

Logging in to Bridges

1. To access Bridges, navigate to <https://bridges.rwu.edu>
2. Log in using your RWU Username & RWU Password

Usernames: are composed of your RWU email address **without** the “@g.rwu.edu” (e.g. jsmith012)

Passwords: default to the first initial of your first name + the first initial of your last name + the last four digits of your SSN + RWU (e.g. js1234RWU *note capitalization*). Note that Bridges passwords expire every 180 days.

Bridges Supported Browsers

Recommended browsers for both Windows and Mac users are Chrome and Mozilla Firefox. Later versions of Internet Explorer (versions 10 or 11) are okay for Windows users. Safari is not recommended for Mac users as there are some features that will not work..

My Workspace

After login, you enter your **My Workspace** page. My Workspace is your personal worksite, where you can store documents and view Announcements, Calendar, and Messages aggregated from all your course and project sites

Quick Links

The white **Quick Links** appear at the top of your My Workspace page and throughout all your course sites on Bridges. These links provide quick access to your courses and are customizable. These links can be updated every semester so that active courses are always displayed. To change the courses that display as Quick Links follow these steps:

1. a. Click the “User” (little person) icon in the top right corner of the window and choose Preferences --OR--
b. Click the “Preferences” button on the My Workspace menu on the left
2. In the My Active Sites list, locate the course you would like to appear in the Quick Links
3. Click on the desired course to select it
4. Use the Up arrow on the left hand side and move the course to the top of the list

Note: The top four courses in the My Active Sites list will display as Quick Links by default. You can adjust this number by modifying the “Tabs displayed” drop down bar.

5. Repeat step 4 until all desired courses are in the top slots
6. Click the “Update Preferences” button
7. Click the “Home” button, in the top left hand corner of the site

Course Sites

Each course you are enrolled in will automatically appear on Bridges. Different applications of Bridges will be used, depending on your instructor. Enter a course by clicking on the course Quick Link or by clicking on the **More Sites** link and navigating to the desired course listed by term and clicking on the hyperlink.

Navigational Tools

The left hand menu for each course houses various tools to use throughout Bridges. These will differ by instructor. The tools include:

Announcements

Announcements are notifications posted by your instructor for all members included in the course. Announcements default to only show ten items. To increase or decrease this number click the dropdown bar “show xx items...” and increase the value to one of the six options.

Calendar

The Calendar widget can be changed between a daily, weekly, monthly, annually or event view by clicking the **View** drop down menu. Your instructor can input due dates, class meeting dates and special activities in the courses calendar. The calendar can be printed by clicking on the Printable Version button.

Discussion Forums/Forums

Forums and Discussion Forums are online written discussion areas. Instructors will post topics for discussion in each forum. Your instructor can set closing times for each forum, require you to post before viewing other responses and assign grades if desired. Students can no longer post once a forum is closed or locked.

To Post a Message to Discussion Forums

Click on the Discussion Forums link from the course menu

Click on the Discussion Topic to open

Click on New Topic

Type in your Subject

Type in your response in the Message body

Click on the Post button at the bottom of the window

To Post a Message in the Forums:

1. Click the **Forums** link on the course menu
2. Click on the desired Forum topic
3. You can view a description of the forum by clicking “View Full Description”

4. To contribute to the discussion click on the topic link and then click “**Start a New Conversation**” or “Reply”
5. Enter a Title for the thread in the “Title” box
6. Enter the message in the body box
7. Add any necessary attachments by clicking “Add Attachments”
8. Once you are satisfied with the message click **Post**

Note: There is a 90-minute time limit for inactive pages on Bridges. If you think your message will take longer than 90 minutes to type and post follow these steps:

1. Open a word processing program like Microsoft Word, NotePad or Simple Text
2. Type the message for the forum topic
3. Copy the message
4. Navigate back to the forum thread
5. Paste the message into the message box using the **Paste from Word** notification box (directions included on the next page)
7. Adjust any spacing or editing to the message
8. Once you are satisfied with the message click **Post**

Lessons

Your instructor may organize course materials by week or module under this link.

To access Lessons:

1. Click the “Lessons” link under Course Tools
2. Click on the desired lesson (note that lessons can be released/hidden by date)
3. The lesson’s Table of Contents will appear
4. To progress through the lesson click on the Next button
5. To return to the main click on the Lesson link at the top of the window

Resources

Your instructor may post useful resources under the Resources link. These could be useful articles, external links etc. To access these files click the Resources link on the menu.

Syllabus

Your instructor may place the Syllabus under the Syllabus link. Click **Syllabus** link on the menu to open. Note that if the file is a MS Word document you will be prompted to download and open in Word.

Assignments

1. Click on the **Assignments** link from the course menu or within the Lesson
2. Choose the Assignment you wish to add
3. Enter the assignment in the text box or add it as an attachment depending on the instructions. *Note that it is always recommended that you type your assignment in a word processing program and then paste it into the assignment text box so you don’t lose anything.* Also keep in mind that assignments are dated and you may not be able to submit your work if the deadline has passed.
4. If you are ready to submit an assignment for grading, click on **Choose File** at the bottom of the Assignment to upload your file and then click the blue **Submit** button at the bottom of the page. Recommended formats for assignments are Word files (doc, docx), Acrobat files (.pdf) or Rich Text Files (.rtf). Pages files won’t work.

Gradebook2

To view your grades for the course click the “Gradebook2” button. You may also view your assignment grades under the Assignment link.

Tests & Surveys

1. Click the Tests & Surveys link
2. If there are available assessments they will be listed under the “Take an Assessment” section
3. Click the blue hyperlink title of the test or quiz
4. If you are ready to take the test or quiz click **Begin Assessment**
5. Follow through each question, **saving answers as you move forward**
6. When finished, click **Submit for Grading**

Tip: don’t take a quiz or test over wireless – always plug into a data port. Make sure you don’t click out of the test window during the quiz or click on the browser Back button. Any of these actions may close you out of the quiz and you won’t be able to complete the assessment.

Project Sites

Students can create their own project sites for group, committee, club or project work. To do this:

1. Click on the **My Workspace** link
2. Click on the **Site Setup** link from the menu on the left
3. Click **New**
4. Select **Project Site – Continue**
5. Type in a **title** for your site – **Continue**

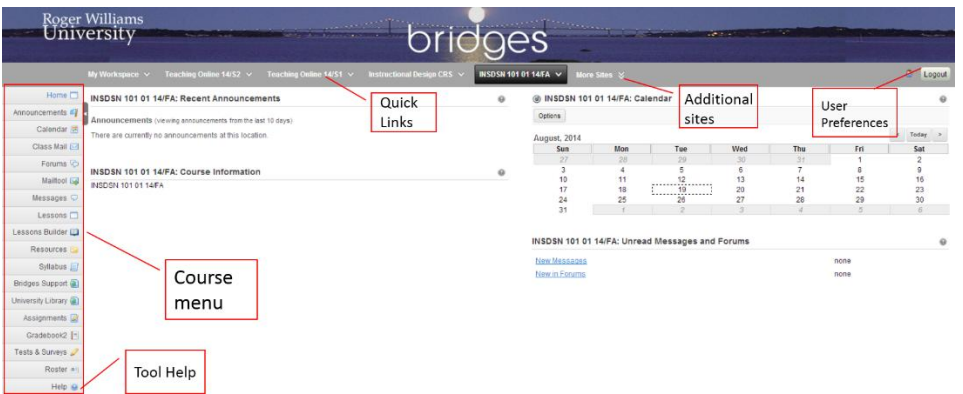
6. **Select any tools** you think you’ll need (these can be changed at any time)
7. Click on **Publish** site and choose your preferred visibility and access – Continue
8. Click **Create Site**

Setting Up A Profile

1. **Log in** to Bridges
2. Stay on the **My Workspace** page and click on **Profile** link from the menu on the left
3. Move your cursor over the image placeholder box in the top left and click on the **Change picture** link that appears.
4. Click the **Browse** button and **select** the appropriate image from your computer. *Note: You may only upload PNG, JPG, or GIF files, and the file may not be larger than 2 MB.*
5. Click the **Upload** button. You should now see the uploaded image appearing in your Profile
6. Once you've set up your profile with a photo it will automatically associate tools like the Forum with your picture/profile.
7. Add any additional information to your Profile by moving your cursor over a section you want to modify and clicking on **Edit**.

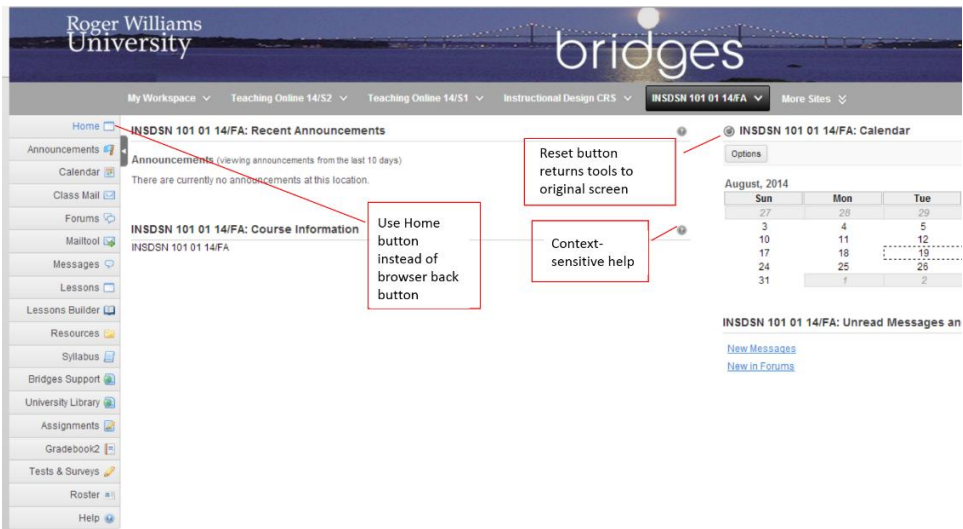
Finding Your Way in Bridges

My Workspace:



Course and Project Sites:

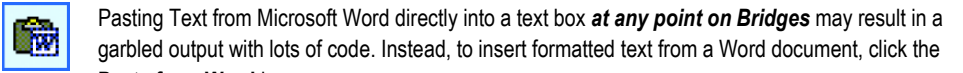
To access your Course or Project sites, click the **Quick Links** or **My Sites** tab



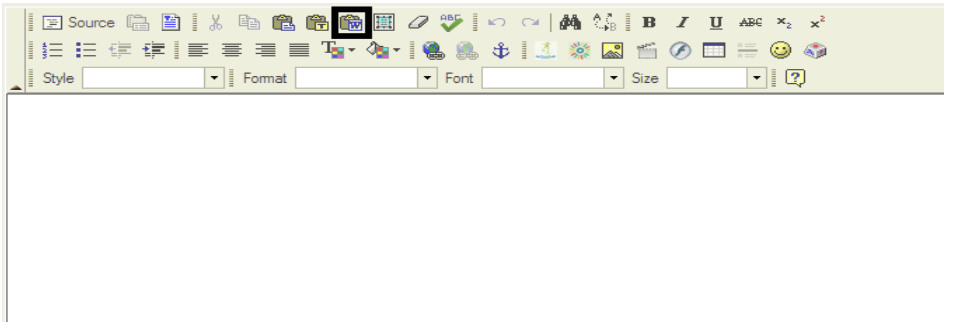
Bridges Tips

General Tips:

Pasting Text from Microsoft Word



Pasting Text from Microsoft Word directly into a text box **at any point on Bridges** may result in a garbled output with lots of code. Instead, to insert formatted text from a Word document, click the **Paste from Word** icon



Storing Your Files in Resources

You can store your own files in the My Workspace using the Resources link from the menu on the left. Your files will then be accessible from anywhere and will be backed up regularly.

1. Click on **My Workspace**
2. Click on **Resources**
3. Click on the **Add** button to the right of the folder
4. Select **Upload files**
5. Click on **Browse** and navigate to your file on your computer
6. Type in a descriptive **name** for your file next to Display Name
7. Click on **Upload Files Now**

Tips on Uploading Files

Don't use any special characters, spaces or periods in your filenames (e.g. # ! * () /)

There is a 200 Mb limit per file for uploading. If your file exceeds this call 254-3187 for assistance.

[Help](#)

To get help on any of the tools in Bridges just click on the tool and then click on the question mark icon. This will bring you to context-sensitive help included in Bridges.

More Tutorials

For additional print-based and narrated video tutorials on using Bridges (and other supported instructional technologies) please visit the Instructional Design website at: <http://id.rwu.edu> and click on **Tutorials**



Department of Instructional Design

Please Contact the Instructional Design Department with any questions or concerns at:
id@rwu.edu · 401.254.3187 · <http://id.rwu.edu>

NOTES:

[illegible]

BRIDGES

Learn, Teach, Collaborate



Bridges is the online environment designed to facilitate teaching, learning, and assessment at Roger Williams University. Bridges is powered by Sakai, an open source collaboration and learning environment (CLE). Open source is software that has been developed by a community of individuals or organizations and made freely available under an open source license. Sakai has been developed by the educational community and is used at over 350 schools around the world. Bridges is the version of Sakai that has been configured and customized for use at Roger Williams University (RWU).

Questions? Please contact the Instructional Design Department at:
id@rwu.edu · 401.254.3187 · <http://id.rwu.edu>

