

# BRIDGES

*Learn, Teach, Collaborate*



## Quick Start Guide for Instructors

**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>*



## Logging in to Bridges

1. To access Bridges, navigate to <https://bridges.rwu.edu>
2. Log in using your RWU Username & RWU Password (for faculty, this is the same information as your RWU email login.)

## Types of Sites

There are different types of sites within Bridges – My Workspace, Course Sites and Projects Sites. Each type of site has its own uses.

## My Workspace

After login, you are directed to **My Workspace**. 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.

## Course Sites

All **Course Sites** are automatically created from the Student Information System (SIS). Additional Course Sites can be requested by contacting the Instructional Design Department. By default, all course sites are **Published**. Published sites can be seen by all students enrolled in the course.

### To Un-Publish Your Course Site:

1. Go to your Course Site (See Finding Your Way in Bridges graphics.)
2. From the Tools Menu, click **Site Editor**. *The site editor opens.*
3. On the Site Editor Menu bar, click **Manage Access**
4. Check the **Leave as Draft** box.
5. Click **Update**. *Your site is now Un-Published and no longer visible to students.*

## Project Sites

Anyone with RWU credentials can create a **Project Site**. Project Sites can be used for many types of collaboration. You can add RWU and non-RWU people to your Project Site and/or allow RWU members to find and join your site. (See section on *Creating and Joining Project Sites*).

## Frequently Used Tools

The Tools Menu provides access to organizational tools. Some tools are unique to a type of site, while other tools are common across all sites. Tools can be added or removed (by checking or un-checking boxes) from a site by clicking **Site Editor** (in course or project sites) and **Edit Tools** in the Tools Menu.

## Resources

All sites have a **Resources** tool. This is where content, such as text files, images and links to other websites, are stored.

## Creating Folders

1. From the Tools Menu, click **Resources**
2. To the right of the folder, click the **Add** button and select **Create Folders**
3. In the Folder Name field, type a folder name  
*Optional:* If you wish to add a description or make this folder *publicly viewable*, click **Add details** for this item and proceed
4. Click **Create Folders Now**

## Uploading Documents

1. Locate the folder you want to upload files to
2. To the right of the folder, click the **Add** button and select **Upload Files**
3. In the File Upload window, navigate to the file by clicking **Browse**. Select the file and click **Open**
4. In the Display Name field, type the file name you want displayed in the folder
  - If you do not add a display name, the file name will be used
  - File names cannot include the following characters: (/?/\*":<>#) (*Recommended file names are alphanumeric and use underscores (\_) as spaces*)*Optional:* To make this folder publicly viewable, to set specific viewing dates for the file, or to add a description, click **Add details for this item** and proceed  
*Optional:* set **Email Notification** (for RWU email addresses)
5. Click **Upload Files Now**

## Creating New Documents

1. Locate the folder in which you want to create the new file name
2. To the right of the folder, click the Add button and select **Create HTML Page** or **Create Text Document** — *a text field appears*
3. Type or paste content into the text box
4. At the base of the page, click **Continue**
5. In the Name field, type a name,  
*Optional:* type a description in the Description field
6. In the Copyright Status field, make a selection  
*Optional:* Set **Availability and Access**  
*Optional:* set **Email Notification**
7. Click **Finish**

## Creating Links

1. Locate the folder in which you want to create the new link
2. To the right of the folder, click the **Add** button and select **Add Web Links (URLs)**
3. In the Web Address field, type or paste the URL  
*Optional:* To add a description or make this folder publicly viewable, click **Add details to this item**  
*Optional:* set **Email Notification**

4. In the Website Name Field, type a name for the link
5. Click **Add Web Links Now**

## Syllabus

The Syllabus tool, available in course sites, allows instructors to post a syllabus to the class participants or to make it publicly viewable.

### To Post a Syllabus:

1. Navigate to the course site (if you have not done so already)
2. From the Tools Menu, click **Syllabus**
3. On the Syllabus menu bar, click **Create/Edit**
4. On the menu bar, click **Add**
5. In the Title field, name your syllabus
6. In the Content field (rich text editor), enter syllabus information. You can enter a complete syllabus or build it in separate units.

Note: Copying your syllabus from Word? Use the **Paste from Word** tool (See Tips section)

7. Select a **View** option. You may limit viewing to site members only, or choose to allow anyone who can access <http://bridges.rwu.edu> to view the syllabus through searching for the course site by clicking **This syllabus item is publicly viewable**

*Optional: Attachments.* To add attachments, click **Add Attachment** and follow the instructions. Instructors may want to add a Word or PDF version of the syllabus for students to download

*Optional: set Email Notification*

8. If your syllabus is ready to be displayed to students, click **Post**

*You may need to click the Reset tool to see the finished syllabus (see Find Your Way in Bridges graphics)*

## Announcements

The Announcements tool allows instructors to inform site participants or the public of current items of interest

### To Post an Announcement

1. From the Tools Menu, click **Announcements**
2. On the Announcement menu bar, click **Add**
3. In the Announcement title field, name your announcement
4. In the Body field (rich text editor), enter the announcement information

*Optional: Set Access and/or Availability*

*Optional: Add Attachments*

*Optional: Set Email Notification*

*Optional: Preview announcement*

5. Click **Add Announcement**

*You may need to click the Reset tool to see the finished syllabus (see Find Your Way in Bridges graphics)*

## Mailtool

The Mailtool is a mail system for messaging between individuals and groups in a course, project or portfolio site to anyone, whether they belong to your site or not.

### To Send Mail

1. From the Tools Menu, click **Mailtool**
2. Choose a recipient in the “To:” field, either by Roles, Sections, Groups or Other Recipients (for individuals outside the course)
3. In the Subject Field, title your message
4. In the Message field (rich text editor), enter the message information

*Optional: Add attachments*

*Optional: click **Send me a copy***

*Optional: click **Add to Email Archive**, visible to all site participants*

5. Click **Send Mail**

## Creating and Joining Project Sites

### To Create a Project Site

1. Go to My Workspace
2. From the Tools Menu, click **Site Setup**
3. On the Site Setup menu bar, click **New**
4. Select **Project Site** and click **Continue**
5. In the Site Title field, name your project site

*Optional: add Project Site description, a shorter description, or edit Site Contact Name and/or Site Contact Email*

6. Click **Continue** – *directs to the Project Site Tools Display*
7. Select the tools you would like to display in the Tools menu of your site
8. Click **Continue**
9. The site is immediately available to others. To un-publish the site, check **Leave as Draft**
10. Site Visibility: Click **Private** or **Display in public site list**
11. Global Access: Decide who you want to have access to the Project site, click **Limited to whom I add manually, or through automatic roster updates** or **Allow anyone to join the site with valid login id**
12. Click **Continue**
13. Review your site setup, and click **Back** to make adjustments or **Create Site** if satisfied with the setup selections

**To Find and Join a Joinable Site**

1. Go to My Workspace
2. From the Tools Menu, click **Membership**
3. On the Membership menu bar, click **Joinable Sites**
4. Click **Join** for the appropriate site

**Copying Content from Other Sites**

**Copying Content from Entire Sites**

1. Go to the site you wish to add the content to via **My Sites**
2. From the Tools Menu, click **Site Editor**
3. On the Site Editor Menu bar, click **Import from Site**
4. Click **I would like to replace my data** to overwrite existing data, or click **I would like to merge my data**, to merge with existing data
5. Select the site, and click **Continue**
6. Select the appropriate materials, and click **Finish**

**Copying or Moving Folders and Files**

1. From the Tools Menu in the site you wish to move files to, click **Resources**
2. At the base of the window, click **Show other sites**  
*Optional: Click the folder plus sign (+) to display the contents of the folders*
3. To the right of the folder you wish to copy or move, click the **Actions** button, and select **Copy**— *nothing appears to happen*  
*If you do not see Copy listed under the Actions button, you do not have the necessary permissions.*
4. To the right of the destination folder, click the **Actions** button, and select **Paste copied items**

**NOTES:**

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## Finding Your Way in Bridges

### My Workspace:

The screenshot shows the 'My Workspace' page in Bridges. A callout box points to the 'My Workspace' tab in the top navigation bar, stating: **To access My Workspace, click here**. Another callout points to the 'Tool Help' link in the left sidebar.

**Site Home**

**My Workspace**

Recent Announcements

Announcements (viewing announcements from the last 10 days)

View: All

There are currently no announcements at this location.

**Tools Menu**

My Workspace Information

Welcome to your personal workspace.

In Sakai each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more.

**Calendar**

Options

January, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Messages & Forums Notifications**

Options

Site	New Messages	New in Forums
DEV Course 101 12/SP	none	none
Foundations of PA-3211fa	none	369
PA-503.31-12/SP Data Management & Analysis	none	none
PA-504.91-12/SP Public Policy & Program Eval	none	none
Public Budgeting and	none	1290

### Course and Project Sites:

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

The screenshot shows the 'My Sites' page in Bridges. A callout box points to the 'Quick Links' tab, stating: **The Reset button returns the tool to its original screen. The Contextual Help button displays information for the specific tool you are working in. Do not use the browser's back button -- It is best to navigate inside Bridges using the built-in navigation tools.**

**DEV Course 101 12/SP**

Site Information Display

Options

Recent Announcements

Announcements (viewing announcements from the last 10 days)

There are currently no announcements at this location.

**Calendar**

Options

February, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

**Unread Messages and Forums**

New Messages	New in Forums
none	none

**Recent Chat Messages**

Options

### Bridges Tips

## Communication Tips:

Bridges communication options include: Messages, Class Mail, Announcements and Mailtool.

For further information on these options please visit:

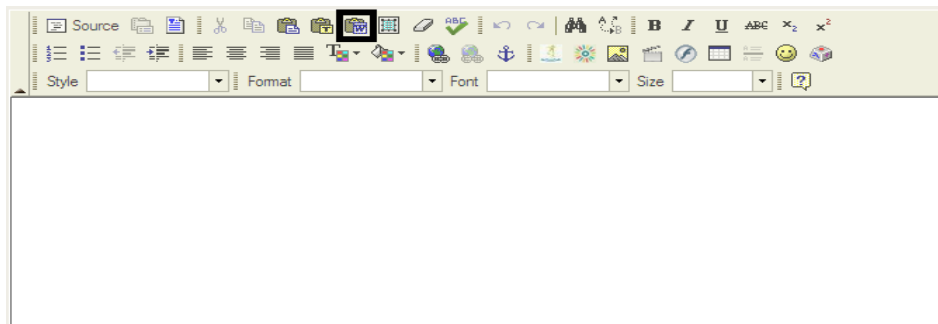
<http://id.rwu.edu/Bridges/docs/cle28/communication.pdf>

## 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. Instead, to insert formatted text from a Word document, click the **Paste from Word** icon



**For additional information on Bridges please visit:**

<http://departments.rwu.edu/id/Bridges/faculty/index.htm>



## Department of Instructional Design

**Please Contact the Instructional Design Department with any questions or concerns at:**

[id@rwu.edu](mailto:id@rwu.edu) · 401.254.3187 · <http://id.rwu.edu>