Google Docs Folder Icon

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

LESSON OVERVIEW

The Folder Icon shows you what folder your Google Doc is saved in.

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 2 - Google Docs Folder Icon**

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.

Google Docs
Folder Icon

LESSON PLAN

WARM UP

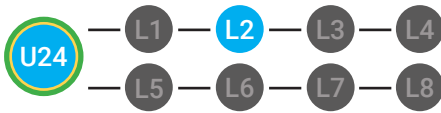1. Write the following on the board, leaving a blank space for the word **"Name," "top,"** and **"doc."**

    a. The Google Doc's _____ is at the _____ left corner of your _____.

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.

U24 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8

**UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON**

Google Docs
Folder Icon

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]

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.2.DollarTracker]**

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

+$ SUCCESSFUL	**-$ PROBLEMATIC**
"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

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: 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.

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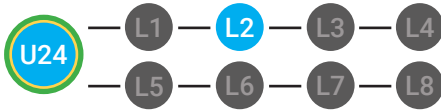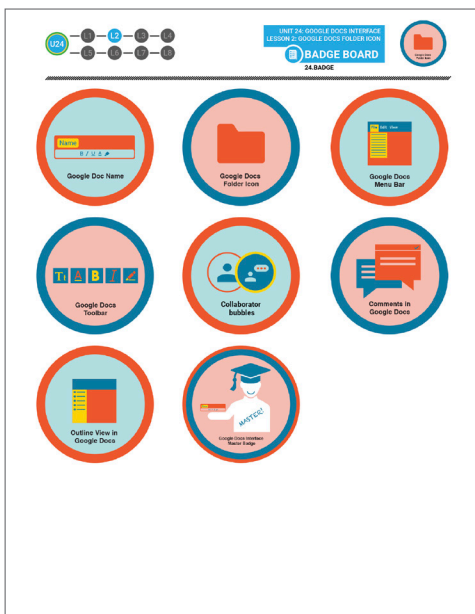
1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*

Answer: Google Docs Folder Icon

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

U24 — L1 — L2 — L3 — L4
— L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon
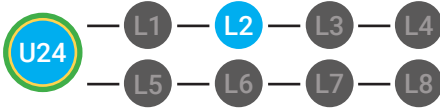
3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.2.DollarTracker]**

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, give them one minute before taking additional dollars.

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"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
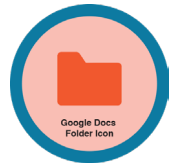Complaining/Whining
Interrupting
UMAPA
Arguing

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 "Google Docs Folder Icon."*
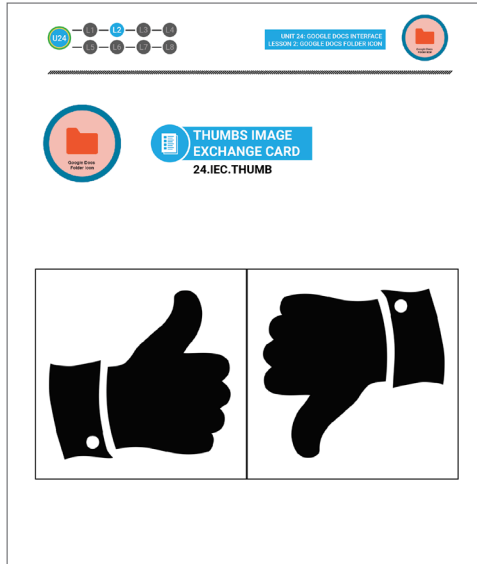
5. Ask students to give a thumbs up every time they hear and/or see the phrase **"Google Docs Folder Icon"** in the video.
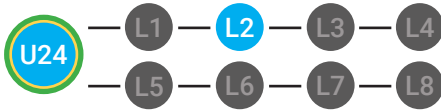
6. Play video.

U24 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

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]

U24 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.2.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"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 the Folder Icon in Google Docs shows you?"*

Possible Answers: what folder your Google Doc is saved in

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

2. Ask, *"For a participation dollar, where is the Folder Icon located in Google Docs?"*

3. Ask, *"For a participation dollar, is the folder icon next to the name 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."

U24 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

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.
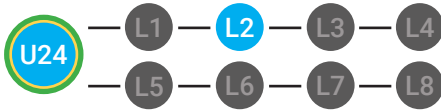

DIFFERENTIATION

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

U24 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8

**UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON**

Google Docs
Folder Icon

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.2.DollarTracker]**

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

+$ SUCCESSFUL	**–$ PROBLEMATIC**
"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

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.

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Google Docs Folder Icon Badge for $1?"*
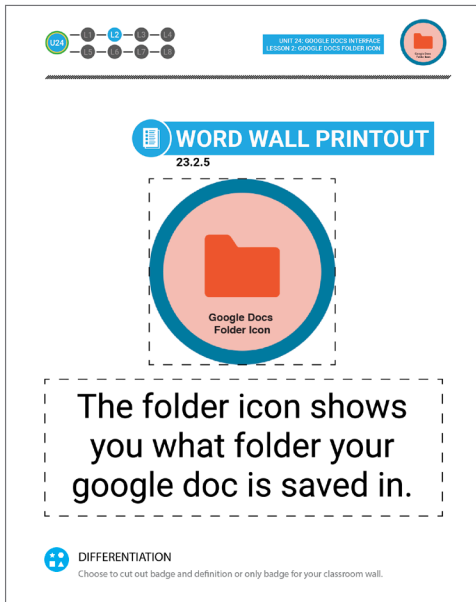
Click Activity Button to Play Activity Video

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.

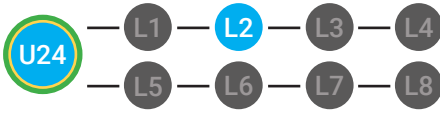**Pro tip:** Increase the dollar amount for shy students or to increase motivation.

3. Distribute and cut out **Word Wall Printout 24.2.5** Students that unlocked the badge will place the Google Docs Folder Icon printout on the classroom's word wall. See 🧑‍🤝‍🧑 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

WORD WALL PRINTOUT
23.2.5

Google Docs
Folder Icon

The folder icon shows you what folder your google doc is saved in.

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

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. [24.2.DollarTracker]**

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

+$ SUCCESSFUL	**-$ PROBLEMATIC**
"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	Off-task
Sharing/Helping	Off topic/Inappropriate comment
Greeting a guest	Disrespect/Teasing
Following Directions/Staying on task	Complaining/Whining
Encouraging	Interrupting
	UMAPA
	Arguing

ASSESSMENT/EXIT TICKET

1. Distribute **The Google Docs Folder Icon** Exit Ticket **24.2.6** to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

Directions: Circle the Google Doc Folder icon.

Directions: Point to the Google Doc Folder icon.

Directions: Point to the Google Doc Folder icon.

U24 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8

DIFFERENTIATION

T1 Using Tier 1 **Locate The Folder Icon** Exit Ticket [24.2.6.1], student circles the Google Docs Folder icon.

T2 Student has option to complete **Locate The Folder Icon** Exit Ticket [24.2.6.2] or **Locate The Folder Icon** Exit Ticket [24.2.6.3].

T3 Student completes **Locate The Folder Icon** Exit Ticket [24.2.6.3].

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.2.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"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

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.

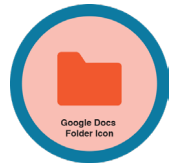**T3**   Teacher or Tier 1 assistance to help student login using their password card.

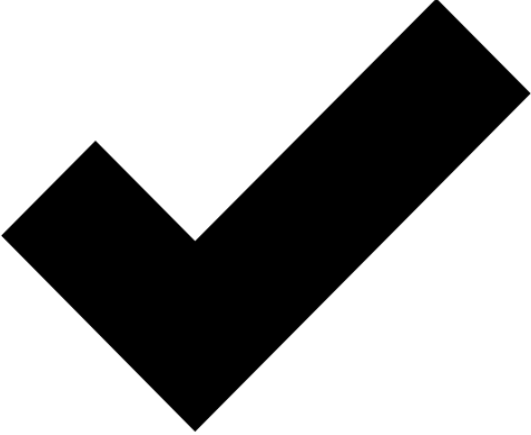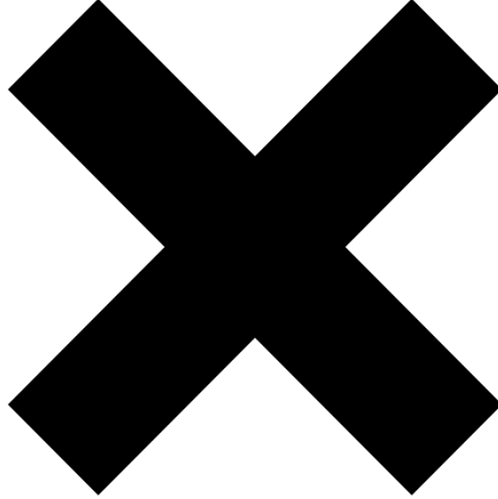U24 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Dollar Tracker

24.2.Dollar tracker

Google Docs
Folder Icon

Behaviors

Name

Behaviors	EX: Sam						
Successful							
Participation/Contributing	卌						
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							

U24 — L1 — L2 — L3 — L4
       L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

Google Docs
Folder Icon

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

Yes	No
✔	✕

Google Docs
Folder Icon

THUMBS IMAGE EXCHANGE CARD
24.IEC.THUMB

U24 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

Google Docs
Folder Icon

IMAGE EXCHANGE CARDS

24.IEC.IMAGE

NAME: _____

Top

Doc

U24 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

BADGE BOARD

24.BADGE

Google Docs
Folder Icon
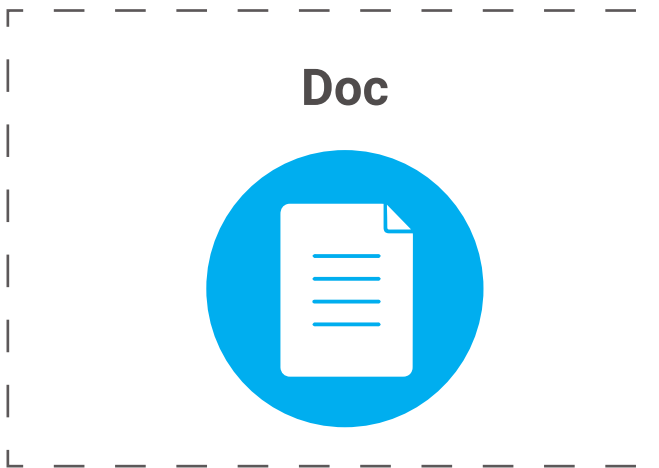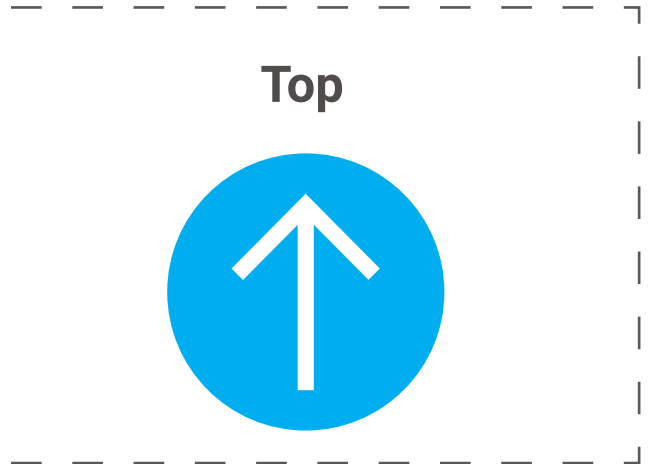
Name
B I U A ✎
Google Doc Name

**Google Docs
Folder Icon**

File Edit View
**Google Docs
Menu Bar**
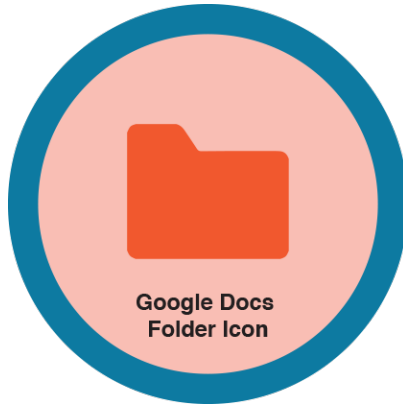
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**Google Docs
Toolbar**

**Collaborator
Bubbles**

✓
**Comments in
Google Docs**

**Outline View in
Google Docs**
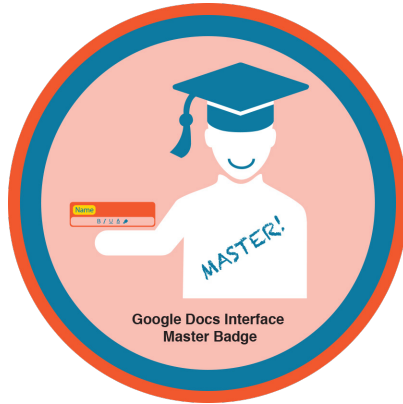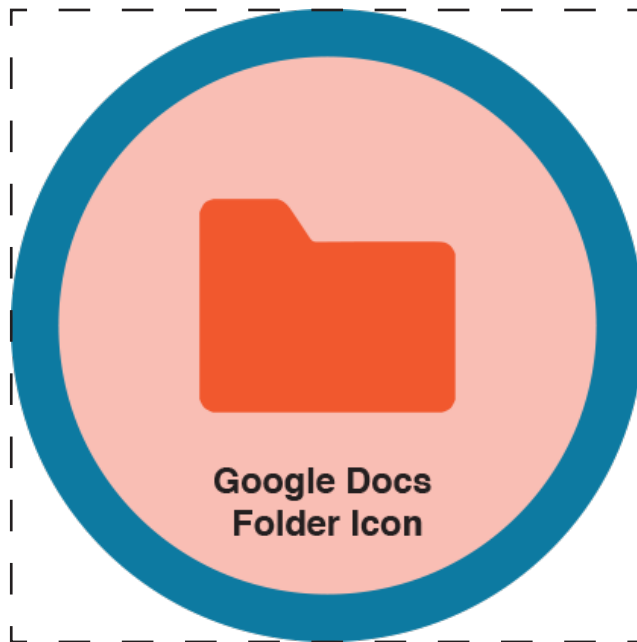
Name
B I U ✎
MASTER!
**Google Docs Interface
Master Badge**

U24 — L1 — L2 — L3 — L4
— L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

📑 WORD WALL PRINTOUT
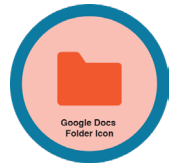
23.2.5

Google Docs
Folder Icon

The Folder Icon shows you what folder your Google Doc is saved in.

DIFFERENTIATION

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

Google Docs Folder Icon

T1 LOCATE THE FOLDER ICON

EXIT TICKET | **24.2.6.1**

Directions: Circle the Google Docs Folder Icon.

Jason Smith's Resume ☆ 📁

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

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Jason Smith

EXPERIENCE

Digitability — *Digital Media Coordinator*

2015 - PRESENT

I collaborated to create video assets for marketing goals and Digitability curriculum needs.

Deli — *Cashier*

2011 - 2015

Ringing up customers and filling out orders as they are called in. Counting a register.

Marshalls — *Cashier*

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UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

Google Docs
Folder Icon

T2 LOCATE THE FOLDER ICON

EXIT TICKET | 24.2.6.2

Directions: Point to the Google Docs Folder Icon.

Jason Smith's Resume ☆ 📁

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

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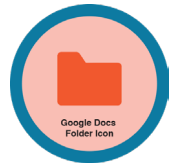
Jason Smith

EXPERIENCE

Digitability — *Digital Media Coordinator*

2015 - PRESENT

I collaborated to create video assets for marketing goals and Digitability curriculum needs.

Deli — *Cashier*

2011 - 2015

Ringing up customers and filling out orders as they are called in. Counting a register.
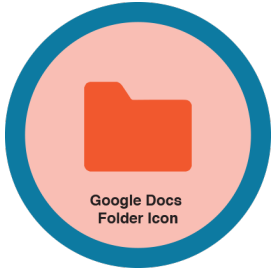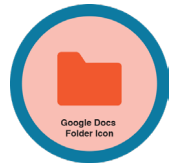
Marshalls — *Cashier*

Google Docs
Folder Icon

T3 LOCATE THE FOLDER ICON

EXIT TICKET | **24.2.6.3**

Directions: Point to the Google Doc Folder Icon.

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L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 2: GOOGLE DOCS FOLDER ICON

Google Docs
Folder Icon

Google Docs
Folder Icon

MY DIGITABILITY EARNINGS TRACKER

Unit 24: Google Docs Folder Icon | 24.2.7

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: