



UNIT 29: UNDERSTANDING GOOGLE SHEETS

LESSON 9: DOWNLOADING GOOGLE SHEETS

LESSON OVERVIEW

After you download your spreadsheet, your Google Sheets file will still be in your Google Drive.

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 9 - Downloading Google Sheets**

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,” “see,” “edit,”** and **“comment.”**

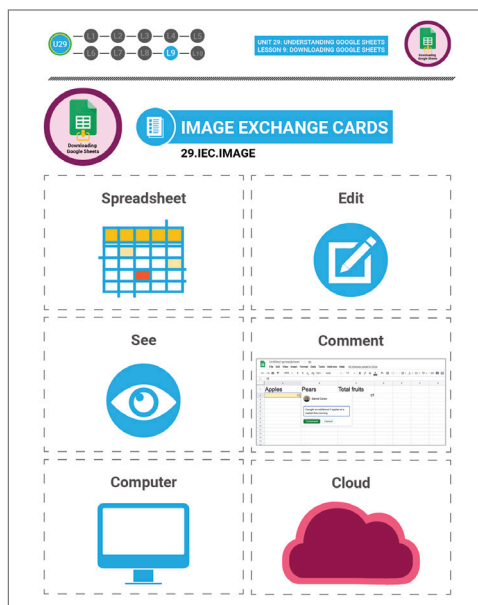
a. When you share your _____, another person will be able to _____, _____, and _____ on your sheet.

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**. [29.9.DollarTracker]

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

+\$ SUCCESSFUL

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

-\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior] 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.

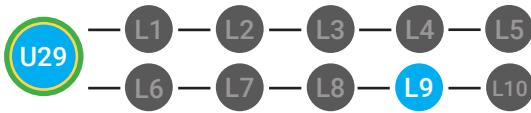
GUIDED WATCHING



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.




UNIT 29: UNDERSTANDING GOOGLE SHEETS LESSON 9: DOWNLOADING GOOGLE SHEETS

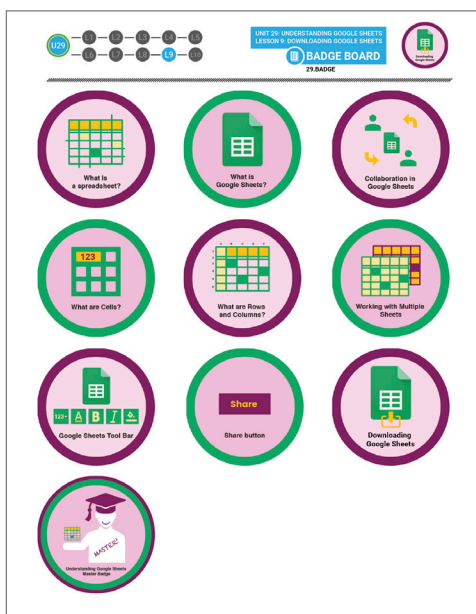


1. Ask, *“For a participation dollar, who can tell me the name of our next badge?”*

Answer: Downloading Google Sheets

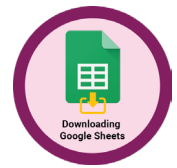


2. Distribute **29.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [29.9.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

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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 word **Downloading**."*

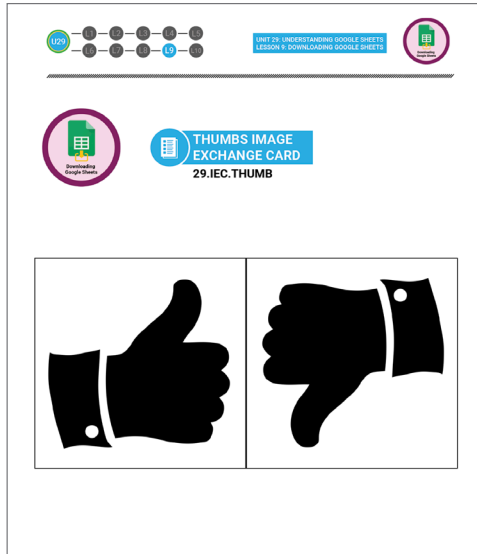
5. Ask students to give a thumbs up every time they hear and/or see the word **"Downloading"** in the video.



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**. [29.9.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
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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, who can tell me what you can download to your computer?"*

Possible Answers: you can download a Google Sheets to your computer



2. Ask, *"For a participation dollar, when you download a spreadsheet, where are you saving your spreadsheet?"*


Possible Answers: you are saving the spreadsheet file that is in the cloud to your computer

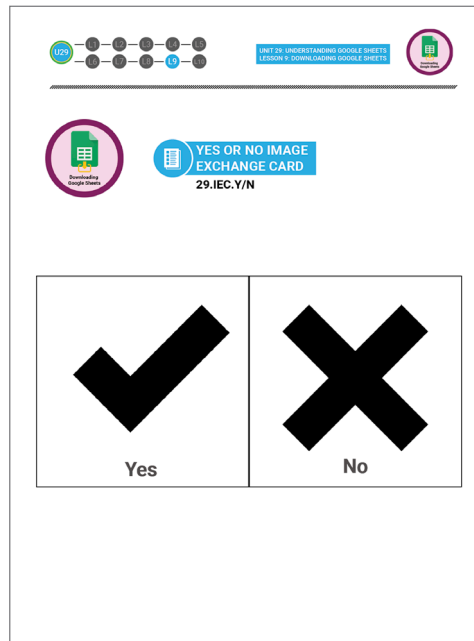
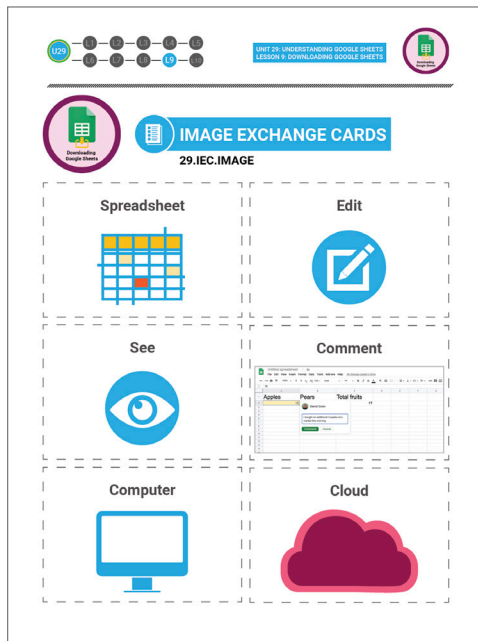


3. Ask, *"For a participation dollar, after you download your spreadsheet file, where will your Google Sheets file still be?"*

Possible Answers: in your Google Drive



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.



DIFFERENTIATION

T1

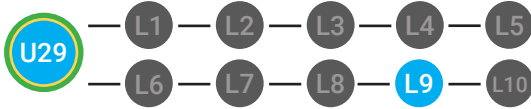
On-topic shared verbal response

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**. [29.9.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
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Interrupting
UMAPA
Arguing

PLAY ACTIVITY VIDEO



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

Click Activity Button to Play Activity Video

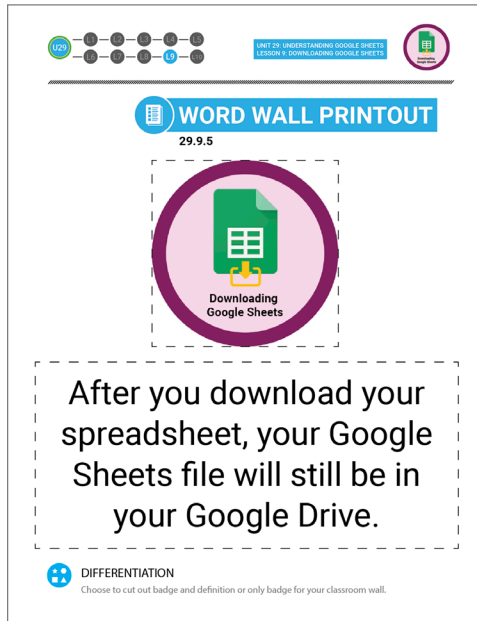
2. Student discusses with class to choose the correct answer.
 - a. If student chooses correct answer, have student or whole class dance.
 - b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



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 29.9.5** Students that unlocked the badge will place the Downloading Google Sheets 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**. [29.9.DollarTracker]

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

+\$ SUCCESSFUL

"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."

Participation/Contribution
Sharing/Helping
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ASSESSMENT/EXIT TICKET






1. Distribute the **Downloading Google Sheets Exit Ticket 29.9.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

U29 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8 — L9 — L10

T1 WHERE'S YOUR SPREADSHEET?
EXIT TICKET | 29.9.6.1

Directions: Label each icon in this worksheet. Where will your spreadsheet be after you download it? Circle the correct icon(s).



 




U29 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8 — L9 — L10

T2 WHERE'S YOUR SPREADSHEET?
EXIT TICKET | 29.9.6.2

Directions: Circle or point to the correct label each icon in this worksheet. Where will your spreadsheet be after you download it? Circle or point to the correct icon(s).

(Spreadsheet / Google Drive) (Computer / Spreadsheet)



(Google Drive / Computer)

U29 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8 — L9 — L10

T3 TRACE 'N' LEARN
EXIT TICKET | 29.9.6.3

Downloading Google Sheets

After you download your spreadsheet, your Google Sheets file will still be in your Google Drive.



DIFFERENTIATION

- T1** Using Tier 1 **Where's Your Spreadsheet?** Exit Ticket [29.9.6.1], student labels each icon in this worksheet and then circles the correct icon(s).
- T2** Student has option to complete **Where's Your Spreadsheet?** Exit Ticket [29.9.6.2] or **Trace 'N' Learn** Exit Ticket [29.9.6.3].
- T3** Student completes Tier 3 **Trace 'N' Learn** Exit Ticket [29.9.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [29.9.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

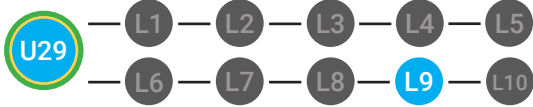
Disrespect/Teasing

Complaining/Whining

Interrupting

UMAPA

Arguing



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

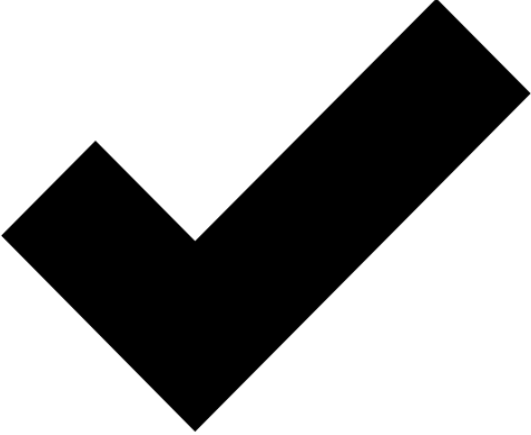
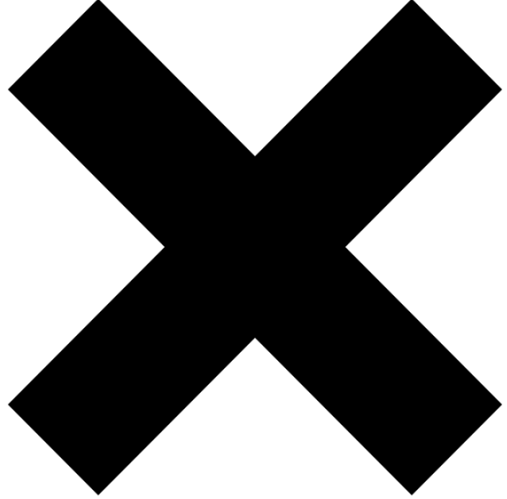
UMAPA

EX:
Sam





**YES OR NO IMAGE
 EXCHANGE CARD**
 29.IEC.Y/N

 Yes	 No
--	--



**THUMBS IMAGE
 EXCHANGE CARD**
29.IEC.THUMB

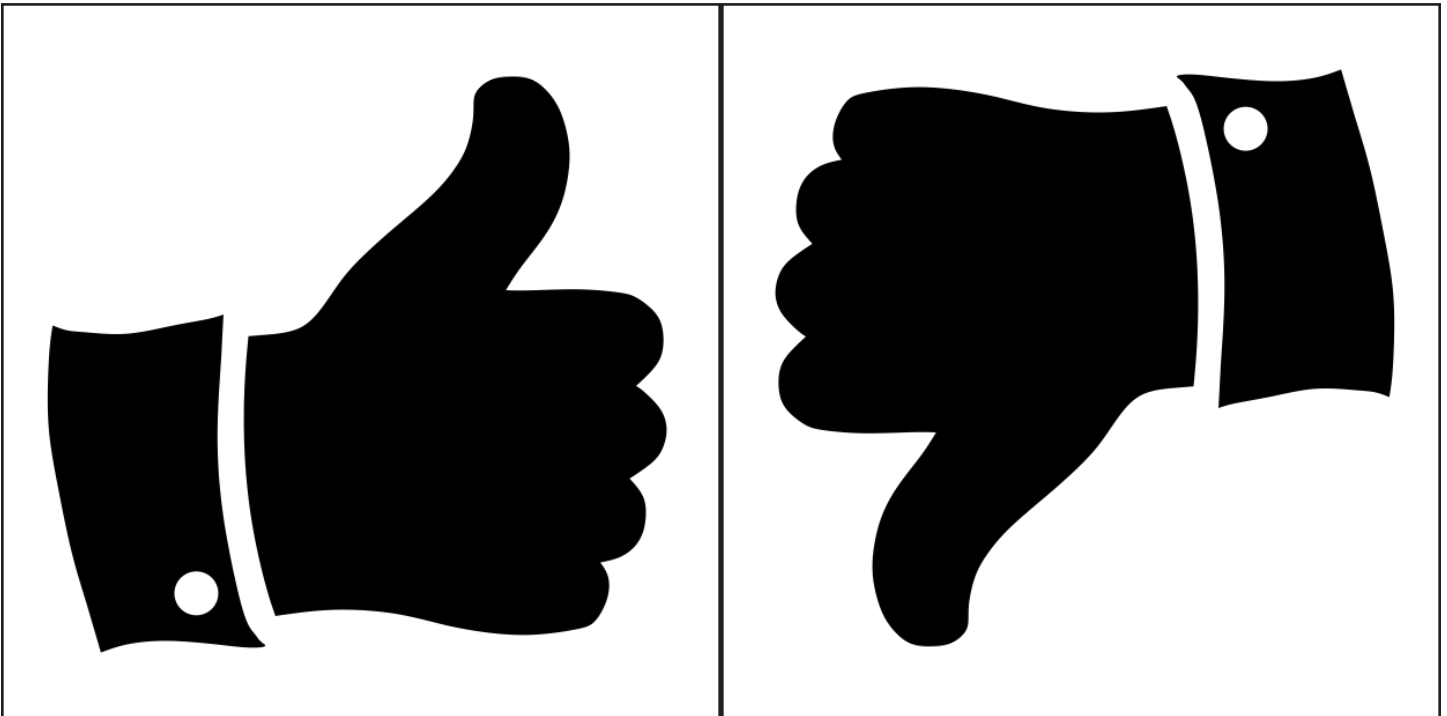
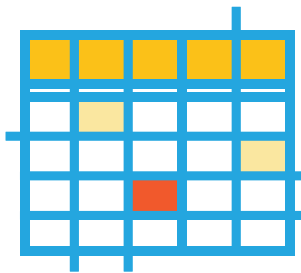




IMAGE EXCHANGE CARDS

29.IEC.IMAGE

Spreadsheet



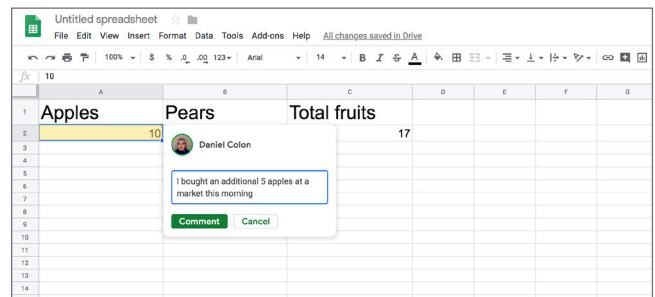
Edit



See



Comment



Computer

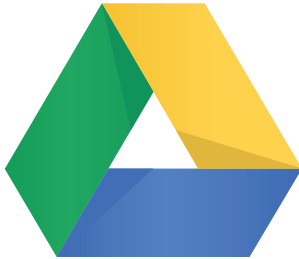


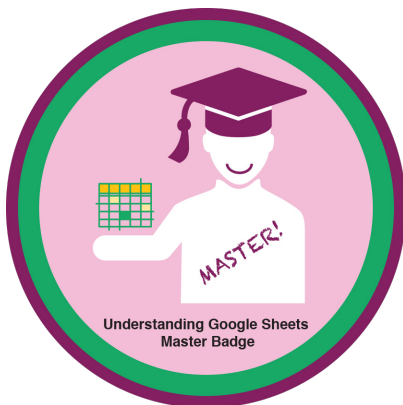
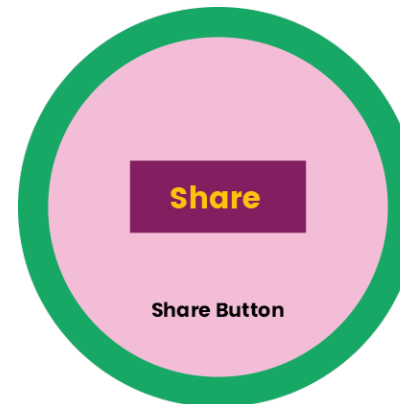
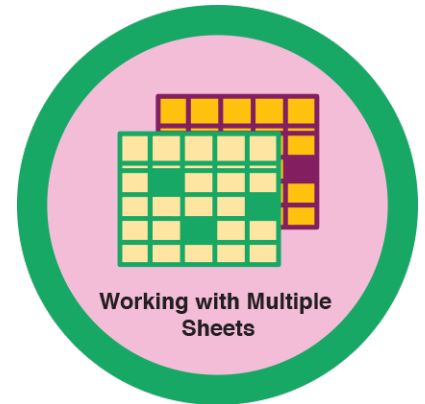
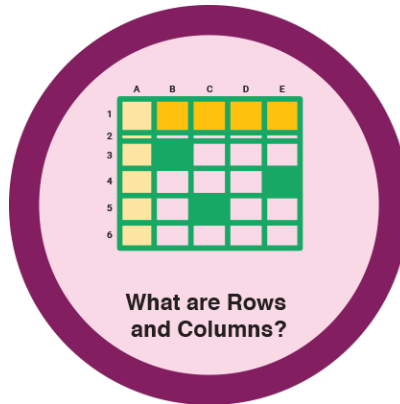
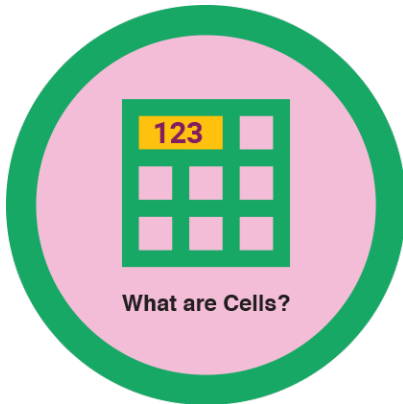
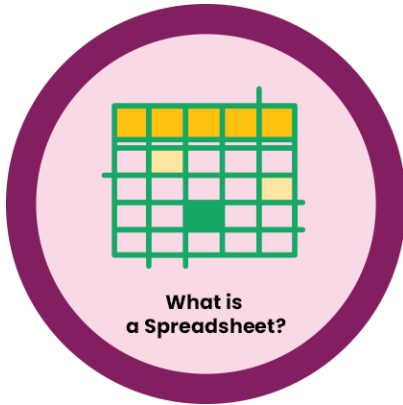
Cloud





Google Drive







WORD WALL PRINTOUT

29.9.5



After you download your spreadsheet, your Google Sheets file will still be in your Google Drive.



DIFFERENTIATION

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



T1

WHERE'S YOUR SPREADSHEET?

EXIT TICKET | 29.9.6.1

Directions: Label each icon in this worksheet. Where will your spreadsheet be after you download it? Circle the correct icon(s).



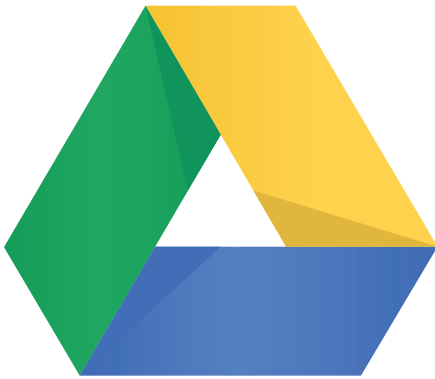




T2 WHERE'S YOUR SPREADSHEET?

EXIT TICKET | 29.9.6.2

Directions: Circle or point to the correct label for each icon in this worksheet. Where will your spreadsheet be after you download it? Circle or point to the correct icon(s).



(Spreadsheet / Google Drive)



(Computer / Spreadsheet)



(Google Drive / Computer)



T3

TRACE 'N' LEARN

EXIT TICKET | 29.9.6.3

Downloading Google Sheets

After you download
your spreadsheet,
your Google Sheets
file will still be in
your Google Drive.



MY DIGITABILITY EARNINGS TRACKER

Unit 29: Understanding Google Sheets | 29.9.7

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: