

UNIT 25: EDITING CONTENT IN GOOGLE DOCS LESSON 1: ACCESSING YOUR GOOGLE DOCS

LESSON OVERVIEW

To work in Google Drive, you will click on the Google Drive Icon.

Time: ~30 minutes

OBJECTIVE

Student is able to create content in 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.

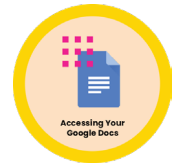
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 25**
5. Select **Lesson 1 - Accessing Your Google Docs**

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

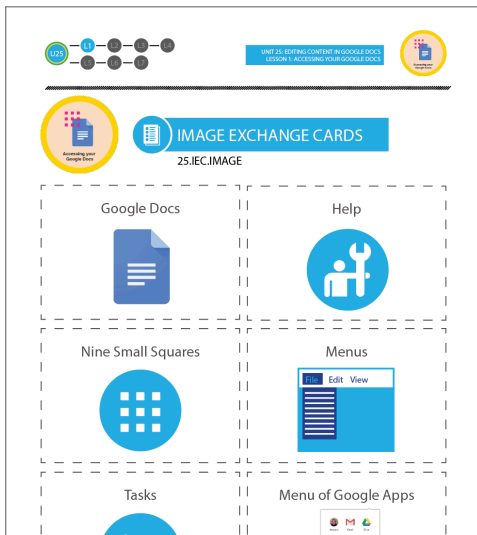
a. The Menu Bar is made up of many different _____ that can _____ you with many _____.

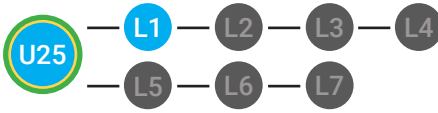
2. Have a student come up to the board to fill in the correct answer.

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



3. Distribute **25.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** [25.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [25.1.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



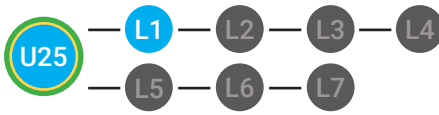
Call out earnings to the class, *"[Student] has earned x dollars for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*



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.




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.

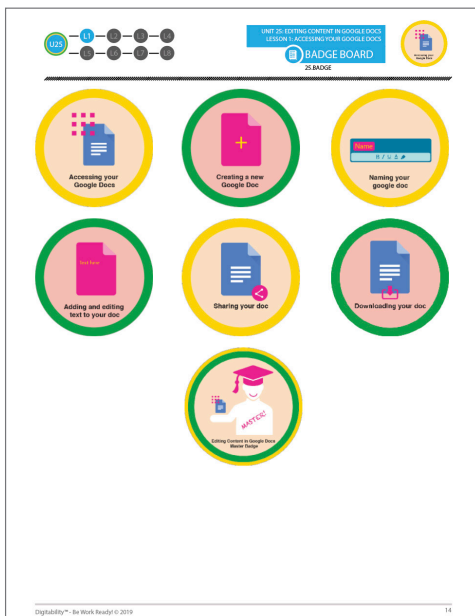


1. Ask, *“For a participation dollar, who can tell me the name of our next badge?”*

Answer: Accessing your Google Docs

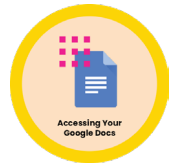


2. Distribute **25.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [25.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**. [25.1.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, 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
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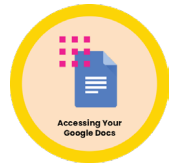



4. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen, and he is actively listening by giving a thumbs up when he hears the phrase "App Menu."*

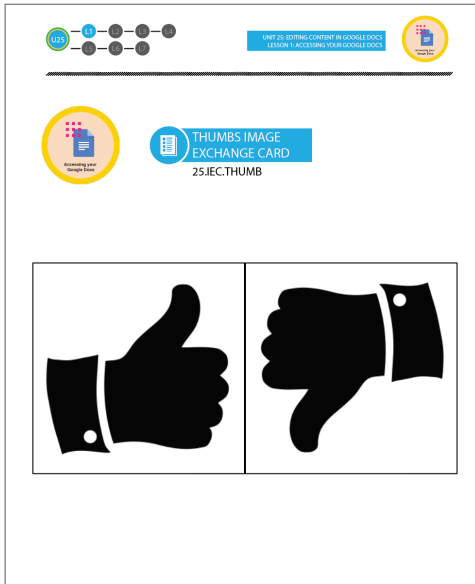
5. Ask students to give a thumbs up every time they hear and/or see the phrase **"App Menu"** in the video.



6. Play video.

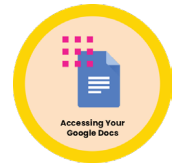
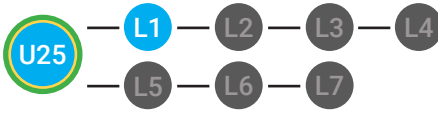


7. Distribute **25.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [25.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [25.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [25.1.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
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Disrespect/Teasing
Complaining/Whining
Interrupting
UMAPA
Arguing

INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me where the Google apps menu is located?"*

Possible Answers: at the top right hand corner of any Google webapp page

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



2. Ask, *"For a participation dollar, what does the Google Apps Menu look like?"*

Possible Answers: nine small squares



3. Ask, *"For a participation dollar, what will you see when you click on the Google Apps Menu?"*

Possible Answers: a menu of different Google apps



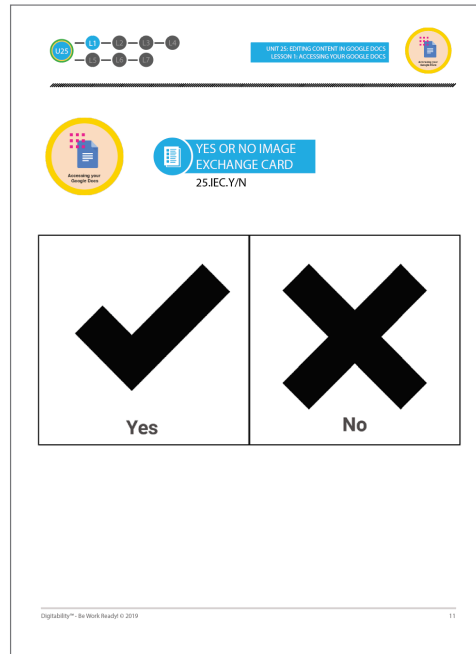
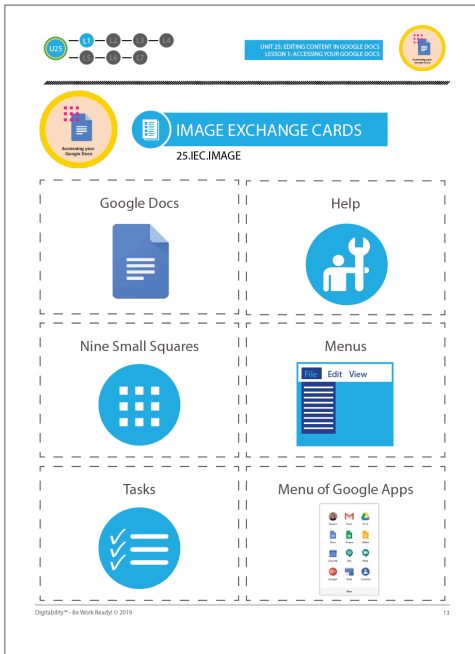
Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment, require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication:

"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."

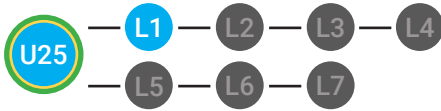


4. **Yes or No Image Exchange Cards 25.IEC.Y/N** to students.
 See **+** **\$** **DIFFERENTIATION** for this activity to identify supplements
 needed for your students.



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 [25.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**. [25.1.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	- \$ 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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- UMAPA
- Arguing

PLAY ACTIVITY VIDEO

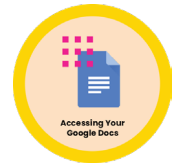


1. Ask the class, *"Who would like to unlock the Accessing your Google Docs Badge for \$1?"*

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.

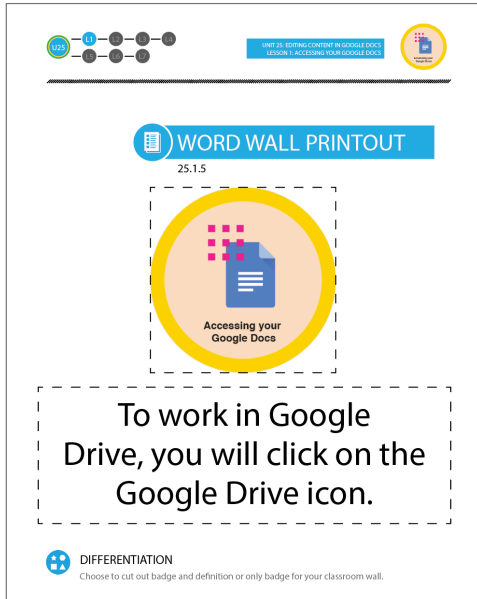
b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



3. Distribute and cut out **Word Wall Printout 25.1.5** Students that unlocked the badge will place the Accessing Your Google Doc printout on the classroom’s word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

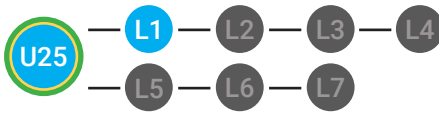


Pro tip: Increase the dollar amount for shy students or to increase motivation.



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**. [25.1.DollarTracker]

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

+\$ SUCCESSFUL

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

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- Participation/Contribution
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- Arguing

ASSESSMENT/EXIT TICKET



1. Distribute the **Accessing your Google Docs Exit Ticket 25.1.6** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.

T1 ACCESS GOOGLE DOCS
EXIT TICKET | 25.1.6.1

Directions: Write in the correct order (1-4) to access Google Docs.

T2 ACCESS GOOGLE DOCS
EXIT TICKET | 25.1.6.2

Directions: Using the images below, circle where you should click to access your Google Docs. Do this for each step of the process.

T3 TRACE 'N' LEARN
EXIT TICKET | 25.1.6.3

Accessing Your Google Docs

To work in Google Drive, you will click on the Google Drive icon.



DIFFERENTIATION

- T1** Using Tier 1 **Access Google Docs** Exit Ticket [25.1.6.1], students circles the name of the Google Doc.
- T2** Student has option to complete **Access Google Docs** Exit Ticket [25.1.6.2] or **Trace 'n' Learn card** Exit Ticket [25.1.6.3].
- T3** Student completes **Trace 'n' Learn Card** Exit Ticket [25.1.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [25.1.DollarTracker]

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

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

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

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- Arguing



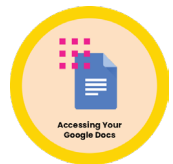
IMMEDIATE FEEDBACK/NEXT STEPS

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.



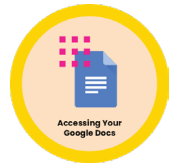
Behaviors

Name

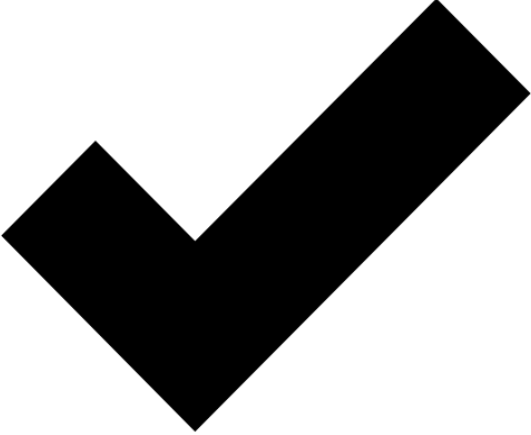
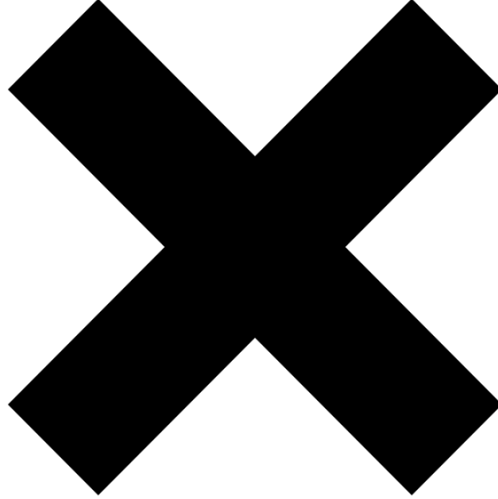
- Successful**
- Participation/Contributing
 - Sharing/Helping/Collaborating
 - Greeting a Guest
 - Following Directions/Staying on Task
 - Encouraging/Complementing

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


	EX: Sam						
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**
25.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
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 **THUMBS IMAGE EXCHANGE CARD**

25.IEC.THUMB

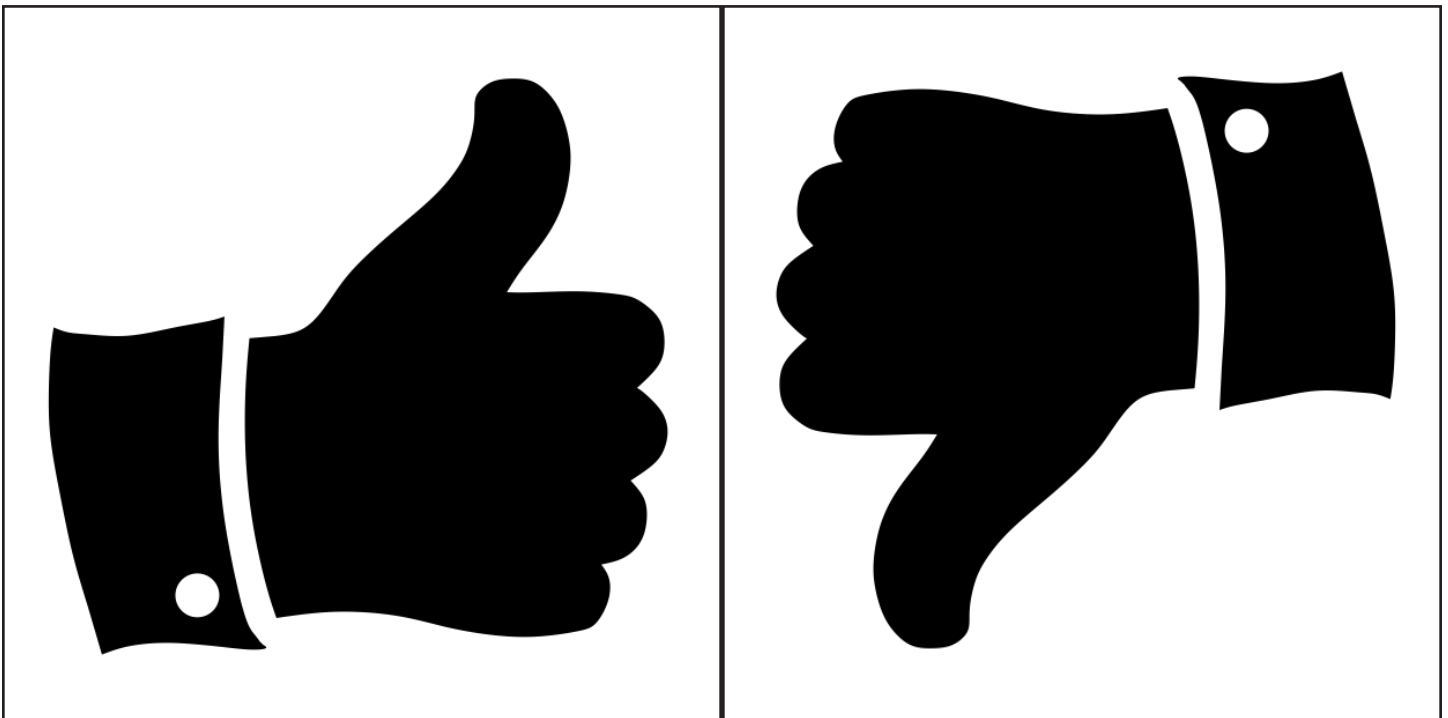




IMAGE EXCHANGE CARDS

25.IEC.IMAGE

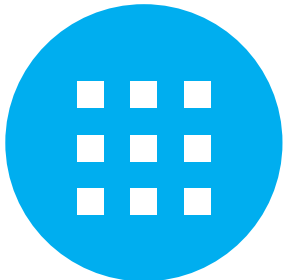
Google Docs



Help



Nine Small Squares



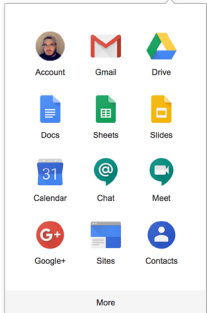
Menus



Tasks



Menu of Google Apps





Accessing Your Google Docs

Creating a New Google Doc

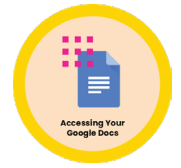
Naming Your Google Doc

Adding and Editing Text to Your Doc

Sharing Your Doc

Downloading Your Doc

Editing Content in Google Docs Master Badge



WORD WALL PRINTOUT

25.1.5

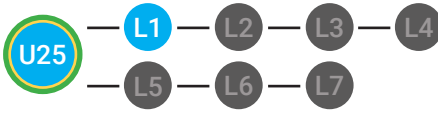


To work in Google Drive, you will click on the Google Drive Icon.



DIFFERENTIATION

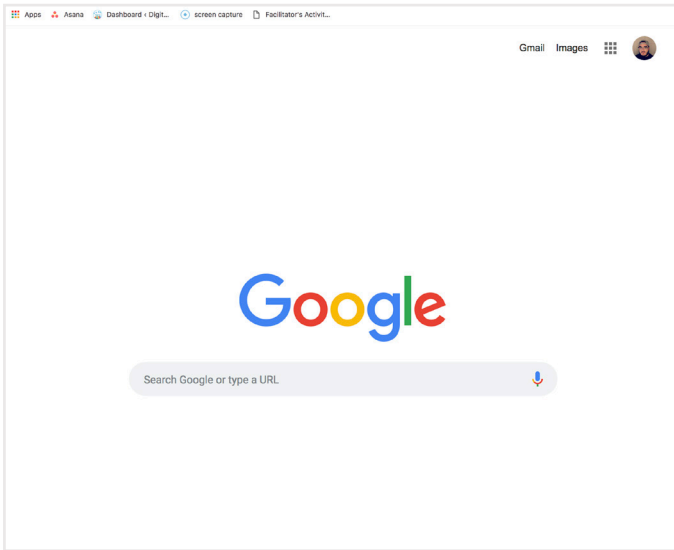
Choose to cut out badge and definition or only badge for your classroom wall.

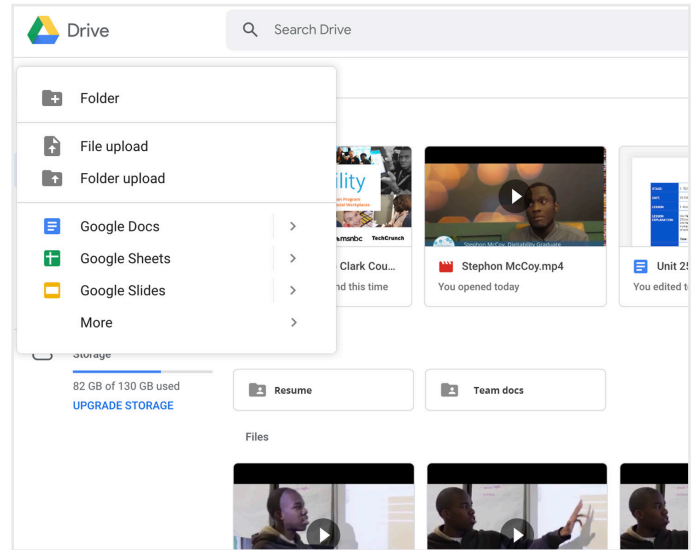


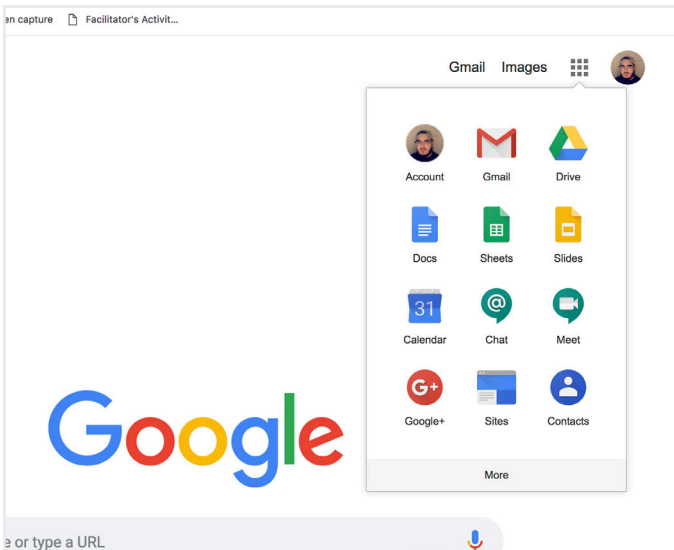
T1 ACCESS GOOGLE DOCS

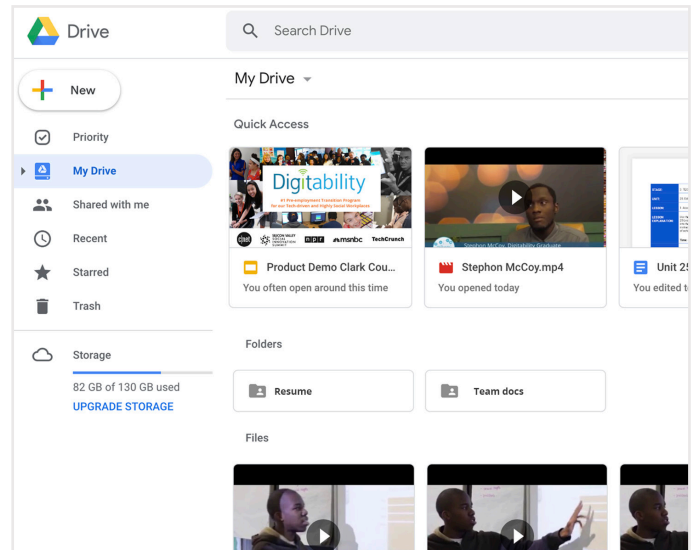
EXIT TICKET | 25.1.6.1

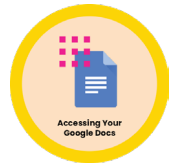
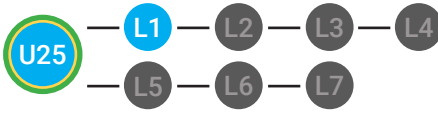
Directions: Write in the correct order (1-4) to access Google Docs.









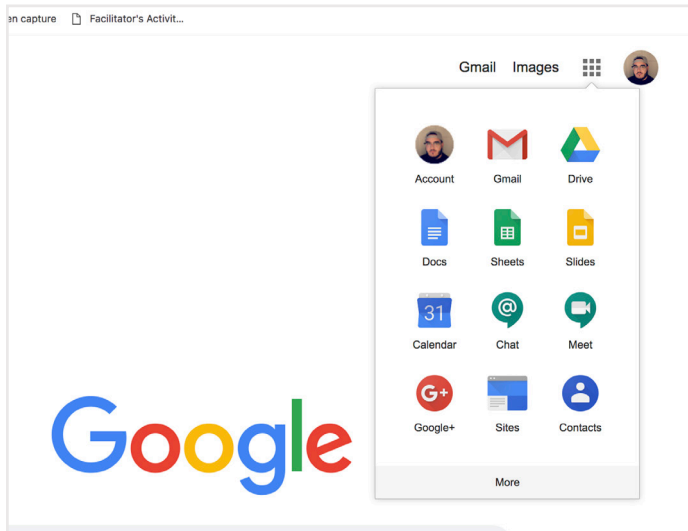


T2 ACCESS GOOGLE DOCS

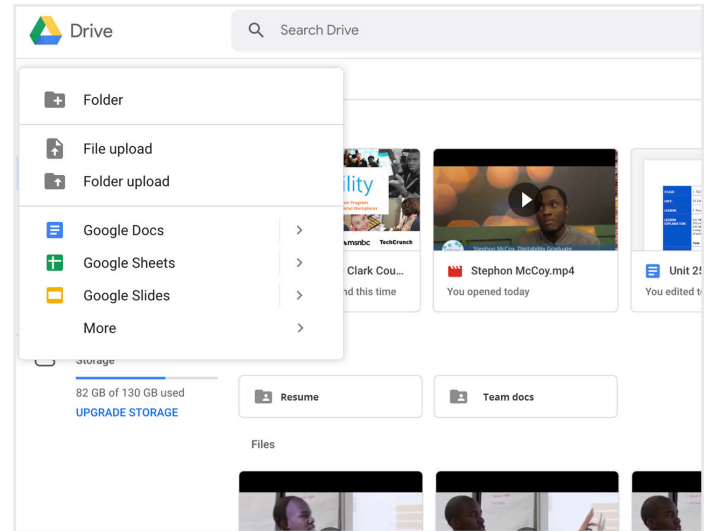
EXIT TICKET | 25.1.6.2

Directions: Cut out and arrange the images below in the order you need to access your Google Docs.

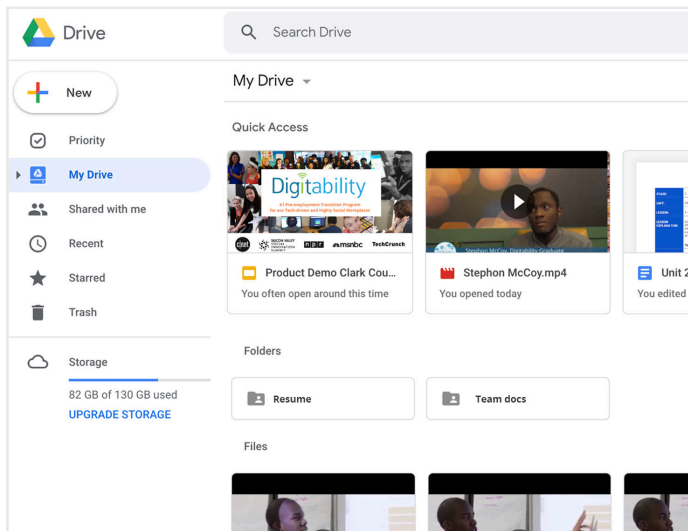
Step 4



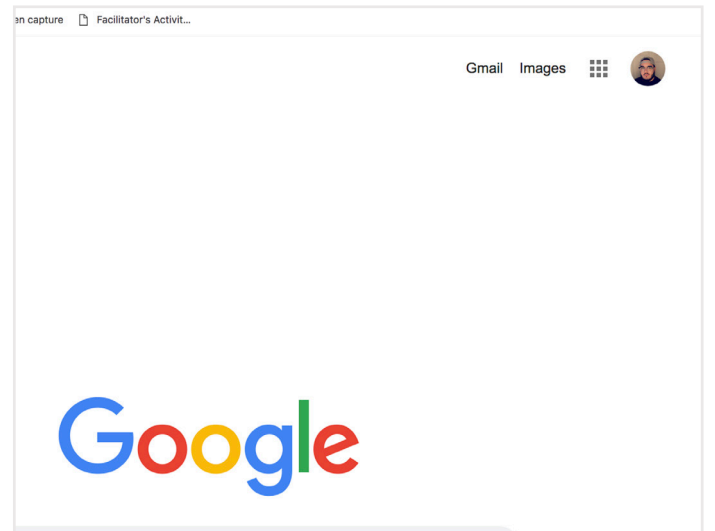
Step 2

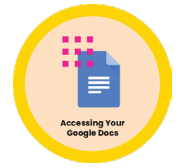


Step 3



Step 1



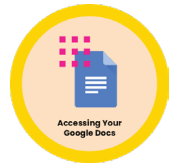


T3 TRACE 'N' LEARN

EXIT TICKET | 25.1.6.3

Accessing Your
Google Docs

To work in
Google Drive,
you will click
on the Google
Drive icon.



MY DIGITABILITY EARNINGS TRACKER

Unit 25: Accessing Your Google Docs | 25.1.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Accessing Your Google Docs		
LESSON 2: Creating a New Google Doc		
LESSON 3: Naming Your Google Doc		
LESSON 4: Adding and Editing Text to Your Doc		
LESSON 5: Sharing Your Doc		
LESSON 6: Downloading Your Doc		
LESSON 7: Google Docs Master Badge		

TOTAL DOLLARS EARNED: