

**Advanced Word Unit 1 Making Connections**  
**Create a Booklet to Organize Information**



**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Using the Internet or library, researched amphibians			
Learned the names of at least two common families in each of the three orders			
Learned the names of at least two species within each family			
Created a master document called <i>Amphibians</i>			
Created three subdocuments: <i>Frogs and Toads</i> , <i>Salamanders and Newts</i> , and <i>Caecilians</i>			
Collapsed the subdocuments			
Opened the subdocuments one at a time			
Created a heading for each family using Heading 3			
Keyed a bulleted list under each family listing the common and scientific name of each species			
In the master document, expanded the subdocuments			
Saved the document as Amphibians-[your first initial and last name]			