

Eastern Illinois University
LiveText: Creating a
Student Letter of Intent



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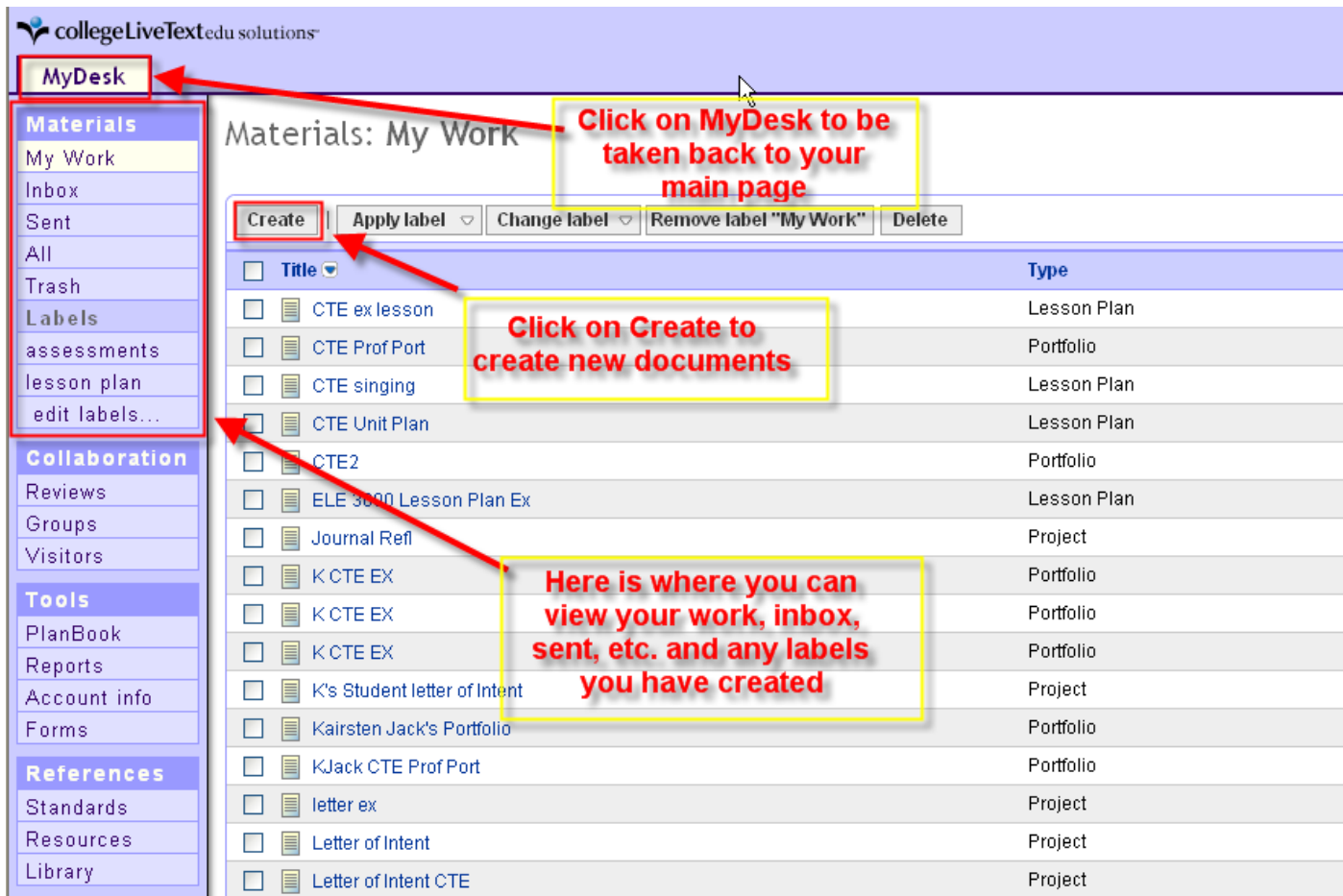
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Section 1 – Interface of LiveText

If you have ever used an email account before, you will notice that after you log in to LiveText, that the interface is very similar to that of an email account. You have an Inbox, Sent, All, and Trash. Look at figure 1.1 to familiarize yourself with the interface of LiveText.

Figure 1.1



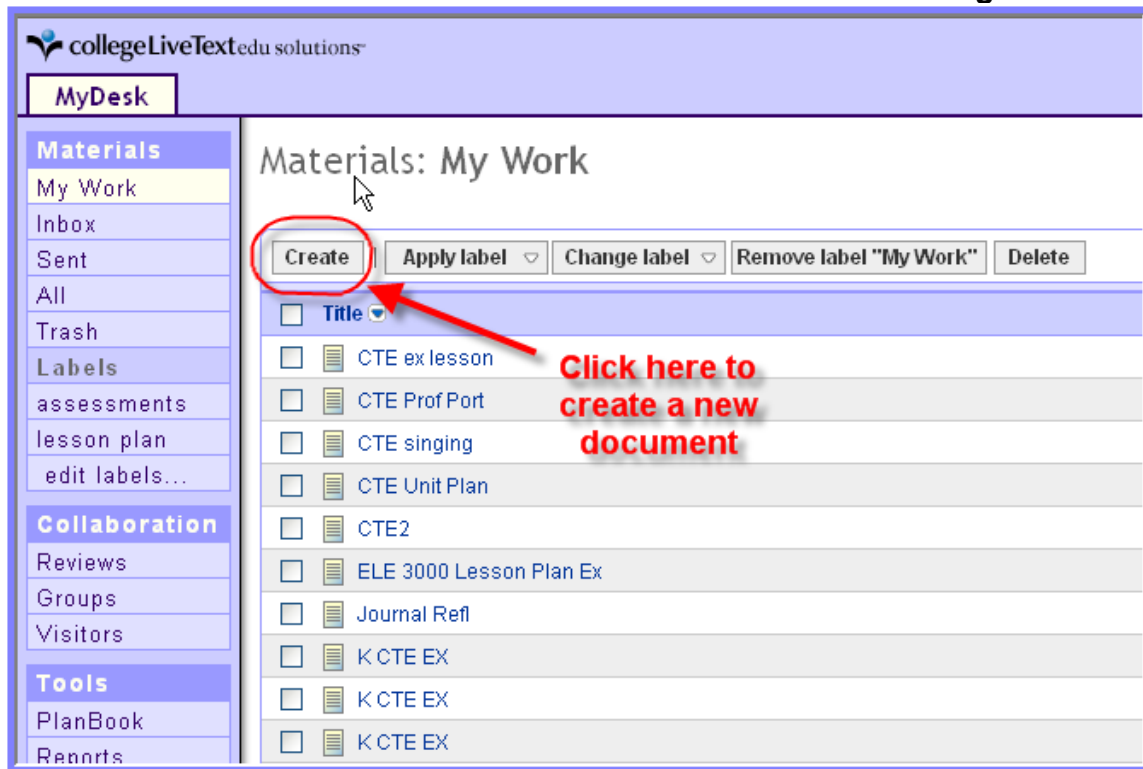
Section 2 – Creating a Student Letter of Intent

A student letter of intent is a requirement of all teacher education candidates. LiveText has a template available to guide students when writing their letter of intent. This section is created to take you step-by-step through the letter of intent creating process.

Exercise 2-1: Creating a Student Letter of Intent

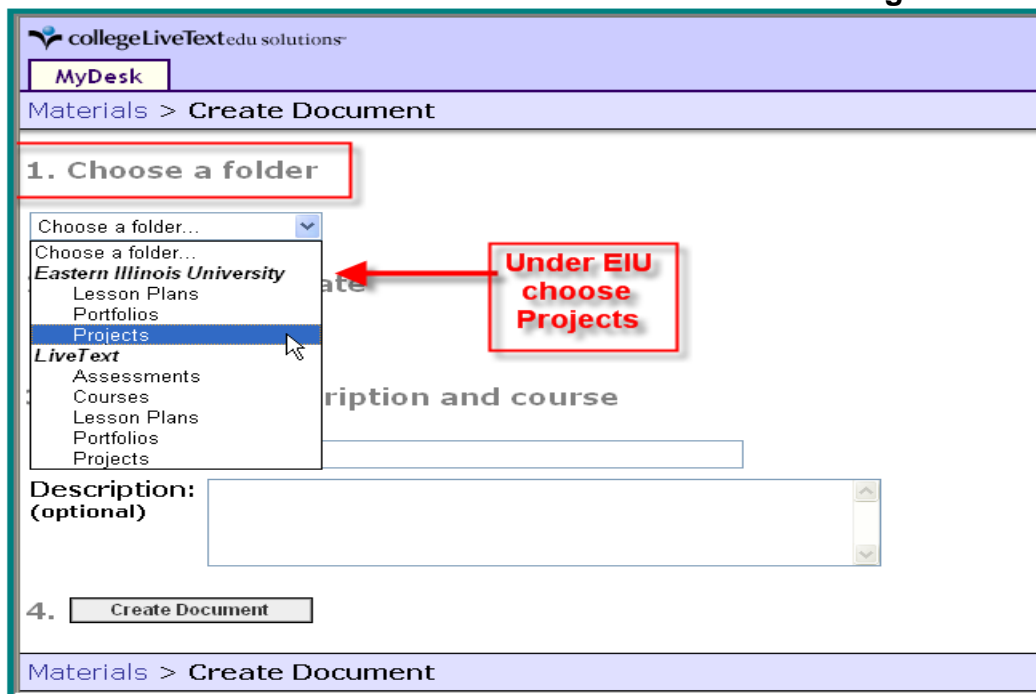
1. In Materials: My Work, click Create (Figure 2.1).

Figure 2.1



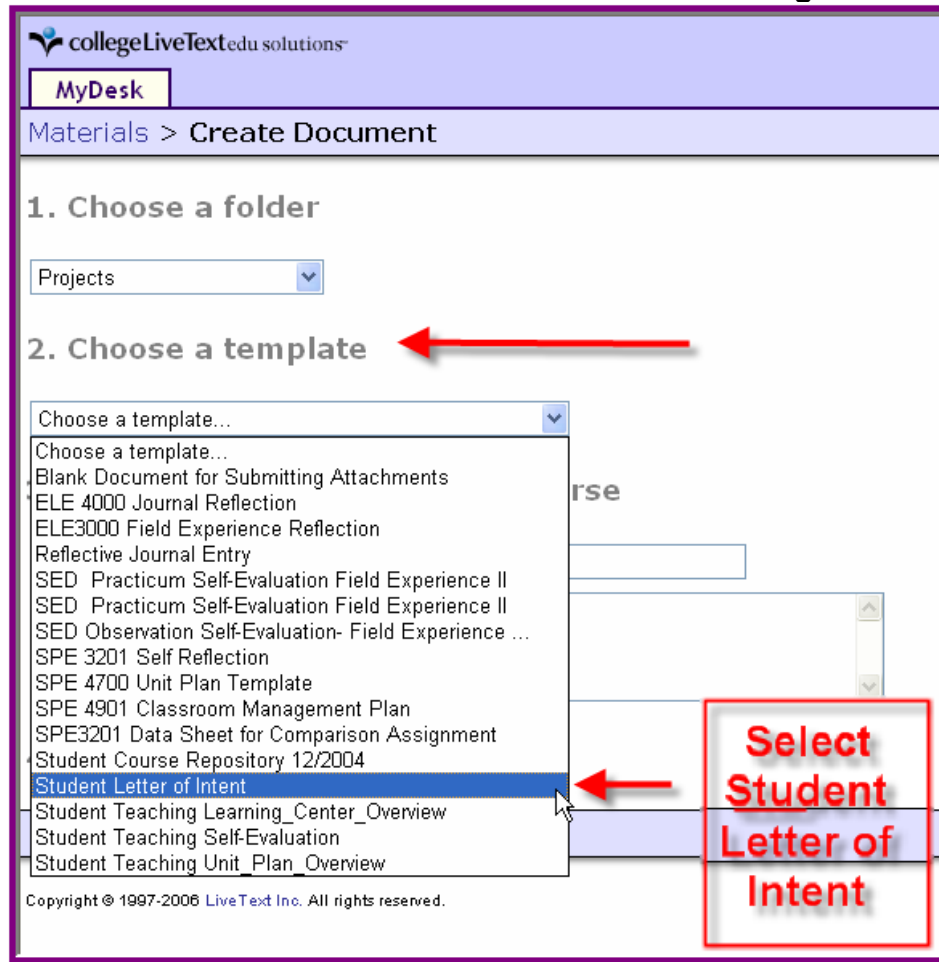
2. A new page will appear. Your first step is to choose a folder. In the pull-down box choose Projects under Eastern Illinois University. (Figure 2.2)

Figure 2.2



3. Next, under **Choose Template**, choose **Student Letter of Intent**. You must select them in that order. (Figure 2.3)

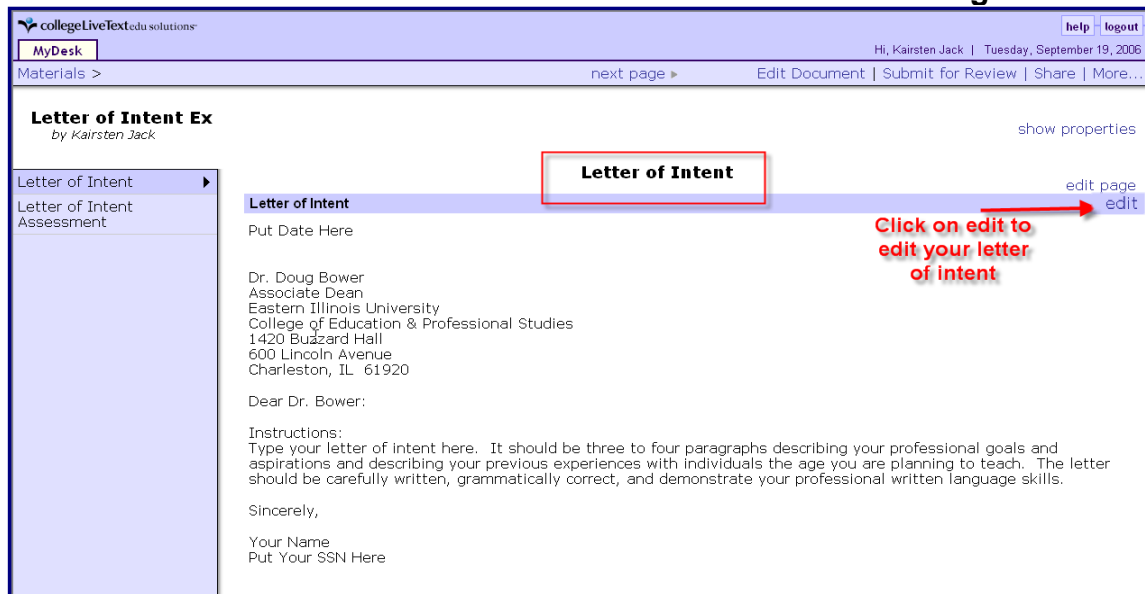
Figure 2.3



4. Enter a title in the Title box. A description is optional.
5. When you have finished, click **Create Document**.

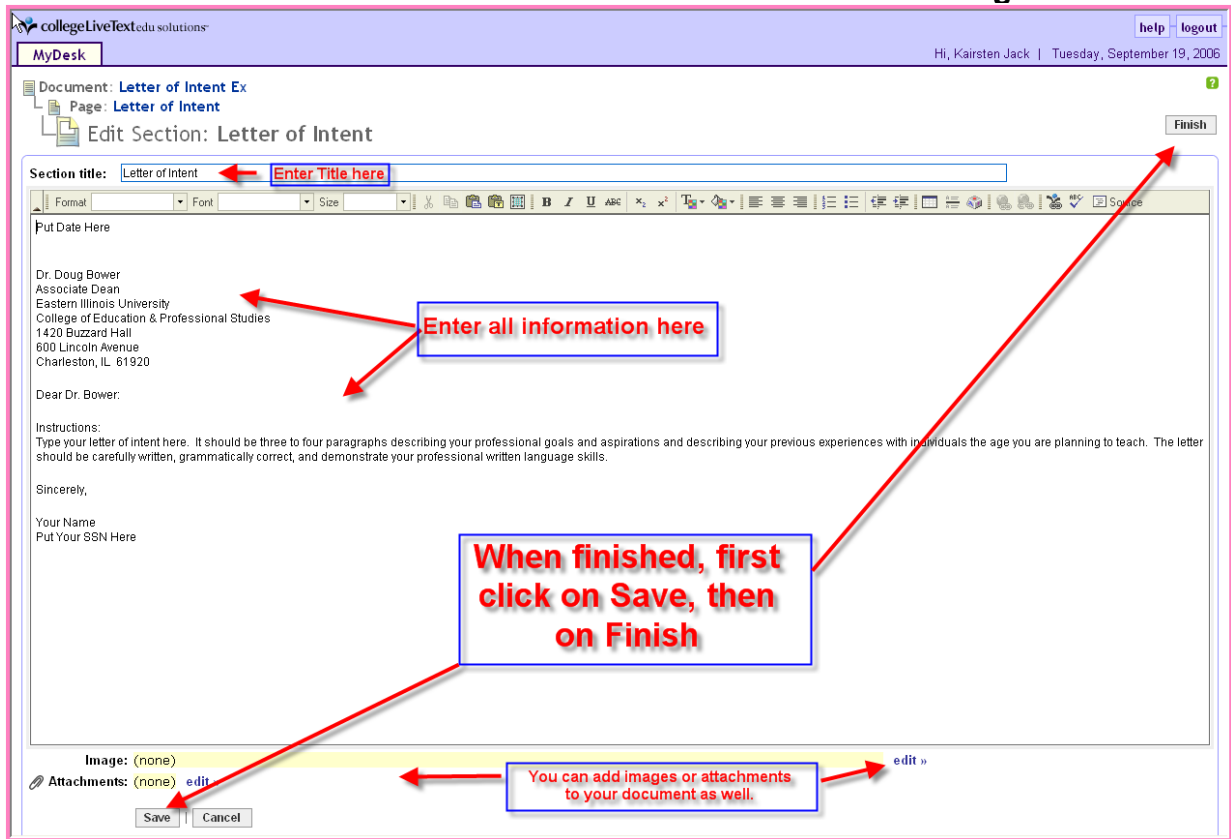
6. Next, you will be taken to your letter of intent page. Notice in figure 2.4 that in order to enter information into your letter of intent, you must first click the **EDIT** link located at the right-hand side of the screen.

Figure 2.4



7. Figure 2.5 shows you where to enter information.
8. Once you have entered all information, click Save and then Finish (Figure 2.5).

Figure 2.5



9. Once you click finish, you will be taken back to your letter of intent and to a screen similar to Figure 2.6. You have successfully created a student letter of intent. You may now submit your letter of intent for review or share with viewers/editors (Figure 2.6). You are to submit your letter of intent to Dr. Douglas Bower and with your course instructor(s). There is a tutorial available on how to “Submit Documents for Review and Sharing”.

Figure 2.6



For additional support, you may contact support@livetext.com

