



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!

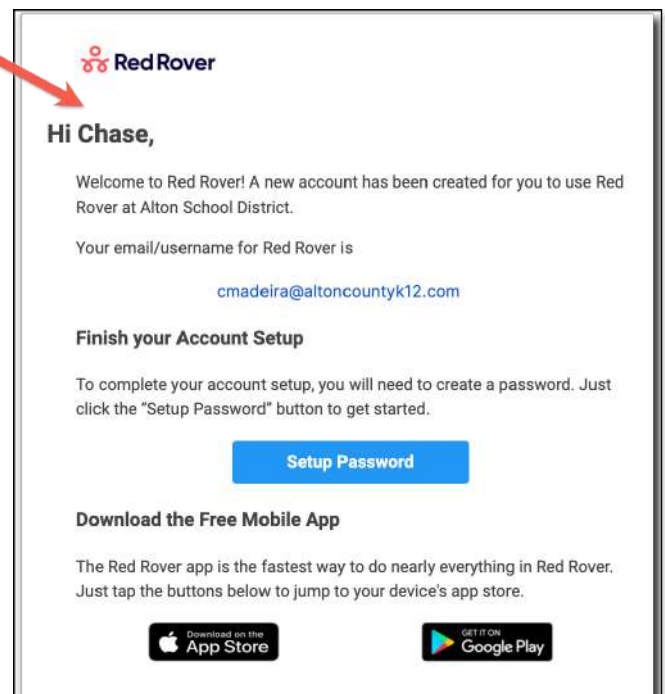
Topics Covered in this Tip Sheet

1. [Setting up your Red Rover Account](#)
2. [Employee Home Page](#)
3. [How To Create an Absence](#)
4. [My Schedule](#)
5. [Bulletin Board](#)
6. [Classroom Information](#)
7. [Substitute Preferences](#)
8. [PTO Balances](#)
9. [Help Center](#)
10. [Notification Settings](#)

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>.

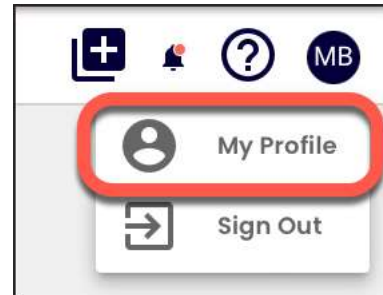


Red Rover Basics for Employees

Setting up Your Information

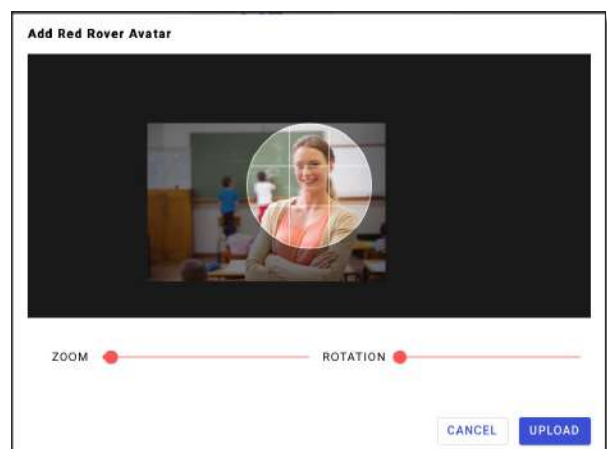
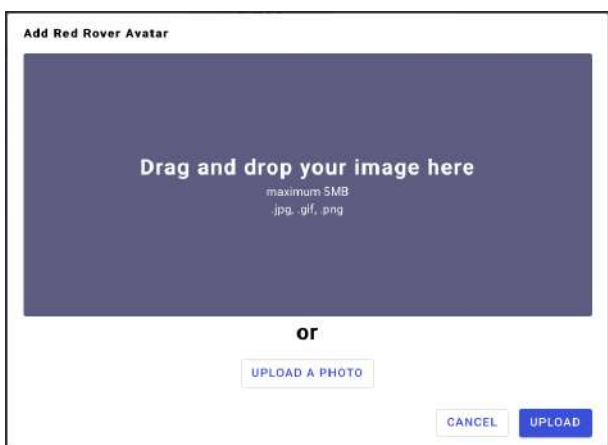
Once you have logged in, you can set up your account information and preferences. Simply click on your initials in the top right corner and select **My Profile**.

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



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.



Red Rover Basics for Employees

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.

Red Rover

Home

Create Absence

My Schedule

Bulletin Board

Classroom Info

PTO Balances

Sub Preferences

Welcome, Mia

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

Please select one or more dates above

Reason

Times

[Add additional details](#) QUICK CREATE

Upcoming schedule

Feb 27 - Apr 2

Sun Mon Tue Wed Thu Fri Sat

27 28 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 1 2

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

Scheduled absences

Jury Duty
Mar 4

No substitute assigned

1 Full Day
8:00 AM - 11:30 AM

#1170428


Cancel

- 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.

Red Rover Basics for Employees

How to Create an Absence

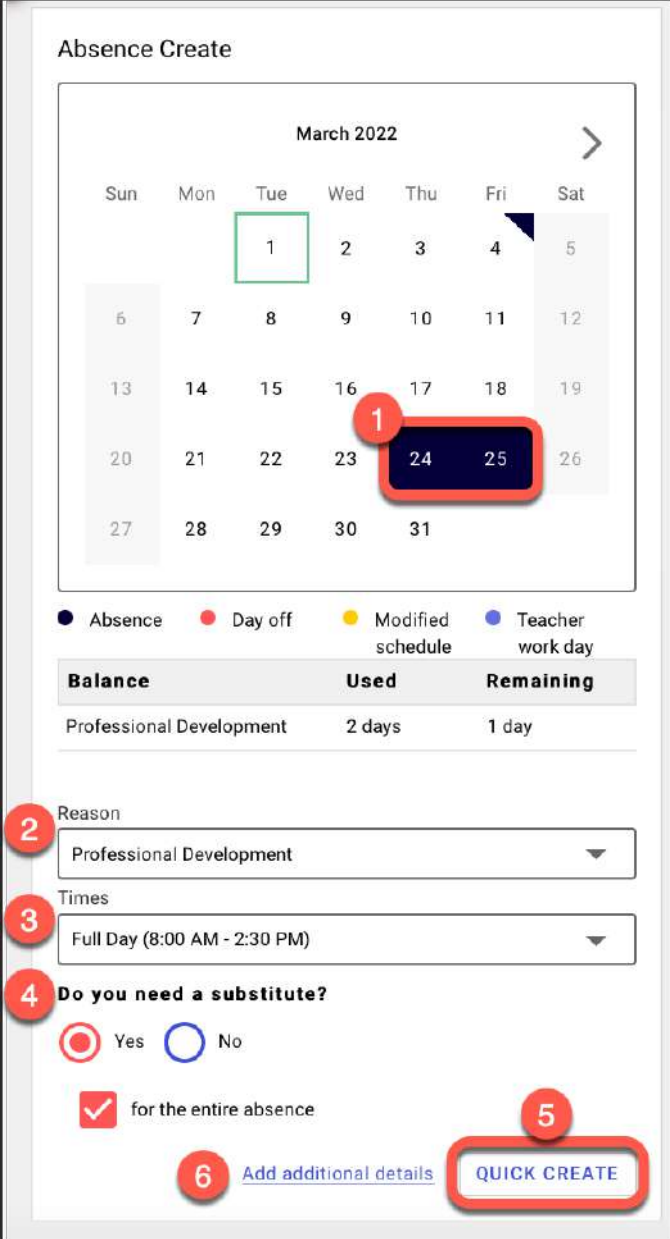
There are a few ways to create an absence in Red Rover:

- 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.



The screenshot shows the 'Absence Create' form in the Red Rover system. It includes a calendar for March 2022, a legend for absence types, a balance/used/remaining table, and dropdowns for reason and times. It also has radio buttons for substitute requirements and a 'QUICK CREATE' button.

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		

Legend:
● 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**

Red Rover Basics for Employees

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.

The screenshot displays the 'Substitute Details' section of the Red Rover system. It includes a table with columns for 'Absence' and 'Substitute schedule'. The table shows an absence for 'Thu-Fri, Mar 24-25' from 8:00 AM to 2:30 PM at Burlington Elementary. Below the table, there is a 'Notes to substitute' section with a text input field and a file upload area. The file upload area has a red circle 'B' around the 'Add file(s) or drag here' text and a list of supported file formats. At the bottom of the 'Substitute Details' section, there are two buttons: 'PRE-ARRANGE' (circled in blue with a 'C') and 'EDIT SUBSTITUTE DETAILS' (circled in blue with a 'D'). A modal window is open over the 'EDIT SUBSTITUTE DETAILS' button, showing the 'Tue-Wed, Mar 1-2 - 3rd Grade Teacher' details. The modal includes a date picker for 'March 1, 2022', a time range of '8:00 AM - 2:30 PM', and a school dropdown menu set to 'Burlington Elementary'. The modal also has 'CANCEL' and 'SAVE' buttons. Below the modal, there is a 'Do you need a substitute?' section with radio buttons for 'Yes' (selected) and 'No'. There are three checkboxes: 'for the entire absence' (checked), 'Same reason for all days' (checked), and 'Same time for all days' (checked). A red circle 'E' is around the 'Same reason for all days' and 'Same time for all days' checkboxes. Below this is a 'Notes to administrator' section with a text input field and a 'Required' label. A red circle 'F' is around the 'Notes to administrator' label.

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
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

PRE-ARRANGE **EDIT SUBSTITUTE DETAILS**

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

March 1, 2022

8:00 AM - 2:30 PM

School
Burlington Elementary

Do you need a substitute?
☒ Yes ☐ No

☒ for the entire absence

☒ Same reason for all days ☒ Same time for all days

☒ Same substitute requirement for all days

Notes to administrator
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

Red Rover Basics for Employees

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.

The screenshot shows a form titled "Fri, Mar 18 - 3rd Grade Teacher". It displays a date "March 18, 2022" and a time range "8:30 AM - 2:00 PM". Below this, there are two rows of time slots: "8:30 am" and "11:30 am" in the first row, and "11:30 am" and "2:30 pm" in the second row. To the right of these is a "School" dropdown menu. The first row is set to "Hartford Elementary ...". The second row is set to "Burlington Elementary", which is highlighted in yellow. A red box highlights the dropdown arrow for the second row. Below the time slots is an "Add row" button, also highlighted with a red box. To the right of the school dropdown is a red box with an "X" icon, indicating a delete button. At the bottom right are "CANCEL" and "SAVE" buttons.

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.

The screenshot shows a confirmation page with a green header. The header text reads "Your absence has been saved. We'll take it from here." Below this is the "Confirmation #1177336". The page is divided into two main sections: "Absence Details" and "Substitute Details".

Absence Details: The name "Mia Brown" is listed. The dates "Thu-Fri, Mar 17-18" are shown. The description is "Professional Development - Full Day (8:00 AM - 2:30 PM)". Below this is a calendar for March 2022. The calendar shows the dates 17 and 18 highlighted in blue, indicating the absence period. A red box highlights the date 17.

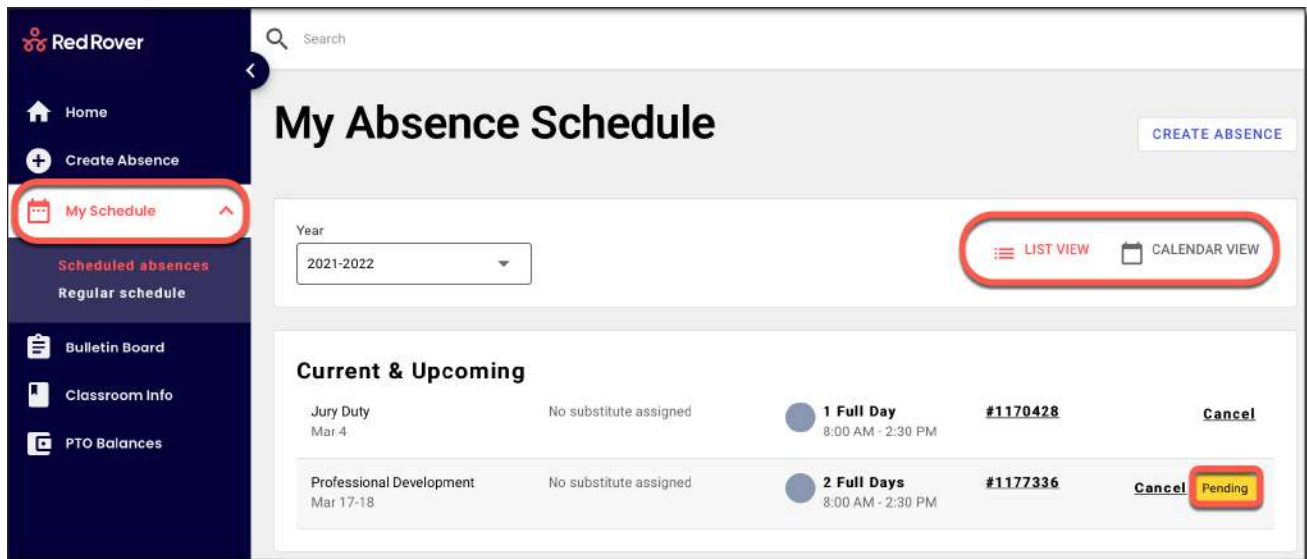
Substitute Details: The text "These times may not match your schedule exactly depending on district configuration." is displayed. Below this is a table with two columns: "Absence" and "Substitute schedule". The "Absence" column shows "Thu-Fri, Mar 17-18" and "8:00 AM - 2:30 PM". The "Substitute schedule" column shows "8:00 AM - 2:30 PM" and "Burlington Elementary". Below the table, there are sections for "Requires a substitute", "Allow sub to accept part", and "Notes to substitute". The "Notes to substitute" section contains the text "Can be seen by the administrator, employee, and substitute" and "Lesson plans are in the top right drawer of the desk." At the bottom of the page are three buttons: "CREATE NEW", "BACK TO HOME", and "EDIT".

Red Rover Basics for Employees

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.

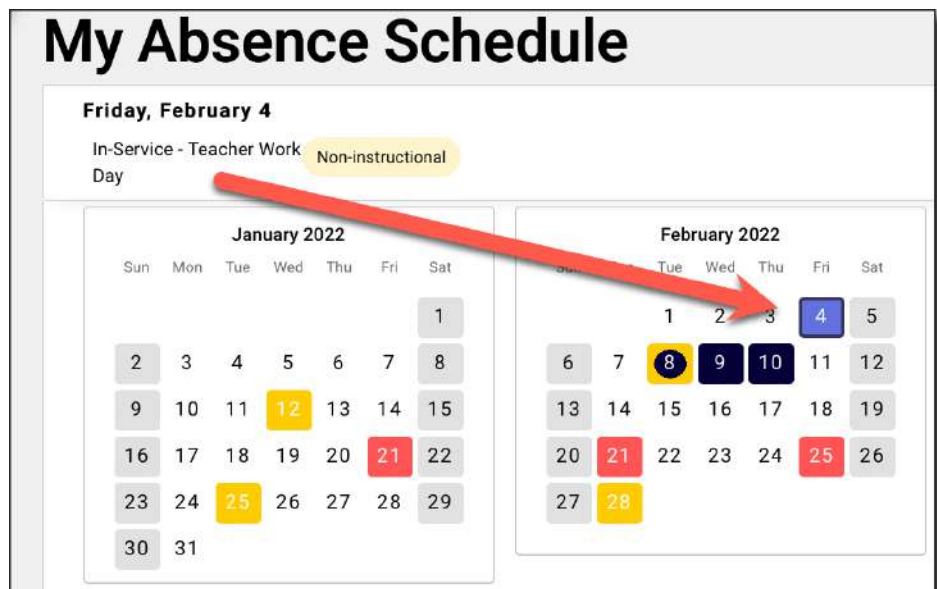
- You can view your absences in a **List View** or **Calendar View**.
- If an absence is **Pending**, it has not yet been approved by an administrator.



- 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

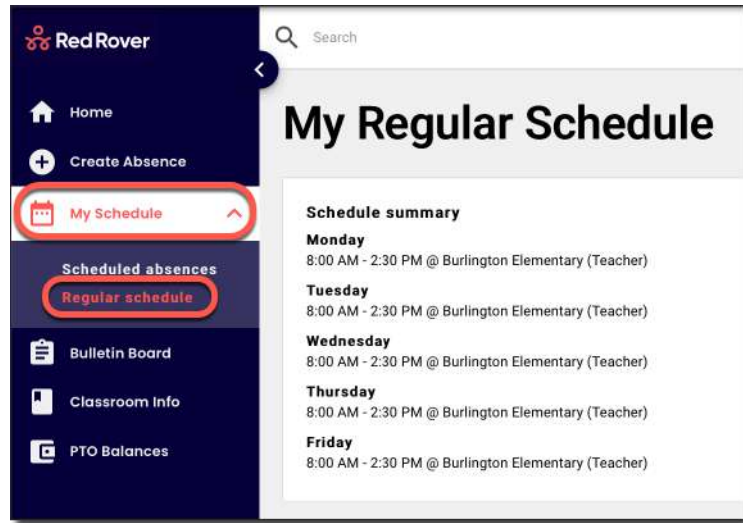


Red Rover Basics for Employees

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.

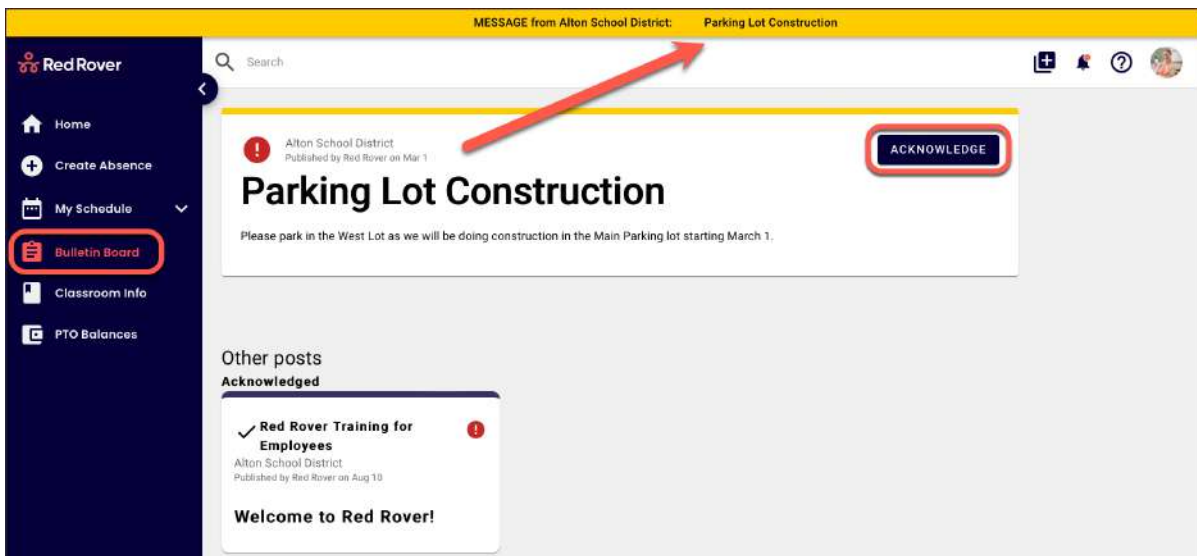
Note: If there is an error in your regular schedule, please contact your administrator.



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!

(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 need to be re-entered each time you create an absence.

Welcome

Paragraph

B

I

U

1/2=

: =

Calendar

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

1/2=

: =

Calendar

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

Should I feed the hamster?

Delete

Answer

Please follow the instructions above his cage.

Add another

Classroom map

Upload a classroom map

max 5MB, .jpg, .gif, .jpeg, .png, .pdf

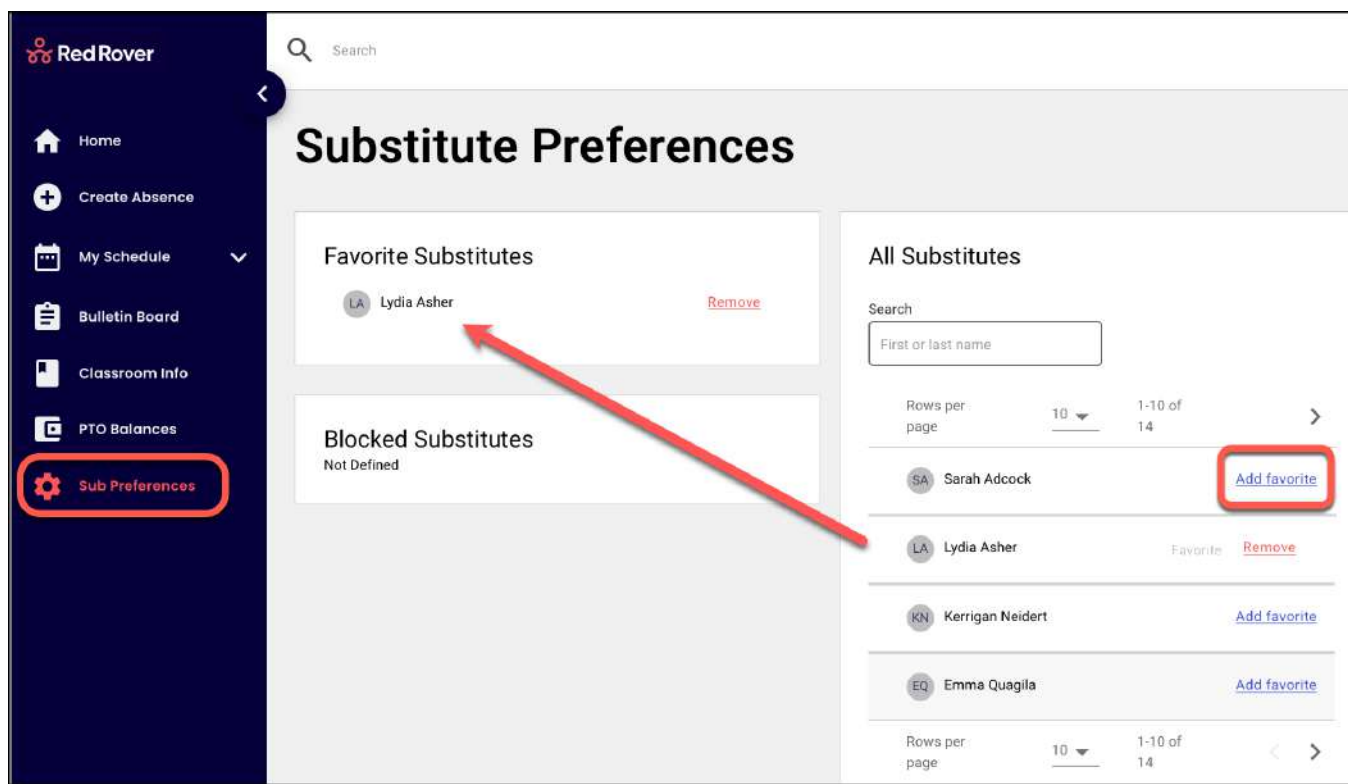
Red Rover Basics for Employees

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:

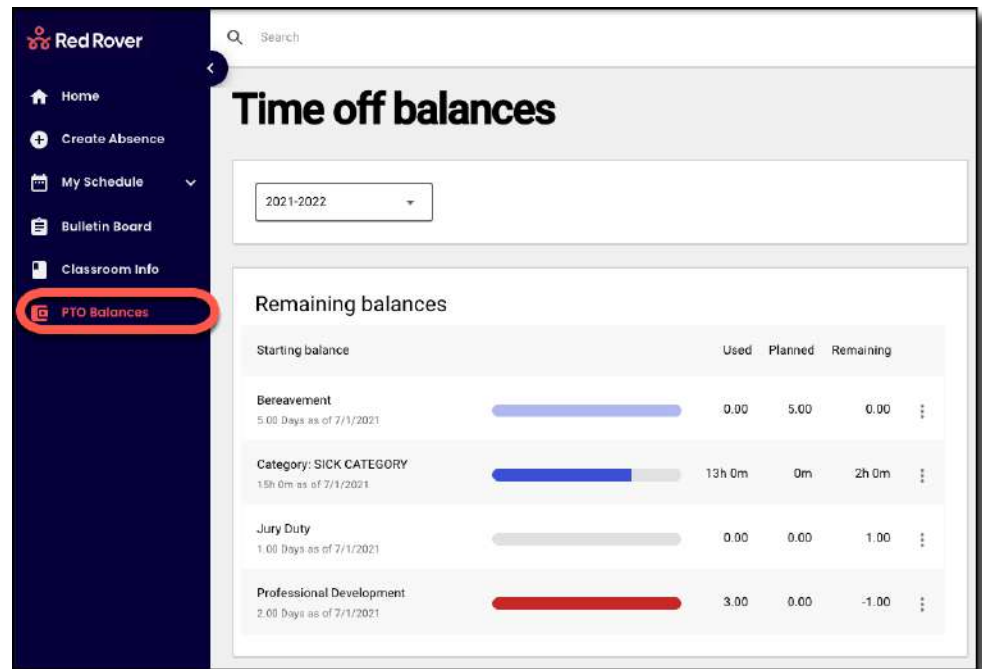
- Removing a sub from your **Favorites** list does not block the sub from seeing your available assignments.
- To block a substitute, please contact your school administrator.

Red Rover Basics for Employees

PTO Balances

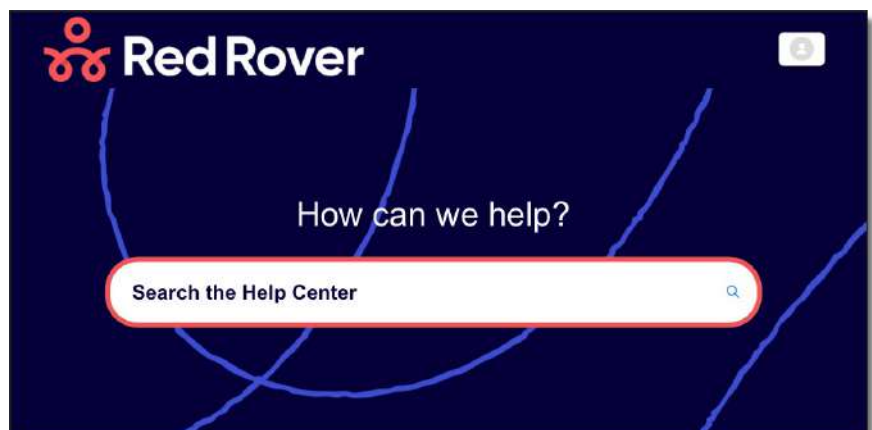
If your district allows, you can easily see your Time off Balances by going to the **PTO Balances** menu. Red Rover tracks your **Used**, **Planned**, and **Remaining** absence balances for district defined absence reasons.

- **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**.



Red Rover Basics for Employees

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I create an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is removed from my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When someone deletes my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I delete an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is assigned to my absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence I created is Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence I created is Denied	<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 submission 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"/>

[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.

