Red Rover

Getting Started as an Employee

What is Red Rover?

Red Rover is an Absence Management system, designed with you in mind! In Red Rover, you will also be able to create and review your scheduled absences, pre-arrange and communicate with substitutes (depending on district configuration), check your PTO balances, upload lesson plans, and much more!
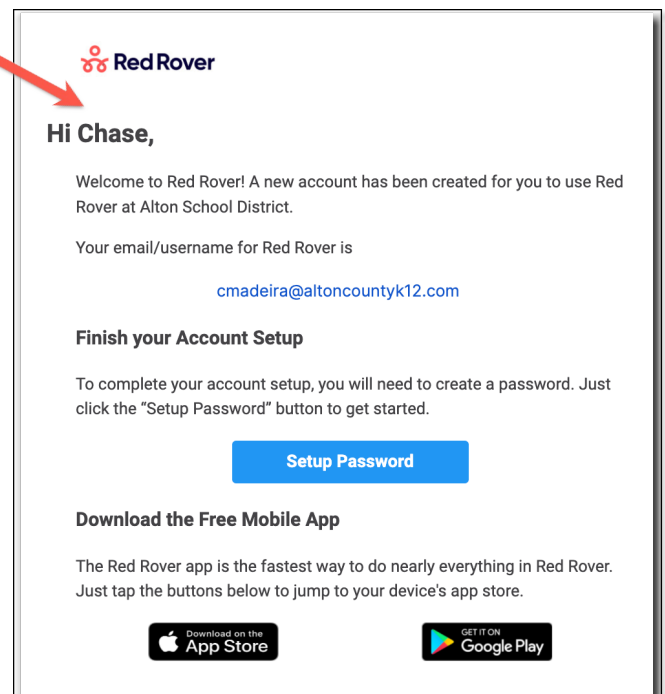
Topics Covered in this Tip Sheet

Logging in to Red Rover

Before logging into Red Rover, you will receive an email invitation. The email will look like this:

- To set up your Red Rover account, click the **Setup Password** button. This will allow you to create a new account and password. From this point forward, your username will be your email address.

- If you didn't receive this email, be sure to check in your spam folder. If you still do not see the Red Rover Welcome email, contact your administrator. They will be able to resend the email invitation to you.

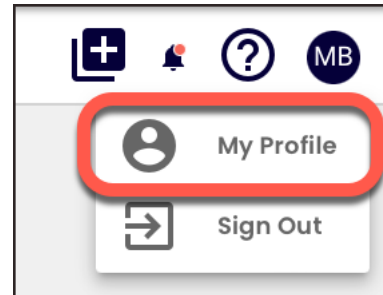- If you ever forget your password, you can reset it on the login page: https://app.redroverk12.com.

Red Rover

Hi Chase,

Welcome to Red Rover! A new account has been created for you to use Red Rover at Alton School District.

Your email/username for Red Rover is

cmadeira@altoncountyk12.com

Finish your Account Setup

To complete your account setup, you will need to create a password. Just click the "Setup Password" button to get started.

Setup Password

Download the Free Mobile App

The Red Rover app is the fastest way to do nearly everything in Red Rover. Just tap the buttons below to jump to your device's app store.

Download on the App Store   GET IT ON Google Play

Setting up Your Information

Once you have logged in, you can set up your account information and preferences. Simply click on your initials in the top right corner and select **My Profile**.

Once in your profile, you can edit your information and you may be able to upload a profile picture.
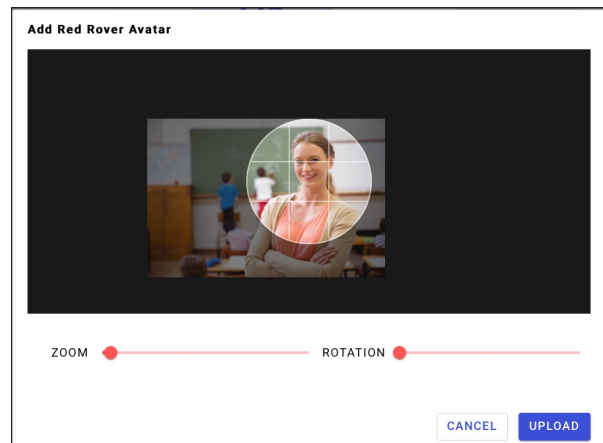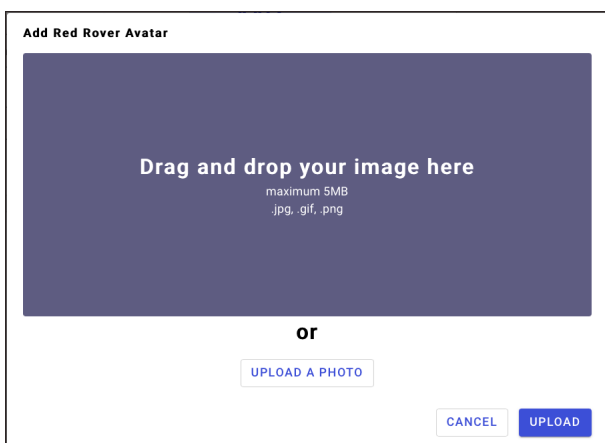

My Profile

First Name
Mia

Last Name
Brown

Mobile Phone
8609998909

SEND TEST SMS

Email   Edit email
sseeley@gatewaytr.org

Time Zone ⓘ   Edit time zone
Eastern Standard Time

Password ⓘ   Reset password
****

MB

Upload a photo

SAVE

Adding a Profile Picture

- Click on your initials in the top right corner and select **My Profile.**
- Click **Upload a photo.**
- Drag and drop your picture into the purple box or select **UPLOAD A PHOTO**
- Adjust the picture by dragging it and using the **Zoom** and **Rotation** sliders below.
- Select **UPLOAD** to save your changes.

Add Red Rover Avatar

Drag and drop your image here
maximum 5MB
.jpg, .gif, .png

or

UPLOAD A PHOTO

CANCEL   UPLOAD

Add Red Rover Avatar

ZOOM   ROTATION

CANCEL   UPLOAD

Home Page

On your **Home** page, you will be able to create absences, view your upcoming schedule, and see any scheduled absences in the future.

① Click on a date in the **Absence Create** section to begin creating an absence.

② The **Upcoming schedule** calendar shows your schedule for the current month.

③ Scroll down to see all your **Scheduled absences** across all your districts.

④ The Main Menu brings you to other features of Red Rover.

How to Create an Absence

There are a few ways to create an absence in Red Rover:

- Click the add Absence button (⊞)at the top right of your screen.

- Click on **Create Absence** in the left main menu.

- Select **My Schedule** from the main menu and then click **CREATE.**

- Using the **Quick Create** option on the **Home** page.

How to Quick Create an Absence

1 Click on the date of your absence. If the absence spans several days, click on each date the absence should include. To remove a day, simply deselect that date.

2 Click the **Reason** dropdown box and select the reason(s) for your absence.
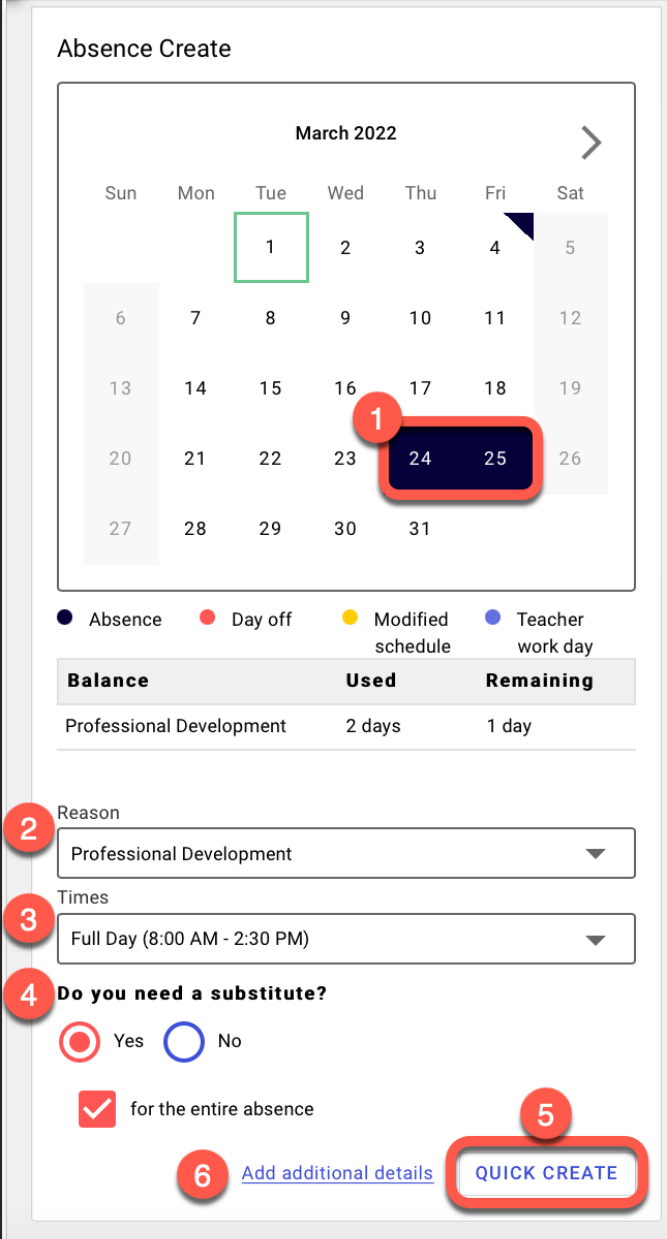
3 Choose if your absence is for the Full Day, Half Day AM, Half Day PM, or a custom Hourly absence. (Not all districts permit these options.)

4 If your district allows, choose whether your absence will require a substitute and for how long.

5 Finally, click **Quick Create** to submit your absence.

6 You can **Add additional details** to your absence instead of using the **Quick Create** option. This will allow you to add notes, upload files, pre-arrange subs, and edit sub times and locations.

If your district requires extra notes for the absence reason you've selected, you'll see the **More details are required** message. Click **Add additional details** and follow the instructions.

Absence Create

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

● Absence ● Day off ● Modified schedule ● Teacher work day

Balance	Used	Remaining
Professional Development	2 days	1 day

Reason
Professional Development ▼

Times
Full Day (8:00 AM - 2:30 PM) ▼

Do you need a substitute?
⦿ Yes   ◯ No

☑ for the entire absence

Add additional details   QUICK CREATE

Adding Additional Details to an Absence

Adding additional details to an absence will allow you to write notes, upload files, pre-arrange subs, and edit sub times.

Additional Details will appear below, and the **Substitute Details** section will open on the right side of the screen.

(A) Notes to Substitute: Leave notes for the sub like "Lesson Plans are in my top drawer." These notes are visible to you, the sub, and the admin.

(B) Add Files: Upload files such as lesson plans or seating charts for your sub to download.

(C) Pre- Arrange Substitutes: Your district may allow you to Pre-Arrange a sub for your absence. To do so, click the **PRE-ARRANGE** button.

(D) Edit Sub Details: Your district may allow you to also **EDIT SUBSTITUTE DETAILS.** Use this option to adjust sub times and school locations if you work in multiple buildings.

(E) If the absence reasons, times, and sub requirements for all days are the same, keep these boxes selected. If they are different, de-select these boxes and enter the time and absence reason for each day.

(F) Notes to Admin: You can also leave notes to the administrator. These notes are visible to you and any administrator viewing your absence.

Note: Some absence reasons require a note to the administrator.

Substitute Details
These times may not match your schedule exactly depending on district configuration.

Absence	Substitute schedule
Thu-Fri, Mar 24-25	
8:00 AM - 2:30 PM	8:00 AM - 2:30 PM Burlington Elementary

Notes to substitute (A)
Can be seen by the administrator, employee, and substitute

Enter notes for substitute

📎 Add file(s) or drag here (B)
   max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

(C) PRE-ARRANGE   EDIT SUBSTITUTE DETAILS (D)

Tue-Wed, Mar 1-2 - 3rd Grade Teacher

March 1, 2022

8:00 AM - 2:30 PM   School

8:00 am   2:30 pm   Burlington Elementary ▼

Add row

CANCEL   SAVE

Do you need a substitute?
⦿ Yes   ◯ No

☑ for the entire absence

(E)

☑ Same reason for all days   ☑ Same time for all days

☑ Same substitute requirement for all days

Notes to administrator (F)
Can be seen by the administrator and the employee.

Required

Don't forget to click **CREATE** in the bottom right corner when you have finished entering information for your absence!

CREATE

Absences for Traveling Teachers

If you are a traveling teacher and you may work at multiple buildings in the same day, you can add/remove rows and update your location so that the sub will know when and where to work.

- Start by clicking on the **EDIT SUBSTITUTE DETAILS** button as shown in letter **D** above.

- Use the arrow dropdown in the **School** field to change the location of a shift.

- Edit the substitute's scheduled times through the times fields.

- Click the **Add row** button to add a new shift.

- Click the **X** at the end of a row to delete that shift.

- Click **SAVE** to save new substitute details.

Fri, Mar 18 - 3rd Grade Teacher

March 18, 2022

8:30 AM - 2:00 PM   School

| 8:30 am | 11:30 am | Hartford Elementary ... ▼ | ⊗ |

| 11:30 am | 2:30 pm | Burlington Elementary ▼ | ⊗ |

Burlington Elementary
Hartford Elementary School

Add row

CANCEL   SAVE

Absence Confirmation

You are not finished creating your absence until you have a **Confirmation number**.

Once you have a confirmation number, you will see the absence appear on your schedule.

Note: If you do not receive a confirmation number, your absence was not saved.

Your absence has been saved. We'll take it from here.

Confirmation #1177336

Absence Details

Mia Brown
Thu-Fri, Mar 17-18
Professional Development - Full Day (8:00 AM - 2:30 PM)

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Substitute Details
These times may not match your schedule exactly depending on district configuration.

Absence	Substitute schedule	
Thu-Fri, Mar 17-18		
8:00 AM - 2:30 PM	8:00 AM - 2:30 PM	Burlington Elementary

Requires a substitute

Allow sub to accept part

Notes to substitute
Can be seen by the administrator, employee, and substitute
Lesson plans are in the top right drawer of the desk.

Notes to administrator
Can be seen by the administrator and the employee.

IEP Professional Development

CREATE NEW   BACK TO HOME   EDIT

My Schedule

The **My Schedule** main menu option allows you to view your regular schedule, see past and upcoming absences, and cancel or edit absences.

- You can view your absences in a **List View** or **Calendar View.**
- If an absence is **Pending,** it has not yet been approved by an administrator.

- To view the details of a particular assignment from the **Calendar View**, simply click the date to retrieve the detail for that day. You'll be shown your daily bell schedule, time off, or school calendar events.

You may see different dates on your calendar highlighted in different colors. Use the key below to see what each color indicates.

- **Gray** = Non-work days, like the weekend

- **Midnight Blue** = A scheduled absence

- **Red** = A school closing, like a holiday or emergency closing

- **Yellow** = A modified schedule, like a half-day or a two-hour delay

- **Light Blue** = Teacher workday or In-service day

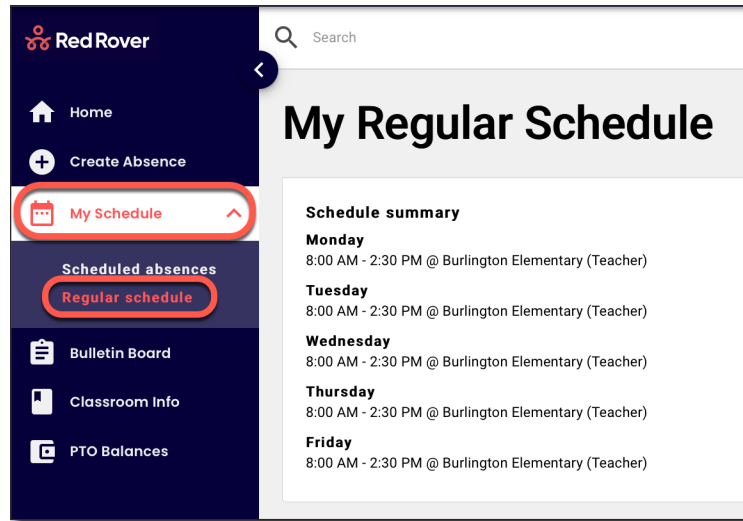- **A combination of colors** = An absence and a calendar event scheduled for the same day

My Schedule Page — Regular Schedule

To view your regular schedule, click **My Schedule** and then **Regular Schedule.** This is the default schedule Red Rover will use when you create an absence.

Note: If there is an error in your regular schedule, please contact your administrator.

Bulletin Board

School administrators use the bulletin board to communicate messages to specific groups for your district or school. Simply click **Bulletin Board** on the left menu to view any messages.

- If an admin chooses, some bulletin board posts will appear as a banner across the top of your screen.

- Click the banner to be taken to the message. Once you read the message, click **Acknowledge**. Clicking **Acknowledge** will dismiss the banner.

- Previously acknowledged posts will be displayed below.
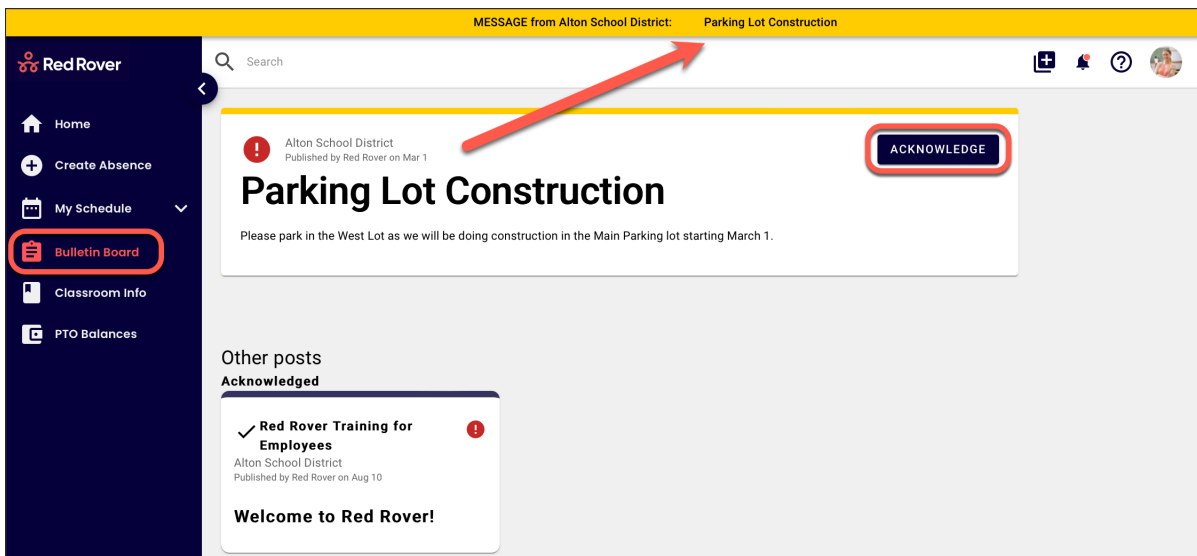
Classroom Information – Don't Miss This!

The **Classroom Info** tab allows you to create information that is shared with every substitute in your classroom. You can give a general overview of your class with a welcome message, policies, frequently asked questions, and classroom map.

(Please note again that every substitute in your classroom will see this. If a particular absence requires special notes, you can add them when creating an absence.)

Classroom info for substitutes

CANCEL   PREVIEW   SAVE

Please take a few minutes to add some information that you feel would be helpful to anybody subbing for you this year. When you create an absence, you will have the opportunity to upload a lesson plan, so you don't need to do that here. The information you provide on this page will be made available to any substitute working for you, and will not needed to be re-entered each time you create an absence.

Welcome

Paragraph ∨ | **B** *I* U | list | table ∨ | link

Welcome to my sweet class! Thank you for choosing to teach my kiddos. They are a fun-loving group and I think you will have a great time with them.

Policies

Choose heading ∨ | **B** *I* U | list | table ∨ | link

Students are encouraged to follow the 7 Leader In Me® Habits:

- Habit 1: Be Proactive - You're in Charge
- Habit 2: Begin With the End in Mind - Have a Plan
- Habit 3: Put First Things First - Work First, Then Play
- Habit 4: Think Win-Win - Everyone Can Win
- Habit 5: Seek First to Understand, Then to Be Understood - Listen Before You Talk
- Habit 6: Synergize - Together Is Better
- Habit 7: Sharpen the Saw - Balance Feels Best

Frequently asked questions

Question   Delete

Should I feed the hamster?

Answer

Please follow the instructions above his cage.

Add another

Classroom map

Upload a classroom map
max 5MB; .jpg, .gif, .jpeg, .png, .pdf

Sub Preferences

If your district permits, Red Rover will allow you to select a list of your favorite substitutes. **Favorite** subs will be given a "head start" on your absences. This will give the subs earlier access to your available jobs.

To Add a Sub to your Sub Preferences:

1. From the Home page, click on **Sub Preferences** in the menu.
2. On the right, type the first or last name of the sub in the **Search** box.
3. Find the sub in the list and click **Add Favorite** to the right of their name. This will add the sub to your list of favorite substitutes on the left.
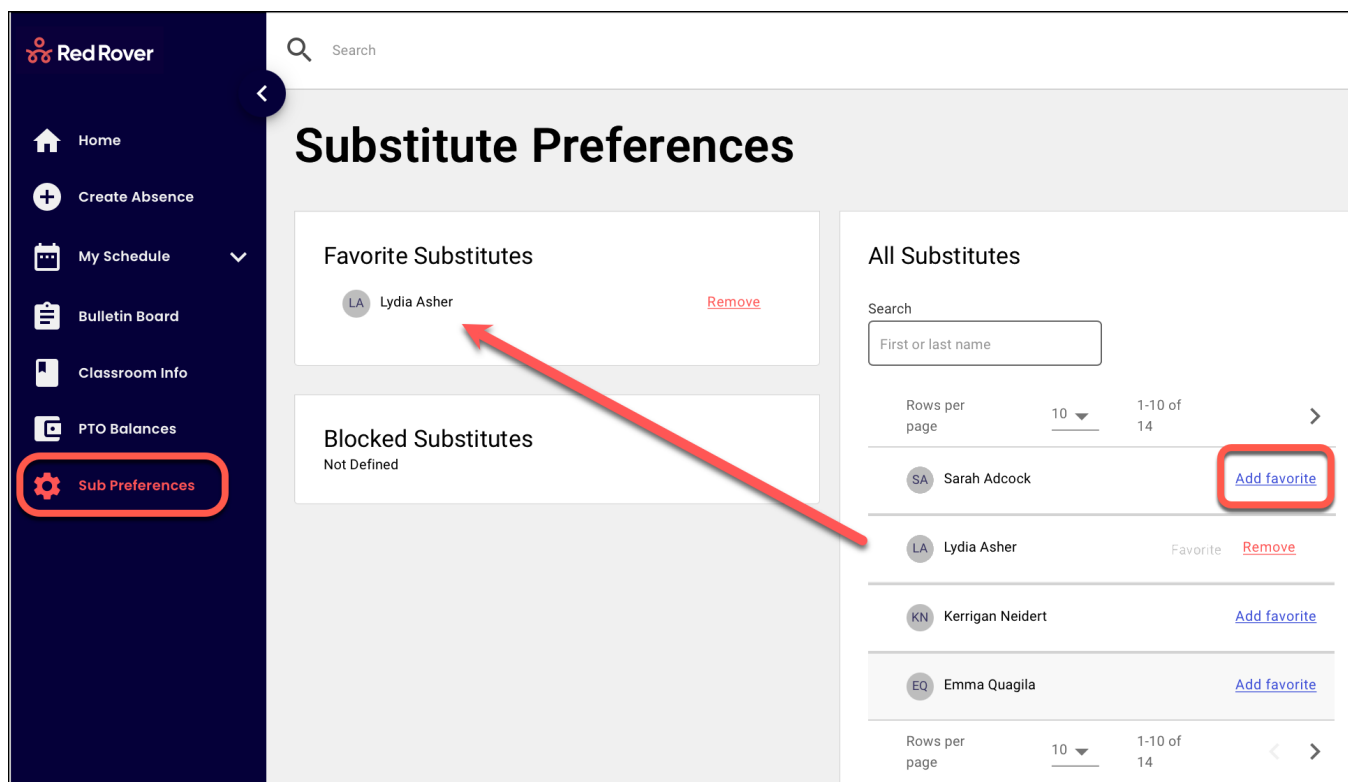
To Remove a Sub from your Sub Preferences:

1. From the Home page, click on **Sub Preferences** in the menu.
2. Find the sub in your favorite list on the left and click **Remove** to the right of their name.
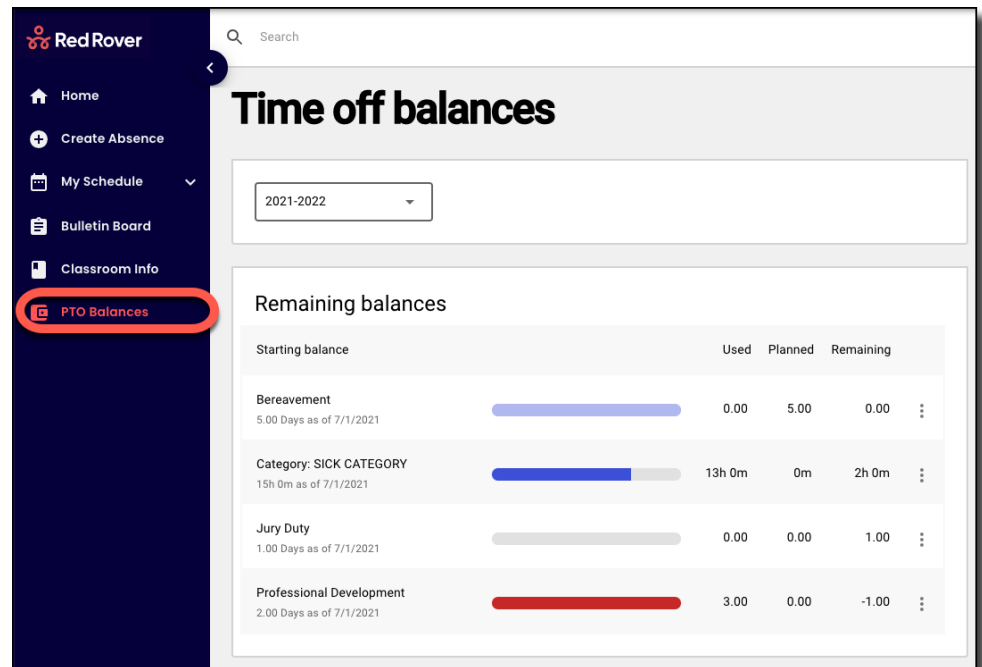
Notes:
- Removing a sub from your **Favorites** list does not block the sub from seeing your available assignments.
- To block a substitute, please contact your school administrator.
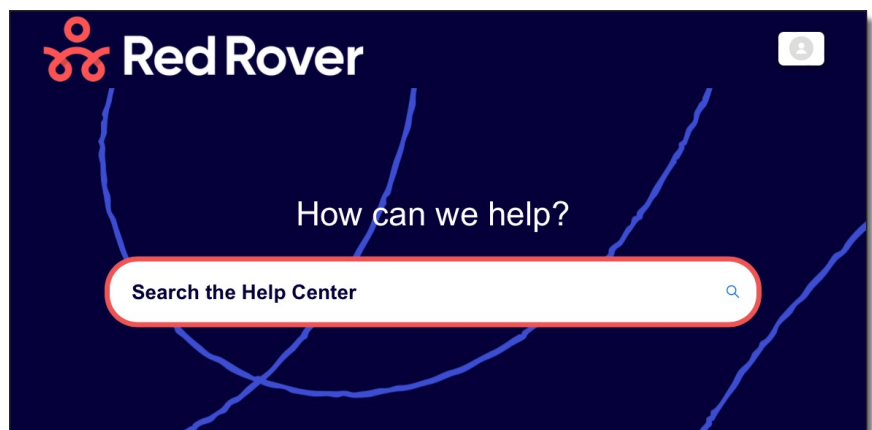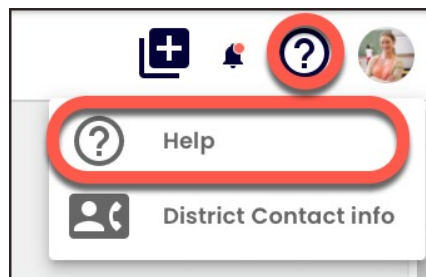
Red Rover Basics for Employees

PTO Balances

If your district allows, you can easily see your Time off Balances by going to the **PTO Balances** menu. Red Rover tracks your **Used**, **Planned**, and **Remaining** absence balances for district defined absence reasons.

- **Gray** - Remaining available balance

- **Red**- Exceeded absence balance

- **Dark Blue** - Absences were already taken

- **Light Blue** - Absences are scheduled but not yet taken

Help Center

To view our Help Center for additional resources, click on the question mark at the top right corner of the page and select **Help.**
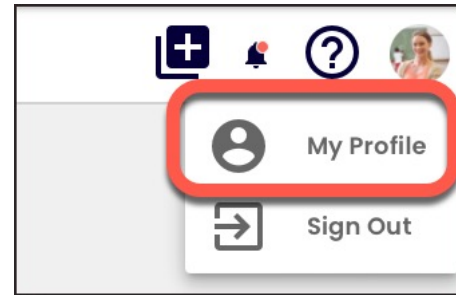
Notification Settings

Red Rover can send you many kinds of notifications. To edit your notification preferences:

- Click on your profile icon in the top right.
- Select **My Profile.**
- Scroll to **Notification Preferences** and check or uncheck the corresponding boxes.

Notification Preferences

Notification reason	Email	Mobile	Web
When someone creates an absence for me	☑	☐	☑
When I create an absence	☑	☐	☑
When a substitute is removed from my absence	☑	☐	☑
When someone deletes my absence	☑	☐	☑
When I delete an absence	☑	☐	☑
When a substitute is assigned to my absence	☑	☑	☑
When an absence I created is Approved	☑	☑	☑
When an absence I created is Denied	☑	☑	☑
When a bulletin board post is published	☑	☑	
When timesheet submission deadline is approaching	☑	☑	☑
When a time entry has an exception associated with it	☑	☐	☑

SAVE

To see your notifications:

- Click on the **Bell Icon** in the upper right-hand corner.
- Click on each notification to mark it as read.
- Click **Mark all as Read** to remove all the notifications from the list.