Directions for VTRP WebQuest submission through BEEP

Complete the Activity template within BEEP. This will serve as the *'Teacher Page"* of your WebQuest. Identify essential questions, standards, and description of the activity and illustrate how this WebQuest can be integrated into the curricular theme, topic, unit, etc. being taught. ***Users who have developed a WebQuest should post the WebQuest URL in the Technology Connections- Teacher and/or Student Materials field of the BEEP Activity Template and then submit your activity to the VTRP jury.***

Follow these directions to complete your VTRP WebQuest submission.
As you proceed with the steps in the process, be certain to SAVE frequently!!!

Launch the Broward Enterprise Education Portal *(BEEP)*
at http://beep.browardschools.com

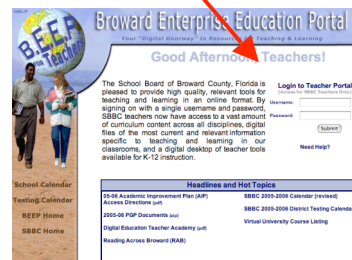***Click*** on ***Teacher Portal***.
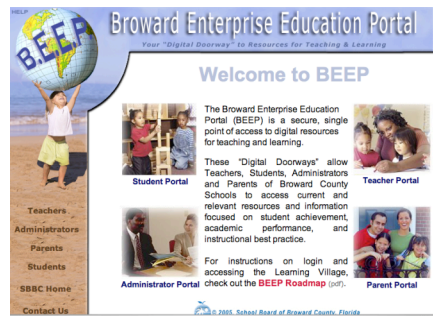
Click on ***Learning Village*** under Teacher Tools.

The teacher portal requires a log in with a ***username*** and ***password***.
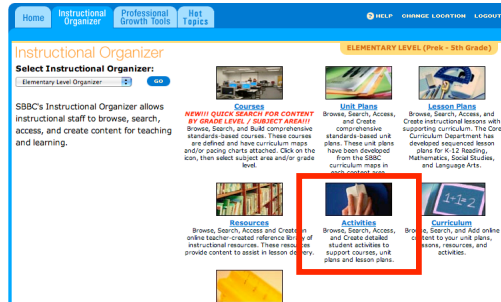The username is ***p + (8 digit personnel number).***
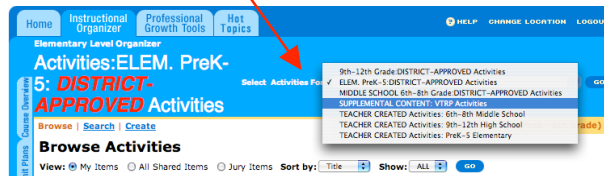The password is your ***8-digit personnel number*** (without the p).
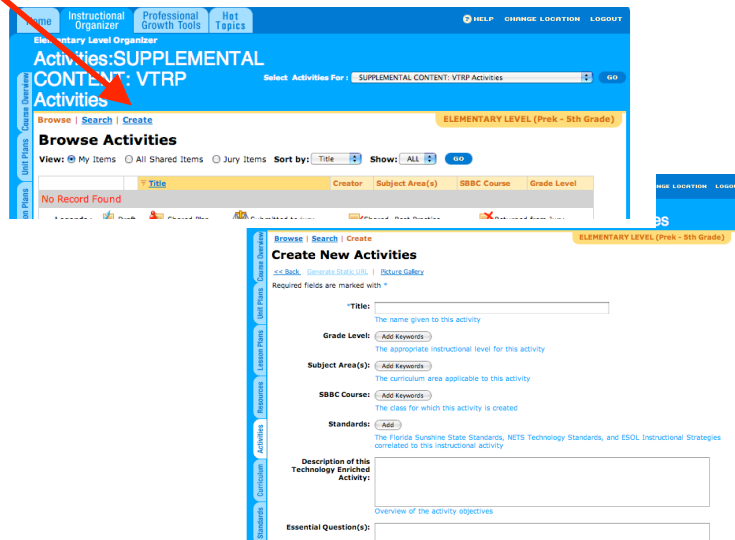
Click on the *Instructional Organizer* Tab.

Click on *Activities*.

Select Activities For: Supplemental Content: VTRP Activities.
*Click GO.*

Click on the *CREATE* button.

Fill in all required fields (anything with a *blue asterisk*). This is critical. If you do not fill in all the required fields you will not be able to save the application.
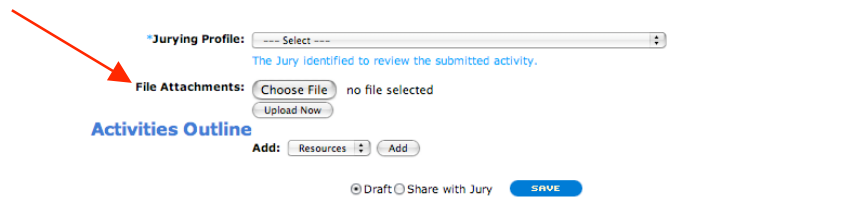
Select *JURYING PROFILE: VTRP Jury*

Scroll to the bottom of the activities template and select the radio button that denotes **"DRAFT"** and then click **"SAVE"**

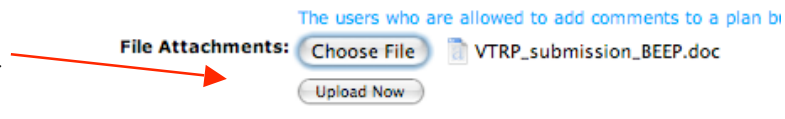*(NOTE: While in the development stage, do not select "Share with Jury" … Save as DRAFT)*
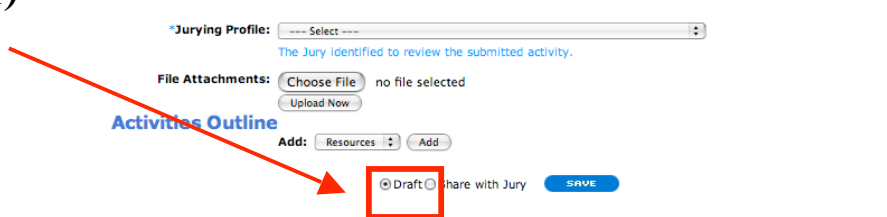
To add File Attachments
Click *Choose File* button.

Locate file on your computer.

Click *Upload Now* button.

When totally finished with the creation of your document, click the *"Share with Jury"* radio button and **SAVE**. Once sent to the jury, your document will not be amendable unless the jury sends it back to you for modifications.

For further information or help, please contact:
Michele Rivera
Instructional Technology Specialist
Department of Instructional Technology
754-321-0318
michele.rivera@browardschools.com