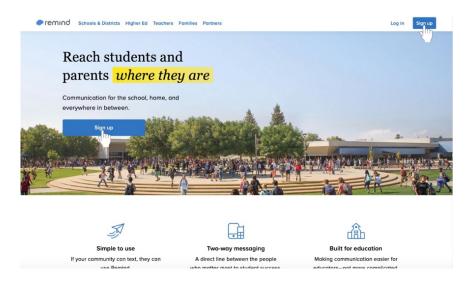
Getting Started with Remind

Remind is a mobile messaging platform for education. This service can be used to message all individuals in a group, for example all disciples in a Confirmation I class, to remind parents and children of events, projects, and other information.

In order for your PCL to monitor contact between catechists and children, you **must** attach your remind account to your parish. Any contact between catechists and those participating in parish catechetical programs should **always** be **professional and appropriate**.

Creating a Remind account

- 1. Go to **remind.com**.
- 2. Click on the blue Sign up button on the photograph or on the top right corner of the page.



3. Enter your email address in the text box or sign up with Google. Sign up with Google to make this process simpler.

remind Schools & Districts Higher Ed	Teachers Families Partners	Log in Sign up 🗙
Reach stude parents wh	Create an account	
Communication for the sc	Enter your email or phone number	
everywhere in between.	Continue	
Sign up	OR	- and a serve
	G Sign up with Google	
Ā		
Simple to use	Two-way messaging	Built for education
If your community can text, the	y can A direct line between the people who matter most to student success.	Making communication easier for educators—not more complicated.

- a. Sign in to your Google account if you choose to sign up with Google.
- 4. Click the blue **Accept** button at the bottom right corner of the white box to acknowledge that you agree to Remind's policies.

			O
	User ag		
Langued In its Musigen Martinez Naryword Log stud	By signing up, you agree to R Privacy You also agree to Remind coll order to provide our service. T name, your school, your em Learn	Policy. ecting information from you in this information includes your all, and your phone number.	
	Decline	Accept	

5. Click on **I'm a teacher** in the box with the green apple.

←remind			8	0
	Tell us aba	but yourself		
	Fin a teacher Teacher, coach, st-	Fin a student Student in a class, member of a sports team, club participant, etc.		
	Fin a parent Parent or guardian	Fin an administrator Superintendent, principal, tech coordinator, etc.		
Logged in as M. Martinez Net you? Log out				

6. Type in the class name under the **Class name** label.

Create a class Once you create a class, you can invite students and parents, send announcements, and start conversations.	
Class name	
Initia only message people 13 and older It's dary if students are under 12. Will ask for a parent's email address to keep everyone in the loop. Create	
Looking for a class? Join a class	

7. Click the blue **Create** button towards the bottom of the page.

Create a class Once you create a class, you can invite students and parents, send announcements, and start conversations.	
Class name Example Class	
It's okey if students are under 13. We'l oak for a parent's email address to keep everyone in the loop.	
Looking for a class? Join a class	

8. Click the text box labeled **Search for a school** and begin typing in the name of your parish in place of the name of a school.

← remind		0
	Add your school Connect with colleagues and help students and parents find your classes.	
	School G Search for a school Save	
	i don't work at a school	
Lagged in as M. Martinez Not you? Lag out		

- a. Your parish will create accounts with Remind to function as schools for the purposes of this service.
- b. In order for your PCL to monitor contact between catechists and children, you **must** attach your remind account to your parish. Any contact between catechists and those participating in parish catechetical programs should **always** be **professional and appropriate**.

9. Click the blue **Save** button underneath the search box after selecting your parish.

←remind		0
	Add your school Connect with collegues and help students and parents find your classes. School Q Search for a school	
Logged in as M. Martinez Not you? Log out		

Adding another class

- 1. No matter where you are in Remind, look on the left side of the page. A section labeled **Classes Owned** will appear underneath your name and any classes you have already created.
- 2. Click the blue + **Create a class** option.

M Good Afternoon, M. Martinez ~	Example Class abglobb Add people
	MESSAGES FILES PEOPLE SETTINGS
CLASSES OWNED	Class information
Axample Class	Change avetar
CLASSES JOINED	
+ Join a class	Class name Example Class
All Classes	Class code
	@ hg6obc
	School
	Not affiliated with a school
	This school doesn't have a Remind Plan. You can create 9 more classes with your free account.
	Closs settings

- 3. Fill in all required information, including the Class name and a Class code. Make sure that you select your parish as the school affiliated with the group.
- 4. Click the blue **Create** button at the bottom center of the box.

(M) Good Alternoon, M. Martinez ~	Example Class ongSobe MESSAGES Figure P		Add people
CLASSES OWNED		Create a class	
Example Class		Class name	
CLASSES JOINED	Edit Ice		
🚉 Ali Closses		Ø School	spear here
		Not affiliated with a school 🗢 This school doesn't have a Remind Plan. You can create 9 more classes with your free account.	
	It's o	only message people 13 or older my if students are under 13. Wir'l ask for a parent's email as to keep everyone in the loop.	

Changing your settings in Remind

Changing your class information

M Good Afternoon, M. Martinez v	Example Class thg6abc MESSAGES FILES PEOPLE	SETTINGS	Add people
CLASSES OWNED	Q. Search for people to messor	Example Ch Announcement history	
Example Class	ANNOUNCEMENTS		
CLASSES JOINED	Example Class Send your first announcement		
0	CONVERSATIONS	Welcome!	
** All Classes	131 PM Example Class Mo You: This is an example message.	Hill This is the beginning of your conversation. You'll be able to see your message history here — a just keep that in mind. • •	ind so can your administrator, so
		Example Class	>
			Class! I'm looking forward to using Remind tes, and more. Thanks for joining!
		🔂 1 scheduled announ	cement
		Message everyone in Example Class	Send

- 2. Look under Class Information.
- 3. Click the text box under **Class name** to change the name of the class.
- 4. Click the next box under **Class code** to create a custom class code at least three characters long.
- 5. Click the blue Save button underneath the Class information section.

M Good Afternoon, M. Martinez ~	Example Class	Add people
	MESSAGES FILES PEOPLE SETTINGS	
CLASSES OWNED	Class information	
Example Class	Change avatar	
CLASSES JOINED		
(+) Join a class	Class name	
	Example Class	
All Classes	Class code	
	@ hg6abc	
	School	
	Not affiliated with a school 👻	
	This school doesn't have a Remind Pisn . You can create 9 more classes with your free account.	
	Class settings	

Changing your class settings

M Good Afternoon, M. Martinez ~	Example Class dhg6obc MESSAGES FILES PEOPLE	Add people
CLASSES OWNED (+) Create a class	Q . Search for people to messor	Example Co.
Example Class	ANNOUNCEMENTS	
CLASSES JOINED	Example Class Send your first announcement	
O ministra	CONVERSATIONS	Welcome!
🐮 All Classes	131 PM Example Cass 543 PM Hou: This is an example message.	Hill This is the beginning of your conversation. You'll be able to see your message history here — and so can your administrator, so just keep that in mind. ••
		Example Class >
		Welcome to Example Class I'm looking forward to using Remind to share updates, notes, and more. Thanks for joining!
		(2) 1 scheduled announcement
		Message everyone in Example Class 👩 🛷 Send

- 2. Look under Class Settings below Class Information.
- 3. Click on or off of any settings, including requiring approval to join the class.

Good Afternoon, M. Martinez ~	Example Class	Add people		
	MESSAGES FILES PEOPLE SETTINGS			
LASSES OWNED				
+) Create a class	Class settings			
Example Class	Class visibility			
	This class will appear in class search and on your profile.			
LASSES JOINED	Require approval to join			
+) Join a class	Only people who you add or approve will be able to join this class. Anyone added by			
~	your school will be approved automatically.			
All Classes	Participant messaging			
	Choose how participants see and message others in the class.			
	On			
	All participants in the class can message each other.			
	Role-based			
	Students can only message students; parents can only message parents.			
	Out			
	Participants can only message class owners and can't see others in the class.			
	V I will only message people 13 or older			
	It's okay if students are under 13. We'll ask for a parent's email address to keep			
	everyone in the loop.			
	Class owners			

Adding another administrator to your group

Before you do add another class owner, make sure that that person has joined your class on Remind.

M Good Afternoon, M. Martinez v	Example Class dhg6abc MESSAGES FILES PEOPLE	Add people
CLASSES OWNED (+) Create a class		Example Cut Announcement history
Example Class	ANNOUNCEMENTS	
CLASSES JOINED	Example Class Send your first announcement	
	CONVERSATIONS	Welcome!
👬 All Classes	131 PM Example Class 143 PM Vou: This is an example message.	Hill This is the beginning of your conversation. You'll be able to see your message history here — and so can your administrator, so just keep that in mind. • •
		TODAY
		Example Class
		Welcome to Example Class! I'm looking forward to using Remind to share updates, notes, and more. Thanks for joining!
		1 scheduled announcement
		Message everyone in Example Closs 💿 🔗 Send

- 2. Look under Class Owners below Class Information and Class Settings.
- 3. Click on the blue + Add a class owner underneath your name.

M Good Afternoon, M. Martinez ~	Example Class		Add people
CLASSES OWNED	I will only message people 13 or old	er sk for a parent's email address to keep	
i Example Class			
CLASSES JOINED (+) Join a class	Class owners Class owners can see and send messag becomes a class owner, they cannot be a		
1 Al Cosses	M. Mortinez		
	Archiving		
	Archive this class and create a new	Remove class Archive this class and it will no longer appear in your class list. Archive Class	

4. Click on the checkbox next to the name of a person who has already joined the class.

M Good Afternoon, M. Martinez ~		
CLASSES OWNED	I will only message people 13 or older	
(+) Create a class	Add class owners	
Example Class		
CLASSES JOINED	Class owners Not seeing the person you'd like to add? Add them	
Join a closs	Dess converses converses becomes a chest even	
11 Af Canen	M M Morrise M M Morrise M M Consume M M Consume M M M M M M M M M M M M M M M M M M M	

5. Click the blue Add button underneath the list of names.

M Good Attension, M. Martinez ~	Example Class	Add people
CLASSES OWNED	I will only message people 13 or older	
(+) Create a class	Add class owners	
Example Closs		
CLASSES JOINED	Class owners Not seeing the person you'd like to add? Add them	
() John a clana	Chose owners can beet becomes a datas dena	
🚦 All Closses	u Materia	
	And down star	
	Archiving	
	Peurie chese stude Archive attract and Archive attracts and Archive attracts and Archive attracts and Archive attracts attracts Archive attracts attracts Archive attracts Archi	

Removing your class

M Good Afternoon, M. Martinez ~	Example Class	Ad	dd people	
CLASSES OWNED		SETTINGS Example Co. / Amouncement history		
CLASSES JOINED	Example Class Send your first announcement			
(+) Join a class	CONVERSATIONS	Welcome!		
## All Classes	E31 PM Example Class 143 PM You: This is on example message.	HII This is the beginning of your conversation. You'll be able to see your message history here — and so can your administrator, so just keep that in mind. ••		
		Example Class	>	
		Welcome to Example ClassI I'm looking forward to usin to share updates, notes, and more. Thanks for joining		
		3 1scheduled announcement		
		Message everyone in Example Class	Send	

- 2. Look under Archiving below Class Information, Class Settings, and Class Owners.
- 3. Underneath Remove class, click the red outlined Archive Class button.

Good Afternoon, M. Martinez V	Example Class #hg6obc	Add peop
	MESSAGES FILES PEOPLE SETTINGS	
Create a class	Vill only message people 13 or older It's okay if students are under 13. We'll ask for a parent's email address to keep everyone in the loop.	
Example Class		
ASSES JOINED	Class owners	
Join a class	Class owners can see and send messages to class participants. Once somebody becomes a class owner, they cannot be removed.	
All Classes	M Martinez	
	(+) Add class owner	
	Archiving	
	Reuse class code Remove class	
	Archive this class and create a new Archive this class and it will no class with the same class code. Ionger appear in your class list.	
	Reuse class code Archive Class	

4. Confirm that you wish to remove the class by clicking on the blue **Remove** button.

