Save Time

UNIT 35: COLLABORATION IN THE CLOUD
LESSON 3: SAVING TIME

LESSON OVERVIEW

When you share your doc with a Collaborator, they will always see the most recent version of your doc.

Time: ~30 minutes

OBJECTIVE

Student is able to describe methods for collaborating in the cloud.

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.

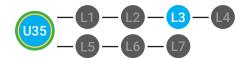5. Refer to your Level 2 Guide to read about effective practices.

ONLINE REVIEW

1. Sign into Digitability

2. Click **LESSONS** tab

3. Select **Level 4 - Prime Professional**

4. Select **Unit 35**

5. Select **Lesson 3 - Saving Time**

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.

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LESSON PLAN
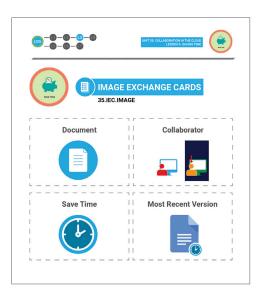
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WARM UP

1. Write the following on the board, leaving a blank space for the words **"document"** and **"collaborator."**

a. When you work with someone else on a _____, they are called a _____.

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

IMAGE EXCHANGE CARDS
35.IEC.IMAGE

Document	Collaborator

Save Time	Most Recent Version

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** [35.IMAGE.IEC]

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [35.3.DollarTracker]**

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

+$ SUCCESSFUL	**-$ PROBLEMATIC**
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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

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.

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 **35.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** [35.BADGE] for this unit

Save Time

3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [35.3.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 in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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
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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 'Saving Time.'"*

5. Ask students to give a thumbs up every time they hear and/or see the phrase **"Saving Time"** in the video.
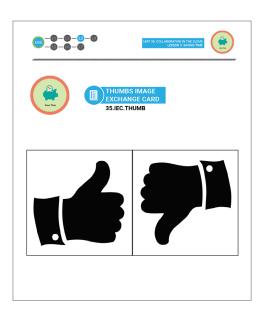
6. Play video.

7. Distribute **35.IEC.THUMB** to students. See 🔲 DIFFERENTIATION for this activity to identify supplements needed for your students.

THUMBS IMAGE EXCHANGE CARD

35.IEC.THUMB

DIFFERENTIATION

T1 Puts thumbs up

T2 Uses **Thumbs Image Exchange Card** [35.IEC.THUMB]

T3 Uses **Thumbs Image Exchange Card** [35.IEC.THUMB]

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [35.3.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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
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INFORMAL ASSESSMENT

? 1. Ask, *"For a participation dollar, who can tell me what you save when you collaborate in the cloud?"*

Possible Answers: you save a lot of time

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

? 2. Ask, *"For a participation dollar, what version of your doc will a collaborator see whenever you share your doc with them?"*

Possible Answers: the most recent version of your doc

? 3. Ask, *"For a participation dollar, do you need to share a new version of your doc every time you make a change?"*

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."
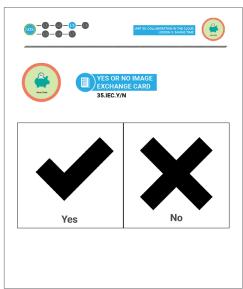
4. Distribute **35.IMAGE.IEC or Yes or No Image Exchange Cards 35.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

IMAGE EXCHANGE CARDS
35.IEC.IMAGE

Document

Collaborator

Save Time

Most Recent Version

YES OR NO IMAGE EXCHANGE CARD
35.IEC.Y/N

Yes

No

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

Save Time

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [35.3.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
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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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UMAPA
Arguing

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Saving Time 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.

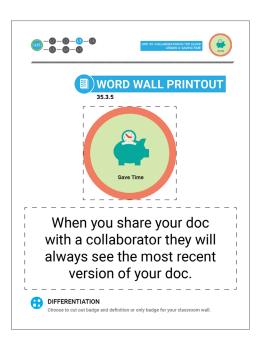   b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.

3. Distribute and cut out **Word Wall Printout 35.3.5** Students that unlocked the badge will place the **Saving Time** printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

WORD WALL PRINTOUT
35.3.5

Save Time

When you share your doc with a collaborator they will always see the most recent version of your doc.

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

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. [35.3.DollarTracker]**

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

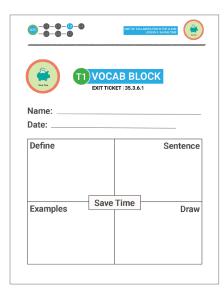| +$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

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

ASSESSMENT/EXIT TICKET

1. Distribute the **Saving Time** Exit Ticket **35.3.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

Save Time

T1 VOCAB BLOCK
EXIT TICKET | 35.3.6.1

Name: _____
Date: _____

Define		Sentence
	Save Time	
Examples		Draw

Save Time

T3 TRACE 'N' LEARN
EXIT TICKET | 35.3.6.3

Saving Time

When you share your doc with a collaborator they will always see the most recent version of your doc.

DIFFERENTIATION

T1 Student completes **Vocab Blocks** Exit Ticket [35.3.6.1].

T2 Student completes **Vocab Blocks** Exit Ticket [35.3.6.1].

T3 Student completes **Trace 'n' Learn Card** Exit Ticket [35.3.6.3].

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [35.3.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution	Off-task
Sharing/Helping	Off-topic/Inappropriate Comment
Greeting a Guest	Disrespect/Teasing
Following Directions/Staying on Task	Complaining/Whining
Encouraging	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.

U35 — L1 — L2 — L3 — L4
L5 — L6 — L7

UNIT 35: COLLABORATION IN THE CLOUD
LESSON 2: COLLABORATING IN GOOGLE DOCS

Dollar Tracker

35.3.Dollar tracker

Save Time

Behaviors	Name EX: Sam					
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						
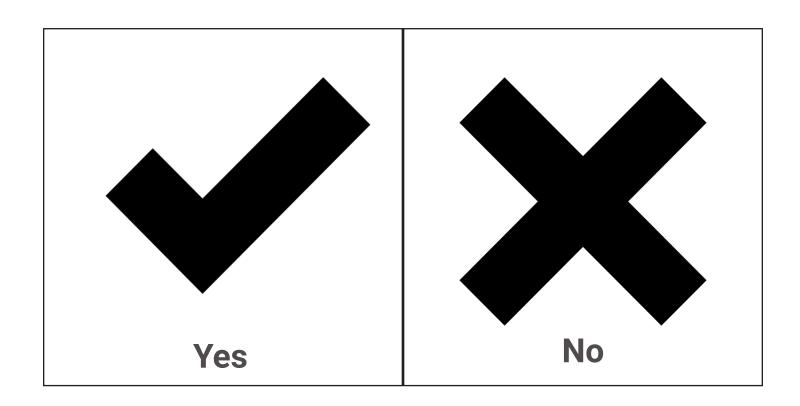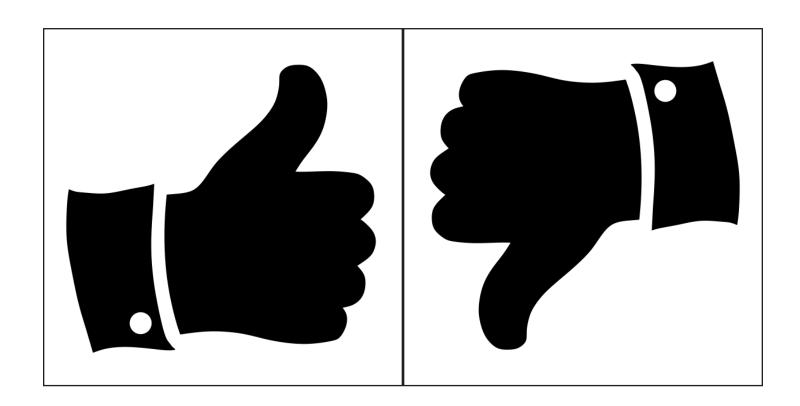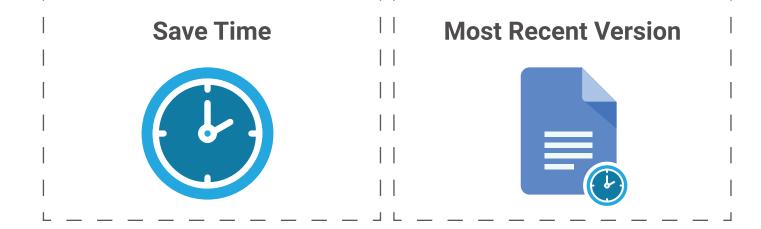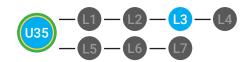
Save Time

**YES OR NO IMAGE
EXCHANGE CARD**

35.IEC.Y/N

Yes	No

Save Time

THUMBS IMAGE EXCHANGE CARD
35.IEC.THUMB

Save Time

IMAGE EXCHANGE CARDS

35.IEC.IMAGE

Document

Collaborator

Save Time

Most Recent Version

Save Time

Collaboration in the Cloud

Collaborating in Google Docs

Save Time

Editing with Collaborators

How to tell when someone is in your doc

Staying Organized

Collaboration in the Cloud Master Badge

MASTER!

📋 WORD WALL PRINTOUT

35.3.5

Save Time

When you share your doc with a collaborator, they will always see the most recent version of your doc.

🔷 DIFFERENTIATION

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

T1 **VOCAB BLOCK**

EXIT TICKET | 35.3.6.1

Name: _____

Date: _____

Define	Sentence

Save Time

Examples	Draw

T3 **TRACE 'N' LEARN**

EXIT TICKET | **35.3.6.3**

Save Time

Saving Time

When you share your doc with a collaborator, they will always see the most recent version of your doc.

MY DIGITABILITY EARNINGS TRACKER

Unit 35: Collaboration in the Cloud | 35.3.7

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

Save Time

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Collaboration in the Cloud		
LESSON 2: Collaborating in Google Docs		
LESSON 3: Saving time		
LESSON 4: Editing with Collaborators		
LESSON 5: How to Tell When Someone is in Your Doc		
LESSON 6: Staying Organized		
LESSON 7: Collaboration in the Cloud Master Badge		

TOTAL DOLLARS EARNED: