

## 1.0 Project Details

Class:	Fall 2011 Found 93
Project Name:	JigSaw
Project Keycode:	P13194684170XLQO-Y0P <i>P1319468417 (zero) XLQ (letter O) (dash) Y (zero) P</i>
Website:	<a href="http://bridgescreate.com/clia">http://bridgescreate.com/clia</a>

## 2.0 Student 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 students and another for new students. Existing students are those who have previously been to the site and have successfully signed in (for any class and/or project). New students are those who have never signed in to the site before.

### 2.1 New Student 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.

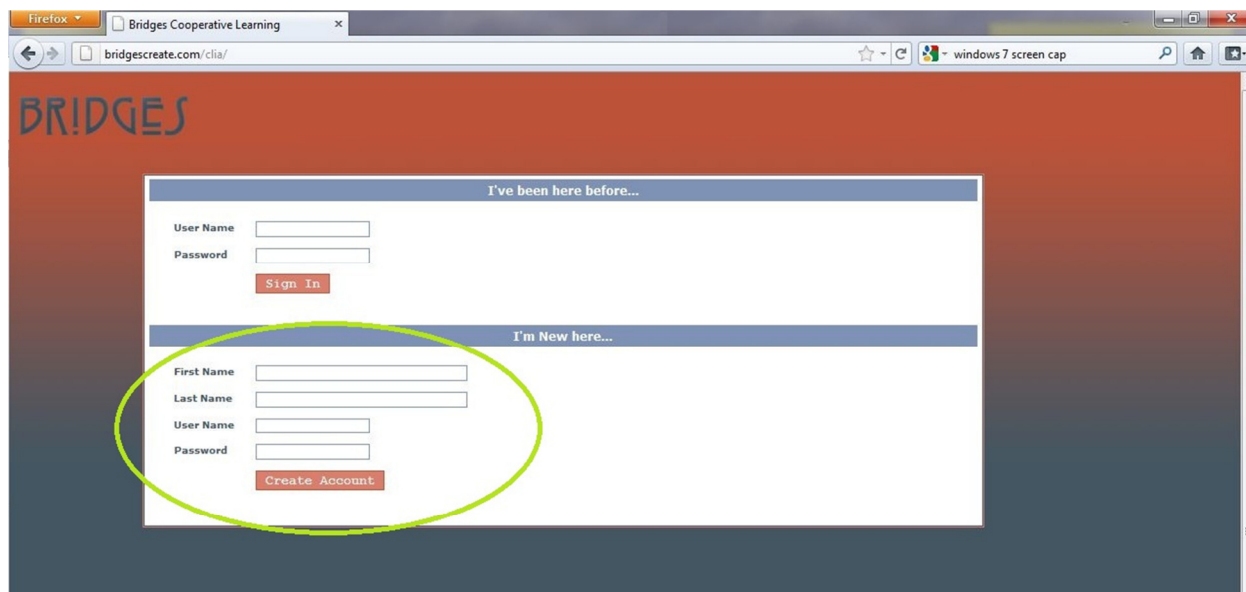
A screenshot of a web browser window showing the Bridges Cooperative Learning website. The browser's address bar displays 'bridgescreate.com/cia/'. The website has a red header with the 'BRIDGES' logo. Below the header, there are two main sections: 'I've been here before...' and 'I'm New here...'. The '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 Student Sign In

If you have previously been to the CLIA website for any 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.

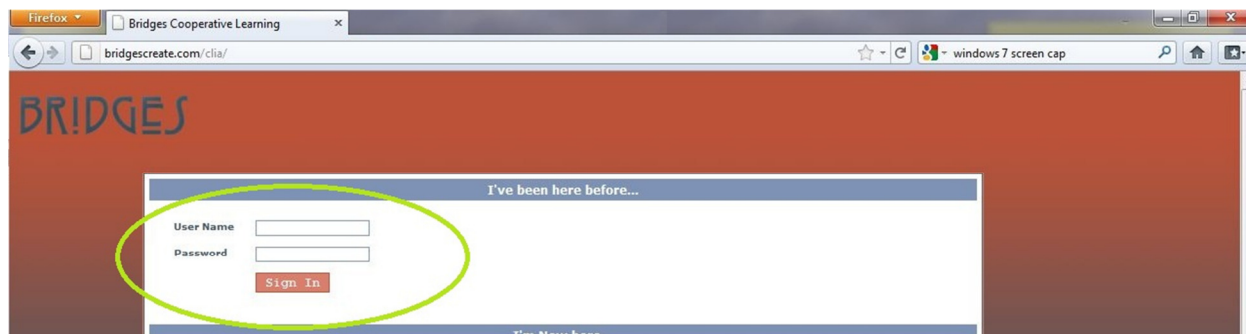
A screenshot of the same Bridges Cooperative Learning website. The 'I've been here before...' section is circled in green. It contains fields for 'User Name' and 'Password', followed by a 'Sign In' button. The 'I'm New here...' section is visible below but not highlighted.

Figure 3. Existing Student Sign In

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

## 3.0 Student Projects

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

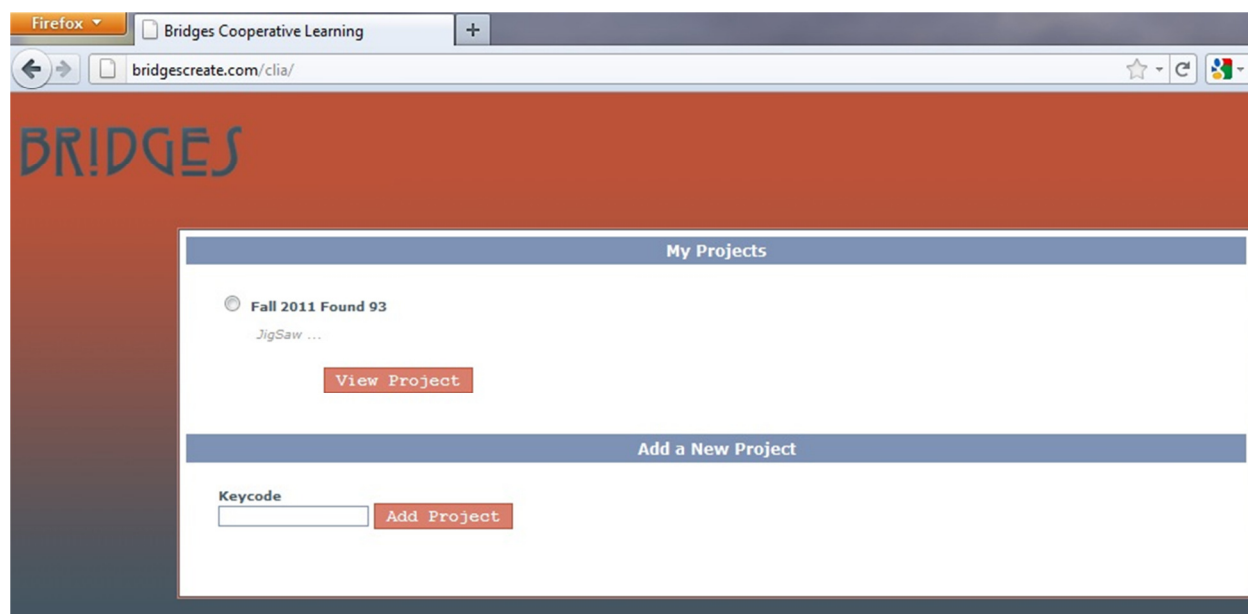


Figure 4. Project Add/Select Screen

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. Type the project keycode provided by your professor into this box and then click once on the **Add Project** button.

If the project keycode is recognized by the system you will be provided with a list of student names for the class. Select your name from the list and then click once on the **Add Me To This Project** button.

Once you have successfully added the project you will be returned to the Project Selection Screen where you can select the newly added project to view.

If the system does not accept the project keycode please double check that you have correctly entered any zeros and letter Os. If you still cannot make the project keycode work please check with your Professor to ensure that you have the correct code.

If the system does accept your project keycode but your name does not appear on the student list you will need to have your professor add your name to the class list. Please note that sometimes names may be misspelled or be outdated. If you are reasonably sure that a name on the list is yours you can select that name and continue. However, if there is any question about whether or not your name is present on the list please double check with your professor **BEFORE** selecting the name.

## 3.2 View a Project

The top portion of the Project Selection Screen 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 where you can enter your review scores for the other members of your project group.

Please note that once you have entered the grades for a member of your group you will not be able to change them.

As the other members of your group sign in and provide their reviews the bottom portion of the Project View Page will also update to display your current grade statistics.