

UNIT 36: SHARING GOOGLE DOCS LESSON 3: COLLABORATION OPTIONS USING A LINK

LESSON OVERVIEW

You can choose how to collaborate when sharing your doc.

Time: ~30 minutes

OBJECTIVE

Student will be able to distinguish methods for sharing docs in Google Drive

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.

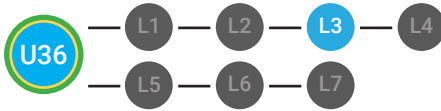
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 4 - Prime Professional**
4. Select **Unit 36**
5. Select **Lesson 3 - Collaboration Options Using a Link**

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 phrase **“shareable hyperlink.”**

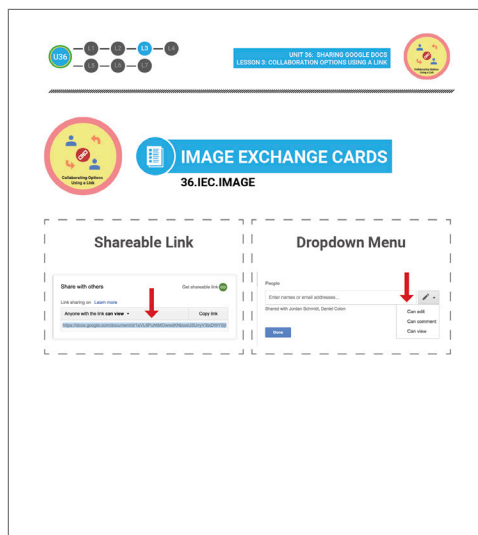
a. When you click the Get Shareable Link icon, the _____ will appear.

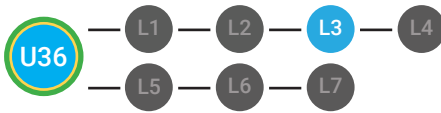
2. Have a student come up to the board to fill in the correct answer.

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



3. Distribute **36.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** [36.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [36.3.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

GUIDED WATCHING



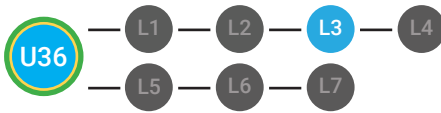
Call out earnings to the class, "[Student] has earned x dollars for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."



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.




UNIT 36: SHARING GOOGLE DOCS
LESSON 3: COLLABORATION OPTIONS USING A LINK



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

Answer: Collaboration Options Using a Link



2. Distribute **36.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** [36.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**. [36.3.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



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 phrase 'Collaboration Options'"*

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



6. Play video.

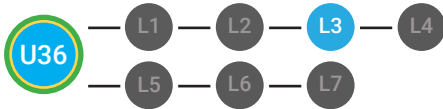


7. Distribute **36.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [36.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [36.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. **[36.3.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

INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what you click on in order to change how you want to collaborate?"*

Possible Answers: the dropdown menu

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



2. Ask, *"For a participation dollar, can you change the collaboration option to 'anyone with a link can comment'?"*



3. Ask, *"For a participation dollar, where is the done button located?"*

Possible Answers: the dropdown menu



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 **36.IMAGE.IEC** or **Yes or No Image Exchange Cards** **36.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

IMAGE EXCHANGE CARDS
36.IEC.IMAGE

Shareable Link

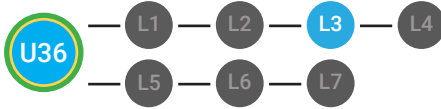
Dropdown Menu

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



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** [36.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. [36.3.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

PLAY ACTIVITY VIDEO



1. Ask the class, *"Who would like to unlock the Collaboration Options with a Link 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.

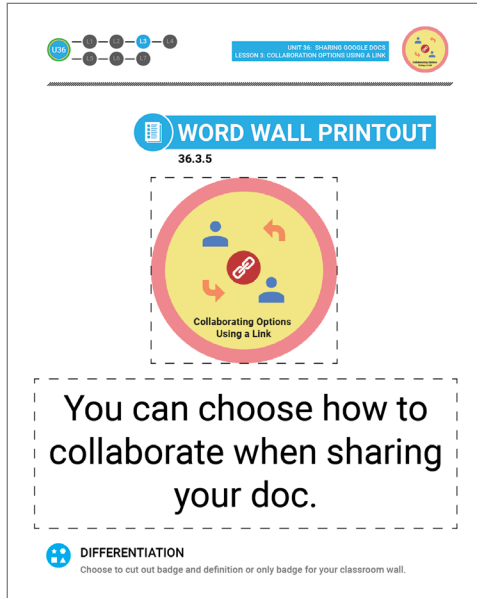
b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



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.

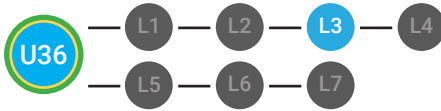


3. Distribute and cut out **Word Wall Printout 36.3.5** Students that unlocked the badge will place the **Collaboration Options with a Link** printout on the classroom's word wall. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [36.3.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

ASSESSMENT/EXIT TICKET



1. Distribute the **Collaboration Options Using a Link** Exit Ticket 36.3.6 to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.

 UNIT 36: SHARING GOOGLE DOCS
LESSON 3: COLLABORATION OPTIONS USING A LINK

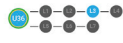
 **T1 KNOWING THE OPTIONS**
EXIT TICKET | 36.3.6.1


Directions: Circle the "Can comment" option in the dropdown. What do you after you choose the option you want?

People
Enter names or email addresses...
Shared with Jordan Schmidt, Daniel Colon

Can edit
Can comment
Can view

What do you after you choose the option you want?

 UNIT 36: SHARING GOOGLE DOCS
LESSON 3: COLLABORATION OPTIONS USING A LINK

 **T2 KNOWING THE OPTIONS**
EXIT TICKET | 36.3.6.2


Directions: Circle the "Can comment" option in the dropdown. What do you after you choose the option you want? Circle the correct answer.


People
Enter names or email addresses...
Shared with Jordan Schmidt, Daniel Colon

Can edit
Can comment
Can view

What do you after you choose the option you want?

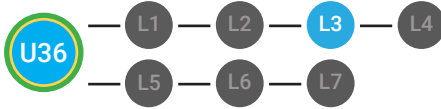
a. Click on the dropdown menu icon
b. Click the Done button
c. Copy and paste
d. None of the above

 UNIT 36: SHARING GOOGLE DOCS
LESSON 3: COLLABORATION OPTIONS USING A LINK

 **T3 TRACE 'N' LEARN**
EXIT TICKET | 36.3.6.3

Collaboration Options
Using a Link

You can choose how
to collaborate when
sharing your doc.



DIFFERENTIATION

- T1** Using Tier 1 **Knowing The Options** Exit Ticket [36.3.6.1], student circles the “Can comment” option in the dropdown.
- T2** Using Tier 2 **Knowing The Options** Exit Ticket [36.3.6.2], student circles the “Can comment” option in the dropdown. Circle the correct answer.
- T3** Student completes **Trace ‘n’ Learn Card** Exit Ticket [36.3.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [36.3.DollarTracker]

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

+\$ SUCCESSFUL

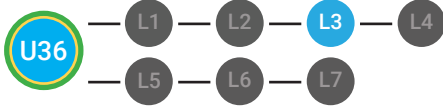
“Nice job [Behavior], Marcus. You earned a [Behavior] dollar.”

-\$ 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



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

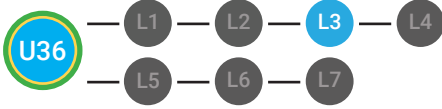
Arguing

Interrupting

UMAPA

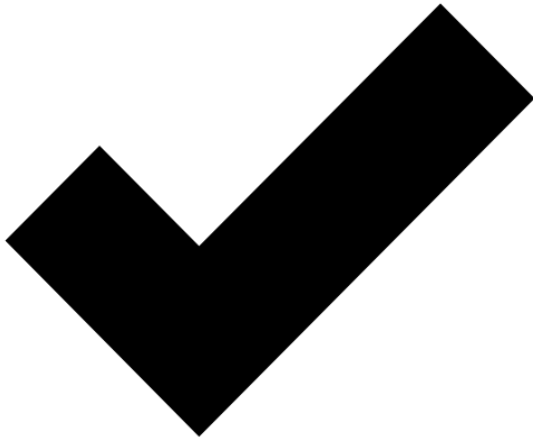
EX:
Sam



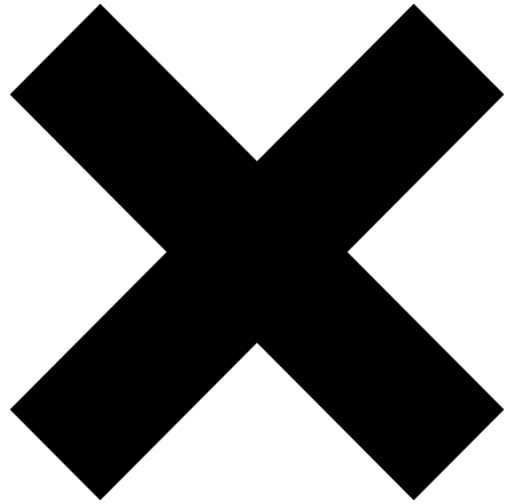


YES OR NO IMAGE EXCHANGE CARD

36.IEC.Y/N



Yes



No



THUMBS IMAGE EXCHANGE CARD

36.IEC.THUMB

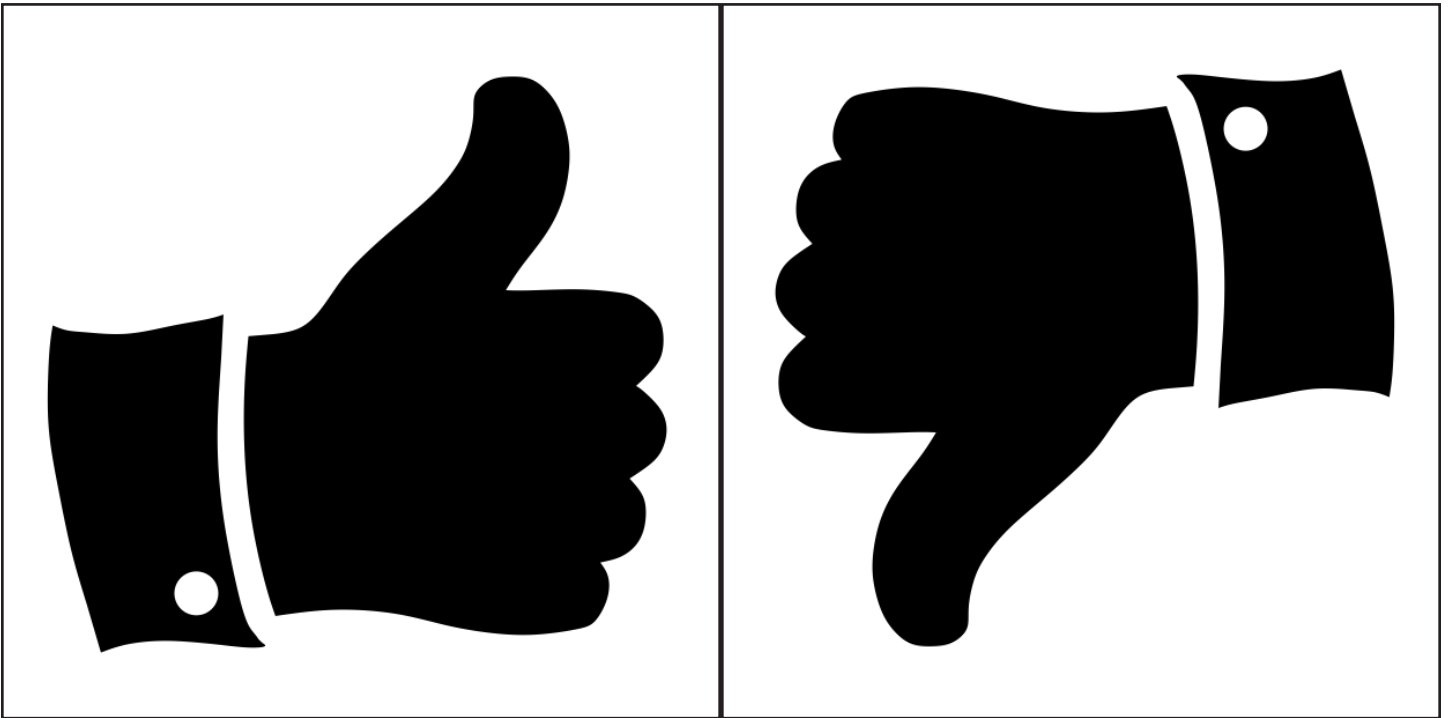




IMAGE EXCHANGE CARDS

36.IEC.IMAGE

Shareable Link

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone with the link can view Copy link

<https://docs.google.com/document/d/1aVL6PuNtMOwwdKNboxiJ5UnyV3bDWYSjI/>

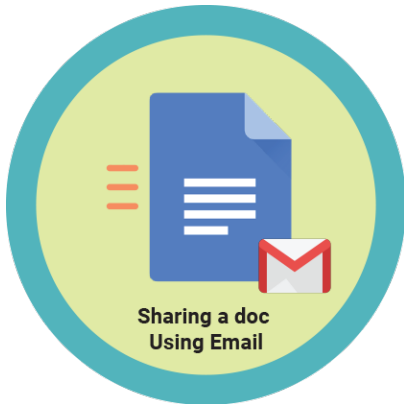
Dropdown Menu

People

Enter names or email addresses...

Shared with Jordan Schmidt, Daniel Colon

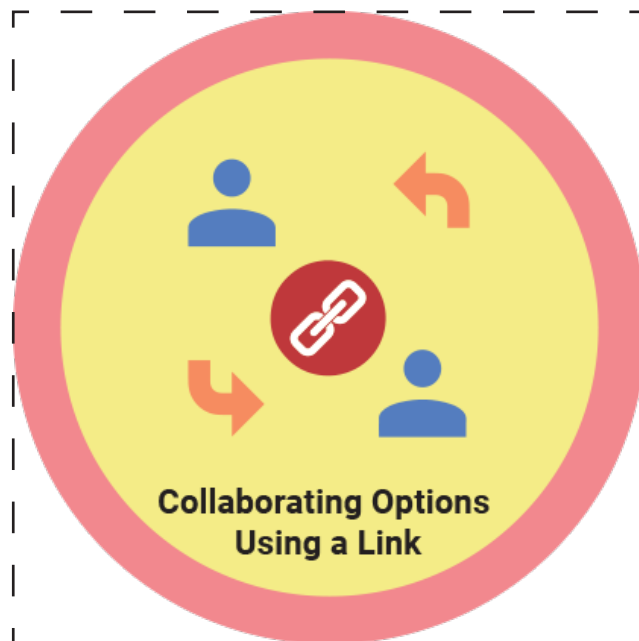
Done Advanced





WORD WALL PRINTOUT

36.3.5

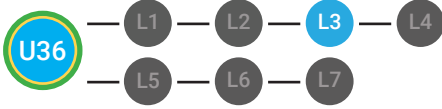


You can choose how to collaborate when sharing your doc.



DIFFERENTIATION

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





T1

KNOWING THE OPTIONS

EXIT TICKET | 36.3.6.1

Directions: Circle the “Can comment” option in the dropdown. Then, answer the question below.

People



Shared with Jordan Schmidt, Daniel Colon

Done

Advanced

What do you after you choose the option you want?



T2

KNOWING THE OPTIONS

EXIT TICKET | 36.3.6.2

Directions: Circle the “Can comment” option in the dropdown. Then, circle the correct answer below.

People

Shared with Jordan Schmidt, Daniel Colon

Done

Advanced

What do you do after you choose the option you want?

- Click on the dropdown menu icon
- Click the Done button
- Copy and paste
- None of the above



T3 TRACE 'N' LEARN

EXIT TICKET | 36.3.6.3

Collaboration Options
Using a Link

You can choose how
to collaborate when
sharing your doc.



MY DIGITABILITY EARNINGS TRACKER

Unit 36: Sharing Google Docs | 36.3.7

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

Name: _____

DATE:

DOLLARS EARNED:

LESSON 1: Sharing a Google Doc		
LESSON 2: Sharing a Doc Using a Link		
LESSON 3: Collaborating Options Using a Link		
LESSON 4: Sharing a Doc Using Email		
LESSON 5: Collaborations Options Using Email		
LESSON 6: Privacy Options		
LESSON 7: Editing Privacy Options		
LESSON 8: Sharing a Google Doc Master Badge		

TOTAL DOLLARS EARNED: