



UNIT 24: GOOGLE DOCS INTERFACE LESSON 5: COLLABORATOR BUBBLES

LESSON OVERVIEW

The Collaborator Bubbles are located at the top of your doc on the right side.

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 5 - Collaborator Bubbles**

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 **“Icons,” “help,”** and **“tasks.”**

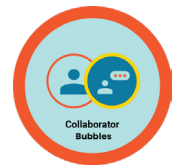
a. The Google Docs Toolbar is made up of many different _____.
 Each icon _____ you with a _____ in your Google Doc.

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**. [24.5.DollarTracker]

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

+\$ SUCCESSFUL

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

-\$ PROBLEMATIC

"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.

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



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.

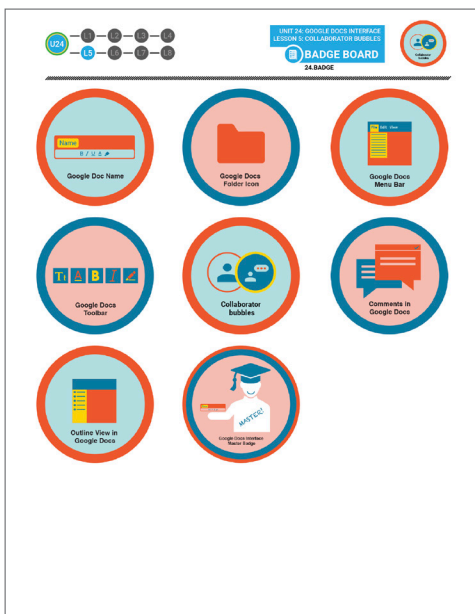


1. Ask, *“For a participation dollar, who can tell me the name of our next badge?”*

Answer: Google Docs Collaborator Bubbles



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**. [24.5.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
<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
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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 "Collaborator Bubbles."*

5. Ask students to give a thumbs up every time they hear and/or see the phrase **"Collaborator Bubbles."**



6. Play video.

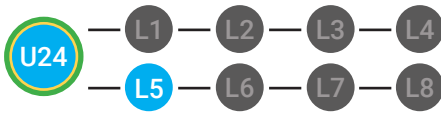


7. Distribute **24.IEC.THUMB** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [24.5.DollarTracker]

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

+\$ SUCCESSFUL

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

-\$ PROBLEMATIC

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

- Participation/Contribution
- Sharing/Helping
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INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what the Collaborator Bubbles in Google Docs can show you?"*

Possible Answers: people viewing your doc

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



2. Ask, *"For a participation dollar, what do each of the Collaborator Bubbles represent?"*

Possible Answers: a person



3. Ask, *"For a participation dollar, where are the Collaborator Bubbles located in Google Docs?"*



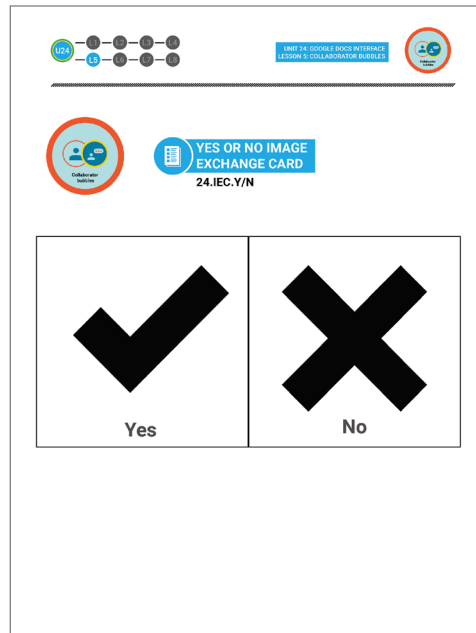
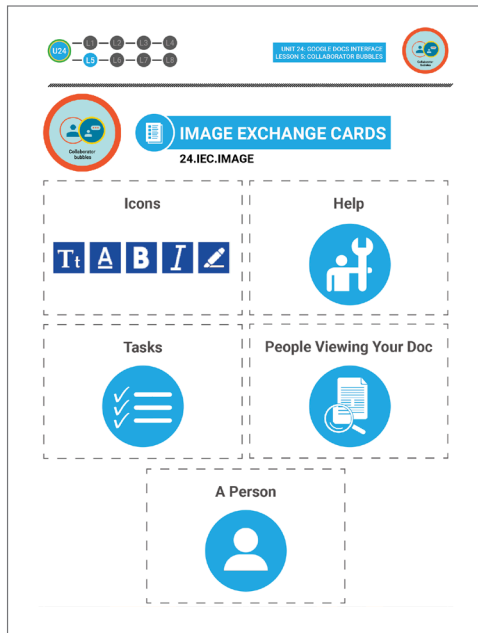
Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment, require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication:

"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



5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.5.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]

<p>+\$ SUCCESSFUL</p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p>-\$ PROBLEMATIC</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
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PLAY ACTIVITY VIDEO



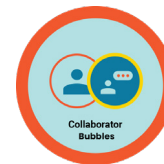
1. Ask the class, *"Who would like to unlock the Google Docs Collaborator Bubbles Badge for \$1?"*


Click Activity Button to Play Activity Video

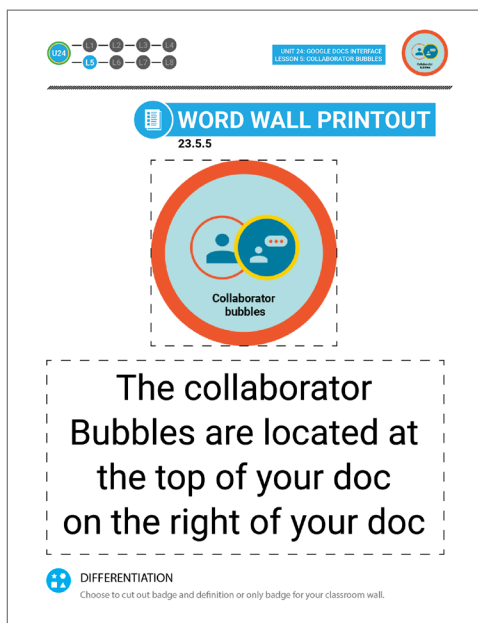
2. Student discusses with class to choose the correct answer.
 - a. If student chooses correct answer, have student or whole class dance.
 - b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



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

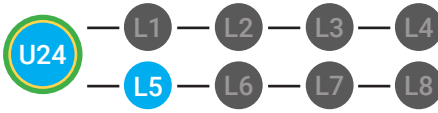


3. Distribute and cut out **Word Wall Printout 24.5.5** Students that unlocked the badge will place the Google Docs Collaborator Bubbles printout on the classroom's word wall. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [24.5.DollarTracker]

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

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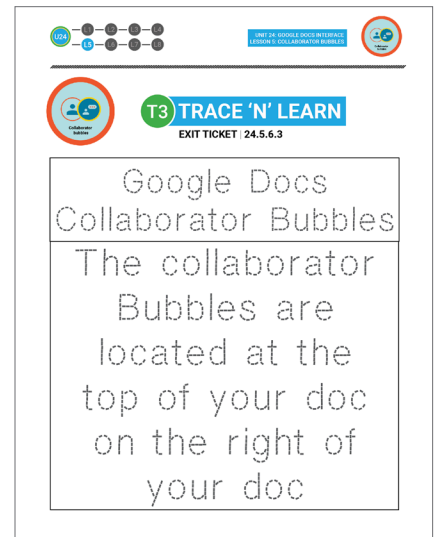
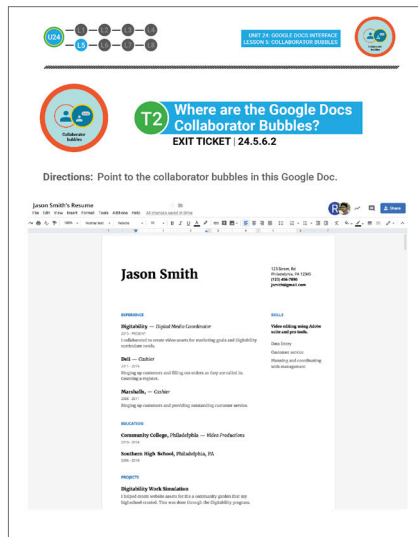
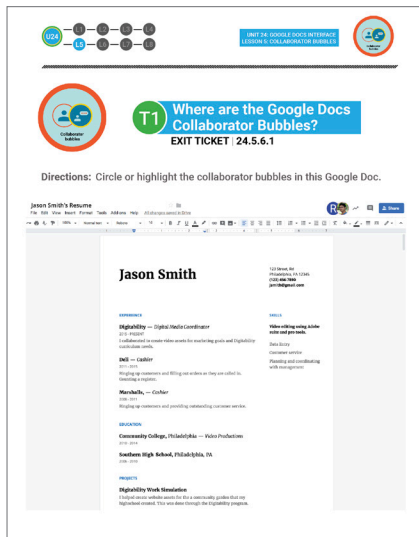
- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
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- UMAPA
- Arguing

ASSESSMENT/EXIT TICKET



1. Distribute **The Google Docs Collaborator Bubbles Exit Ticket 24.5.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.





DIFFERENTIATION

T1

Using Tier 1 **Where are the Google Docs Collaborator Bubbles?** Exit Ticket [24.5.6.1], student circles or highlights the Collaborator Bubbles.

T2

Student has option to complete **Where are the Google Docs Collaborator Bubbles?** Exit Ticket [24.5.6.2] or **Trace 'N' Learn** Exit Ticket [24.5.6.3].

T3

Student completes **Trace 'N' Learn** Exit Ticket [24.5.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.5.DollarTracker]

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

+\$ SUCCESSFUL

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

-\$ PROBLEMATIC

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

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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

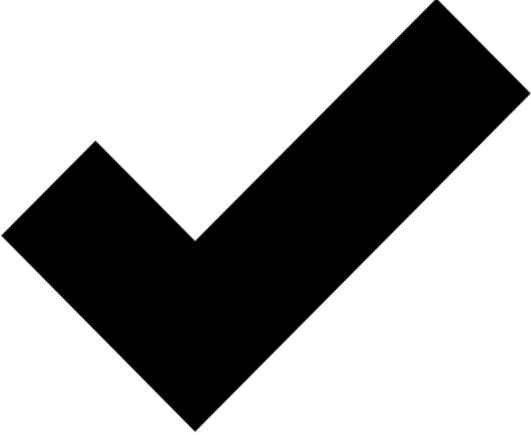
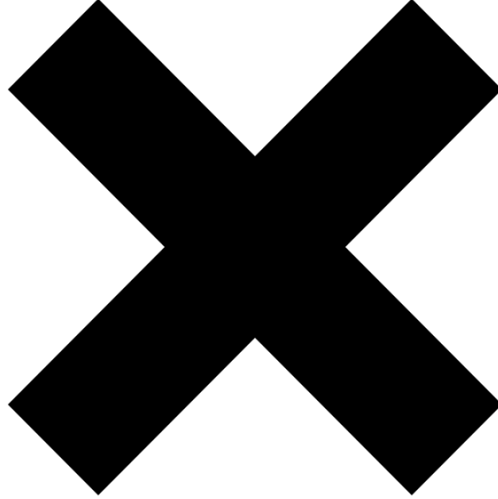
- Successful**
- Participation/Contributing
 - Sharing/Helping/Collaborating
 - Greeting a Guest
 - Following Directions/Staying on Task
 - Encouraging/Complementing

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

Name							
EX: Sam							
Participation/Contributing							
Sharing/Helping/Collaborating							
Greeting a Guest							
Following Directions/Staying on Task							
Encouraging/Complementing							
Off Task							
Off-Topic/Inappropriate Comment							
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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

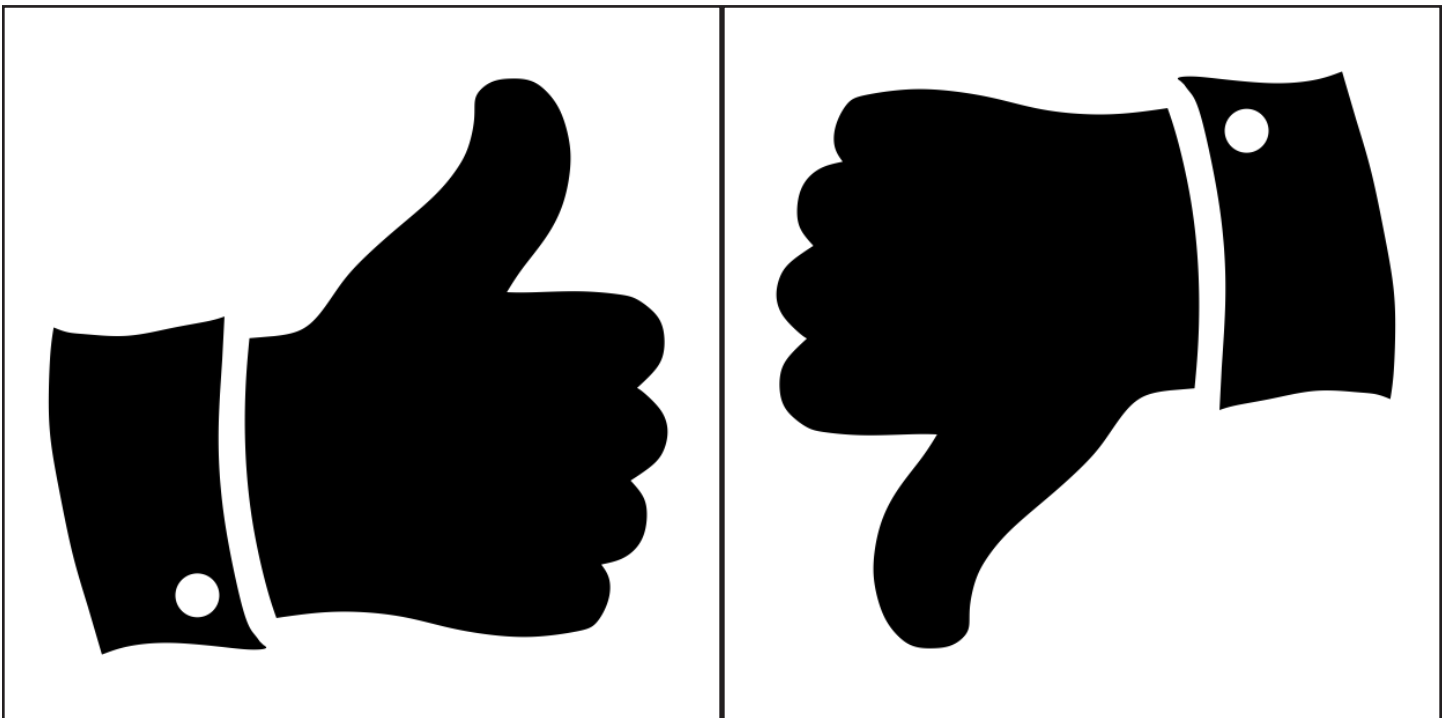




IMAGE EXCHANGE CARDS

24.IEC.IMAGE

Icons



Help



Tasks



People Viewing Your Doc



A Person





24.BADGE



Google Doc Name



Google Docs Folder Icon



Google Docs Menu Bar



Google Docs Toolbar



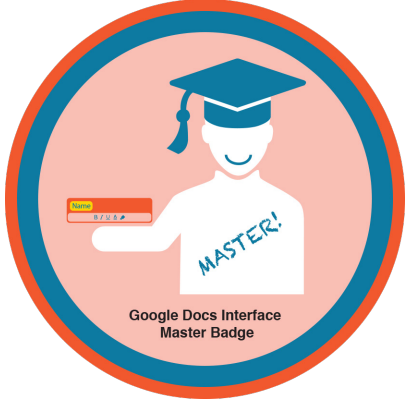
Collaborator Bubbles



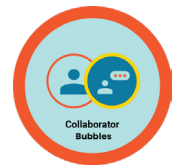
Comments in Google Docs



Outline View in Google Docs

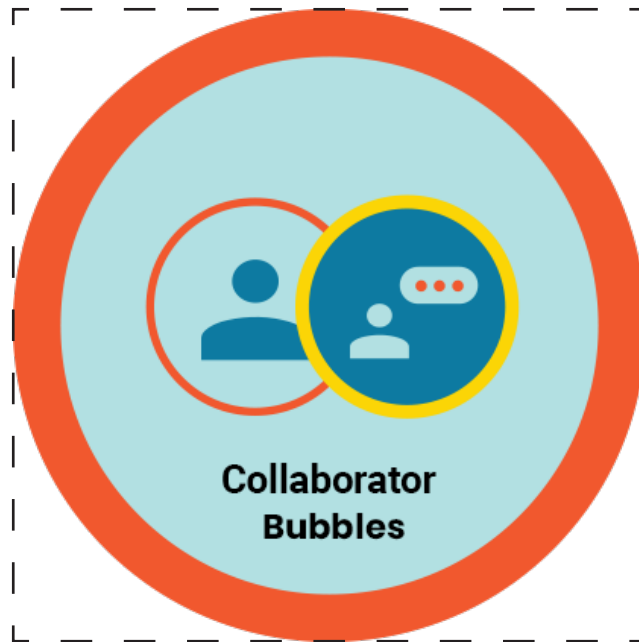


Google Docs Interface Master Badge



WORD WALL PRINTOUT

23.5.5



The Collaborator Bubbles are located at the top of your doc on the right side.



DIFFERENTIATION

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



T1 Where are the Google Docs Collaborator Bubbles?

EXIT TICKET | 24.5.6.1

Directions: Circle or highlight the Collaborator Bubbles in 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
 Ringing up customers and filling out orders as they are called in.
 Counting a register.

Marshalls — *Cashier*
 2008 - 2011
 Ringing 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 Where are the Google Docs Collaborator Bubbles?

EXIT TICKET | 24.5.6.2

Directions: Point to the Collaborator Bubbles in 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

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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 | 24.5.6.3

Google Docs
Collaborator Bubbles

The Collaborator
Bubbles are
located at the top
of your doc on the
right side.



MY DIGITABILITY EARNINGS TRACKER

Unit 24: Google Docs Collaborator Bubbles | 24.5.7

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: