





UNIT 35: COLLABORATION IN THE CLOUD LESSON 6: STAYING ORGANIZED WITH GOOGLE DRIVE

LESSON OVERVIEW

Google Drive keeps your documents, edits, and comments all in one place.

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 6 Staying Organized with Google Drive

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.







WARM UP



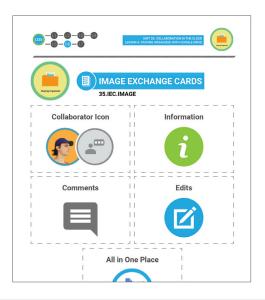
- 1. Write the following on the board, leaving a blank space for the phrase "Collaborator Icon."
 - a. When a collaborator is working on your document, you will see their

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.









DIFFERENTIATION



- Writes response on board with assistance from a Tier 1 partner or writes answer in notebook.
- Writes response on board with assistance from an adult or points to **Image Exchange Cards** [35.IMAGE.IEC]

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.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [35.6.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

Behaviors Name Occasional of State of

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: 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.



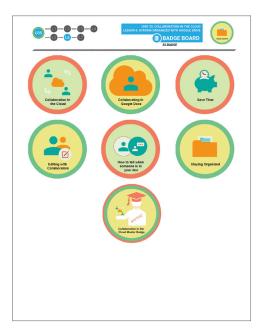


1. Ask, "For a participation dollar, who can tell me the name of our next badge?"

Answer: Staying Organized with Google Drive



2. Distribute **35.BADGE** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.





- On-topic shared verbal response
- Writes down badge name or walks up to point to badge
- Uses Badge Board [35.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.** [35.6.DollarTracker]

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

-\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn 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 in or identify
their replacement behavior.
If a student is not following
directions, give them one minute
before taking additional dollars.

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

SUCCESSFUL

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 word "Organized."

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



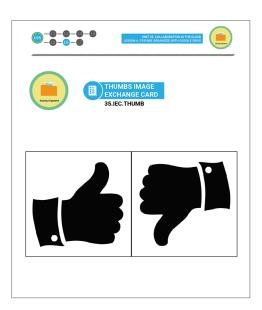
6. Play video.







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





- Puts thumbs up
- T2 Uses Thumbs Image Exchange Card [35.IEC.THUMB]
- 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. [35.6.DollarTracker]

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



+S 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**

INFORMAL ASSESSMENT



 Ask, "For a participation dollar, who can tell me what staying organized helps you find?"

Possible Answers: information that you need

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

2. Ask, "For a participation dollar, how does Google Drive keep you and your collaborators organized?"

Possible Answers: by keeping your documents, your edits, and your comments all in one place

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."

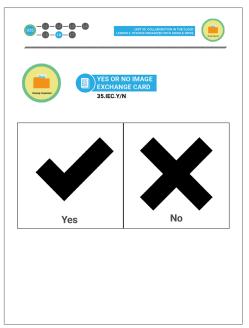






3. Distribute **35.IMAGE.IEC** or Yes or No Image Exchange Cards **35.IEC.Y/N** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.







- On-topic shared verbal response
- Writes response down in notebook OR rephrase prompt to a **yes or no** question
- Distribute **Yes or No Image Exchange Card** [35.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.** [35.6.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

PLAY ACTIVITY VIDEO



1. Ask the class, "Who would like to unlock the Staying Organized with Google Drive 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.

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.







3. Distribute and cut out **Word Wall Printout 35.6.5** Students that unlocked the badge will place the **Staying Organized** with **Google Drive** printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.





- Student will use verbal prompting to unlock the badge with the class.
- Student will use verbal prompting and hand signals to unlock the badge with the class.
- 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.** [35.6.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."

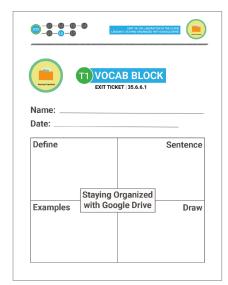
Participation/Contribution Sharing/Helping Greeting a Guest Following Directions/Staying on Task Encouraging

Off-task
Off-topic/Inappropriate Comment
Disrespect/Teasing
Complaining/Whining
Interrupting
UMAPA
Arguing

ASSESSMENT/EXIT TICKET



1. Distribute 35.6.6 the **Staying Organized with Google Drive** Exit Ticket to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.









DIFFERENTIATION

Student completes **Vocab Blocks** Exit Ticket [35.6.6.1].

- Student completes **Vocab Blocks** Exit Ticket [35.6.6.1].
- Student completes Trace 'n' Learn Card Exit Ticket [35.6.6.3].
- 2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the Dollar Earnings Tracker. [35.6.DollarTracker]

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

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

SUCCESSFUL

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior to earn a \$1."

PROBLEMATIC

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**





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.



- Login independently using password cards.
- Login independently using password card with the help from a Tier 1 partner for any required troubleshooting.
- Teacher or Tier 1 assistance to help student login using their password card.

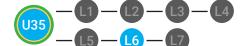






35.6.Dollar tracker

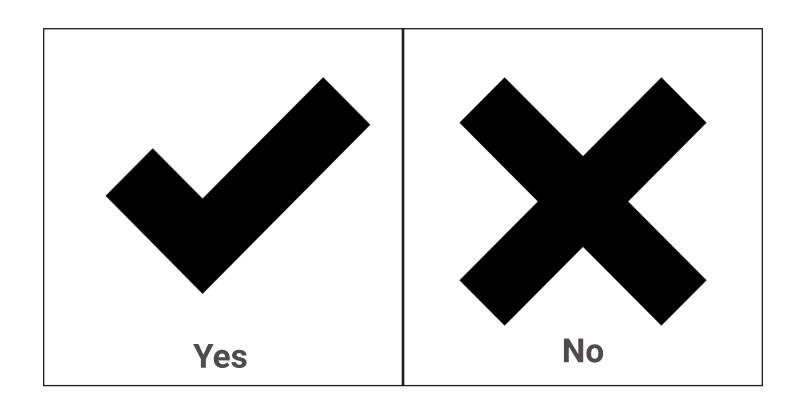
Behaviors	Name	/	/	/	/	/	/	
Successful	EX: Les							
Participation/ Contributing	M							
Sharing/Helping/ Collaborating								
Greeting a Guest								
Following Directions/ Staying on Task								
Encouraging/ Complimenting								
Problematic								
Off-task								
Off-topic/ Inappropriate Comment								
Disrespect/Teasing								
Complaining/Whining								
Arguing								
Interrupting								
UMAPA								



















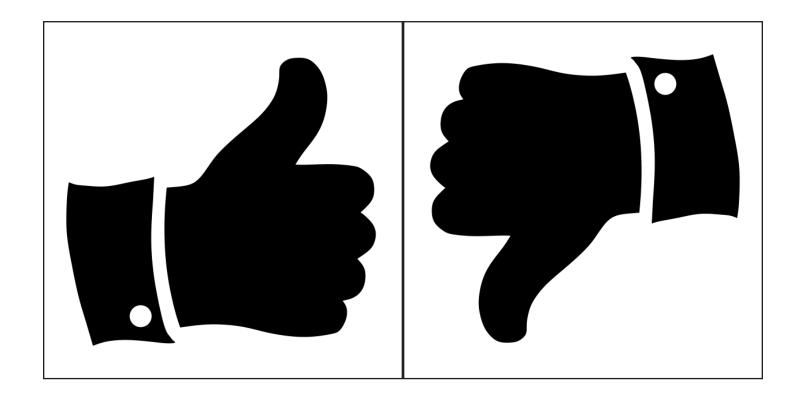








IMAGE EXCHANGE CARDS

35.IEC.IMAGE

Collaborator Icon



Information



Comments



Edits



All in One Place









35.BADGE







WORD WALL PRINTOUT

35.6.5



Google Drive keeps your documents, edits, and comments all in one place.



DIFFERENTIATION

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







Name:



Date: _____

Define		Sentence
Examples	Organized gle Drive	Draw







T3) TRACE 'N' LEARN

EXIT TICKET | 35.6.6.3

Staying Organized with Google Drive

Google Drive keeps your documents, edits, and comments all in one place.









MY DIGITABILITY EARNINGS TRACKER

Unit 35: Collaboration in the Cloud | 35.6.7

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

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: