

UNIT 16: GMAIL FORMATTING

LESSON 6: THE PLUS ICON

LESSON OVERVIEW

The plus icon means that there is more. When you click on the + icon, you will see more icons appear! Let’s look at these icons. This is the drive icon. When you click on this icon, you can insert a file into your email. You will learn more about drive. This is in the insert photos icons. When you click on this button, you will be able to insert a photo into your gmail. This is the insert link icon. You can make your email text a hyperlink. This is the insert invitation icon. You can use your Google calendar to schedule events and invite others through email. You will learn more about Google Calendar.

Time: ~30 minutes

OBJECTIVE

Student is able to format Gmail messages.

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

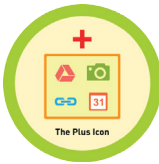
ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 2 - Digital Citizen**
4. Select **Unit 16**
5. Select **Lesson 6 - The Plus Icon**

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. *“For a participation dollar, who can recall what button you must click to edit the text?”*

Possible Answers: The text editor button A




Use positive narration to reinforce students following directions. *“I see Marcus is following directions and already has two contacts listed. I see Vincent has one contact and included their name, email and phone. Nice work following directions and staying on task.”*



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 or write down their answers. EVERY student should be earning money.

Take answers from at least 4 students. Award at least four participation dollars.



2. Distribute **16.6.IMAGE** Image Exchange Cards and **16.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION



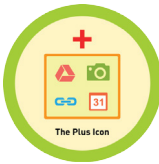
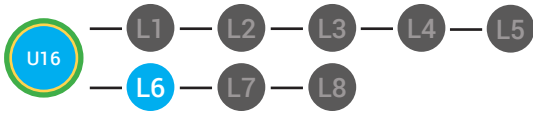
On-topic verbal response shared response



Writes response down in notebook or on post-it or rephrase prompt to a yes or no question



Uses **Image Exchange cards** [16.6.IMAGE] to point to potential vocabulary word or icon representing “Text Editor,” or Points to **Yes or No Image Exchange Card** [16.IEC.Y/N] for rephrased question.



3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [16.DollarTracker]

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



Pro tip: When students exhibit problematic behavior, such as perseveration that keeps them off-task, but correct the behavior after a prompt or verbal cue, IMMEDIATELY provide positive reinforcement, ie. "Nice work following directions, [student]. You earned a following directions dollar."

+\$ PARTICIPATION

Yes, Marcus. [Student gives answer; Teacher repeats answer] "A contact is someone you may reach out to. Nice job participating and earning a dollar. Anyone else want to share one of their answers for a participation dollar?"

-\$ OFF TASK

[Student is called on, but responds with a problematic behavior, such as perseveration/obsession of a different topic that does not relate content]. Marcus, that is off-topic. Off-topic comments cost a \$1. "We're talking about what we think a contact is. Raise your hand to share what you think a contact for a participation dollar. "

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..."



1. "For a participation dollar, who can tell me the name of our next badge?"



2. Distribute **16.BADGE** to students. See  DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION



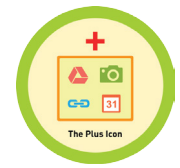
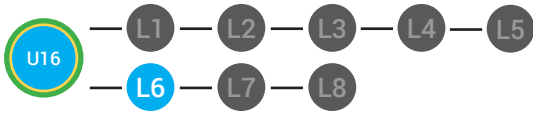
Verbal Response



Writes down badge



Uses **Badge Board** [16.BADGE] for this Unit.



2. 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 plus"

3. Ask students to give a thumbs up every time they hear and/or see the Plus in the video



4. Play video.



6. Distribute **16.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** [16.IEC.THUMB]



T3 Holds up or points to **Thumbs Image Exchange Card** [16.IEC.THUMB]



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [16.DollarTracker]

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

+\$ PARTICIPATION

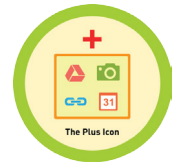
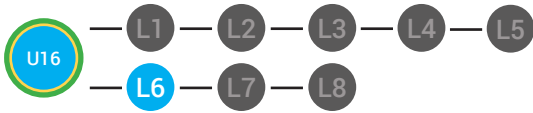
Yes, Marcus. [Student gives answer; Teacher repeats answer] "A contact is someone you may reach out to. Nice job participating and earning a dollar. Anyone else want to share one of their answers for a participation dollar?"

-\$ OFF TASK

[Student is called on, but responds with a problematic behavior, such as perseveration/obsession of a different topic that does not relate content]. Marcus, that is off-topic. Off-topic comments cost a \$1. "We're talking about what we think a contact is. Raise your hand to share what you think a contact for a participation dollar. "



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, or identify their replacement behavior. If a student is not following directions, you have give them one minute (60 seconds) before taking additional dollars.



INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what the plus button means?"*

Possible Answers: There are more edits that you can make.

2. *"For a participation dollar, who can tell me what the drive icon does?"*

Possible Answers: The drive icon lets you insert a file into your email.

3. *"For a participation dollar, who can tell me what the photo icon does?"*

Possible Answers: The photo icon lets you add a photo into the body of your email.

4. *"For a participation dollar, who can tell me what the link button does?"*

Possible Answers: The link button lets you insert a hyperlink.

5. *"For a participation dollar, who can tell me what the insert invitation button does?"*

Possible Answers: It allows you to send an invitation using Google Calendar.




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."



6. Distribute **16.6.IMAGE** Image Exchange Cards and **16.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

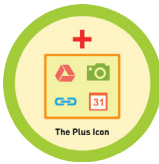
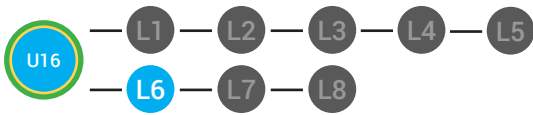
On-topic verbal response shared response

T2

Uses **Image Exchange cards** [16.6.IMAGE] to point to potential vocabulary word or icon representing "Drive, photo, links, google calendar."

T3

Points to **Yes or No Image Exchange Card** [16.IEC.Y/N] for rephrased question.



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [16.DollarTracker]**

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

+ \$ PARTICIPATION	- \$ OFF-TOPIC
<p><i>Yes, Marcus. [Student gives answer; Teacher repeats answer] "A contact is someone you may reach out to. Nice job participating and earning a dollar. Anyone else want to share one of their answers for a participation dollar?"</i></p>	<p><i>[Student is called on, but responds with a problematic behavior, such as perseveration/obsession of a different topic that does not relate content]. "Marcus, that is off-topic. Off-topic comments cost a \$1. We're talking about what we think a contact is. Raise your hand to share what you think a contact for a participation dollar."</i></p>



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..."

PLAY ACTIVITY VIDEO



1. Ask the class, "Who would like to unlock the The Plus Icon Badge for \$1?"




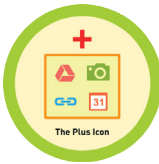
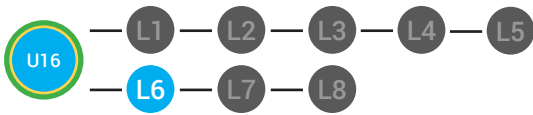
Pro tip: Increase the dollar amount for shy students or to increase motivation.

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 lesson badge cut out **16.6.5**. Students that unlocked the badge will place the **The Plus Icon** print out 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**. [16.DollarTracker]

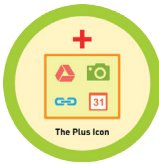
[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

<p>+\$ PARTICIPATION</p> <p>“Marcus + you answered correctly! You earned a dollar! Nice job!”</p>	<p>-\$ INTERRUPTIONS</p> <p>“Marcus + you interrupted. Interruptions cost \$1. Next time, raise your hand and wait to be called on to earn a \$1.”</p>
--	---

ASSESSMENT/EXIT TICKET



1. Distribute **16.6.6 The Plus Icon Exit Ticket** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Using Tier 1 **The Plus Icon Exit Ticket** [16.6.6.1], students write what each icon does.
- T2** Using Tier 2 **The Plus Icon Exit Ticket** [16.6.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [16.6.6.3].
- T3** Using Tier 3 **The Plus Icon Exit Ticket** [16.6.6.3], students complete Trace and Learn.



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [16.DollarTracker]

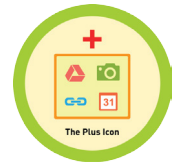
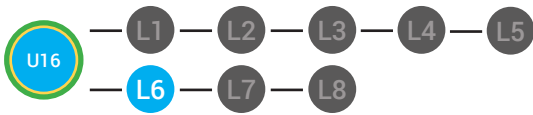
[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ PARTICIPATION

"Nice job, participating, Marcus. You earned a participation dollar. Let's hear more about your work."

-\$ OFF TASK

"Marcus, you're off-task. Being off-task cost a dollar. Look at the screen and listen carefully to earn dollars for following direction/participating. Marcus, you're off-task. For every minute that you are not participating, it will cost a \$1. Look at the screen and listen carefully to earn dollars for following direction/participating."



IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned 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 continue on to the next lesson plan.
4. Ask students what they will do with their money. Spend it or save it?



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/
Complementing

Problematic -\$

Off Task

Off-Topic/
Inappropriate
Comment

Disrespect/Teasing

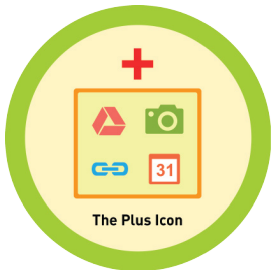
Complaining/Whining

Arguing

Interrupting

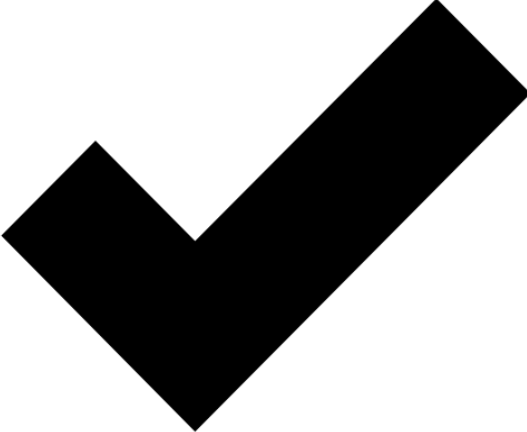
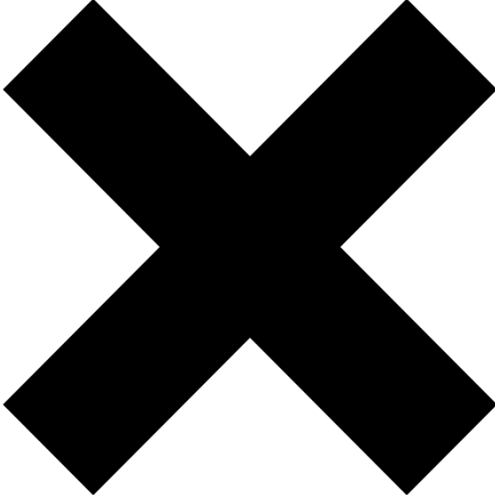
UMAPA

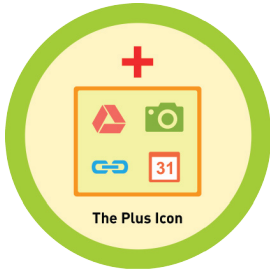
EX: Sam							
Participation/ Contributing	 						
Sharing/Helping/ Collaborating							
Greeting a Guest							
Following Directions/ Staying on Task							
Encouraging/ Complementing							
Off Task							
Off-Topic/ Inappropriate Comment							
Disrespect/Teasing							
Complaining/Whining							
Arguing							
Interrupting							
UMAPA							



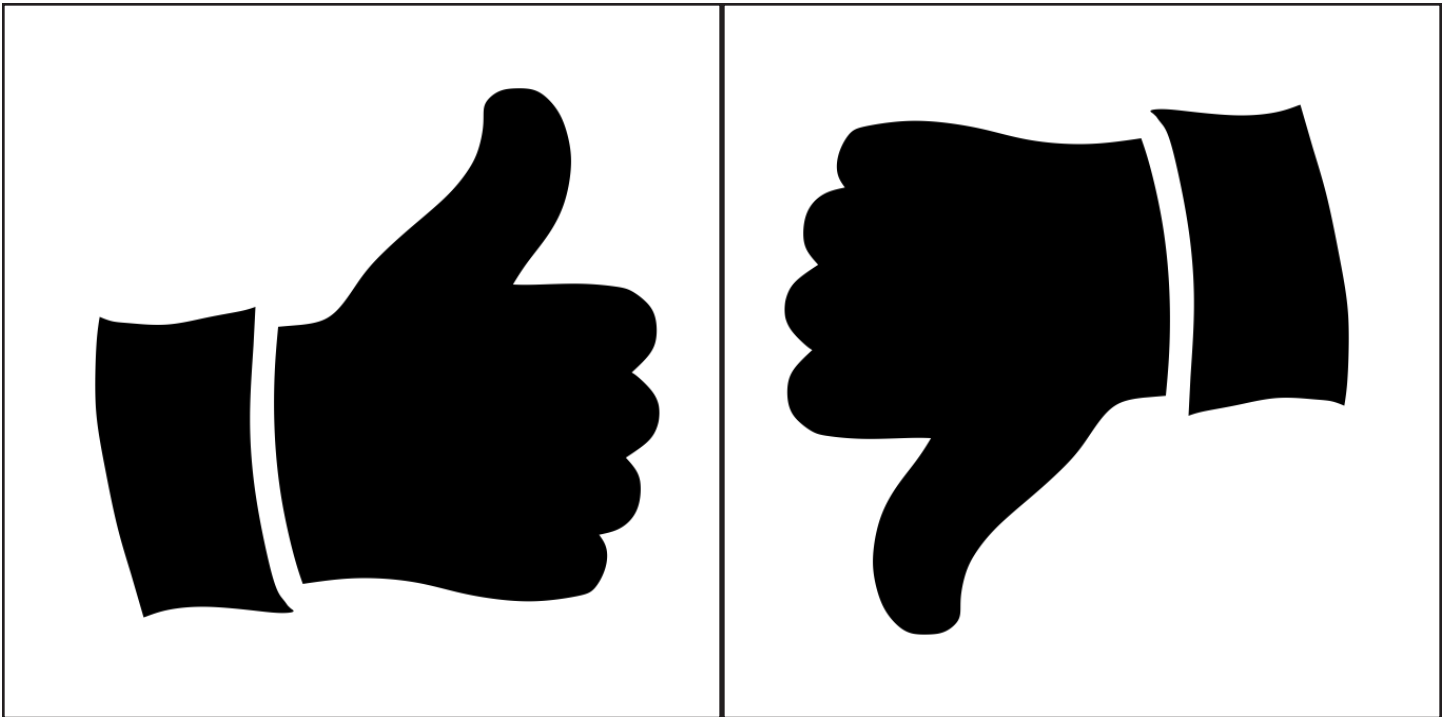
 **YES OR NO IMAGE EXCHANGE CARD**

16.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
---	---



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



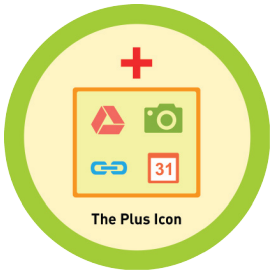
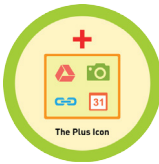
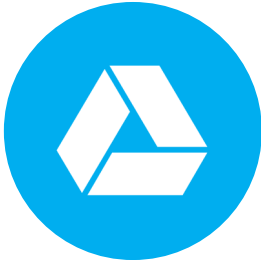


IMAGE EXCHANGE CARDS

16.6.IMAGE

Google Drive



Links

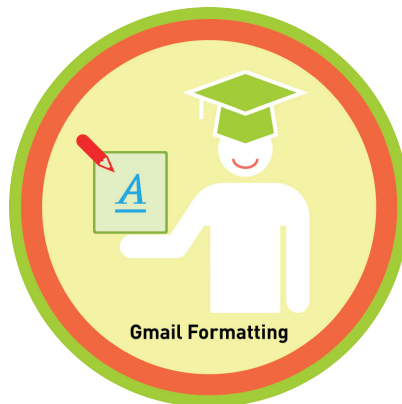
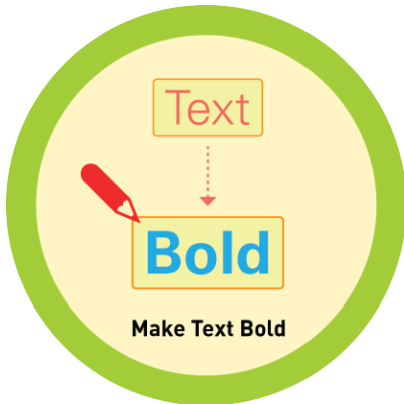
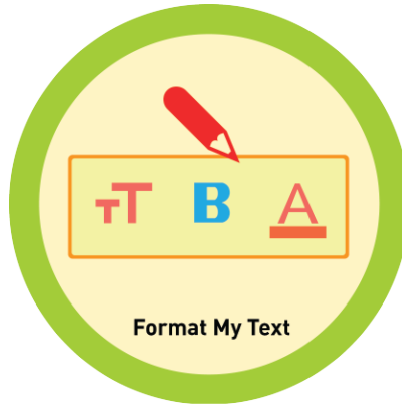
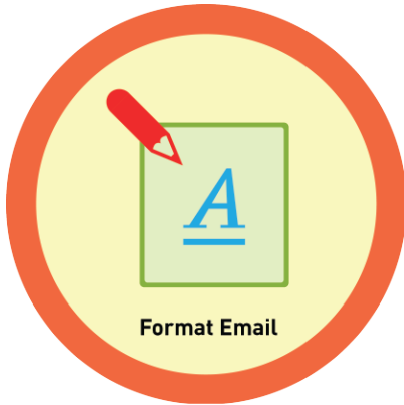
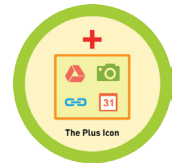


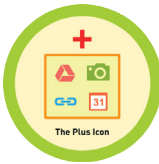
Photo



Google Calendar

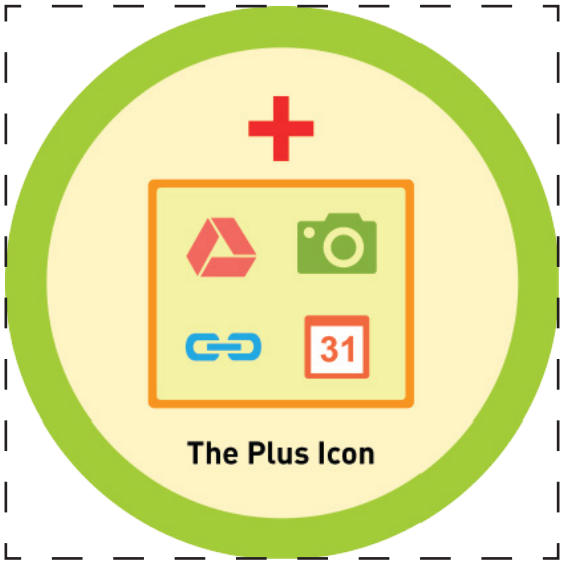




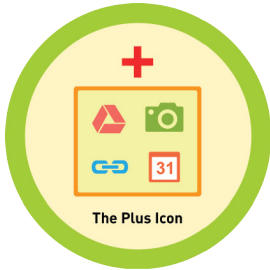
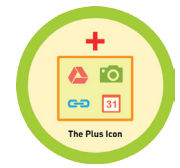


WORD WALL PRINTOUT

16.6.5



The plus icon means that there is more. When you click on the + icon, you will see more icons appear!



T1 THE PLUS ICON EXIT TICKET
ICONS ACTIVITY
16.6.6.1

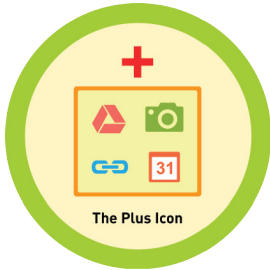
Directions: What does each of the following icons do?











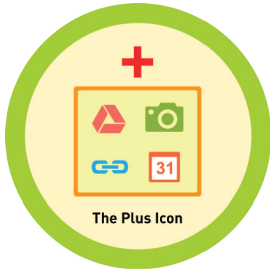
T2 THE PLUS ICON EXIT TICKET
 EXIT TICKET VOCAB BLOCKS

16.6.6.2

Name: _____

Date: _____

Define	Sentence
The Plus Icon	
Examples	Draw

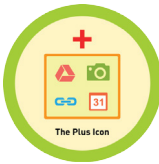


T3 THE PLUS ICON EXIT TICKET TRACE 'N' LEARN CARDS

16.6.6.3

The Plus icon

The plus icon
means that there
is more. When
you click on the
+ icon, you will
see more icons



WORKPLACE CONNECTIONS

16.6.WC.1

Directions: Send an email to your teacher about your favorite restaurant. Tell them about it. Using the plus icon, insert a photo and a hyperlink. Write in what you typed in your email and circle the icon you used to insert an image.

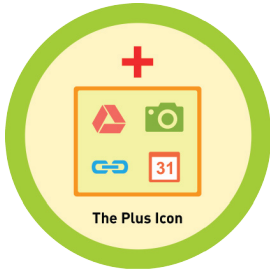
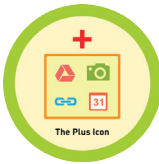
New Message
— ↗ ✕

Recipients

Subject

Sans Serif
↑T
B
I
U
A
☰
☰
☰
☰
☰
☰
☰
☰
☰

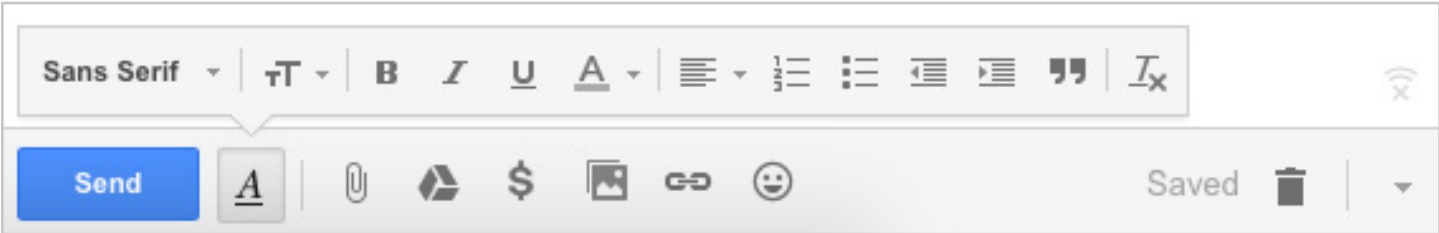
Send
Ⓜ
📎
🖼️
🔗
😊
Saved
🗑️
⌵

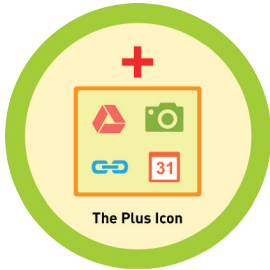


WORKPLACE CONNECTIONS

16.6.WC.2

Directions: Send an email to your teacher about your favorite restaurant. Tell them about it. Using the plus icon, insert a photo and a hyperlink. Circle the icons you used to insert an image and link.

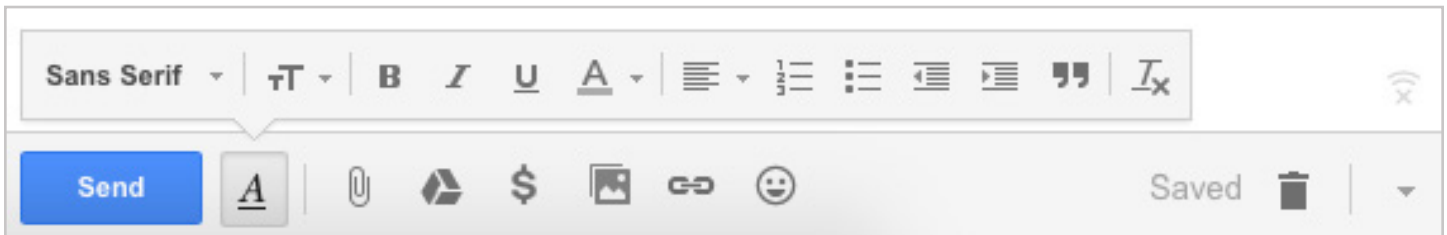


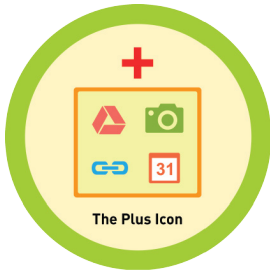
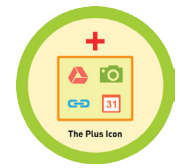


WORKPLACE CONNECTIONS

16.6.WC.3

Directions: Send an email to your teacher about your favorite restaurant. Tell them about it. Using the plus icon, insert a photo and a hyperlink. Point to the icons you used to insert an image and link.





READING MAZE

16.6

Directions: Write in or circle the best answer to complete the sentence.

The _____ icon means that there is more. When you click on

(plus, minus)

the + icon, you will see more _____ appear! Some icons

(unicorns, icons)

include the Google Drive icon and insert icon. When you click on the insert _____, you can insert a file into your email. You will learn

(photo, icon)

more about drive later. There is also the insert photos icons. When you click on this button, you will be able to insert a _____ into

(map, photo)

your gmail. Using the _____ link icon, you can make your

(delete, insert)

email text a hyperlink. Lastly, the insert invitation icon lets you use your Google _____ to schedule events and invite others

(Document, Calendar)

through email. You will learn more about that in Google Calendar.