UNT BRIDGE

How to Set Up Training for a Large Group:
(Department, College, Division)

1. In the "Learning Library," find the course(s) to be assigned.

2. Determine who needs to be assigned to the course(s) and create an excel file containing the EUID, first and last name, and email address for all individuals who will be assigned.

3. Determine if the coure(s) will be assigned as "Recommended" or "Required."

Recommended	Required
Users will not be notified of the course by UNT Bridge. You will be responsible for notifying individuals of the course.	An email will be sent to all individuals to inform them of a new required training in UNT Bridge.
Supervisors will not receive weekly status emails. Supervisors have the capability of tracking the status of their team in UNT Bridge.	Weekly status emails will be sent to the supervisors of the individuals assigned to the course(s). Supervisors have the capability of tracking the status of their team in UNT Bridge.
The course will not have a due date.	The course can have a due date.

4. Determine a date the course will be assigned and a due date for the course (due date only if course will be required).

5. Send an email to AskTraining@unt.edu including:
   a. Names of the course(s)
   b. Spreadsheet with required information
   c. Recommended or required
   d. Assignment date
   e. Due date

*Please note: Prior to the assignment date, a communication must go out to all individuals in the group.

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