

LiveText Faculty Help Sheet: Lesson Plans

Creating a Lesson Plan Template



LiveText URL: <http://college.livetext.com>

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Step 1: Using Mozilla Internet Explorer, login to LiveText (URL is above) and you will see the "My Work" screen appear after you login (everything you have authored will be listed here)

Step 2: Click on the "Create" button near the top left of the screen and select document from the drop down menu.

Step 3: Select "Lesson Plan" from the Document drop menu.

Step 4: Select a template from the drop-menu. (You have many options of templates to choose from, all of which can be altered and customized to meet your needs. If you are trying to create a template for your students to use, you must create the shell of a lesson plan yourself first.)

Step 5: Type the title of your lesson plan template (e.g. Secondary Math Lesson Plan Template)

Step 6: Click on the "Create Document" button. This will create your new lesson plan and take you to that document.

Step 7: Now you are in your new lesson plan.

Click on either "Edit Document" at the top right OR "Edit" within each section. This will bring up a slightly different looking window with tools that look similar to those in MS Word. Enter the information for you and your lesson plan. When you are finished with a section, click on the button that says "Save". *(Note: If you are cutting and pasting from another file, you can use keyboard shortcuts Ctrl+C to copy, Ctrl+V to paste, and Ctrl+Z to undo.)*

- Step 9: When you are finished editing a section of your lesson plan, click on "Finish." This puts you back into reading/viewing mode (instead of editing mode) for your lesson plan. Look at your lesson plan to see if you want to make any further edits. If you do want to edit anything, refer back to step 8.
- Step 10: To go back to your main page, click on the "My Desk" tab at the top left to go back to "My Work." Click on the name of any lesson plan to go into it to read or edit it. (This is how you can go back to a lesson plan you started to create previously and continue working.)