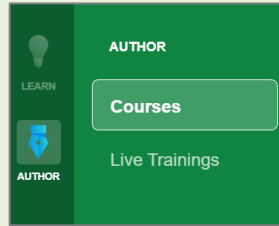


UNT BRIDGE AUTHOR QUICK REFERENCE

Opening Bridge Author

Click on the **Author** icon and then click on **Courses**.



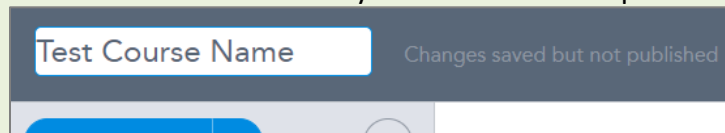
Start a New Course

Click on the **+Course** button in the top, right hand corner.



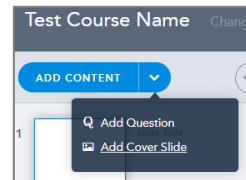
Add a Course Title

Type "Test" then the course title in the top, left hand corner.
*Test indicates that your course is in progress so it is not deleted during course clean ups. We will remove the Test in your title before we publish your course.

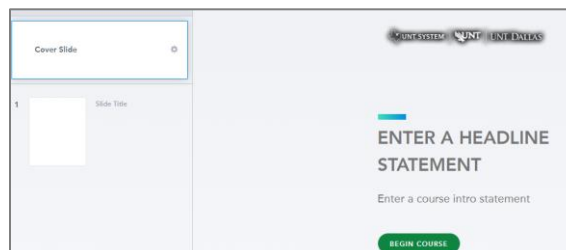


Add a Cover Slide

Click the down arrow next to the blue **Add Content** button and select **Add Cover Slide**.

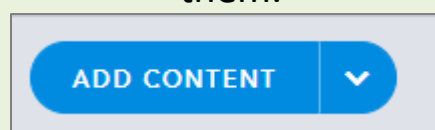


Edit the course title and description on the right. Click the **settings** wheel on the left to add an image or background colors.



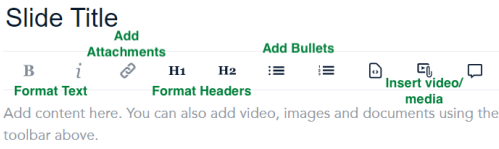
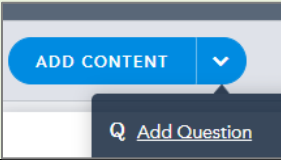
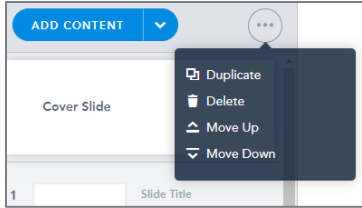


Add Slides

Click the blue **Add Content** button to add slides. You can add multiple at the beginning and then click on each one to edit them.



Editing a Slide

Use the editing tools to add content to your slide.

			
<p>Add Questions</p>	<p>Select the down arrow on the right of the blue Add Content button to add questions.</p> 		
<p>Reorder Content</p>	<p>You can move the order of the slides and questions by dragging and dropping or by selecting the three dots to the right of the Add Content button and choosing move up or move down.</p> 		
<p>Publish Course</p>	<p>When you are ready for your course to be published, go to training.unt.edu and fill out the Bridge Live Training and eLearning Publication Form.</p> 		
<p>Need Help? Email AskTraining@unt.edu</p>		 <p>UNIVERSITY INTEGRITY & COMPLIANCE Business Operations Training</p>	