

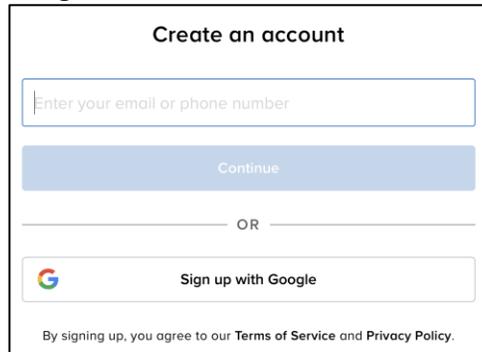
STEPS TO SET UP A FREE REMIND ACCOUNT

First go to the following website: www.remind.com

You will see the following screen:



Click "Sign up". You will get the following screen:

The image shows the 'Create an account' form. It has a title 'Create an account' at the top. Below the title is a text input field with the placeholder text 'Enter your email or phone number'. Underneath the input field is a blue 'Continue' button. Below the 'Continue' button is the text 'OR'. Below 'OR' is a button with the Google logo and the text 'Sign up with Google'. At the bottom of the form, there is a small line of text: 'By signing up, you agree to our [Terms of Service](#) and [Privacy Policy](#).'

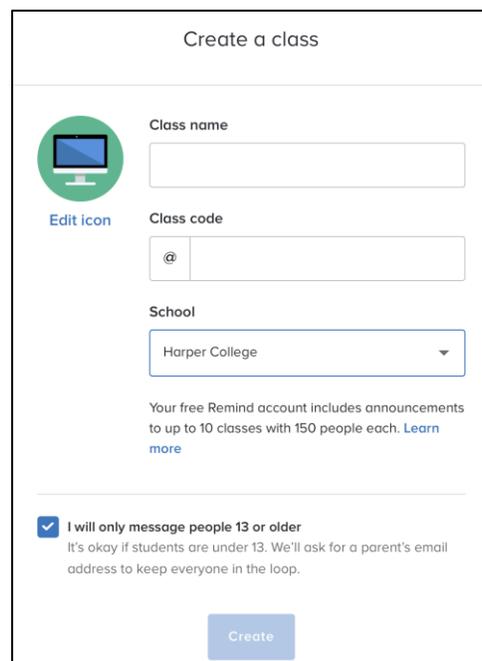
Follow through the steps to create a free account.

STEPS TO CREATE A CLASS IN REMIND

After you have created an account, you can click on "Create a class" in the menu of the left side.



You should then see the following screen. For class name I usually use something like MTH165W01Spring2020. For the class code it may take a few tries to get something unique. Then click "Create"

The image shows the 'Create a class' form. It has a title 'Create a class' at the top. On the left side, there is a green circular icon of a computer monitor with the text 'Edit icon' below it. To the right of the icon is a 'Class name' input field. Below the 'Class name' field is a 'Class code' input field with an '@' symbol on the left. Below the 'Class code' field is a 'School' dropdown menu with 'Harper College' selected. Below the dropdown menu is a paragraph of text: 'Your free Remind account includes announcements to up to 10 classes with 150 people each. [Learn more](#)'. Below this paragraph is a checked checkbox with the text 'I will only message people 13 or older' and a sub-text: 'It's okay if students are under 13. We'll ask for a parent's email address to keep everyone in the loop.' At the bottom of the form is a blue 'Create' button.

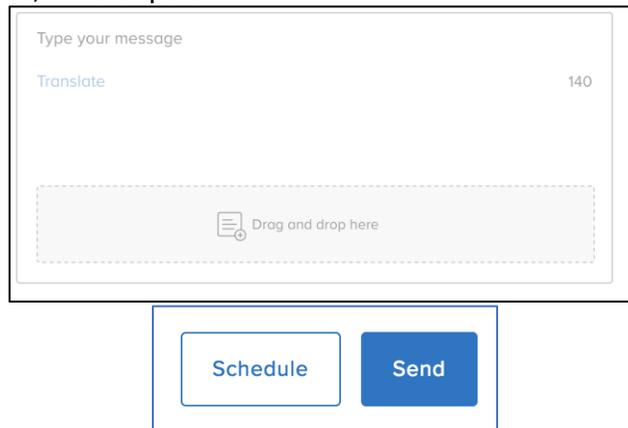
STEPS TO SEND AND SCHEDULE MESSAGES

Now it is easy to send an announcement to the entire class or to an individual. You can also schedule announcements ahead of time. In your REMIND account, click on the class you want to send an announcement to in the left column and then click on “Messages” under the name of the class in the box that appears. Below is a picture of what that looked like when I clicked on the class I had created called “Adjunct Faculty”



Then click on the blue box with the pencil icon, . Put a check mark next to the class you want to send a message to and then click “Continue”. You can type your message in that box and then you can either click “Send” to send it immediately, or you can click “Schedule” and choose a day and time you want the message to go out.

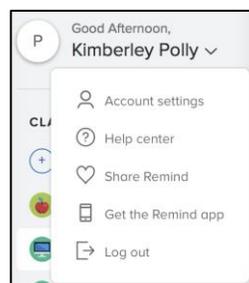
Messages can be words, pictures, links or pdfs.



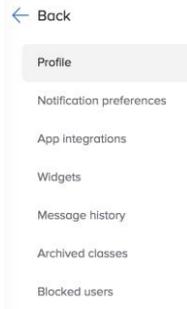
DIRECTIONS TO CREATE A LINK IN BLACKBOARD ALONG WITH A COPY OF MESSAGES

The following steps are not necessary to be able to use REMIND, but it is an easy way to create a link in Blackboard so students can easily join REMIND. This will also keep a running list of all REMIND text messages that you send to the class on the Announcement page in Blackboard.

In REMIND, click the down arrow that appears after your name in the upper left corner of the screen. Then click on “Account Settings”.



In the next menu that appears, choose “Widgets”



A screen similar to the following will appear:

Step 1: Choose a class

Adjunct Faculty

[Show advanced settings](#)

Step 2: Copy the code to your website

```
<script
src="https://widgets.remind.com/iframe.
js?
token=4aa521807d6f0136d4a20242ac110006&
height=500&join=true"></script>
```

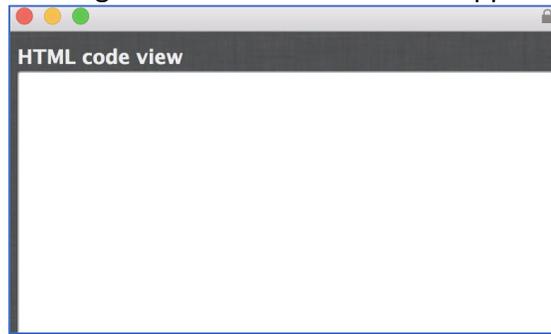
Copy widget code

In “Step 1:”, choose the name of the class that you created in REMIND that you want the link for in Blackboard, and then in “Step 2:”, copy the code that appears in that box (or just click the box that says “Copy widget code”).

Now go to your course in Blackboard. Click on Announcements, and then click “Create Announcement”.

The 'Create Announcement' form in Blackboard. It includes a header 'Create Announcement', a note '* Indicates a required field.', and a section 'ANNOUNCEMENT INFORMATION'. Under this section, there is a 'Subject' field with a dropdown menu set to 'Black'. Below the subject field is a rich text editor with a toolbar containing various formatting options like bold, italic, text color, and background color. The main text area of the editor is currently empty.

Click the “HTML” button in the bottom right of the menu. A box will appear that looks like the following:



Click in that box and paste the code into that box.
Click “Update” and then click “Submit”

Something similar to what is below will appear on the announcement page in your Blackboard course. This serves two purposes:

1. Students can now just click the “Join Class” button to sign up for text messages.
2. A copy of every message that you send to the entire class will also be posted in this space on the Announcement page of Blackboard.

Copy of REMIND text messages 

Posted on: Tuesday, August 14, 2018 7:40:25 PM CDT

 Adjunct Faculty [Join class](#)

TIPS OF HOW I USE REMIND

- I have classes that meet daily and so I send out an email everyday around 4 PM that reminds them of what is due the next day in class.
- On days where we do a lot of board work and list out things on the board, I will take a picture with my phone and then send it out to the class
- There is a REMIND app that you can put on your phone as well.
- If I haven’t seen a student for a few days in class, I will send them a text message like “Is everything ok, I haven’t seen you in class the last few days”. Almost always they will respond.
- You can set up REMIND to only push out messages from you, or you can change the setting so that students can also reply back.