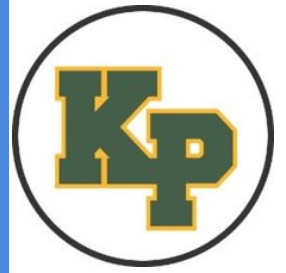


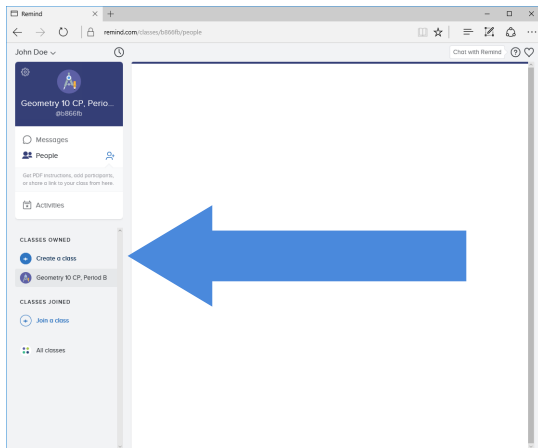
# King Philip Regional High School Remind App Information Teachers Guide

Guide created by the King Philip Student Tech Help Desk (ext. 401)

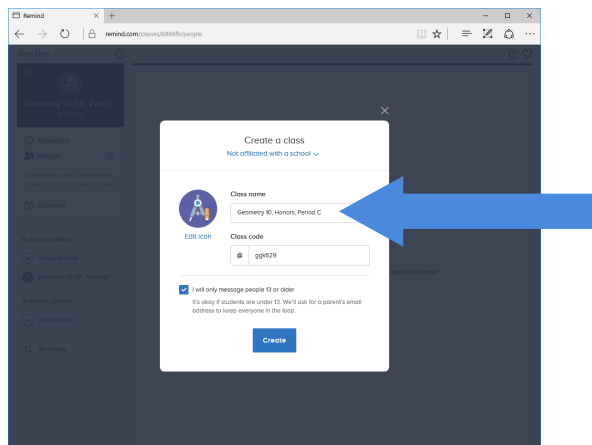


## How to set up Remind – Creating & Managing Classes

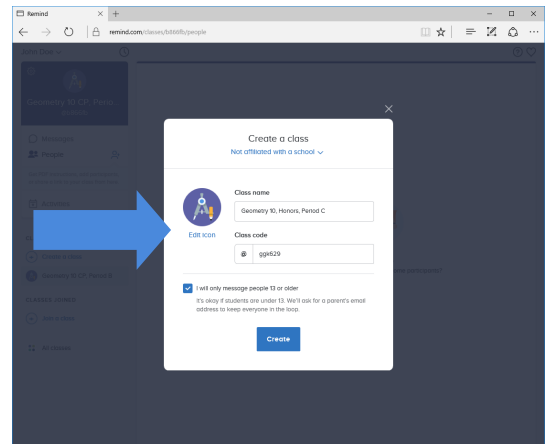
**Step 1:** Log into your Remind account and find the “create class” button on the sidebar of your dashboard:



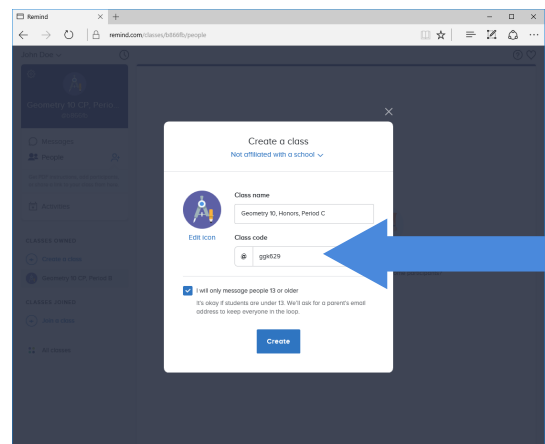
**Step 2:** Enter in the name of your class (the name will not affect any settings but may be important for organization). It is suggested that you make a new class for every class you teach.



**Step 3:** Add your class' icon (this should be set automatically depending on the subject you entered).



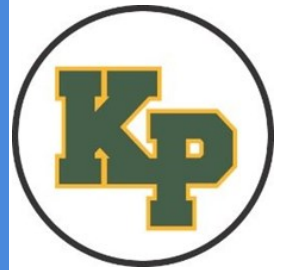
**Step 4:** Add a public code for your class.



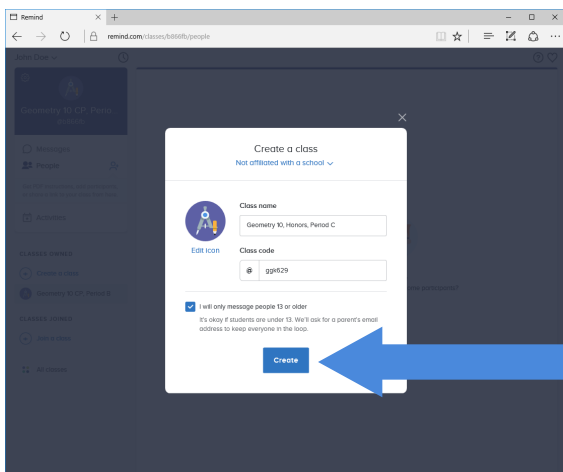
# King Philip Regional High School

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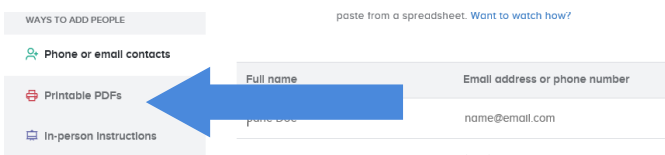
**Step 5:** Once you've added all your class details simply hit "Create" and your class will be added to your roster!



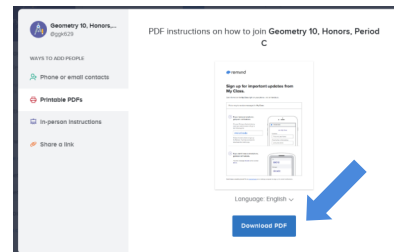
Now that you have created your class you will be prompted with the ability to add your students to your class. You have a couple of simple options which you can use to get your students to join.

### How to share your Remind account using a printable PDF file:

**Step 1:** Click "Printable PDFs" under the "Ways to Add People" tab:



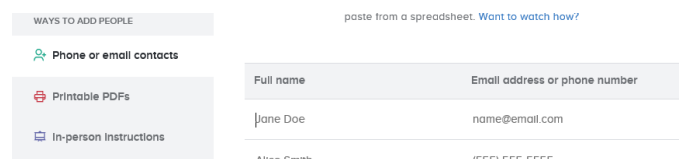
**Step 2:** Click "Download PDF" in button below the sample document:



**Step 3:** Once you've downloaded the PDF, simply follow standard printing procedures to printing procedures to print out a simply perfect guide for parents and students.

### How to share your Remind account using "In Person Instructions":

**Step 1:** Click "In-person Instructions"



**Step 2:** Once you see the below screen you can begin to project the image that is displayed in order to help people sign up.

