Using REMIND!

How do I create a class?

You can create a class via web or the Remind app as a teacher, parent, or student.

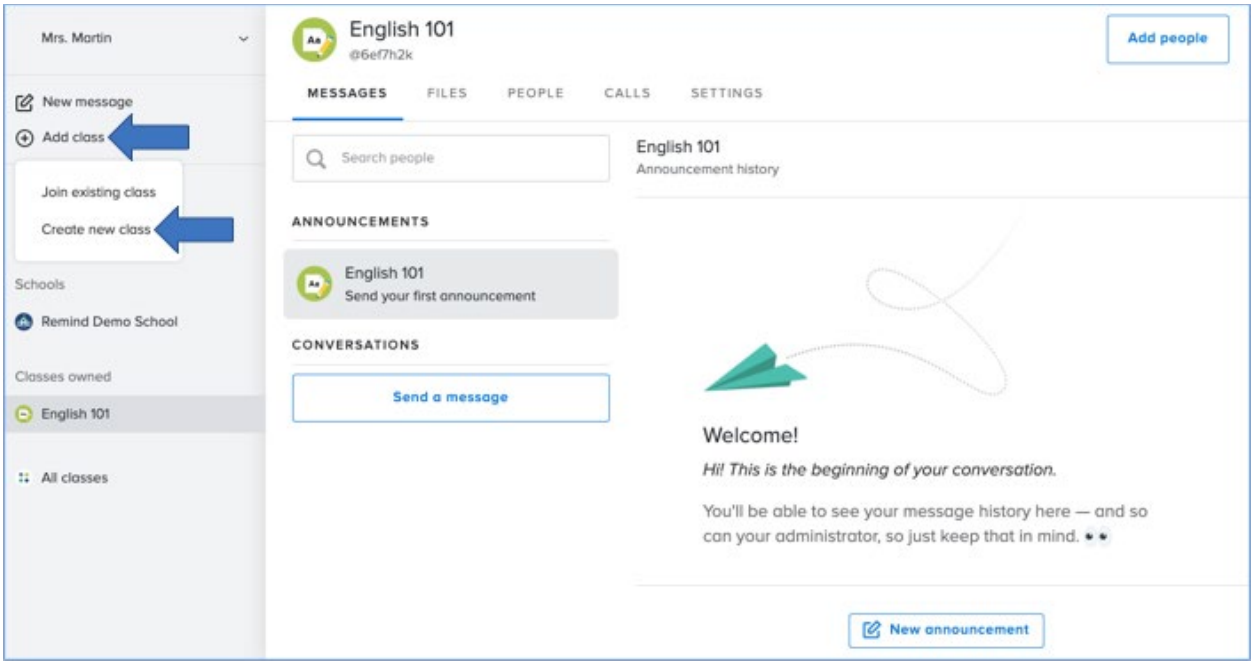
Students under 13 can't join classes owned by parents or students, nor can they join a class that isn't linked to a school.

- Web
- iOS
- Android

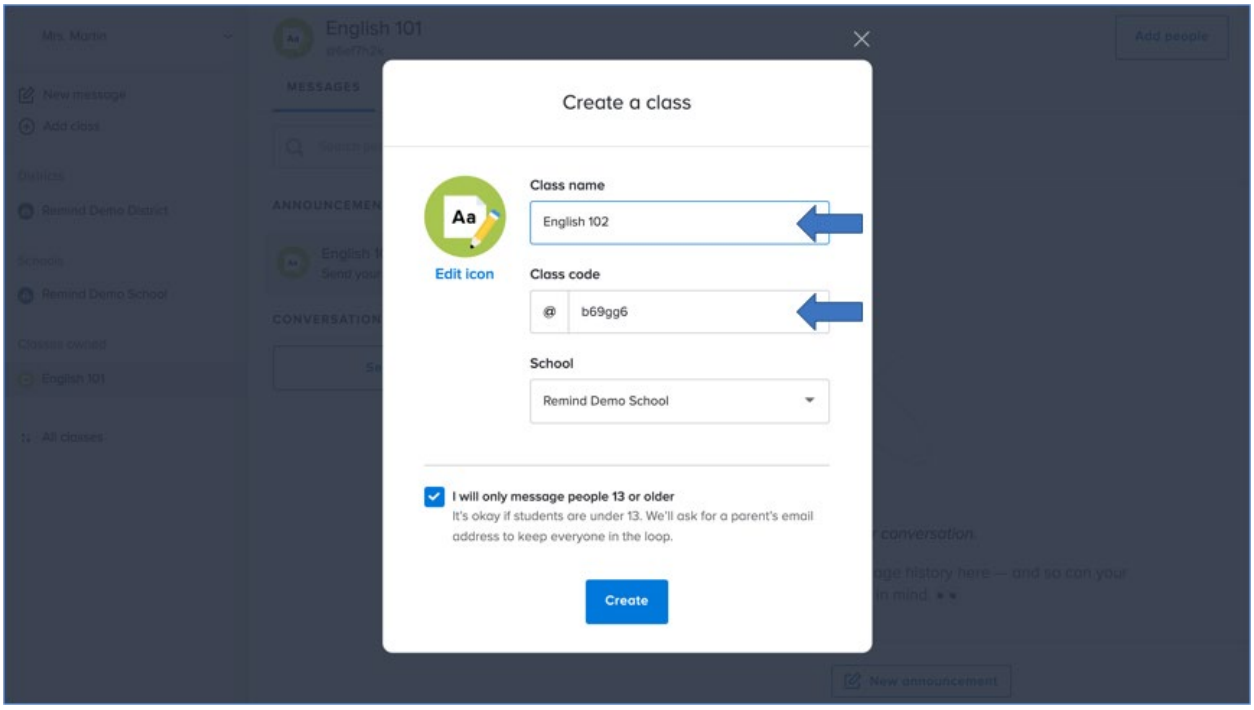
Web

1. Log in to your account.
2. Click **Add class** which is located on the top left side of your dashboard.

3. Select **Create new class**.



4. Add a **Class name.**

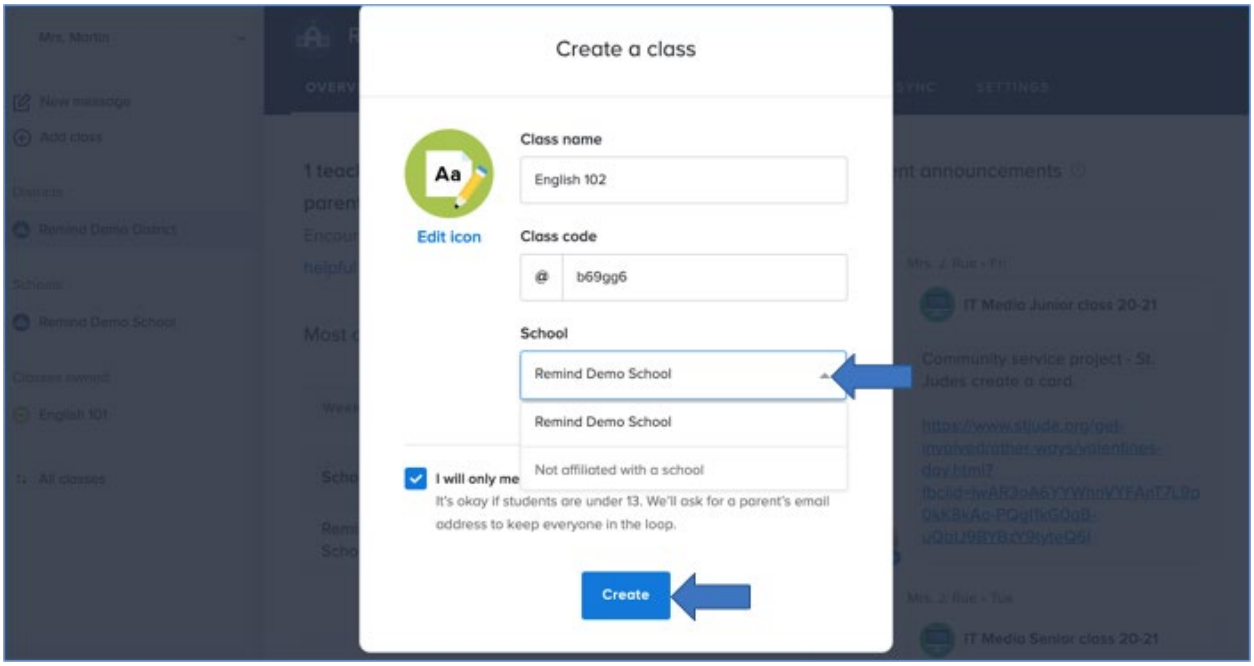


- A Class name should *not* exceed 60 characters including spaces.

- We will automatically generate a class code for you, but you can also create your own code. It must be at least three characters long, and it cannot be in use by any other Remind user.

5. Under **School,** select the organization your class should be connected from the dropdown menu.

6. Click **Create**.



App

iOS

1. Open the Remind app.

2. Scroll down to the **Owned** section.

3. Click **Create a class**.

4. Add a **Class name**.

    - A class name should *not* exceed 60 characters including spaces.

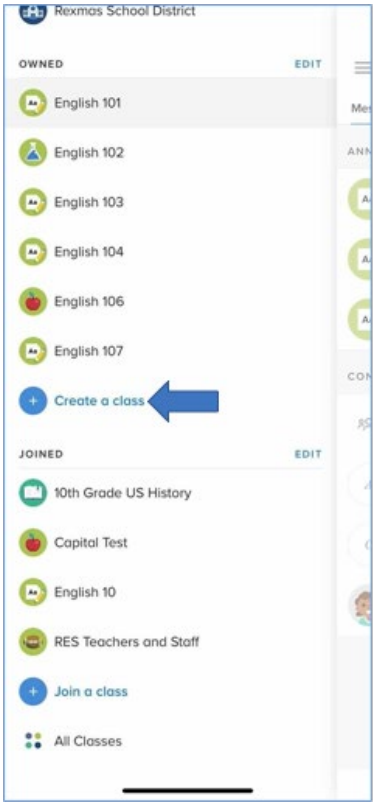
5. Click **Change**.

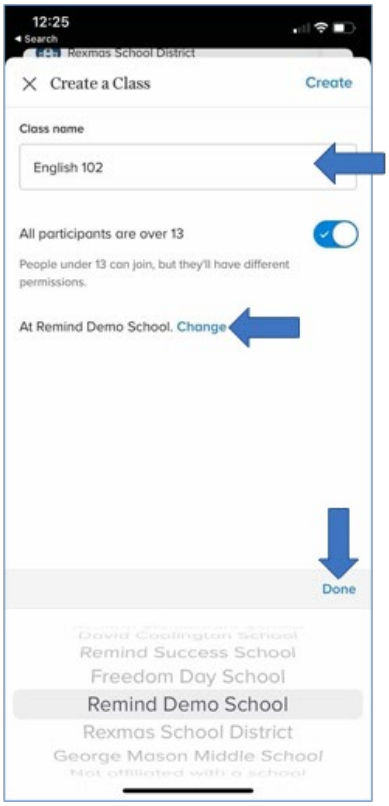
6. Select the school your class should be affiliated with from the list, and click **Done**.

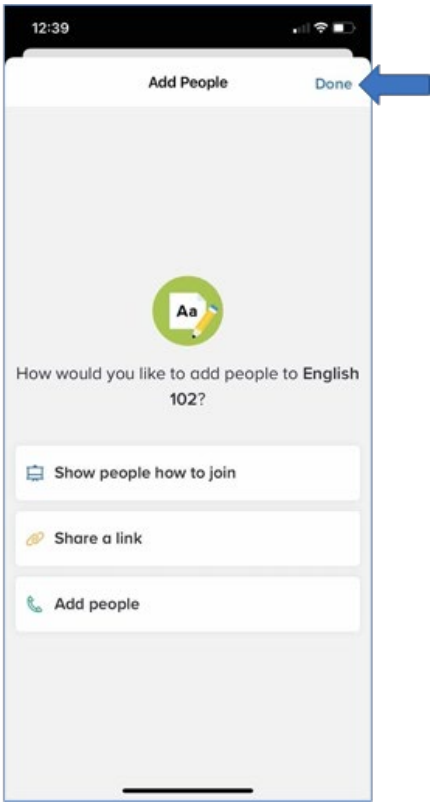
7. Tap **Create** which is located on the top right side of the screen.

8. Select how you want to add people to the class.

9. Click **Done.**







Android

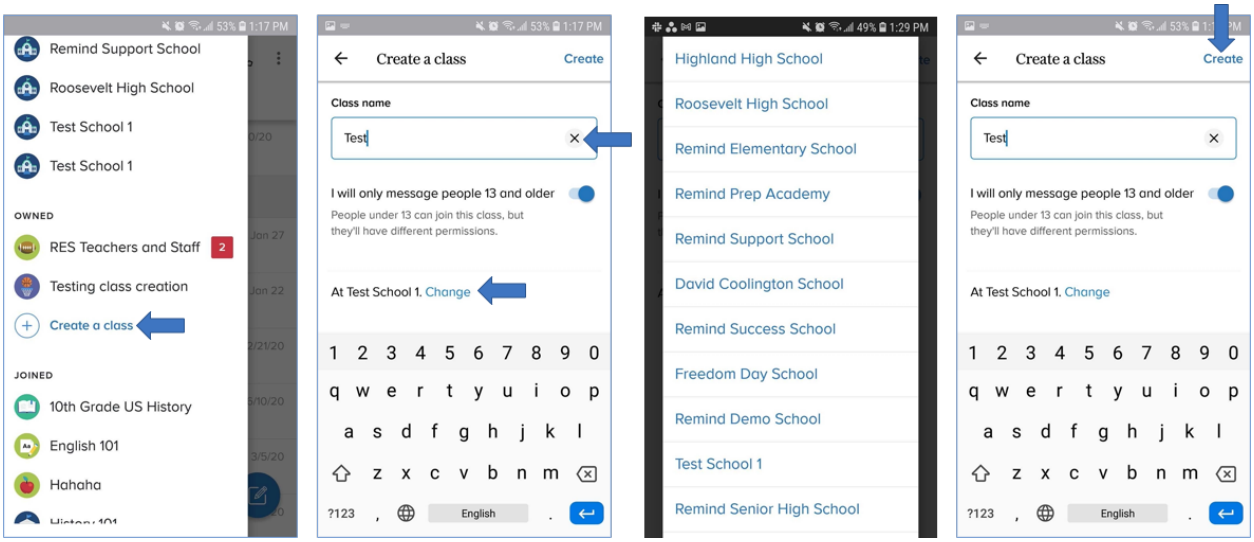
1. Open the Remind app.
2. Scroll down to the **Owned** section.
3. Click **Create a class**.
4. Add a **Class name**.

- A class name should *not* exceed 60 characters including spaces.

5. Click **Change**.

6. Select the school your class should be affiliated with from the list.

7. Tap **Create** which is located on the top right side of the screen.



s?

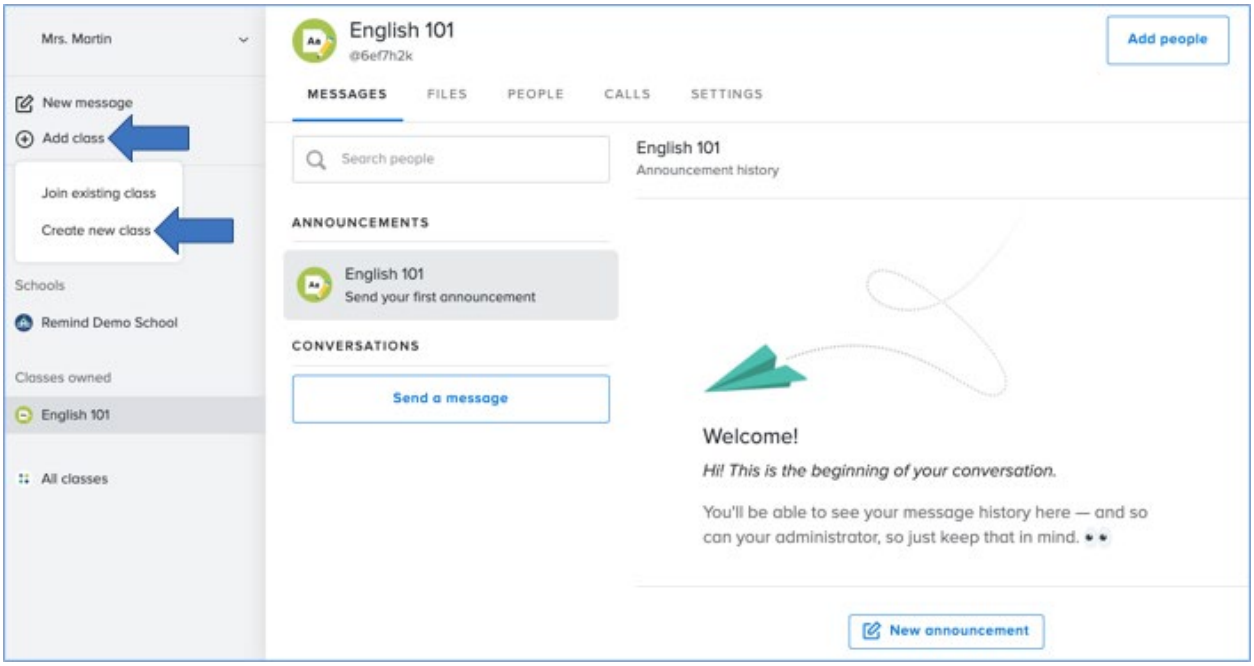
You can create a class via web or the Remind app as a teacher, parent, or student.
Students under 13 can't join classes owned by parents or students, nor can they join a class that isn't linked to a school.

- Web
- iOS
- Android

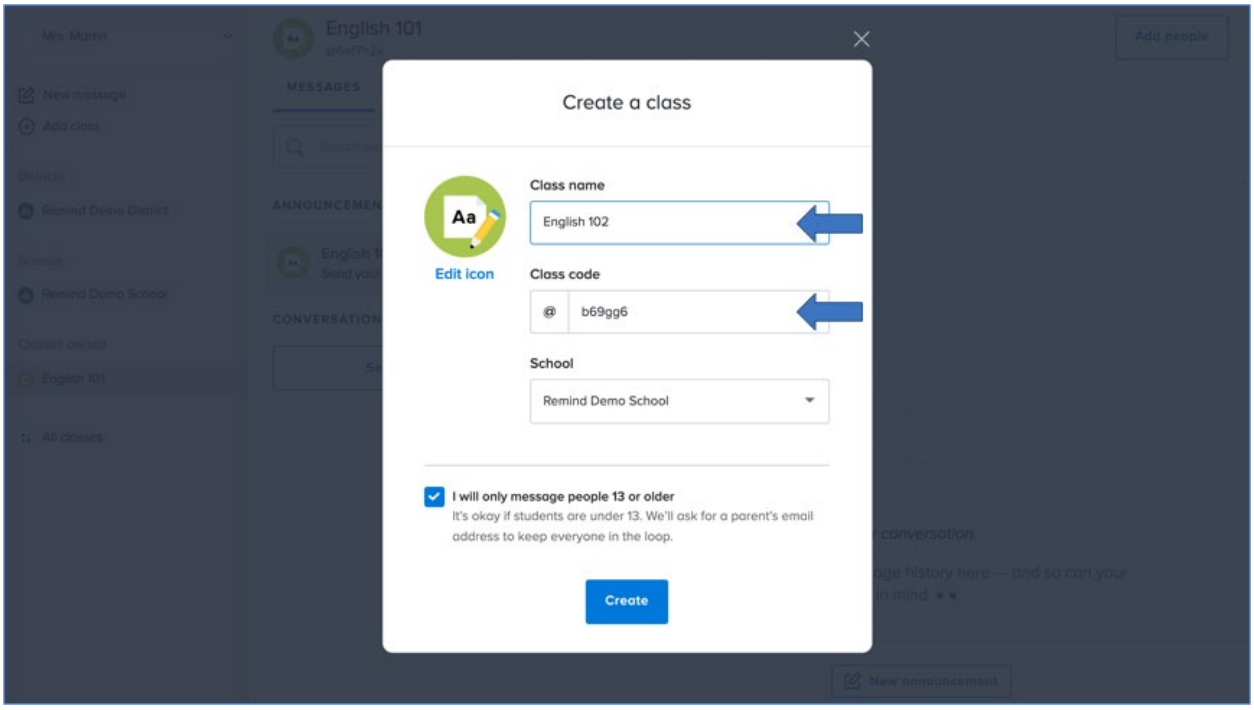
Web

1. Log in to your account.

2. Click **Add class** which is located on the top left side of your dashboard.
3. Select **Create new class**.

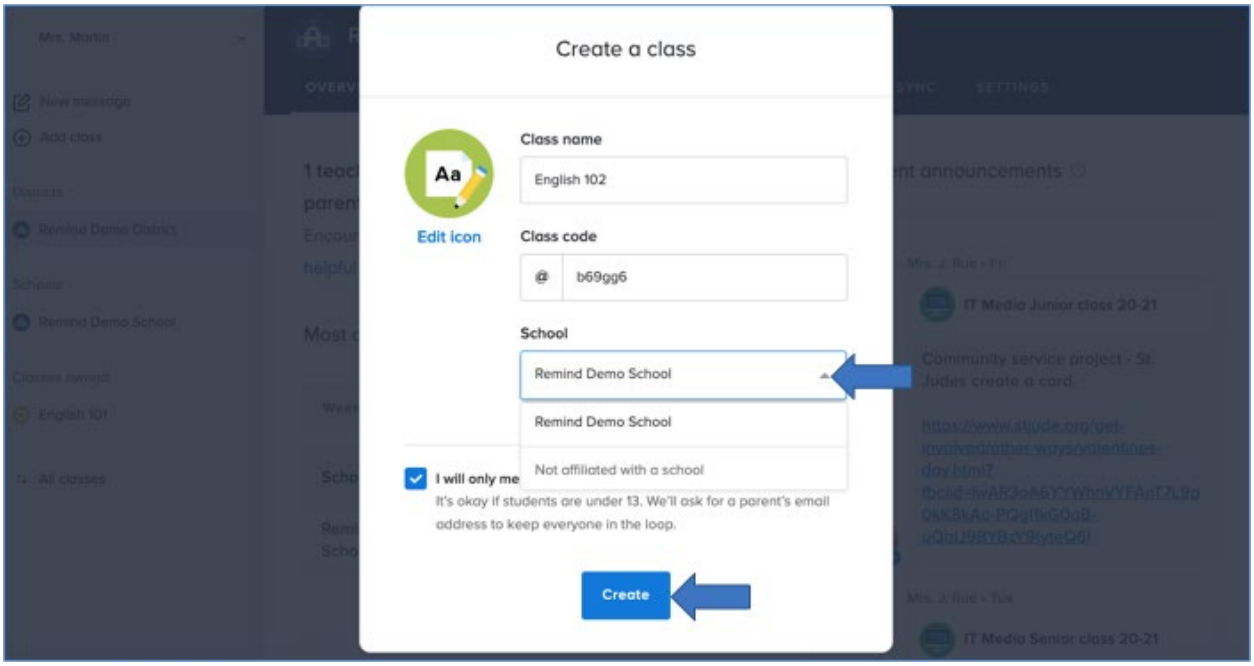


4. Add a **Class name.**



   - A Class name should *not* exceed 60 characters including spaces.
   - We will automatically generate a class code for you, but you can also create your own code. It must be at least three characters long, and it cannot be in use by any other Remind user.
5. Under **School,** select the organization your class should be connected from the dropdown menu.

6. Click **Create**.



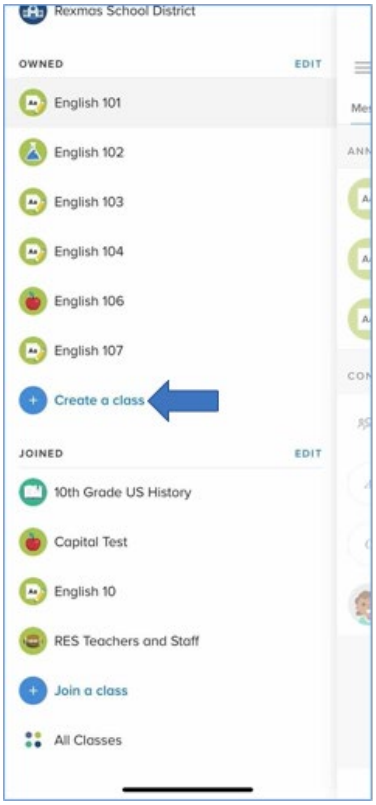
App

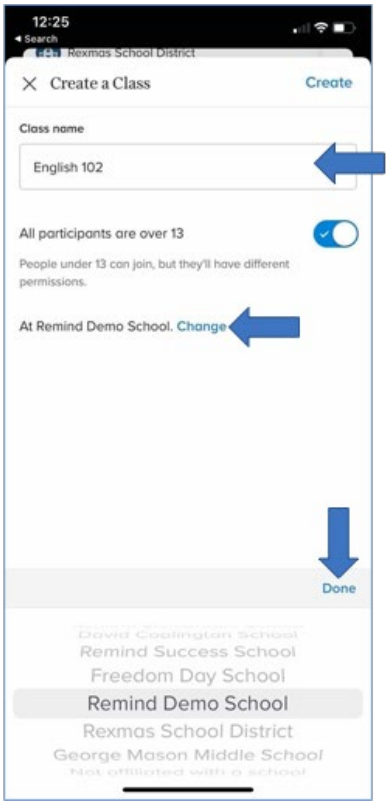
iOS

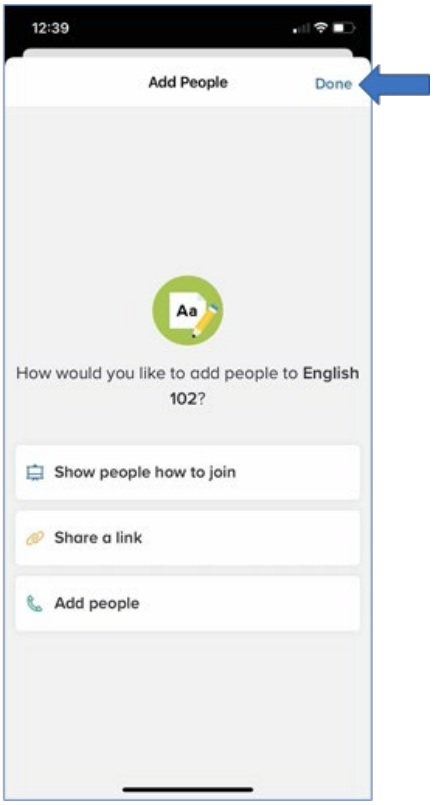
1. Open the Remind app.

2. Scroll down to the **Owned** section.
3. Click **Create a class**.
4. Add a **Class name**.
    - A class name should *not* exceed 60 characters including spaces.
5. Click **Change**.
6. Select the school your class should be affiliated with from the list, and click **Done**.
7. Tap **Create** which is located on the top right side of the screen.
8. Select how you want to add people to the class.

9. Click **Done.**





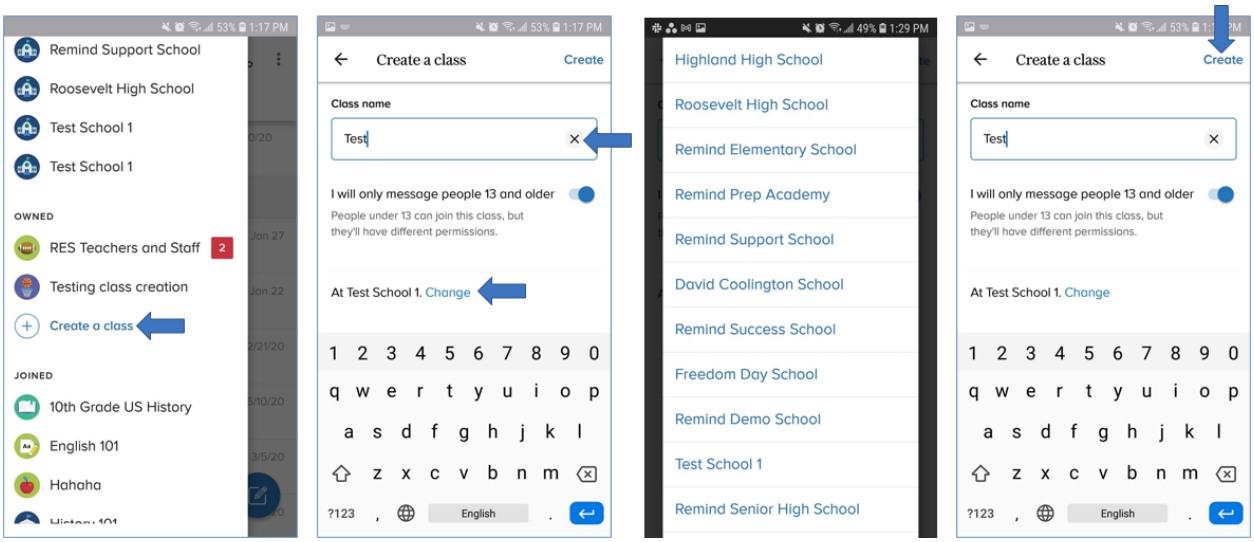


Android

1. Open the Remind app.

2. Scroll down to the **Owned** section.
3. Click **Create a class**.
4. Add a **Class name**.
    - A class name should *not* exceed 60 characters including spaces.
5. Click **Change**.
6. Select the school your class should be affiliated with from the list.

7. Tap **Create** which is located on the top right side of the screen.


Remind Support School
Roosevelt High School
Test School 1
Test School 1
OWNED
RES Teachers and Staff
2
Testing class creation
Create a class
JOINED
10th Grade US History
English 101
Hahaha
Create a class
Create
Class name
Test
I will only message people 13 and older
People under 13 can join this class, but they'll have different permissions.
At Test School 1. Change
Highland High School
Roosevelt High School
Remind Elementary School
Remind Prep Academy
Remind Support School
David Coolington School
Remind Success School
Freedom Day School
Remind Demo School
Test School 1
Remind Senior High School
Create a class
Create
Class name
Test
I will only message people 13 and older
People under 13 can join this class, but they'll have different permissions.
At Test School 1. Change

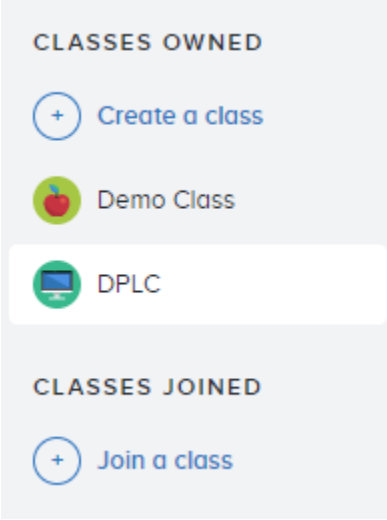
Connecting an Existing REMIND Account to Official MCS REMIND Plan

1. Some teachers already have the FREE Remind account privileges. Moving to the new REMIND Plan account will not affect the existing account or flow of communication if the teacher makes sure the account is tied to his/her official MCS email account.

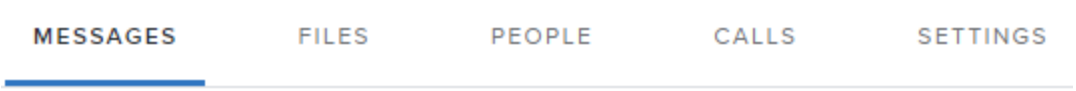
2. In order to do this, he/she will need to follow the following steps.

3. In order to make sure the account is connected with an official Monroe City School, they will need to open the current account.

4. Select the class that the teacher wishes to connect to MCS officially. Down the left side, the teacher will see a list of “Classes Owned” and “Classes Joined”. The teacher can only select and change settings in a “Classes Owned” item.

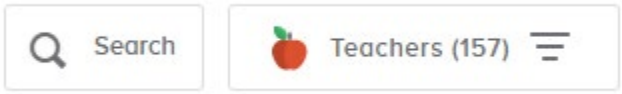


5. Once the class is selected, the teacher will see the menu bar across the top of the account site.

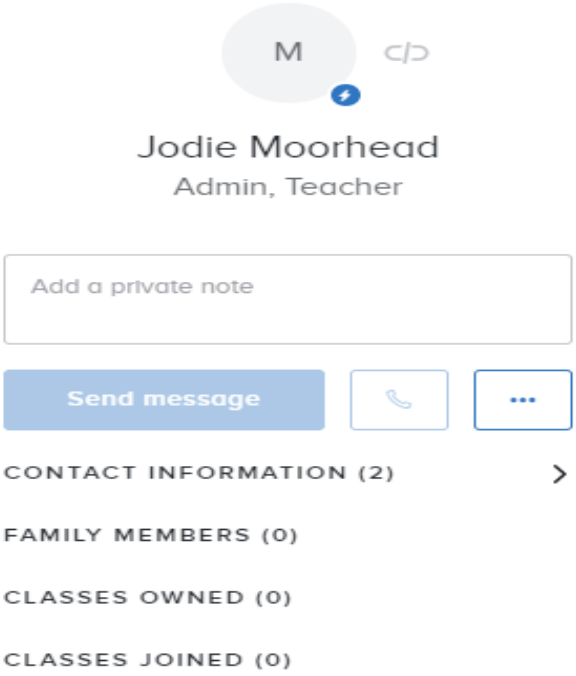


6. The teacher will choose “People”.

7. They will filter the list to “Teachers” and populate the list.



8. They will find their name on the list and select it. A menu will pop up on the right side of the page.



9. The teacher will select “Contact Information” and make sure that at least one of the email addresses is the official MCS email account, which is also the Google account name.

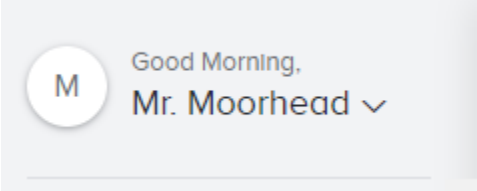
10. If they need to change their role, they will have to contact Jodie Moorhead, the district admin for Remind.

Updating Existing Tools in the REMIND Program

1. There are many tools and features that the teachers can use within the REMIND program.

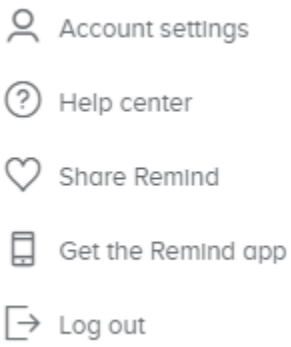
2. In order to access these features they will log in to the Remind Application.

3. In the top left corner, the teacher will see something similar to…



4. Click the down arrow next to the name.

5. This will display the following Menu for the teacher:

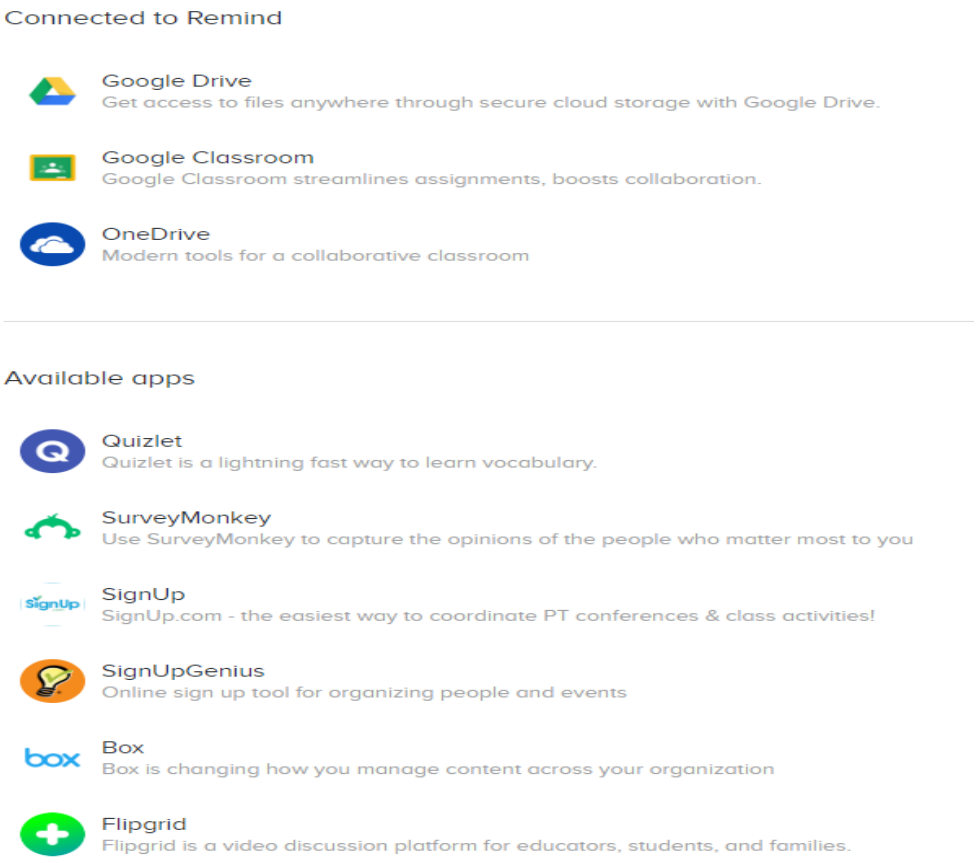


6. Click on “Account Settings” and the “Profile”.

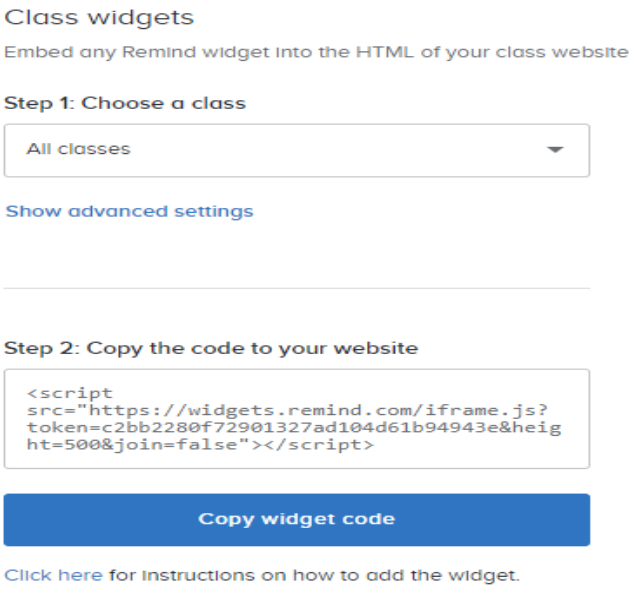
7. Under account settings, the teacher can change the password. All schools are automatically enrolled in REMIND, so they cannot add a school.

8. Under “Notification Preferences”, the teacher will be able to decide how they will get REMIND notifications: email, cell (if number is associated), desktop, or through the REMIND app.

9. Under the “App Integrations”, the teacher can select which applications that REMIND supports to integrate fully within REMIND. (See next page for menu sample)



10. The “Widget” tab allows the teacher to copy the HTML code and paste it onto their OnCourse Teacher page, too!



Select the Class

Copy this text code and paste onto the OnCourse teacher page using the “Paste Code” feature!

There is a separate instruction sheet!

NOTE: When the widget is applied to the teacher page, all comments and messages could/will be displayed

11. Documentation is the name of the game! In REMIND, they can access “Message History” and export PDFs of any and all communication, lists of participants, etc.

12. You can also lists of archived (previously used) classes and blocked users.

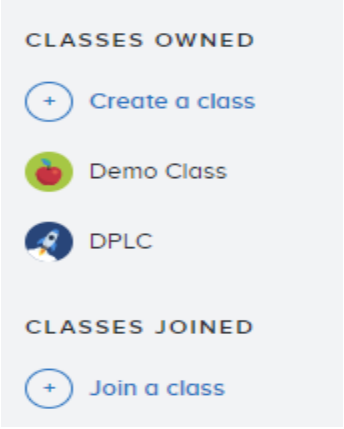
CREATING A CLASS IN REMIND

You can add a class from web or app as a teacher, parent, or student. Students under 13 can't join classes owned by parents or students. Students under 13 also can't join a class that isn't linked to a school.

Creating a Class on the Web

1. Open the website at www.remind.com and log in using your MCS credentials.

2. On the left hand side-bar, you will see “Classes Owned”.



3. Under “Classes Owned”, you will select “+ Create a Class”.

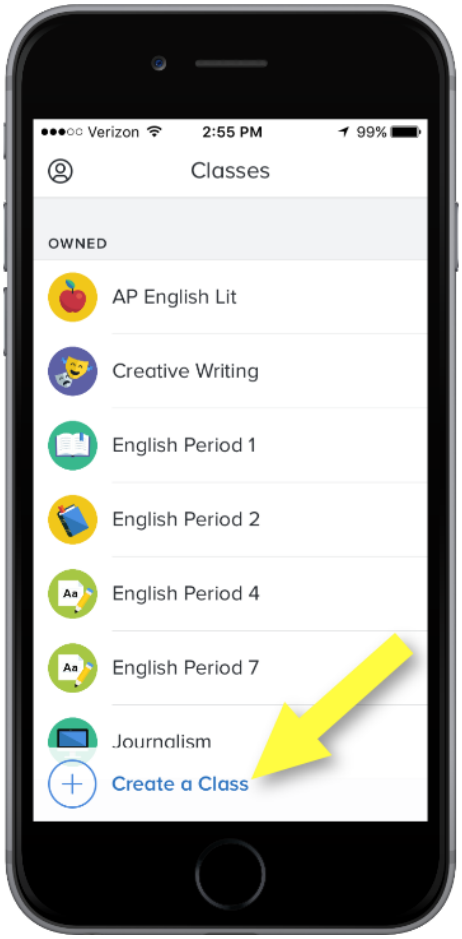
4. You will give the class a name and you can create a code that will be easy to recognize. The code is what will be shared with students and/or parents to allow them to enroll in the class.

5. Select the appropriate school to make sure that is affiliated with the official MCS accounts.

6. Click the blue “Create” button and you are ready to go! Share the code with the students/parents of that class.

Creating a Class on the Remind App

To add a class in the app, click the classes tab, you can then click Create a class at the bottom of your screen next to Classes Owned. There, you will be able to choose your class name and code.

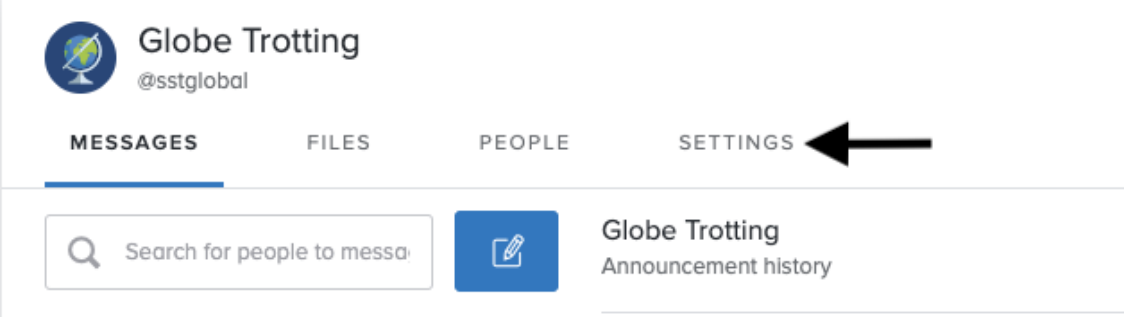


Link a Class to a School

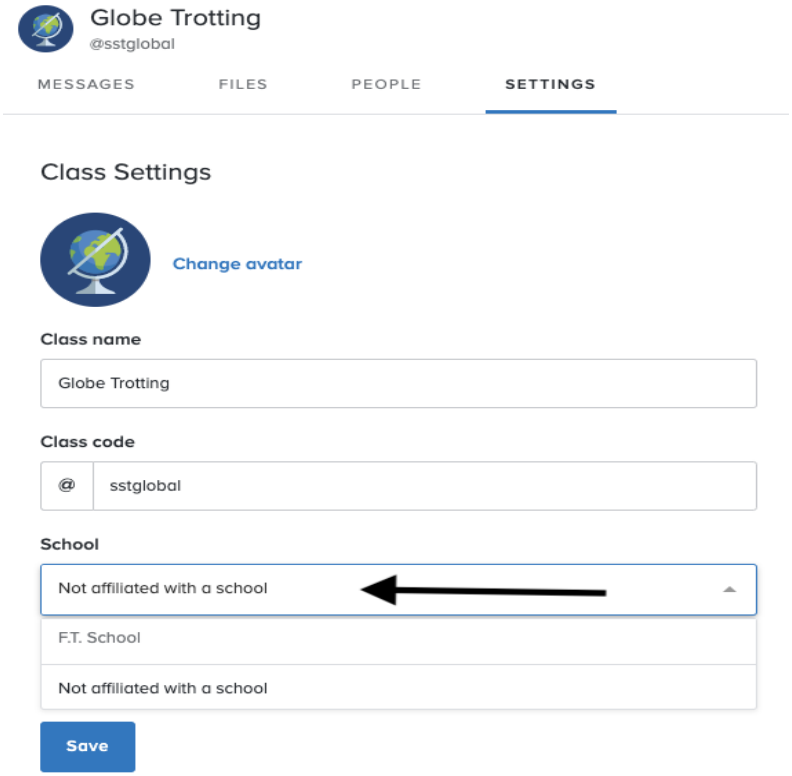
If your school is part of a Remind plan, you'll want to make sure your classes are linked to your school to access upgraded features.

On the web

1. Select the class and click on the Settings tab.

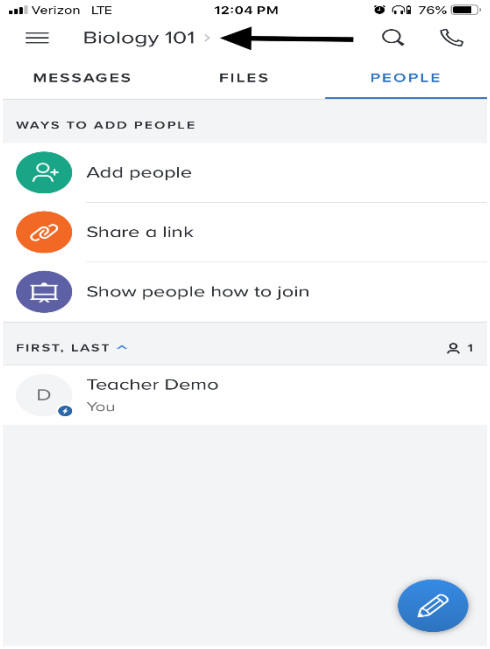


2. Click on the drop down list under "School" to select your school.

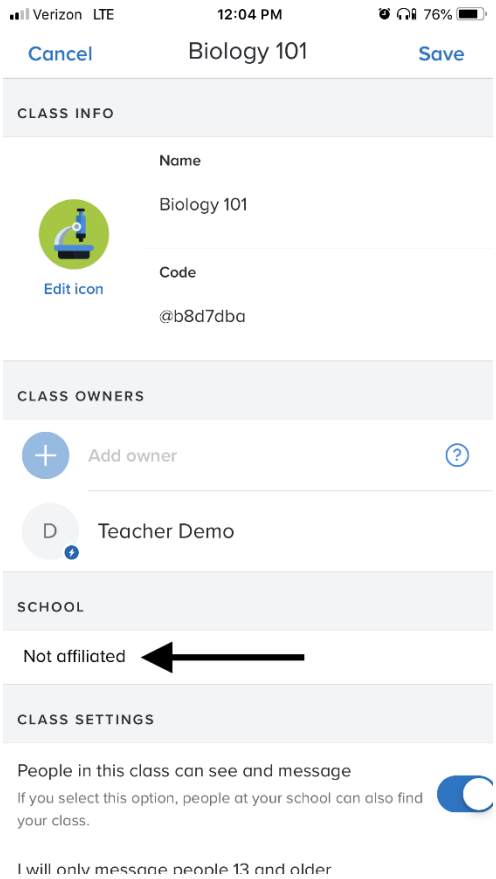


In the app

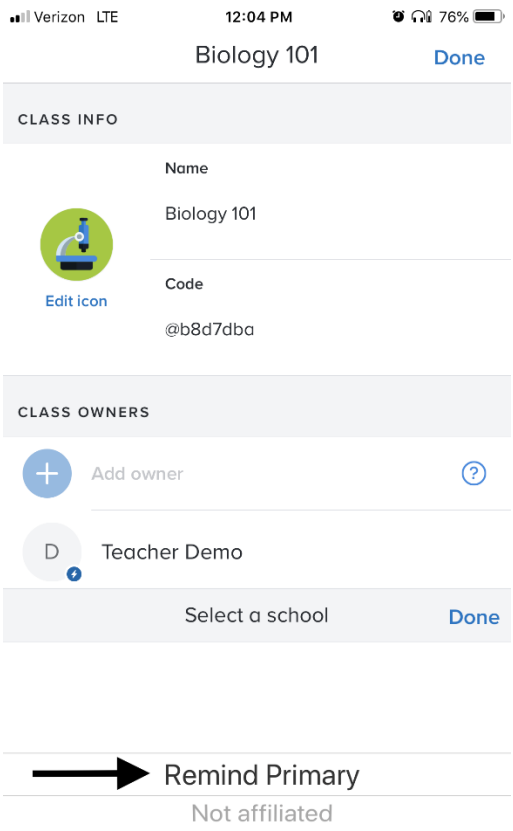
1. Click on the class name to access class settings.



2. Click on the drop down menu under "School."

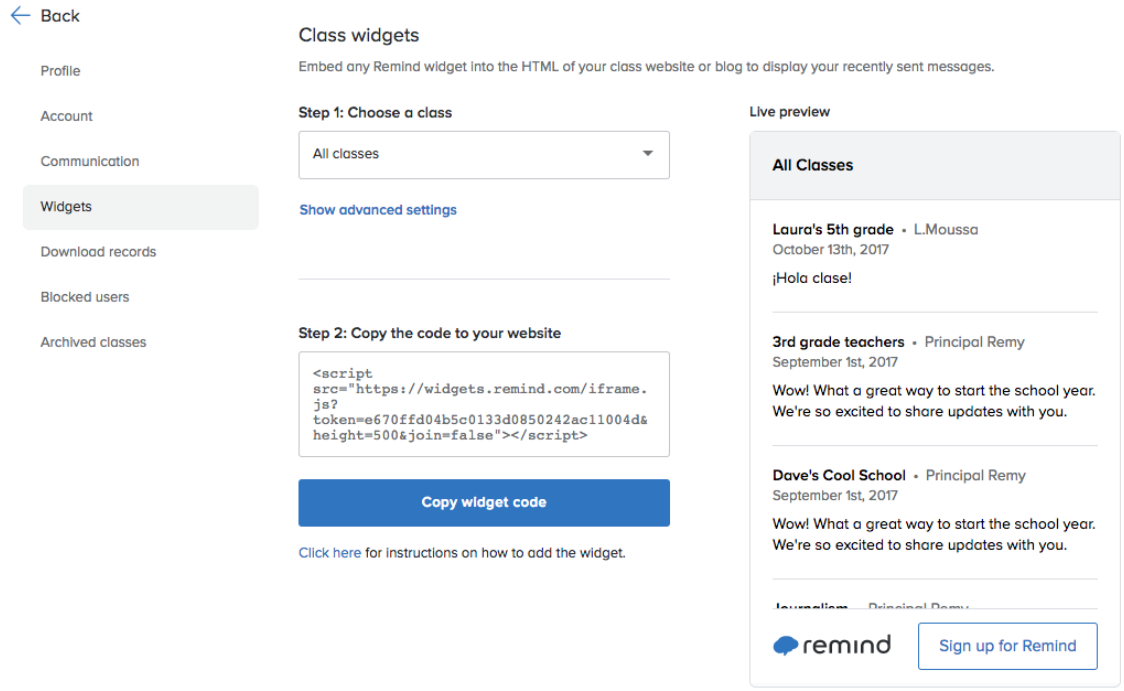


3. Choose your school from the drop down list.


Verizon LTE
12:04 PM
76%
Biology 101
Done
CLASS INFO
Name
Biology 101
Edit icon
Code
@b8d7dba
CLASS OWNERS
Add owner
D
Teacher Demo
Select a school
Done
Remind Primary
Not affiliated

Set Up a Widget for Class Announcements

We have created a widget that you can add to your class website to promote your Remind class and the announcements you send. To view the widgets, click your name in the upper left then **Account**. Lastly, click **Widgets** on the left.



You'll have options for regular widget, Google Sites, and Wix. You will need to access the HTML of your website.
The widget is compatible with these sites but this is *not* an exhaustive list:

Google Sites - old version
Wix
Wikispaces
Wordpress.org - need an HTML plug in first
Canvas - Instructions on how to add HTML to a ePortfolio
Weebly
Schoolwires.com
Yola
SchoolRack
Edline
Eschool
Moodle - need to add a Plugin
LiveBinder
Tumblr

The widget is not compatible with these sites:

- Wordpress.com
- Google Sites - Current Version
- Edmodo
- Schoology
- School Loop

Tips for Driving Engagement with Remind

The **Statistics** tab in your Remind admin dashboard provides you with usage data to monitor the engagement of your school over time, viewing the data by day, week, or month. You can also see how your community is interacting with Remind most: app, web, text, or email. Administrators, teachers, and parents can use Remind to become more effective engagement drivers in their community.

Administrators

- Send Social Emotional Learning messages to parents
- Send notifications about schedule changes, reminders about form completion dates, and other district wide events

Teachers

- Send one class announcement a week with an overview of the week's assignments
- Send "You Did Good!" messages to students and parents to highlight outstanding work and build rapport with parents and students

Parental Engagement

- Send messages to drive attendance to PTO events and to drive participation in school fundraisers. Ask Elementary teachers to identify a Remind classroom parent to send class announcements to parents
- Include a newsletter as a file/PDF or as a Google Drive file through your connected account
- Have teachers hang posters on their door with their class code during Back to School Night or first day of school to encourage parents to join via 81010