UNIT 38: COLLABORATING WITH COMMUNICATION TOOLS
LESSON 5: COMMENTING TOOLS: RESOLVING COMMENTS

LESSON OVERVIEW

You can click the Resolve Button to tell the collaborator you have accepted their feedback or have answered their question.

Time: ~30 minutes

OBJECTIVE

Students will be able to manipulate the collaborating tools 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 38**

5. Select **Lesson 5 - Commenting Tools: Resolving Comments**

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.

Resolving Comments

LESSON PLAN

WARM UP

1. Write the following on the board, leaving a blank space for the phrase **"Reply Field."**

    a. To reply to a comment, click on the comment in the margin. A _____ 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 **38.IMAGE.IEC** to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

Resolving Comments   📋 **IMAGE EXCHANGE CARDS**
38.IEC.IMAGE

Reply Field	Resolve Button
Daniel Colon 2:10 PM Today — Resolve We should add two more skills here to strengthen this area on the resume. Reply...	**Resolve**

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** [38.IMAGE.IEC]

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.5.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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: Commenting Tools: Resolving Comments

2. Distribute **38.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** [38.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. [38.5.DollarTracker]**

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

+$ SUCCESSFUL	**-$** PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution	Off-task
Sharing/Helping	Off-topic/Inappropriate Comment
Greeting a Guest	Disrespect/Teasing
Following Directions/Staying on Task	Complaining/Whining
Encouraging	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 phrase 'Resolving Comments.'"*

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

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.
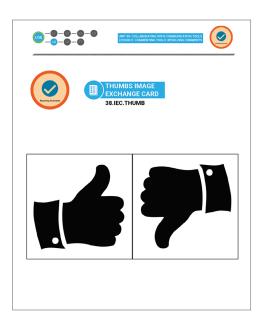
7. Distribute **38.IEC.THUMB** to students. See 🖼️ DIFFERENTIATION for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1   Puts thumbs up

T2   Uses **Thumbs Image Exchange Card** [38.IEC.THUMB]

T3   Uses **Thumbs Image Exchange Card** [38.IEC.THUMB]

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.5.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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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UMAPA
Arguing

INFORMAL ASSESSMENT

? 1. Ask, *"For a participation dollar, who can tell what the Resolve Button is for?"*

Possible Answers: replying to a comment from a collaborator

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

? 2. Ask, *"For a participation dollar, what does the Resolve Button look like?"*

Possible Answers: rectangle with the word 'resolve' on it

? 3. Ask, *"For a participation dollar, what are two things hitting the Resolve Button tells your collaborator?"*

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."
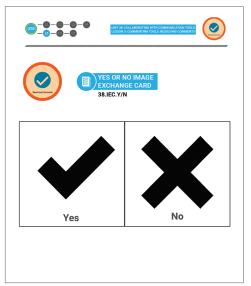
4. Distribute **38.IMAGE.IEC or Yes or No Image Exchange Cards 38.IEC.Y/N** to students. See 🎲 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1   On-topic shared verbal response

T2   Writes response down in notebook OR rephrase prompt to a **yes or no** question

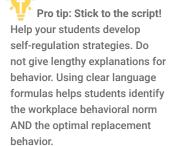**T3**   Distribute **Yes or No Image Exchange Card** [38.IEC.Y/N] for rephrased question

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.5.DollarTracker]**

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.

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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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UMAPA
Arguing

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Commenting Tools: Resolving Comments 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.

3. Distribute and cut out **Word Wall Printout 38.5.5** Students that unlocked the badge will place the **Commenting Tools: Resolving Comments** printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

WORD WALL PRINTOUT
38.5.5

Resolving Comments

You can click the resolve button to tell the collaborator you have accepted their feedback or have answered their question.

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

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. [38.5.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution
Sharing/Helping
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Interrupting
UMAPA
Arguing

ASSESSMENT/EXIT TICKET

1. Distribute the **Commenting Tools: Resolving Comments** Exit Ticket **38.5.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.
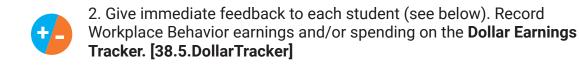

T1 RESOLVING COMMENTS EXIT TICKET | 38.5.6.1

Directions: Resolve the comment below by circling the resolve button.

Jason Smith

1. What can you do when a collaborator comments on your project?

2. What are you telling your collaborator whe you resolve their comment?

T2 RESOLVING COMMENTS EXIT TICKET | 38.5.6.2

Directions: Resolve the comment below by circling or pointing to the resolve button.

Jason Smith

1. What can you do when a collaborator comments on your project?
a. Ignore it
b. click the resolve button
c. Delete the comment
d. None of the above

2. What are you telling your collaborator whe you resolve their comment?
a. You need to talk more about what they said
b. You are confused
c. You accept their feedback or have answered their question
d. None of the above

T3 TRACE 'N' LEARN EXIT TICKET | 38.5.6.3

Resolving Comments
You can click the resolve button to tell the collaborator you have accepted their feedback or have answered their question.

DIFFERENTIATION

T1 Using Tier 1 **Resolving Comments** Exit Ticket [38.5.6.1], student resolves the comment below by circling the Resolve Button.

T2 Using Tier 2 **Resolving Comments** Exit Ticket [38.5.6.2], student resolves the comment below by circling or pointing to the Resolve Button.

T3 Student completes **Trace 'n' Learn Card** Exit Ticket [38.5.6.3].

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.5.DollarTracker]**

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

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"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.

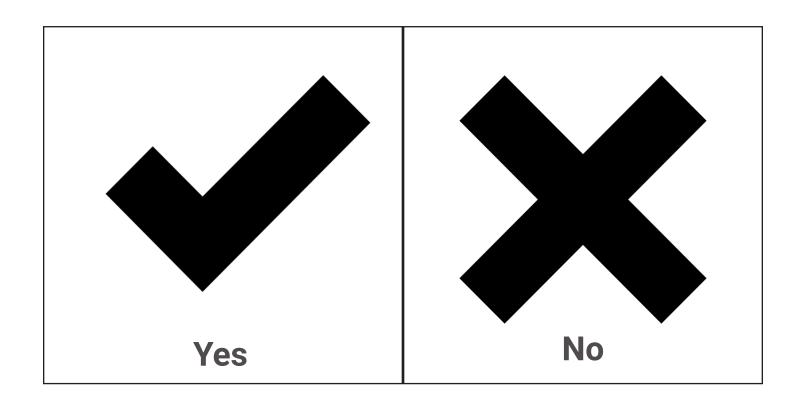**T3** Teacher or Tier 1 assistance to help student login using their password card.

U38 — L1 — L2 — L3 — L4
— L5 — L6 — L7

UNIT 38: COLLABORATING WITH COMMUNICATION TOOLS
LESSON 5: COMMENTING TOOLS: RESOLVING COMMENTS

Dollar Tracker

38.5.Dollar tracker

Resolving Comments

Behaviors

Name

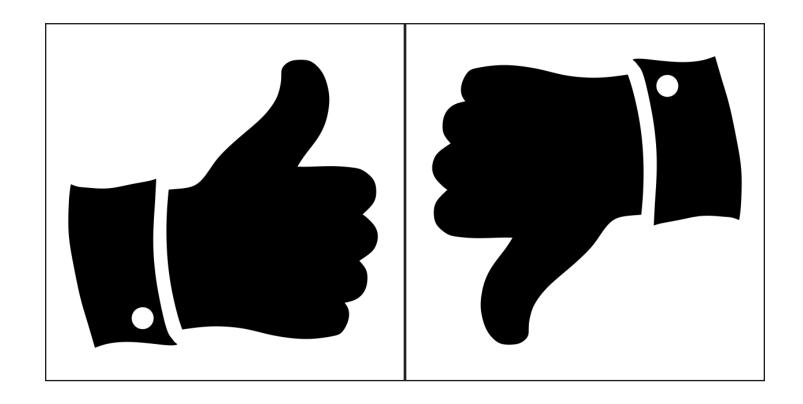| Behaviors	EX: Sam						
Successful							
Participation/ Contributing	卌						
Sharing/Helping/ Collaborating							
Greeting a Guest							
Following Directions/ Staying on Task							
Encouraging/ Complimenting							
Problematic							
Off-task							
Off-topic/ Inappropriate Comment							
Disrespect/Teasing							
Complaining/Whining							
Arguing							
Interrupting							
UMAPA							

Resolving Comments

YES OR NO IMAGE EXCHANGE CARD

38.IEC.Y/N

Yes	**No**

Resolving Comments

THUMBS IMAGE EXCHANGE CARD
38.IEC.THUMB

Resolving Comments

IMAGE EXCHANGE CARDS

38.IEC.IMAGE

Reply Field

Daniel Colon
2:10 PM Today

Resolve ⋮

We should add two more skills here to strengthen this area on the resume.

Reply...

Resolve Button

Resolve

U38 — L1 — L2 — L3 — L4 — L5 — L6 — L7

UNIT 38: COLLABORATING WITH COMMUNICATION TOOLS
LESSON 5: COMMENTING TOOLS: RESOLVING COMMENTS

BADGE BOARD

38.BADGE

Resolving Comments

Collaborating Communication Tools in Google Drive

Making Comments

Notifications

Replying to Comments

Resolving Comments

Chatting in Google Drive

Collaborating with Communication Tools in Google Drive Master Badge

MASTER!

📰 WORD WALL PRINTOUT

38.5.5

Resolving Comments

You can click the Resolve Button to tell the collaborator you have accepted their feedback or have answered their question.

DIFFERENTIATION

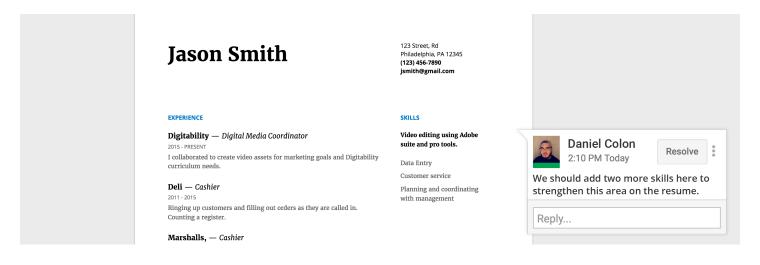Choose to cut out badge and definition or only badge for your classroom wall.

Resolving Comments

T1 RESOLVING COMMENTS

EXIT TICKET | 38.5.6.1

Directions: Resolve the comment below by circling the Resolve Button. Then, answer the questions below.

Jason Smith

123 Street, Rd
Philadelphia, PA 12345
(123) 456-7890
jsmith@gmail.com

EXPERIENCE

Digitability — *Digital Media Coordinator*
2015 - PRESENT
I collaborated to create video assets for marketing goals and Digitability curriculum needs.

Deli — *Cashier*
2011 - 2015
Ringing up customers and filling out orders as they are called in. Counting a register.

Marshalls, — *Cashier*

SKILLS

Video editing using Adobe suite and pro tools.

Data Entry

Customer service

Planning and coordinating with management

Daniel Colon
2:10 PM Today   Resolve ⋮

We should add two more skills here to strengthen this area on the resume.

Reply...

1. What can you do when a collaborator comments on your project?

_____

_____

2. What are you telling your collaborator when you resolve their comment?

_____

_____

Resolving Comments

T2 RESOLVING COMMENTS

EXIT TICKET | 38.5.6.2

Directions: Resolve the comment below by circling or pointing to the Resolve Button. Then, select the best answers to the questions below.

Jason Smith

123 Street, Rd
Philadelphia, PA 12345
(123) 456-7890
jsmith@gmail.com

EXPERIENCE

Digitability — *Digital Media Coordinator*
2015 - PRESENT
I collaborated to create video assets for marketing goals and Digitability curriculum needs.

Deli — *Cashier*
2011 - 2015
Ringing up customers and filling out orders as they are called in. Counting a register.

Marshalls, — *Cashier*

SKILLS

Video editing using Adobe suite and pro tools.

Data Entry

Customer service

Planning and coordinating with management

Daniel Colon
2:10 PM Today   Resolve

We should add two more skills here to strengthen this area on the resume.

Reply...

1. What can you do when a collaborator comments on your project?

a. Ignore it

b. Click the Resolve Button

c. Delete the comment

d. None of the above

2. What are you telling your collaborator when you resolve their comment?

a. You need to talk more about what they said

b. You are confused

c. You accept their feedback or have answered their question

d. None of the above

Resolving Comments

T3 TRACE 'N' LEARN

EXIT TICKET | 38.5.6.3

Resolving Comments

You can click the Resolve Button to tell the collaborator you have accepted their feedback or have answered their question.

Resolving Comments

MY DIGITABILITY EARNINGS TRACKER

Unit 38: Collaborating With Communication Tools | 38.5.7

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

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Intro to Collaborating Communication Tools in Google Drive		
LESSON 2: Commenting Tools: Making Comments		
LESSON 3: Commenting Tools: Notifications		
LESSON 4: Commenting Tools: Replying to Comments		
LESSON 5: Commenting Tools: Resolving Comments		
LESSON 6: Chatting in Google Drive		
LESSON 7: Collaborating with Communication Tools in Google Drive Master Badge		

TOTAL DOLLARS EARNED: