**Appendix A: How To Scribe.**

**Scribing is writing as recording. As a practice in the class it is a form of note-taking when we move to and out of Break Out Rooms and smaller group discussions. The Scribe records, exclusively in the form of writing, the conversation as fully as possible.**

1. Write the date and your Break Out Room Number at the top of the page. You may have to be paying attention to your screen when we move to break out rooms in order to see this.

2. Ask the first names of your Break Out Room-mates and write those at the top of the page, alongside your own name (tell them who you are too).

3. If you do not know what room number you are in**, ask your Room-mates.** If nobody knows, make up a name for your room, and write ***that*** at the top of your page. I will give you points if your BOR-name is cleverly related to the subject matter. It has to be rated PG.

4. Take notes on the conversation.

5. Ideally, everyone talks—with the scribe’s verbal contribution coming last. The Scribe isn’t Mute, but they Doth Not Hog The Floor. The Scribe may end up channeling the conversation to our class as a whole, even as any room-member can say to us, “Hey, I was in this Room and here’s another thing.”

6. I will have opened a place **to turn in your scribin**g under Canvas’s “Assignment” page: it will have the class date in the title. Make sure you’re turning it in in the right place. Do not email it to me.

7. Turn it Thy Scribing right away--ideally immediately after class. You will have 24 hours to turn it in (let me know if your schedule doesn’t/didn’t allow that.) You are not expected to pretty it up beyond a maximum 10 minute glance-over to make sure it’s not entirely gnomic. Scribing is a form of note-taking.

8. You’ll receive either a “completed” or an “incomplete” in the coming days.

9. Scribing is a form of participation. Not everyone will have the chance to scribe, so **If Thou Hath Scribed, Yield to A New Scribe.**