From Draft to Link

Trace how a writer creates, reviews, and shares a digital announcement.

ELA.7.C.5.2 "Use digital tools to produce and share writing."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each digital tool or feature Maya uses. Circle each action that helps her share the announcement or check who can open it.

An Invitation Goes Digital

1. For the school library's new book-talk podcast, Maya made a digital announcement for seventh graders. She opened a presentation app and chose a blank, one-slide layout. Her headline named the podcast, and a short caption told students where and when to listen. Maya added a microphone photo that she was allowed to use and wrote alt text describing the image. Before publishing, she checked that the title was large enough to read on a phone.

2. Next, Maya asked two classmates to review the draft in the app's comment tool. One reader said the listening time was missing, so Maya added "Thursdays at 3:15 p.m." Another reader noticed that the caption did not mention headphones. Maya revised it to say that headphones were helpful but not required. She used the app's preview feature to look for crowded text, then saved the final announcement with a clear file name: LibraryPodcast_Invite for easy searching later.

3. To share the announcement, Maya posted a view-only link in the class learning platform and added a brief message for students. She did not post the file in a public space because the announcement included the school's meeting time. Her teacher approved the post, and Maya checked that the link opened for a student account. After the first episode, Maya used a form linked in the platform to collect suggestions for future book-talk topics. The responses helped the podcast team plan its next episode.

2 ANSWER WITH EVIDENCE

Use the passage

1. What digital tool did Maya use to create her announcement, and what layout did she choose?

2. Which two app features did Maya use to improve her announcement after drafting it?

3. How did Maya share the final announcement with students?

4. What did Maya do to make sure students could open the shared announcement?

3 YOUR TURN

Your own words

Your teacher will provide a school-approved digital writing tool and a class sharing space or direct digital share to the teacher, with supported device access as needed. Use the tool to create a 2–3-sentence announcement for a real or imagined school event. Include the event name, date or time, location or action, and one visual or accessibility choice; a readable text heading is sufficient. Then actually save and share the writing with a named classroom audience through the approved space or direct digital share. Use view-only permission when available and have a recipient open it from their own account or approved device. Record one sentence stating the actual audience, sharing method and access-check result; correct an access problem and recheck if needed.

ANSWER KEY

From Draft to Link

GRADE 7 · ELA.7.C.5.2

PART 1 · READ AND MARK

Underline each digital tool or feature Maya uses. Circle each action that helps her share the announcement or check who can open it. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What digital tool did Maya use to create her announcement, and what layout did she choose?	**She used a presentation app and chose a blank, one-slide layout.**
2	Which two app features did Maya use to improve her announcement after drafting it?	**She used the comment tool for feedback and the preview feature to check for crowded text.**
3	How did Maya share the final announcement with students?	**She posted a view-only link in the class learning platform and added a brief message.**
4	What did Maya do to make sure students could open the shared announcement?	**She checked that the link opened for a student account.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

The Repair Café is Friday, October 16, from 3:15 to 4:30 p.m. in Room 204. Bring a small broken item or come learn how to fix one. I used a large, high-contrast "Repair Café" heading so readers can identify the event.

This models a three-sentence digital announcement. The learner must actually create/save/share their own writing and record the real recipient access-check result; do not copy a fictional completion claim.

Accept equivalent descriptions of the digital tools, revision features, and sharing steps in the passage. For Part 3, provide approved device/tool/share access and verify the actual saved announcement, named classroom audience and delivered digital share. Inspect a real recipient opening the file or link and the learner's one-sentence audience/method/result record; support permission fixes and recheck when needed. Accept suitable direct digital sharing to the teacher if a class platform is unavailable. Required event information and a visual/accessibility choice still apply. A future will-share plan is insufficient; no public website or external asset required.