

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**.

Choose how you want to sign into scribe.

scribble Sign In

It is **VERY** important you use your school **GOOGLE** account to login to receive the premium features of this site!

Last signed in with Google account

Sign in with one of these services. [Learn More](#)

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!

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.

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.

The Scribe Extension should appear on the right as an "S"

.com/app/#/libraries

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.

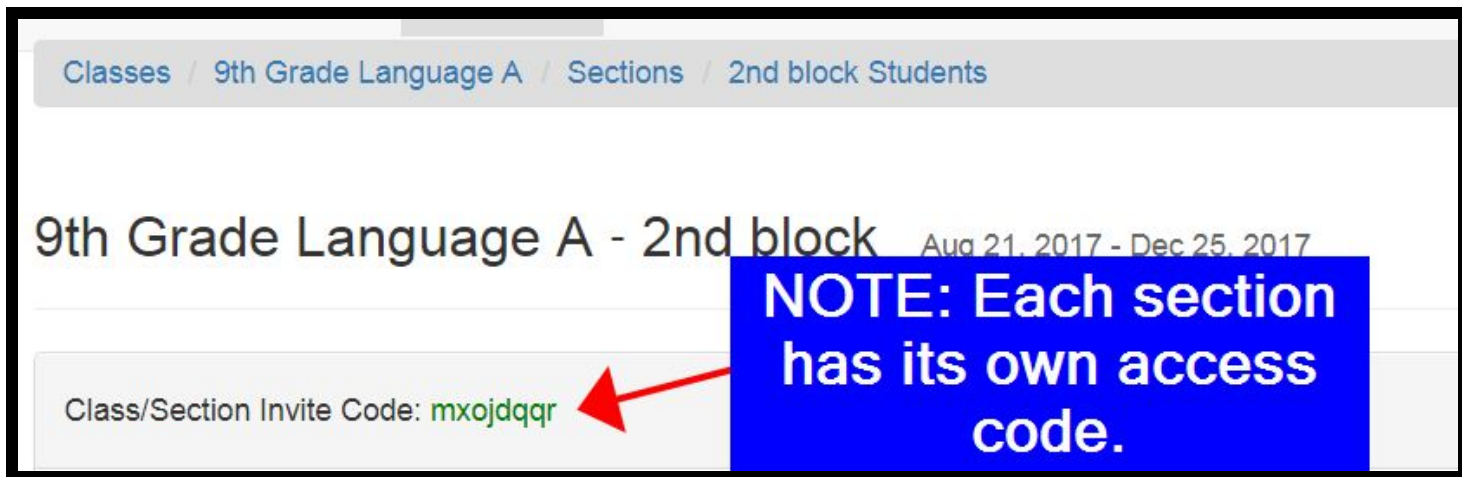
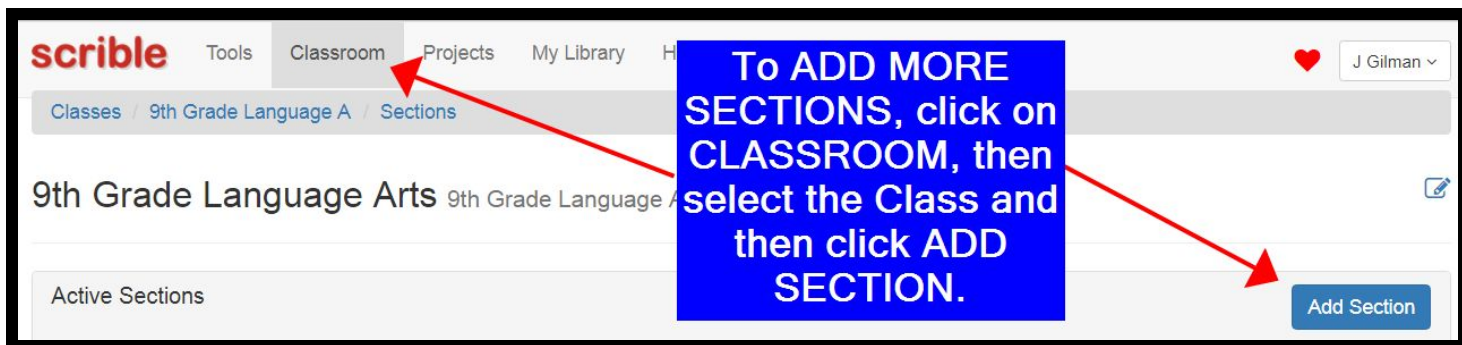
Screenshots for how to create a Class:

The screenshot shows the top navigation bar of the Scribble Classroom interface. The 'Classroom' tab is highlighted. Below the navigation bar, there are buttons for 'Classes', 'Libraries', and 'Assignments'. A blue box with white text says 'Step One: Click on CLASSROOM.' with a red arrow pointing to the 'Classroom' tab. Another blue box with white text says 'This option is for "Google Classroom" users.' with a red arrow pointing to the 'Create new class' button. A third blue box with white text says 'Step Two: Click Create New Class' with a red arrow pointing to the 'Create new class' button. The 'Create new class' button is located at the bottom right of the interface.

The screenshot shows the 'Create new class' form. It includes fields for 'Class Name', 'Class ID', and 'Section Name'. A blue box with white text says 'Fill out ALL of these fields to create your class.' with a red arrow pointing to the 'Class Name' field. Another blue box with white text says 'SECTIONS= Class Period. You can add more sections later.' with a red arrow pointing to the 'Section Name' field. The form also includes a 'Term Start Date' field and a 'Term End Date' field. A red arrow points from the 'Section Name' field to the 'Section Name' label.

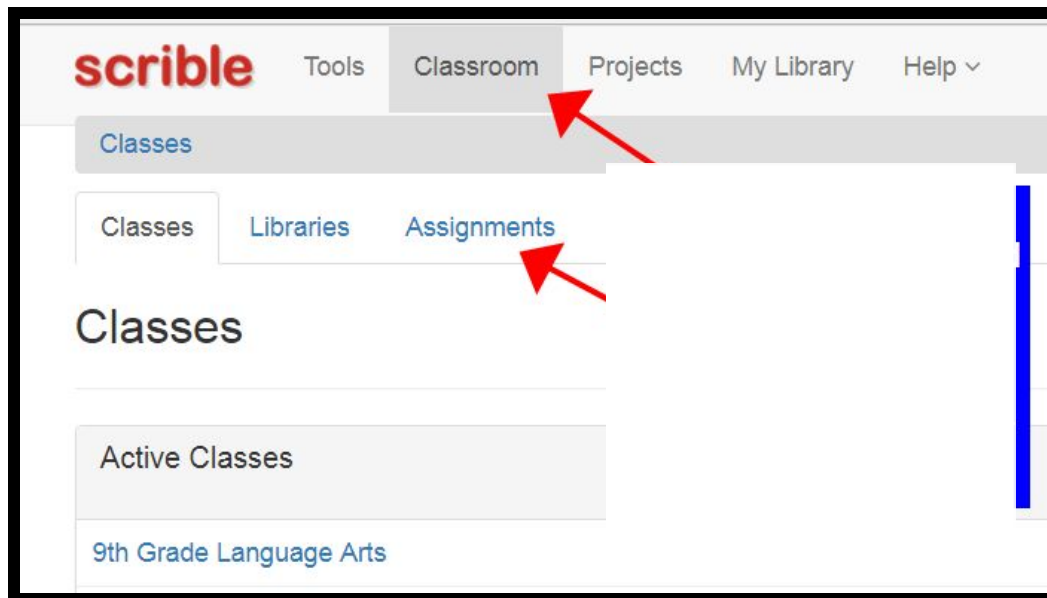
The screenshot shows a class page for '9th Grade Language A - 1st block' with the dates 'Aug 14, 2017 - Dec 28, 2017'. The page displays the 'Class/Section Invite Code: 4zpdti8g'. A blue box with white text says 'Post your Class Code for students to join your class. (See Step Number 6 on this handout).' with a red arrow pointing to the invite code. Below the code, there is a message: 'There are no students in this section yet. Invite students now or post the invite code 4zpdti8g in Students should then navigate to the "Classroom" tab in their accounts and enter the code in the "Join a class" box.'

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.



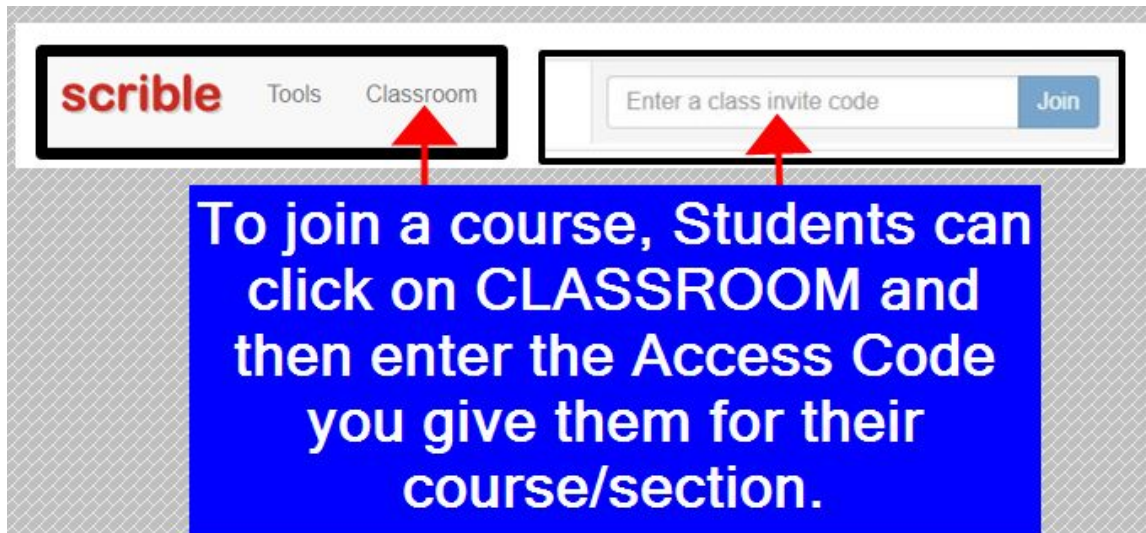
5. Create an Assignment (This step allows you to see each student's progress).

Before you can view your student's work in your class, you need to create an assignment:

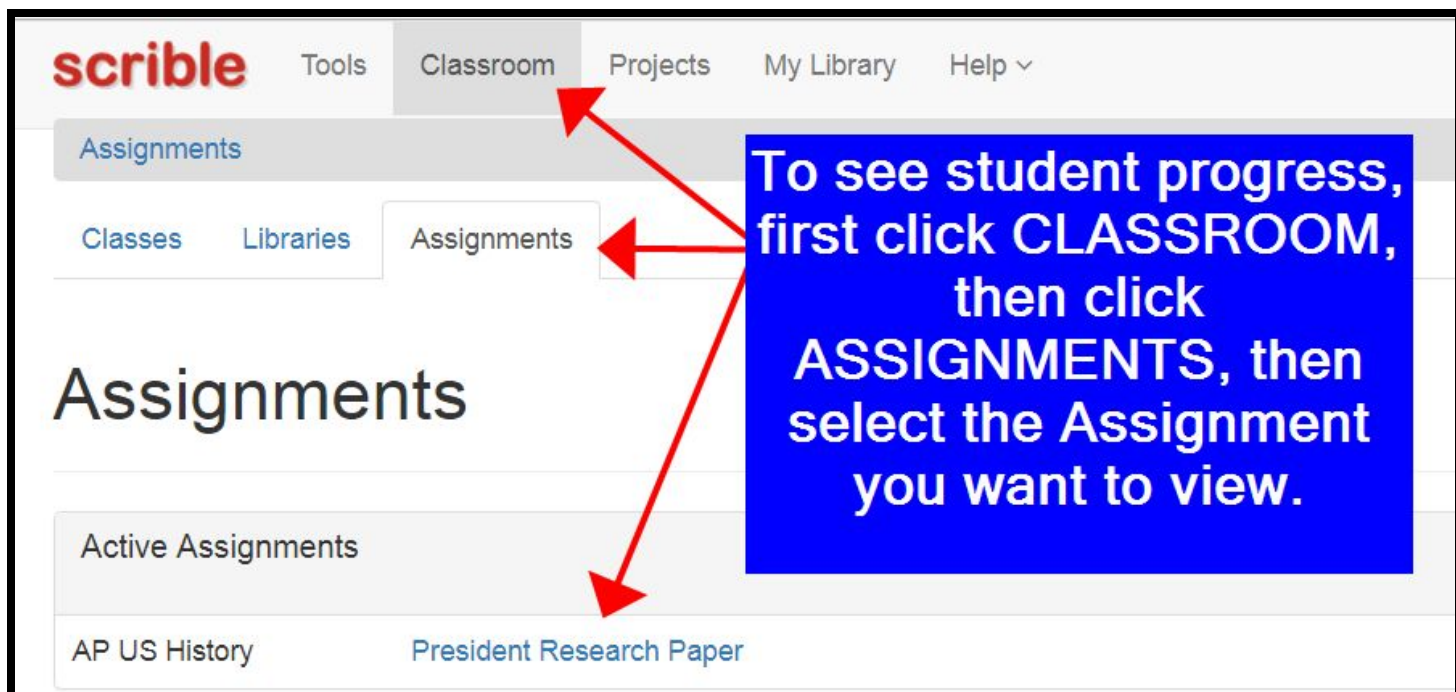


Fill out all of the prompted requirements for your assignment. Every time you create an assignment, it automatically creates a dashboard (including a library and Google Deliverable Paper) for your students. See the student directions for details on the Project Dashboard features.

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

Student	Status	Feedback to Student
Student 1 Account View Project Dashboard View Paper View Assignment Library	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>