



# Studio's Guide

## What is a studio?

A studio is a space on Scratch where users can come together to make, share, and collect projects related to a particular theme, idea, or prompt. Studios are used for a wide variety of reasons, including opportunities for collaboration, collections of projects about a specific theme, show-and-tell, or places to find inspiration.

**Scratcher status is required in order to create a studio.** New Scratchers are unable to create studios.

**Studios are immediately public.** Unlike Scratch projects, there is no share/unshare option for studios. Everyone can follow a studio, see studio comments and projects, and leave a comment or add a project (unless commenting or the ability to add projects is turned off).

For using studios with a teacher account, see additional notes in the [Scratch Teacher Account guide](#).

In this guide you will learn:

- [Studio Definitions](#)
- How to [Create a Studio](#)
- How to [Manage a Studio](#)
- How to [Add Projects to a Studio](#)



## Studio Definitions

**Studio Title:** the name of your studio or activity

**Studio Thumbnail:** an image uploaded to the studio that represents the theme or content of the studio. For featured studios, we require the thumbnail to be a still image (no animated imagery).

**Studio Description:** where you share the details of what your studio is about. You can use this space to give background information on your prompt, share ideas for ways to participate in your studio, provide links to any helpful projects, tutorials, or other resources, and any other information you think is important for studio participants to know.

**Studio Host:** the person who created the studio is automatically assigned the role of "host," and there is only one host per studio.

- Being host gives you a few extra abilities, such as editing the title, thumbnail, and description. Hosts can also turn commenting on and off, choose if anyone can add projects or not, and delete the studio.
- As host, you also have the ability to invite other Scratchers to curate your studio, as well as the ability to promote curators to the role of a studio manager.
- You can also add projects to the studio, as well as remove any projects you don't want in the studio.
- A studio host can transfer their "host" status to another manager (by clicking the three dots next to the username). Confirming the hosting change will send the new host a notification and the former host loses the extra abilities. Studio host transfers can only occur once a day.

**Studio Managers:** managers are curators who have been "promoted" to the role of manager by either the host or another manager of the studio. Managers are largely similar to curators, in that they help add projects and respond to comments.

- The main difference between a curator and a manager is that managers have the ability to remove any project added to the studio, regardless of who added it.
- Managers also have the ability to remove any other manager or curator from the studio.
- There is a 40 manager limit.

**Studio Curators:** curators are other Scratchers that have been specifically invited to help in the studio by the studio host or studio managers. Curators are expected to help by adding projects to the studio and responding to comments within the studio.

- Curators have the ability to remove any project they have personally added to the studio but are not able to remove projects that have been added by other curators, managers, or the host.

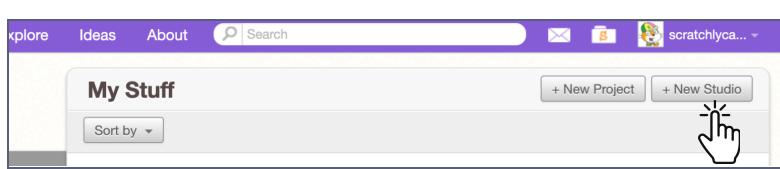


## Create a Studio

A user must be a “Scratcher” (in contrast to a "New Scratcher") in order to create a studio. (You can find an account’s Scratcher status listed under their username when viewing a profile.) The person who created the studio is automatically assigned the role of “host.” There is only one host per studio.

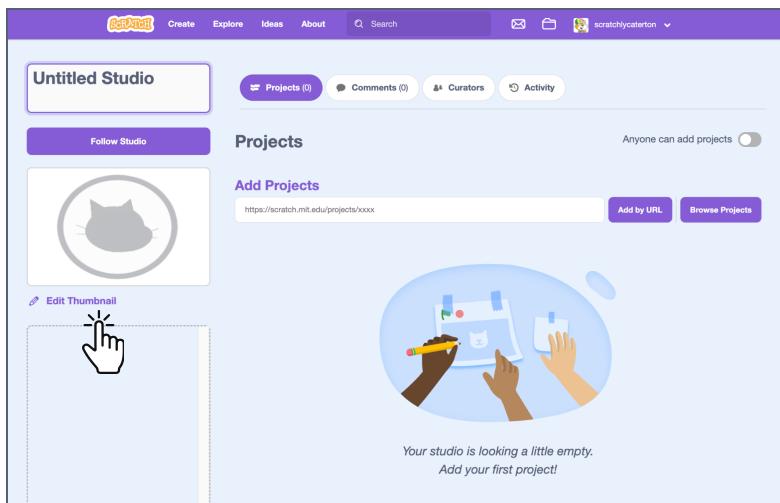
Studios are immediately public. Unlike Scratch projects, there is no share/unshare option for studios. Everyone can follow a studio, see studio comments and projects, and leave a comment or add a project (unless commenting or the ability to add projects is turned off).

### Create a studio and give it a name, thumbnail, and description



Once logged into your Scratch account, go to “My Stuff.”

Choose the “**+ New Studio**” button at the top right.



Only studio hosts can edit the title, thumbnail, and description.

Click on “Untitled Studio” to **give your studio a name**.

Click the “Edit Thumbnail” button to change the default gray cat image in the upper left-hand corner. **Upload your own studio thumbnail image**.

The maximum file size for a thumbnail is 512 KB and your image must be less than 500x500 pixels.

**Write a studio description** in the blank text box on the left hand side. You can share the theme of the studio or what kinds of projects you are looking to include, for example.

Be sure your title and description don’t reveal any personal information (like school name or first and last name). Also, please keep your content (including studio information and image) friendly and appropriate for all ages. Studios should follow the [Community Guidelines](#).



## Manage a Studio

Hosts and managers have the ability to invite other Scratchers to curate their studio and remove any other manager or curator. Hosts also have the ability to promote curators to the role of a studio manager.

Studio activity notifications are sent to a user whenever a studio they curate has new activities, such as adding or removing projects, commenting, inviting, promoting, deleting curators, etc.

### Open vs. closed studios, comments, studio curators, and deleting a studio

The screenshot shows the 'Projects' tab of a studio. At the top, there are four tabs: 'Projects (5)', 'Comments (23)', 'Curators', and 'Activity'. Below the tabs, the word 'Projects' is displayed. Underneath, there's a section for 'Add Projects' with a URL input field containing 'https://scratch.mit.edu/projects/xxxx', a 'Add by URL' button, and a 'Browse Projects' button. Below this are thumbnail images of two projects: a shark and a fish. To the right of the shark thumbnail is a toggle switch labeled 'Anyone can add projects' which is turned on (green). A hand cursor is pointing at this switch.

On the “Projects” tab, toggle **“Anyone can add projects”** on if you want to leave your studio “open” for anyone to add projects.

If you want to keep your studio “closed” and manage what projects are added, toggle it off.

(See more notes below about adding projects.)

The screenshot shows the 'Comments' tab of a studio. At the top, there are four tabs: 'Projects (5)', 'Comments (23)', 'Curators', and 'Activity'. Below the tabs, the word 'Comments' is displayed. Underneath, there's a section for 'Commenting on' with a toggle switch which is turned on (green). A hand cursor is pointing at this switch. Below this is a large empty text area for comments. At the bottom left are 'Post' and 'Cancel' buttons, and at the bottom right is a note '500 characters left'.

**Studio comments** can be a great way to prompt discussion based on the studio theme. On the “Comments” tab, toggle commenting on/off if you prefer comments enabled or disabled.

**Tip:** To allow users to request their projects be added (via comments) or add a comment yourself, commenting must be enabled.

**Tip:** Replies to a studio comment are limited to 25.

The screenshot shows the "Curators" tab of a Scratch studio. At the top, there are tabs for "Projects (5)", "Comments (23)", "Curators" (which is highlighted in purple), and "Activity". Below the tabs, there are sections for "Managers" and "Curators". In the "Managers" section, there is a card for "pixelmoth" (Studio Host). In the "Curators" section, there is a card for "algorithmar". Below these cards, there is a "Invite Curators" form with a "Scratch Username" input field and an "Invite" button. Underneath the form, there is a card for "scratchlycaterton" with three options: "Promote" (with a hand cursor icon), "Remove", and a three-dot menu icon.

The screenshot shows the "Messages" tab of the Scratch interface. It has a purple header with the word "Messages". Below the header, there is a "Messages" section with a red notification badge showing the number 1. Inside the section, there is a message from "algorithmar" inviting the user to curate a studio. The message text is: "algorithmar invited you to curate the studio Storytelling with Scratch - Hour of Code. Visit the [curator tab](#) on the studio to accept the invitation".

The screenshot shows the "Curators" tab of a Scratch studio. At the top, there are tabs for "Projects (5)", "Comments (23)", "Curators" (highlighted in purple), and "Activity". Below the tabs, there is a message: "You've been invited to become a curator of this studio." To the right of the message is a blue "Accept invite" button. Below the message, there is a section for "Managers".

**Hosts and managers can add other Scratch users as studio curators.** On the “Curators” tab, the host or manager can invite people by adding them by their username in the “Invite Curators” field.

The invitation to become a curator of a studio will appear in a user’s notifications, as well as on the “Curators” tab of a studio when they view the studio. People who accept the invitation to be a curator will be notified of new activity.

The host or a manager of the studio can delete curators or other managers by clicking the three dots next to the username on the “Curators” tab and selecting “Remove.” If a manager or curator wishes to leave, they can go to the “Curators” tab, find their username, and click “Remove” in the three dot menu.

A host or manager can promote a curator to a manager by clicking the three dots next to the username on the “Curators” tab and selecting “Promote.”

**Tip:** Promoting a curator to a manager position can only be undone by removing the manager from the studio and then reinviting them to curate.

The screenshot shows the "Activity" tab in the Scratch Design Studio. It displays a list of recent events:

- scratchlycaterton added the project **Turtle Art - Blue Sky, Green Grass, Sun** 1 minute ago
- scratchlycaterton accepted an invitation from **algorithmar** to curate this studio 3 minutes ago
- pixelmoth made edits to the title, thumbnail, or description 9 months ago
- GRATANDO added the project **baby shark** 9 months ago

Studio activity notifications are sent to a user whenever a studio they curate has new activities, such as adding or removing projects, commenting, inviting, promoting, deleting curators, etc.

**Host, manager, and curator activity** can also be found under the “Activity” tab.

The screenshot shows the "My Studios" section of the Scratch Design Studio. It lists several studios:

- All Projects (90)
- Shared Projects (55)
- Unshared Projects (35)
- My Studios (48)** (selected)
- Trash

Some of the studios listed include:

- My Scratchtober Projects** (Host) - Created: 28/10/2022
- Informational Projects - Scratch and...** (Host) - Created: 04/10/2022
- All from the Dot** (Curator) - Created: 30/09/2022
- Anything is Possible** (Curator) - Created: 17/05/2022

Only hosts can **delete a studio**. Go to the “My Stuff” page, select the “My Studios” tab, and click “Delete.”

**Warning:** Unlike projects, which are sent to the trash before being permanently deleted, this action is irreversible!

## Share your studio, follow studios, and stay connected!

The screenshot shows the "Follow Studio" feature. It includes a purple button labeled "Follow Studio" and a grid of studio cards:

- Spreading Kindness**
- Scientific Discoveries**
- ACTIVITY SWAP! Show-and-Tell | 2023**
- ACTIVITY SWAP! Prompts & Inspiration | 2023**

Below the cards, it says "Studios I Curate" and shows a card for "My Studio".

Each studio has a unique URL, so you can invite others to visit your studio by copying and sharing the studio URL.

You can also opt to follow studios of interest by clicking the “Follow Studio” button.

Studios you curate and follow appear on your profile.

**Tip:** Looking for inspiration and other interesting studios? The Scratch Design Studio welcomes everyone to submit projects inspired by an alternating theme. The Scratch Design Studio can be found on the Scratch homepage, along with other featured studios.





# Add Projects to a Studio

There are multiple ways to add projects to a studio as a host, manager, or curator.

And anyone can add projects to a studio if the “Anyone can add projects” toggle is set to on. Only shared projects can be added to studios.

**Tip:** If you don’t see the “Share” button, make sure your Scratch account is confirmed. Look in your email for an email from the Scratch Team and click “Confirm my email address.”

## Method 1: Add a project to a studio from the studio page

The screenshot shows the top navigation bar with tabs: Projects (6), Comments (23), Curators, and Activity. Below this is a section titled "Projects" with a heading "Add Projects". It contains a text input field with the URL "https://scratch.mit.edu/projects/xxxx", a "Add by URL" button, and a "Browse Projects" button. A hand cursor is hovering over the "Browse Projects" button.

The screenshot shows a project page with a title "Create a Story Scratch tutorial" and a date "Nov 29, 2022". At the bottom are buttons for "Report", "Add to Studio", and "Copy Link". A hand cursor is hovering over the "Add to Studio" button.

The screenshot shows a "Add to Studio" modal window. It has tabs for "Shared", "Favorited", and "Recent". Inside, there is a grid of project cards. One card for "Bug Buster" has a plus sign icon and a hand cursor hovering over it. Other cards include "Asteroid Blaster", "Costume Motion", "Backdrop Design", "Notation and Rhythm", and "My Math Game". At the bottom right of the modal is a "Done" button.

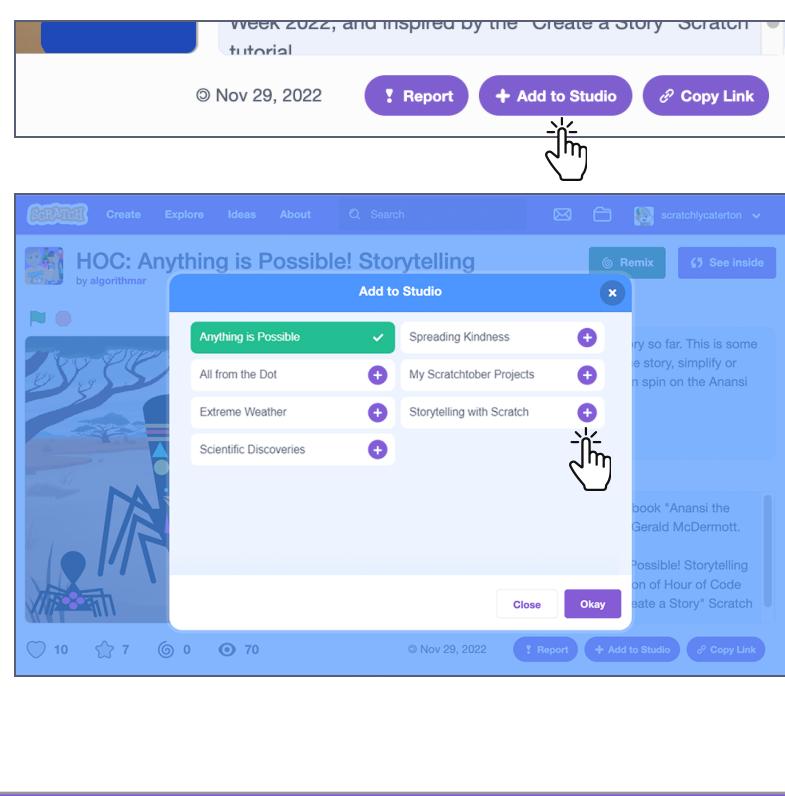
At the top of the “Projects” tab, you can find the “Add Projects” field.

**Projects can be added by URL.** Copy the link of the project in the search bar of your browser window, or click the “Copy Link” button on the project page, and paste it in. Then click the “Add by URL” button.

You can also **browse projects to add**. When you click the “Browse Projects” button, you can add projects from any of the following sections: “Shared,” “Favorited,” and “Recent” (which opens to projects the user has recently viewed). To add a project, click the plus sign and then “Done” at the bottom.

**Tip:** If “Anyone can add projects” is toggled on, the “Add Projects” field is visible to all. If toggled off, this field is only visible to Hosts, Managers, and Curators.

## Method 2: Add a project to a studio from the project page

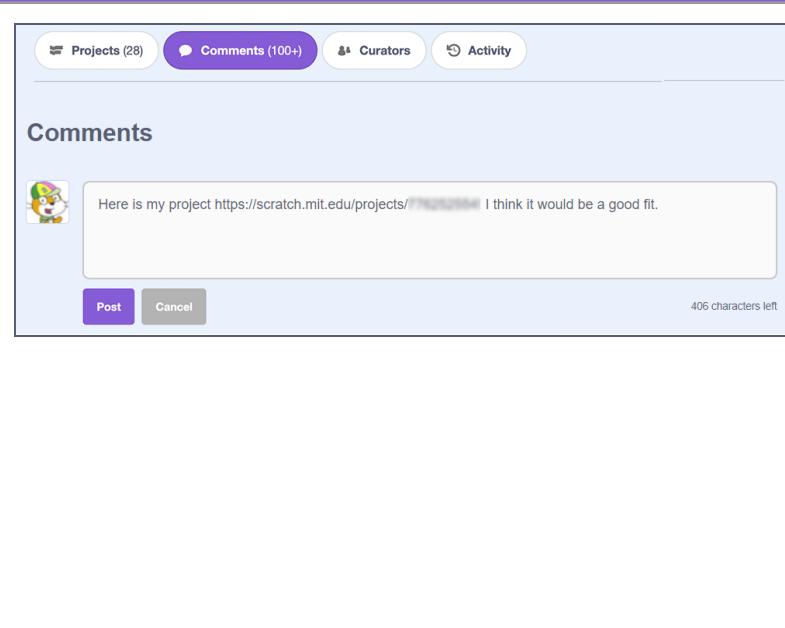


From a Project page, one can click the "**Add to Studio**" button, which will open a window that lists up to 20 studios a user curates.

On the right-hand side of each studio name is a plus sign if the project is not in that studio yet (when in green with a check, the project is already in that studio). Click the plus sign (turning the studio title green) and then the "Done" button to add.

**Tip:** If you have more than 20 studios and the studio you want isn't listed, you'll need to use Method 1 and add by URL.

## Method 3: Request a project be added to a studio in the comments



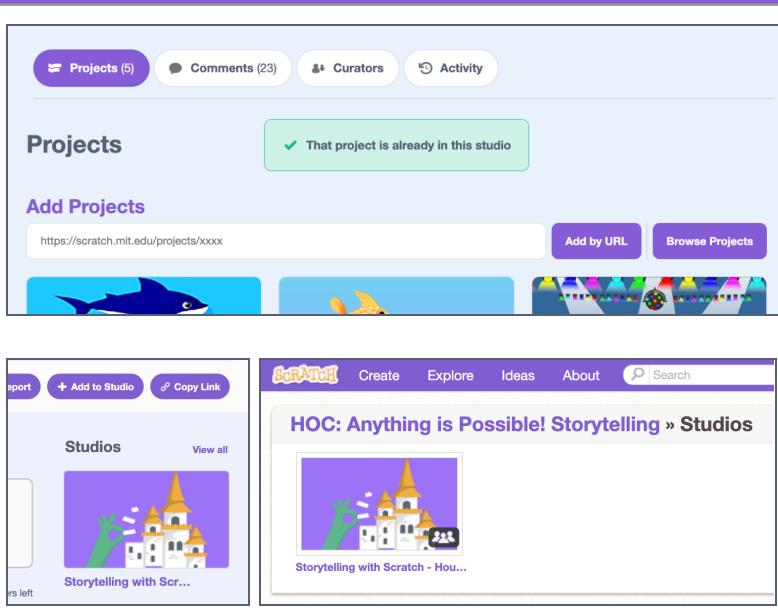
If the option for anyone to add a project is turned off but comments are turned on in a studio, you can **request your project be reviewed by a curator and added** if they think it fits the theme of the studio.

Write a comment and include the URL for your project (see Method 1 for how to get a link).

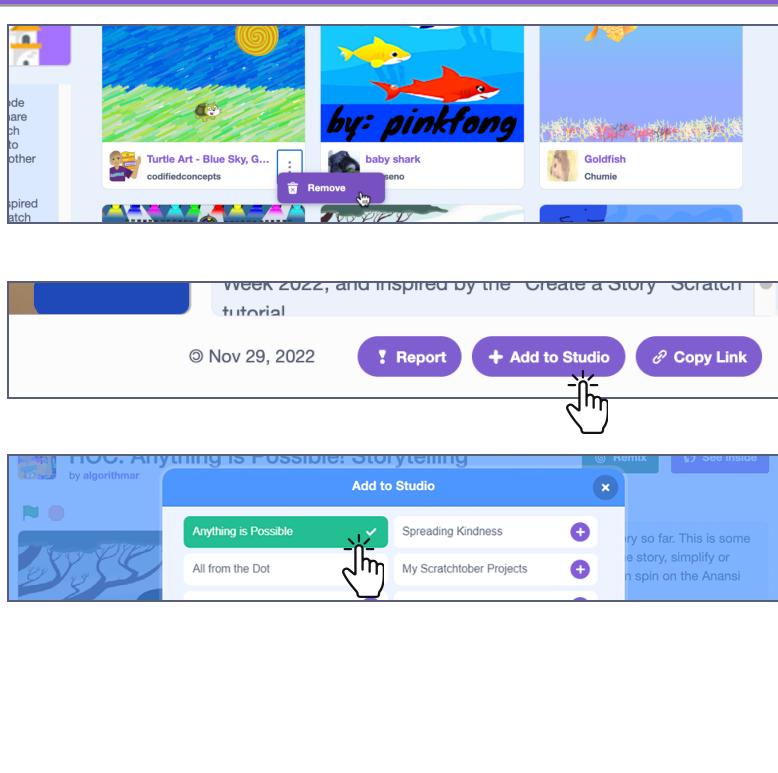
**Tip:** It can be helpful to share in the comment how you think it fits the theme.



## Confirming a project is in the studio



## Removing projects from a studio



If you want to **confirm a project is in a studio**, you can:

- Scroll through the projects on the “Projects” tab
- If already in the studio, when you add the project via URL, a notice will say, “That project is already in this studio.”
- On the Project page, look for the “Studios” column on the right side of the screen. Click “View all” to open a window showing all the studios a project is in.

Managers and hosts can **remove any project** from the studio. Curators can remove any project they personally added. And a project owner can remove their projects from others' studios.

**Warning:** If you remove your project from a studio where you are not a curator, you won’t be able to add it back yourself.

On the “Projects” tab, select “Remove” from the three dot menu next to the project title.

Or on the Project page, click the “Add to Studio” button, and then click the checkmark next to the studio title (turning the studio name white again).

**Tip:** If you’d like to translate this guide, [click here to make a copy](#) of this Google doc.

