

# Remind



With the launch of the new Remind app, we have provided a quick training to walk you through the set up. This app will replace **ALL** other communication between teachers (coaches are referred to as teachers), parents, and students. This **will not** replace Blackboard. We will still be using Blackboard for school, district, and emergency communication (ex. drills, school wide announcements, school closures etc). Remind will replace Swift, Band, Bloomz, GroupMe, personal contact information etc. You must make the switch to Remind to [comply with board policy](#). Your Remind account will be set up with your district email (@sd91.org), you cannot use a personal email.

We will be providing in-person training for those that need it. You will be able to schedule a time with our training team by [clicking here](#), trainings will start October 9. You can also [watch this short video](#). If you have questions, feel free to [submit a help ticket](#) here or call the help desk at (208) 525-7556.

**Again, secretaries, principals, administrators, etc. will not be using Remind. This is for teacher/coach communication to parents and students/athletes.**

# Remind Training: Teachers & Coaches

(coaches are referred to as Teachers in Remind)

Download the Remind App in the Google Play Store or App Store. Or access it from your Single Sign On.

Then select "Log in with Google" or "Continue with Google"

From here you will use your 4x4 information to login.

Your account MUST BE set up with your @sd91.org email.

If this is your first-time logging in, you will have some beginning

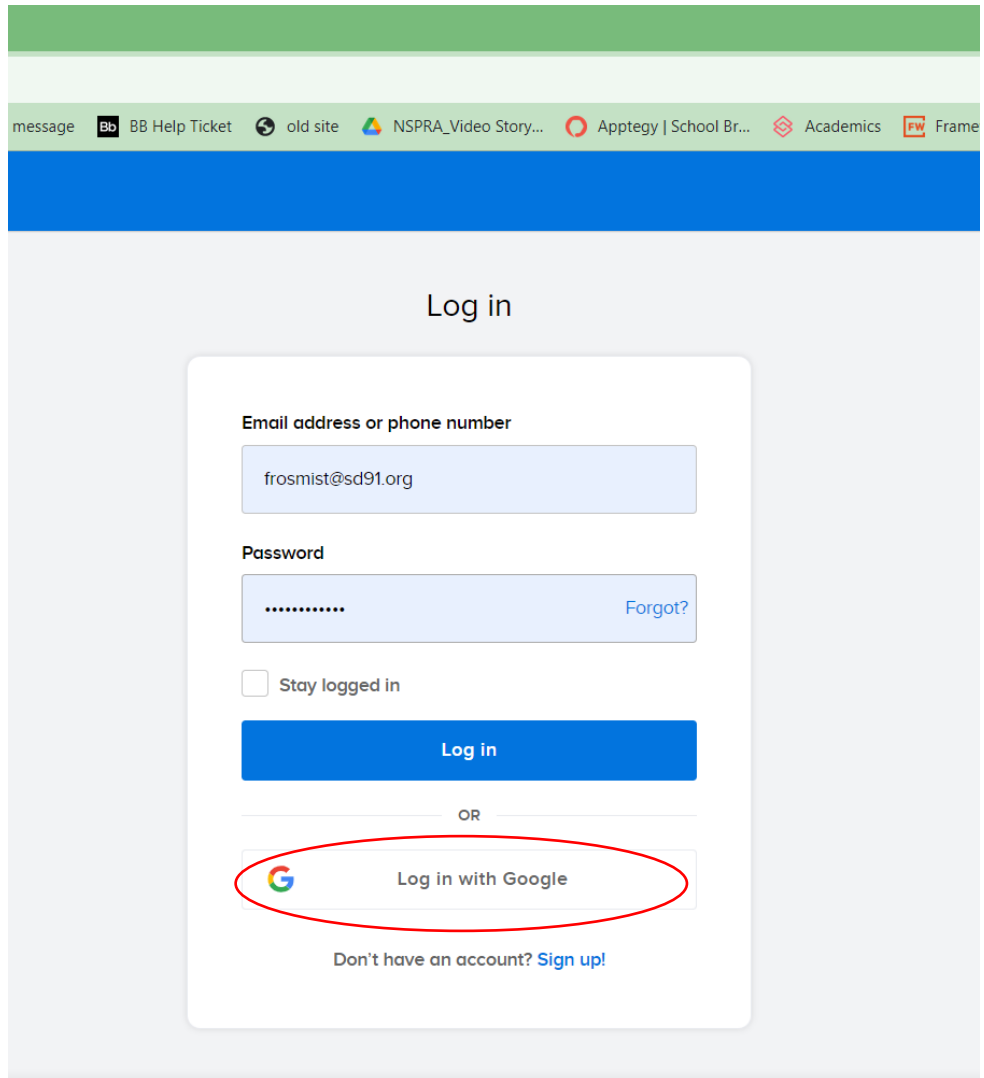
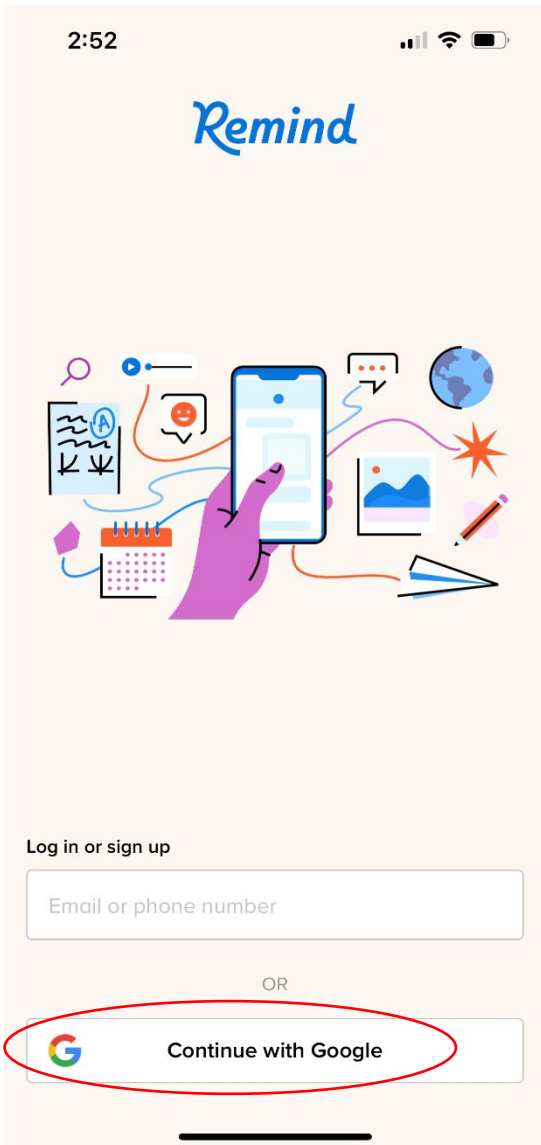
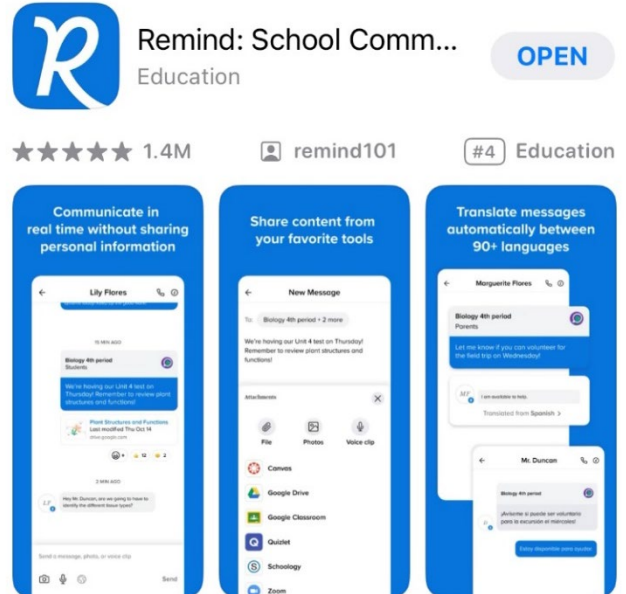
steps and a user agreement to accept. You will be able to add

a phone number to your account. We suggest you do this step

if you want to be able to make phone calls. **You must make**

**phone calls through the Remind app. This will monitor the**

**call and keep your phone numbers private.**



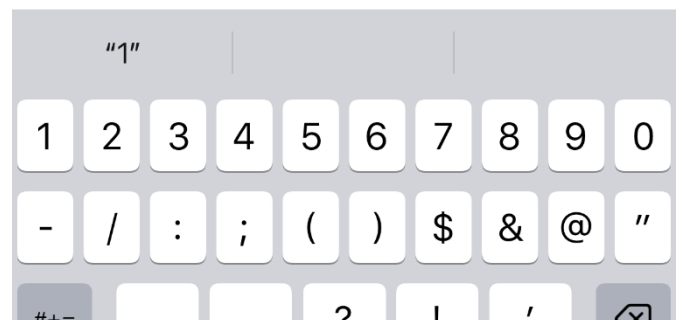
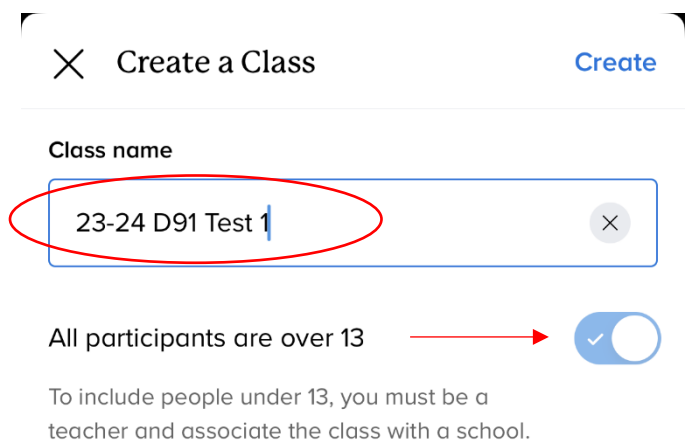
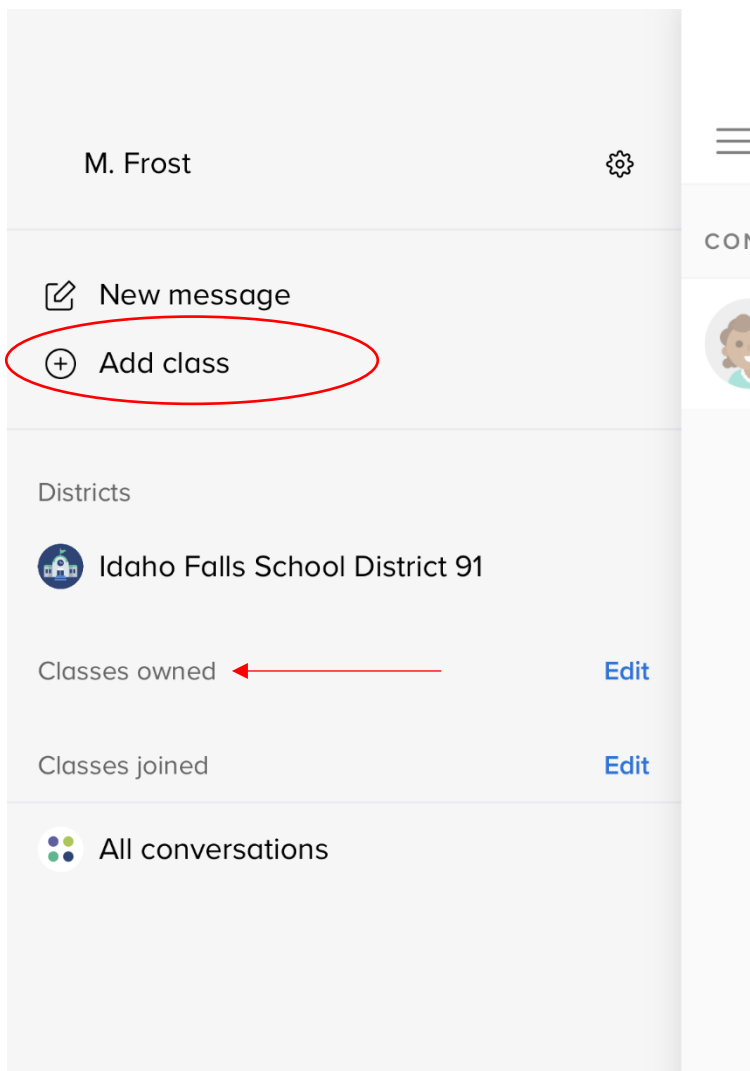
## Remind Training: Mobile App

If you already have a class in Remind you should see it here under “Classes owned”. If you are new to Remind, you can click on “Add Class” to create a group for you class and/or team.

This is also where you will be able to start a new message and view your account settings. **Under your account settings, we suggest you set your office hours to avoid getting unwanted messages and phone calls. Under settings click on “Notification preferences”, scroll down and select “Turn on office hours”.**

If you are partner teaching and want to share a class, you can select “Add class” and enter the class code for a class that already exists.

When creating a class, we suggest naming it something your students/parents will easily recognize. If you are setting up a class at the elementary level or if your class has students under the age of 13, you need to uncheck the “All participants are over 13”.



## Remind Training: Mobile App Cont....

Once you have created your class, you will be able to share your class code with your parents, students, and/or athletes. You can find the code under "Settings". You can change your class code if you do not like the pre-generated code. Parents should receive an email and/or text to automatically join your class.

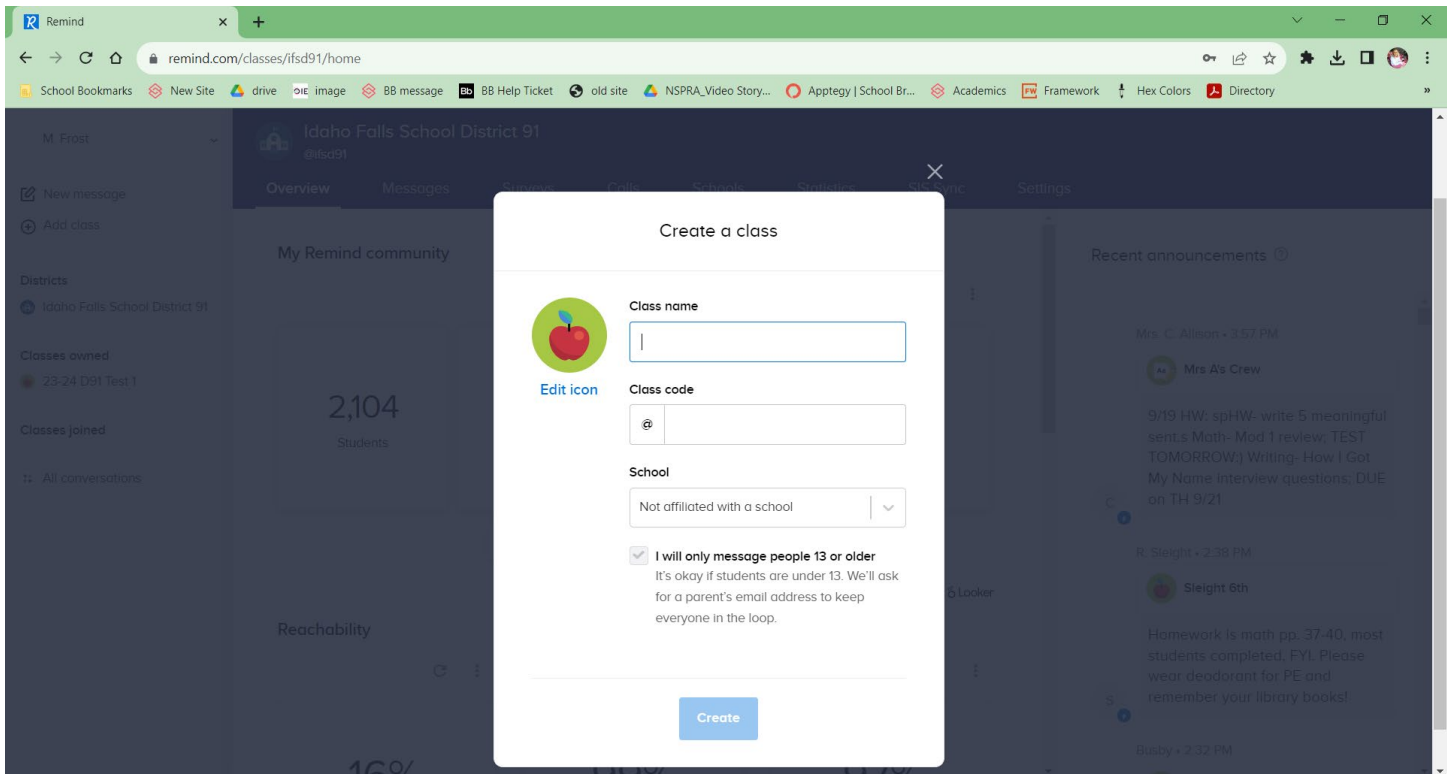
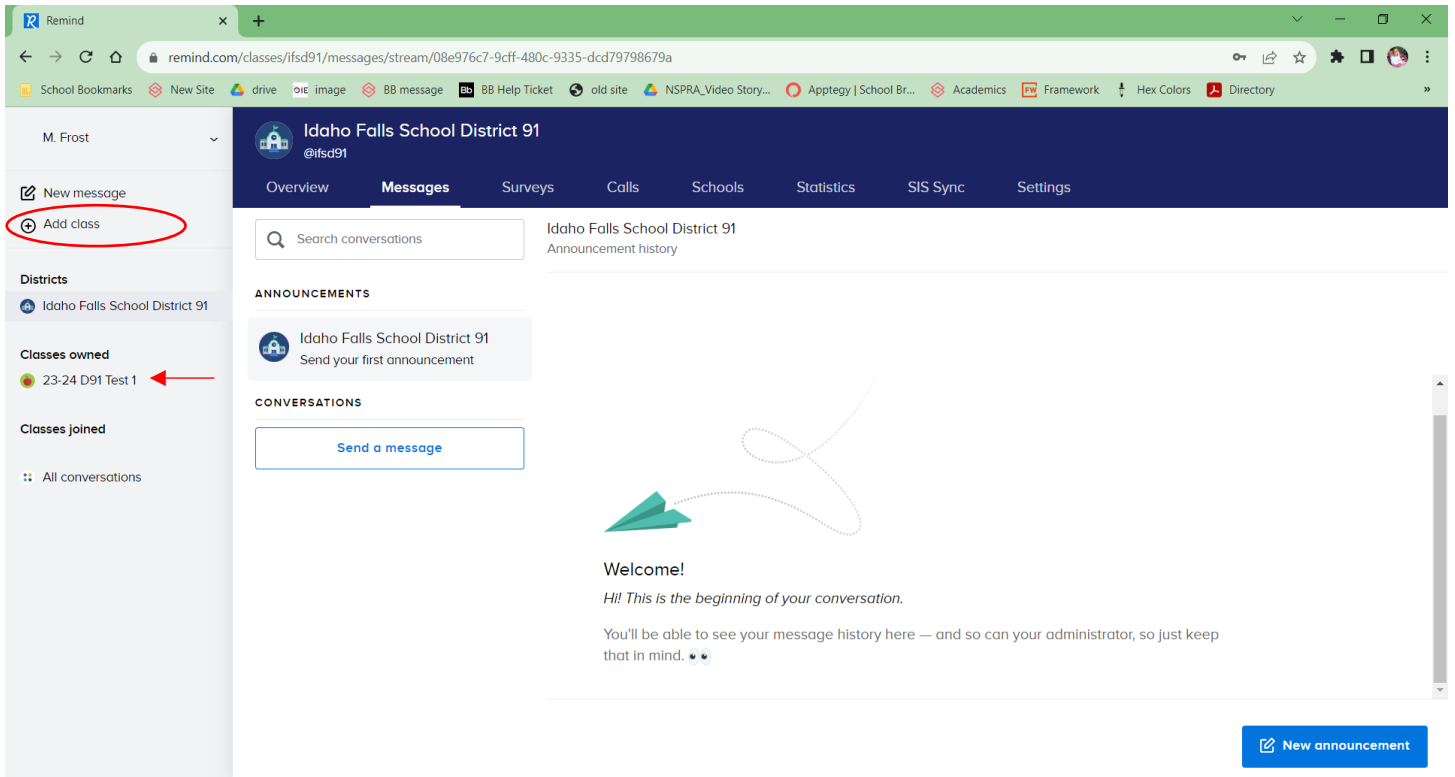
The screenshot shows the settings page for a class. At the top, there is a hamburger menu icon, the class name '23-24 D91 Test 1', and a phone icon. Below this is a navigation bar with 'Messages', 'Files', 'People', and 'Settings' (which is underlined). The main content area features a red apple avatar with a 'Change avatar' link below it. There are three input fields: 'Class name' containing '23-24 D91 Test 1', 'Class code' containing '@2324d91' (circled in red), and 'Class visibility' which is currently turned off. Below these are two toggle switches: 'Require approval to join' (turned on) and 'Participant messaging' (set to 'Role-based' with a chevron icon). A bottom navigation bar is visible at the very bottom.

If they do not automatically receive a message, you can manually add them under "People". You will be able to send messages, view files you have uploaded, view people in your class, and make calls using the phone icon without giving out your personal number.

The screenshot shows the main interface of the app. At the top, there is a hamburger menu icon, the class name '23-24 D91 Test 1', a search icon, and a phone icon. Below this is a navigation bar with 'Messages', 'Files', 'People', and 'Settings' (the 'Messages' tab is underlined and circled in red, with a red arrow pointing to the phone icon above it). The main content area is divided into sections: 'ANNOUNCEMENTS' with a red apple icon and the text '23-24 D91 Test 1 Send your first announcement'; and 'CONVERSATIONS' with a person icon and the text 'Start a conversation Message one person or a group'. A bottom navigation bar is visible at the very bottom, featuring a blue circular button with a white pencil icon.

# Remind Training: Desktop

For the desktop version, the steps are the same. The screen will just look slightly different, see images below.



The screenshot shows a web browser window with the URL [remind.com/classes/2324d91/messages/stream/93a946fd-392c-4214-aa5c-56d66e5ed89f](https://remind.com/classes/2324d91/messages/stream/93a946fd-392c-4214-aa5c-56d66e5ed89f). The page title is "23-24 D91 Test 1" with the handle "@2324d91". The interface includes a left sidebar with navigation options: "New message", "Add class", "Districts" (Idaho Falls School District 91), "Classes owned" (23-24 D91 Test 1), "Classes joined", and "All conversations". The main content area has tabs for "Messages", "Files", "People", "Calls", and "Settings". Under "Messages", there is a search bar and a "Send a message" button. The "ANNOUNCEMENTS" section shows a card for "23-24 D91 Test 1" with the text "Send your first announcement". The "CONVERSATIONS" section displays a "Welcome!" message: "Hi! 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." A "New announcement" button is located at the bottom right.

This is the link we will be sharing with parents if they need help with the app.

[https://help.remind.com/hc/en-us/articles/4407871430925-How-do-I-access-my-parent-account-#h\\_01GA701YDWMYPRMAP7F251HQ53](https://help.remind.com/hc/en-us/articles/4407871430925-How-do-I-access-my-parent-account-#h_01GA701YDWMYPRMAP7F251HQ53)