

Created: 12/12/2018
Version: 1.0

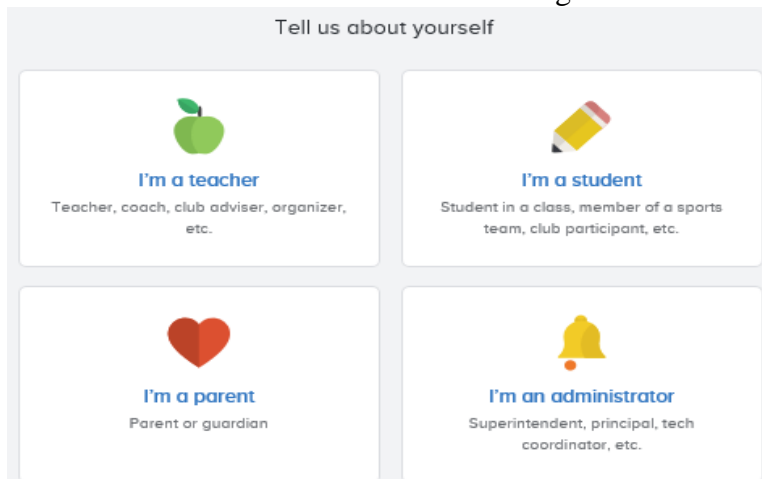
Last Updated: 12/12/2018 5:48 PM
Last Edited By: Victor Ramos

Remind App Initial Setup


Creating a class

Setup must be completed using Google Chrome as Internet Explorer is not supported


1. Open “**Remind.com**” and select “**Sign Up**” option from the main landing page.
2. When prompted, enter your CommonBond email to create an account.
3. Select the “**I’m a teacher**” on the following screen.




Tell us about yourself




I'm a teacher
Teacher, coach, club adviser, organizer,
etc.



I'm a student
Student in a class, member of a sports
team, club participant, etc.

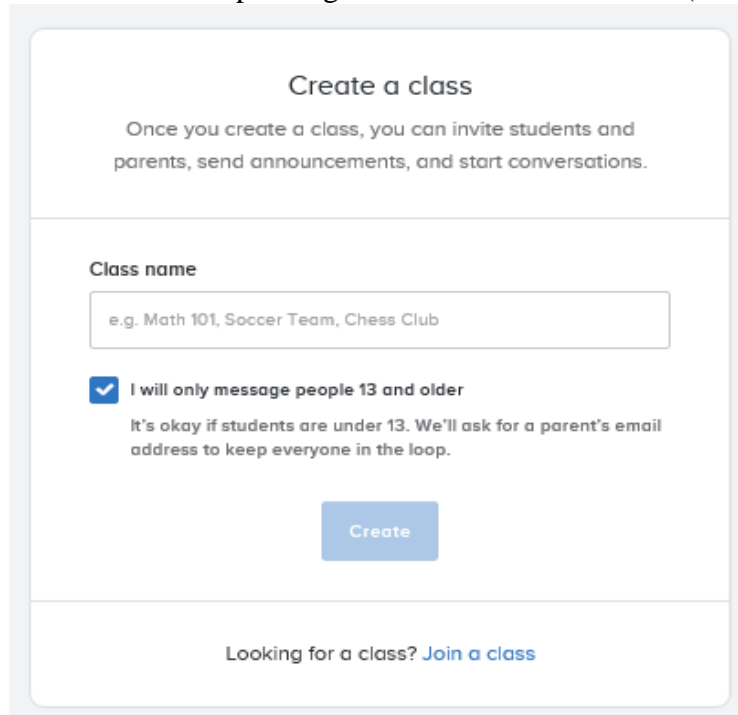


I'm a parent
Parent or guardian



I'm an administrator
Superintendent, principal, tech
coordinator, etc.

4. Create a class name depending on what it is intended for. (Can be anything)



Create a class

Once you create a class, you can invite students and parents, send announcements, and start conversations.

Class name

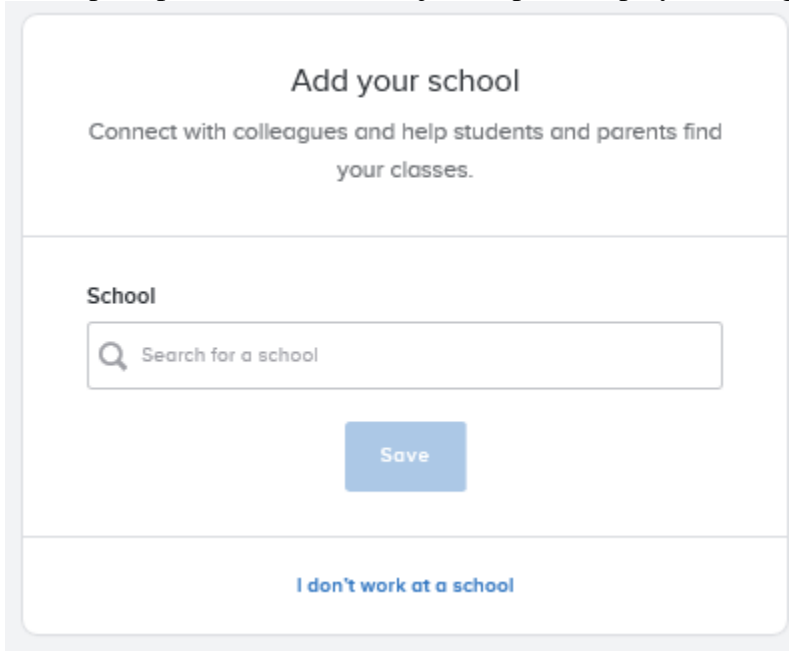
e.g. Math 101, Soccer Team, Chess Club

I will only message people 13 and older
It's okay if students are under 13. We'll ask for a parent's email address to keep everyone in the loop.

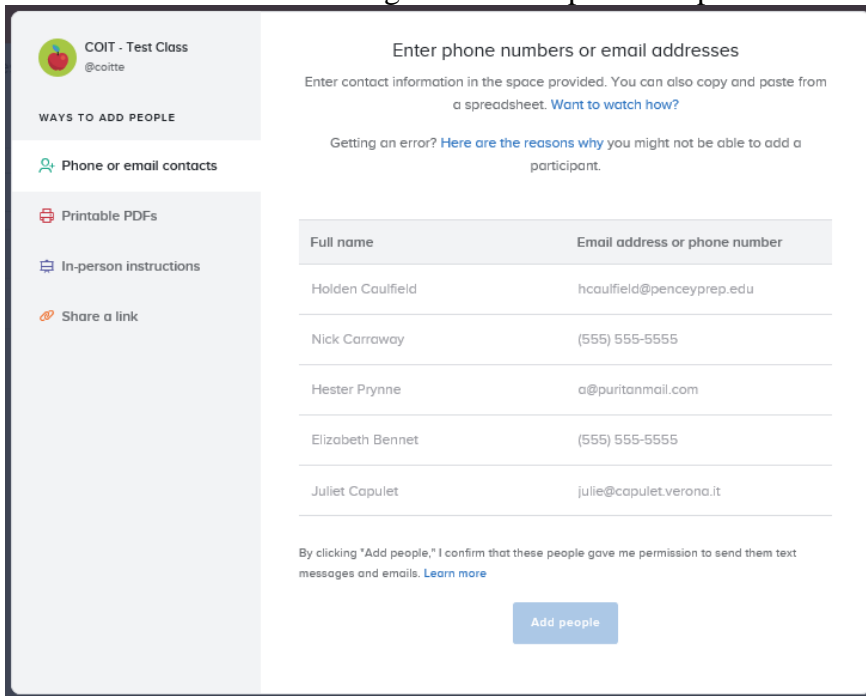
Create

Looking for a class? [Join a class](#)

- When prompted to add a school just skip the step by selecting “I don’t work at a school”.



- Add students to the class using one of the 4 possible options on the next screen.



Full name	Email address or phone number
Holden Caulfield	hcaulfield@penceyprep.edu
Nick Carraway	(555) 555-5555
Hester Prynne	a@puritanmail.com
Elizabeth Bennet	(555) 555-5555
Juliet Capulet	julie@capulet.verona.it

- Once the students complete the setup on their accounts/devices they will be added to the list and begin receiving any communication that is sent out to the class.

Questions: call the CommonBond I.T. HelpDesk @ 651-290-6246
or e-mail: HelpDesk@CommonBond.org