Overview of eBridge

This guide presents an introduction to eBridge. It is aimed to help students find their way around eBridge, access online course content, submit assignments, as well as locate useful information about various college departments.

eBridge is the College's virtual learning environment (VLE). You can find here lots of useful information and learning materials to help you with your studies.

For example, your teachers can share online resources and other interactive content to support and extend your lessons in the classrooms. You can test your learning by completing online quizzes, watch instructional videos, and of course, submit your coursework online. You can also take part in online discussions with your teachers and other students. You can even contact your teachers by sending them messages.

1. Logging in and out

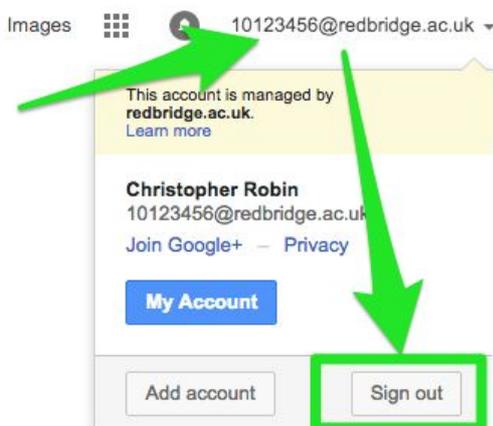You must **SIGN-IN** to eBridge using Google Apps.

Click **Log in** on the top-right corner of any page.

Then, click [Sign-in with Google] enter your username and password.

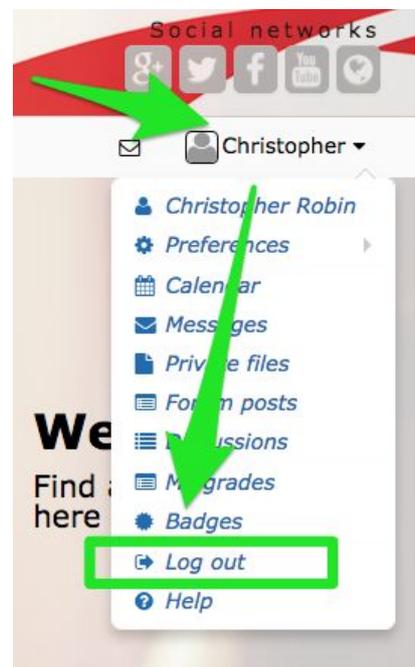**Reminder:** Your username is your college email address (e.g. 10123456@redbridge.ac.uk).

To **SIGN-OUT** from eBridge, click on your name on the top-right of any page and select **Log out**.

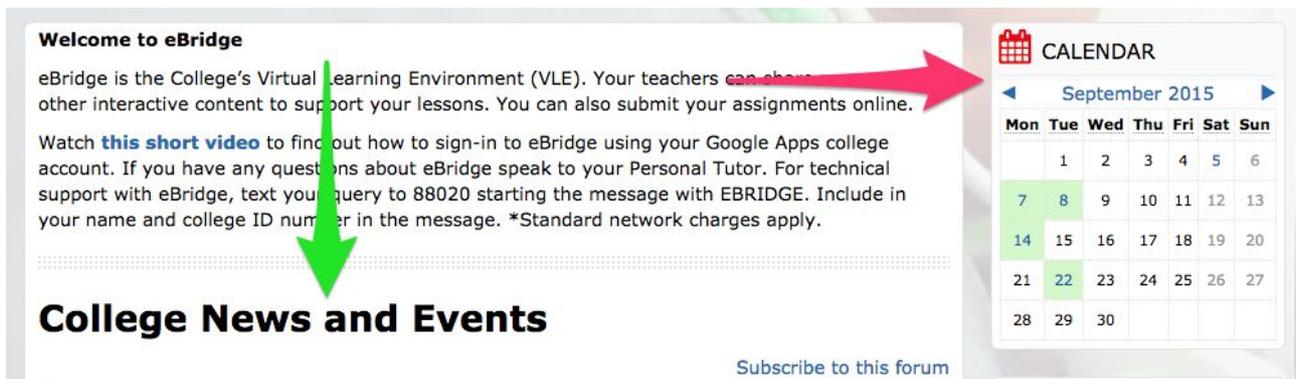If you are using a shared computer, iPad or Surface RT, you need to **SIGN-OUT from Google** as well.

Open www.google.co.uk (or click the **Google Drive** link under the Apps menu).

Then, click on your ID at the top-right of the page and finally click on **Sign out**.

2. Front page

Here you can find the latest college news, for example what are today's specials in Rouge restaurant, this week's enrichment programme, reminders of upcoming college events and competitions, etc. **Check out the news regularly so you won't miss out.**

On the front page (as well on other pages) you can view your **calendar**. It shows the main college events, such as term dates, study days, open evenings, etc. The calendar also shows the deadlines of your assignments and other course-related events and dates. You can export the calendar to your computer, tablet or smartphone.

3. Quick links menu

At the top of **every page** you can access the quick links that is loaded with quick access menus for finding easily what you are looking for on eBridge.

Below are the main categories of what you can access using the quick links menu.

My courses*	List of your online courses.
Me	Attendance league - compare your attendance against other students My timetable - find out where and when your classes are eTracker - track the progress that you are making in your studies Access the induction course and maths courses
Apps	Access to college email, documents and files, audio and video recordings.
Intranet	Find useful college information, such as policies and the commitment to study, apply for a parking permit, change your details, access to the college online store.

Help	Access to online help sheets and how-to guides related to eBridge and IT equipment at the college, or report a problem using the **student helpdesk**.
Report Abuse	Report a safeguarding issue.
This course**	View your teachers (and contact them via IM), see your grades and feedback to coursework that you submitted online, and access online resources and other course-related course.
Your name *	Send instant messages, view your calendar, and log out from eBridge.

* you can see this menu when you are logged in to eBridge
** you can see this menu when you are accessing a course in eBridge

4. How to get more help

If you require help with using eBridge, you can **contact the eLearning team** at Redbridge College using any of the following ways:

- Come to see us in the **iZone** at Chadwell Heath campus

- Use the **Student Helpdesk** on eBridge to contact us

- Call us on **020 8548 7145**

- **Send us a text** with your query to **88020** starting the message with **EBRIDGE**. Include your name and student ID number in the message. Standard network charges apply.

The opening hours of the iZone are:

Day	Term-time	Non term-time
Monday	08:45 - 18:00	09:00 - 17:00
Tuesday	08:45 - 18:00	09:00 - 17:00
Wednesday	08:45 - 19:00	09:00 - 17:00
Thursday	08:45 - 19:00	09:00 - 17:00
Friday	08:45 - 16:30	09:00 - 16:00
Saturday & Sunday	Closed	Closed