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Getting Started as a Substitute on Red Rover



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2 years ago · Updated

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What is Red Rover?

Red Rover is an Absence and Substitute Management 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 have the opportunity to manage your availability and schedule online, review assignments that you've accepted, and much more.

This article will give you a quick guide to using Red Rover with links to more in-depth articles. You may also view our [Basic Training Video](#).

In this article, we will discuss:

1. [How to Login to Red Rover](#)
2. [Substitute Home Page](#)
3. [Available Assignments](#)
4. [Accepting an Assignment](#)
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How to Login to Red Rover

Before logging into Red Rover, you will receive an email invitation from your district's system administrator. The email will look like this:



Hi Annalise,

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

afoxx@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.



- To set up your Red Rover account, click the **Setup Password** button in the email. This will allow you to create a new account and password with Red Rover. From this point forward, your Red Rover login ID will be your email address.
- If you didn't receive this email, be sure to check in your email account's 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, Red Rover will allow you to reset it on the login page: <https://app.redroverk12.com>.

[Substitute Home Page](#)

On your home page, you will be able to see the **Upcoming Assignments** you are scheduled for as well as **Available Assignments** that are currently available for you to accept.

The screenshot shows the Red Rover interface. On the left is a dark blue sidebar with navigation options: Home, My Schedule, Manage Availability, and School Preferences. The main content area is titled "Upcoming assignments for Aug 24 - Sep 23" (highlighted with a red box). It lists three assignments for "Adventure Middle School" in "Pre-Algebra / Algebra for Lake Hamlin":

- Today, Aug 24 (#C147200)**: 7:30 AM - 3:30 PM
- Tomorrow, Aug 25 (#C147200)**: 7:30 AM - 3:30 PM
- Wednesday, Aug 26 (#C147200)**: 7:30 AM - 3:30 PM

 A calendar view for "Aug 23 - Sep 26" shows the dates 24, 25, 26, and 11 highlighted in dark blue, indicating assignments. Below this is the "Available assignments" section (highlighted with a red box), which includes a "REFRESH" button, "Schools" and "Preferences" dropdowns, and a list of available jobs. One job is visible:

- Aug 27 Thursday**: Adventure Middle School, Mishoreline Area Schools, Teacher Vacancy for Vacancy, 1 Full Day (7:30 AM - 3:30 PM), Dismiss, ACCEPT

Available Assignments

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 let you know the date(s), employee, position(s), locations(s), and length of each available job.

This detailed view of the "Available assignments" section includes:

- 1**: A red circle next to the "Schools" dropdown menu.
- 2**: A red circle next to the "Preferences" dropdown menu.
- 3**: A red circle next to the "Dismiss" and "ACCEPT" buttons for the "Aug 27" assignment.
- 4**: A red circle next to the "+ Click to expand" button for the "Aug 24 - 26" assignment.

 The "Aug 24 - 26" assignment is for "Adventure Middle School" in "Pre-Algebra / Algebra for Lake Hamlin", lasting "3 Full Days" (7:30 AM - 3:30 PM). The "Aug 27" assignment is for "Adventure Middle School" in "Teacher Vacancy for Vacancy", lasting "1 Full Day" (7:30 AM - 3:30 PM).

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 either your favorite schools or by ignoring your school preferences altogether. Setting this box to "ignore all preferences" will also show jobs that conflict with your availability. Learn how to set your school preferences by [reading our article](#).
3. You can either **Dismiss** or **Accept** the job - if you accidentally dismiss an assignment, use the option to include "dismissed" assignments in order to bring that back into view.
4. Assignments that are for multiple days will have the **Click to expand** option. This allows you to see the details of each day.

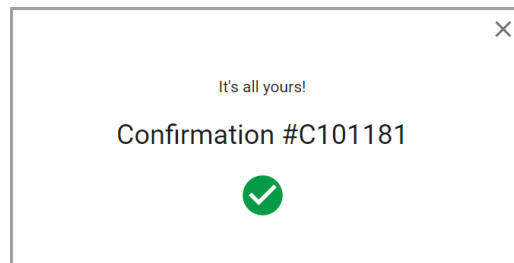
Mar 23 - Apr 3	Mishoreline High School Red Rover CS Org	10th English for Amy Holland	8 Full Days 7:00 AM - 2:15 PM	Dismiss	ACCEPT
Mon - Fri					
Mon, Mar 23	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Thu, Mar 26	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Fri, Mar 27	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Mon, Mar 30	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Tue, Mar 31	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Wed, Apr 1	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Thu, Apr 2	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
Fri, Apr 3	Mishoreline High School		7:00 AM - 2:15 PM 1 Full Day		
- Click to collapse					

Accepting an Assignment

Note!

Subs are able to see School Info before accepting a job by clicking on the school's name.

When you are ready to [accept an assignment](#), click the **Accept** button. 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.



Reviewing Your Schedule

You can easily [review the jobs](#) that you have accepted by clicking the **My Schedule** tab on the left-hand side of your window.

From here, you will have the ability to filter them for either future dates or the entire school year at once. Also, you'll have the opportunity to view your schedule in a **Calendar View**, or a simple **List View**.

Red Rover Search [LE]

Home
My Schedule
Manage Availability
School Preferences

My Schedule

MANAGE AVAILABILITY

Year: 2020-2021 From: Today

LIST VIEW CALENDAR VIEW

Date	School	Subject	Duration	Code	Action
Aug 24 - 26 Mon - Wed	Adventure Middle School Mishoreline Area Schools	Pre-Algebra / Algebra for Lake Hamlin	3 Full Days 7:30 AM - 3:30 PM	#C147200	
Sep 11 Friday	Park Elementary School Mishoreline Area Schools	Kindergarten for Rosie Grand	1 Full Day 8:30 AM - 4:30 PM	#C145643	CANCEL
Oct 8 Thursday	Adventure Middle School Mishoreline Area Schools	Social Studies for Crystal Platte	1 Full Day 7:30 AM - 3:30 PM	#C146357	CANCEL

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

My Schedule

MANAGE AVAILABILITY

Jul 7 Tuesday Adventure Middle School Mishoreline Area Schools Math for Cherry Boardman 1 Full Day 7:30 AM - 3:30 PM #C139675

2020-2021 LIST VIEW CALENDAR VIEW

● Assignment ● Not available

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 2020				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	31	
August 2020							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	31					
September 2020							
		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			

Bulletin Board

When administrators need to communicate to a group of substitutes, they may post bulletin board messages. When a new message is posted, a notification by the **Bulletin Board** tab appears. The school admin can also have the message appear on a banner above the page.

By clicking on the **Bulleting Board** tab, you can read messages and acknowledge that you've read them. Clicking on the **Acknowledge** button will remove the banner for the message.

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 will cancel the whole assignment while clicking the small **Cancel** button will cancel a specific day.

Mar 23 - 27 Mon - Fri	Adventure Middle School Red Rover CS Org	Physical Education for Grant Nordhouse	3 Full Days 7:30 AM - 3:30 PM	#C109159	CANCEL
Mon, Mar 23	Adventure Middle School		7:30 AM - 3:30 PM 1 Full Day		Cancel
Thu, Mar 26	Adventure Middle School		7:30 AM - 3:30 PM 1 Full Day		Cancel
Fri, Mar 27	Adventure Middle School		7:30 AM - 3:30 PM 1 Full Day		Cancel

- Click to collapse

Managing Your Availability

Red Rover allows you to easily [manage your availability](#) through the **Manage Availability** tab.

Red Rover

Search

Home

My Schedule

Manage Availability

School Preferences

My Availability

Recurring Availability

Sunday Any time Change	Monday Before 1:00 PM Change	Tuesday Any time Change	Wednesday Any time Change	Thursday Any time Change	Friday Any time Change
Saturday Any time Change					

Here, you have the ability to 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 Before 1:00 PM 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:

From:

To:

Reason:

School Preferences

Setting [school preferences](#) has never been easier. By going to **School Preferences** and clicking **Edit**, you can mark if a school is a Favorite school or if Red Rover should Hide the school. Selecting **Hide** will hide jobs from those select schools. Red Rover will not send notifications to you for jobs that are hidden.

- [Home](#)
- [My Schedule](#)
- [Bulletin Board](#)
- [Manage Availability](#)
- [School Preferences](#)

School Preferences

[EDIT](#)

Favorites	Hidden								
<p>Mishoreline Area Schools</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2; padding: 5px;">High Schools</td> <td style="text-align: right; padding: 5px;">Remove all</td> </tr> <tr> <td style="padding: 5px;">Mishoreline High School</td> <td style="text-align: right; padding: 5px;">Remove</td> </tr> </table>	High Schools	Remove all	Mishoreline High School	Remove	<p>Mishoreline Area Schools</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2; padding: 5px;">Middle Schools</td> <td style="text-align: right; padding: 5px;">Unhide all</td> </tr> <tr> <td style="padding: 5px;">Adventure Middle School</td> <td style="text-align: right; padding: 5px;">Unhide</td> </tr> </table>	Middle Schools	Unhide all	Adventure Middle School	Unhide
High Schools	Remove all								
Mishoreline High School	Remove								
Middle Schools	Unhide all								
Adventure Middle School	Unhide								

Accepting Assignments via Text Message

Accepting assignments on Red Rover via text message is simple. Take a moment to check out the article on the topic of [text message notifications](#).

Was this article helpful? Was this article helpful?

Yes

No

169 out of 192 found this helpful

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