

**WHAT IS IT?**

Remind is free, real-time messaging service for your class, groups, or individuals. You can send one-way group announcements or start two-way conversations with students and you manage this communication by setting availability and enabling or disabling Chats. Students do not see your phone number, and you do not need student phone numbers to send messages. You can send messages via text or email and students can opt to receive the messages as texts and/or emails.

**GETTING STARTED**

Access the Remind.com website or download the app and create an account. Only you need an account – the students do not need to set up accounts.

Click on **Get Started**

Enter name, email, and a password to set up account.

A Remind phone number is generated for you.

Create the first class. (For the first class, a class code is generated for you. For each class after that, you are allowed to generate your own class code. If you don’t like the first class code, you can delete that class and add a new class to create your own code.) Codes can also be edited later.

**HOW TO GET STUDENTS SIGNED UP**

Students subscribe to your account to receive messages. Remind generates a pdf document with sign-up instructions for each class. You can upload this to a Blackboard course or project it in your classroom for students to follow.

**SUBSCRIBING / UNSUBSCRIBING**

Students text the assigned class code to your unique Remind phone number to subscribe. For example, if the class code is CIS101, students text the message **@CIS101** to your unique Remind phone number to enroll. They will be prompted to provide a first and last name to identify them in your account. Students can subscribe to receive emails by emailing a blank message to your\_class\_code@mail.remind.com (i.e., **CIS101@mail.remind.com**).

To unsubscribe, students text **STOP** or **UNSUBSCRIBE** to your Remind phone number**.**

**SENDING MESSAGES**

You can send messages from your computer, mobile web browser, or by using the app on your smart phone, iPad, or Android tablet. Messages can also be tweeted.

**LIMITS**

You are allowed ten class groups at any time. Old classes can be deleted.

You are limited to 140 characters in a message.

Standard text messaging rates apply. Students have the option to receive text messages or email.

**WITH REMIND YOU CAN**:

* create a message and **schedule** it to send at a set day/time
* **attach** images, PDFs, voice clips and more.
* remove all subscribers at the end of the semester using the **Remove all** link
* export message history to pdf. Under name, My Account, Message History. Select class(es).

**Learn more:** <https://www.remind.com/features>