Manager Guide for Bridge@Uofl
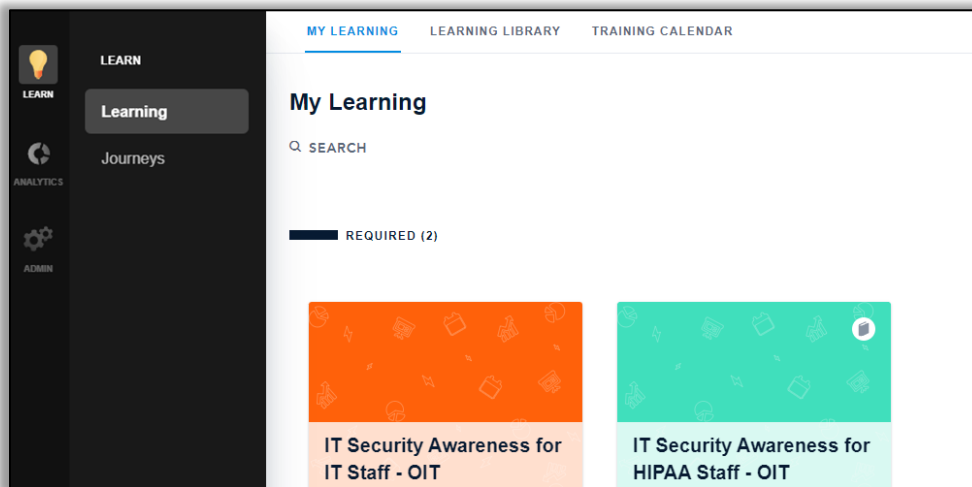
Bridge@Uofl
Employee Development & Learning

As a manager, you will have access to a robust set of tools in Bridge@Uofl. This guide will provide an overview of what is currently available and where to access those features.

Please note this guide reflects the roles and features available during the initial rollout of the system. We look forward to adding additional roles, features, and diverse learning opportunities over the following months.

If you have system or training questions, please submit a help ticket.

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When entering Bridge, you will see a landing page that includes three navigation items:

- Learn - Your personal learning landing page for both Learning and Journeys. There are currently no Journeys available for preview.
- Analytics - Access to your team's enrollment data, including your direct and indirect reports.
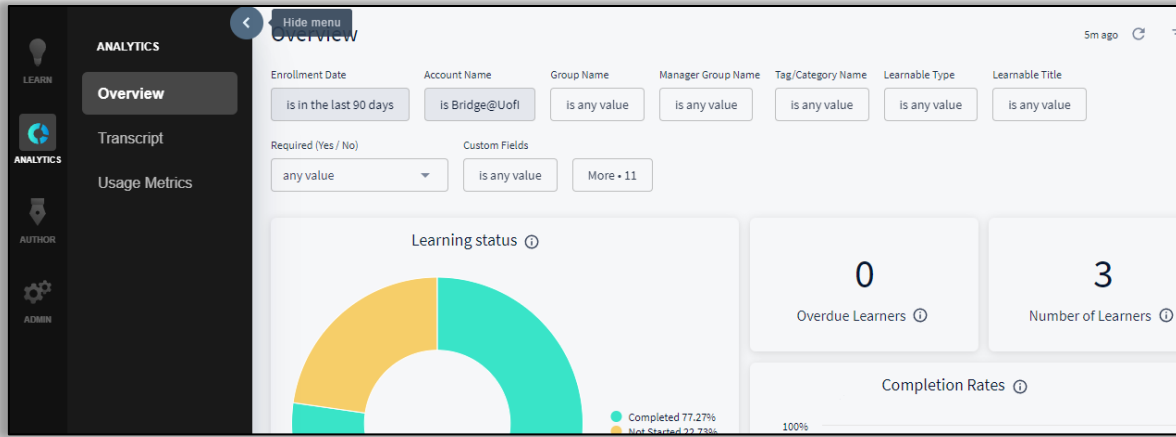- Admin - View your learner's dashboards.

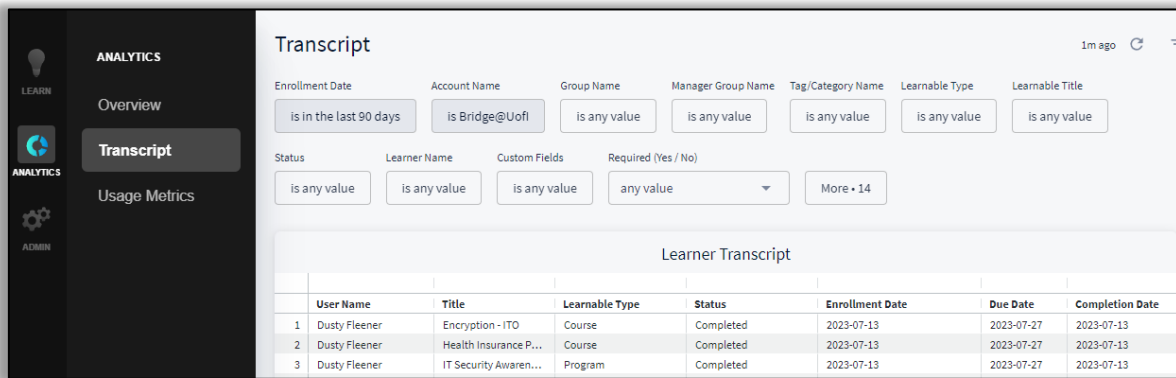In the left-hand sub-navigation to Learn, there are a few areas to visit:

- Learning - Access your learning landing page with required training, the learning library to self-enroll in trainings, and a training calendar for any live trainings. The library and live training calendar is limited at this time.
- Journeys - If assigned, these are curated sequences of learnables in a designated curriculum such as Banner or supervisor training.

Under Analytics, you will see enrollment data for your team, which includes all your direct and indirect reports. The default data setting is "in the last 90 days" for all reports. You can change the data settings.
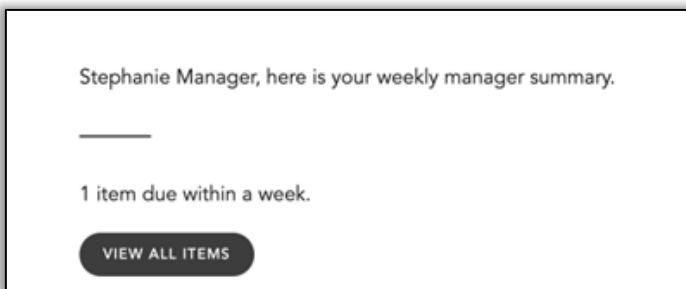
The "Overview" page under Analytics has easy to use widgets that show overarching breakdowns by status and granular breakdowns for all learnables. You can customize the widgets to fit your needs.

"Transcript" has more granular filters for pulling reports about your team. You can schedule reports for delivery to your inbox.

Bridge@UofI will send a weekly email that notifies you of all your team members who have courses due within seven days and everything that is overdue.

Under Admin, you will have the ability to view your team. Clicking on a team member will take you to that user's dashboard where you can view their progress in any enrolled course.