



UNIT 22: GOOGLE DRIVE INTERFACE LESSON 8: GOOGLE DRIVE INTERFACE MASTER BADGE

LESSON OVERVIEW

To access your Google Drive, you can click on the 9 boxes at the top, right hand corner of the window, then Google Drive icon. The View pane displays all of your files. The view pane is the largest part of the Google Drive window. This is the google drive menu. It's located under the red new button. When you click on the words in the menu, only the files in that category will appear in your view pane. The Search bar helps you find specific files. When you enter a keyword, Google Drive will display files that match your search in the view pane. The Action buttons will appear when a file is selected. Use the Action buttons to get a link to share with a specific person, preview, delete and more! The Create button lets you start a new Document, Spreadsheet, Presentation, or other Google Document. You can also create a new folder and upload a file to your Google Drive by clicking on on the New button. The “move to” action button helps you organize related files into folders.

Time: ~30 minutes

OBJECTIVE

Students will be able to navigate the Google Drive Interface.

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 22**
5. Select **Lesson 8 - Google Drive Interface 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



ACCESSING PRIOR KNOWLEDGE



1. *“For a participation dollar, who can recall the different types of documents we learned about?”*

Answer: Documents, presentations, spreadsheets, forms and drawings.

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 **22.7.IMAGE** Image Exchange Cards and **22.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION



On-topic verbal response shared response



Uses **Yes or No Image Exchange Card** [22.IEC.Y/N] for rephrased question.



Uses **Image Exchange cards** [22.8.IMAGE] to point to potential vocabulary word or icon representing “Documents, presentations, spreadsheets, forms, drawings,” or Points to **Yes or No Image Exchange Card** [22.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**. [22.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 **22.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** [22.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 drive”*

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



5. Play video.



6. Distribute **22.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** [22.IEC.THUMB]



T3 Holds up or points to **Thumbs Image Exchange Card** [22.IEC.THUMB]



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [22.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 two buttons you click to access your Google Drive?"*

Answer: The nine squares and then Google Drive icon.

2. *"For a participation dollar, who can tell me what the view pane shows you?"*

Answer: It displays all of your files.

3. *"For a participation dollar, who can tell me what you must click to create a new file?"*

Answer: The New Button.

4. *"For a participation dollar, who can tell me what you must do if you are looking for a specific email?"*

Answer: Use keywords in the search field.

5. *"For a participation dollar, who can tell me what you can do with the action buttons?"*

Answer: Action buttons can give a link to share with a specific person, preview, delete and more.



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

T3

Points to **Yes or No Image Exchange Card** [22.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**. [22.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 Google Drive Interface Master 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 **22.8.5**. Students that unlocked the badge will place the **Google Drive Interface Master Badge** 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**. [22.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 **22.8.6** Google Drive Interface Master Badge Exit Ticket to students. See  DIFFERENTIATION for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1 Using Tier 1 **Google Drive Interface Master Badge Exit Ticket** [22.8.6.1], Students Match the icon you would push in order to complete the tasks.

T2 Using Tier 2 **Google Drive Interface Master Badge Exit Ticket** [22.8.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [22.8.6.3].

T3 Using Tier 3 **Google Drive Interface Master Badge Exit Ticket** [22.8.6.3], 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**. [22.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

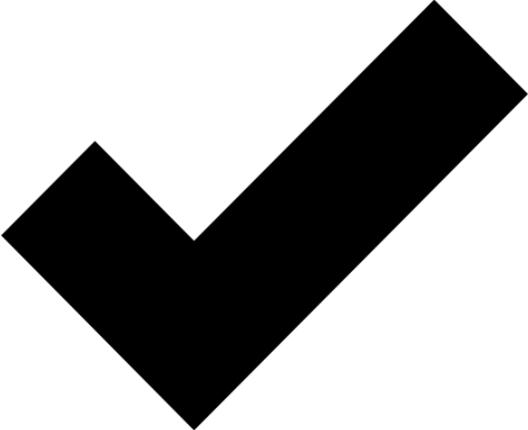
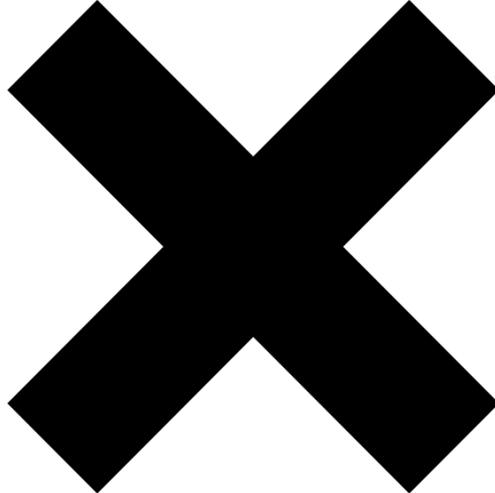
||

UMAPA



**YES OR NO IMAGE
EXCHANGE CARD**

22.IEC.Y/N

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



 **THUMBS IMAGE
EXCHANGE CARD**

22.IEC.THUMB

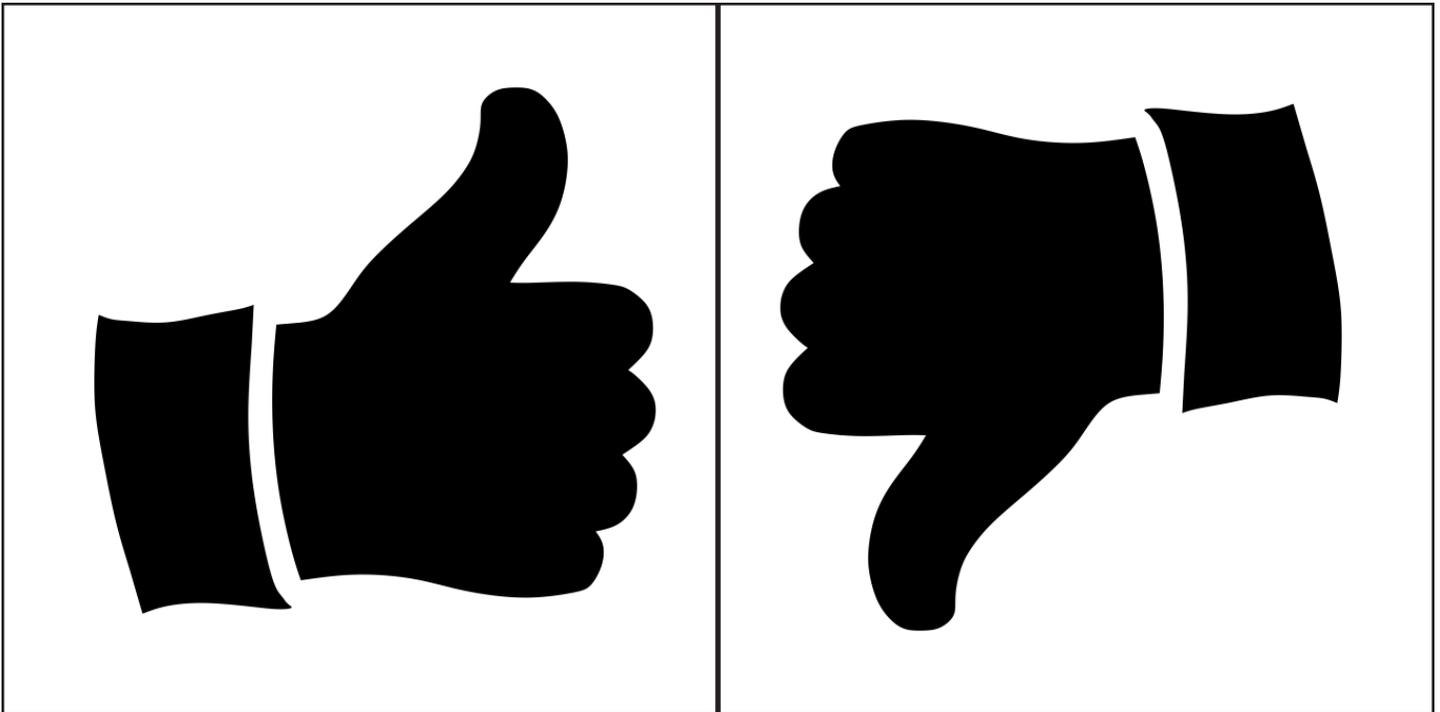
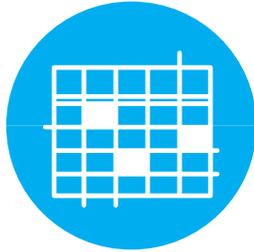




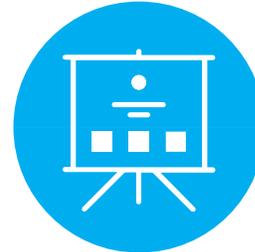
IMAGE EXCHANGE CARDS

22.8.IMAGE

Spreadsheets



Presentations



Documents

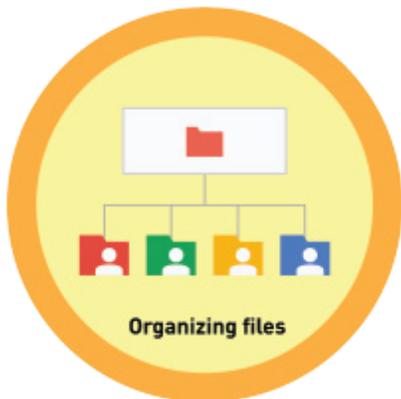
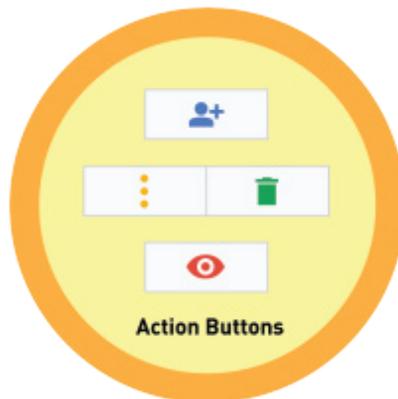
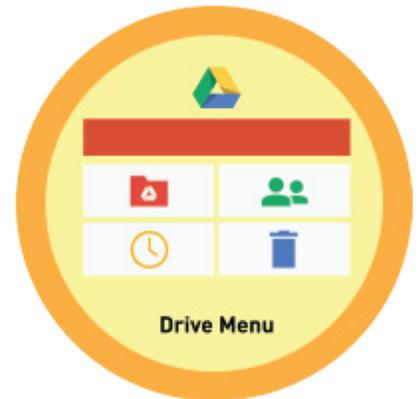


Forms



Drawings

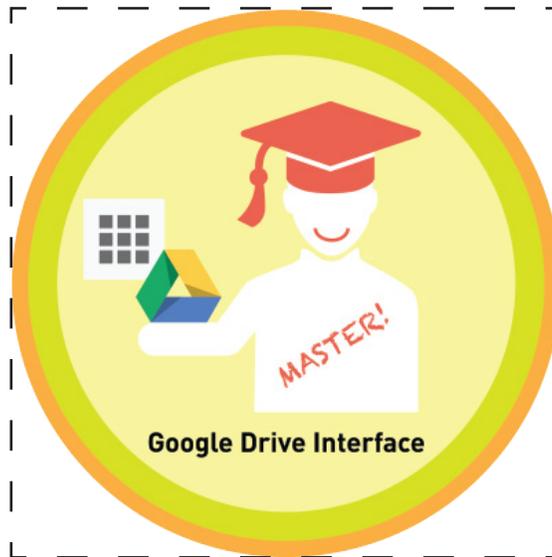






WORD WALL PRINTOUT

22.8.5



To access your Google Drive, you can click on the 9 boxes at the top, right hand corner of the window. In google drive you navigate by using the google drive menu, search bar, action buttons, and the create button.



T1 GOOGLE DRIVE INTERFACE MASTER BADGE
 EXIT TICKET MATCHING ACTIVITY

22.8.6.1

Directions: Match the icon you would push in order to complete the tasks.

1. You want to locate your Google Drive icon.



2. You want to go into your Google Drive.



3. You want to create a new document.



4. You want to find a file you deleted.



5. You want to locate a specific email.



6. You want to find an email you starred



7. You want to find a document your co-worker shared with you.





T2

GOOGLE DRIVE INTERFACE MASTER BADGE
EXIT TICKET VOCAB BLOCKS

22.8.6.2

Name: _____

Date: _____

Define	Sentence
Examples	Draw

Google Drive Interface



T3

GOOGLE DRIVE INTERFACE MASTER BADGE
EXIT TICKET TRACE 'N' LEARN CARDS

22.8.6.3

Google Drive Interface

To access your Google Drive, you can click on the 9 boxes at the top, right hand corner of the window. In google drive you navigate by using the google drive menu, search bar, action buttons, and the create button.



READING MAZE

22.8

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

To access your Google Drive, you can click on the 9 boxes at the top, right hand corner of the window, then Google _____ icon.

(Drive, Document)

The View pane displays all of your files. The view pane is the largest part of the Google Drive window. This is the google drive menu. It's located under the _____ new button. When you click on the words in the menu,

(red, pink)

only the files in that category will appear in your view pane. The _____ bar helps you find specific files. When you enter a

(Search, tab)

_____, Google Drive will display files that

(Password, keyword)

match your search in the view pane. The _____ buttons

(Action, Stop)

will appear when a file is selected. Use the Action buttons to get a link to share with a specific person, preview, delete and more! The

_____ button lets you start a new document, spreadsheet,

(Create, Compose)

presentation, or other Google Document. You can also create a new

_____ and upload a file to your Google Drive by clicking on the New

(folder, message)

button. The “move to” action button helps you organize related files into folders.



WORKPLACE CONNECTIONS

22.8.WC.1

Directions: Your boss at Digitability wants everyone to know how to use Google Drive. Look at the following icons. Write a description of what each icon can help you do.













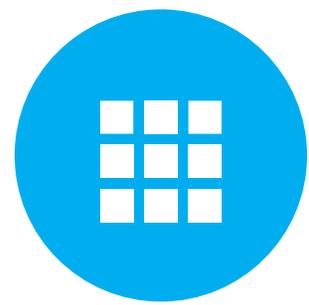
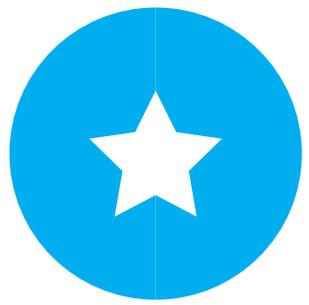
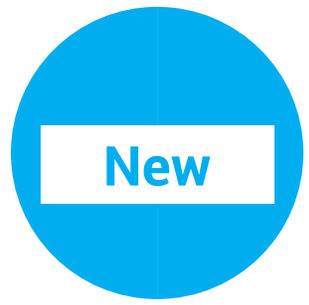
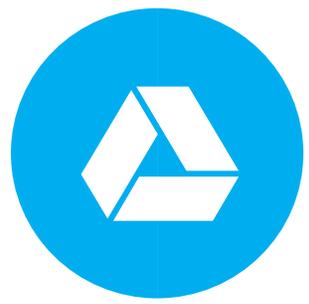




WORKPLACE CONNECTIONS

22.8.WC.2

Directions: Your boss at Digitability wants everyone to know how to use Google Drive. Look at the following icons. Circle the icon you would click to look search through your Google Drive.





 **WORKPLACE CONNECTIONS**

22.8.WC.3

Directions: Your boss at Digitability wants everyone to know how to use Google Drive. Look at the following icons. Point to the icon you would click look search through your Google Drive.

