



Remind Rostering Checklist

Remind offers a wide range of rostering options, allowing your organization to pick the method that best fits your technical requirements and needs. To ensure a smooth implementation process, please have your technical lead review this checklist to determine the perfect Remind rostering fit for your organization.

[CSV v2.0](#)

[OneRoster](#)

[ClassLink](#)

[Clever](#)

[Add People Directly](#)

1 CSV v2.0 Method

This method requires that your team has the ability to:

- Query and download the necessary files. Remind format requires CSV files for each upload. [Read more details here](#)
- Clean up or modify the downloaded files as needed. This may include, but is not limited to:
 - Combining files from multiple tables/databases into singular CSV files.
 - Ensuring each user (students, parents, etc) has unique contact information and no contact information is shared between user
 - Removing duplicate users (ex: ensuring a parent with multiple students only shows up under one ID).
- Access the Remind dashboard as an admin user (once the account is set up).
- Use the SFTP export option in your SIS, or have the ability to query the SIS, export, and format data and send via SFTP, or transfer files via an SFTP client. [Read more details here.](#)
- Upload the CSV files via the above SFTP options at least once every 90 days.

2 OneRoster Method

This method requires that your team has the ability to:

- Query and download the necessary files: OneRoster format requires CSVs for each upload (extra files are okay). [Read more details here](#)
- Clean up or modify the downloaded files as needed. This may include, but is not limited to:
 - Ensuring each user (students, parents, etc) has unique contact information and no contact information is shared between users.
 - Removing duplicate users (ex: ensuring a parent with multiple students only shows up under one ID).
- Access the Remind dashboard as an admin user (once the account is set up).



- Use the SFTP export option in your SIS, or have the ability to query the SIS, export, and format data and send via SFTP, or transfer files via an SFTP client. [Read more details here.](#)
- Upload the CSV files via the above SFTP options at least once every 90 days.

3 ClassLink Method

This method requires that your team has an SIS that utilizes ClassLink and the ability to:

- Add Remind as an application in ClassLink and have data shared with Remind. [Read more details here](#)
- Access the district ClassLink account and access the district's Remind dashboard (once the account is set up).

4 Clever Method

This method requires that your team has an SIS that utilizes Clever and the ability to:

- Add Remind as an application in Clever and have data shared with Remind. [Read more details here](#)
- Access the district Clever account and access the district's Remind dashboard (once the account is set up).
- Filtering and data management capabilities: Remind cannot filter emergency contacts from a district or school's data share. Only Clever support and the district admin can set up that filter (and these options depend on the SIS). Additionally, Remind cannot pull data from outside of what is shared in Clever.

5 Add People Directly

If none of the previous methods fit your organization's needs, we recommend adding people directly. This method will allow you to directly input participants into Remind from Google Sheets or Microsoft Excel. This method is very simple and can be especially ideal for smaller or nontraditional Remind organizations. [Read more details here](#)