

ReadySub

An Overview for Substitutes – Rhiannon Inman



Email

Email

Password

Password

Log in

Remember me

[Forgot your password?](#)

Logging In

- app.readysub.com
- **Username:** Your email that you provide with hire paperwork
- **Password:** You create this! If you forget your password, please click the “Forgot your password?” link below the login button.

- ▶ Maintenance/Custodians & Transportation do not use ReadySub.
- ▶ You will receive an email with login directions, and directions to change your password. You will get a temporary password in the email, please change it to something you can remember.

The Dashboard

- This shows the current week. Any jobs you have signed up for will be shown on this weekly schedule.
- You can also see how many hours you have scheduled for the week to the right of the schedule.
- Click the arrows to move between weeks.
- Below the week schedule, you will see a list of available jobs. If you are requested, you will see a REQUESTED mark on the job.
- You can add filters (on the left) to sort by date, or to see if you have been requested or declined the job already.

RS ReadySub Dashboard Calendar Announcements Rhiannon

Dashboard

← Week of June 7, 2020 →

| Sun 6/7 | Mon 6/8 | Tue 6/9 | Wed 6/10 | Thu 6/11 | Fri 6/12 | Sat 6/13 |
|---------|---------|---------|----------|----------|----------|----------|
| | | | | | | |

Week Hours: 0.0

Available Jobs (2) My Jobs

Filters

Preference

- I'm requested (0)
- I declined

Date Range

- 06/12/2020
- End date

Wed, 6/17

Starts in 5 days
1 day • 1 remaining

Employee: Kristin Malone

Organization: Riverview School District

Site: Carnation Elementary
8:45am - 4:15pm PDT

Position: Drama

Buttons: Accept, Details, Decline

Thu, 6/18

Starts in 6 days
1 day • 1 remaining

Employee: Rhiannon Inman

Organization: Riverview School District

Site: Cedarcrest High School
7:15am - 11:15am PDT

Position: Spanish

Buttons: Accept, Details, Decline

Mon, 6/15 ★ REQUESTED

Starts in 3 days
1 day • 1 remaining

Employee: Kristin Malone

Organization: Riverview School District

Site: Carnation Elementary
8:45am - 4:15pm PDT

Position: Drama

Buttons: Accept, Details, Decline

Picking up Jobs

Available Jobs (1) My Jobs (2)

Filters

Preference

I'm requested (0)

I declined

Date Range

06/12/2020

Thu, 6/18 Starts in 6 days
1 day • 1 remaining

Employee
Rhiannon Inman

Organization Riverview School District

Site Cedarcrest High School
7:15am - 11:15am PDT

Position Spanish

Accept

Details

Decline

Week of June 14, 2020

| Sun 6/14 | Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 |
|----------|---------------------------------------|----------|---------------------------------------|----------|----------|
| | Carnation Eleme... 8:45am - 4:15pm | | Carnation Eleme... 8:45am - 4:15pm | | |

- When you see a job that you want to take on the dashboard, all you need to do is click the green Accept button!
- It will ask if you are sure, say Accept again.
- After you accept the job, you can see it in your weekly schedule on your dashboard. If you click on it in the schedule, it will take you to a page with more details.
- You can also click the My Jobs tab near the bottom of your Dashboard to see all jobs you have signed up for, click Details to go to a page with more information.

Thu, 6/18 Starts in 6 days
1 day • 1 remaining

Employee
Rhiannon Inman

Organization Riverview School District

Site Cedarcrest High School
7:15am - 11:15am PDT

Position Spanish

Accept

Details

Decline

★ You Were Requested

Details Notes Attachments

Employee



Kristin Malone

Substitute



Rhiannon Inman

Release

Job Summary

| | |
|--------------------------|---------------------------|
| Id | job-tw2wmc0gkwio |
| Substitute Status | Filed |
| Classification | Teacher |
| Organization | Riverview School District |
| Total Hours | 7.50 |

Itinerary

1 day • 1 remaining

Carnation Elementary Drama

🕒 8:45am - 4:15pm PDT
Full Day • 7.50 Hours

Details Notes (1) Attachments (1)

Notes to Substitute

Please see attached lesson plans. Today students are working on their scripts.

Job on Wednesday, June 17, 2020

Details Notes (1) Attachments (1)

Attachments

| File | Uploaded By | Upload Date |
|-----------------------|----------------|----------------------------|
| test lesson plan.docx | Rhiannon Inman | June 12, 2020 @ 1:40pm PDT |

Job Details

- Clicking on a job you have picked up in your calendar or clicking on the Details button will take you to a page with more information about the job.
- Here you can see details including: date, time, employee, and type of job, and location.
- You can also click on Notes or Attachments to see notes from the staff member or if there are lesson plans attached.
- If you have any questions on a job you have picked up, please let me know.

< June 2020 >

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------|---|--------------------|---|--------------------|--------------------|--------------------|
| ↻ Set Availability | ↻ Set Availability | ↻ Set Availability | ↻ Set Availability | ↻ Set Availability | ↻ Set Availability | ↻ Set Availability |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 Carnation Elementary 8:45am - 4:15pm | 16 | 17 Carnation Elementary 8:45am - 4:15pm | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | 4 |

Set your repeating availability for every Tuesday ✕

You will not be notified of jobs and you will not be able to accept jobs that occur while you are not available.

Availability

Full Availability ▼

Select availability

Full Availability

Partial Availability

No Availability

Calendar

- On the top of each page in ReadySub, you will see a link to your Calendar.
- Click this to view a month by month calendar of your jobs and availability.
- You can click on individual jobs to view details on that job.
- You can click Set Availability to set a repeating availability for a certain day of the week. For example, if you are never available on Tuesdays.
- If you want to change your availability for a specific day hover over the day itself and click Set Leave.

Announcements

- Like Dashboard and Calendar, you can access Announcements from the top of every page in ReadySub.
- This page will have important announcements that are relevant to you.
- Please check this page often for updates from me! I will include my contact information in every announcement.
- Let me know if you have any feedback or questions!

ReadySub Dashboard Calendar Announcements Rhiannon

Browse Announcements

Filters

Date Range

Start date ×

End date ×

Results 10

Sort Date - Newest

| DATE | AUTHOR | AUDIENCE | HEADLINE | |
|-------------------------|-------------------|-------------|----------------------|------|
| Fri, 6/12 1:37pm PDT | Rhiannon Inman | Substitutes | Welcome to ReadySub! | Read |

Showing 1 of 1 total announcements.

« Previous Next »

Thank you Riverview Substitutes!



Educational Service
Center:
15510 1st Ave NE,
Duvall, WA 98019



Rhiannon Inman –
Secretary II –
Substitute Office



425-844-4500
Hours: 8:00am-4:30pm



inmanr@rsd407.org