**How To Scribe.**

Background

Scribes have a rich history in every culture that uses writing, because scribing is one means by which that culture is recorded, preserved, and in some ways established. In short, scribing is writing as recording.

As a practice in this class scribing is a form of note-taking when we move to Break Out Rooms and smaller group discussions. The Scribe records--exclusively in the form of writing--the conversation as fully as possible, and to the best of her ability.

You can scribe onscreen or (I suggest) by hand, on a piece of paper, in a lovely notebook you keep for this class. (Let me know if you are in a desert and I’ll try to get you a nice notebook. It makes a difference.) Choose whatever works most comfortably for you. If you’re doing free-hand, you can simply take pictures of the pages and turn in those images (see #7). Some scribes record in flow charts or mind maps; you have to write, but you need not hew to writing on the dotted line.

When you move into a Breakout Room, the first thing roommies do is decide who scribes this time. Then the Scribe does this:

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 and last 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. You receive karmic points if your Room Name is cleverly related to the subject matter. It has to be rated PG.

4. Take notes on the conversation. You don’t have to record everything—you can’t. Try to aim for who’s saying what and how people respond.

5. Ideally, everyone talks, but the Scribe’s verbal contribution comes last. The Scribe isn’t Mute, but The Scribe Doth Not Hog The Floor.

6. The Scribe may end up using these notes to report on the conversation to our class when we re-convene as a class for group discussion**. Any room-member can say to the class, “Hey, I was in this Room and here’s another thing.”**

7. T**urn in your scribin**g under Canvas’s “Assignment” page: it will have the date of the class in the title. Make sure you’re turning it in in the right place. Do not email it to me.

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. A list of words on the page needs to be augmented into something more representative of the intellectual, creative exchange.

We may be posting these, in which case roommates need to respond at least 5 times in the course of the class overall.

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

9. If Thou Hath Scribed, Yield to A New Scribe. Once everyone has scribed, you can again act as Scribe.

10. Scribing is a form of participation. Who gets to tell the story matters.