UNT BRIDGE
MANAGER AND AUTHOR COURSE

How do I know if my group is compliant?
What are these emails I receive from Bridge?
How do I assign training to my teams?
How do I create training for my teams in UNT Bridge?

Manager Course:

January 28th 10:00 -11:30
February 26th 2:00-3:30
March 18th 10:00-11:30
April 28th 2:30-4:00
May 21st 10:00-11:30

Author Course:

January 30th 1:30 -3:00
February 19th 10:00-11:30
March 19th 10:00-11:30
April 21th 2:00-3:30
May 20th 10:00-11:30

1. Go to: UNT.Bridgeapp.com
2. Go to the My Learning Section
3. Click on the Training Calendar and search for UNT Bridge Manager Course

Instructions to Pull
Reporting in UNT Bridge for Managers
*Managers can see their direct reports as well as staff who report to those people.

- Click the Application Switcher (9 squares) in the top right-hand corner
- Select Insights
- Scroll to the tile that displays: Complete Learners
- Click Deep Dive
- Select the title of the course you would like to view reporting on
- Click Learners
- This list will show the completion status of all individual learners for the selected training

*The list can be exported into an Excel Spreadsheet by clicking Export Enrollments. This will open another window and the spreadsheet will be available as a download.

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