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

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

5. Click on

6. 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')

7. 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.
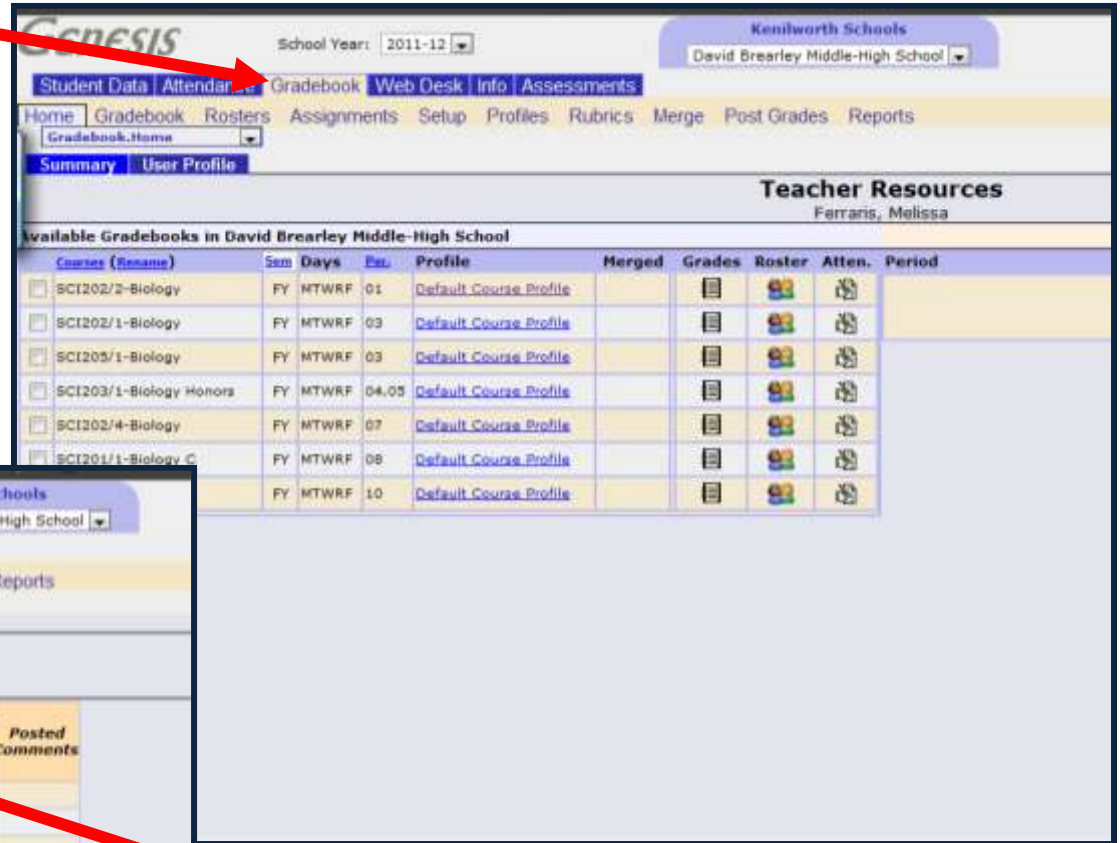
2 Under the Gradebook Sub-Tab

Choose from the Bottom Tabs "SEATING CHART"

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.)
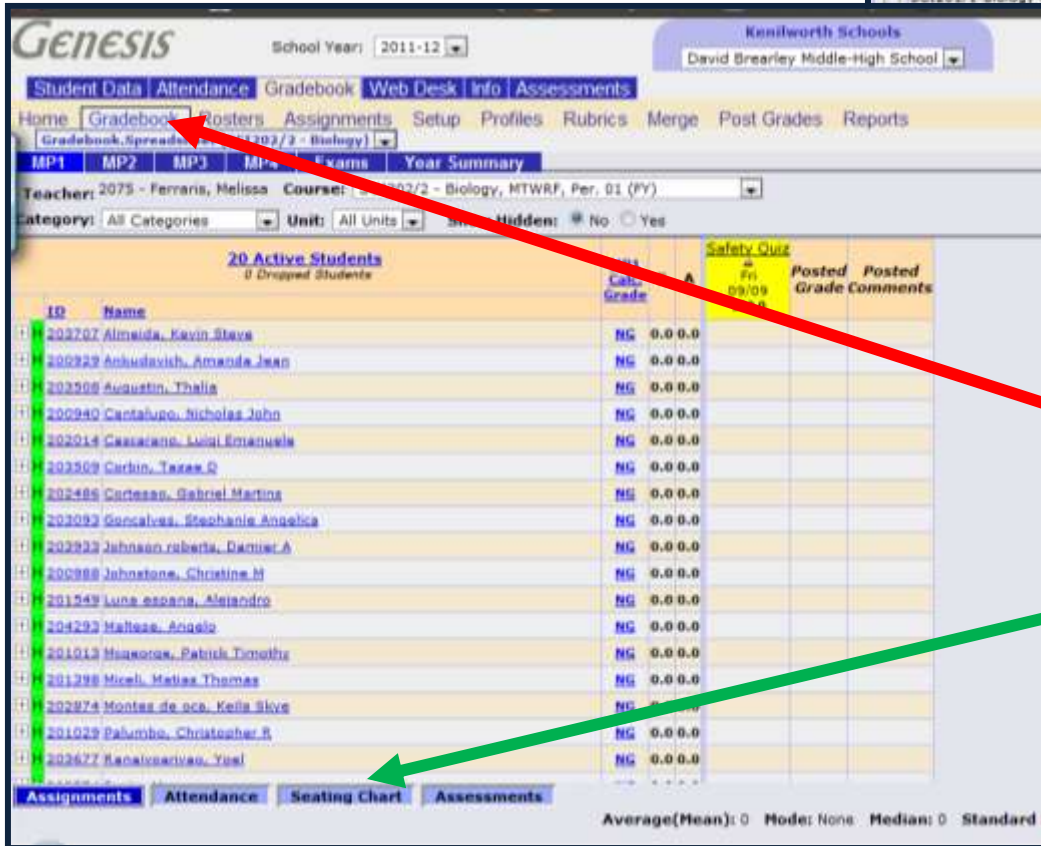
Class Seating Chart as of 08/29/2011
dle-High School, Course SCI202 Sect. 2 - Biology, Teacher: Ferraris, Melissa, Period 01

Save As

Melissa ▸ Downloads ▸   Search

File name: PDFController

Save as type: Adobe Acrobat Document

Browse Folders   Save   Cancel

Remember Me! I'm the Floppy disc!
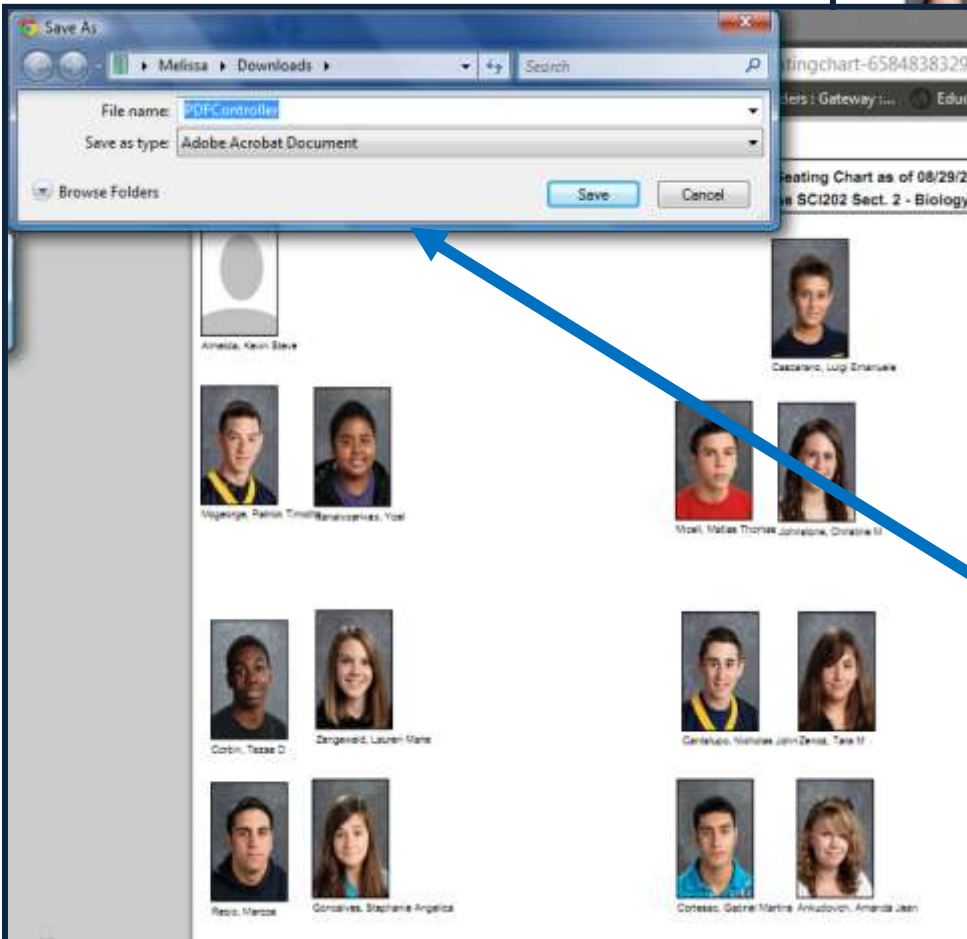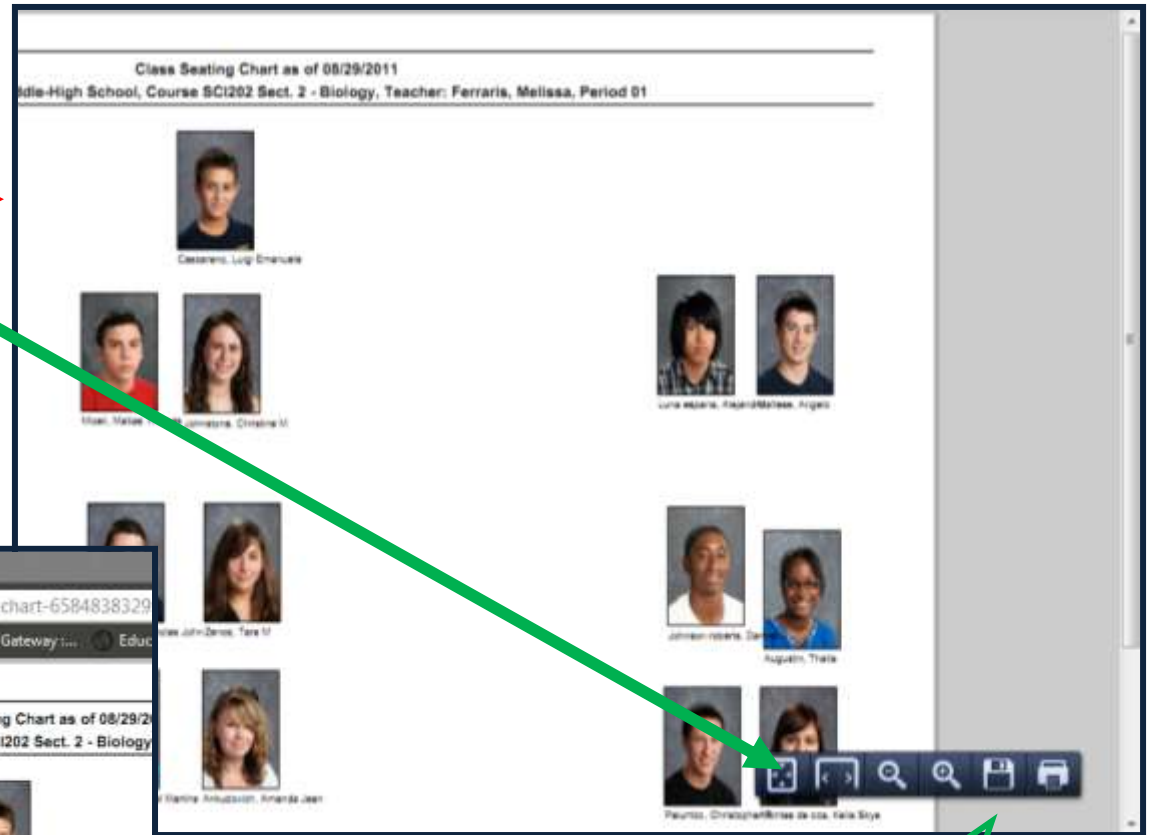
7 Choose the Floppy Disc icon from the Function Menu Bar.
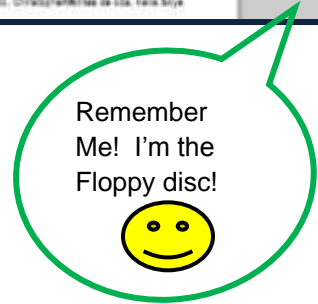
8 The Save As window should pop up on the screen.

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.
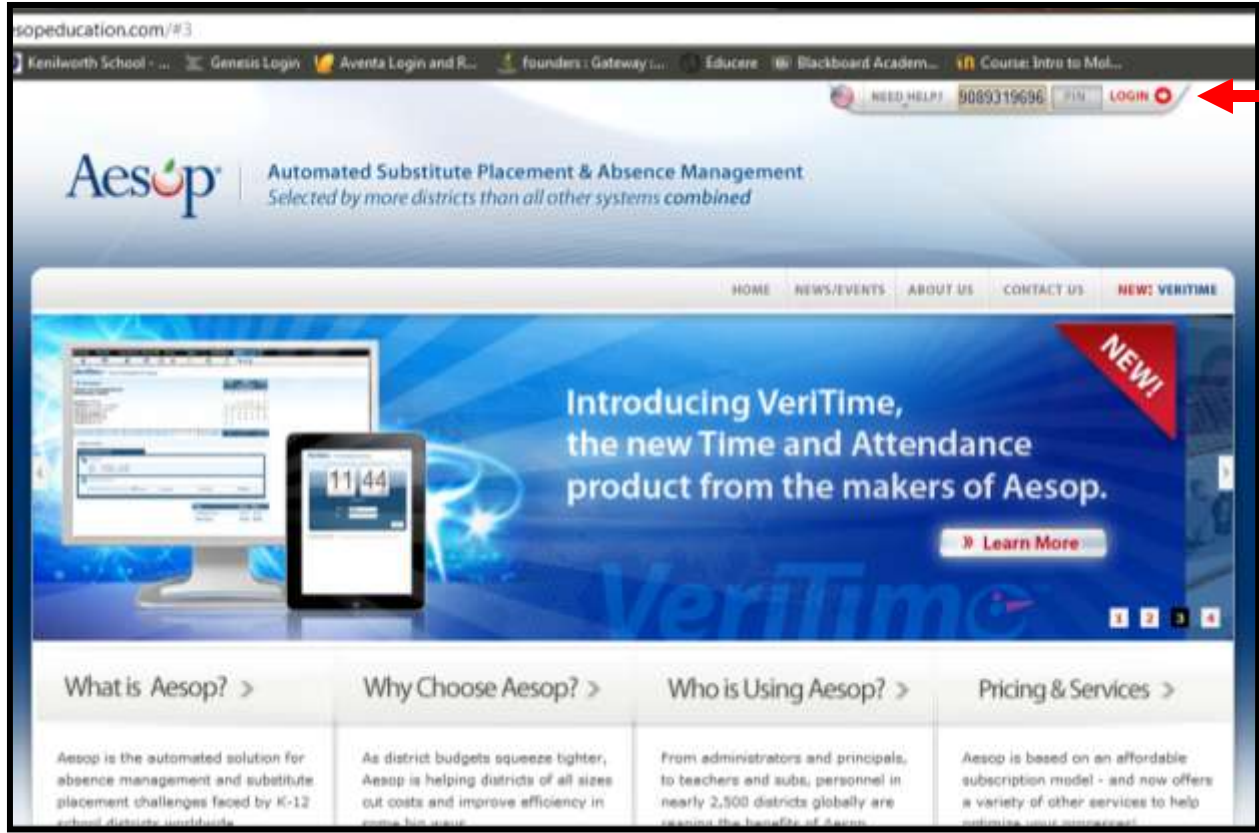
STEP 4 – ACCESS THE AESOP WEBSITE

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.
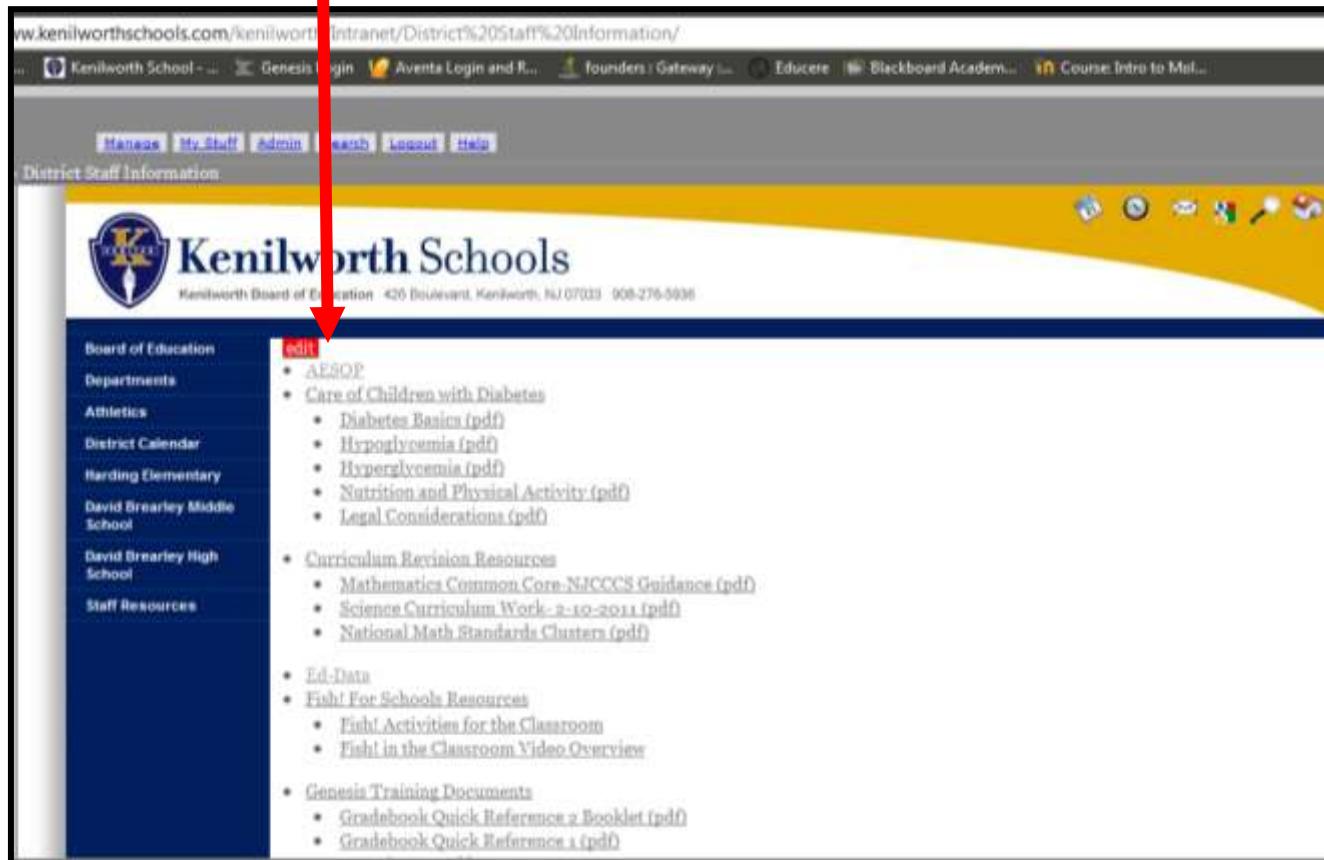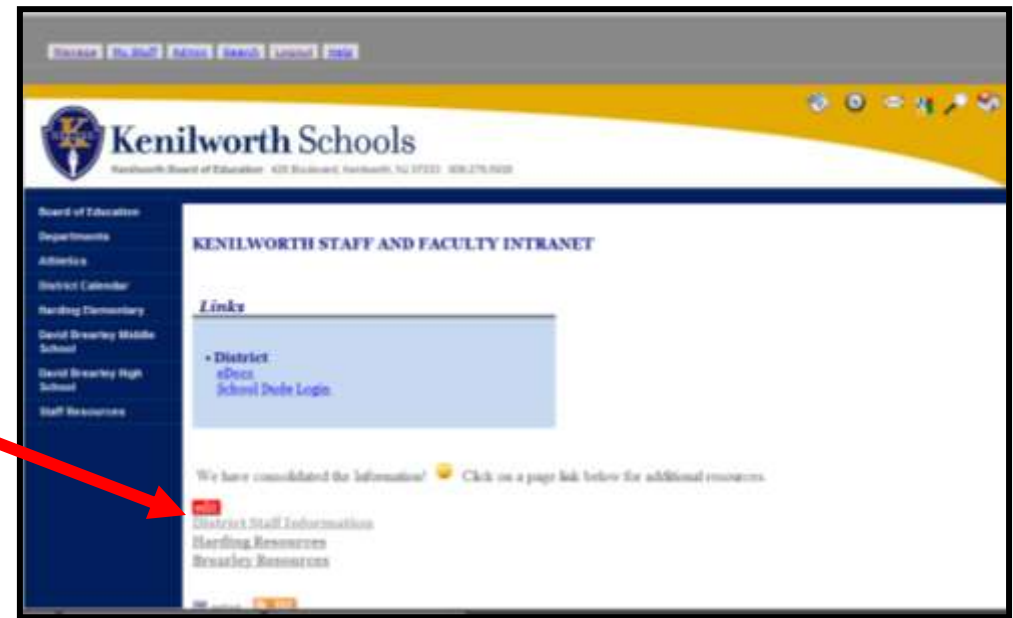
STEP 5 – LOGON TO THE AESOP WEBSITE

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"

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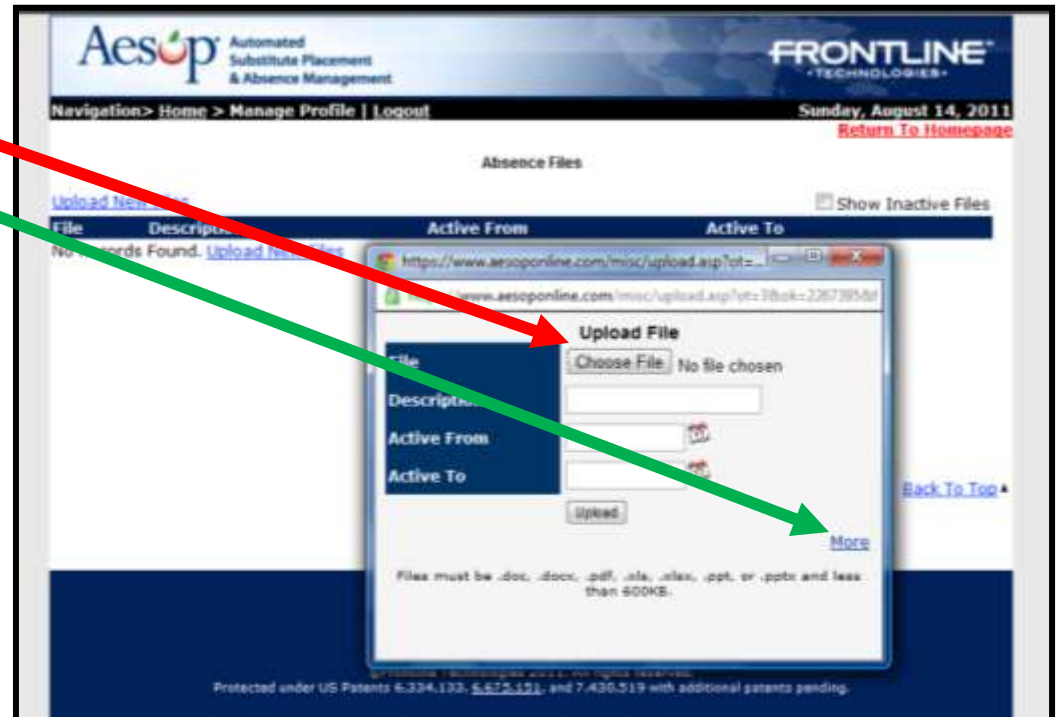
7. Select the **Choose File** button for the first entry. A window will open for you to choose the file from. After you find your file and click "**Open**" the file will appear next to the button.
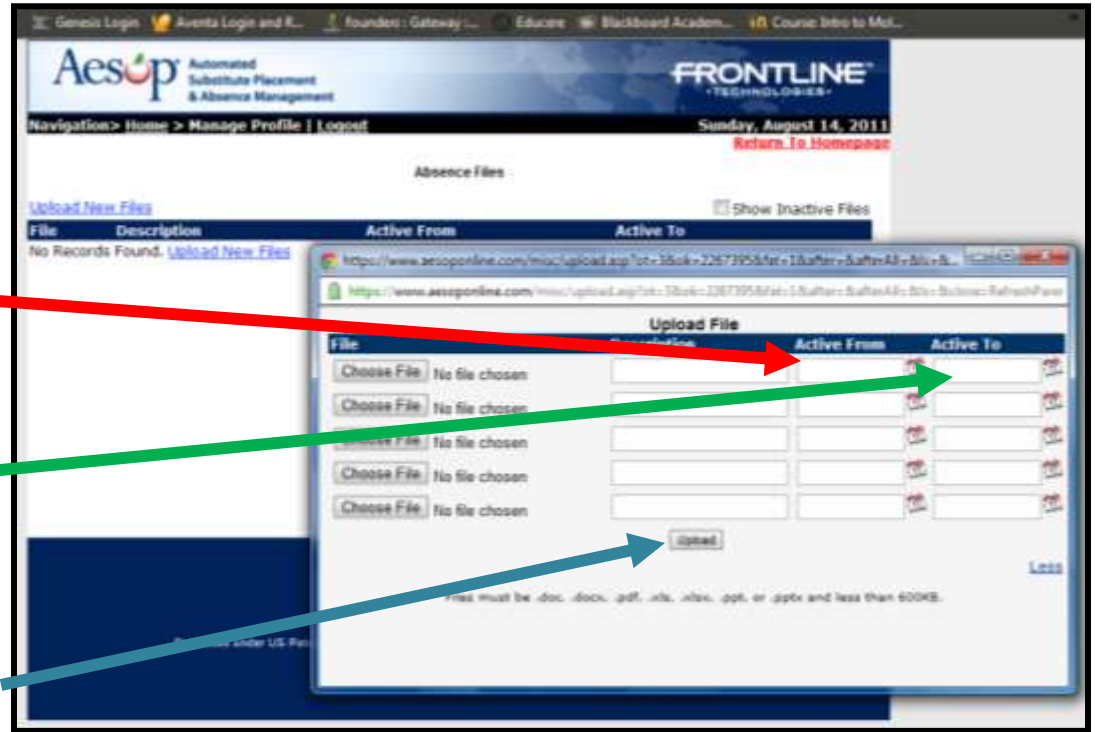8. In the **"Description"** type **"Emergency Sub-Plans"**.
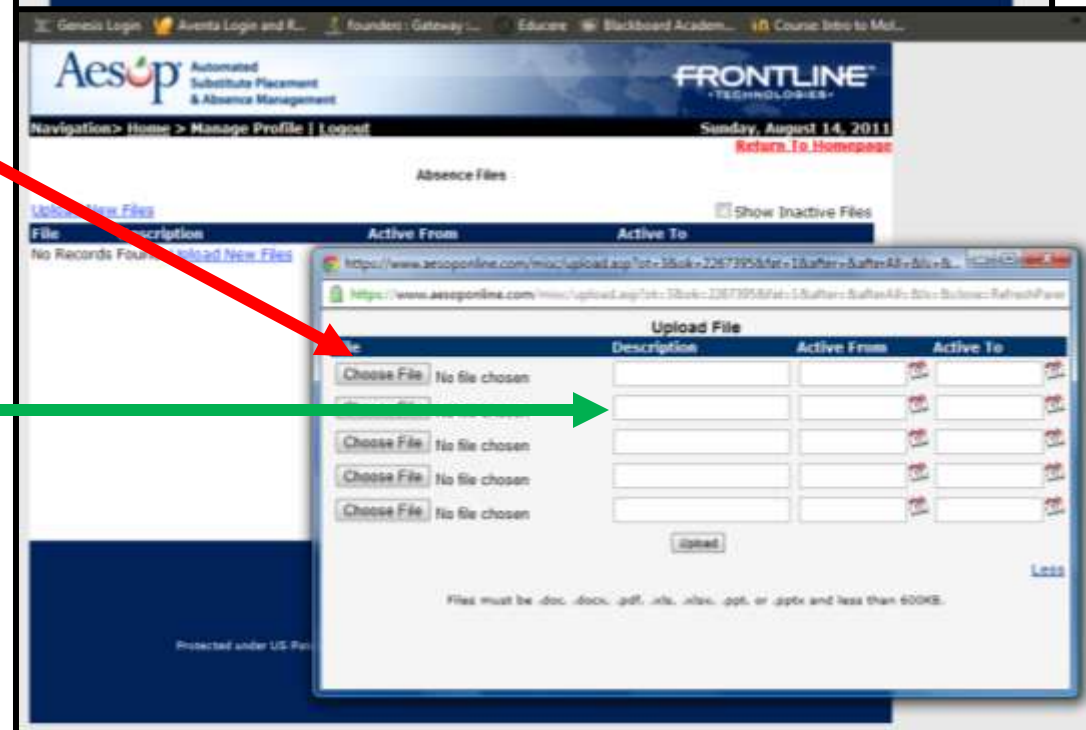
9. When you have chosen the file set the active dates.

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**.