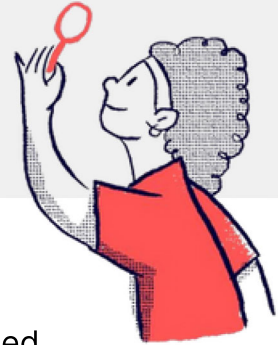




Getting Started as an Employee



What is Red Rover?

Red Rover is an Absence Management system, designed with you in mind! In Red Rover, you will be able to create and review your scheduled absences, pre-arrange and communicate with substitutes (depending on district configuration), check your Time Off balances, upload lesson plans, and much more!

Topics Covered in this Tip Sheet

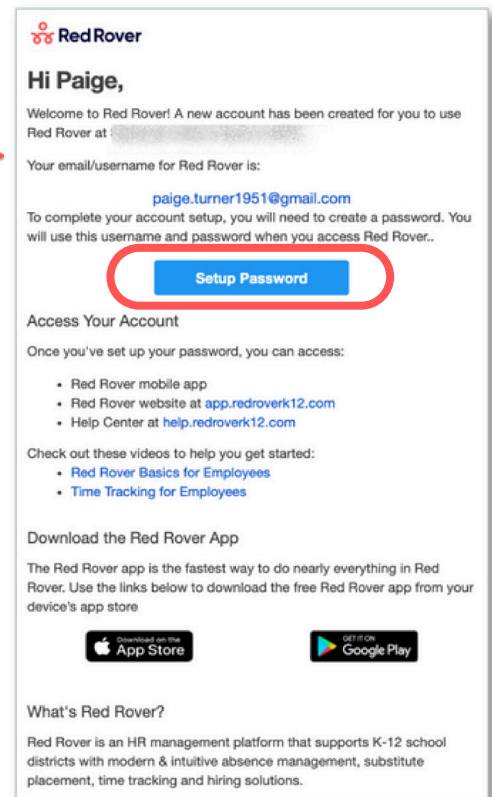
- | | |
|---|---|
| 1. <u>Setting Up Your Red Rover Account</u> | 6. <u>Classroom Information</u> |
| 2. <u>Employee Homepage</u> | 7. <u>Substitute Preferences</u> |
| 3. <u>Creating an Absence</u> | 8. <u>Time Off Balances</u> |
| 4. <u>Scheduled Absences</u> | 9. <u>Help Center</u> |
| 5. <u>Bulletin Board</u> | 10. <u>Notification Preferences</u> |

Logging in to Red Rover

Before logging into Red Rover for the first time, you will receive an email invitation that looks like this:



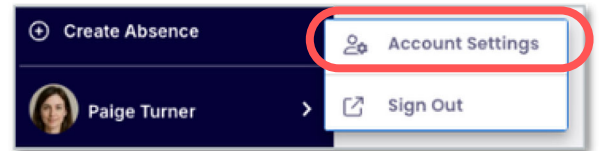
- To set up your Red Rover account, click the **SETUP PASSWORD** button. This will allow you to create a new account and password. From this point forward, your username will be your email.
- If you didn't receive this email, be sure to check in your Spam folder. If you still do not see the Red Rover 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 at: <https://app.redroverk12.com>



Red Rover Basics for Employees

Setting up Your Information

Once you are logged in, you can set up your account information and preferences. Click on your name in the bottom left corner and select **ACCOUNT SETTINGS**.

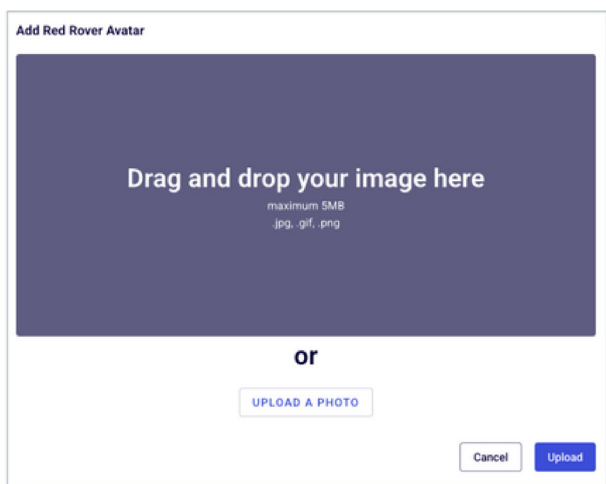
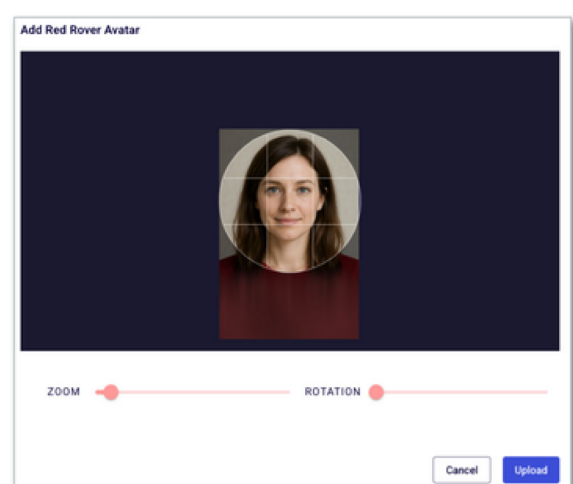


In your Account Settings, you can edit your information such as your name and phone number. You may be able to upload a profile picture depending on your district's settings.

A screenshot of the 'Account Settings' form. It has a light purple header with the title 'Account Settings'. The form is divided into several sections. On the left, there are input fields for 'First Name' (containing 'Paige'), 'Last Name' (containing 'Turner'), and 'Mobile Phone' (containing '5552007267'). To the right of these are fields for 'Email' (containing 'paige.turner1951@gmail.com'), 'Time Zone' (a dropdown menu showing 'Eastern Standard Time'), and 'Password' (masked with asterisks). Each of these right-side fields has a corresponding 'Edit' or 'Reset' link. On the far right, there is a circular profile picture of a woman. Below the photo are links for 'Upload a photo' and 'Remove photo'. At the bottom right of the form is a 'Save' button.

Upload a Profile Picture

1. Click on your name in the bottom left corner and select **ACCOUNT SETTINGS**.
2. Click **UPLOAD A PHOTO**. Drag and drop your picture into the purple box or select **UPLOAD A PHOTO**.
3. Adjust the picture by dragging it and using the **Zoom** and **Rotation** sliders below.
4. Select **UPLOAD** to save your changes.



Red Rover Basics for Employees

The Homepage

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

The screenshot shows the Red Rover employee homepage for Paige Turner. The interface includes a top navigation bar with a message from Northshore Hills School District, a search bar, and a notification icon. The left sidebar contains a main menu with options like Home, Absences, Regular Schedule, Scheduled Absences, Time Off Balances, Sub Preferences, and Classroom Info. The main content area is titled 'Good Evening, Paige' and features four quick-action buttons: Bulletin Board, Time Off Balances, Classroom Info, and Sub Preferences. Below these is a 'Create Absence' section with a 'Select Date(s)' button (callout 1) and a 'Quick create' button. To the right is a calendar view (callout 2) showing the current month's schedule. At the bottom is a 'Scheduled absences' table (callout 3) listing various absences. A 'Help' icon (callout 5) is in the top right corner. The bottom left shows the user's profile and name, Paige Turner (callout 4).

Reason	Date	Substitute	Duration	Time	Phone	Action
Sick - Family	Oct 22	No substitute assigned	1 Full Day	7:30 AM - 3:30 PM	#16641607	Cancel
Professional Development	Sep 26	No substitute assigned	1 Full Day	7:30 AM - 3:30 PM	#16632228	Cancel Pending
Professional Development	Sep 22	No substitute assigned	1 Full Day	7:30 AM - 3:30 PM	#16669790	Cancel Pending
Personal	Aug 29	Sandy Standin 1 (847) 909-7246	1 Full Day	7:30 AM - 3:30 PM	#16622573	Cancel
Personal	Aug 25-26	Kelly Barker 1 (553) 855-9998	2 Full Days	7:30 AM - 3:30 PM	#16634515	Cancel

- 1 Click **SELECT DATE(S)** in the **CREATE ABSENCE** section to begin creating an absence.
- 2 The **Upcoming schedule** calendar shows your schedule for the current month.
- 3 Scroll down to see all your **Scheduled absences** across all your districts.
- 4 The Main Menu on the left brings you to other features of Red Rover.
- 5 The **Help**  takes you to our Help Center where you can find information on how to use Red Rover.

Red Rover Basics for Employees

How to Create an Absence

For your convenience, there are a few ways to create an absence in Red Rover:

- Use the **QUICK CREATE** option on the Homepage by clicking on a date in the calendar.
- Click **Create Absence** in the Main Menu on the bottom left.
- Select **ABSENCES > SCHEDULED ABSENCES** in the Main Menu and then click **CREATE ABSENCE** in the top right.

How to Quick Create an Absence

- 1 On the Homepage, click **SELECT DATE(S)** and click on the date. If the absence spans several days, click on each date of the absence. To remove a day, simply deselect that date.
 - 2 Click the **REASON** dropdown box and select the reason(s) for your absence.
 - 3 Choose if your absence is for the Full Day, Half Day AM, Half Day PM, or a custom Hourly absence. (Available options will depend on your district)
 - 4 If your district allows, choose whether your absence will require a substitute and for how long.
 - 5 Finally, click **QUICK CREATE** to submit your absence.
 - 6 You can **Add additional details** to your absence instead of using the Quick Create option. This will allow you to add notes, upload files, pre-arrange subs, and edit sub times and locations.
- If your district requires extra notes for the absence reason selected, you'll see the **More details are required** message. Click **ADD ADDITIONAL DETAILS** and follow the instructions.

The screenshot shows the 'Create Absence' form with the following elements and numbered steps:

- 1**: Date selection field showing 'Wed, Sep 17'.
- 2**: Reason dropdown menu showing 'Personal (Paid Time Off)'.
- 3**: Times dropdown menu showing 'Full Day (7:30 AM - 3:30 PM)'.
- 4**: 'Do you need a substitute?' section with 'Yes' selected and a list of time periods: '7:30 AM - 11:30 AM' (checked), '11:30 AM - 12:00 PM' (unchecked), and '12:00 PM - 1:00 PM' (checked).
- 5**: 'Quick create' button at the bottom right.
- 6**: 'Add additional details' link at the bottom left.

Red Rover Basics for Employees

Adding Additional Details to an Absence

Adding additional details to an absence will allow you to edit details per day, write notes to the administrator and upload files. Click on the link at the bottom of the absence to add details.

A For Multi-day Absences: If the absence reasons, times, and sub requirements for all days are the same, keep these boxes selected. If they are different, de-select these boxes and enter the time and absence reason for each day.

B Notes to Admin: You can also leave notes to the administrator and upload files. These notes and files are visible to you and any administrator viewing your absence.
Note: Some absence reasons require a note to the administrator.

Do you need a substitute?
☒ Yes ☐ No

A Entire absence

☒ Same positions for all days ☒ Same reason for all days ☒ Same time for all days

☒ Same substitute requirement for all days

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

[Add file\(s\) or drag here](#)
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

The **Schedule Details** section will appear on the right side of the screen and may allow you to edit the details, add notes for a sub and pre-arrange a sub depending on your district's settings.

C Notes to Substitute: Leave notes for the sub like "Lesson Plans are in my top drawer." These notes are visible to you, the sub, and the admin.

D Add Files: Upload files such as lesson plans or seating charts for your sub to download.

E Pre-Arrange Substitutes: Your district may allow you to Pre-Arrange a sub for your absence. To do so, click **PRE-ARRANGE**.

F Edit Schedule Details: Your district may allow you to also **EDIT SCHEDULE DETAILS**. Use this option to adjust sub times and school locations if you work in multiple buildings.

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

F [Edit Schedule](#)

Substitute Schedule	Location	Needs Sub
Mon-Tue, Aug 25-26 Absent from 7:30 AM - 3:30 PM		
7:30 AM - 3:30 PM	Maple Springs High School	Yes

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

D [Add file\(s\) or drag here](#)
max 5MB; .pdf, .txt, .docx, .xlsx, .pptx, .jpg, .gif, .tiff, .png

E [PRE-ARRANGE](#)

F Mon-Tue, Aug 25-26 - Teacher English

August 25, 2025

7:30 AM	3:30 PM	Needs Sub	Location
7:30 am	3:30 pm	☒	Maple Spring...

[Add row](#)

Don't forget to click [CREATE](#) in the bottom right corner when you have finished entering information for your absence!

Red Rover Basics for Employees

Absences for Traveling Teachers

If you are a traveling teacher and you work at multiple buildings in the same day, you can add/remove rows and update your location so that the sub will know when and where to work.

Start by clicking on the **EDIT SCHEDULE** button as shown in letter **F** on the previous page.

- A** Edit the substitute's scheduled times in the start and end time fields.
- B** Use the **Needs Sub** toggle button to designate whether a sub is needed.
- C** Use the **Location** drop down field to select or change the location of a shift.
- D** Click the **ADD ROW** button to add a new shift.
- E** Click the **X** at the end of a row to delete a shift.
- F** Click **SAVE** to save new schedule details.

Fri, Sep 26 - Teacher English

September 26, 2025

7:30 AM - 11:30 AM Needs Sub Location

7:30 am 11:30 am Maple Sp... X

12:30 pm 3:30 pm Mustang ... X

Add row

CANCEL SAVE

Absence Confirmation

You are not finished creating your absence until you have a **Confirmation number**.

Once you have a confirmation number, you will see the absence appear on your schedule.

Note: If you do not receive a confirmation number, your absence was not saved.

Your absence has been saved. We'll take it from here.

Confirmation #16632228

Absence Details

Paige Turner
Fri, Sep 26
Professional Development - Full Day (7:30 AM - 3:30 PM)

Schedule Details

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

Teacher English

Substitute Schedule	Location	Needs Sub
Fri, Sep 26 Absent from 7:30 AM - 3:30 PM		
7:30 AM - 3:30 PM	Maple Springs High School	Yes

Requires a substitute

Notes to substitute
Can be seen by the administrator, employee, and substitute
No Notes Specified

Notes to administrator
Can be seen by the administrator and the employee.
Red Rover Conference

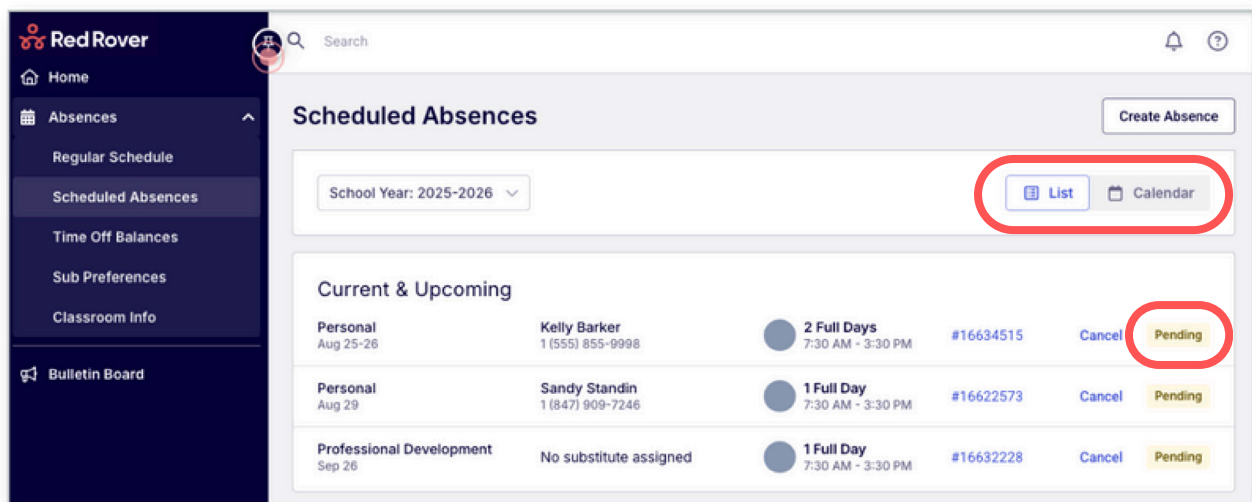
CREATE NEW BACK TO HOME EDIT

Red Rover Basics for Employees

Scheduled Absences

Scheduled Absences can be accessed on the Homepage OR by clicking **ABSENCES > SCHEDULED ABSENCES** in the Main Menu. This allows you to view your regular schedule, see past and upcoming absences, and cancel or edit absences.

- You can view your absences in a **LIST** view or **CALENDAR** view.
- If an absence is **Pending**, it has not yet been approved by an administrator.
- To view the details of a particular assignment from the **CALENDAR**, simply click the date to retrieve the detail for that day. You'll be shown your daily bell schedule, time off, or school calendar events.



You may see different dates on your calendar highlighted in different colors. Use the key below to see what each color indicates.

Gray = Non-work days, like the weekend

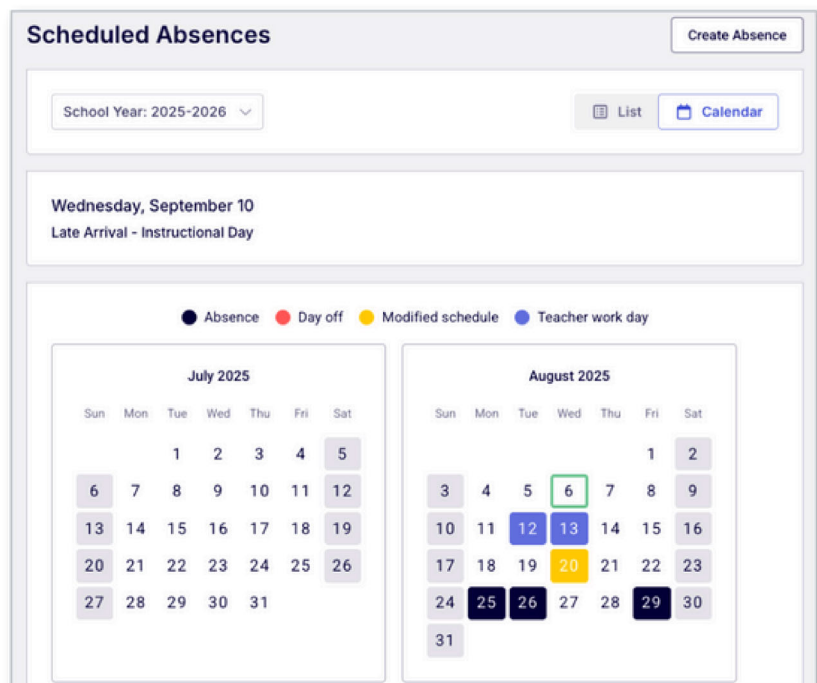
Midnight Blue = A scheduled absence

Red = A school closing, like a holiday or emergency closing

Yellow = A modified schedule, like a half-day or a two-hour delay

Light Blue = Teacher workday or In-service Day

A combination of colors = An absence and a calendar event scheduled for the same day

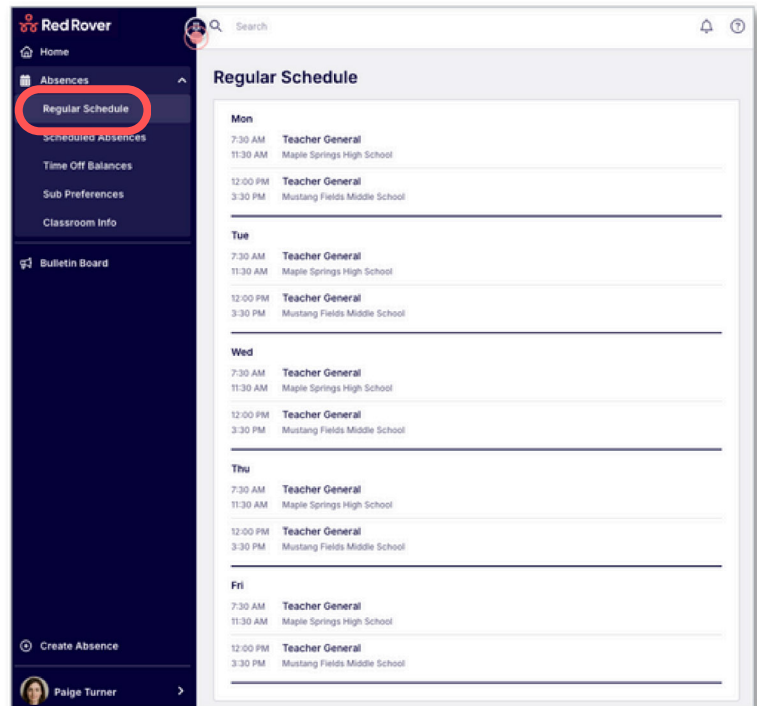


Red Rover Basics for Employees

My Schedule Page —Regular Schedule

To view your regular schedule, click **ABSENCES > REGULAR SCHEDULE**. This is the default schedule Red Rover will use when you create an absence.

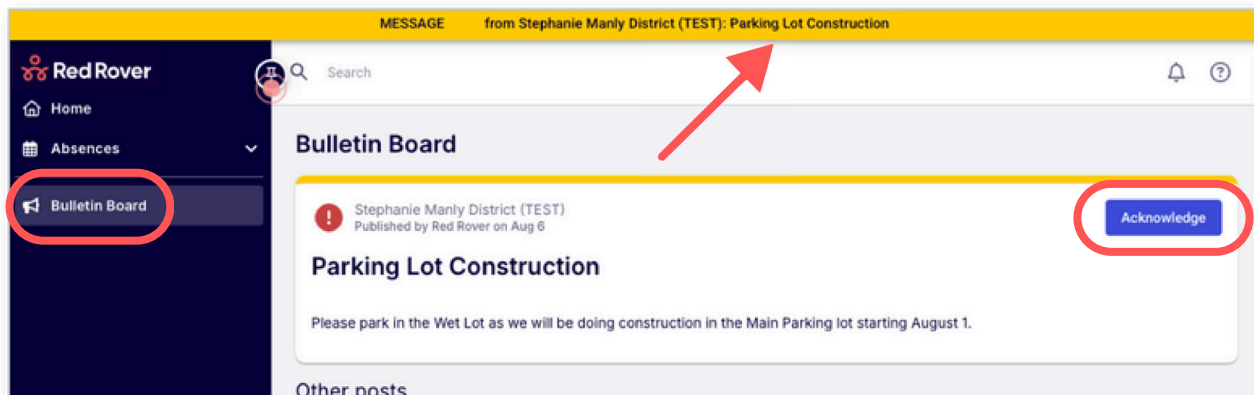
Note: If there is an error in your regular schedule, please contact your administrator.



Bulletin Board

School administrators use the bulletin board to communicate messages to specific groups for your district or school. Simply click the **BULLETIN BOARD** tile on the Homepage or in the Main menu on the left to view any messages.

- If an admin chooses, some bulletin board posts will appear as 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.
- Previously acknowledged posts will be displayed below.



Classroom Information – Don't Miss This!

To access Classroom Info, click the **CLASSROOM INFO** tile on the Homepage OR go to **ABSENCES > CLASSROOM INFO** in the Main Menu on the left.

Classroom Info

Cancel

PreviewSave

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

B

I

U

Welcome to my class! Thank you for choosing to teach my students. They are a fun-loving group and I think you will have a great time with them.

Policies

Format

B

I

U

Students are encouraged to follow the 7 Leader in Me Habits:

- Habit 1: Be Proactive - You're in Charge
- Habit 2: Begin with the End in Mind - Have a Plan
- Habit 3: Put First Things First - Work First, Then Play
- Habit 4: Think Win-Win - Everyone Can Win
- Habit 5: Seek First to Understand, Then to Be Understood - Listen Before You Talk
- Habit 6: Synergize - Together is Better
- Habit 7: Sharpen the Saw - Balance Feels Best

Frequently asked questions

Question

Should I feed the hamster?

Delete

Answer

Please follow the instructions above his cage.

+ Add another

Classroom map

Upload a classroom map

max 5MB; .jpg, .gif, .jpeg, .png, .pdf

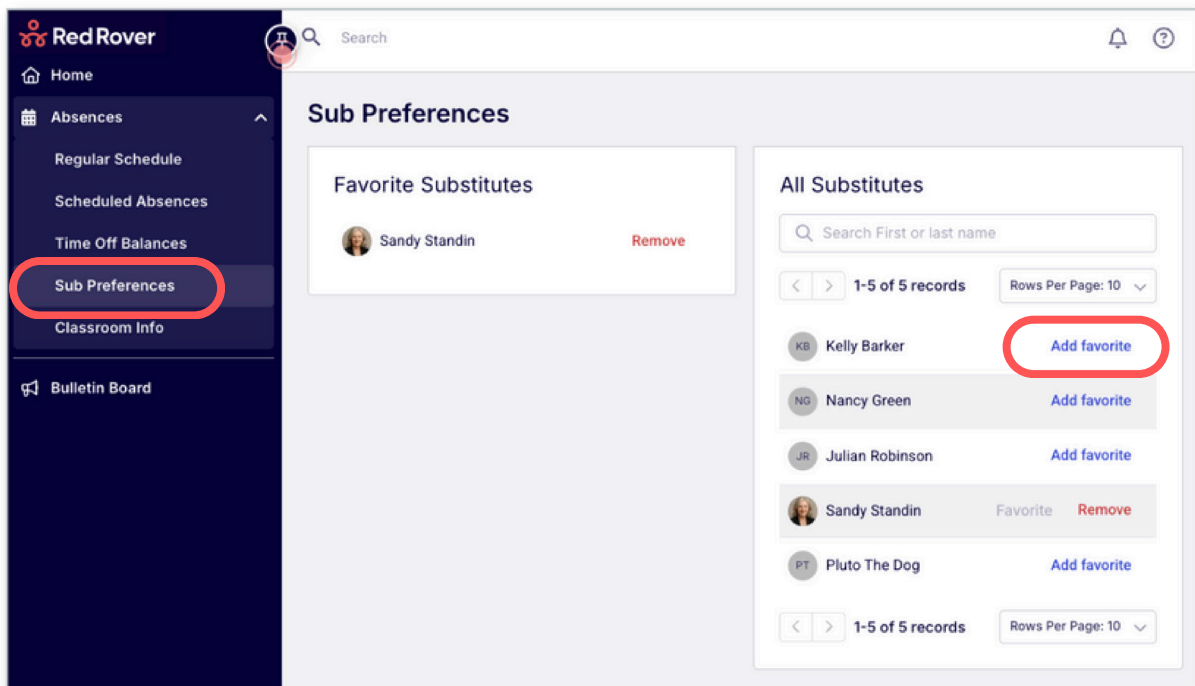
Red Rover Basics for Employees

Sub Preferences

If your district permits, Red Rover will allow you to select a list of your favorite substitutes. **Favorite** subs will be given a "head start" on your absences. This will give the subs earlier access to your available jobs.

To Add a Sub to your Sub Preferences:

1. From the Homepage, click the **SUB PREFERENCES** tile OR go to **ABSENCES > SUB PREFERENCES** in the Main Menu on the left.
2. In the **All Substitutes Search** box, type the first or last name of the sub.
3. Find the sub in the list and click **ADD FAVORITE** to the right of their name. This will add the sub to your list of favorite substitutes on the left.



To Remove a Sub from your Sub Preferences:

1. From the Home page, click on **SUB PREFERENCES** in the menu.
2. Find the sub in your Favorite Substitutes list on the left and click **REMOVE** to the right of the sub's name.

Notes:

- Removing a sub from your **Favorites** list does not block the sub from seeing your available assignments.
- To block a substitute, please contact your school administrator.

Red Rover Basics for Employees

Time Off Balances

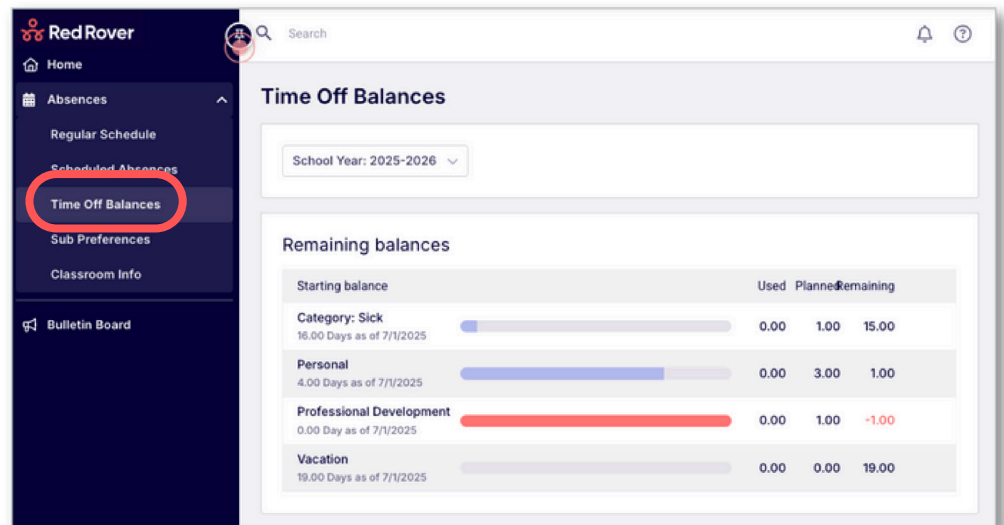
If your district allows, you can easily see your Time off Balances by clicking the **TIME OFF BALANCES** tile on the Homepage OR by going to the **TIME OFF BALANCES** in the Main Menu on the left. Red Rover tracks your **Used, Planned, and Remaining** absence balances for district defined absence reasons.

Gray - Remaining available balance

Red - Exceeded absence balance

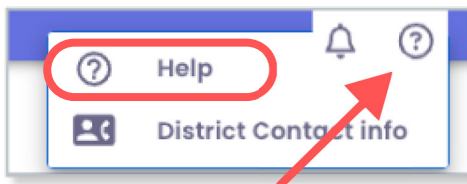
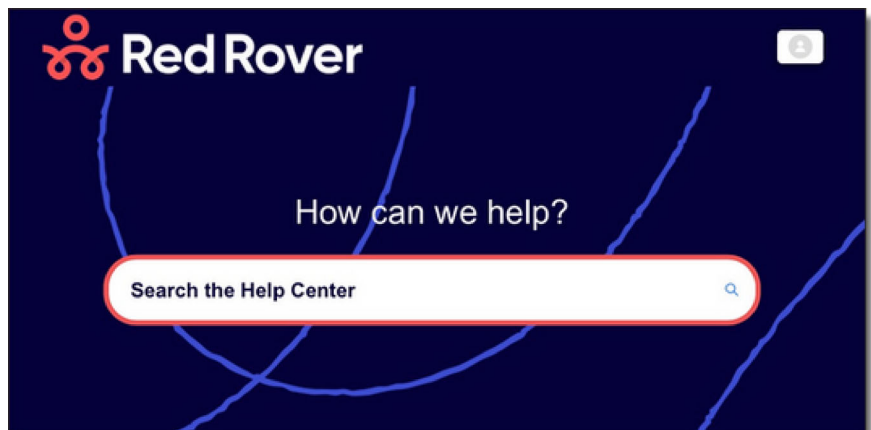
Dark Blue - Absences were already taken

Light Blue - Absences are scheduled but not yet taken



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**.

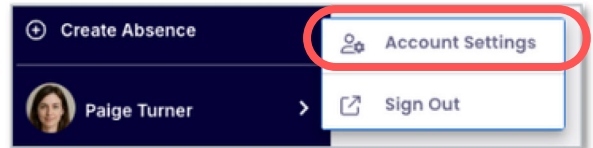


Red Rover Basics for Employees

Notification Preferences

Red Rover can send you many kinds of notifications. To edit your notification preferences:

1. Click on your profile icon in the bottom left.
2. Select **ACCOUNT SETTINGS**
3. Scroll to **Notification Preferences** and check or uncheck the corresponding boxes.



Notification Preferences			
Notification reason	Email	Mobile	Web
When I create an absence	☒	☐	☒
When I delete an absence	☒	☐	☒
When a bulletin board post is published	☒	☒	☐
When a substitute finishes filling an absence for me	☒	☐	☒
When a substitute is assigned to my absence	☒	☒	☒
When a substitute is removed from my absence	☒	☐	☒
When an absence I created is Approved	☒	☒	☒
When an absence I created is Denied	☒	☒	☒
When an absence or timesheet I created receives an approval comment from an administrator	☒	☒	☒
When someone creates an absence for me	☒	☐	☒
When someone deletes my absence	☒	☐	☒

To see your notifications:

- Click on the **Bell Icon** in the upper right corner.
- Click on each notification to mark it as read.
- Click **Mark all as Read** to remove all the notifications from the list.

