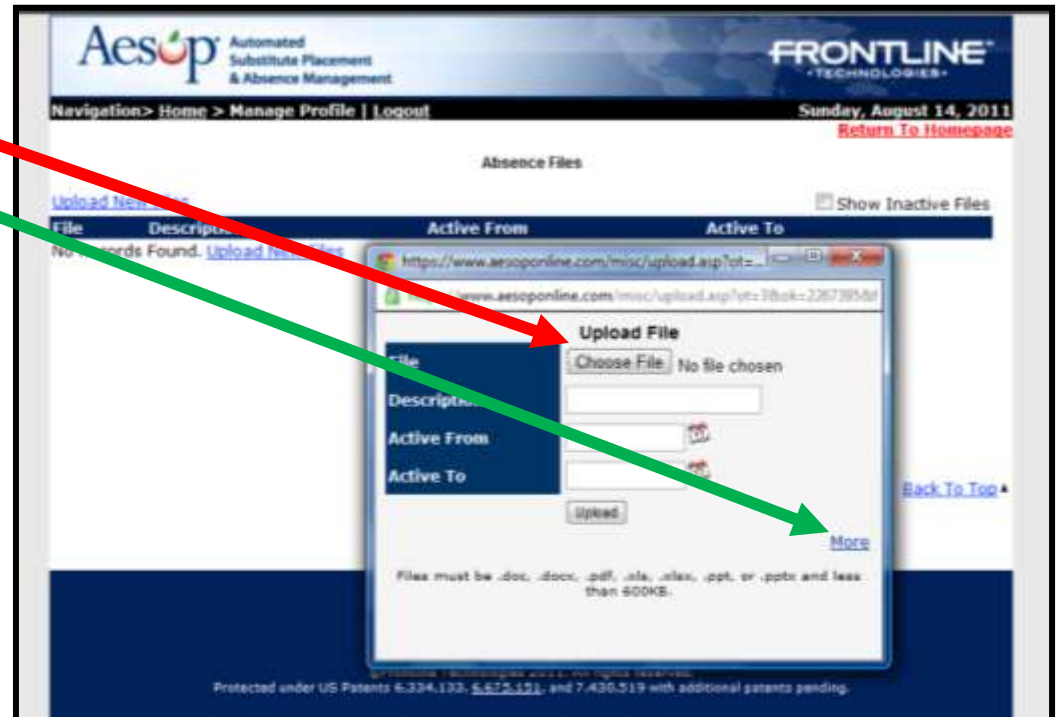
## STEP 6 – UPLOADING EMERGENCY FILES TO THE AESOP WEBSITE

1. Once you have logged on, find the absence files link.
2. This opens the window below.
3. Click on the a link “Upload New Files”

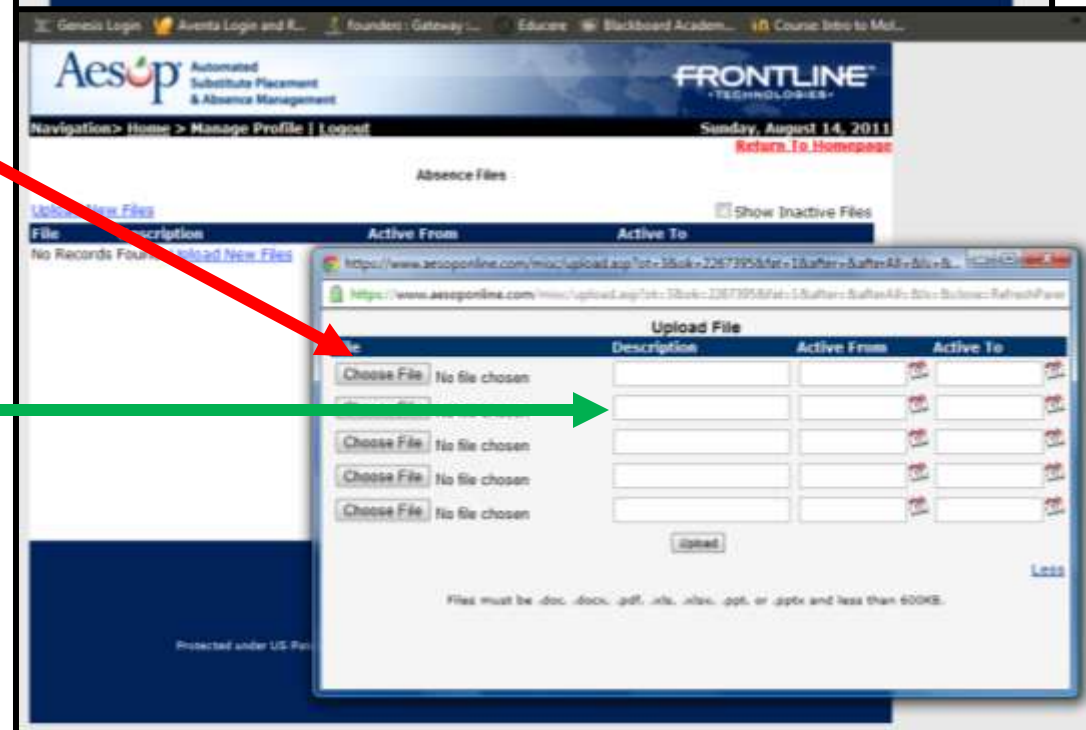
The screenshot shows the Aesop website dashboard. At the top, there is a navigation bar with the Aesop logo and 'Automated Substitute Placement & Absence Management' text. The 'FRONTLINE TECHNOLOGIES' logo is in the top right. Below the navigation bar, there is a 'Navigation' menu with links for Home, Manage Profile, and Logout. The date 'Sunday, August 14, 2011' is displayed. A 'Return To Homepage' link is also visible. The main content area is divided into several sections: 'Interactive Calendar' for August 2011, 'Messages', 'Currently Scheduled Absences for the Next 14 Days', 'Status of Future Absences That Require Approval', 'Questions', and 'User Guides'. A red arrow points from the 'Upload New Files' link in the second screenshot to the 'Upload New Files' link in this screenshot.

The screenshot shows the 'Absence Files' section of the Aesop website. The page title is 'Absence Files'. There is a link for 'Upload New Files' and a 'Show Inactive Files' button. Below this is a table with columns for 'File', 'Description', 'Active From', and 'Active To'. The table is currently empty, with the text 'No Records Found, Upload New Files' displayed. At the bottom of the page, there is a 'Back To Top' link and a footer containing a 'Privacy Policy' link, copyright information for Frontline Technologies 2011, and patent information.

4. A smaller window appears that will allow you to upload a Single file by selecting the "Choose File" button.
5. If you need to add more than one file click on the "More"
6. The window expands as seen below.



7. Select the **Choose File** button for the first entry. A window will open for you to choose the file from. After you find your file and click "Open" the file will appear next to the button.
8. In the "Description" type "Emergency Sub-Plans".

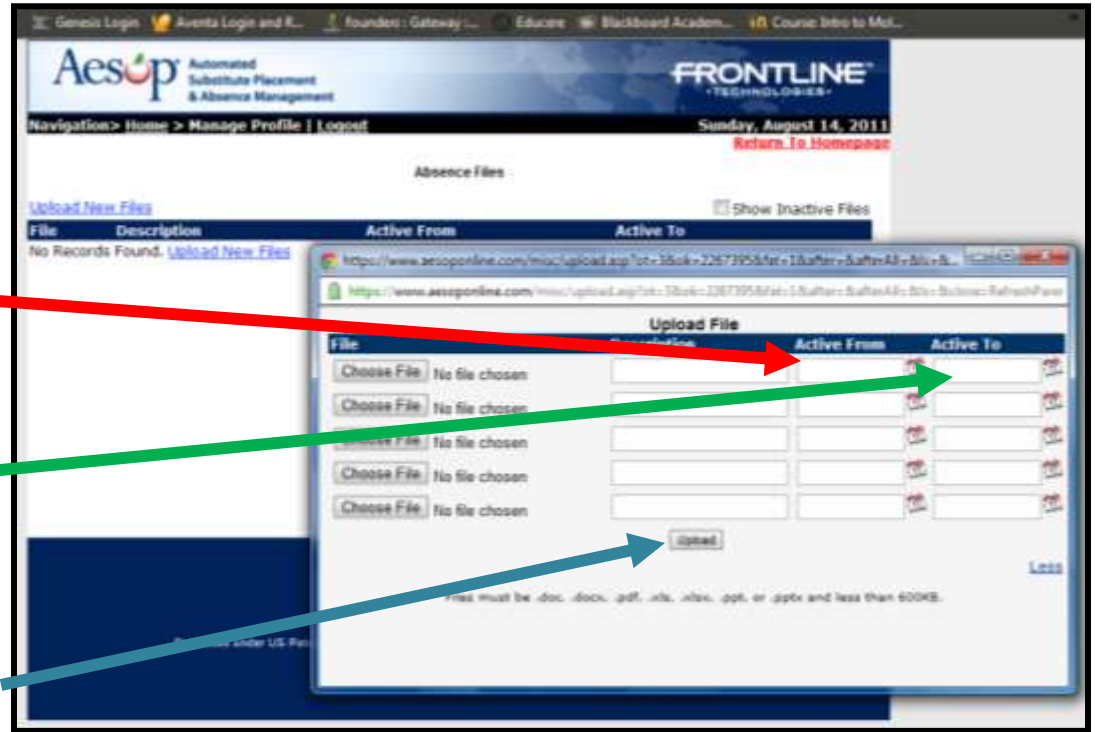


9. When you have chosen the file set the active dates.

Make your file(s) **active from** the first day of school.

Make your file(s) **active to** a date later in the year.

10. Click **Upload** to load your files into the AESOP system.



11. Verify that your files are there by opening the absence files page again.  
 (If you upload class rosters there will be three files here)



12. When you enter an absence you will see the Emergency Plans within your **“Attachements”**.

If you are uploading plans for a planned absence the secretaries and substitutes have been told not to pull your emergency plans. You can also provide this information in the **notes**.

