Bridgit Conferencing Software

Instructions for TAFE Western Staff and Students

1. Introduction

Bridgit is a data collaboration application, which can be used to remotely share a PC desktop over the TAFE or School network. Bridgit operates via a centralised server.

DEC Online Communication Services – Acceptable Usage for TAFE NSW is located on the DEC Internet site¹.

2. Accessing Bridgit

Bridgit can only be accessed from within the DEC Network via the DEC Staff Portal² or Student Portal³.

Staff

1. Log into the Staff Portal ⁴
2. Click on Bridgit icon, or click Add More in your Essentials Bar at the top of your screen

![Essentials Bar with Bridgit icon highlighted](https://staff.det.nsw.edu.au)

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² [https://staff.det.nsw.edu.au](https://staff.det.nsw.edu.au)
³ [https://student.det.nsw.edu.au](https://student.det.nsw.edu.au)
⁴ [https://staff.det.nsw.edu.au](https://staff.det.nsw.edu.au)
3. Click the + button to the right of the Bridgit icon and then click Save. This will put the Bridgit icon into your Essentials Bar and you will not have to search for it in future.

4. Click on the Bridgit icon

Students

1. Log into the Student Portal

2. Click on Bridgit in the My Learning section

5  https://student.det.nsw.edu.au
3. Logging into Bridgit for Staff and Students

1. Click on the link, under Step 1, that refers to which internet browser you have

2. Click on Run/Open

3. Click OK (Message of the Day window)

**Message of the Day:** Welcome to the Authenticated Bridgit Service. Users (including satellite clients) wishing to use Bridgit in conjunction with a videoconference should use this service.

*If you need additional audio/visual functionality, please use the new BridgitAV service at [http://bridgitav.det.nsw.edu.au](http://bridgitav.det.nsw.edu.au). BridgitAV is not appropriate for Connected Classrooms. It is recommended using a strong password on your conferences.*

*If you select the Save option, the Bridgit Client will be saved to your computer, meaning Bridgit will not authenticate and you will not be able to run the software. You need to select Run/Open*
You can either **Create a New Meeting** or **Join a Meeting**

Only one person needs to create the conference. This can be done by staff or students, depending on the management of the remote delivery specific to the section and course being offered.

All other participants join the meeting.

The meeting should be created just prior to the conference.

### 4. Creating a New Meeting (Conference)

1. Click on the *Create New Meeting* tab
2. Type in Meeting Name and Password (recommended)
3. Click on *Create New Meeting*

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**TIP:** Keep meeting name consistent
The icon at the bottom of the window will tell you if you are connected to the Bridgit server.

If the icon is **green**, the connection is successful.

![bridgit.det.nsw.edu.au](bridgit.det.nsw.edu.au)

If the icon is **red**, the connection has failed and you will not be able to run or connect to a conference or meeting. Close Bridgit and try again.

![Not Connected to a Server](Not Connected to a Server)

Bridgit can freeze if you click too many times or too quickly. Avoid clicking on the server icon. If Bridgit freezes, wait for a minute, then press `ctrl + alt + delete`, select **Task Manager**, select your internet browser and **end task**. Retry.

Bridgit will also freeze when closing, which is normal.

The following window will show your conference is now live:

![Conference: TAFE training](Conference: TAFE training)
5. Joining a Meeting (Conference)

Once a conference has been created, multiple sites can join.

1. Click on the **Join Meeting** tab

2. Click on the **down arrow** and select the conference you wish to join
3. Put in the password for the conference and click Join Meeting

When someone joins the meeting their name will appear in the Bridgit Conference window under Participants.

This is a good way to tell which sites have joined the conference before you start to share your screen.

There is a chat window available and visible by All Users.

If a message is sent while Desktop Sharing is active, a message will pop up under the Bridgit menu to alert you.

6. Sharing your screen

1. When you are ready, click on Share My Desktop
2. If you have multiple monitors you will be asked which one you wish to share. If you are not sure which monitor is selected, click the **Identify** button.

You will get the following message on your screen

![Preparing to share your desktop. Please wait...](image)

Once Screen Sharing is active, there will be a blue border around the screen that is being shared.
If you are viewing someone else’s screen you will see a green border around the window displaying their screen. You can resize this green window to the size you want it to be, including full screen.

There will be a Bridgit Menu tab at the top of your screen.

Options under this Menu enable you to:

- Share/Stop sharing your desktop
- Enable/Disable Remote Control
- Request Remote Control
- Use Tools such as; Mouse, Pen, Highlighter, Eraser, Customise Pen and Screen Pointer
- Access Options for Conference and Audio settings
- Exit Bridgit

After you Share your Desktop, other participants can underline or draw over your screen using the ink tool on their Bridgit Menu Tab.

a. The ink will disappear if you mouse click on the page you are sharing
b. Each site will write with a different ink colour

If you select Enable Remote Control from the Bridgit Menu Tab, participants can interact with your computer eg. Type in a document.

7. Enabling Remote Control

Participants can interact with the presenter’s computer if you select Enable Remote Control from the Bridgit Menu Tab. The presenter’s actions will always override other participant’s control of your computer. Avoid using your mouse, when you want others to remote control your computer.

If you are having problems, click on Disable Remote Control and then back on Enable Remote Control.

The name of the participant interacting with your desktop will be identified on the screen and will follow the mouse movement.
8. Using microphone and speakers


Bridgit is recommended for use with Video Conferencing. Audio and video functions will be part of the Video Conferencing service.

There are options in Bridgit for enabling audio.

You will need to identify your microphone and speakers.

Complete an Audio Setup Wizard, go to Menu, Options, Audio Settings, Audio Setup Wizard.
9. Ending a Conference

From the Menu tab drop down arrow, you can access Bridgit Tools:

When you want to end the conference, select *Exit Bridgit*

If you are the conference owner, you will be prompted to *Disconnect the remaining participants*

If you have multiple sites in the conference, this is good practice.

If you select this option, you need to warn the other participants you are ending the conference as it will freeze their screens temporarily while the conference ends.

The option to send email invitations to participants from within a live Bridgit Conference is not compatible with our email system and Bridgit set up. It is recommended you send your conference details directly from your email client.
Where do I get support?

ITD (Information Technology Directorate) - Service Desk 02 6885 7555 (Option 3)

TAFE Western ICT Unit - Service Desk 02 6885 7555 (Option 4)

Bridgit Frequently Asked Questions 6

Using Bridgit7

Bridgit Supporting Resources 8

Bridgit Conferencing Software 9

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8 https://detwww.det.nsw.edu.au/it/learnsysupport/collaboration/bridgit/resources.htm
9 https://www.youtube.com/watch?v=OmsGUGm-TLM&list=PL7E6606816C0F05EA&index=13