



UNIT 33: GOOGLE FORMS INTERFACE LESSON 4: TOOLBAR

LESSON OVERVIEW

The toolbar is located at the right of your form, in the margin.

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.

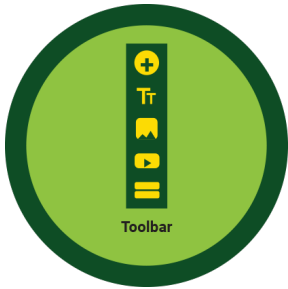
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 33**
5. Select **Lesson 4 - Toolbar**

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 “menu bar”.

a. The _____ is located at the top of your form, on the right side.

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**. **[33.4.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, or identify their replacement behavior. If a student is not following directions, you have give them one minute (60 seconds) before taking additional dollars.

Behaviors	Name						
Successful							
Participation							
Complimenting							
Sharing/Helping							
Collaborating							
Creating a Quest							
Problematic							
Off Task							
Off-Topic							
Inappropriate Comment							
Disruptive/Teasing							
Complaining/Whining							
Arguing							
Interrupting							
EMAPS							

<p>+\$ FOLLOWING DIRECTIONS</p> <p><i>"Nice job following directions and completing your warm up! You're earning dollars! Nice job!"</i></p>	<p>-\$ OFF-TASK</p> <p><i>"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."</i></p>
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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?"*

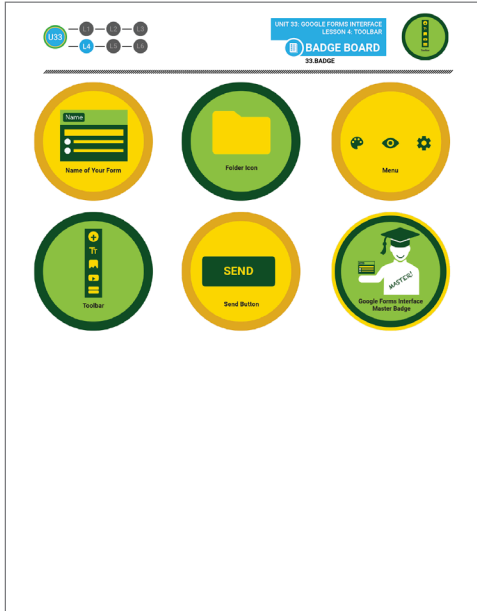
Answer: Toolbar



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**. [33.4.DollarTracker]



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.

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

<p>+\$ FOLLOWING DIRECTIONS</p> <p><i>"Nice job following directions and giving a thumbs up! You're earning dollars! Nice job!"</i></p>	<p>-\$ OFF-TASK</p> <p><i>"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."</i></p>
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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 'Toolbar'"*

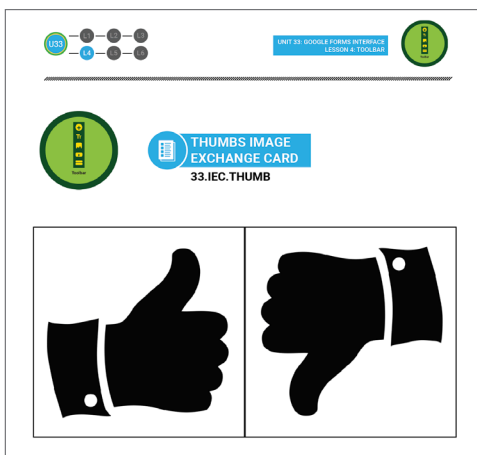
5. Ask students to give a thumbs up every time they hear and/or see the words Toolbar in the video



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**. [33.4.DollarTracker]

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

<p>+\$ COLLABORATION</p> <p><i>"Nice job collaborating and giving a thumbs up! Nice job earning dollars!"</i></p>	<p>-\$ COMPLAINING/WHINING</p> <p><i>"Marcus, you're complaining. Complaining costs a dollar. You can collaborate by giving a thumbs up when you hear the words Toolbar. Marcus, you're complaining. For every minute that you are complaining, it will cost a \$1."</i></p>
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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 the Google Forms toolbar is made up of?"*

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, what does each icon on the toolbar help you do?"*

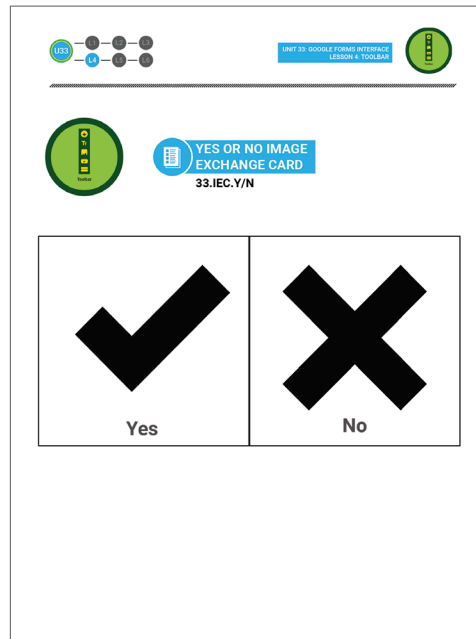
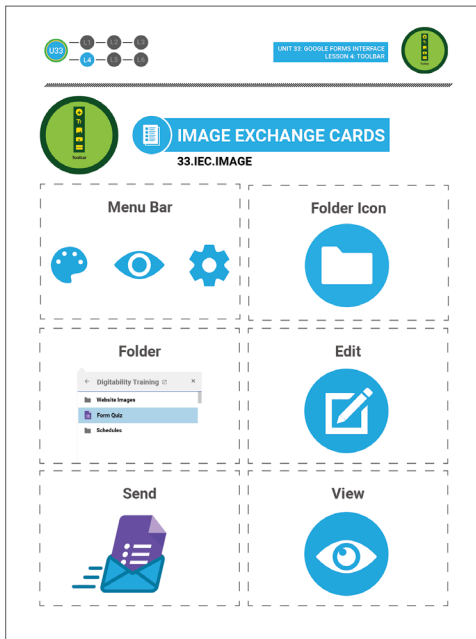
Possible Answers: edit, send, view and more



3. Ask, "For a participation dollar, where is the toolbar located in Google Forms?"



4. 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.



5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [33.4.DollarTracker]

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



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.

<p>+\$ PARTICIPATION</p> <p><i>"Nice job participating! You earned a earned dollars!"</i></p>	<p>-\$ OFF-TASK</p> <p><i>"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."</i></p>
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PLAY ACTIVITY VIDEO



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

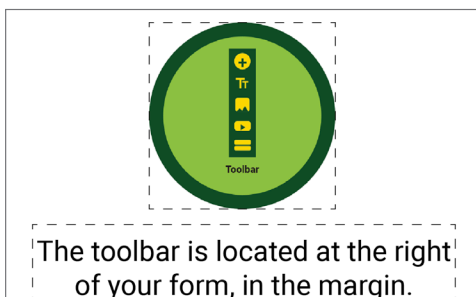
Click Activity Button to Play Activity Video

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 33.4.5 Students that unlocked the badge will place the Toolbar print out on the classroom's word wall. See **DIFFERENTIATION** 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**. [33.4.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 Toolbar Badge. For every minute that you are complaining, it will cost a \$1."



ASSESSMENT/EXIT TICKET



1. Distribute 33.4.6 the Toolbar Exit Ticket to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

UNIT 33: GOOGLE FORMS INTERFACE
LESSON 4: TOOLBAR

T1 FIND THE TOOLBAR
EXIT TICKET | 33.4.6.1

Directions: Circle or point to the toolbar on this form. What are the five tools you can use on Google Forms? Write the answer on the lines provided.

What are the five tools you can use on Google Forms?

UNIT 33: GOOGLE FORMS INTERFACE
LESSON 4: TOOLBAR

T2 FIND THE TOOLBAR
EXIT TICKET | 33.4.6.2

Directions: Circle or point to the toolbar on this form. What are the five tools you can use on Google Forms? Circle the answer on the multiple choice question.

What are the five tools you can use on Google Forms?

a. The add docs icon, the add title icon, the add image icon, the add video icon, the add section icon

b. The add video icon, the add section icon

c. The add title icon, the add description icon, the add image icon, the add video icon, the add section icon

d. None of the above

UNIT 33: GOOGLE FORMS INTERFACE
LESSON 4: TOOLBAR

T3 TRACE 'N' LEARN
EXIT TICKET | 33.4.6.3

Toolbar

The toolbar is located at the right of your form, in the margin.



DIFFERENTIATION

T1 Using Tier 1 **Find The Toolbar** Exit Ticket [33.4.6.1], students circle the Toolbar on this form. Write the answer on the lines provided.

T2 Using Tier 2 **Find The Toolbar** Exit Ticket [33.4.6.2], students circle or point to the toolbar on this form. Circle the answer on the multiple choice question.

T3 Student has option to complete **Find The Toolbar** Exit Ticket [33.4.6.2] or **Trace 'n' Learn card** Exit Ticket [33.4.6.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [33.4.DollarTracker]

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

<p>+\$ PARTICIPATION</p> <p><i>"Nice job participation and completing your exit ticket! Nice job earning dollars!"</i></p>	<p>-\$ OFF-TASK</p> <p><i>"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."</i></p>
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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

33.4.Dollar tracker



Behaviors

Name

- Successful**
- Participation/
Contributing
- Sharing/Helping/
Collaborating
- Greeting a Guest
- Following Directions/
Staying on Task
- Encouraging/
Complementing

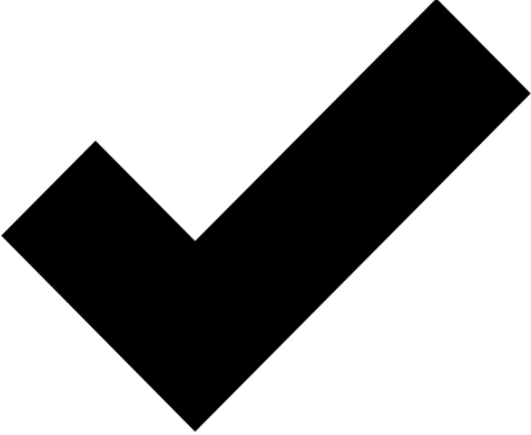
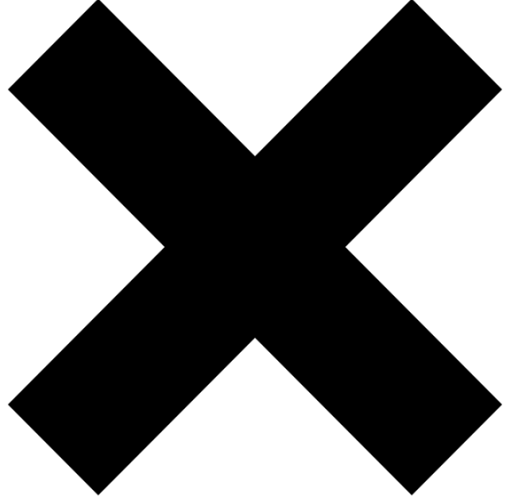
- Problematic**
- Off Task
- Off-Topic/
Inappropriate
Comment
- Disrespect/Teasing
- Complaining/Whining
- Arguing
- Interrupting
- UMAPA

	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**

33.IEC.Y/N

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

33.IEC.THUMB

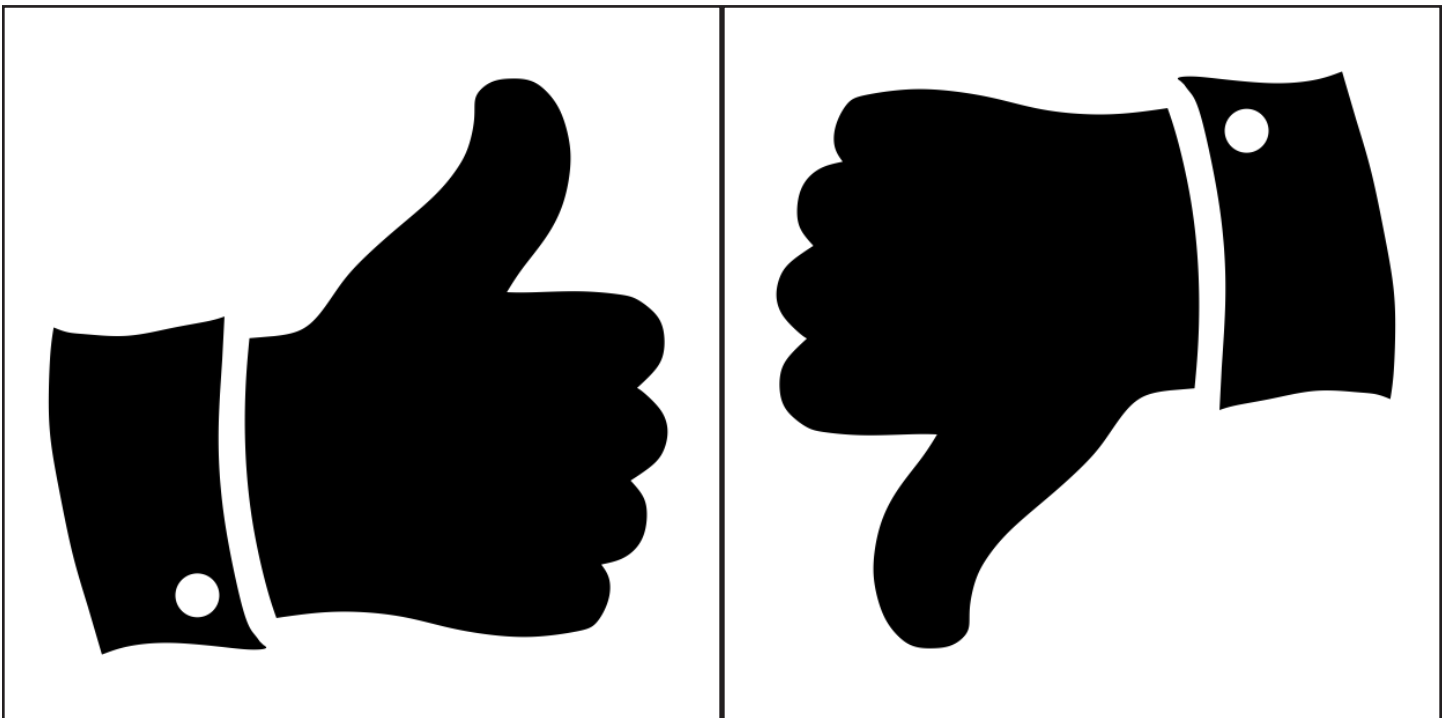




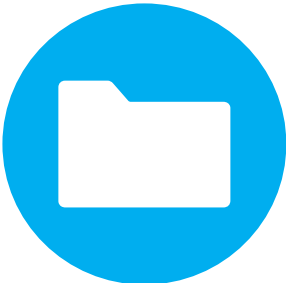
IMAGE EXCHANGE CARDS

33.IEC.IMAGE

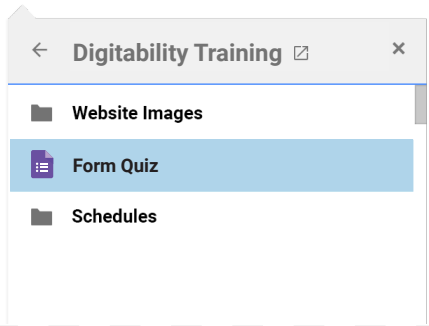
Menu Bar



Folder Icon



Folder



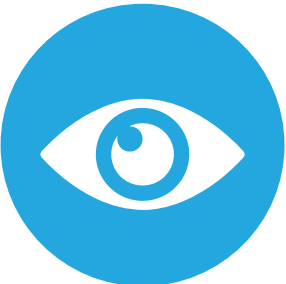
Edit



Send

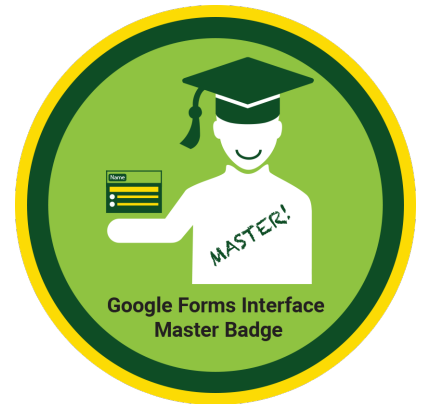
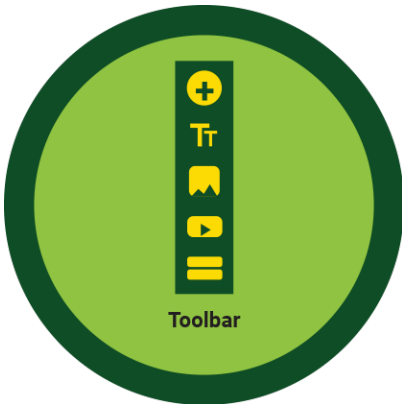
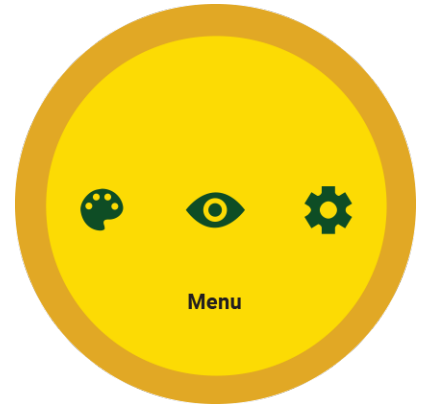


View





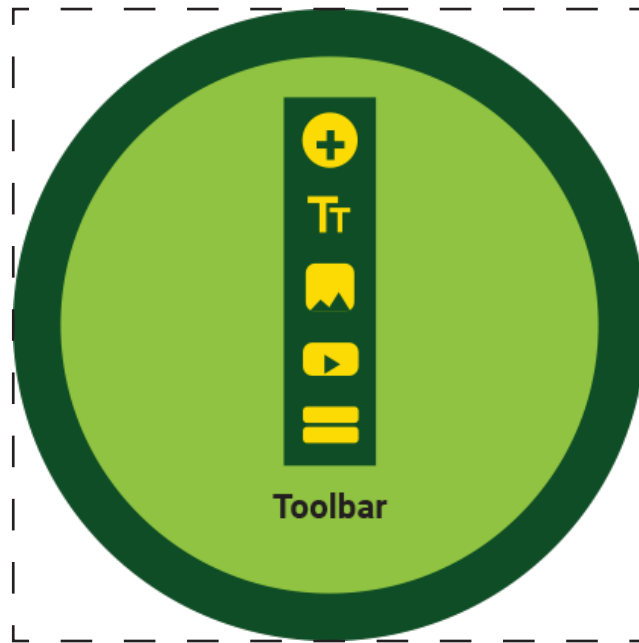
33.BADGE





WORD WALL PRINTOUT

33.4.5



The toolbar is located at the right of your form, in the margin.



DIFFERENTIATION

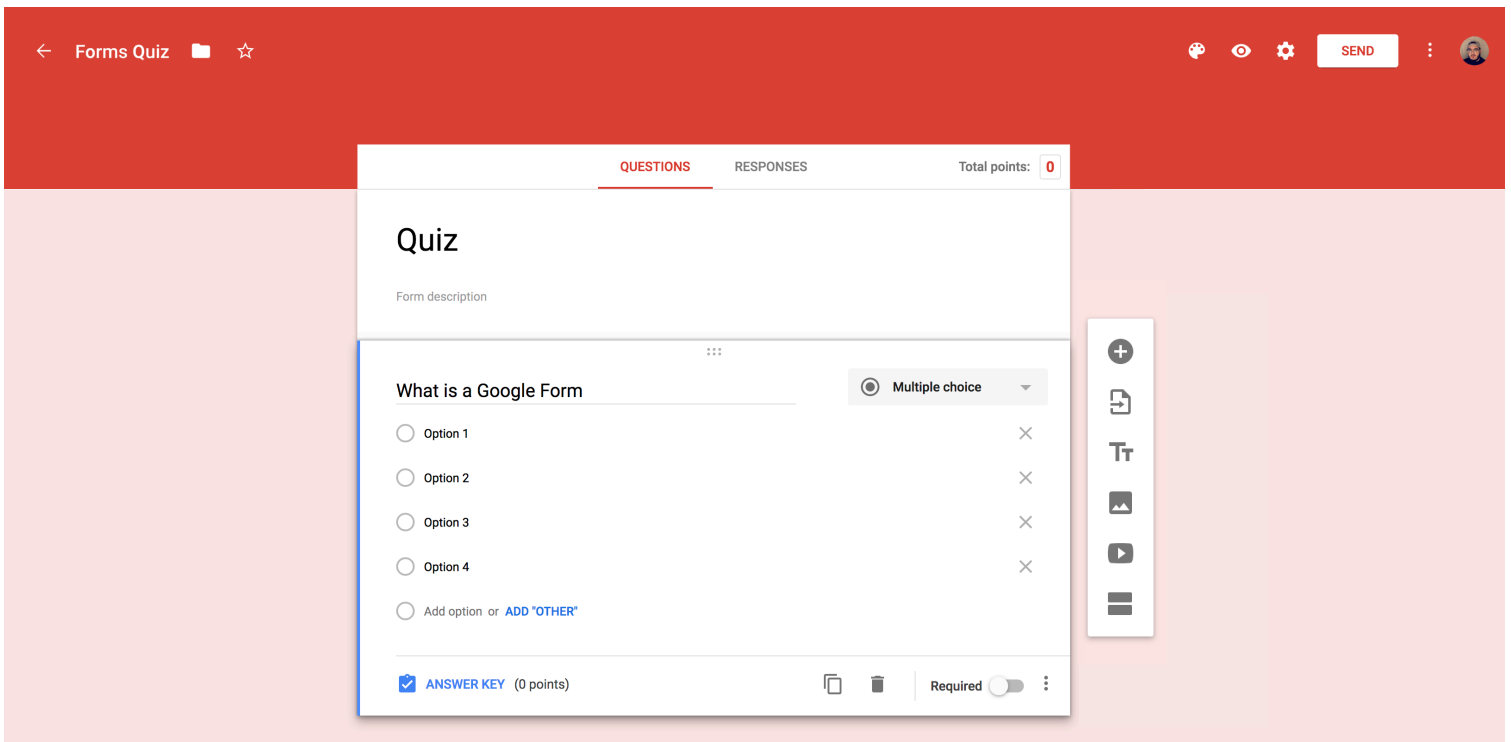
Choose to cut out badge and definition or only badge for your classroom wall.



T1 FIND THE TOOLBAR

EXIT TICKET | 33.4.6.1

Directions: Circle or point to the toolbar on this form. What are the five tools you can use on Google Forms? Write the answer on the lines provided.



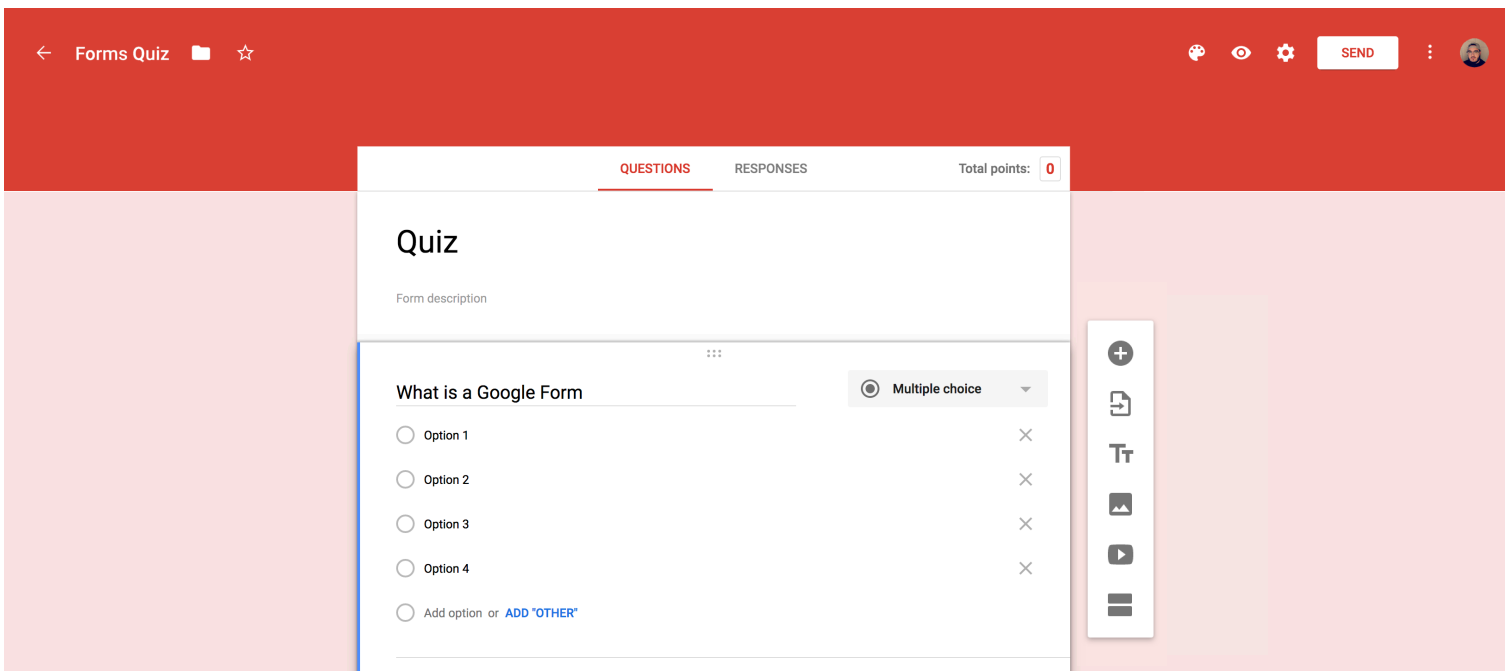
What are the five tools you can use on Google Forms?



T2 FIND THE TOOLBAR

EXIT TICKET | 33.4.6.2

Directions: Circle or point to the toolbar on this form. What are the five tools you can use on Google Forms? Circle the answer on the multiple choice question.



What are the five tools you can use on Google Forms?

- a. The add docs icon, the add title icon, the add image icon, the add video icon, the add section icon
- b. The add video icon, the add section icon
- c. The add title icon, the add description icon, the add image icon, the add video icon, the add section icon
- d. None of the above



T3 TRACE 'N' LEARN

EXIT TICKET | 33.4.6.3

Toolbar

The toolbar is located at the right of your form, in the margin.



MY DIGITABILITY EARNINGS TRACKER

Unit 33: Google Forms Interface | 33.4.7

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: