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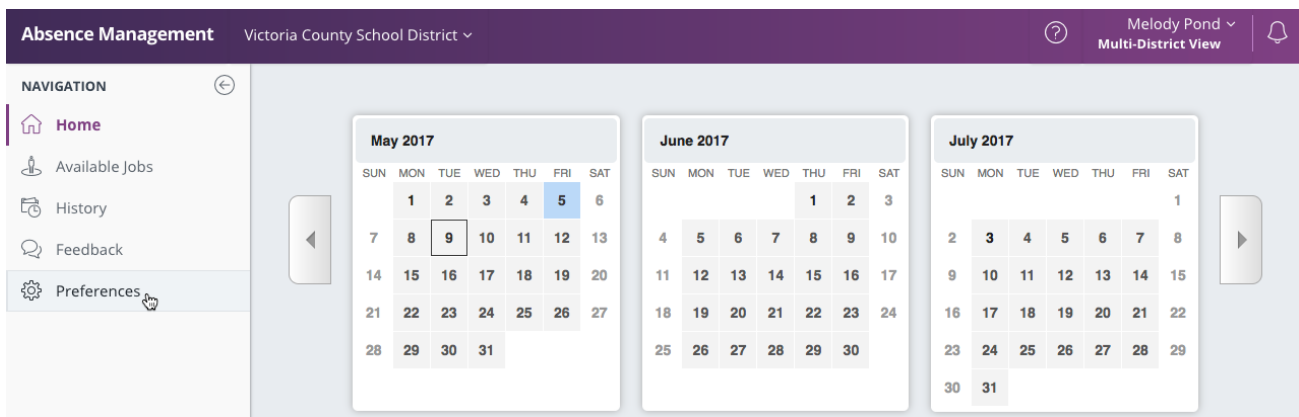
Then, locate and select **Schools** in the side bar.
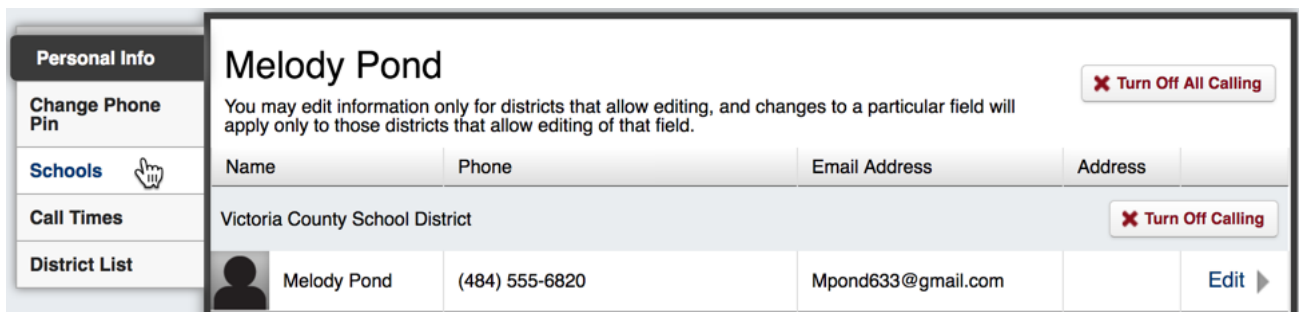
The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

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 [All] [None]

- ☑ 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.