

## 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!

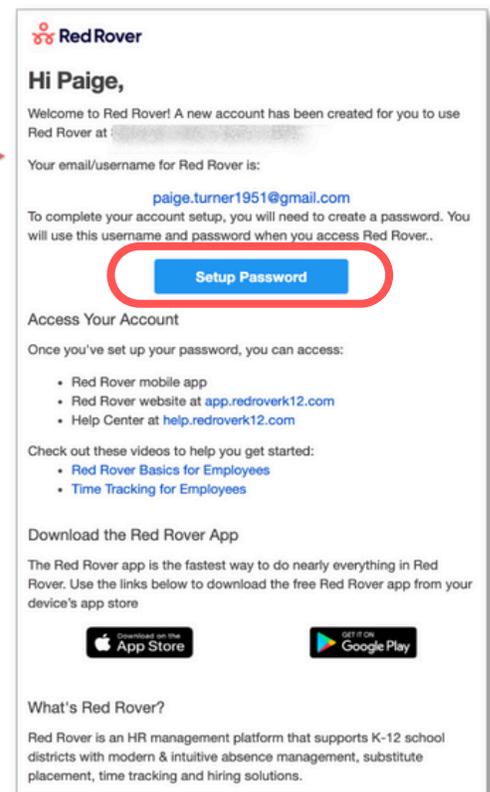
### Topics Covered in this Tip Sheet

1. [Setting Up Your Red Rover Account](#)
2. [Employee Homepage](#)
3. [Creating an Absence](#)
4. [Scheduled Absences](#)
5. [Bulletin Board](#)
6. [Classroom Information](#)
7. [Substitute Preferences](#)
8. [Time Off Balances](#)
9. [Help Center](#)
10. [Notification Preferences](#)

### Logging in to Red Rover

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

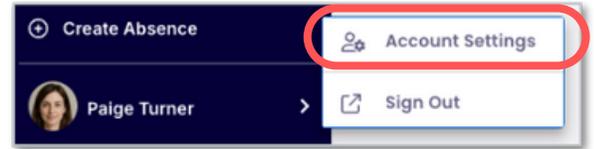
- To set up your Red Rover account, click the **SETUP PASSWORD** button. This will allow you to create a new account and password. From this point forward, your username will be your email.
- If you didn't receive this email, be sure to check in your Spam folder. If you still do not see the Red Rover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

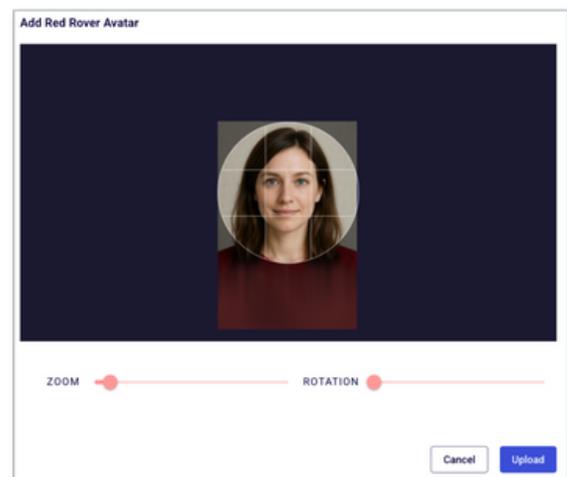
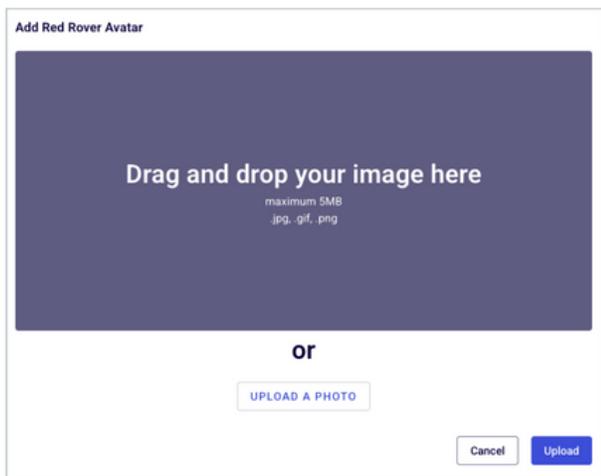


In your Account Settings, you can edit your information such as your name and phone number. You may be able to upload a profile picture depending on your district's settings.

A screenshot of the 'Account Settings' form. The form is titled 'Account Settings' and contains several input fields: 'First Name' (Paige), 'Last Name' (Turner), 'Mobile Phone' (5552007267), 'Email' (paige.turner1951@gmail.com), 'Time Zone' (Eastern Standard Time), and 'Password' (masked with asterisks). Each field has an 'Edit' link next to it. On the right side, there is a circular profile picture of a woman with the text 'Upload a photo' and 'Remove photo' below it. A 'Save' button is located at the bottom right of the form.

## 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.

MESSAGE from Northshore Hills School District (Demo): Parking Lot Construction

Red Rover  
Northshore Hills School District...

Home  
Absences  
Regular Schedule  
Scheduled Absences  
Time Off Balances  
Sub Preferences  
Classroom Info

Bulletin Board

Good Evening, Paige

Bulletin Board  
Time Off Balances  
Classroom Info  
Sub Preferences

Create Absence  
Select Date(s)  
Add additional details  
Quick create

Today

Sun	Mon	Tue	Wed	Thur	Fri	Sat
27	28	29	30	31	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	1	2	3	4	5	6

Modified schedule

Scheduled absences

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

Create Absence

Paige Turner

- 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 callouts:

- 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 - 12:00 PM' (checked).
- 5**: 'Quick create' button.
- 6**: 'Add additional details' button.

# 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

Enter notes for substitute

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

**E** **PRE-ARRANGE**

Mon-Tue, Aug 25-26 - Teacher English

August 25, 2025

7:30 AM	3:30 PM	Needs Sub	Location
<b>F</b> 7:30 am	3:30 pm	<input type="checkbox"/>	Maple Spring... ▾

[Add row](#)

Don't forget to click **CREATE** in the bottom right corner when you have finished entering information for your absence!

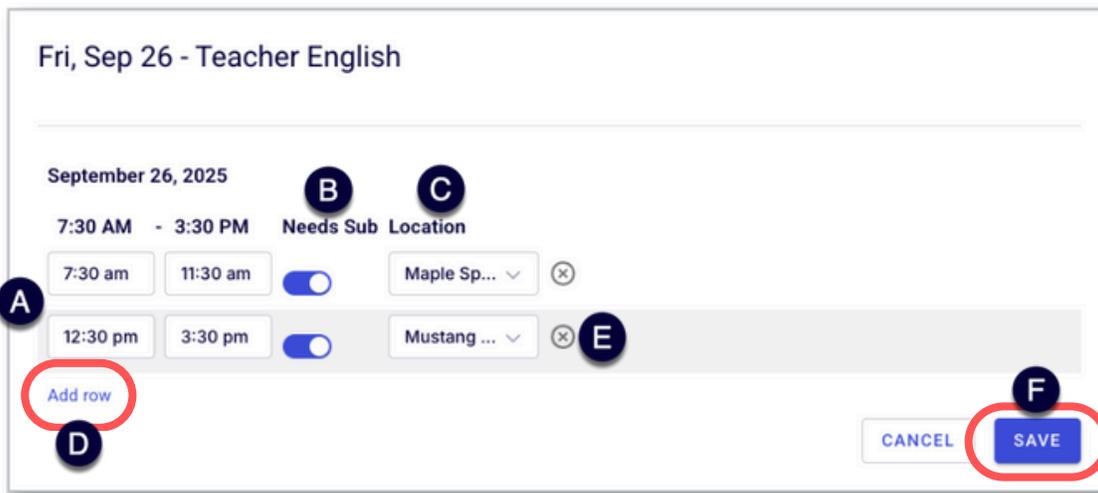
# Red Rover Basics for Employees

## 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.



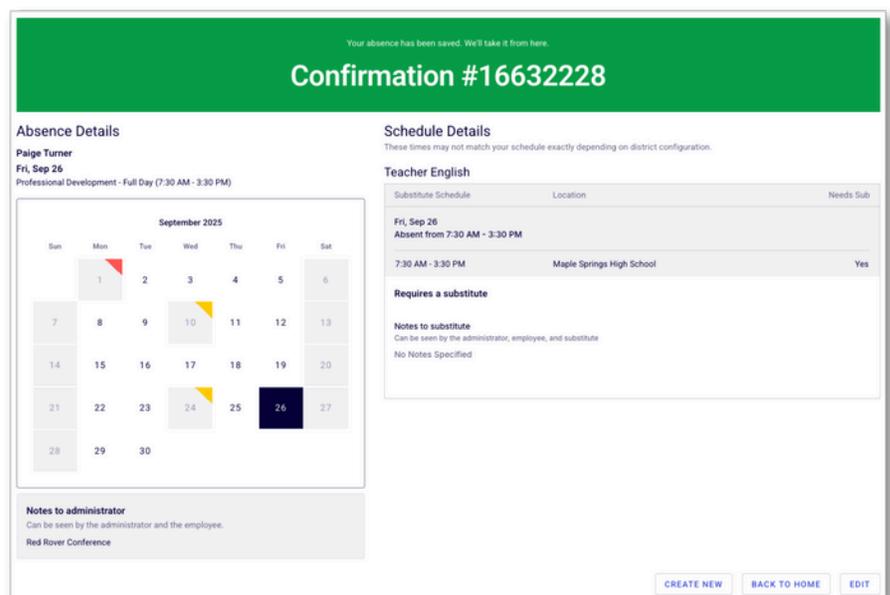
The screenshot shows a form titled "Fri, Sep 26 - Teacher English" for the date "September 26, 2025". It displays two rows of shift information. The first row shows a time slot from 7:30 AM to 11:30 AM, a "Needs Sub" toggle that is turned on, and a location dropdown set to "Maple Sp...". The second row shows a time slot from 12:30 pm to 3:30 pm, a "Needs Sub" toggle that is turned on, and a location dropdown set to "Mustang ...". At the bottom left, there is an "Add row" button. At the bottom right, there are "CANCEL" and "SAVE" buttons. Callouts A through F are placed over the interface to indicate key actions: A points to the time input fields, B to the "Needs Sub" toggle, C to the location dropdown, D to the "Add row" button, E to the delete 'X' icon, and F to the "SAVE" button.

## 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.



The screenshot displays a confirmation page with a green header that reads "Your absence has been saved. We'll take it from here." Below the header, the confirmation number "#16632228" is prominently displayed. The page is divided into two main sections: "Absence Details" and "Schedule Details".

**Absence Details:** This section identifies the employee as Paige Turner and the absence as "Professional Development - Full Day (7:30 AM - 3:30 PM)" on "Fri, Sep 26". A calendar view for September 2025 shows the absence on the 26th.

**Schedule Details:** This section provides specific information for the "Teacher English" shift. It lists the "Substitute Schedule" as "Absent from 7:30 AM - 3:30 PM" and the "Location" as "Maple Springs High School". It also indicates that the absence "Requires a substitute" and that there are "No Notes Specified".

At the bottom of the page, there are buttons for "CREATE NEW", "BACK TO HOME", and "EDIT".

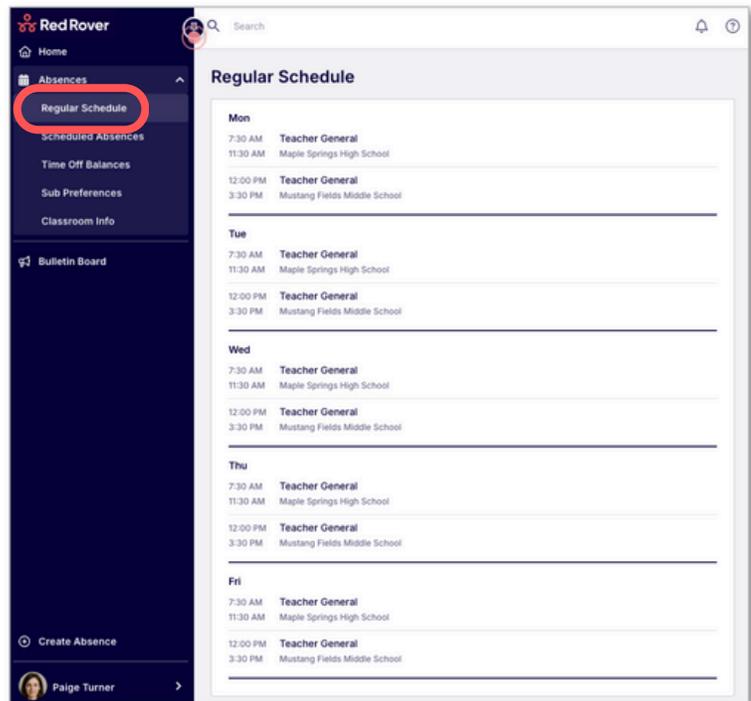


# Red Rover Basics for Employees

## 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.

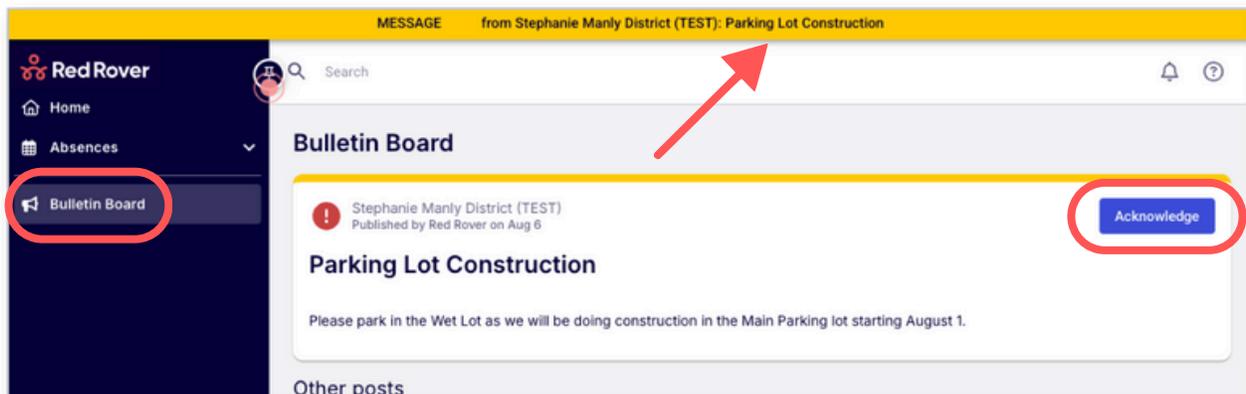
**Note:** If there is an error in your regular schedule, please contact your administrator.



## 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.



# Red Rover Basics for Employees

## Classroom Information – Don't Miss This!

The **Classroom Info** tab 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, frequently asked questions, and classroom map. (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.)

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](#) [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 **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

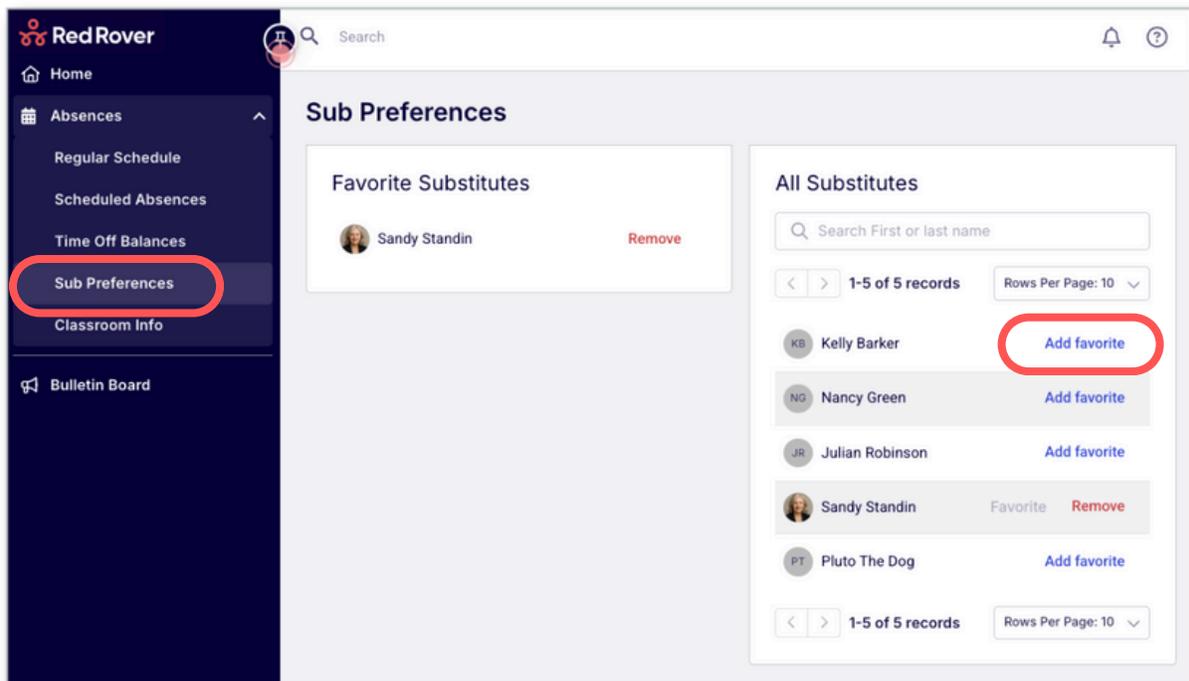
# Red Rover Basics for Employees

## 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

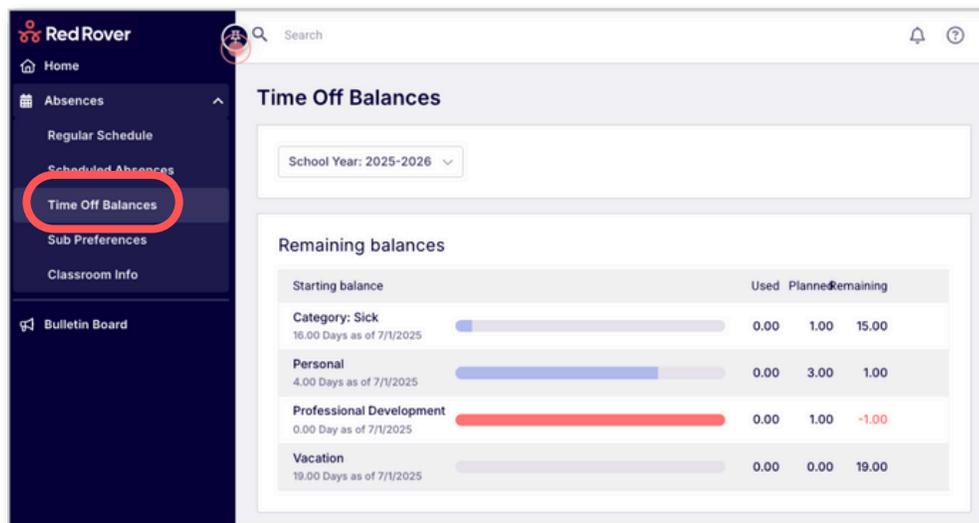
If your district allows, you can easily see your Time off Balances by clicking the **TIME OFF BALANCES** tile on the Homepage OR by going to the **TIME OFF BALANCES** in the Main Menu on the left. Red Rover tracks your **Used, Planned, and Remaining** absence balances for district defined absence reasons.

**Gray** - Remaining available balance

**Red** - Exceeded absence balance

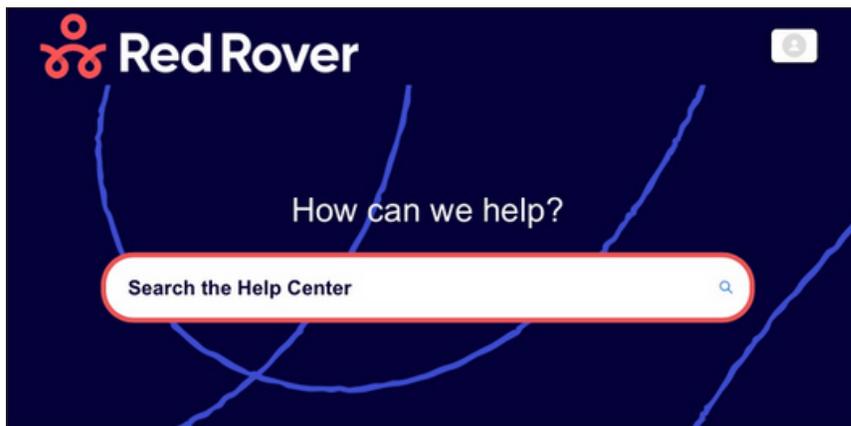
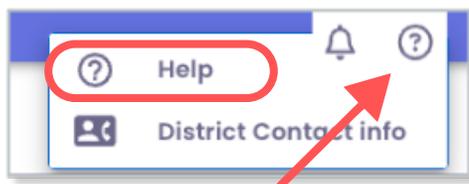
**Dark Blue** - Absences were already taken

**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 reason	Email	Mobile	Web
When I create an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I delete an absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a bulletin board post is published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When a substitute finishes filling an absence for me	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is assigned to my absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a substitute is removed from my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence I created is Approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence I created is Denied	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an absence or timesheet I created receives an approval comment from an administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When someone creates an absence for me	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When someone deletes my absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 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.

