



EXPLORER

QUICK REFERENCE GUIDE 2008/2009

This Quick Reference Guide is designed to help you begin using the program quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.

Steps to Get Started

1

Take the Online Tutorial

Available 24/7, Bridges self-paced tutorials make it easy to get started using Choices Explorer right away. Go to www.bridges.ca/tutorials.

2

Log on

Educators

1. Go to www.bridges.ca and sign in to the **Educator** section.
2. Click **Create a New Professional Account** and enter the required information, including your Site ID, Password and the Professional Account Access Key or the Administrator Code found in your Welcome Letter.

Your professional account will give you access to Choices Explorer's Professional tools. When signed in to your professional account, all your work will be automatically saved.

Students

1. Go to www.bridges.ca and click **Create a New Portfolio** in the Students section.
2. Enter your required information, including your Site ID and Password. Whenever you work within your portfolio, all work and assessment results will be automatically saved.

Jump In Without a Portfolio

1. Go to www.bridges.ca
2. Select the Site ID tab and enter your Site ID and Password.
3. Click the Choices Explorer badge to jump in and start planning right away.



Administrator Access

To further increase security and control of course plans, passwords, and Professional Account access, Bridges has launched an optional account upgrade – Administrator privileges.

The **Administrator Code** is available by contacting Bridges' Customer Support at 1-800-281-1168 or support@bridges.ca.

New Choices Explorer customers receive their Site ID, Password, Professional Account Access Key and the Administrator Code by fax or email.

Resubscribing customers can continue to use their previous year's Site ID, Password, and Professional Account Access Key as Bridges does not change these access codes unless requested.

Review your Professional Tools for Implementation and Integration Ideas

Your professional account provides you with access to Choices Explorer's Professional Tools.

Reviewer – Review individual portfolios.

Reporter – Create reports on site usage or exploration, assessments and outcomes.

Tracker – Access real-time activity tracking reports and manage what you have already reviewed

Resource Library – Get the most out of Choices Explorer with lesson plans, case studies and white papers.

Site Administration – Customize high school course plans, manage site passwords, create professional accounts or upgrade portfolios to professional accounts.

Check Out Your Professional Development Options

Sign up for a Choices Explorer training session at www.bridges.ca/pd.

Put Choices Explorer into Action

Self-Guided / One-on-One – Engaging and easy to use, Choices Explorer makes it simple for individuals to direct their own education and career planning when Internet access is readily available on site or at home. Individuals can also work one-on-one with a career educator, obtaining valuable feedback and hands-on support as they explore all their career options and make plans for high school and post-secondary education.

Skills-Oriented Career Classes – Effortlessly upgrade the quality of an existing career class by implementing a comprehensive variety of in-depth lesson plans and activities. Students benefit as they build the skills they need to succeed in a world of opportunity beyond high school and receive an academic credit for using Choices Explorer.

Curriculum Enhancement – Guarantee that each student uses your Choices Explorer program both during and after school by integrating it into an existing course as a curriculum enhancement. Comprehensive, ready-made lesson plans for all subjects are easily integrated into academic content, demonstrating the relevance between the classroom experience and careers.

School Improvement Program – Make a measurable difference in your school and achieve crucial outcomes by implementing a school improvement program. Using regularly collected data, schools can initiate new strategies to connect more students to school in order to raise graduation rates, enhance performance, improve student conduct, or facilitate the transition from middle school to high school.

Learn more at www.bridges.ca/resources

Valuable Support, Professional Development and Resources, Right at Your Fingertips

Technical Support

Find quick answers to common questions at www.bridges.ca/support

Can't find what you need on our website? Contact our friendly Customer Support team. Monday to Friday 8:00 a.m. to 7:00 p.m. (Eastern Time)

Call **1-800-281-1168** or e-mail support@bridges.ca

Professional Development

Get the best possible use out of your subscription when you learn how to use your products more effectively. On-site or online, Bridges offers a variety of training options tailored to suit your unique needs.

www.bridges.ca/pd

Find everything you need to get the best use out of your Bridges products.

Online Resources

Easily improve school-wide and parent usage

Family Night Made Easy

Quickly host a great college information night

Parental Involvement Kit

Engage more parents in student achievement

Transition Planning Guide

Enable more successful transition planning

Newsletters

Enhance your product experience and stay informed.

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Call 1-800-281-1168
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