

## Getting Started as an Administrator

### What is Red Rover?

Red Rover is an Absence and Substitute Management system, designed to make your job easy. As an administrator in Red Rover, you will be able to create and edit absences and vacancies, report on district data, approve or deny absence requests, and manage employees. NOTE: Not all features may be made available to you by your district.

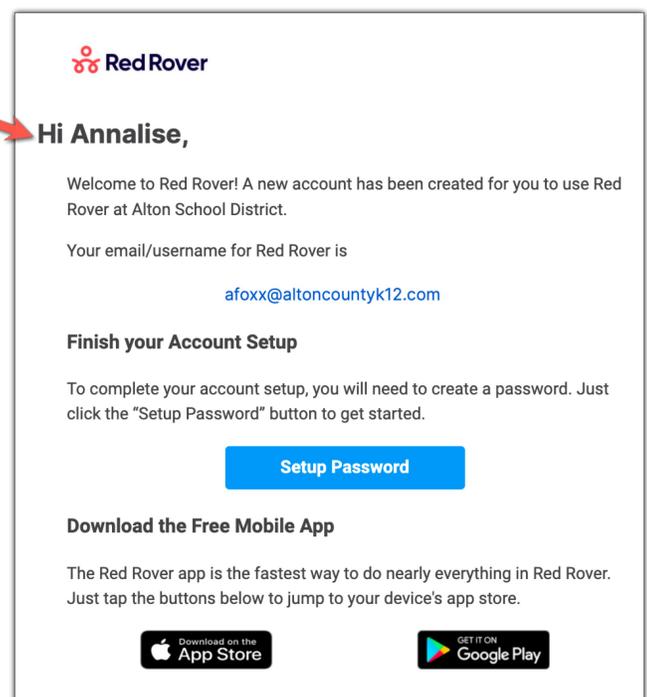
### Topics Covered in this Tip Sheet

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### 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 in the email.
- This will allow you to complete your account setup with Red Rover. From this point forward, your Red Rover login ID will be your email address.
- If you didn't receive this email, be sure to check in your email account's spam folder. If you still do not see it, contact your district's Red Rover contact. They will be able to resend the email invitation to you.
- If you ever forget your password, Red Rover will allow you to reset it on the login page:  
<https://app.redroverk12.com>.



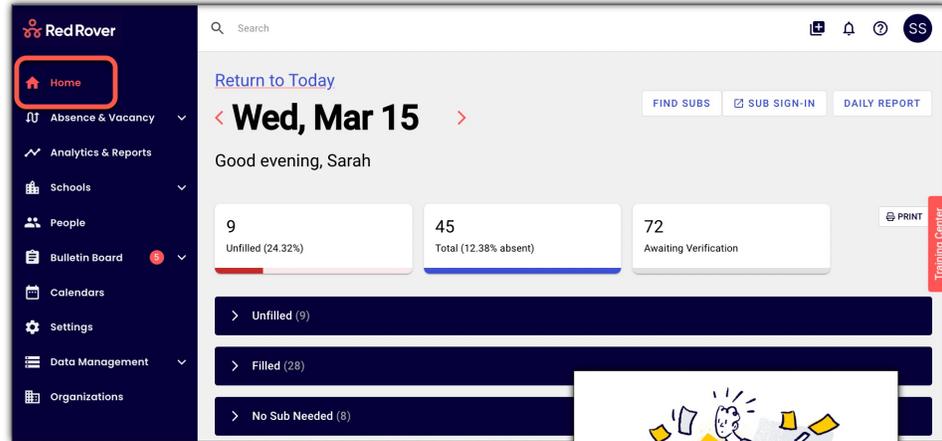
# Red Rover Basics for Administrators

## Administrator Home Page:

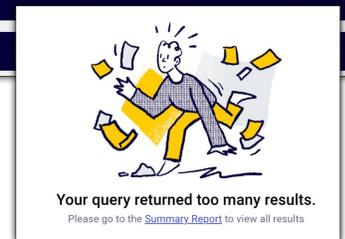
The Red Rover **Home** page will provide an overview of the day's scheduled absences and vacancies.

The dark blue headings will sort by **Unfilled**, **Filled**, and **No Sub Needed** jobs.

You will be able to see which employees are absent at which locations and the substitutes that are taking their place.



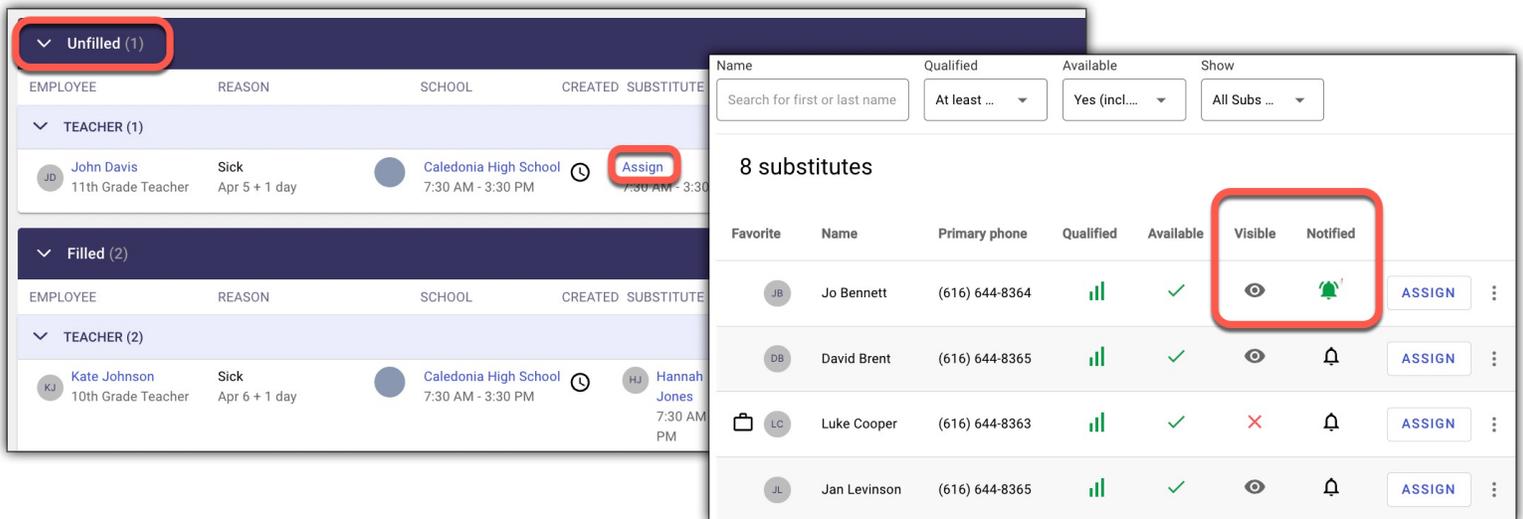
**Note:** If your district has more than 100 absences and vacancies for a particular day, you will need to view the **Summary Report**.



## Unfilled Absences:

To assign a substitute to an unfilled absence, click **Assign**. Red Rover may give you the option to assign a substitute for the entire absence, or for only part of the absence.

After clicking **Assign**, a list of available and qualified substitutes will appear to choose from. The substitutes' phone numbers are provided for an easy way to contact them if needed.



The "eyeball" icon shows that the job is visible to the substitute. When the notification bell is green, that means a notification has been sent to the substitute. An empty bell means a notification has not been sent out yet.

You can also allow Red Rover to find a substitute for you as substitutes are notified of available assignments and are able to accept them via text, mobile app, or website.

# Red Rover Basics for Administrators

## Swapping Substitutes:

Red Rover allows you to swap substitute assignments by clicking the vertical ellipsis to the right of the assignment and choosing **Swap Sub**.

After clicking **Swap Sub**, a blue **SWAP** button appear on any assignment available to swap with. Click **SWAP**, and the subs will change places.

