Draft, Share, Publish

Read a model for using digital tools to write with others.

CCSS.ELA-Literacy.W.6.6 "Use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single sitting."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each action Maya or her group takes with technology to draft, revise, publish, interact, or collaborate.

Maya's Digital Field Guide

1. When Maya's class began a digital field guide to city birds, Maya chose the red-tailed hawk. She opened a shared document and typed a short introduction from notes she had taken at the library. Before adding facts from websites, she checked the author, date, and organization behind each source. She saved links in a source list. Her first draft explained where hawks live, what they eat, and why people may spot one on a telephone pole or tall tree.

2. Next, Maya used the document's comment tool to ask Leo whether her habitat paragraph was clear. Leo suggested a heading and pointed out that one sentence needed a source. Maya replied, added the source, and thanked him. She also invited Noor to check the spelling of scientific names. Their teacher could see the revision history, so each writer's changes were easy to review. The group agreed to use comments for questions and to make edits only after explaining their reasons.

3. To prepare for a longer article, Maya planned one sitting with a charged device, a quiet place, and a timer. She practiced placing her fingers on the home row and looking at the screen more than the keys. During the sitting, she typed three full pages, pausing only to stretch and check her outline. After revising, the group published the guide on the school website. Maya reread the online page, tested its links, and responded politely to a classmate's question about hawk nests.

2 ANSWER WITH EVIDENCE

Use the passage

1. What did Maya check before she used facts from a website, and what did she save for later?

2. How did Maya and Leo use the shared document to improve the article?

3. Name two ways Maya prepared to type three pages in one sitting.

4. What did Maya do after the group published the guide online?

3 YOUR TURN

Your own words

On a device, write a 5-7 sentence digital project plan for a three-page article about a school or community topic. Include your topic, two reliable sources and how you will check them, a shared-document collaboration step, a keyboarding plan for one sitting, and where you will publish your article.

ANSWER KEY

Draft, Share, Publish

GRADE 6 · W.6.6

PART 1 · READ AND MARK

Underline each action Maya or her group takes with technology to draft, revise, publish, interact, or collaborate. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What did Maya check before she used facts from a website, and what did she save for later?	**She checked each source's author, date, and organization, and she saved its link in a source list.**
2	How did Maya and Leo use the shared document to improve the article?	**Maya used comments to ask Leo about clarity. Leo suggested a heading and identified a sentence that needed a source, and Maya added the source.**
3	Name two ways Maya prepared to type three pages in one sitting.	**She planned a charged device, a quiet place, and a timer. She also practiced home-row finger placement and looking at the screen instead of the keys.**
4	What did Maya do after the group published the guide online?	**She reread the page, tested its links, and politely answered a classmate's question.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

I will create a three-page article about the trees in our neighborhood park. I will use the city parks department website and a local nature museum article because both name their organizations and include dates. I will check each source for an author, current information, and links to evidence. I will draft in a shared document and ask a partner to use comments to suggest one clear improvement. I will use a charged device, sit in a quiet place, and keep my fingers on the home row while I type during one planned sitting. After revising, I will publish the article on our class website for families and students to read.

Accept underlined actions that clearly show digital drafting, source checking, commenting, revision history, keyboarding practice, online publishing, or online interaction. For the project plan, accept any appropriate topic, credible source choices with a stated checking method, a specific collaboration step, a realistic one-sitting keyboarding plan, and a publication location.