





UNIT 7: GOOGLE! LESSON 4: GOOGLE CALENDAR

LESSON OVERVIEW

Google Calendar is your own private calendar that is on the Internet.

Time: ~25 minutes

OBJECTIVE

Student is able to recognize the function of various Google Internet applications.

PRINT PREPARATION

- 1. Print this units Dollar Tracker.
- 2. Review sequence of activities in lesson.
- 3. Identify which supplements you will use.
- 4. Print/Copy/Laminate materials that fit your students' needs.
- 5. Refer to your Level 1 Guide to read about effective practices.

ONLINE REVIEW

- 1. Sign into Digitability.com
- 2. Click **LESSONS** tab
- 3. Select Level 1 Internet Navigator
- 4. Select Unit 7
- 5. Select Lesson 4 Google Calendar

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT



Using the Dollar Tracker, award dollars for participation. Identify students who have not earned, or are earning less, and give them opportunities in this lesson, to participate and earn money. Dollars are given for participation not for "correct" answers.









LESSON PLAN

WARM UP

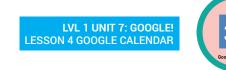
- 1. Ask, "For a participation dollar, can someone tell me if all of your documents are saved to your Google account?"
- 2. Ask, "For a participation dollar, are those files in the cloud?"
- 3. Ask, "For a participation dollar, have you ever heard of Google Calendar?"
- USE POSITIVE NARRATION TO IDENTIFY STUDENTS WHO ARE **ACTIVELY PARTICIPATION**
- 3. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]
 - Use supplemental material YES/NO Image Exchange cards 7.IEC.Y/N to students. See TDIFFERENTIATION below to identify supplements needed for your students.
- **DIFFERENTIATION**
 - Verbal response with examples of experience
 - Verbal response or holds up YES/NO Image Exchange cards [7.IEC.Y/N] to hold up or point to potential vocabulary word or icon
 - Holds up or points to YES/NO Image Exchange cards [7.IEC.Y/N] to hold up or point to potential vocabulary word or icon



"Marcus answers yes. Nice job participating and earning a dollar Marcus. Who else would like to share for a participation dollar."

Award at least four participation dollars.





GUIDED WATCHING



1. Ask, "For a participation dollar, who can tell me the name of our next badge?"

Answer: Google Calendar



2. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]



"Marcus answers
Google Calendar.
Nice job participating
and earning a dollar
Marcus. Who else
would like to share for
a participation dollar."



Use supplemental material Badge Board **7.BADGE**. See DIFFERENTIATION below to identify supplements needed for your students.



DIFFERENTIATION

Award at least four participation dollars.

- Correct Verbal Response.
- Writes down badge name using **Badge Board** [7.BADGE] for this unit.
- Uses Badge Board [7.BADGE] for this unit.



- 3. Bring attention to screen, "Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen. When you hear the word 'Google Calendar' give me a thumbs up and I'll add participate dollars."
- 4. Ask students to give a thumbs up every time they hear and/or see the words Google Calendar in the video. Distribute **Thumbs Image Exchange cards** [7.4.THUMB]
- **(**
- 5. Play video.
- STOP
- -- Video Ends (Do not click activity Button yet) --









6. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]



"I see students putting there thumbs up and pointing to thumb cards. Nice Job!"



Use supplemental material Thumbs Image Exchange cards
7.4.THUMB to students. See DIFFERENTIATION below to identify supplements needed for your students.

Award at least four participation dollars.



DIFFERENTIATION

- Verbal response with examples of experience
- Verbal response or holds up **Thumbs Image Exchange** cards [7.4.THUMB] for potential vocabulary word or icon
- Holds up or points to **Thumbs Image Exchange cards**[7.4.THUMB] to hold up or point to potential vocabulary word or icon



Use Informal Assessment Section to have each student use the language from the video to describe the key concept of the lesson: "Google Calendar is your own private calendar that is on the Internet."

Throughout the Informal Assessment section, you will prompt students until they use the language from the video to describe the key concept. Once this is done, have every student in the class use their language to state the key concept. Then, have the whole class state the key concept together.

You can use phrases like, "What did the video say the/a _____ is?"

INFORMAL ASSESSMENT (AFTER PLAYING VIDEO)



1. Ask, "For a participation dollar, who can tell me what a Google Calendar is?"

Consider having students takes notes from each lesson in a notebook or in their Google Docs account, if they have one already.









2. Ask, "For a participation dollar, can you use Google Calendar to keep track of daily tasks?"



3. Ask, "For a participation dollar, can I share an event of Google Calendar with one of my friends?"



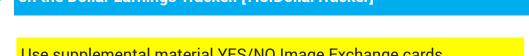
Structure prompting to get students to come up with a definition using language from the video.

Key Concept: "Google Calendar is your own private calendar that is on the Internet."

Optional: Write the term and definition in notebooks after student responses.



4. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.3.DollarTracker]

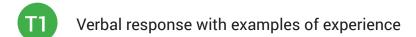


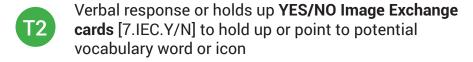


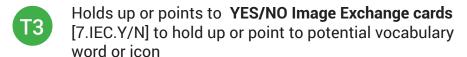
Use supplemental material YES/NO Image Exchange cards 7.IEC.Y/N to students. See DIFFERENTIATION below to identify supplements needed for your students.



DIFFERENTIATION









"Marcus answers yes. Nice job participating and earning a dollar Marcus. Who else would like to share for a participation dollar."

Award at least four participation dollars.







PLAY ACTIVITY VIDEO

1. Ask the class, "Who would like to unlock the Google Calendar Badge for \$1?"



Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]

Click Activity Button to Play Activity Video

- Student discusses with class to choose the correct answer.
 a. If student chooses correct answer, have student or whole class dance.
- b. If student chooses incorrect answer, repeat Step 3 until student unlocks the badge.



"Marcus unlocks the Google Calendar badge. Nice job participating and earning a dollar Marcus."

Increase the dollar amount for shy students or to increase motivation.



Use supplemental material Lesson Badge Cut Out **7.4.6** Students that unlocked the badge will place the print out on the classroom's **word wall**. See DIFFERENTIATION below to identify supplements needed for your students.



DIFFERENTIATION

- Student will use verbal prompting to unlock the badge with the class.
- Student will use verbal prompting and hand signals to unlock the badge with the class
- Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.







ASSESSMENT/EXIT SLIP

1. Students will complete the Google Calendar Exit Slip.



2. "For a participation dollar, who can share the definition you wrote?"



+\$

Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker] "[Repeat student answer] Nice job sharing and earning a dollar Marcus."



4. "For a participation dollar, who will share a sentence you wrote?"



+\$

5. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]

"[Repeat student answer] Nice job sharing and earning a dollar Marcus."



6. "For a participation dollar, who will share one of their examples?"



+\$

7. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]

"[Repeat student answer] Nice job sharing and earning a dollar Marcus."

3

8. "For a participation dollar, who would like to come up and present their drawing?" Call on student.



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Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]

"Great! [student] is going to present! Nice job earning a participation dollar."



After student discusses what they drew and why they drew it, ask students in class to give feedback.

Award at least four participation dollars.

10. "For a participation dollar, who would like to give feedback to [student] on their drawing?" Call on student.

"You can give feedback by telling [student] what you liked about their drawing and explanation. Then, you can ask [student] a question."







- 11. Be sure that students do both.
 - a. Describe what they like (prompt to student to say more than, "I liked your drawing." Ask, "What did you like about it?"
 - b. Ask a question about drawing or explanation.



12. Give immediate feedback and record Workplace Behavior earnings on the Dollar Earnings Tracker. [7.4.DollarTracker]



"Nice job giving feedback and earning a dollar Marcus."

13. After student does both, ask the student presenting, "[Student, what did you hear [student who gave feedback] say?"

Award at least four participation dollars.



Use supplemental material Google Calendar Exit Ticket **7.4.7** to students. See DIFFERENTIATION below to identify supplements needed for your students.



DIFFERENTIATION

- Student's complete **Reading Maze worksheet** [7.4.7.1] or **Vocab Blocks worksheet** [7.4.7.2]
- Option to complete **Vocab Blocks worksheet** [7.4.7.2] or **Trace 'n' Learn card** [7.4.7.3]
- T3 Student's complete Trace 'n' Learn card [7.3.7.3]

IMMEDIATE FEEDBACK/NEXT STEPS

- 1. Read off Dollar Earnings Tracker and announce how many dollars each student earned during the lesson.
- 2. Students will fill in their dollar earnings from the lesson using their [My Digitability Earnings sheet [7.4.8] Have students staple this sheet into their notebooks so they can use it for the entire unit.





- 3. Ask students, "For a participating dollar, what will you do with your earnings?"
- 4. If time permits, students can log into their student accounts for independent practice. Remember to set a boundary for students when completing lessons independently. For example, say "You can unlock badges up until [name of badge you want students to stop at], then stop what you are doing and put your thumbs up."

WRAP UP MESSAGE

1. Have class say the key concepts together.

Key Concept: "Google Calendar is your own private calendar that is on the Internet."

2. "Now we know what the Internet is and can use it in a sentence. Whenever you use the word Internet correctly, and at appropriate times (on-topic), you will earn a dollar."



DIFFERENTIATION

- Login independently using password cards.
- Login independently using **password card** with the help from a Tier 1 partner for any required troubleshooting.
- Teacher or Tier 1 assistance to help student login using their password card.



DOLLAR EARNINGS TRACKER

7.4.DOLLAR

DIRECTIONS: Print this Dollar Tracker and attach it to a clipboard or put it in a file that is easily accessible to you. Each time you use Digitability, update your students' earnings on this sheet.

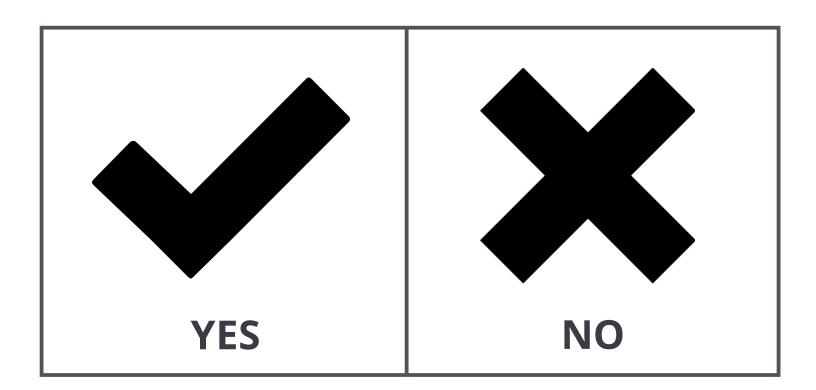
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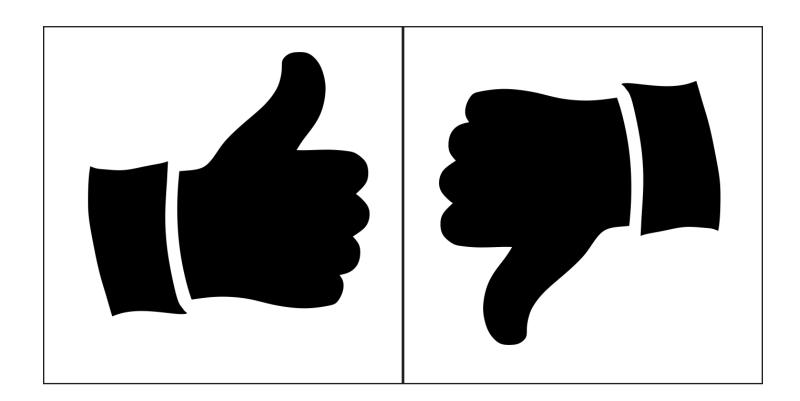












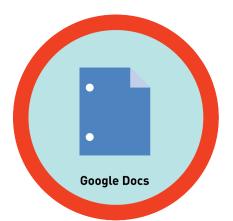






























7.4.6



your own private calendar on the Internet



DIFFERENTIATION

Choose to cut out the badge and definition or only the badge for your classroom word wall









Name: _	
Date:	
Directions:	Circle the correct word to complete the sentence.

(1. Youtube/Google) is one website that offers many services in the form of (2. web apps/homepage), like Gmail, Google Calendar, Youtube and more. I can use my Google account to send and receive emails using (3. Gmail/Google Docs). Also, I can use Gmail to instant message, voice chat, and

- (4. post/video chat). I can even use Google web apps, like
- **(5. Gmail/Google Docs)** to create documents for school assignments. Google has so much to offer!







T2 GOOGLE CALENDAR EXIT TICKET VOCAB BLOCK

7.4.7.2

Name:

Date: _____

Directions: Draw the icon for each browser.

Define			Sentence
	God	ogle	
Examples	Cale	ndar	Draw









Name:	

Date: _____

Google Calendar

your own private calendar on the Internet







MY DIGITABILITY EARNINGS TRACKER

Unit 7 Google! | 7.4.8

DIRECTIONS: Keep this page safe! After each lesson, mark down the date and the dollars you earned.

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	DATE:	DOLLARS EARNED:		
LESSON 1: CONNECTING				
LESSON 2: CONNECTING WITH EMAIL				
LESSON 3: CONNECTING WITH CHAT				
LESSON 4: CONNECTING WITH VOICE CHAT				
LESSON 5: CONNECTING WITH VIDEO CHAT				
LESSON 6: STREAMING MEDIA				
LESSON 7: SOCIAL NETWORKS				
LESSON 8: THE LIKE BUTTON				
LESSON 9: CONNECTING WITH BLOGS				
LESSON 10: MASTER BADGE				

TOTAL DOLLARS EARNED: