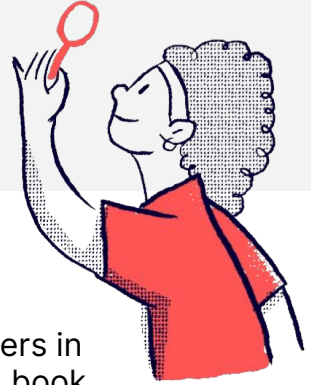


Getting Started as a Substitute



What is Red Rover?

Red Rover is a Substitute Placement system, designed with substitute teachers in mind! In Red Rover, you will be able to easily see what jobs are available and book those jobs in advance. You'll also be able to manage your availability, review upcoming assignments, and so much more.

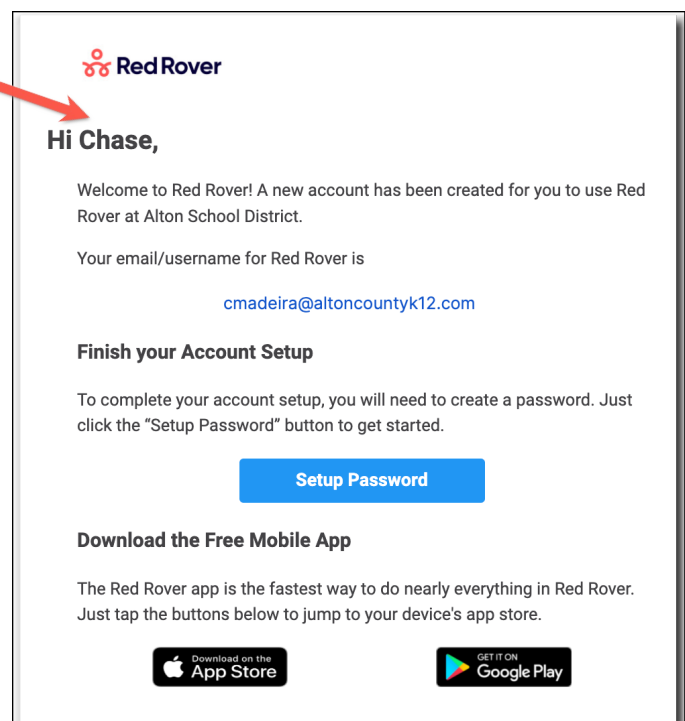
Topics Covered in this Tip Sheet

1. [Setting up your Red Rover Account](#)
2. [Viewing and Accepting Available Assignments](#)
3. [Seeing your Schedule](#)
4. [Canceling Assignments](#)
5. [Setting School Preferences](#)
6. [Helpful Information for Subs](#)
7. [Managing Availability](#)
8. [Help Center](#)

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>.

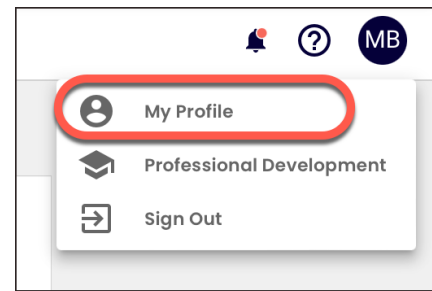


Red Rover Basics for Substitutes

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.

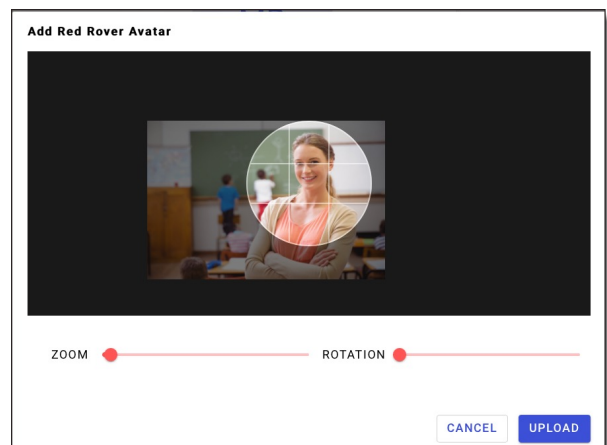
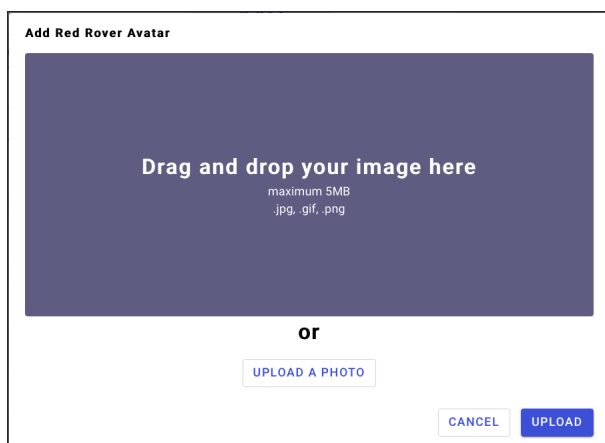


My Profile

A screenshot of the 'My Profile' form. The form contains several input fields: 'First Name' (Mia), 'Last Name' (Brown), 'Mobile Phone' (8609998909), 'Email' (sseeley@gatewaytr.org), 'Time Zone' (Eastern Standard Time), and 'Password' (masked with asterisks). There are also links for 'Edit email', 'Edit time zone', and 'Reset password'. A 'SEND TEST SMS' button is located below the mobile phone field. A large purple circle with the initials 'MB' is on the right side, with a link 'Upload a photo' below it. A 'SAVE' button is in the bottom right corner.

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.

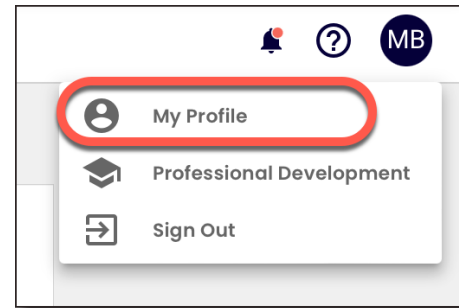


Red Rover Basics for Substitutes

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.

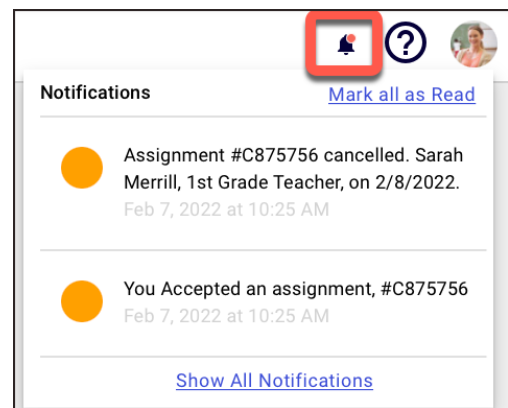


Notification reason	Email	Mobile	Web
When someone assigns me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When I accept an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I cancel an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm removed from an assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When my assignment is changed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When someone requests me		<input checked="" type="checkbox"/>	
When an assignment becomes available		<input checked="" type="checkbox"/>	
When a bulletin board post is published	<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 job I'm assigned to starts soon	<input checked="" 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.



Red Rover Basics for Substitutes

Home Page

Each time you open Red Rover you will be taken to your home page. The **Home Page** offers some key pieces of information for you to stay on top of your assignments.

The screenshot shows the Red Rover Home Page interface. On the left is a dark blue sidebar menu with the Red Rover logo and navigation options: Home, My Schedule, Bulletin Board, Manage Availability, and School Preferences. A red circle with the number 4 is placed over the School Preferences option. The main content area has a search bar at the top. Below it is a section titled 'Upcoming assignments for Feb 7 - Mar 9'. This section contains three assignment cards for Feb 7, Feb 8, and Feb 9, all at Hartford Elementary School. A red circle with the number 1 is placed over the first card. To the right of these cards is a calendar for Feb 6 - Mar 12, with a red circle with the number 2 over the dates Feb 7-10. Below the calendar is a legend for 'Assignment' (dark blue dot) and 'Not available' (light grey dot). At the bottom of the main content area is a section titled 'Available assignments' with a 'REFRESH' button. It includes filters for 'Schools' and 'Preferences', and a checkbox for 'Include dismissed'. Below the filters are two assignment cards: one for Feb 24 (Thursday) and one for Feb 28 - Mar 2 (Monday-Wednesday). A red circle with the number 3 is placed over the 'Available assignments' section. A red circle with the number 4 is placed over the sidebar menu.

- 1 Here you can see your next Upcoming Assignments. Click **View All** to see all Upcoming Assignments.
- 2 The **Calendar** shows your assignment and availability schedule for the current month.
- 3 Scroll down to see all your **Available Assignments** across all your districts.
- 4 Use the main menu on the left to navigate to other features of Red Rover.

Red Rover Basics for Substitutes

How to Accept a Job

Red Rover will display any jobs that you are currently qualified and available to work toward the bottom of the home page. Red Rover will display the date(s), employee, position(s), locations(s), and length of each available job.

- To accept a job, simply hit **Accept**.

The screenshot shows the 'Available assignments' section. At the top right is a 'REFRESH' button. Below it are filters for 'Schools' (a search box) and 'Preferences' (a dropdown menu set to 'Default'). There is also an unchecked checkbox for 'Include dismissed'. The main assignment card displays: 'Feb 21 Monday', 'Hartford Elementary School Alton School District', '3rd Grade Teacher for Alexandra Ray', '1 Full Day 8:00 AM - 2:30 PM', a 'Dismiss' link, and a red-bordered 'ACCEPT' button.

- If the job is a multi-day assignment, click the **DETAILS** button to see all days of the assignment. Then click **ACCEPT**.

The screenshot shows a multi-day assignment card: 'Feb 21 + 1 day', 'Hartford Elementary School Alton School District', '5th Grade Teacher for Matthew DeHart', '2 Full Days 8:00 AM - 2:30 PM', a 'Dismiss' link, and a red-bordered 'DETAILS' button. Below the card is a '+ Click to expand' link.

If your district allows, you may be able to accept parts of a multi day job. To accept parts of a multi day job

- Click the **DETAILS** button.
- Uncheck the boxes next to any days you do not want to accept.
- Then click **ACCEPT**.

The screenshot shows the expanded view of a multi-day assignment: 'Feb 28 - Mar 2 Mon - Wed', 'Hartford Elementary School Alton School District', '1st Grade Teacher for Sarah Merrill', '3 Full Days 8:00 AM - 2:30 PM', a 'Dismiss' link, and a red-bordered 'ACCEPT' button. Below this is a '2 Selected' indicator with a minus sign. A table lists the days: 'Mon, Feb 28', 'Tue, Mar 1', and 'Wed, Mar 2', each with 'Hartford Elementary School' and '8:00 AM - 2:30 PM 1 Full Day'. To the right of each row is a checkbox; the checkboxes for the last two days are checked and highlighted with a red box. At the bottom is a '- Click to collapse' link.

Red Rover Basics for Substitutes

Knowing you got the Job

After accepting an assignment, Red Rover will run a series of checks to ensure the job is still available. If you get the job, Red Rover will provide you with a confirmation number.

Note: If you do not receive a confirmation number, you did not receive the job.



More Available Assignment Options

A screenshot of the "Available assignments" interface. At the top left, the title "Available assignments" is followed by a "REFRESH" button (callout 4). Below the title are two dropdown menus: "Schools" (callout 1) with a search field and "Preferences" (callout 2) with a "Default" selection. To the right of these is an "Include dismissed" checkbox. The main area lists two assignments. The first is for "Feb 11 + 5 days" at Hartford Elementary School, for a 1st Grade Teacher for Sarah Merrill, with 6 Full Days (8:00 AM - 2:30 PM). It has "Dismiss" and "DETAILS" buttons. The second is for "Feb 21 Monday" at Hartford Elementary School, for a Speech Pathologist for Claire Hudson, with 1 Full Day (8:00 AM - 2:30 PM). It has "Dismiss" and "ACCEPT" buttons (callout 3). A "+ Click to expand" link is between the two assignments.

- 1 The **Schools** dropdown box allows you to filter the list of available jobs by the school.
- 2 The **Preferences** box is automatically set to default. You can choose to see available jobs in your favorite schools or to ignore your school preferences altogether. Setting this box to **ignore all preferences** will also show jobs that conflict with your availability.
- 3 You can either **Dismiss** or **ACCEPT** the job. If you accidentally dismiss an assignment, use the **Include dismissed** checkbox in order to bring those assignments back into view.
- 4 Click the **REFRESH** button to see the most up to date list of jobs.

Red Rover Basics for Substitutes

My Schedule Page

Click the **My Schedule** tab on the left menu to view the jobs you have accepted.

From here, you can filter jobs by school year. You can also view your schedule in a **Calendar View**, or a simple **List View**.

The screenshot shows the 'My Schedule' page in List View. The left sidebar has 'My Schedule' highlighted. The main content area shows a search bar, a 'Year' dropdown set to '2021-2022', and buttons for 'LIST VIEW' and 'CALENDAR VIEW'. Below this, there are sections for 'Current & Upcoming' and 'Past' assignments. The 'Current & Upcoming' section lists two assignments: 'Feb 03 + 1 day' and 'Feb 8-10'. The 'Past' section lists 'Jan 31'.

Year	Assignment	Location	Role	Days	Time	Code	Action
2021-2022	Feb 03 + 1 day	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	2 Full Days	8:00 AM - 4:00 PM	#C863869	CANCEL
	Feb 8-10	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	3 Full Days	8:00 AM - 4:00 PM	#C856400	CANCEL
	Jan 31	Hartford Elementary School	2nd Grade Teacher	1 Full Day		#C856363	

To view the details of a particular assignment from the **Calendar View**, simply click the date to retrieve the detail for that day.

The screenshot shows the 'My Schedule' page in Calendar View. The left sidebar has 'My Schedule' highlighted. The main content area shows a search bar, a 'Year' dropdown set to '2021-2022', and buttons for 'LIST VIEW' and 'CALENDAR VIEW'. Below this, there are sections for 'Current & Upcoming' and 'Past' assignments. The 'Current & Upcoming' section lists two assignments: 'Feb 03 + 1 day' and 'Feb 8-10'. The 'Past' section lists 'Jan 31'. A red arrow points from the 'Feb 03' assignment to the 'Feb 3' date in the February 2022 calendar.

Year	Assignment	Location	Role	Days	Time	Code	Action
2021-2022	Feb 03 + 1 day	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	1 Full Day	8:00 AM - 4:00 PM	#C863869	CANCEL
	Feb 8-10	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	3 Full Days	8:00 AM - 4:00 PM	#C856400	CANCEL
	Jan 31	Hartford Elementary School	2nd Grade Teacher	1 Full Day		#C856363	

Red Rover Basics for Substitutes

Canceling an Assignment

You can easily cancel an assignment from the **My Schedule** page. If you are assigned to multiple days on a job, some school districts will allow you to cancel a specific day.

- Clicking the large **CANCEL** button to cancel the whole assignment
- Clicking the small **Cancel** button will cancel a specific day.

Current & Upcoming			
Feb 8-10 Tue - Thu	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	3 Full Days 8:00 AM - 4:00 PM
Tue, Feb 8	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day
Wed, Feb 9	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day
Thu, Feb 10	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day

#C856400 **CANCEL**

[Cancel](#)

[Cancel](#)

[Cancel](#)

- Click to collapse

Note: If you don't see the cancel button and need to cancel your assignment, contact the school directly.

School Preferences

By default, you can see all jobs that you are qualified for at all school buildings. By going to **School Preferences** in the left menu and clicking **EDIT**, you can mark your **Favorite** and **Hidden** schools. (Selecting **Hide** will hide any available jobs from those schools.)

RedRover

Home

My Schedule

Bulletin Board

Manage Availability

School Preferences

Search

School Preferences

EDIT

No preferences set

(If you work in multiple districts, select the district in question. If you only work in one district, go to the next step.)

Edit School Preferences

Done editing

District: Select a district

Schools: Search

No district selected

Red Rover Basics for Substitutes

School Preferences Continued

- To mark a school as a **Favorite**, go to the **School Preferences** page, click **EDIT**, find the school, and click **Favorite** next to that school.
- To mark a school as **Hidden**, go to the **School Preferences** page, click **EDIT**, find the school, and click **Hide** next to that school.

When you Favorite a school: Your **Favorite** schools will show with a star next to them in your list of available assignments. You can also filter available jobs for your favorite locations.

When you Hide a school: You will not receive notifications of job opportunities at locations that you have **hidden**.

The screenshot shows a web interface for school preferences. It is divided into two main sections: 'High Schools' and 'Middle Schools'. Each section has a 'Mark all as' button followed by 'Favorite' and 'Hidden' links. In the 'High Schools' section, 'Taylors High School' is listed with 'Favorite' and 'Hide' buttons next to it. In the 'Middle Schools' section, 'Robinson Middle School' is listed with 'Favorite' and 'Hide' buttons next to it. Red boxes highlight the school names and the 'Favorite'/'Hide' buttons in the 'High Schools' section.

When you have made your changes, a summary of your **Favorite** and **Hidden** schools will be listed and edited from the main **School Preferences** page.

Note: Keep in mind, if you do not see a school listed on this page, you are still able to get jobs at those locations. This page only shows schools that specifically have been favorited or hidden.

The screenshot shows a summary page with two columns: 'Favorites' and 'Hidden'. Under 'Favorites', 'Alton School District' is listed with a sub-section for 'Elementary Schools' containing 'Burlington Elementary' and 'Hartford Elementary School', each with a 'Remove' button. A 'Remove all' button is also present. Under 'Hidden', 'Alton School District' is listed with a sub-section for 'High Schools' containing 'Taylors High School' with an 'Unhide' button. An 'Unhide all' button is also present.

Red Rover Basics for Substitutes

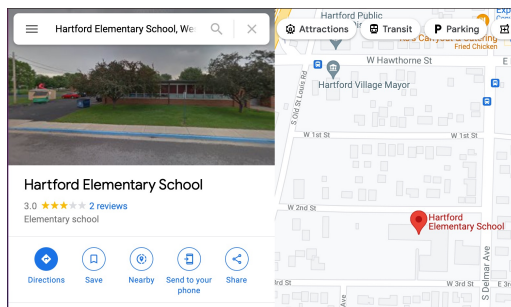
Helpful Information for Substitutes

If there are any of these symbols listed on your assignments, there is helpful information for you! Click on any of these icons to see additional information.

1 Book icon shows that the school or teacher has provided school or classroom information.

2 Paperclip icon shows that there is an attachment (lesson plans, necessary paperwork, etc.)

3 Sign icon will give you driving directions to the school.



4 Paper icon shows that there are notes to you, the substitute.

Assignment #C856400

Red Rover Basics for Substitutes

Managing Your Availability

Under the **Manage Availability** tab, you can manage your regular availability for subbing (**Recurring Availability**), as well as any special events (e.g. surgeries, vacations, etc.) impacting your availability (**Non-Recurring event**).

Recurring Availability

Sunday Any time Change	Monday Any time Change	Tuesday Any time Change	Wednesday Any time Change	Thursday Any time Change	Friday Any time Change
Saturday Any time Change					

Add non-recurring event

I am: From: To: Reason:

Add a Non-Workday (A Non-Recurring Event)

1. Click on **Manage Availability** in the main menu.
2. In the **Add Non-recurring event** section, click the "I am" drop-down and select "Not Available."
3. Select the **From** and **To** dates for this non-recurring event.
4. Add a Reason (optional).
5. Click the **ADD** button to save the event.

Note: You can also create partial non-work days by toggling the **I am** box to **Available Before** and **Available After**.

Actions	Dates	Reason	Availability	District(s)	Created By
	Feb 14 - 18	Vacation	Not available	All Districts	Mia Brown
	Mar 17	Jury Duty	Not available	All Districts	Mia Brown

To delete a scheduled event, click the **Trash Can** icon next to that event.

Red Rover Basics for Substitutes

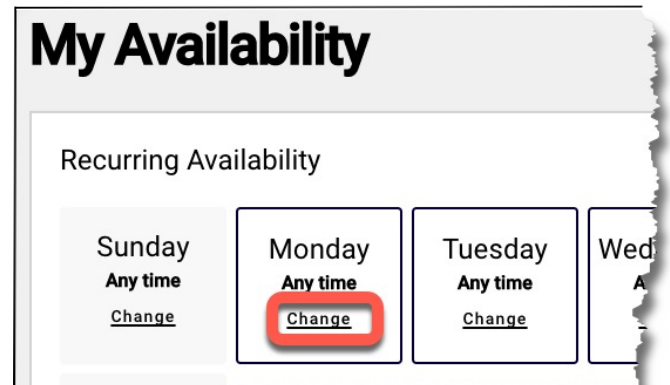
Weekly Availability

The **Recurring Availability** schedule lets you indicate which days of the week you are available to sub on a **consistent basis**. By default, your schedule is set to always available.

Note: Any change to your recurring availability will recur every week.

To change your Recurring Schedule:

1. Click on **Manage Availability** in the main menu
2. Click **Change** on the day of the week you'd like to edit.
3. Then click the "**Available**" dropdown.



Red Rover gives you the flexibility to choose:

- **Available:** I am completely available on this day. (default)
- **Before:** I am available before what time? (but not after)
- **After:** I am available after what time? (but not before)
- **Not Available:** I am completely unavailable on this day.



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**.

