

Guide to Communicating with Google Voice and Remind

Centro San Juan Diego
Office of Religious Formation
Diocese of El Paso

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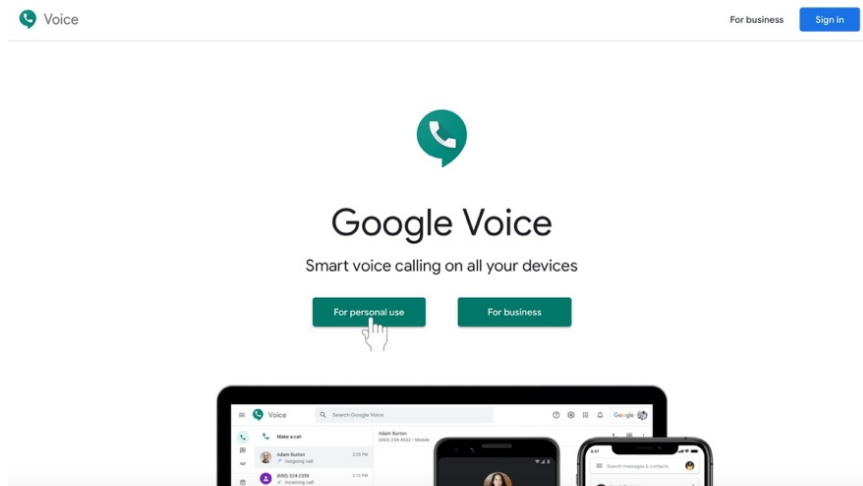
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Working with Google Voice

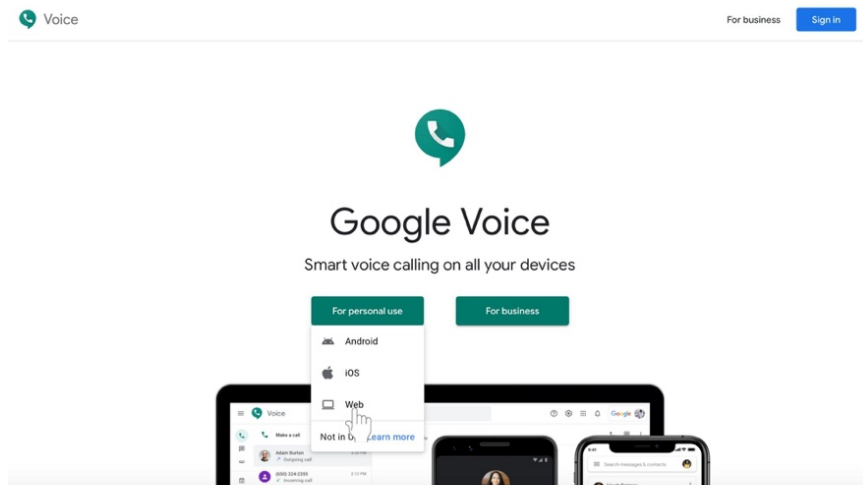
Get a phone number with Google Voice so that participants in your catechism class do not have access to your actual phone number. **Set up your Google Voice phone number on a computer.** When you receive your Google Voice number, remember to **write it down** in a safe place or **send yourself an email** with the number in the body text. **Give the number to others.** **Any calls or messages will be forwarded to your actual phone number.** You can also download the **Google Voice app** on your phone.

Setting up a Google Voice phone number on a computer

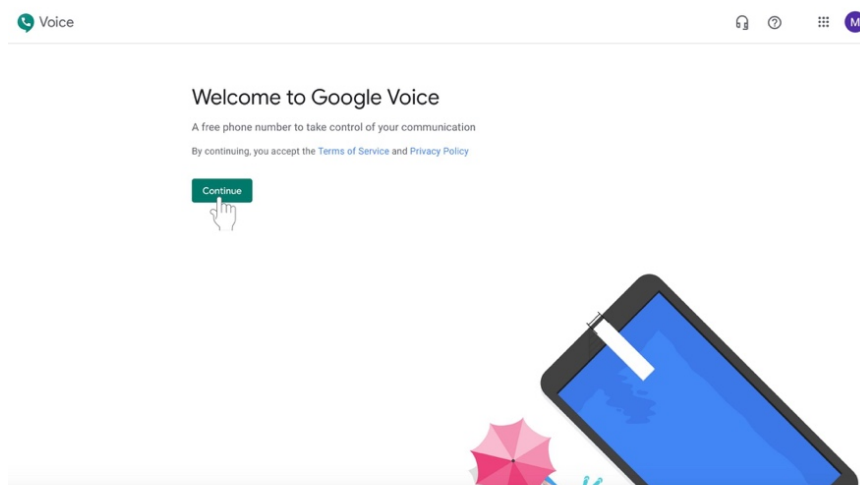
1. Go to **voice.google.com**.
2. Select **For personal use** in the green button towards the center of the page.



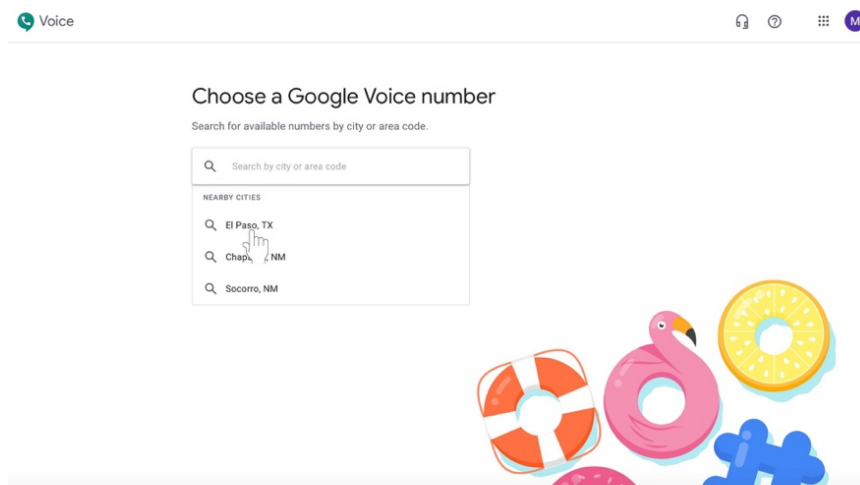
3. A menu with more options will appear. On a computer, select **Web**. (You can access this information on your phone later.)



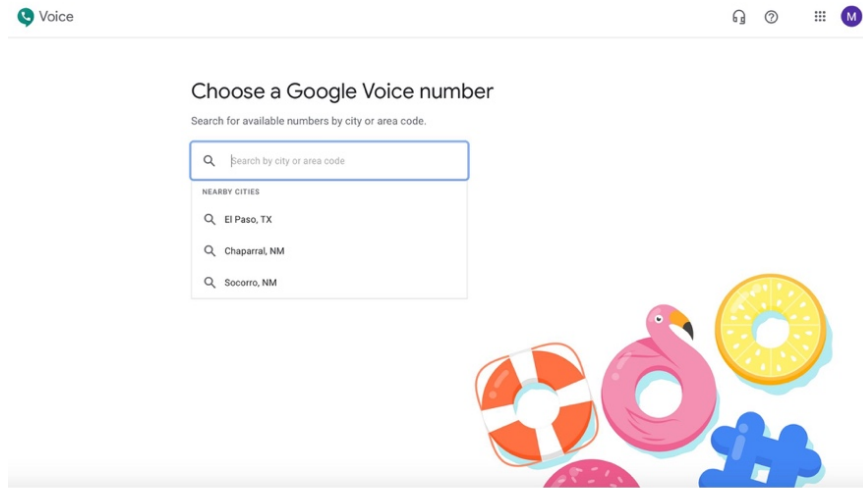
4. If you have not already, **sign in** to the Google account associated you wish to use for religious formation-related communication.
5. You will arrive at a page labeled, “Welcome to Google Voice.” Click the green **Continue** button.



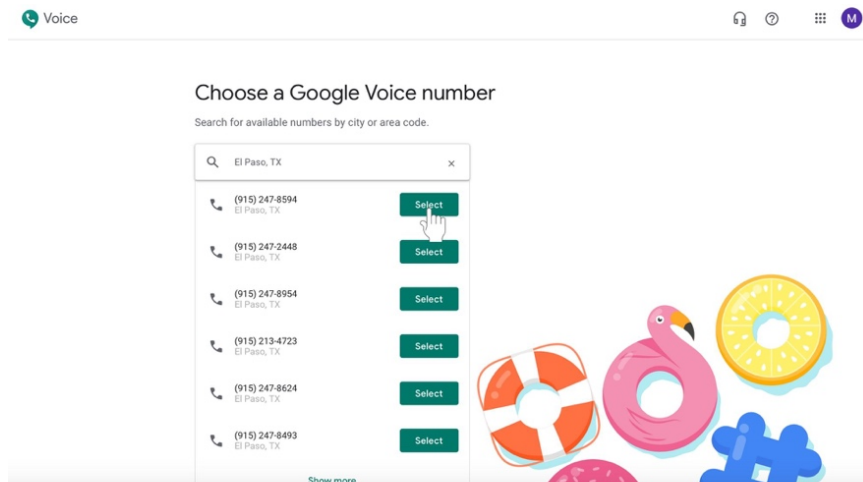
6. Choose a Google Voice number by typing in a specific city or area code in the text box next to the magnifying glass icon.



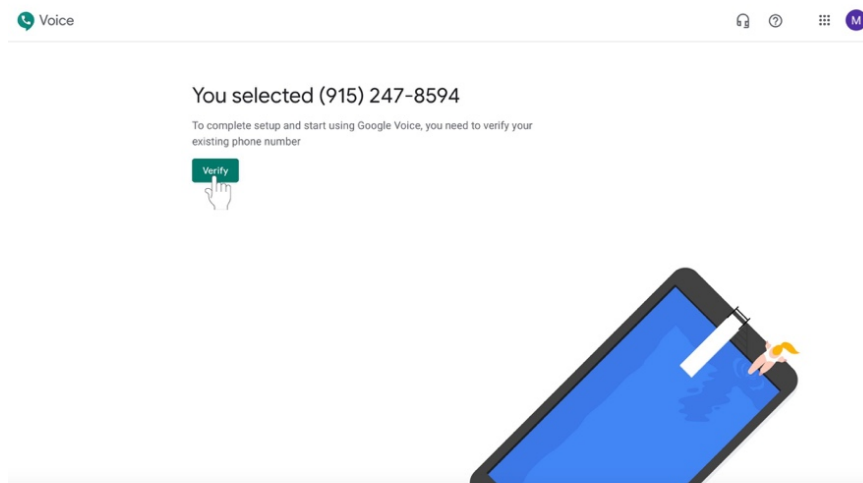
- a. You may be able to click on a suggested city, such as El Paso, if a list of nearby cities appears. If it does not, type in **915** or **El Paso** into the text box.



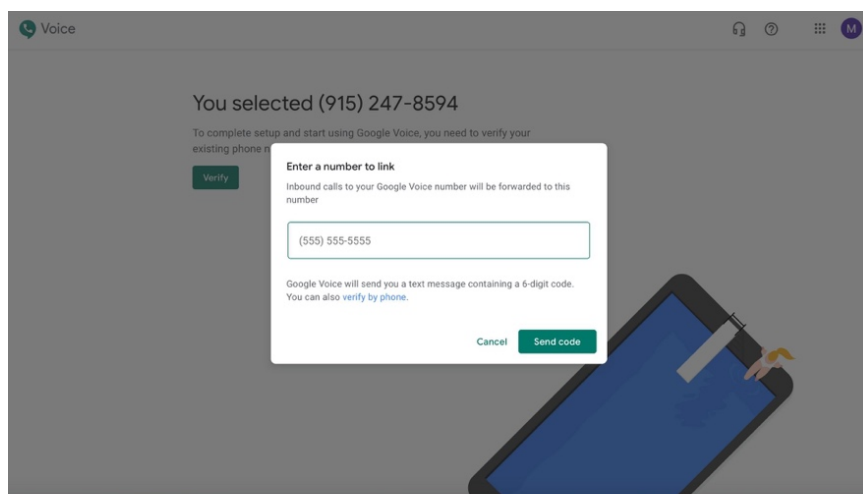
7. Once you select a city, a list of available phone numbers will appear. Choose your phone number by clicking **Select** in the green button next to the desired phone number.



8. Confirm your phone number selection by clicking **Verify** in the green button. A box will appear.

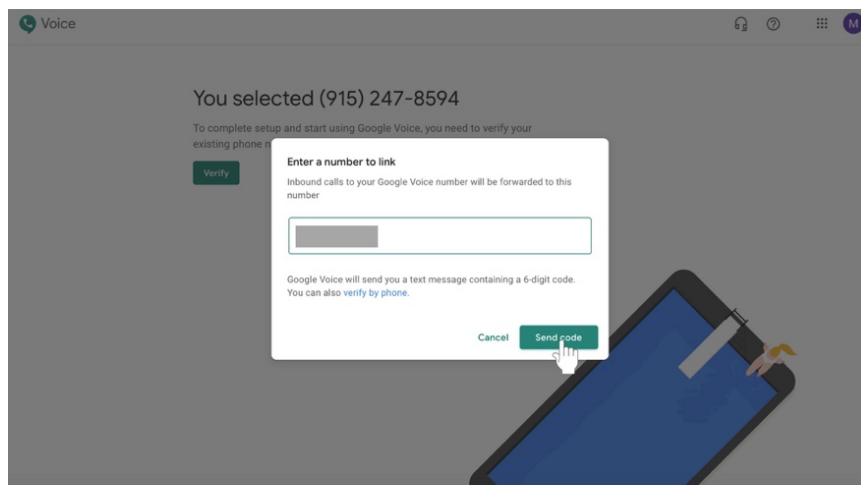


9. Enter your personal phone number in the text box with the grey example phone number.

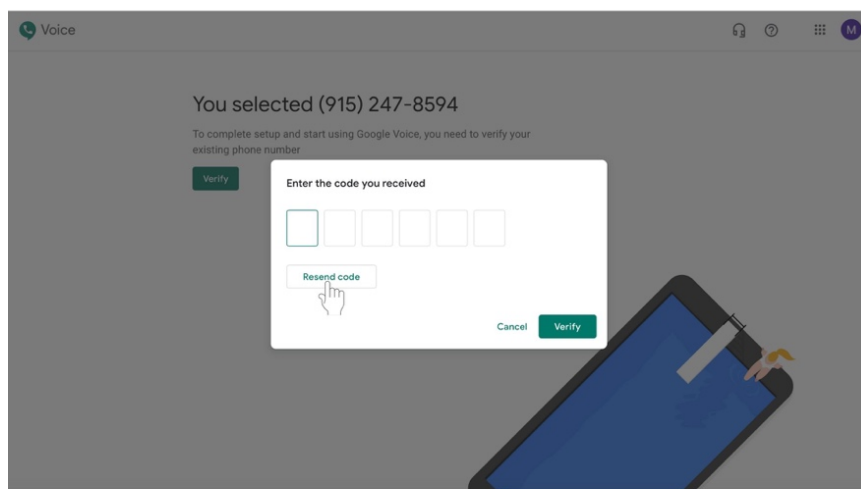


- a. It is recommended that you use a cell phone number.
- b. All calls sent to the Google Voice number will be forwarded to the phone number you list here.

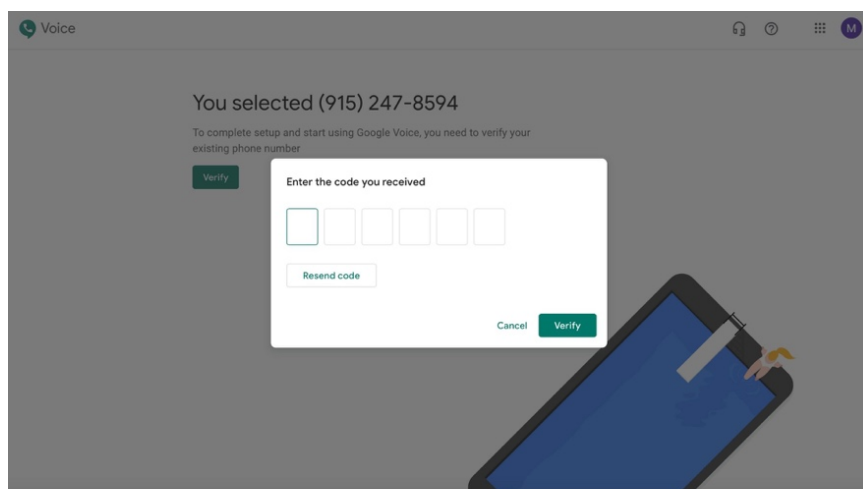
10. Click **Send code** in the green button in the bottom right portion of the box.



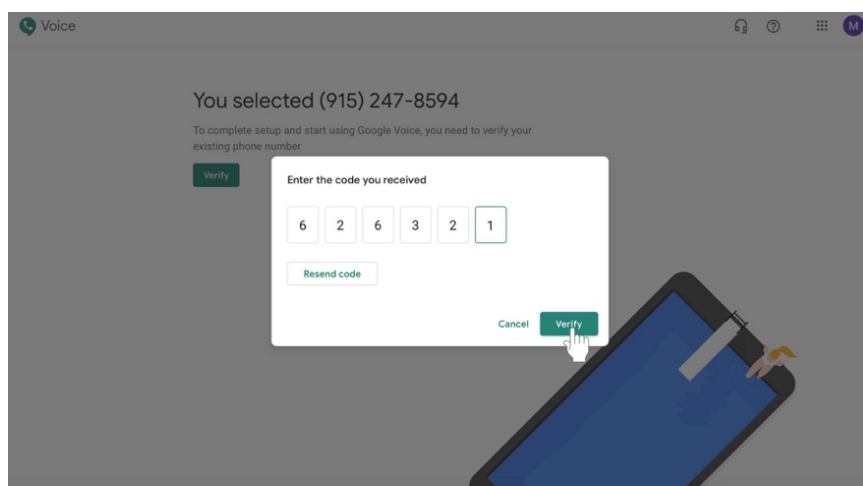
11. Go to your cell phone and **check your text messages**. You should receive a Google verification code.
- If you did not receive a code, click **Resend code** button underneath the six text boxes.



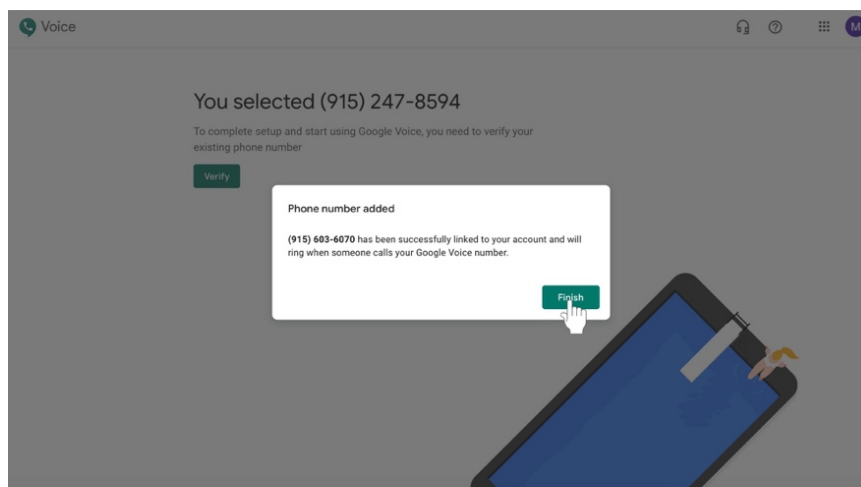
- In your internet browser, another box will have appeared asking for your verification code. Type the **verification code** that you received via text message beginning in the first of the six text boxes.



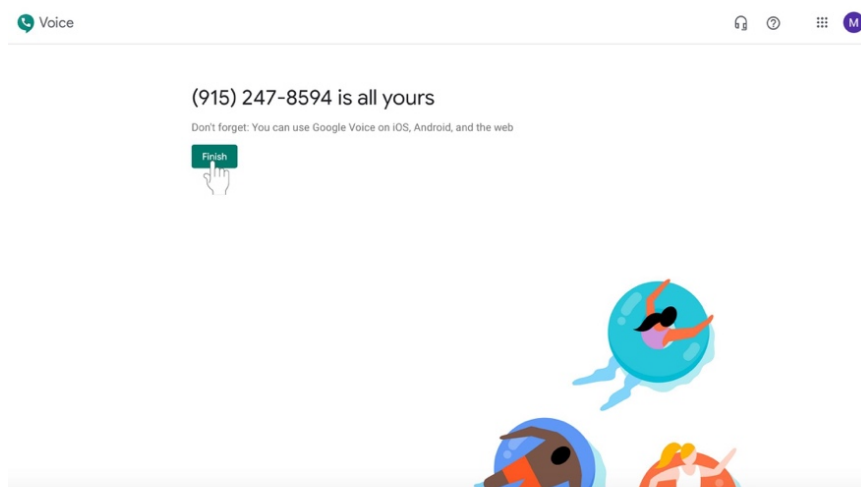
- Click the green **Verify** button at the bottom right corner of the box.



14. You will receive a message labeled, “Phone number added.” Click the green **Finish** button at the bottom right corner of the box.



15. You will receive confirmation of the phone number. **Remember to write the Google Voice number down and keep it somewhere safe** so that you can reference it later. Click the green **Finish** button.



16. Give the number to others. Any calls or messages will be forwarded to your actual phone number. You can also download the Google Voice app on your phone.

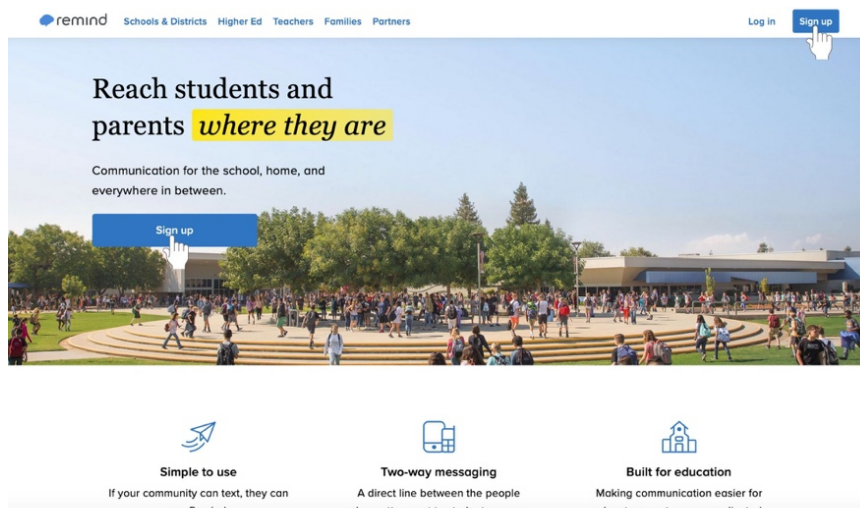
Getting Started with Remind

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.

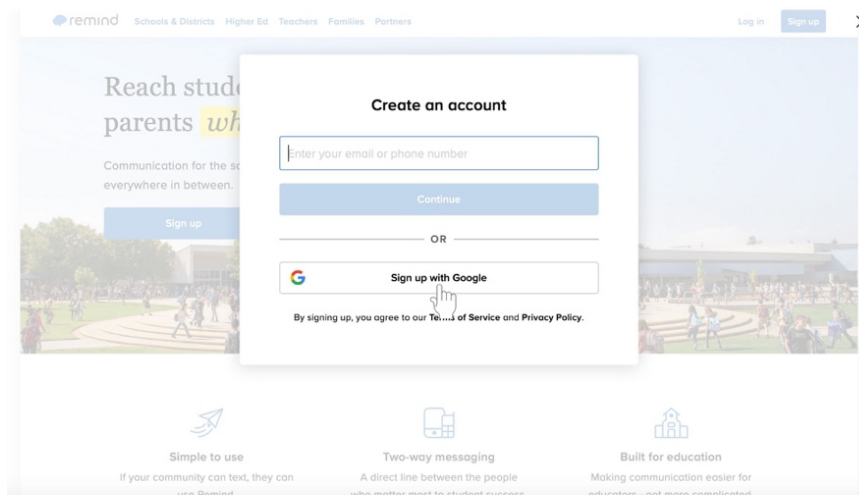
In order for your PCL to monitor contact between catechists and children, you **must** attach your remind account to your parish. Any contact between catechists and those participating in parish catechetical programs should **always** be **professional and appropriate**.

Creating a Remind account

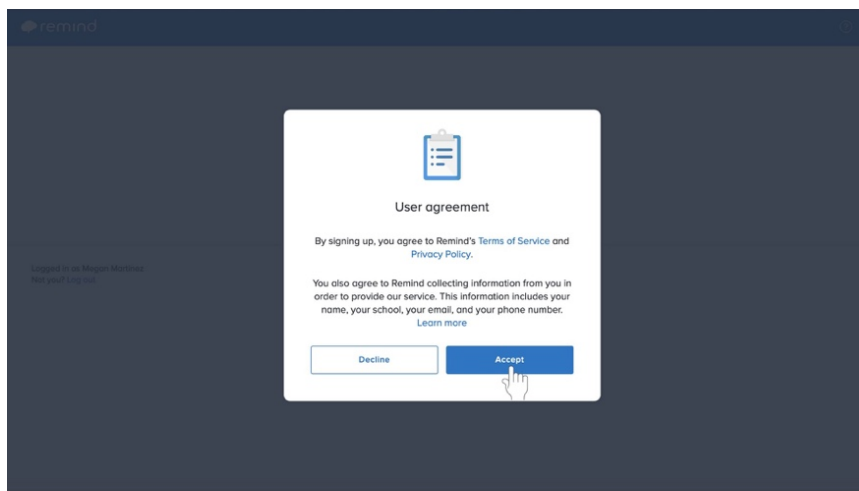
1. Go to **remind.com**.
2. Click on the blue **Sign up** button on the photograph or on the top right corner of the page.



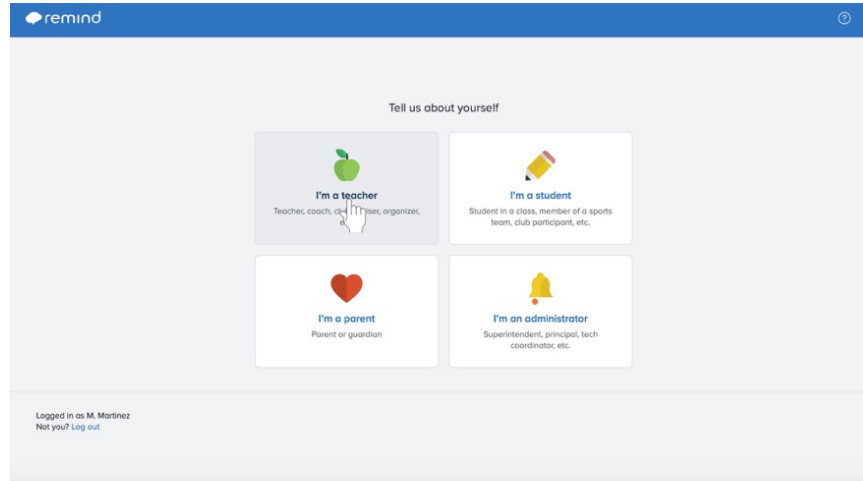
3. Enter your email address in the text box or sign up with Google. Sign up with Google to make this process simpler.



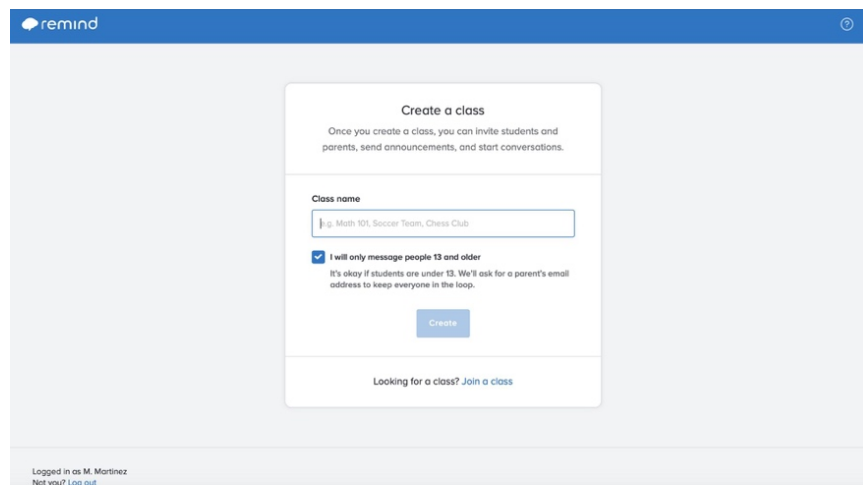
- a. Sign in to your Google account if you choose to sign up with Google.
4. Click the blue **Accept** button at the bottom right corner of the white box to acknowledge that you agree to Remind's policies.



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



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

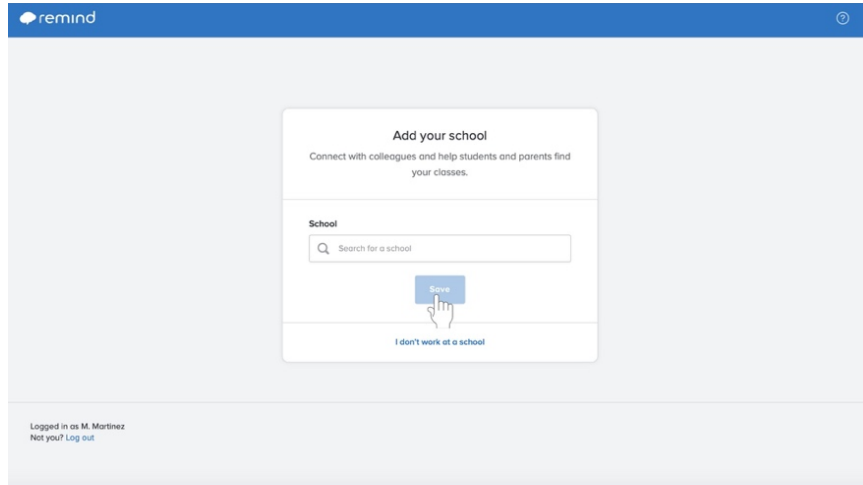


7. Click the blue **Create** button towards the bottom of the page.

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.

- 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.



The screenshot shows the 'Add your school' form in the remind application. The form is centered on a light gray background. At the top left of the application window is the 'remind' logo. The form itself has a white background and a blue border. It contains the following elements:

- Header:** 'Add your school' in bold, followed by the text 'Connect with colleagues and help students and parents find your classes.'
- Section:** 'School' in bold.
- Search Box:** A text input field with a magnifying glass icon on the left and the placeholder text 'Search for a school'.
- Buttons:** A blue 'Save' button with a hand cursor icon pointing to it, and a link 'I don't work at a school' below it.

At the bottom left of the application window, there is a footer that reads: 'Logged in as M. Martinez' and '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.

The screenshot shows the Remind interface for editing a class. On the left sidebar, under 'CLASSES OWNED', there is a 'Create a class' button. The main content area is titled 'Example Class' and has tabs for 'MESSAGES', 'FILES', 'PEOPLE', and 'SETTINGS'. The 'SETTINGS' tab is active, showing 'Class information' with the following fields:

- Class name:** Example Class
- Class code:** @hg6abc
- School:** Not affiliated with a school

Below these fields, there is a note: "This school doesn't have a Remind Plan. You can create 9 more classes with your free account." and a blue 'Save' button.

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.

The screenshot shows the 'Create a class' modal dialog. It contains the following fields and options:

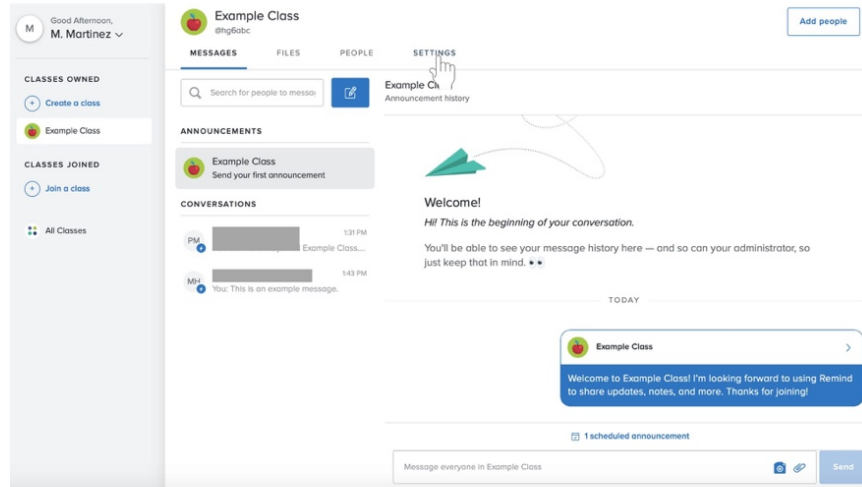
- Class name:** [Empty text input field]
- Class code:** [Empty text input field with @ symbol]
- School:** Not affiliated with a school

Below these fields, there is a note: "This school doesn't have a Remind Plan. You can create 9 more classes with your free account." and a checkbox for "I will only message people 13 or older" which is checked. A blue 'Create' button is at the bottom center.

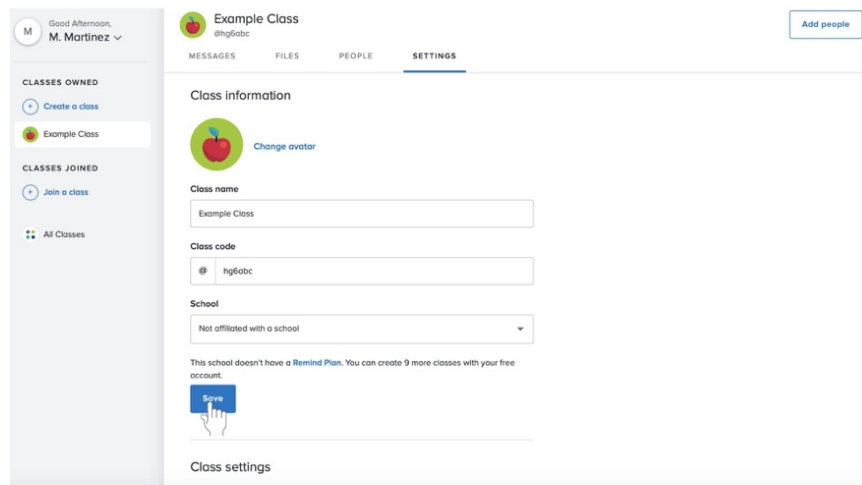
Changing your settings in Remind

Changing your class information

1. Navigate to **Settings** in the top bar towards the left.

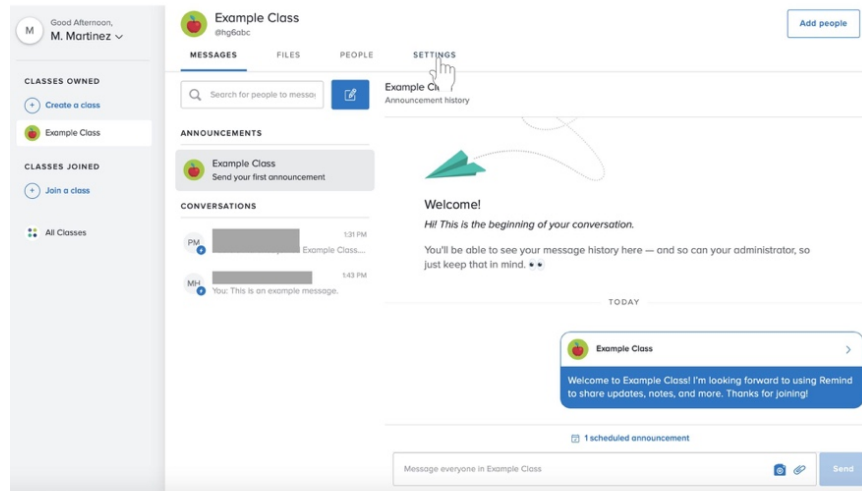


2. Look under **Class Information**.
3. Click the text box under **Class name** to change the name of the class.
4. Click the next box under **Class code** to create a custom class code at least three characters long.
5. Click the blue **Save** button underneath the **Class information** section.

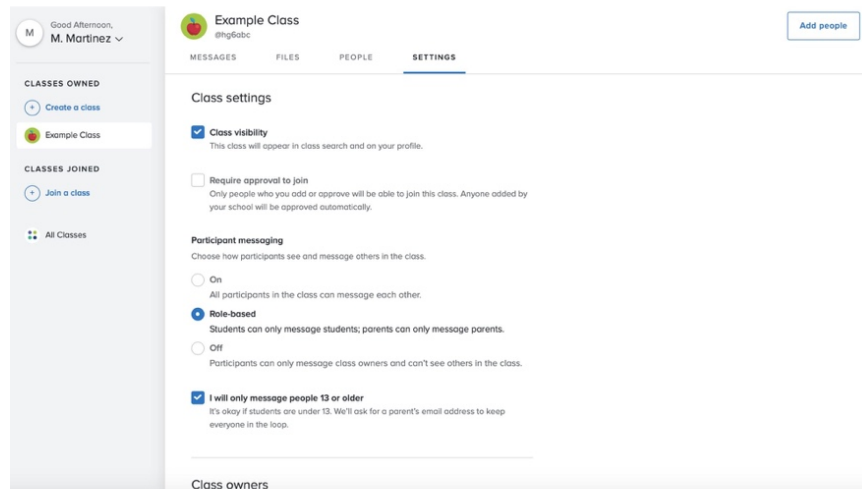


Changing your class settings

1. Navigate to **Settings** in the top bar towards the left.



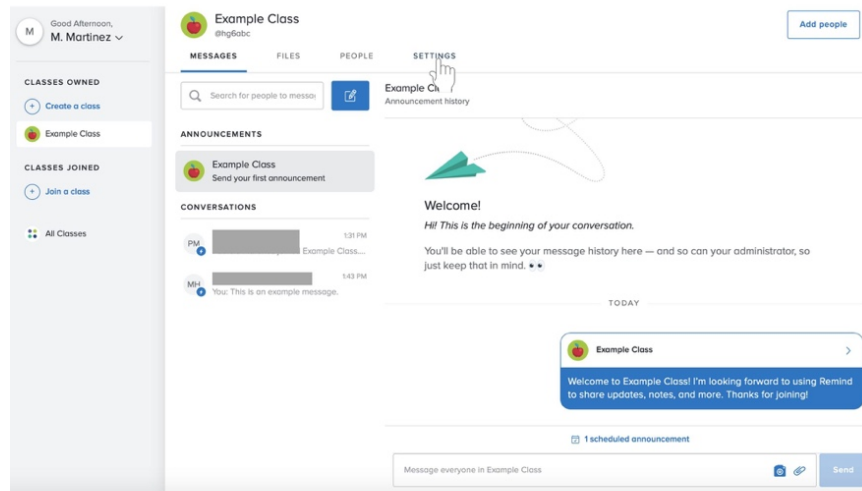
2. Look under **Class Settings** below **Class Information**.
3. Click on or off of any settings, including requiring approval to join the class.



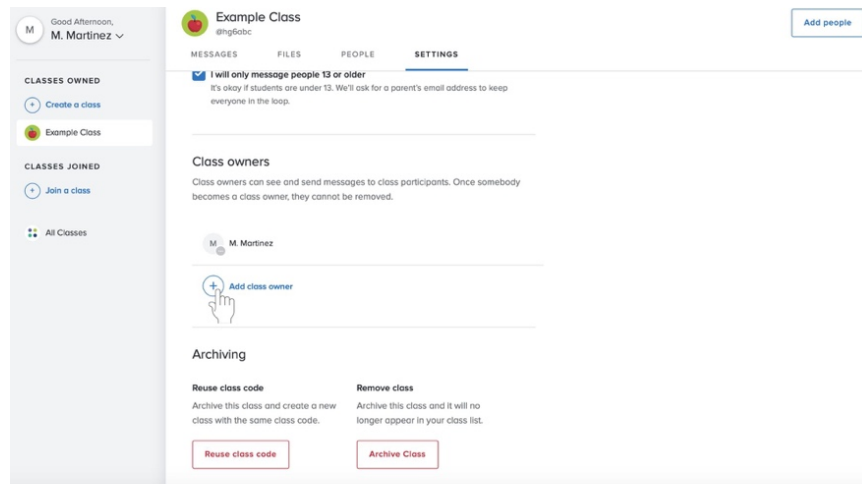
Adding another administrator to your group

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

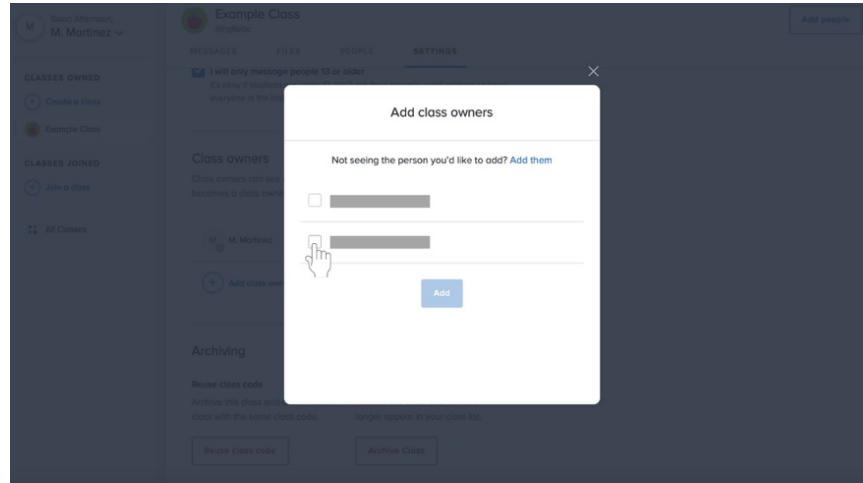
1. Navigate to **Settings** in the top bar towards the left.



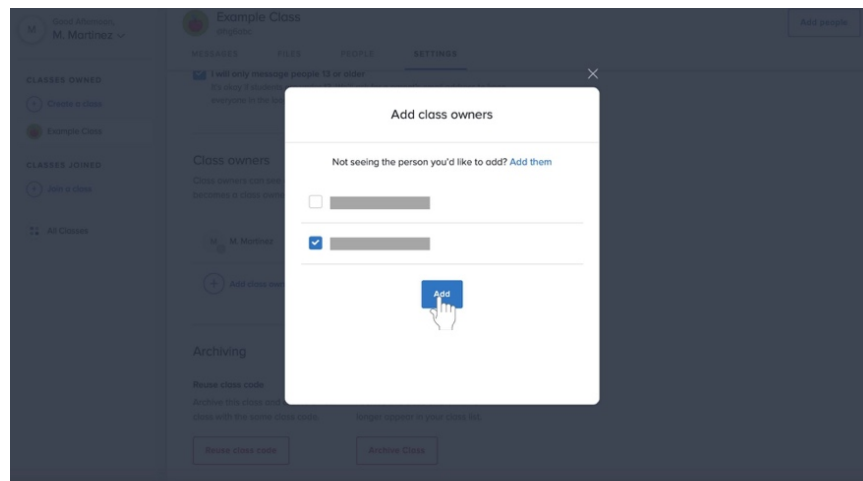
2. Look under **Class Owners** below **Class Information** and **Class Settings**.
3. Click on the blue + **Add a class owner** underneath your name.



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

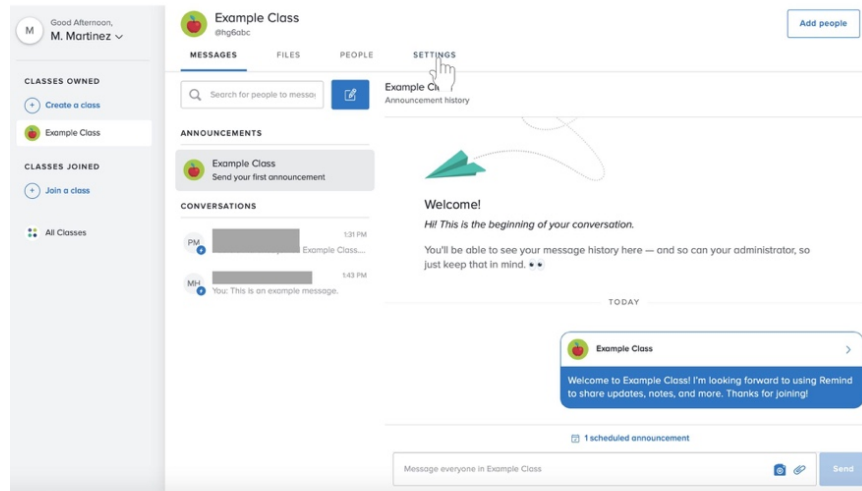


- Click the blue **Add** button underneath the list of names.

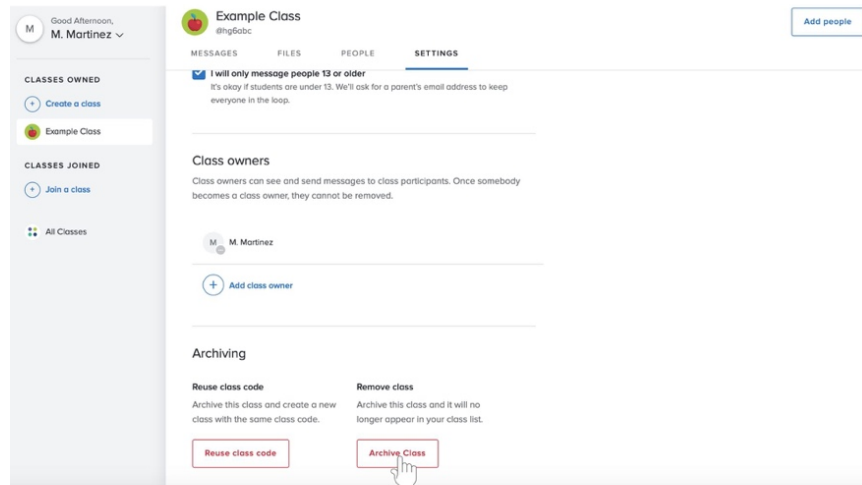


Removing your class

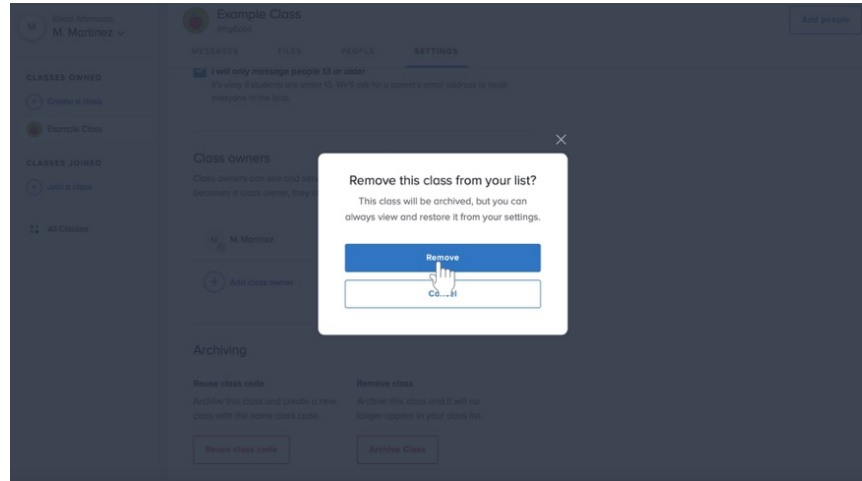
1. Navigate to **Settings** in the top bar towards the left.



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



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

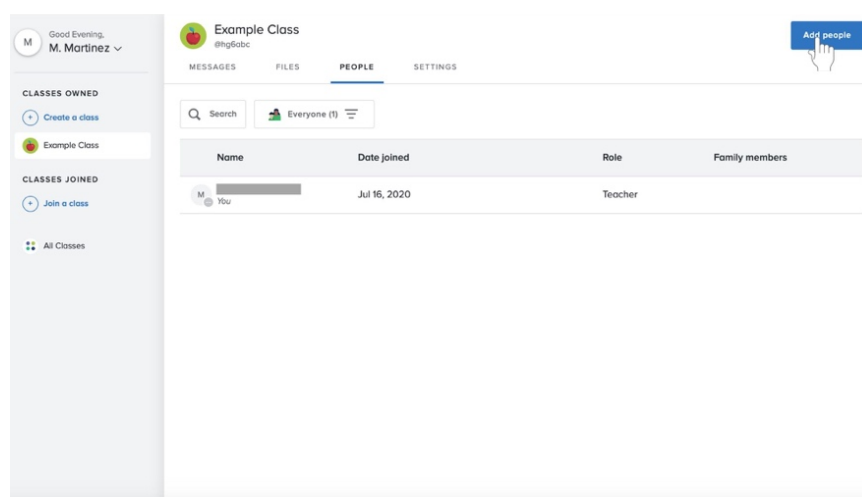


Adding Individuals to Your Class

Catechists can add disciples to their class by adding them manually with names and email addresses or by providing their disciples with a link or code to join the class. There are four ways to invite disciples, including by typing in their names and contact information, by sharing a downloadable PDF available through Remind, by telling them to text your class code to a specific phone number, or by sharing a link with them. **Sharing a link is the simplest way for a catechist to ask others to join his or her class on Remind.**

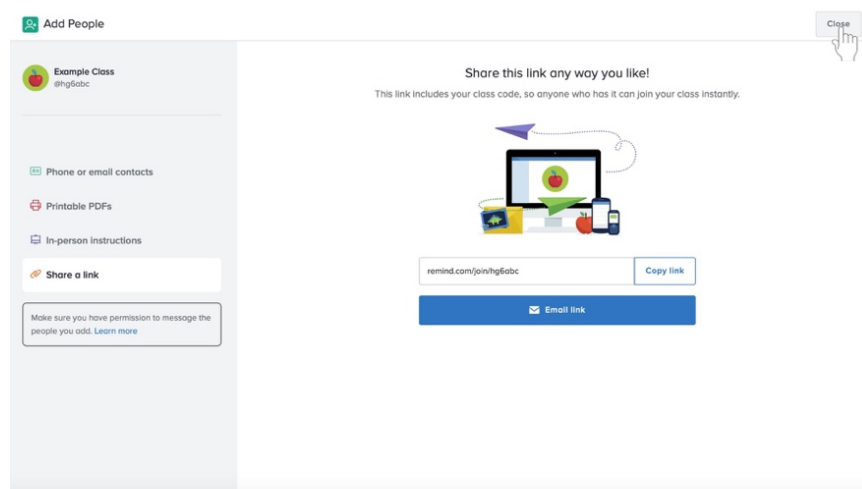
Navigating to the Add people section of Remind

- No matter where you are in Remind, click on the **Add people** button at the top right corner of the page.



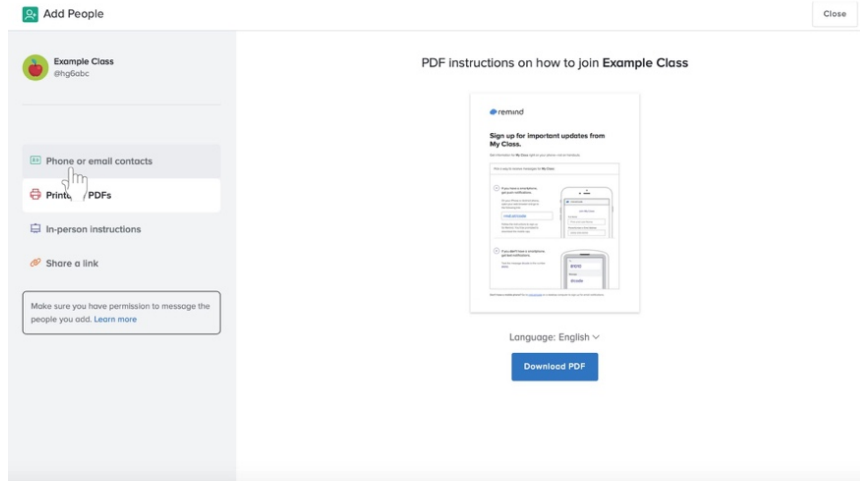
Getting out of the Add people section of Remind

- Click on the **Close** button at the top right corner of the page.

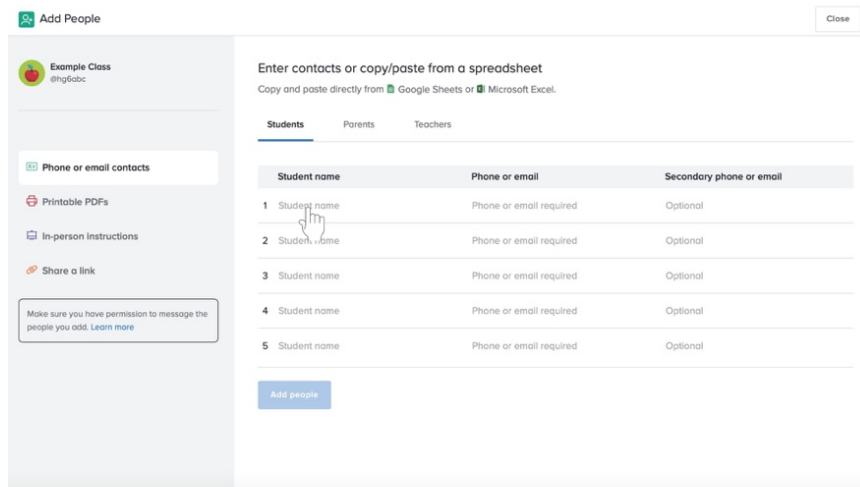


Adding disciples by typing in contact information

1. On the **Add People** page, navigate to the **Phone or email contacts** option next to the green business card icon on the left side of the screen.



2. Click on the light gray **Student name** underneath the **Student name** label. Type in a name.



- After typing in the name for that disciple, type in their phone number or email address by clicking on the light gray **Phone or email address required** next to that person's name.

Add People Close

Example Class
@hg6abc

Phone or email contacts
Printable PDFs
In-person instructions
Share a link

Make sure you have permission to message the people you add. [Learn more](#)

Enter contacts or copy/paste from a spreadsheet
Copy and paste directly from Google Sheets or Microsoft Excel.

Students Parents Teachers

Student name	Phone or email	Secondary phone or email
1 Example Student	Phone or email required	Optional
2 Student name	Phone or email required	Optional
3 Student name	Phone or email required	Optional
4 Student name	Phone or email required	Optional
5 Student name	Phone or email required	Optional

Add people

- Continue for each individual disciple and their information.
- OR if the disciples' names and phone numbers are in an Excel spreadsheet**, copy the information for all disciples, click an empty **Student name** in light gray, and paste the information.
- When you are finished, click the blue **Add people** button at the bottom of the area in which you add names and contact information.

Add People Close

Example Class
@hg6abc

Phone or email contacts
Printable PDFs
In-person instructions
Share a link

Make sure you have permission to message the people you add. [Learn more](#)

Enter contacts or copy/paste from a spreadsheet
Copy and paste directly from Google Sheets or Microsoft Excel.

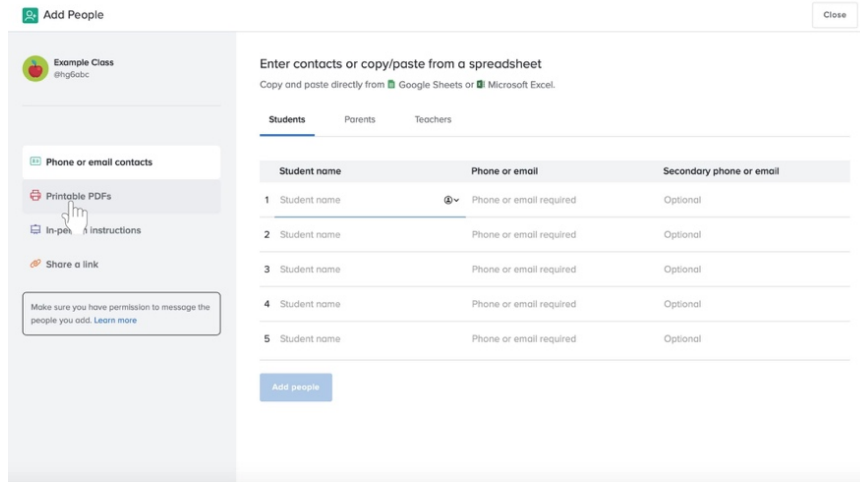
Students Parents Teachers

Student name	Phone or email	Secondary phone or email
1 Example Student		Optional
2 Student name	Phone or email required	Optional
3 Student name	Phone or email required	Optional
4 Student name	Phone or email required	Optional
5 Student name	Phone or email required	Optional

Add people

Adding disciples by distributing a printable PDF

1. On the **Add People** page, navigate to the **Printable PDFs** option next to the red printer icon on the left side of the screen.

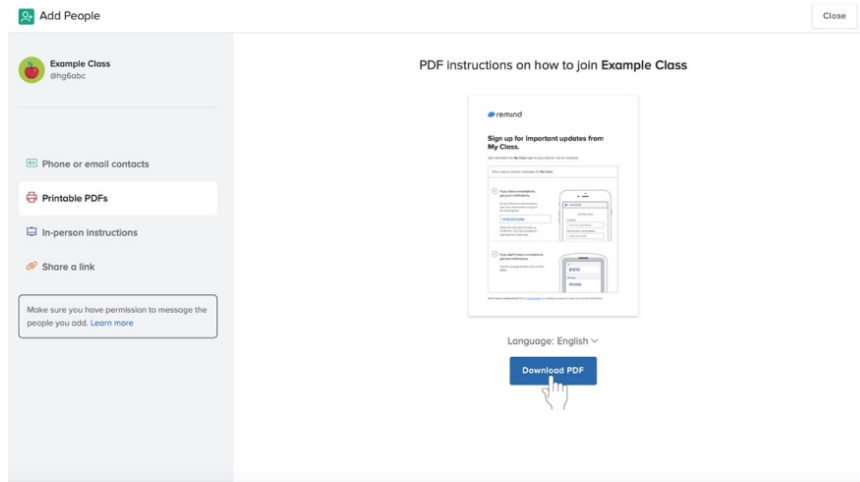


The screenshot shows the 'Add People' interface for 'Example Class'. The left sidebar has 'Printable PDFs' selected. The main area is titled 'Enter contacts or copy/paste from a spreadsheet' and features a table for adding student contacts.

Student name	Phone or email	Secondary phone or email
1 Student name	Phone or email required	Optional
2 Student name	Phone or email required	Optional
3 Student name	Phone or email required	Optional
4 Student name	Phone or email required	Optional
5 Student name	Phone or email required	Optional

An 'Add people' button is located at the bottom center of the main area.

2. Click the blue **Download PDF** button towards the bottom center of the screen.



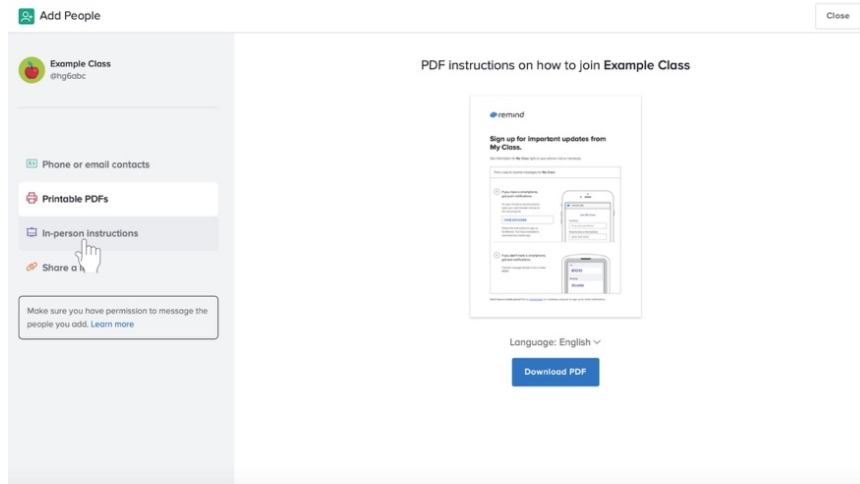
The screenshot shows the 'Add People' interface with the 'Printable PDFs' option selected. The main area displays 'PDF instructions on how to join Example Class' and a preview of a PDF document. A blue 'Download PDF' button is highlighted with a hand cursor.

Language: English ▾

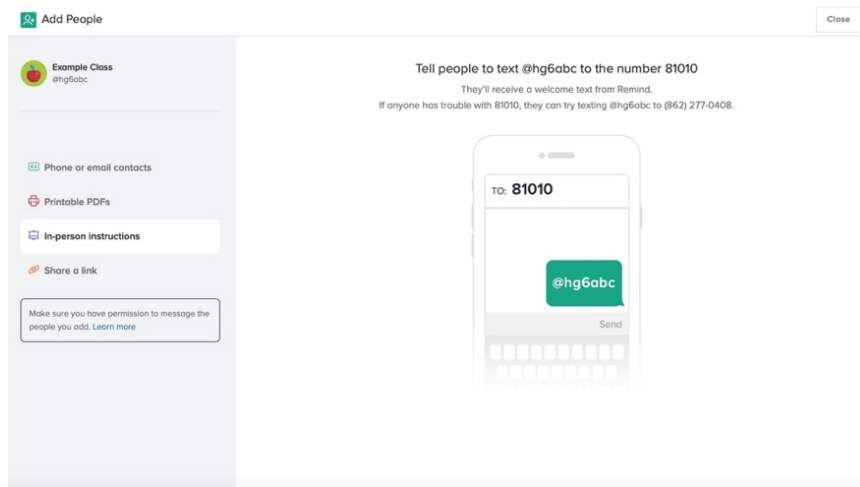
3. Your PDF will download. You can now save or print the PDF.

Adding disciples by sharing prewritten instructions

1. On the **Add People** page, navigate to the **In-person instructions** option next to the blue projection screen icon on the left side of the screen.



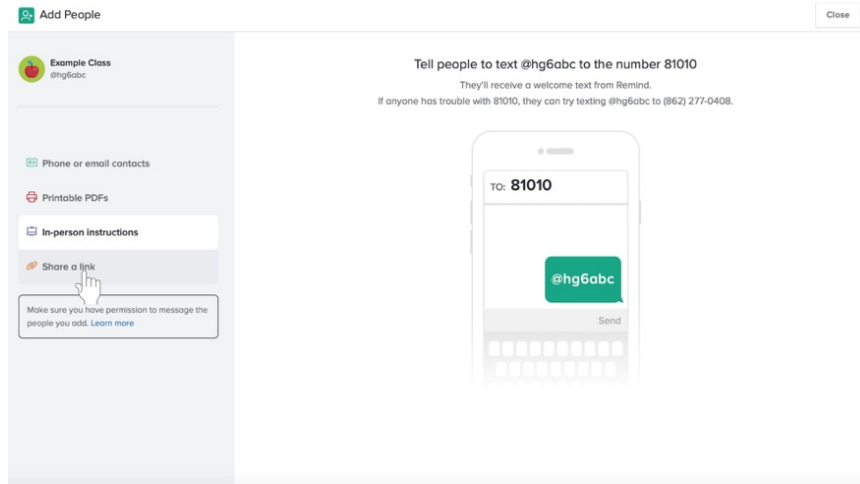
2. Read the directions on the page to tell participants how to join the class on Remind.



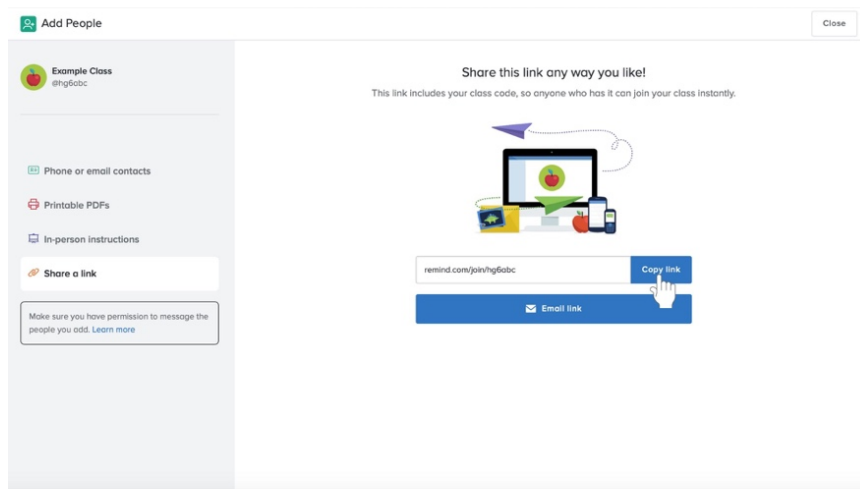
- a. Tell the participants to text the code to the number specified.

Adding disciples by sharing a link

1. On the **Add People** page, navigate to the **Share a link** option next to the orange link icon on the left side of the screen.



2. Share the link.
 - a. Click on the blue outlined **Copy link** button next to the link. (**Tip:** You can share this on your Google Classroom stream.)



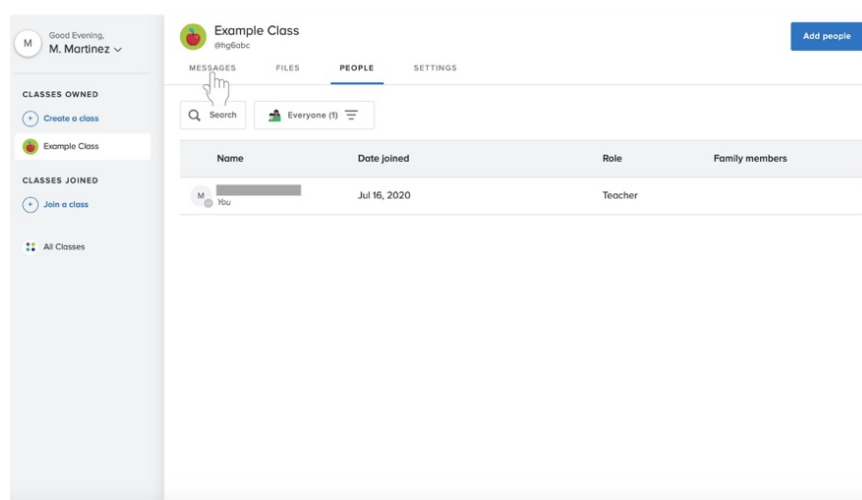
Sending Messages in Remind

Remind allows you to message everyone in the class, one person, or a group. Send messages reminding disciples of an event, project, and more. You can also schedule a message to everyone in the class to be sent at a later time.

Any contact between catechists and those participating in parish catechetical programs should always be professional and appropriate.

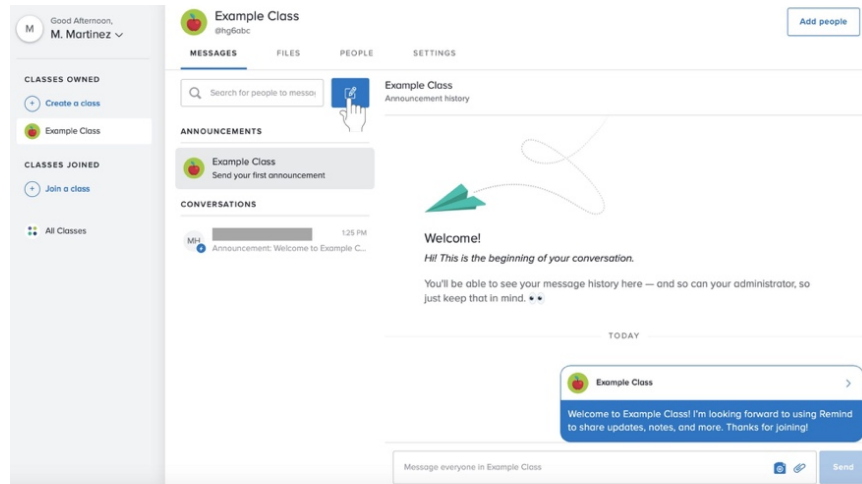
Navigating to messages

- Underneath the name of the class at the top of the page, click the **Messages** tab to the left.

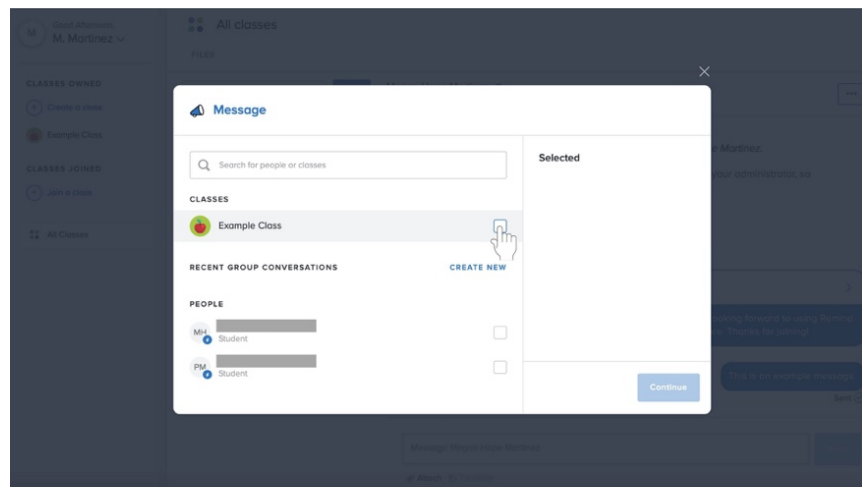


Messaging everyone in the class

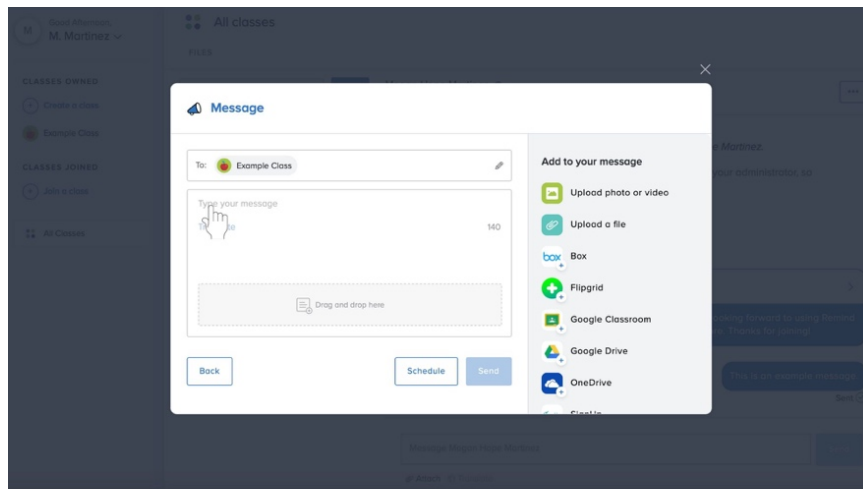
1. To the left of your announcement history, click on the blue **Compose** button with the pencil and paper icon.



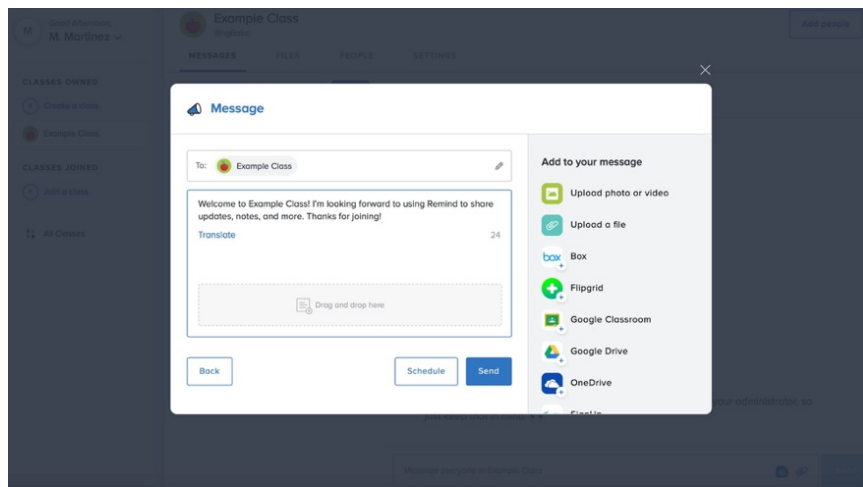
2. Click on the checkbox next to the name of the class.



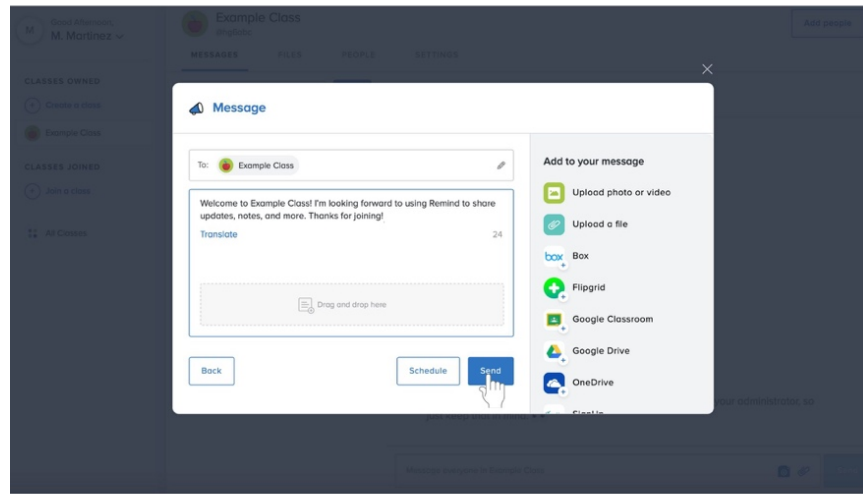
3. Click in the text box and begin writing your message. **Any contact between catechists and those participating in parish catechetical programs should always be professional and appropriate.**



- a. If this is your first message, a prewritten message will appear. You can send this message or delete it and write your own.



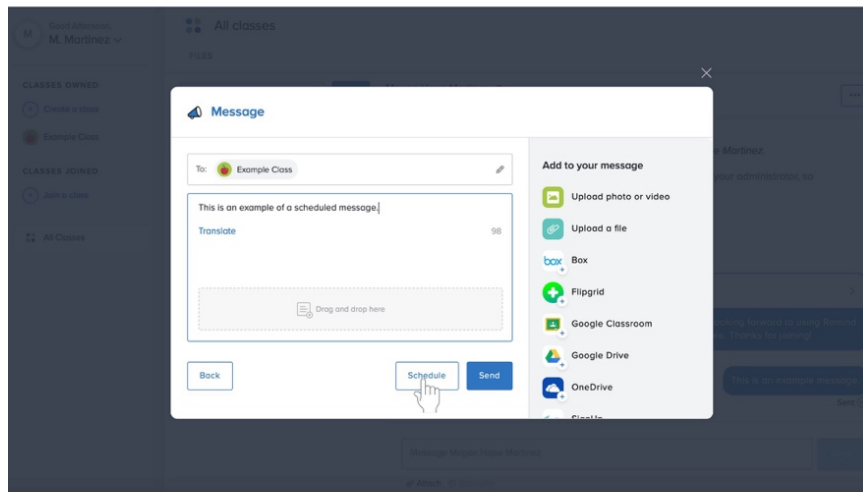
4. When you are finished typing your message, click the blue **Send** button at the bottom right of the box.



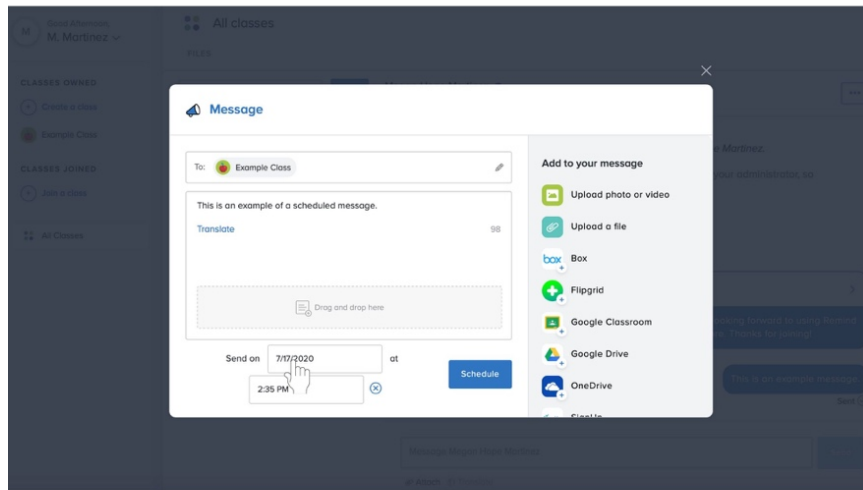
Scheduling a message to everyone in the class

At this time, Remind only allows scheduled messages to be sent to everyone in the class.

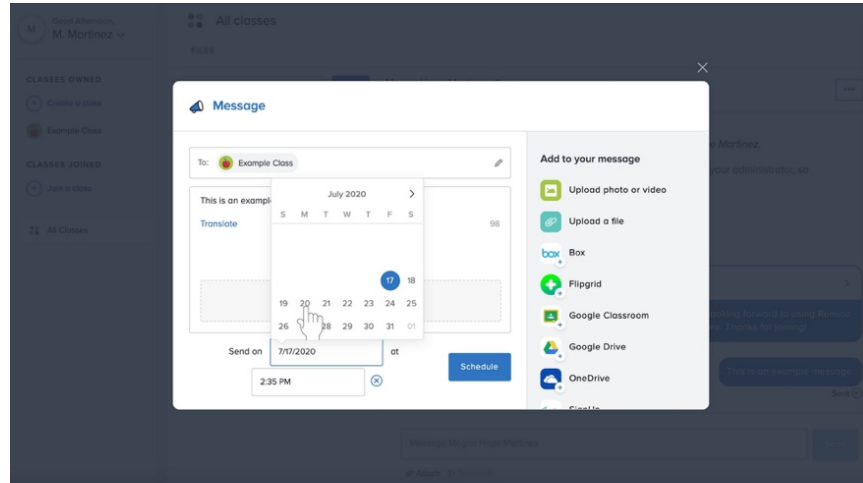
1. Follow **steps 1-3** for **Messaging everyone in the class** beginning on **page 27**.
2. At the bottom of the box, click on the blue outlined **Schedule** button to the left of the **Send** button.



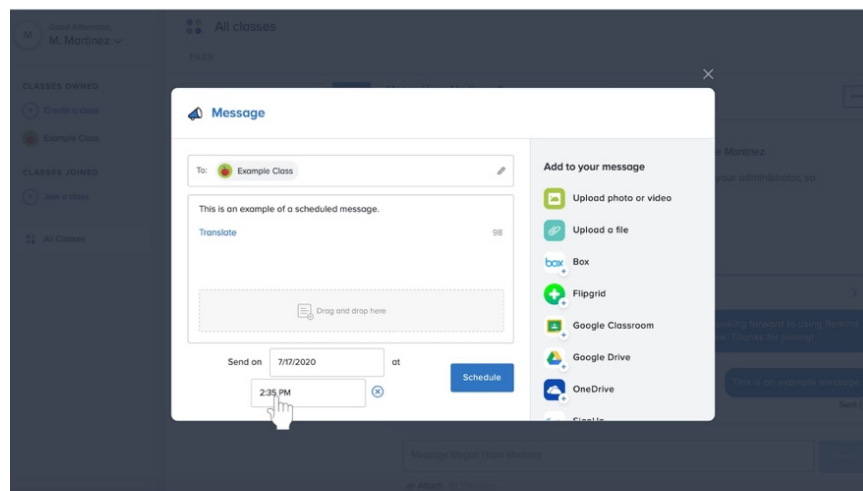
3. Click on the date.



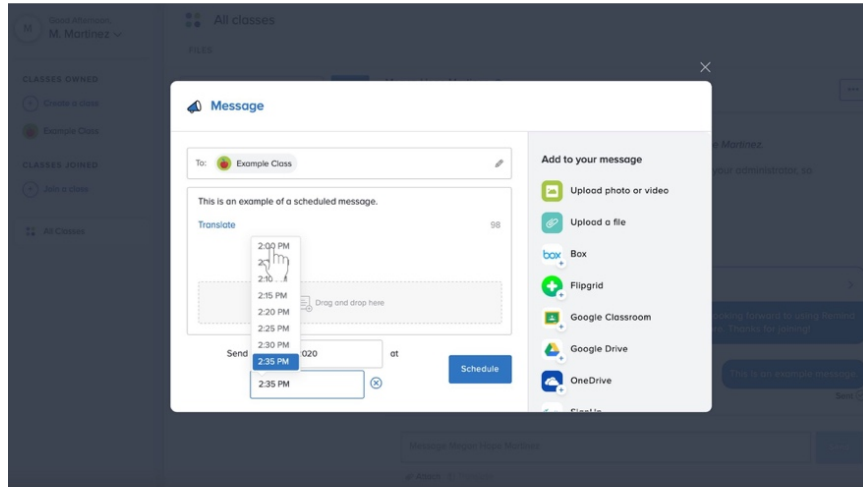
4. A calendar will appear. Select a new date.



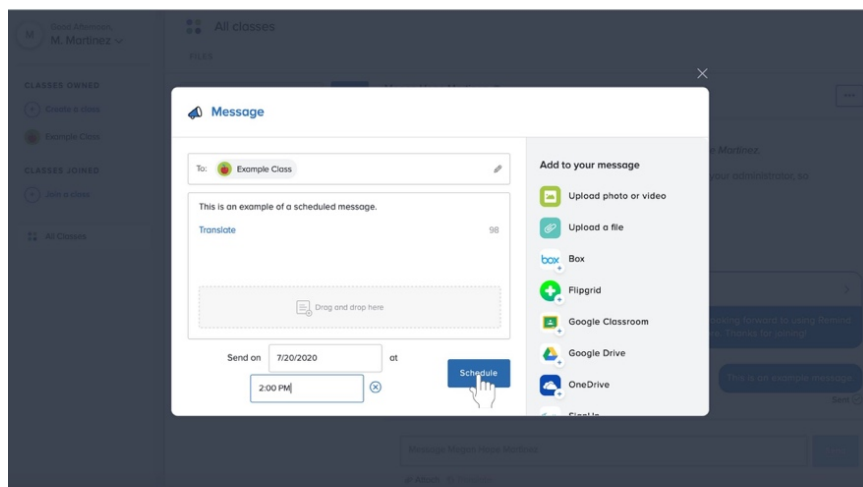
5. Click on the time.



6. A list of times will appear. Select a new time.

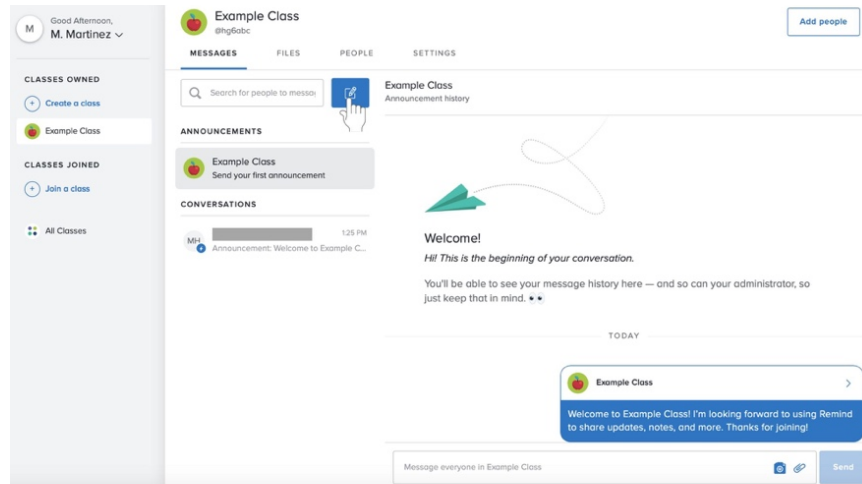


7. Click the blue **Schedule** button to the right of the scheduled date and time.

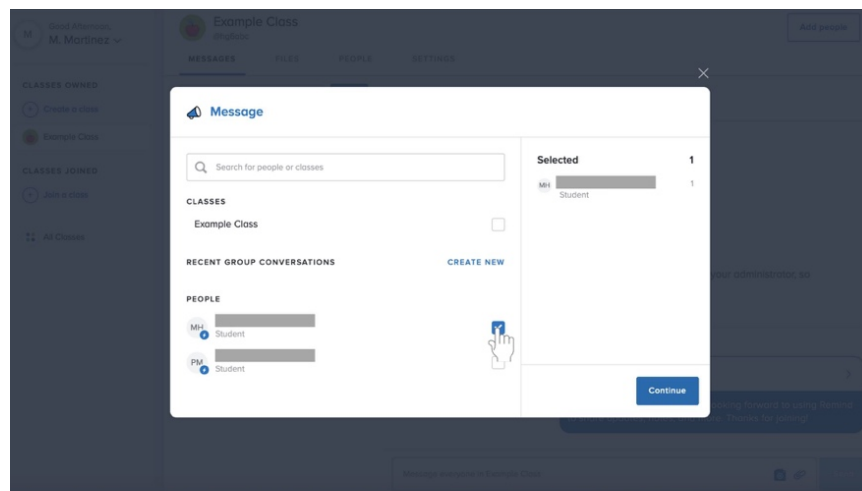


Messaging one person or a group in the class

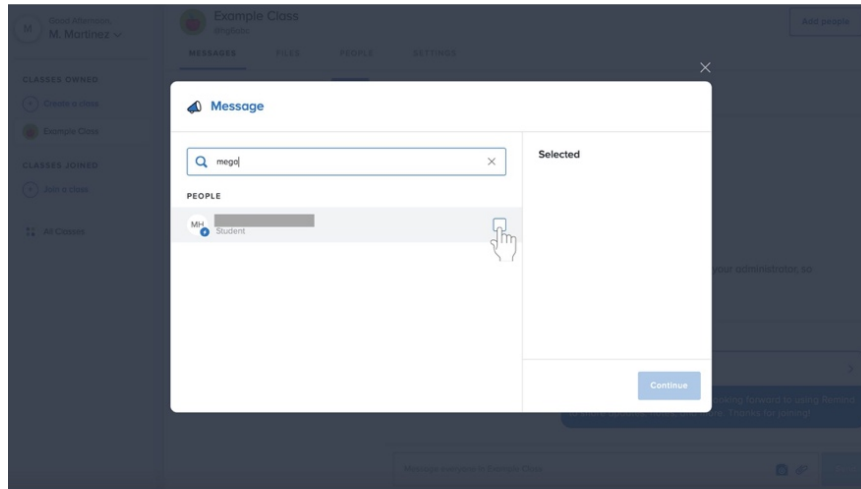
1. To the left of your announcement history, click on the blue **Compose** button with the pencil and paper icon.



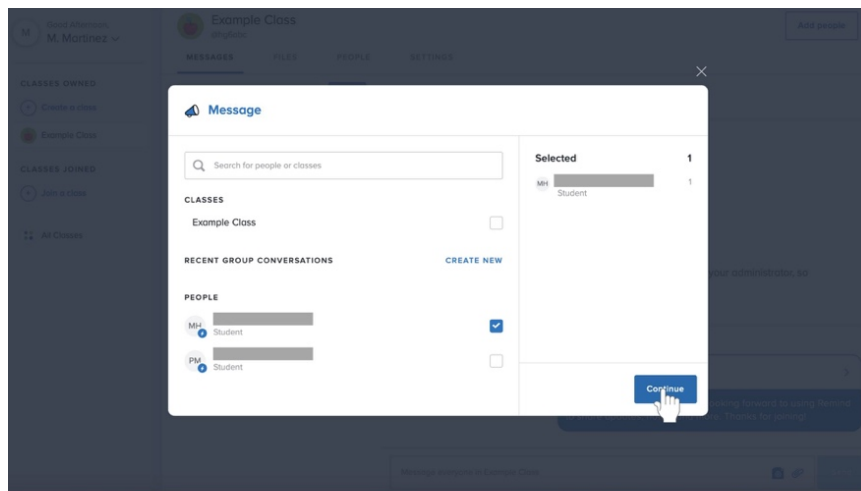
2. To add a disciple to the message, do one of the following:
 - a. List
 - i. Scroll through the list labeled **People**.
 - ii. Click on the checkbox next to the name of the person you wish to add to the message.



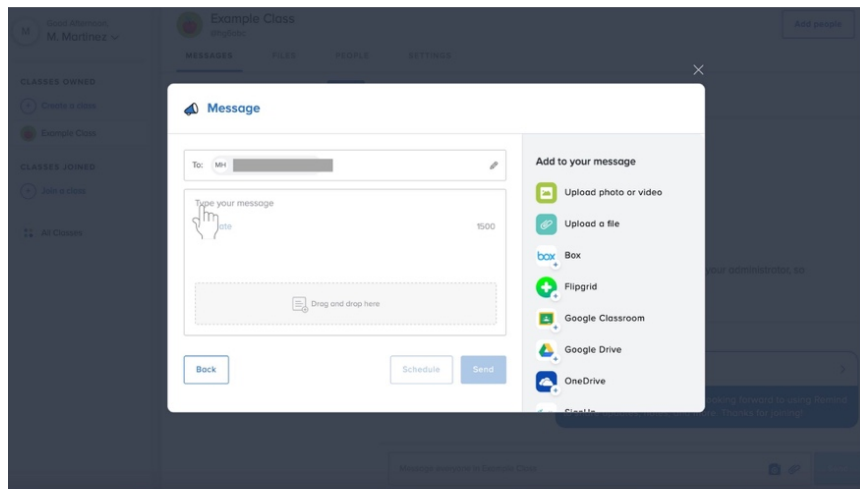
- b. Search bar
 - i. Click in the search bar at the top of the box.
 - ii. Begin typing in a name.
 - iii. Once that person's name appears, click on the checkbox to the right of their name.



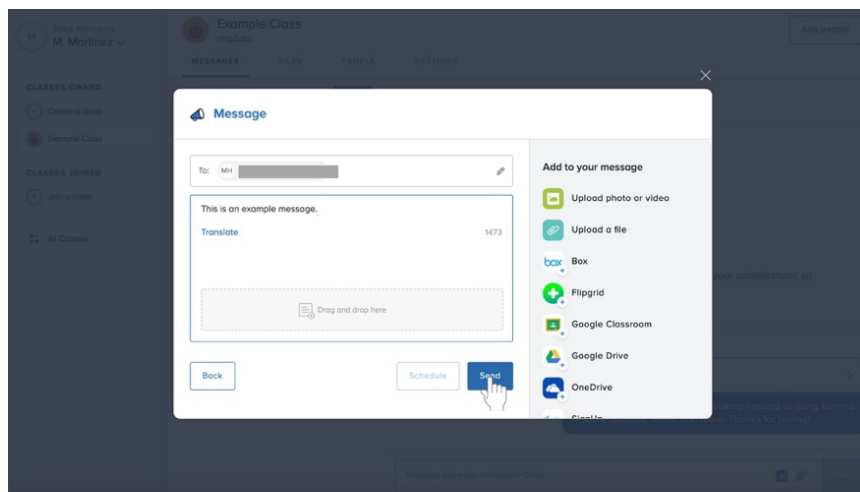
- c. Repeat one or both of these processes to add more disciples if desired.
3. Click the blue **Continue** button at the bottom left of the box.



4. Click in the large text box labeled **Type your message** to write your message. **Any contact between catechists and those participating in parish catechetical programs should always be professional and appropriate.**



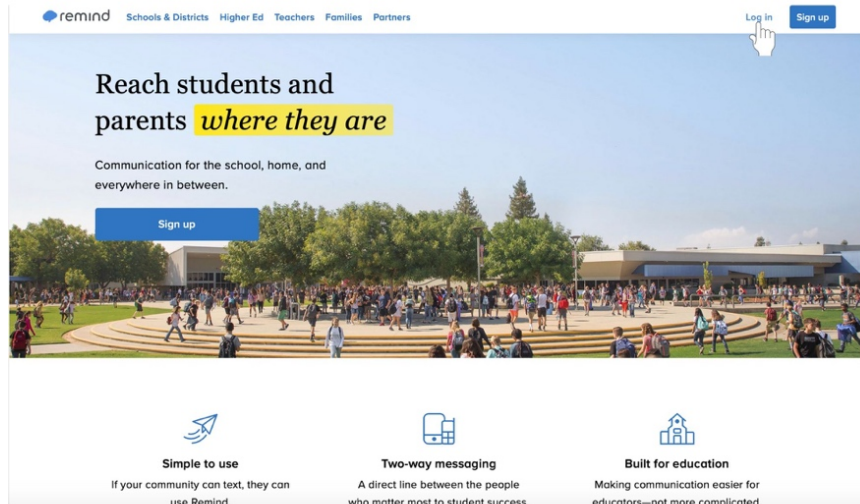
5. Click the blue **Send** button below the message to the left.



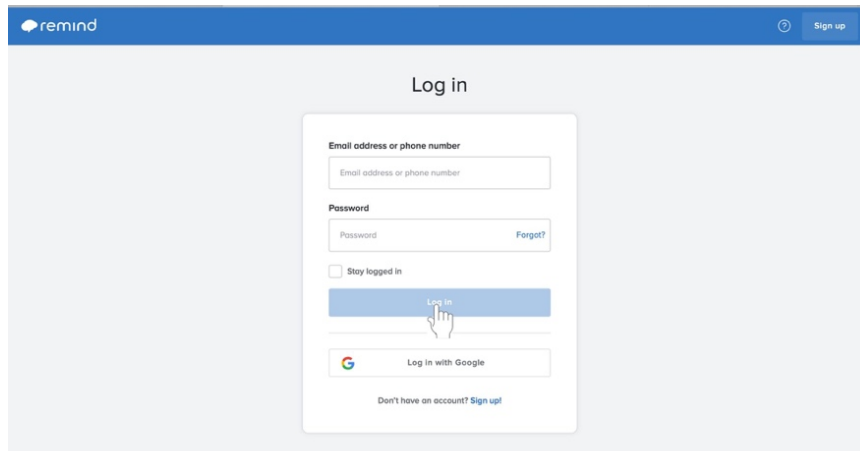
Tips for Remind

Signing in to Remind

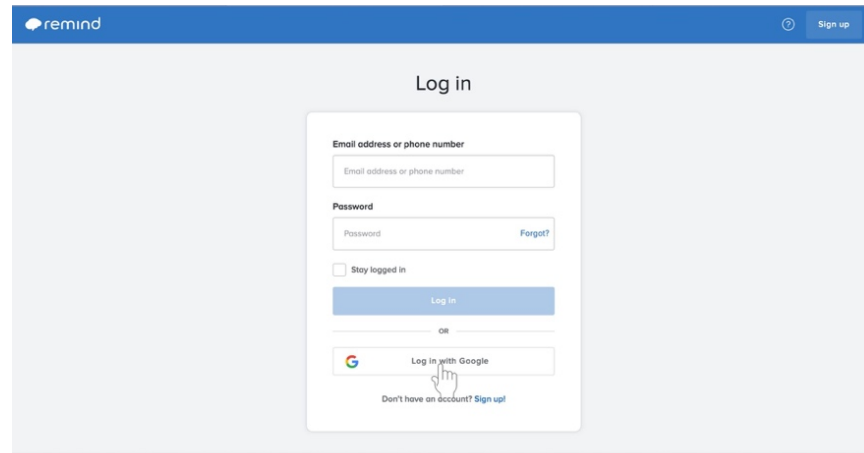
1. Go to **remind.com**.
2. Click the **Log in** button next to the blue **Sign up** button at the top left corner of the page.



3. Type in your email address and password **if you did not sign up for Remind using your Google information**.
 - a. Click the blue **Log in** button above the **Log in with Google** button.



4. OR click **Log in with Google** and sign in **if you signed up for Remind using your Google information.**

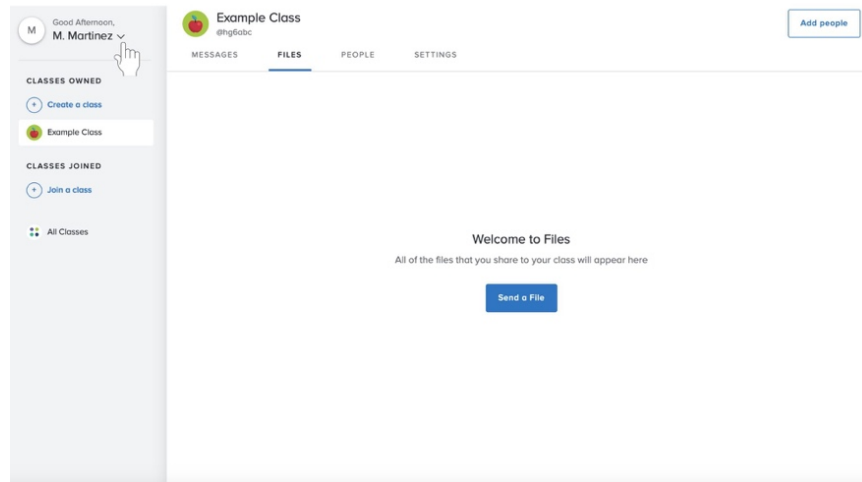


The screenshot shows the Remind login interface. At the top left is the 'remind' logo, and at the top right is a 'Sign up' link. The main heading is 'Log in'. Below this is a form with the following elements:

- Email address or phone number:** A text input field with the placeholder text 'Email address or phone number'.
- Password:** A text input field with the placeholder text 'Password' and a 'Forgot?' link to its right.
- Stay logged in**
- Log in** button
- OR** separator
- Log in with Google** button, featuring the Google logo on the left. A mouse cursor is pointing at this button.
- Below the Google button: **Don't have an account? Sign up!**

Signing out of Remind

1. At the top left corner of the page, find your name, and click the down arrow. (This will appear in the gray bar regardless of where you are in Remind.)



2. A menu will appear. At the bottom of the menu, select **Log out**.

