

White Plains School District

Remind.com

Guide for Teachers

The district has purchased a Remind.com subscription due to the large usage by the staff on the free version of the platform, and in addition the free version was not compliant with the new NYS ED Law 2d for student data privacy.

What is Remind? Remind is a communication platform that helps educators reach students and parents. With Remind, you can send messages through email, Remind's mobile app, the web, and even text. Messages can also be translated into more than 90 languages before you send them.

Remind is an optional tool that teachers can use for classroom communication.

Video on how to get started using Remind for teachers:

<https://www.youtube.com/watch?v=1BufR4Fado>

Your Remind account: You will receive an email with directions on how to create your Remind.com account and review your classes (click [here](#) for more information about the account setup process).

This is an optional tool that teachers can use for classroom communication (you don't have to create a Remind account if you don't plan on using the tool).

If you don't receive the email from Remind to create your account, please place a helpdesk for the email to be resent to you.

Your remind account will be also be in Clever, along with your rosters already created. You will be able to click on the Remind icon inside Clever and be automatically connected to Remind.

You will be asked to merge your remind account if you have a pre-existing one. For teachers with classes, you'll then be asked to "claim" [your current and archived classes](#). Note, "current" classes originated from Infinite Campus and "archived" classes are those that you created on your own previously – which you can still use.

Change your notification preferences: You can [add, remove, or edit](#) your cell phone number and email address by logging into your Remind account, and selecting your "Account settings" (upper left corner). Students or parents will not see this information.

Merge duplicate accounts: If you have duplicate accounts, you can [self-merge](#) them by logging into one account and adding the contact point (phone/email) from the other account in your Account settings.

Create a class: Click the “[Create a class](#)” button below “Classes owned.” Note: your rosters will automatically be updated through Clever.

Class code: Class codes are used to invite students and parents to your class. Teachers can [change a class code](#) by selecting the name of the class on the left-hand side of your Remind.com account, and then the settings tab. The code will be visible and editable here.

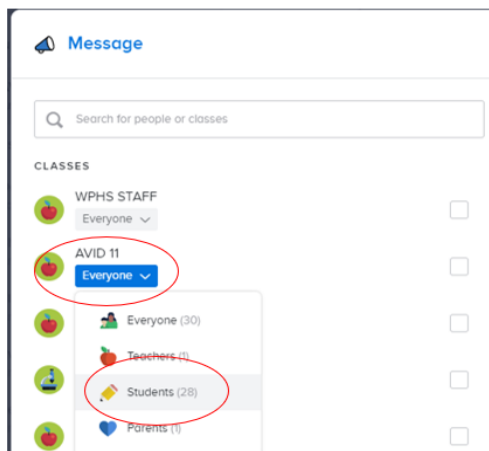
Add people to your class: You can [send invitations directly to people](#) if you have their phone number or email address. You can also invite people to join your class via a printable PDF handout, in-person instructions (text to join), or a shareable link. Find all of these options by clicking on the “Add people” button on your Class page. You can [remove people](#) from your class’ “People” tab. Teacher could add a non-student like a TA, special guest, non-guardian contact, PPS staff, etc to the class if they wanted to.

Archive classes: [To archive a class](#), click the Settings tab for the class and choose ‘Remove class’.

Add a class co-owner: You can [add another owner](#) to your class in your class settings.

Remind.com items to note:

- Teachers in grades 9-12 have the option to send a message to only students, parents or send to both. Default is everyone.

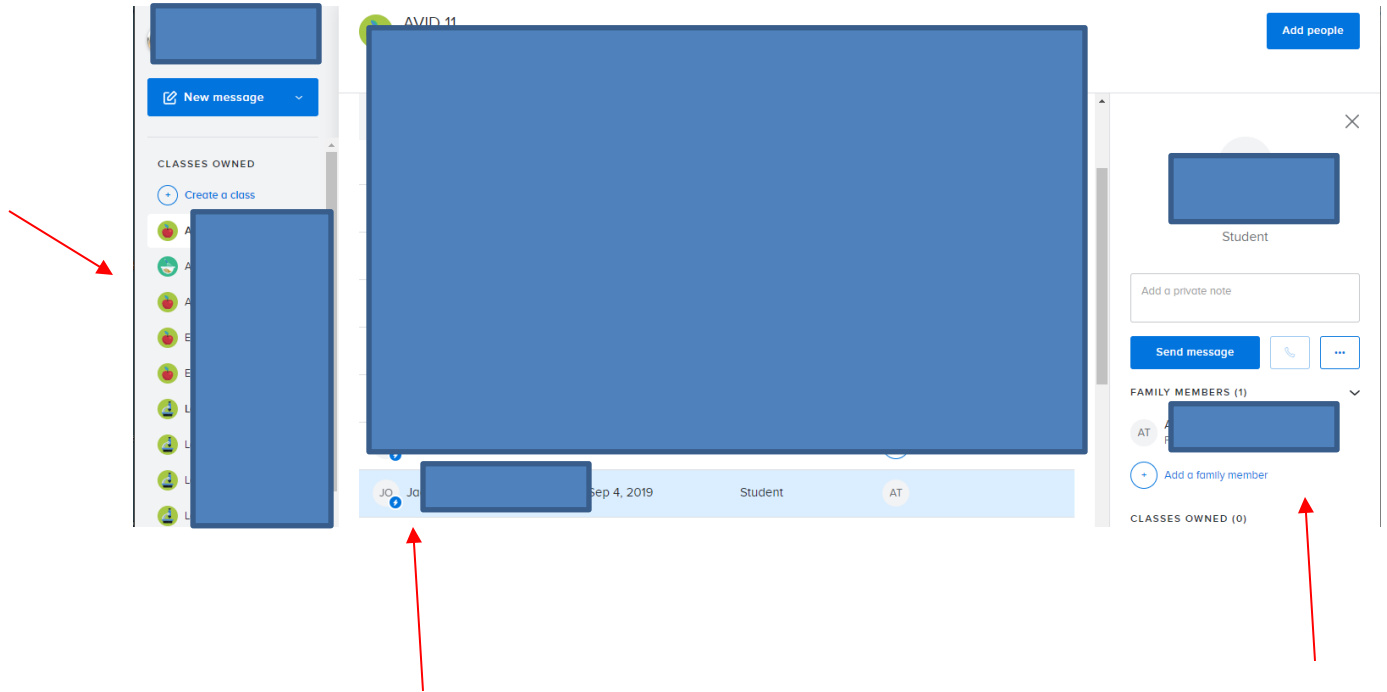


- Teachers in grades K-8 can only send messages to both students and parents – cannot send to only students (it’s part of the terms and conditions of Remind.com).
- The district is not sending any direct information to parents about Remind.com. Teachers that are using (or want to use) Remind.com can share with their parents how to sign up and use Remind with these links (remember to give parents your class code):
 - **Print/Email instructions for Parents** (English/Spanish): <https://resources.finalseite.net/images/v1672951965/whiteplainspublicschoolsorg/amblybltmbbpbxao37xvh/RemindParentGuide.pdf>
 - **Video instructions for Parents:** https://www.youtube.com/watch?v=W3_UQAC9hro
- Parents or students will not be able to message each other.

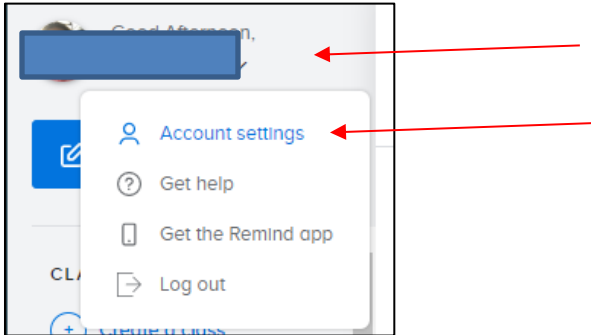
- Is there a way to decipher which parent is connected to which student?

Click on the course on left side, then click on student or parent name in the list and on the right side will show the student or parent connections.

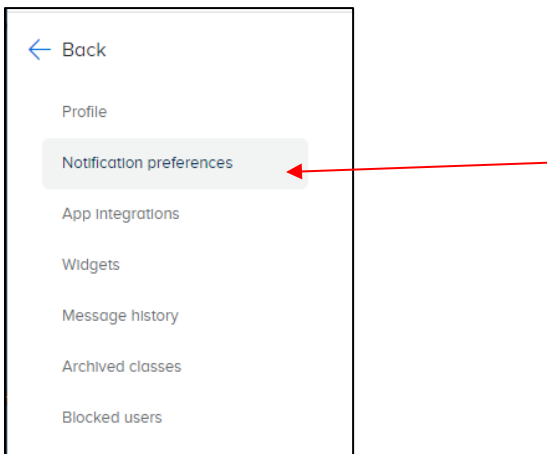
Its recommended to click on the student name and then see the parent connections.



- Remind allows for 2-way communication, but teachers have the option to turn the off the “reply” option. Click Profile on top left and click/tap **Account Settings**



Click/Tap Notification preferences

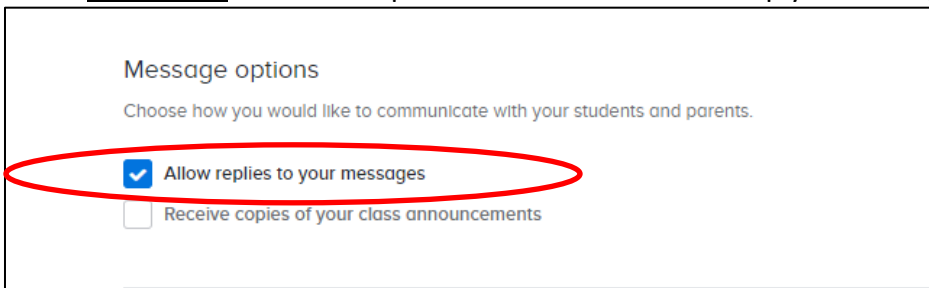


Scroll down to Message options

Check or uncheck the box for **Allow replies to your messages**

By default the box is checked.

When unchecked students or parents will not be able to reply to messages.



Need more help, visit help.remind.com or contact support directly at rmd.me/help

Resource Guide: remind.com/resources/teacher-onboarding-guide