

# Eastern Illinois University LiveText: Creating the EIU Lesson Plan



## **Table of Contents**

**Introduction- pg. 3**

**Section 1 – Creating a Lesson Plan- pg. 4**

**Section 2 – The Interface of the EIU Lesson Plan- pg. 7**

**Section 3 – Adding Standards- pg. 8**

**Section 4 – Adding Resources- pg.11**

**Section 5 – Lesson Details- pg. 12**

## The Interface of LiveText

The interface of LiveText is very similar to an email account. Located on the left-hand side of the screen, you will see (Figure 1.1):

1. **MyWork**: clicking on this allows you to view all of the work that you have created.
2. **Inbox**: clicking on this allows you to view all documents that have been shared with you.
3. **Sent**: clicking on this allows you to view all documents that you have shared with others.
4. **All**: clicking on this allows you to see all documents in your account (i.e., MyWork, Inbox, Sent).
5. **Trash**: clicking on this allows you to see all items that you had chosen to have removed from your account (*items deleted from trash cannot be retrieved*).

For the purposes of this tutorial, we will not need to explore other areas of your LiveText interface.

Figure 1.1

The screenshot shows the LiveText interface with the following components:

- Header:** collegeLiveText.edu solutions
- MyDesk:** A tab at the top of the sidebar.
- Materials:** A section in the sidebar with the following items: My Work (highlighted), Inbox, Sent, All, Trash, Labels, assessments, lesson plan, Letter of Intent, edit labels...
- Collaboration:** A section in the sidebar with the following items: Reviews, Groups, Visitors.
- Tools:** A section in the sidebar with the following items: PlanBook, Reports, Account info, Forms.
- References:** A section in the sidebar with the following items: Standards, Resources, Library.
- Main Content Area:** Titled "Materials: My Work". It features a toolbar with buttons: Create, Apply label (dropdown), Change label (dropdown), Remove label "My Work", and Delete.
- Table:** A table listing materials with columns for Title and Type.
 

Title	Type
CTE Prof Port	Portfolio
CTE Unit Plan	Lesson Plan
CTE2	Portfolio
Ex Unit	Project
Journal Refl	Project
K CTE EX	Portfolio
K CTE EX	Portfolio
K CTE EX	Portfolio
Kairsten Jack's Portfolio	Portfolio
KJack CTE Prof Port	Portfolio
port ex	Portfolio
self eval ex	Project
Student Teaching Evaluation	Project
Unit Plan	Project
unit student teaching ex	Project

## Section 1 – Creating a Lesson Plan

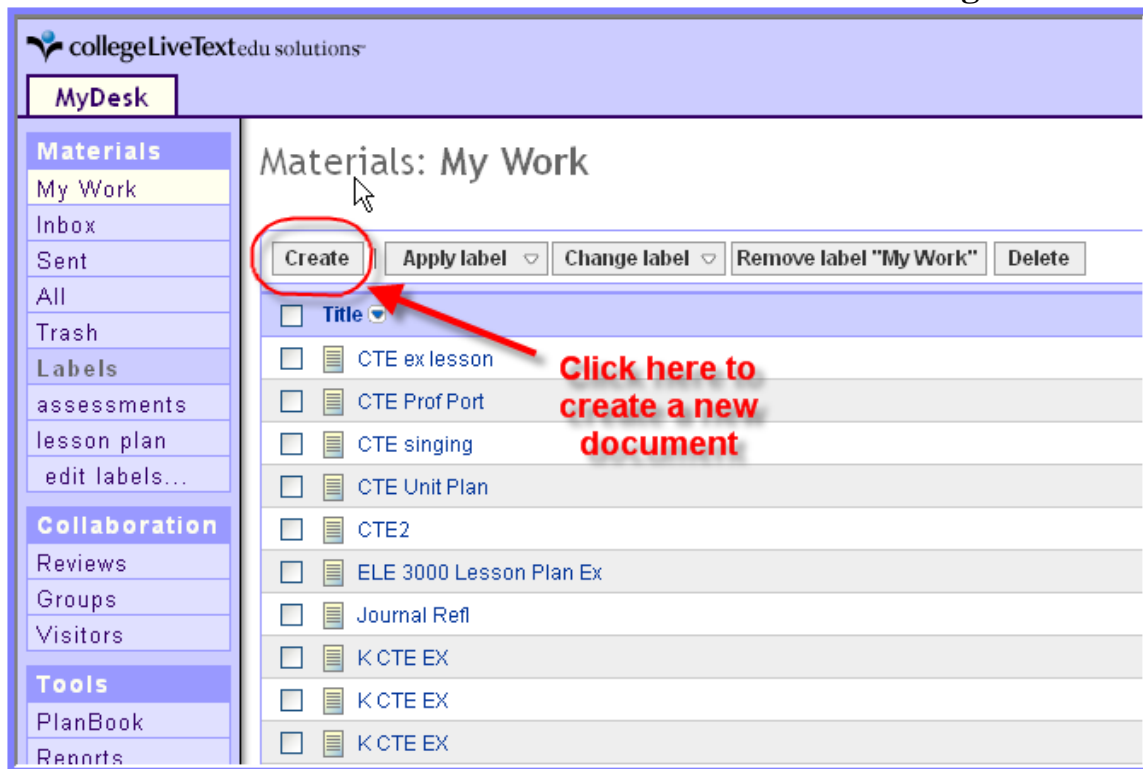
In this section, we will be creating the EIU lesson plan. In LiveText, you will notice that there are quite a few lesson plan templates from which you can choose.

However, for this tutorial, we will be using the EIU lesson plan template.

### *Exercise 1-1 Creating the Lesson Plan*

#### 1. In MyWork, click Create (Figure 1.2)

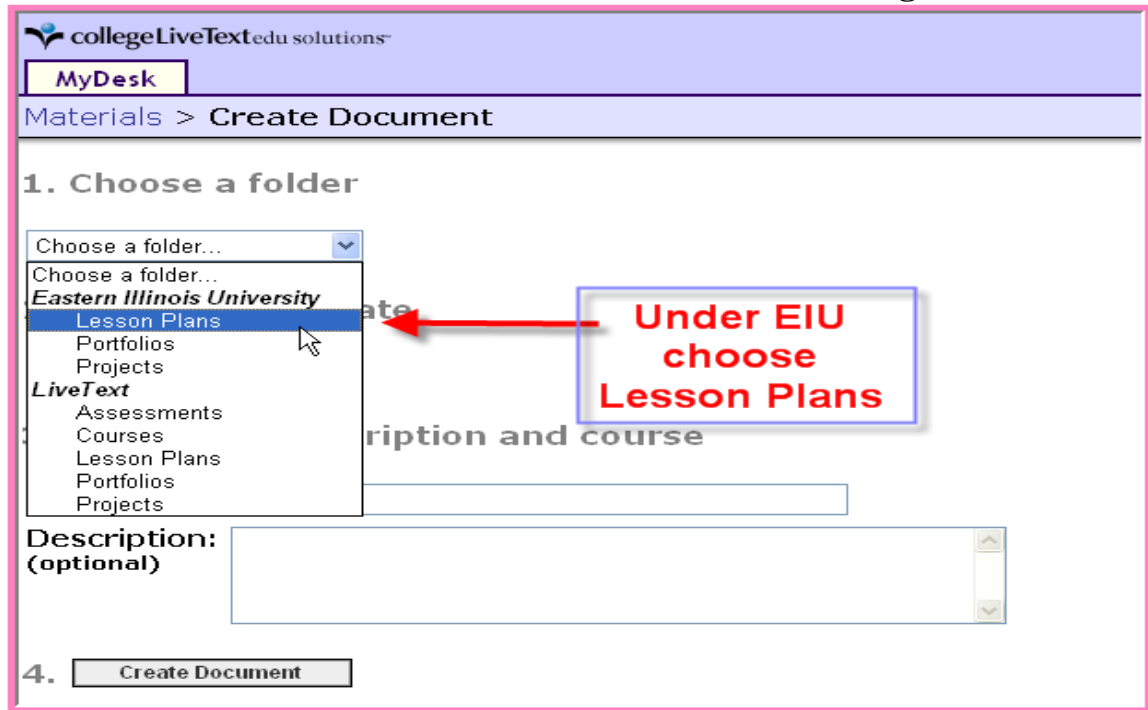
Figure 1.2



2. This will bring you to a new page. You have several options on this page.

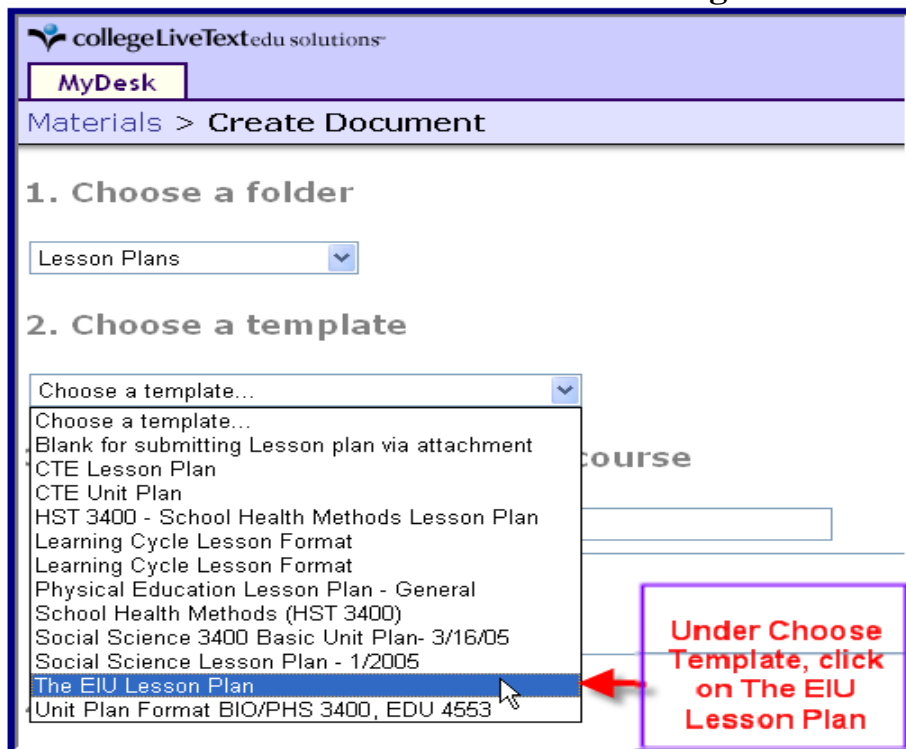
a. First, you will be asked to Choose a Folder. Under Choose a Folder, you will see Eastern Illinois University. Under EIU, choose Lesson Plans (Figure 1.3).

Figure 1.3



b. Next, Choose Template: The EIU Lesson Plan (Figure 1.4).

Figure 1.4



c. Title: Enter your title (Figure 1.5).

Figure 1.5

collegeLiveText.edu solutions™

MyDesk

Materials > Create Document

1. Choose a folder

Lesson Plans

2. Choose a template

The EIU Lesson Plan

3. Enter title, description and course

Title:

Description: (optional)

4.

Enter Title Here

Click Here to Create Lesson Plan

d. Description: It is optional to enter information in this textbox.

e. When you are finished, click Create Document (Figure 1.5).

In the following section, you will learn the interface and functionality of the EIU Lesson Plan template.

## Section 2 – The Interface of the EIU Lesson Plan

**This section introduces you to the functionality of the EIU Lesson Plan Template. LiveText allows you to navigate back to previous pages on which you've worked, edit your document section by section, and access links to submit for review, share, copy, and print your document (Figure 2.1).**

**Figure 2.1**

The screenshot shows the LiveText interface for a document titled "The EIU Lesson Plan" by Kairsten Jack. The interface includes a top navigation bar with "MyDesk" and "Materials >" (highlighted with a red box and a yellow callout: "Breadcrumbs" trail allows you to navigate backwards). The right side of the top bar shows "Hi, Kairsten Jack | Monday, September 25, 2006" and "help | logout". Below the top bar, there are action links: "Edit Document | Submit for Review | Share | More..." (highlighted with a red box and a yellow callout: "This is where you navigate to edit entire document, submit for review, share, and more."). The main content area displays a list of sections: "The EIU Lesson Plan", "Standards", and "Standards". The "Standards" section is expanded to show a table of standards:

Standards	IL.19	GOAL: Acquire movement skills and understand concepts needed to enhance physical activity.
	IL.20.A.2b	> Regularly participate in physical activity for the purpose of enhancing individual levels of health-related fitness.

Annotations highlight editing features: a yellow callout points to the "edit page" link next to the "Standards" section, and another yellow callout points to the "edit" link next to the "IL.20.A.2b" standard, stating: "These links allow you to edit your document section by section."

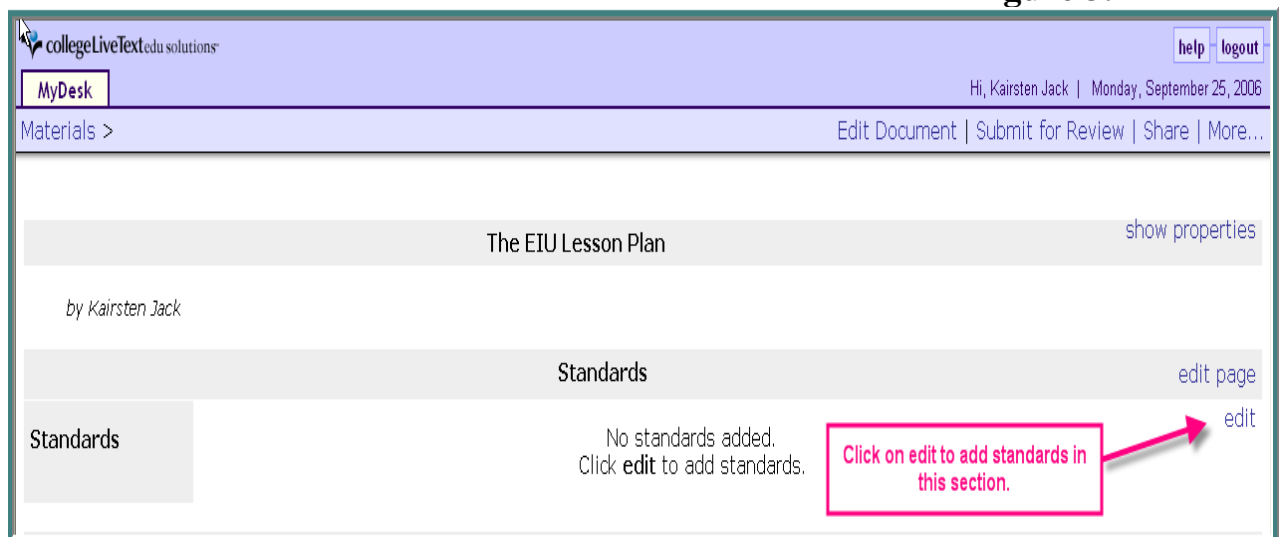
## Section 3 – Adding Standards

Selecting standards shouldn't be too difficult a task when working with LiveText. In this section, you will learn how to add standards to your EIU lesson plan. By this point, you should already have created your EIU lesson plan template.

### *Exercise 3-1 Adding Standards to your EIU Lesson Plan*

1. At the right-hand side of your screen, click the edit option in the standards area (Figure 3.1).

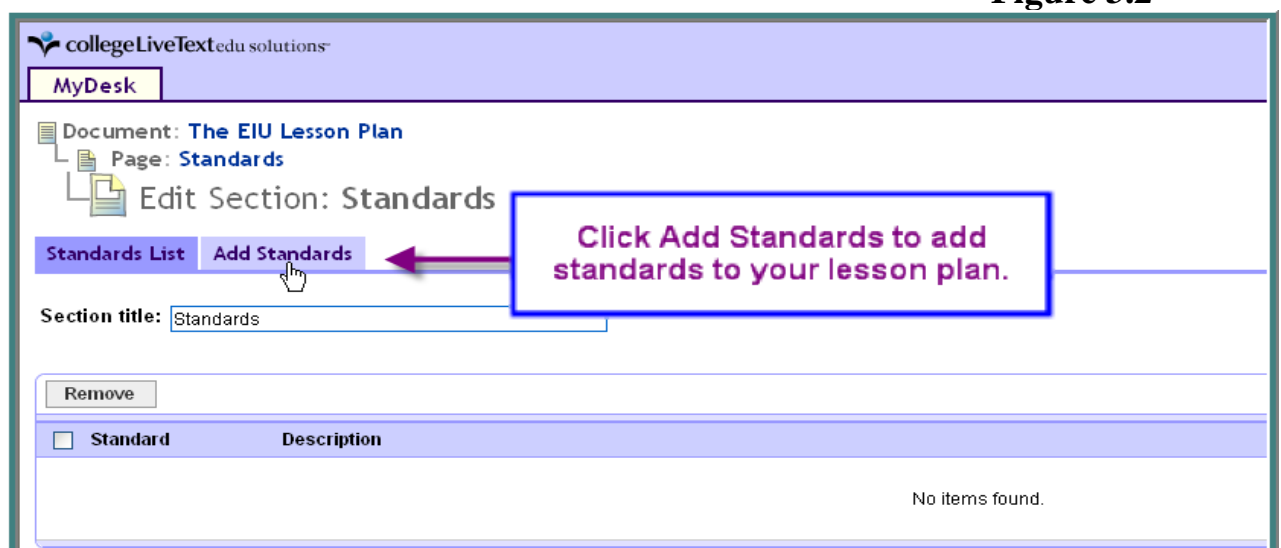
**Figure 3.1**



2. This will open the standards section (Figure 3.2). Initially, you will be on the standards list. It will say that there were “no items found”, because we have not added any standards yet.

3. Click the Add Standards tab (Figure 3.2)

**Figure 3.2**



4. A new page will appear (Figure 3.3). Here, you will select the **Standard Set, Level/Subject, Grade(s), and Keywords**. When you have finished your selections, click **Search** (Figure 3.3).

Figure 3.3

The screenshot shows the 'Standards List' interface with the 'Add Standards' tab selected. The page title is 'LiveText Standards' and the location is 'IL:Illinois Learning Standards'. The search criteria are as follows:

- Standard Set:** A dropdown menu is set to 'IL'. A red arrow points to this dropdown with the text 'Select Standard Set'.
- Standard Set Level 1:** A dropdown menu is set to 'All' with the label 'Optional'. Below it are links for '(Levels | Subjects)'.
- Grade(s):** Two dropdown menus labeled 'From' and 'To' are both set to '2'. A red arrow points to the 'To' dropdown with the text 'Select grade level'.
- Keywords:** A text input field is highlighted in yellow. A red arrow points to it with the text 'Keywords'. Below the field is the example text '(Example: 'NCATE.1' or 'Economy')'.
- Search:** A 'Search' button is located at the bottom right. A red arrow points to it with the text 'click search when finished'.

5. The page will be refreshed. By scrolling down the page, you will find a list of standards that have check boxes next to them. Place **checks** in the boxes next to the standards that you wish to add to your lesson plan, and click **Add** (Figure 3.4).

Figure 3.4

The screenshot shows the 'Standards List' interface after a search. The search criteria are the same as in Figure 3.3. The search results are displayed in a table below the search criteria. A red arrow points to the 'Add' button with the text 'Once you have checked the box(es), click Add.' Another red arrow points to the first search result with the text 'A list of your search results will appear. Check the box of the standard(s) you wish to add to your lesson plan.'

(showing 1-20 of 328) | 1 · 2 · 3 · 4 · 5 · 6 · 7 ·

Standard Set	Description
<input type="checkbox"/> IL.1	GOAL: Read with understanding and fluency.
<input type="checkbox"/> IL.1.A	STANDARD: Apply word analysis and vocabulary skills to comprehend selections.
<input type="checkbox"/> IL.1.A.1a	> Apply word analysis skills (e.g., phonics, word patterns) to recognize new words.
<input type="checkbox"/> IL.1.A.1b	> Comprehend unfamiliar words using context clues and prior knowledge; verify meanings with resource materials.

6. When you are satisfied and have added all of the standards that you need, click the **Standards List** tab. Notice that the standards that you added are now located in the standards list. (To remove any standards, simply place a check in the box next to the standard(s) you wish to remove, and click **remove**).

7. Now that you are finished adding standards click **Finish** (located at the upper, right-hand section of the screen) (Figure 3.5).

Figure 3.5

The screenshot shows the collegeLiveText.edu interface. At the top, there is a navigation bar with "MyDesk" and a user greeting "Hi, Kairsten Jack | Monday, September 25, 2006". The main content area displays a breadcrumb trail: "Document: The EIU Lesson Plan" > "Page: Standards" > "Edit Section: Standards". Below this, there are two tabs: "Standards List" (selected) and "Add Standards". A text input field labeled "Section title:" contains the word "Standards". To the right of the input field, there is a "Finish" button. A green box with a red arrow points to the "Finish" button, containing the text: "Click Finish, when you are finished adding standards to your lesson plan." Below the input field, there is a "Remove" button. At the bottom, there is a table with two columns: "Standard" and "Description". The table contains one row with a checkbox next to "IL.1" and the description "GOAL: Read with understanding and fluency." A red box with a black arrow points to the first row of the table, containing the text: "The Standards you added will appear here."

collegeLiveText.edu solutions

MyDesk

Document: The EIU Lesson Plan

Page: Standards

Edit Section: Standards

Standards List Add Standards

Section title: Standards

Finish

Click Finish, when you are finished adding standards to your lesson plan.

(showing 1-2 of 2)

Remove

Standard	Description
<input type="checkbox"/> IL.1	GOAL: Read with understanding and fluency.

The Standards you added will appear here.

## Section 4 – Adding Resources

You will find the interface of adding resources to be very similar to that of the standards section. In this section, you will get a brief overview of how the Resources section of your lesson plan functions.

### Exercise 4-1 Adding Resources to your EIU Lesson Plan

1. Click on edit, under resources, on your EIU Lesson Plan page (Figure 4.1).

Figure 4.1

The screenshot shows the 'Resources' section of the EIU Lesson Plan. The 'Resources' tab is circled in pink. A green box with the text 'To add or edit resources, click edit' has a pink arrow pointing to the 'edit' link next to the 'Resources' tab. The Resources section displays a resource titled 'Sports Illustrated' with a description: 'Worksheet about Volleyball' and 'Exercise: Feel Good, Think Sharp, Look Your Best'. Below the exercise title, there is a paragraph: 'With snappy action and buoyant music, this clever, upbeat program shows how exercise can result in enormous physical, intellectual, and psychological benefits that may take place quickly – and last a lifetime.'

2. You will be taken to a page that looks like Figure 4.2. Since no resources have been added, “no items found” appears in your resource list. In order to add different types of media to your lesson plan, simply click on the respective tab. In each section, after you have added resources, click finish. You will find these added resources on your Resource List (Figure 4.2).

Figure 4.2

The screenshot shows the 'Resources' section of the EIU Lesson Plan. The 'Resource List' tab is selected. A red box with the text 'After you have added all desired resources, click FINISH.' has a red arrow pointing to the 'Finish' button. Another red box with the text 'These tabs allow you to add a variety of different resources to your lesson plan.' has red arrows pointing to the 'Add Personal Resource', 'Add LiveText Resource', and 'Add unitedstreaming Resource' tabs. A third red box with the text 'This region shows what resources have been added to your lesson plan' has a red arrow pointing to the 'No items found.' message. The 'Section title' field contains 'Resources'. The page shows '( showing 0-0 )' and 'Edit' buttons.

Notice the tab that says Add unitedstreaming Resource. This is a streaming video program that can be purchased online at <http://www.unitedstreaming.com>.

## Section 5 – Lesson Details

The last section of your lesson plan that you will create/edit is Lesson Details. Each section of this part of the lesson plan is done in HTML format. Therefore, if you've ever worked on Microsoft Word and/or sent an email, these sections should be rather simple for you to edit.

In order to edit a particular section, click the edit link to the right of the section (Figure 5.1).

Figure 5.1

LESSON DETAILS:		edit page
Concept/Skill	Students will learn to play volleyball through a variety of drills, demonstrations and practice time.	edit
Target Audience	Regular class, small group, individual	edit
Objective	Objective: This is a statement of what the students will be able to do as a result of the lesson. Use language students can understand. Write cognitive, affective, and/or psychomotor objectives which identify the pupil performance expected, the conditions under which the performance will occur, and the criteria for acceptable performance.	edit

A new page will appear that will look similar to a Microsoft Word document. Enter the appropriate information into that text area (Figure 5.2)

Figure 5.2

Document: The EIU Lesson Plan  
Page: LESSON DETAILS:  
Edit Section: Concept/Skill

Section title: Concept/Skill Title

Students will learn to play volleyball through a variety of drills, demonstrations and practice time.

Like a Microsoft Word document, type your information here.

Click here to add a link to your lesson plan from LiveText

When finished, first click Save then Finish

Click Edit to add an image or attachment

Image: (none) Attachments: (none) Save Cancel

You may also attach images and documents (links for that are located below the text area of the HTML editor section).

Once you have entered all information desired, click Save (located at bottom left-hand side of screen) and then Finish (Figure 5.2).

**You will see all of your added information on your Lesson Plan. You have successfully completed your EIU Lesson Plan. Now you may submit it or share it with your instructor, etc.**

**For assistance with submitting for review and sharing, see the “Submitting for Review and Sharing” tutorial.**