
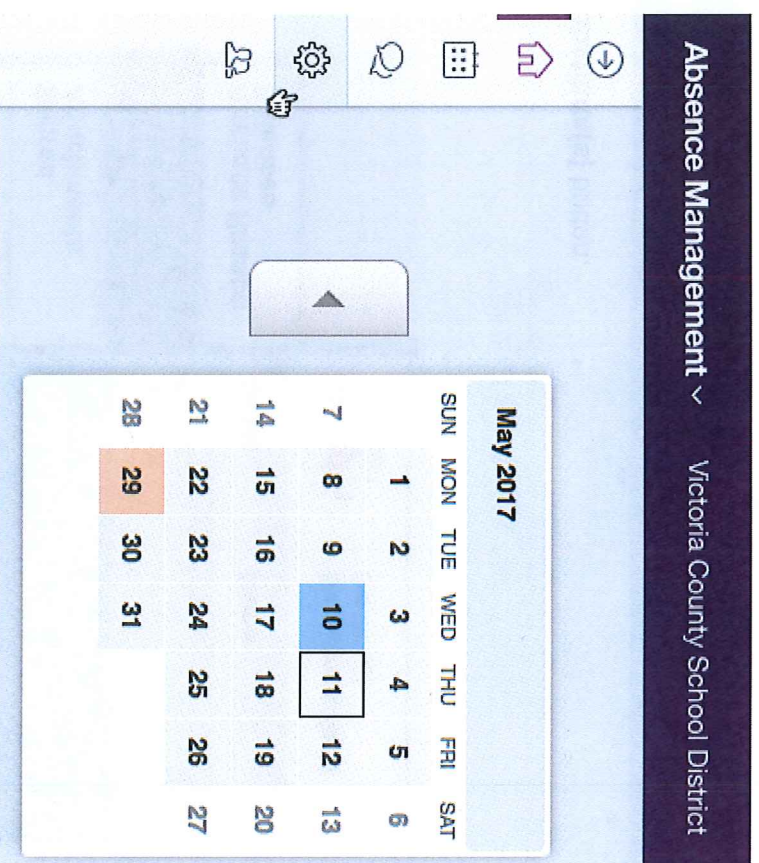


Managing Preferred Subs Lists

 absence-help.frontlineeducation.com/nc/en-us/articles/115003384808-Managing-Preferred-Subs-Lists

Your district may have given you the ability to select a list of the substitutes you prefer to fill your absences. The substitute placement feature will attempt to contact these substitutes first when you create an absence.

To access the "Preferred Substitutes" page, click the **Account** option in the side navigation.



Now click on the **Preferred Substitutes** tab.

Personal Info

Change Pin

Shared Attachments

Preferred Substitutes

Absence Reason Balances

Preferred Substitutes List

Substitutes included on this list will be to five subs as your top favorites. If the Note: The number of favorites you can sel

✓✕

Order

Name

1

Blackstone, Amie
(No Rating)

Adding Substitutes

To add a substitute, click the **Add Substitute(s)** button.

Preferred Substitutes

Absence Reason Balances

✓✕

Order

Name

Add Substitute(s)

Remove Selected Substitute(s)

Select

This will open up the substitute selection page. Here, you can find the substitutes you want by searching by the substitute's last name, filtering by the first letter of the substitute's last name, or just browsing the list of substitutes.

Add Substitutes

Search: Last Name...

Back to Preferred Substitutes

Add to Preferred Substitutes

Search by Letter

A B C D E

F G H I J

K L M N O

P Q R S T

U V W X Y

Z All

Select	Substitute Name	SELECTED SUBSTITUTES
<input checked="" type="checkbox"/>	Baker, Dee ★★★★★	Baker, Dee ★★★★★
<input checked="" type="checkbox"/>	Hudson, Ben ★★★★★	Owens, Jaden ★★★★★
<input checked="" type="checkbox"/>	Owens, Jaden ★★★★★	
<input type="checkbox"/>	Wen, Julie (No Rating)	

Back to Preferred Substitutes

Add to Preferred Substitutes

Select the substitute(s) that you would like to add to your Preferred Substitutes list by checking the box next to their names. Once you have finished selecting the substitutes, click the **Add to Preferred Substitutes** button. This will add the substitutes to your Preferred Substitutes list.

<https://absence-help.frontlineeducation.com/en-us/articles/115003384808-Managing-Preferred-Subs-Lists>

3/5

  1	Baker, Tom ★★★★★
  2	Chan, Alice ★★★★★ ★
 	Baker, Dee ★★★★★
 	Owens, Jaden ★★★★★ ★

Removing Substitutes

To remove a substitute from your Preferred Substitutes list, click the check box for the substitute you would like to remove. The **Remove Selected Substitute(s)** button will appear. Click that button.

Add Substitute(s)

Remove Selected Substitute(s)

Order	Name	Select
1	Baker, Tom ★★★★★	<input type="checkbox"/>
2	Chan, Alice ★★★★★	<input type="checkbox"/>
	Baker, Dee ★★★★★	<input checked="" type="checkbox"/>
	Hudson, Ben	<input type="checkbox"/>

The substitute will be removed from your Preferred Substitutes list.

Learn how to choose your top five favorite subs on your Preferred Substitutes list here.

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