

UNIT 31: CREATING CONTENT IN GOOGLE SHEETS LESSON 6: COLLABORATING IN GOOGLE SHEETS

LESSON OVERVIEW

You can collaborate in Google Sheets by sharing your spreadsheet.

Time: ~30 minutes

OBJECTIVE

Student is able to create content in 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 31**
5. Select **Lesson 6 - Collaborating in your 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 phrase **“Add Sheet Icon.”**

a. To add a new sheet, click the _____.

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 **31.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** [31.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [31.6.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

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									
Sharing/Helping/Collaborating									
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.

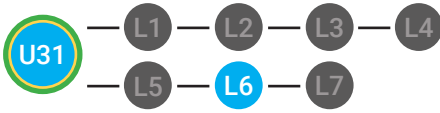


2. Distribute **31.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [31.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**. [31.6.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
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- 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.



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 "collaborating."*

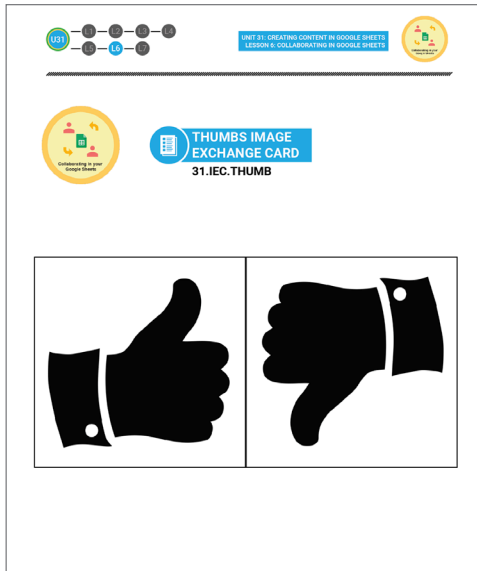
5. Ask students to give a thumbs up every time they hear and/or see the word **"collaborating"** in the video.



6. Play video.

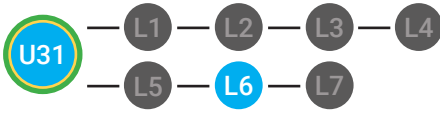


7. Distribute **31.IEC.THUMB** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [31.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [31.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [31.6.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
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INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me how you can collaborate in Google Sheets?"*

Possible Answers: by sharing your spreadsheet

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



2. Ask, *"For a participation dollar, why should you share your spreadsheet in Google Sheets?"*

Possible Answers: it can help you get feedback from your peers or colleagues



3. Ask, *"For a participation dollar, where can feedback be found in Google Sheets?"*

Possible Answers: inside cells



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."

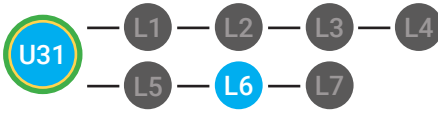


4. Distribute **31.IMAGE.IEC** or **Yes or No Image Exchange Cards** **31.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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** [31.IEC.Y/N] for rephrased question



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [31.6.DollarTracker]

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



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.

+\$ 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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- Arguing

PLAY ACTIVITY VIDEO



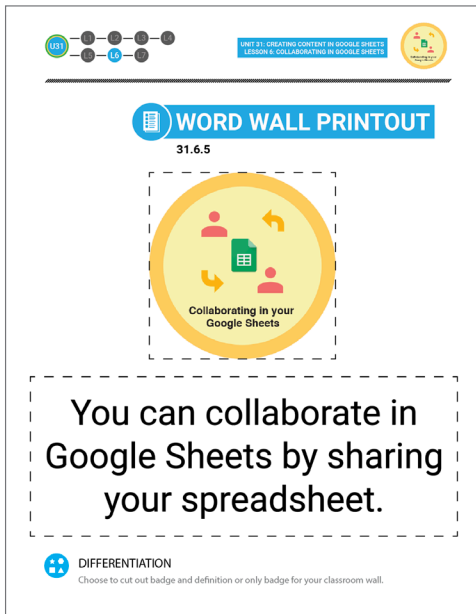
1. Ask the class, *"Who would like to unlock the Collaborating in Google Sheets Badge for \$1?"*

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.



3. Distribute and cut out **Word Wall Printout 31.6.5** Students that unlocked the badge will place the Collaborating in your 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**. [31.6.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 **Collaborating in Google Sheets Exit Ticket 31.6.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 HOW TO COLLABORATE
EXIT TICKET | 31.6.6.1

Directions: What do you click to collaborate with another person? Circle correct button. Why should you share your spreadsheet? Write your answer on the lines provided.

Why should you share your spreadsheet?

T2 HOW TO COLLABORATE
EXIT TICKET | 31.6.6.2

Directions: What do you click to collaborate with another person? Circle correct button. Why should you share your spreadsheet? Circle the correct answer.

Why should you share your spreadsheet?

- To share your pictures of your dogs
- It will help you get feedback from your peers or colleagues
- To present your spreadsheet
- All of the above

T3 TRACE 'N' LEARN
EXIT TICKET | 31.6.6.3

Collaborating In Google Sheets

You can collaborate in Google Sheets by sharing your spreadsheet.



DIFFERENTIATION

- T1** Using Tier 1 **How to Collaborate** Exit Ticket [31.6.6.1], student circles the correct button to collaborate with someone and then writes their answer on the lines provided.
- T2** Using Tier 2 **How to Collaborate** Exit Ticket [31.6.6.2], student circles the correct button to collaborate with someone and then circles the correct answer.
- T3** Student completes **Trace 'n' Learn Card** Exit Ticket [31.6.6.3].



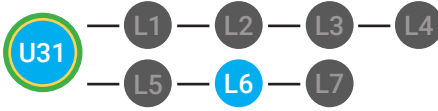
2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [31.6.DollarTracker]

[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

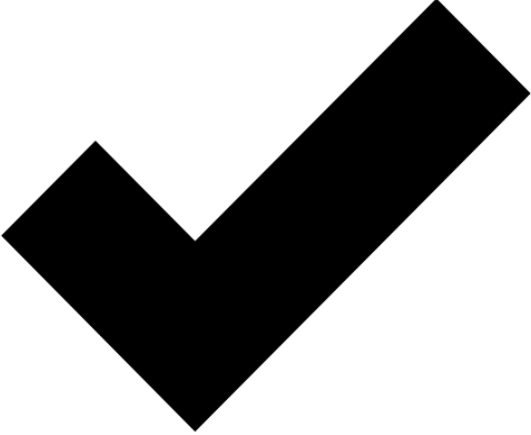
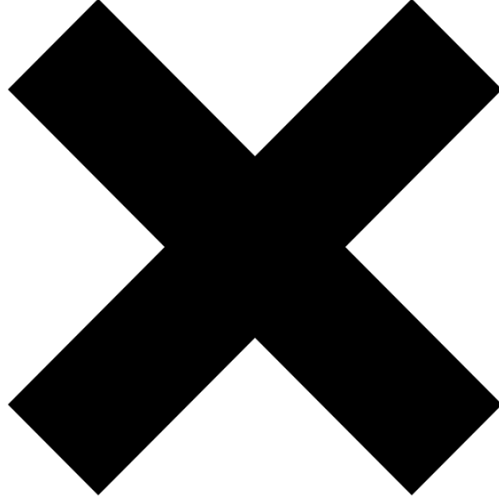


Participation/ Contributing						
Sharing/Helping/ Collaborating						
Greeting a Guest						
Following Directions/ Staying on Task						
Encouraging/ Complementing						
Off Task						
Off-Topic/ Inappropriate Comment						
Disrespect/Teasing						
Complaining/Whining						
Arguing						
Interrupting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




 **YES OR NO IMAGE EXCHANGE CARD**

31.IEC.Y/N

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

31.IEC.THUMB

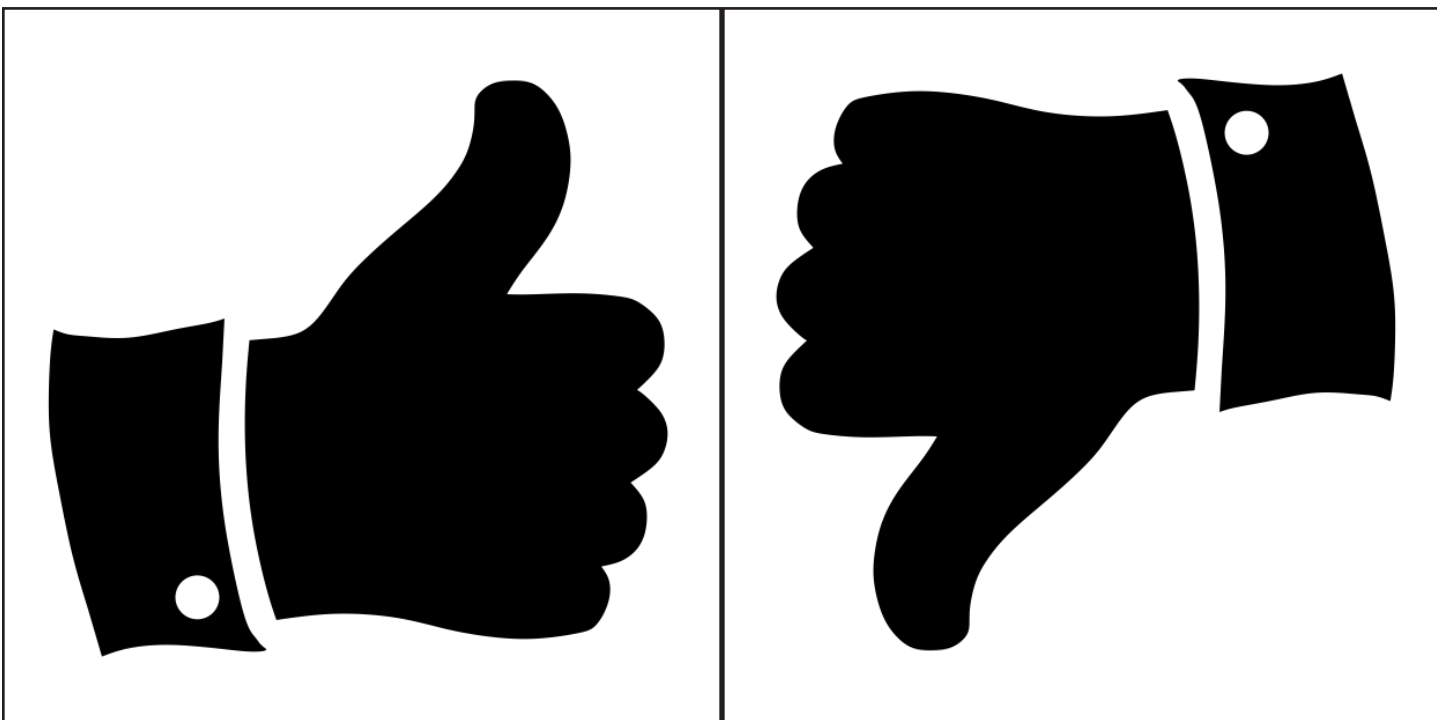
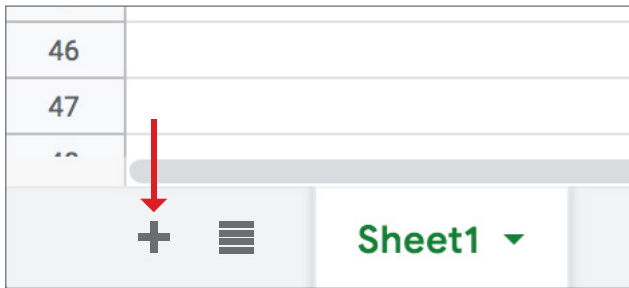




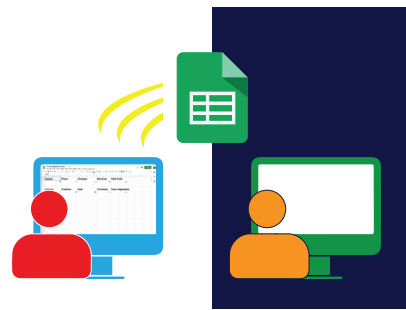
IMAGE EXCHANGE CARDS

31.IEC.IMAGE

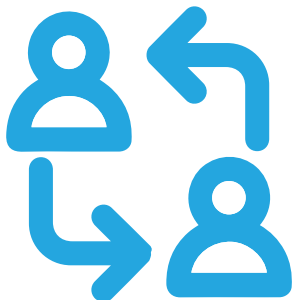
Add Sheet Icon



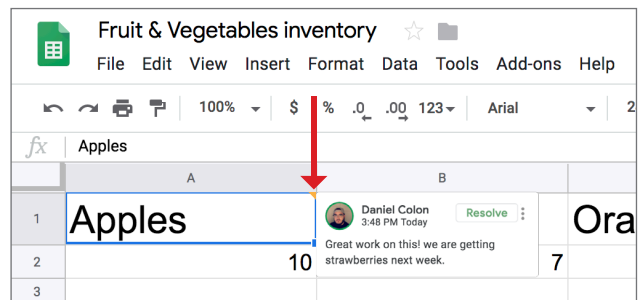
Share Your Spreadsheet



Feedback



Inside Cells





31.BADGE




Accessing Google Sheets



Naming Your Google Sheets File



Adding Data to a Cell



Using a Formula



Adding Multiple Sheets



Collaborating in Your Google Sheets



Google Sheets Master Badge



WORD WALL PRINTOUT

31.6.5



You can collaborate in Google Sheets by sharing your spreadsheet.



DIFFERENTIATION

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



T1 HOW TO COLLABORATE

EXIT TICKET | 31.6.6.1

Directions: What do you click to collaborate with another person? Circle the correct button. Why should you share your spreadsheet? Write your answer on the lines provided.

	A	B	C	D
1	Apples	Pears	Oranges	Bananas
2	10	7	9	
3				
4				
5				
6	Carrots	Potatoes	Kale	Tomatoes
7	7	12	20	
8				
9				

Why should you share your spreadsheet?



T2 HOW TO COLLABORATE

EXIT TICKET | 31.6.6.2

Directions: What do you click to collaborate with another person? Circle the correct button. Why should you share your spreadsheet? Circle the correct answer.

	A	B	C	D
1	Apples	Pears	Oranges	Banan
2	10	7	9	
3				
4				
5				
6	Carrots	Potatoes	Kale	Tomat
7	7	12	20	
8				
9				

Why should you share your spreadsheet?

- a. To share your pictures of your dogs
- b. It will help you get feedback from your peers or colleagues
- c. To present your spreadsheet
- d. All of the above



T3 TRACE 'N' LEARN

EXIT TICKET | 31.6.6.3

Collaborating in
Google Sheets

You can
collaborate in
Google Sheets
by sharing your
spreadsheet.



MY DIGITABILITY EARNINGS TRACKER

Unit 31: Creating Content in Google Sheets | 31.6.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Accessing Google Sheets		
LESSON 2: Naming Your Google Spreadsheet		
LESSON 3: Adding Data To a Cell		
LESSON 4: Using a Formula		
LESSON 5: Adding Multiple Sheets		
LESSON 6: Collaborating in Your Google Sheets		
LESSON 7: Creating Spreadsheet in Google Slides Master Badge		

TOTAL DOLLARS EARNED: