

## IMPORTANT - Remind settings!!!

Emily Blakley <emily.blakley@littleaxe.org>

Wed 4/1/2020 10:07 AM

To: Maggie Mullenix <maggie.mullenix@littleaxe.org>; Tommy Trott <Tommy.Trott@littleaxe.org>; Ashley Thompson <ashley.thompson@littleaxe.org>; Dana Stroud <dana.stroud@littleaxe.org>; Olive Rohr <olive.rohr@littleaxe.org>; Vanessa Radebaugh <Vanessa.Radebaugh@littleaxe.org>; Ruby McCaslin <ruby.mccaslin@littleaxe.org>; Kim Martin <Kim.Martin@littleaxe.org>; Matthew Lane <matthew.lane@littleaxe.org>; Kristina Hummell <Kristina.Hummell@littleaxe.org>; Gina Harris <Gina.Harris@littleaxe.org>; Amber Harp <Amber.Harp@littleaxe.org>; Neal Elkins <Neal.Elkins@littleaxe.org>; Michael Dean <Michael.Dean@littleaxe.org>; Aaron Crawford <aaron.crawford@littleaxe.org>; Dina Bread <dina.bread@littleaxe.org>; David Bounds <David.Bounds@littleaxe.org>; Brandon Smith <Brandon.Smith@littleaxe.org>; Nathan Williams <nathan.williams@littleaxe.org>; Tierney Shawnee <tierney.shawnee@littleaxe.org>  
Cc: Jay Thomas <Jay.Thomas@littleaxe.org>; Trey Kirkpatrick <trey.kirkpatrick@littleaxe.org>; Amie Lampkin <amie.lampkin@littleaxe.org>; Dalton Griffin <Dalton.Griffin@littleaxe.org>; Mike Bread <Mike.Bread@littleaxe.org>; Justin Ayres <justin.ayres@littleaxe.org>; Teresa Neeley <teresa.neeley@littleaxe.org>

2 attachments (772 KB)  
9712.jpg; 22084.jpg;

Well ... we have had our first incident of the downfalls of being online so I am needing everyone to go to Remind and change some settings. And to remember, in all of our platforms, be cautious.

### Please do this TODAY:

- If you have more than one class set up, you will need to do this for each class.
- Go to settings (see pic below)
- Under Participant Messaging, choose OFF
  - This keeps students from messaging each other
- Optional: You can change Class visibility to Require approval to join
  - This will add a step for you in that you have to approve people to join
  - If you don't do this, just be diligent in looking at your People - if there is someone you don't recognize, send them a message to see who they are. If you don't know them, remove them.

### To remove someone (see pic below):

- click People
- click on the name of the person you want to remove
- A box will come up on the right side
- Click the box with the 3 dots
- You will have options to remove, block, and report this user.

The screenshot shows the 'PEOPLE' tab in the Remind interface. At the top, there are tabs for 'MESSAGES', 'FILES', 'PEOPLE', and 'SETTINGS'. Below the tabs is a search bar and a group selector showing 'Everyone (53)'. A table lists participants with columns for Name, Date joined, Role, and Family members. The table contains four entries: A K (Parent, joined Mar 28, 2020), Abigail Casey (Parent, joined Mar 29, 2020), Alayna AJ Christianon (Teacher, joined Mar 28, 2020), and Alex Seal (Student, joined Mar 31, 2020). To the right of the table is a profile card for 'A K Parent' with a profile picture, a name, a role, and a 'Send message' button.

Name	Date joined	Role	Family members
A K	Mar 28, 2020	Parent	+ (add)
Abigail Casey	Mar 29, 2020	Parent	KR KC
Alayna AJ Christianon	Mar 28, 2020	Teacher	
Alex Seal	Mar 31, 2020	Student	+ (add)

The screenshot shows the 'SETTINGS' tab for a class named '5th Grade Math - All classes'. The 'Class settings' section has two options: 'Class visibility' (checked) and 'Require approval to join' (unchecked). The 'Participant messaging' section has three options: 'On' (unchecked), 'Role-based' (unchecked), and 'Off' (checked). There are two yellow handwritten annotations: 'opt' next to the 'Class visibility' option and a star next to the 'Off' option in the 'Participant messaging' section.

Class settings

- Class visibility  
This class will appear in class search and on your profile.  
School default: On
- Require approval to join  
Only people who you add or approve will be able to join this class. Anyone added by your school will be approved automatically.  
School default: Off

Participant messaging

Choose how participants see and message others in the class.  
School default: Role-based

- On  
All participants in the class can message each other.
- Role-based  
Students can only message students, parents can only message parents.
- Off  
Participants can only message class owners and can't see others in the class.

**Other note: If you are on the Remind app, you can view your classes by clicking on the 3 lines to get the menu that looks like the online version. See attached pictures.**

Emily Blakley  
Little Axe Public Schools  
Federal Programs Director  
Curriculum Director

(405) 635-6836

Emily Blakley  
Little Axe Public Schools  
Federal Programs Director  
Curriculum Director

(405) 635-6836

---

From: Emily Blakley <emblakley13@gmail.com>  
Sent: Wednesday, April 1, 2020 9:39 AM  
To: Emily Blakley  
Subject: