UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 5: SHARING YOUR GOOGLE DOC

LESSON OVERVIEW

You can share your Google Doc with others. To share your Google Doc, click the Share 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 5 - Sharing Your 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.

Sharing Your Doc

LESSON PLAN

WARM UP

1. Write the following on the board, leaving a blank space for the words **"Toolbar,"** **"size,"** **"bold,"** and **"color."**
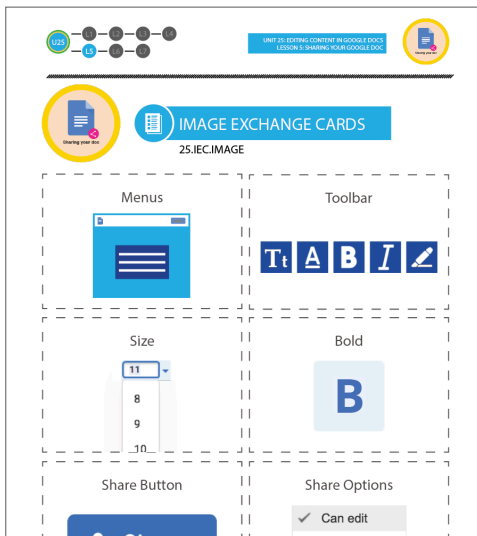
    a. You can use the _____ to change the _____ of your text, make it _____ , change the _____ and more.
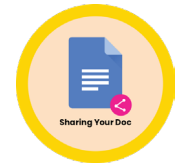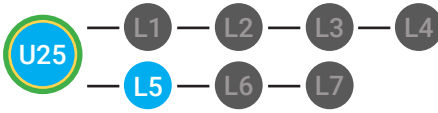
2. Have a student come up to the board to fill in the correct answer.

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.

Sharing your doc   IMAGE EXCHANGE CARDS
25.IEC.IMAGE

Menus	Toolbar
	Tt A B I ✎
Size	**Bold**
11 ▾ 8 9 10	B
Share Button	Share Options
	✓ Can edit

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. [25.5.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..."*
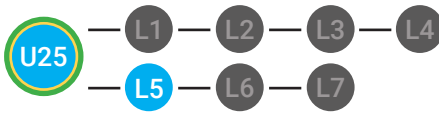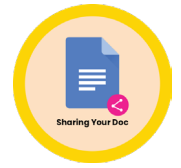
Pro tip: Build confidence in your students Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate i.e. have them point to or write down their answers. EVERY student should be earning money.
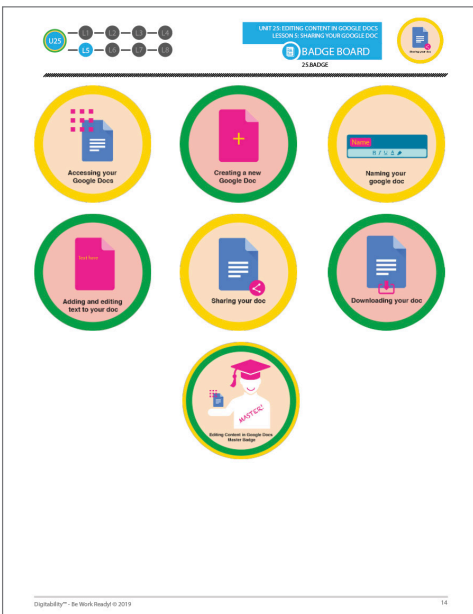
1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*
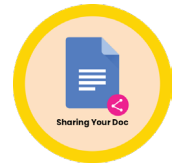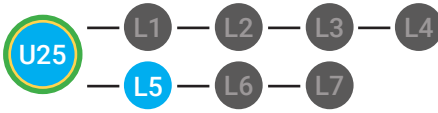
Answer: Sharing Your Google Doc

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. [25.5.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.
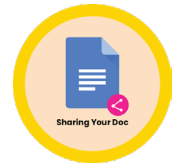
4. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen, and he is actively listening by giving a thumbs up when he hears the words "Toolbar," "size," "bold,"* and *"color."*
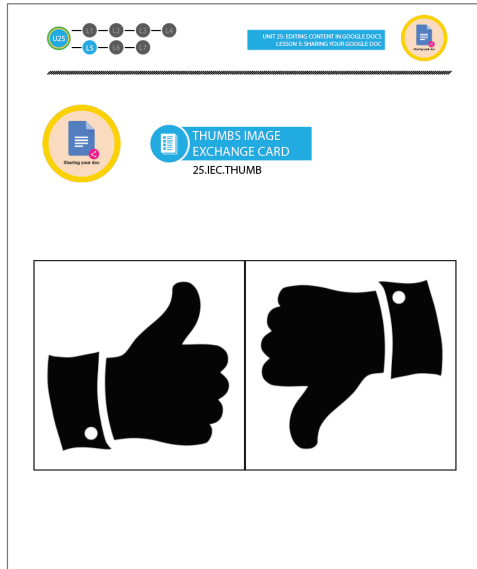
5. Ask students to give a thumbs up every time they hear and/or see the words **"Toolbar," "size," "bold,"** and **"color"** in the video.
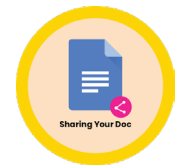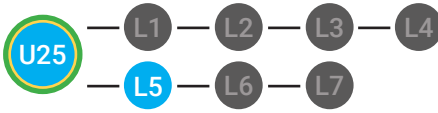
6. Play video.

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. [25.5.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 button to click in order to share your doc with others?"*

Possible Answers: click on the Share Button

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

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

Possible Answers: a menu appears

? 3. Ask, *"For a participation dollar, what will the dropdown menu give you?"*
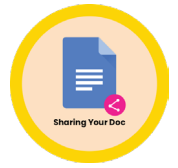
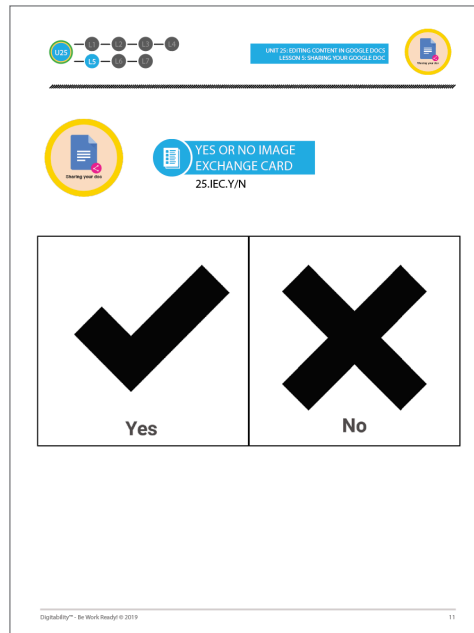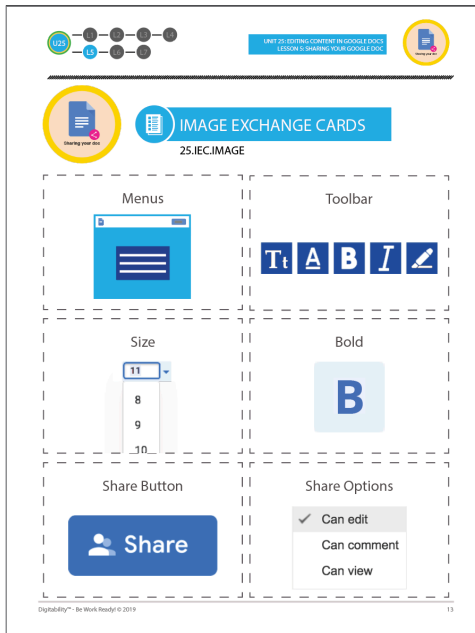***Possible Answers:*** options on how you want to share

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."
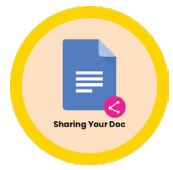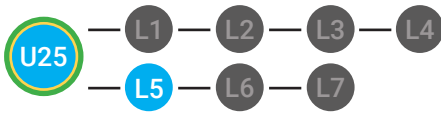
4. Distribute **25.IMAGE.IEC** or **Yes or No Image Exchange Cards**
25.IEC.Y/N to students. See **DIFFERENTIATION** for this activity to
identify supplements

IMAGE EXCHANGE CARDS
25.IEC.IMAGE

Menus | Toolbar
Size | Bold
Share Button | Share Options

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

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [25.5.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

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Sharing Your 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.
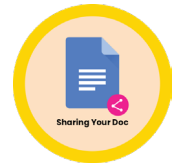
3. Distribute and cut out **Word Wall Printout 25.5.5** Students that unlocked the badge will place the Sharing Your Google Doc printout on the classroom's word wall. See 🔷 **DIFFERENTIATION** for this activity to identify supplements needed for your students.
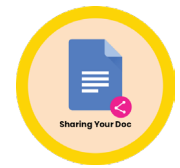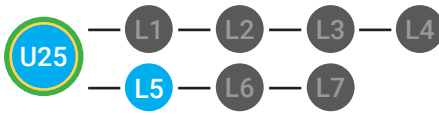
Pro tip: Increase the dollar amount for shy students or to increase motivation.

WORD WALL PRINTOUT
25.5.5

Sharing your doc

You can share your Google Doc with others. To share your Google Doc, click the share button.

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

Digitability™ - Be Work Ready! © 2019 | 5

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. [25.5.DollarTracker]**

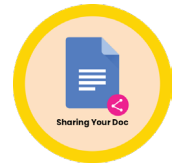[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ 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 **Share A Doc** Exit Ticket **25.5.6** to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 Using Tier 1 **Share A Doc** Exit Ticket [25.5.6.1], put these steps to sharing your doc in the correct order.

T2 Student has option to complete **Share A Doc** Exit Ticket [25.5.6.1] or **Share a Doc Cutout** Exit Ticket [25.5.6.2].

T3 Student has option to complete **Share a Doc Cutout** Exit Ticket [25.5.6.2] or **Trace 'n' Learn Card** Exit Ticket [25.5.6.3].

+/- 2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [25.5.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."*

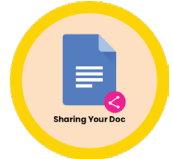|	
Participation/Contribution	Off-task
Sharing/Helping	Off topic/Inappropriate comment
Greeting a guest	Disrespect/Teasing
Following Directions/Staying on task	Complaining/Whining
Encouraging	Interrupting
	UMAPA
	Arguing

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.

Dollar Tracker

25.5.Dollar tracker

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

Sharing Your Doc

Behaviors	Name						
	EX: Sam						
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							
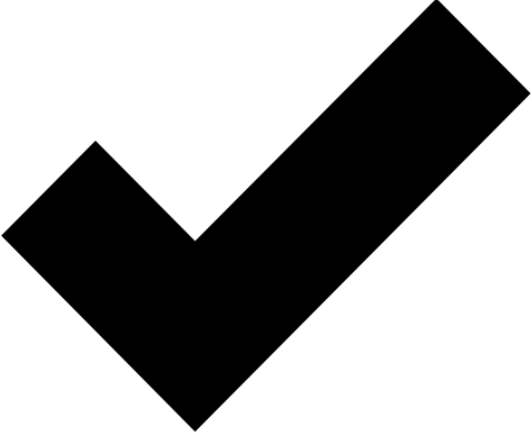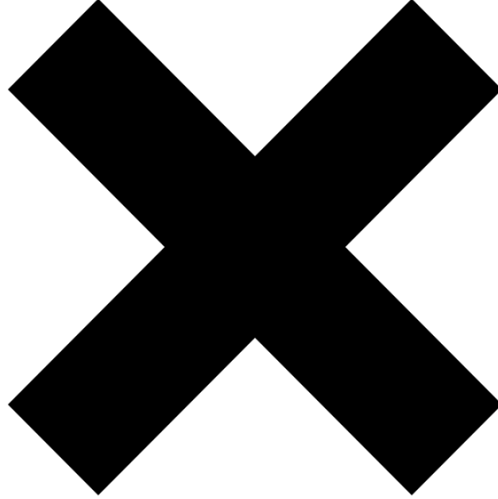
Sharing Your Doc

YES OR NO IMAGE EXCHANGE CARD

25.IEC.Y/N

Yes	No
✔	✘

Sharing Your Doc

THUMBS IMAGE EXCHANGE CARD
25.IEC.THUMB

Sharing Your Doc

IMAGE EXCHANGE CARDS

25.IEC.IMAGE

Menus

Toolbar

Tt | A | B | I | ✎

Size

11 ▼

8

9

10

Bold

B

Share Button

👥 **Share**

Share Options

✓ Can edit

Can comment

Can view

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

UNIT 25: EDITING CONTENT IN GOOGLE DOCS
LESSON 5: SHARING YOUR GOOGLE DOC

BADGE BOARD

25.BADGE

Sharing Your Doc

Accessing Your Google Docs

Creating a New Google Doc

Name
B I U A

Naming Your Google Doc

Text here
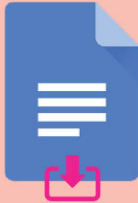
Adding and Editing Text to Your Doc

Sharing Your Doc

Downloading Your Doc

MASTER!

Editing Content in Google Docs Master Badge

WORD WALL PRINTOUT
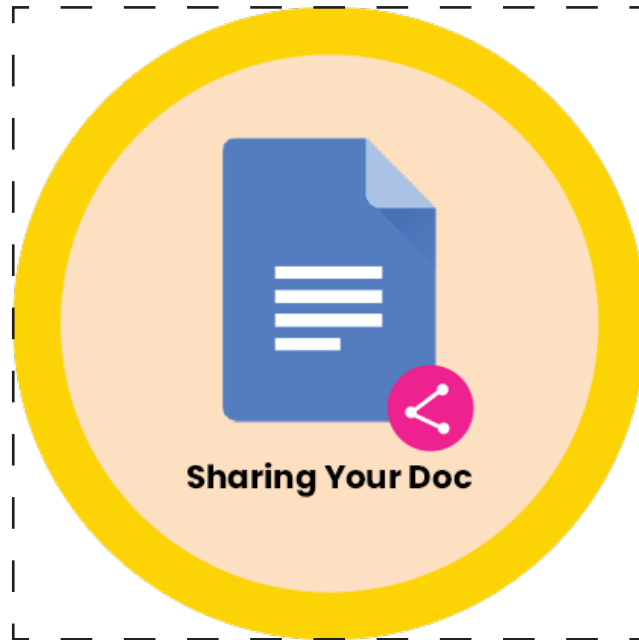
25.5.5

Sharing Your Doc

You can share your Google Doc with others. To share your Google Doc, click the Share Button.

DIFFERENTIATION
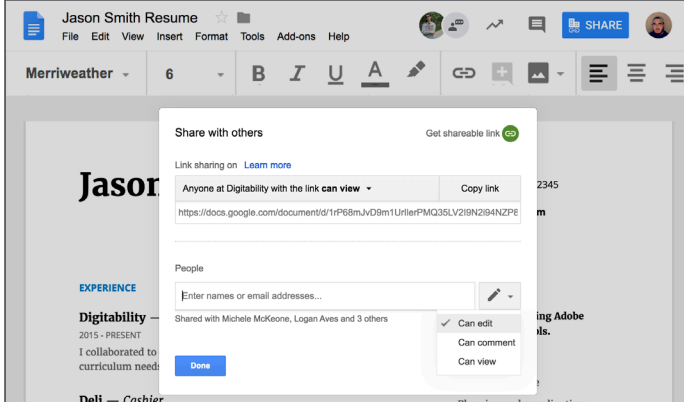
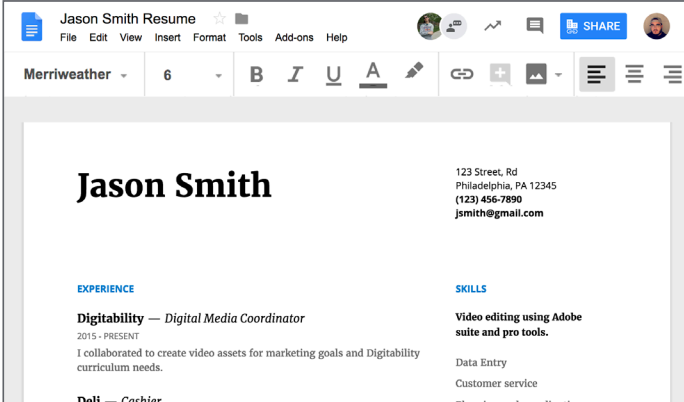Choose to cut out badge and definition or only badge for your classroom wall.
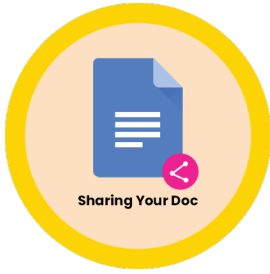
Sharing Your Doc
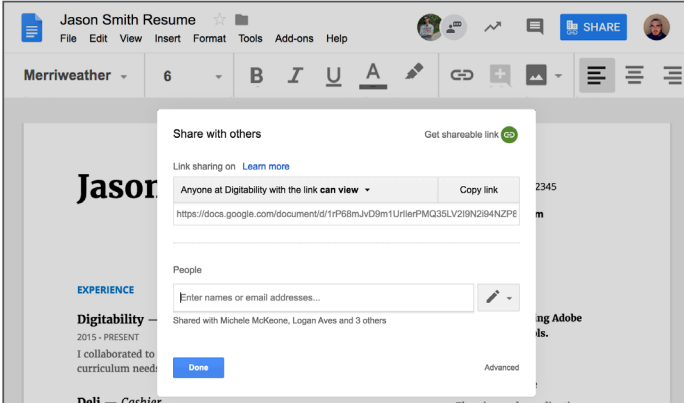
T1 **SHARE A DOC**

EXIT TICKET | 25.5.6.1

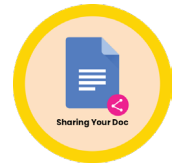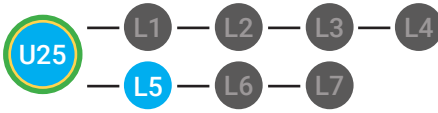**Directions:** Put these steps to sharing your doc in the correct order. Write the letters in the spaces provided.

A.

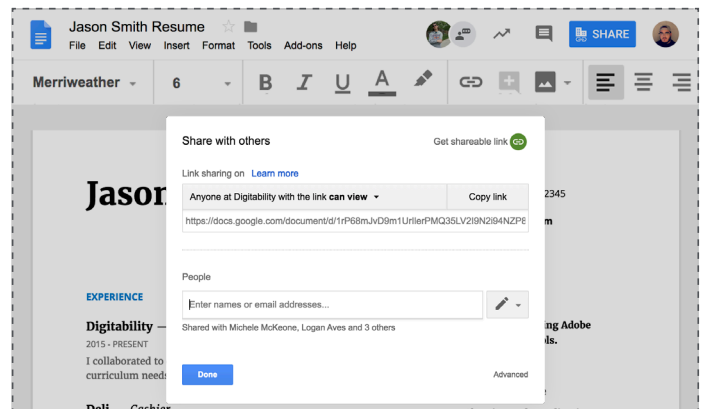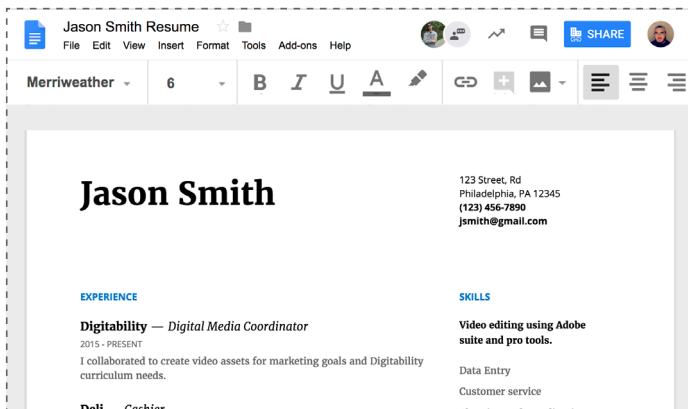1. _____

B.

2. _____

C.

3. _____

U25 — L1 — L2 — L3 — L4
L5 — L6 — L7

Sharing Your Doc
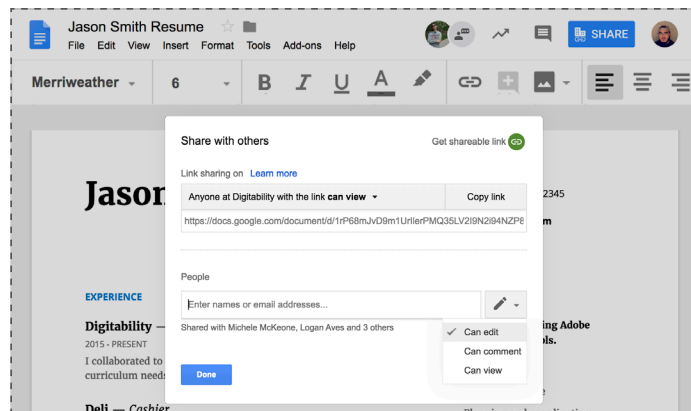
T2 SHARE A DOC CUTOUT

Sharing Your Doc

EXIT TICKET | **25.5.6.2**

Directions: Cut out each element on this page. Put them in the correct order.
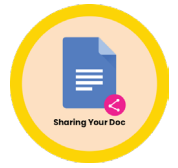
1

2

3
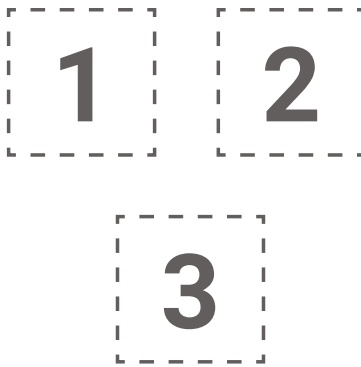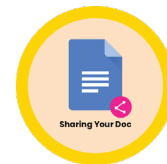
Sharing Your Doc

T3 TRACE 'N' LEARN

EXIT TICKET | 25.5.6.3

Sharing Your Google Doc

You can share your Google Doc with others. To share your Google Doc, click the Share Button.

MY DIGITABILITY EARNINGS TRACKER

Unit 25: Accessing Your Google Docs | 25.5.7

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

Name:

	DATE:	DOLLARS EARNED:
LESSON 1: 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: