

HOW TO SCRIBE

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1. Take notes during class.
  2. Download the scribe style file from the course home page.
  3. Transcribe your notes using LaTeX, as described in the style file.
  4. Email the lecturer your .tex file, .bib file (if you have one), and .pdf file.
  5. Do Step 4 within 3 days after class (Tuesday → Friday, Thursday → Sunday).
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**MOST IMPORTANT RULE.** It is *not sufficient* to only transcribe what was written on the board. In between writings on the board, the lecturer should be verbally giving explanations, intuition, and other helpful remarks. You must *also* transcribe these. Yes, you will be busy during the lecture. Finally, after class the lecturer may put some clarifying or additional remarks about the lecture on the blog; these too should go into the scribe notes. The goal is to produce a document that someone who did not attend the class could read and learn from.

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**Grading.** Your scribe notes will be graded based on thoroughness, correctness, and quality of LaTeXery.