UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

Creating a New
Google Doc

LESSON OVERVIEW

In Google Drive, you can create a new Google Doc by clicking on the New Button.

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 2 - Creating a New Google Doc**

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.

U25 — L1 — L2 — L3 — L4
L5 — L6 — L7

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

Creating a New
Google Doc

Creating a New
Google Doc

LESSON PLAN

WARM UP

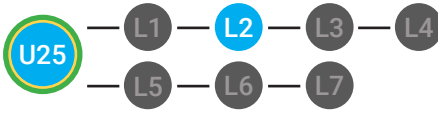1. Write the following on the board, leaving a blank space for the phrase **"Google Drive."**

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

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]

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.

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [25.2.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..."*
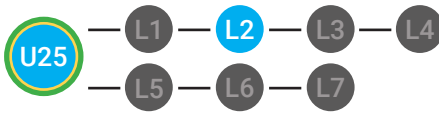
Pro tip: Build confidence in your students Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate i.e. have them point or write down their answers. EVERY student should be earning money.
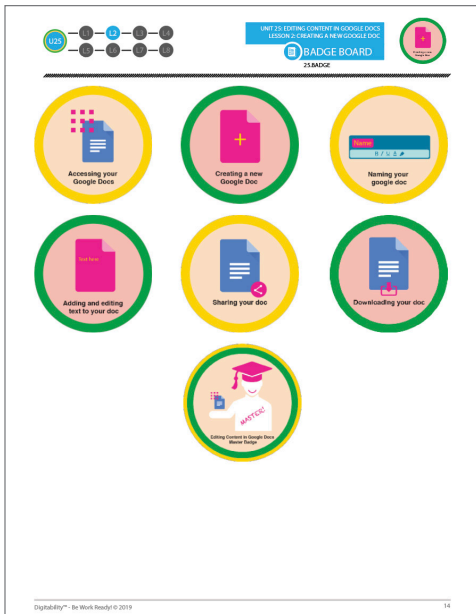
1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*

Answer: Creating a New Google Doc

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. [25.2.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: 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.

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* **"create,"** **"plus sign,"** *and* **"Google Docs."**
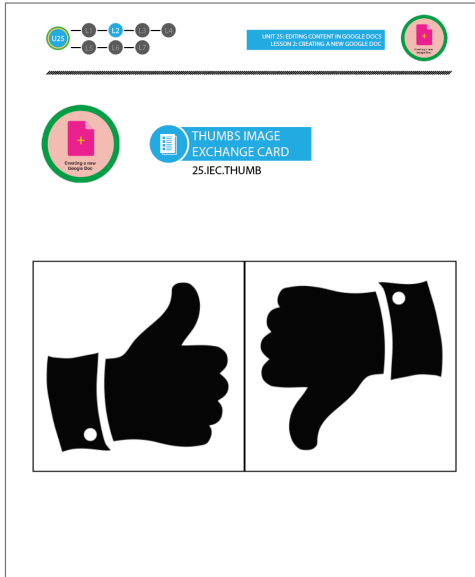
5. Ask students to give a thumbs up every time they hear and/or see the words **"create," "plus sign,"** and **"Google Docs"** in the video
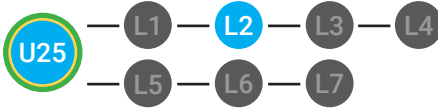
6. Play video.

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. [25.2.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
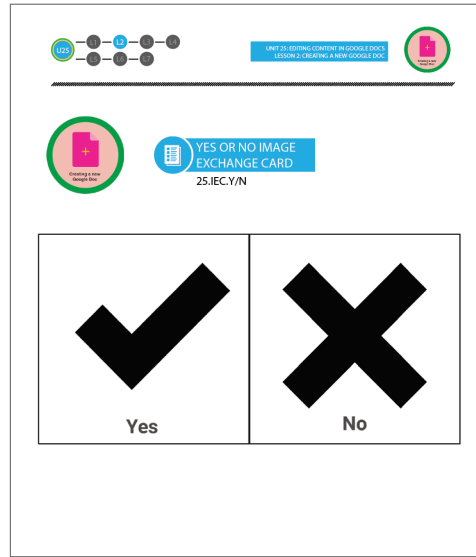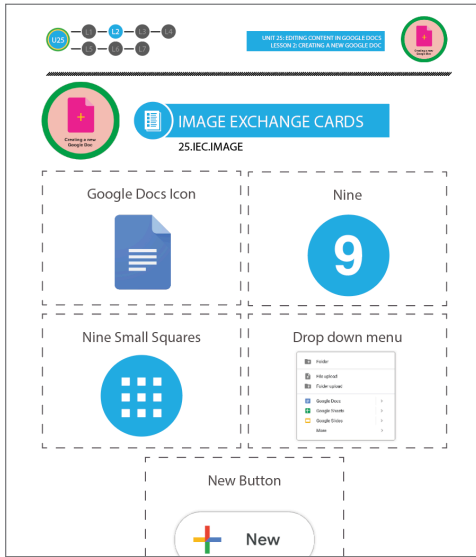Interrupting
UMAPA
Arguing

INFORMAL ASSESSMENT

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."

? 1. Ask, *"For a participation dollar, who can tell me what is the first thing you need to do in order to create a new Google Doc?"*

Possible Answers: click on the New Button

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

? 2. Ask, *"For a participation dollar, where is the New Button located?"*

? 3. Ask, *"For a participation dollar, what happens when you click on the New Button?"*

Possible Answers: a drop down menu appear

? 4. Ask, *"For a participation dollar, what do you click on in order to open a new Google Doc?"*

Possible Answers: The Google Docs Icon

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

IMAGE EXCHANGE CARDS
25.IEC.IMAGE

Google Docs Icon

Nine

9

Nine Small Squares

Drop down menu

New Button

New

YES OR NO IMAGE EXCHANGE CARD
25.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** [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. [25.2.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

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Creating a New Google Doc 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.
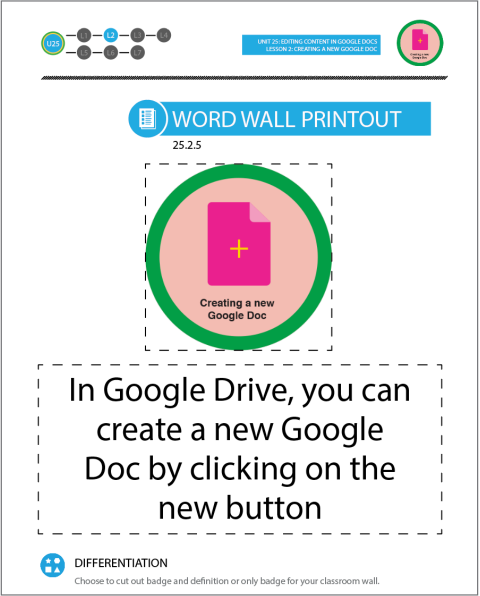
Pro tip: Stick to the script! Help your students develop self-regulation strategies. Do not give lengthy explanations for behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.

3. Distribute and cut out **Word Wall Printout 25.2.5** Students that unlocked the badge will place the Creating a New 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.

WORD WALL PRINTOUT
25.2.5

Creating a new Google Doc

In Google Drive, you can create a new Google Doc by clicking on the new button

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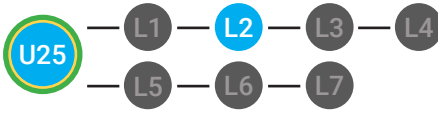
DIFFERENTIATION

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.

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L5 — L6 — L7

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

Creating a New
Google Doc

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [25.2.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

ASSESSMENT/EXIT TICKET

1. Distribute the **Creating a New Google Doc** Exit Ticket **25.2.6** to students. See 🧑‍🤝‍🧑 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 CREATE A GOOGLE DOC
EXIT TICKET | 25.2.6.1

Directions: Circle the New Button in Google Drive and then write what your next step is to create a new Google Doc.

T2 CREATE A GOOGLE DOC
EXIT TICKET | 25.2.6.2

Directions: Circle or point to the New Button in Google Drive and then circle or point the next icon you click on the page to create a new Google Doc.

T3 TRACE 'N' LEARN
EXIT TICKET | 25.2.6.3

Creating Your Google Docs

In Google Drive, you can create a new Google Doc by clicking on the new button

U25 — L1 — L2 — L3 — L4
L5 — L6 — L7

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

Creating a New
Google Doc

DIFFERENTIATION

T1   Using Tier 1 Intro to **Create a Google Doc** Exit Ticket [25.2.6.1], student circles the name of the Google Doc.

T2   Student has option to complete **Create a Google Doc** Exit Ticket [25.2.6.2] or **Trace 'n' Learn Card** Exit Ticket [25.2.6.3].

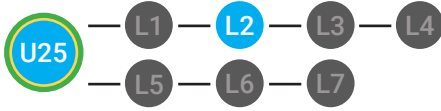**T3**   Student completes **Trace 'n' Learn Card** Exit Ticket [25.2.6.3].

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [25.2.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

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.

U25 — L1 — L2 — L3 — L4
L5 — L6 — L7

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

📋 **Dollar Tracker**

25.2.Dollar tracker

Creating a New
Google Doc

Behaviors

Name

	EX: Sam						
Successful							
Participation/ Contributing	ⅡⅡⅡⅡ						
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							
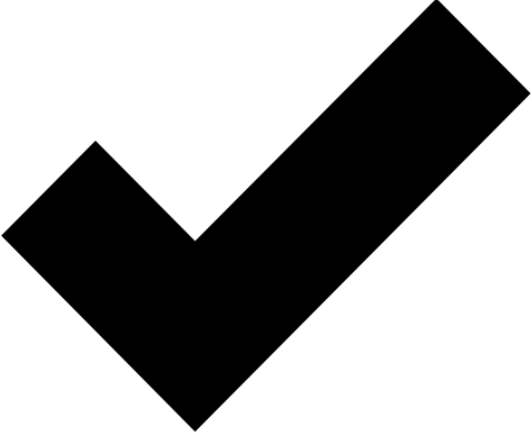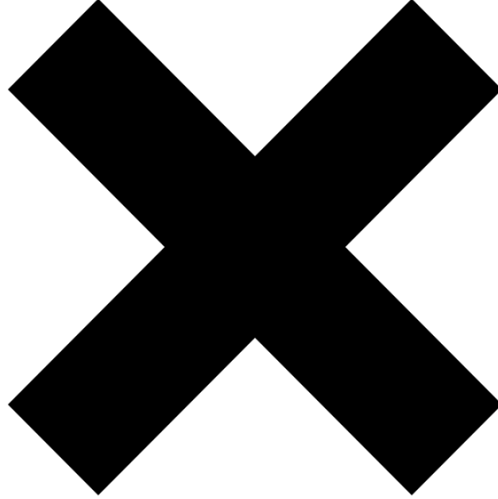
Creating a New
Google Doc

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

Yes	No

Creating a New
Google Doc

Creating a New
Google Doc

THUMBS IMAGE EXCHANGE CARD

25.IEC.THUMB

U25 — L1 — L2 — L3 — L4
L5 — L6 — L7

Creating a New
Google Doc

IMAGE EXCHANGE CARDS

25.IEC.IMAGE

Google Docs Icon

Nine

9

Nine Small Squares

Drop Down Menu

	Folder
	File upload
	Folder upload
	Google Docs	>
	Google Sheets	>
	Google Slides	>
	More	>

New Button

+ New

U25 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

BADGE BOARD

25.BADGE

Creating a New
Google Doc

**Accessing Your
Google Docs**

**Creating a New
Google Doc**

**Naming Your
Google Doc**

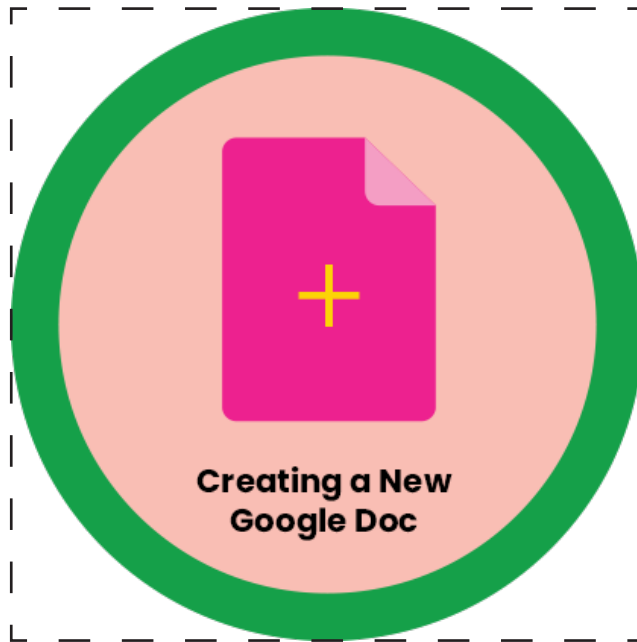Name

B *I* U A

**Adding and Editing
Text to Your Doc**

Text here

Sharing Your Doc

Downloading Your Doc

**Editing Content in Google Docs
Master Badge**

MASTER!

Creating a New
Google Doc

📰 WORD WALL PRINT-

25.2.5

**Creating a New
Google Doc**

In Google Drive, you can create a new Google Doc by clicking on the New Button.

🔷 **DIFFERENTIATION**

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

Creating a New
Google Doc

T1 CREATE A GOOGLE DOC

EXIT TICKET | 25.2.6.1

Creating a New
Google Doc

Directions: Circle the New Button in Google Drive and then write what your next step is to create a new Google Doc.

_____

_____

_____

_____

_____

_____

_____

_____

U25 — L1 — **L2** — L3 — L4
L5 — L6 — L7

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

Creating a New
Google Doc

Creating a New
Google Doc
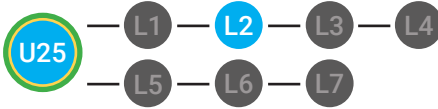
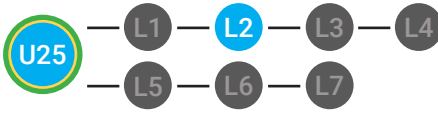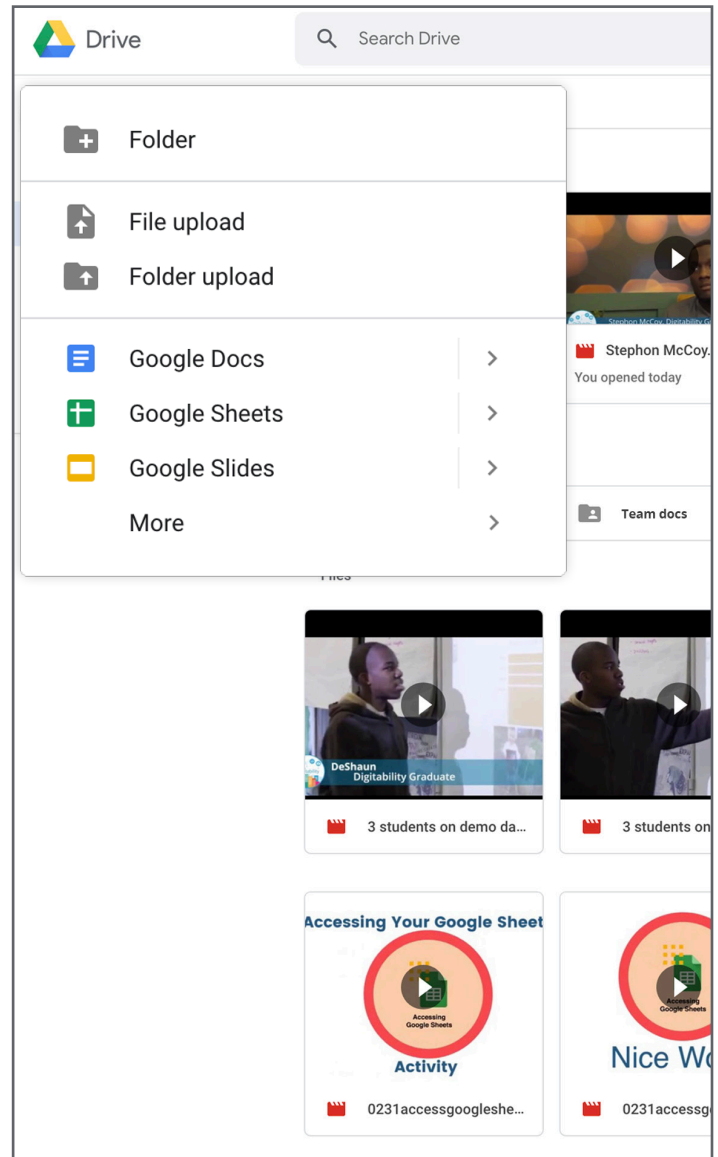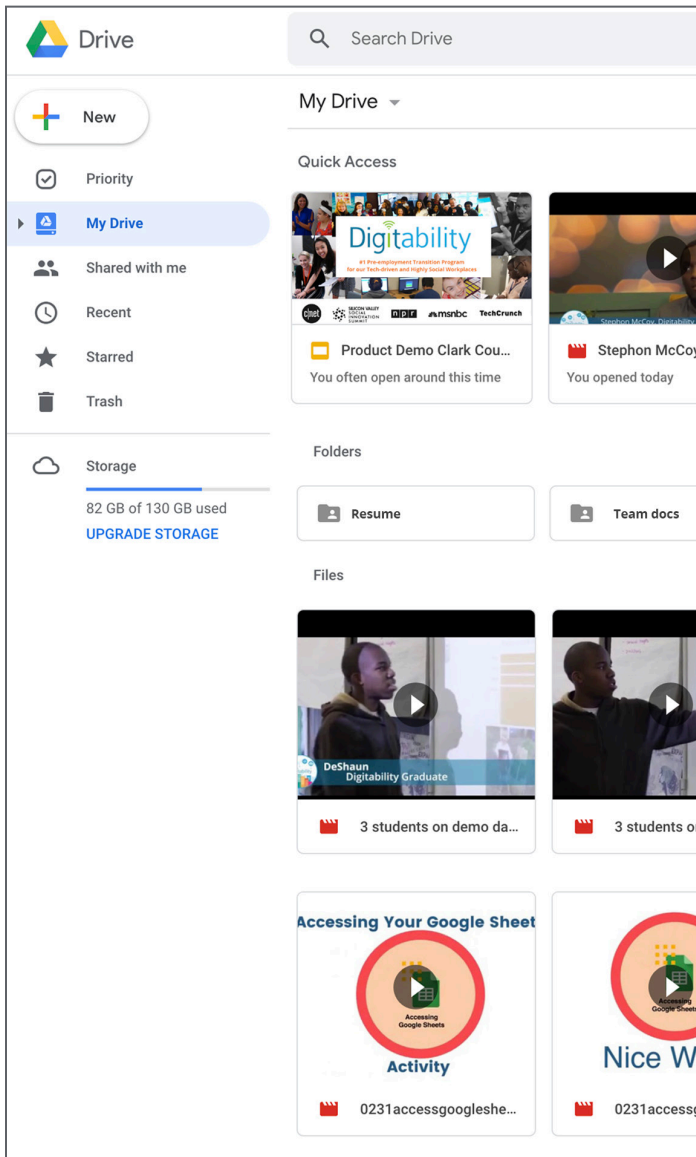**T2** **CREATE A GOOGLE DOC**

EXIT TICKET | 25.2.6.2

Directions: Circle or point to the New Button in Google Drive. Then, circle or point to the next icon that you click on the page to create a new Google Doc.
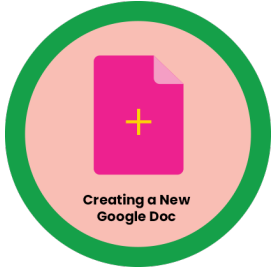
U25 — L1 — L2 — L3 — L4
L5 — L6 — L7

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 2: CREATING A NEW GOOGLE DOC

Creating a New
Google Doc

Creating a New
Google Doc

T3 TRACE 'N' LEARN

EXIT TICKET | 25.2.6.3

Creating Your
Google Docs

In Google Drive,
you can create a
new Google Doc
by clicking on the
New Button.

MY DIGITABILITY EARNINGS TRACKER

Unit 25: Accessing Your Google Docs | 25.2.7

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

Name: _____

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

TOTAL DOLLARS EARNED: