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.
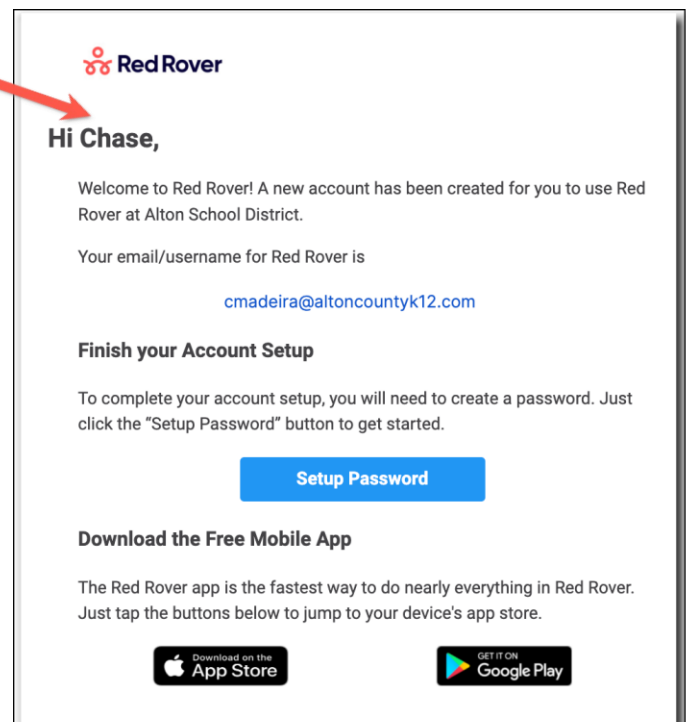
Topics Covered in this Tip Sheet

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.

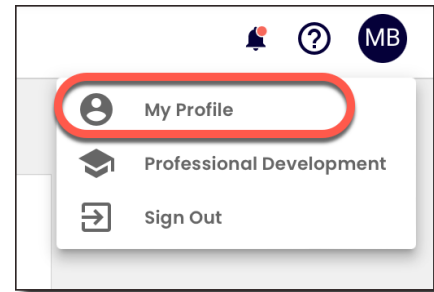- If you ever forget your password, you can reset it on the login page: https://app.redroverk12.com.

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

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.

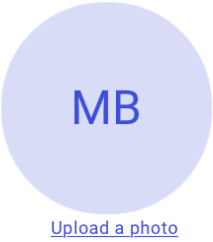Download on the App Store | GET IT ON Google Play

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**.

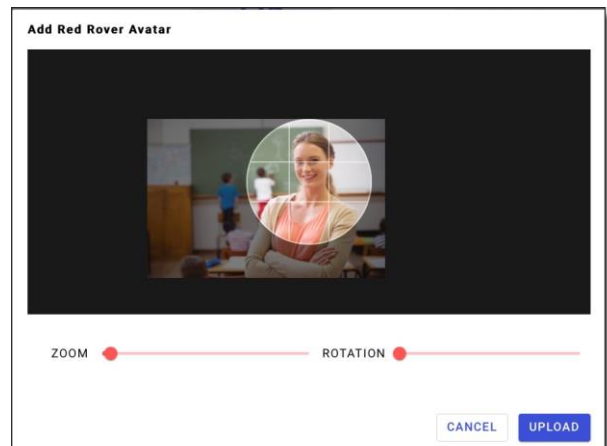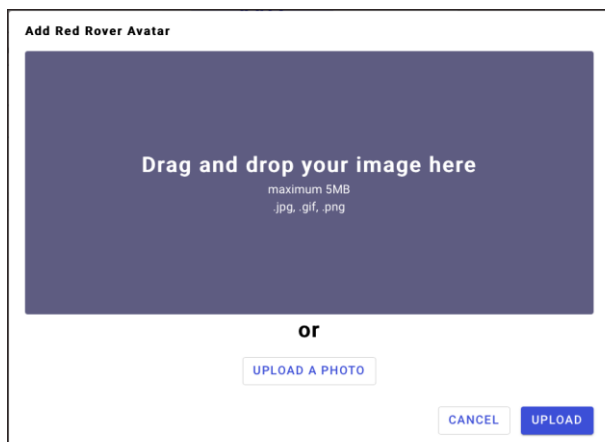Once in your profile, you can edit your information and you may be able to upload a profile picture.

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.

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.
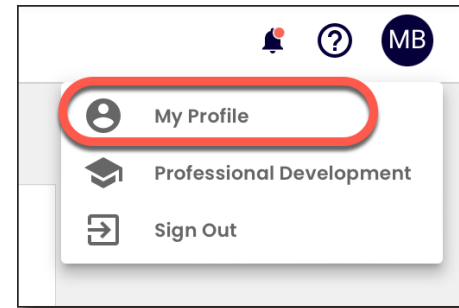
Notification Preferences

Notification reason	Email	Mobile	Web
When someone assigns me	☑	☑	☑
When I accept an assignment	☑	☐	☑
When I cancel an assignment	☑	☐	☑
When I'm removed from an assignment	☑	☑	☑
When my assignment is changed	☑	☑	☑
When someone requests me		☑	
When an assignment becomes available		☑	
When a bulletin board post is published	☑	☑	
When timesheet submission deadline is approaching	☑	☑	☑
When a job I'm assigned to starts soon	☑	☑	

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.
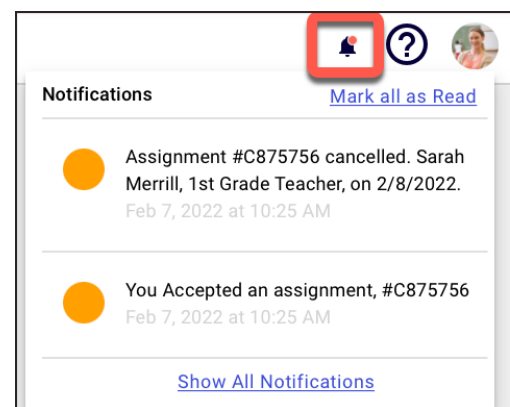
Home Page

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.

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.

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.**

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

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.**

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.

It's all yours!

Confirmation #C101181

More Available Assignment Options

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.

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**.

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

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.

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.)

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

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**.

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.

Red Rover Basics for Substitutes
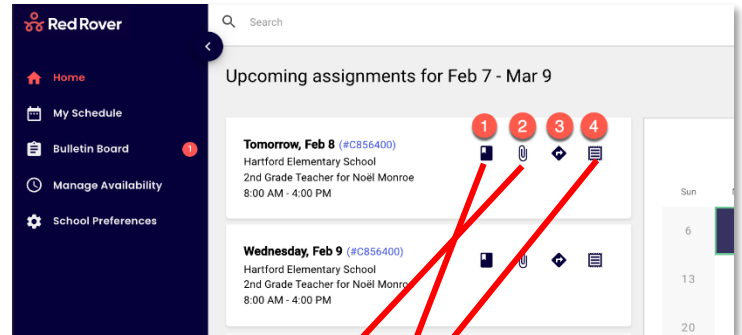
Helpful Information for Substitutes

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.

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.**

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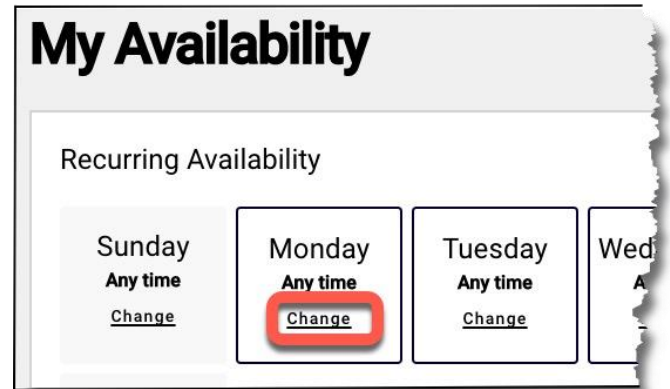
Weekly Availability

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.**