

Use a Table of Contents & Bookmarks to Keep Students Organized


Start a new Document and write out the instructions for an assignment.

SHOULD I LIVE HERE?

Culminating Performance Task

Create a report in a google doc to answer the following question:

SHOULD I LIVE HERE?



INDIVIDUAL REPORT: /

- for your location you must:
 - describe its population density
 - explain its major land uses *in one of its cities* and find examples for each
 - explain a land use conflict that has occurred there at some point in history
 - explain how its physical features impact or have impacted its settlement
 - describe the quality of life in the country by using some population characteristics
 - identify its economic system
 - identify some examples of at least three of its economic sectors
 - create a population pyramid for it today and for 50 years ago and compare them
 - decide if you'd like to live in your country or if you would not and explain why

Some of your students will be able to generate a report structure on their own. For your learners who could benefit from having a structure in place, use a Table of Contents and Bookmarks to help guide their learning and organization.

Step 1: Create Sub-headings

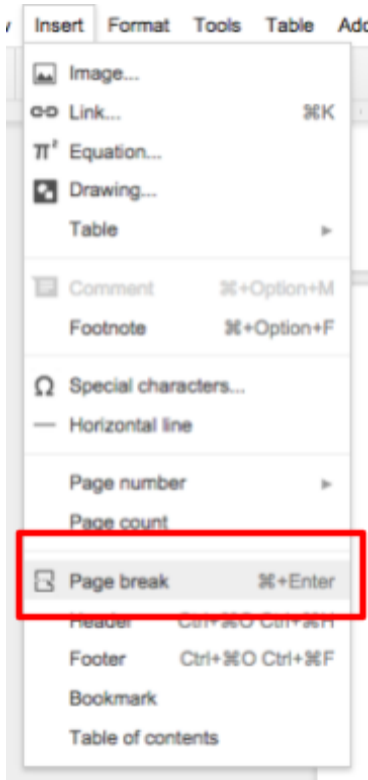
1. Create a sub-heading for each the part of the report that needs to be completed.

For the example assignment above, you might use the following as headings:

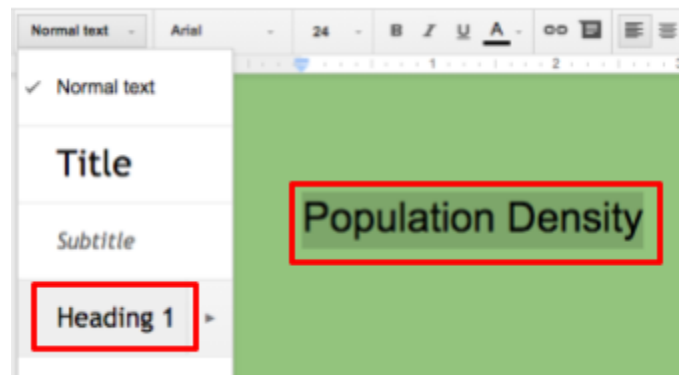
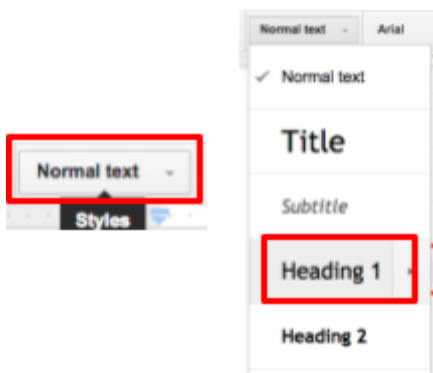
- Population Density
- Land Uses
- Land Use Conflict
- Site
- Quality of Life
- Economic System
- Economic Sectors

- Population Over Time
- My Decision

2. Put your cursor at the front of the each section header and insert a page break to place each sub-heading on its own page.



3. Select (highlight) each section header and change it from Normal text to Heading 1.




Step 2: Create a Table of Contents

1. Return to the very top of your document but below the instructions for the assignment.

SHOULD I LIVE HERE?

Culminating Performance Task

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SHOULD I LIVE HERE?

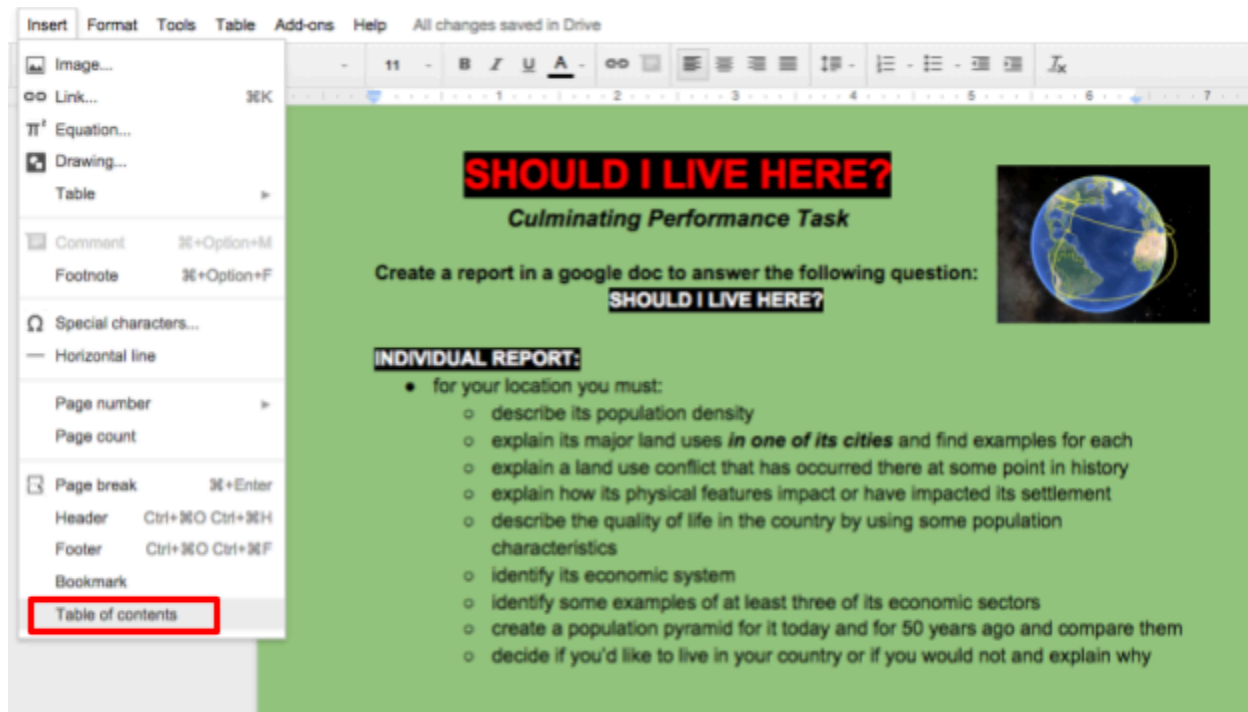


INDIVIDUAL REPORT:

- for your location you must:
 - describe its population density
 - explain its major land uses *in one of its cities* and find examples for each
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HERE

2. Go to the insert drop down menu and scroll right to the bottom.
 - Select Table of Contents.



The screenshot shows the Google Docs interface. The 'Insert' menu is open, displaying options like Image..., Link..., Equation..., Drawing..., Table, Comment, Footnote, Special characters..., Horizontal line, Page number, Page count, Page break, Header, Footer, Bookmark, and Table of contents. The 'Table of contents' option is highlighted with a red box. The background of the document is a green slide titled 'SHOULD I LIVE HERE? Culminating Performance Task' with a globe image and a list of requirements for an individual report.

3. A list of all the headers will appear.



4. If you click on each sub-title in the list, it will take you directly to that page in the document.



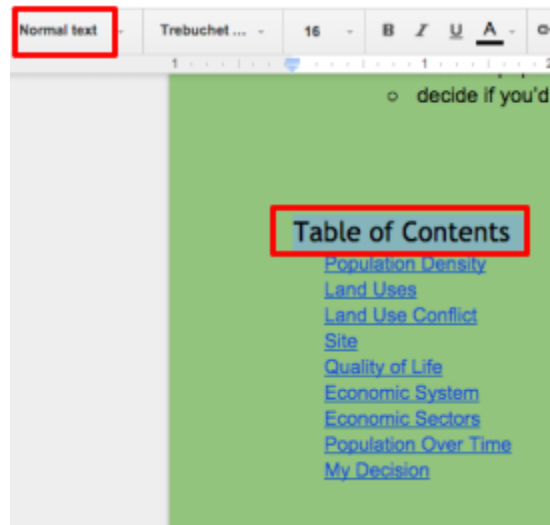
5. If you ever change a header, delete one or add a new, make sure its style is Heading 1.

- Click anywhere in your Table of Contents and click the refresh icon.
- The Table of Contents will reflect the changes immediately.

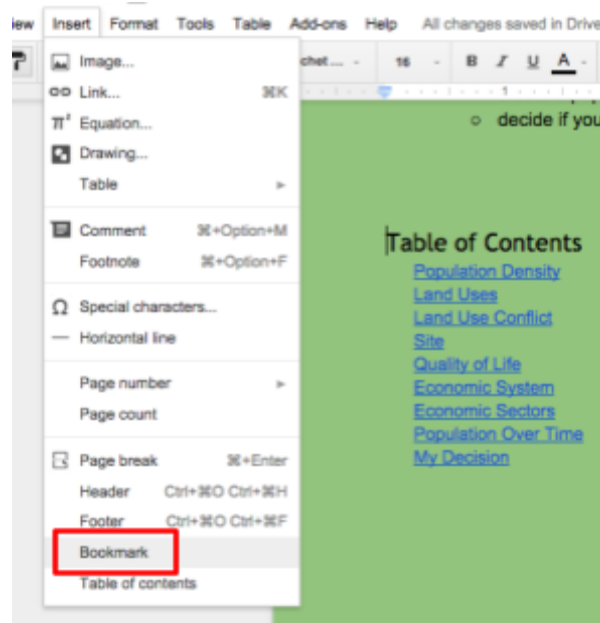


Step 3: Create A Bookmark

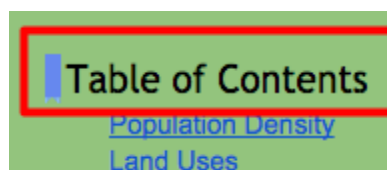
1. Write the title “Table of Contents” right above the list.
 - Select it and ensure that its style is still Normal text.
 - It should **not** be Heading 1.



2. Put your cursor right in front of the word “Table” and in the Insert drop down menu, select Bookmark.

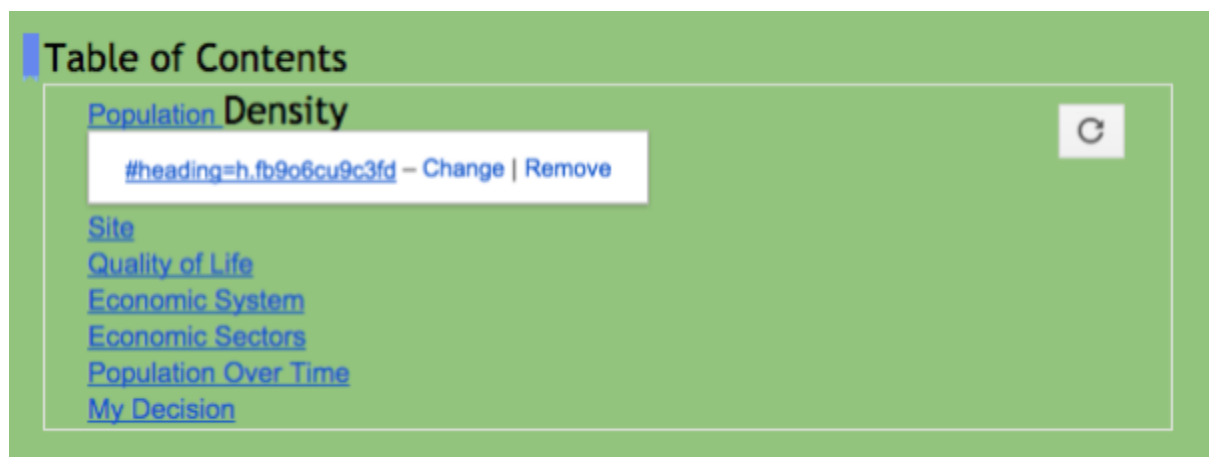


3. You will see a blue bookmark appear right before the word “Table”.



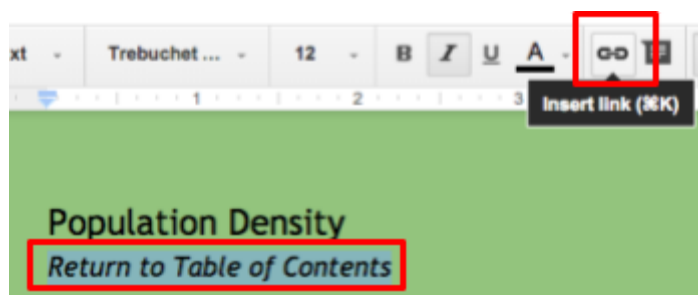
4. Go back down to one of your sub-headings.

- You can even use the Table of Contents to get you to that place in the document!



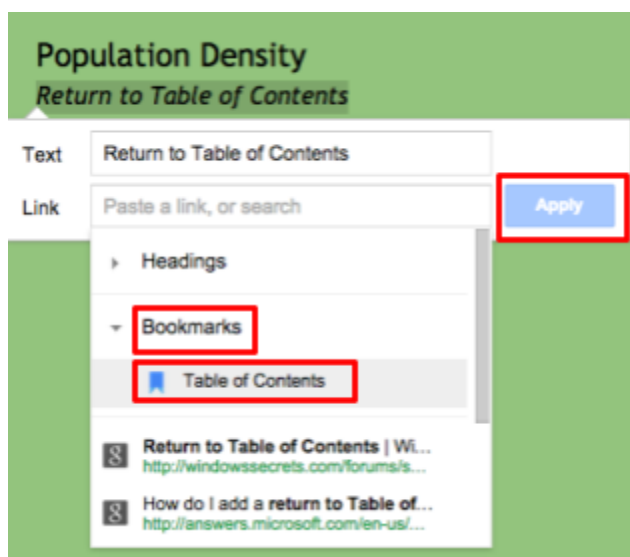
5. Under the first heading, type something like “Return to Table of Contents”.

- Select it and click on the insert link icon.

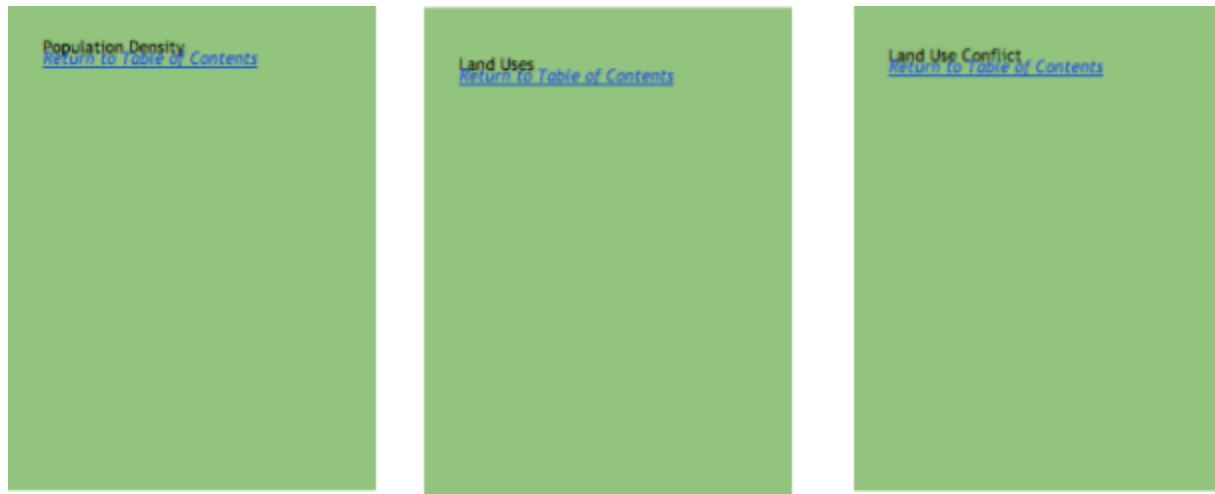


6. Select Bookmark → Table of Contents → Apply.

- This will hyperlink the phrase “Return to Table of Contents” back to the Table of Contents for quick movement within the doc.



7. Copy and paste that new link under each heading and your students will be able to jump around their document with ease.



This embedded structure will be very helpful for students who struggle with organization and time management. Laying out the structure of a writing task ahead of time will be very useful for students who require assignments to be chunked into sections.

That's it! You made it!



Find me at +kimpollishuke and @kimpollishuke with questions.

I hope you find it helpful!