

UNT BRIDGE

Manager and Author Course

How do I know if my group is compliant?

How do I assign training to my teams?

What are these emails I receive from Bridge?

How do I create training for my teams in UNT Bridge?

1. Go to: unt.bridgeapp.com
2. Go to the Training Calendar
3. Search for UNT Bridge Manager Course or UNT Bridge Author Course.

Upcoming Manager Courses:

- September 14, 2022 11:00AM - 12:00PM
- October 19, 2022 11:00AM - 12:00PM
- November 9, 2022 11:00AM - 12:00PM
- January 18, 2022 11:00AM - 12:00PM
- February 15, 2022 11:00AM - 12:00PM
- March 29, 2022 11:00AM - 12:00PM

Upcoming Author Courses:

- September 14, 2022 9:00AM - 10:30AM
- October 19, 2022 9:00AM - 10:30AM
- November 9, 2022 9:00AM - 10:30AM
- January 18, 2022 9:00AM - 10:30AM
- February 15, 2022 9:00AM - 10:30AM
- March 29, 2022 9:00AM - 10:30AM

Instructions to Pull Reporting in UNT Bridge for Managers

*Managers can see their direct reports as well as staff who report to those people.

1. Click on "Analytics" (found on the left taskbar)
2. Click on the "Transcript" option
3. Adjust filters as needed. Below are some suggestions:
 - Set the "Enrollment Date" field to "is any time"
 - If you want the report to only display a specific course or courses, fill in the "Learnable Title" field
 - If you want the report to only include required courses, set the "Required" field to "Yes"
4. Click the three dots in the top-right of your screen and choose the download option.
5. Set the "Format" field to CSV and click "Download"
It may take a few minutes for your spreadsheet to download



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