

My Digital Learning Tool Manual

Procedure Text Writing

Write clear steps. Make it easy to follow!

Name : _____

Class : _____

Date : _____

1

Website / Application Name

What is the name of the digital learning tool?



2

Goal

What do you want to achieve by using this website or application?



3

Function of the Website / Application

What can you do with this digital learning tool?



4

Items / Parts of the Website / Application

What are its main features or sections?



5

Tools to Access

What devices or things do you need to access it?



6

Steps

Write the steps to use this tool.
Use imperative verbs and sequence words (first, next, then, finally).



7

More Information

Add useful information, such as tips, advantages, or things to remember.



1

2

3

4

5

6



Explore • Learn • Grow!

