



UNIT 30: GOOGLE SHEETS INTERFACE LESSON 8: ADD SHEETS BUTTON

LESSON OVERVIEW

The Add Sheet Button can be located at the bottom left corner of you doc.

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 8 - Add Sheets Button**

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 **“Column,” “Formula Bar,”** and **“Row.”**

- a. A _____ is located under the _____ and has a letter on it.
 A ____ is located on the left of your sheet and has a number on it.

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.

UNIT 30: GOOGLE SHEETS INTERFACE
LESSON 8: ADD SHEETS BUTTON

IMAGE EXCHANGE CARDS

30.IEC.IMAGE

Formula Bar

Column

Row

Save time

Plus Sign



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**. [30.8.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]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: Add Sheets Button



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. [30.8.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
- Sharing/Helping
- Greeting a Guest
- Following Directions/Staying on Task
- Encouraging

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

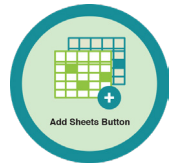


4. Bring attention to screen, **"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen and he is actively listening by giving a thumbs up when he hears the phrase "Add Sheets Button."**

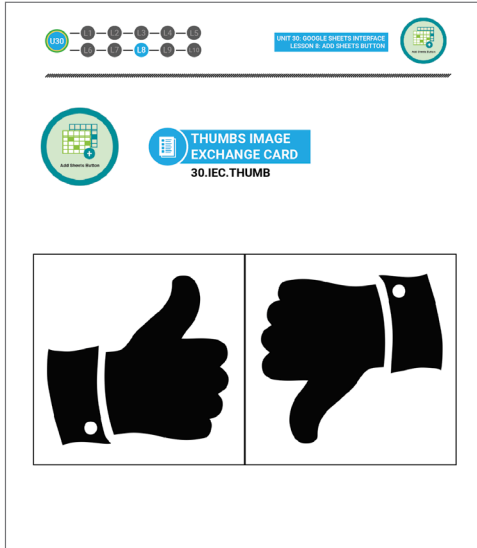
5. Ask students to give a thumbs up every time they hear and/or see the words **"Add Sheets Button"** in the video.



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**. [30.8.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

INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me why you should organize more than one related spreadsheet?"*

Possible Answers: it can help save time when working on a project.

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



2. Ask, *"For a participation dollar, what does the Add Sheet Button look like?"*

Possible Answers: plus sign



3. Ask, *"For a participation dollar, where is the Add Sheet Button located?"*



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 **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.

30.IEC.IMAGE

Formula Bar

Column

Row

Save time

Plus Sign

30.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** [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**. [30.8.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>
---	--

- 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 Add Sheets Button Badge for \$1?"*

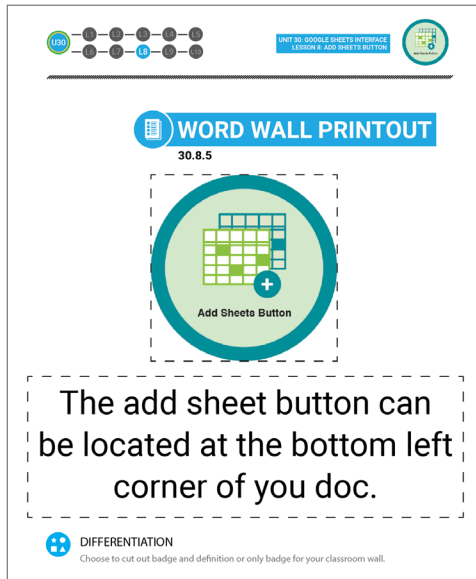
Click Activity Button to Play Activity Video

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



3. Distribute and cut out **Word Wall Printout 30.8.5** Students that unlocked the badge will place the Add Sheets Button 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**. [30.8.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
- Encouraging

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

ASSESSMENT/EXIT TICKET



1. Distribute the **Add Sheets Button Exit Ticket 30.8.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 THE ADD SHEETS BUTTON
EXIT TICKET | 30.8.6.1

Directions: Circle the add sheet button on this spreadsheet. What does the add sheets button help you do? Write the answer on the lines provided.

What is does a column have on it? What does a row have on it?

T2 THE ADD SHEETS BUTTON
EXIT TICKET | 30.8.6.2

Directions: Circle or point to the add sheet button on this spreadsheet. What does the add sheets button help you do? Circle the answer on the multiple choice question.

What does the add sheets button help you do?

- a. Organize related spreadsheets
- b. Create a slideshow
- c. Build a website
- d. None of the above

T3 TRACE 'N' LEARN
EXIT TICKET | 30.8.6.3

Add Sheets Button

The add sheet button can be located at the bottom left corner of you doc.



DIFFERENTIATION

T1

Using Tier 1 **The Add Sheets Button** Exit Ticket [30.8.6.1], student circles the add sheet button on this spreadsheet and writes the answer on the lines provided.

T2

Using Tier 2 **The Add Sheets Button** Exit Ticket [30.8.6.2], student circles or point to the add sheet button on this spreadsheet and circles the answer on the multiple choice question.

T3

Student has option to complete **The Add Sheets Button** Exit Ticket [30.8.6.2] or **Trace 'n' Learn card** Exit Ticket [30.8.6.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [30.8.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



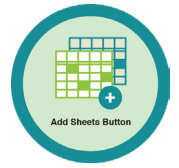
IMMEDIATE FEEDBACK/NEXT STEPS

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

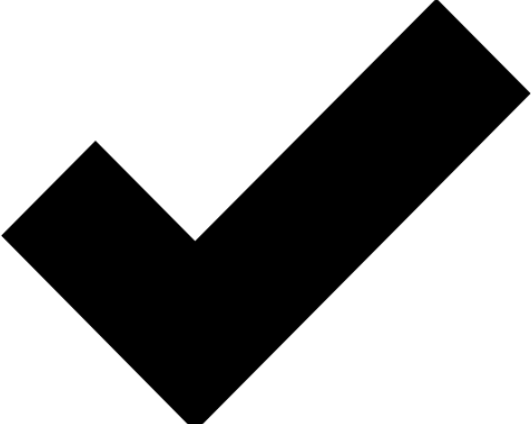
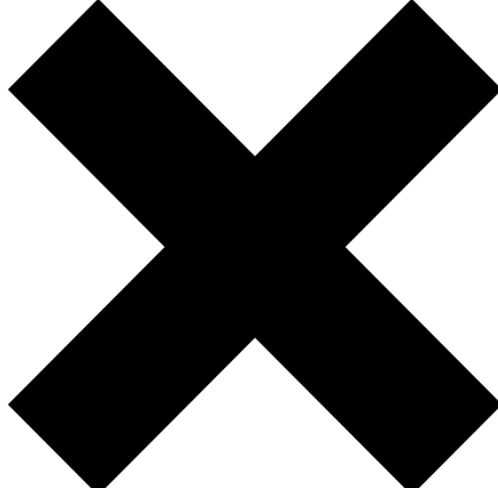


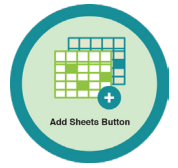
Behaviors	Name						
Successful	EX: Sam						
Participation/ Contributing							
Sharing/Helping/ Collaborating							
Greeting a Guest							
Following Directions/ Staying on Task							
Encouraging/ Complementing							
Problematic							
Off Task							
Off-Topic/ Inappropriate Comment							
Disrespect/Teasing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



 **YES OR NO IMAGE
EXCHANGE CARD**

30.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
--	--



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

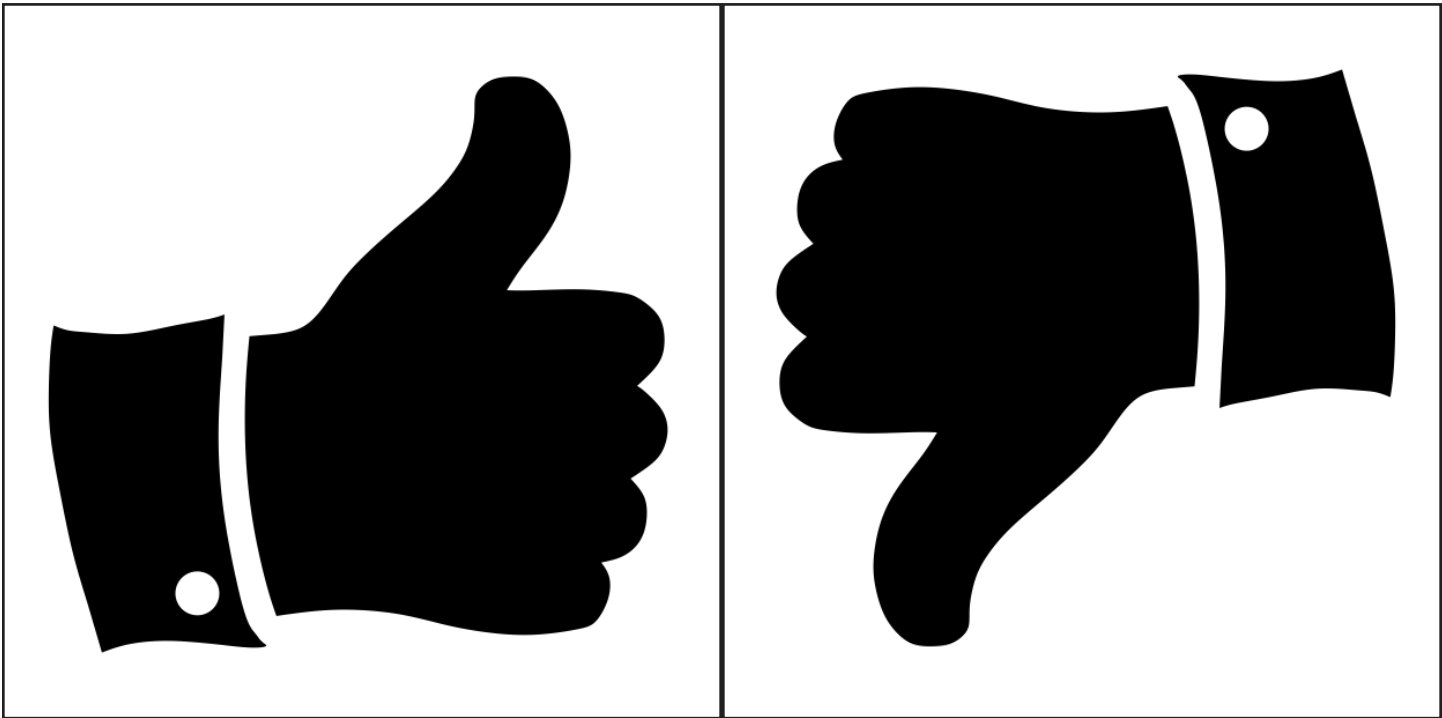
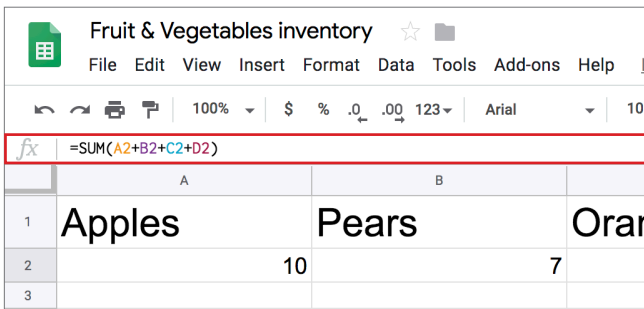




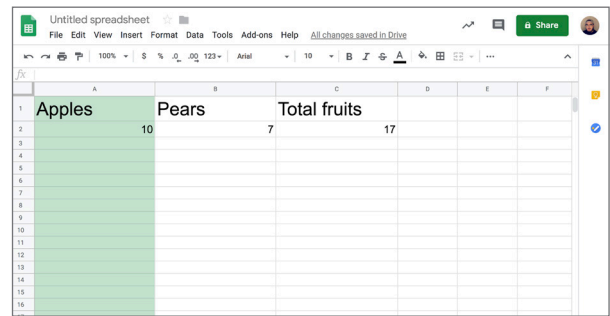
IMAGE EXCHANGE CARDS

30.IEC.IMAGE

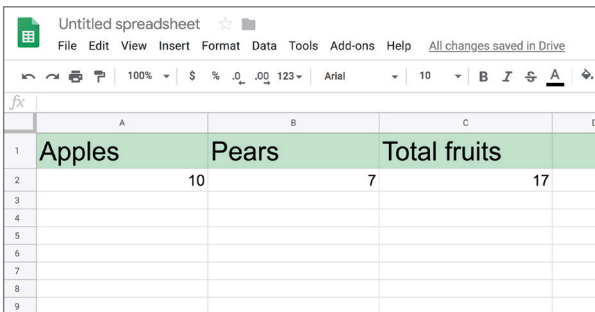
Formula Bar



Column



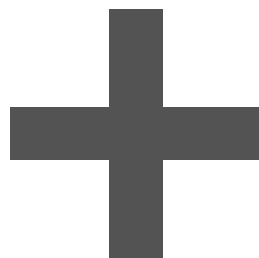
Row



Save time



Plus Sign





Name of Your Spreadsheets

Google Sheets Folder Icon

Menu Bar

Google Sheets Toolbar

Cells

Formula Bar

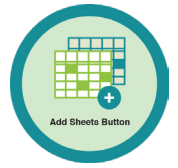
Columns and Rows

Add Sheets Button

Collaborator Bubbles in Google Sheets

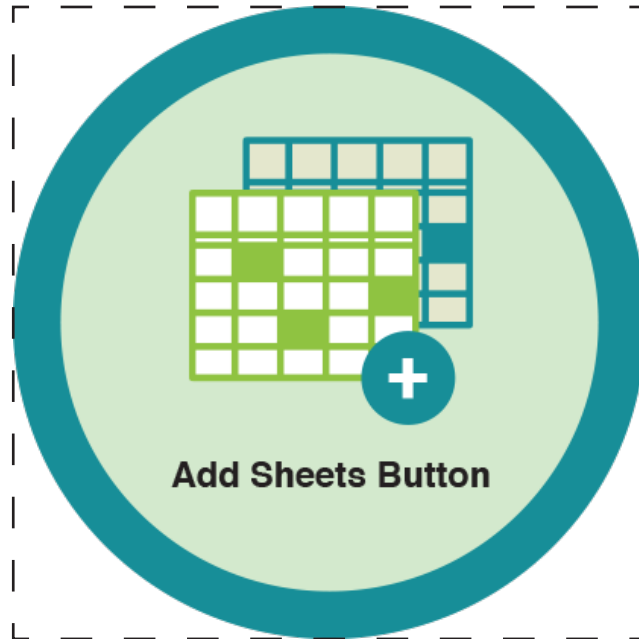
Comments in Google Sheets

Google Sheets Interface Master Badge



WORD WALL PRINTOUT

30.8.5



The Add Sheet Button can be located at the bottom left corner of you doc.



DIFFERENTIATION

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



T1 THE ADD SHEETS BUTTON

EXIT TICKET | 30.8.6.1

Directions: Circle the Add Sheet Button on this spreadsheet. What does the Add Sheets Button help you do? Write the answer on the lines provided.

	Apples	Pears	Oranges	Bananas	Total fruits
		10	7	8	10
	Carrots	Potatoes	Kale	Tomatoes	Total Vegetables
		7	12	20	6

What does the add sheets button help you do?



T2 THE ADD SHEETS BUTTON

EXIT TICKET | 30.8.6.2

Directions: Circle or point to the Add Sheets Button on this spreadsheet. What does the Add Sheets Button help you do? Circle the answer on the multiple choice question.

	Apples	Pears	Oranges	Bananas	Total fruits
	10	7		8	10
	Carrots	Potatoes	Kale	Tomatoes	Total Vegetables
	7	12		20	6

What does the add sheets button help you do?

- a. Organize related spreadsheets
- b. Create a slideshow
- c. Build a website
- d. None of the above



T3 TRACE 'N' LEARN

EXIT TICKET | 30.8.6.3

Add Sheets Button

The Add Sheet Button
can be located at the
bottom left corner of
you doc.



MY DIGITABILITY EARNINGS TRACKER

Unit 30: Google Sheets Interface | 30.8.7

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: