

**Eastern Illinois University
LiveText:
Using the Student Teaching Unit Plan Overview**



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Eastern Illinois University**

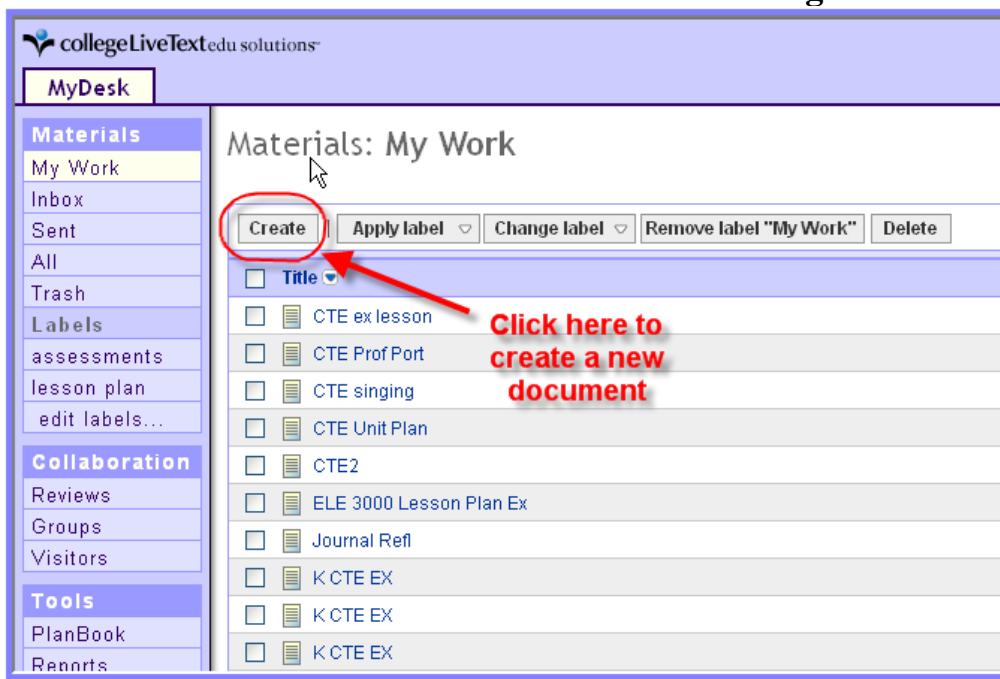
Using the Student Teaching Unit Plan Overview

All Student Teachers must create and teach a full Unit or Learning Center. Then, each Student Teacher completes an overview of his/her Unit Plan or Learning Center, and submits this through LiveText. In this tutorial, you will be taken through a step by-step approach to completing the template for the Student Teaching Unit Plan Overview.

Exercise 1-1 Creating a Student Teaching Unit Plan Overview:

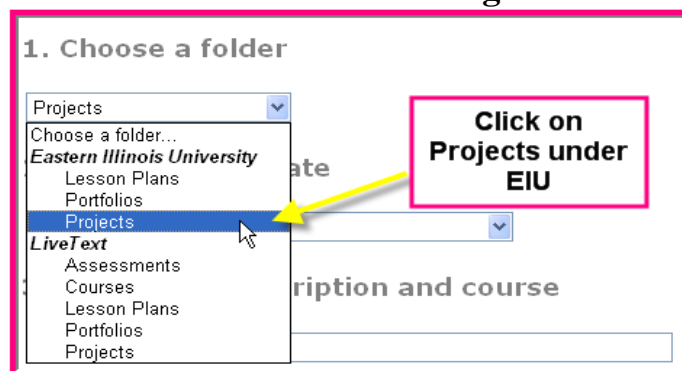
1. Login to LiveText.
2. Under Materials: My Work, click Create (Figure 1.1)

Figure 1.1



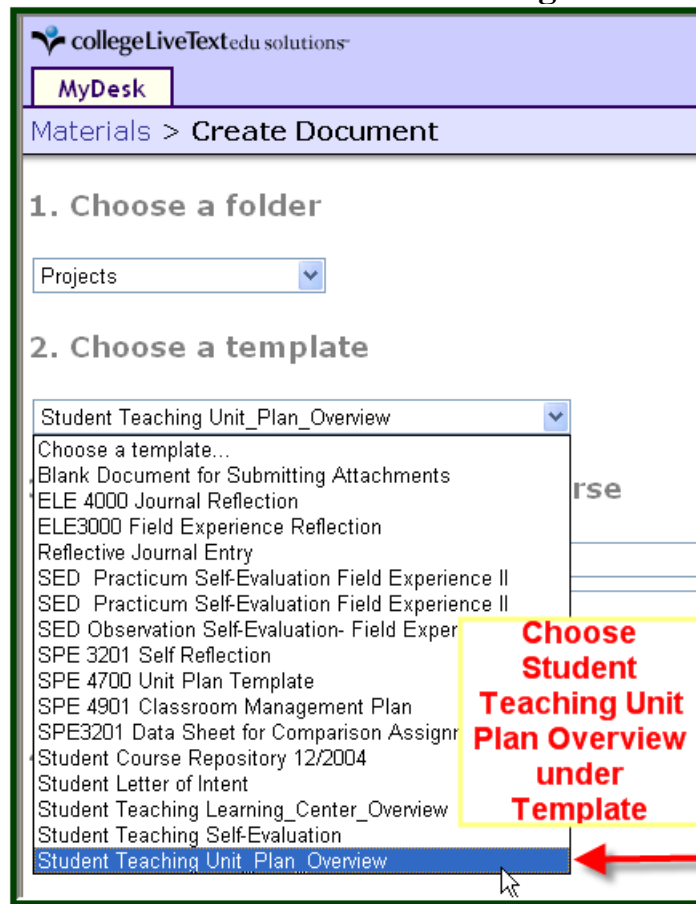
3. You will be taken to a new page. Next to each of the following categories, select the appropriate option:
 - a. Choose a Folder: Eastern Illinois University: Project (Figure 1.2)

Figure 1.2



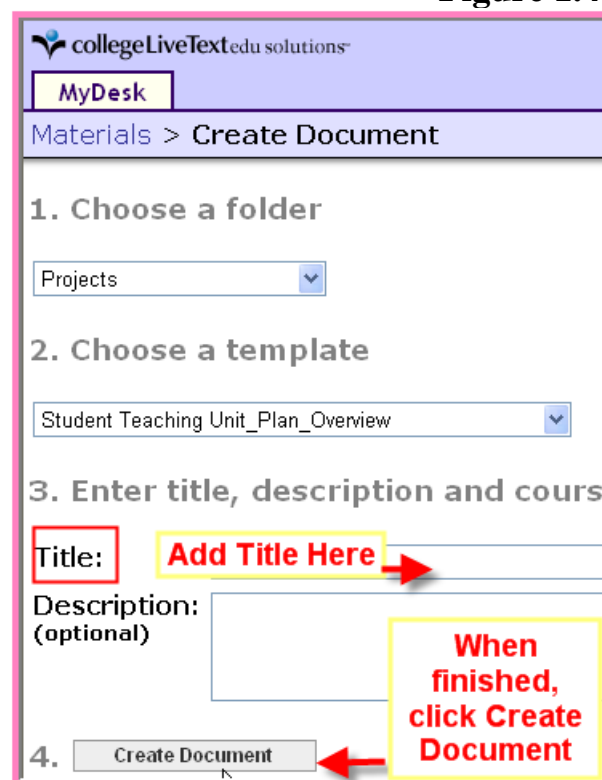
b. Template: Student Teaching Unit Plan Overview (Figure 1.3).

Figure 1.3



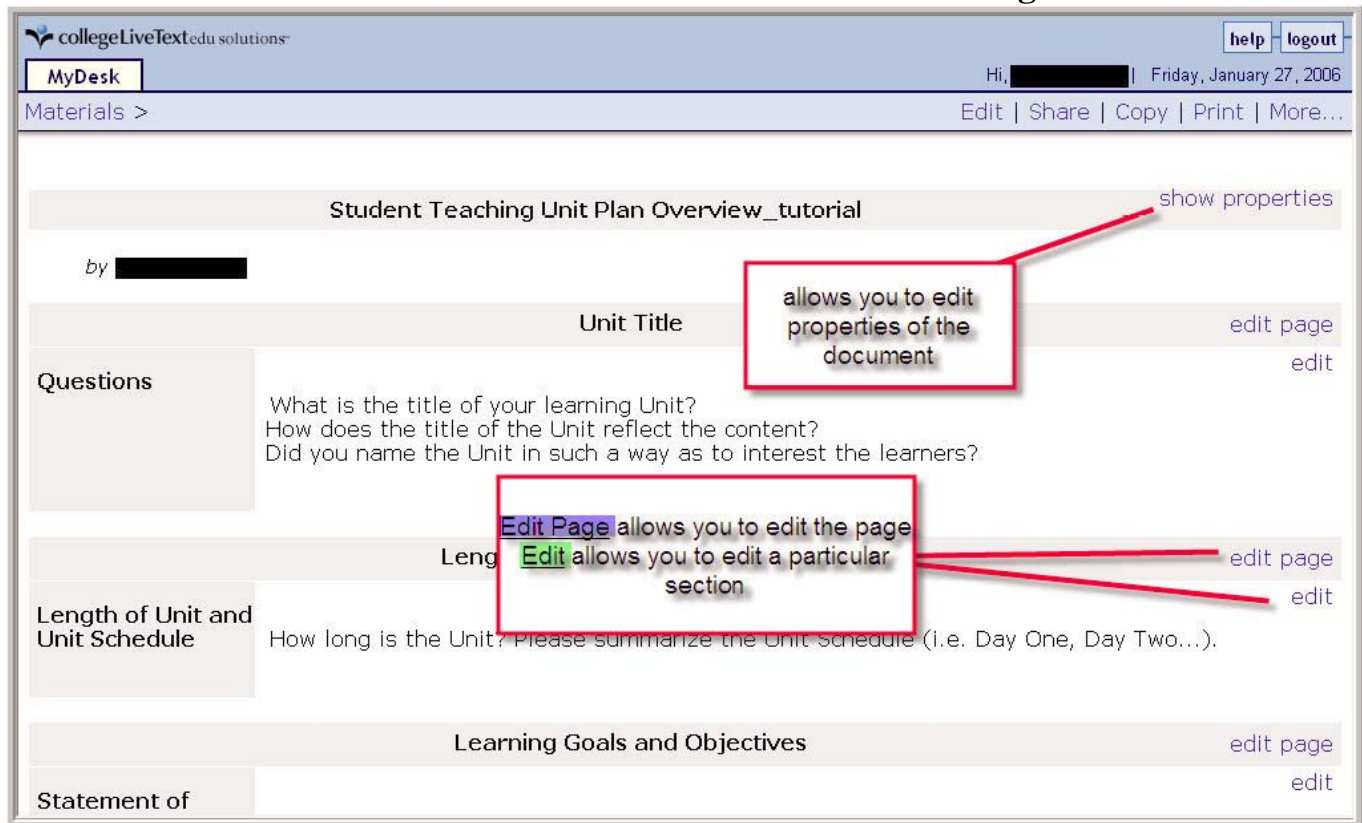
4. After you have finished entering all necessary information, and you are ready to begin, click create document (Figure 1.4).

Figure 1.4



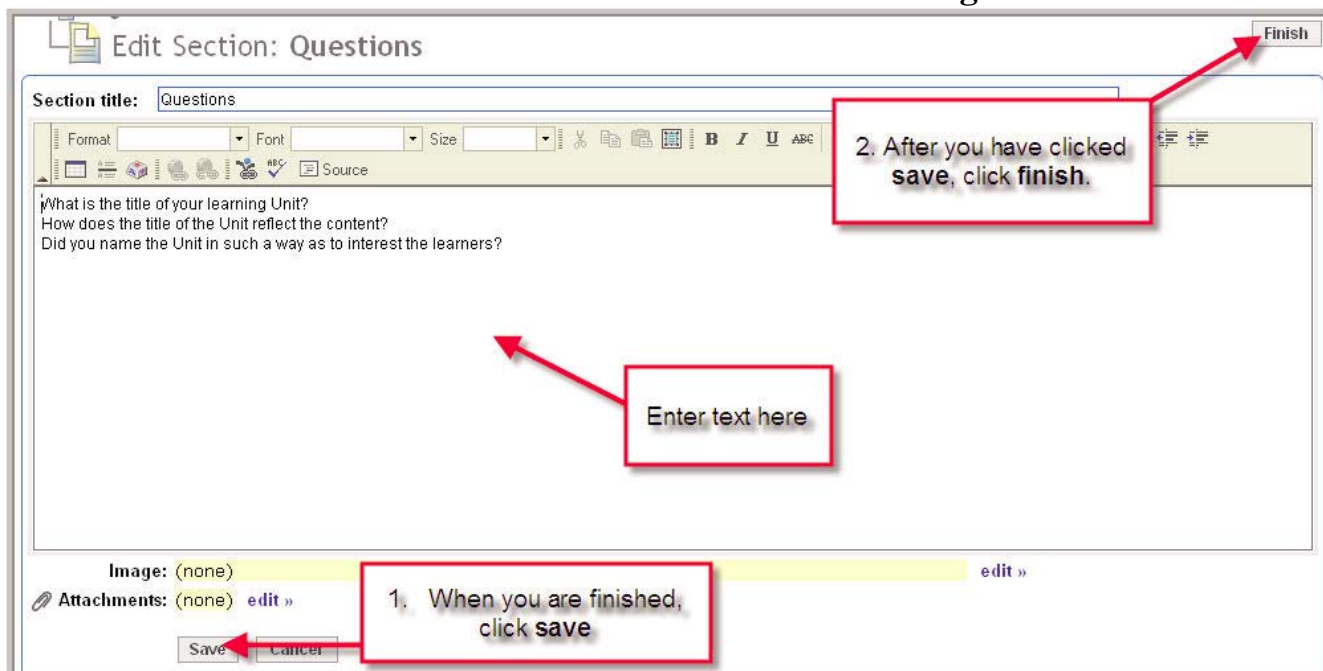
5. Figure 1.5 provides you with a basic overview of the interface of the Student Teaching Unit Plan Overview. In order to add your information to a particular section of the document, click the edit link located to the right-hand side of the screen in respect to the particular section (Figure 1.5).

Figure 1.5



6. A text editor section will appear (Figure 1.6) where you can enter your information. Place your cursor within the text area to add information. When you are finished entering your information, click Save and then Finish.

Figure 1.6



Once you have made all the changes to each and every section, you are now ready to “Submit Your Document for Review” to your instructor and/or “Share with Viewers/Editors”.

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

For further assistance contact support@livetext.com .