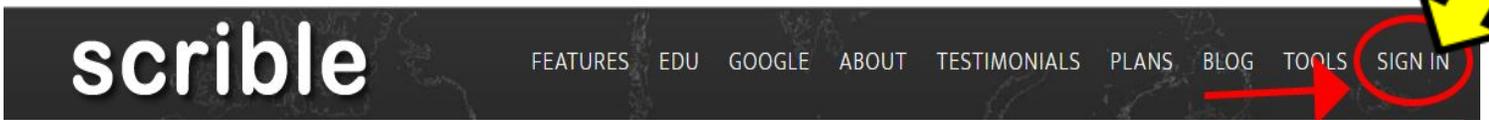


Scribe Basics for STUDENTS

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**



Do NOT create a Scribe account. Instead, login by clicking the and selecting your school's google account. Then answer all of the prompted questions and click "NEXT." **NO UPGRADE CODE is needed so leave this part blank.**

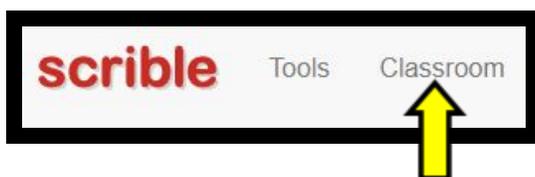
account.

2. **Complete the Tour and Download the Extension:** After logging in, follow the tour to learn about all the features. Follow the prompts to **INSTALL** the Scribe Extension (click **INSTALL** then **ADD**

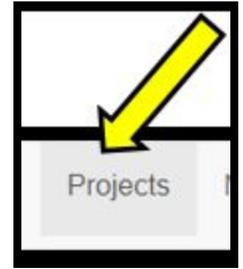
EXTENSION). You will only need to do this part once.

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. **Join a Class:** If your teacher wants you to join a class then you can click on **Classroom** and then follow the prompts to authorize Scribe to work with your Google Docs. Your teacher will give you a class invite code to enter. This code will allow you to have access to your teacher's assignments and allow your teacher to see your work.



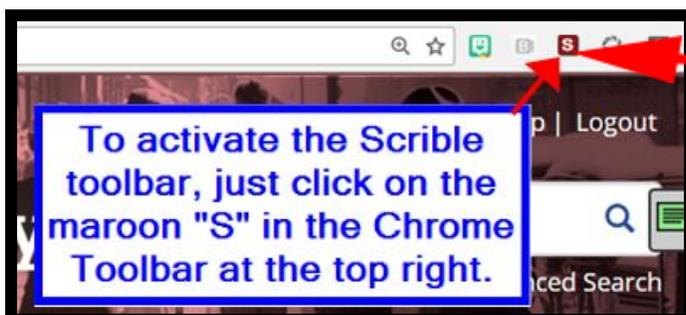
4. **Creating a Project:** If your teacher did not already create an assignment for you then you can create your own personal project by clicking on the **Projects** tab and then **CREATE PROJECT**. Add the name of your project and click create. This will take you to the project dashboard where you can organize your sources and create a bibliography. (Note: when you create your own personal project you will need to add your teacher as a collaborator for him/her to be able to see your work. You can do this on the project Dashboard).



5. **Overview of Dashboard:** Once you have joined a class or created your own project you can use the Dashboard to create your own legend, print your bibliography, add collaborators, review your sources and create your Deliverables.

A screenshot of the Scribe project dashboard for a project titled 'LA Persuasive Paper'. The dashboard includes several sections: 'Source Library' (with a note that there are no sources yet and a callout box stating 'Your Source Library will contain all of the articles you save using the Scribe Extension Toolbar.'), 'Bibliography' (with a callout box stating 'Print your Bibliography in MLA or APA format here.'), 'Collaborators' (with a callout box stating 'You can add users here to collaborate with you on your project.'), and 'Deliverables' (with a callout box stating 'You can type your paper directly into your Google Doc by creating a Deliverable here.'). The top navigation bar includes 'Tools', 'Classroom', 'Projects', 'My Library', and 'Help'. The user's name 'J Gilman' is visible in the top right corner.

6. **Overview of the Toolbar:** You can begin saving and annotating articles by using the Toolbar. When you get to a website that you want to use for your research, click on the "S" in the Chrome toolbar to open the Scribe toolbar on the page.



Save your work!

Annotate using a highlighter

Comment on a passage

Annotate using text color changes or by underlining passages

Edit Web Page Information (name, description, tags)

Select the Project Library where you want this article to save.

Click here to fill in the blanks for the Citation Information.

Once you save your articles they will appear in your Scribe Project Library. Your annotations will automatically save as well.

7. Create Your Bibliography and/or Summary: From your project's Library you can move sources to your bibliography and also create a summary of your annotations.

Select the sources you want to add to your Bibliography and then click here.

Create bibliography, papers, and more.

Add to Bibliography

Create Summary

Print your annotations from each page by clicking here.

You can also access your bibliography through the **Bibliography icon** on your **Project**

Dashboard where you can change your formatting and also copy the entire bibliography to your clipboard. See the next page for a screenshot of your Bibliography page.

scrible Tools Classroom Projects My Library Help ▾ Student 1 Account ▾

Assignments / AP US History Assignments / Assignment: President Research Paper / Project Dashboard / New Bibliography 2

Style: MLA ▾

Enter search x 🔍

New Bibliography 2

Works Cited

Heidler, David A. "Lincoln-Douglas Debates." *American History*. ABC-CLIO, 2017. americanhistory.abc-clio.com/Search/Results?q=2632

Newman, Jason. "dissent in American wars." *American History*. ABC-CLIO, 2017. americanhistory.abc-clio.com/Search/Results?q=2632

You can change your format from APA to MLA here. (Ask your teacher which format is required)

To add a source from your Project Library into your Bibliography you can click the + button

To copy this perfectly formatted bibliography to your clipboard, click here.

8. Activate the Google Add-On in Google Docs: Go to your **Project Dashboard** in Scrible to find your **"Deliverables"** section. If you don't have a deliverable listed here then you can create one by clicking the **+** sign. (Note: When you join a class where the teacher creates an assignment for you then the Deliverable is automatically created for you here).

Open up your deliverable Google Document and then activate the **Scrible Writer Google Docs Add-On**:

Persuasive Paper ☆ 📁

File Edit View Insert Format Tools Table Add-ons Help Last edit was 19 minutes ago

Under Add-Ons, click "Start" to activate the Scrible Writer in your Google Document. If you don't see it on this drop down menu then just click "Get Add-Ons" to search for it.

Document add-ons

Scrible Writer

Get add-ons...

Help

Start

Once you connect to your Scrible account through this Add-On, you will see the Add-On Box appear on the right hand side of your screen. You can browse your quotations and easily insert your sources into your paper using this feature. This Add-On will automatically create your Works Cited page and cite your quotations parenthetically!

9. 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 get stuck!

Help ▾

Getting Started Tour

Questions/Feedback

There are also helpful videos posted here:

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