

## UNIT 35: COLLABORATION IN THE CLOUD

### LESSON 7: COLLABORATING IN THE CLOUD

#### MASTER BADGE

### LESSON OVERVIEW

You can share your doc by using a link or by using email. When you work with someone else on a document, they are called a Collaborator. When you share your doc with a collaborator, they will always see the most recent version of your doc. You can choose to let collaborators edit your doc, comment on your doc, or view your doc. When a collaborator is working on your document, you will see their Collaborator's Icon. 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

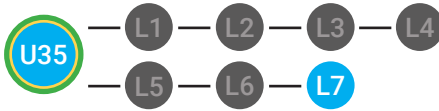
1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 4 - Prime Professional**
4. Select **Unit 35**
5. Select **Lesson 7 - Collaboration in the Cloud**

### 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 words **"Google Drive," "documents," "edits,"** and **"comments."**

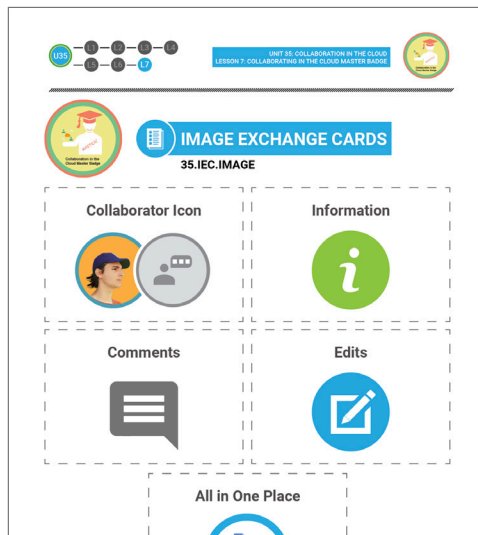
a. \_\_\_\_\_ keeps your \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ all in one place.

2. Have a student come up to the board to fill in the correct answer.

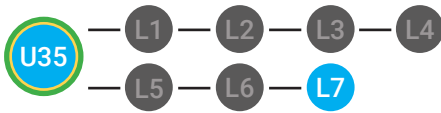
Repeat the process to ensure all students get a chance to participate and earn a participation dollar.



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







## DIFFERENTIATION

- 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**. [35.7.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

## 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..."



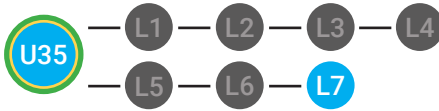
**Pro tip: Remember Rule #3** Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before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

Behaviors	Name								
<b>Successful</b>									
Participation/Contribution									
Sharing/Helping									
Greeting a Guest									
Following Directions/Staying on Task									
Encouraging									
Complaining/Whining									
<b>Problematic</b>									
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.






UNIT 35: COLLABORATION IN THE CLOUD  
LESSON 7: COLLABORATING IN THE CLOUD MASTER BADGE



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

**Answer:** Collaborating in the Cloud Master Badge



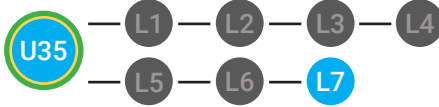
2. Distribute **35.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## 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





3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [35.7.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



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. 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.

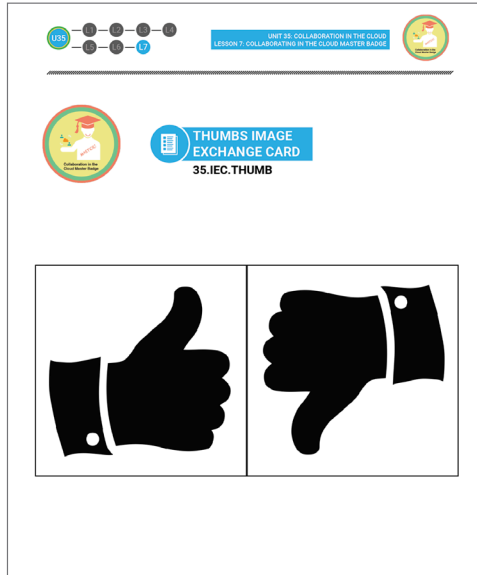


6. Play video.





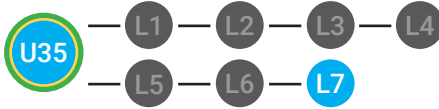
7. Distribute **35.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [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**. [35.7.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

## INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what it means to collaborate in the cloud?"*

**Possible Answers:** you can work together with someone online

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, who can tell me what you're letting a collaborator do by choosing edit?"*

**Possible Answers:** add or change content to your doc



**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."



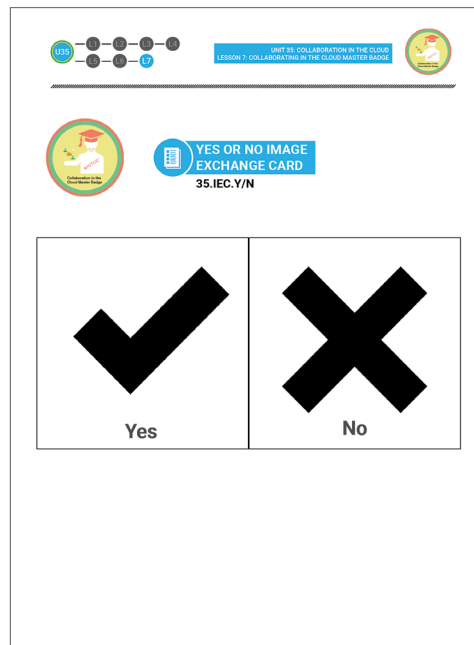
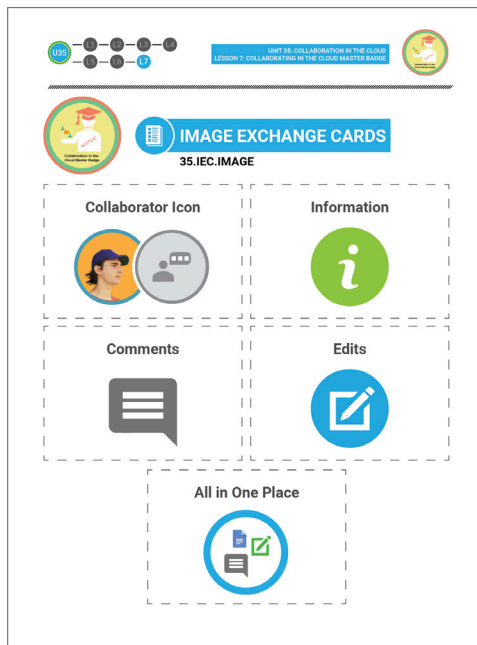


4. Ask, *“For a participation dollar, how does Google Drive keep you and your collaborators organized?”*

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



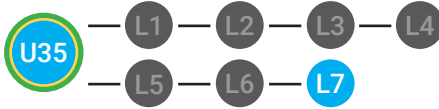
5. Distribute **35.IMAGE.IEC** or **Yes or No Image Exchange Cards** **35.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## 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





4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [35.7.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 Collaborating in the Cloud Master Badge for \$1?"*

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.

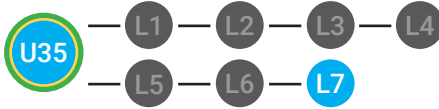
a. If student chooses correct answer, have student or whole class dance.


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

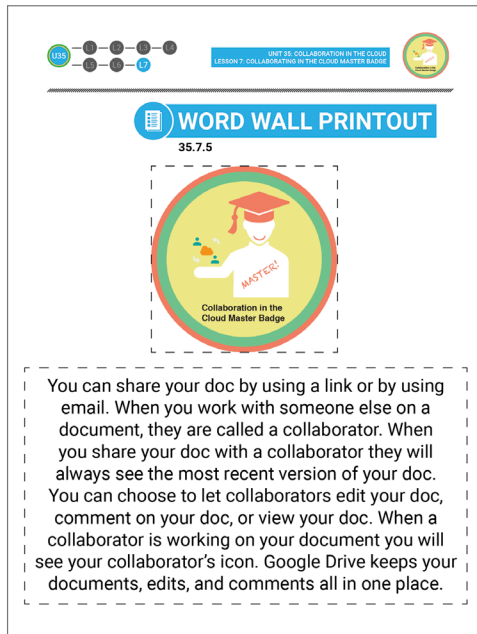


**Pro tip: Stick to the script!**  
Help your students develop self-regulation strategies. Do not give lengthy explanations for behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.






3. Distribute lesson badge cut out 35.6.5 Students that unlocked the badge will place the **Collaborating in the Cloud Master Badge** printout on the classroom's word wall. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



**WORD WALL PRINTOUT**  
35.7.5



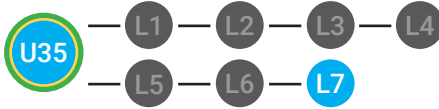
You can share your doc by using a link or by using email. When you work with someone else on a document, they are called a collaborator. When you share your doc with a collaborator they will always see the most recent version of your doc. You can choose to let collaborators edit your doc, comment on your doc, or view your doc. When a collaborator is working on your document you will see your collaborator's icon. Google Drive keeps your documents, edits, and comments all in one place.



## 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.





UNIT 35: COLLABORATION IN THE CLOUD  
LESSON 7: COLLABORATING IN THE CLOUD MASTER BADGE



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [35.7.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 35.7.6 the **Collaborating in the Cloud Master Badge Exit Ticket** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

UNIT 35: COLLABORATION IN THE CLOUD  
LESSON 7: COLLABORATING IN THE CLOUD MASTER BADGE

**T1 MULTIPLE CHOICE**  
EXIT TICKET | 35.7.6.1

1. How do you share your doc?

- By watching a video
- By using a link
- By using a link or by using email
- None of the above

2. What can a collaborator do with your docs?

- Collaborators can delete your doc
- Collaborators can edit shared docs at the same time
- Collaborators can view your doc
- Collaborators can edit shared docs alone

3. Do you save time because when you share your doc collaborators will always see the most recent version of your doc?

- True
- False

UNIT 35: COLLABORATION IN THE CLOUD  
LESSON 7: COLLABORATING IN THE CLOUD MASTER BADGE

**T1 VOCAB BLOCK**  
EXIT TICKET | 35.7.6.1

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

Define	Sentence
Collaborating in the Cloud	
Examples	Draw

UNIT 35: COLLABORATION IN THE CLOUD  
LESSON 7: COLLABORATING IN THE CLOUD MASTER BADGE

**T3 MULTIPLE CHOICE**  
EXIT TICKET | 35.7.6.3

1. Can you share your doc By using a link or by using email?

☒ Yes ☒ No

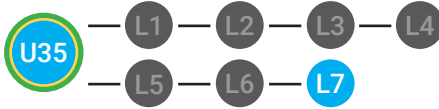
2. Can collaborators can edit shared docs at the same time?

☒ Yes ☒ No

3. Do you save time because when you share your doc collaborators will always see the most recent version of your doc?

☒ Yes ☒ No





## DIFFERENTIATION

**T1** Student completes Tier 1 **Multiple Choice** Exit Ticket [35.7.6.1].

**T2** Student completes **Vocab Blocks** Exit Ticket [35.7.6.1].

**T3** Student completes Tier 3 **Multiple Choice** Exit Ticket [35.7.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [35.7.DollarTracker]

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

### +\$ SUCCESSFUL

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

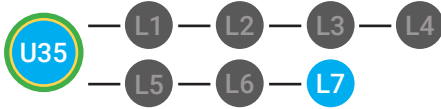
### -\$ PROBLEMATIC

*"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





## 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/  
Complimenting

### Problematic

Off-task

Off-topic/  
Inappropriate  
Comment

Disrespect/Teasing

Complaining/Whining

Arguing

Interrupting

UMAPA

EX:  
Sam

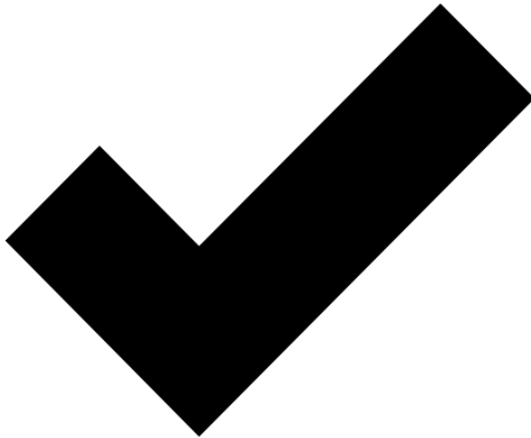




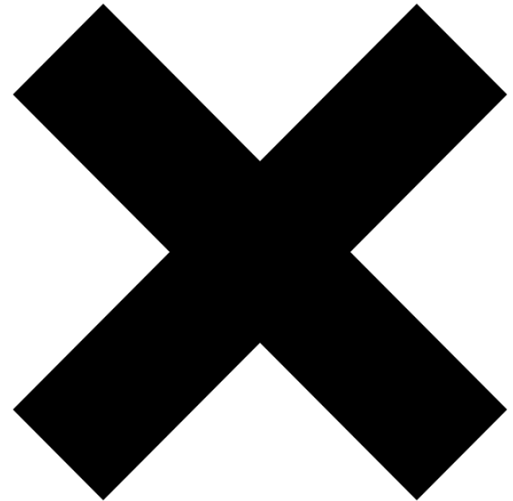


## YES OR NO IMAGE EXCHANGE CARD

35.IEC.Y/N



Yes



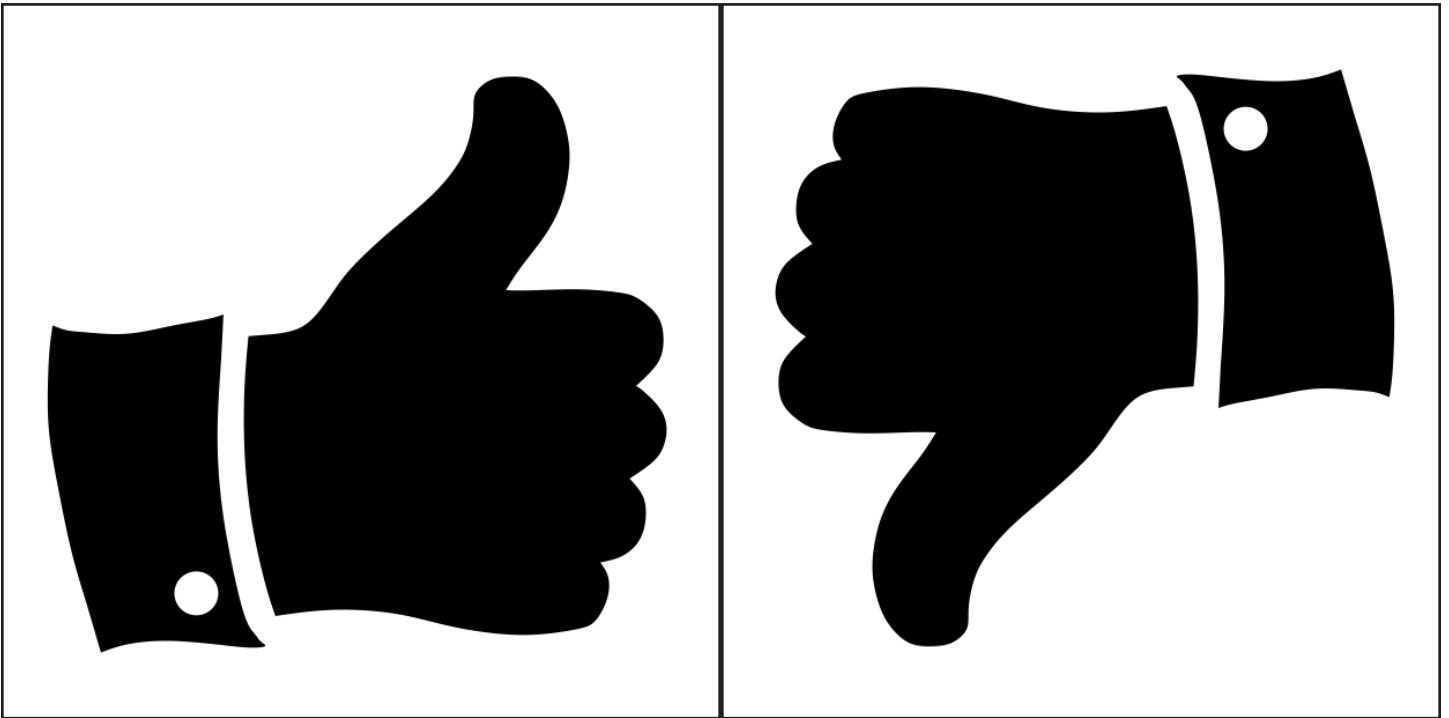
No





## THUMBS IMAGE EXCHANGE CARD

35.IEC.THUMB







## IMAGE EXCHANGE CARDS

35.IEC.IMAGE

### Collaborator Icon



### Information



### Comments



### Edits



### All in One Place





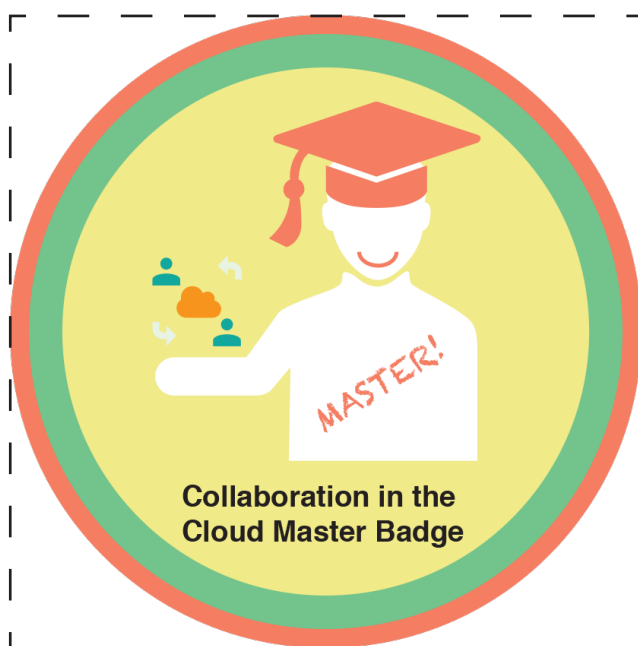






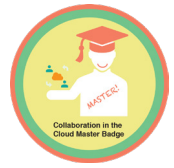
# WORD WALL PRINTOUT

35.7.5



You can share your doc by using a link or by using email. When you work with someone else on a document, they are called a Collaborator. When you share your doc with a collaborator, they will always see the most recent version of your doc. You can choose to let collaborators edit your doc, comment on your doc, or view your doc. When a collaborator is working on your document, you will see their Collaborator's Icon. Google Drive keeps your documents, edits, and comments all in one place.





## T1 MULTIPLE CHOICE

### EXIT TICKET | 35.7.6.1

#### 1. How do you share your doc?

- a. By watching a video
- b. By using a link
- c. By using a link or by using email
- d. None of the above

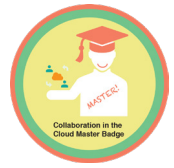
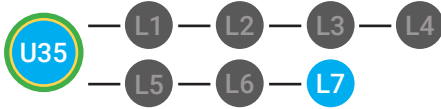
#### 2. What can a Collaborator do with your docs?

- a. Collaborators can delete your doc
- b. Collaborators can edit shared docs at the same time
- c. Collaborators can view your doc
- d. Collaborators can edit shared docs alone

#### 3. Collaborators always see the most recent version of your doc when you share it.

- a. True
- b. False





#### 4. What can you choose to let collaborators do?

- a. Watch videos on your doc
- b. Only view your doc
- c. Edit your doc, comment on your doc, or view your doc
- d. None of the above

#### 5. What do you see when a Collaborator is working on your document?

- a. The Share Button
- b. Their Collaborator's Icon
- c. The Bold Button
- d. None of the above

#### 6. How do you stay organized with Google Drive?

- a. By keeping your documents, your edits, and your comments all in one place
- b. By naming your doc
- c. By recording your edits
- d. None of the above





# T1 VOCAB BLOCK

EXIT TICKET | 35.7.6.1

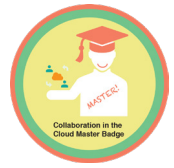
Name: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>Define</b></p>	<p><b>Sentence</b></p>
<p><b>Examples</b></p>	<p><b>Draw</b></p>

**Collaborating in  
the Cloud**









## T3 MULTIPLE CHOICE

EXIT TICKET | 35.7.6.3



1. Can you share your doc by using a link or by using email?

 Yes	 No
--	---

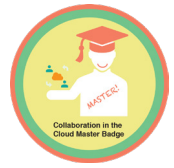
2. Can Collaborators edit shared docs at the same time?

 Yes	 No
--	---



3. You save time because when you share your doc, collaborators will always see the most recent version of your doc.

 Yes	 No
--	---









4. You can choose to let Collaborators edit your doc, comment on your doc, or view your doc.

 Yes	 No
--	---

5. Do you see the Collaborator's Icon when a collaborator is working on your document?

 Yes	 No
--	---

6. Do you stay organized with Google Drive by keeping your documents, your edits, and your comments all in one place?

 Yes	 No
--	---





## 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:**