





UNIT 38: COLLABORATING WITH COMMUNICATION TOOLS LESSON 7: COLLABORATING WITH COMMUNICATION TOOLS MASTER BADGE

#### **LESSON OVERVIEW**

You can comment and chat while working on a project. To comment in a Google Drive application, click on the 'Add Comment' icon. Notifications will be comments and replies from you and your collaborators. If you have a notification, you will see a red circle on the Comment Icon. To reply to a comment, click on the comment in the margin. A Reply Field will appear. Click into the Reply Field, then click the blue Reply Button. Your collaborator will see your reply. You can click the Resolve Button to tell the collaborator you have accepted their feedback or have answered their question. 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 7 Collaborating with Communication Tools 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**



- 1. Write the following on the board, leaving a blank space for the phrase "Chat Icon."
  - a. The \_\_\_\_\_ is a circle with a person commenting icon in it.
- 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]

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. [38.7.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

# Behaviors Name Successful Full production of the production of

#### **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: Collaborating with Communication Tools Master Badge



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





#### **DIFFERENTIATION**

- On-topic shared verbal response
- Writes down badge name or walks up to point to badge
- Uses Badge Board [38.BADGE] for this unit





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.



3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.7.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.



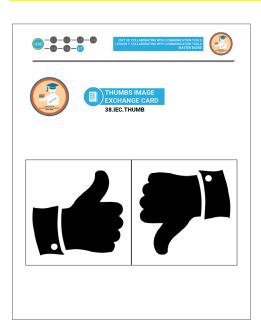
6. Play video.







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





#### **DIFFERENTIATION**

- T1 Puts thumbs up
- Uses Thumbs Image Exchange Card [38.IEC.THUMB]
- 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. [38.7.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
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UMAPA
Arguing

#### **INFORMAL ASSESSMENT**



1. Ask, "For a participation dollar, what can you do while working on a project?"

Possible Answers: chat and comment

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

?

2. Ask, "For a participation dollar, what will be counted as notifications?"

**Possible Answers:** comments and replies from you and your collaborators

3

3. Ask, "For a participation dollar, who can tell what you click on in order to reply to a comment?"

Possible Answers: the comment in the margin

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."



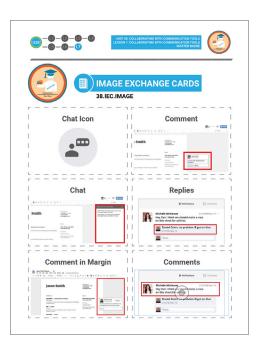


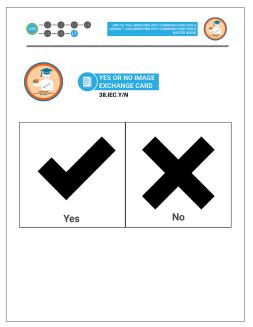
4. Ask,"For a participation dollar, who can tell what you click on in order to chat with a collaborator?"

Possible Answers: the Chat Icon



5. 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

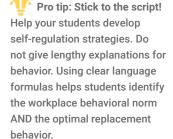






5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker.** [38.7.DollarTracker]

[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."

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# **PLAY ACTIVITY VIDEO**



1. Ask the class, "Who would like to unlock the Collaborating with Communication Tools 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

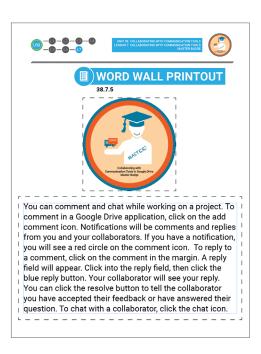






3. Distribute and cut out **Word Wall Printout 38.7.5** Students that unlocked the badge will place the **Collaborating with Communication Tools** Master Badge printout on the classroom's word wall. See

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.







4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.7.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."

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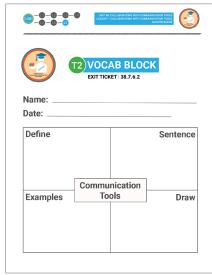
Off-task
Off-topic/Inappropriate Comment
Disrespect/Teasing
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Interrupting
UMAPA
Arguing

#### **ASSESSMENT/EXIT TICKET**



1. Distribute the **Collaborating with Communication Tools Master Badge** Exit Ticket **38.7.6** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.













#### **DIFFERENTIATION**

- Using Badg
  - Using Tier 1 Collaborating with Communication Tools Master Badge Exit Ticket [38.7.6.1], student will fill in each label on this

- Using Tier 2 Collaborating with Communication Tools Master Badge Exit Ticket [38.7.6.2], student circles or points to the correct label in each label on this spreadsheet.
- Using Tier 2 Collaborating with Communication Tools Master Badge Exit Ticket [38.7.6.2], student points to the correct label in each label on this spreadsheet.
- **\*\***

2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [38.7.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





# **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.







38.7.Dollar tracker

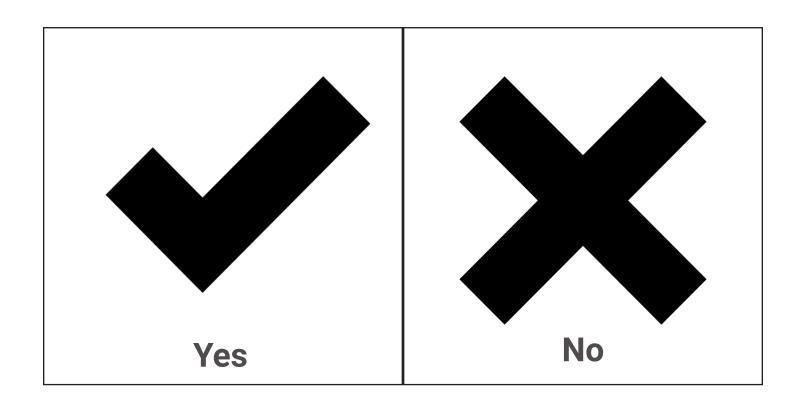
| Behaviors                                | Name    | / | / | / | / | / | / |  |
|--|---------|---|---|---|---|---|---|--|
| Successful                               | EX: Les |   |   |   |   |   |   |  |
| Participation/<br>Contributing           | M       |   |   |   |   |   |   |  |
| Sharing/Helping/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









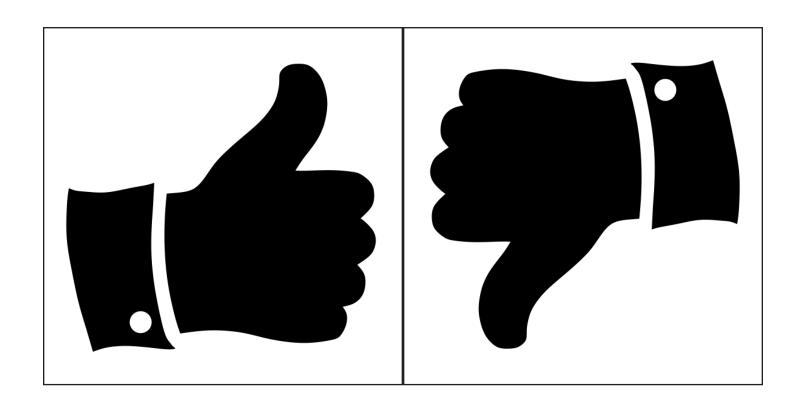


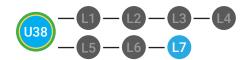


















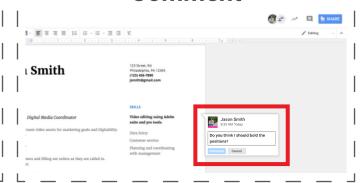
# **IMAGE EXCHANGE CARDS**

38.IEC.IMAGE

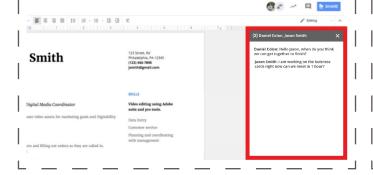
#### **Chat Icon**



#### Comment



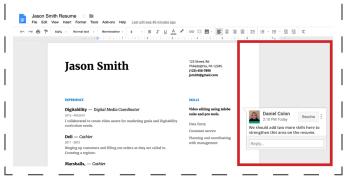
#### Chat



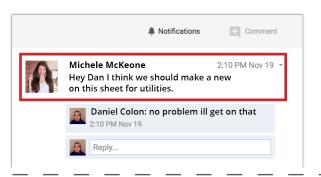
# **Replies**



# **Comment in Margin**



#### **Comments**





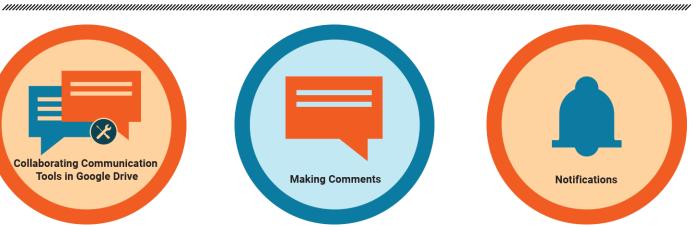




38.BADGE



















# **WORD WALL PRINTOUT**

38.7.5



You can comment and chat while working on a project. To comment in a Google Drive application, click on the 'Add Comment' icon. Notifications will be comments and replies from you and your collaborators. If you have a notification, you will see a red circle on the Comment Icon. To reply to a comment, click on the comment in the margin. A Reply Field will appear. Click into the Reply Field, then click the blue Reply Button. Your collaborator will see your reply. You can click the Resolve Button to tell the collaborator you have accepted their feedback or have answered their question. To chat with a collaborator, click the Chat Icon.









**EXIT TICKET | 38.7.6.1** 

#### 1. What are the 4 Google Drive applications that use communication tools?

- a. Photoshop, Instagram, Facebook, and Google Search
- b. YouTube, Google Search, Gmail, and Facebook
- c. Gmail, Google Docs, Google Slides, and Google Sheets
- d. None of the above

#### 2. How do you comment in Google Drive applications?

- a. Click on the 'Add Comment' icon
- b. Click on the Bold icon
- c. Click on the Share Button
- d. None of the above

#### 3. What can a notification be?

- a. Videos and images from you and your collaborators
- b. Comments and replies from you and your collaborators
- c. Gmail, Google Docs, Google Slides, and Google Sheets
- d. None of the above





#### 4. What do you do after you click the Reply Field?

- a. Share your document
- b. Type into the field and then click the blue Reply Button.
- c. Delete the comment
- d. None of the above

#### 5. 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

#### 6. 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





# T2) VOCAB BLOCK

**EXIT TICKET | 38.7.6.2** 

| Name:    |               |          |
|----------|---------------|----------|
| Date:    |               |          |
| Define   |               | Sentence |
|          | Communication |          |
| Examples | Tools         | Draw     |





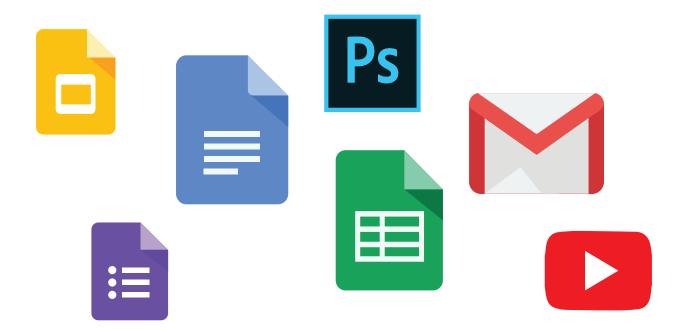






**EXIT TICKET | 38.7.6.3** 

#### 1. Circle the 4 Google Drive applications that use communication tools.



#### 2. What does the Comment Icon look like?



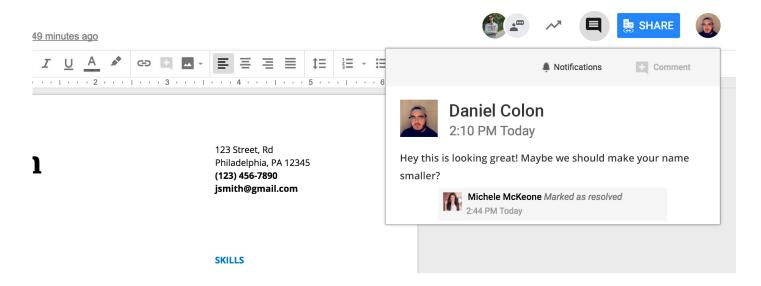




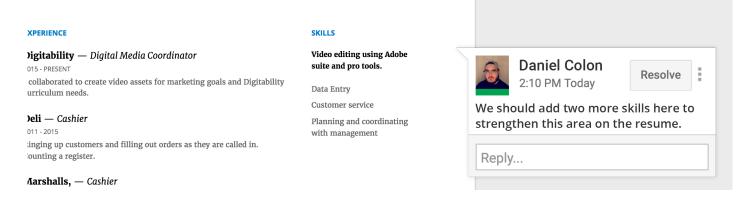




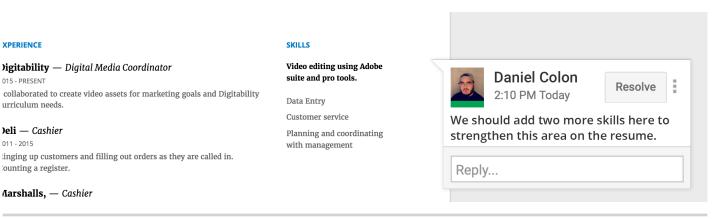
#### 3. Circle or point to the Notification Icon.



#### 4. Circle or point to the Reply Field.



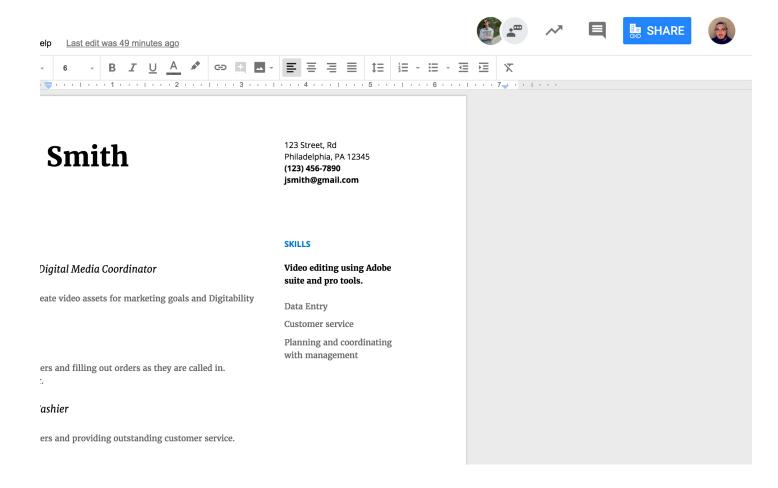
#### 5. Circle or point to the Resolve Button.







# 6. Circle or point to the Chat Icon.







Mame!

# MY DIGITABILITY EARNINGS TRACKER

Unit 38: Collaborating With Communication Tools | 38.7.7

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

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

#### **TOTAL DOLLARS EARNED:**