UNIT 21: GOOGLE DOCS
LESSON 1: TYPES OF GOOGLE DOCS

LESSON OVERVIEW

There are different types of docs that you can create and share using Google Docs. There are Documents, Spreadsheets, Presentations, Forms, & drawings.

Time: ~30 minutes

OBJECTIVE

Students will be able to describe types of Google Documents.

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 21**
5. Select **Lesson 1 - Types of Google Docs**

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 some applications you can use in Google Drive?"*

Answer: Documents, Presentations, Spreadsheets, and more.

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."*

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

2. Distribute **21.1.IMAGE** Image Exchange Cards and **21.IEC.Y/N** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

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. Ie. Have them point or write down their answers. EVERY student should be earning money.

DIFFERENTIATION

T1 On-topic verbal response shared response

T2 Uses **Yes or No Image Exchange Card** [21.IEC.Y/N] for rephrased question.

T3 Uses **Image Exchange cards** [21.1.IMAGE] to point to potential vocabulary word or icon representing "Documents, Presentations, Spreadsheets," or Points to **Yes or No Image Exchange Card** [21.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. [21.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 **21.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** [21.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 docs"*

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

4. Play video.

6. Distribute **21.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** [21.IEC.THUMB]

T3 Holds up or points to **Thumbs Image Exchange Card** [21.IEC.THUMB]

7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [21.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 different types of docs you can create using Google Docs?"*

Answer: Documents, Spreadsheets, Presentations, Forms and Drawings.

2. *"For a participation dollar, who can tell me what you can do if you want to work on a document with a friend?"*

Answer: You can share it.

3. *"For a participation dollar, who can recall what a person can do to a document if you share it?"*

Answer: That person can view it and/or edit it.

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 **21.1.IMAGE** Image Exchange Cards and **21.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** [21.IEC.Y/N] for rephrased question.

T3 Uses **Image Exchange cards** [21.1.IMAGE] to point to potential vocabulary word or icon representing "Documents, Spreadsheets, Presentations, Forms and Drawings," or Points to **Yes or No Image Exchange Card** [21.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. [21.DollarTracker]**

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

+$ PARTICIPATION	-$ OFF-TOPIC
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?"	*[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 Types of Google Docs 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 lesson badge cut out **21.1.5**. Students that unlocked the badge will place the **Types of Google Docs** print out on the classroom's **word wall**. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

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

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. [21.DollarTracker]**

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

+$ PARTICIPATION	-$ INTERRUPTIONS
"Marcus + you answered correctly! You earned a dollar! Nice job!"	"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 **21.1.6** Types of Google Docs Exit Ticket to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 Using Tier 1 **Types of Google Docs Exit Ticket** [21.1.6.1], Students list the things that you can store and save in your Google Drive.

T2 Using Tier 2 **Types of Google Docs Exit Ticket** [21.1.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [21.1.6.3].

T3 Using Tier 3 **Types of Google Docs Exit Ticket** [21.1.6.3], 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. [21.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.**

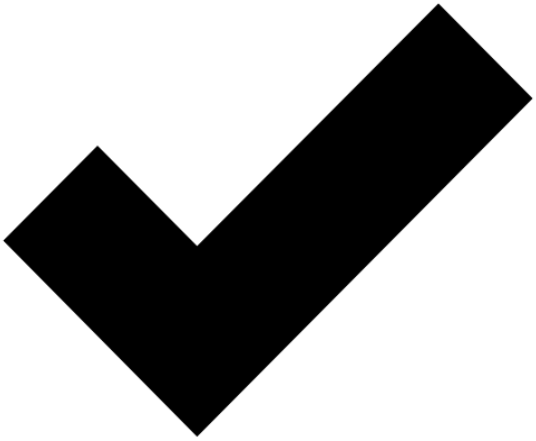
Dollar Tracker

21.Dollar tracker

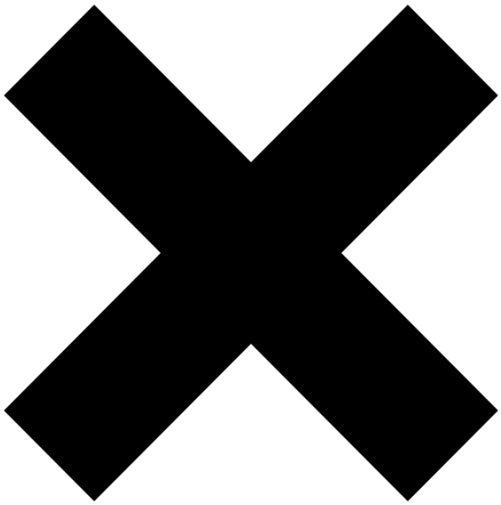
Behaviors	Name						
	EX: Sam						
Successful +$							
Participation/ Contributing	𝍸						
Sharing/Helping/ Collaborating	𝍸						
Greeting a Guest	𝍸						
Following Directions/ Staying on Task	𝍸						
Encouraging/ Complementing	𝍸						
Problematic -$							
Off Task	𝍸						
Off-Topic/ Inappropriate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

YES OR NO IMAGE EXCHANGE CARD

21.IEC.Y/N



Yes



No

THUMBS IMAGE EXCHANGE CARD

21.IEC.THUMB

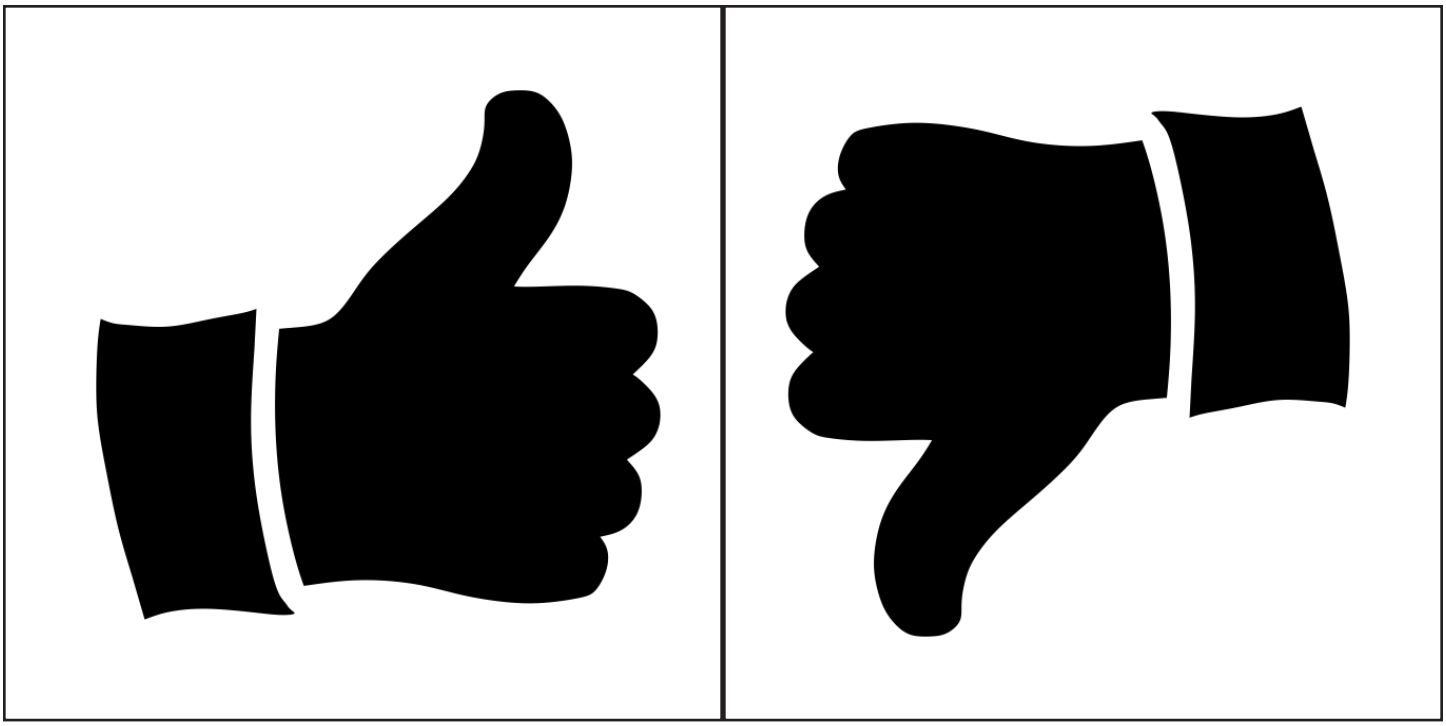


IMAGE EXCHANGE CARDS

21.1.IMAGE

Presentations

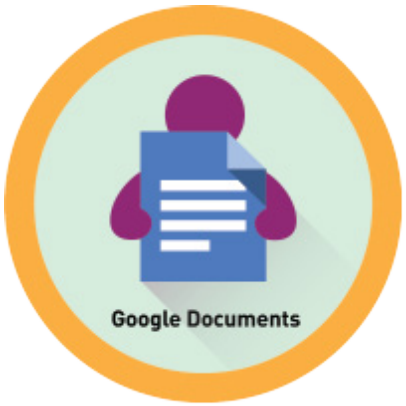
Spreadsheets

Documents

Forms

Drawings

Google
docs
Types of Google Docs

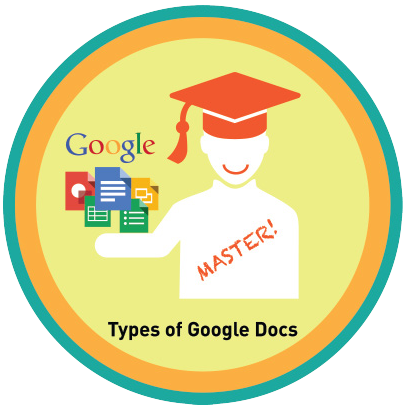

Google Documents

Google Spreadsheets

Google Presentations

Google Forms

Google Drawings


Google
MASTER!
Types of Google Docs

WORD WALL PRINTOUT

21.1.5

There are different types of docs that you can create and share using Google Docs. There are Documents, Spreadsheets, Presentations, Forms, & drawings.

T1 TYPES OF GOOGLE DOCS EXIT TICKET STORE AND SAVE ACTIVITY

21.1.6.1

Directions: Google Drive can help you save your work and you can access it from any computer with internet access. List the things that you can store and save in your Google Drive.

T2 TYPES OF GOOGLE DOCS EXIT TICKET VOCAB BLOCKS

21.1.6.2

Name: _____

Date: _____

Define	Sentence
Types of Google Docs	
Examples	**Draw**

T3 TYPES OF GOOGLE DOCS EXIT TICKET TRACE 'N' LEARN CARDS

21.1.6.3

Types of Google Docs

There are different types of docs that you can create and share using Google Docs. There are Documents, Spreadsheets, Presentations, Forms, & drawings.

READING MAZE

21.1

Write in the best answer the blank space to complete the sentence.

There are different types of _____ that you can create
(movies, docs)
using Google Docs. There are Documents, Spreadsheets, Presentations, Forms, & drawings. You can _____ your
(share, delete)
document with anyone that you choose. If you share your Google Doc, they can _____ the doc with you. Your Google Docs
(edit, delete)
are automatically saved to your Google _____.
(Mail, Drive)

WORKPLACE CONNECTIONS

21.1.WC.1

Directions: Your boss at Digitability wants you to explore Google Docs. Log into Google Docs and open each of the following. Check them off as you go.

Documents ☐

Presentations ☐

Spreadsheets ☐

Forms ☐

Drawings ☐

WORKPLACE CONNECTIONS

21.1.WC.2

Directions: Your boss at Digitability wants you to explore Google Docs. Circle the Google Docs below.

Documents

Spreadsheets

Facebook

Forms

Presentations

You tube

Email

Drawings

WORKPLACE CONNECTIONS

21.1.WC.3

Directions: Your boss at Digitability wants you to explore Google Docs. Point to the Google Docs below.

Documents

Spreadsheets

Facebook

Forms

Presentations

You tube

Email

Drawings