

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.

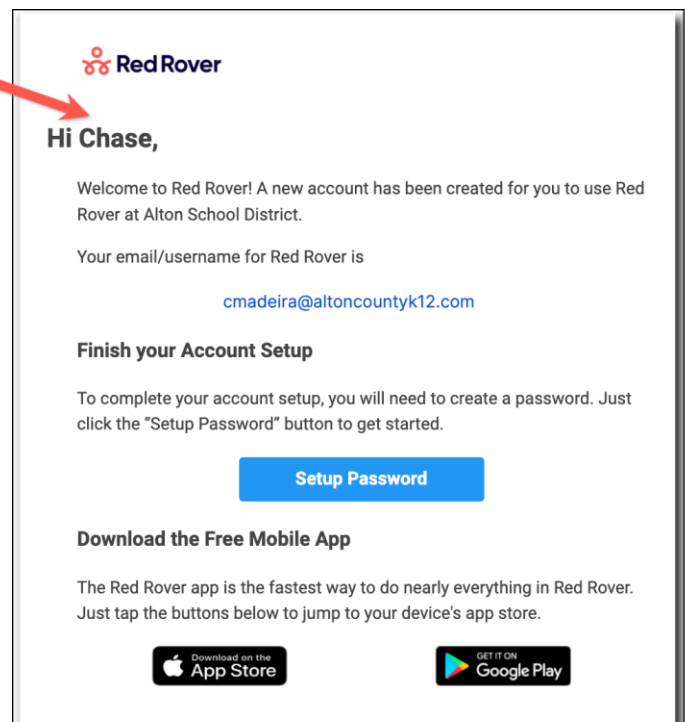
Topics Covered in this Tip Sheet

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>.

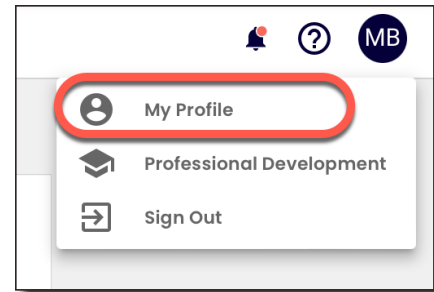


Red Rover Basics for Substitutes

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.

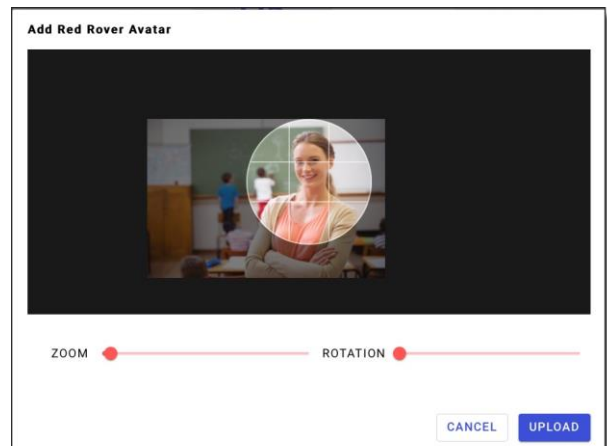
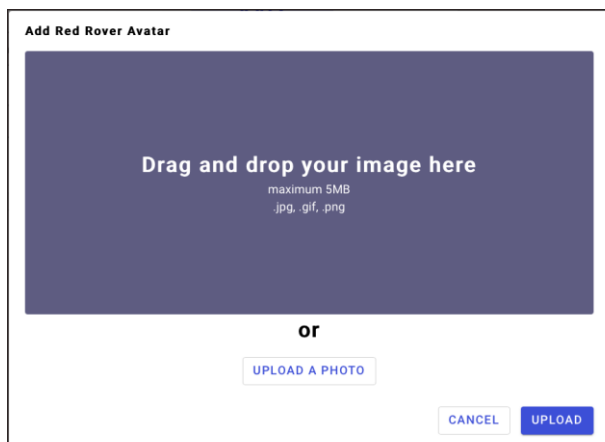


My Profile

First Name <input type="text" value="Mia"/>	Email <input type="text" value="sseeley@gatewaytr.org"/> Edit email	
Last Name <input type="text" value="Brown"/>	Time Zone i Edit time zone <input type="text" value="Eastern Standard Time"/>	
Mobile Phone <input type="text" value="8609998909"/>	Password i Reset password <input type="password" value="*****"/>	
<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.

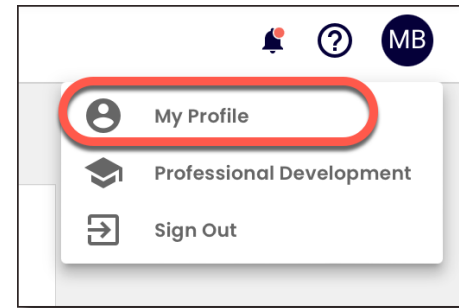


Red Rover Basics for Substitutes

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.

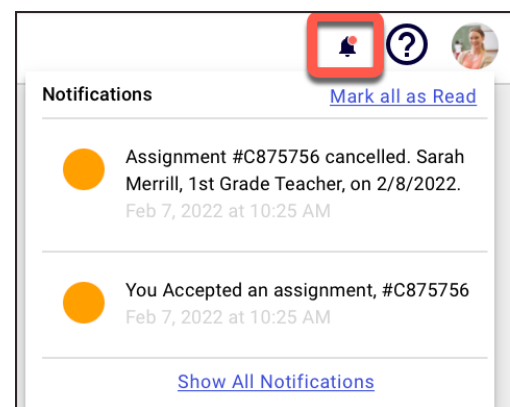


Notification Preferences			
Notification reason	Email	Mobile	Web
When someone assigns me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When I accept an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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. The first card, for 'Today, Feb 7 (#C863869)', is highlighted with a red circle 1. The second card, for 'Tomorrow, Feb 8 (#C856400)', is also highlighted with a red circle 1. The third card, for 'Wednesday, Feb 9 (#C856400)', has a 'View All' link. To the right of these cards is a calendar for 'Feb 6 - Mar 12' with a red circle 2 over it. 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 grey circle for 'Not available'. Below the calendar is a section titled 'Available assignments' with a red circle 3 over it. This section includes a 'REFRESH' button, a 'Search for schools' dropdown, a 'Preferences' dropdown set to 'Default', and an 'Include dismissed' checkbox. There are two assignment rows: one for 'Feb 24 Thursday' at 'Hartford Elementary School' for 'Stephanie Carter' (1 Full Day, 8:00 AM - 2:30 PM) with 'Dismiss' and 'ACCEPT' buttons; and another for 'Feb 28 - Mar 2 Mon - Wed' at 'Hartford Elementary School' for 'Sarah Merrill' (3 Full Days, 8:00 AM - 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 main menu area on the left.

- 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: Search for schools Preferences: Default Include dismissed

Feb 21 Monday	Hartford Elementary School Alton School District	3rd Grade Teacher for Alexandra Ray	1 Full Day 8:00 AM - 2:30 PM	Dismiss	ACCEPT
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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: Search for schools Preferences: Default Include dismissed

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	Dismiss	DETAILS
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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 Mon - Wed	Hartford Elementary School Alton School District	1st Grade Teacher for Sarah Merrill	3 Full Days 8:00 AM - 2:30 PM	Dismiss	ACCEPT
2 Selected <input type="checkbox"/>					
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 left, there are two dropdown menus: "Schools" (with a search box) and "Preferences" (set to "Default"). To the right is a checkbox labeled "Include dismissed". In the top right corner is a "REFRESH" button. Below these are two assignment cards. The first card is for "Feb 11 + 5 days" at "Hartford Elementary School" for a "1st Grade Teacher" position, with a duration of "6 Full Days" from "8:00 AM - 2:30 PM". It has "Dismiss" and "DETAILS" buttons. The second card is for "Feb 21 Monday" at "Hartford Elementary School" for a "Speech Pathologist" position, with a duration of "1 Full Day" from "8:00 AM - 2:30 PM". It has "Dismiss" and "ACCEPT" buttons. A red circle with the number "3" highlights the "Dismiss" and "ACCEPT" buttons. A red circle with the number "4" highlights the "REFRESH" button. A red circle with the number "1" highlights the "Schools" dropdown, and a red circle with the number "2" highlights the "Preferences" dropdown.

- 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: one for Feb 03 (1 day) and one for Feb 8-10 (3 full days). The 'Past' section shows an assignment for Jan 31 (1 full day).

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 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
	Jan 31	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	1 Full Day	8:00 AM - 4:00 PM	#C856363	CANCEL

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 shows a detailed view for Feb 3 (Thursday) with a red arrow pointing to the date in the calendar grid below. The calendar grid shows three months: January 2022, February 2022, and March 2022. The date Feb 3 is highlighted in the February 2022 calendar.

Year	Assignment	Location	Role	Days	Time	Code	Action
2021-2022	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

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	#C856400	CANCEL
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.)

Red Rover

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

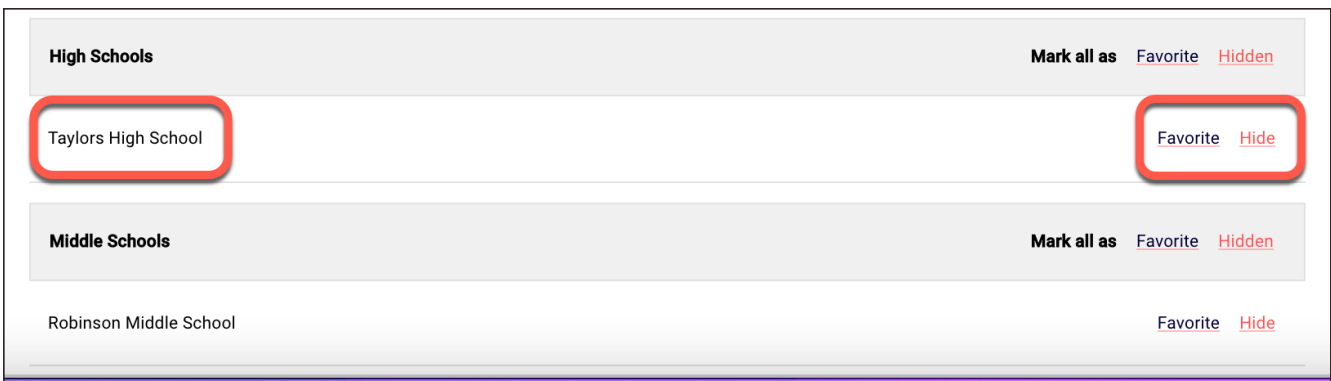
Red Rover Basics for Substitutes

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.

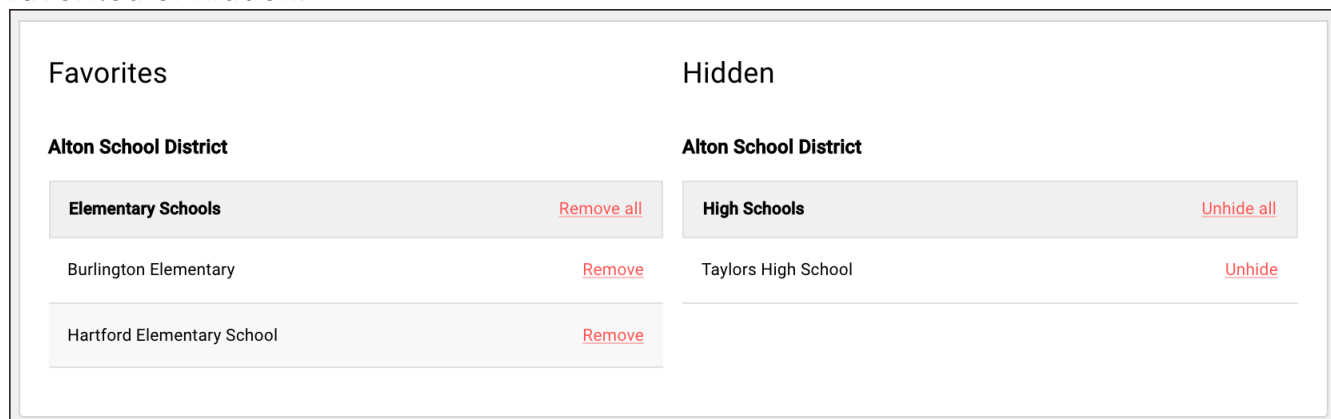
When you Hide a school: You will not receive notifications of job opportunities at locations that you have **hidden**.



The screenshot shows the 'School Preferences' interface. 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 highlighted by red boxes. In the 'Middle Schools' section, 'Robinson Middle School' is listed with 'Favorite' and 'Hide' buttons.

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', there is a section for 'Alton School District' with a 'Remove all' button. Below it, 'Elementary Schools' are listed with 'Remove' buttons for 'Burlington Elementary' and 'Hartford Elementary School'. Under 'Hidden', there is a section for 'Alton School District' with an 'Unhide all' button. Below it, 'High Schools' are listed with an 'Unhide' button for 'Taylors High School'.

Red Rover Basics for Substitutes

Helpful Information for Substitutes

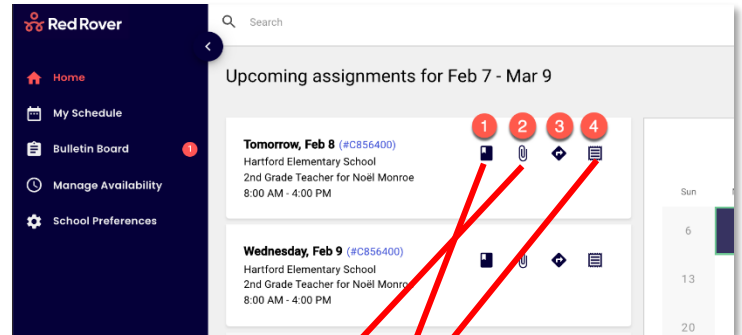
If there are any of these symbols listed on your assignments, there is helpful information for you! Click on any of these icons to see additional information.

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	Days	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	Cancel
Thu, Feb 10	Hartford Elementary School	8:00 AM - 4:00 PM	1 Full Day	Cancel

Notes
Hi Brenna! Thanks for filling in! :)

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!

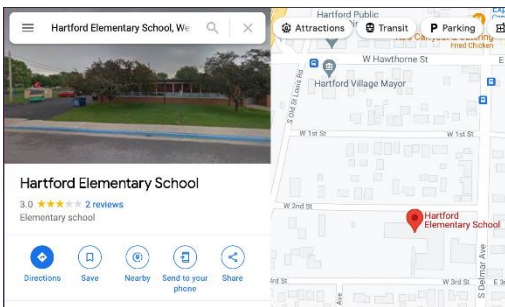
Contacts

Brian Jones
Admin Principal
bjones@altoncountyk12.com

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**).

My Availability

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: Not available (dropdown) | From: Feb 2, 2022 | To: Feb 2, 2022 | Reason: E.g Vacation | **ADD**

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.

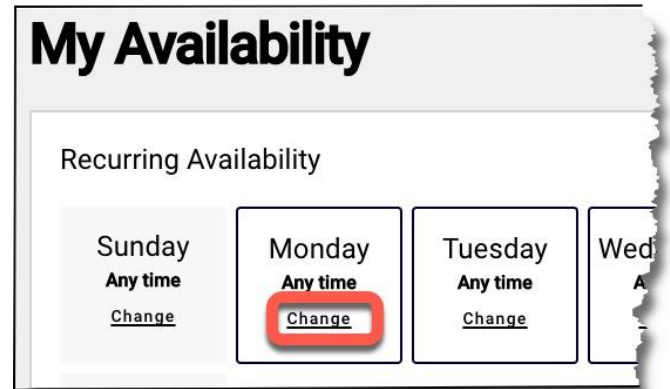
Red Rover Basics for Substitutes

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**.