**Note:** Substitute swapping is only available between single day assignments.

EMPLOYEE	REASON	SCHOOL	CREATED	SUBSTITUTE	CONF #	STATUS
Unfilled (1)						
John Davis 11th Grade Teacher	Sick Apr 3	Caledonia High School	Assign 7:30 AM - 3:30 PM		#3463260	
Filled (2)						
Paraprofessional (1)						
Jim Halpert Paraprofessional	Bereavement Apr 3	Caledonia Middle School		David Brent 7:30 AM - 3:30	#C2769470	
TEACHER (1)						
John Davis 11th Grade Teacher	Sick Apr 3	Caledonia High School	Unassigned 7:30 AM - 3:30 PM		#3463260	SWAP
Jim Halpert Paraprofessional	Bereavement Apr 3	Caledonia Middle School		David Brent 7:30 AM - 3:30	#3468614 #C2769470	

## Removing Substitutes from Assignments:

To remove a substitute, click on the vertical ellipsis and choose to **Remove Sub**.

You can also remove the substitute by clicking the confirmation number on the absence and editing the substitute details.

When removing a substitute from a multi-day assignment, Red Rover will ask if you would like to remove the sub from the entire assignment, or just part of it.

EMPLOYEE	REASON	SCHOOL	CREATED	SUBSTITUTE	CONF #	STATUS
Filled (2)						
TEACHER (2)						
Kate Johnson 10th Grade Teacher	Sick Apr 6 + 1 day	Caledonia High School		Hannah Jones 7:30 AM - 3:30 PM	#3458486 #C2761078	
Angela Martin 9th grade teacher	Sick Apr 6 + 1 day	Caledonia High School		Kelly Smith 7:30 AM - 3:30 PM	#3461443 #C2763407	

# Red Rover Basics for Administrators

## Creating an Absence:

Most administrators can create and delete absences for employees.

1. Click on **Absence & Vacancy** in the menu.
2. Select **Create Absence** from the dropdown options
3. Search for an employee by name or select them from the list of employees.

Red Rover

Home

Absence & Vacancy

Create absence

Name: John

2 People

Name	Location	Position
Davis, John	Caledonia High School	11th Grade Teacher
Johnson, Kate	Caledonia High School	10th Grade Teacher

4. Select the desired dates for the absence.

5. Select a reason for the absence from the **Reason** dropdown box. You can also specify the times of the absence in the **Times** dropdown box.

6. You have the option of requesting a sub for the entire absence, or you can break it up into portions. Check the box if you want a sub to cover the entire absence. Red Rover allows absences to have multiple reasons and multiple times by checking or un-checking the boxes.

7. If you have already spoken with a sub about the assignment and they have agreed to take it, you can use the **PRE-ARRANGE** button to assign them.

Absence Details

Substitute Details

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

Mon-Tue, May 1-2  
7:30 AM - 3:30 PM

Reason: Sick

Times: Full Day (7:30 AM - 3:30 PM)

Requires a substitute

for the entire absence

7:30 AM - 11:30 AM

11:30 AM - 12:00 PM

12:00 PM - 3:30 PM

Same reason for all days

Same time for all days

Same substitute requirement for all days

PRE-ARRANGE

EDIT SUBSTITUTE DETAILS

This page has unsaved changes

CREATE

# Red Rover Basics for Administrators

## Removing Days from an Absence:

To remove days from an absence, look up the confirmation number or employee name in the search bar and look at their upcoming absence. Click on the date you would like to remove. The dark blue color will disappear. Make sure to click **SAVE** after making any changes.

**Absence Details**

April 2023

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

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

**Details for all days**

Reason: Sick

**Substitute Details**

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

Absence: Mon-Tue, Apr 3-4  
7:30 AM - 3:30 PM

Substitute schedule: 7:30 AM - 3:30 PM  
Caledonia High School

Hide from subs

Accounting code: Select code  
Pay code: Standard Teacher Rate

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute

Enter notes for substitute

[Add file\(s\) or drag here](#)  
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

ASSIGN EDIT SUBSTITUTE DETAILS

This page has unsaved changes

DISCARD CHANGES **SAVE**

## Deleting an Absence:

To completely delete an absence, click the **DELETE** link at the bottom of the absence screen and confirm that you want to delete it.

**Absence Details**

April 2023

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

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

Reason: Sick

**Substitute Details**

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

Absence: Tue, Apr 4  
7:30 AM - 3:30 PM

Substitute schedule: 7:30 AM - 3:30 PM  
Caledonia Middle School

Hide from subs

Accounting code: 23-23EDWN-23DEWO  
Pay code: Standard Teacher Rate

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute

Enter notes for substitute

[Add file\(s\) or drag here](#)  
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

REASSIGN REMOVE

EDIT SUBSTITUTE DETAILS

**Delete** SAVE

**Absence Details**

April 2023

Sun Mon Tue Wed Thu Fri Sat

1

2 3 4 5 6 7

9 10 11 12 13 14

16 17 18 19 20 21

23 24 25 26 27 28

30

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

Reason: Sick

Times: Full Day (7:30 AM - 3:30 PM)

**Substitute Details**

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

Absence: Tue, Apr 4  
7:30 AM - 3:30 PM

Substitute schedule: 7:30 AM - 3:30 PM  
Caledonia Middle School

Hide from subs

Accounting code: No. go.bas  
Pay code: Standard Teacher Rate

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute

Enter notes for substitute

[Add file\(s\) or drag here](#)  
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

EDIT SUBSTITUTE DETAILS

**Delete absence**

Are you sure you would like to delete this absence?  
The assignment filled by Kelly Smith will be cancelled.

[No. go.bas](#) **DELETE**

**Delete** SAVE

# Red Rover Basics for Administrators

## Viewing Logs:

Every absence and vacancy provides an **Activity Log** and **Notification Log**.

The **Activity Log** shows all the actions taken to create and modify an absence, including who made the change and when it was made.

The **Notification Log** will show which subs have been notified of the absence via text message or push notification from the mobile app.

Edit absence #3463260  
**John Davis**

**Absence Details**

April 2023

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

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

**Substitute Details**

These times may not match your schedule exactly dep

Absence Substitute schedule

**Mon, Apr 3**  
7:30 AM - 3:30 PM 7:30 AM - 3:30 PM Caledonia High School

Hide from subs

Accounting code Pay code  
Select code Standard Teacher Rate

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute

Enter notes for substitute

[Add file\(s\) or drag here](#)  
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

## Creating a Vacancy:

Red Rover

Search

Home

Absence & Vacancy

Summary

Create Absence

Create Vacancy

Find available substitutes

Verify

Timesheets

Analytics & Reports

Schools

People

Bulletin Board

Calendars

Settings

Data Management

Support

Create vacancy

3rd Grade State Testing, Cornwall Terrace Elementary

**Vacancy Details**

Position type  
TEACHER

Title  
3rd Grade State Testing

Contract schedule  
182 Day Certified

Location  
Cornwall Terrace Elementary

Bell Schedule  
Cornwall Terrace Elementary

Administrator comments  
Can be seen and edited by administrators only.

Enter administrative notes

Dates  
Apr 6-7

Vacancy reason  
Extra Help

Times  
Full day (7:30 AM - 3:30 PM)

Pay code  
Standard Teacher Rate

Accounting code  
Select code

Same time for all days  Same reason for all days  
 Same pay code for all days  Same account code for all days

**Substitute Details**

Substitute schedule

Thu-Fri, Apr 6-7  
7:30 AM - 3:30 PM Cornwall Terrace Elementary  
Pay: Standard Teacher Rate Acct: Not specified

Hide from subs

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute

Enter notes for substitute

[Add file\(s\) or drag here](#)  
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

SELECT DATES

This page has unsaved changes

PRE-ARRANGE CREATE WITHOUT ASSIGNING A SUBSTITUTE

If your school needs an extra substitute for reasons other than an absence, click **Absence & Vacancy** and **Create Vacancy**.

1. Select the type of position you need a substitute to fill. Give your vacancy a title that is easy for substitutes to understand
2. Choose a location and schedule.
3. Once the dates are selected, you will be able to select a vacancy reason from your district's list of reasons. You can also select the times as well as the applicable pay code and accounting code.
4. Use the check boxes if times, reasons, pay codes, or accounting codes vary on different days of a multiple day vacancy. Once you have made your selections, either **PRE-ARRANGE** or **CREATE WITHOUT ASSIGNING A SUBSTITUTE**.

# Red Rover Basics for Administrators

## Notification Preferences and Daily Report

Clicking on your initials in the top right corner of your screen will allow you to edit your notification preferences. You can decide which notifications you would like to receive via email or push notification.

Red Rover gives you the option to enable “Daily summary of absences and vacancies” emails. Check the box under **Enabled** to receive these emails. You can specify the time of day you would like to start receiving emails.

You can also add multiple CC recipients to your Daily Report emails if you would like to share it with other users.

Admin	Email	Mobile	Web
When someone creates an absence or vacancy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When someone deletes an absence or vacancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is removed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence or vacancy requires my approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When something that requires my approval is commented on	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When time entries require my approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a bulletin board post is published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When timesheet approval deadline is approaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a time entry has an exception associated with it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When an Org's SSO Certification is set to expire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduled Emails  
Daily summary of absences and vacancies

Enabled  Deliver After 7:00 AM

CC Recipients  
e.g., jane@test.com;bob@test.com  
Use "\*" to list multiple emails separately.

SAVE

## Sub Sign-In Report:

The **SUB SIGN-IN** report in the top right corner of the **HOME** screen allows you to print a daily report of the substitutes filling roles at your school for the day. Click the “**printer**” icon to print out a sign-in sheet for substitutes to sign in when they arrive.

FIND SUBS **SUB SIGN-IN** DAILY REPORT

Caledonia High School Substitute Sign-in  
**Friday, Apr 7, 2023**

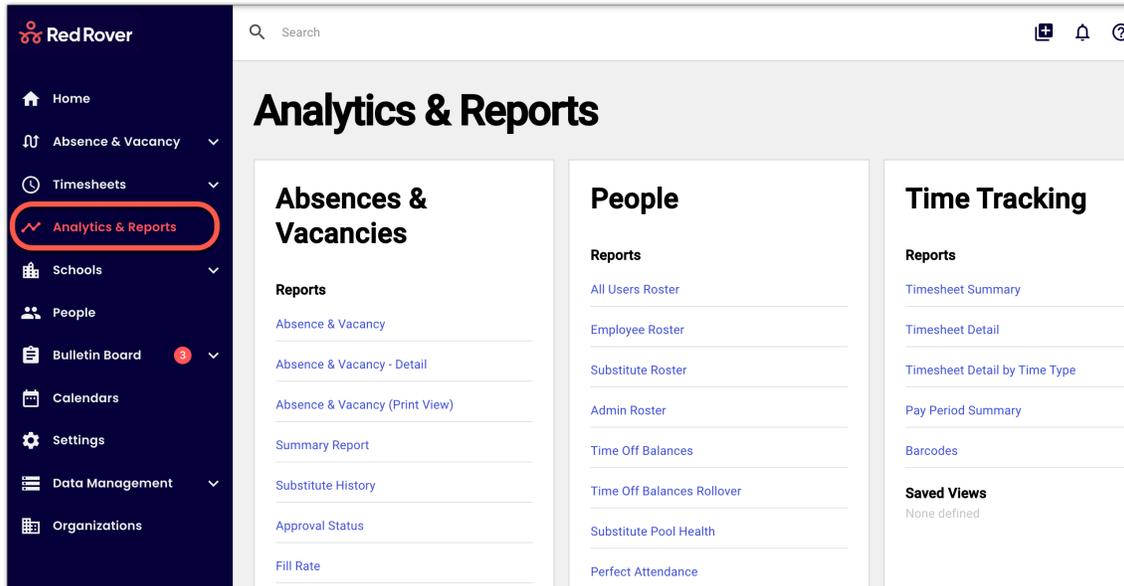
School: Caledonia High School Change the date: April 7, 2023 Name: [ ]

<b>HJ</b> Hannah Jones in for Kate Johnson 10th Grade Teacher	7:30 am - 3:30 pm 1 Full Day	#C2761078 Absence #3458486	✖ Sign in
<b>KS</b> Kelly Smith in for Angela Martin 9th grade teacher	7:30 am - 3:30 pm 1 Full Day	#C2763407 Absence #3461443	✖ Sign in
<b>VW</b> Valerie Wilson in for John Davis 11th Grade Teacher	7:30 am - 3:30 pm 1 Full Day	#C2775985 Absence #3466643	✖ Sign in

# Red Rover Basics for Administrators

## Analytics and Reports:

Edit and save reports in formats that work for you by selecting a report from the **Analytics & Reports** tab.



Choose a **Date** range for your report and use the **Filter**, **Sorted by**, and **Add/Remove Columns** tools to modify your report to your exact needs. Once your report is ready, click the **SAVE** or **SAVE AS** button.



Clicking the **SAVE** button will ask you to name your report. Once you do so, you are able to easily share this report with other administrators by clicking the **SHARE** icon. To learn more details about reports, click on this guide to [Analytics & Reports](#).

# Red Rover Basics for Administrators

## Verifying Absences:

Verify substitute assignments

Last 30 days

Date range: Last 30 days | Schools: (All)

	Total	Verified	Pending
Fri, Mar 31	4	0	4
Thu, Mar 30	2	0	2
Wed, Mar 29	1	1	0

Some districts ask their school administrators to verify absences so that the information can be submitted to payroll. To verify assignments, click the **Absence & Vacancy** tab, and then click **Verify**.

If all the absences for a particular day have been verified, the progress bar will be green. Days in which you still need to verify absences will display a grey progress bar. Click on a progress bar to view a list of absences for that day.

Click on an absence to view specific details. Red Rover allows you to edit most details of an absence directly from the verification screen. If some other details need to be edited, or you are verifying on the mobile app, return to the absence to edit.

Click the **VERIFY** button to verify an absence. If you would like to verify all absences for the day at once, check the box to attest that you have verified the assignments and then click **VERIFY ALL**.

### Thu, Mar 30

Date: March 30, 2023 | Schools: (All) | Position Types: (All)

Show Verified

1 verified assignments | 1 awaiting verification

#C2758887 Luke Cooper for Roy Anderson Sick	7:30 am - 3:30 pm	8th Grade Teacher TEACHER	Caledonia Middle School	<b>VERIFY</b>
<b>Pay:</b> Full Day		<b>Pay code:</b> Standard Teache...	<b>Accounting code:</b> 23-23EDWN-23D...	
<b>Verifier Comments:</b>				

#C2763380 Hannah Jones for Creed Bratton Personal Day	7:30 am - 3:30 pm Pay: 1 Full Day	11th Grade Teacher TEACHER Code: Standard Teacher Rate	Caledonia High School Acct: 23-23EDWN-23DEWO	<b>UNDO VERIFY</b>
--	--------------------------------------	--	---	--------------------

I attest that I have verified the details of all 1 assignments above **VERIFY ALL**

You can undo a record mistakenly verified by checking the "Show Verified" box and click the **UNDO VERIFY** button on the absence. Once you have made changes to correct the absence, click **VERIFY** again.

# Red Rover Basics for Administrators

## Approving or Denying Absences:

Today  
**Mon, Apr 3**

You have 1 absence & vacancy items waiting for your approval. **REVIEW**

Good morning, Denise

1 Unfilled (33.33%)    3 Total (14.29% absent)    8 Awaiting Verification

**Note:** If you deny a request that has already been assigned a substitute, Red Rover will cancel the assignment and notify the substitute.

Some school administrators may need to approve or deny absence requests for employees.

If you need to approve a request, Red Rover will display a yellow approval banner alert on your screen for review.

On both the website and the mobile app, Red Rover provides approvers with critical context for evaluating each absence request.

An absence request will show details such as:

1. The employee's available leave balance.
2. A built-in communication channel for the employee and approver.
3. A list of all the absences at your school for the day to ensure sufficient staffing levels
4. The employee's absence history.

#3472838  
**Kate Johnson**  
Tue Apr 11 (1 Full Day)  
10th Grade Teacher @ Caledonia High School  
Created Apr 3 @ 12:29 AM  
Awaiting approval since Apr 3 @ 12:29 AM

Visibility to substitutes is pending absence approval

Reason	Requested	Balance if approved
Sick		Not tracked

Requires a substitute

Notes to administrator  
No notes

Administrator comments  
No comments

Workflow: 182 Day Certified

Pending:  
Administrators

No Comments

Comment

Visible to employee

Context

Other requests @ Caledonia High School

Name	Dates
John Davis	Apr 7 - May

Kate Johnson's absences in 2022-2023

Reason(s)	Dates
Sick	Apr 4 (Tue)

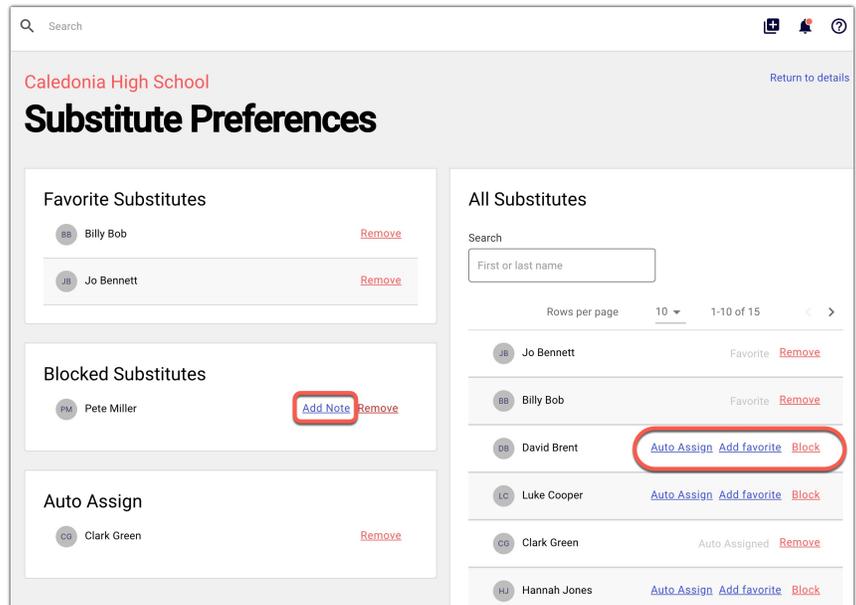
Deny Approve

# Red Rover Basics for Administrators

## Choosing Substitute Preferences:

Depending on how your district is configured, you may be able to choose to:

- 1. Add favorite:** Substitute will be among the first to be notified of assignments they are qualified to take.
- 2. Auto-Assign:** Red Rover will automatically assign the substitute to any assignments over 6 hours for which they are available and qualified.
- 3. Block:** Substitute will no longer be notified of assignments at your school, and they will not be notified of this change.



To edit substitute preferences at the school level, click the **Schools** tab > select a school > scroll down to **Substitute Preferences** > Click **EDIT**. At the school level, you can **Auto-Assign** a substitute.

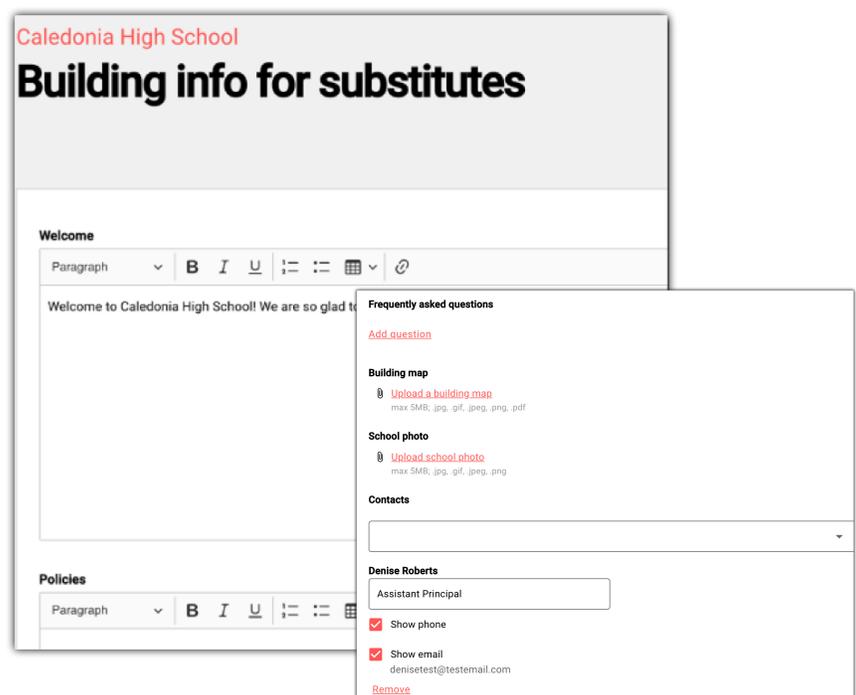
To select a favorite or block a substitute for a particular employee, click the **People** tab > select the employee > scroll down to **Substitute Preferences** > Click **EDIT**. From there you will be able to search for substitutes by name and decide to **Add favorite** or **Block**.

## Building Information:

Each school can set up information to share with substitutes regarding their building by selecting **Schools** > select your school > scroll down to **Building info for substitutes** > **EDIT**.

You will have a space to share a **welcome** note, **policies**, **frequently asked questions**, a **building map**, **school photo**, and primary **contacts** for your school.

Teachers can provide similar information for their classrooms.



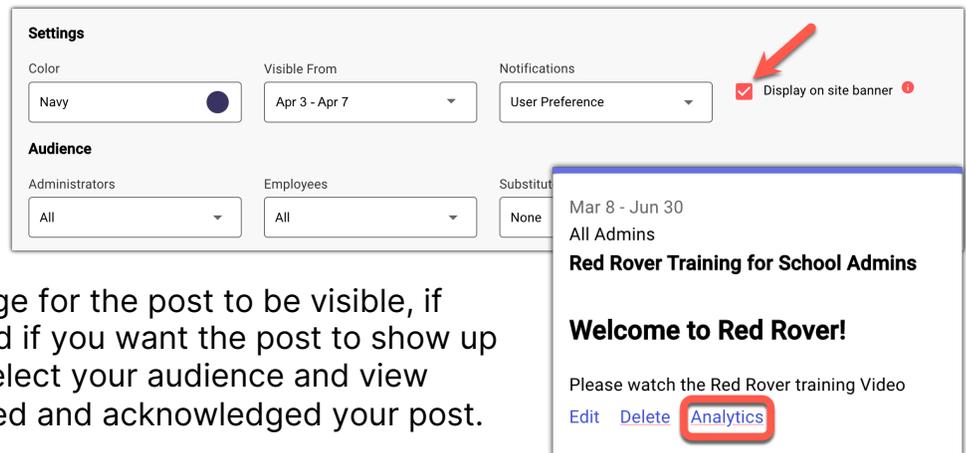
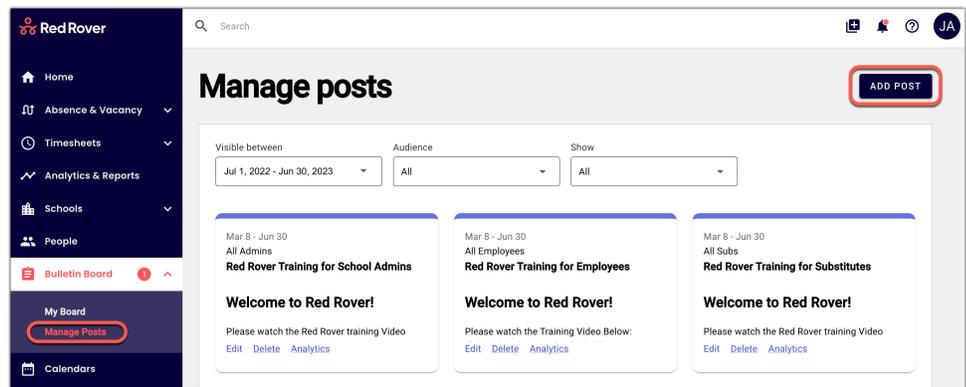
# Red Rover Basics for Administrators

## Bulletin Board:

Posts may appear periodically on a banner at the top of your screen, or a **New Post** warning may appear in the menu. Click the banner or click on the **Bulletin Board** tab to view and **Acknowledge** posts shared from your district office.

Some users may be able to create posts by clicking on **Bulletin Board > Manage Posts > ADD POST**.

You can select the date range for the post to be visible, if users should be notified, and if you want the post to show up as a banner. You can also select your audience and view **Analytics** on who has opened and acknowledged your post.



## Helpful Tools:



1. The search bar allows you to quickly look up employees, substitutes, and confirmation numbers.
2. Pressing the "add" icon allows you to quickly add a new absence to the system.
3. All your notifications are available under the bell-shaped icon.
4. A variety of help articles covering the functions and features of Red Rover are available in the **Help Center**. You can also add new feature requests to our **Ideas** board.
5. Clicking your initials allows you to sign out or update your personal information and notification preferences on your profile.