UNIT 33: GOOGLE FORMS INTERFACE LESSON 2: FOLDER ICON

LESSON OVERVIEW

The folder icon is located at the top of your form, next to the name of your form.

Time: ~30 minutes

OBJECTIVE

Student is able to navigate the interface of Google Forms.

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 33**
5. Select **Lesson 2 - Folder Icon**

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

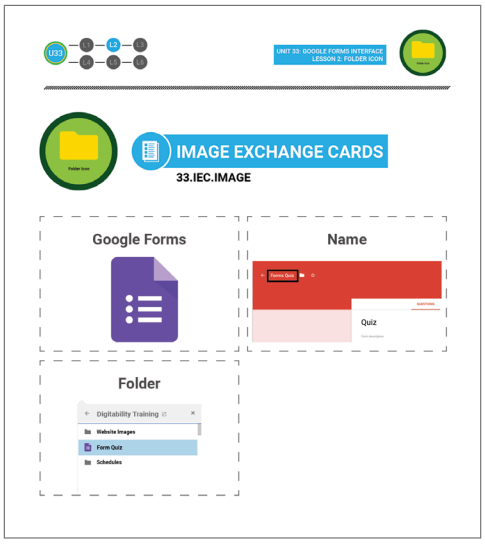
1. Write the following on the board leaving a blank space for the word "Google Forms, name".

a. A _____'s _____ is at the top left corner of your form.

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 **33.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** 33.IMAGE.IEC

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [33.2.DollarTracker]**

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

+$ FOLLOWING DIRECTIONS

"Nice job following directions and completing your warm up! You're earning dollars! Nice job!"

-$ OFF-TASK

"Marcus, you're off-task. Being off-task cost a dollar. You can earn dollars by following directions Marcus, you're off-task. For every minute that you are not participating, it will cost a $1.

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, or identify their replacement behavior. If a student is not following directions, you have give them one minute (60 seconds) 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..."*

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

Answer: Folder Icon

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. Ie. Have them point or write down their answers. EVERY student should be earning money.

2. Distribute **33.BADGE** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 Correct Verbal Response.

T2 Writes down badge name or walks up to point to badge.

T3 Uses Badge Board [33.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. [33.2.DollarTracker]**

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

+$ FOLLOWING DIRECTIONS

"Nice job following directions and giving a thumbs up! You're earning dollars! Nice job!"

-$ OFF-TASK

"Marcus, you're off-task. Being off-task cost a dollar. You can follow directions by watching the video. Marcus, you're off-task. For every minute that you are not participating, it will cost a $1. Look at the screen and listen carefully to earn dollars for following direction/participating."

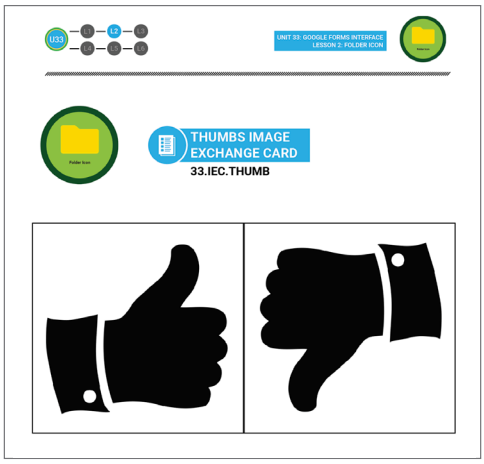
Pro tip Remember Rule #3: Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore it is important to give students time to opt, or identify their replacement behavior. If a student is not following directions, you have give them one minute (60 seconds) 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 words 'Folder Icon'"*

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

6. Play video.

7. Distribute **33.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 [33.IEC.THUMB]

T3 Uses Thumbs Image Exchange Card [33.IEC.THUMB]

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [33.2.DollarTracker]**

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

+$ COLLABORATION

"Nice job collaborating and giving a thumbs up! Nice job earning dollars!"

-$ COMPLAINING/ WHINING

"Marcus, you're complaining. Complaining costs a dollar. You can collaborate by giving a thumbs up when you hear the words Folder Icon. Marcus, you're complaining. For every minute that you are complaining, it will cost a $1."

INFORMAL ASSESSMENT

1. Ask, *"For a participation dollar, who can tell me what the folder icon in Google Forms shows you?"*

Possible Answers: The folder icon shows you what folder your spreadsheet is saved in.

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

2. Ask, *"For a participation dollar, where is the Google Forms folder icon located?"*

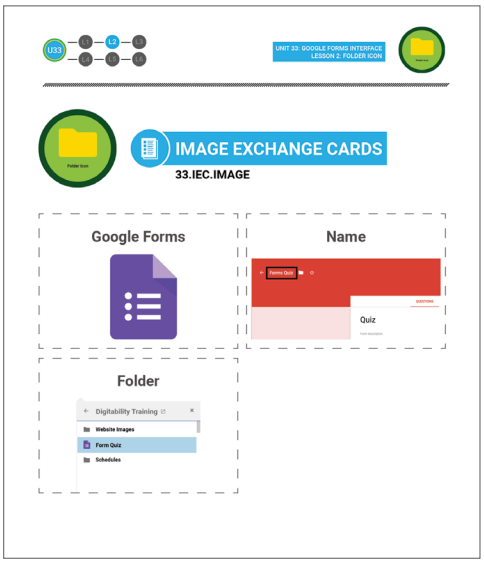
Possible Answers: At the top of your form, next to the name of your

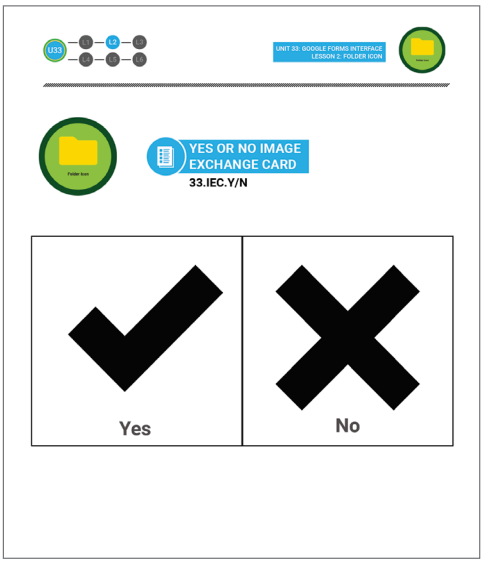
Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment. Require a complete sentence before awarding the $1. Then, use positive narration to reinforce the student's expressive communication.

"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. Distribute **33.IMAGE.IEC or Yes or No Image Exchange Cards 33.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.





DIFFERENTIATION

T1 On-topic verbal response shared response

T2 Writes response down in notebook OR rephrase prompt to a **yes or no** question

T3 Distribute **Yes or No Image Exchange Card** [33.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. [33.2.DollarTracker]**

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

+$ PARTICIPATION

"Nice job participating! You earned a earned dollars!"

-$ OFF-TASK

"Marcus, you're off-task. Being off-task cost a dollar. To earn dollars for following direction/participating answer these questions. Marcus, you're off-task. For every minute that you are not following directions, it will cost a $1."

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.

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Folder Icon Badge for $1?"*

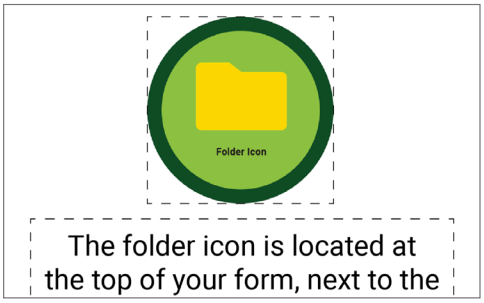
Click Activity Button to Play Activity Video

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 lesson badge cut out 33.2.5 Students that unlocked the badge will place the Folder Icon print out 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. [33.2.DollarTracker]**

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

+$ COLLABORATION

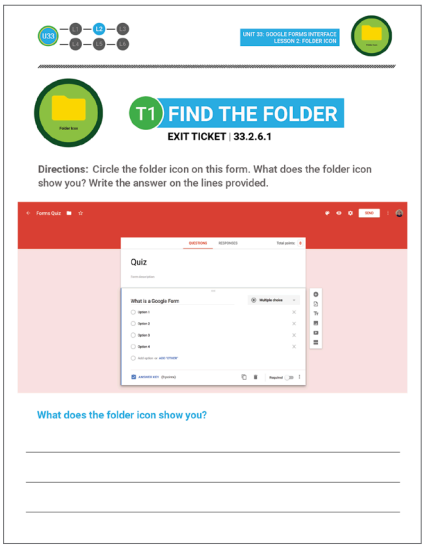
"Nice job collaborating and unlocking the badge! Nice job earning dollars!"

-$ COMPLAINING/ WHINING

"Marcus, you're complaining. Complaining costs a dollar. You can collaborate unlocking the Folder Icon Badge. For every minute that you are complaining, it will cost a $1."

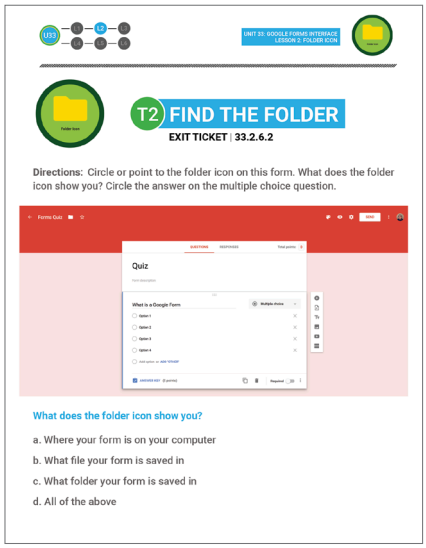
ASSESSMENT/EXIT TICKET

1. Distribute 33.2.6 the Folder Icon Exit Ticket to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.


T1 FIND THE FOLDER
EXIT TICKET | 33.2.6.1

Directions: Circle the folder icon on this form. What does the folder icon show you? Write the answer on the lines provided.

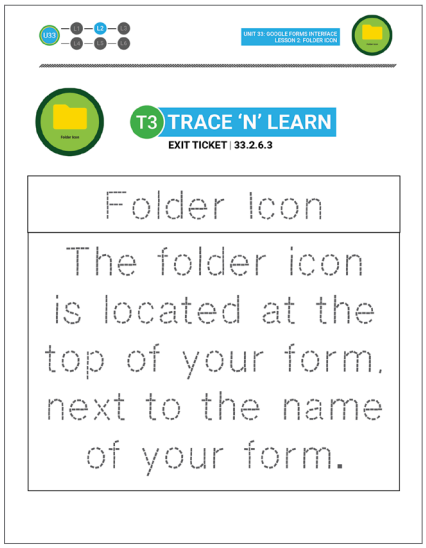
What does the folder icon show you?


T2 FIND THE FOLDER
EXIT TICKET | 33.2.6.2

Directions: Circle or point to the folder icon on this form. What does the folder icon show you? Circle the answer on the multiple choice question.

What does the folder icon show you?

a. Where your form is on your computer
b. What file your form is saved in
c. What folder your form is saved in
d. All of the above


T3 TRACE 'N' LEARN
EXIT TICKET | 33.2.6.3

Folder Icon

The folder icon is located at the top of your form, next to the name of your form.

DIFFERENTIATION

T1 Using Tier 1 **Find the Folder** Exit Ticket [33.2.6.1], students circle the folder icon on this form. Write the answer on the lines provided.

T2 Using Tier 2 **Find the Folder** Exit Ticket [33.2.6.2], students circle or point to the folder icon on this form. Circle the answer on the multiple choice question.

T3 Student has option to complete **Find the Folder** Exit Ticket [33.2.6.2] or **Trace 'n' Learn card** Exit Ticket [33.2.6.3]

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [33.2.DollarTracker]**

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

+$ PARTICIPATION

"Nice job participation and completing your exit ticket! Nice job earning dollars!"

-$ OFF-TASK

"Marcus, you're off-task. Being off-task cost a dollar. You can be on task by participating in the exit ticket. Marcus, you're off-task. For every minute that you are not participating, it will cost a $1."

IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned 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 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.

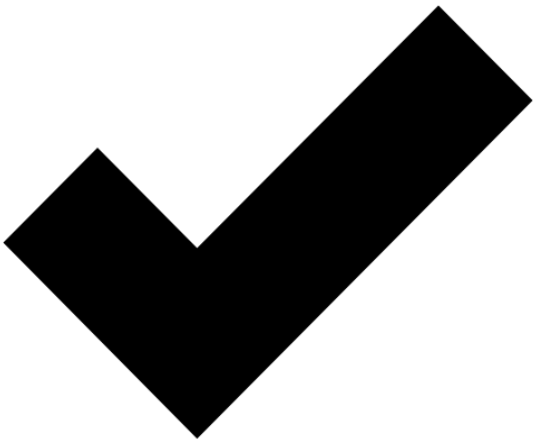
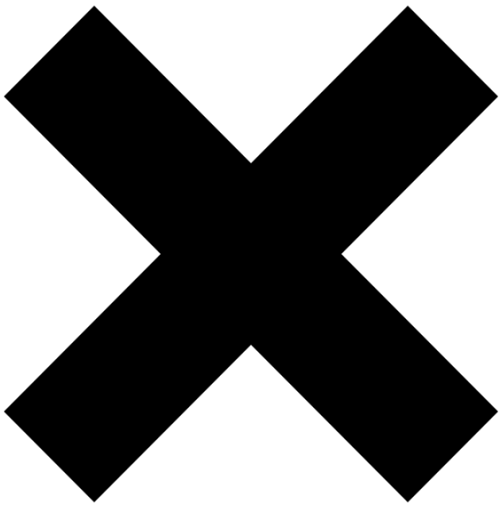
Dollar Tracker

33.2.Dollar tracker

Behaviors	Name						
Successful	EX: Sam						
Participation/ Contributing	𝍸						
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

33.IEC.Y/N

 **Yes**	 **No**

THUMBS IMAGE EXCHANGE CARD

33.IEC.THUMB

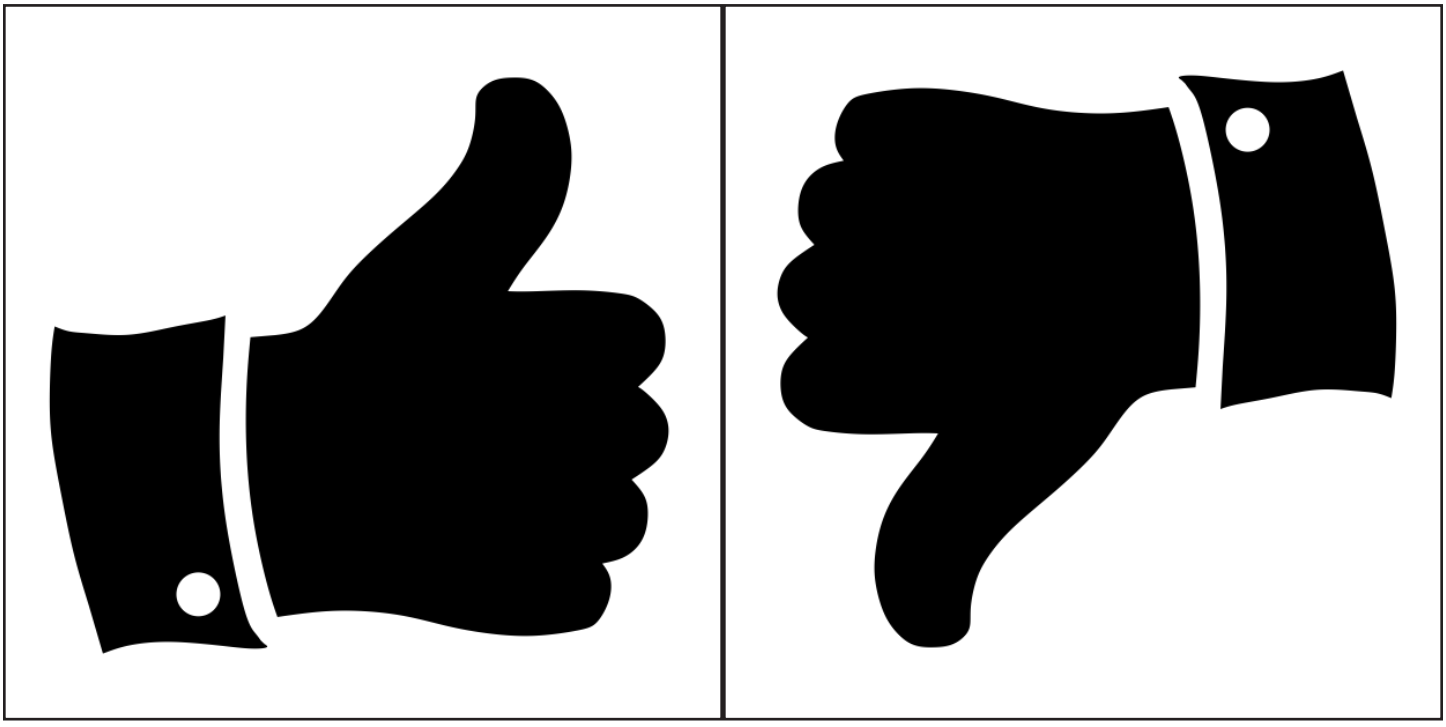
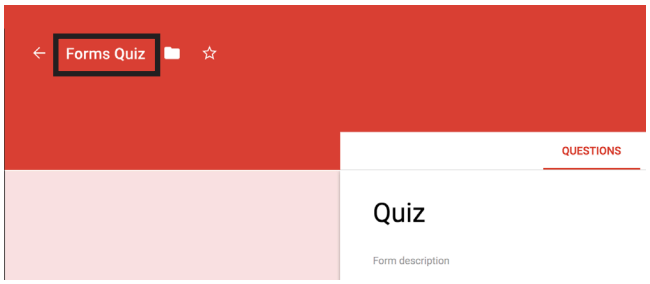


IMAGE EXCHANGE CARDS

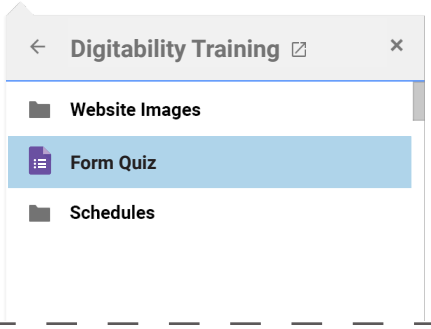
33.IEC.IMAGE

Google Forms

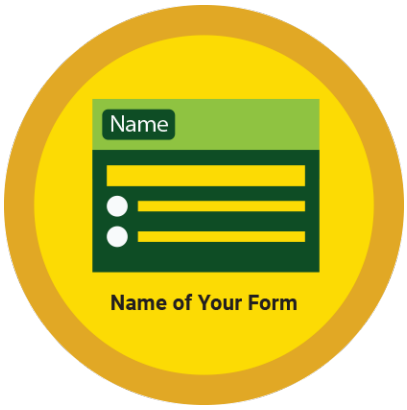
Name



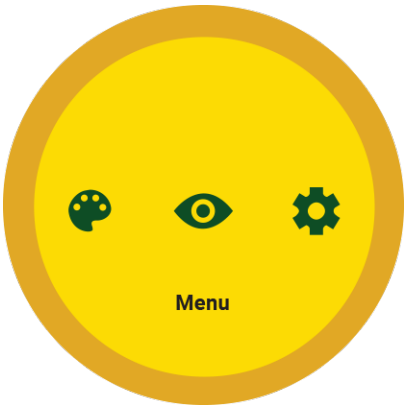
Folder

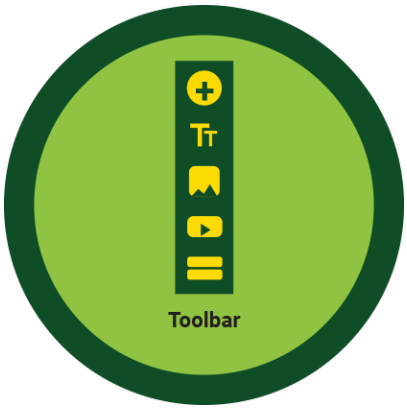


Folder Icon


Name
Name of Your Form

Folder Icon


Menu

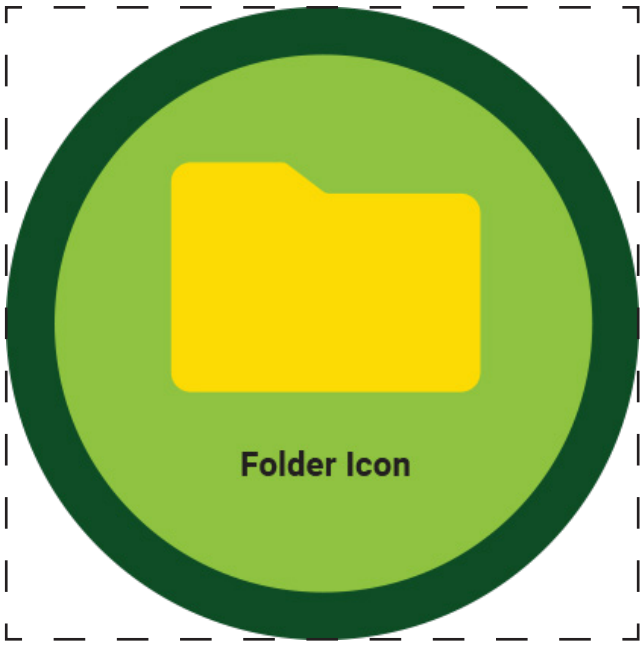

Toolbar

SEND
Send Button

MASTER!
Google Forms Interface
Master Badge

WORD WALL PRINTOUT

33.2.5



The folder icon is located at the top of your form, next to the name of your form.

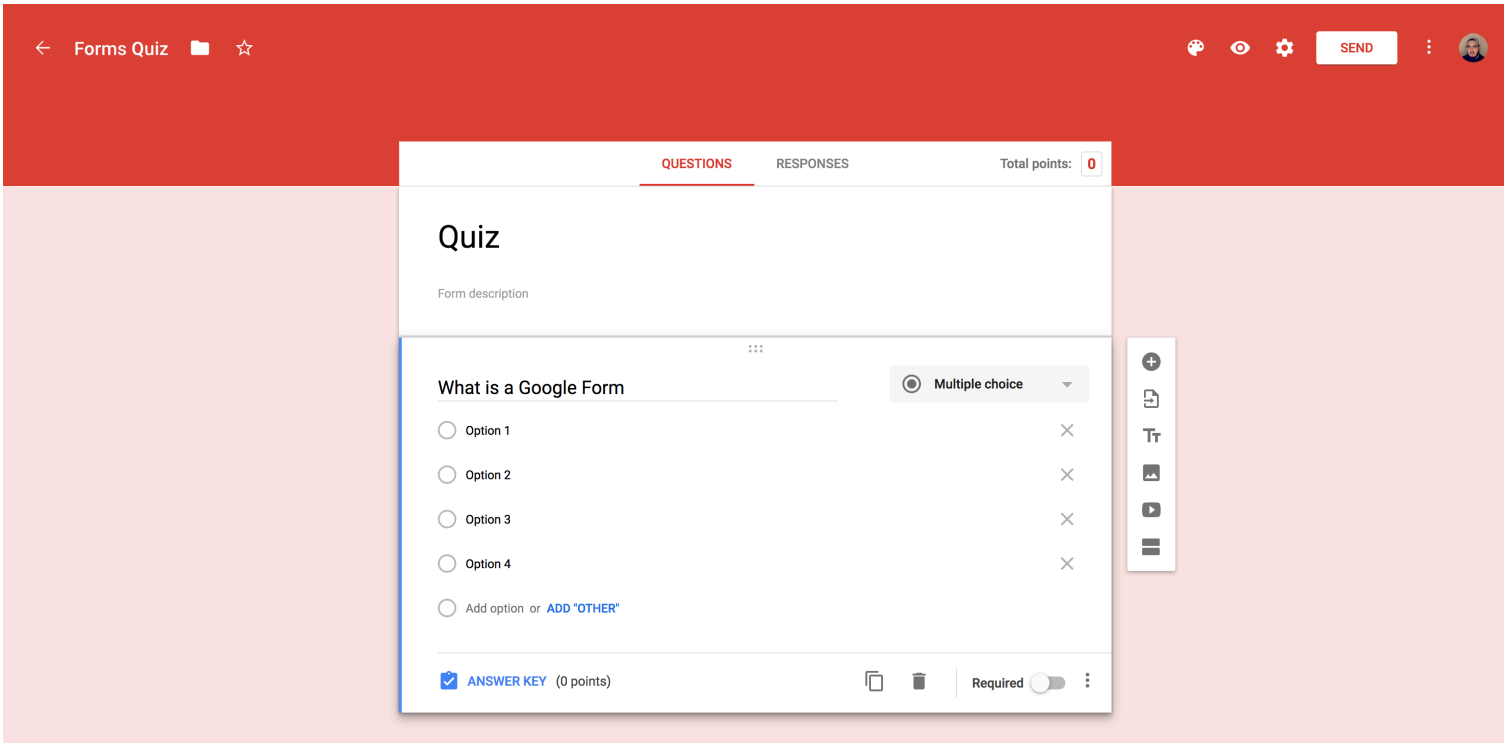
DIFFERENTIATION

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

T1 FIND THE FOLDER

EXIT TICKET | 33.2.6.1

Directions: Circle the folder icon on this form. What does the folder icon show you? Write the answer on the lines provided.

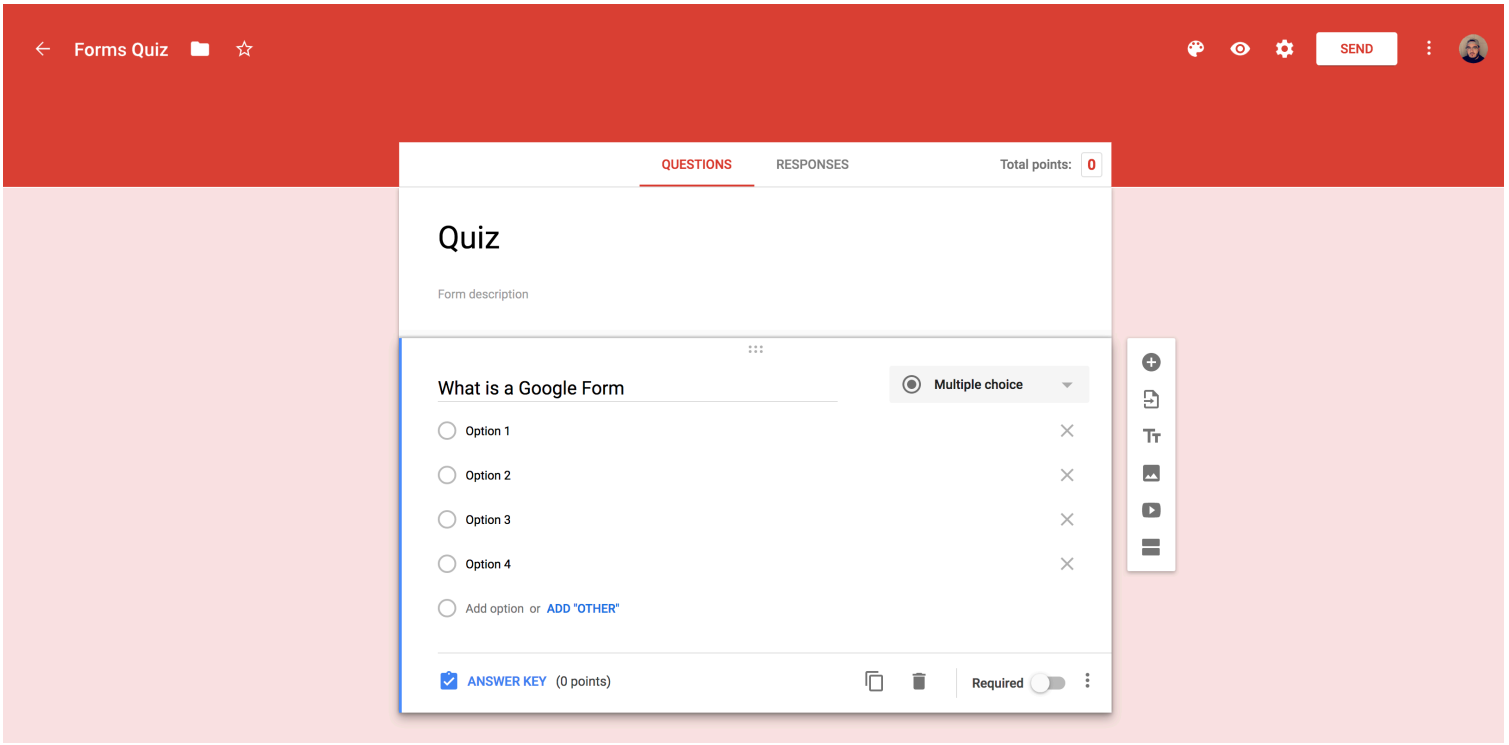


What does the folder icon show you?

T2 FIND THE FOLDER

EXIT TICKET | 33.2.6.2

Directions: Circle or point to the folder icon on this form. What does the folder icon show you? Circle the answer on the multiple choice question.



What does the folder icon show you?

a. Where your form is on your computer

b. What file your form is saved in

c. What folder your form is saved in

d. All of the above

T3 TRACE 'N' LEARN

EXIT TICKET | 33.2.6.3

Folder Icon

The folder icon is located at the top of your form, next to the name of your form.

MY DIGITABILITY EARNINGS TRACKER

Unit 33: Google Forms Interface | 33.2.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Name of your form		
LESSON 2: Folder your form is in drive		
LESSON 3: Lesson 3: Menu Bar		
LESSON 4: Toolbar		
LESSON 5: Send button		
LESSON 6: Google Slides Interface Master		

TOTAL DOLLARS EARNED: