Group Task

**Your Mission:** To create a detailed Field Guide of your local river in both paper format and in digital presentation format.

**What is a Field Guide?**
A Field Guide is a booklet that shows pictures of and gives information on animals, plants, and landscaping in a given geographical region.

**What geographical region are we covering?**
Your Field Guide will provide information on the river area in your community. Your Field Guide will include pictures of the animals, plants, and landscape in and around the river.

**How do we accomplish this task?**
1. You will start by doing research in books, videotapes, and on the World Wide Web. Following the instructions on your task cards, you will gather relevant information about the topics that you are assigned.

2. Next, you will travel to the river to in-depth field research. You will write about, take photos of, draw pictures of, and record plants, animals, the landscape, and the river.

3. Third, you will use the data gathered in the field research to create your Field Guides.

4. Finally, you will print the Field Guide in booklet form and produce a digital presentation of your Field Guide.

**How do we get organized?**
You will form groups of four or five students. Each member of the group will have a specific title and assigned tasks (see Task Cards). Working together cooperatively, you will complete the steps necessary to produce the Field Guide.

The key to success is cooperation!
Producing a printed Field Guide

1. Will you print in color or black ink? ________________

2. What paper is best for your ink choice? ________________

3. What is the size* of your booklet? ________________

   - 8 1/2 x 11
   - 5 1/2 x 8 1/2
   - 4 x 6
   - 7 x 8 1/2
   - Other

4. How will you bind the edge? (This affects the margins.) ________________

5. What are the page margins? ________________

6. Can/will you print on both sides of the paper? ________________

7. What will the cover look like? What will it say? What paper will it be on?

   -
   -
8. How will the contents be formatted? For example:

   End page
   Table of Contents
   Section One: Animals
       Birds & Reptiles, Amphibians, Mammals, Insects
       Threatened & Endangered Animals
   Section Two: Plants
       Perennials, Annuals, Deciduous, Coniferous, etc.
   Section Three: Landscape & Water
       Mountains, Grasslands, Rock formations, Ponds, Lakes, Marshes, etc.
   Glossary
   References
   Credits
   End Page

9. Who will do the printing? (inkjet/laser printer; take to print shop)

10. How many copies will be printed? _____ Where will they be housed?
    School Library, Classroom, Visitor's Bureau, Public Library

Review this list of questions again and again. By reading these questions, others will come to mind.

This layout is extremely important for the overall success of the Field Guide. Be as detailed as possible when planning it. Talk with experienced people. Use scraps of paper to do a dummy layout. Learn as much as possible about layouts before you go on the field trip!!

* Research the best size for this product. Learn how to fold different sized paper to create the size you need. The easiest format is using standard sized paper (8 1/2 x 11) and binding on the left side, which means using a one and one-quarter inch left margin.
Producing a digital Field Guide

1. What software program will you use? ______________________________
2. Have you digitized all the photos/art/drawings? _________
3. Have you created all the text? _________
4. How will you organize the presentation?
   - Title Slide
   - Table of Contents (with hyperlinks or without?)
   - Sections
   - Glossary
   - References
   - Credits
5. How will you incorporate the sound bytes? _____________
6. Are the images clear and labeled? _________________
7. How will you save this presentation? (on the hard drive, on disk, on zip)
8. How many copies should there be? ________________
9. Where will the Field Guide be housed? (on network, in library)
10. How can it be accessed by others? (through network, only on disk)
11. How will you present this digital Guide to the class?

This format will teach you many things about digital presentation. Learn all you can about the software program you will use to create it. Practice with the software many times before you go on the field trip.
<table>
<thead>
<tr>
<th>1</th>
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<tbody>
<tr>
<td>Images are incorrectly labeled or missing.</td>
<td>Some images are labeled correctly.</td>
<td>Images are at least correctly labeled.</td>
<td>Images are correctly, neatly labeled.</td>
<td>Images are correctly, neatly labeled using creativity.</td>
</tr>
<tr>
<td>Information is missing or inaccurate.</td>
<td>Information is somewhat accurate. Data are missing.</td>
<td>Information is mostly accurate, mostly complete and presented clearly.</td>
<td>Information is accurate, complete, and presented clearly.</td>
<td>Information is accurate, complete, and presented clearly and neatly.</td>
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<tr>
<td>Cover is messy and hard to understand or is missing.</td>
<td>Cover is present but lacking key elements.</td>
<td>Cover is understandable.</td>
<td>Cover is neat, attractive, and understandable.</td>
<td>Cover is neat, attractive, well presented, and understandable.</td>
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<tr>
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<td>Contents are complete and somewhat organized.</td>
<td>Contents are organized, complete, and clearly presented.</td>
<td>Contents are organized, complete, and presented creatively.</td>
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### Rubric
**Digital Field Guide**

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