

## UNIT 23: CREATING GOOGLE DOCS LESSON 2: NAMING A GOOGLE DOC

### LESSON OVERVIEW

You can name a google doc to help you stay organized! To name a google doc, you can click on the word untitled in the top left corner of the window. When you click on the word untitled, the Name Document dialog box will appear. Type a name for your google doc in the field. Then, click OK. The document title will be saved.

**Time:** ~30 minutes

### OBJECTIVE

Students will be able to create a Google Doc in their Google Drive account.

### 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

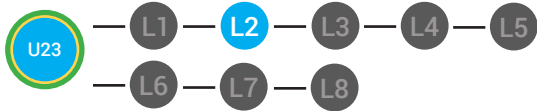
### ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 2 - Digital Citizen**
4. Select **Unit 23**
5. Select **Lesson 2 - Naming a Google Doc**

### 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 tell me what Google Doc they would use the most in school and why?"*


**Answer:** Answers will vary.



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.



6. Distribute **23.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



### DIFFERENTIATION

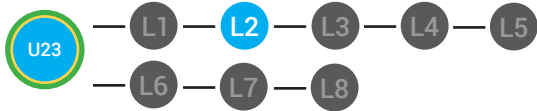
**T1** On-topic verbal response shared response

**T2** Uses **Yes or No Image Exchange Card** [23.IEC.Y/N] for rephrased question.

**T3** Points to **Yes or No Image Exchange Card** [23.IEC.Y/N] for rephrased question.



**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.



3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [23.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 **23.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

**T1**

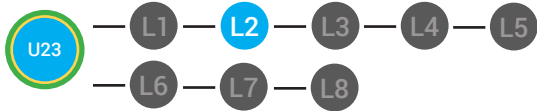
Verbal Response

**T2**

Writes down badge

**T3**

Uses **Badge Board** [23.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 doc"

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

4. Play video.

6. Distribute **23.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** [23.IEC.THUMB]

**T3** Holds up or points to **Thumbs Image Exchange Card** [23.IEC.THUMB]

7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [23.DollarTracker]

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

### +\$ PARTICIPATION

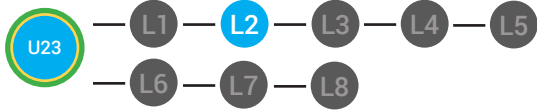
Yes, Marcus. [Student gives answer; Teacher repeats answer] "A contact is someone you may reach out to. Nice job participating and earning a dollar. Anyone else want to share one of their answers for a participation dollar?"

### -\$ 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 why you should name your Google Documents?"*

**Answer:** To stay organized.

2. *"For a participation dollar, who can tell me where you would click to name your Google Document?"*

**Answer:** Click on the word untitles in the top left hand corner.

3. *"For a participation dollar, who can tell me what you should do when you click on the Name Document Field?"*

**Answer:** Type the name of your document in the box.

4. *"For a participation dollar, who can tell me what you must do to save the new name for your document after you type it in the box?"*

**Answer:** Click the OK button.




**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."



5. Distribute **23.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

**T1**

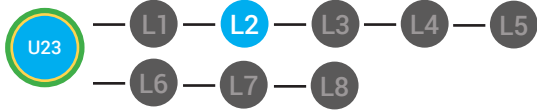
On-topic verbal response shared response

**T2**

Uses **Yes or No Image Exchange Card** [23.IEC.Y/N] for rephrased question.

**T3**

Points to **Yes or No Image Exchange Card** [23.IEC.Y/N] for rephrased question.



6. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [23.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 Naming a Google Doc Badge for \$1?"




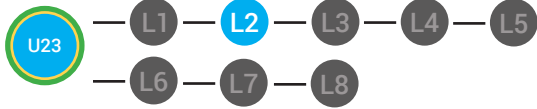
Pro tip: Increase the dollar amount for shy students or to increase motivation.

**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 **23.1.5**. Students that unlocked the badge will place the **Naming a Google Doc** 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**. **[23.DollarTracker]**

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

### +\$ PARTICIPATION


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

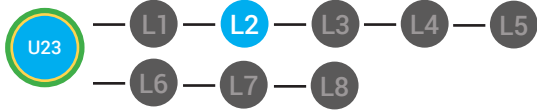
### -\$ INTERRUPTIONS

"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 **23.2.6 Naming a Google Doc Exit Ticket** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

- T1** Using Tier 1 **Naming a Google Doc Exit Ticket** [23.2.6.1], Students Color the Google Drive icon below green, yellow and blue to match the icon you see on you computer.
- T2** Using Tier 2 **Naming a Google Doc Exit Ticket** [23.2.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [23.2.6.3].
- T3** Using Tier 3 **Naming a Google Doc Exit Ticket** [23.2.6.3], 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**. [23.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."*





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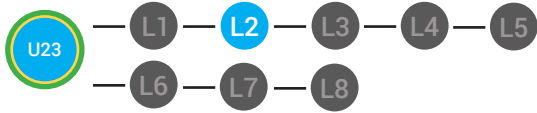
## IMMEDIATE FEEDBACK/NEXT STEPS

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

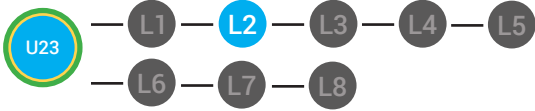
Complaining/Whining

Arguing

Interrupting

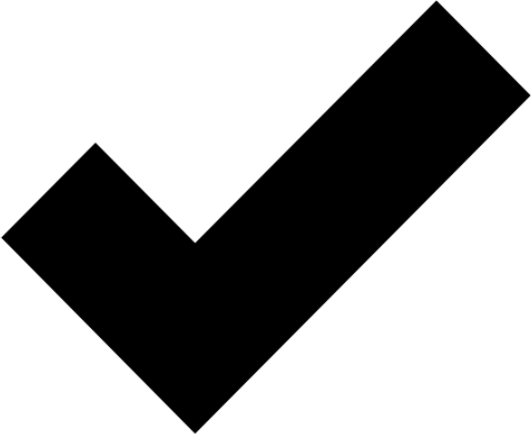
UMAPA

EX: Sam						
<del>    </del>						

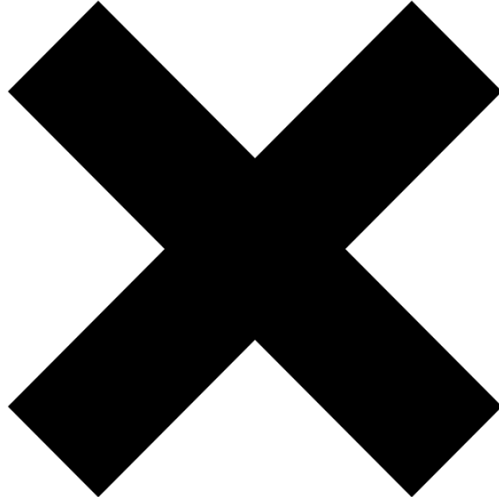


 **YES OR NO IMAGE EXCHANGE CARD**

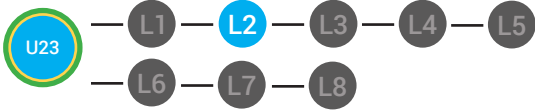
**23.IEC.Y/N**




**Yes**

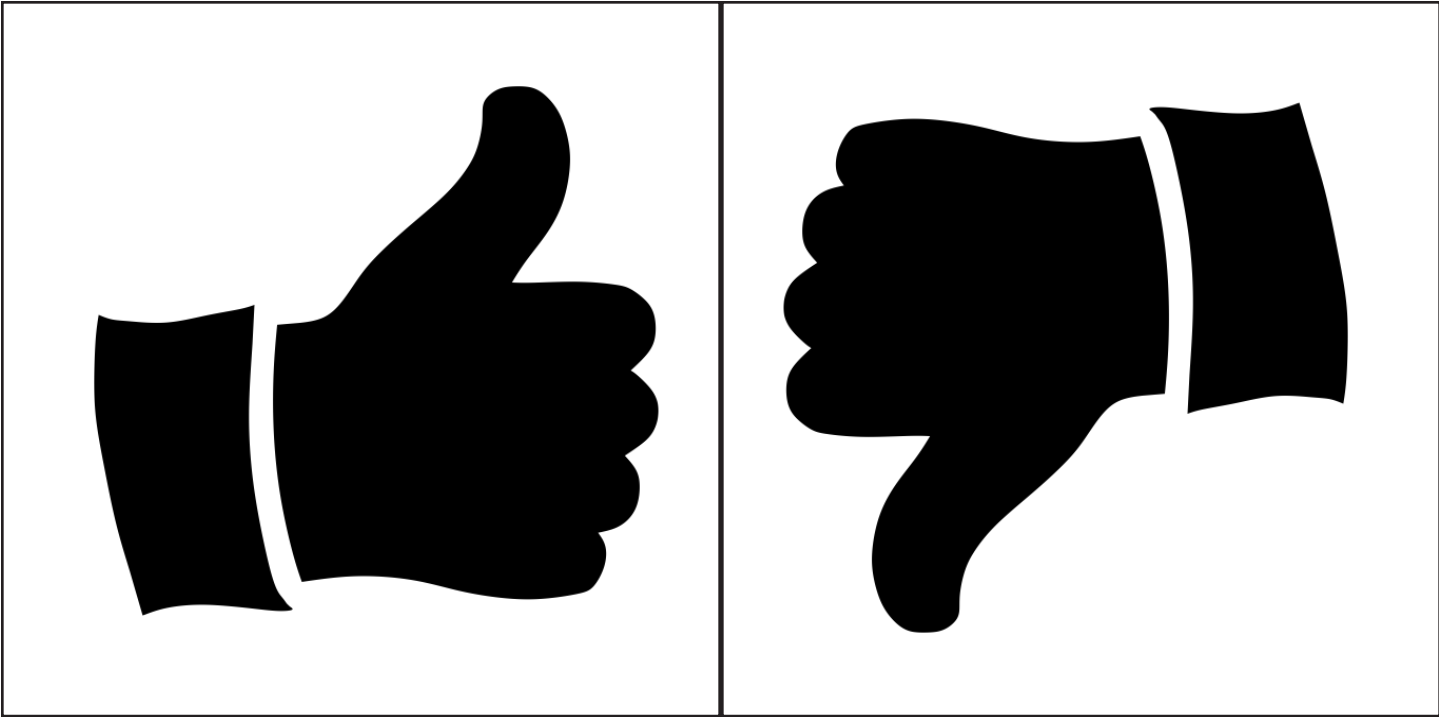


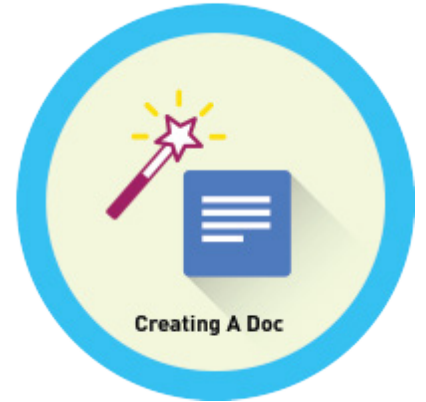
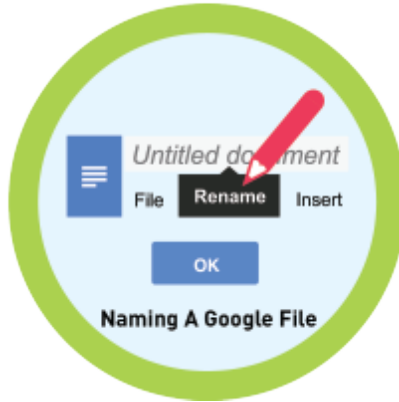
**No**



