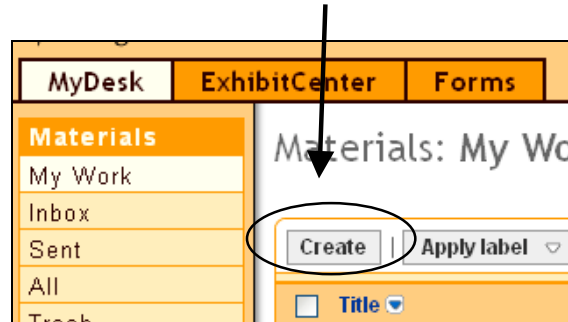


## LiveText Lesson Plans: Using the IUSB Student Teaching Template

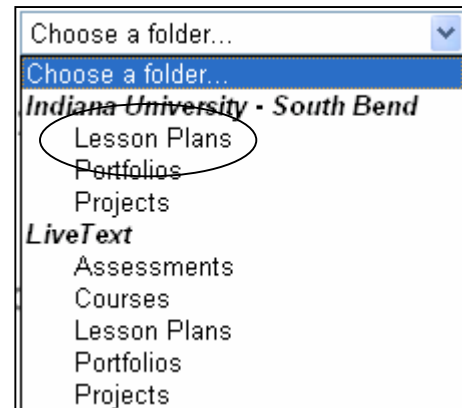
**Step #1:** Using Internet Explorer, log into LiveText (<http://livetext.com>).

**Step #2:** Click the **Create** button found underneath the Materials: My Work heading near the center of the screen.



**Step #3:** The Create Document wizard appears.

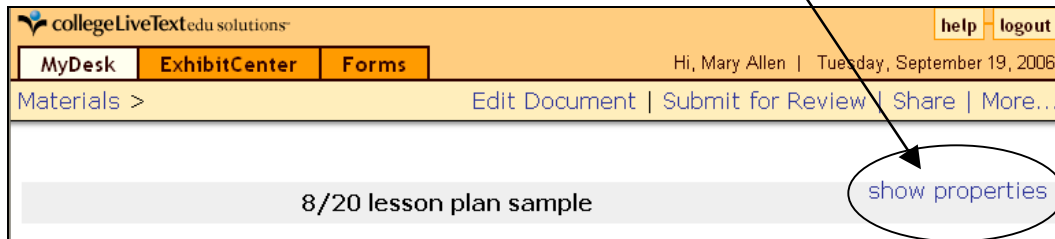
- In part 1 of the wizard -- **Choose a folder** -- select **Lesson Plans** from the Document drop-down menu under the heading *Indiana University South Bend*.



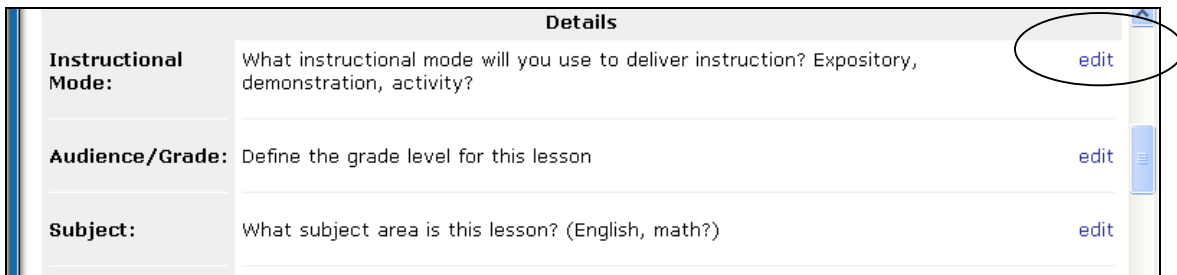
- In part 2, Choose **IUSB Student Teaching Lesson Plan Template** from the Template drop-down menu.

- In part 3 enter the title of your lesson plan and a description.
- In part 4 click **Create Document**.
- The next screen shows your completed lesson plan template.

**Step #4:** Click on **Show Properties** to add the appropriate subject, grade level and duration. Click on **Edit Properties** to edit the title or description of your lesson plan. Click **Save** to return to the lesson plan document. Remember that for student teaching, each teaching episode requires an individual lesson plan. If you have a multi-day unit, it is suggested that you identify within the title the chronological order of each lesson.

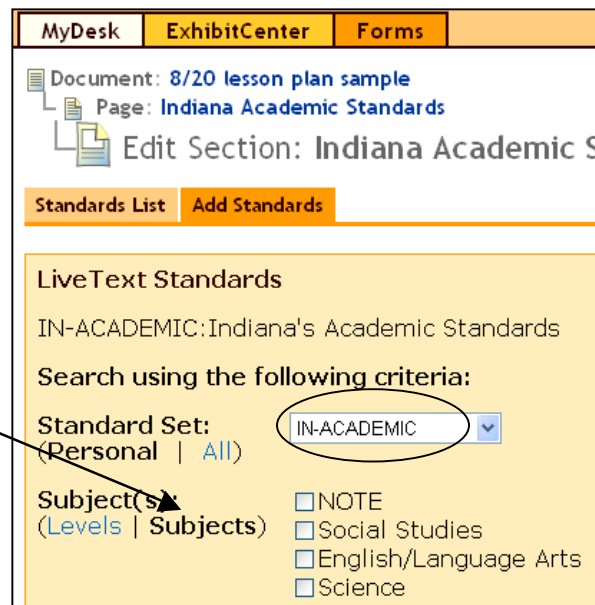


**Step #5:** To modify a section, click on EDIT. A mini-word processor will appear. Delete the description of each section and type in your content, objectives, links, etc. and click **FINISH**. This is a critical aspect and will allow each section to be “saved” as you develop the full lesson plan. Once you’ve clicked **FINISH**, it will send you back to the edit stage of the lesson plan. Repeat for each section.



#### Step #6. To Add IN Academic Standards:

- To add standards to an IUSB lesson plan, select the *edit* link that corresponds to the Indiana Academic Standards component.
- Choose the **Add Standards** tab.
- Use the drop-down menu to select the set of standards you wish to use. Select IN-ACADEMIC to utilize Indiana K-12 Academic Content Standards. Select the **Subjects** link.



Standard Set:  (Personal | All)

Subject(s):  Accounting  
 Business and Marketing  
 Education  
 Career and Technical Programs  
 English/Language Arts  
 Family and Consumer Sciences  
 Foreign Languages  
 Social Studies  
 Health Education  
 Mathematics  
 Music/Visual Arts  
  
 Physical Education  
 Science  
 Theatre

Grade(s): From  - To

Keywords:   
(optional)  
(Example: 'NCATE.1' or 'Economy')

In the next window, put a checkmark in front of the subject(s) you'd like to search.

Select the appropriate grade level.

HINT: The keyword search is helpful \*if\* you are familiar with the terminology used within the standards. If you would like to search for a general listing of standards, it is suggested that you select the subject and grade level, but search with a blank keyword. This will provide you with the full listing of the standards, and help you to learn the terminology used in the subject area.

Click **Search**. This process may take 5-10 seconds.

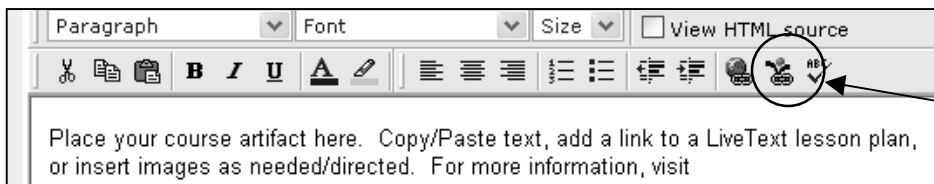
Once the standards appear, place a checkmark in front of the one(s) you'd like to embed within your lesson plan.

Then click **ADD**.

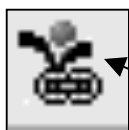
If you'd like to add more standards, repeat these steps. When you are finished, click **FINISH** in the upper right corner to return to your lesson plan.

Add	
<input type="checkbox"/> Standard Set	Description
<input type="checkbox"/> IN-ACADEMIC.SC.4.1	STANDARD: Students, working collaboratively and instruments, record data in journals
<input checked="" type="checkbox"/> IN-ACADEMIC.SC.4.1.1	> Observe and describe that scientific
<input type="checkbox"/> IN-ACADEMIC.SC.4.1.2	> Recognize and describe that results of measurement of plant growth, proposed

### Adding a Link to a LiveText Item



To link to a LiveText Lesson Plan, Rubric, WebQuest, etc., click on the icon that has the LiveText Logo and a picture of a chain link



on it. NOTE: You must be in the word processor for the section you want to add a link.

Enlarged icon.

Immediately, the Link Chooser window will appear. Use the drop-down menus to locate your item. (Select the "type" of the item---lesson plan, project, assessment, etc.) Use the drop down menus to find your file. If you are linking a lesson plan, make sure Lesson Plan is displayed in the drop-down menu in the upper left corner of the dialog box.

Place a checkmark in the item you would like to add a link to

Then click **Insert**.

After clicking **Insert**, you are returned to your word processing screen.

### Attaching a Document or File (Scanned Image)

Students have the option of attaching a reflective paper instead of answering the questions separately in the LiveText sections. To **attach a document or file**, click on the **EDIT ATTACHMENTS** link located at the bottom of the screen.

Browse out to the location where you stored your document/file.

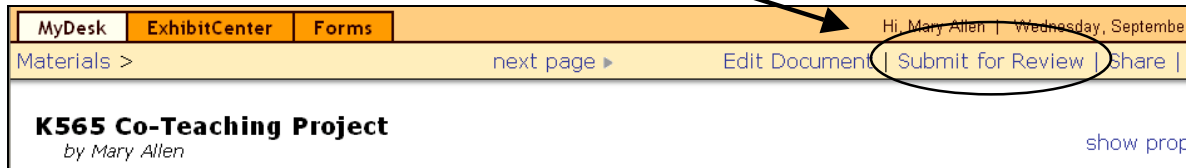
1. Then click **ATTACH**.
2. Wait while the file attaches and then click **FINISH**.

When you are completely done with your editing, click **Save** at the bottom of your screen. Then click **Finish** at the top right-hand side of the screen.

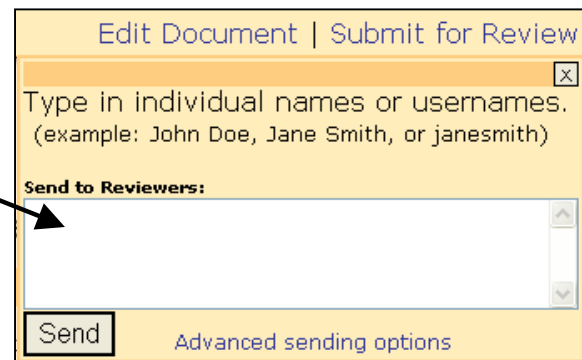
You should now be able to see your changes in the project.

## Submitting a Document for Review

Step #1: To submit a document for review with your instructor, click the Submit for Review link found in the upper right-hand corner of the window:

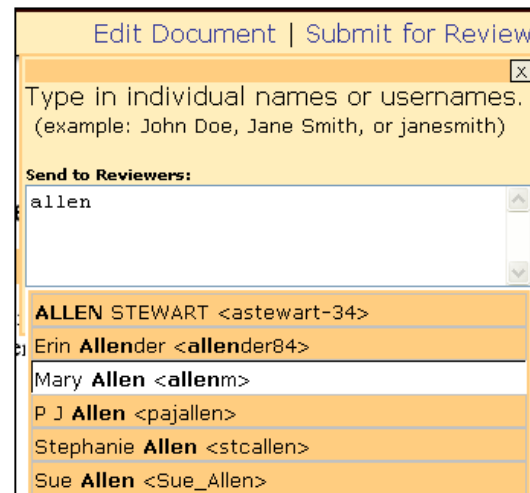


Step #2 Type in the name or username of the individual that you would like to send this document to. **Pause (without clicking anything) while LiveText looks for this person.**



Step #3: When the list of matching people appears, select the person from the list. Then, click send.

Double-check that the correct person is listed.

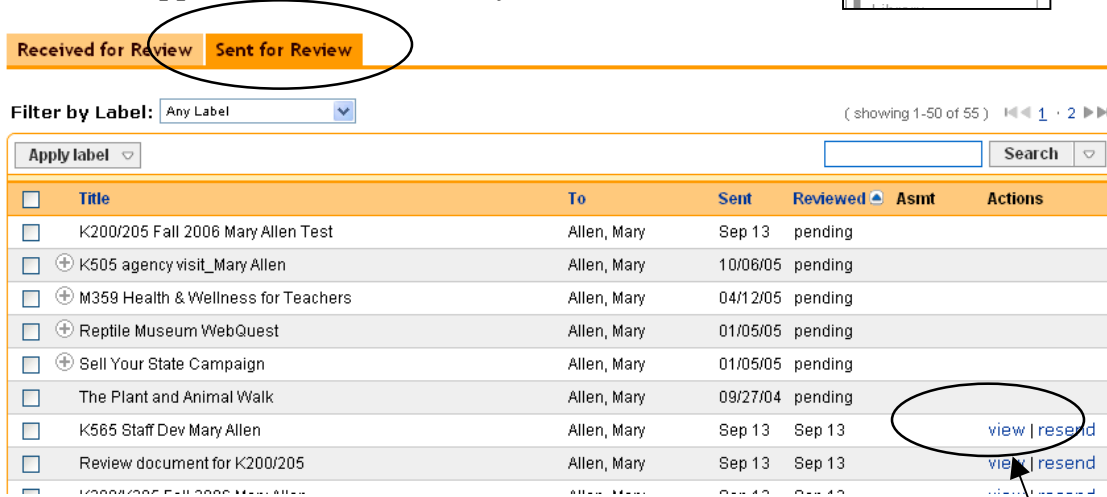


## Reviewing Your Instructor's Comments

1. To review your instructor's comments, go back to **My Desk**. Under the **Collaboration** heading, click on **Reviews**.



2. Click on the "Sent for Review" tab in the upper left hand corner of your screen.



3. Use the drop down arrow by **Filter by Label** to change the setting to **Any Label**.
4. Locate the title of the project you sent to your instructor. Click on the word **View** located to the right of the title.

5. Immediately, your project will open. Your instructor's comments will appear highlighted in bright green directly above the title of each section.

