

Choosing Preferred Schools

A school preference list identifies the locations within a district where you do and do not want to work.

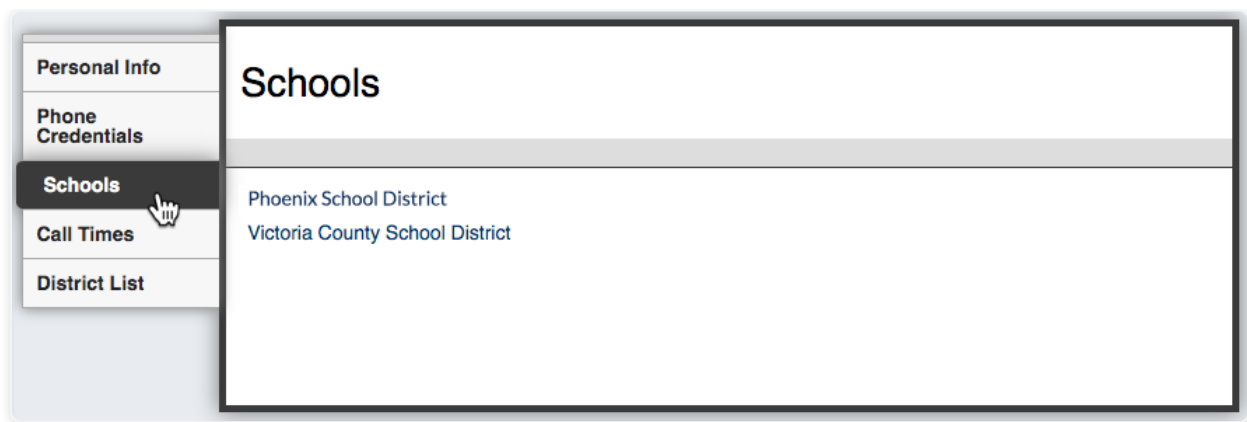


New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

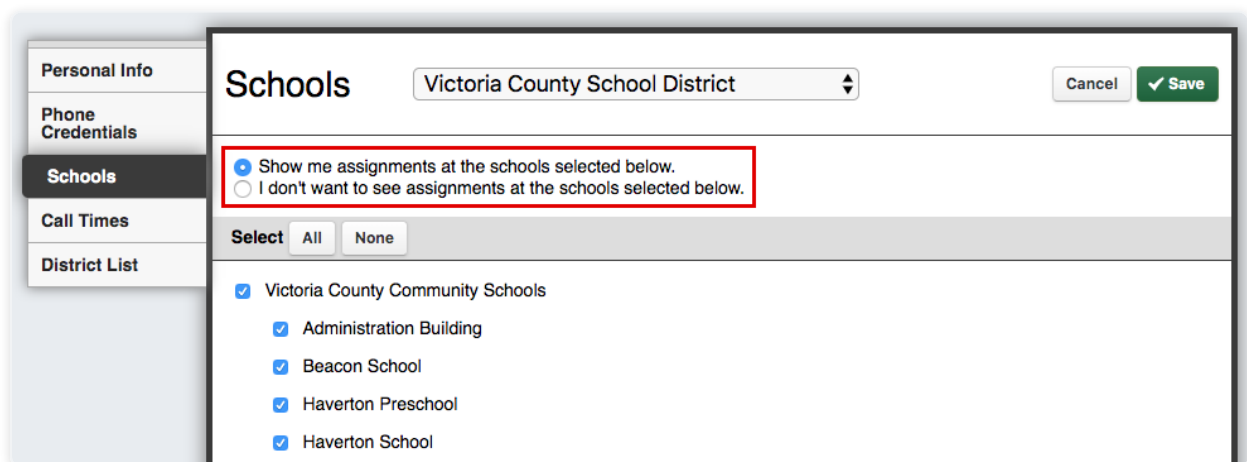
To manage your list, select the **Preferences** option in the side navigation.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. A side navigation menu is open, listing the following options: Home, Available Jobs, History, Feedback, Preferences (highlighted with a hand cursor), and Resource Library. The main content area displays two calendar views for July 2023. The left calendar shows dates from Monday to Saturday, with the 9th, 13th, and 29th highlighted. The right calendar shows dates from Sunday to Saturday, with the 1st, 3rd, 10th, 17th, 24th, and 31st highlighted.

Next, select **Schools** in the side bar and choose a district, if applicable.



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.



While you cannot manually remove a district at this time, the location selector allows you to limit locations for a given district. This means you could potentially remove all locations if one district no longer applies. However, please do so with caution as this determines what jobs you can and cannot view.

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 wants to view all district locations *except* those that occur at elementary schools in the Victoria County district.

The screenshot shows a web application interface for configuring school locations. On the left is a sidebar with navigation links: 'Personal Info', 'Phone Credentials', 'Schools' (highlighted), 'Call Times', and 'District List'. The main panel is titled 'Schools' and has a dropdown menu set to 'Victoria County School District'. At the top right of the main panel are 'Cancel' and 'Save' buttons. Below the title, there are two radio buttons: 'Show me assignments at the schools selected below.' (selected) and 'I don't want to see assignments at the schools selected below.' Below this is a 'Select' section with 'All' and 'None' buttons. The main area contains a list of schools with checkboxes:

- ☒ Victoria County Community Schools
 - ☒ Administration Building
 - ☒ Beacon School
 - ☒ Haverton Preschool
 - ☒ Haverton School
- ☐ VC Elementary Schools
 - ☐ Coal Hill School
 - ☐ Columbia Elementary School
 - ☐ Duquesne Elementary School
 - ☐ Jaspers Elementary School
- ☒ VC High Schools
 - ☒ Hamner High School

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