Using LiveText

1. While online, go to http://www.livetext.com
2. You will need to login with your user name and password. If you have not registered yet, select “Register online”. You will need to purchase a key code from the University Bookstore before you can register unless you choose to purchase the license online. Make sure you select Eastern Illinois University as your school so you are able to access the appropriate templates.
3. Your screen should open up to “My work”. To create a lesson plan, select “Create” “Document”

4. You will get a screen that looks similar to this:

You will need to select “Lesson Plan” in the pull down menu next to Document. You will need to select “The EIU Lesson Plan” for the Dept. of EC/ELE/MLE lesson plan. Next, you will need to enter a title for your lesson plan and then select “Create Document”.

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You should obtain a screen similar to this:

From this screen, you will enter all necessary information into your lesson plan.

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Standards: To add standards, select “edit”. You will obtain a screen similar to this:

Choose “Add standards”. You will select “IL” under the drop down menu for “Standard Set”. You do not have to enter a grade level or a keyword, but it is best to enter a generic keyword to assist in your search – such as language arts. Select “Search”.

The standards with your keyword in them will appear. To select the appropriate standard(s), click on the box next to the standard(s) and select “Add”. You may then search for another keyword to select more standards or you can return to the lesson plan by selecting “Finish”.

Adding Resources: To add a resource, select edit next to Resources. Select “Add Personal Resource”. Fill in the appropriate spaces. Select “Save” and then choose “Finish”. This should take you back to your lesson plan.

For each of the other sections, you will need to select edit to enter your information. You will get a word processing screen where you can format text, add tables, insert links, add attachments, etc.

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Sharing your lesson plan
(Submitting it to your instructor)

From your lesson plan, select “Share”. You will get this screen.

Make sure you have selected “Shared”. Next you will need to select “Lookup Names” by “Reviewer/Assessors”. Type in the last name of the individual you are searching for. You should see a list of individuals with that last name. Select the appropriate name and click on “Add checked”. Next, select “Finish”. This will take you back to your lesson plan.

To check to see if your lesson was shared properly, choose “My Desk” and then “Reviews”. You should see the name of your lesson plan, who you sent it to, and the date under “Sent for Review”.

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Submitting your Practicum Experience

To submit your artifact for your practicum experience, select “Create”. Then choose “Project”. Select “ELE 3000 Field Experience Reflection”. You need to select “Edit” in the Date section to enter the date you complete your self-evaluation. After entering the date, select “Finish”. Next, choose “Edit” next to the section labeled “Self-Reflection”. Follow the instructions in the section. Select “Finish”. When complete, you need to share the document with your instructor. Follow the same instructions as if sharing a lesson plan.

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