

## UNIT 24: GOOGLE DOCS INTERFACE LESSON 8: GOOGLE DOCS INTERFACE MASTER BADGE

### LESSON OVERVIEW

A Google Doc's name is at the top left corner of your doc. The Folder Icon shows you what folder your doc is saved in. The Menu Bar is at the top of your doc under the name of your doc. The Toolbar is at the top of your doc under the Menu Bar of your doc. The Collaborator Bubbles are at the top of your doc on the right of your doc. The Comment Icon is at the top of your doc next to the Collaborator Bubbles. The Outline View is at the left 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 8 - Google Docs Interface Master Badge**

### 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 word **“organized”** and **“editing.”**


a. The sections on Outline View help you stay \_\_\_\_\_ when \_\_\_\_\_ your 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.



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







UNIT 24: GOOGLE DOCS INTERFACE  
LESSON 8: GOOGLE DOCS INTERFACE MASTER BADGE





**IMAGE EXCHANGE CARDS**

24.IEC.IMAGE

<p>Collaborator Bubbles</p> 	<p>Comment</p> 
<p>List</p> 	<p>Organized</p> 
<p>Menu Bar</p> 	<p>Doc</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]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.8.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.

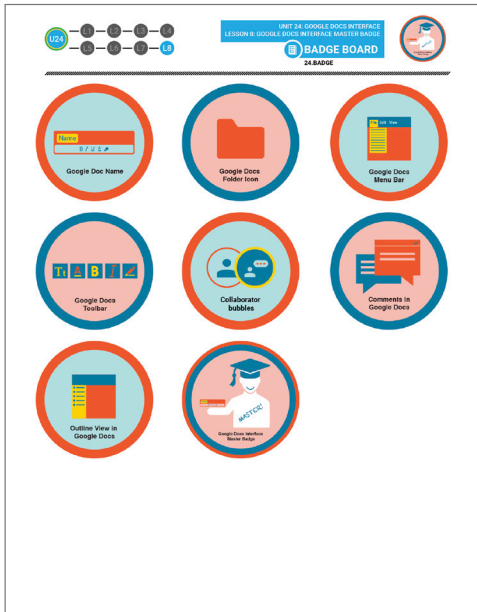
Behaviors	Name								
Successful									
Participation/Contribution									
Sharing/Helping/Contribution									
Greeting a Guest									
Following Directions/Staying on Task									
Encouraging/Complimenting									
Problematic									
Off Task									
Off Topic/Inappropriate Comment									
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.



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**. [24.8.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
- 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 words you learned in this unit."*

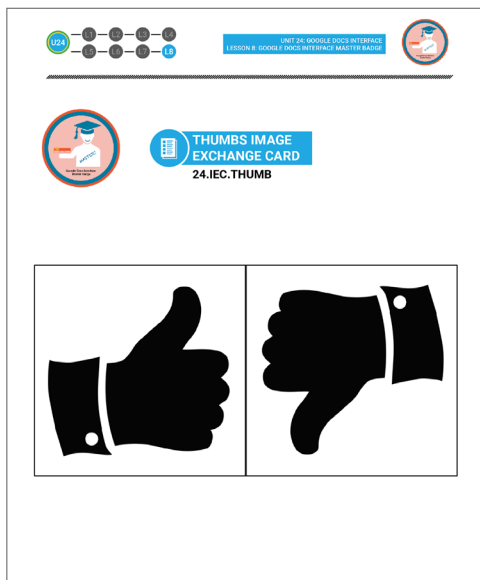
5. Ask students to give a thumbs up every time they hear and/or see the words you have learned in this unit in the video.



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**. [24.8.DollarTracker]

[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
- 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 helps you do?"*

**Possible Answers:** understand the topic of your doc

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



2. Ask, *"For a participation dollar, who can name three things the Google Docs Toolbar can help you do?"*

**Possible Answers:** edit, undo, zoom in



3. Ask, *"For a participation dollar, what do the Collaborator Bubbles show you?"*

**Possible Answers:** people viewing 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. Ask, *“For a participation dollar, who can tell me what comments help provide collaborators?”*

**Possible Answers:** help provide feedback

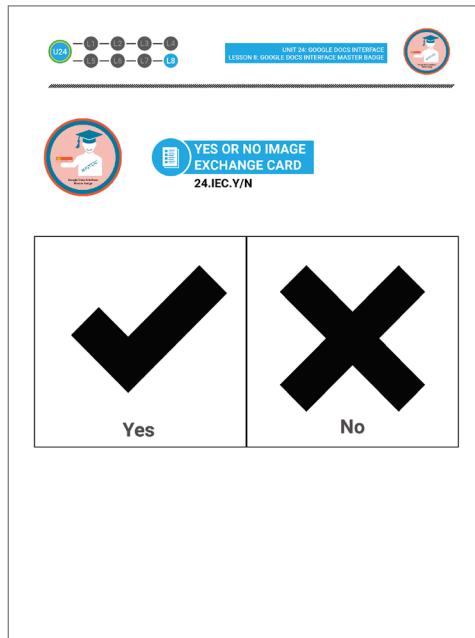
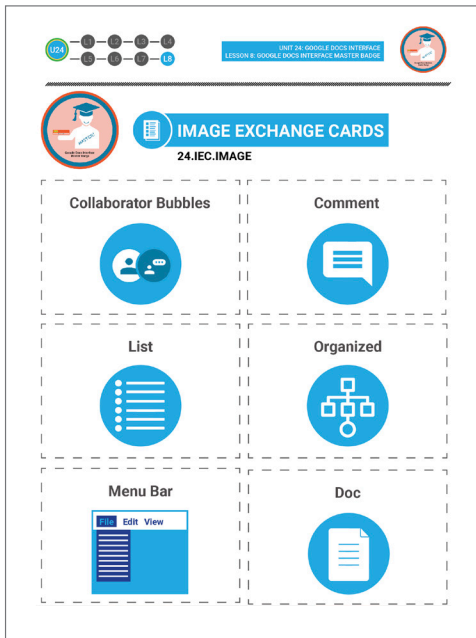


5. Ask, *“For a participation dollar, what does the Outline View show you?”*

**Possible Answers:** a list of sections in your Google Doc



6. 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.



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.8.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

*"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



## PLAY ACTIVITY VIDEO



1. Ask the class, *“Who would like to unlock the Google Docs Interface Master Badge for \$1?”*



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

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.



3. Distribute and cut out **Word Wall Printout 24.8.5** Students that unlocked the badge will place the Google Docs Interface Master Badge printout on the classroom’s word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

UNIT 24: GOOGLE DOCS INTERFACE  
LESSON 8: GOOGLE DOCS INTERFACE MASTER BADGE

---

**WORD WALL PRINTOUT**  
23.7.5

The name is at the top left corner of your doc. The folder icon shows you what folder your doc is saved in. The menu bar is at the top of your doc under the name of your doc. The toolbar is at the top of your doc under the menu bar of your doc. The collaborator bubbles are at the top of your doc on the right of your doc. The comment icon is at the top of your doc next to the collaborator bubbles. The outline view is at the left 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.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.8.DollarTracker]

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

### +\$ SUCCESSFUL

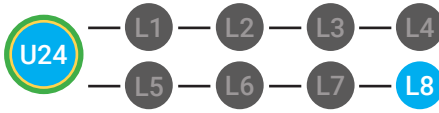
*"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."*

### -\$ 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



## ASSESSMENT/EXIT TICKET

1. Distribute the **Google Docs Interface Exit Ticket 24.8.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

**T1** Using Tier 1 **Google Docs Interface Exit Ticket [24.8.6.1]**, student circles or highlights all the elements this unit has gone over in a Google Doc.

**T2** Using Tier 2 **Google Docs Interface Exit Ticket [24.8.6.2]**, student circles or points to all the elements this unit has gone over in a Google Doc.

**T3** Using Tier 2 **Google Docs Interface Exit Ticket [24.8.6.2]**, student circles or points to the all the elements this unit has gone over in a Google Doc.



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [24.8.DollarTracker]

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

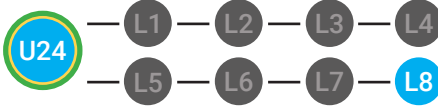
<p><b>+\$ SUCCESSFUL</b></p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><b>-\$ PROBLEMATIC</b></p> <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>
---	--

- 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

### 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

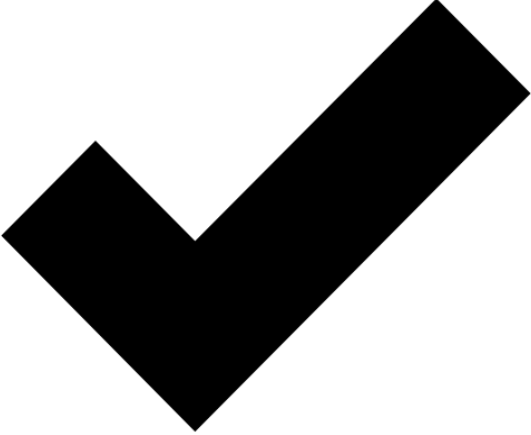
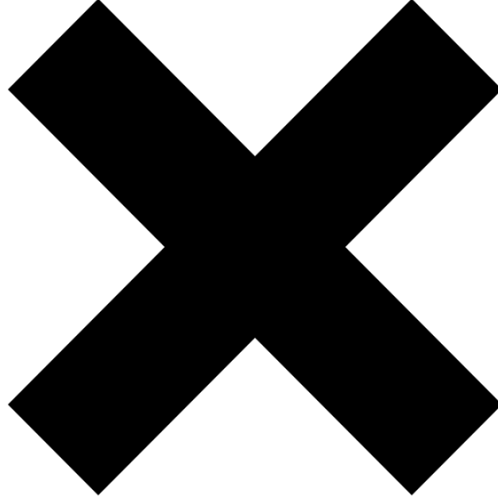


Behaviors	Name						
Participation/ Contributing	EX: Sam						
Sharing/Helping/ Collaborating							
Greeting a Guest							
Following Directions/ Staying on Task							
Encouraging/ Complementing							
Off Task							
Off-Topic/ Inappropriate Comment							
Disrespect/Teasing							
Complaining/Whining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




 **YES OR NO IMAGE EXCHANGE CARD**

**24.IEC.Y/N**

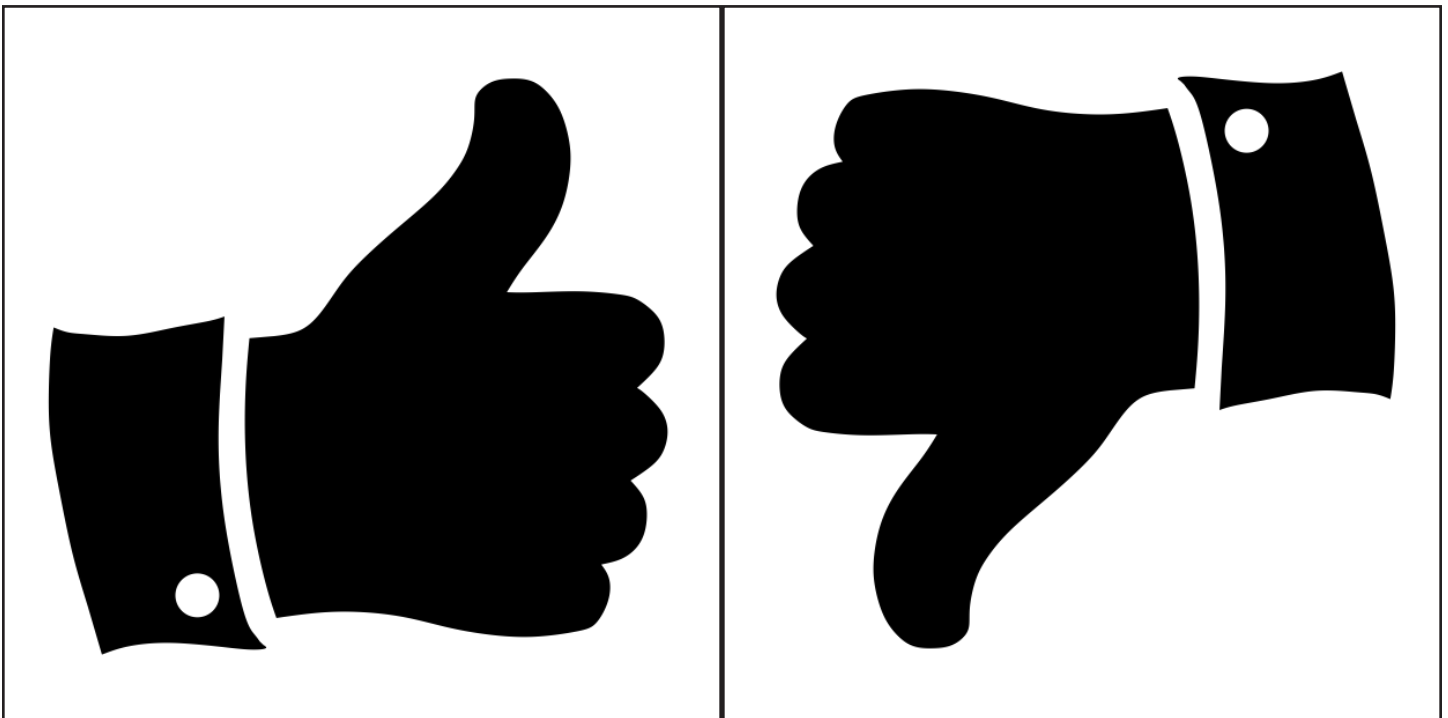
 <p><b>Yes</b></p>	 <p><b>No</b></p>
--	--





 **THUMBS IMAGE  
EXCHANGE CARD**

**24.IEC.THUMB**





**IMAGE EXCHANGE CARDS**

**24.IEC.IMAGE**

**Collaborator Bubbles**



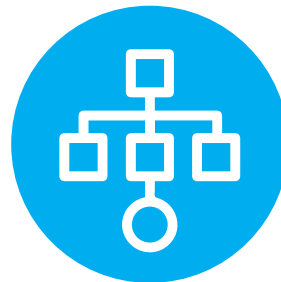
**Comment**



**List**



**Organized**



**Menu Bar**

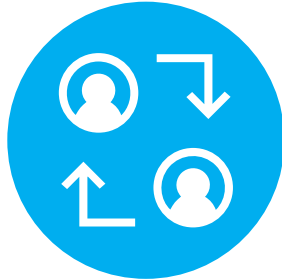


**Doc**





### Feedback



### Icons



### Help



### People Viewing Your Doc



### A Person



### Tasks





## Editing

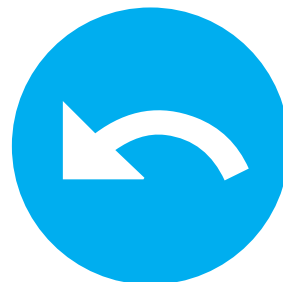


NAME: \_\_\_\_\_

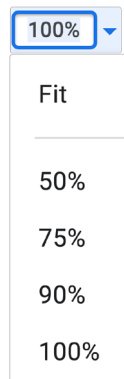
## Topic



## Undo

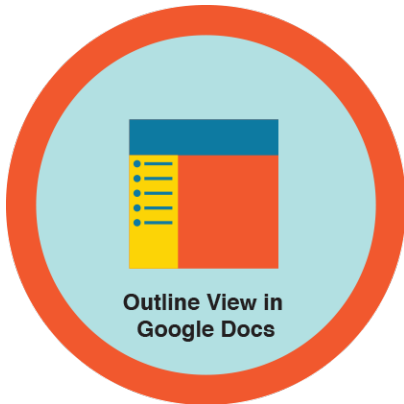
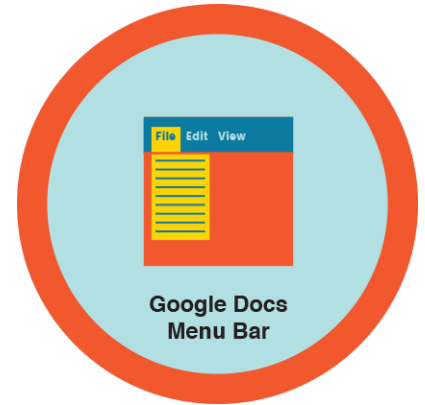


## Zoom In





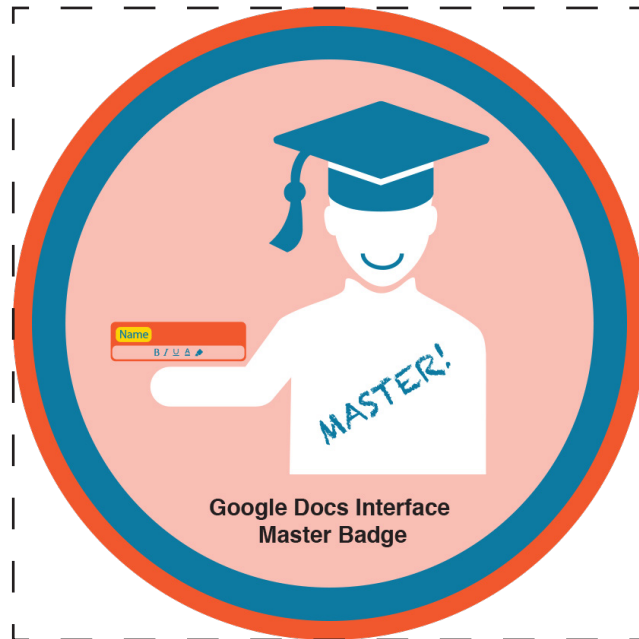
24.BADGE





# WORD WALL PRINTOUT

23.7.5

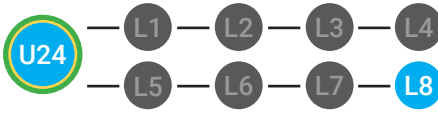


A Google Doc's name is at the top left corner of your doc. The Folder Icon shows you what folder your doc is saved in. The Menu Bar is at the top of your doc under the name of your doc. The Toolbar is at the top of your doc under the Menu Bar of your doc. The Collaborator Bubbles are at the top of your doc on the right of your doc. The Comment Icon is at the top of your doc next to the Collaborator Bubbles. The Outline View is at the left of your doc.



## DIFFERENTIATION

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



# T1 GOOGLE DOCS INTERFACE

## EXIT TICKET | 24.8.6.1

**Directions:** Circle or highlight the Name, Folder Icon, Menu Bar, Toolbar, Collaborator Bubbles, the comment, and the Outline View 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

**Outline**

- Experience
  - Digitability
  - Deli
  - Marshals
- Education
  - Community College
  - Southern High School
- Projects
  - Digitability Work Simulation
- Skills
  - Video editing...
  - Data Entry
  - Customer Service
  - Planning and Coordi...

**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**

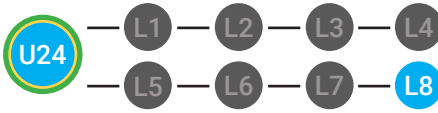
**Digitability Work Simulation**  
I helped create website assets for the a community garden that my highschool created. This was done through the Digitability program.

**SKILLS**

**Video editing using Adobe suite and pro tools.**

Data Entry  
Customer service  
Planning and coordinating with management

**Mark Peters**  
9:21 AM Today  
We should add more skills to this list  
Comment Cancel



# T2 GOOGLE DOCS INTERFACE

## EXIT TICKET | 24.8.6.2

**Directions:** Circle or point to the Name, Folder Icon, Menu Bar, Toolbar, Collaborator Bubbles, the comment, and the Outline View 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

**Outline**

- Experience
  - Digitability
  - Deli
  - Marshals
- Education
  - Community College
  - Southern High School
- Projects
  - Digitability Work Simulation
- Skills
  - Video editing...
  - Data Entry
  - Customer Service
  - Planning and Coordi...

**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

**Comment:** Mark Peters 9:21 AM Today  
We should add more skills to this list  
Comment Cancel





# MY DIGITABILITY EARNINGS TRACKER

## Unit 24: Google Docs Interface Master Badge | 24.8.7

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

**Name:** \_\_\_\_\_

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

**TOTAL DOLLARS EARNED:**