

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 account**.

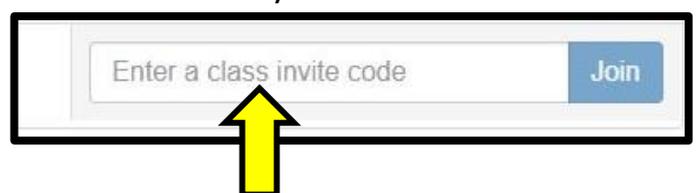
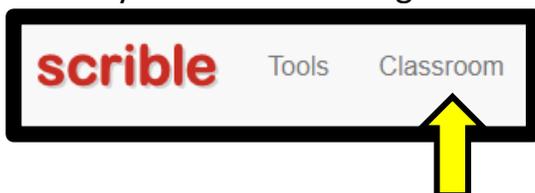
The screenshot shows the Scribe.com sign-in interface. At the top, the 'SIGN IN' button in the navigation menu is circled in red with a yellow arrow pointing to it. Below the navigation, a blue box prompts the user to 'Choose how you want to sign into scribe.' The 'Sign in with email and password' option 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!' Below this, a red arrow points to the Google icon in the 'Sign in with one of these services' row, which is also circled in red. 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'.

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.

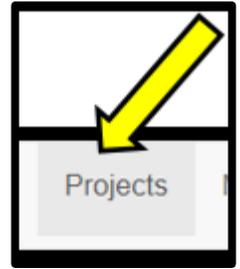


After installing the extension, keep clicking **"Next"** in the tour until you have read about all of the features. You can get back to this Getting Started Tour at any time by clicking **"HELP"** in the top menu and selecting **"Getting Started Tour."**

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.



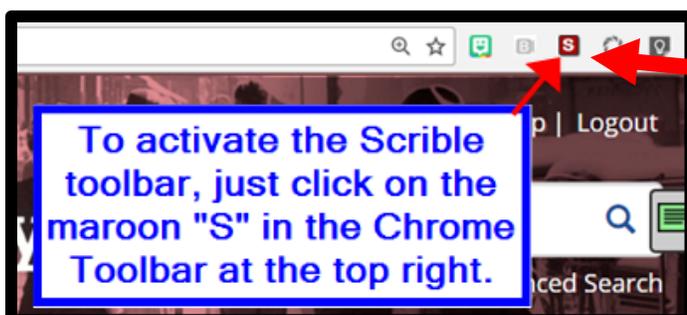
- 4. Creating a Project:** If your teacher did not already create an assignment for you then you can create your own personal project by clicking on the **Projects** tab and then **CREATE PROJECT**. Add the name of your project and click create. This will take you to the project dashboard where you can 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.



The screenshot shows the Scribe project dashboard for a project titled "LA Persuasive Paper". The dashboard is divided into several sections:

- Source Library:** A section with a message "There are no sources in this project yet." and a large text box stating: "Your Source Library will contain all of the articles you save using the Scribe Extension Toolbar."
- Bibliography:** A section with a plus sign icon and text: "Print your Bibliography in MLA or APA format here."
- Collaborators:** A section with a plus sign icon and text: "You can add users here to collaborate with you on your project."
- Legend:** A section with a plus sign icon and text: "Create a personalized Legend here for annotating."
- Deliverables:** A section with a plus sign icon and text: "You can type your paper directly into your Google Doc by creating a Deliverable here."

- 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)

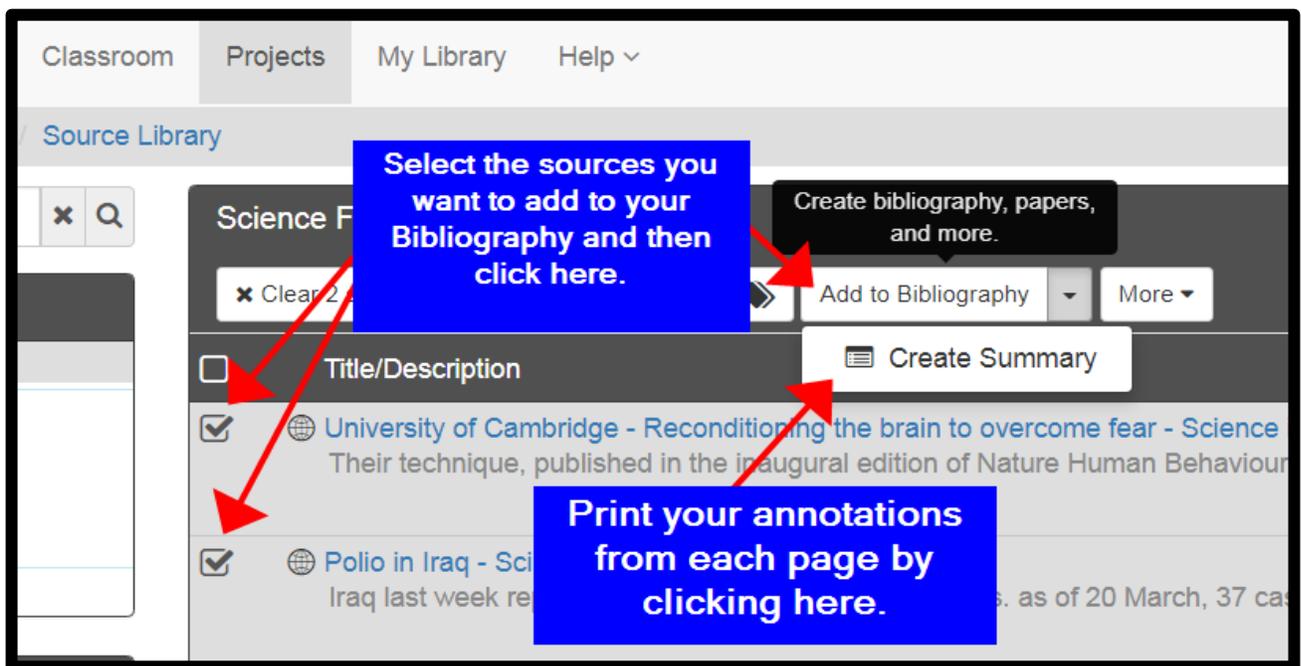


Select the Project Library where you want this article to save.

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.



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.

scribble Tools Classroom Projects My Library Help ▾

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

Style: MLA ▾

Enter search x Q

American History - Lincoln-Douglas debates
Douglas argued for the principle of popular sovereignty, which allowed for the voters of each state to decide for themselves whether to allow slavery in their territory.

American History - dissent in American wars
Lincoln challenged Polk to prove his claims, "but if he cannot or will not do this... if on any pretense or

Works Cited

Heidler, David M. "Lincoln and the American Revolution." *American History* 47, no. 3 (Sept. 2017). americanhistory.abc-clio.com/Search/Results?q=2632

Newman, Jason. "dissent in American wars." *American History* 47, no. 3 (Sept. 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

Document add-ons

Scrible Writer ▶

Get add-ons...

Help

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.

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! There are also helpful videos posted here:

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

Help ▾

Getting Started Tour

Questions/Feedback