

Welcome to the Roger Williams University Teaching Online short course. This course will be conducted fully online through the Bridges/Sakai learning management system at <http://bridges.rwu.edu>. This course will officially **begin Monday, July 7** however we have made the Bridges course accessible to you now so that you can view the orientation materials and get acclimated to the course navigation. The course is broken into six lessons. Based on feedback from past participants each lesson takes between two and four hours to complete depending on your background and experience.

There are no textbooks to order for this course. All the readings will be included in the course.

Equipment

In addition to a computer with Internet access, you should also plan on participating in one synchronous class session using our Citrix GoToTraining web conferencing application. Instructions for this session will be sent to you in advance. It would be helpful to have a headset with microphone for audio that plugs into your computer. If you do not have this equipment you may call in to the session via phone. There is also the capability to do text chat during the session. A web cam is optional but also may be useful to share your image with your class during this type of session. There are no additional plug-ins needed for GoToTraining/GoToMeeting.

Library

You may want to utilize the Roger Williams University library during the course. You will need to activate your library card for a variety of services which include research from the Library's web site, Circulation, Electronic Reserves and Interlibrary Loan. If you can get to campus, you can obtain an RWU I.D. card. On the reverse side of your I.D. there is a barcode label. This barcode label acts as your library card. You may obtain a library card even if you do not have an ID. You may activate your library card online by filling out the form at: <http://library.rwu.edu/eforms/patronform.php> or visit the Circulation Desk in either the University or Architecture Libraries. If you are unable to come to campus, please call 401-254-3084 or e-mail smcmullen@rwu.edu for assistance.

There are several options available to you for research assistance.

- You may use the [IM your Librarian](#) real time chat service available from the Library's home page.
- E-mail the reference desk at any time using the [Ask Us](#) form available from the Research Help page. Librarians will usually respond to your request within 24 hours.
- Contact one of the reference librarians: Susan McMullen (smcmullen@rwu.edu), Barbara Kenney (bkenney@rwu.edu) or Lindsey Gumb (lgumb@rwu.edu) to arrange for a research consultation.
- Call the reference desk at 401-254-3375.

- Stop by the library if you live locally.

Logging in to Bridges

To access Bridges you would open Chrome, Firefox or Internet Explorer (version 9 and above), on an Internet-connected computer and type in the address: <http://bridges.rwu.edu>

Your **username** should have been provided to you and is usually the first letter of your first name/your last name (for example if your name is Joe Smith your username would most likely be **jsmith**).

Your initial **password** is the first letter of your first name, the first letter of your last name (both lowercase) the last four digits of your Social Security Number plus the letters RWU (all uppercase). For example if your name is Joe Smith and your social security number is 020-340-2324, your password would be **js2324RWU**. However keep in mind that *RWU passwords expire every 180 days* so if you have been at RWU longer than that time period your password will have changed.

There will be some exceptions to these naming conventions depending on duplicate or similar names. If your username and password are not working please contact the RWU Help Desk at helpdesk@rwu.edu or phone (401) 254-5200 option 2 Monday through Friday between 8 a.m. and 4 p.m. You will need your RWU ID number in order to complete your password reset. This ID number is in the top corner of your RWU pay stub and can also be obtained by calling Human Resources at 401-254-3028.

If you are new to RWU, your username will be sent to you via postal mail. If you did not receive this information, please call the RWU staff Help Desk at 401-254-5200 option 2.

Once you have logged into Bridges you should then see your course(s) linked across the top of your window or organized under the **My Sites** tab by semester. Click on the course link to access the course.

- Note: If you do not see your course listed under My Sites, please send e-mail to id@rwu.edu for assistance.

If a new browser window does not open, change your pop-up blocker settings to *always accept pop-ups from site*. **Note:** you may have more than one pop-up blocker especially if you are using Yahoo, Google, or other add-in toolbars.

Technical Help

If you can log in to Bridges and to your course but have questions about any of the functions, please send e-mail to id@rwu.edu or phone 401-254-3187. If you would like to know more

about the technology resources available to you (and your students) please view this [narrated video overview](#).

If you are new to using Bridges for courses please consult the **Bridges Support site** at <http://library.rwu.edu/lib/learning-commons/id/tutorials/bridges> for helpful tutorials and video demonstrations or view this [Bridges course tour](#).

If you have any questions or concerns about the content of the course please feel free to contact Kevin O'Rourke at korourke@rwu.edu or Linda Beith at: lbeith@rwu.edu. We look forward to working with you and sharing this new adventure.

Sincerely,

The Instructional Design Team: Linda Beith, Shawn Platt and Kevin O'Rourke