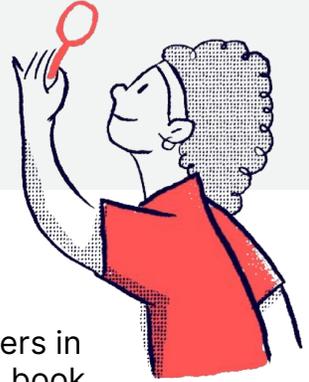


## Getting Started as a Substitute



### 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.

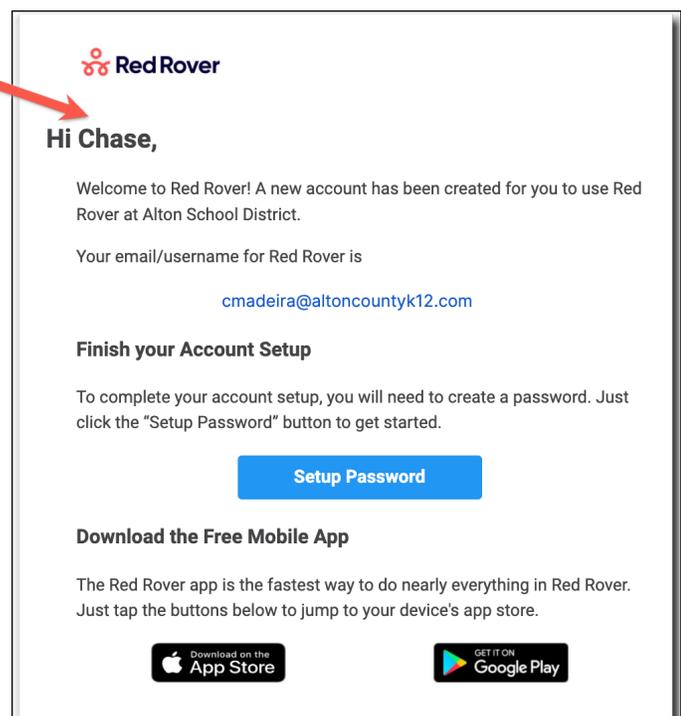
### Topics Covered in this Tip Sheet

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

**Hi Chase,**

Welcome to Red Rover! A new account has been created for you to use Red Rover at Alton School District.

Your email/username for Red Rover is

[cmadeira@altoncountyk12.com](mailto:cmadeira@altoncountyk12.com)

**Finish your Account Setup**

To complete your account setup, you will need to create a password. Just click the "Setup Password" button to get started.

[Setup Password](#)

**Download the Free Mobile App**

The Red Rover app is the fastest way to do nearly everything in Red Rover. Just tap the buttons below to jump to your device's app store.

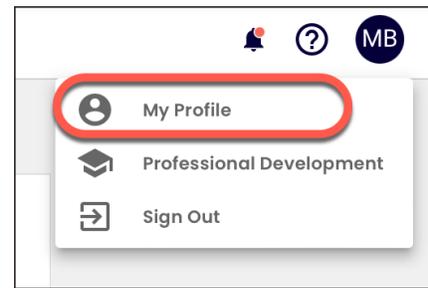
 

# Red Rover Basics for Substitutes

## 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.

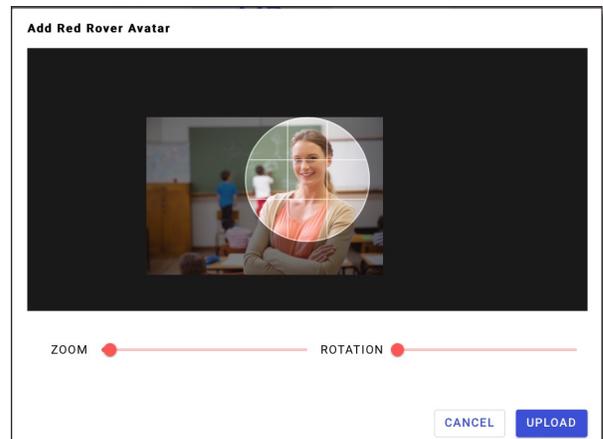
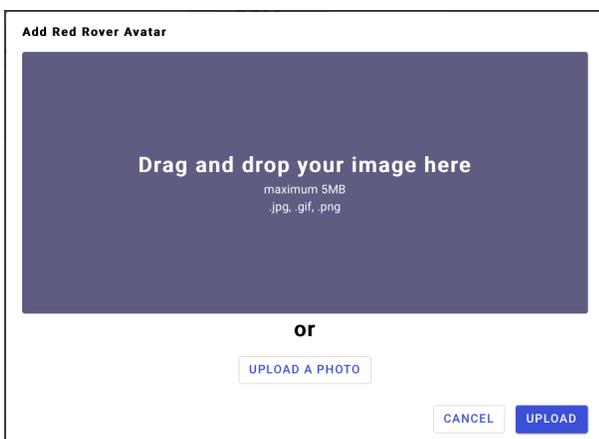


### My Profile

A screenshot of the 'My Profile' form. The form is divided into two columns. The left column contains input fields for 'First Name' (Mia), 'Last Name' (Brown), and 'Mobile Phone' (8609998909). Below these is a blue button labeled 'SEND TEST SMS'. The right column contains input fields for 'Email' (sseeley@gatewaytr.org) with a link 'Edit email', 'Time Zone' (Eastern Standard Time) with a link 'Edit time zone', and 'Password' (masked with asterisks) with a link 'Reset password'. To the right of the form is a large blue circular profile picture placeholder with the initials 'MB' and a link 'Upload a photo'. A 'SAVE' button is located at the bottom right of the form.

## 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.

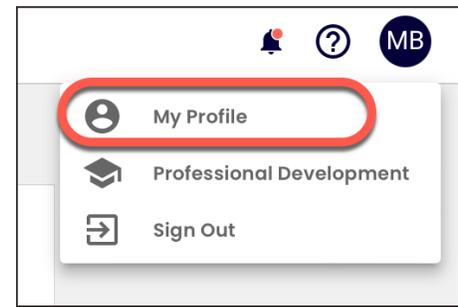


# Red Rover Basics for Substitutes

## 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.

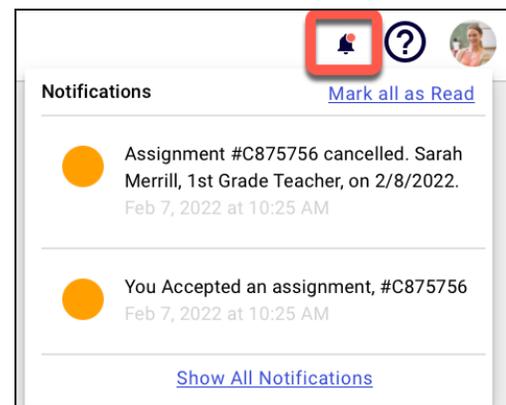


Notification Preferences			
Notification reason	Email	Mobile	Web
When someone assigns me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When I accept an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When an assignment becomes available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 job I'm assigned to starts soon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: 'Today, Feb 7 (#C863869)', 'Tomorrow, Feb 8 (#C856400)', and 'Wednesday, Feb 9 (#C856400)'. 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'. The calendar shows dates from 6 to 12, with a legend indicating 'Assignment' (dark blue) and 'Not available' (light grey). A red circle with the number 2 is placed over the calendar. Below the calendar is a section titled 'Available assignments' with a 'REFRESH' button. This section includes filters for 'Schools' and 'Preferences', and a checkbox for 'Include dismissed'. Below the filters are two assignment cards: 'Feb 24 Thursday' and 'Feb 28 - Mar 2 Mon - Wed'. A red circle with the number 3 is placed over the 'Available assignments' section. A '+ Click to expand' link is at the bottom of the available assignments section.

