A Guide That Changes

Plan links, display options, and updates for a digital publication.

9-10.W.4.b "Use technology to generate, produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically (e.g...."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the two links the team plans to add, circle the two features that let readers change which text they see, and number the three update steps in the final paragraph.

Keeping a Cooling Guide Current

1 On the first hot afternoon of June, our school news team plans to publish a phone-friendly guide to public cooling spaces. We will not paste a list of opening hours into a poster, because hours can change. Our first link will open the city's official cooling-center directory, where readers can check current addresses and hours. Our second link will open the National Weather Service's heat-safety page, which explains warning signs and ways to reduce risk. The guide's introduction will explain what each link offers, so readers can decide which source to open.

2 Some readers need an answer in seconds; others want details before they travel. On our guide, readers can choose a neighborhood from a menu to reveal nearby sites. They can also toggle between a brief summary and full instructions for finding official hours. These options keep the page readable on a small screen without hiding the details people may need. We will add a short audio introduction for readers who prefer to listen, along with a written transcript. Before publishing, a teammate will test the links, menu, toggle, audio, and transcript on a phone.

3 Publishing is not the last step. First, each Monday, one editor checks the city directory and tests both links for changes. Second, if a link fails or an instruction becomes unclear, another editor revises the shared draft and records the change in its version history. Third, a teammate republishes the guide with a visible update date and checks the live page to make sure the revision appears. We will not call our own summary current unless someone has verified it. Readers can see when our writing changed and still reach the official source for the latest details.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why does the team link to the city directory instead of copying its hours into the guide?

2. How do the menu and toggle help readers find different amounts of information?

3. If an instruction becomes unclear, how will the team revise and update the published guide?

4. Why does the team include a written transcript with its audio introduction?

3 YOUR TURN

Your own words

Plan a digital guide for students choosing a book from the school library. In four or five sentences, name an official source to link, describe a reader-controlled display and a multimedia feature with a text alternative, and explain how your team will check, revise, and date an update.

ANSWER KEY

A Guide That Changes

HIGH SCHOOL · 9-10.W.4.b

PART 1 · READ AND MARK

Underline the two links the team plans to add, circle the two features that let readers change which text they see, and number the three update steps in the final paragraph. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why does the team link to the city directory instead of copying its hours into the guide?	**Hours can change, so the link lets readers check current hours in the official directory.**
2	How do the menu and toggle help readers find different amounts of information?	**The menu reveals sites for a selected neighborhood. The toggle lets readers choose a brief summary or full instructions.**
3	If an instruction becomes unclear, how will the team revise and update the published guide?	**An editor revises the shared draft and records the change in version history. A teammate republishes it with an update date and checks the live page.**
4	Why does the team include a written transcript with its audio introduction?	**The audio serves readers who prefer to listen, while the transcript gives readers a way to read the same introduction.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Our book-finding guide will link to the school library's online catalog so readers can check whether a title is available. Readers can select a genre to display relevant search tips, then expand a section for detailed instructions. We will add a short screen-recorded search demonstration with captions and a written transcript. Each Friday, one teammate will check the catalog link, another will revise the shared document if needed, and a third will publish the revised guide with an update date.

Accept other accurate explanations grounded in the passage. For the open task, accept a different official library source or multimedia feature if the plan includes a text alternative and a specific update process.