

# Red Rover Basics for Employees

Log in to Red Rover at [app.redroverk12.com](http://app.redroverk12.com)

- Your Login will be your full email address (firstname.lastname@isd518.net)
- Password is individual to you
- If you forgot your password, please select the “forgot password” options and follow the prompts to reset your password.

## 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.

**Red Rover**

Search

Welcome, Mia

**Absence Create** 1

March 2022

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	31		

● Absence ● Day off ● Modified schedule ● Teacher work day

Please select one or more dates above

Reason

Times

[Add additional details](#) QUICK CREATE

**Upcoming schedule** 2

Feb 27 - Apr 2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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

● Absence ● Day off ● Modified schedule ● Teacher work day

**Scheduled absences** 3

Jury Duty Mar 4 No substitute assigned 1 Full Day 8:00 AM - 11:30 AM #1170428 [Cancel](#)

4

- 1 Click on a date in the **Absence Create** 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 brings you to other features of Red Rover.

# Red Rover Basics for Employees

## How to Create an Absence

There are a few ways to create an absence in Red Rover:

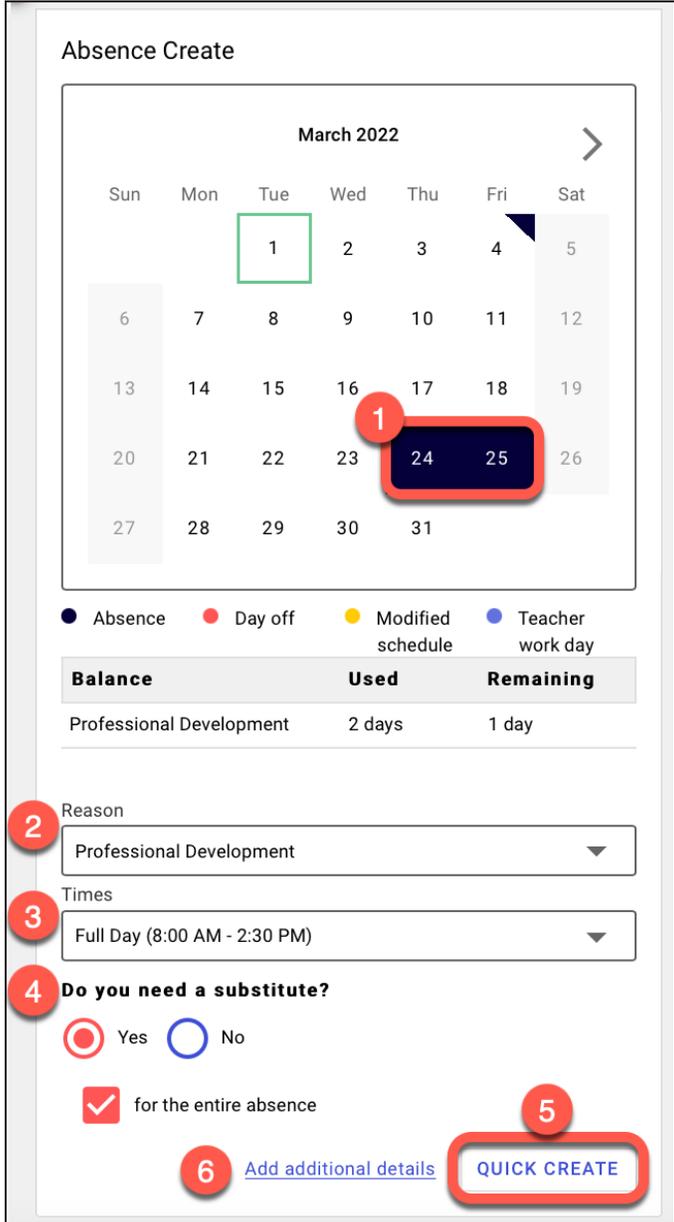
- Click the add Absence button (  ) at the top right of your screen.
- Click on **Create Absence** in the left main menu.
- Select **My Schedule** from the main menu and then click **CREATE**.
- Using the **Quick Create** option on the **Home** page.

## How to Quick 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. 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, or a custom Hourly absence.
- 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, and edit sub times and locations.

Extra notes are required for Sick Leave and other absences reasons. You'll see a red **More details are required box**.

Click **Add additional details** and enter why you gone.



The screenshot shows the 'Absence Create' interface. At the top, it says 'Absence Create'. Below that is a calendar for March 2022. A red circle with the number '1' points to the date '24' on the calendar, which is highlighted in a dark blue box. Below the calendar is a legend with four items: 'Absence' (dark blue circle), 'Day off' (red circle), 'Modified schedule' (yellow circle), and 'Teacher work day' (blue circle). Below the legend is a table with three columns: 'Balance', 'Used', and 'Remaining'. The table has one row: 'Professional Development' with '2 days' used and '1 day' remaining. Below the table is a 'Reason' dropdown menu with 'Professional Development' selected. Below that is a 'Times' dropdown menu with 'Full Day (8:00 AM - 2:30 PM)' selected. Below that is a 'Do you need a substitute?' section with 'Yes' selected and 'No' unselected. Below that is a checkbox labeled 'for the entire absence' which is checked. At the bottom right, there is a red circle with the number '5' pointing to a 'QUICK CREATE' button. At the bottom left, there is a red circle with the number '6' pointing to an 'Add additional details' link.

# Red Rover Basics for Employees

## Adding Additional Details to an Absence

**Adding additional details** to an absence will allow you to write notes, upload files, pre-arrange subs, and edit sub times.

Additional Details will appear below, and the **Substitute Details** section will open on the right side of the screen.

- A 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.
- B Add Files:** Upload files such as lesson plans or seating charts for your sub to download.
- C Edit Sub Details:** Use this option to adjust sub times and school locations if you work in multiple buildings.
- D** 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.
- E Notes to Admin:** You can also leave notes to the administrator. These notes are visible to you and any administrator viewing your absence.

**Note:** Some absence reasons require a note to the administrator.

The screenshot shows the 'Substitute Details' section of a web application. It includes a table with columns for 'Absence' and 'Substitute schedule'. The table contains one row for 'Thu-Fri, Mar 24-25' with times '8:00 AM - 2:30 PM' and '8:00 AM - 2:30 PM' and school 'Burlington Elementary'. Below the table is a 'Notes to substitute' section with a text input field and a file upload button labeled 'Add file(s) or drag here'. At the bottom of the form is an 'EDIT SUBSTITUTE DETAILS' button. A callout box labeled 'C' shows a 'Substitute Details' dialog for 'Tue-Wed, Mar 1-2 - 3rd Grade Teacher' with fields for '8:00 AM - 2:30 PM' and 'School' (Burlington Elementary), and 'CANCEL' and 'SAVE' buttons.

The screenshot shows the 'Do you need a substitute?' section of a web application. It includes radio buttons for 'Yes' and 'No', and checkboxes for 'for the entire absence', 'Same reason for all days', 'Same time for all days', and 'Same substitute requirement for all days'. Below this is a 'Notes to administrator' section with a text input field and a 'Required' label. Callouts 'D' and 'E' are placed over the checkboxes and the notes field respectively.

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

## 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 #1177336

### Absence Details

**Mia Brown**  
**Thu-Fri, Mar 17-18**  
Professional Development - Full Day (8:00 AM - 2:30 PM)

March 2022						
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	31		

### Substitute Details

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

Absence	Substitute schedule
<b>Thu-Fri, Mar 17-18</b> 8:00 AM - 2:30 PM	8:00 AM - 2:30 PM Burlington Elementary

**Requires a substitute**

**Allow sub to accept part**

**Notes to substitute**  
Can be seen by the administrator, employee, and substitute  
Lesson plans are in the top right drawer of the desk.

**Notes to administrator**  
Can be seen by the administrator and the employee.  
IEP Professional Development

[CREATE NEW](#) [BACK TO HOME](#) [EDIT](#)