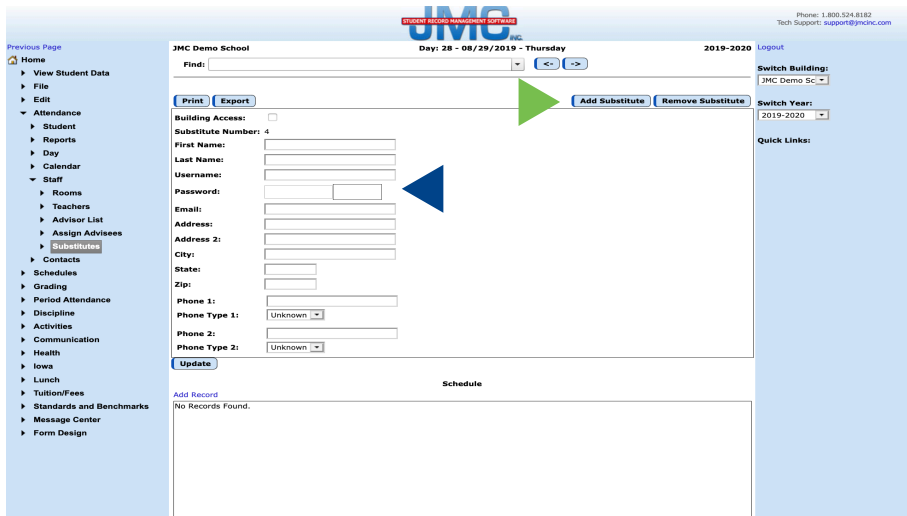


Managing substitute teachers

jmc makes it very easy for you to manage your district's substitute teachers. This document will show you how to add, edit, and delete a sub in your building.

In the Office module click on Attendance > Staff > Substitutes to begin



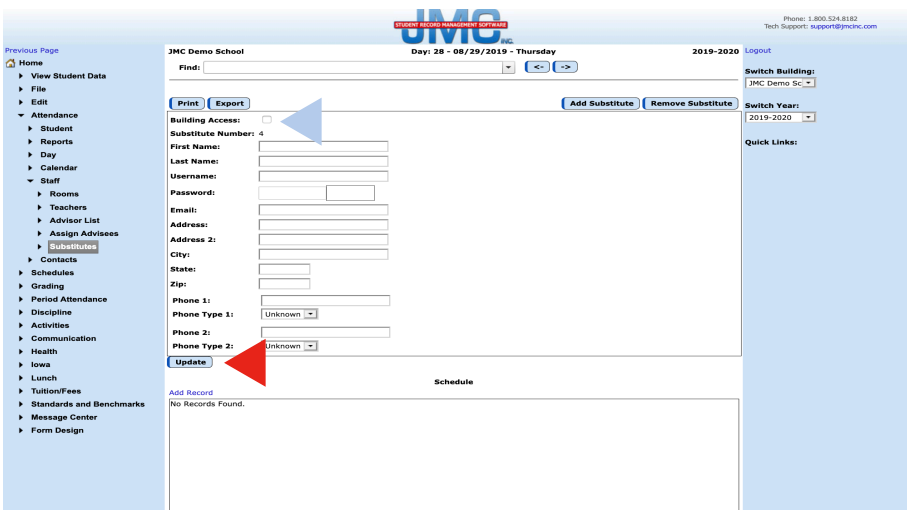
Step 1:

Click "Add Substitute" to begin. The screen will go blank.

Step 2:

Enter info about your sub making sure to assign a username and password.

Fun Fact: You can always print or export a list of substitutes using the appropriate buttons at the top of the screen!



Step 1:

Toggle the "Building Access" check box to activate this sub.

Step 2:

Click "Update" and you have entered a new sub!

Helpful Tip: Make sure you click "Building Access" to give this sub the ability to work in your building!

Helpful Tip: You can edit information for an existing substitute teacher by selecting them from the drop-down list at the top, editing their information that appears, and clicking “Update”.

Helpful Tip: To remove an inactive sub from your district, select them from the drop-down list at the top and click “Remove Substitute”.