



Red Rover



Use this Tip-sheet to get ready for a successful Red Rover School Year!
Print it out, and keep it handy.



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

Wed, Sep 23

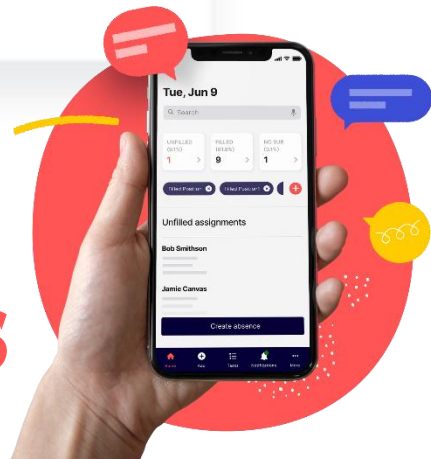
Substitute Details



Jeremy Gillian
Shoreline High School

Tip-Sheet:

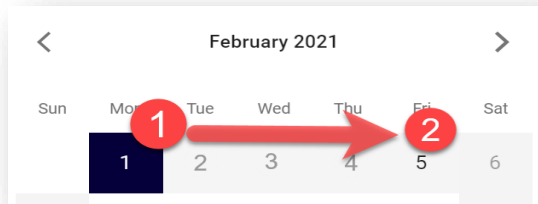
Absence Quick Tips



Absence Quick Tips

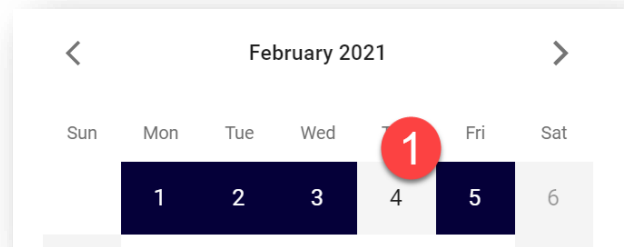
Long Term Absences

- Click the first date of your absence.
- Hold the SHIFT key on your keyboard
- Click the last date of your absence



Add & Remove Days

- Go to the absence or vacancy
- To add a date, click on the date you'd like to add (the day will turn dark blue)
- To remove a date, click on the date you'd like to remove (the day will turn white)
- Click SAVE



Different Times on Different Days

- Go to the absence or vacancy
- On the absence, Uncheck the **Same Time for all days** box
- Choose times for each date
- Click SAVE.

Times

Full Day (8:15 AM - 4:15 PM) ▼

☒ Same reason for all days ☐ Same time for all days

Assign a Sub to part of a multi-day absence

- Go to the absence or vacancy
- Click **ASSIGN**
- In the Pop-up window, choose **SELECT DETAILS**.
- Check the box(es) next the date(s) you wish to assign the sub to.
- Click the **ASSIGN** button.
- Find the sub in the list, and click the **ASSIGN** button next to their name

Assign

Would you like to assign a substitute for all of the following details or only select ones?

☒ Select details ☐ All details

<input checked="" type="checkbox"/>	Wed, Sep 8	8:45 AM -2:45 PM	Midwest Middle School
<input type="checkbox"/>	Thu, Sep 16	8:45 AM -2:45 PM	Midwest Middle School
<input type="checkbox"/>	Mon, Sep 20	12:30 PM -2:45 PM	Midwest Middle School

[No, go back](#) **ASSIGN**

Absence Quick Tips

Remove a Sub from part of a multi-day absence

- Go to the absence or vacancy
- Click **REMOVE** button next to the sub
- In the Pop-up window, choose **SELECT DETAILS**.
- Check the box(es) next the date(s) you wish to remove the sub from.
- Click the **REMOVE** button

Remove Sandra Substitute

Would you like to remove Sandra from the entire assignment or only select details?

☒ Select details ☐ All details

<input type="checkbox"/>	Wed, Sep 8	8:45 AM -2:45 PM	Midwest Middle School
<input checked="" type="checkbox"/>	Thu, Sep 16	8:45 AM -2:45 PM	Midwest Middle School
<input type="checkbox"/>	Mon, Sep 20	8:45 AM -2:45 PM	Midwest Middle School

[No, go back](#) **REMOVE**

Assign a Sub to half a full day absence

- Go to the absence or vacancy
- Click **EDIT SUB DETAILS**
- Click **ADD ROW**
- Adjust times of each row to represent the two half day portions.
- Click **SAVE**

Mon, Sep 20 - GSRP Parapro

September 20, 2021

8:45 AM - 2:45 PM

8:45 am	11:30 am	Midwest Middle School	Special Ed Sub Teacher	Teacher Standard Rate (\$...
11:30 am	2:45 pm	Midwest Middle School	Special Ed Sub Teacher	Teacher Standard Rate (\$...

[Add row](#)

CANCEL **SAVE**

- Click **SAVE** on the absence.
- Now, click the **ASSIGN** button
- In the Pop-up window, choose **SELECT DETAILS**.
- Check the box(es) next the day-half you wish to assign the sub to.
- Click the **ASSIGN** button.
- Find the sub in the list, and click the **ASSIGN** button next to their name

Assign

Would you like to assign a substitute for all of the following details or only select ones?

☒ Select details ☐ All details

<input type="checkbox"/>	Mon, Sep 20	8:45 AM -11:30 AM	Midwest Middle School
<input checked="" type="checkbox"/>	Mon, Sep 20	11:30 AM -2:45 PM	Midwest Middle School

[No, go back](#) **ASSIGN**

Absence Quick Tips

Choose which part of an absence needs a sub

- Go to the absence or vacancy
- Make sure the **Requires a substitute** box is checked
- Uncheck the **for the entire absence** box.
- You'll see this employee's schedule details appear to the right. Check or uncheck the schedule portions that will or won't need a sub.

The screenshot shows a calendar interface with dates 24 through 31. Below the calendar is a legend: Absence (black dot), Day off (red dot), Modified schedule (yellow dot), and Teacher work day (blue dot). A table shows the balance and usage of SICK LEAVE: Balance is 60.5 days, Used is 3.75 days, and Remaining is 60.5 days. The 'Details for all days' section shows the Reason as 'SICK - PERSONAL (SICK LEAVE)' and Times as 'Full Day (8:45 AM - 2:45 PM)'. The 'Requires a substitute' checkbox is checked. Below it, the 'for the entire absence' checkbox is highlighted with a red box and is unchecked. To the right, three time slots are listed: '8:45 AM - 12:00 PM' (checked), '12:00 PM - 12:30 PM' (unchecked and highlighted with a red box), and '12:30 PM - 2:45 PM' (unchecked).

Choose which days need a sub on a multi-day absence

- Go to the absence or vacancy
- Make sure the **Requires a substitute** box is checked
- Uncheck the **Same substitute requirement for all days**.
- You'll see this the dates of the absence appear below. Uncheck the **Requires a Substitute** box for each date that will not require a sub.
- Click **SAVE**

The screenshot shows a calendar interface with dates 24 through 31. Below the calendar is a legend: Absence (black dot), Day off (red dot), Modified schedule (yellow dot), and Teacher work day (blue dot). The 'Mon, Oct 4' section shows the Reason as 'SICK - PERSONAL (SICK LEAVE)' and Times as 'Full Day (8:45 AM - 2:45 PM)'. The 'Requires a substitute' checkbox is checked. Below it, the 'for the entire day' checkbox is checked. The 'Same reason for all days' and 'Same time for all days' checkboxes are also checked. The 'Same substitute requirement for all days' checkbox is highlighted with a red box and is unchecked. The 'Tue, Oct 5' section shows the 'Requires a substitute' checkbox highlighted with a red box and is unchecked. The 'Thu, Oct 7' section shows the 'Requires a substitute' checkbox checked and the 'for the entire day' checkbox checked.

Why a Sub isn't getting notified?

Do they have the right attributes?

- Go to the sub's profile, and scroll to the **Position types & Attributes** section
- Make sure they have the correct attributes to see the correct jobs.
- Click **EDIT** to add new **Attributes** to qualify them for positions

Position types & Attributes

EDIT

Qualified for position types

Not defined

Attributes

Not defined




Have they hidden the school?

- Go to the sub's profile, and scroll to the **School Preferences** section
- Check to make sure the school hasn't been marked as **Hidden** by the sub
- Click **EDIT** to edit which schools are Hidden by the sub



School preferences

EDIT

Favorite

Eastern Elementary School 
Midwest Middle School 
North High School 

Hidden

Transportation 
Central Office 

Have they turned off notifications?

- Go to the sub's profile, and click on the **VIEW Notifications Preferences** link in the first section.
- Check to make sure they haven't unchecked the **When an assignment becomes available** box.
- **NOTE:** Admins cannot make adjustments to these notifications for subs, they must do it themselves.

Information

EDIT

Permissions

Default Substitute

Address

Not specified

Email

carsten@email.com

Phone

1 (617) 555-5555

Date of Birth

Jun 5, 1990

Badge Number

Not specified

Username

carsten@email.com

Last Login

Not available

Temporary Password

Nur51542

Mobile Phone

1 (617) 555-5555

Mobile Devices

0

View notification preferences

Notification reason	Email	Mobile
When someone assigns me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When I accept an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I cancel an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I'm removed from an assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When my assignment is changed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When someone requests me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When an assignment becomes available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a bulletin board post is published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When timesheet submission deadline is approaching	<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"/>

Why a Sub isn't getting notified?


Are they in Reduced Message Mode?

- Go to the sub's profile, and scroll to the **Assignment Notifications** section
- If the sub is in Reduced Message mode / Disengaged mode, their notification section will look like this:

Assignment Notifications

VIEW DETAILS

Current method: Text message

 Red Rover has identified this sub as disengaged and has shifted to sending weekly summaries to try to reengage. The sub can resume real time notifications at any time by sending the word RESUME to 360-777-5767.

RESUME

Recent

History

Absence/Vacancy	Sent	Status	Week	# Available	# Messages	# Assignments
	not sent	Sub not engaged	Sep 5 - Sep 12	118	128	0
	not sent	Sub not engaged	Aug 29 - Sep 5	117	120	0
	not sent	Sub not engaged	Aug 22 - Aug 29	99	101	0
	not sent	Sub not engaged	Aug 15 - Aug 22	10	10	0
	not sent	Sub not engaged				
	not sent	Sub not engaged				

Check the Absence Notification Log for Clues

- Go to an absence the sub should have been notified of.
- Click on the “**three dots**” button in the upper right, and select **NOTIFICATION LOG**
- Find the sub's name, and check the “**status**” column for why the sub didn't receive a notification.

Name	Record Created	Actually Sent At	Status As Of	Status
	Sep 14, 8:01:19 PM	Not sent	Sep 14, 8:01:19 PM	Sub stopped messages
	Sep 14, 8:01:19 PM	Not sent	Sep 14, 8:01:19 PM	Sub does not prefer school
	Sep 14, 8:01:19 PM	Sep 14, 8:01:19 PM	Sep 14, 8:01:24 PM	Delivered
	Sep 14, 8:01:19 PM	Not sent	Sep 14, 8:01:19 PM	Sub stopped messages
	Sep 14, 8:01:19 PM	Sep 14, 8:01:19 PM	Sep 14, 8:01:19 PM	Nothing to send
	Sep 14, 8:01:19 PM	Sep 14, 8:01:19 PM	Sep 14, 8:01:22 PM	Delivered
	Sep 14, 8:01:19 PM	Sep 14, 8:01:20 PM	Sep 14, 8:01:21 PM	Delivered
	Sep 14, 8:01:19 PM	Not sent	Sep 14, 8:01:19 PM	Sub stopped messages
	Sep 14, 8:01:19 PM	Not sent	Sep 14, 8:01:19 PM	Sub not engaged

- **SUB STOPPED MESSAGES:**

Sub has texted **STOP** to Red Rover. Sub **MUST** text **START** to Red Rover to start receiving messages again.

- **SUB DOES NOT PREFER SCHOOL:**

Sub has **Hidden** jobs from this school location.

- **NOTHING TO SEND:**

Sub has turned of notifications in their notification preferences.

- **SUB NOT ENGAGED:**

Sub is in reduced message mode.