Creating a Lesson Plan in LiveText

1. Click on Create. You will be prompted to choose a folder (Assessments, Lesson Plans, Portfolios, Projects) under either the Brenau folder or the LiveText folder; choose the Lesson Plans option under the Brenau list.

2. Next, you must choose a Template. Click on the drop-down menu and choose Brenau Lesson Plan Format.

3. In the next step, you must give a title to your portfolio. This is required. You can also enter a description, but it is optional.

4. You are ready to click "Create Document." This will take you to the components of the lesson plan. On the right hand side, you can click on the Edit button to add content to the section.

5. If you want to delete sections of the lesson plan, click on Edit Document. You will then see a section labeled Details. Click on Edit to reveal the sections of the lesson plan. You will then have a list of the sections that you can manipulate (change the order, delete, rename).

6. When you are finished with editing the sections, you will click Finish. This will take you back to the view of the lesson plan where you can add content.

7. Once you have finished adding content and you are ready to submit the Portfolio for assessing, you should click on Send for Review at the top or bottom of the screen. This will launch a pop-up menu that will ask you to enter the name of the person to whom you wish to send the portfolio. Once you have entered the name, LiveText will search for the name. If you cannot remember the complete name of the person, you can click on Advanced Search Options to get the pop-up box that will allow you to search by last name only (Look up names). You can also remove someone from the review list using this option (in case you accidentally choose someone that you didn't mean to click on!). Make sure you have the name in the box prior to clicking on Send.

8. At this point, you can exit the file by clicking on MyDesk.