


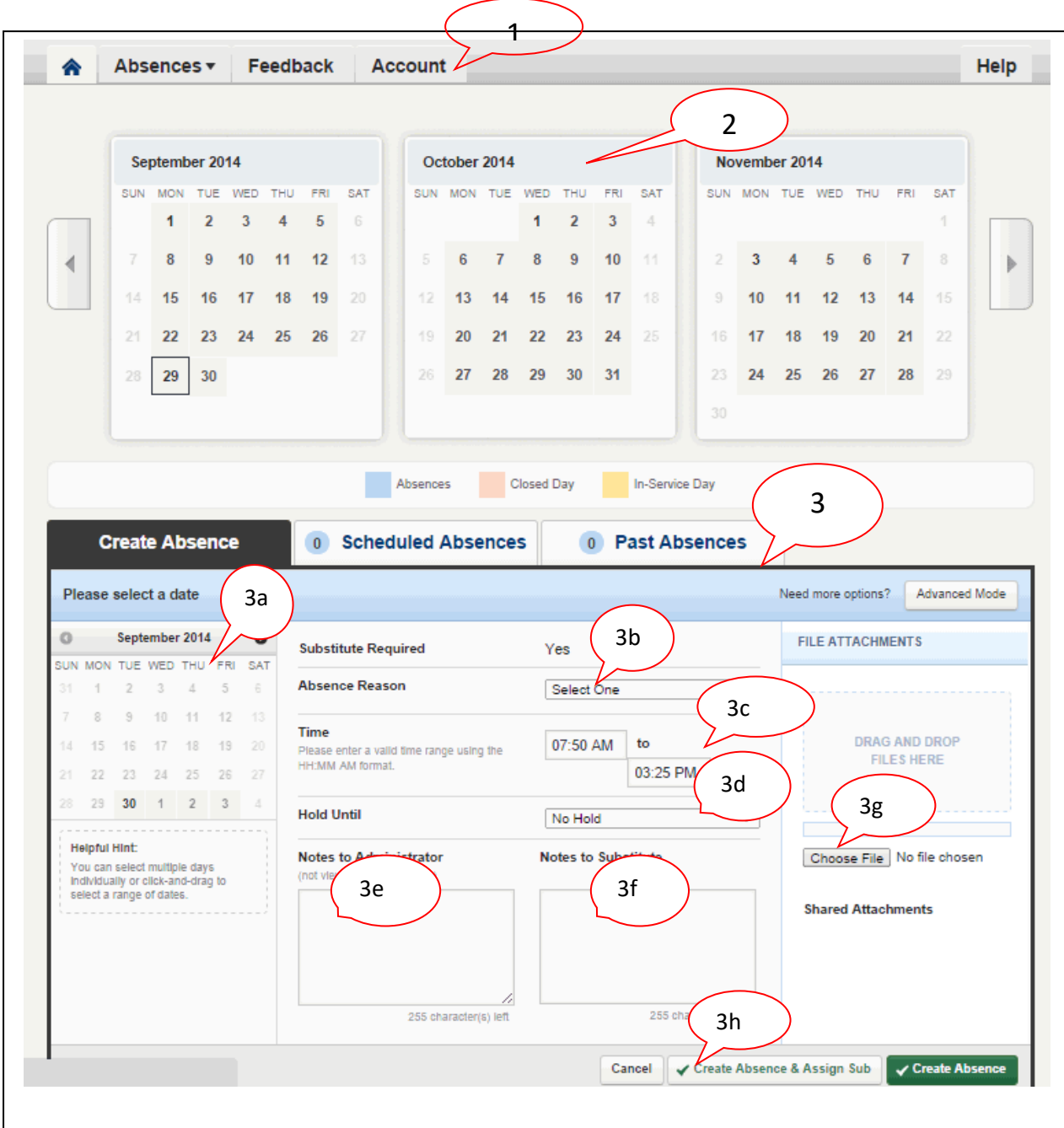
Teachers Guide to the substitute system



When you need to take a day off, Wylie ISD has chosen Frontline as the way to get the absence accomplished. These instructions will guide you through the web portal.

To login to the Frontline Absence Management System, login to your Google email, click on the “waffle”, and scroll down to the Frontline icon ().

Let's look at the home screen, details of each number are explained on page 2.



The screenshot shows the Frontline Absence Management System interface. At the top, there is a navigation bar with a home icon, 'Absences', 'Feedback', 'Account', and 'Help'. Below this, there are three calendar views for September, October, and November 2014. A legend indicates 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow). The main section is titled 'Create Absence' and has two tabs: 'Scheduled Absences' and 'Past Absences'. The 'Create Absence' form includes a date picker, a 'Substitute Required' dropdown, an 'Absence Reason' dropdown, a 'Time' range selector, a 'Hold Until' dropdown, and two text areas for 'Notes to Administrator' and 'Notes to Substitute'. There is also a 'FILE ATTACHMENTS' section with a 'Choose File' button and a 'Shared Attachments' section. The form has a 'Cancel' button, a 'Create Absence & Assign Sub' button, and a 'Create Absence' button.

1: Account link in the top navigation bar.

2: October 2014 calendar view.

3: 'Create Absence' section header.

3a: Date selection calendar.

3b: 'Substitute Required' dropdown menu.

3c: 'Absence Reason' dropdown menu.

3d: 'Time' range selector.

3e: 'Notes to Administrator' text area.

3f: 'Notes to Substitute' text area.

3g: 'FILE ATTACHMENTS' section.

3h: 'Create Absence' button.

Additional Notes: Please be aware that you are dealing with people's lives when you enter an absence. Creating and then Cancelling sub jobs creates a lot of stress on subs and they take it very seriously. So do not

set up an absence unless you are sure you are going to be gone and if you do cancel a job give the sub a courtesy call. **Cancelling a sub creates stress both for the sub and for your school secretary!!**

1) Menu Bar

- a) **Account** – this is your profile. In here you can change three things
 - i) Personal Info - if any of these need changing you must notify Human Resources so we can change it in the this system as well as Skyward :
 - (1) Your phone number
 - (2) Your e-mail address
 - (3) Your language preference
 - ii) Change your pin for accessing the app
 - iii) Shared Attachments - Syllabus, notes, whatever you might have for the subject(s) you teach
 - iv) Preferred Substitutes - You can choose up to five people you prefer to sub for you. Frontline will notify them immediately if they are qualified and available.
- b) **Feedback** – This is for you to leave information about the sub if you wish. Great means of communication that is shared with other teachers.
- c) **Absences** - There is a better way to do this outlined below
- d) **Home** - just what it says

2) Calendar of Activity

- a) Days with absences will be highlighted in blue. Click on a highlighted date and you will see the details of the day

3) The main work screen - To create an absence, this is the place

- a) **Calendar** - click on the date you will be off
- b) Click on the **Absence Reason** and choose one. **Take Local days first** until you run out **then** take your **State** days. This is for two reasons: If you ever leave and go to another district only your State days go with you plus you can get reimbursed for unused Local days at the end of the year. When you are out of both State and Local days, choose Dock days.
- c) Absence times – You have the choice of selecting Half Day or Full Day. Up to 4 hours is a half day, 4 hours or more is a full day. Leave it alone if it is a full day. adjust if it will be a half day.
- d) **Hold Until** - The default is 30 minutes. If you are assigning a sub, call them to verify before you add the absence.
- e) **Notes to Administrator** – **these are required**; keep it simple such as “My child has a fever”, “Going to a workshop”, “I need a personal day”, etc
- f) **Notes to the sub** – list anything you want the sub to know; “Sub folder is on the desk”, “Stay out of my stuff”, “Little Johnny is a terror after lunch”, etc.
- g) File attachments - click on Choose File to add any files the sub may need
- h) Finish by clicking on **Create Absence** to let the system work as designed or, if you want to assign a sub, **Create Absence and Assign Sub**. If you click on **Create Absence**, you are done. If you click on **Create Absence and Assign Sub** the next screen will allow to pick who you want. But call them first to verify they can do it.

4) Account Settings

The screenshot displays the 'Account' settings page. At the top, there is a navigation bar with links: Home (house icon), Absences (dropdown), Feedback, Account (selected), and Directory. On the left side, a sidebar menu lists options: Personal Info (selected), Change Pin, Shared Attachments, Preferred Substitutes, Excluded Substitutes, and Absence Reason Balances. The main content area is titled 'Personal Info' and is divided into two sections: 'General Information' and 'Address'. The 'General Information' section contains fields for Name, Phone (with a partial number 32566), Email Address, Title (TEACHER), Room Number (Main Office), and Language (English). The 'Address' section contains three fields: Address1, Address2, and Address3.

Personal Info
General Information
Name: <input type="text"/>
Phone: <input type="text" value="32566"/>
Email Address: <input type="text"/>
Title: TEACHER
Room Number: Main Office
Language: <input type="text" value="English"/>
Address
Address1: <input type="text"/>
Address2: <input type="text"/>
Address3: <input type="text"/>

a) In this section you can:

- i) Manage your **Preferred Substitutes** (they will be called first),
- ii) **Exclude Substitutes** (they won't be called for your absences), and
- iii) Check your **Absence Reason Balances** (Time Off Balances).

5) **Directory** - Look up available substitutes and their phone numbers