



## UNIT 34: CREATING CONTENT IN GOOGLE FORMS LESSON 3: QUESTION TOOLS IN GOOGLE FORMS

### LESSON OVERVIEW

Question Tools in Google Forms can be found at the bottom right corner of each question you are creating.

Time: ~30 minutes

### OBJECTIVE

Student will be able to create content in 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 34**
5. Select **Lesson 3 - Question Tools in Google Forms**

### 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 “question.”

a. You can create a \_\_\_\_\_ in Google Forms.

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 **34.IMAGE.IEC** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

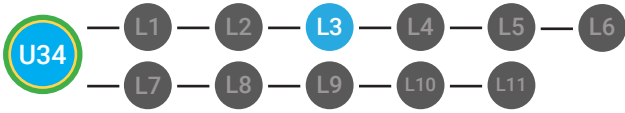
L3

UNIT 34: CREATING CONTENT IN GOOGLE FORMS  
LESSON 3: QUESTION TOOLS IN GOOGLE FORMS

**IMAGE EXCHANGE CARDS**

34.IEC.IMAGE

<p><b>Question</b></p>	<p><b>Delete Icon</b></p>
<p><b>Duplicate Icon</b></p>	<p><b>Required Icon</b></p> <p>Required <input type="checkbox"/></p>



## 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** [34.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [34.3.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..."*

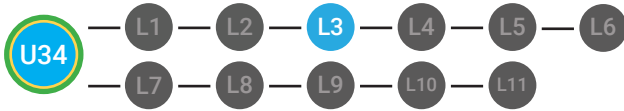


**Pro tip: Remember Rule #3** Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

Behaviors	Name								
Successful Participation/Contribution Sharing/Helping/Collaborating Greeting a Guest Following Directions/Staying on Task Encouraging/Complimenting	HH								
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.



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

**Answer:** Question Tools in Google Forms



2. Distribute **34.BADGE** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

- T1** On-topic shared response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [34.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**. [34.3.DollarTracker]

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

<p><b>+\$ SUCCESSFUL</b></p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><b>-\$ PROBLEMATIC</b></p> <p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>
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**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 "Question Tools."*

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



6. Play video.



7. Distribute **34.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** [34.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [34.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [34.3.DollarTracker]

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

<p><b>+\$ SUCCESSFUL</b></p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><b>-\$ PROBLEMATIC</b></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
- Disrespect/Teasing
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- Interrupting
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- Arguing

## INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me where the question tools in Google Forms can be found?"*

**Possible Answers:** at the bottom right corner of each question you are creating.

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



2. Ask, *"For a participation dollar, who can tell me what the Delete Icon looks like?"*

**Possible Answers:** a trash can



3. Ask, *"For a participation dollar, what does it mean if the Required Icon is slid to the right?"*



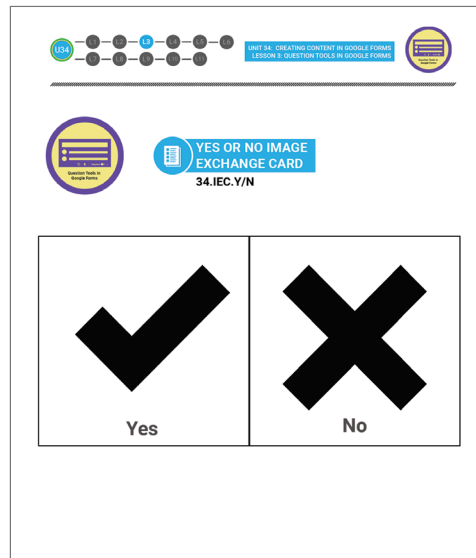
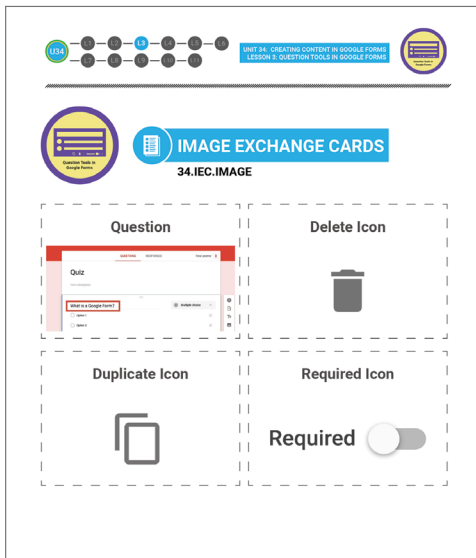
**Pro tip:** Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment, require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication:

"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."



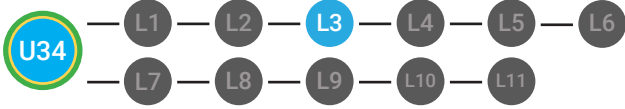
4. Distribute **34.IMAGE.IEC** or **Yes or No Image Exchange Cards** **34.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## 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** [34.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**. [34.3.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]

+ \$ 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

## PLAY ACTIVITY VIDEO



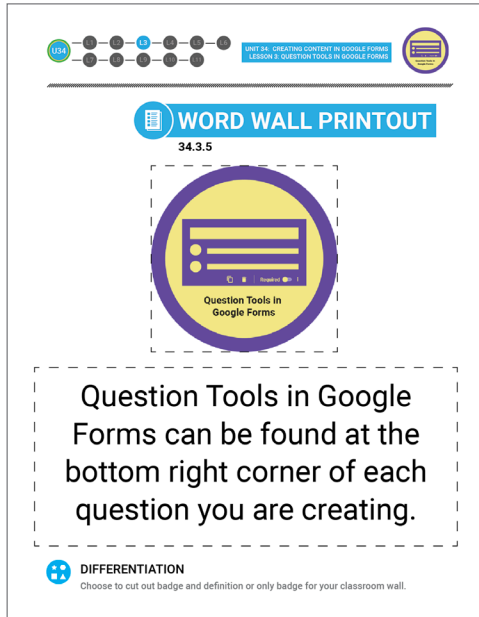
1. Ask the class, *"Who would like to unlock the Question Tools in Google Forms Badge for \$1?"*

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.

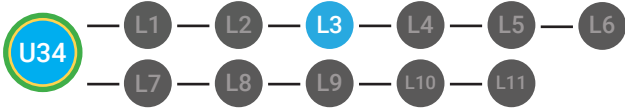


3. Distribute and cut out **Word Wall Printout 34.3.5** Students that unlocked the badge will place the Question Tools in Google Forms printout on the classroom’s word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## 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**. [34.3.DollarTracker]

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

<p><b>+\$ SUCCESSFUL</b></p> <p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><b>-\$ PROBLEMATIC</b></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
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

## ASSESSMENT/EXIT TICKET



1. Distribute the **Question Tools in Google Forms Exit Ticket 34.3.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

**T1 QUESTION TOOLS**  
EXIT TICKET | 34.3.6.1

Directions: Name each of these Google Forms question tools. Explain what each of these tools allow you to do in your form. Write your answer on the lines provided.

Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**T2 MATCHING**  
EXIT TICKET | 34.3.6.2

Directions: Match each name to the correct icon. Write the letter in the space provided.

\_\_\_\_\_ a. Delete Icon

\_\_\_\_\_ b. Duplicate Icon

Required  \_\_\_\_\_ c. Required Icon

**T3 TRACE 'N' LEARN**  
EXIT TICKET | 34.3.6.3

Questions Tools in Google Forms

Question Tools in Google Forms can be found at the bottom right corner of each question you are creating.



## DIFFERENTIATION

T1

Using Tier 1 Question Tools in **Question Tools** Exit Ticket [34.3.6.1], student names each of these Google Forms question tools and explains what each of these tools allow you to do in your form.

T2

Using Tier 2 Question Tools in **Matching** Exit Ticket [34.3.6.2], student matches each name to the correct icon.

T3

Student has option to complete Question Tools in Google Forms Exit Ticket [34.3.6.2] or **Trace 'n' Learn Card** Exit Ticket.



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [34.3.DollarTracker]

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

### +\$ SUCCESSFUL

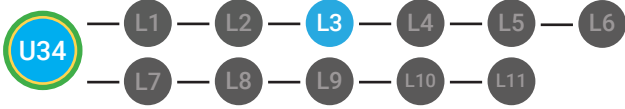
*"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."*

### -\$ 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



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## 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

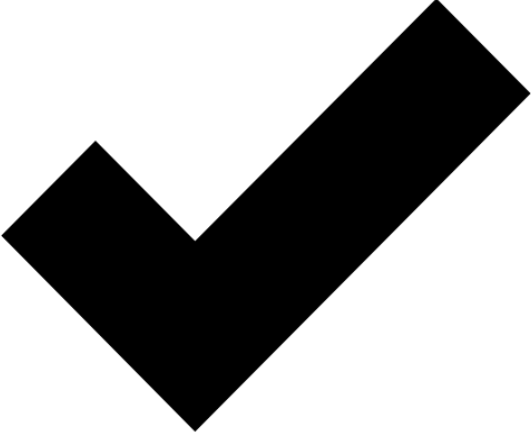
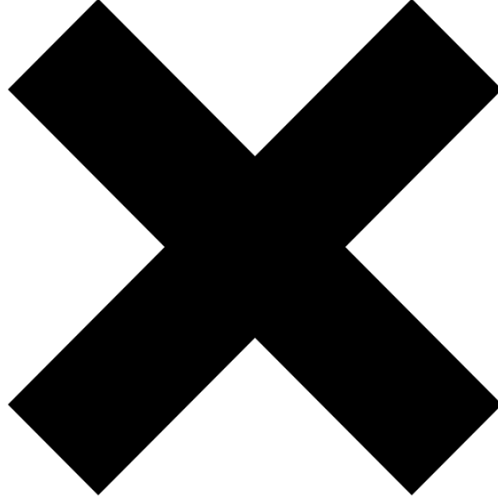
UMAPA

EX:  
Sam



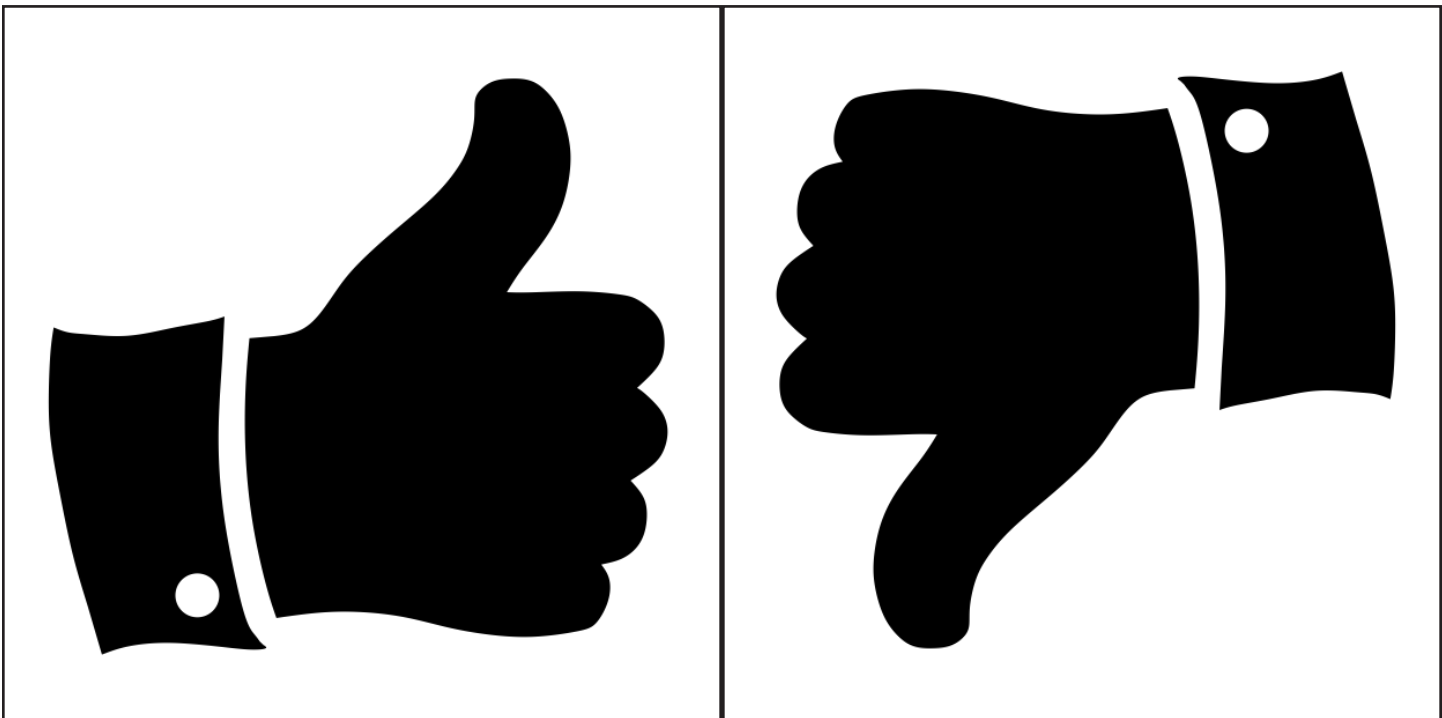


 **YES OR NO IMAGE EXCHANGE CARD**  
**34.IEC.Y/N**

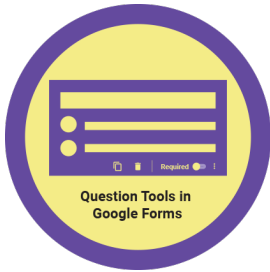
 <p><b>Yes</b></p>	 <p><b>No</b></p>
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 **THUMBS IMAGE  
EXCHANGE CARD**  
**34.IEC.THUMB**



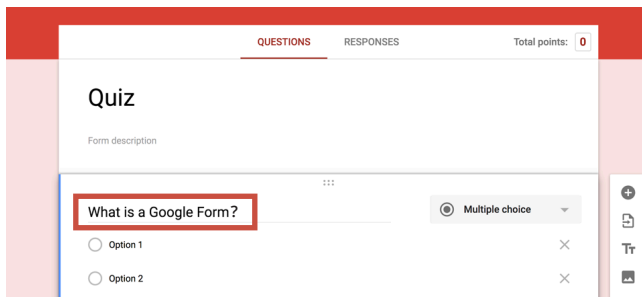




# IMAGE EXCHANGE CARDS

## 34.IEC.IMAGE

**Question**



**Delete Icon**



**Duplicate Icon**



**Required Icon**

**Required**

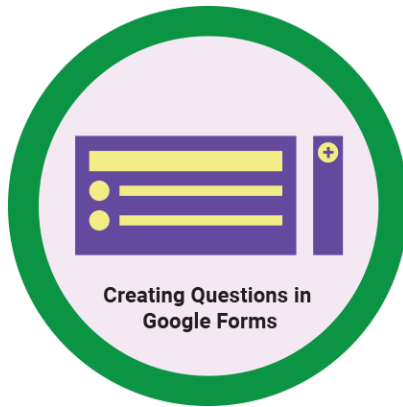




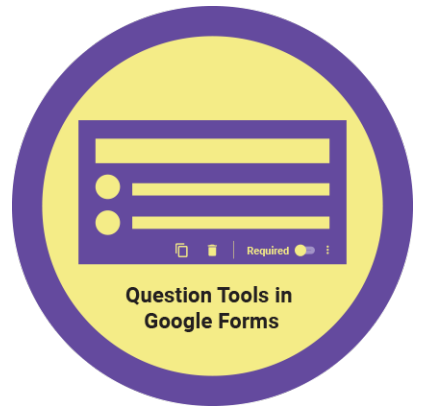
34.BADGE



Google Forms



Creating Questions in Google Forms



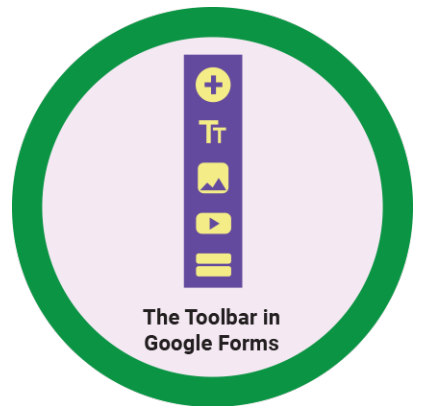
Question Tools in Google Forms



Question Responses Menu in Google Forms



Creating Response in Google Forms



The Toolbar in Google Forms



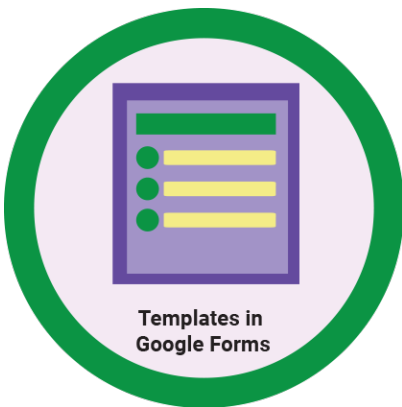
The Menu Tools in Google Forms



Collecting Responses in Google Forms



Collaborating in Google Forms



Templates in Google Forms

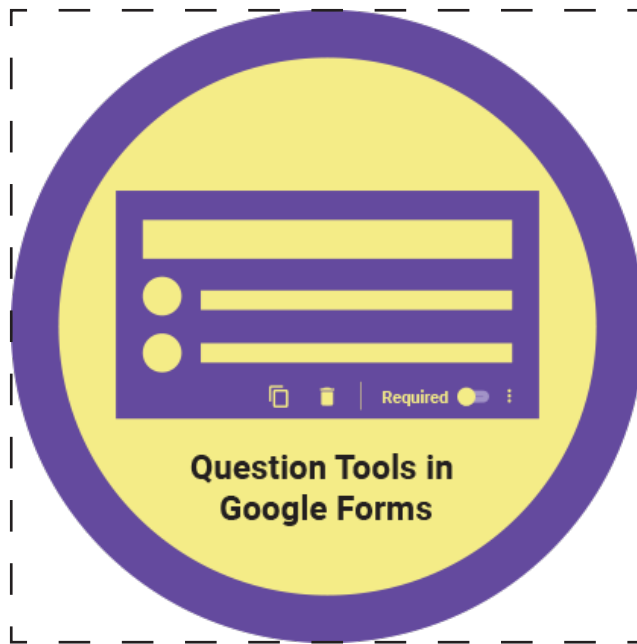


Google Forms Master Badge



# WORD WALL PRINTOUT

34.3.5



Question Tools in Google Forms can be found at the bottom right corner of each question you are creating.



## DIFFERENTIATION

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



# T1 QUESTION TOOLS

## EXIT TICKET | 34.3.6.1

**Directions:** Name each of these Google Forms question tools. Explain what each of these tools allow you to do in your form. Write your answer on the lines provided.



Name:

---

---

---

---



Name:

---

---

---

---

Required



Name:

---

---

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# T2 MATCHING

## EXIT TICKET | 34.3.6.2

Directions: Match each name to the correct icon. Write the letter in the space provided.



\_\_\_\_\_

a. Delete Icon



\_\_\_\_\_

b. Duplicate Icon



\_\_\_\_\_

c. Required Icon



## T3 TRACE 'N' LEARN

EXIT TICKET | 34.3.6.3

Questions Tools in  
Google Forms

Question Tools in  
Google Forms can  
be found at the  
bottom right corner  
of each question you  
are creating.



# MY DIGITABILITY EARNINGS TRACKER

## Unit 34: Creating Content in Google Forms | 34.3.7

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

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

	DATE:	DOLLARS EARNED:
LESSON 1: Google Forms		
LESSON 2: Creating Questions in Google		
LESSON 3: Question Tools in Google Forms		
LESSON 4: Question Responses Menu in Google		
LESSON 5: Creating Responses in Google		
LESSON 6: The Toolbar in Google Forms		
LESSON 7: The Menu Tools in Google Forms		
LESSON 8: Collecting Responses in Google		
LESSON 9: Collaborating in Google Forms		
LESSON 10: Templates in Google Forms		
LESSON 11: Creating Content in Google Forms Master Badge		

**TOTAL DOLLARS EARNED:**