How To Scribe Itana Calls Guide

Please volunteer to scribe for an Itana call! The steps are pretty easy and you help support Itana.

What to scribe

We're not going for absolute completeness – please record any of the following that you can:

During the call:

- **Agenda**: Copy & paste whatever appears as the agenda online
- **Attendees**: Screen shot the attendee/participant list online and paste it in
  - If you hear other names you know, add them by hand if you can
- **Updates**: Note the updates that are announced from Steering Committee, working groups, etc.
- **Main Agenda**: Free form notes on the main agenda being presented or discussed
  - Not necessary to have a line by line transcript
  - Often someone is presenting slides, and it's not necessary to repeat the content of those; there'll be a link to them
  - Try to capture major points, questions, or comments
  - Bonus points: The more you can capture comments from people at different institutions that reflect how an issue is being approached in different ways, the better -- that helps people follow up with each other to learn more
- **Chat**: If there was valuable content in the chat window, such as people posting links, copy & paste it in

Where to scribe

You can scribe in an email, in a document, or directly in the Itana wiki.

In Email

You can email notes to the Itana Steering Committee and someone will post them in the wiki. To get started, copy the following headings into your email:

Agenda

Attendees

Updates

Main Agenda

Chat

When you're done, email to: itana-steering@LISTSERV.EDUCAUSE.EDU

In a Google Doc or other document of your choice

Once you are done, you can then create a wiki page for the content following the instructions below, or you can simply email your notes to the Itana Steering Committee and someone will post them in the wiki.

Email: itana-steering@LISTSERV.EDUCAUSE.EDU

In the wiki

If you have access to edit the Itana wiki:

1. Log into the wiki.
2. Navigate to Home>Events>2019-2020 Itana Program
3. Locate the session and click the note link under materials. It is in the form of "YYYY-MM-DD Call Note."
4. Click the "Edit" link at the top of the page just to the right of the page breadcrumbs.
5. Take notes, filling in content under the appropriate headings.
6. When done save your page by clicking the "Save" button on the bottom right of the page.
7. That's it. Done.