

## Bridges Supported Browsers

For Macintosh and Windows users Bridges is supported on: Chrome or Firefox. Do **not** use Safari as some Bridges functions will not work.

## 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" (i.e. jsmith012)

**Passwords:** are the first initial of your first name + the first initial of your last name + the last four digits of your SSN + RWU (i.e. js1234RWU *note capitalization*).

## Home

After logging in, you are automatically directed to **Home**. **Home** is your personal Bridges hub where you can view recent Announcements, your Calendar, and Messages aggregated from all your course and project sites as well as store your own files in Resources.

## Courses

Your courses appear at the top of your Home page and throughout all your course sites on Bridges. These links are customizable and can be updated every semester so that active courses are quickly accessible. To change the courses that display follow these steps:

1. Click My Courses on to top right hand corner.

2. Select the courses you would like to display on the top banner by clicking on the star next to the course.

*Note:* The top ten courses in the My Courses list will display on the top banner.

3. Click out of My Courses.

4. Click Reload to see your updated favorite courses.

## My Courses

Each course you are enrolled in will appear on Bridges. Different tools in Bridges will be used, depending on your instructor. Enter a course by clicking on the course in the banner or by clicking on the My Courses tab on the right-hand corner, finding the desired course and clicking on the hyperlink.

## Navigational Tools

The left-hand side houses various tools to use throughout Bridges.

## COMMUNICATION TOOLS

### Announcements

Announcements are notifications posted by your instructor for all members included in the course.

### Calendar

The Calendar can be changed between a daily, weekly, monthly, annually or event view by clicking **Options** and selecting a preferred display and priority. Your instructor can input due dates, class meeting dates and special activities in the courses calendar.

### Forums

Forums are the Bridges Discussion Board. Instructors will post topics for discussion in each forum. Your instructor can set closing times for each forum and assign grades if desired. Students can no longer post once a forum is closed or locked.

### To Post a Message in the Forums:

1. Click the **Forums** link in the Communication Tools section in your course

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 "Start a New Conversation" or "Reply"

5. Enter a Title for the thread in the "Title" box

6. Enter the message body field

7. Add any necessary attachments by clicking "Add Attachments"

8. Once you are satisfied with the message click "Post"

**Note:** There is a 30-minute time limit for inactive pages on Bridges. If you think your message will take longer than 30 minutes to type and post follow these steps:

1. Open a word processing program like Word, NotePad or a Google doc.

2. Type the message for the forum in the program

3. Copy the message

4. Navigate back to the forum thread

5. Paste the message into the message box

7. Adjust any spacing or editing to the message

8. Once you are satisfied with the message click "Post Message"

## COURSE TOOLS

### Lessons (Or Units)

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

#### To access Lessons:

1. Click the "Lessons" link under Course Tools (your instructor may name this differently)

2. Click on the desired lesson (note that lessons can be released/hidden by date)

### 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 Tab under Course Tools.

### Syllabus

Your instructor may place the Syllabus under the Syllabus link. To access the Syllabus, click "Syllabus". Note that if the file is a MS Word document you will be prompted to download and open in Word.

## ASSESSMENT TOOLS

Assessment tools houses any items used for assessment which could include Assignments, your Gradebook and Tests & Quizzes.

### Assignments

1. Click "Assignments"

2. Choose the Assignment you wish to complete.

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 that Assignment for grading click "Submit" button at the bottom of the page.

### Gradebook

To view your grades for the course, click Gradebook. Note that not all instructors use this tool.

### Tests & Quizzes

1. Click the Tests & Quizzes.

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

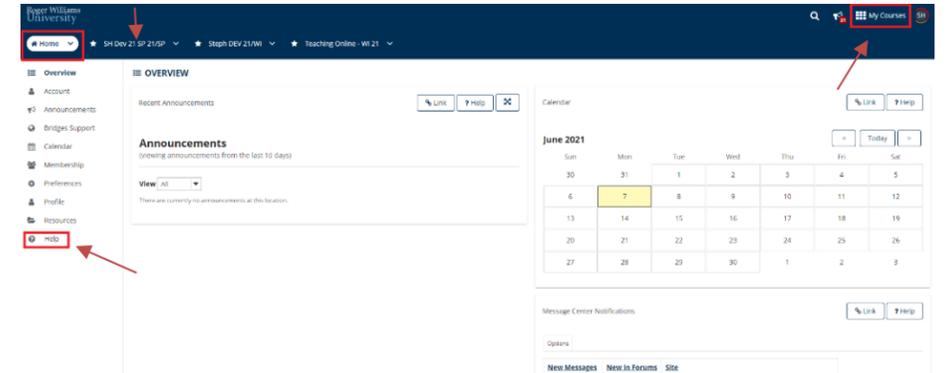
4. If you are ready to take the test or quiz click "Begin Assessment"

5. Follow through each question, saving answers as you move forward

6. When finished, click "Submit for Grading"

### Test taking Tips:

- ❖ Have a stable internet connection (wired if possible)
- ❖ Use a laptop/desktop (do not use mobile devices for exams)
- ❖ Use one browser, Firefox or Chrome, and one page (do not open multiple browsers/ user multiple browsers)
- ❖ Use the built-in navigation (don't hit the back button)
- ❖ Pay attention to Test settings (Open, Close, Test time and ability to review and edit answers)
- ❖ Use a text editor to answer and copy/paste for longer form answers.
- ❖ Click submit buttons upon completion (do not navigate away from test until you see confirmation screen)
- ❖ Click **SAVE OFTEN**
- ❖ Contact Instructor and email [id@rwu.edu](mailto:id@rwu.edu) immediately if you have issues during an exam.



### Course view:

