



"Back to School" Best Practices: Teacher Checklist

1

Log in to Remind

Log in to Remind.com using your district email address, Google SSO, or check your email for an invitation from your school. Create or reset your password. [Create or reset your password](#). If you have multiple Remind accounts, [merge them](#).

2

Claim or create classes

If your district created classes for you, [claim](#) them. Parents and students will be auto-enrolled. You can also easily [create classes](#).

3

Update account settings

Control how and when you receive communication or [set up office hours](#)—update your [notification preferences](#). [Add your photo](#) to your profile.

4

Register for training

Attend one of our [BTS Basics Training Webinars](#)—register at the [Remind Learning Center](#) or watch a pre-recorded session. [Steps on how to get to our Learning Center](#).

5

Parent onboarding

Use this [introduction letter](#) and our [Parent Onboarding Powerpoint](#) to share how you plan to use Remind this year. Encourage parents to set their [language preference](#) or [update](#) it for them.

6

Review class rosters

If your classes are rostered, add additional [parents or guardians](#), and [make parent connections](#). Ask them to [join](#) the class by texting "81010" with the class code or share [this classroom handout](#).

7

Schedule messages in advance

You can use our [scheduling](#) feature to plan Remind messages days, weeks, or months in advance. After you schedule a message you can view, edit, or delete the scheduled announcement at any time.

8

Send an announcement

Make your first announcement to your class creative! [Attach](#) a video, photo, or leverage Remind's [app integrations](#) or [Share on Remind](#) to enhance communication.

Check out our [Help Center](#) for more resources!

If you need any help or run into any issues, please reach out to our support team using your district email: rmd.me/help