UNT BRIDGE

How to Assign Training as a Manager:

1. In the "Learning Library," find the courses you wish to assign and determine who you would like to assign the course(s).

2. Select the application switcher (9 squares in the top right corner)

3. Select "Author"

4. Type the name of the course in the search field

5. Select the course

6. Select "Learners"

7. Select the "+ Learners" button

8. Type the name(s) of the individual(s) and select their full name(s)
> If you have more than 15 users, you can upload a spreadsheet or by contacting AskTraining@unt.edu

9. To add a due date, click the line under "Due Date" and select the desired due date from the calandar

*Please Note: Individuals will receive an email from Bridge stating they have a new "Required" training.

AskTraining@unt.edu
http://training.unt.edu

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