

Directions for using *AP Plan Sp 06* template

Objective: *to use LiveText to create PEPE lesson plans with standards*

- 1--Under Dashboard, select “new documents”
- 2--Select “create a document”
- 3--Choose folder under “Athens State University”
- 4-- Select “Lesson plans”
- 5--Choose template “AP Plan Spring 06” etc.
- 6--Title (name your lesson by typing in a title of your choice)
- 7--Save as “New Document”
- 8--your template will appear with your title at the top
- 9--Scroll down to “Standards”
- 10-Click on the “Edit” icon on the right side
- 11-Section: Standards
 Choose tab called “Standards list”
- 12-Next you will see + Add & X Delete. Click “add”
- 13-LiveText Standards: see “personal / all”. Click “all”
- 14- Standard set: scroll down & select “AL-ALEX-2008”
- 15-Standard set Level 1: select ALL
- 16-Grades(s) from _____ to _____: fill in space to indicate range of grade levels. *Ex. Grades 7 to 9, 8 to 8, 1 to 2, etc.*
- 17- (optional) type Keywords: ex. civilization
- 18-click “search”
- 19-scroll down & check boxes beside standards you wish to select
- 20-add “standards”
- 21-click “save and finish”