Menu Bar

UNIT 27: GOOGLE SLIDES INTERFACE
LESSON 3: MENU BAR

LESSON OVERVIEW

The Google Slides Menu Bar is made up of many different menus. Each menu helps you edit, save, view, and more.

Time: ~30 minutes

OBJECTIVE

Student is able to navigate the interface of Google Slides.

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 27**

5. Select **Lesson 3 - Menu Bar**

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.

U27 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8 — L9

UNIT 27: GOOGLE SLIDES INTERFACE
LESSON 3: MENU BAR

File Edit View
Share...
New
Open

Menu Bar

File Edit View
Share...
New
Open

Menu Bar

LESSON PLAN

WARM UP

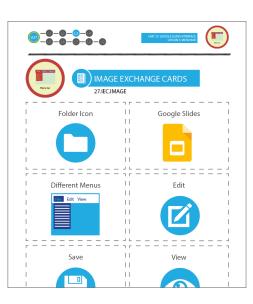1. Write the following on the board, leaving a blank space for the phrases **"Folder Icon"** and **"Google Slides."**

    a. There is a _____ on your _____.

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 **27.IMAGE.IEC** to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

U27 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8 — L9

UNIT 27: GOOGLE SLIDES INTERFACE
LESSON 3: MENU BAR

File Edit View
Share,
New
Open
Menu Bar

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** [27.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. [27.3.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: Menu Bar

2. Distribute **27.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** [27.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. [27.3.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
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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 phrase* **"Menu Bar."**

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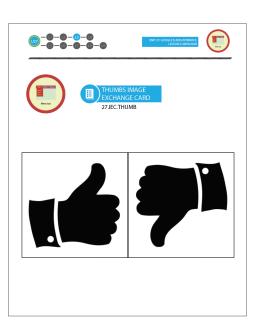
6. Play video.

7. Distribute **27.IEC.THUMB** to students. See 🎯 DIFFERENTIATION for this activity to identify supplements needed for your students.

THUMBS IMAGE EXCHANGE CARD
27.IEC.THUMB

DIFFERENTIATION

T1 Puts thumbs up

T2 Uses **Thumbs Image Exchange Card** [27.IEC.THUMB]

T3 Uses **Thumbs Image Exchange Card** [27.IEC.THUMB]

Menu Bar

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [27.3.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
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INFORMAL ASSESSMENT

1. Ask, *"For a participation dollar, who can tell me what the Menu Bar is made up of?"*

Possible Answers: many different menus

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

2. Ask, *"For a participation dollar, who can name something the Menu Bar helps you do?"*

Possible Answers: edit, save, view, and more

3. Ask, *"For a participation dollar, where is the Menu Bar located in Google Slides?"*

Possible Answers: at the top of your presentation under the name of your presentation

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:
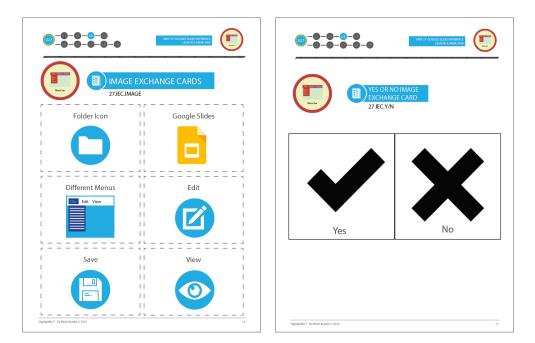
"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, nice job participating, [student]! You earned a participation dollar."

4. Distribute **27.IMAGE.IEC or Yes or No Image Exchange Cards 27.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements

IMAGE EXCHANGE CARDS
27.IEC.IMAGE

Folder Icon	Google Slides
Different Menus	Edit
Save	View

YES OR NO IMAGE EXCHANGE CARD
27.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** [27.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. [27.3.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
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Encouraging

Off-task
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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.

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Menu Bar 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.

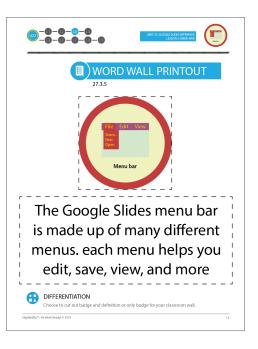	b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.

3. Distribute and cut out **Word Wall Printout 27.3.5** Students that unlocked the badge will place the Menu Bar 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
27.3.5

The Google Slides menu bar is made up of many different menus. each menu helps you edit, save, view, and more

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

Digitability™ - Be Work Ready! © 2019   15

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. [27.3.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."*

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UMAPA
Arguing

ASSESSMENT/EXIT TICKET

1. Distribute the **In The Menu Bar** Exit Ticket **27.3.6** to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

Menu Bar

DIFFERENTIATION

T1 Using Tier 1 **In The Menu Bar** Exit Ticket [27.3.6.1], student circles redo in the Menu Bar.

T2 Using Tier 2 **In The Menu Bar** Exit Ticket [27.3.6.2], student circles or points to redo in the Menu Bar.

T3 Student has option to complete **In The Menu Bar** Exit Ticket [27.3.6.2] or **Trace 'n' Learn Card** Exit Ticket [27.3.6.3].

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [27.3.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.

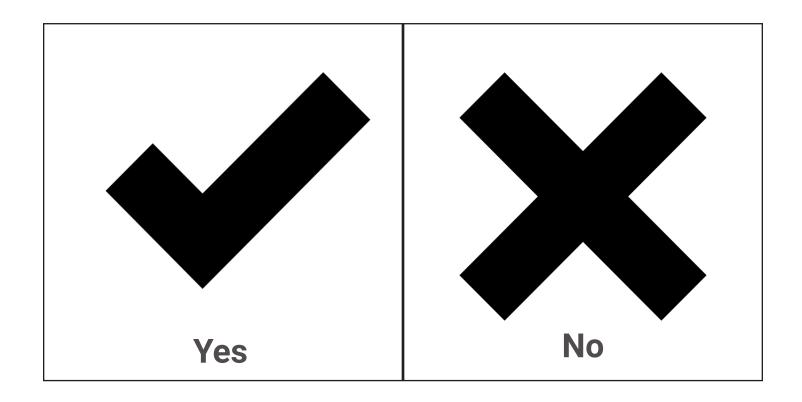**T3** Teacher or Tier 1 assistance to help student login using their password card.

U27 — L1 — L2 — L3 — L4
L5 — L6 — L7 — L8 — L9

UNIT 27: GOOGLE SLIDES INTERFACE
LESSON 3: MENU BAR

Dollar Tracker

27.3.Dollar tracker

Menu Bar

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							

Menu Bar

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

Yes	No
✓	✗

File Edit View
Share...
New
Open
Menu Bar

📋 **THUMBS IMAGE EXCHANGE CARD**
27.IEC.THUMB

Menu Bar

IMAGE EXCHANGE CARDS

27.IEC.IMAGE

Folder Icon

Google Slides

Different Menus

File	Edit	View

Edit

Save

View

BADGE BOARD

27.BADGE

Menu Bar

**Google Slides
File Name**

**Google Slides
Folder Icon**

Menu Bar

Google Slides Toolbar

**Changing Views in
Google Slides**

**Collaborator Bubbles
in Google Slides**

Present

**Google Slides
Presenting Button**

**Comments in
Google Slides**

MASTER!

**Google Slides Interface
Master Badge**

U27 — L1 — L2 — L3 — L4 — L5 — L6 — L7 — L8 — L9

UNIT 27: GOOGLE SLIDES INTERFACE
LESSON 3: MENU BAR

File Edit View
Share...
New
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Menu Bar

WORD WALL PRINTOUT

27.3.5

File   Edit   View
Share...
New
Open

Menu Bar

The Google Slides Menu Bar is made up of many different menus. Each menu helps you edit, save, view, and more.

DIFFERENTIATION

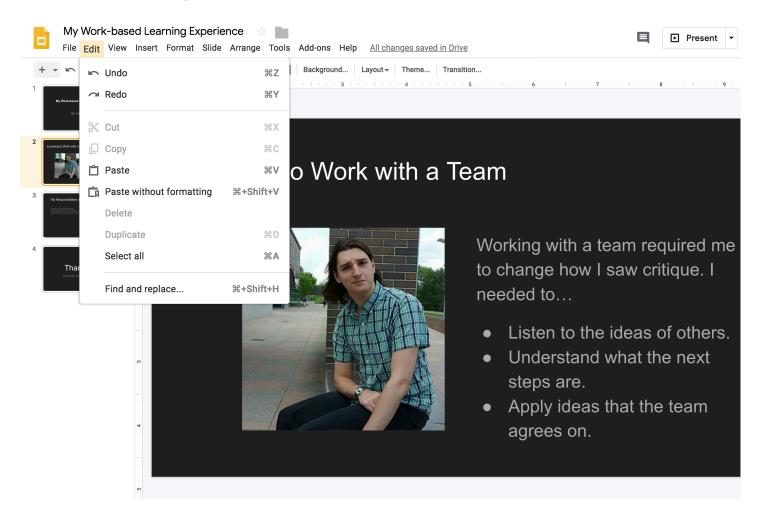Choose to cut out badge and definition or only badge for your classroom wall.

Menu Bar

T1 IN THE MENU BAR

EXIT TICKET | 27.3.6.1

Directions: Circle "Redo" in the Menu Bar. What happens when you click "Redo"? Write your answer on the lines provided.

_____

_____

_____

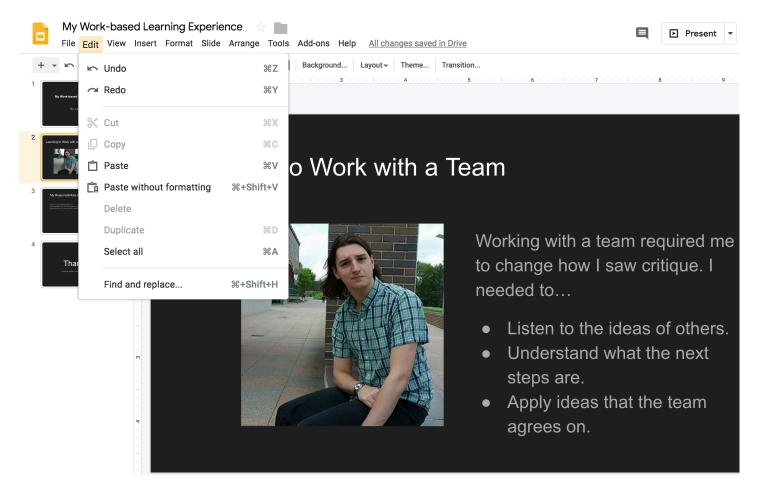Menu Bar

T2 IN THE MENU BAR

EXIT TICKET | 27.3.6.2

Directions: Circle or point to "Redo" in the Menu Bar. What happens when you click "Redo"? Answer the multiple choice question below.

1. What happens when you click "Redo"?

a. Your video plays

b. Your presentation will redo the last edit you made

c. Your presentation changes color

d. None of the above

Menu Bar

T3 TRACE 'N' LEARN

EXIT TICKET | 27.3.6.3

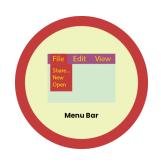Google Slides
Menu Bar

The Google Slides
Menu Bar is made
up of many different
menus. Each menu
helps you edit, save,
view, and more.

MY DIGITABILITY EARNINGS TRACKER

Unit 27: Google Slides Interface | 27.3.7

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

Menu Bar

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Google Slides File Name		
LESSON 2: Google Slides Folder Icon		
LESSON 3: Menu Bar		
LESSON 4: Google Slides Toolbar		
LESSON 5: Changing Views in Google Slides		
LESSON 6: Collaborator Bubbles		
LESSON 7: Presenting Button		
LESSON 8: Comment in Google Slides		
LESSON 9: Google Slides Interface Master Badge		

TOTAL DOLLARS EARNED: