

UNIT 36: SHARING GOOGLE DOCS LESSON 4: SHARING A DOC USING EMAIL

LESSON OVERVIEW

You can share your doc using email.

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 4 - Sharing Your Doc Using Email**

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 **“edit,” “comment”** and **“view.”**

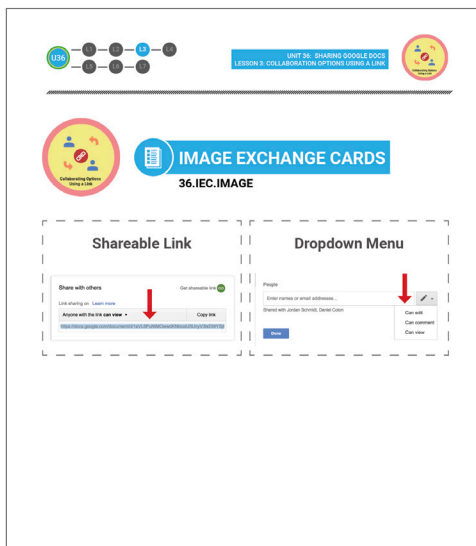
a. You can choose from ‘Anyone with a Link can ____’, ‘Anyone with a link can ____’, or ‘Anyone with a Link can ____.’

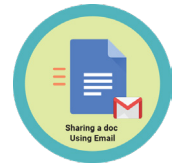
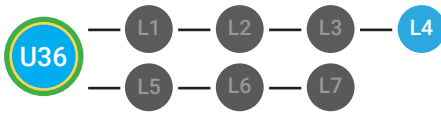
2. Have a student come up to the board to fill in the correct answer.

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**. [36.4.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."



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									
Participating/Contributing									
Sharing/Helping/Cooperating									
Greeting a Guest									
Following Directions/Staying on Task									
Encouraging/Complimenting									
Problematic									
Off Task									
Off Topic/Inappropriate Comment									
Disrespect/Teasing									
Complaining/Whining									
Arguing									
Interrupting									
UMAPA									
Arguing									

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

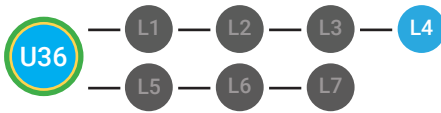
GUIDED WATCHING



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: 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 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: Sharing a Doc Using Email

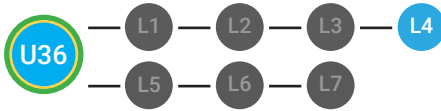


2. Distribute **36.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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. [36.4.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 word "Email."*

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



6. Play video.

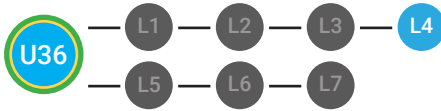


7. Distribute **36.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [36.4.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 how you can share a doc using email?"*

Possible Answers: type your collaborator's email into the "People" field and then press "Enter."

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



2. Ask, *"For a participation dollar, can you add a note to your collaborator when emailing your doc to them?"*



3. Ask, *"For a participation dollar, what field do you add your note into?"*



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.

36.IMAGE.IEC

Edit

Comment

View

Type Collaborator Email

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

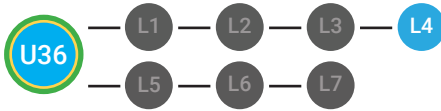
Yes

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** [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**. [36.4.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 Sharing a Doc Using Email 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.

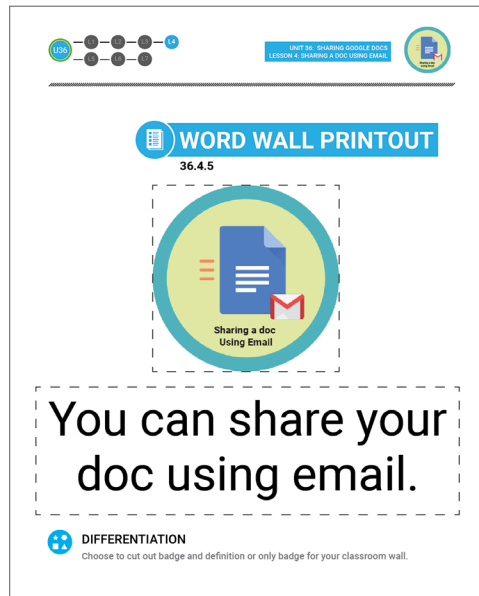
b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



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.

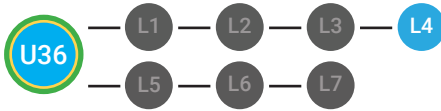


3. Distribute and cut out **Word Wall Printout 36.4.5** Students that unlocked the badge will place the **Sharing a Doc Using Email** printout on the classroom's word wall. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [36.4.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 36.4.6 the **Sharing a Doc Using Email** Exit Ticket to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 SHARE WITH EMAIL
EXIT TICKET | 36.4.6.1

Directions: Write your collaborators email in the correct field, highlight the "Can view" sharing option.

Share with others Get shareable link

People

☒ Can edit
☐ Can comment
☐ Can view

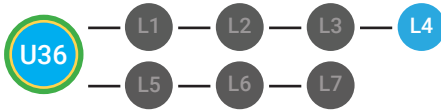
Shared with Gregory Connors, Catherine Chase, M. Ed LDTC and 2 others Notify people

Send Cancel Advanced

T3 TRACE 'N' LEARN
EXIT TICKET | 36.4.6.3

Sharing a Doc
Using Email

You can share
your doc using
email.



DIFFERENTIATION

T1

Using Tier 1 **Share With Email** Exit Ticket [36.4.6.1], student writes their collaborator's email in the correct field and highlights the "Can view" sharing option.

T2

Student has option to complete **Share With Email** Exit Ticket [36.4.6.1] or **Trace 'n' Learn Card** Exit Ticket [36.4.6.3].

T3

Student completes **Trace 'n' Learn Card** Exit Ticket [36.4.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [36.4.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

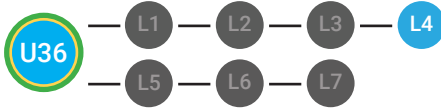
Disrespect/Teasing

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

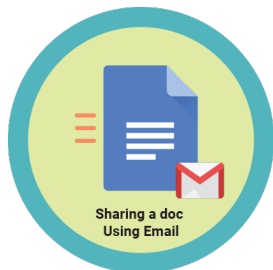
Arguing

Interrupting

UMAPA

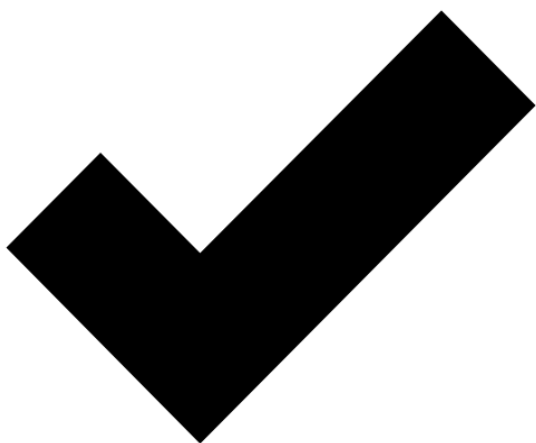
EX:
Sam



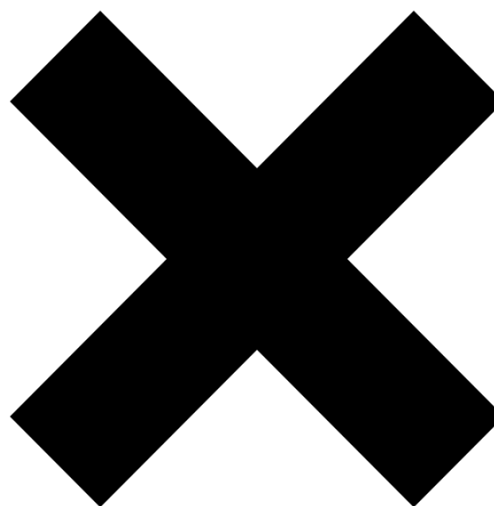


**YES OR NO IMAGE
EXCHANGE CARD**

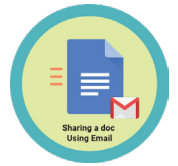
36.IEC.Y/N



Yes

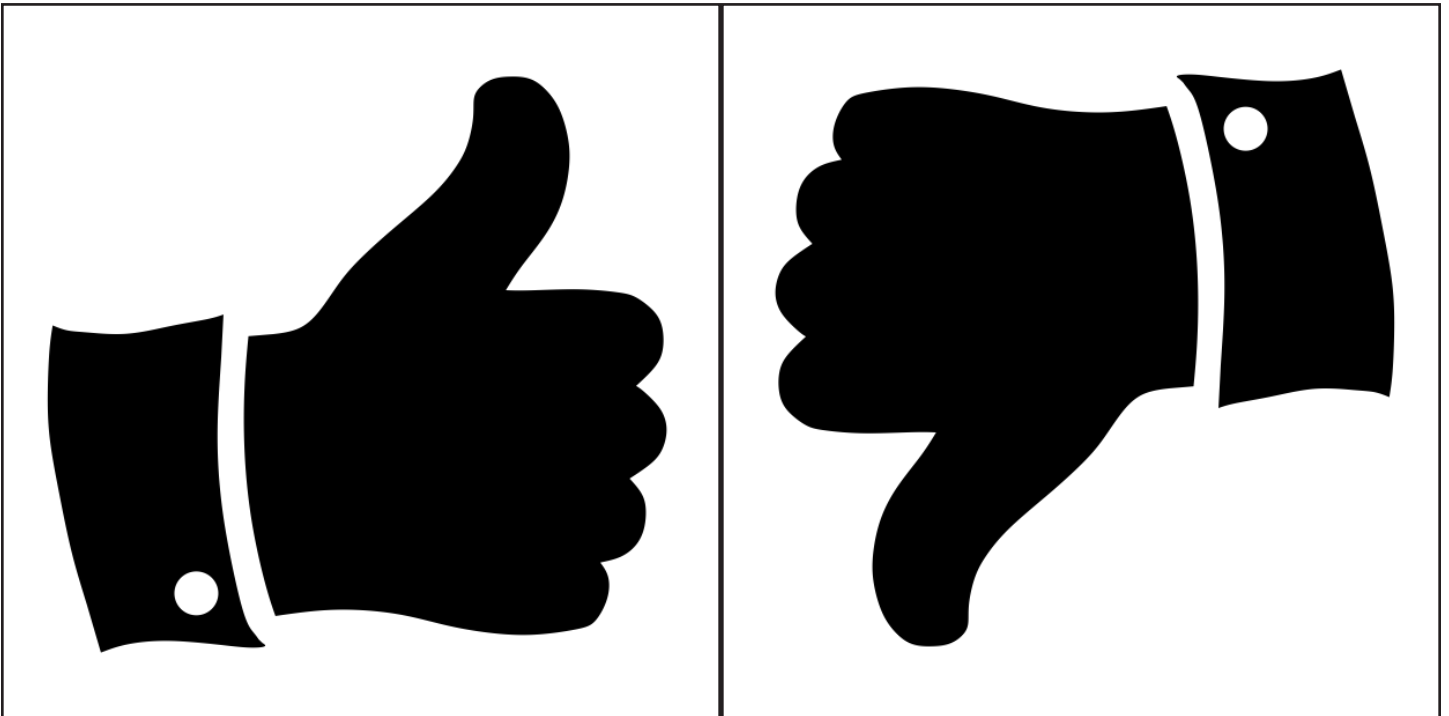


No



THUMBS IMAGE EXCHANGE CARD

36.IEC.THUMB



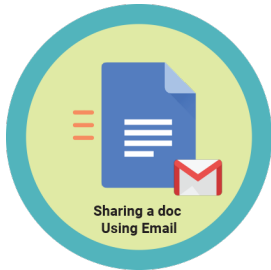


IMAGE EXCHANGE CARDS

36.IEC.IMAGE

Edit



Comment



View



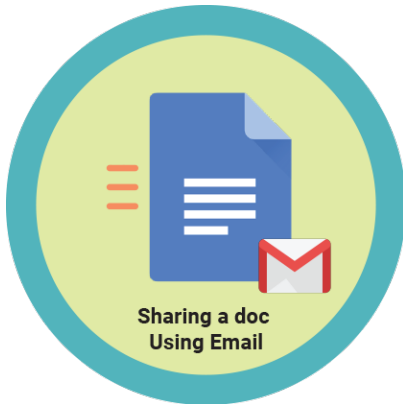
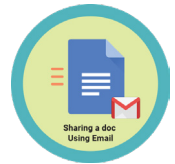
Type Collaborator Email

Share with others Get shareable link

People

dani|

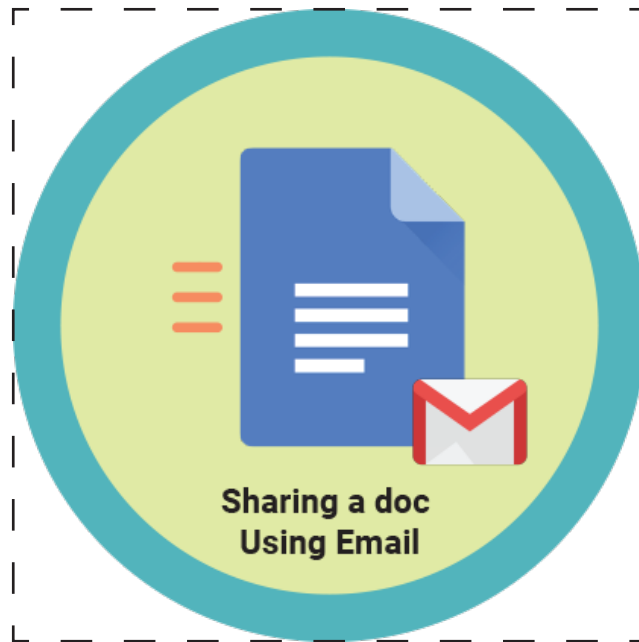
"Daniel Colon" <daniel@digitability.com>





WORD WALL PRINTOUT

36.4.5

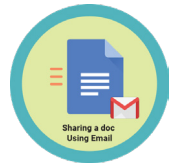


You can share your
doc using email.



DIFFERENTIATION

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



T1

SHARE WITH EMAIL

EXIT TICKET | 36.4.6.1

Directions: Write your collaborator's email in the correct field. Then, highlight the "Can view" sharing option.

Share with others

Get shareable link

People

☒ Can edit
☐ Can comment
☐ Can view

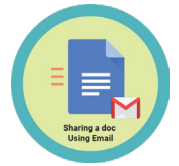
Shared with Gregory Connors, Catherine Chase, M. Ed LDTC and 2 others

Notify people ☒

Send

Cancel

Advanced



T3 TRACE 'N' LEARN

EXIT TICKET | 36.4.6.3

Sharing a Doc
Using Email

You can share
your doc using
email.



MY DIGITABILITY EARNINGS TRACKER

Unit 36: Sharing Google Docs | 36.4.7

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: