



## UNIT 33: GOOGLE FORMS INTERFACE LESSON 6: GOOGLE FORMS INTERFACE MASTER BADGE

### LESSON OVERVIEW

A Google Form's name is at the top left corner of your form. The folder icon is located at the top of your form, next to the name of your form. The menu bar is located at the top of your form, on the right side. The toolbar is located at the right of your form, in the margin. The send button is located at the top right corner of your form, next to the menu bar.

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.

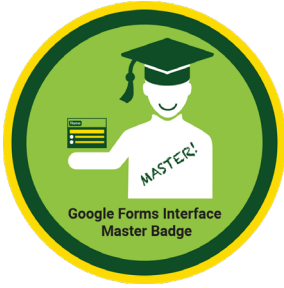
### ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 33**
5. Select **Lesson 6 - Google Forms 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 word “send button, menu bar”.

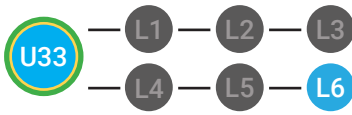
a. The \_\_\_\_\_ is located at the top right corner of your form, next to the \_\_\_\_\_.

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 **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**. [33.6.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.

Behaviors	Name								
Successful Participating Completing Sharing/Helping Collaborating Creating a Question Following Directions Staying on Task Encouraging Complimenting									
Problematic Off Task Off Topic Inappropriate Complaint Disruptive/Teasing Complaining/Whining Arguing Interrupting LMAO's									

## 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..."*

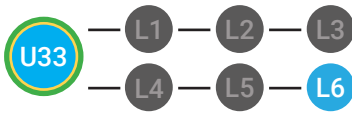



1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*

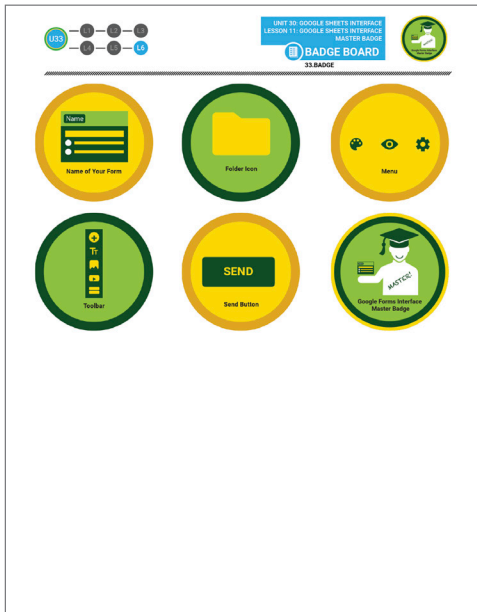
**Answer:** Google Forms Interface Master Badge



**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 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**. [33.6.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><b>+\$ FOLLOWING DIRECTIONS</b></p> <p><i>"Nice job following directions and giving a thumbs up! You're earning dollars! Nice job!"</i></p>	<p><b>-\$ OFF-TASK</b></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 you learned in this unit"*

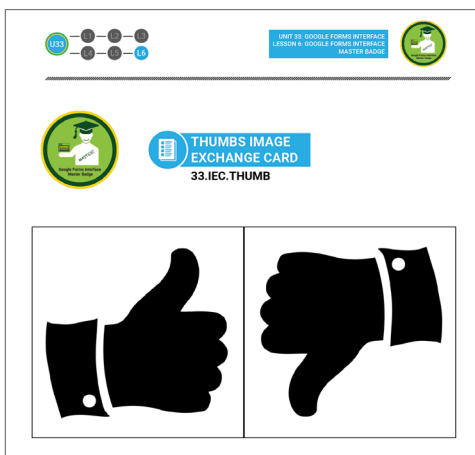
5. Ask students to give a thumbs up every time they hear and/or see the words you learned in this unit in the video



6. Play video.



7. Distribute **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**. [33.6.DollarTracker]

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

<p><b>+\$ COLLABORATION</b></p> <p><i>“Nice job collaborating and giving a thumbs up! Nice job earning dollars!”</i></p>	<p><b>-\$ COMPLAINING/WHINING</b></p> <p><i>“Marcus, you’re complaining. Complaining costs a dollar. You can collaborate by giving a thumbs up when you hear the words you learned in this unit. 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 why you should name your Google Forms file?”*

**Possible Answers:** Naming your Google Sheets file helps you understand what the topic of your spreadsheet is. Write the term and definition on the board after student responses.



2. Ask, *“For a participation dollar, where is the menu bar located in Google Forms?”*

**Possible Answers:** At the top of your form, on the right side



3. Ask, *“For a participation dollar, what does each icon on the toolbar help you do?”*

**Possible Answers:** edit, send, view and more



4. Ask, *“For a participation dollar, who can tell me what the send button lets you do?”*

**Possible Answers:** Send a form to people.



5. 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.

**33.IEC.IMAGE**

<b>Send Button</b> SEND	<b>Menu Bar</b> Share, View, Settings
<b>Topic</b> Topic icon	<b>Edit</b> Edit icon
<b>Send</b> Send icon	<b>View</b> View icon

**33.IEC.Y/N**

<b>Yes</b> Checkmark icon	<b>No</b> X icon
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## 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**. [33.6.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><b>+\$ PARTICIPATION</b></p> <p><i>"Nice job participating! You earned a earned dollars!"</i></p>	<p><b>-\$ OFF-TASK</b></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



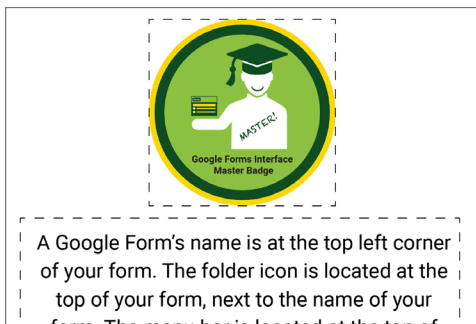
1. Ask the class, *"Who would like to unlock the Google Forms Interface Master Badge for \$1?"*

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



3. Distribute lesson badge cut out 33.6.5 Students that unlocked the badge will place the Google Forms Interface Master Badge 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**. [33.6.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 Google Forms Interface Master Badge Marcus, you're complaining. For every minute that you are complaining, it will cost a \$1."*



## ASSESSMENT/EXIT TICKET



1. Distribute 33.6.6 the Google Forms Interface Master Badge Exit Ticket to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.

U33 — L1 — L2 — L3  
 — L4 — L5 — L6

UNIT 33: GOOGLE FORMS INTERFACE  
 LESSON 6: GOOGLE FORMS INTERFACE  
 MASTER BADGE

**T1 SHEETS INTERFACE**  
 EXIT TICKET | 33.11.6.1

Directions: Fill in each label on this form.

U33 — L1 — L2 — L3  
 — L4 — L5 — L6

UNIT 33: GOOGLE FORMS INTERFACE  
 LESSON 6: GOOGLE FORMS INTERFACE  
 MASTER BADGE

**T2 SHEETS INTERFACE**  
 EXIT TICKET | 33.6.6.2

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

File Name / Folder Icon    Folder Icon / Send Button    Menu Bar / Toolbar    Folder Icon / Send Button

U33 — L1 — L2 — L3  
 — L4 — L5 — L6

UNIT 33: GOOGLE FORMS INTERFACE  
 LESSON 6: GOOGLE FORMS INTERFACE  
 MASTER BADGE

**T3 TRACE 'N' LEARN**  
 EXIT TICKET | 33.6.6.3

Google Forms Interface

A Google Form's name is at the top left corner of your form. The folder icon is located at the top of your form, next to the name of your form. The menu bar is located at the top of your form, on the right side. The toolbar is located at the right of your form, in the margin. The send button is located at the top right corner of your form, next to the menu bar.



## DIFFERENTIATION

- T1** Using Tier 1 **Sheets Interface** Exit Ticket [33.6.6.1], students fill in each label on this form.
- T2** Using Tier 2 **Sheets Interface** Exit Ticket [33.6.6.2], students circle or point to the correct label in each label on this form.
- T3** Student has option to complete **Sheets Interface** Exit Ticket [33.6.6.2], or **Trace 'N' Learn** Exit Ticket [33.6.6.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [33.6.DollarTracker]

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

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



**Behaviors**

**Name**

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

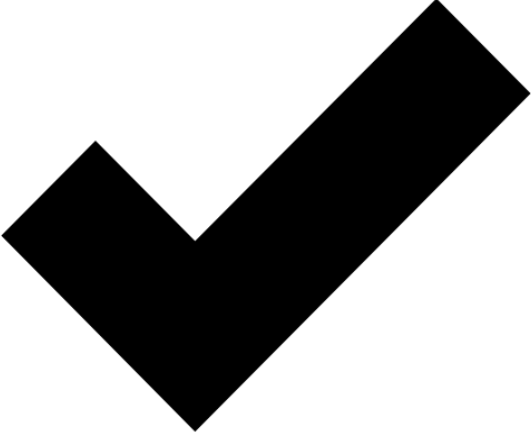
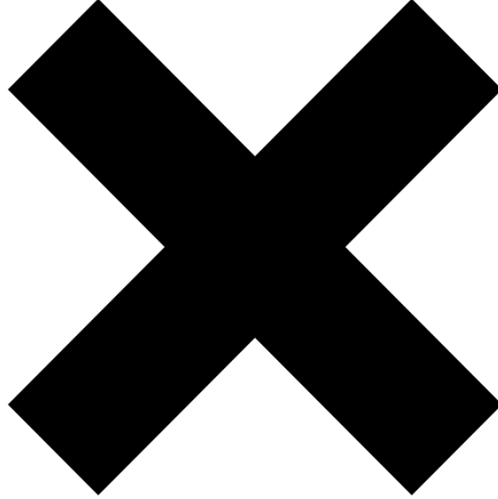
- Problematic**
- Off Task
  - Off-Topic/ Inappropriate Comment
  - Disrespect/Teasing
  - Complaining/Whining
  - Arguing
  - Interrupting
  - UMAPA

		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**

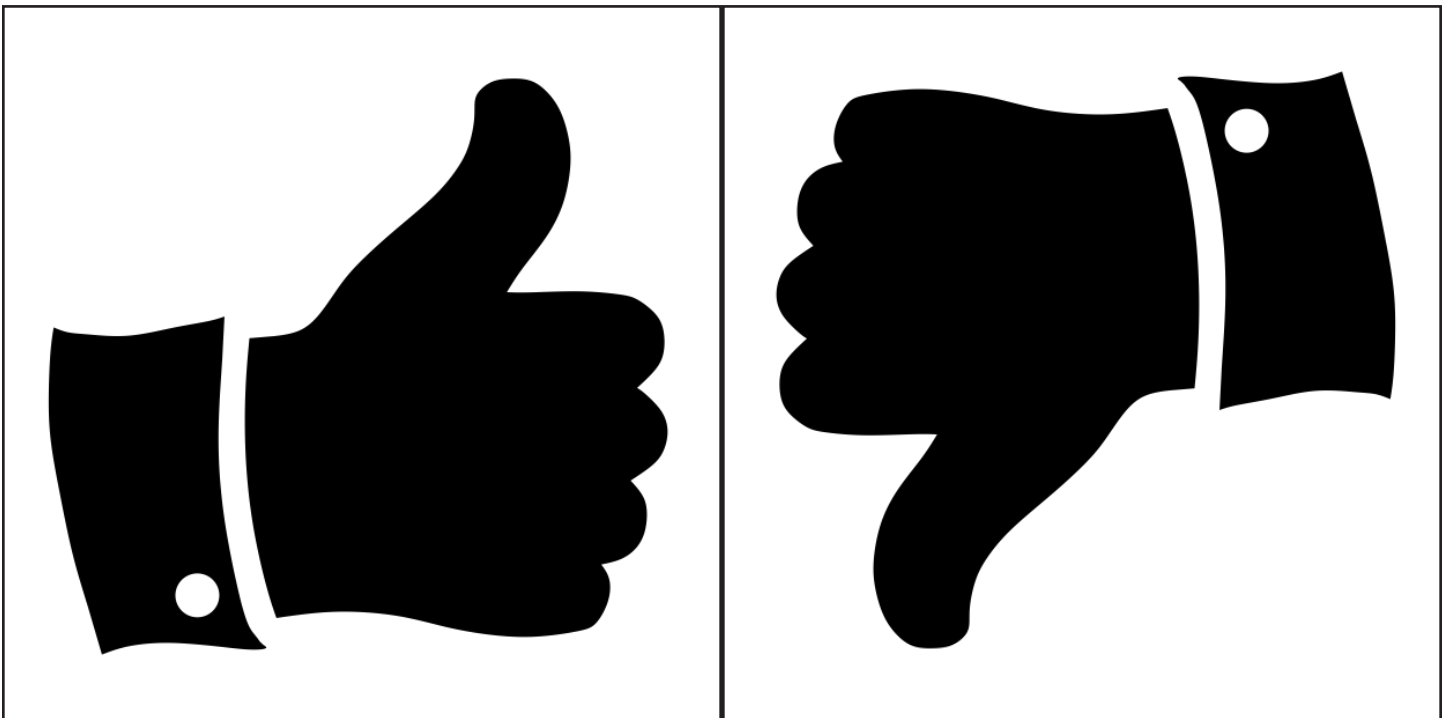
**33.IEC.Y/N**

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

**33.IEC.THUMB**





# IMAGE EXCHANGE CARDS

## 33.IEC.IMAGE

**Send Button**



**Menu Bar**



**Topic**



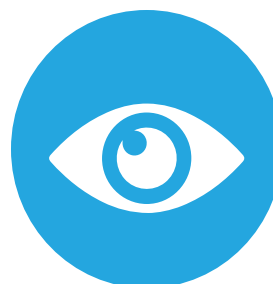
**Edit**



**Send**



**View**





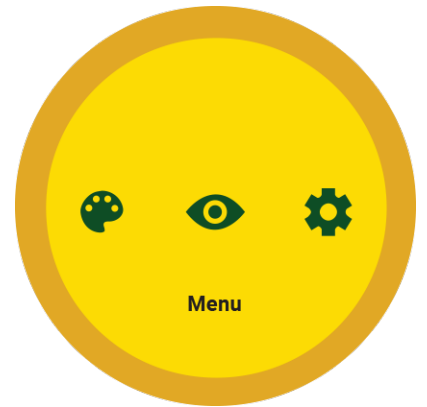
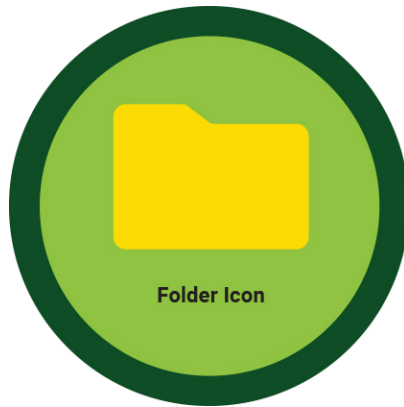
## Send a Form To People







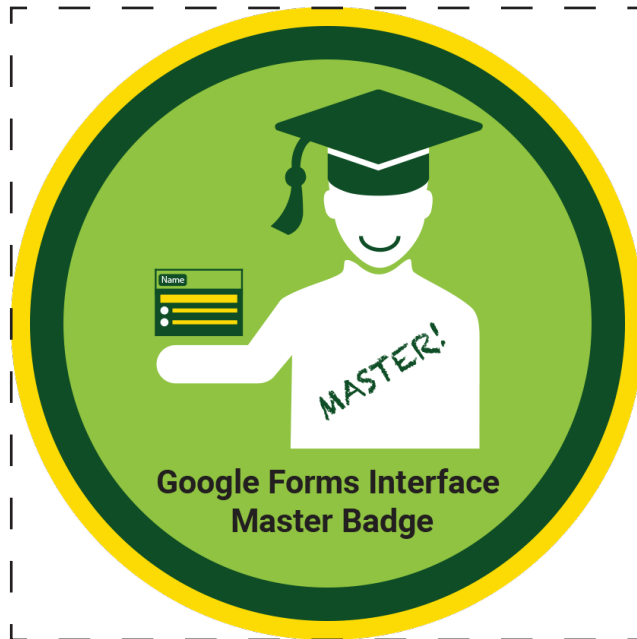
33.BADGE





# WORD WALL PRINTOUT

33.6.5



A Google Form's name is at the top left corner of your form. The folder icon is located at the top of your form, next to the name of your form. The menu bar is located at the top of your form, on the right side. The toolbar is located at the right of your form, in the margin. The send button is located at the top right corner of your form, next to the menu bar.



# T1 SHEETS INTERFACE

## EXIT TICKET | 33.6.6.1

Directions: Fill in each label on this form.

Callout boxes for labeling are positioned as follows:

- Two boxes above the top-left navigation bar.
- Two boxes above the top-right navigation bar.
- One box above the floating toolbar.



# T2 SHEETS INTERFACE

## EXIT TICKET | 33.6.6.2

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

The screenshot shows a Google Forms quiz interface. At the top, there is a red header bar. On the left side of the header, there is a back arrow, the text 'Forms Quiz', a folder icon, and a star icon. On the right side of the header, there is a toolbar containing a share icon, an eye icon, a settings gear icon, a 'SEND' button, and a user profile icon. Below the header, the main content area is light pink. At the top of this area, there are tabs for 'QUESTIONS' and 'RESPONSES', and a 'Total points: 0' indicator. The main content area displays a quiz question: 'What is a Google Form'. The question type is 'Multiple choice'. There are four options: 'Option 1', 'Option 2', 'Option 3', and 'Option 4'. Below the options, there is a link to 'Add option or ADD "OTHER"'. At the bottom of the question card, there is a checkbox for 'ANSWER KEY (0 points)', a 'Required' toggle switch, and icons for copy and delete. A vertical toolbar on the right side of the question card contains icons for adding a new question, adding a question from a template, adding a question from a gallery, adding a question from a video, and adding a question from a list.

Callout boxes with labels and arrows pointing to the interface elements:

- File Name / Folder Icon**: Points to the folder icon in the top left header.
- Folder Icon / Send Button**: Points to the 'SEND' button in the top right header.
- Menu Bar / Toolbar**: Points to the toolbar in the top right header.
- Folder Icon / Send Button**: Points to the 'SEND' button in the top right header.
- Menu Bar / Toolbar**: Points to the vertical toolbar on the right side of the question card.



# T3 TRACE 'N' LEARN

EXIT TICKET | 33.6.6.3

## Google Forms Interface

A Google Form's name is at the top left corner of your form. The folder icon is located at the top of your form, next to the name of your form. The menu bar is located at the top of your form, on the right side. The toolbar is located at the right of your form, in the margin. The send button is located at the top right corner of your form, next to the menu bar.



# MY DIGITABILITY EARNINGS TRACKER

## Unit 33: Google Forms Interface | 33.6.7

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

**Name:** \_\_\_\_\_

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

**TOTAL DOLLARS EARNED:**