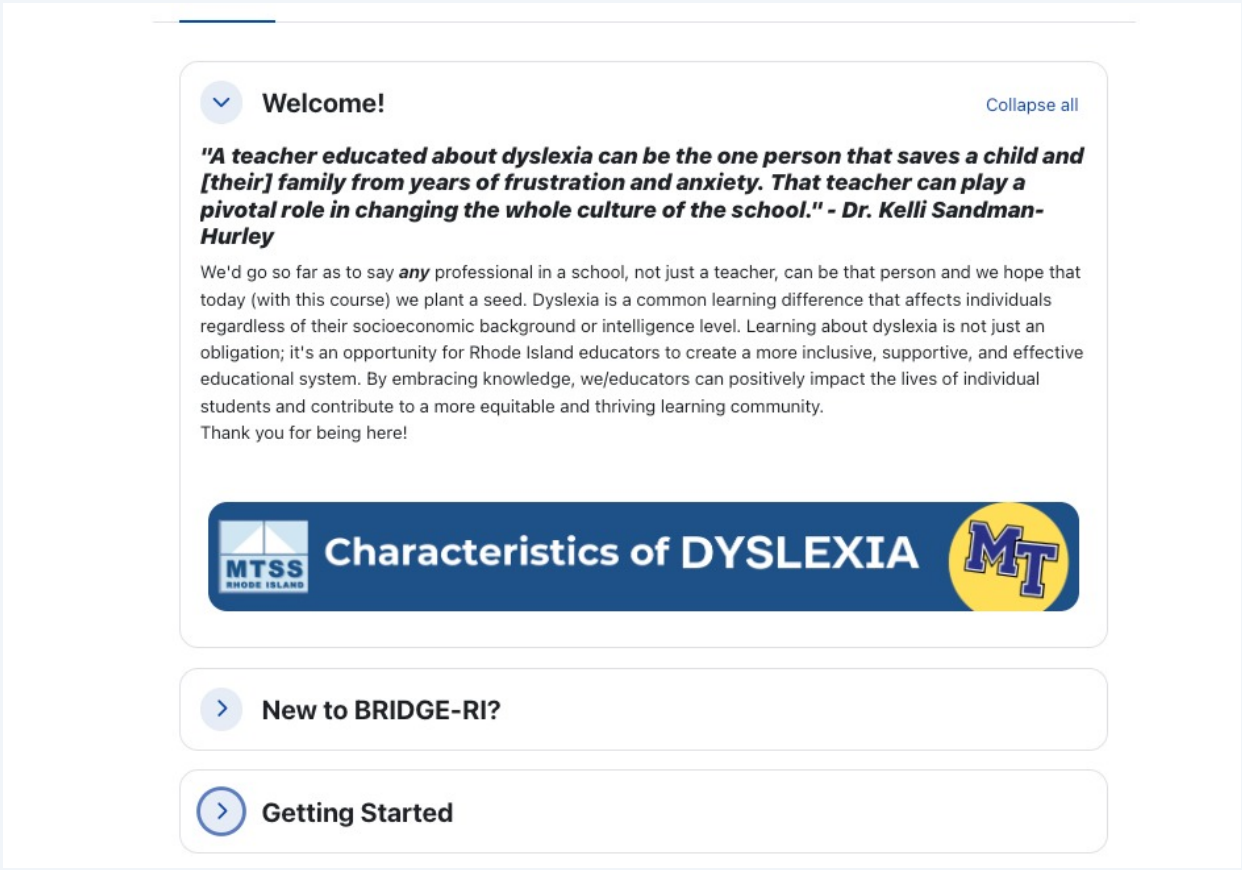
How to Navigate and Complete a BRIDGE-RI Course

1 How to Navigate and Complete a BRIDGE-RI Course.

2 Navigate to the BRIDGE RI site and enroll in a course.

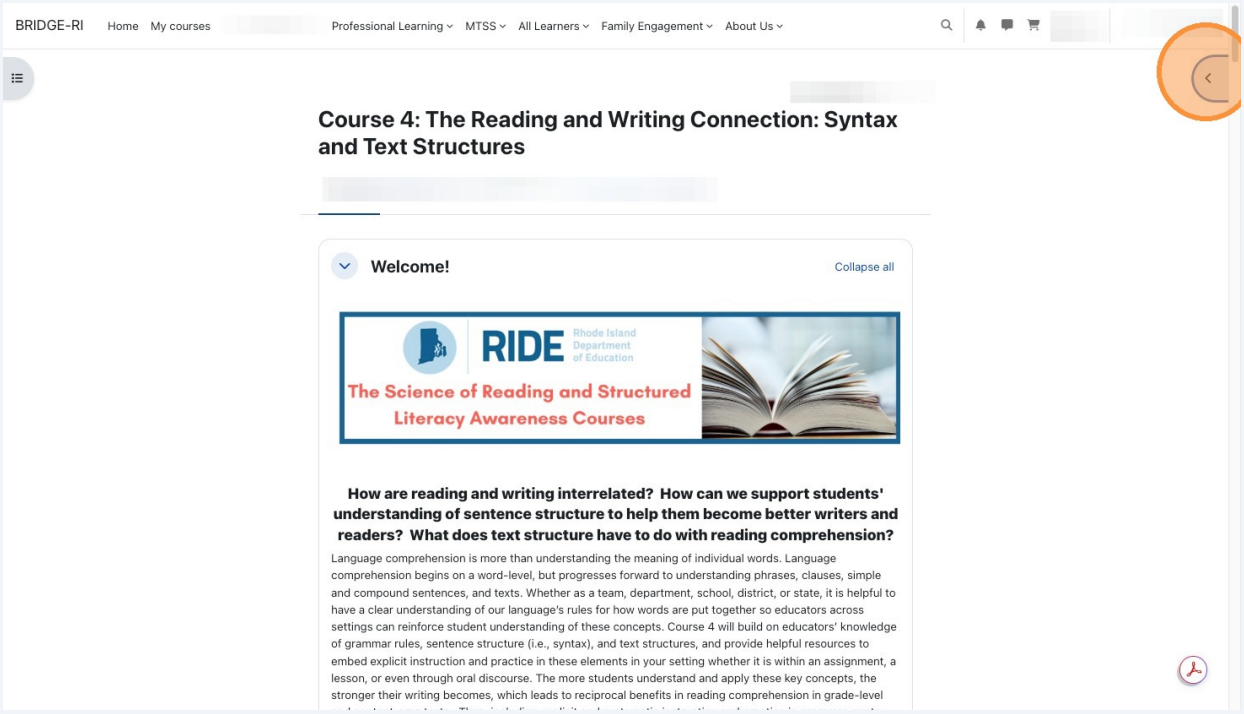
3 Each course starts with a "Welcome!" section with an introduction to the course and the course objectives. The second section offers guidance for expected time participation on the platform.

To expand or collapse individual sections, click on the arrow to the left of the section heading name. To expand or collapse all the sections at once, click on "Collapse all" or "Expand all" in the "Welcome!" section.



4 The right drawer has critical tools and information you will need while working on the course such as Course Support, Completion Progress bar, Help Desk access, Facilitator Guides in some cases, links to the MTSS email account, mailing list, Terms of Agreement and Privacy Policy, etc.

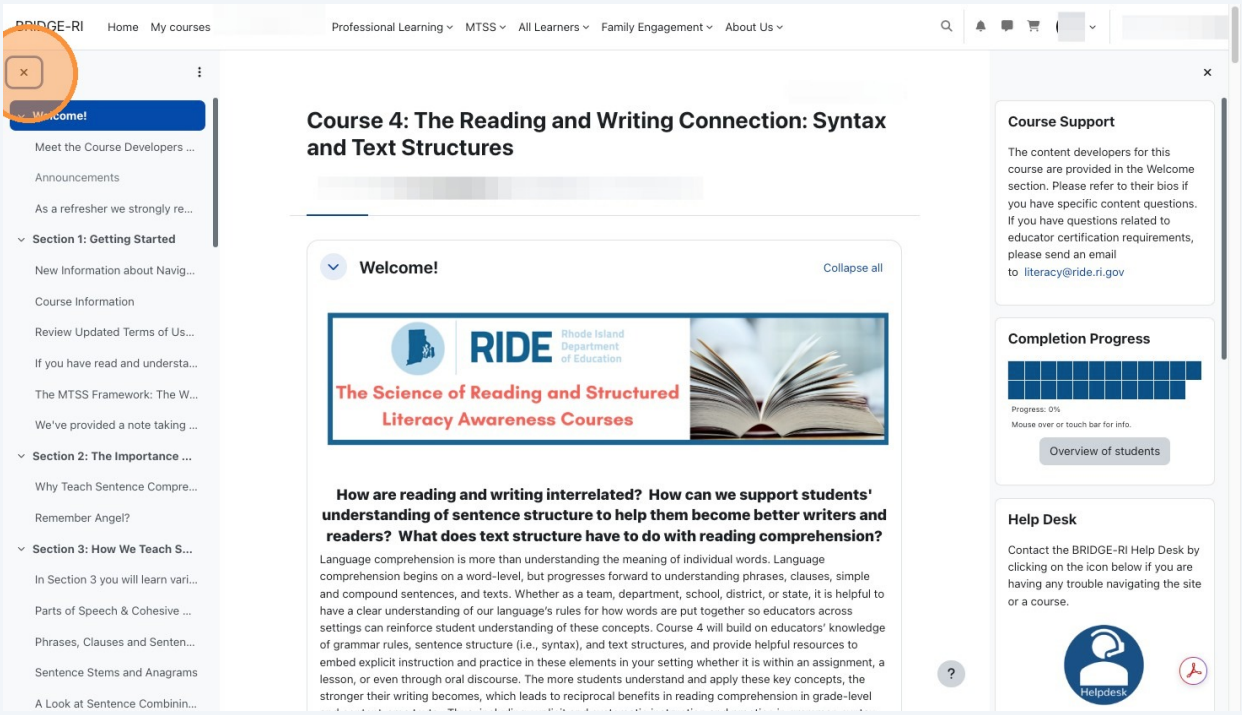
5 If by chance the right drawer is not visible when you access a course, click on the shaded arrow just below your profile.



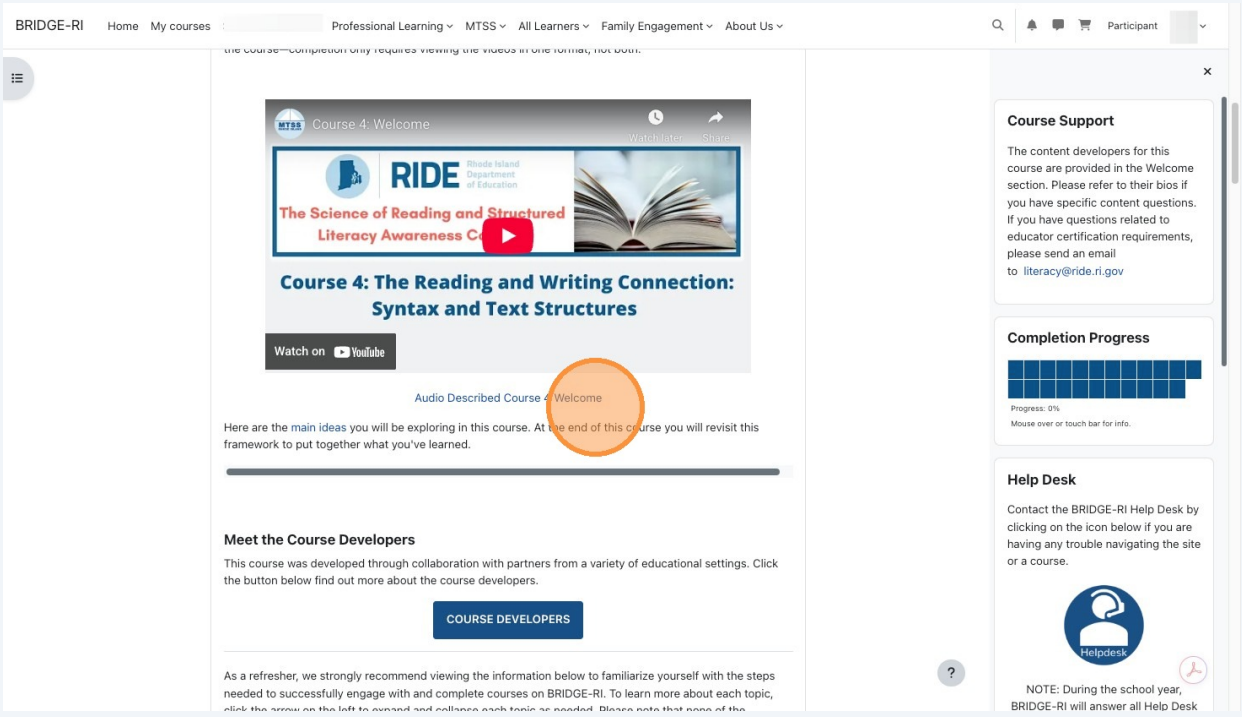
6 On the left side of the window is a "Course index" that lists the sections in the course should you wish to jump back to a section quickly without scrolling through the course.

To expand the "Course index", click on the list icon.

7 To collapse the "Course index", click on the "x".

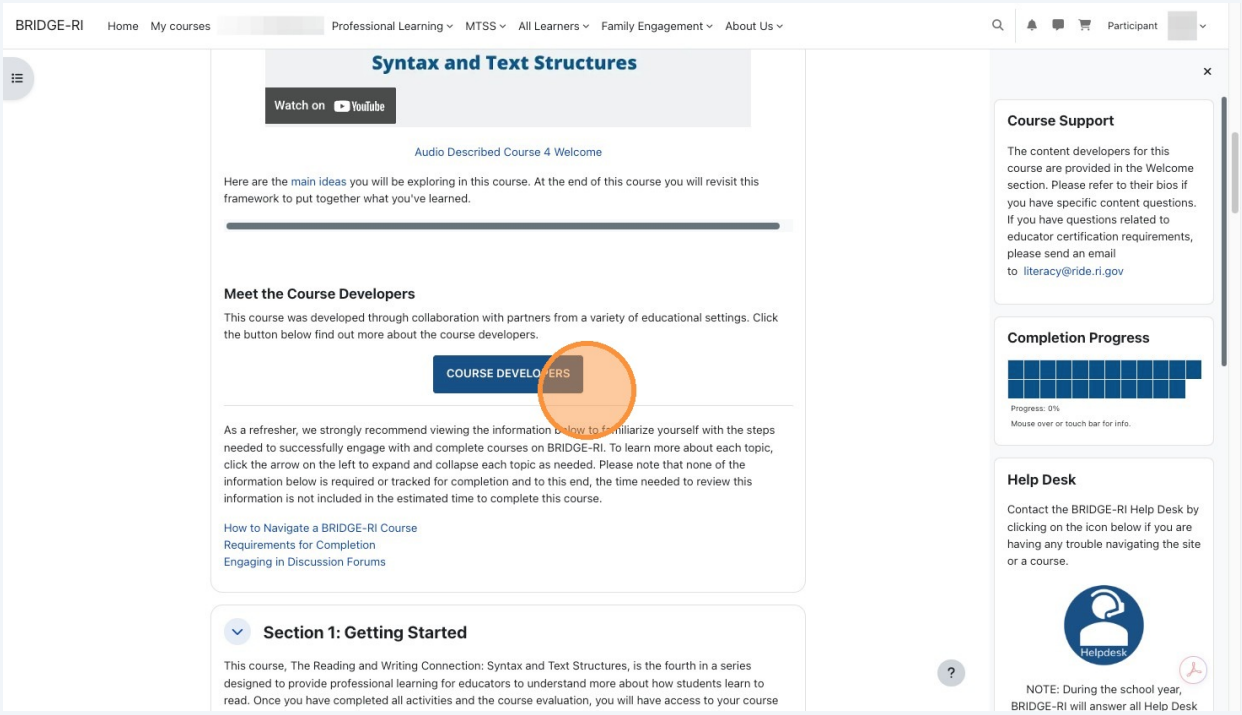


8 The MTSS RI team has been working to make the courses on BRIDGE RI accessible to all. Throughout BRIDGE RI courses, videos that have been audio described when permitted will have a link below them. Click on the link to be brought to the audio description interface with its transcript.

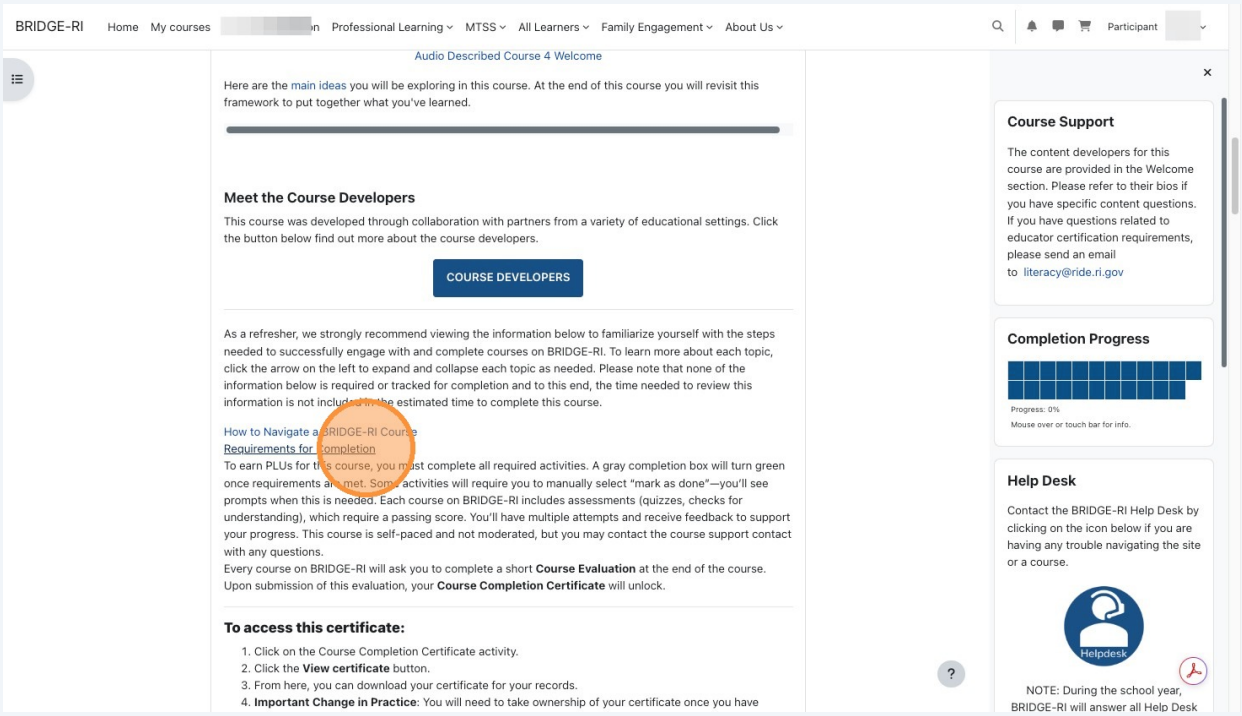


9 Below the "Welcome!" section in every course are the "New to BRIDGE RI?" section and "Getting Started".

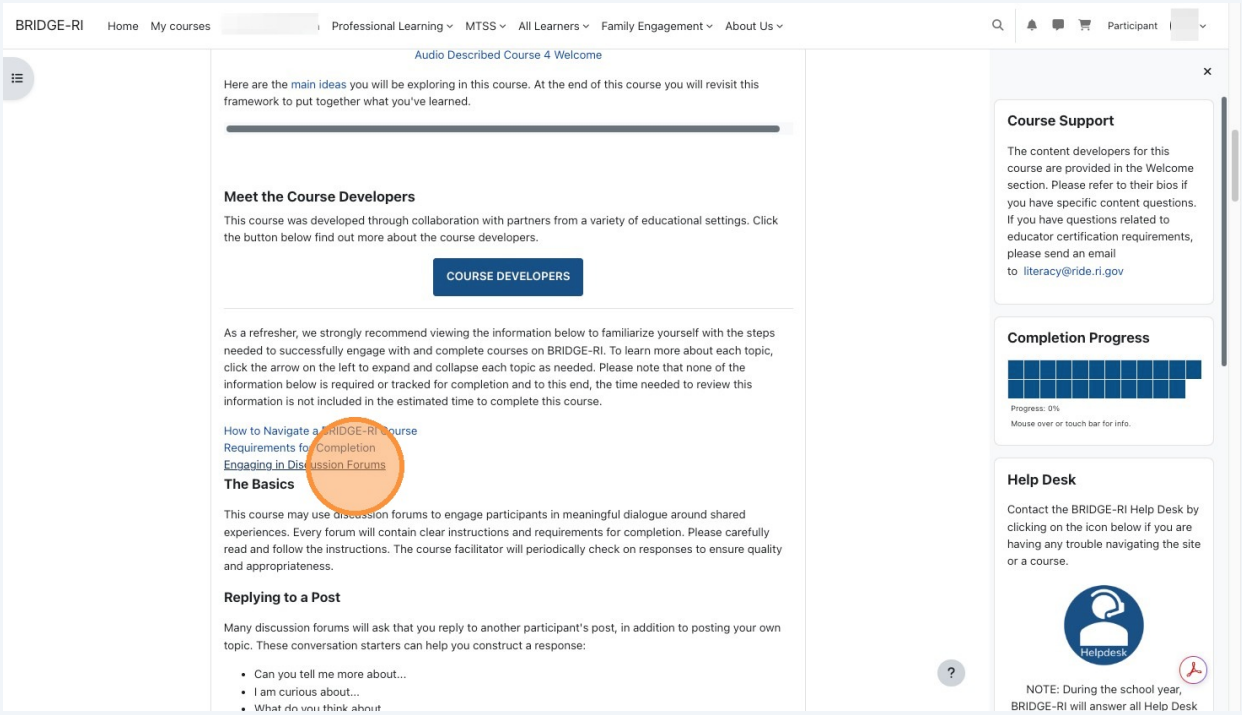
In the "New to BRIDGE RI?" section, participants will be introduced to the Course Developers.



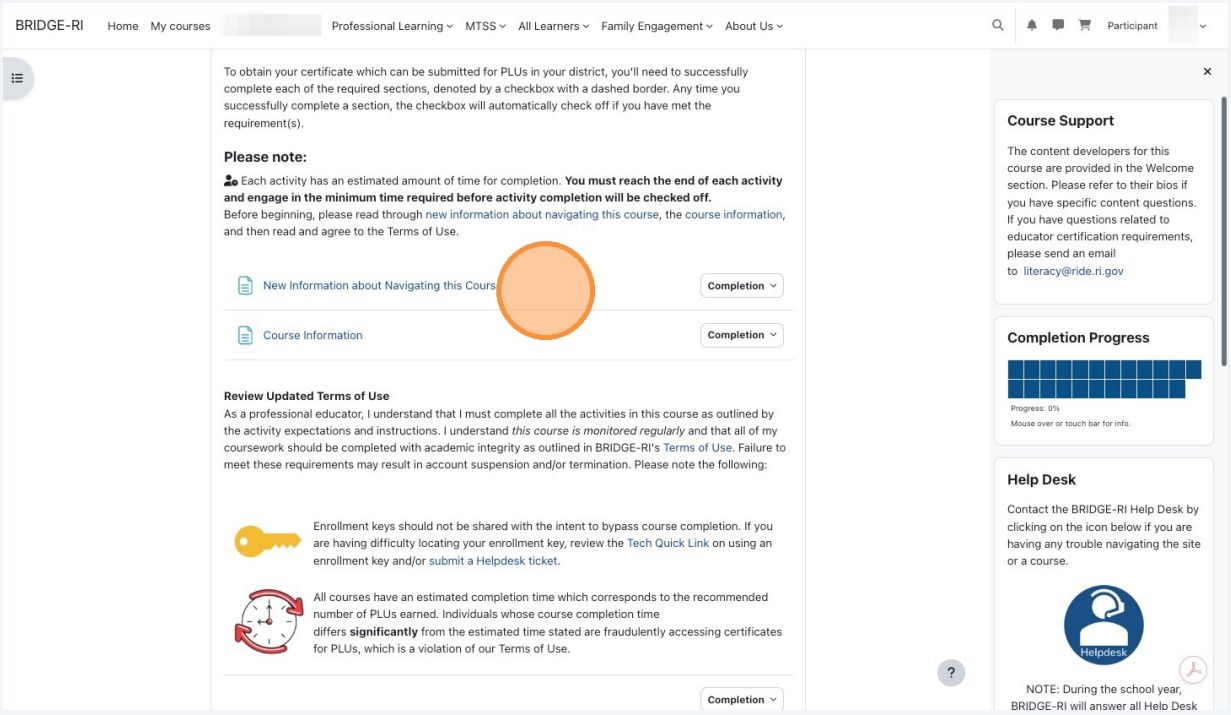
10 Participants will also find links to important guides such as "Requirements for Completion" that outlines how to earn the course PLUs;



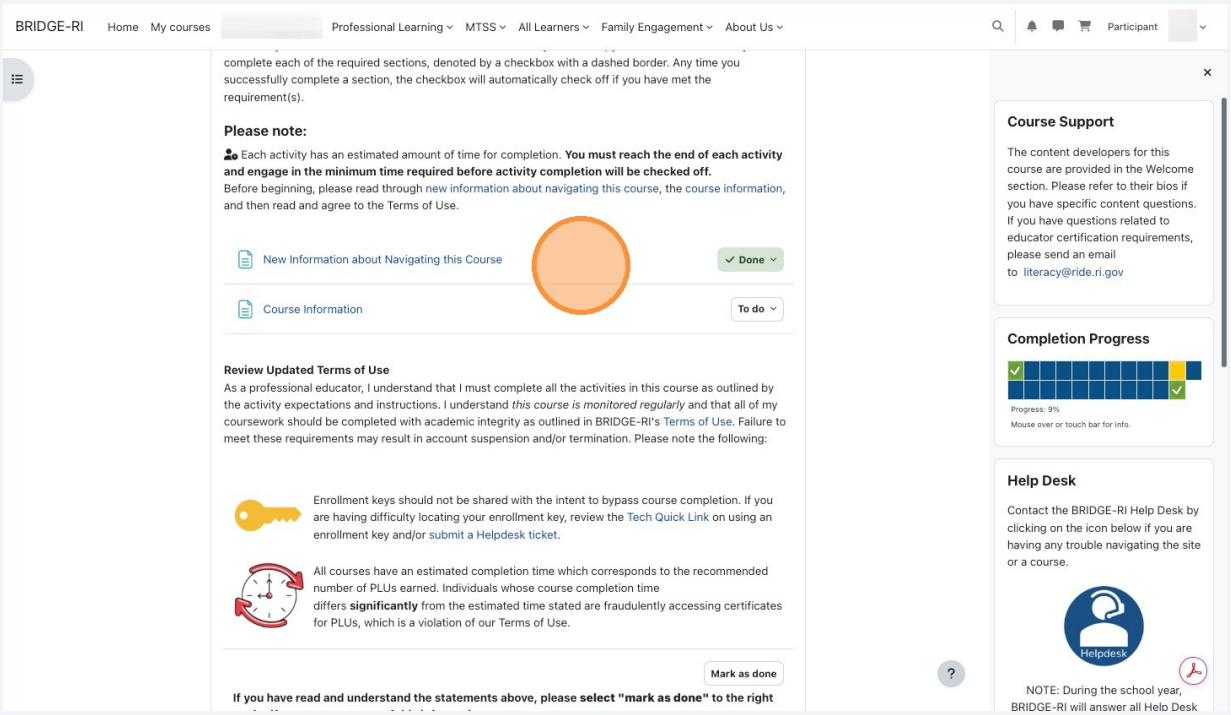
11 and "Engaging in Discussion Forms" taking participants through the process of interacting in Discussion Forums.



12 In some courses, there will be a "New Information about Navigating this Course". Every course does have a "Course Information" page. Course objectives, the estimated time to complete the course, and any other relevant information will be presented on both of these pages.

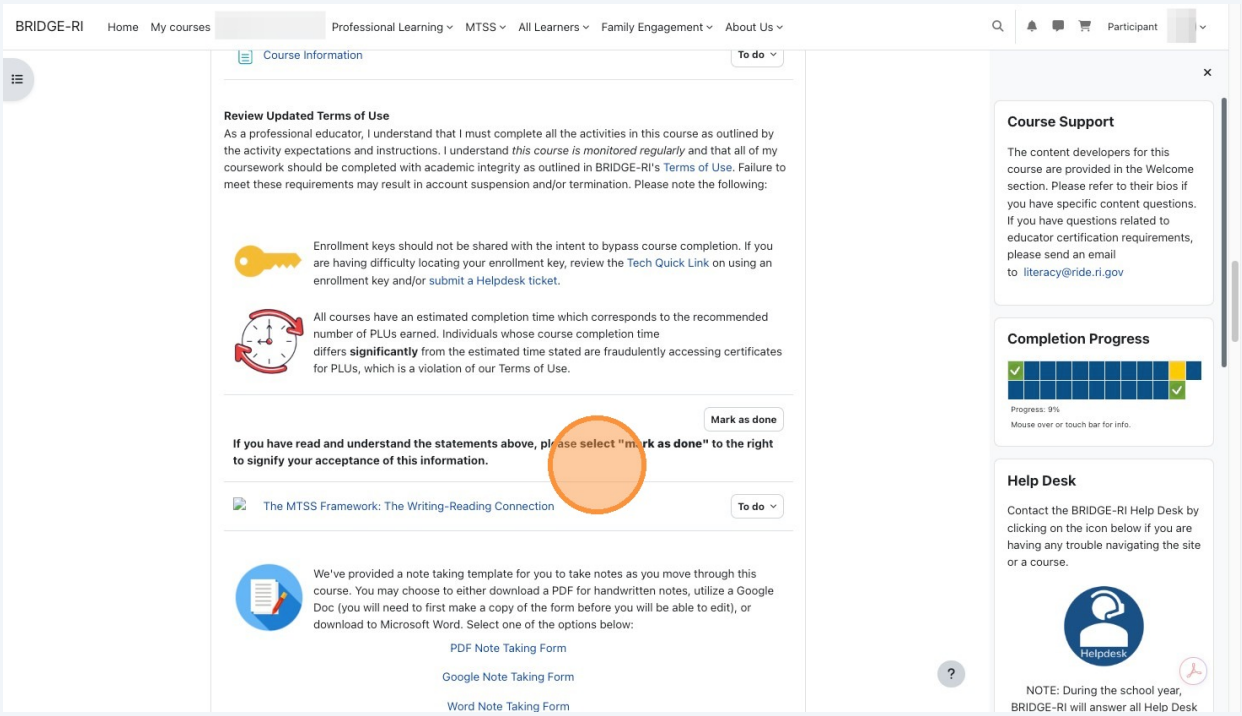


13 Once you have reviewed the pages and return to the Course Home page, the activity will be marked as "Done". Notice the check mark that appears on the "Completion Progress" bar in the right drawer each time an activity is completed within the set specifications.

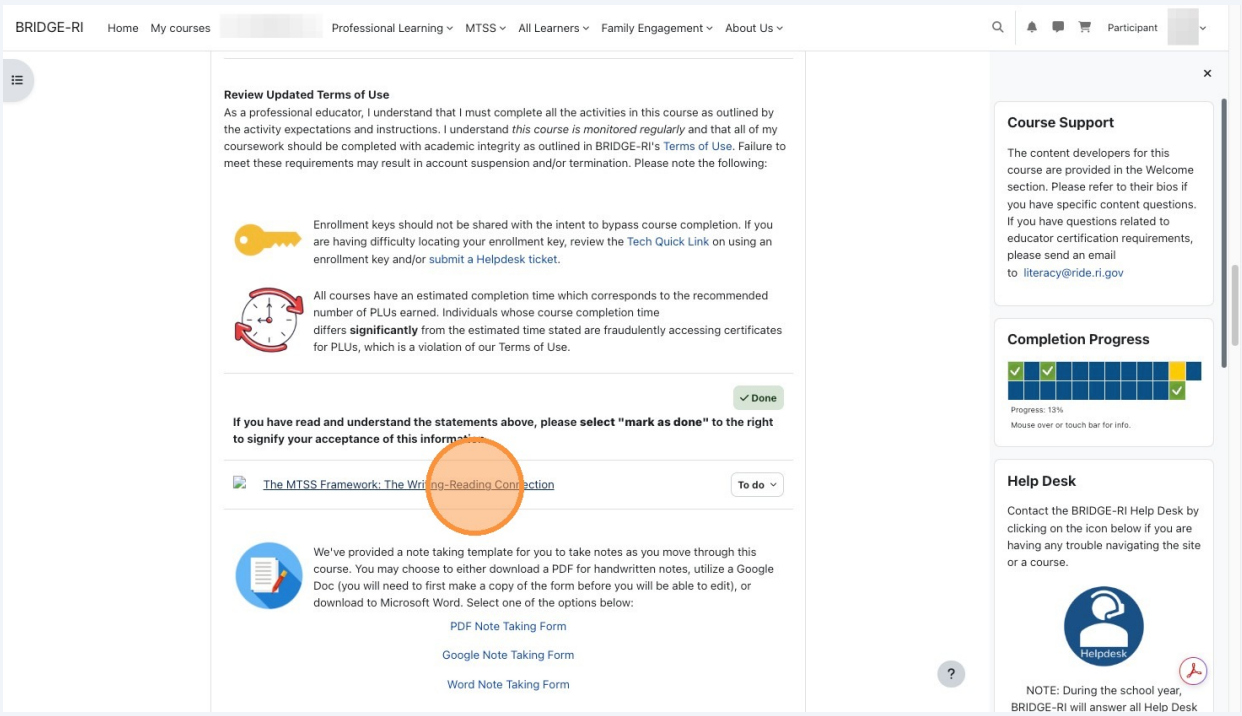


14 There are some activities participants will need to click "Mark as done" once they are completed. One of these activities is reading and acknowledging the "Terms of Use".

Click "Mark as done" to the right of "If you have read and understand the statements above, please select "mark as done" to the right to signify your acceptance of this information."



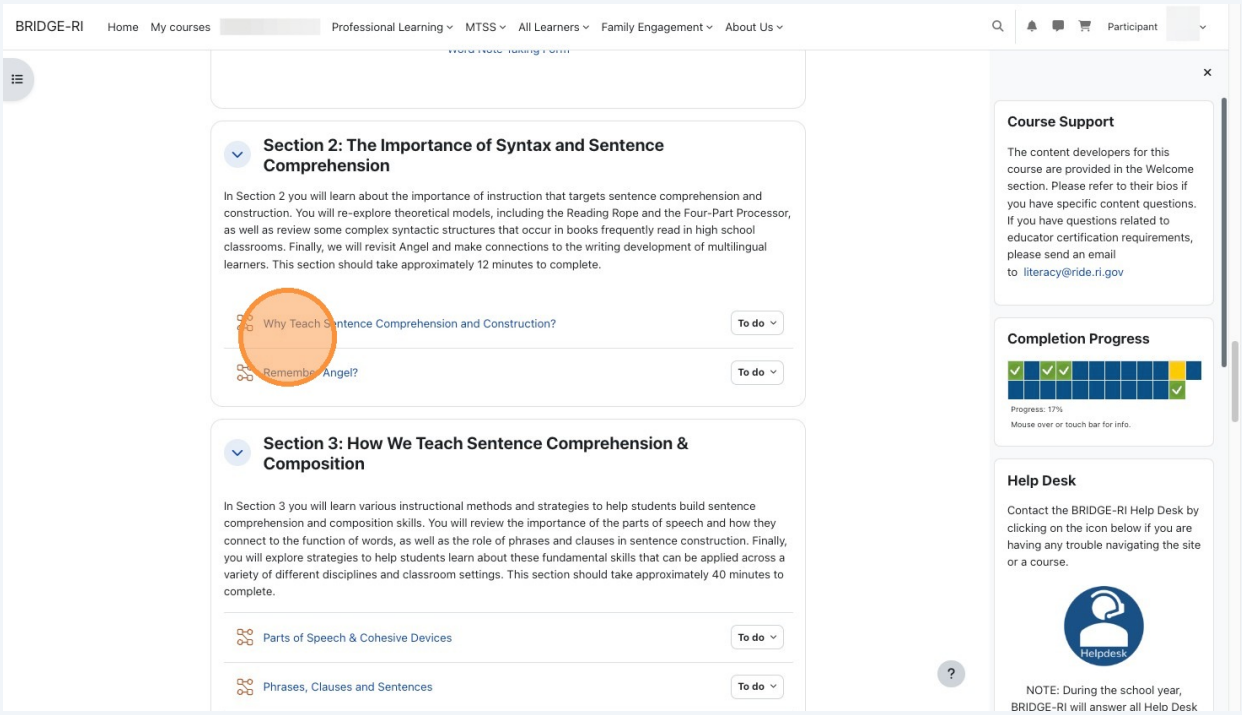
15 Finally, many of the BRIDGE RI courses have "The MTSS Framework" presentation as it applies to the particular course. Once again, when this activity has been completed within the specified time, it will be marked as "Done".



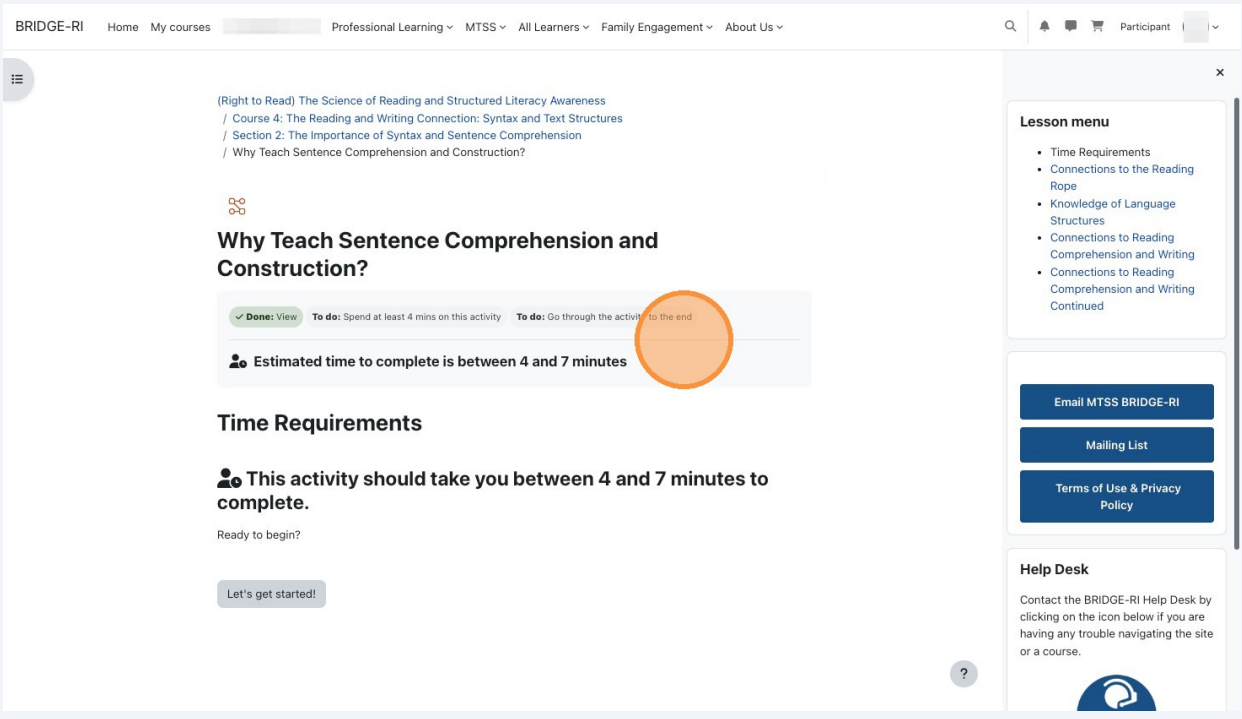
Navigating LESSON & Completion Progress bar

16 BRIDGE RI courses have been developed using an assortment of activities to present content in an engaging manner. One activity is "Lesson".

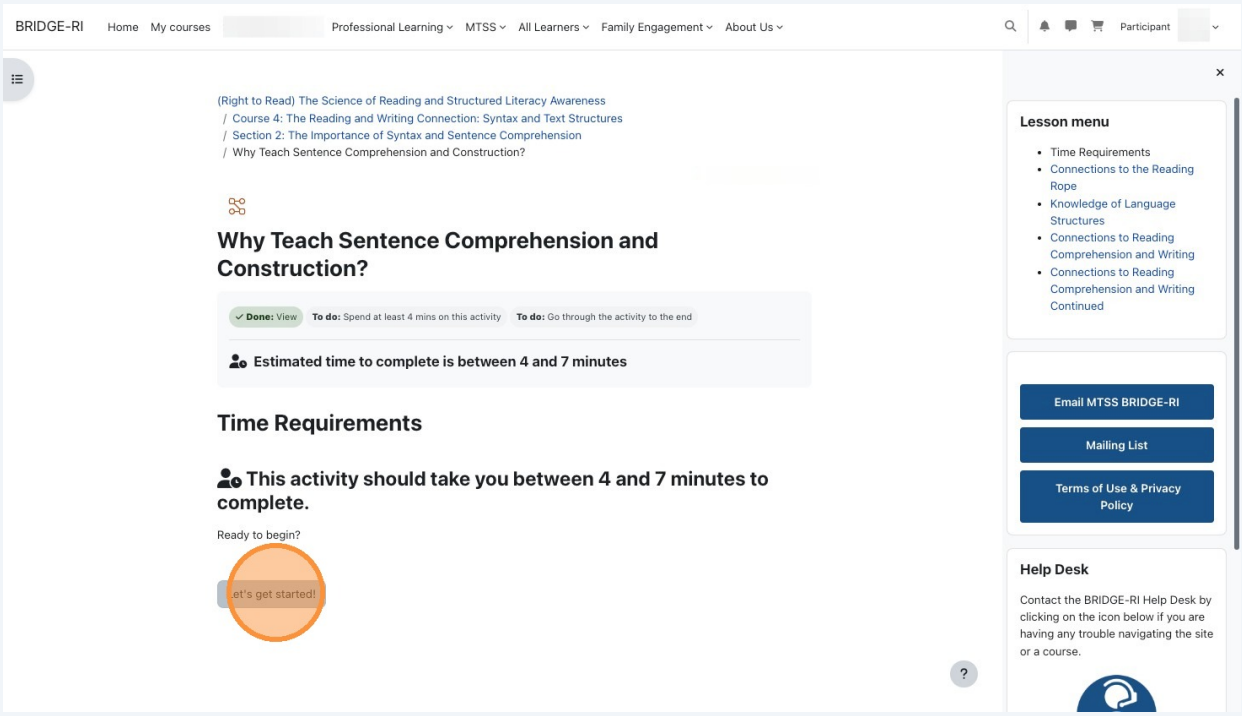
17 Click on the Lesson.



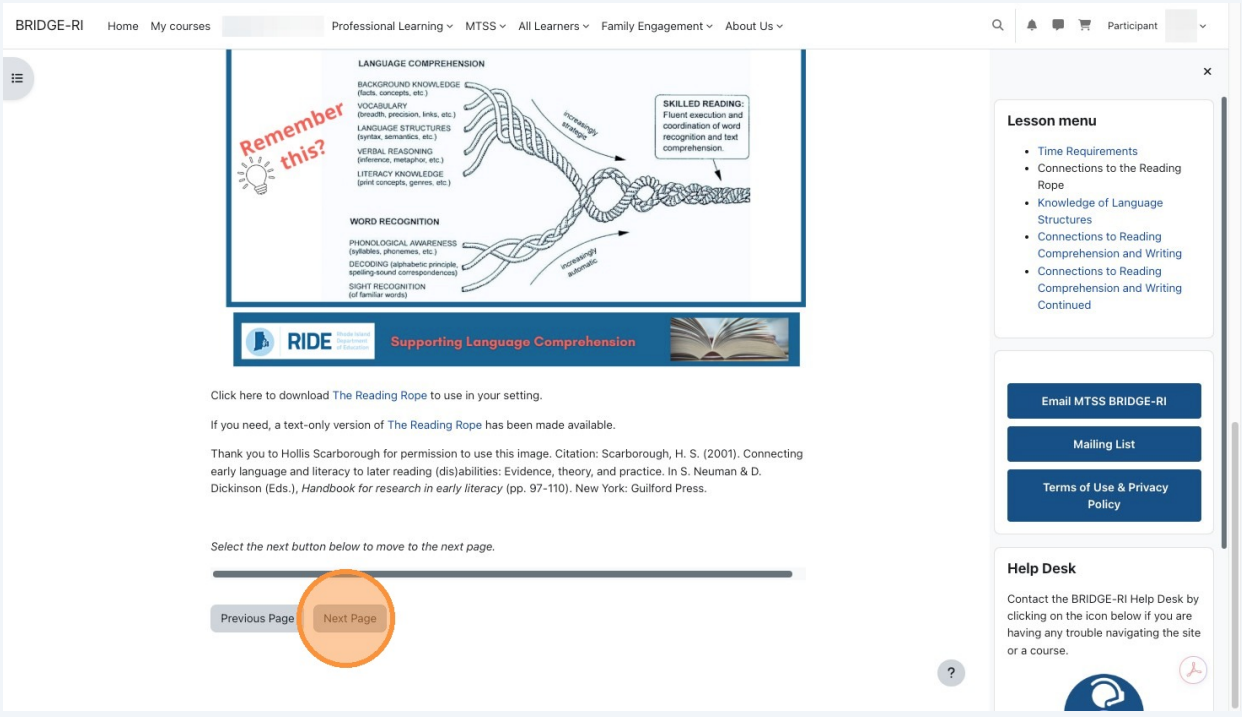
18 Some may have specific completion parameters. If there are time restrictions, note that the clock on your computer is the timekeeper.



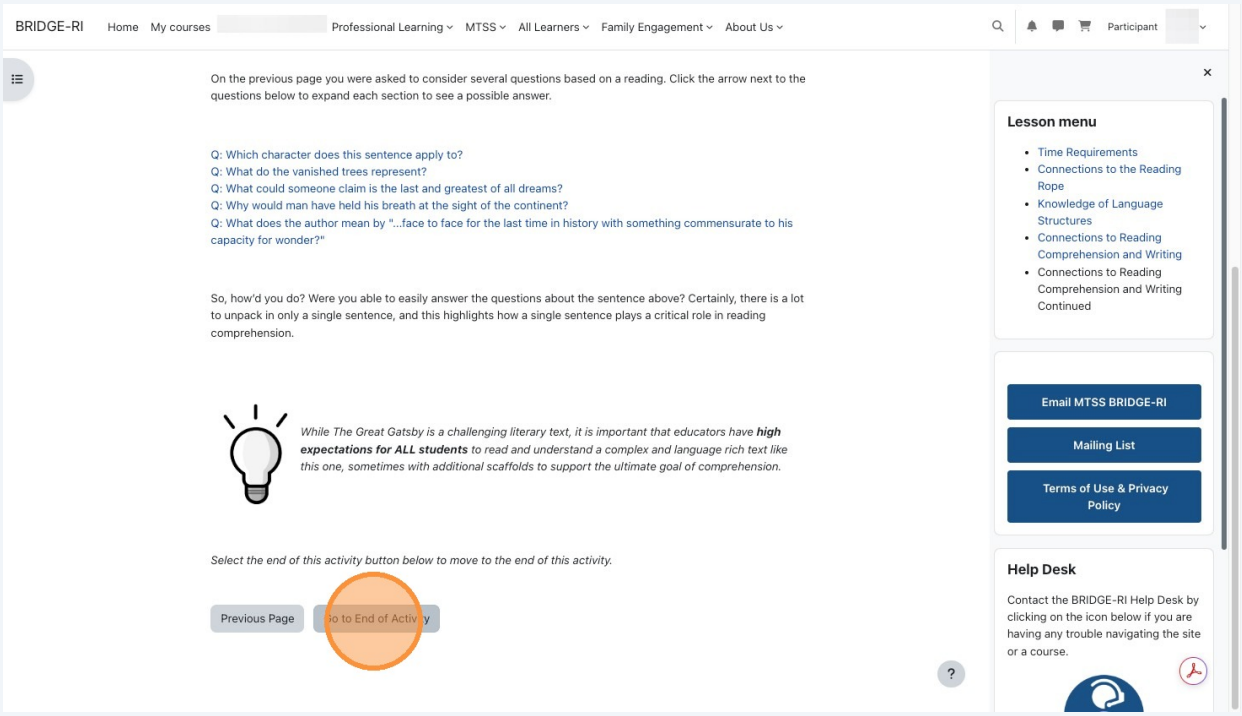
19 Once the guidelines for the Lesson have been reviewed, click "Let's get started!" or "Apply Your Learning!" or whatever button has a prompt to get started.



20 To navigate through Lessons, scroll to the bottom of the page and click "Next Page".



21 At the end of a Lesson, click "Go to End of Activity" or "Finished" or whatever prompt allows advancement through the course.



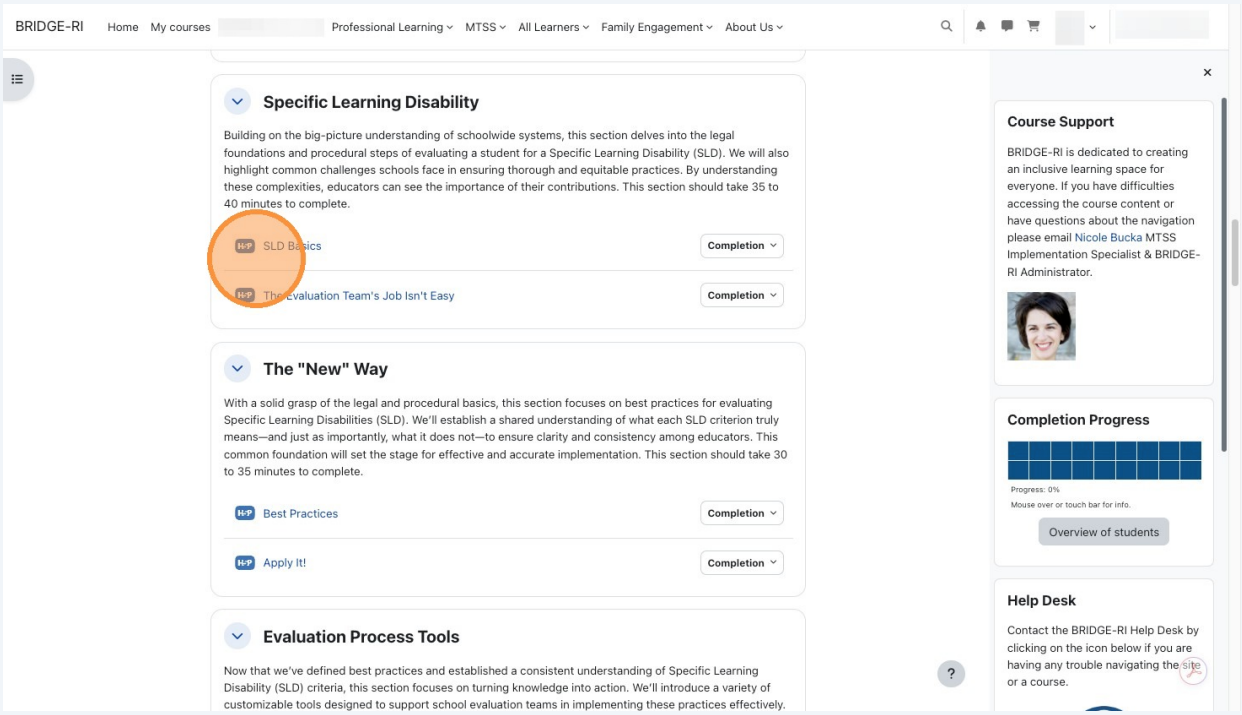
22 Successful completion of a Lesson will generate a check mark in the Completion Progress bar.

A reminder: BRIDGE RI courses are scaffolded and therefore activities need to be completed in the sequence they are presented.

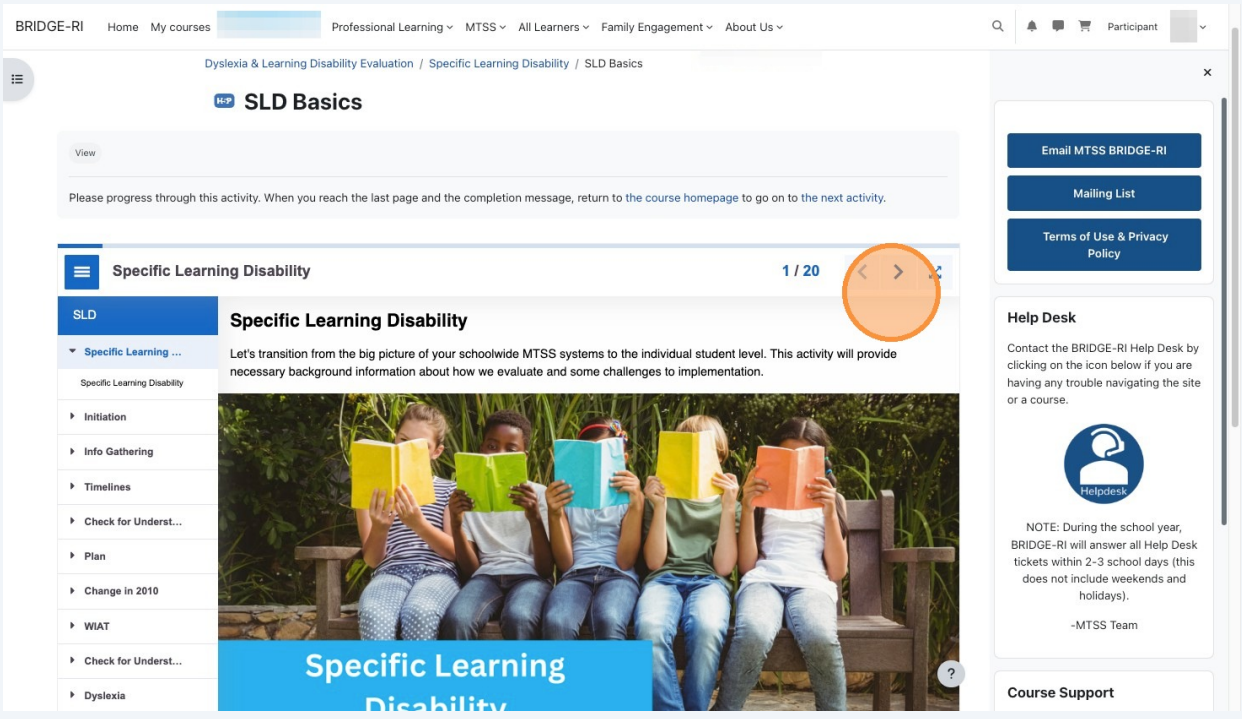
23 If there is an unchecked box between two checked boxes in the Completion Progress bar, mouse over that box and double-click to be brought to the incomplete activity.

H5P Interactive Activity & Audio Describe

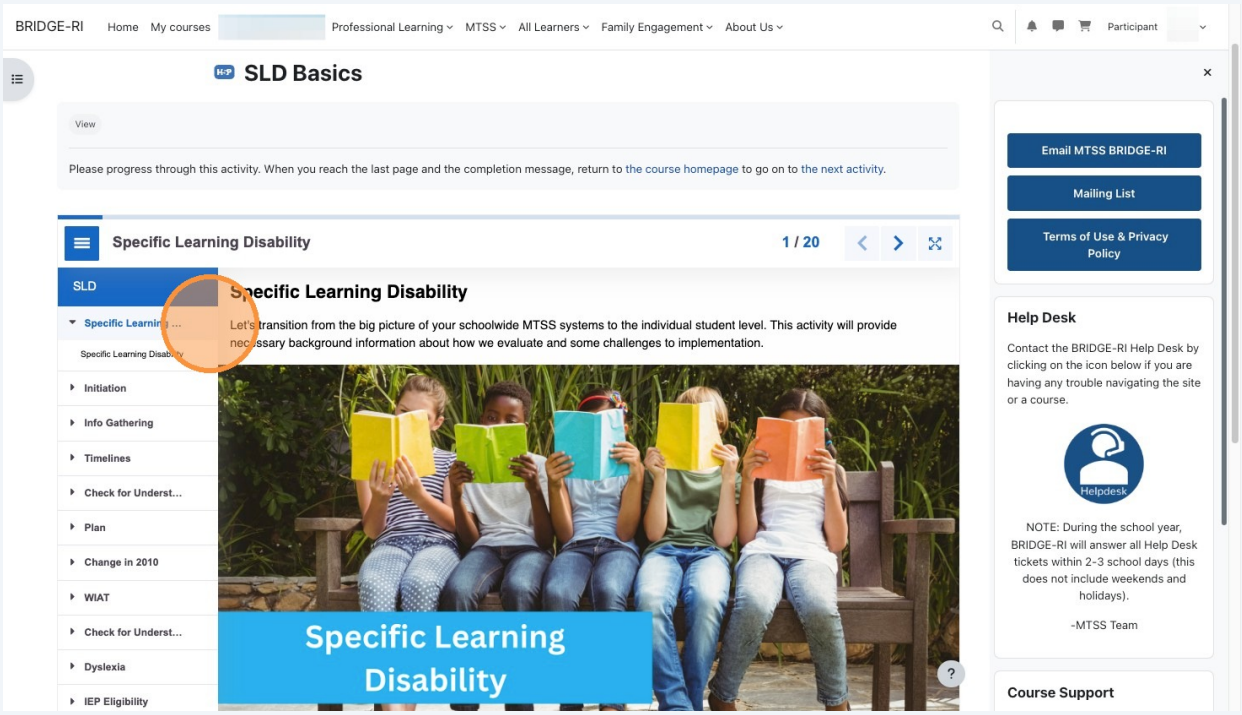
24 Another commonly used activity in BRIDGE RI courses is the H5P Interactive video.



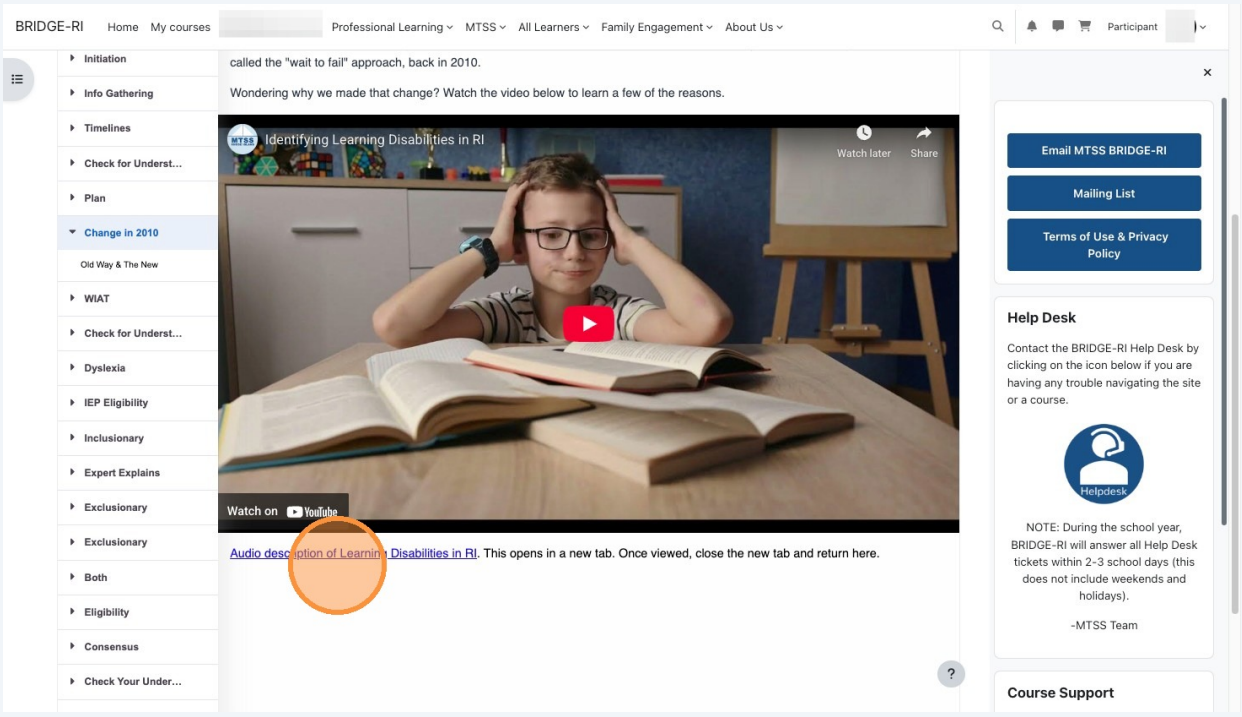
25 Once in an H5P, navigate through the screens by using the arrows found at the top right or bottom right of the embedded player.



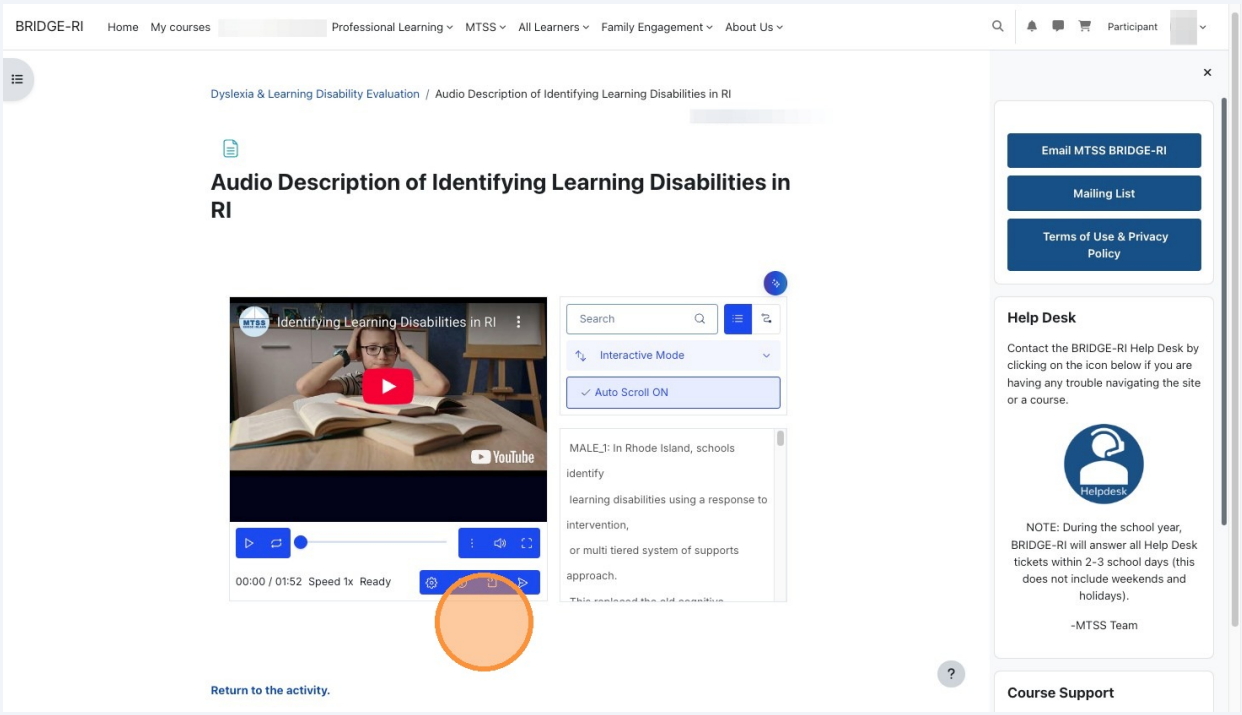
26 The activity index is on the left side of the window.



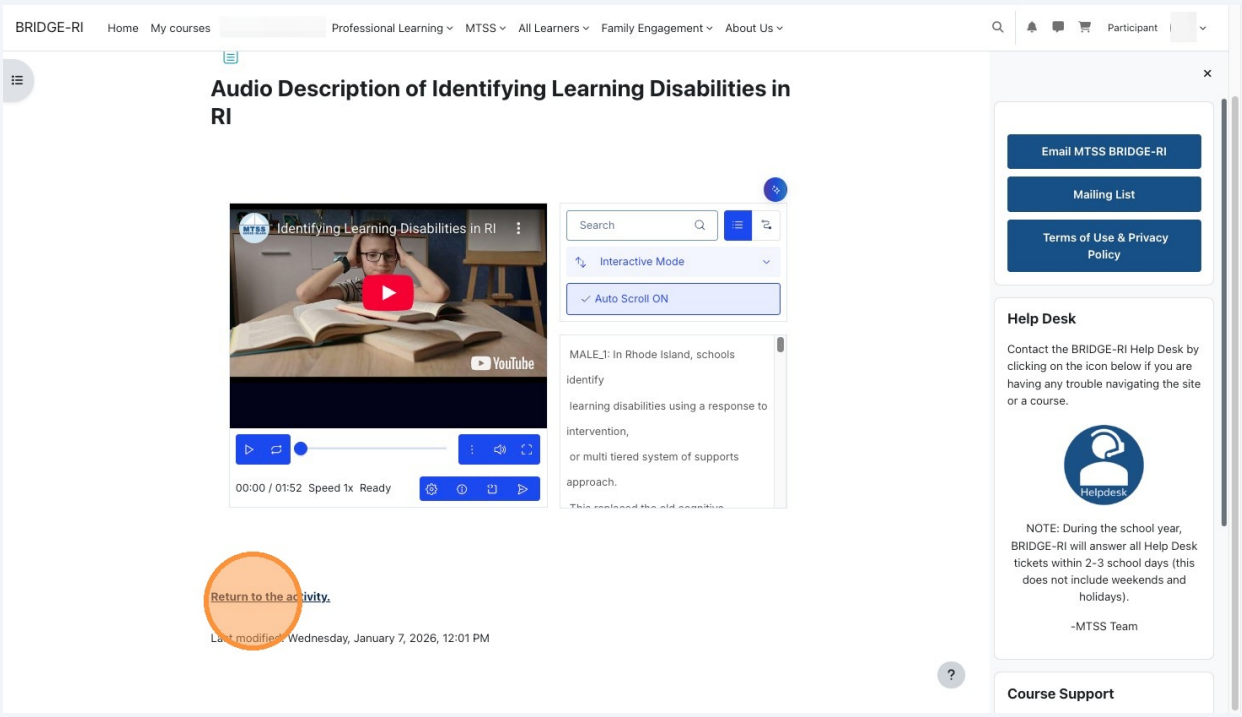
27 Some H5Ps have embedded videos with audio description. Click on the link to be brought to the audio described player.



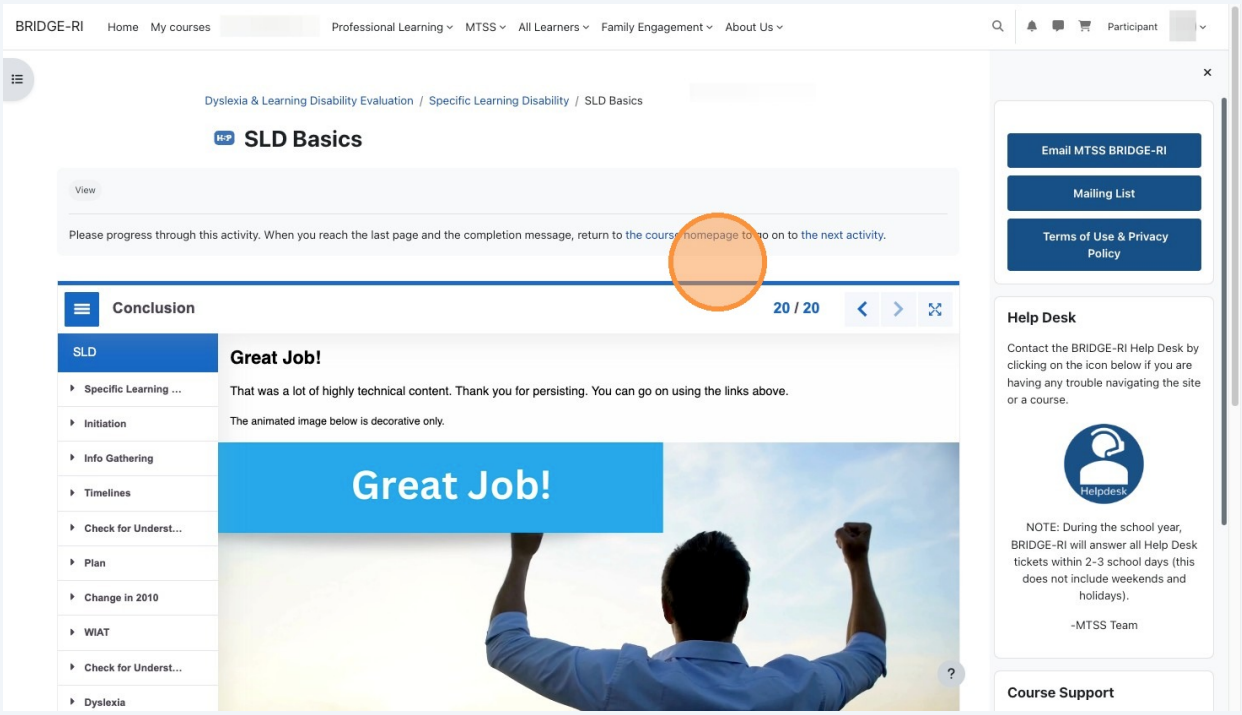
28 The audio described player has its own embedded navigation buttons. Use these to go through the video.



29 When done with the audio described video, click "Return to the activity".



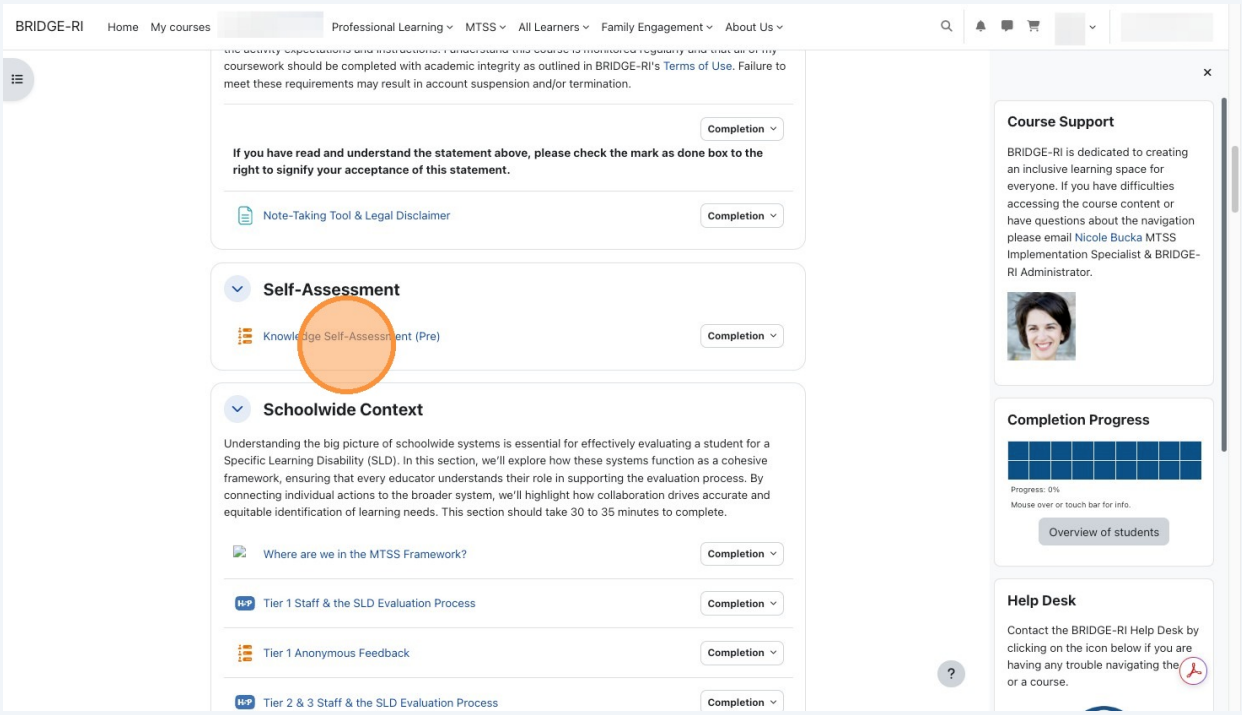
30 The last screen of the H5P will usually provide links back to the course or to the next activity.



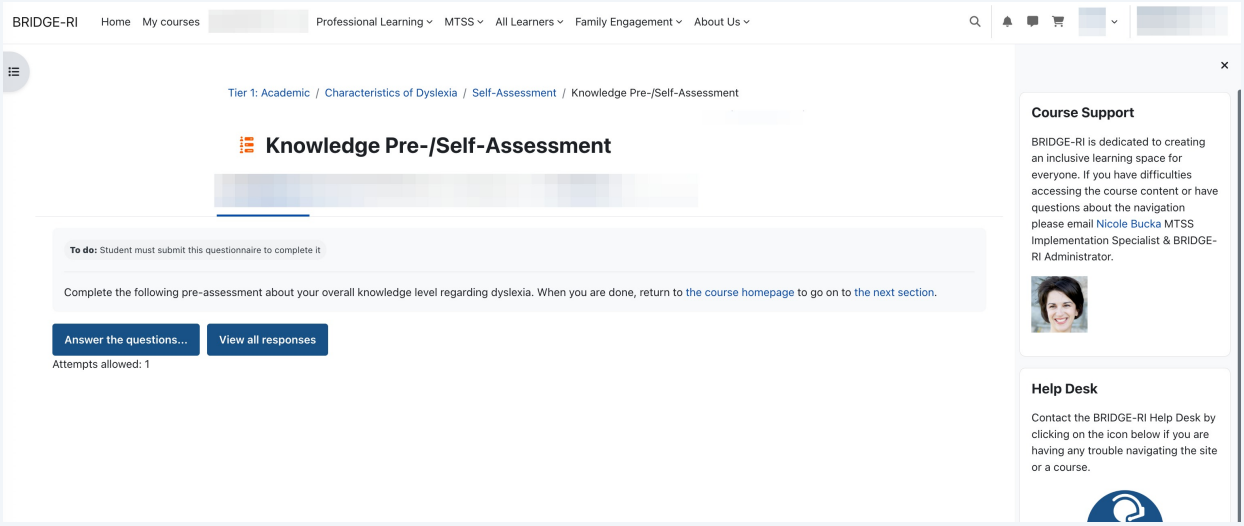
Quiz or Assessment

31 Some courses have either a quiz or pre-post assessments.

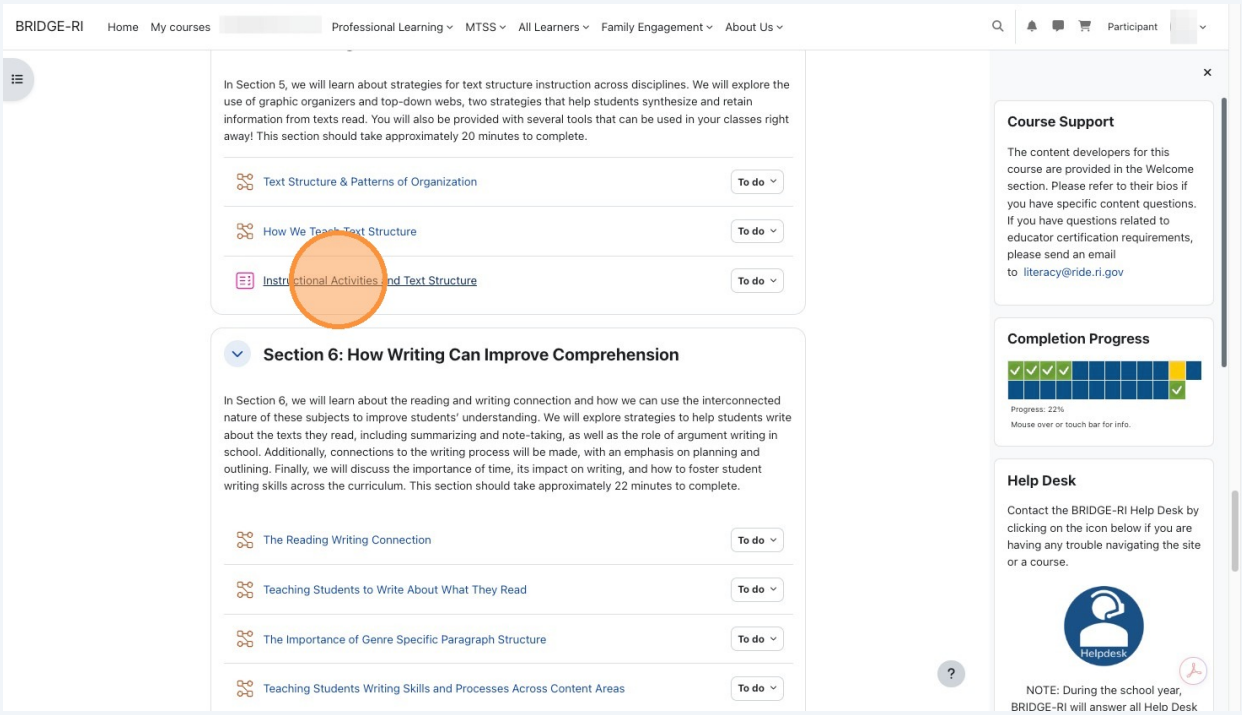
This screen shot is of an assessment. Click on the link to be redirected to the assessment.



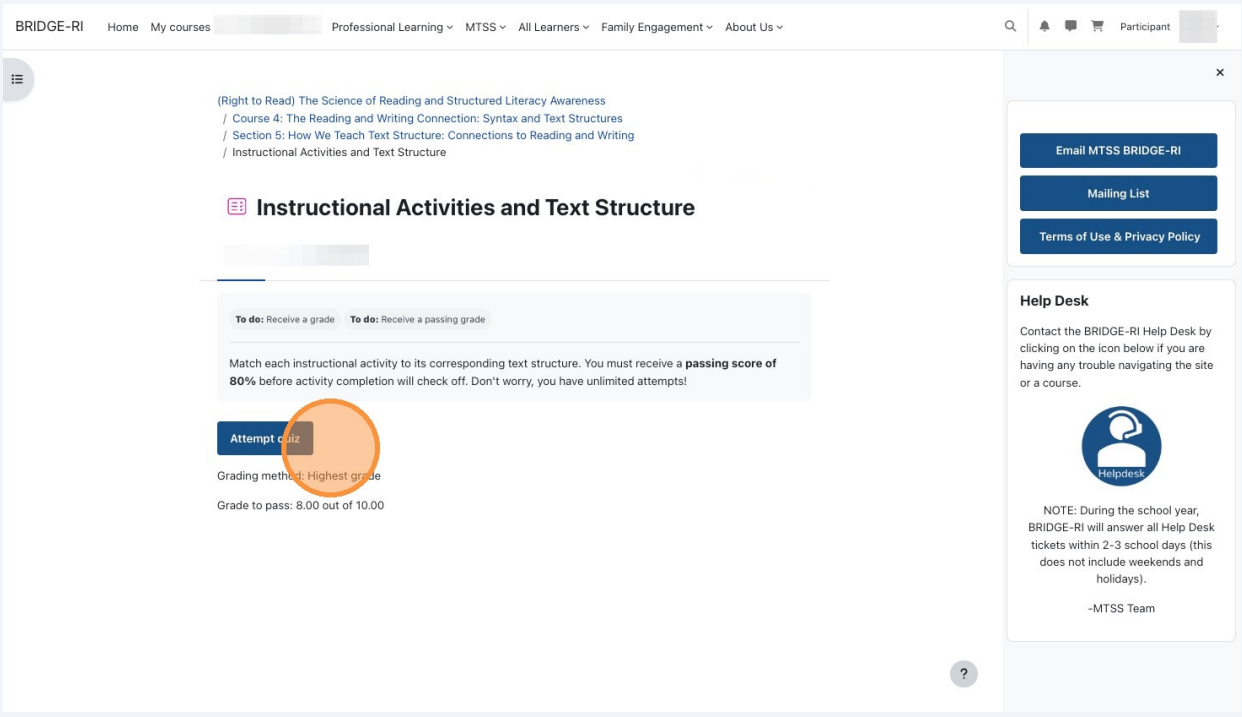
32 Once in the assessment, click "Answer the questions..." and follow the directions.



33 This screen shot is of a quiz. Click on the link to be redirected to the quiz.

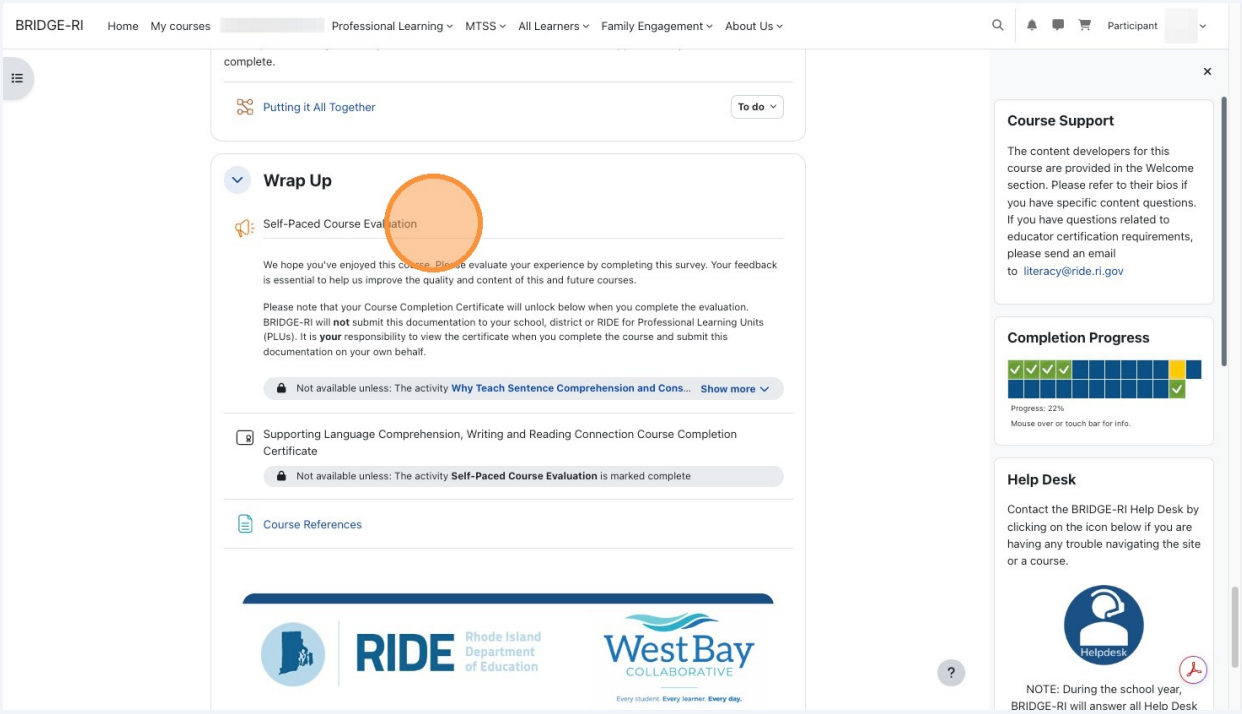


34 Click on "Attempt quiz" to progress through the set up as instructed.

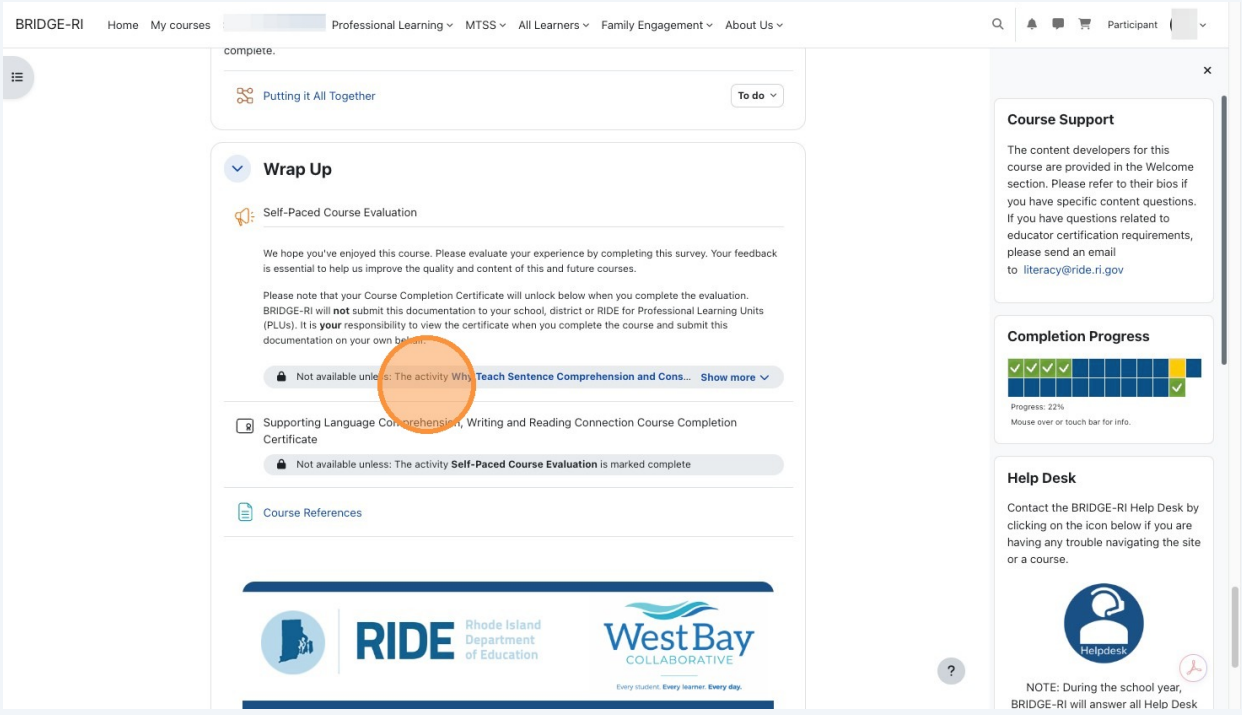


Course Feedback

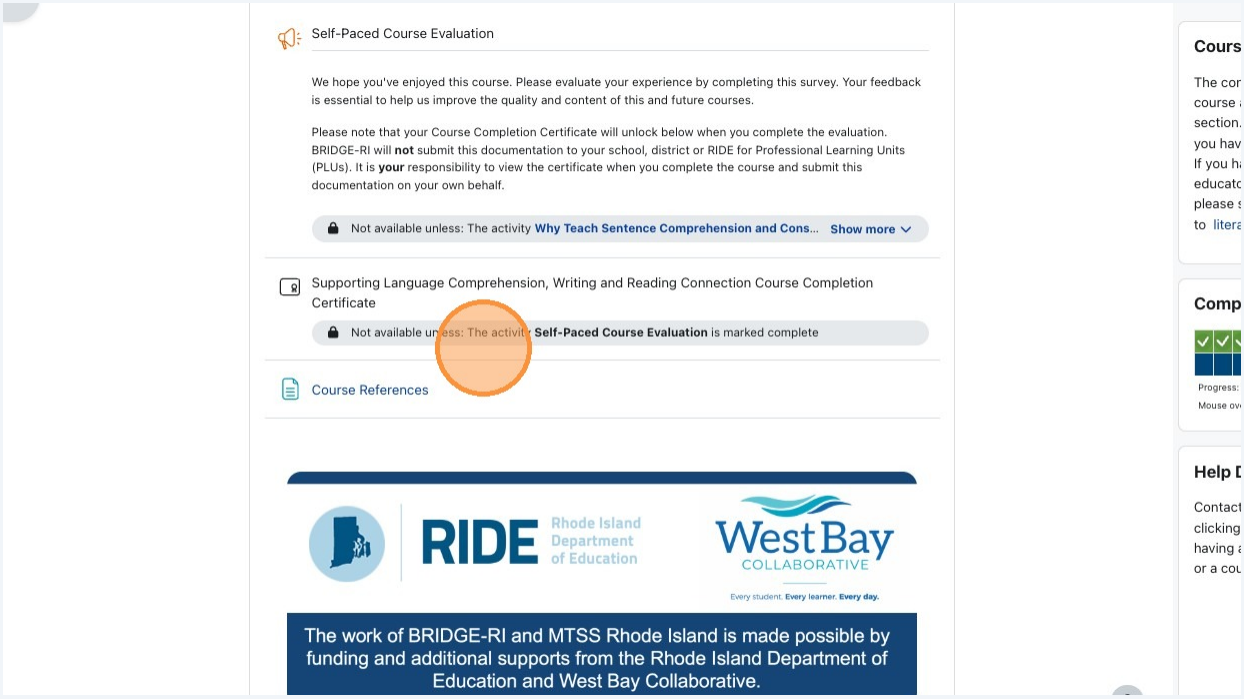
35 All courses have a "Self-Paced Course Evaluation Feedback" that needs to be completed in order to generate the Course Certificate of Completion.



36 If the course requirements are not met, this will be noted. To see what needs to be completed, look at the "Completion Progress" bar.



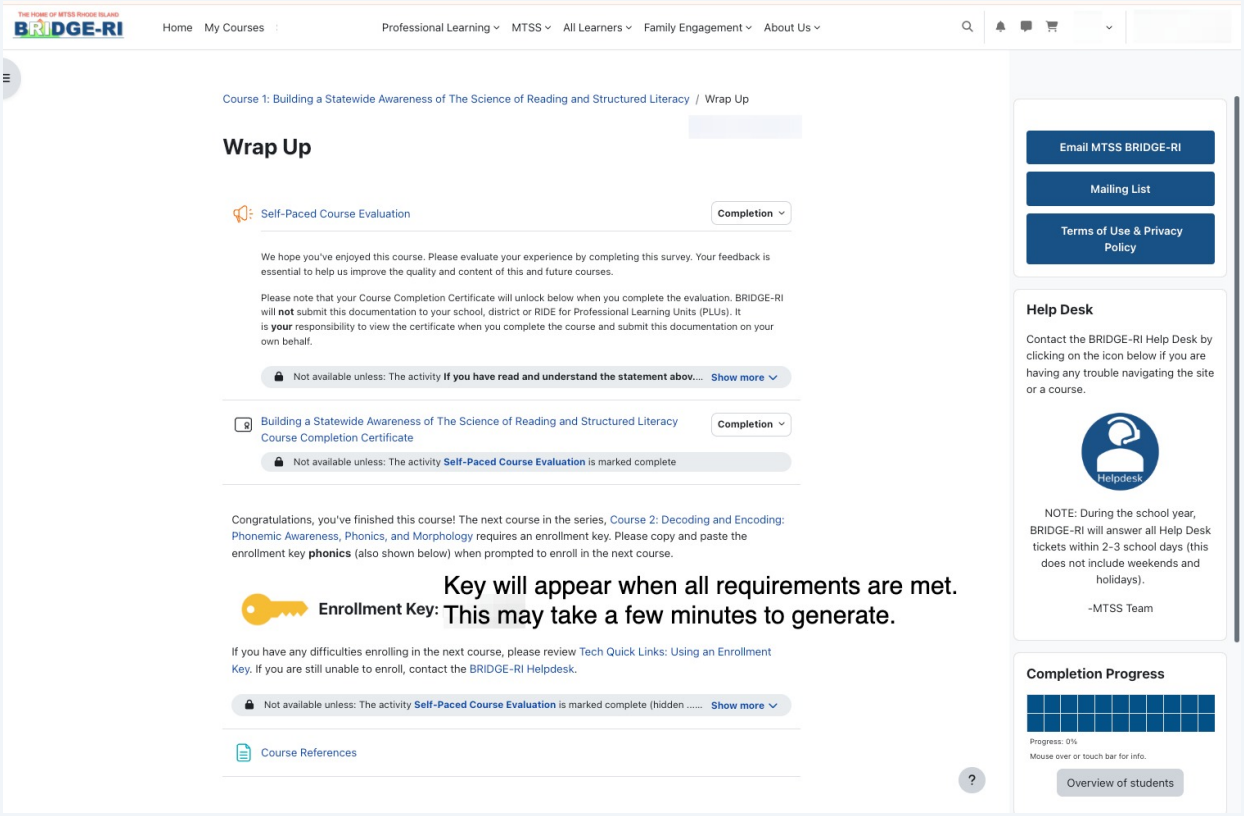
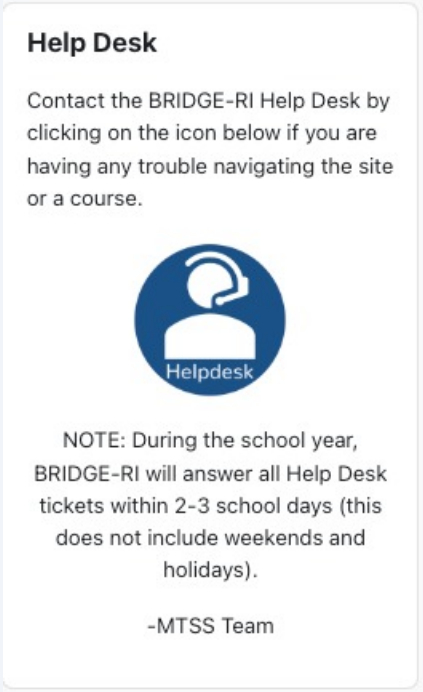
37 Course Completion Certificate Custom certificates become available once all course requirements are met. Check the "Completion Progress" bar if the certificate is not available.



Enrollment Keys

38 Some courses are part of a series and may require an enrollment key to advance through the series. Enrollment keys are generated once all the course requirements are met.

It may take a few minutes for the system to refresh and generate the key. If you do not see a key after 5-10 minutes, check the Completion Progress bar to make certain everything has been checked; and refresh your browser.



39 If you need assistance or have questions, submit a Help Desk ticket. There is a link to the Help Desk form on every page in a course in the right drawer.