 **THUMBS IMAGE EXCHANGE CARD**

**23.IEC.THUMB**

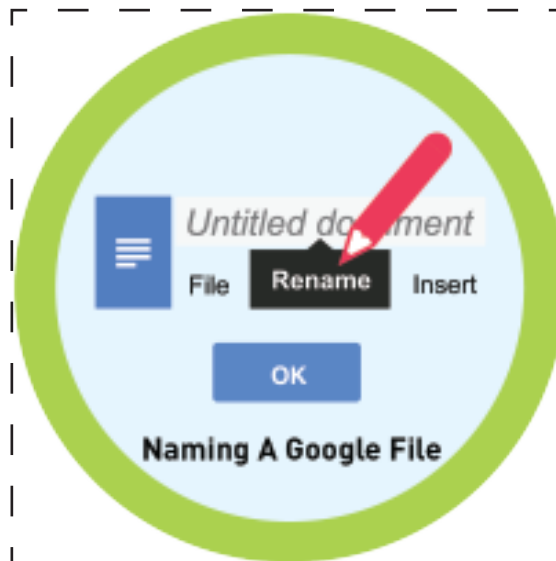






## WORD WALL PRINTOUT

23.2.5



You can name a google doc to help you stay organized! To name a google doc, you can click on the word untitled in the top left corner of the window.



**T1** NAMING A GOOGLE DOC EXIT TICKET  
ACTIVITY  
**23.2.6.1**

**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.

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**T2** NAMING A GOOGLE DOC  
EXIT TICKET VOCAB BLOCKS  
23.2.6.2

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Define</b>	<b>Sentence</b>
<b>Examples</b>	<b>Draw</b>

**Naming a Google Doc**





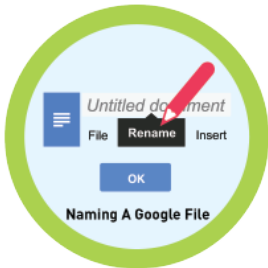
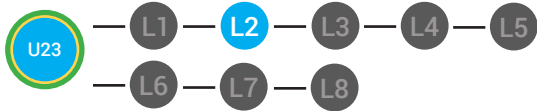
T3

## NAMING A GOOGLE DOC EXIT TICKET TRACE 'N' LEARN CARDS

23.2.6.3

# Naming a Google Doc

You can name a google doc to help you stay organized! To name a google doc, you can click on the word untitled in the top left corner of the window.



## READING MAZE

23.2

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

You can name a google doc to help you stay \_\_\_\_\_! To  
(organized, messy)

name a google doc, you can click on the word \_\_\_\_\_ in the top  
(untitled, title)

left corner of the window. When you click on the word untitled, the  
Name Document dialog \_\_\_\_\_ will appear. Type a name for  
(box, circle)

google doc in the field. Then, click \_\_\_\_\_. The document title  
(OK, escape)

will be \_\_\_\_\_.  
(saved, closed)



# WORKPLACE CONNECTIONS

## 23.2.WC.1

**Directions:** Your boss at Digitability wants you to create a Google Spreadsheet with the mailing addresses of all of the employees. Below, write a title that is suitable for this document.

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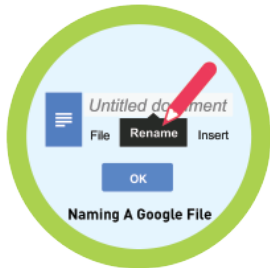
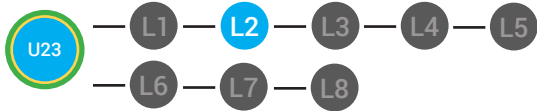
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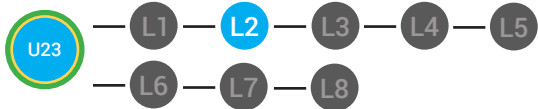


## WORKPLACE CONNECTIONS

### 23.2.WC.2

**Directions:** Your boss at Digitability wants you to create a Google Spreadsheet with the mailing addresses of all of the employees. Circle the best title for the document below.

1. Customer information
2. Addresses
3. Employee Mailing Address
4. Info.
5. Employees



## WORKPLACE CONNECTIONS

### 23.2.WC.3

**Directions:** Your boss at Digitability wants you to create a Google Spreadsheet with the mailing addresses of all of the employees. Point to the best title for the document below.



1. Customer information



2. Addresses



3. Employee Mailing Address



4. Info.



5. Employees