

UNIT 30: GOOGLE SHEETS INTERFACE LESSON 11: GOOGLE SHEETS INTERFACE MASTER BADGE

LESSON OVERVIEW

The Google Sheets file name is located at the top left corner. There is a Folder Icon on your Google Sheets. The Google Sheets Menu Bar is made up of many different menus. Each menu helps you edit, save, view, and more. The Toolbar is located at the top of your sheet under the Menu Bar. The Formula Bar is located at the top of your sheet under the Toolbar. A Column is located under the Formula Bar and has a letter on it. A Row is located on the left of your sheet and has a number on it. Comments that are created are located inside the cell the collaborator puts it in. A cell that has a Comment in it will have a triangle at the right corner of the cell. The Collaborator Bubbles are located at the top of your spreadsheet on the right side.

Time: ~30 minutes

OBJECTIVE

Student is able to navigate the interface 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.

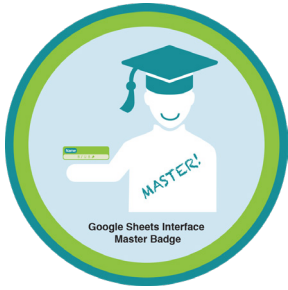
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 30**
5. Select **Lesson 11 - Google Sheets Interface Master Badge**

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 **“Comments,” “cell,”** and **“triangle.”**

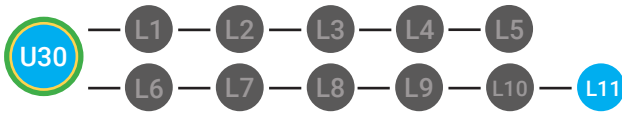
a. _____ that are created are located inside the _____ the collaborator puts it in. A cell that has a comment in it will have a _____ at the right corner of the cell.

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 **30.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** [30.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.11.DollarTracker]

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



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.

+\$ 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

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: Google Sheets Interface Master Badge

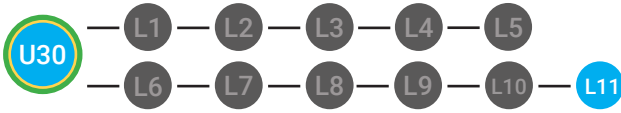


2. Distribute **30.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [30.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**. **[30.11.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>



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.

- Participation/Contribution
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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 you learned in this unit."*

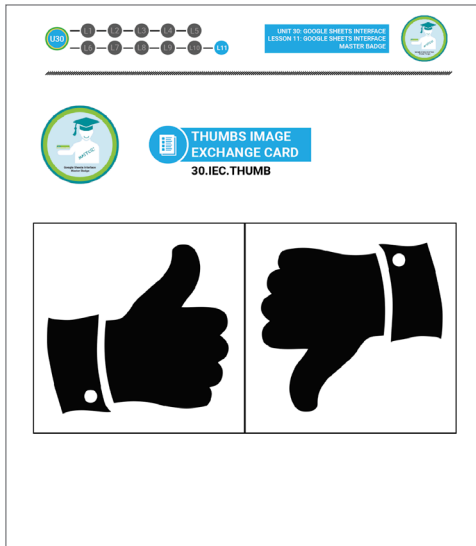
5. Ask students to give a thumbs up every time they hear and/or see the words you learned in this unit in the video.



6. Play video.

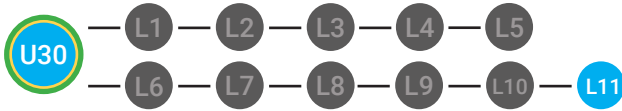


7. Distribute **30.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [30.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [30.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.11.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
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INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what determines a cell's name?"*

Possible Answers: it depends on what column and row intersect it

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



2. Ask, *"For a participation dollar, why should you name your Google Sheets file?"*

Possible Answers: naming your Google Sheets file helps you understand what the topic of your spreadsheet is



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."



3. Ask, *“For a participation dollar, who can name three things each icon on the Google Sheets toolbar helps you do?”*

Possible Answers: edit, undo, merge cells



4. Ask, *“For a participation dollar, who can tell me two things Columns and Rows help you do in Google Sheets?”*

Possible Answers: locate cells and name a cell

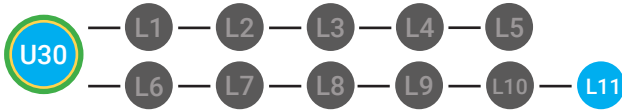


5. Distribute **30.IMAGE.IEC** or **Yes or No Image Exchange Cards** **30.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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** [30.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**. [30.11.DollarTracker]



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.

[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
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- Arguing

PLAY ACTIVITY VIDEO




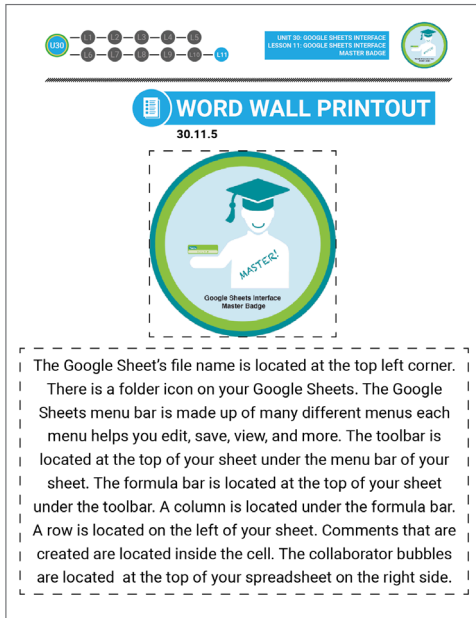
1. Ask the class, *"Who would like to unlock the Google Sheets Interface Master Badge for \$1?"*

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



The Google Sheet's file name is located at the top left corner.
 There is a folder icon on your Google Sheets. The Google Sheets menu bar is made up of many different menus each menu helps you edit, save, view, and more. The toolbar is located at the top of your sheet under the menu bar of your sheet. The formula bar is located at the top of your sheet under the toolbar. A column is located under the formula bar. A row is located on the left of your sheet. Comments that are created are located inside the cell. The collaborator bubbles are located at the top of your spreadsheet on the right side.



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**. [30.11.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>
-----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

- Participation/Contribution
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
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- Off-task
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- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

ASSESSMENT/EXIT TICKET



1. Distribute the **Google Sheets Interface Master Badge Exit Ticket 30.11.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 SHEETS INTERFACE
EXIT TICKET | 30.11.6.1

Directions: Fill in each label on this spreadsheet.

T2 SHEETS INTERFACE
EXIT TICKET | 30.11.6.2

Directions: Circle or point to the correct label in each label on this spreadsheet.



DIFFERENTIATION

- T1** Using Tier 1 **Sheets Interface** Exit Ticket [30.11.6.1], student fills in each label on this spreadsheet.
- T2** Using Tier 2 **Sheets Interface** Exit Ticket [30.11.6.2], student circles or points to the correct word in each label on this spreadsheet.
- T3** Using Tier 2 **Sheets Interface** Exit Ticket [30.11.6.2], student circles or points to the correct word in each label on this spreadsheet.



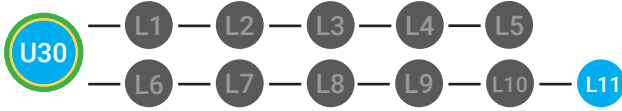
2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.11.DollarTracker]

[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

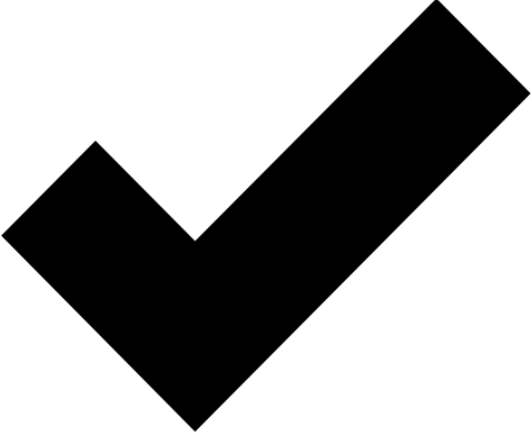
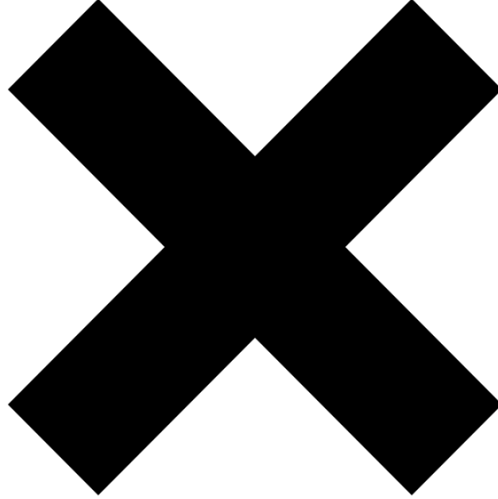
- Problematic**
- Off Task
 - Off-Topic/ Inappropriate Comment
 - Disrespect/Teasing
 - Complaining/Whining
 - Arguing
 - Interrupting
 - UMAPA

Name							
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**

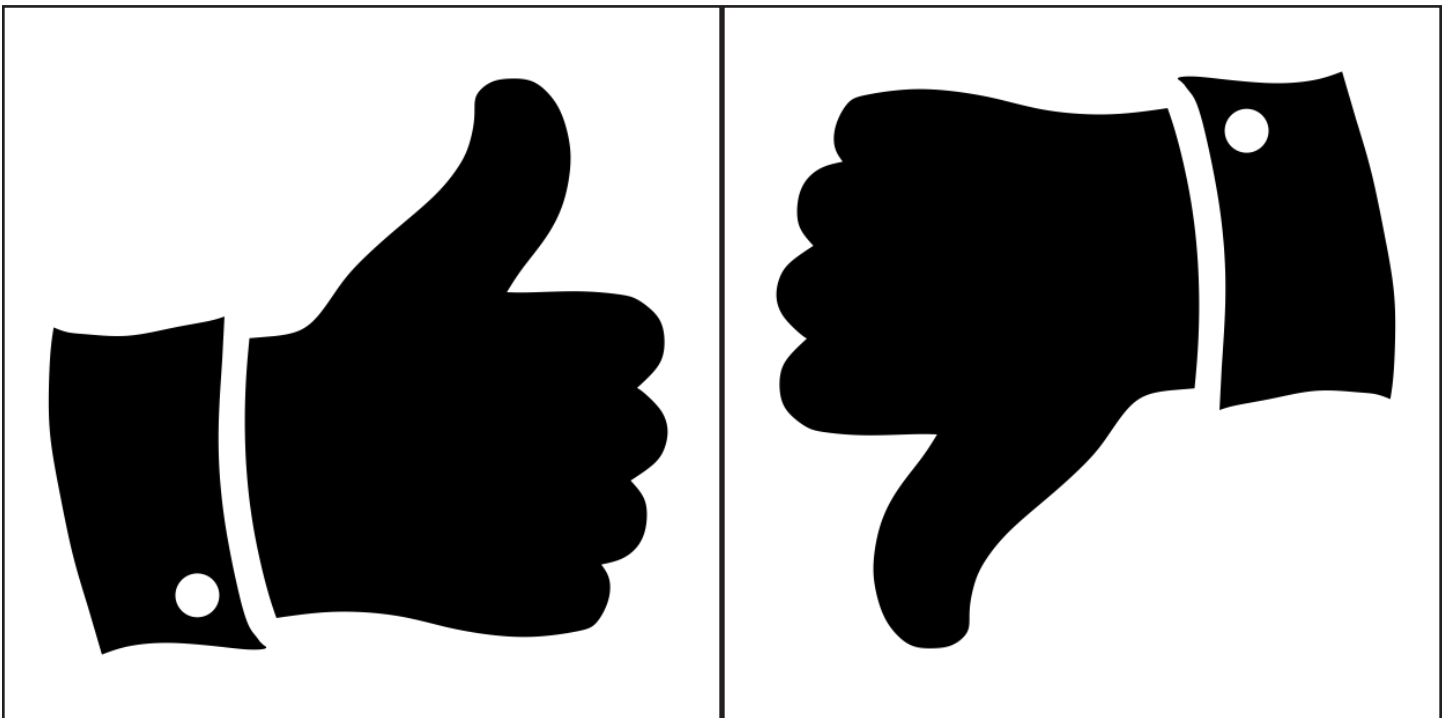
30.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
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 **THUMBS IMAGE
EXCHANGE CARD**

30.IEC.THUMB



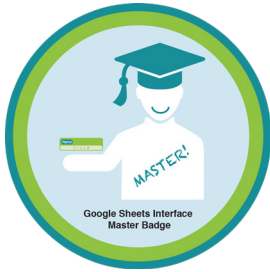
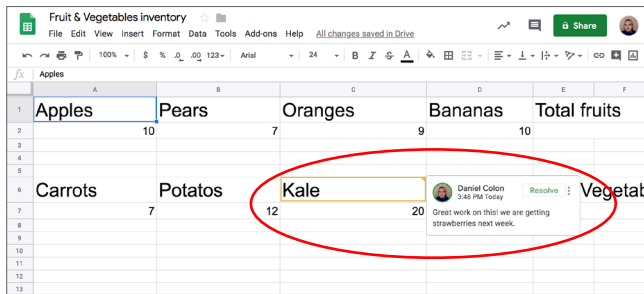


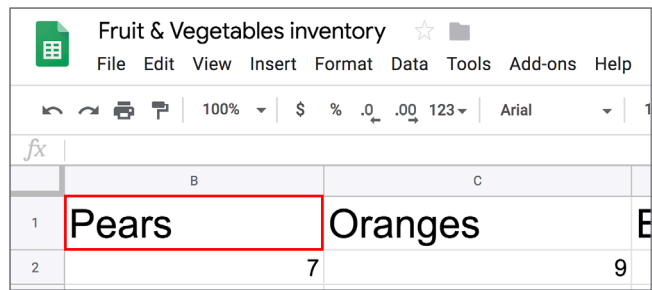
IMAGE EXCHANGE CARDS

30.IEC.IMAGE

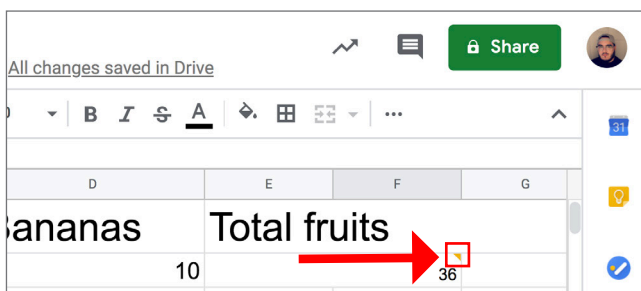
Comments



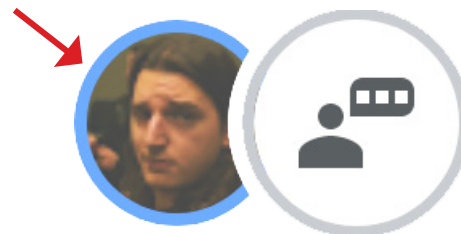
A Cell



A Triangle



A Different Collaborator



Topic

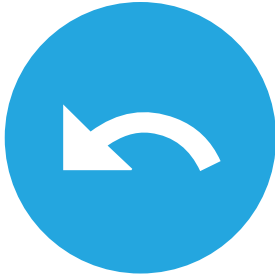


Edit

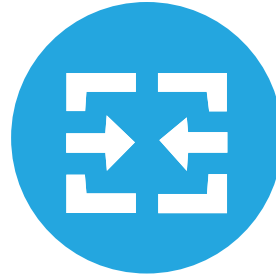




Undo



Merge Cells





Name

B / U A ↕

Name of Your Spreadsheets

Google Sheets Folder Icon

File Edit View

Share...
New
Open

Menu Bar

123~ A B I ↕

Google Sheets Toolbar

123

Cells

\sum | sum=c4+c7

Formula Bar

A B C D E

1
2
3
4
5
6

Columns and Rows

Add Sheets Button

Collaborator Bubbles in Google Sheets

123

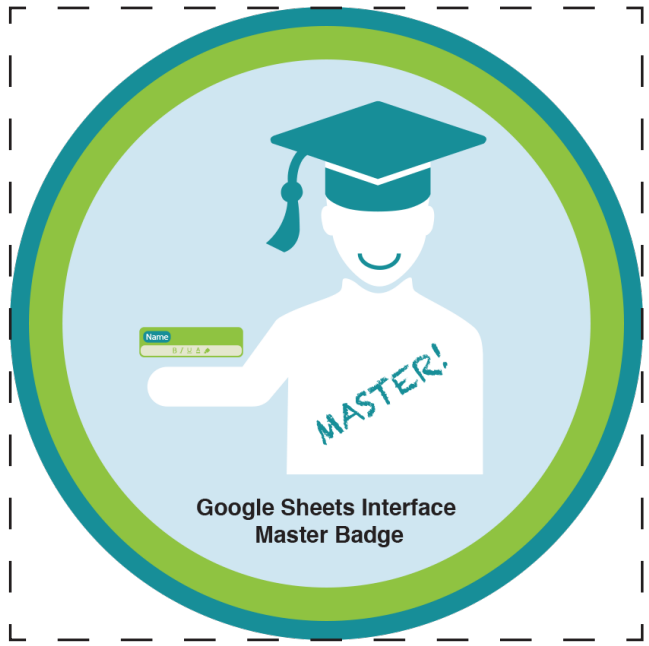
Comments in Google Sheets

Google Sheets Interface Master Badge



WORD WALL PRINTOUT

30.11.5



The Google Sheets file name is located at the top left corner. There is a Folder Icon on your Google Sheets. The Google Sheets Menu Bar is made up of many different menus. Each menu helps you edit, save, view, and more. The Toolbar is located at the top of your sheet under the Menu Bar. The Formula Bar is located under the Toolbar. A Column is located under the Formula Bar and has a letter on it. A Row is located on the left of your sheet and has a number on it. Comments that are created are located inside the cell the collaborator puts it in. The Collaborator Bubbles are located at the top of your spreadsheet on the right side.



T1 SHEETS INTERFACE

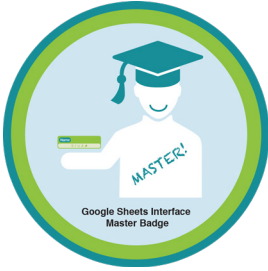
EXIT TICKET / 30.11.6.1

Directions: Fill in each label on this spreadsheet.

The screenshot shows a Google Sheet with the following data:

	A	C	D	E	F
1	Apples	Oranges	Bananas	Total fruits	
2	10	7	9		
3					
4					
5					
6	Carrots	Potatos	Kale		Vegetab
7	7	12	20		
8					
9					
10					
11					
12					
13					
14					
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16					
17					
18					
19					
20					
21					
22					

Labels in the image point to various UI elements: the formula bar (containing $=SUM(A2+B2+C2+D2)$), the menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), the toolbar (font, bold, italic, underline, text color, background color, fill color, border, zoom, etc.), the spreadsheet grid, the status bar (Fruits &..., New Inv...), and a chat notification from Daniel Colon.



T2 SHEETS INTERFACE

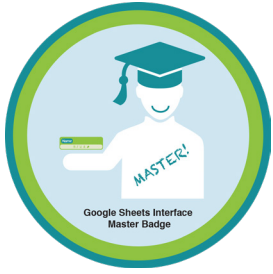
EXIT TICKET / 30.11.6.2

Directions: Circle or point to the correct word in each label on this spreadsheet.

The screenshot shows a Google Sheets spreadsheet with the following labels and their corresponding elements:

- File Name / Folder Icon:** Points to the 'Fruit & Vegetables inventory' title and folder icon.
- Folder Icon / Column:** Points to the folder icon in the top right corner.
- Toolbar / Menu Bar:** Points to the top menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help).
- Row / Toolbar:** Points to the row number '1' in the left margin.
- Collaborator Bubbles / File Name:** Points to the collaborator avatars and the 'Share' button.
- Toolbar / Formula:** Points to the formula bar containing '=SUM(A2+B2+C2+D2)'.
- Cell / Comment:** Points to the cell containing 'Apples'.
- Formula / Row:** Points to the row number '2' in the left margin.
- Created Comment / Column:** Points to a comment bubble from Daniel Colon.
- Column / Cell:** Points to the column letter 'A' in the top margin.
- Row / Comment:** Points to the row number '7' in the left margin.
- Add Sheets Button / Formula:** Points to the '+' button in the bottom left corner.

	A	B	C	D	E	F
1	Apples	Oranges	Bananas	Total fruits		
2	10	7	9			
3						
4						
5						
6	Carrots	Potatos	Kale			Vegetab
7	7	12	20			
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22						



MY DIGITABILITY EARNINGS TRACKER

Unit 30: Google Sheets Interface | 30.11.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Google Sheets File Name		
LESSON 2: Google Sheets Folder Icon		
LESSON 3: Menu Bar		
LESSON 4: Toolbar		
LESSON 5: Cells		
LESSON 6: Formula Bar		
LESSON 7: Columns and Rows		
LESSON 8: Add Sheets Button		
LESSON 9: Collaborator Bubbles		
LESSON 10: Comments in Google Sheets		
LESSON 11: Google Sheets Interface Master Badge		

TOTAL DOLLARS EARNED: