UNIT 24: GOOGLE DOCS INTERFACE LESSON 4: GOOGLE DOCS TOOLBAR

LESSON OVERVIEW

The Toolbar is located at the top of your doc under the Menu Bar 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 4 - Google Docs Toolbar**

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.

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

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR

Google Docs
Toolbar

Google Docs Toolbar

LESSON PLAN

WARM UP

1. Write the following on the board, leaving a blank space for the words **"menus," "help,"** and **"tasks."**
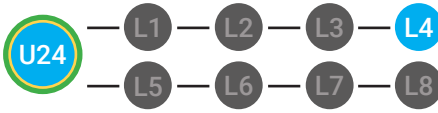
    a. The Menu Bar is made up of many different _____ that can _____ you with many _____.

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.

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. [24.4.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
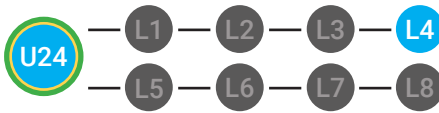Interrupting
UMAPA
Arguing

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..."*

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

UNIT 24: GOOGLE DOCS INTERFACE
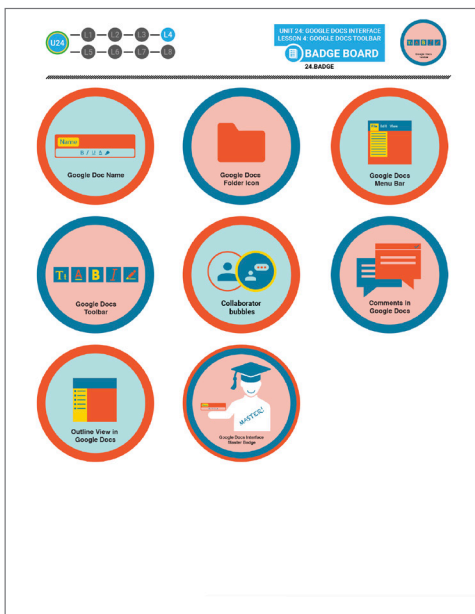LESSON 4: GOOGLE DOCS TOOLBAR

Google Docs
Toolbar

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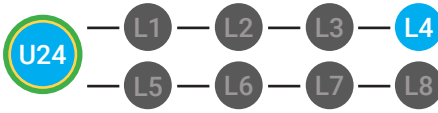
Answer: Google Docs Toolbar

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. [24.4.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 word* **"Toolbar."**

5. Ask students to give a thumbs up every time they hear and/or see the word **"Toolbar"** in the video.

6. Play video.

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

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR
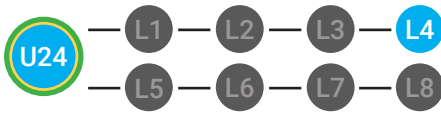
Google Docs
Toolbar

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]

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR

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

TABZ
Google Docs
Toolbar

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.4.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 Google Docs Toolbar is made up of?"*

Possible Answers: many different icons

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

2. Ask, *"For a participation dollar, what can each of the icons on the Google Docs Toolbar help you with?"*

Possible Answers: Tasks

3. Ask, *"For a participation dollar, where is the Google Docs Toolbar located?"*

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.

IMAGE EXCHANGE CARDS
24.IEC.IMAGE

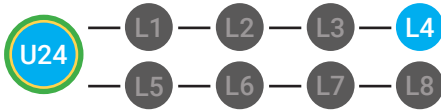| Many Different Icons | Help |
| Tt A B I | |
| Tasks | Menus |

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

| Yes | No |

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.

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.4.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	-$ 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

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Google Docs Toolbar Badge for $1?"*

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.
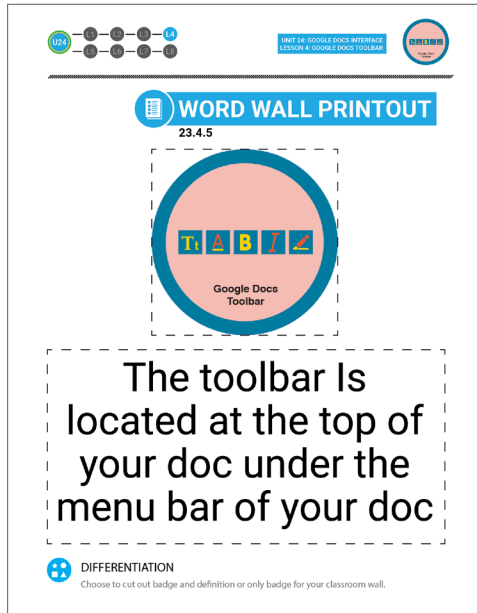   a. If student chooses correct answer, have student or whole class dance.

    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.
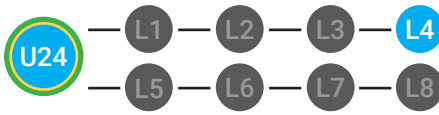
3. Distribute and cut out **Word Wall Printout 24.4.5** Students that unlocked the badge will place the Google Docs Folder Icon printout on the classroom's word wall. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

📋 **WORD WALL PRINTOUT**
23.4.5

Google Docs
Toolbar

The toolbar Is located at the top of your doc under the menu bar of your doc

👥 **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.

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

Google Docs Toolbar

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.4.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

ASSESSMENT/EXIT TICKET

1. Distribute **The Google Docs Toolbar** Exit Ticket **24.4.6** to students. See 🎲 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 TOOLBAR ICONS
EXIT TICKET | 24.4.6.1

Directions: Circle or highlight the Bold Icon option and the Underline icon.

Jason Smith's Resume

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*

T2 TOOLBAR ICONS
EXIT TICKET | 24.4.6.2

Directions: Point to the Bold Icon option and the Underline icon.

Jason Smith's Resume

Jason Smith

EXPERIENCE
Digitability — *Digital Media Coordinator*
2011 - 2015
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*

T3 TRACE 'N' LEARN
EXIT TICKET | 24.4.6.3

Google Docs Toolbar

The toolbar is located at the top of your doc under the menu bar of your doc

DIFFERENTIATION

T1 Using Tier 1 **Menu Options** Exit Ticket [24.4.6.1], student circles or highlights the correct menu options.

T2 Student has option to complete **Menu Options** Exit Ticket [24.4.6.2] or **Trace 'N' Learn** Exit Ticket [24.4.6.3].

T3 Student completes **Trace 'N' Learn** Exit Ticket [24.4.6.3].

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [24.4.DollarTracker]**

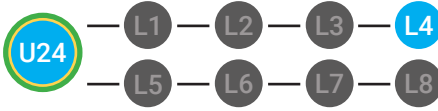[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ 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

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.

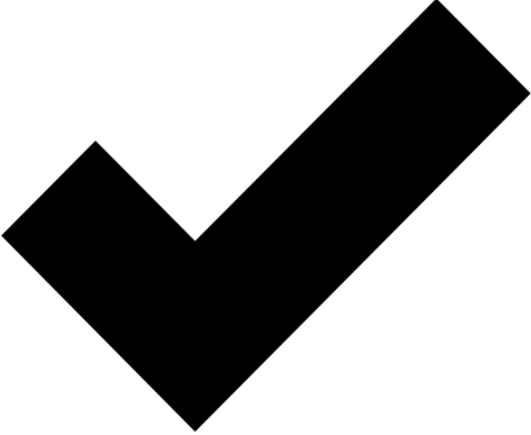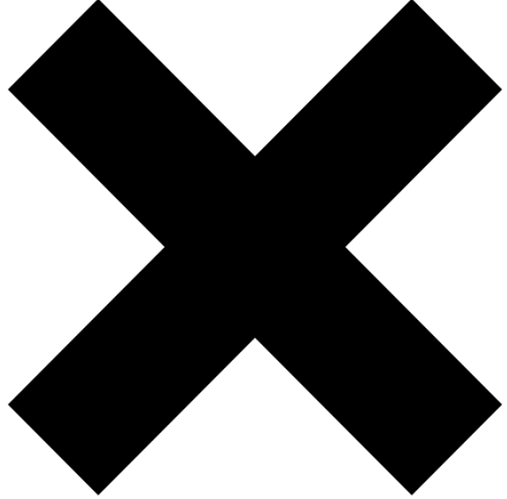U24 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR

Dollar Tracker

24.4.Dollar tracker

TABIZ
Google Docs
Toolbar

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							

Google Docs Toolbar

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

Yes	No

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

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR

Tt A B I ✐
Google Docs
Toolbar

Tt A B I ✐
Google Docs
Toolbar

THUMBS IMAGE EXCHANGE CARD
24.IEC.THUMB

Google Docs Toolbar

IMAGE EXCHANGE CARDS

24.IEC.IMAGE

Many Different Icons

Help

Tasks

Menus

File   Edit   View

Zoom In

100%

Fit

50%

75%

90%

100%

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

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR

BADGE BOARD

24.BADGE

Tt A B I ✎
Google Docs
Toolbar

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
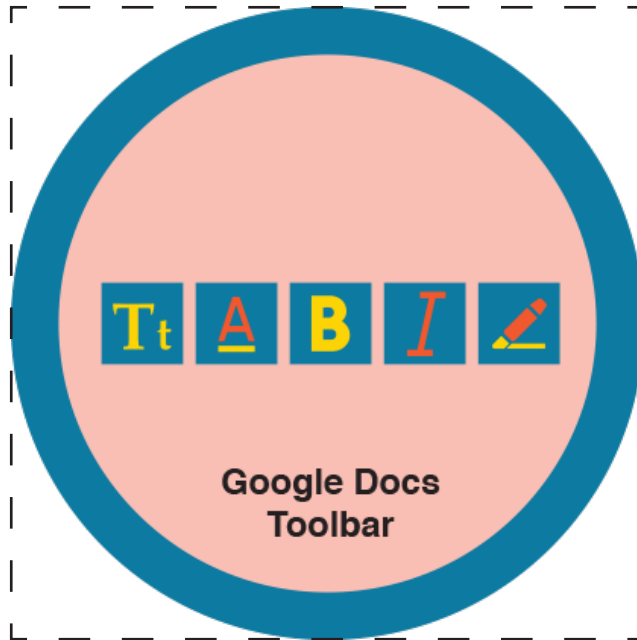
📰 WORD WALL PRINTOUT
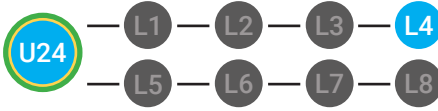
23.4.5

Tt A B I ✐

Google Docs Toolbar
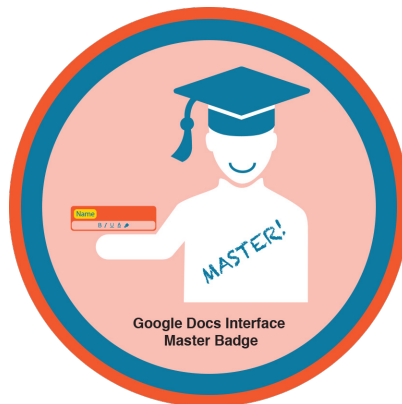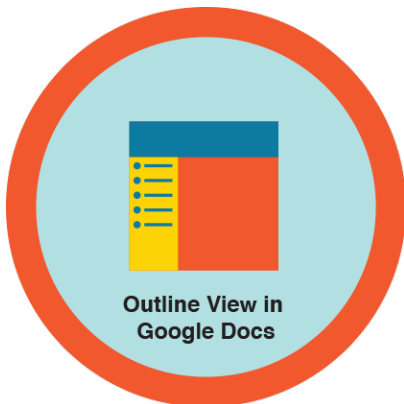
The Toolbar is located at the top of your doc under the Menu Bar.

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

Google Docs Toolbar

T1 TOOLBAR ICONS

EXIT TICKET | 24.4.6.1

Directions: Circle or highlight the **Bold Icon** and the **Underline Icon**.

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*   U̲   A   🖋   🔗   ➕   🖼▾   ☰ ☰ ☰

Jason Smith

EXPERIENCE

Digitability — *Digital Media Coordinator*
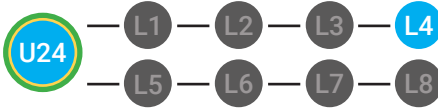
2015 - PRESENT

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*

Tt A B I ✎
Google Docs Toolbar

T2 TOOLBAR ICONS

EXIT TICKET | 24.4.6.2

Directions: Point to the **Bold Icon** and the **Underline Icon**.

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

EXPERIENCE

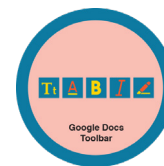**Digitability** — *Digital Media Coordinator*

2015 - PRESENT

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2011 - 2015

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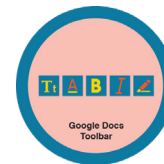
Marshalls — *Cashier*

Google Docs Toolbar

T3 **TRACE 'N' LEARN**

EXIT TICKET | **24.4.6.3**

Google Docs
Toolbar

The Toolbar is located at the top of your doc under the Menu Bar.

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

UNIT 24: GOOGLE DOCS INTERFACE
LESSON 4: GOOGLE DOCS TOOLBAR

Tt A B I ✎
Google Docs
Toolbar

Tt A B I ✎
Google Docs
Toolbar

MY DIGITABILITY EARNINGS TRACKER

Unit 24: Google Docs Toolbar | 24.4.7

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: