

Choosing Preferred Schools

absence-help.frontlineeducation.com/hc/en-us/articles/115003266067-Choosing-Preferred-Schools

You can create a preference list within your absence management application to identify the locations where you do and do not want to work.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

To view the "Preferred Schools" list, click **Preferences** in the side navigation.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. The top navigation bar includes a help icon, the user name 'Melody Pond', and a 'Multi-District View' button. The left sidebar contains a 'NAVIGATION' menu with options: Home, Available Jobs, History, Feedback, and Preferences (highlighted with a mouse cursor). The main content area displays three calendar views for May 2017, June 2017, and July 2017. The May 2017 calendar has the 5th highlighted in blue. The June 2017 calendar has the 1st, 2nd, and 3rd highlighted in blue. The July 2017 calendar has the 1st highlighted in blue.

Then, locate and select **Schools** in the side bar.

The screenshot shows the 'Personal Info' section for 'Melody Pond'. The sidebar on the left has 'Personal Info', 'Change Phone Pin', 'Schools' (selected with a mouse cursor), 'Call Times', and 'District List'. The main content area displays the user's information for 'Victoria County School District'. At the top right, there is a 'Turn Off All Calling' button. Below this, there is a table with columns: Name, Phone, Email Address, and Address. The 'Name' field contains 'Melody Pond', 'Phone' contains '(484) 555-6820', and 'Email Address' contains 'Mpond633@gmail.com'. There is an 'Edit' button next to the 'Name' field. At the bottom right, there is another 'Turn Off Calling' button.

The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

Personal Info

Change Pin

Schools

Call Times

District List

Schools

Show me assignments at the schools selected below.

I don't want to see assignments at the schools selected below.

Select

- Victoria County Community Schools
 - Administration Building
 - Beacon School
 - VC Elementary Schools

You can now add or remove the necessary locations.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute does not want to see jobs from elementary schools.

Schools

Show me assignments at the schools selected below.
 I don't want to see assignments at the schools selected below.

Select

- Victoria County Community Schools
 - Administration Building
 - Beacon School
 - VC Elementary Schools
 - Coal Hill School
 - Columbia Elementary School
 - Duquesne Elementary School
 - Jaspers Elementary School
 - VC High Schools
 - Hamner High School
 - Vanderbilt High School
 - Williams High School
 - VC Middle Schools
 - Dell Middle School
 - Walker Middle School

Once you are finished, click **Save** to record your changes.

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