

UNIT 29: UNDERSTANDING GOOGLE SHEETS LESSON 7: GOOGLE SHEETS TOOLBAR

LESSON OVERVIEW

You will see many options for editing your spreadsheet.

Time: ~30 minutes

OBJECTIVE

Student is able to identify functions of Google Sheets.

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 28**
5. Select **Lesson 7 - Google Sheets Toolbar**

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 “spreadsheet” and “organize spreadsheets.”

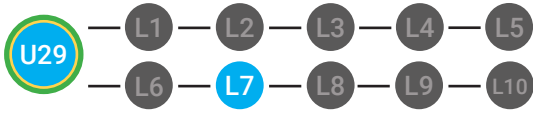
a. Working in more than one _____ can help
 _____.

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 **29.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** [29.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [29.7.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/Contributing	JM								
Sharing/Helping/Encouraging									
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 to or write down their answers. EVERY student should be earning money.

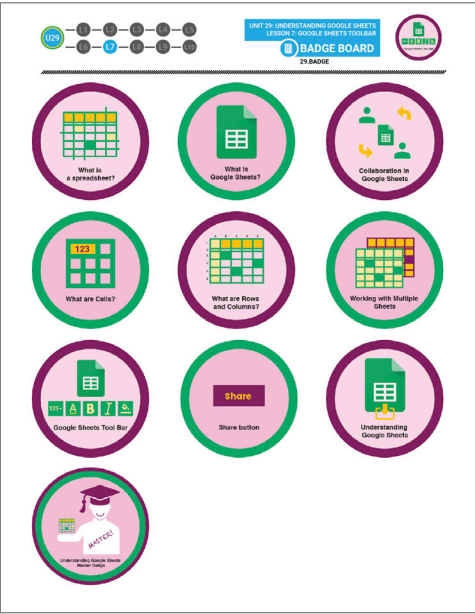


1. Ask, *“For a participation dollar, who can tell me the name of our next badge?”*

Answer: Google Sheets Toolbar



2. Distribute **29.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** [29.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**. [29.7.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 "Toolbar."*

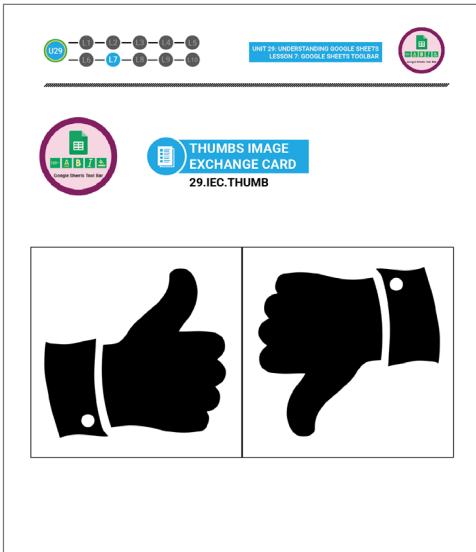
5. Ask students to give a thumbs up every time they hear and/or see the words **"Toolbar"** in the video.



6. Play video.



7. Distribute **29.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** [29.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [29.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [29.7.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
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- Off-task
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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."

INFORMAL ASSESSMENT



1. Ask, "For a participation dollar, does every spreadsheet have a toolbar?"

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



2. Ask, "For a participation dollar, who can tell me where the Google Sheets Toolbar is located?"

Possible Answers: at the top of the page



3. Ask, "For a participation dollar, what do the options on the Google Sheets Toolbar help you do?"

Possible Answers: edit your spreadsheet



4. Distribute **29.IMAGE.IEC** or **Yes or No Image Exchange Cards** **29.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

29.IEC.IMAGE

Spreadsheet

Organize Spreadsheets

Edit Your Spreadsheet

29.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** [29.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**. [29.7.DollarTracker]



Pro tip Stick to the script! Help your students develop self-regulations strategies. Do not give lengthy explanations to behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.

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

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

PLAY ACTIVITY VIDEO



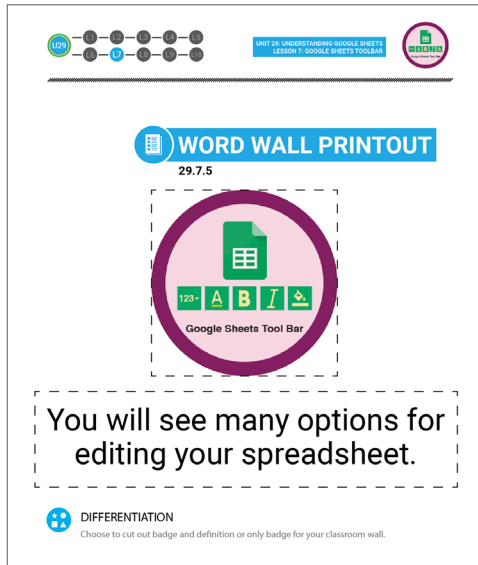
1. Ask the class, *"Who would like to unlock the Google Sheets Toolbar Badge for \$1?"*

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 29.7.5** Students that unlocked the badge will place the Google Sheets Toolbar printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [29.7.DollarTracker]

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

<p>+\$ SUCCESSFUL</p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p>-\$ PROBLEMATIC</p> <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>
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- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
- Encouraging

- Off-task
- Off-topic/Inappropriate Comment
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- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

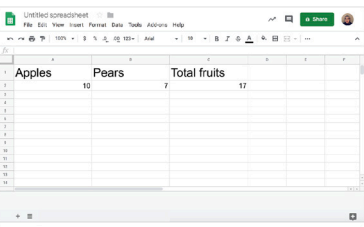
ASSESSMENT/EXIT TICKET



1. Distribute the **Google Sheets Toolbar Exit Ticket 29.7.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 GOOGLE SHEETS TOOLBAR
EXIT TICKET | 29.7.6.1

Directions: Circle the Toolbar in this Google. What does the toolbar have for your Google Sheets?



What does the toolbar have for your Google Sheets?

T2 GOOGLE SHEETS TOOLBAR
EXIT TICKET | 29.7.6.2

Directions: Circle or point the Toolbar in this Google. What does the toolbar have for your Google Sheets? Circle the correct answer.



What does the toolbar have for your Google Sheets?

a. A cell

b. The Share Button

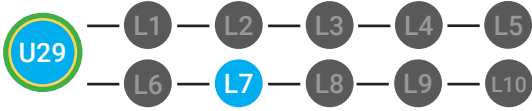
c. Options for editing your spreadsheet

d. The Google Sheet icon

T3 TRACE 'N' LEARN
EXIT TICKET | 29.7.6.3

Google Sheets
Toolbar

You will see many options for editing your spreadsheet.



DIFFERENTIATION

- T1** Using Tier 1 **Google Sheets Toolbar** Exit Ticket [29.7.6.1], student circles the Toolbar in this Google Sheet.
- T2** Student has option to complete **Google Sheets Toolbar** Exit Ticket [29.7.6.2] or **Trace 'N' Learn** Exit Ticket [29.7.6.3].
- T3** Student completes Tier 3 **Trace 'N' Learn** Exit Ticket [29.7.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [29.7.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



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

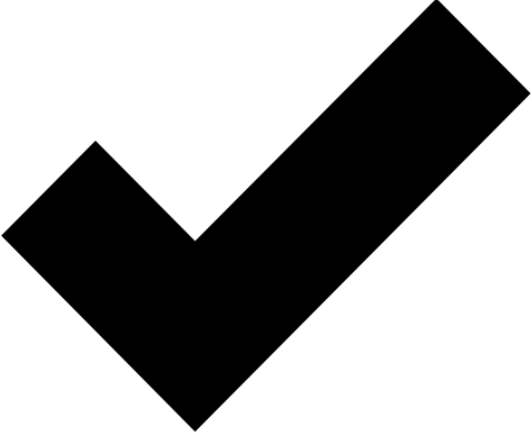
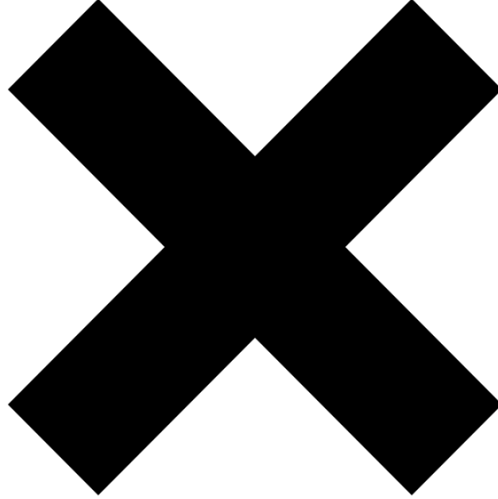
- Problematic**
- Off Task
 - Off-Topic/ Inappropriate Comment
 - Disrespect/Teasing
 - Complaining/Whining
 - Arguing
 - Interrupting
 - UMAPA

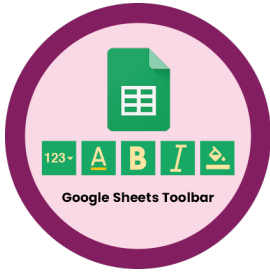
	EX: Sam						
Participation/ Contributing							
Sharing/Helping/ Collaborating							
Greeting a Guest							
Following Directions/ Staying on Task							
Encouraging/ Complementing							
Off Task							
Off-Topic/ Inappropriate Comment							
Disrespect/Teasing							
Complaining/Whining							
Arguing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



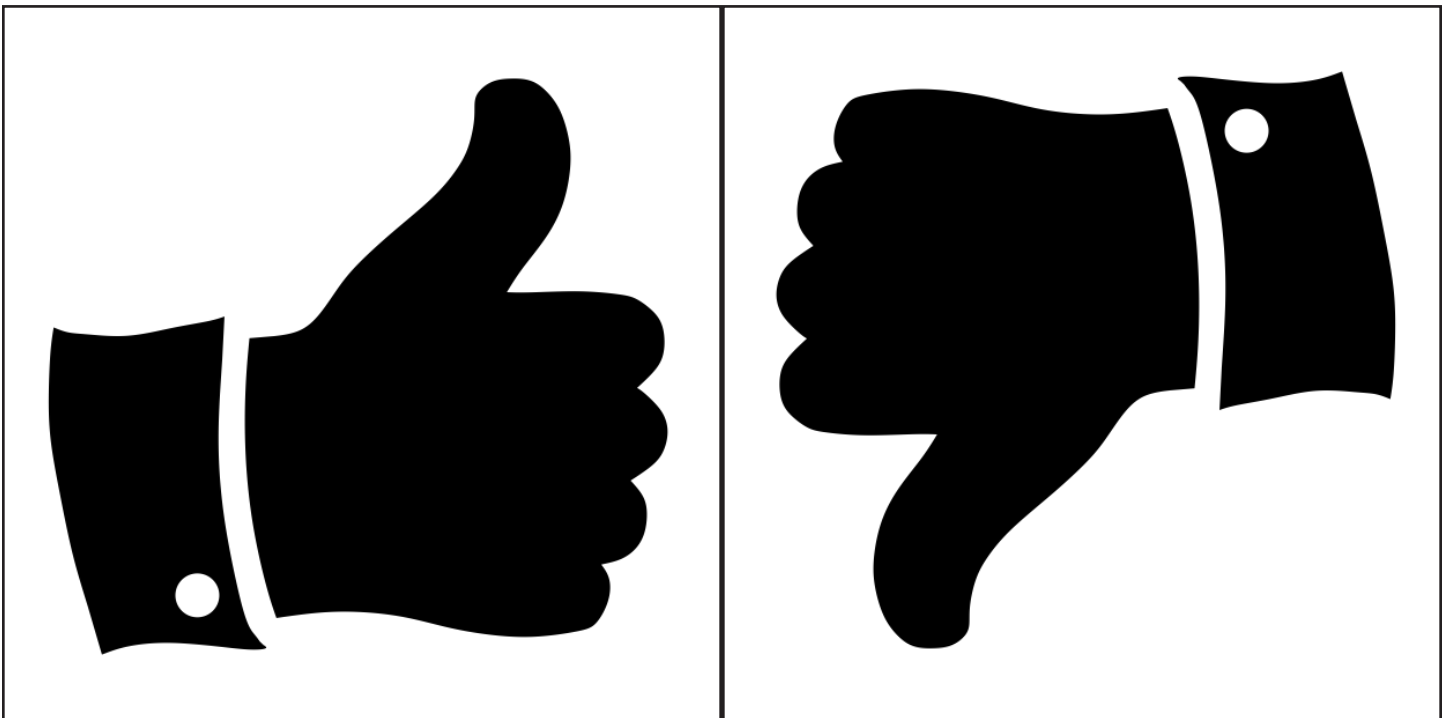
 **YES OR NO IMAGE EXCHANGE CARD**

29.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
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**THUMBS IMAGE
EXCHANGE CARD**
29.IEC.THUMB



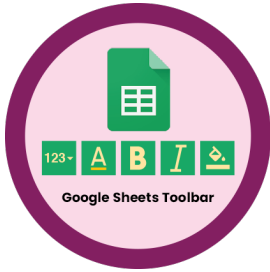
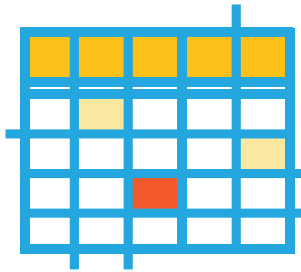


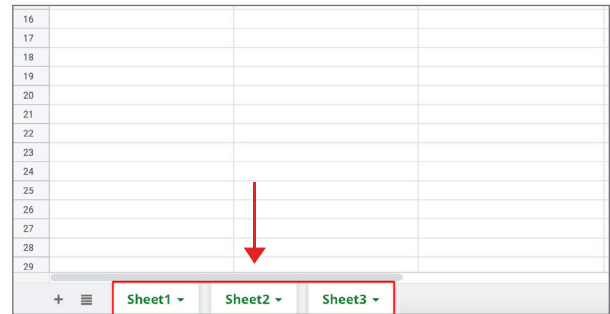
IMAGE EXCHANGE CARDS

29.IEC.IMAGE

Spreadsheet




Organize Spreadsheets



Edit Your Spreadsheet




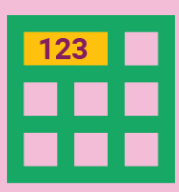
What is a Spreadsheet?



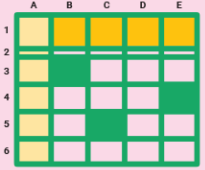
What is Google Sheets?



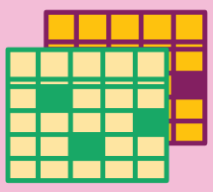
Collaboration in Google Sheets




What are Cells?




What are Rows and Columns?



Working with Multiple Sheets




Google Sheets Toolbar



Share Button



Downloading Google Sheets

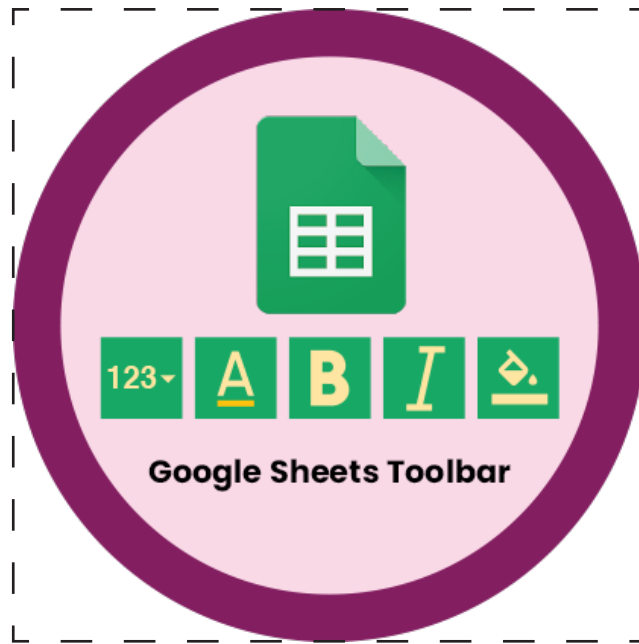


Understanding Google Sheets Master Badge



WORD WALL PRINTOUT

29.7.5



You will see many options for editing your spreadsheet.



DIFFERENTIATION

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



T1 GOOGLE SHEETS TOOLBAR

EXIT TICKET | 29.7.6.1

Directions: Circle the Toolbar in this Google Sheet. What does the Toolbar have for your Google Sheets?

	A	B	C	D	E	F
1	Apples	Pears	Total fruits			
2	10	7	17			
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

What does the Toolbar have for your Google Sheets?



T2 GOOGLE SHEETS TOOLBAR

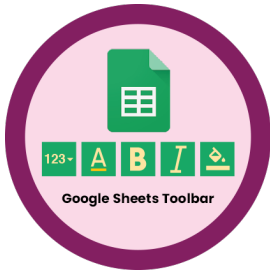
EXIT TICKET | 29.7.6.2

Directions: Circle or point to the Toolbar in this Google Sheet. What does the Toolbar have for your Google Sheets? Circle the correct answer.

The screenshot shows a Google Sheet titled 'Untitled spreadsheet'. The toolbar includes icons for undo, redo, print, zoom (100%), currency, percentage, decimal, thousands separator, font family (Arial), font size (10), bold, italic, strikethrough, text color, background color, grid lines, and a menu icon. The spreadsheet data is as follows:

	A	B	C	D	E	F
1	Apples	Pears	Total fruits			
2	10	7	17			
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

- a. A Cell
- b. The Share Button
- c. Options for editing your spreadsheet
- d. The Google Sheet Icon



T3 TRACE 'N' LEARN

EXIT TICKET | 29.7.6.3

Google Sheets
Toolbar

You will see many
options for editing
your spreadsheet.



MY DIGITABILITY EARNINGS TRACKER

Unit 29: Understanding Google Sheets | 29.7.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Lesson 1: What is a Spreadsheet?		
LESSON 2: Lesson 2: What is Google Sheets?		
LESSON 3: Lesson 3: Collaboration in Google Sheets		
LESSON 4: What are Cells?		
LESSON 5: What are Rows and Columns?		
LESSON 6: Working with Multiple Sheets		
LESSON 7: Google Sheets Toolbar		
LESSON 8: Share Button		
LESSON 9: Downloading Google Sheets		
LESSON 10: Understanding Google Sheets Master Badge		

TOTAL DOLLARS EARNED: