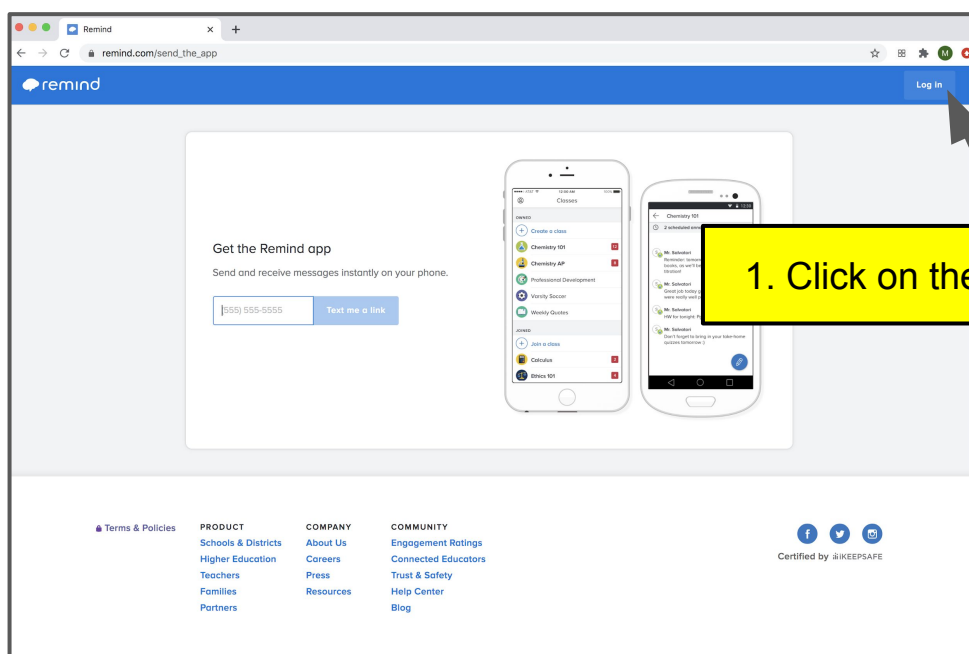


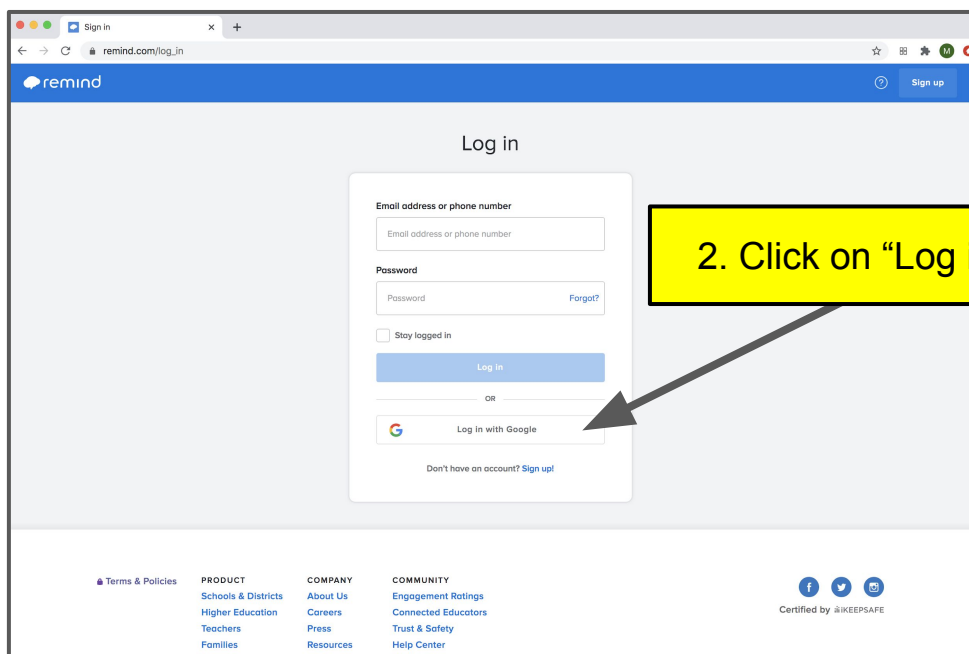
Using Remind: How to create a class and invite parents. A Step-by-Step Guide for Teachers

Visit:

https://www.remind.com/log_in

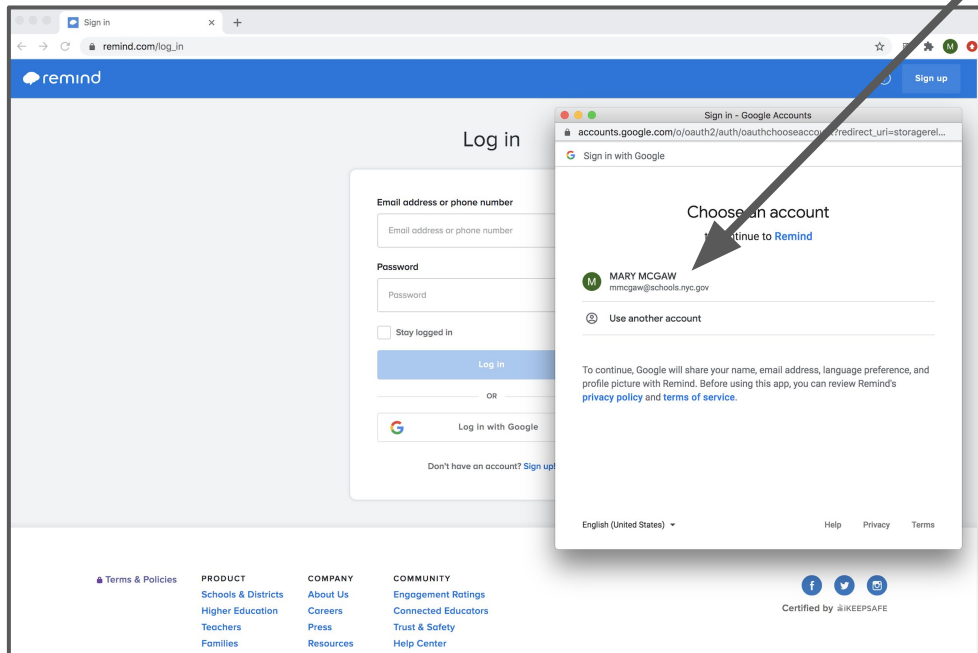


1. Click on the "Login" button

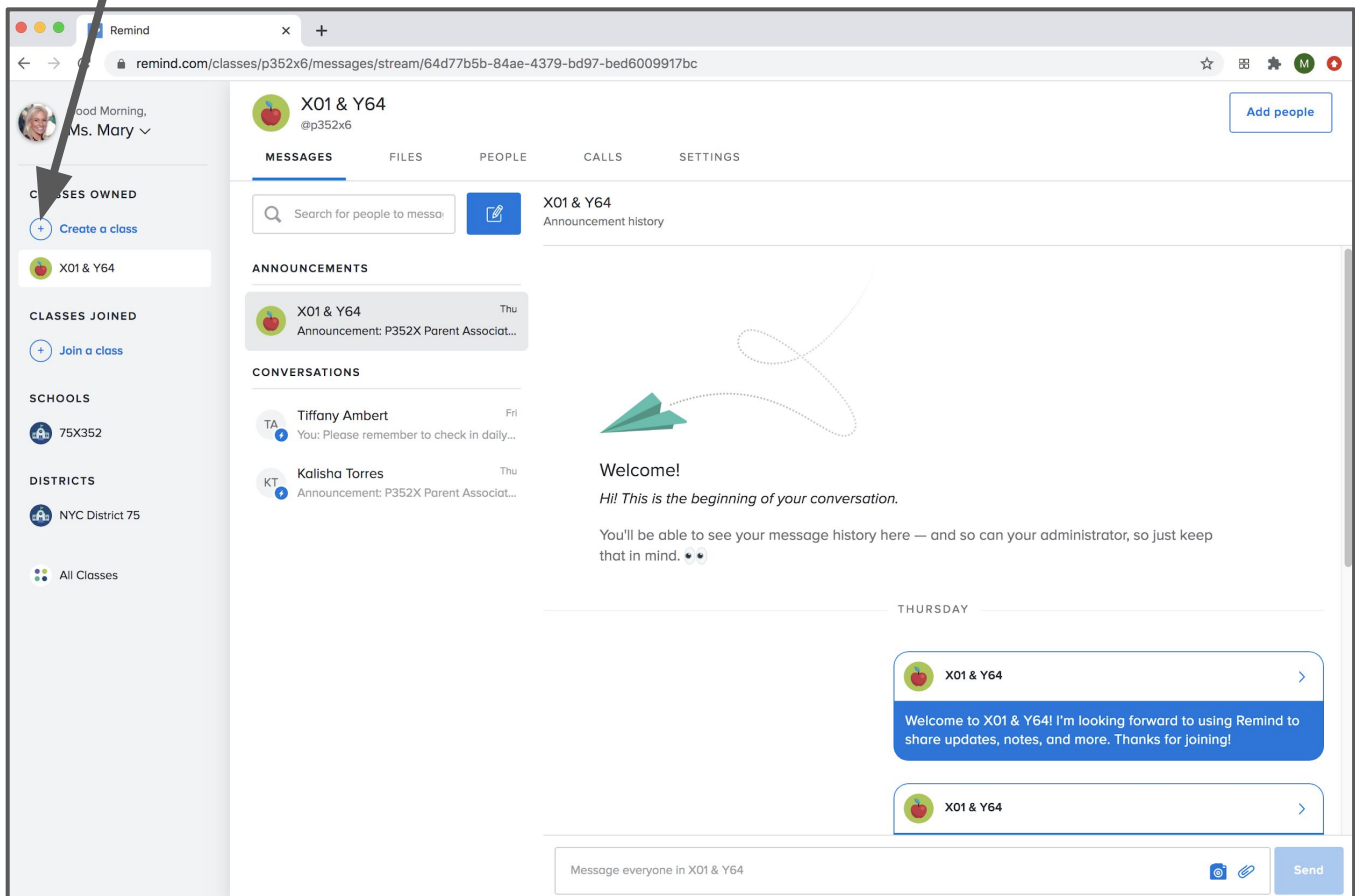


2. Click on "Log in with Google"

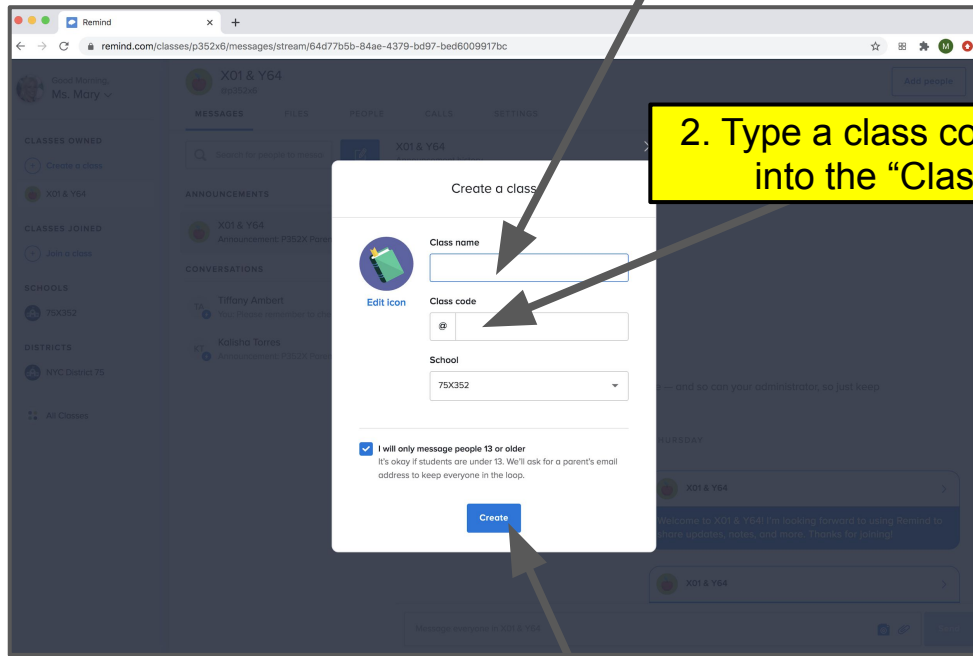
1. Choose your Google account that is linked to your NYC DOE email.



2. Click on "+ Create a class"



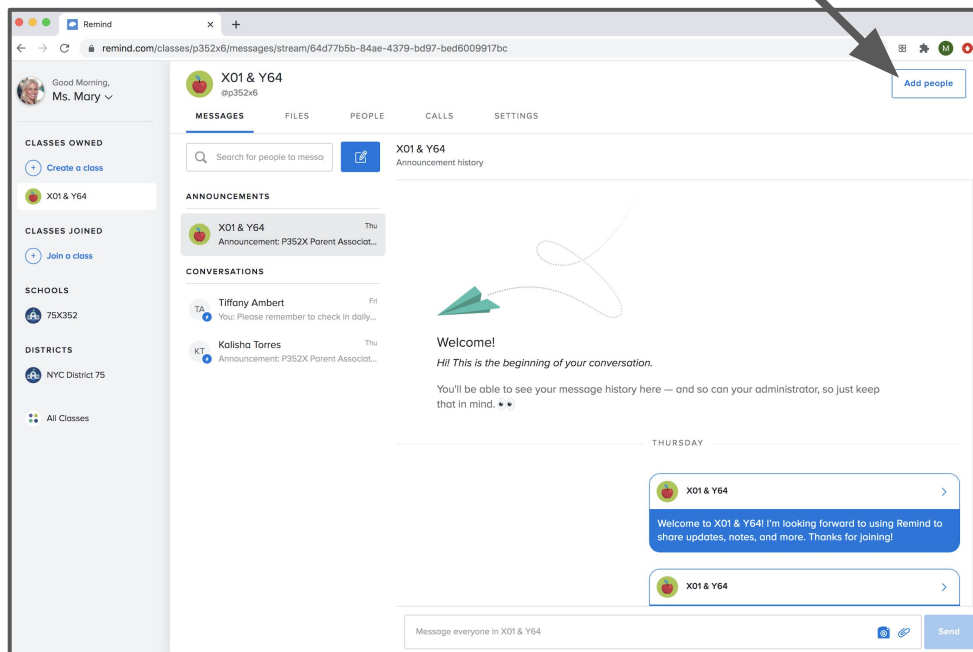
1. Type a class name (e.g. Y65) into the “Class name” field



2. Type a class code (e.g. p352x6) into the “Class code” field

3. Click on the “Create” button

4. After you create a class, click on the “Add people” button



**There are 3 ways to add parent contacts into Remind:
Please review the different options and select whichever method will
work best for your parents. Feel free to use a combination of options if
needed.**

Add people, Option 1: Enter contacts (name/phone/email)

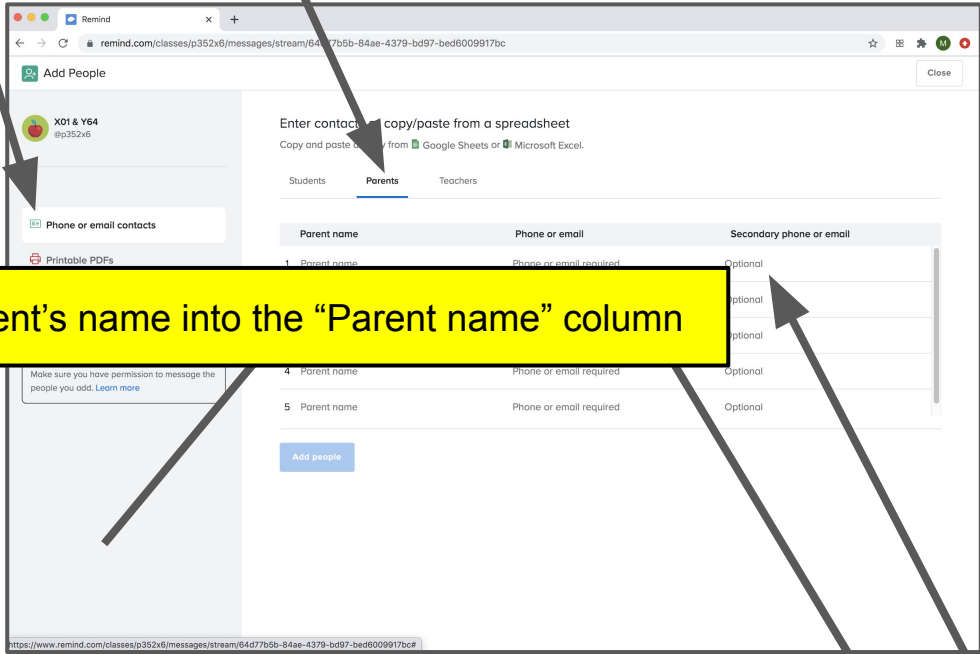
1. Click on "Phone or email contacts"

2. Click on the "Parents" tab

3. Type parent's name into the "Parent name" column

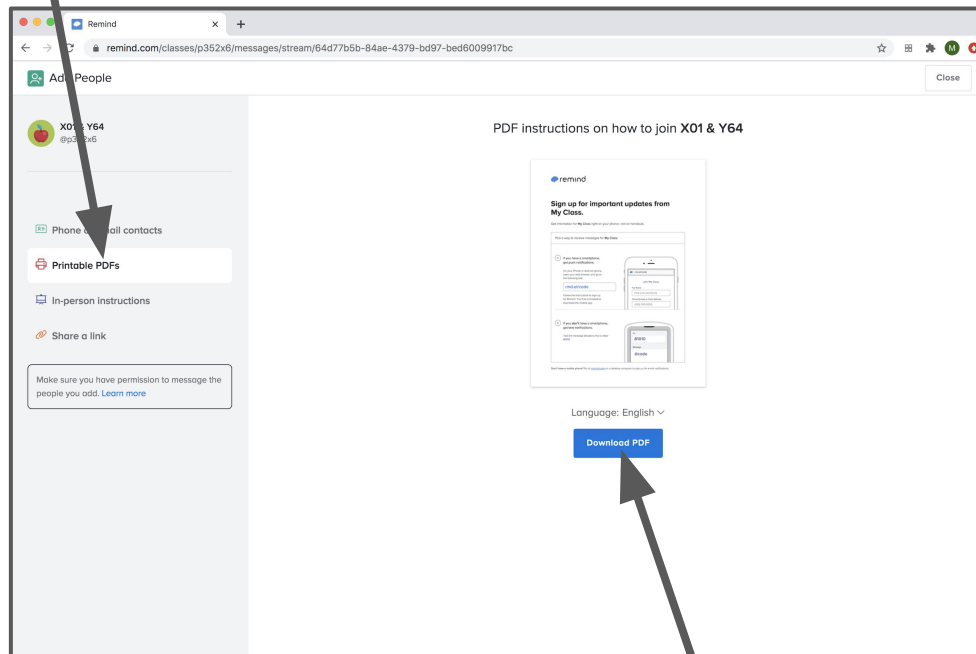
4. Type parent's mobile phone number or email address
into "Phone or email" field

5. (optional) Type parent's secondary mobile phone number
or email address into "Phone or email" field



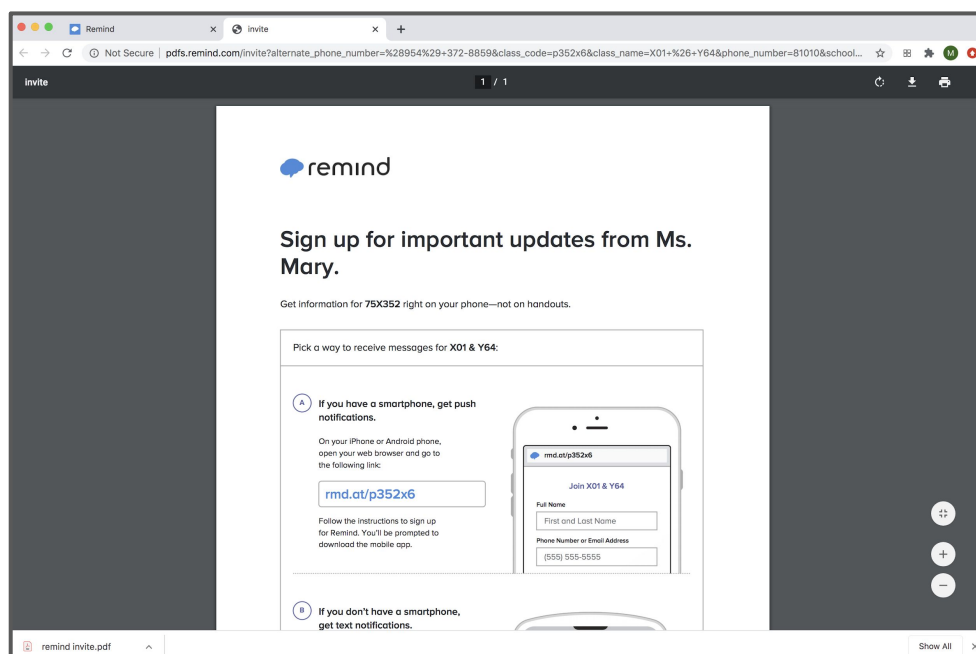
Add people, Option 2: Enter contacts (name/phone/email)

1. Click on "Printable PDF's"



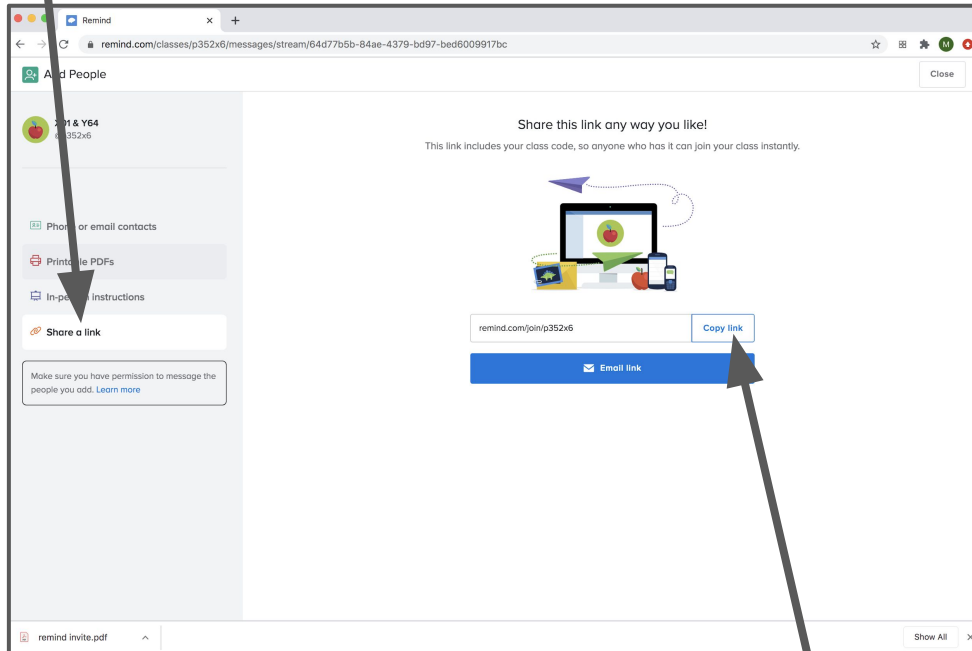
2. Click on the "Download PDF" button

Remind will generate a PDF (like the one you see below) with instructions for parents. You can share via email, post in Google Classroom, print to send home, etc.



Add people, Option 3: Share a link

1. Click on “Share a link”



2. Click on the “Copy link” button
Paste from clipboard into an email, Google Classroom, etc.