

UNIT 36: SHARING GOOGLE DOCS LESSON 6: EDITING PRIVACY OPTIONS

LESSON OVERVIEW

You can edit your doc's Privacy Options when sharing a doc using a link.

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 6 - Editing Privacy Options**

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 **“collaborate”** and **“dropdown menu.”**

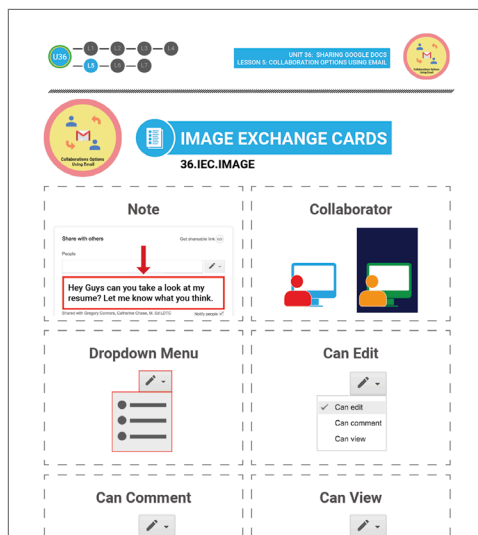
a. To change how you want to _____, click on the _____ next to the email field.

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**. [36.6.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

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.



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

Answer: Editing Privacy Options

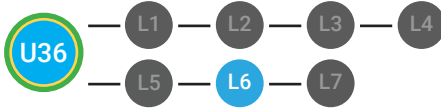


2. Distribute **36.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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. [36.6.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

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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 'Privacy Options.'"*

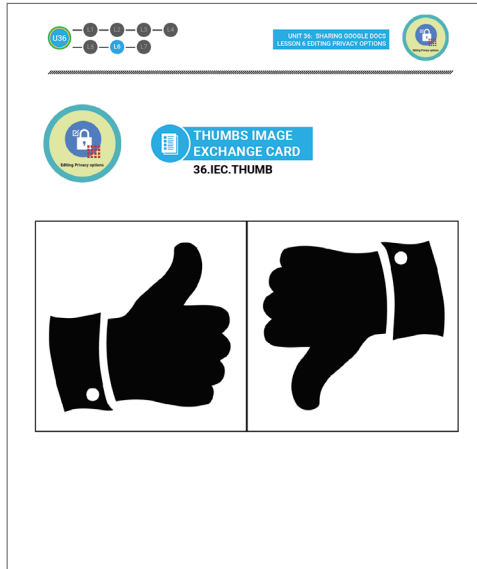
5. Ask students to give a thumbs up every time they hear and/or see the phrase **"Privacy Options"** in the video.



6. Play video.

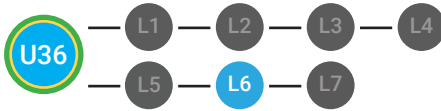


7. Distribute **36.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [36.6.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

INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me the first thing you open in order to change your sharing options?"*

Possible Answers: first, open the sharing menu

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



2. Ask, *"For a participation dollar, where is the Advanced Button located?"*

Possible Answers: on the bottom right corner of the sharing menu



3. Ask, *"For a participation dollar, can you create a questionnaire order using a form?"*



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.

UNIT 36: SHARING GOOGLE DOCS
LESSON 6 EDITING PRIVACY OPTIONS

IMAGE EXCHANGE CARDS
36.IEC.IMAGE

<p>Note</p>	<p>Collaborator</p>
<p>Dropdown Menu</p>	<p>Can Edit</p>
<p>Can Comment</p>	<p>Can View</p>

UNIT 36: SHARING GOOGLE DOCS
LESSON 6 EDITING PRIVACY OPTIONS

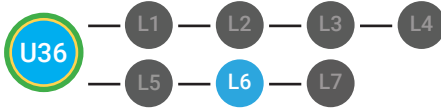
YES OR NO IMAGE EXCHANGE CARD
36.IEC.Y/N

<p>Yes</p>	<p>No</p>
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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**. [36.6.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

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PLAY ACTIVITY VIDEO



1. Ask the class, *"Who would like to unlock the Editing Privacy Options 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.

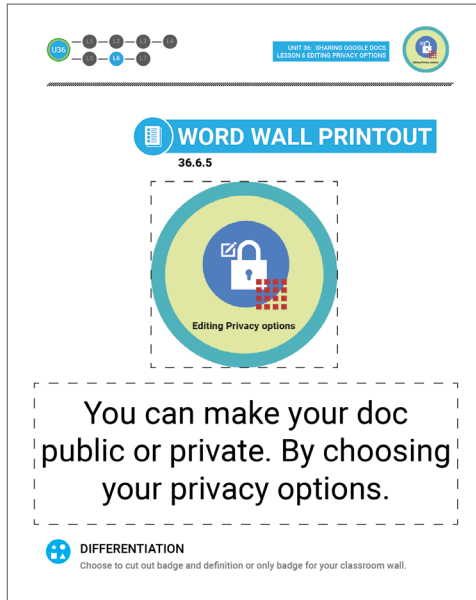
b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



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.

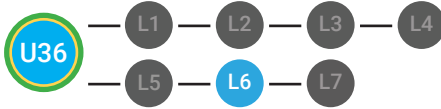


3. Distribute and cut out **Word Wall Printout 36.6.5** Students that unlocked the badge will place the **Editing Privacy Options Badge** printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



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**. [36.6.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

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Interrupting

UMAPA

Arguing

ASSESSMENT/EXIT TICKET



1. Distribute the **Editing Privacy Options** Exit Ticket 36.6.6 to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

UNIT 36: SHARING GOOGLE DOCS
LESSON 6 EDITING PRIVACY OPTIONS

T1 MULTIPLE CHOICE
EXIT TICKET | 36.6.6.1

1. How do you make your doc public or private?

- Clicking the "Can comment" sharing options
- Locking your computer screen
- By choosing your privacy options
- All of the above

2. Who can access to your doc when you make it private?

- Only you
- You can your collaborators
- Only your collaborators
- Anyone

3. Who has access to your doc when you choose "Anyone with a link?"

- Only your collaborators
- Anyone
- People who you shared your doc's link with
- None of the above

UNIT 36: SHARING GOOGLE DOCS
LESSON 6 EDITING PRIVACY OPTIONS

T2 VOCAB BLOCK
EXIT TICKET | 36.6.6.2

Name: _____
Date: _____

Define	Sentence
Examples	Draw

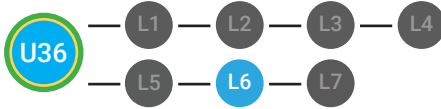
Editing Privacy Options

UNIT 36: SHARING GOOGLE DOCS
LESSON 6 EDITING PRIVACY OPTIONS

T3 TRACE 'N' LEARN
EXIT TICKET | 36.6.6.3

Editing Privacy Options

You can make your doc public or private. By choosing your privacy options.



DIFFERENTIATION

- T1** Student completes **Multiple Choice** Exit Ticket [36.6.6.1].
- T2** Student has option to complete **Multiple Choice** Exit Ticket [36.6.6.1] or **Vocab Block** Exit Ticket [36.6.6.2].
- T3** Student completes **Trace 'n' Learn Card** Exit Ticket [36.6.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [36.5.DollarTracker]

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

+\$ SUCCESSFUL

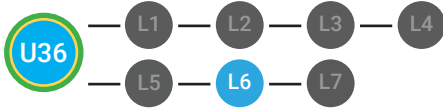
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$ 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
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Off-task
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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

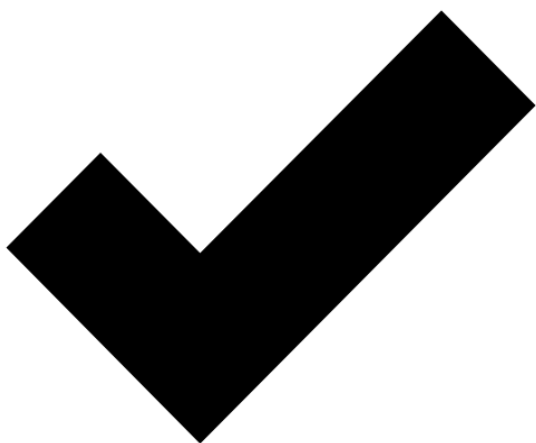
EX:
Sam



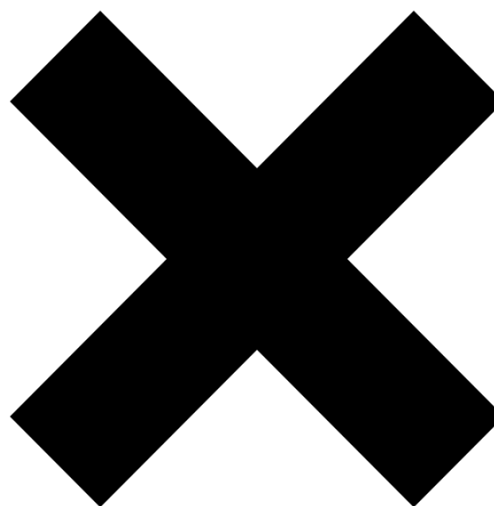


**YES OR NO IMAGE
EXCHANGE CARD**

36.IEC.Y/N



Yes



No



**THUMBS IMAGE
EXCHANGE CARD**
36.IEC.THUMB

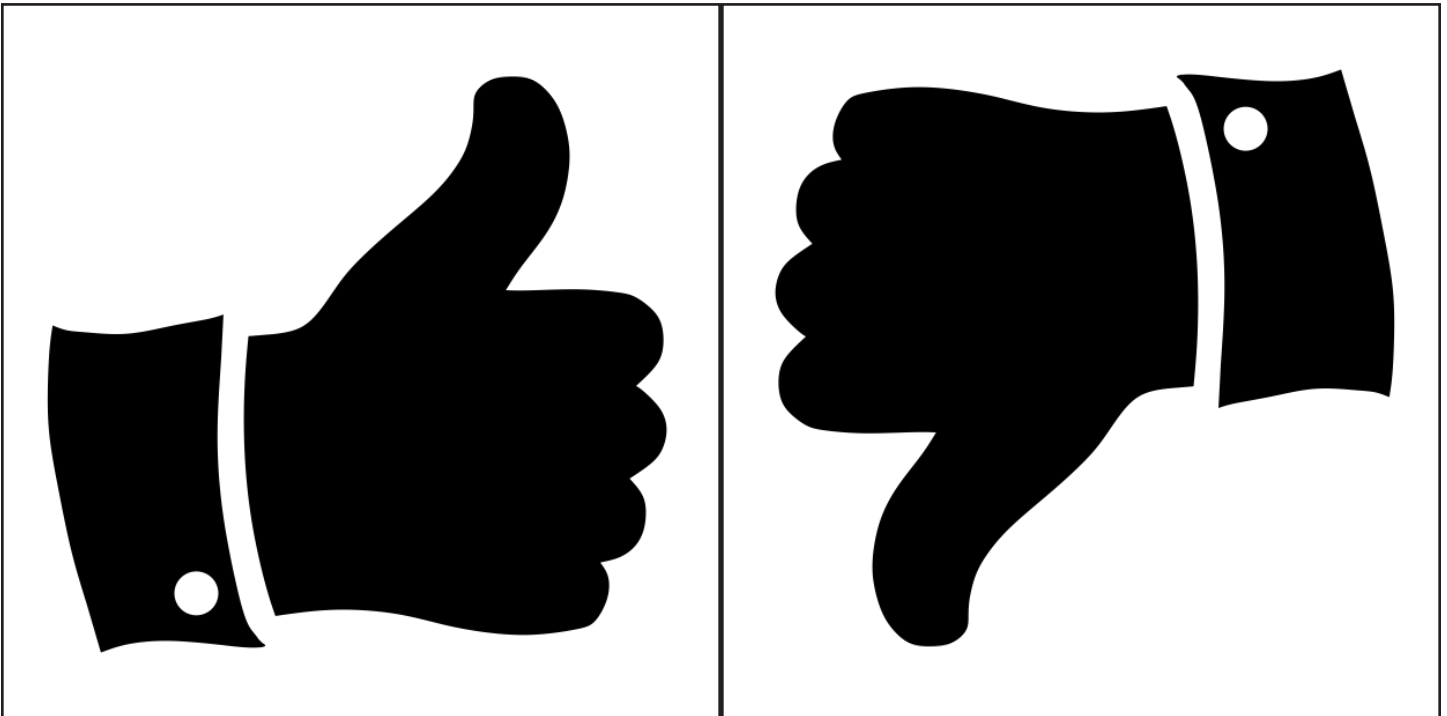
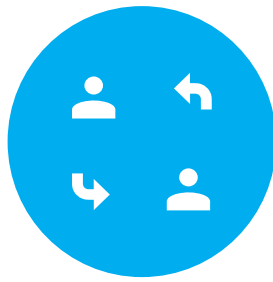




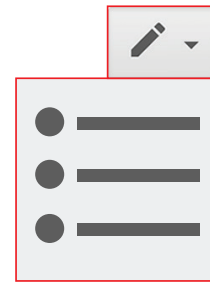
IMAGE EXCHANGE CARDS

36.IEC.IMAGE

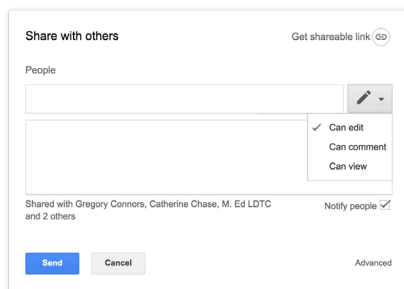
Collaborate

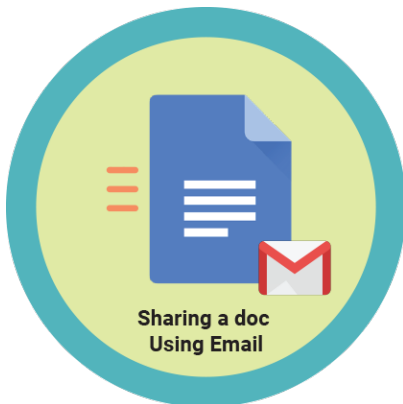


Dropdown Menu



Sharing Menu

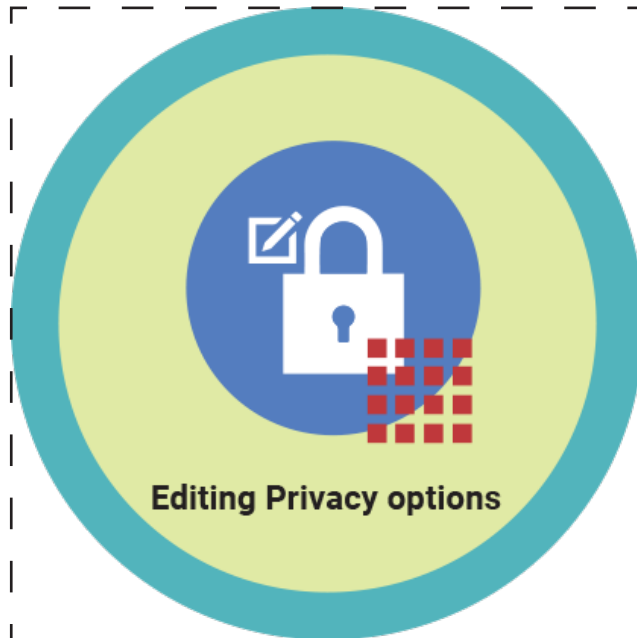






WORD WALL PRINTOUT

36.6.5

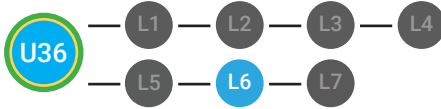


You can make your doc
public or private by choosing
your Privacy Options.



DIFFERENTIATION

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



T1

MULTIPLE CHOICE

EXIT TICKET | 36.6.6.1

1. How do you make your doc public or private?

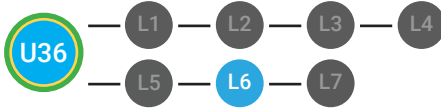
- a. By clicking the “Can comment” sharing options
- b. By locking your computer screen
- c. By choosing your privacy options
- d. All of the above

2. Who can access your doc when you make it private?

- a. Only you
- b. You and your collaborators
- c. Only your collaborators
- d. Anyone

3. Who has access to your doc when you choose “Anyone with a link?”

- a. Only your collaborators
- b. Anyone
- c. Anyone who has your doc’s link
- d. None of the above



4. Who has access to your doc when you choose “Specific people can access?”

- a. Only your collaborators
- b. People that you shared your doc with
- c. People who you shared your doc’s link with
- d. None of the above



T2 VOCAB BLOCK

EXIT TICKET | 36.6.6.2

Name: _____

Date: _____

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

Editing Privacy Options



T3 TRACE 'N' LEARN

EXIT TICKET | 36.6.6.3

Editing Privacy
Options

You can make
your doc public
or private by
choosing your
Privacy Options.



MY DIGITABILITY EARNINGS TRACKER

Unit 36: Sharing Google Docs | 36.6.7

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

Name: _____

DATE:

DOLLARS EARNED:

LESSON 1:

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: