

## Steps to Send the Flipped Lesson Home

### Create a Remind Account

- ☐ Go to [www.Remind.com](http://www.Remind.com)
- ☐ Sign up and create an account
- ☐ Create a Class
  - Class Name
  - Class Code (option to customize)
  - School (if applicable)
- ☐ Add People (children and/or parents)

### Send Messages to Your Class

Remind will prompt you to send a first message to everyone in your class. It even provides a welcome message. To send this and other messages to your class, follow these steps:

- ☐ Click in the box that says, "Message everyone in (Your Class' Name)"
- ☐ Write or edit the message
- ☐ Add the link to your flipped lesson from Google Forms
  - Go to Google Forms and open your flipped lesson
  - Click Send
  - Click on chain link
  - Click Shorten URL
  - Click Copy
  - Paste link into your message
- ☐ Click Schedule and set to the time you want the message to be sent (optional)
- ☐ Click Send

You can send messages to multiple classes or individuals by clicking the Send a Message button.