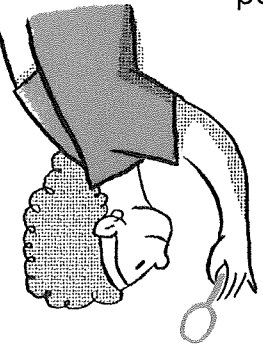


Red Rover

Getting Started as an Employee



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

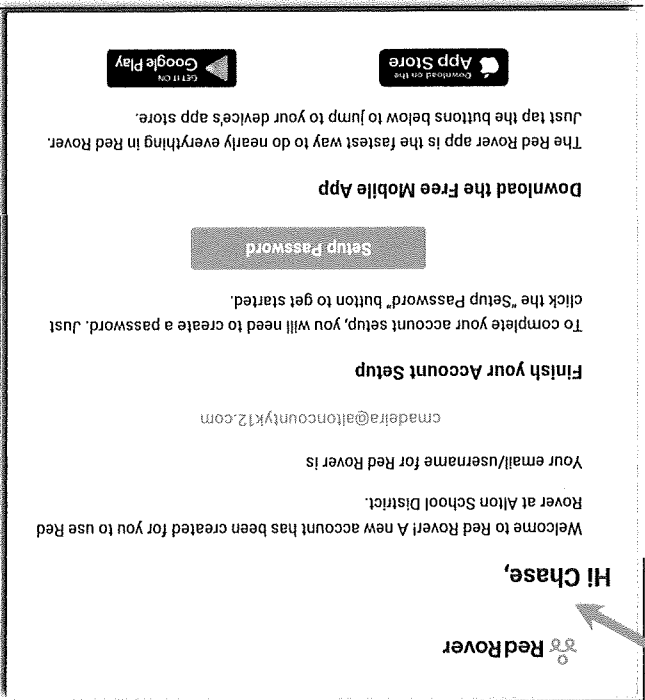
6. Classroom Information
7. Substitute Preferences
8. PTO Balances
9. Help Center
10. Notification Settings

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.



My Profile

First Name

Last Name

Mobile Phone

SEND TEST SMS

Password

Reset password

Time Zone

Edit time zone

Email

Edit email

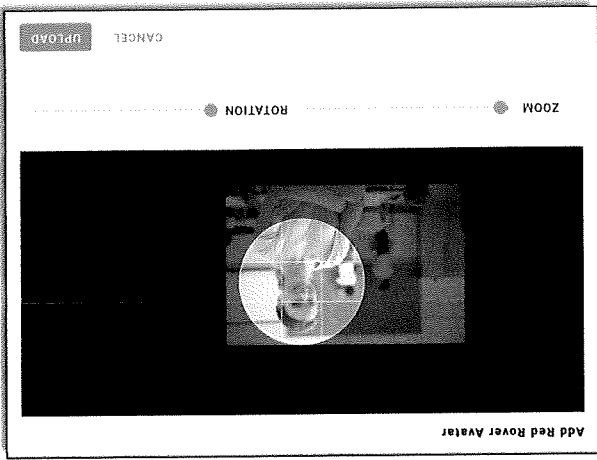
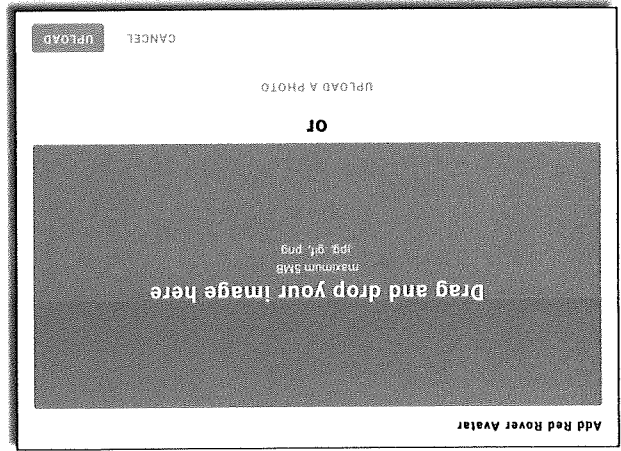
Upload a photo

MB

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.



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.

The screenshot displays the Red Rover Home Page interface. At the top, a navigation bar includes a search icon, a home icon, and a 'Red Rover' logo. A sidebar on the right contains icons for 'Sub Preferences', 'PTO Balances', 'Classroom Info', 'Bulletin Board', 'My Schedule', 'Create Absence', and a 'Home' button. The main content area is divided into two primary sections: 'Absence Create' and 'Upcoming schedule'.

1 Absence Create: This section allows users to create a new absence. It features a calendar for March 2022. A date is selected (March 3rd), and a dropdown menu is open to select the 'Reason' for the absence. Below the calendar, there are fields for 'Times' and 'Add additional details'. A 'QUICK CREATE' button is also visible.

2 Upcoming schedule: This section shows the user's upcoming schedule. It includes a calendar for February 27 - April 2. A date is selected (March 3rd), and a dropdown menu is open to select the 'Reason' for the absence. Below the calendar, there are fields for 'Times' and 'Add additional details'. A 'QUICK CREATE' button is also visible.

3 Scheduled absences: This section displays a list of scheduled absences. It includes a table with columns for 'Date', 'Time', 'Reason', and 'Status'. A 'Cancel' button is located at the bottom of the table.

4 The Main Menu: This section is located at the top of the page and contains the navigation bar and sidebar.

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

>

☒ Absence

☐ Day off

☐ Modified schedule

☐ Teacher work day

Balance

Used

Remaining

Professional Development

1 day

2 days

Reason

Professional Development

Times

Full Day (8:00 AM - 2:30 PM)

Do you need a substitute?

☒ Yes

☐ No

for the entire absence

6

Add additional details

5

QUICK CREATE

Red Rover Basics for Employees

Red Rover Basics for Employees

Red Rover Basics for Employees

Red Rover Basics for Employees

- ## Red Rover Basics for Employees

- ## Red Rover Basics for Employees

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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.

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.

Fri, Mar 18 - 3rd Grade Teacher

March 18, 2022

8:30 AM - 2:00 PM

School

Hartford Elementary ...

Burlington Elementary

Burlington Elementary

Hartford Elementary School

Add row

11:30 am

2:30 pm

8:30 am

11:30 am

SAVE

CANCEL

Confirmation #1177336

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

Absence Details

Mia Brown

Thu-Fri, Mar 17-18

Professional Development - Full Day (8:00 AM - 2:30 PM)

Substitute Details

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

Absence

Substitute schedule

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

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

CREATE NEW

BACK TO HOME

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.

My Regular Schedule

Schedule summary

Day	Time	Location	Teacher
Monday	8:00 AM - 2:30 PM	Burlington Elementary	Teacher
Tuesday	8:00 AM - 2:30 PM	Burlington Elementary	Teacher
Wednesday	8:00 AM - 2:30 PM	Burlington Elementary	Teacher
Thursday	8:00 AM - 2:30 PM	Burlington Elementary	Teacher
Friday	8:00 AM - 2:30 PM	Burlington Elementary	Teacher

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.

Red Rover

Home **Create Absence** **My Schedule** **Bulletin Board** **Classroom Info** **PTO Balances**

Other posts

Acknowledged

Red Rover Training for Employees
Published by Red Rover on Aug 10

Welcome to Red Rover!

Parking Lot Construction
Published by Alton School District on Mar 1

Please park in the West Lot as we will be doing construction in the Main Parking lot starting March 1.

ACKNOWLEDGE

MESSAGE from Alton School District: Parking Lot Construction

Red Rover Basics for Employees

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.

Paragraph

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B

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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

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⌂

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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?

Answer

Please follow the instructions above his cage.

Delete

Add another

Classroom map

Upload a classroom map

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

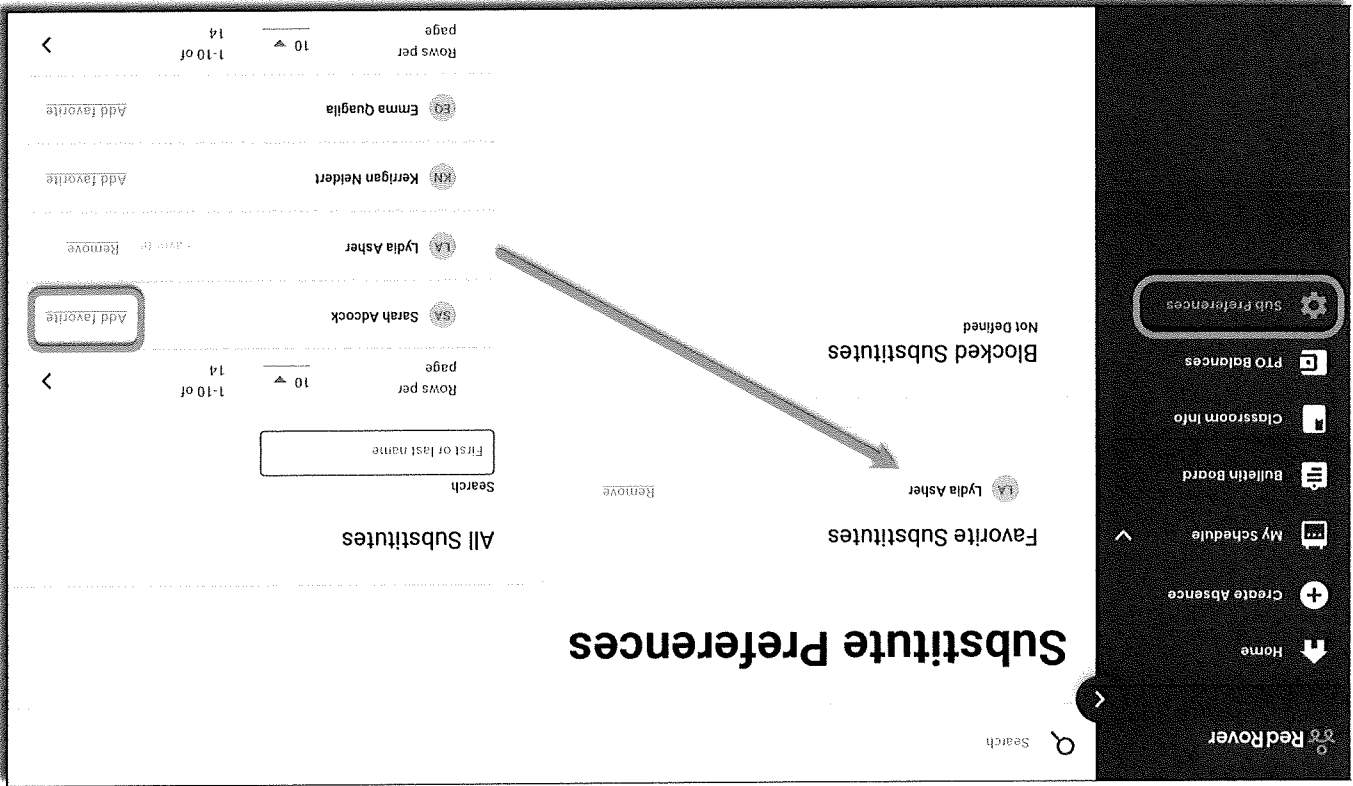
Red Rover Basics for Employees

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:

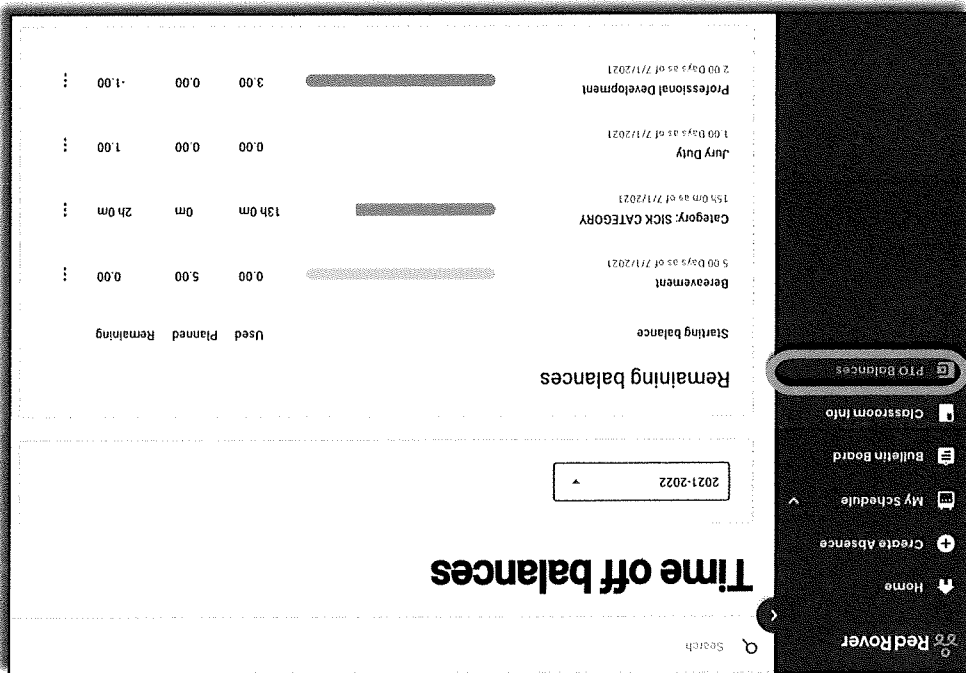
- Removing a sub from your **Favorites** list does not block the sub from seeing your available assignments.
- To block a substitute, please contact your school administrator.

Red Rover Basics for Employees

PTO Balances

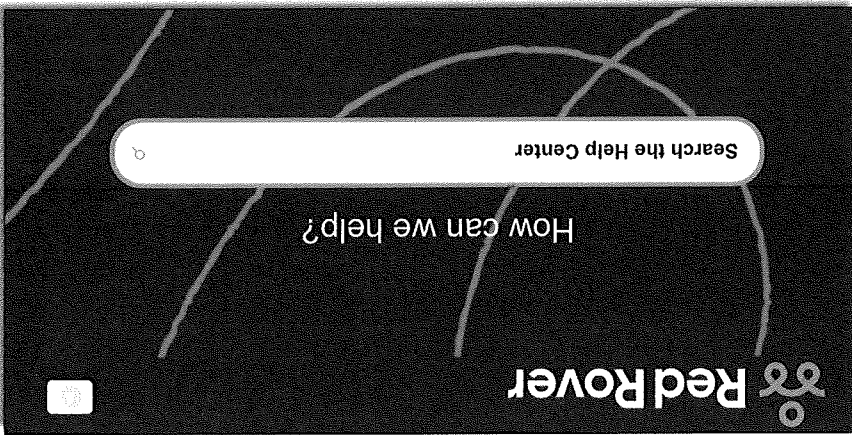
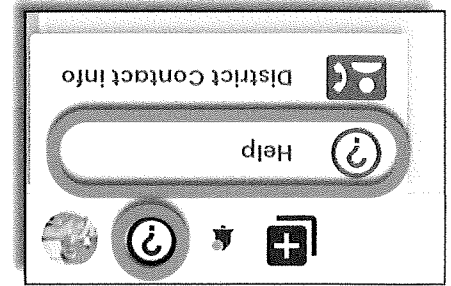
If your district allows, you can easily see your Time off Balances by going to the **PTO Balances** menu. Red Rover tracks your **Used**, **Planned**, and **Remaining** absence balances for district defined absence reasons.

- **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**.

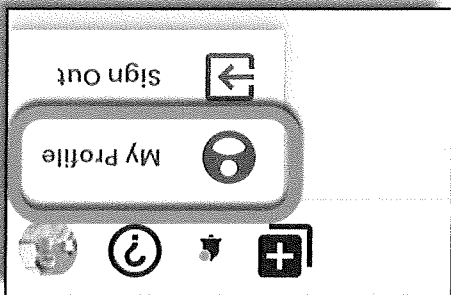


Red Rover Basics for Employees

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 type="checkbox"/>
When I create an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a substitute is removed from my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When someone deletes my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When I delete an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" 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.

