

Getting Started in Red Rover



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

Substitute Coordinator:

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You can find more helpful walkthroughs and information in the **HELP** menu of the Red Rover website and App.

Just click on the question mark in the upper right corner of the screen.



What is Red Rover?

Red Rover is a modern Absence and Substitute Management system designed with you in mind! As an employee, you can quickly and easily enter absences using Red Rover. You will also be able to review your scheduled absences, pre-arrange and communicate with substitutes, check your PTO balances (coming soon), upload lesson plans, and much more!

This walkthrough will give you a quick guide to using Red Rover You may also view the [Employee Basic Training Video](#).

<https://help.redroverk12.com/hc/en-us/articles/360039413631>

How to Login to Red Rover

You will receive an email invitation from your Red Rover administrator at your district. If you have trouble receiving the email, please check 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.

The email will look like this:

Hi Stacie,

An account has been created for you to use Red Rover for Flowing Wells Unified District. Please finish setting up your account.

What's Red Rover?

Red Rover is an Absence Management and Substitute Placement platform. Employees can enter absences and Red Rover will find a qualified substitute to fill them.

How long do I have to set up my Red Rover Account?

This account invitation will expire after ten (10) days. If you don't complete the setup in this time frame, please go to <https://app.redroverk12.com> and select the option "Don't remember your password" to reset it.

Ok, after I complete my account, then what?

After you log in, check out the Help Center, by clicking on the "?" icon. Watch the training video to get a head start!

[Complete Account Setup](#)

To set up your Red Rover account, click the **Complete Account Setup** button in the email. This button will allow you to create a new account and password with Red Rover.

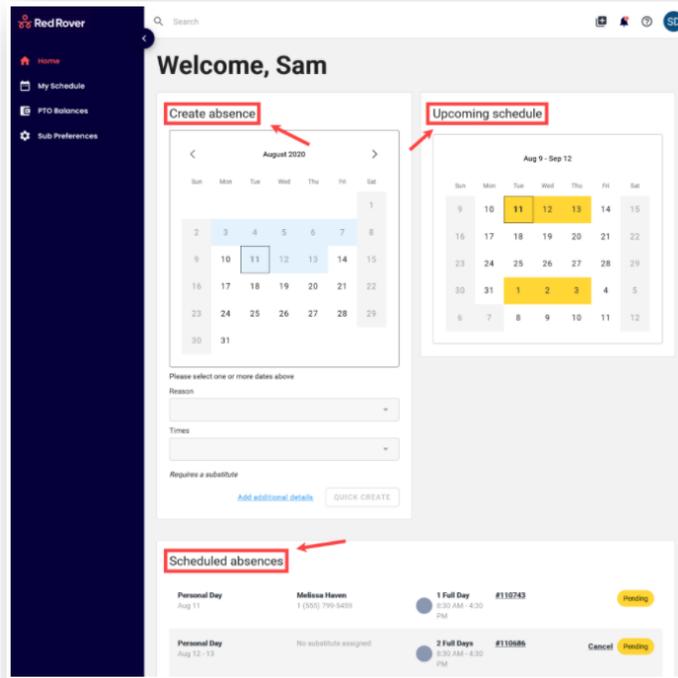
Your Red Rover login ID will be your email address.

After you have created your account, you may access the system at any time at the following address:

<https://app.redroverk12.com>

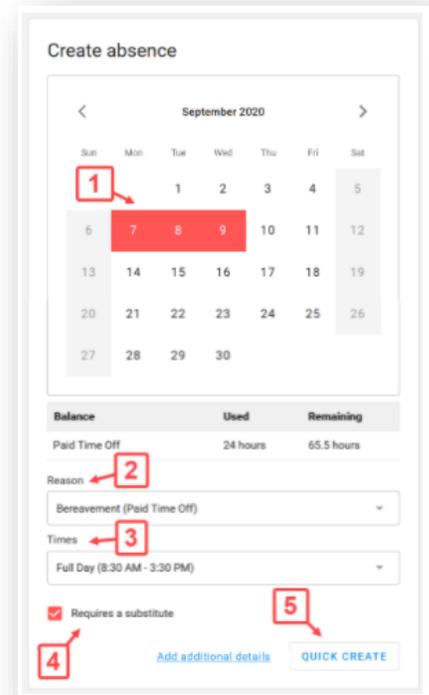
Employee Home Page

On your **Home** page, you will be able to create absences, view your upcoming schedule, and see any scheduled absences in the future.



How to Create an Absence

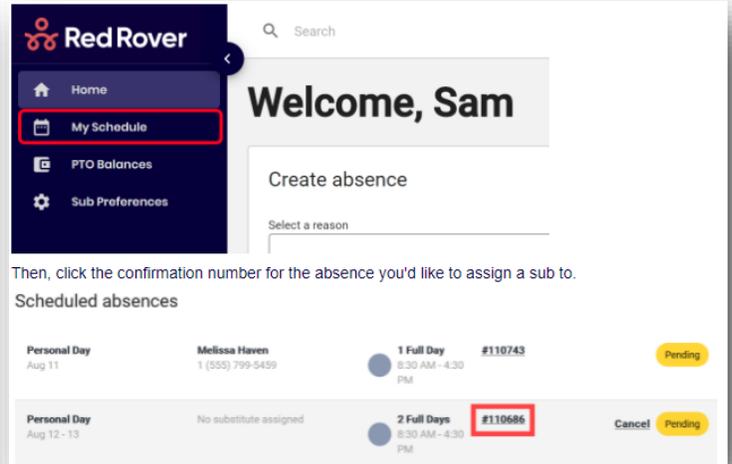
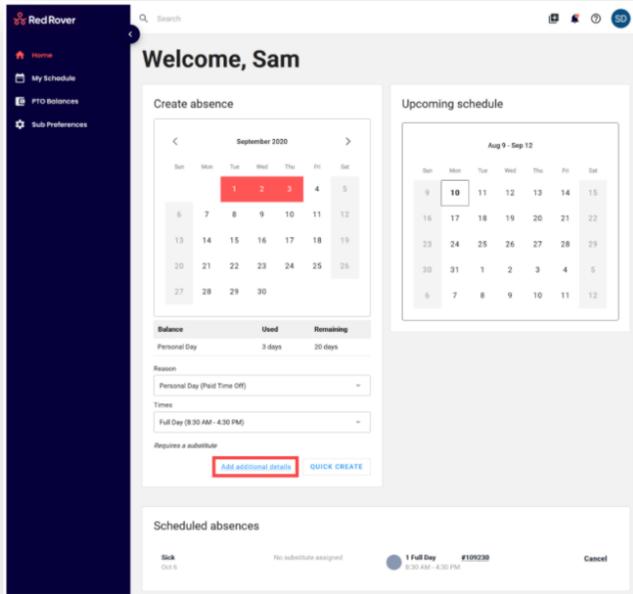
1. Click on the date of your absence. If the absence spans several days, click on each date the absence should include.
2. Below the date picker, click the **Reason** dropdown box, and select the reason for your absence.
3. Choose if your absence is for the Full Day, Half Day AM, Half Day PM, or a custom Hourly absence.
4. Choose whether your absence will require a substitute.
5. Finally, click **Quick Create** to submit your absence.
6. If this absence requires extra notes you'll see the "More details are required" message.
7. If you chose **Quick Create**, that's it. You will receive your absence confirmation number and Red Rover will take it from there!



How to Assign a Sub/Prearrange

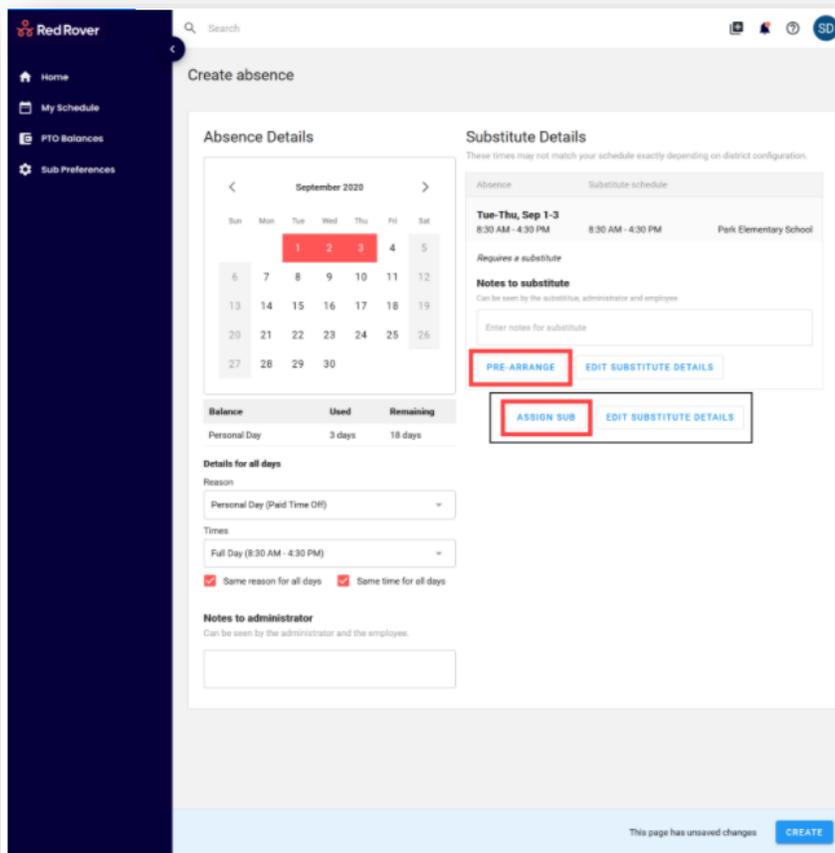
If you have not already created your absence, enter the absence information in the Create Absence pod on your Red Rover home page and then select "Add Additional Details."

If you have already created your absence, you can assign a substitute to your absence by choosing My Schedule from the menu on the left-hand side of the screen.



Then, click the confirmation number for the absence you'd like to assign a sub to.

Following either of the paths above will take you to the absence detail screen. From here, Click the Pre-Arrange or Assign Sub button. (depending on whether you are editing an existing absence or creating a new absence)



Red Rover will provide you with a list of the substitutes qualified and available for your position. Any favorite substitutes will have a ★ icon next to their name. **Before selecting a substitute, please contact them to confirm they are aware and would like to substitute for your absence.** For your convenience, Red Rover provides the substitutes' phone numbers on the Pre-Arrange page. Once you have confirmed the details with your desired sub, simply press the **Select** button.

Create Absence: Prearranging Substitute [BACK TO ABSENCE DETAILS](#)

September 1-3, 2020 (3 days) - 3rd Grade

Substitute schedule

Tue-Thu, Sep 1-3
8:30 AM - 4:30 PM Park Elementary School

Name Show Everyone

13 substitutes

Favorite	First name	Last name	Primary phone	
	Glenn	Bear	5551236974	SELECT
	Claire	Berrien	5554123698	SELECT
	Mo	Devtest	6103311996	SELECT
★	Luna	Erie	5556326396	SELECT
★	Stephanie	Fremont	5557991234	SELECT
★	Melissa	Haven	5557995459	SELECT

Last, but most important, be sure to click the **Create** or **Save** button anytime you edit the "Additional Details" Screen.

Red Rover Search

Home
My Schedule
PTO Balances
Sub Preferences

Create absence

Absence Details

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Balance

Balance	Used	Remaining
Personal Day	3 days	10 days

Details for all days

Reason
Personal Day (Paid Time Off)

Times
Full Day (8:30 AM - 4:30 PM)

Same reason for all days Same time for all days

Notes to administrator
Can be seen by the administrator and the employee.

Substitute Details
These times may not match your schedule exactly depending on district configuration.

Absence: **Tue-Thu, Sep 1-3**
8:30 AM - 4:30 PM Park Elementary School

Substitute schedule: **Luna Erie**
pre-arranged [REMOVE](#)

Requires a substitute

Notes to substitute
Can be seen by the substitute, administrator and employee.

Enter notes for substitute

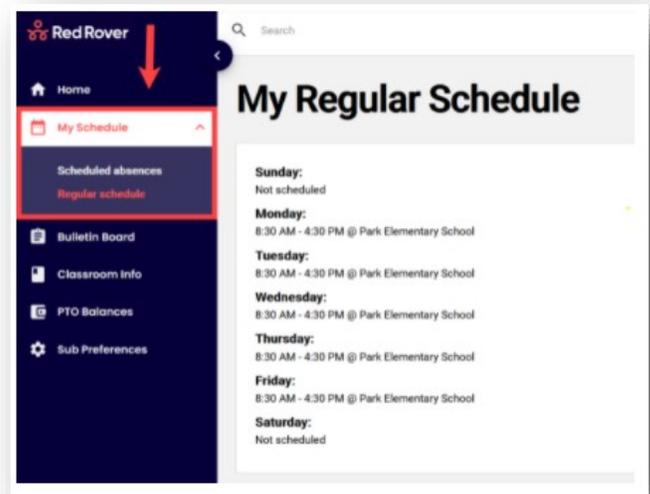
[EDIT SUBSTITUTE DETAILS](#)

This page has unsaved changes [CREATE](#)

My Schedule

Selecting **My Schedule** allows you to view your regular schedule, past and upcoming absences, as well as cancel and edit absences.

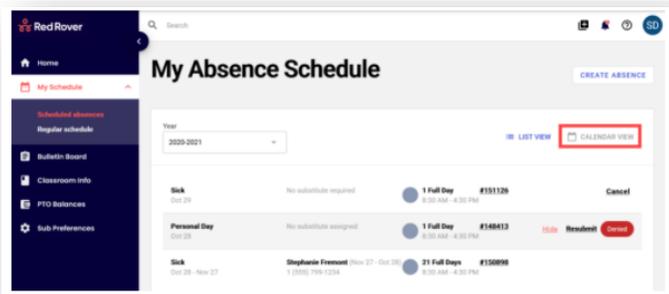
To view your regular schedule click **My Schedule** and then **Regular Schedule**. This is the default schedule Red Rover will use when you create an absence.



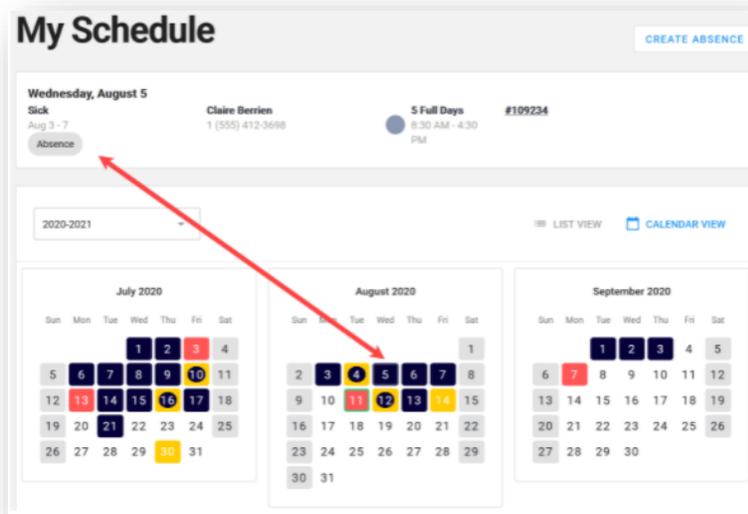
To view your absences:

Click **My Schedule** and then **Scheduled Absences**

By default, you'll see a list of your absences. You can also click the **Calendar View** to view the absences on the calendar.



Select any date. You'll be shown your daily bell schedule, time off, or school calendar.



The calendar has different colors to indicate various types of days:

- Gray = Non-work days, like the weekend
- Midnight Blue = A scheduled absence
- Red = A school closing, like a holiday or emergency closing
- Yellow = A variation to the schedule, like a half-day or a two-hour delay
- A combination of colors = Various day types combined on the same day

Substitute Preferences

Red Rover will allow you to create a list of your favorite substitutes. To add a sub to your preference list, just click the corresponding **Add favorite** link. This will add the sub to your list of preferred substitutes.

Substitute Preferences

Favorite Substitutes
Not Defined

Blocked Substitutes
Not Defined

All Substitutes

Search
First or last name

Rows per page 25 1-8 of 8 < >

Luna Eric [Add favorite](#)

Stephanie Fremont [Add favorite](#)

Melissa Haven [Add favorite](#)

Bell Metzelaar [Add favorite](#)

Austin Pointe [Add favorite](#)

Clair Shores [Add favorite](#)

Sable Tawas [Add favorite](#)

Roger Thompson [Add favorite](#)

Rows per page 25 1-8 of 8 < >

Classroom Info

The Classroom Info 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, and frequently asked questions. *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.

Classroom info for substitutes

CANCEL PREVIEW SAVE

Please take a few minutes to add some information that you feel would be helpful to anybody subbing for you this year. When you create an absence, you will have the opportunity to upload a lesson plan, so you don't need to do that here. The information you provide on this page will be made available to any substitute working for you, and will not need to be re-entered each time you create an absence.

Welcome

Paragraph

Welcome to Gami's class! This is a great class and I know you will enjoy working with them.

Policies

Paragraph

Kids are encouraged to:

- Be Respectful
 - Do not talk while others are talking
 - Eyes on the speaker
 - Do not talk back
- Be Reasonable
 - Have all materials ready to go
 - Turn in work on time
 - Stay on task
- Be Kind

Frequently asked questions

Question

Should I feed the iguana? [Delete](#)

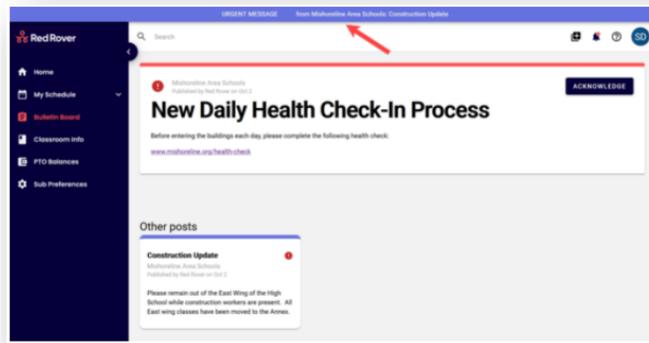
Answer

Please follow the schedule and instructions above his cage.

Bulletin Board

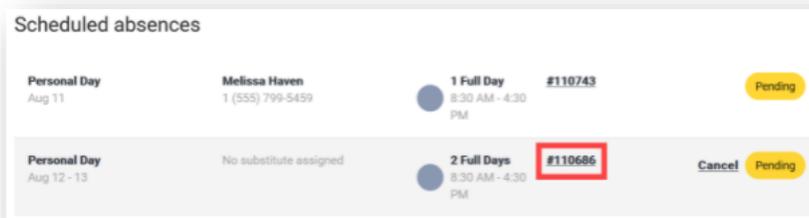
School administrators use the bulletin board to communicate messages to specific groups for your district or school. Simply click the **Bulletin Board** on the left menu to view any messages. If an admin marks a message as urgent, there will be a banner across the top of your screen.

Click the banner to be taken to the message. Once you read the message, click **Acknowledge**. Clicking Acknowledge will dismiss the banner.



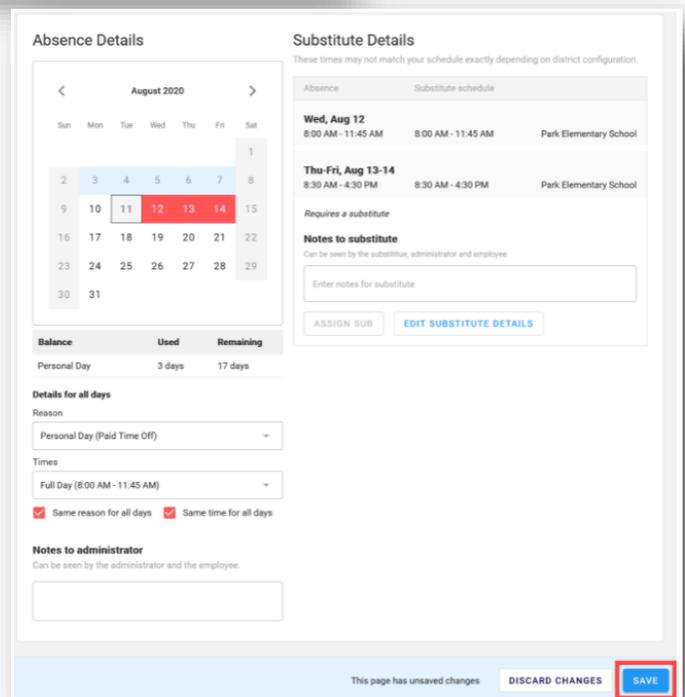
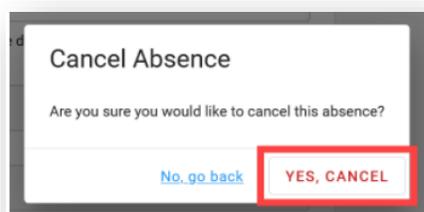
Cancel/Delete/Edit an Absence

Choose **My Schedule** from the menu on the left-hand side of the screen. From the "My Schedule" page, an employee can choose to **Edit** or **Cancel** their absence.



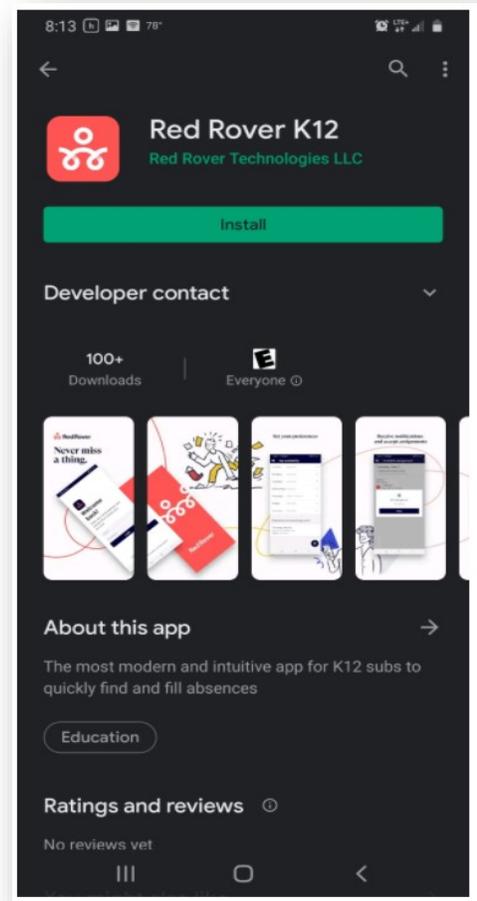
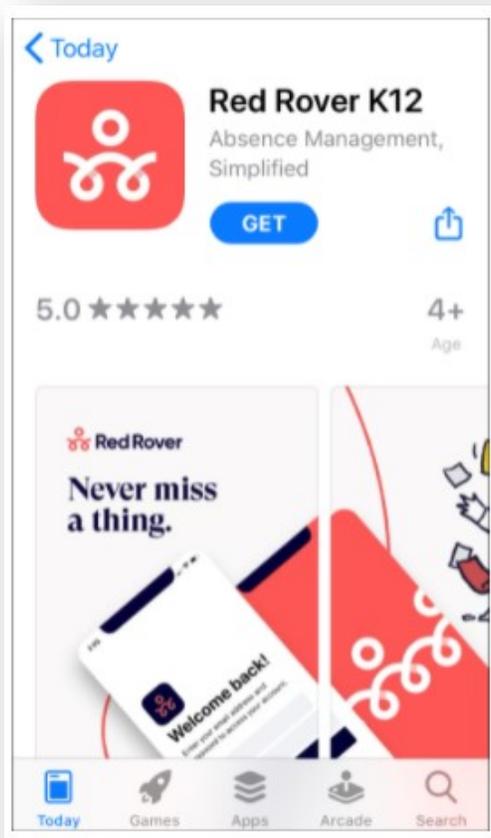
To **Edit** an existing absence, click the confirmation number listed for the corresponding absence. Red Rover will allow you to edit the Notes for Substitute, Notes for Administration, Assign a Sub, and Edit the Substitute Details.. **Any time you chose to edit your absence details, be sure to Save your changes!**

To cancel an absence, click the **Cancel** button in the **My Schedule** table. Confirm you wish to cancel the absence by clicking the **Cancel** button on the warning message.



Download the Red Rover App

For Android: Go to the **Play Store** on your Android device and search for "Red Rover K12" on your mobile device and tap the **Install** button. (Or, go to <https://play.google.com/store/apps/details?id=com.rrmobile> and tap the **Install** button.)



For IOS (Apple): Go to the **App Store** on your Apple device and search for "Red Rover K12" and tap the **GET** button. Or, go to <https://apps.apple.com/us/app/id1525229425> and download the app.

For help and walkthroughs go to:

<https://help.redroverk12.com/hc/en-us/categories/360006140352-Red-Rover-Mobile-App>