





UNIT 38: COLLABORATING WITH COMMUNICATION TOOLS LESSON 6: CHATTING IN GOOGLE DRIVE



To chat with a collaborator, click the Chat Icon.

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 6 Chatting in Google Drive

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.









1. Write the following on the board, leaving a blank space for the word **"Resolve Button."**

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

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.





DIFFERENTIATION



Writes response on board



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** [38.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [38.6.DollarTracker]

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

+\$ SUCCESSFUL

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

Participation/Contribution Sharing/Helping Greeting a Guest Following Directions/Staying on Task Encouraging

\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

Off-task Off-topic/Inappropriate Comment Disrespect/Teasing Complaining/Whining Interrupting UMAPA

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..."

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.



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: Chatting in Google Drive

2. Distribute **38.BADGE** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.







On-topic shared verbal response



Writes down badge name or walks up to point to badge



Uses **Badge Board** [38.BADGE] for this unit



havior]s



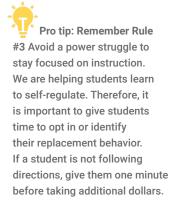
Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the Dollar Earnings Tracker. [38.6.DollarTracker]

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

+\$ SUCCESSFUL	-\$ PROBLEMATIC	
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	"Marcus, you [Behavior]. [Behavio 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 word "Chatting."

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

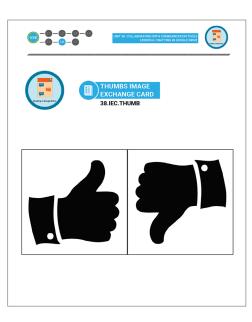


6. Play video.





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





DIFFERENTIATION



Puts thumbs up



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



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





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8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [38.6.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 what you click on in order to chat with a collaborator?"

Possible Answers: the chat icon

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

2. Ask, "For a participation dollar, what does the Chat Icon look like?"

Possible Answers: a circle with a person commenting in it.

3. Ask, "For a participation dollar, what appears when you click on the Chat Icon?"

Possible Answers: a window will appear

domain t

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



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** [38.IEC.Y/N] for rephrased question





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5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [38.6.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

PLAY ACTIVITY VIDEO



1. Ask the class, *"Who would like to unlock the Chatting in Google Drive Badge for \$1?"*

Arguing

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.

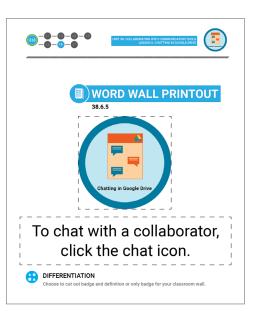
b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.

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 38.6.5** Students that unlocked the badge will place the **Chatting in Google Drive** printout on the classroom's word wall. See **Chatting DIFFERENTIATION** for this activity to identify supplements





DIFFERENTIATION



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.

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4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [38.6.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

ASSESSMENT/EXIT TICKET



1. Distribute the **Chatting in Google Drive** Exit Ticket **38.6.6** to students. See **CALT** DIFFERENTIATION for this activity to identify supplements needed for your students.

®- 0-0-0	COLLABORATING WITH COMMUNICATION TOOLS LESSON & CHATTING IN GOOGLE SERVE		
	NG THE CHAT ICON	FINDING THE CHAT ICON EXIT TICKET 38.6.6.2	T3 TRACE 'N' LEARN EXIT TICKET 138.6.6.3
Anno Software Barrier	lines provided.	Directions: Circle the chat icon. What happens when you click the chat icon? Circle the correct answer	Chatting
Jason Smith Terms	And	Jason Smith Bit Ministration Neme Ministration Ministration Ministration Ministration Ministration	To chat with a collaborator, click the chat icon.
at happens when you click the c	hat leon?	What happens when you click the chat icon? a. a dropdown will appear b. You share your doc c. A window will appear d. None of the above	





DIFFERENTIATION



Using Tier 1 **Chatting in Google Drive** Exit Ticket [38.6.6.1], student write in the correct order (1-4) to access Google Forms.



Using Tier 2 **Chatting in Google Drive** Exit Ticket [38.6.6.2], student circles where you should click to access your Google Forms.



Student has option to complete Chatting in Google Drive Exit Ticket [38.6.6.2] or **Trace 'n' Learn Card** Exit Ticket [38.6.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.6.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





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



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.





38.6.Dollar tracker

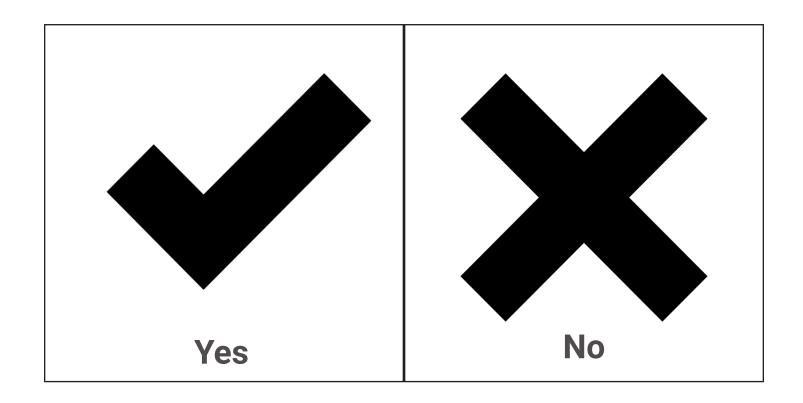
Dollar Tracker

Behaviors Name EX: Salt Successful Participation/ Ш 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**





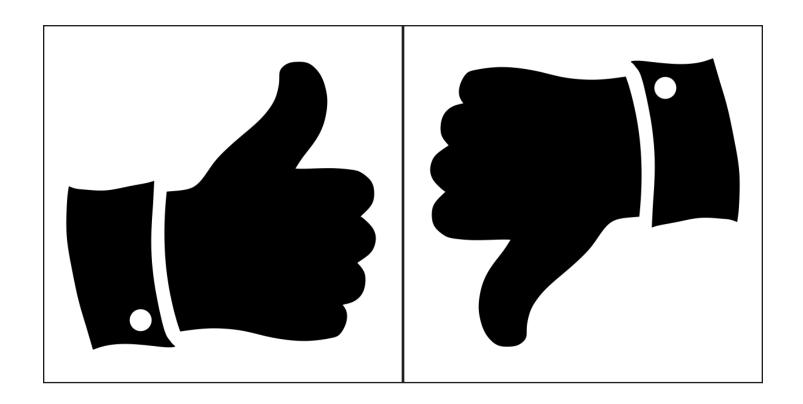






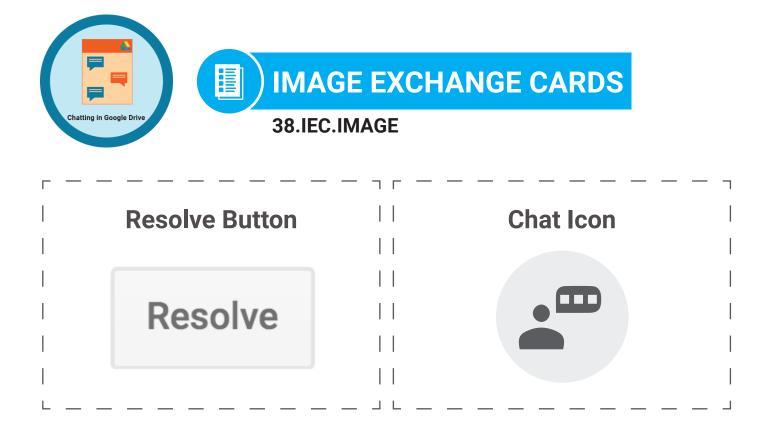








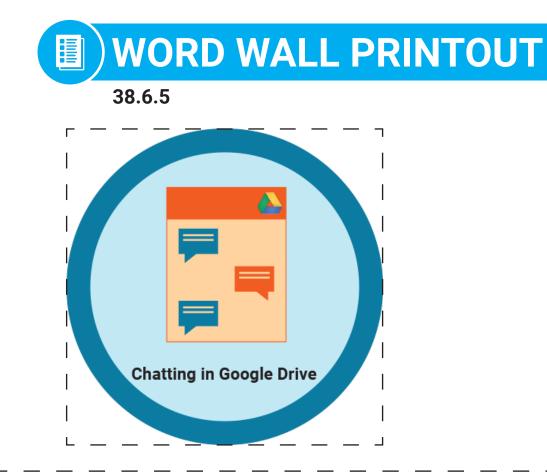












To chat with a collaborator, click the Chat Icon.



DIFFERENTIATION

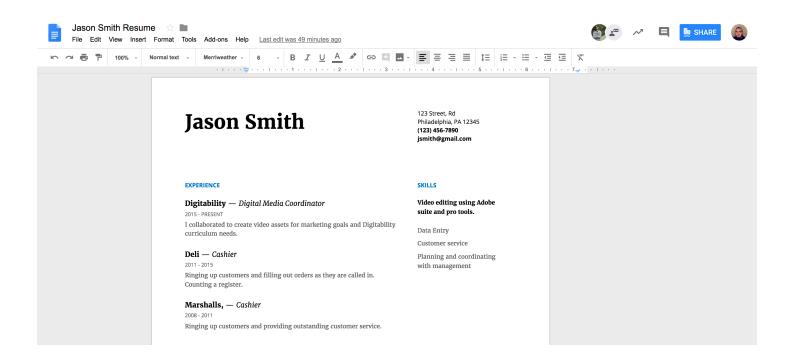
Choose to cut out badge and definition or only badge for your classroom wall.







Directions: Circle the Chat Icon. Then, write the correct answer to the question below on the lines provided.



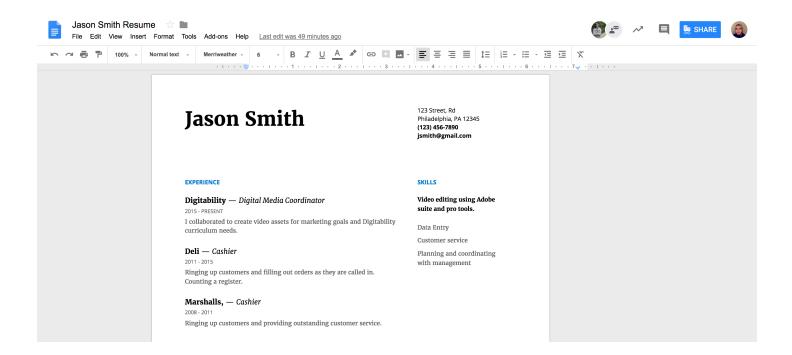
What happens when you click the Chat Icon?







Directions: Circle the Chat Icon. Then, circle the correct answer to the question below.



What happens when you click the Chat Icon?

- a. A dropdown will appear
- b. You share your doc
- c. A window will appear
- d. None of the above







Chatting To chat with a collaborator, click the Chat loon.







MY DIGITABILITY EARNINGS TRACKER

Unit 38: Collaborating With Communication Tools | 38.6.7

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

Name:

	DATE:	DOLLARS EARNED:
LESSON 1: 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: