



UNIT 18: CREATING YOUR GOOGLE ACCOUNT

LESSON 4: WHAT IS AN EVENTS REMINDER?

LESSON OVERVIEW

You can also schedule event reminders. You can set a reminder minutes, hours, days or weeks before you event. An event reminder can be sent by email or pop up on your computer or phone.

Time: ~30 minutes

OBJECTIVE

Students will be able to identify the main components of the Gmail Calendar.

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 18**
5. Select **Lesson 4 - What is an Event Reminder?**

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



ACCESSING PRIOR KNOWLEDGE



1. *"For a participation dollar, who can recall what an event is?"*

Answer: An appointment you can keep in Google Calendar.

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 **18.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 **Yes or No Image Exchange Card** [18.IEC.Y/N] for rephrased question.

T3

Points to **Yes or No Image Exchange Card** [18.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**. [18.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: 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."

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 **18.BADGE** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Verbal Response

T2

Writes down badge

T3

Uses **Badge Board** [18.BADGE] for this Unit.



3. 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 reminder"*

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



5. Play video.



6. Distribute **18.IEC.THUMB** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION



Puts thumbs up



Uses **Thumbs Image Exchange Card** [18.IEC.THUMB]



Holds up or points to **Thumbs Image Exchange Card** [18.IEC.THUMB]



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [18.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. *"For a participation dollar, who can tell me what a reminder is?"*

Answer: A reminder in Google Calendar reminds you to attend to a task or event.

2. *"For a participation dollar, who can tell me when you can set a reminder?"*

Answer: You can set a reminder minutes, hours, days, or weeks before an event.

3. *"For a participation dollar, who can tell me how you receive a reminder?"*

Answer: An event reminder can be sent by email or pop up on your computer or phone.



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 **18.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 **Yes or No Image Exchange Card** [18.IEC.Y/N] for rephrased question.

T3

Points to **Yes or No Image Exchange Card** [18.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**. **[18.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-TOPIC

[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."



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 What is an Event Reminder 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.



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



3. Distribute lesson badge cut out **18.4.5**. Students that unlocked the badge will place the **What is an Event Reminder?** 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**. [18.DollarTracker]

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

+\$ PARTICIPATION


"Marcus + you answered correctly!
You earned a dollar! Nice job!"

-\$ INTERRUPTIONS

"Marcus + you interrupted.
Interruptions cost \$1. Next time,
raise your hand and wait to be called
on to earn a \$1."

ASSESSMENT/EXIT TICKET



1. Distribute **18.4.6 What is an Event Reminder?** Exit Ticket to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Using Tier 1 **What is an Event Reminder? Exit Ticket** [18.4.6.1], Students Label the following as an EVENT or a REMINDER.

T2

Using Tier 2 **What is an Event Reminder? Exit Ticket** [18.4.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [18.4.6.3].

T3

Using Tier 3 **What is an Event Reminder? Exit Ticket** [18.4.6.3], 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**. [18.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

EX: Sam

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

||

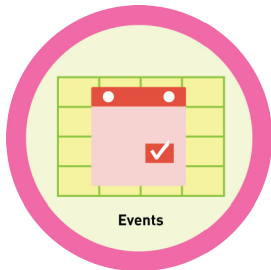
Complaining/Whining

Arguing

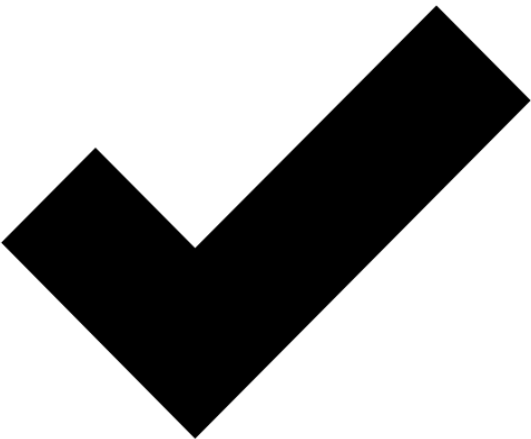
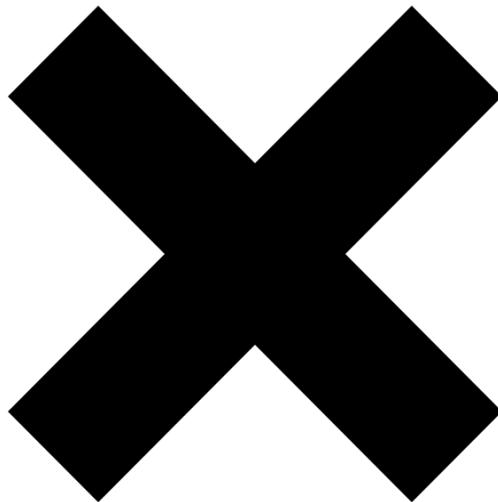
Interrupting

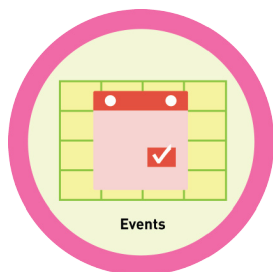
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UMAPA



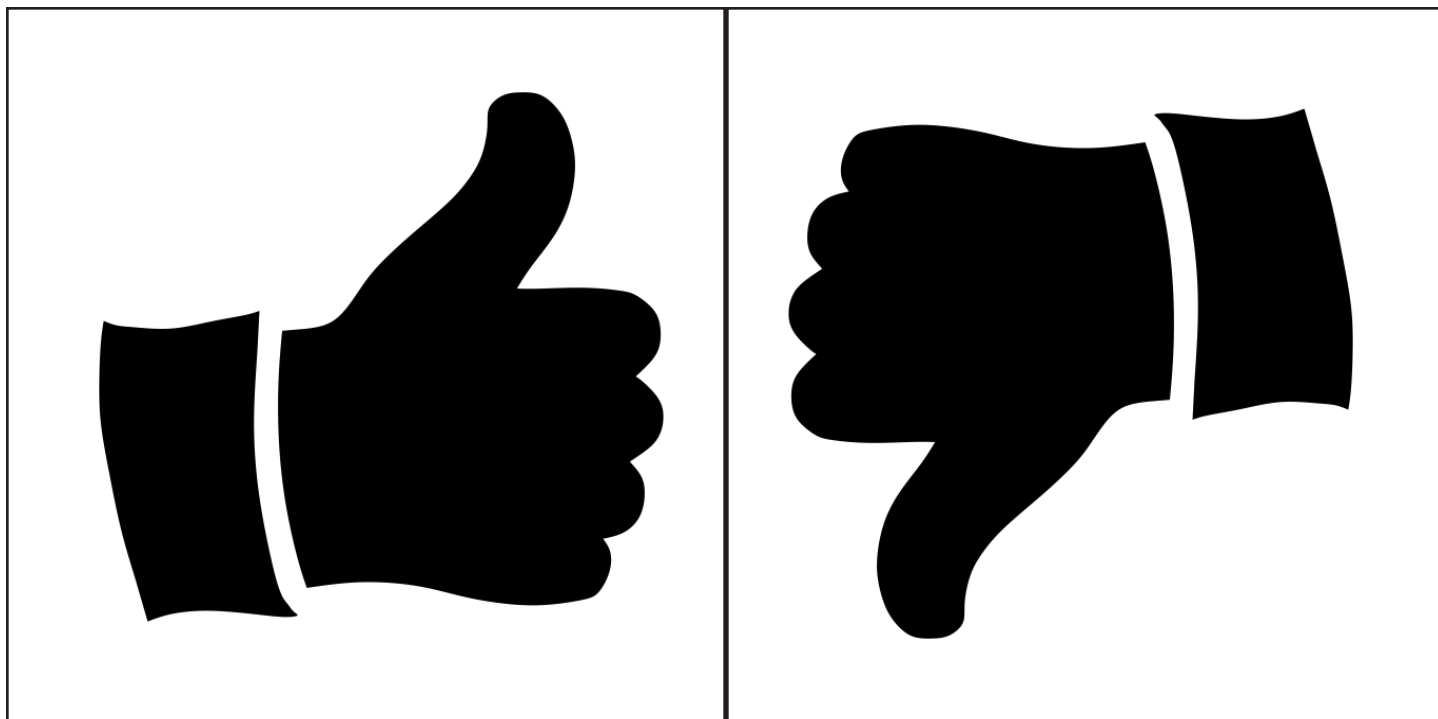
18.IEC.Y/N

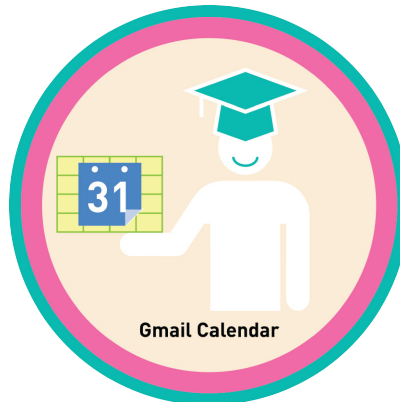
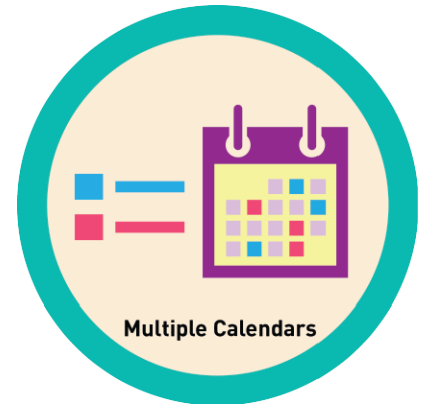
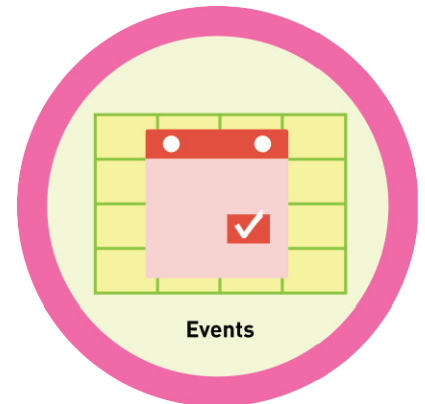
 <p style="font-size: 2em; margin-top: 20px;">Yes</p>	 <p style="font-size: 2em; margin-top: 20px;">No</p>
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**THUMBS IMAGE
EXCHANGE CARD**

18.IEC.THUMB

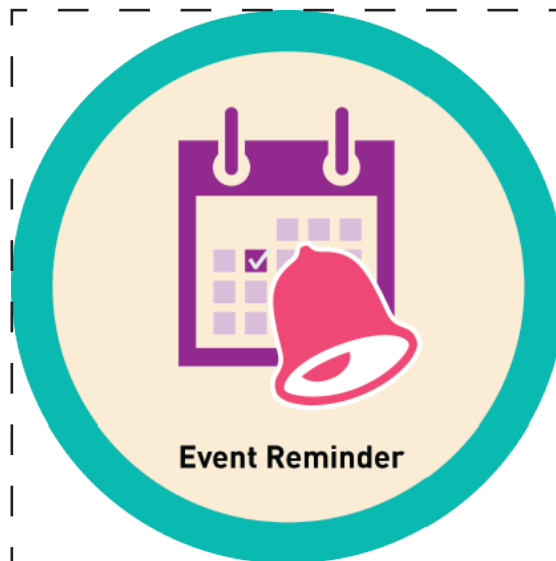




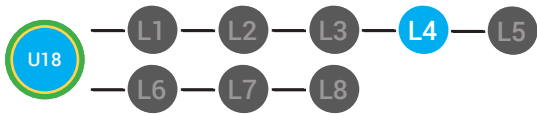


WORD WALL PRINTOUT

18.4.5



You can also schedule event reminders. You can set a reminder minutes, hours, days or weeks before you event.



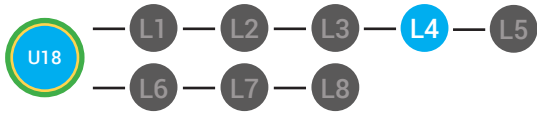
T1 WHAT IS AN EVENT REMINDER? EXIT TICKET CREATE EVENTS ACTIVITY

18.4.6.1

Directions: Label the following as an EVENT or a REMINDER.

Google Calendar interface showing a weekly view for March 2018. The calendar displays a meeting event on Friday, March 30, from 3pm to 4pm. The event is labeled "meeting 3 - 4pm".

Google Calendar interface showing a weekly view for March 2018. The calendar displays a basketball practice event on Saturday, March 31, from 11am to 1pm. The event is labeled "Basket Ball Practice 11am - 1pm". A detailed event card is overlaid on the event, showing the title "Basket Ball Practice", the date and time "Saturday, March 31 11:00am - 1:00pm", the reminder "30 minutes before 1 hour before, as email", and the creator "Daniel Colon".



LVL 2 UNIT 18: LESSON 4 WHAT IS AN EVENT REMINDER?



Google Calendar TODAY < > March 2018

March 2018 < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
10am						
11am						meeting 11am – 12pm
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						

My calendars

- ☒ Daniel Colon
- ☒ Birthdays
- ☐ Tasks

Other calendars

- ☒ Holidays in United States

Google Calendar TODAY < > March 2018

March 2018 < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
10am						
11am			Mid Week Progress Meeting 10 – 11am			Basket Ball Practice 11am – 1pm
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8pm						
9pm						

My calendars

- ☒ Daniel Colon
- ☒ Birthdays
- ☐ Tasks

Other calendars

- ☒ Holidays in United States

Movie Date

Friday, March 30
3:00pm – 6:00pm
30 minutes before
1 hour before, as email
Daniel Colon

Meeting 1:30 – 2:30pm

Movie Date 3 – 6pm



T2

WHAT IS AN EVENT REMINDER?
EXIT TICKET VOCAB BLOCKS

18.4.6.2

Name: _____

Date: _____

<p>Define</p>	<p>Sentence</p>
<p>Examples</p>	<p>Draw</p>

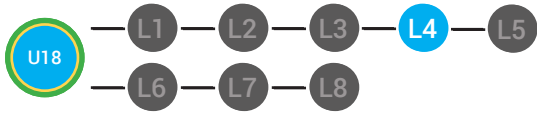
What is an Event Reminder?



T3 WHAT IS AN EVENT REMINDER?
EXIT TICKET TRACE 'N' LEARN CARDS
18.4.6.3

What is an Event
Reminder?

You can also
schedule event
reminders. You
can set a reminder
minutes, hours,
days or weeks
before you event.



WORKPLACE CONNECTIONS

18.4.WC.1

Directions: In Unit 18, Lesson 3, you created an event for the company Christmas Party. Create a reminder to help you remember to get ready for the big event!

×

Christmas Party

SAVE

More actions

Mar 30, 2018

3:00pm

to

6:00pm

Mar 30, 2018

TIME ZONE

☐ All day

Does not repeat

EVENT DETAILS

FIND A TIME

Add location

Add conferencing

Notification

minutes

×

Email

1

hours

minutes

hours

days

weeks

ADD NOTIFICATION

GUESTS

Add guests

Guests can:

☐

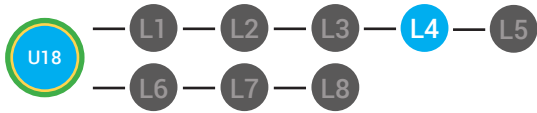
Modify event

☒

Invite others

☒

See guest list



WORKPLACE CONNECTIONS

18.4.WC.2

Directions: In Unit 18, Lesson 3, you created an event for the company Christmas Party. Circle where you would create a reminder to help you remember to get ready for the big event!

×

Christmas Party

SAVE

More actions

Mar 30, 2018

3:00pm

to

6:00pm

Mar 30, 2018

TIME ZONE

☐ All day

Does not repeat

EVENT DETAILS

FIND A TIME

📍

Add location

👤

Add conferencing

🔔

Notification

minutes

hours

days

weeks

×

Email

1

hours

ADD NOTIFICATION

GUESTS

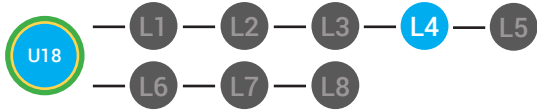
Add guests

Guests can:

☐ Modify event

☒ Invite others

☒ See guest list



WORKPLACE CONNECTIONS

18.4.WC.3

Directions: In Unit 18, Lesson 3, you created an event for the company Christmas Party. Point to where you would create a reminder to help you remember to get ready for the big event!

×

Christmas Party

SAVE

More actions

Mar 30, 2018

3:00pm

to

6:00pm

Mar 30, 2018

TIME ZONE

☐ All day

Does not repeat

EVENT DETAILS

FIND A TIME

Add location

Add conferencing

Notification

Email

1

hours

minutes

hours

days

weeks

×

ADD NOTIFICATION

GUESTS

Add guests

Guests can:

☐

Modify event

☒

Invite others

☒

See guest list



READING MAZE

18.4

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

You can use your Google Account to create a Google _____.

(Calendar, Yearbook)

You can also schedule event _____. You can set a

(reminders, warnings)

reminder in minutes, hours, days or weeks before your _____.

(event, mail)

An event reminder can be sent by _____ or it can pop up on your computer or phone.

(email, letter)