# **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, prearrange 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

#### 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: <u>https://app.redroverk12.com.</u>

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



#### **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.

irst Name	Email	Edit email		
Mia	sseeley@gatewaytr.o	rg		
ast Name				
Brown	Time Zone 🕕	Edit time zone	MB	
Iobile Phone	Eastern Standard Tin	ne 🔻		
8609998909		Reset password		
	Password	<u>iteset pussitoru</u>	<u>Upload a photo</u>	

#### **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 .jpggifpng
	or
	UPLOAD A PHOTO
	CANCEL



 $\bigcirc$ 

My Profile

Sign Out

MB

#### **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 <u>Add additional details</u> and follow the instructions.



#### 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.



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



#### **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	$(\!\!\!\times)$
11:30 am 2:30 pm	Burlington Elementary	$\overline{\otimes}$
Add row	Hartford Elementary School	CANCEL

#### **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.



#### **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.

å	Red Rover	Q Search				
↑	Home Create Absence	My Absence	Schedule			CREATE ABSENCE
(	My Schedule Scheduled absences Regular schedule	Year 2021-2022 💌				CALENDAR VIEW
Ê	Bulletin Board	Current & Upcoming				
	Classroom Info PTO Balances	<b>Jury Duty</b> Mar 4	No substitute assigned	<b>1 Full Day</b> 8:00 AM - 2:30 PM	<u>#1170428</u>	<u>Cancel</u>
		Professional Development Mar 17-18	No substitute assigned	2 Full Days 8:00 AM - 2:30 PM	<u>#1177336</u>	Cancel Pending

 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 Absence Schedule

			WORK	Non-ir	nstructi	onal															
		Jan	uary 2	022							Febr	ruary 2	2022								
Sun	Mon	Tue	Wed	Thu	Fri	Sat			Ju		Tue	Wed	Thu	Fri	Sat						
						1					1	2	3	4	5						
2	3	4	5	6	7	8			6	7	8	9	10	11	12						
9	10	11	12	13	14	15			13	14	15	16	17	18	19						
16	17	18	19	20	21	22			20	21	22	23	24	25	26						
23	24	25	26	27	28	29			27	28											
30	31																				
1	2 9 1 6 2 3 3 0	2 3 9 10 16 17 23 24 30 31	Jan 2 3 4 9 10 11 6 17 18 23 24 25 30 31	January 2           2         3         4         5           9         10         11         12           16         17         18         19           23         24         25         26           30         31         31	January 2022           2un         Mon         Tue         Wed         Thu           2         3         4         5         6           9         10         11         12         13           16         17         18         19         20           23         24         25         26         27           30         31	January 2022           run         Mon         Tue         Wed         Thu         Fri           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      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#### 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.

	MESSAGE from Alton School District: Parking Lot Construction				
器 Red Rover	Q Search	٥	¢	0	
<ul> <li>Home</li> <li>← Create Absence</li> <li>My Schedule</li> <li>✓</li> <li>← Bulletin Board</li> </ul>	Alton School District Published by Red Rover on Mar 1     ArcKNOWLEDGE     Dearking Lot Construction Please park in the West Lot as we will be doing construction in the Main Parking lot starting March 1.				
Classroom Info	Other posts Acknowledged Red Rover Training for 9				
	Employees Alton School District Published by Red Rover on Aug 10 Welcome to Red Rover!				

#### **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.)

lassroom in	fo f	ors	sub	stit	ute	s										
CANCEL													Р	REVIEW		SAVE
Please take a few minute absence, you will have th be made available to any	es to add e opport substitu	some tunity to ite wor	inform o uploa king fo	ation th d a les: r you, a	nat you son pla nd will	feel wou n, so you not need	uld b u doi ded t	e helpful to a n't need to d to be re-ente	anybody s o that hei red each	ubbing fo e. The ini time you	or you i formati create	this yea ion you an absi	ar. When provide ence.	you crea on this p	te an age i	n will
Paragraph	R	Т	U	1—	•—	m	~	D		]						
Welcome to my sweet cl loving group and I think	ass! Tha you will h	nk you nave a	for ch great ti	oosing me witl	to teac h them	h my kid	ldos.	They are a t	fun-							
Policies										_						
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<ul> <li>Habit 1: Be Proactive</li> <li>Habit 2: Begin With</li> <li>Habit 3: Put First TH</li> <li>Habit 4: Think Win-1</li> <li>Habit 5: Seek First 1</li> <li>Habit 6: Synergize -</li> <li>Habit 7: Sharpen th</li> </ul>	re - You'r the End hings Firs Win - Eve to Unders Togethe e Saw - E	e in Ch in Mine st - Wo ryone stand, <sup>-</sup> stand, <sup>-</sup> er Is Be Balance	arge d - Have rk First Can Wi Then to tter e Feels	e a Plar , Then F n 9 Be Uno Best	n Play derstoc	od - Liste	en Be	fore You Tal	k							
Frequently asked que	stions									_						
Question Should I feed the ham	ster?								<u>Delete</u>							
Answer																
Please follow the instr	uctions	above l	his cag	e.												
Add another																
Classroom map																
Upload a classroom m max 5MB; .jpg, .gif, .jp	<u>nap</u> eg, .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.

器 Red Rover	Q Search	
<ul> <li>Home</li> <li>Create Absence</li> </ul>	Substitute Preferences	
₩y Schedule ✓ Bulletin Board	Favorite Substitutes	All Substitutes Search First or last name
PTO Balances	Blocked Substitutes Not Defined	Rows per page     10     1-10 of       SA     Sarah Adcock     Add favorite
		KN     Kerrigan Neidert     Add favorite       EQ     Emma Quagila     Add favorite       Rows per page     10 -     1-10 of 14

#### 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.

#### **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

જૈ	Red Rover	Q Search				
A	Home	Time off balances				
ŧ	Create Absence					
	My Schedule 🗸 🗸	2021-2022				
Ê	Bulletin Board					
•	Classroom Info					
e	PTO Balances	Remaining balances				
		Starting balance	Used	Planned	Remaining	
		Bereavement 5.00 Days as of 7/1/2021	0.00	5.00	0.00	:
		Category: SICK CATEGORY 15h 0m as of 7/1/2021	13h 0m	0m	2h 0m	:
		Jury Duty 1.00 Days as of 7/1/2021	0.00	0.00	1.00	:
		Professional Development 2.00 Days as of 7/1/2021	3.00	0.00	-1.00	:

#### **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**.

![](_page_10_Picture_10.jpeg)

![](_page_10_Picture_11.jpeg)

#### **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.

![](_page_11_Picture_6.jpeg)

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

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.

![](_page_11_Picture_12.jpeg)