

# 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