



UNIT 24: GOOGLE DOCS INTERFACE

LESSON 1: THE NAME OF YOUR GOOGLE DOC

LESSON OVERVIEW

A Google Doc's name is at the top left corner of your doc.

Time: ~30 minutes

OBJECTIVE

Student will be able to navigate the interface of Google Docs.

PRINT PREPARATION

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

ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 24**
5. Select **Lesson 1 - The Name of Your Google Doc**

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT



Using the Dollar Tracker, select two additional behaviors that you will target throughout the course of this unit. Always include participation/contribution in addition to the two new behaviors.



LESSON PLAN

WARM UP




1. Write the following on the board, leaving a blank space for the words “Google Docs” and “edit.”

a. _____ lets multiple people _____ the same document at the same time.

2. Have a student come up to the board to fill in the correct answer.





Repeat the process to ensure all students get a chance to participate and earn a participation dollar.

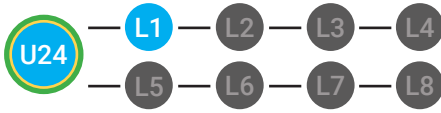


3. Distribute **24.IMAGE.IEC** to students. See  DIFFERENTIATION for this activity to identify supplements needed for your students.

UNIT 24: GOOGLE DOCS INTERFACE
 LESSON 1: THE NAME OF YOUR GOOGLE DOC

IMAGE EXCHANGE CARDS
 24.IEC.IMAGE

<p>Google Docs</p> 	<p>Edit</p> 
<p>At the Top of Your Doc</p> 	<p>Files</p> 



DIFFERENTIATION

- T1** Writes response on board
- T2** Writes response on board with assistance from a Tier 1 partner or writes answer in notebook
- T3** Writes response on board with assistance from an adult or points to **Image Exchange Cards** [24.IMAGE.IEC]



Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.1.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

Behaviors	Name								
Successful									
Participation/Contributing									
Sharing/Helping/Cooperating									
Greeting a Guest									
Following Directions/Staying on Task									
Encouraging/Complimenting									
Problematic									
Off-Task									
Off-Topic/Inappropriate Comment									
Disrespect/Teasing									
Complaining/Whining									
Arguing									
Interrupting									
UMAPA									

- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

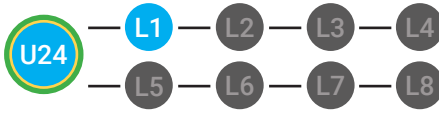
GUIDED WATCHING



Call out earnings to the class, *"[Student] has earned x dollars for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*




Pro tip: Build confidence in your students Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate i.e. have them point or write down their answers. EVERY student should be earning money.

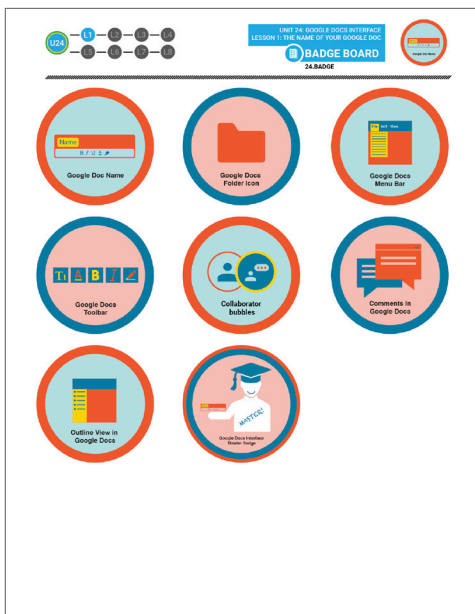


1. Ask, *“For a participation dollar, who can tell me the name of our next badge?”*

Answer: The Name of Your Google Doc

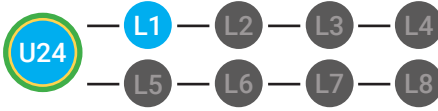


2. Distribute **24.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [24.BADGE] for this unit



3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.1.DollarTracker]



Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, you have give them one minute before taking additional dollars.

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing




4. 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 and he is actively listening by giving a thumbs up when he hears the phrase "Name of your Google Doc."*

5. Ask students to give a thumbs up every time they hear and/or see the phrase **"Name of your Google Doc"** in the video



6. Play video.



7. Distribute **24.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [24.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [24.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.1.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

Participation/Contribution
Sharing/Helping
Greeting a guest
Following Directions/Staying on task
Encouraging

Off-task
Off topic/Inappropriate comment
Disrespect/Teasing
Complaining/Whining
Interrupting
UMAPA
Arguing

INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what naming your Google Doc can help you understand?"*

Possible Answers: the topic of your doc

Write the term and definition on the board after student responses.



2. Ask, *"For a participation dollar, where is a Google Doc's name located?"*

Possible Answers: at the top of your doc




Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment, require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication:

"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, nice job participating, [student]! You earned a participation dollar."

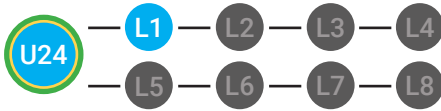


4. Distribute **Image Exchange Cards 24.IMAGE.IEC** or **Yes or No Image Exchange Cards 24.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes response down in notebook OR rephrase prompt to a **yes or no** question
- T3** Distribute **Yes or No Image Exchange Card [24.IEC.Y/N]** for rephrased question



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.1.DollarTracker]



Pro tip: Stick to the script!
Help your students develop self-regulation strategies. Do not give lengthy explanations for behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+ \$ SUCCESSFUL	- \$
<p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>

- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

PLAY ACTIVITY VIDEO



1. Ask the class, *"Who would like to unlock the Name of your Google Doc Badge for \$1?"*

Click Activity Button to Play Activity Video

2. 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 2 until student unlocks the badge.



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

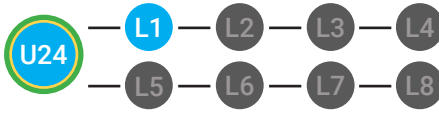


3. Distribute and cut out **Word Wall Printout 24.1.5** Students that unlocked the badge will place the Name of Your Google Doc printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Student will use verbal prompting to unlock the badge with the class.
- T2** Student will use verbal prompting and hand signals to unlock the badge with the class.
- T3** Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.1.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

<p>+\$ SUCCESSFUL</p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p>-\$</p> <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>
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- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

ASSESSMENT/EXIT TICKET



1. Distribute **The Name of your Google Doc Exit Ticket 24.1.6** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Using Tier 1 **Locate The Name Of Your Doc** Exit Ticket [24.1.6.1], student circles the name of the Google Doc.
- T2** Student has option to complete **Locate The Name Of Your Doc** Exit Ticket [24.1.6.2] or **Trace 'n' Learn Card** Exit Ticket [24.1.6.3].
- T3** Student completes **Trace 'n' Learn Card** Exit Ticket [24.1.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.1.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

Participation/Contribution
 Sharing/Helping
 Greeting a guest
 Following Directions/Staying on task
 Encouraging

Off-task
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IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned or spent during the lesson.
2. Students will fill in their dollar earnings from the lesson using their **My Digitability Earnings sheet**. Have students staple this sheet into their notebooks so they can use it for the entire unit.
3. If time permits, you can either have students log into their student accounts for independent practice or you can continue on to the next lesson plan.



DIFFERENTIATION

- T1** Login independently using password cards.
- T2** Login independently using password card with the help from a Tier 1 partner for any required troubleshooting.
- T3** Teacher or Tier 1 assistance to help student login using their password card.



Behaviors

Name

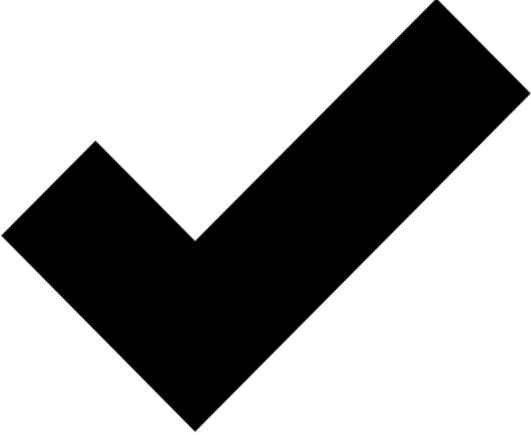
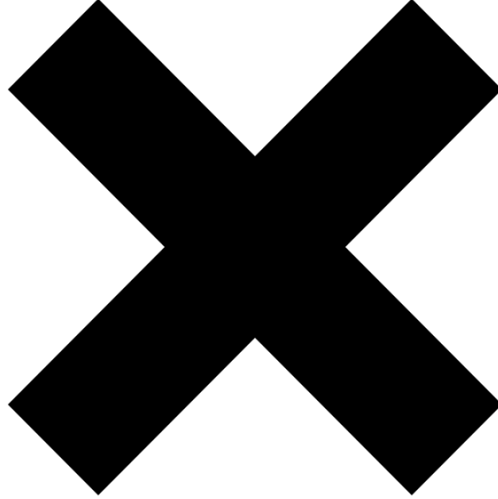
- Successful**
- Participation/Contributing
 - Sharing/Helping/Collaborating
 - Greeting a Guest
 - Following Directions/Staying on Task
 - Encouraging/Complementing

- Problematic**
- Off Task
 - Off-Topic/Inappropriate Comment
 - Disrespect/Teasing
 - Complaining/Whining
 - Arguing
 - Interrupting
 - UMAPA

	EX: Sam						
Participation/Contributing							
Sharing/Helping/Collaborating							
Greeting a Guest							
Following Directions/Staying on Task							
Encouraging/Complementing							
Off Task							
Off-Topic/Inappropriate Comment							
Disrespect/Teasing							
Complaining/Whining							
Arguing							
Interrupting							
UMAPA							



 **YES OR NO IMAGE EXCHANGE CARD**
24.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
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 **THUMBS IMAGE
EXCHANGE CARD**
24.IEC.THUMB

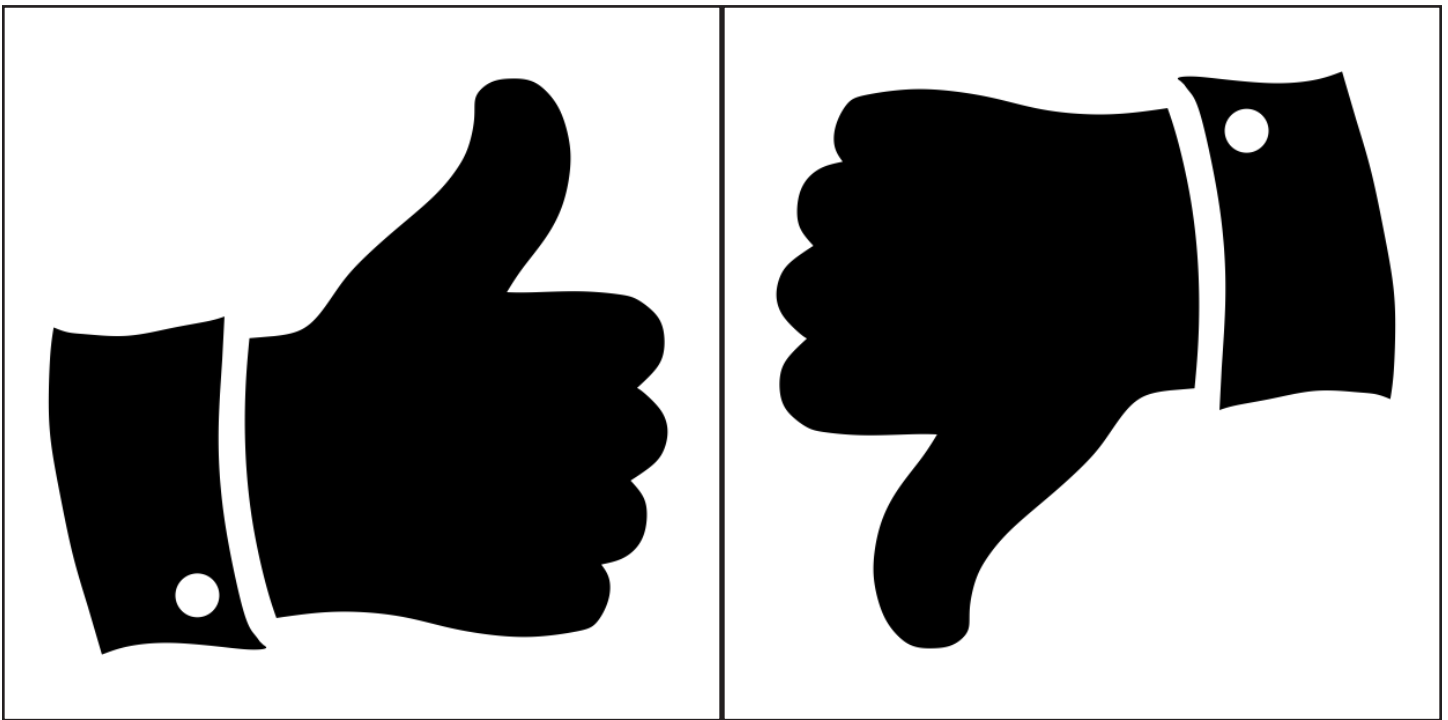




IMAGE EXCHANGE CARDS

24.IEC.IMAGE

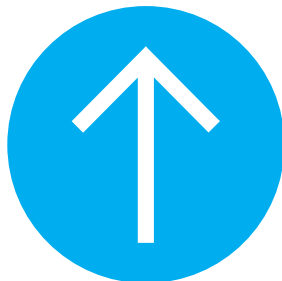
Google Docs



Edit



At the Top of Your Doc



Files





Google Doc Name



Google Docs Folder Icon



Google Docs Menu Bar



Google Docs Toolbar



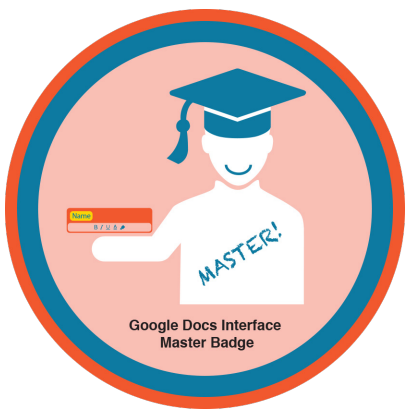
Collaborator Bubbles



Comments in Google Docs



Outline View in Google Docs

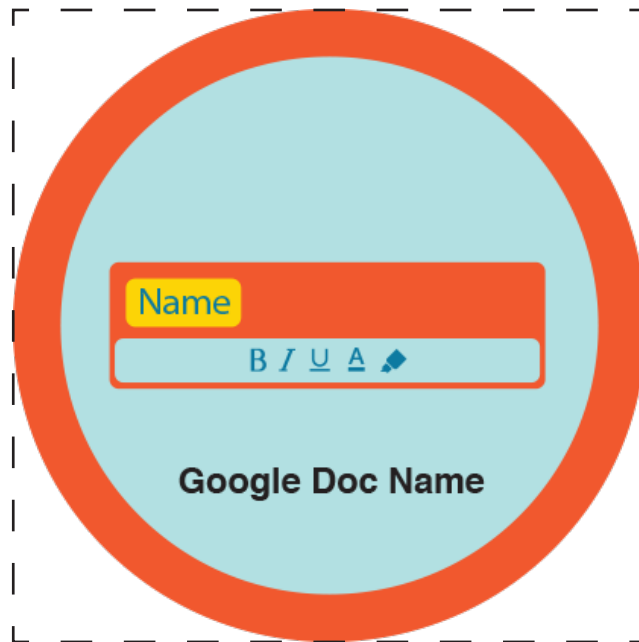


Google Docs Interface Master Badge



WORD WALL PRINTOUT

23.1.5

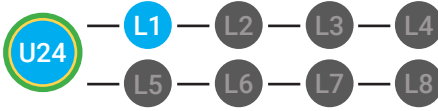


A Google Doc's name is at the top left corner of your doc.



DIFFERENTIATION

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



T1 LOCATE THE NAME OF YOUR DOC

EXIT TICKET | 24.1.6.1

Directions: Circle the name of this Google Doc.

Jason Smith's Resume

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Normal text Roboto 10 B I U A

Jason Smith

123 Street, Rd
Philadelphia, PA 12345
(123) 456-7890
jsmith@gmail.com

EXPERIENCE

Digitability — *Digital Media Coordinator*
2015 - PRESENT
I collaborated to create video assets for marketing goals and Digitability curriculum needs.

Deli — *Cashier*
2011 - 2015
Ring up customers and filling out orders as they are called in.
Counting a register.

Marshalls — *Cashier*
2008 - 2011
Ring up customers and providing outstanding customer service.

EDUCATION

Community College, Philadelphia — *Video Productions*
2010 - 2014

Southern High School, Philadelphia, PA
2006 - 2010

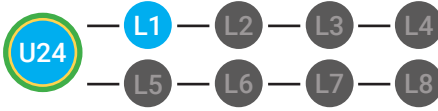
PROJECTS

Digitability Work Simulation
I helped create website assets for the a community garden that my highschool created. This was done through the Digitability program.

SKILLS

Video editing using Adobe suite and pro tools.

Data Entry
Customer service
Planning and coordinating with management



T2 LOCATE THE NAME OF YOUR DOC

EXIT TICKET | 24.1.6.2

Directions: Point to the name of this Google Doc.

Jason Smith's Resume

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Normal text Roboto 10 B I U A

Jason Smith

123 Street, Rd
Philadelphia, PA 12345
(123) 456-7890
jsmith@gmail.com

EXPERIENCE

Digitability — *Digital Media Coordinator*
2015 - PRESENT
I collaborated to create video assets for marketing goals and Digitability curriculum needs.

Deli — *Cashier*
2011 - 2015
Ring up customers and filling out orders as they are called in.
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PROJECTS

Digitability Work Simulation
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SKILLS

Video editing using Adobe suite and pro tools.

Data Entry
Customer service
Planning and coordinating with management



T3 TRACE 'N' LEARN

EXIT TICKET | 24.1.6.3

Name of Your
Google Doc

A Google Doc's
name is at the
top left corner
of your doc.



MY DIGITABILITY EARNINGS TRACKER

Unit 24: The Name of Your Google Doc | 24.1.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: The Name of Your Google Doc		
LESSON 2: Google Docs Folder Icon		
LESSON 3: Google Docs Menu Bar		
LESSON 4: Google Docs Toolbar		
LESSON 5: Google Docs Collaborator Bubbles		
LESSON 6: Comments in Google Docs		
LESSON 7: Outline View in Google Docs		
LESSON 8: Google Docs Interface Master Badge		

TOTAL DOLLARS EARNED: