Creating a (VTRP) Lesson Plan through BEEP

Follow these directions to complete your VTRP Lesson Plan through BEEP.
.
As you proceed with the steps in the process, be certain to SAVE frequently!!!

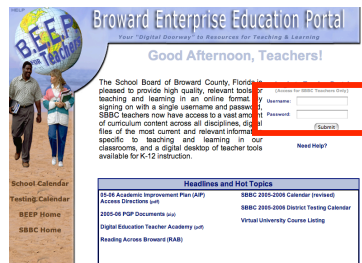Launch the Broward Enterprise Education Portal (BEEP)
at http://beep.browardschools.com

Click on *Teacher Portal*.

The teacher portal requires a log in
with a *username* and *password*.
The username is *p + (8 digit personnel number).*
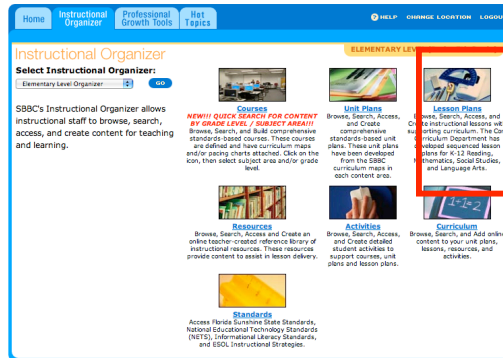The password is your *8 digit personnel number* (without the p).
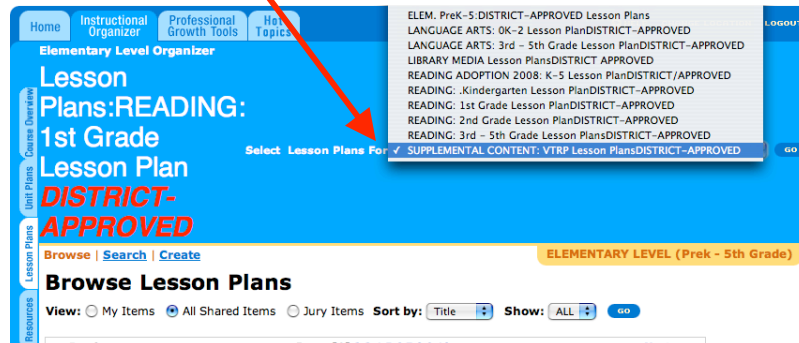
Click on *Learning Village* under
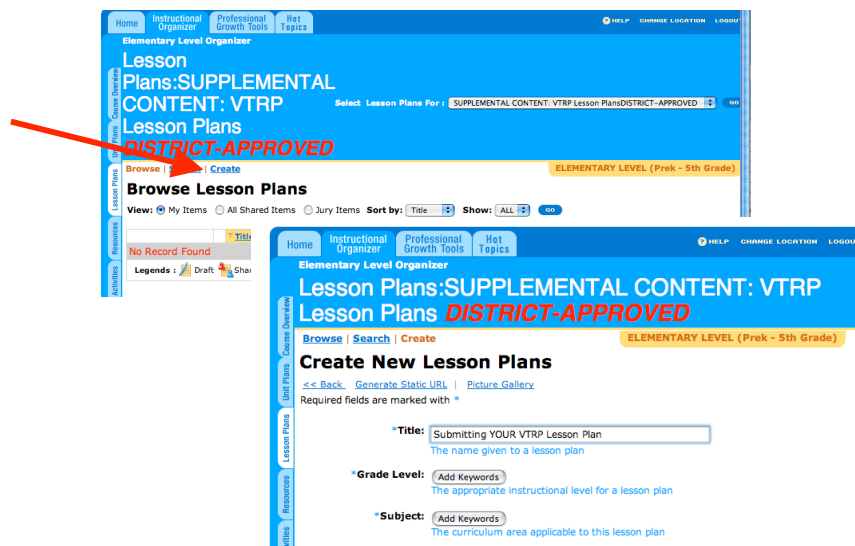Teacher Tools.

Click on the ***Instructional Organizer*** Tab.

Click on ***Lesson Plans***.

Select Lesson Plans For: SUPPLEMENTAL CONTENT VTRP Lesson Plans DISTRICT-APPROVED.
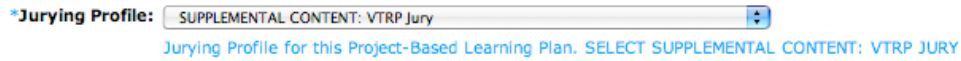

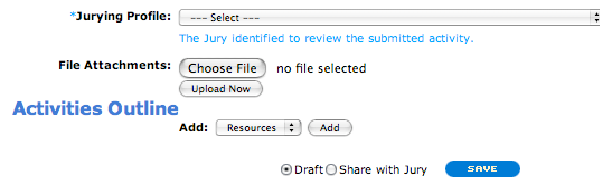***Click*** on the ***CREATE*** button.

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***
Supplemental Content: VTRP JURY

Scroll to the bottom of the project plan 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")*
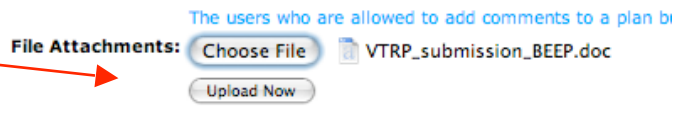

You can add a file attachment to your project plan. File attachments could include scoring rubrics, writing prompts, graphic organizers, etc.

To add File Attachments
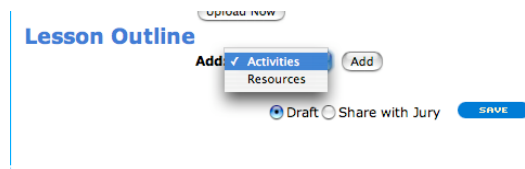Click ***Choose File*** button.

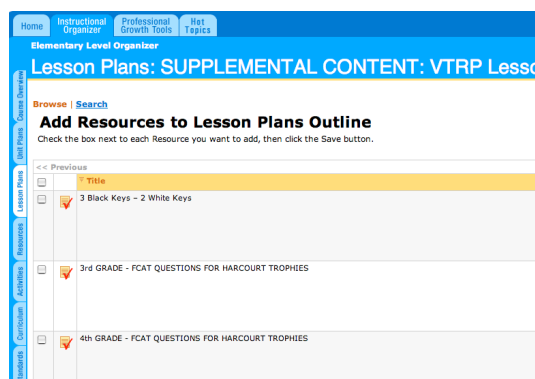Locate file on your computer.
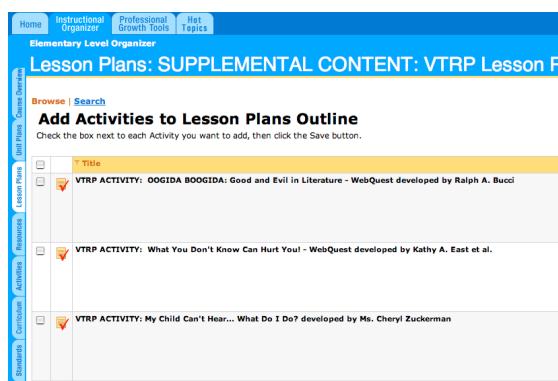
Click ***Upload Now*** button.

You can also attach an activity or resource to your lesson plan. It can be an activity or resource that already exists in Learning Village or you can create your own activity or resource using a template.

- *To add an existing activity and/or resource, first select activity or resource from the drop down menu, click add, then navigate to the item.*

- *Select the item by putting a √ in the box and click SAVE.*

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