Digital Garden Guide

Trace how a team plans, drafts, and revises in a shared document.

ELA.5.C.5.2 "Use digital writing tools individually or collaboratively to plan, draft, and revise writing."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each action that helped the team plan, draft, or revise. Circle the digital tool or feature used with each action, then number the planning, drafting, and revising stages in order.

Building a Garden Guide

1. Ms. Ortiz's class wanted to create a digital guide to the pollinator garden outside their school. First, the group opened a shared document and made a plan. They listed their readers, fifth graders who would visit the garden, and chose three sections: bees, butterflies, and safe ways to observe insects. Maya added a checklist of facts the guide needed.

2. Next, Jordan used the plan to draft the bee section in the same document. He wrote that bees move pollen from flower to flower, which helps many plants make seeds. Priya highlighted a sentence and left a comment asking for a source. Jordan added a link to a local nature center page, then the team read the draft aloud on a video call.

3. During revision, Elena noticed that the butterfly section had long sentences and no heading. In the shared document, she split one sentence into two, added the heading "Butterfly Visitors," and checked spelling with the tool. The team compared the revised guide with Maya's checklist. After each person approved the changes, they published the guide on the school website for garden visitors.

2 ANSWER WITH EVIDENCE

Use the passage

1. What did the group add to the shared document while planning the guide?

2. How did Priya and Jordan use digital tools to improve the bee section?

3. Name two revisions Elena made to the butterfly section.

4. What did the team do before publishing the guide to check that it was ready?

3 YOUR TURN

Your own words

Use a digital document, alone or with a partner, to create a short announcement about a school event or activity. Include a three-item plan, a three-sentence draft, and a revision note that names one change you made after using a digital tool or getting feedback.

ANSWER KEY

Digital Garden Guide

GRADE 5 · ELA.5.C.5.2

PART 1 · READ AND MARK

Underline each action that helped the team plan, draft, or revise. Circle the digital tool or feature used with each action, then number the planning, drafting, and revising stages in order. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What did the group add to the shared document while planning the guide?	**They listed their readers, chose three sections, and added a checklist of needed facts.**
2	How did Priya and Jordan use digital tools to improve the bee section?	**Priya highlighted a sentence and commented that it needed a source. Jordan added a link to a local nature center page.**
3	Name two revisions Elena made to the butterfly section.	**She split a long sentence into two and added the heading "Butterfly Visitors." She also checked spelling with the tool.**
4	What did the team do before publishing the guide to check that it was ready?	**They compared the revised guide with Maya's checklist, and each person approved the changes.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: 1. Tell the date and place. 2. Explain what to bring. 3. Invite students. Draft: The school library will hold a book swap on Friday, May 8. Bring one clean book you have finished reading. Choose another book to take home. Revision note: My partner used a comment to ask for the location, so I changed the first sentence to include the library.

Accept responses that identify the planning, drafting, feedback, revision, and final review actions described in the passage. For Part 3, look for all three required parts and a revision that clearly improves the draft.