

## Scribe Basics for TEACHERS

**1. Login to Scribe.com** using *Google Chrome* as your browser. Click the **SIGN IN** button on the top right. Then click on the **G** to login with your **SCHOOL google account**.

The screenshot shows the Scribe.com sign-in interface. At the top, the 'SIGN IN' button in the navigation menu is circled in white with a red arrow pointing to it. A yellow arrow points to the top right corner of the page. Below the navigation, a blue box prompts the user to 'Choose how you want to sign into scribe.' The 'Sign in with email and password' option is crossed out with a red 'X'. A red callout box points to the Google icon, stating: 'Be sure to sign in by clicking the Google icon and then selecting your school's google account! Do NOT make a sign in that requires you to create a password!'. Another red callout box points to the Google icon, stating: 'Once you login with your school Google account, answer all of the prompted questions and click "NEXT." NO UPGRADE CODE is needed so leave this part blank.' The main sign-in area features a red warning: 'It is VERY important you use your school GOOGLE account to login to receive the premium features of this site!'. Below this, a red arrow points to the Google icon in a row of social media options. The text 'Last signed in with Google account' is visible above the social media icons. The Google icon is circled in red.

## **2. Complete the Tour and Download the**

**Extension:** Once you login to Scribe, follow the tour to learn about all the features. Follow the prompts to **INSTALL** the Scribe Extension (click **INSTALL** then **ADD EXTENSION**). You will only need to install this extension this one time.



After installing the extension, keep clicking "**Next**" in the tour until you have read about all of the features. You can get back to this Getting Started Tour at any time by clicking "**HELP**" in the top menu and selecting "**Getting Started Tour.**"

**3. Create a Class:** Before your students begin a project, you should create your Class, Sections and Assignment so that you will be able to view and comment on each student's library, annotations, bibliography, and paper. See the next page for screenshots of how to create your class.

# Screenshots for how to create a Class:

**scribble** Tools Classroom Projects My Library Help

Classes Libraries Assignments

Classes

Active Classes

Sync classes Create new class

**Step One: Click on CLASSROOM.**

**This option is for "Google Classroom" users.**

**Step Two: Click Create New Class**

### Create new class

A class is a course you typically teach every year, every semester, etc.

**Class Name**   
Examples: AP English Language and Composition, Introduction to...

**Class ID**   
Port identifier. Examples: AP English, US History, BIO...

**SECTION= Class Period. You can add more sections later.**

**Fill out ALL of these fields to create your class.**

Each class has one or more sections. You'll create the first section here and can add more later. Sections define the meeting time and term in which a particular group of students meet for this class. When the next term starts, you can create new sections for the new students. Old sections become inactive at the end of their defined term, but remain available for historic purposes.

**Section Name**   
Examples: Period 1, 2nd Block, Morning Spring 2015, 10:30-11:30 MWF, etc.

**Term Start Date**

**Term End Date**

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Classes / 9th Grade Language A / Sections / 1st block Students

## 9th Grade Language A - 1st block

Aug 14, 2017 - Dec 28, 2017

Class/Section Invite Code: **4zpti8g**

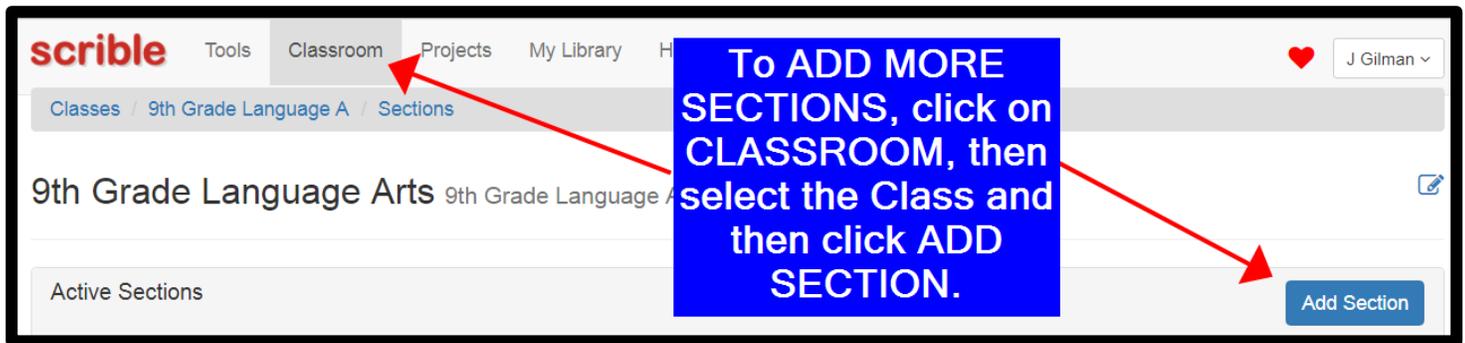
There are no students in this section yet.

Invite students now or post the invite code 4zpti8g in c...

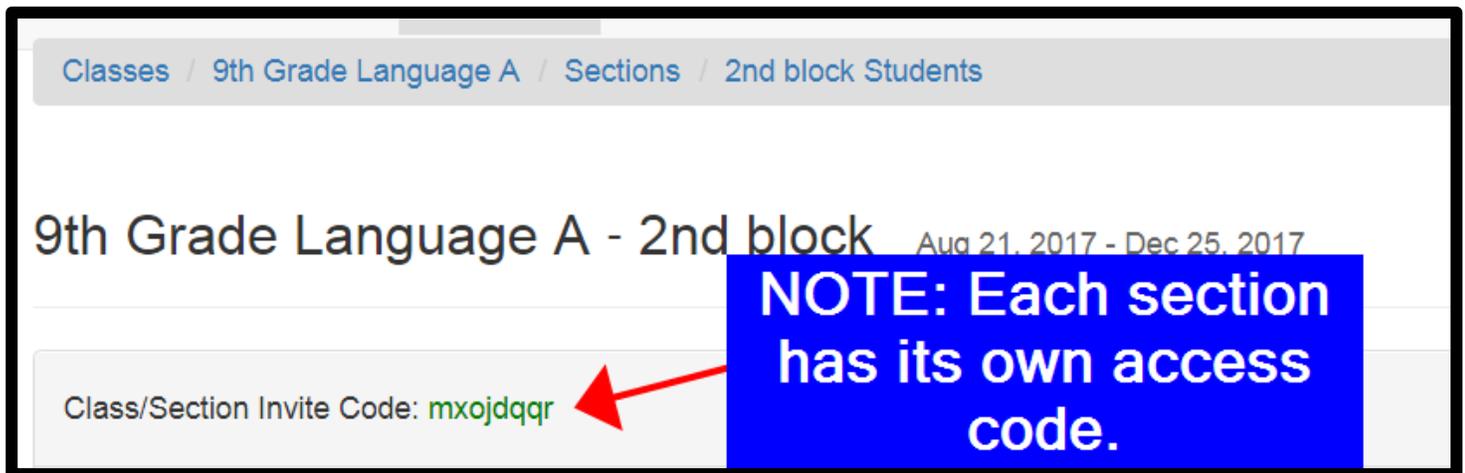
Students should then navigate to the "Classroom" tab in their accounts and enter the code in the "Join a class" box.

**Post your Class Code for students to join your class. (See Step Number 6 on this handout).**

**4. Create More Sections (optional):** If you have more than one period/block of the same class, you can add sections to represent each of your periods/blocks.

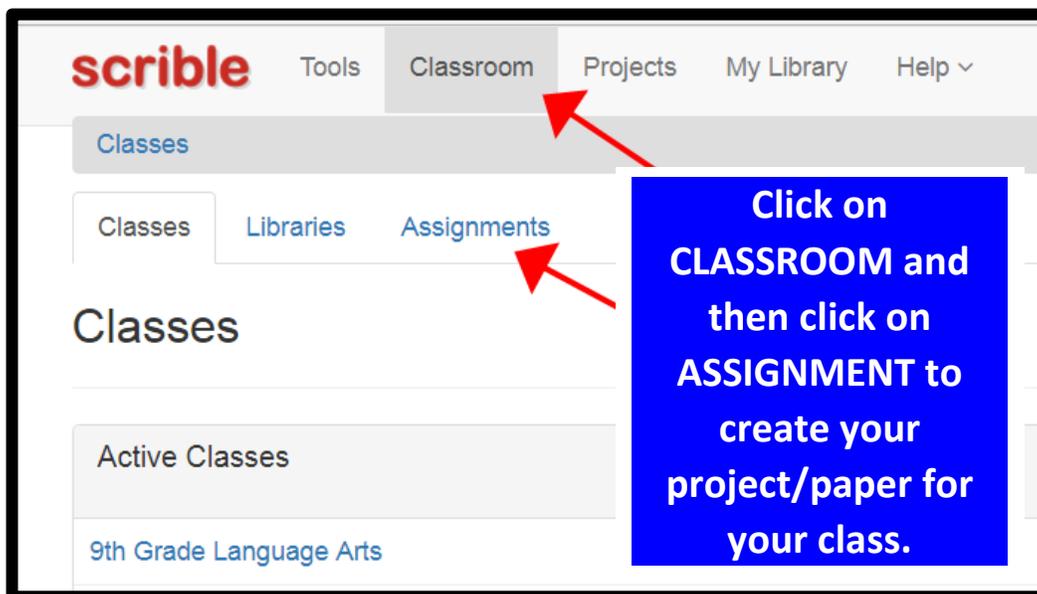


The screenshot shows the Scrible Classroom interface. At the top, there are navigation tabs: 'Tools', 'Classroom', 'Projects', 'My Library', and 'Help'. Below these, there is a breadcrumb trail: 'Classes / 9th Grade Language A / Sections'. The main heading is '9th Grade Language Arts'. At the bottom right, there is a blue button labeled 'Add Section'. A blue callout box with white text says: 'To ADD MORE SECTIONS, click on CLASSROOM, then select the Class and then click ADD SECTION.' Red arrows point from the callout box to the 'Classroom' tab and the 'Add Section' button.



The screenshot shows the Scrible Classroom interface for a specific section. The breadcrumb trail is 'Classes / 9th Grade Language A / Sections / 2nd block Students'. The main heading is '9th Grade Language A - 2nd block' with a date range 'Aug 21, 2017 - Dec 25, 2017'. Below this, there is a field for 'Class/Section Invite Code: mxojdqqr'. A blue callout box with white text says: 'NOTE: Each section has its own access code.' A red arrow points from the callout box to the invite code field.

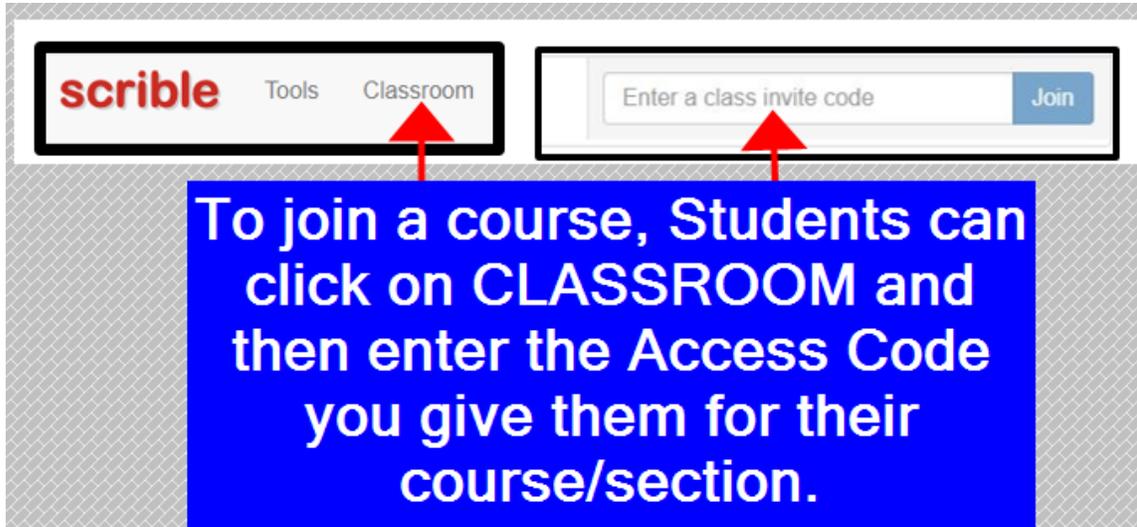
**5. Create an Assignment** (This step allows you to see each student's progress). Before you can view your student's work in your class, you need to create an assignment:



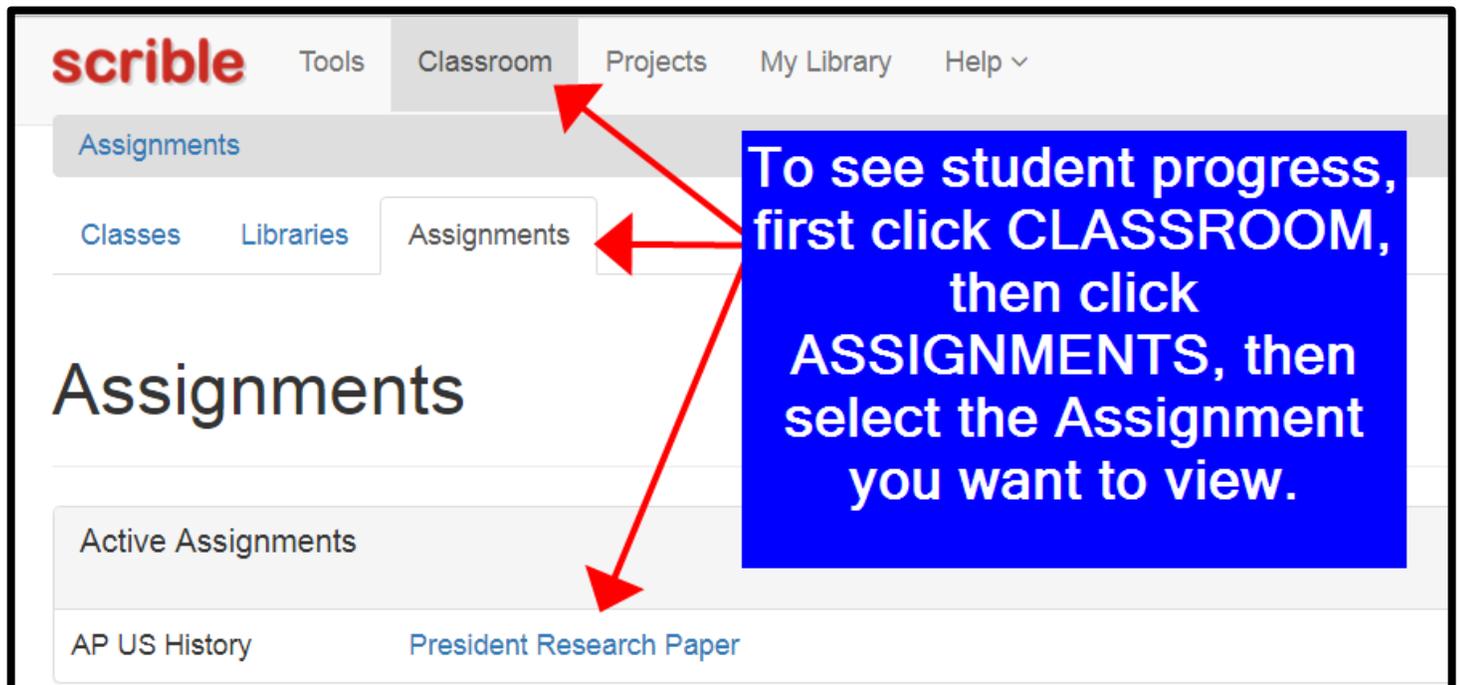
The screenshot shows the Scrible Classroom interface. At the top, there are navigation tabs: 'Tools', 'Classroom', 'Projects', 'My Library', and 'Help'. Below these, there is a breadcrumb trail: 'Classes / Libraries / Assignments'. The main heading is 'Classes'. At the bottom left, there is a section for 'Active Classes' with a link to '9th Grade Language Arts'. A blue callout box with white text says: 'Click on CLASSROOM and then click on ASSIGNMENT to create your project/paper for your class.' Red arrows point from the callout box to the 'Classroom' tab and the 'Assignments' link.

Fill out all of the prompted requirements for your assignment. Every time you create an assignment, it automatically creates a dashboard (including a library and Google Deliverable Paper) for your students. See the student directions for details on the Project Dashboard features.

**6. Invite Students to Join Your Class:** Now that you have created your Class and your Assignment, you can invite your students to join your class. To do this, students will click on CLASSROOM and then enter the Invite Code that Scribe created for you in Step 3 and 4 above (Note: If you created separate sections for each period/block, there will be a separate Access Code for each section).



**7. Monitor Your Students' Progress:** You can see your students' progress, access their library, view their paper and comment on their annotations. See screenshots below:



Assignment Distribution	<b>To Access each student's work click REVIEW WORK</b>	Assign to all Sections	
2nd block		Due Tue Sep 26 2017, 12:00 am	View Progress <b>Review Work</b>
Period 1		Due Tue Sep 26 2017, 12:00 am	View Progress Review Work

Student	Status	Feedback to Student
Student 1 Account <a href="#">View Project Dashboard</a> <a href="#">View Paper</a> <a href="#">View Assignment Library</a>	Started	No feedback provided yet

**You can view each student's Dashboard, Paper and Library here.**

**You can write feedback to each student here.**

When you visit a student's source in his/her Library you can reply to his/her annotations:

**View Student Comments and Reply to them.**

**Click Reply to comment on a student's annotation.**

Student 1 Account  
Sep 25, 2017 11:45 am

Lincoln turned a loss into a win by maintaining his popularity among the people and securing his presidential nomination in 1860.

J Gilman  
Sep 25, 2017 11:50 am

Explain more about how he remained popular among the masses. What did he specifically do?

**8. Need help? Have questions?** You can always revisit the "Getting Started Tour" under the "Help" button. Your school's media specialist can also help you if you need assistance. The student Scribe handout also contain more detailed information on the basic features of Scribe. This handout as well as helpful tutorial videos can be found on the web site below:

Help ▾

Getting Started Tour

Questions/Feedback

<http://www.prhsmediacenter.com/scribe-tutorials.html>