

Remind



Basics Training Resource Guide

Setting up a New School Account

[Admin Dashboard](#)

[School Settings](#)

[Cleaning up School Account](#)

[People Tab](#)

[Personal account settings](#)

Level 1: Remind as your Communication Tool

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Level 2: Community Engagement

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Setting up a New School Account

Admin Dashboard

- [Your school or district dashboard](#)

School Settings

- [Setting up your organization](#)
- [Change your school code](#)
- [Managing your class default settings](#)
- [Add or remove administrators](#)

Cleaning up School Account

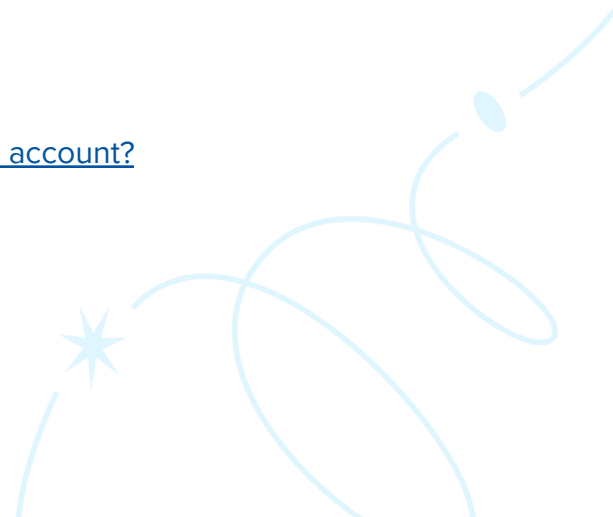
- [Cleaning up your organization's classes and people list](#)
- [Archive or remove classes](#)
- [Remove people from your school](#)
- [Remove staff access](#)

People Tab

- [Managing pending teacher requests](#)
- [Change contact information](#)
- [Edit participant's name](#)
- [Set preferred language](#)
- [Change roles for participants](#)
- [Retrieve message history](#)
- [Block someone from contacting you](#)
- [How do I report someone to Remind?](#)
- [See how people receive your messages](#)

Personal Account Settings

- [How do I add a profile photo and edit my name?](#)
- [Change your notification preferences](#)
- [How do I connect third-party apps to my Remind account?](#)
- [Set up a widget for class announcements](#)
- [How do I get my message history?](#)



Remind as your Communication Tool

Creating classes and adding people

- [Create a class](#)
- [Manage class settings](#) - includes information and links:
 - Edit your class name
 - Update your class code
 - Link your class to your school
 - Class visibility
 - Require approval to join a class
 - Participant messaging
 - Add a co-owner
 - Archive a class
- [Transfer ownership of a class](#)
- [Add people to your class](#)
- [Move people from one class to another](#)

Add to messages

- [Share photos or files](#)
- [Personalized voice message](#)
- [Send translated messages - Admin](#)
- [Send translated messages - Teacher](#)
- [Set preferred language](#)

Sending messages

- [Sending individual, group, class, or role-based messages](#)
- [Send messages from Admin dashboard](#)
- [Schedule a message](#)
- [Message delivery summary](#)

Personal account basics

- [How do I add a profile photo and edit my name?](#)
- [Change your notification preferences](#)



Community Engagement

Crafting effective messages

- [Effective Message Framework](#) - make a copy

Message campaigns

- [Message Campaign Example](#) - make a copy
- [Message Campaign Template](#) - make a copy

Engagement Techniques

- [Top 10 ways to use Remind in the classroom](#)
- [Family Engagement Guide](#)
- [Attendance Guide](#)
- [Using Remind for Urgent Situations](#)
- [Creating a positive Remind culture](#)
- [Tips for driving engagement](#)
- [Using Remind for remote learning](#)
- [Resources for using Remind](#)
- [Community engagement statistics](#) (Admin only)



Additional Resources

Getting help

- [Remind Help Center](#)
- [Remind Priority Support](#)

Training

- [Training members of my community](#)
- [The Remind Learning Center](#)

Supporting Parents

- [Parent Onboarding Guide](#)
- [Parent Guide slide presentation](#) - make a copy

