

1.0 Account Details

Account Name:

Account Keycode:

Website: <http://bridgescreate.com/clia>

2.0 Professor Sign In

First, open a web browser window and enter the Bridges Create Cooperative Learning Individual Assessment (CLIA) website address in the address bar. Below is an example from Mozilla Firefox version 7.

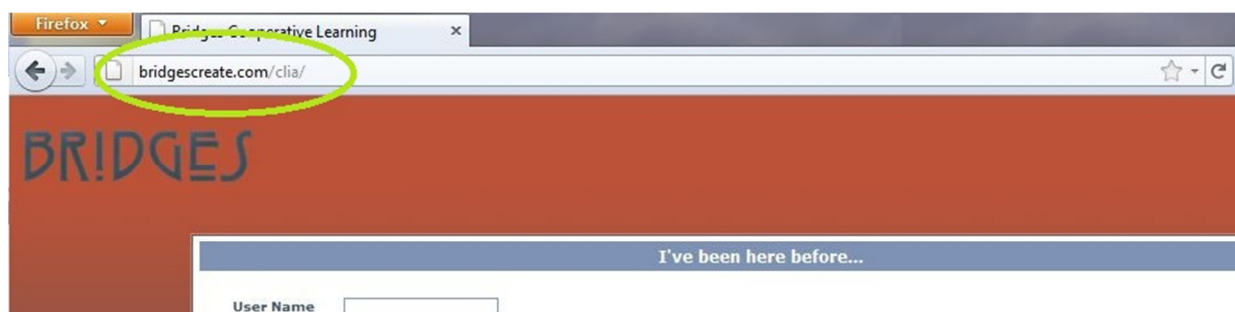


Figure 1. CLIA Website Main Page

Once you have entered the website address press the enter key on the keyboard one time to go to the site. The website should appear in your browser window.

Next, you will need to sign in to the website. The main page of the site provides two login options – one for existing users and another for new users. Existing users are those who have previously been to the CLIA website and have successfully signed in (for any account, class, and/or project). New users are those who have never signed in to the site before.

2.1 New User Sign In

If you are new to the site and/or have never successfully logged in before you will need to create a new user account. To do this you will need to complete the form on the bottom portion of the main page.

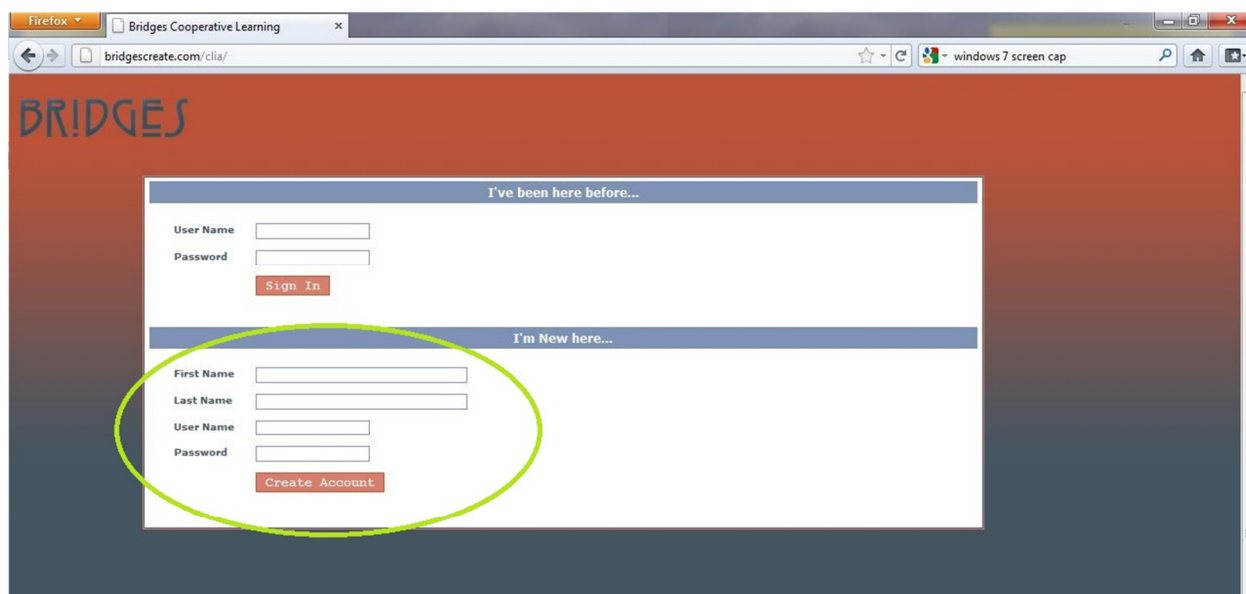
A screenshot of a web browser window showing the Bridges Cooperative Learning website. The browser's address bar displays 'bridgescreate.com/cia/'. The website has a red header with the 'BRIDGES' logo. Below the header, there are two main sections: 'I've been here before...' and 'I'm New here...'. The 'I've been here before...' section contains fields for 'User Name' and 'Password', followed by a 'Sign In' button. The 'I'm New here...' section, which is circled in green, contains fields for 'First Name', 'Last Name', 'User Name', and 'Password', followed by a 'Create Account' button.

Figure 2. New Student User Account Setup

Complete the fields for First Name, Last Name, User Name, and Password then click once on the **Create Account** button. Please make sure that the information you provide in the First and Last Name fields matches the name that appears on the class Professor's student roster.

Please note that the User Name field requires a unique value – if you select a name that is already in use the system will display a red-text error message under the page title informing you that you need to select a different User Name.

2.2 Existing User Sign In

If you have previously been to the CLIA website for any account/class/project and have successfully signed in then you can log in using your existing User Name and Password. To do this you will need to complete the form on the top portion of the main page.

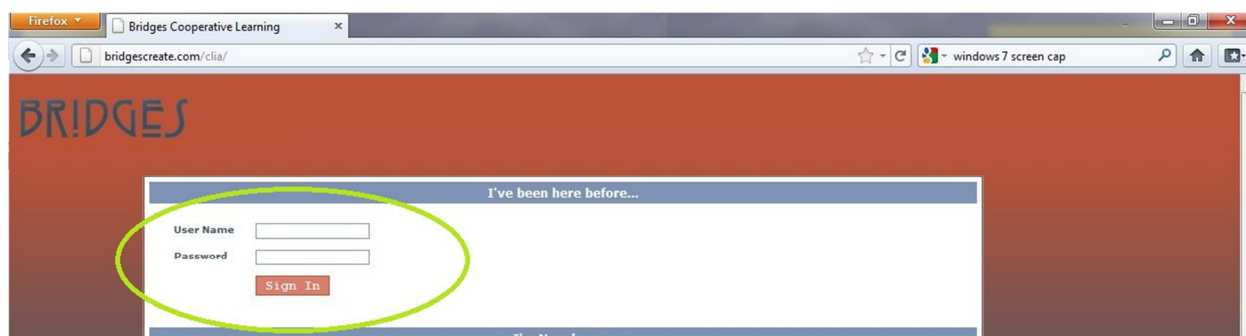
A screenshot of the same Bridges Cooperative Learning website. The 'I've been here before...' section is circled in green. It contains fields for 'User Name' and 'Password', followed by a 'Sign In' button. The 'I'm New here...' section is visible below but not highlighted.

Figure 3. Existing Student Sign In

Complete the fields for User Name and Password then click once on the **Sign In** button.

3.0 Accessing Projects

Once you have successfully signed in to the system you will see the Project Selection Screen.

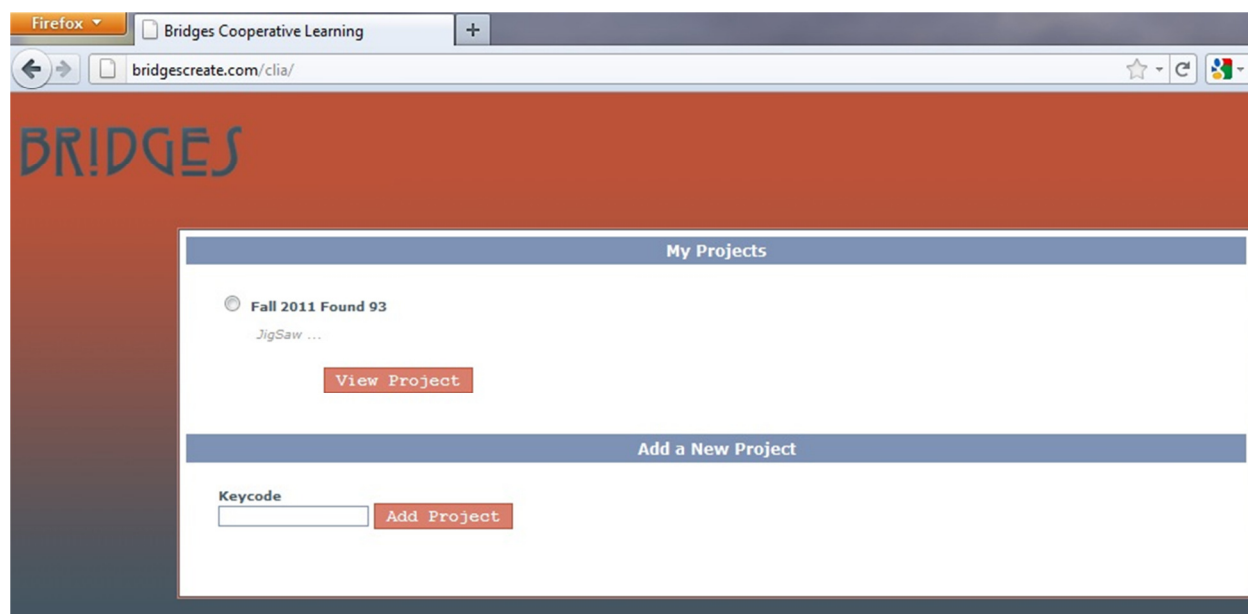


Figure 4. Project Add/Select Screen

From the project selection screen you can view your existing projects and/or add new projects.

3.1 Add a New Project

The bottom portion of the Project Selection Screen contains the Keycode text entry box. Please note that both professors and students see this box when entering the site. Type the account keycode provided by your account administrator into this box and then click once on the **Add Project** button.

If the account keycode is recognized you will be provided with a page to enter the project details and student roster for the project.

If there are no available projects left on your account you will need to contact your account administrator to coordinate the purchase of more modules before you can enter more projects into the system.

3.1.1 Add Project Details

The new project detail entry page should appear as shown in Figure 5. In the spaces provided, please enter a name, any pertinent details, and the due date for the project.

If you have any special instructions for the students please provide them in the Details section, including any notes on how the students should use the five provided review categories (A through E).

The screenshot shows a web browser window with the address bar displaying `bridgescreate.com/clia/`. The page has a dark blue header with the word "BRIDGES" in a stylized font. The main content area is divided into two sections: a large "Create Project" form on the left and a smaller "Options" sidebar on the right.

Create Project Form:

- Name:** A text input field.
- Keycode:** A text input field with a note: "Value will be assigned when the account is saved."
- Details:** A large text area for project details.
- Project Due Date:** Three input fields for month, day, and year, with a note: "Date Format: MM-DD-YYYY".
- Student List:** A text area with a note: "Paste the list of students in the following format: Last name, First name, Group Number".
- Save Project:** A red button at the bottom of the form.

Options Sidebar:

- View My Projects:** A red button.
- Logout:** A red button.

Figure 5. New Project Detail Entry Page

Once you have entered the project details you will need to provide the list of students participating in the project with their assigned group numbers. The student list should be entered in comma-separated format as follows: student last name, student first name, student group number. Below is an example of how the list should appear in the Student List box.

Doe, Jane, 1
Collins, Michael, 1
Washington, George, 1
Jefferson, Thomas, 2
Lincoln, Abraham, 2

Please note that the system requires a numeric group number.

It is important to ensure no specialized formatting (e.g., colors, font types, bold text) be included with the student list. To ensure that no hidden formatting is accidentally included in your student list please create the list using a simple text editor (e.g., Windows Notepad) instead of a word processing program. Once the student list appears as you would like it, you can copy and paste directly from the text editor program into the form without having to worry about special formatting characters.

The Project View page also contains the add Student List box so it is possible to add additional participants at a later time.

3.2 View a Project

The top portion of the Project Selection Screen (Figure 4) contains a list of all projects that have been added to your User Account. To view a project click once on the small circle to the left of the project name to select it (a small dot should appear inside the circle to indicate that it has been selected) and then click once on the **View Project** button.

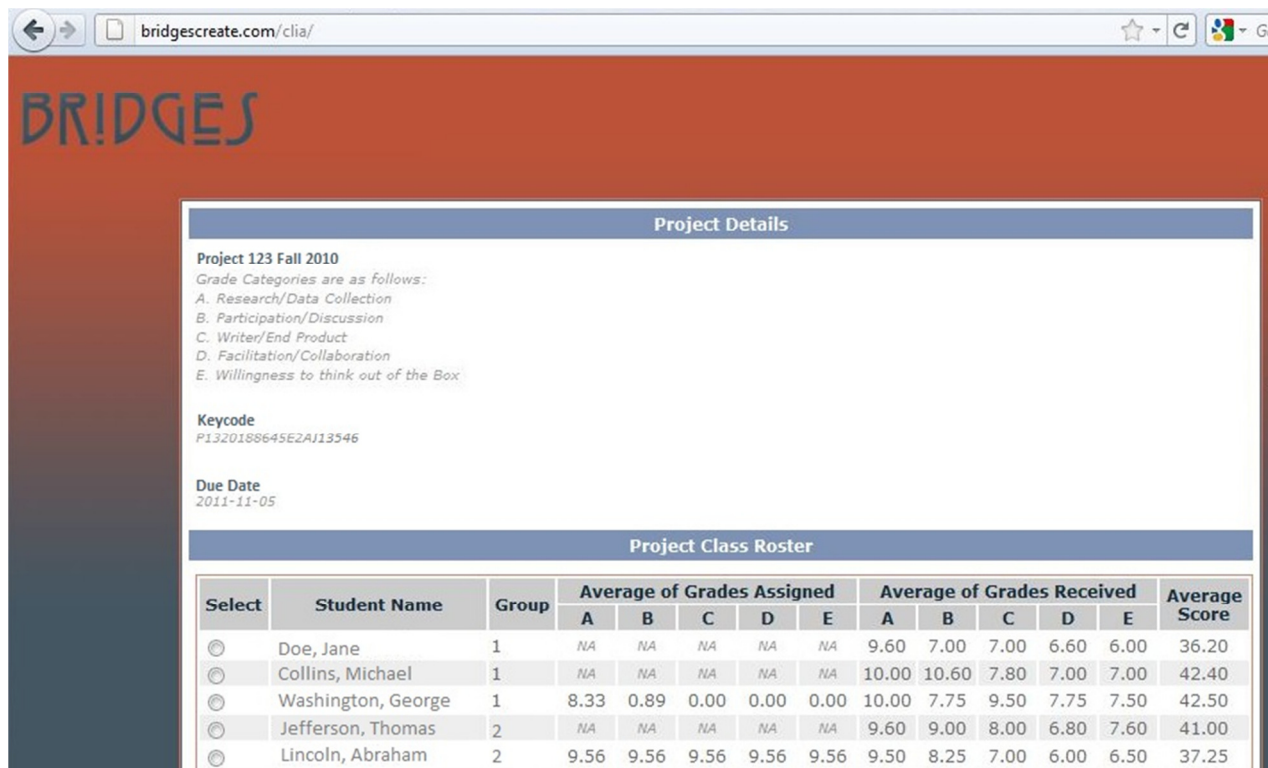
You should then be taken to the Project View Page, also known as the Project Details Page, where you can view the metrics for the project participants, as shown in Figure 6.

The Project View page includes the list of students participating in the project, the average scores given by the student to their group mates, the average scores received by the student from their group mates, and the overall Average Score for each student. The grades are calculated as follows:

Average of Grades Assigned (by review category A—E). Sum of all grades that the student gave to the members of their group for that category divided by the number of group members.

Average of Grades Received (by review category A—E). Sum of all grades that the student was given by their group members for that category divided by the number of group members that have given them grades (i.e., does not include any group members that have not yet provided reviews).

Average Score (all categories). Sum of all grades received by a student in every category divided by the number of group members that have given them grades (i.e., does not include any group members that have not yet provided reviews).



BRIDGES

Project Details

Project 123 Fall 2010
 Grade Categories are as follows:
 A. Research/Data Collection
 B. Participation/Discussion
 C. Writer/End Product
 D. Facilitation/Collaboration
 E. Willingness to think out of the Box

Keycode
 P1320188645E2AJ13546

Due Date
 2011-11-05

Project Class Roster

Select	Student Name	Group	Average of Grades Assigned					Average of Grades Received					Average Score
			A	B	C	D	E	A	B	C	D	E	
<input type="radio"/>	Doe, Jane	1	NA	NA	NA	NA	NA	9.60	7.00	7.00	6.60	6.00	36.20
<input checked="" type="radio"/>	Collins, Michael	1	NA	NA	NA	NA	NA	10.00	10.60	7.80	7.00	7.00	42.40
<input type="radio"/>	Washington, George	1	8.33	0.89	0.00	0.00	0.00	10.00	7.75	9.50	7.75	7.50	42.50
<input type="radio"/>	Jefferson, Thomas	2	NA	NA	NA	NA	NA	9.60	9.00	8.00	6.80	7.60	41.00
<input type="radio"/>	Lincoln, Abraham	2	9.56	9.56	9.56	9.56	9.56	9.50	8.25	7.00	6.00	6.50	37.25

Figure 6. Project View Screen

To view the specific grades assigned by and received for a given student click once on the small circle to the left of the student's name to select it (a small dot should appear inside the circle to indicate that it has been selected) and then click once on the **View Student** button. A list of all the grades pertaining to that student will be displayed.

To add students to the project at any time you can use the "Add Another Student" form at the bottom of the Project View Page. Simply enter students in the same comma-separated format as used in the Add Project Page and the students will be added to the list.

Please note that if you add students to a group after the other members of the group have already reviewed their group mates you will need to remind the students to return to the site and enter the grades for the newly added group members.