- 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' (with a search box) and 'Preferences' (set to 'Default'). There is also an unchecked checkbox for 'Include dismissed'. The main assignment card shows: '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 job: '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 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 box 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 position, with 6 Full Days (8:00 AM - 2:30 PM). It has "Dismiss" and "DETAILS" buttons. The second is for "Feb 21 Monday" at the same school, for a Speech Pathologist position, 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 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 'My Schedule' page in List View. The left sidebar has 'My Schedule' highlighted. The main content area shows a search bar, a year selector set to '2021-2022', and view toggles for 'LIST VIEW' and 'CALENDAR VIEW'. Under the 'Current & Upcoming' section, there are two job entries:

Date	School	Position	Days	Time	Code	Action
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 Tue - Thu	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	3 Full Days	8:00 AM - 4:00 PM	#C856400	CANCEL

Under the 'Past' section, there is one job entry:

Date	School	Position	Days	Time	Code	Action
Jan 31	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	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 'My Schedule' page in Calendar View. The left sidebar has 'My Schedule' highlighted. The main content area shows a search bar, a year selector set to '2021-2022', and view toggles for 'LIST VIEW' and 'CALENDAR VIEW'. The 'Current & Upcoming' section shows a job entry for Feb 3:

Date	School	Position	Days	Time	Code	Action
Feb 3 Thursday	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	1 Full Day	8:00 AM - 4:00 PM	#C863869	CANCEL

Below the job entry are three calendar views for January 2022, February 2022, and March 2022. A red arrow points from the 'Feb 3' job entry to the date '3' in the February 2022 calendar.

# 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		Cancel
Wed, Feb 9	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day		Cancel
Thu, Feb 10	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day		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 'Taylors High School' entry and the 'Favorite' and '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 for 'Alton School District' with two columns: 'Favorites' and 'Hidden'. Under 'Favorites', there are two rows: 'Elementary Schools' with a 'Remove all' button, and 'Hartford Elementary School' with a 'Remove' button. Under 'Hidden', there are two rows: 'High Schools' with an 'Unhide all' button, and 'Taylors High School' with an 'Unhide' button.

# Red Rover Basics for Substitutes

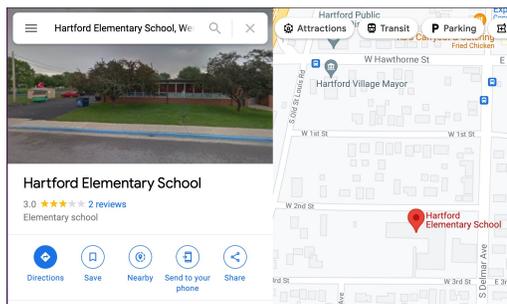
## Helpful Information for Substitutes

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 <a href="#">Change</a>	Monday Any time <a href="#">Change</a>	Tuesday Any time <a href="#">Change</a>	Wednesday Any time <a href="#">Change</a>	Thursday Any time <a href="#">Change</a>	Friday Any time <a href="#">Change</a>
Saturday Any time <a href="#">Change</a>					

**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

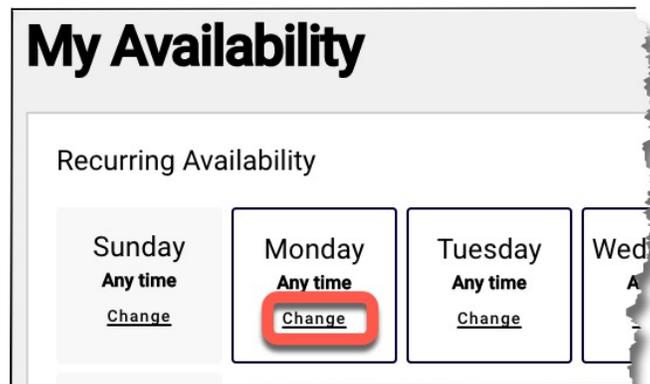
## Weekly Availability

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**.

