

Toolkit: Community Building with InScribe

InScribe's virtual community platform gives students access to the information, people, and resources they need to succeed. This toolkit is an overview of the InScribe Dashboard, activate InScribe in Canvas, student view, best practices of creating a community of learners using InScribe, and resources.

Advantages of InScribe

- InScribe can be used to facilitate instructor-to-peer or peer-to-peer communication and support.
- Channels can be created based on departments, individual course topics, or teams.
- Moderators facilitate conversations, add resources, and share topics.
- Available to all ASU faculty and students in Canvas.
- InScribe has a searchable library of content, topics, and resources that can be created and shared for multiple courses.

Getting Started

Activate InScribe in Canvas

Open a Canvas course.

1. Click Settings
2. Choose "Navigation."



3. Locate "InScribe Community" at the bottom of the disabled tools.

Discussions

Settings

Digication	⋮
Page disabled, won't appear in navigation	
Discussions	⋮
This page can't be disabled, only hidden	
ASU Library Resource Organizer	⋮
Page disabled, won't appear in navigation	
Dreamscape Learn	⋮
Page disabled, won't appear in navigation	
InScribe Community	⋮
Page disabled, won't appear in navigation	

Save

4. Enable it by choosing the 3-dot icon.

Discussions

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+ Enable

↕ Move

Save

Create a community

2021 Developmental

Home

Syllabus

Announcements

InScribe Community

Modules

Discussions

Grades

SCORM

Quizzes

Collaborations

Pages

Outcomes

Assignments

Set up your Learning Community

by InScribe

Welcome! Your institution has enabled InScribe for your course. With InScribe, Q&A and collaboration happen in a community—the community is the place for you and your students to ask questions, get help, and share information and ideas. Let's get it set up!

Create New Community

Choose this option if you are new to InScribe or want to start fresh.

Most Common

Copy Existing Community

Choose this option if you want to use the topics, resources, and settings from an existing community but want to start fresh with members and conversations.

Use Existing Community

Communities can be used term-over-term and for multiple courses and course sections. Choose this option to use a community that has already been created.

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Create Your Profile

- In the upper right corner of your dashboard, choose your Profile icon.



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- Click the pencil tool.
- Add your name, photo, and a short bio.
- Share a bit about yourself with students to build familiarity!

Set Notifications

- In the upper right corner of your dashboard, choose Notification Settings.
- Choose immediate, daily, or no notification emails.
- There are also options for new posts & resources.
- Make sure you Save Changes.

Meet the Moderator - You can set or change moderators in the Community Admin area. The instructor or community creator is the only default moderator and is visible on the right sidebar of the Home Page.

Establish expectations - Create a page with at least the basic purpose for using InScribe.

Link a topic to Canvas - Create a direct topic link to InScribe to focus students on that week's content resources.

Start a Conversation - Consider an icebreaker or non-content related first conversation to get students comfortable and talking.

[Follow this link to get more details on InScribe](#)

Student Experience

Create a Profile

- In the upper right corner of your dashboard, choose the Profile icon.
- Click the pencil tool.
- Ask students to add their names, photo, and a short bio.
- Encourage students to share something personal they'd like their classmates to know.

Set Notifications - Choose immediate, daily, or no notification emails.

Search and Follow Topics - Students should follow topics relevant to the coursework, either that week's content or ones where they need improvement.



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Navigate Channels - Students may be part of more than one channel such as a Study Hall or project team.

Develop Conversations - It is important for students to summarize their questions and embed media or other resources to build rich conversations. They can upvote each other's posts to highlight them atop the channel.

Best Practices

Direct Questions to InScribe

- Remember to set the expectations in Canvas first.
- If you receive questions via Canvas email, respond with a direction to post future ones to InScribe.

Reduce “No Response” items

- Answer questions early and often so students feel engaged in the community.
- Keep an eye on those posts with “No Response.”

Enable reputation points - Consider adding reputation points. It is a great way to encourage community members to do the things that make healthy and thriving communities - share, ask questions, respond to their peers, and view and react to posts.

View Community Analytics - You can view data that helps you learn more about the health of your community.

Rotate Moderators

- Only moderators can add official Resources to the InScribe course library.
- Consider rotating your moderators to build student leadership and facilitation skills.

Establish purposeful Channels - Study Halls, project teams, and topic-related channels can direct students to immediate resources and peers.

Build a Library of Resources - You can embed Google Drive items in a Resource by publishing it to the web and pasting the Embed code into InScribe.



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Resources

- [InScribe Support Channel](#)
- [Inscribe Support](#)
- [Moderator Help and Support](#)
- [Success Stories](#)

Instructors

[ASU Inscribe Webpage](#)

[Inscribe Canvas \(Module 5\)](#)

Students

[Academic Support InScribe Community](#)



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