

# Manage Substitute Instructors for Classes

Get rid of your manual tracking system for substitutes! Use the **Substitutes** feature to assign substitutes for absent instructors. Easily record, view, and manage substitutes for all of your classes.

Save even more time by also utilizing the **Staff Availability** feature. It's the perfect pairing! Substitute records are added, updated, and deleted whenever Staff Time Off is added, updated, and deleted either from within Jackrabbit or the Staff Portal.

And, to make the Substitutes feature even better, you control settings that can:

- allow instructors to view and manage the classes they are going to substitute in the **Staff Portal**.
- advise parents when a substitute has been assigned to a class in the **Parent Portal**.
- notify parents and students at **Self Check-in** when a regular instructor is away and a substitute has been assigned.

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- ✓ [Get Set Up to Use Substitutes](#)
  - ✓ [How the Substitutes Feature Works](#)
  - ✓ [Tracking and Reporting for Substitutes](#)

[Expand/Collapse All](#)