



# Red Rover

## 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.

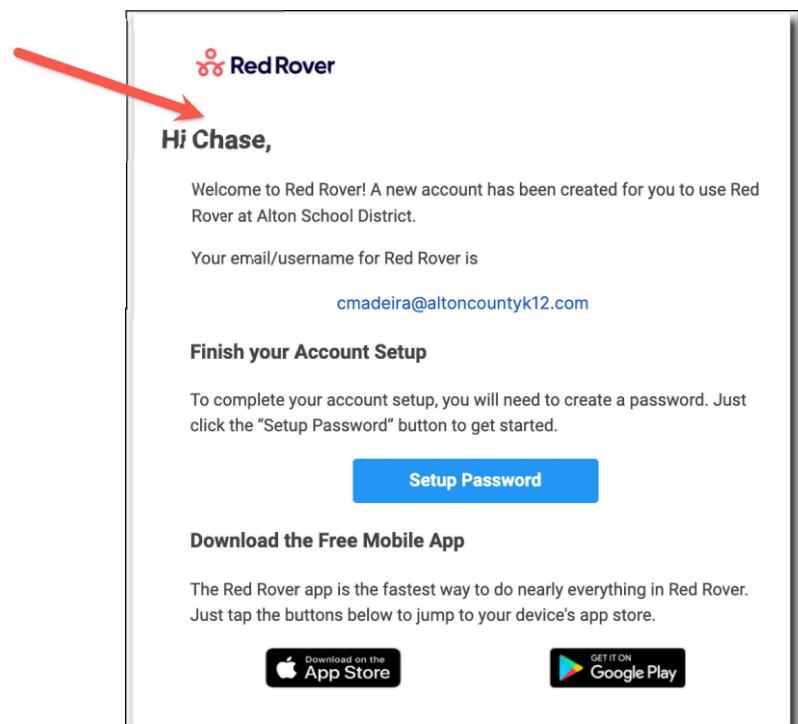
### Topics Covered in this Tip Sheet

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>.

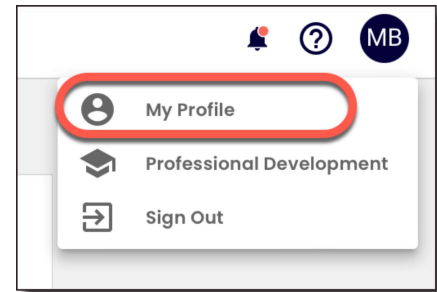


# Red Rover Basics for Substitutes




## 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.

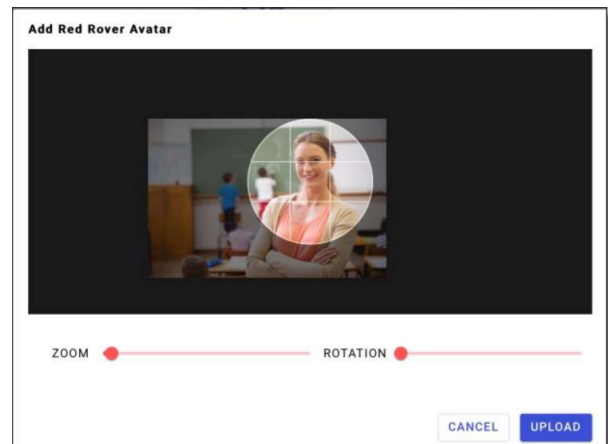
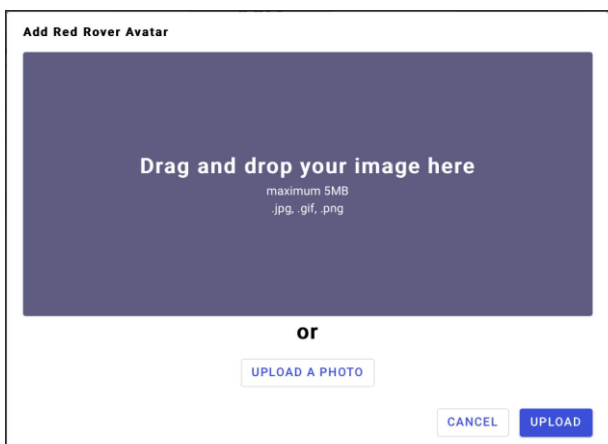


### My Profile

First Name <input type="text" value="Mia"/>	Email <input type="text" value="sseeley@gatewaytr.org"/> <a href="#">Edit email</a>	 <a href="#">Upload a photo</a>
Last Name <input type="text" value="Brown"/>	Time Zone  <input type="text" value="Eastern Standard Time"/> <a href="#">Edit time zone</a>	
Mobile Phone <input type="text" value="8609998909"/>	Password  <input type="password" value="*****"/> <a href="#">Reset password</a>	
<input type="button" value="SEND TEST SMS"/>		
		<input type="button" value="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.

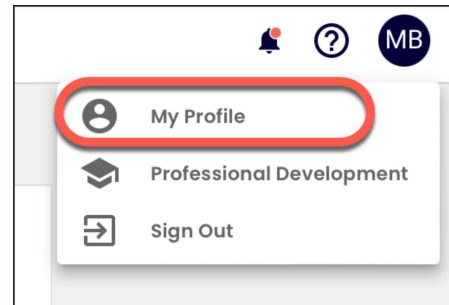


# Red Rover Basics for Substitutes

## 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.

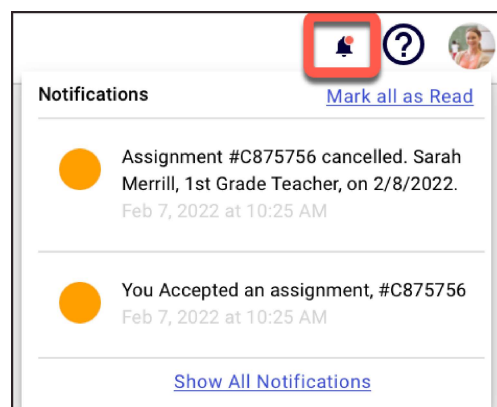


Notification Preferences			
Notification reason	Email	Mobile	Web
When someone assigns me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When I accept an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 with the Red Rover logo and a menu with items: Home, My Schedule, Bulletin Board, Manage Availability, and School Preferences. The main content area is white and features a search bar at the top. Below the search bar is a section titled 'Upcoming assignments for Feb 7 - Mar 9'. This section contains three assignment cards. The first card, labeled with a red circle '1', is for 'Today, Feb 7 (#C863869)' at Hartford Elementary School, assigned to Noel Monroe, from 8:00 AM to 4:00 PM. The second card is for 'Tomorrow, Feb 8 (#C856400)' at the same school and teacher, also from 8:00 AM to 4:00 PM. The third card is for 'Wednesday, Feb 9 (#C856400)' at the same school and teacher, with a 'View All' link. To the right of these cards is a calendar labeled 'Feb 6 - Mar 12', labeled with a red circle '2'. The calendar shows dates from 6 to 12, with the 7th, 8th, 9th, and 10th highlighted in dark blue. Below the calendar is a legend: a dark blue circle for 'Assignment' and a light gray circle for 'Not available'. At the bottom of the main content area is a section titled 'Available assignments', labeled with a red circle '3'. This section has a 'REFRESH' button and filters for 'Schools' (a search dropdown) and 'Preferences' (a dropdown set to 'Default'). There is also a checkbox for 'Include dismissed'. Below the filters are two assignment rows. The first row is for 'Feb 24 Thursday' at Hartford Elementary School, assigned to Stephanie Carter, for '1 Full Day' from 8:00 AM to 2:30 PM, with 'Dismiss' and 'ACCEPT' buttons. The second row is for 'Feb 28 - Mar 2 Mon - Wed' at Hartford Elementary School, assigned to Sarah Merrill, for '3 Full Days' from 8:00 AM to 2:30 PM, with 'Dismiss' and 'DETAILS' buttons. A '+ Click to expand' link is at the bottom of this section. A red circle '4' is placed over the 'School Preferences' menu item in the sidebar.

- 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**.

Available assignments REFRESH

Schools  Preferences  ☐ Include dismissed

<b>Feb 21</b> Monday	Hartford Elementary School Alton School District	3rd Grade Teacher for Alexandra Ray	1 Full Day 8:00 AM - 2:30 PM	<a href="#">Dismiss</a> <b>ACCEPT</b>
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- If the job is a multi-day assignment, click the **DETAILS** button to see all days of the assignment. Then click **ACCEPT**.

Available assignments REFRESH

Schools  Preferences  ☐ Include dismissed

<b>Feb 21 + 1 day</b>	Hartford Elementary School Alton School District	5th Grade Teacher for Matthew DeHart	2 Full Days 8:00 AM - 2:30 PM	<a href="#">Dismiss</a> <b>DETAILS</b>
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+ Click to expand

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**.

**Feb 28 - Mar 2** Hartford Elementary School 1st Grade Teacher 3 Full Days  
Mon - Wed Alton School District for Sarah Merrill 8:00 AM - 2:30 PM [Dismiss](#) **ACCEPT**

2 Selected ☐

Mon, Feb 28	Hartford Elementary School	8:00 AM - 2:30 PM 1 Full Day	<input type="checkbox"/>
Tue, Mar 1	Hartford Elementary School	8:00 AM - 2:30 PM 1 Full Day	<input checked="" type="checkbox"/>
Wed, Mar 2	Hartford Elementary School	8:00 AM - 2:30 PM 1 Full Day	<input checked="" type="checkbox"/>

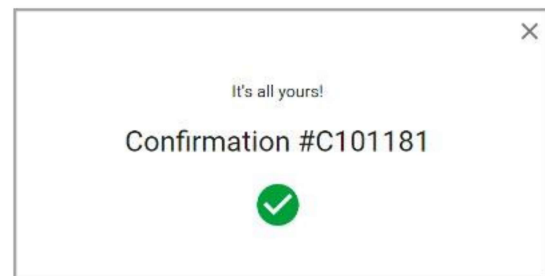
- Click to collapse

# 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, there's a header "Available assignments" with a "REFRESH" button (callout 4) to its right. Below the header, there are two dropdown menus: "Schools" (callout 1) and "Preferences" (callout 2). The "Schools" dropdown has a search bar and a downward arrow. The "Preferences" dropdown is currently set to "Default". To the right of these is a checkbox labeled "Include dismissed". Below the filters, there is a list of assignments. The first assignment is for "Feb 11 + 5 days" at "Hartford Elementary School" (Alton School District) for a "1st Grade Teacher for Sarah Merrill", lasting "6 Full Days" from "8:00 AM - 2:30 PM". It has "Dismiss" and "DETAILS" buttons. The second assignment is for "Feb 21 Monday" at "Hartford Elementary School" (Alton School District) for a "Speech Pathologist for Claire Hudson", lasting "1 Full Day" from "8:00 AM - 2:30 PM". It has "Dismiss" and "ACCEPT" buttons. The "ACCEPT" button is highlighted with a red rounded rectangle (callout 3). A "+ Click to expand" link is between the two assignment rows.

- 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 Red Rover 'My Schedule' page. On the left is a dark blue sidebar with navigation links: Home, My Schedule (highlighted with a red circle), Bulletin Board, Manage Availability, and School Preferences. The main content area has a search bar and a 'My Schedule' title. Below the title is a 'Year' dropdown set to '2021-2022'. To the right are 'LIST VIEW' (highlighted with a red circle) and 'CALENDAR VIEW' buttons. The page is divided into sections: 'Current & Upcoming' and 'Past'. Under 'Current & Upcoming', there are two job entries for Hartford Elementary School, Alton School District, for Noël Monroe. The first entry is for 'Feb 03 + 1 day' (2 Full Days, 8:00 AM - 4:00 PM, #C863869) with a 'CANCEL' button. The second entry is for 'Feb 8-10' (3 Full Days, 8:00 AM - 4:00 PM, #C856400) with a 'CANCEL' button. The 'Past' section shows a job for 'Jan 31' (1 Full Day, 8:00 AM - 4:00 PM, #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 Red Rover 'My Schedule' page in Calendar View. The sidebar is the same. The main content area has a search bar and a 'My Schedule' title. Below the title is a 'MANAGE AVAILABILITY' button. The page displays three calendar views for January 2022, February 2022, and March 2022. A red arrow points from the 'Feb 3 Thursday' job entry in the 'Current & Upcoming' section to the date '3' in the February 2022 calendar. The February 2022 calendar shows dates 1 through 28, with dates 7 through 10 highlighted in blue. The March 2022 calendar shows dates 1 through 31.

# 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**

<b>Feb 8-10</b> Tue - Thu	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	3 Full Days 8:00 AM - 4:00 PM	#C856400	<b>CANCEL</b>
Tue, Feb 8	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day		<a href="#">Cancel</a>
Wed, Feb 9	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day		<a href="#">Cancel</a>
Thu, Feb 10	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day		<a href="#">Cancel</a>

– 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.)

**Red Rover**

- Home
- My Schedule
- Bulletin Board
- Manage Availability
- School Preferences**

**School Preferences**

No preferences set

**EDIT**

(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:

Schools:

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**.

High Schools	Mark all as	Favorite	Hidden
Taylor's High School		Favorite	Hide

Middle Schools	Mark all as	Favorite	Hidden
Robinson Middle School		Favorite	Hide

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.

Favorites	Hidden
<b>Alton School District</b>	<b>Alton School District</b>
<b>Elementary Schools</b> <a href="#">Remove all</a>	<b>High Schools</b> <a href="#">Unhide all</a>
Burlington Elementary <a href="#">Remove</a>	Taylor's High School <a href="#">Unhide</a>
Hartford Elementary School <a href="#">Remove</a>	



# Red Rover Basics for Substitutes

## Helpful Information for Substitutes

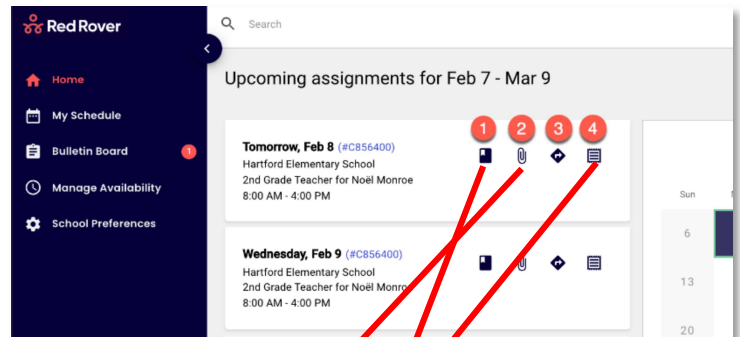
If there are any of these symbols listed on your assignments, there is helpful information for you! Click on any of these icons to see additional information.

**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

**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

[January 7-11th Lesson Plans.pdf](#)

Date	Location	Time	Duration	Actions
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	<a href="#">Cancel</a>
Thu, Feb 10	Hartford Elementary School	8:00 AM - 4:00 PM	1 Full Day	<a href="#">Cancel</a>

[Click to collapse](#)

**Notes**  
Hi Brenna! Thanks for filling in! :)

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#### Welcome to Hartford Elementary School!

Welcome to Hartford Elementary School. We are excited to have you today!

**A message from Noël**

Thank you for subbing in my classroom!

- The lesson plans for today are in the top right drawer of my desk with a blue clip around them.
- Classroom jobs are listed next to the door.
- Please feel free to ask any questions to Rachel McCune in the next classroom over.

**Classroom policies**

- Listen when someone is talking.
- Raise your hand to speak, or to get up out of the chair.
- Follow the directions.
- Be respectful to each other.

**Building policies**

- It is necessary to check in AND check out at the main office to have your job verified.
- Please dress professionally. No jeans, shorts, or tank tops.

**School FAQ's**

**Q:** Where do I park?

**A:** Please park in the visitor parking on the right side of the building.

**Q:** What do I do when I get there?

**A:** Please come to the main office for check in. Don't forget your ID!

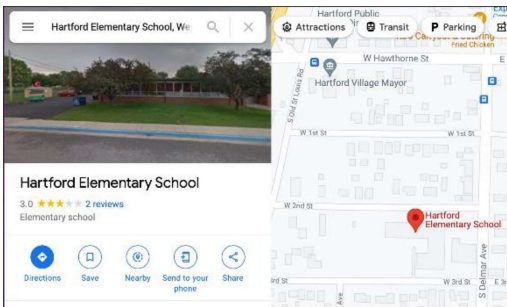
**Contacts**

**Brian Jones**  
Admin Principal  
[bjones@altoncountyk12.com](mailto:bjones@altoncountyk12.com)

**Classroom layout**

**School Map (1st floor)**

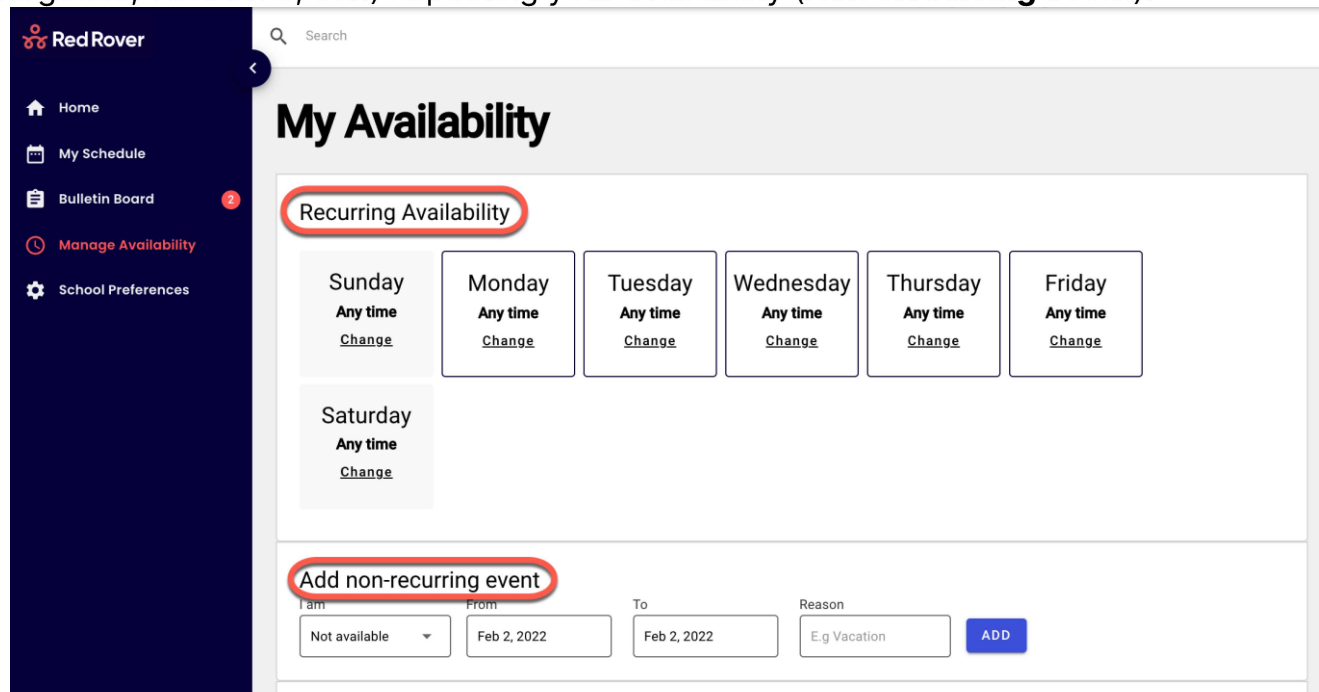
**Campus map**



# 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**).



## 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.

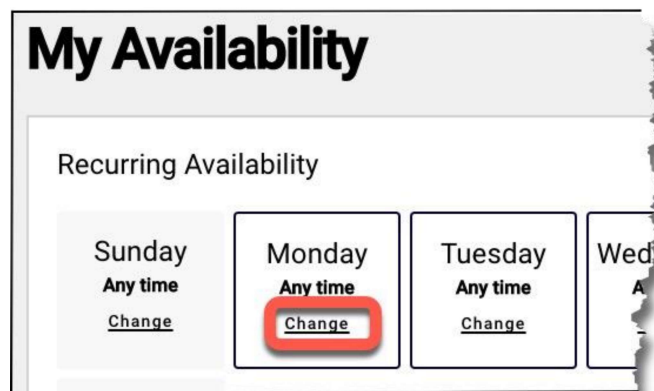
# Red Rover Basics for Substitutes

## 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**.

