





UNIT 36: SHARING GOOGLE DOCS LESSON 7: SHARING GOOGLE DOCS MASTER BADGE

LESSON OVERVIEW

You can share docs with collaborators in Google Drive using the Share Button. You can share your doc using a Link. You can choose how to collaborate when sharing your doc. You can share your doc using email. To change how you want to collaborate, click on the dropdown menu next to the email field. You can edit your doc's privacy options when sharing a doc using a link.

Time: ~30 minutes

OBJECTIVE

Student is able to distinguish methods for sharing docs in Google Drive.

PRINT PREPARATION

- 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 7 Sharing Google Docs
 Master Badge

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

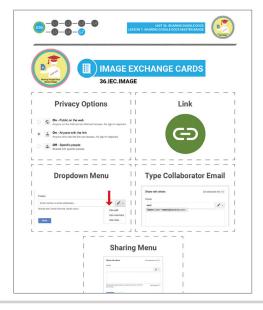
- 3
- 1. Write the following on the board, leaving a blank space for the words "privacy options" and "link."

- a. You can edit your doc's _____ when sharing a doc using a ____.
- 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



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** [36.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. [36.7.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

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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: Sharing Google Docs Master Badge



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





- On-topic shared verbal response.
- T2 Writes down badge name or walks up to point to badge
- 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.** [36.7.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



- 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
- 0
- 6. Play video.

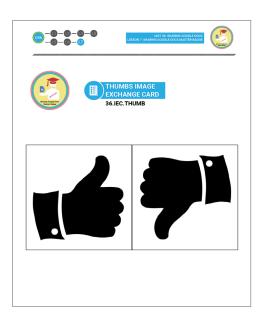
Pro tip: Remember Rule
#3: Avoid a power struggle to
stay focused on instruction.
We are helping students learn
to self-regulate. Therefore, it
is important to give students
time to opt in or identify
their replacement behavior.
If a student is not following
directions, give them one minute
before taking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







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





- Puts thumbs up
- Uses Thumbs Image Exchange Card [34.IEC.THUMB]
- Uses Thumbs Image Exchange Card [34.IEC.THUMB]







8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [36.7.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
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Off-task
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INFORMAL ASSESSMENT

3

1. Ask,"For a participation dollar, who can tell me what you use to share docs?"

Possible Answers: you can share Google Docs using the share button

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

2. 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



3. 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, then press "Enter."

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, who can tell me the first thing you open in order to change your sharing options?"

Possible Answers: the sharing menu



5. 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.







- 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** [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.** [36.7.DollarTracker]

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

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PLAY ACTIVITY VIDEO



1. Ask the class, "Who would like to unlock the Sharing Google Docs 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

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 36.7.5** Students that unlocked the badge will place the **Sharing Google Docs** Master Badge 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.** [36.7.DollarTracker]

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

+S SUCCESSFUL

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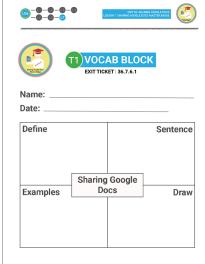
Off-task
Off-topic/Inappropriate Comment
Disrespect/Teasing
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ASSESSMENT/EXIT TICKET



1. Distribute the **Sharing Google Docs Master Badge** Exit Ticket **36.7.6** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.









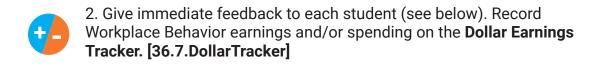




DIFFERENTIATION

Using Tier 1 **Multiple Choice** Master Badge Exit Ticket [36.7.6.1], student circles the correct answers.

- Using Tier 2 **Vocab Block** Exit Ticket [36.7.6.2], student completes each block.
- Using Tier 3 **Trace 'N' Learn** Exit Ticket [36.7.6.3], student traces definition.



[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."

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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.



- 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.







36.7.Dollar tracker

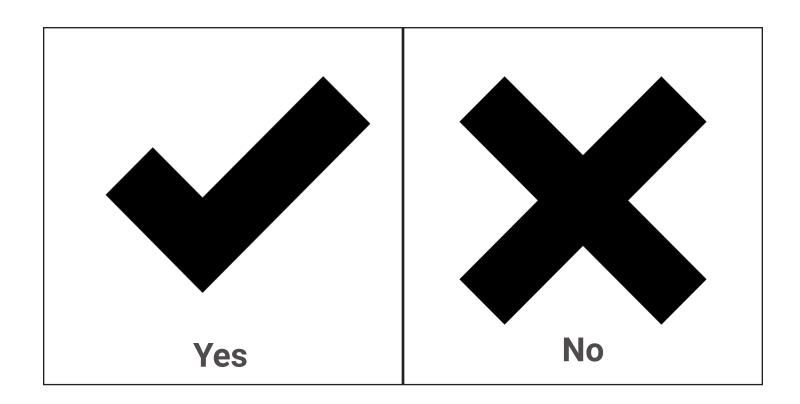
Behaviors	Name	/	/	/	/	/	/	
Successful	EX: Up							
Participation/ Contributing	Жĺ							
Sharing/Helping/ Collaborating								
Greeting a Guest								
Following Directions/ Staying on Task								
Encouraging/ Complimenting								
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Disrespect/Teasing								
Complaining/Whining								
Arguing								
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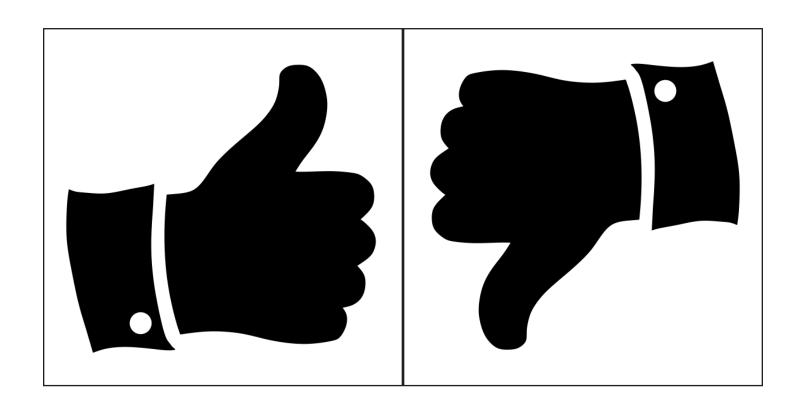




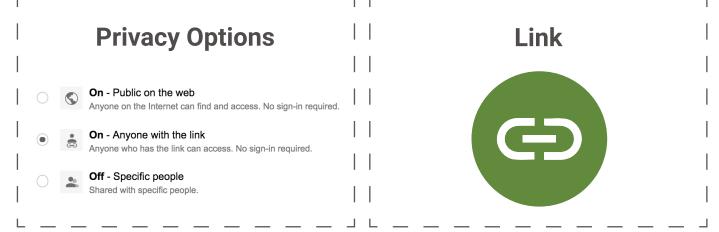






IMAGE EXCHANGE CARDS

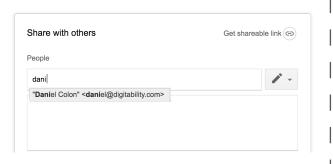
36.IEC.IMAGE



Dropdown Menu



Type Collaborator Email



Sharing Menu

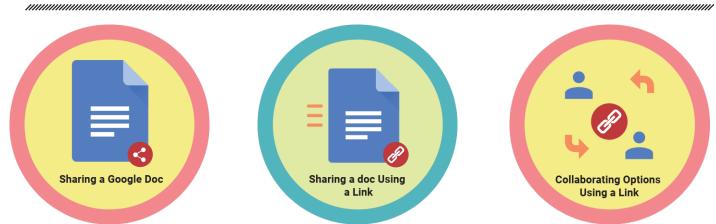
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WORD WALL PRINTOUT

36.7.5



You can share docs with collaborators in Google Drive using the Share Button. You can share your doc using a link. You can choose how to collaborate when sharing your doc. You can share your doc using email. To change how you want to collaborate, click on the dropdown menu next to the email field. You can edit your doc's privacy options when sharing a doc using a link.







EXIT TICKET | 36.7.6.1

1. How can you share your Google Docs?

- a. By clicking the "Can comment" sharing options
- b. By sharing your computer
- c. By using the Share button
- d. None of the above

2. What do you need to do to share your Google Doc using a link?

- a. Copy and paste the shareable link
- b. Lock your computer screen
- c. Share your computer
- d. All of the above

3. What are the options to change how you want to collaborate?

- a. Only you can edit
- b. Anyone with a link can edit, Anyone with a link can comment, Anyone with a link can view
- c. Anyone with a link can edit
- d. All of the above





4. What do you have to do to share your Google Doc with email?

- a. Type your collaborator's email address into the 'Add a note' field
- b. Type your collaborator's phone number into the 'People' field
- c. Type your collaborator's email address into the 'People' field
- d. All of the above

5. Where is the 'sharing options' dropdown located?

- a. To the right of where you typed in your collaborator's email address
- b. To the left of where you typed in your collaborator's email address
- c. At the bottom of where you typed in your collaborator's email address
- d. All of the above

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

- a. By clicking the "Can comment" sharing option
- b. By locking your computer screen
- c. By choosing your privacy options









EXIT TICKET | 36.7.6.1

Name:		
Date:		
Define		Sentence
Examples	Sharing Google Docs	Draw







T3) TRACE 'N' LEARN

EXIT TICKET | 36.7.6.3

Sharing Google Docs

You can share docs with collaborators in Google Drive using the Share Button. You can share your doc using a link. You can choose how to collaborate when sharing your doc. You can share your doc using email. To change how you want to collaborate, click on the dropdown menu next to the email field. You can edit your doc's privacy options when sharing a doc using a link.









Name:

MY DIGITABILITY EARNINGS TRACKER

Unit 36: Sharing Google Docs | 36.7.7

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

	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: