BRIDGE@UofI: MANAGER GUIDE

Note: The appearance of your interface may differ based on the permissions linked to your user role. For any inquiries regarding the system or training, please submit a help ticket.

How to access Bridge@UofI

1. In a browser window, enter the Bridge URL: https://uidaho.bridgeapp.com/

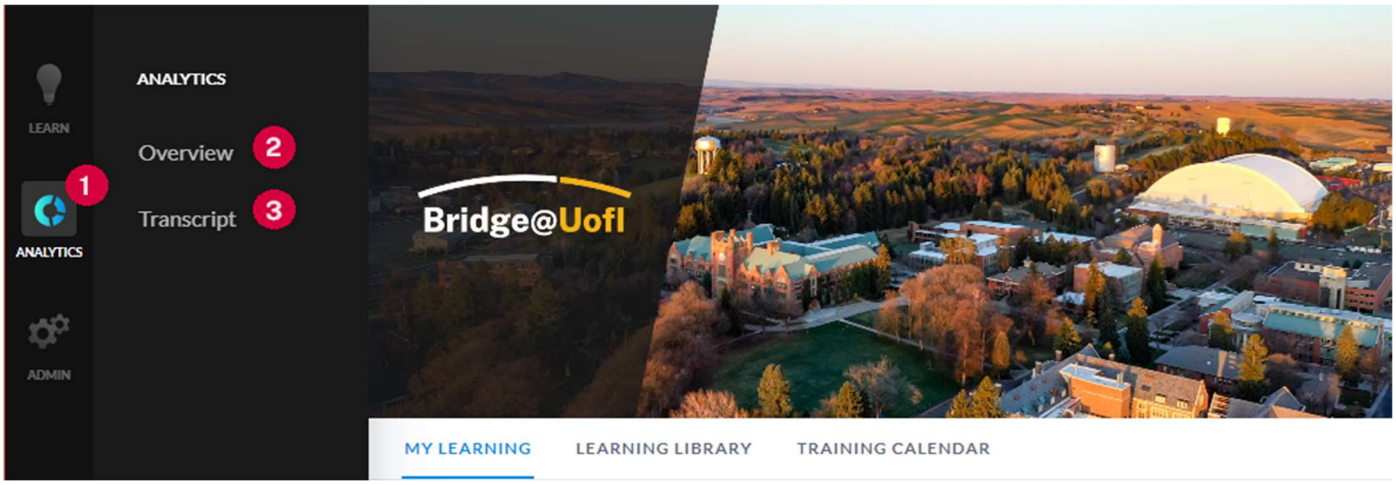
   Bridge supports the current and first previous major releases of the following browsers:

   - Chrome
   - Safari
   - Firefox (Extended Releases are not supported)
   - Edge Chromium

   View the Bridge browser guide to learn more about supported browsers, including Bridge on mobile devices.

2. Login in using your U of I SSO.

Bridge Analytics

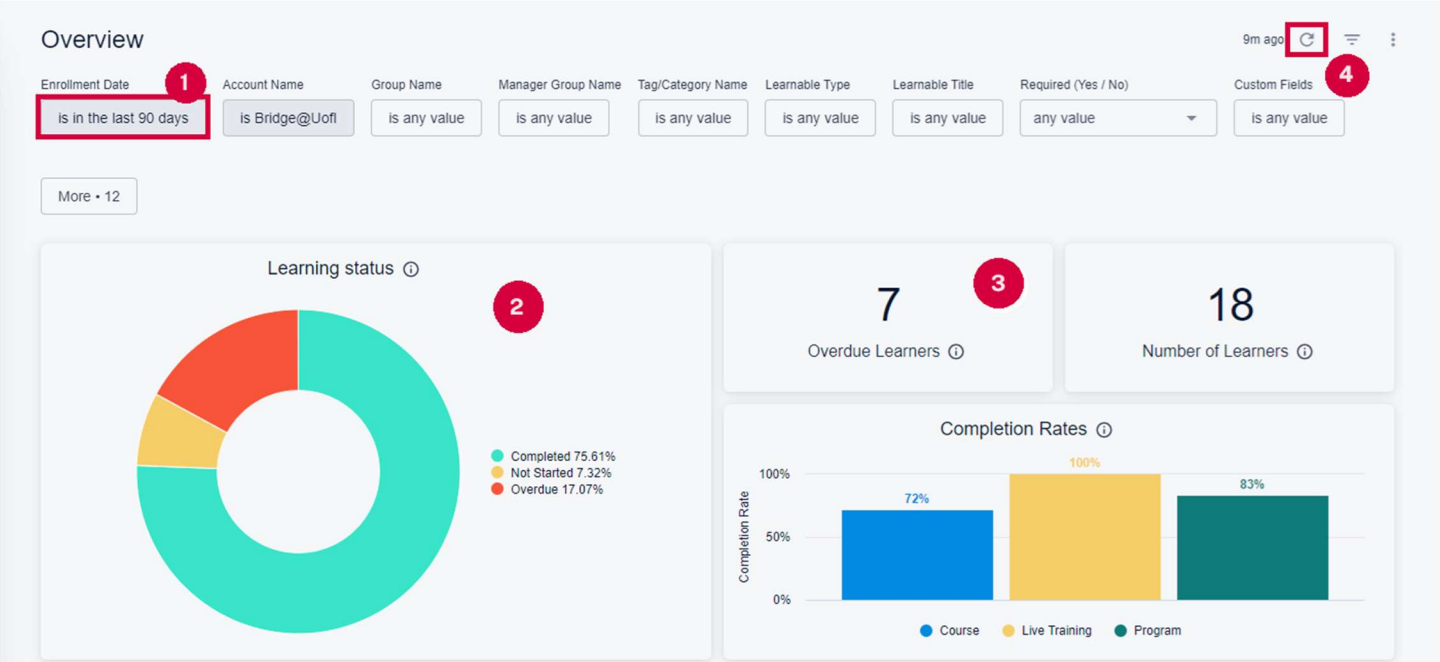


Bridge Analytics allows you to monitor course enrollment and completion for your direct and indirect reports.

After logging into Bridge, you will be taken to your My Learning landing page. To access Manager analytics tools, hover over **Analytics** [1] on the sidebar. Here you can access two tools to monitor your learners' progress: **Overview** [2] and **Transcript** [3].

Note There is a one hour cache for analytics; this means if you have new data it could take up to an hour to populate.

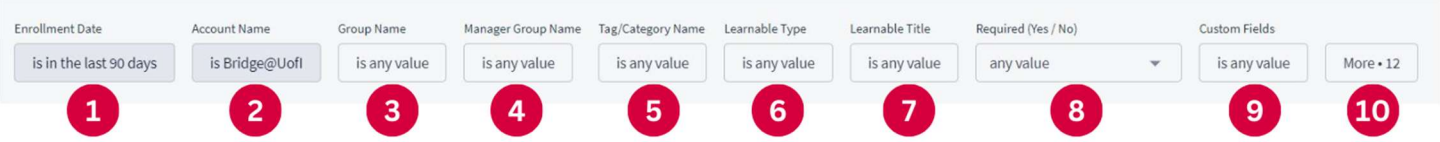
Overview



The Overview option in analytics provides a visualization of enrollment and completion. Note that the **Enrollment Date** [1] field defaults to "is in the last 90 days." Below is a description of these filters.

The **Learning Status** [2] chart provides a quick snapshot of your learners' completion rate. You can see how many of your learners have outstanding material to complete under **Overdue Learners** [3].

After changing the filters, make sure to hit the **Reload Button** [4] to update the results.



The filter options are as follows:

- **Enrollment Date** [1] – Set the time window from which to pull learner enrollments. The default is "in the last 90 days." For all enrollments, set this to "is any time."

- **Account Name** [2] – This should remain as "is Bridge@UofI."

- **Group Name** [3] – You can select different types of employees here, however, it is unlikely to be necessary.

- **Manager Group Name** [4] – You can filter by supervisors/managers who work under you, and see results for their learners.

- **Tag/Category Name** [5] – Here you can select tags/categories to filter by courses that have those tags.

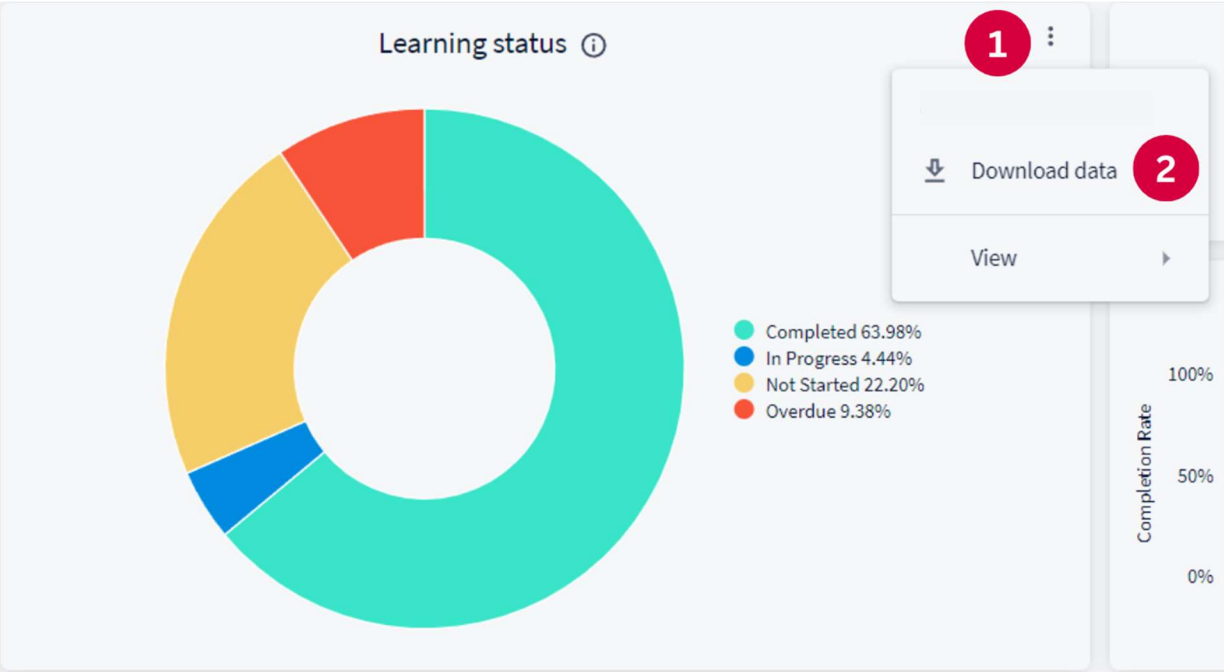
- **Learnable Type** [6] – You can sort by the type of learning material: checkpoint, course, live training, other types, programs, or surveys.

- **Learnable Title** [7] – You can filter by specific courses or programs.

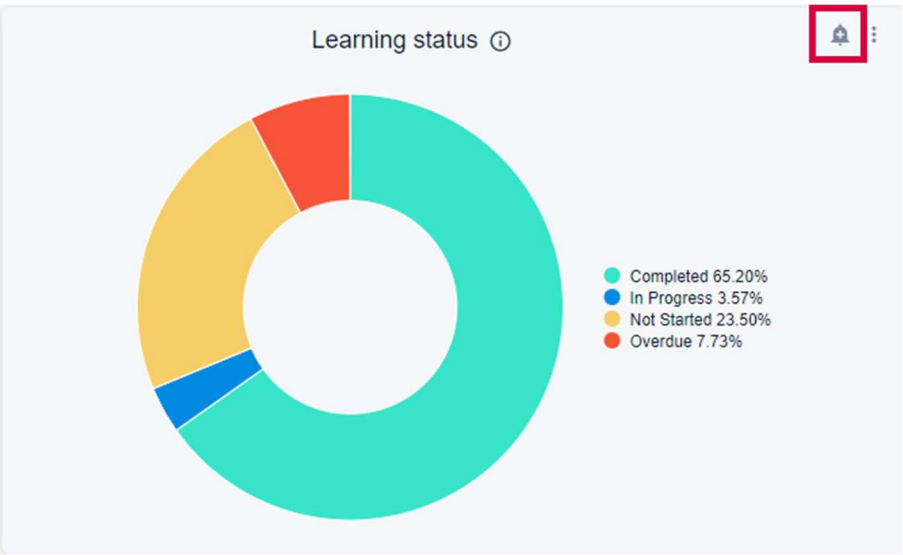
- **Required (Yes/No)** [8] – Search by required or optional enrollments. By default, you will get both.
- **Custom Fields** [9] – Sort by employee classification type, preferred name, or unit.
- **More** [10] – Other filter options are available here.

Note Under "More," you can search by "Show Terminated User Enrollments" to find records for users who are no longer active in Bridge.

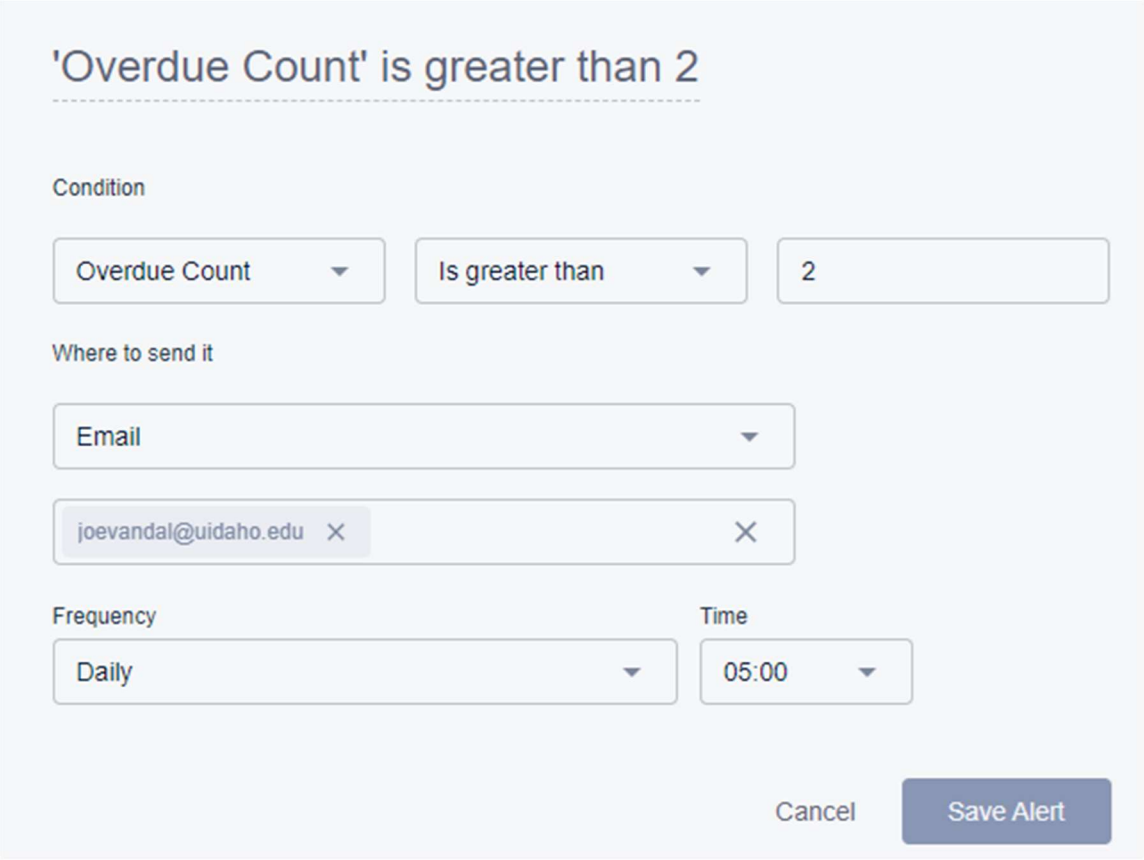
Remember to hit the "update" button after selecting your filters to refresh the results. When you have made changes to the filters, the icon will have a gray circle around it, as above.



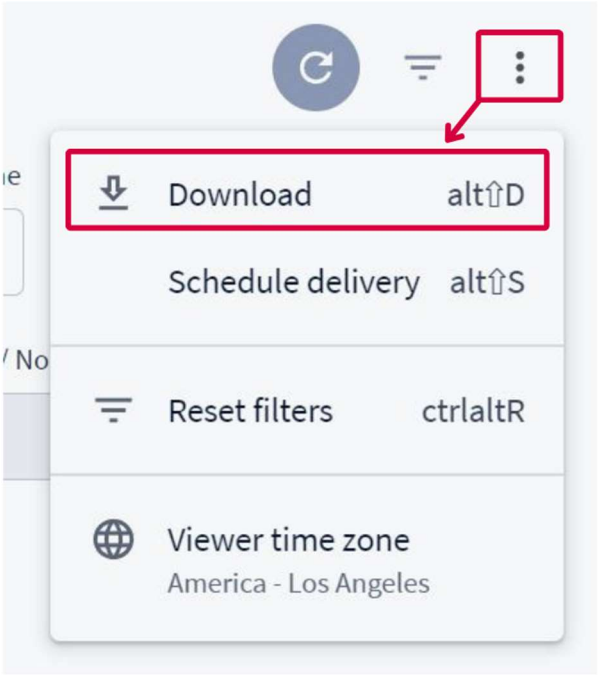
Under the "learning status" widget, you can click on the various portions of the pie chart to see learners who are overdue. You can also click on the **Three Dots** [1] in the upper right corner of the widget in order to **Download data** [2] from this widget. Data can be downloaded in multiple formats.



You can **Schedule Alerts** using the bell icon in the upper right corner of the widget.



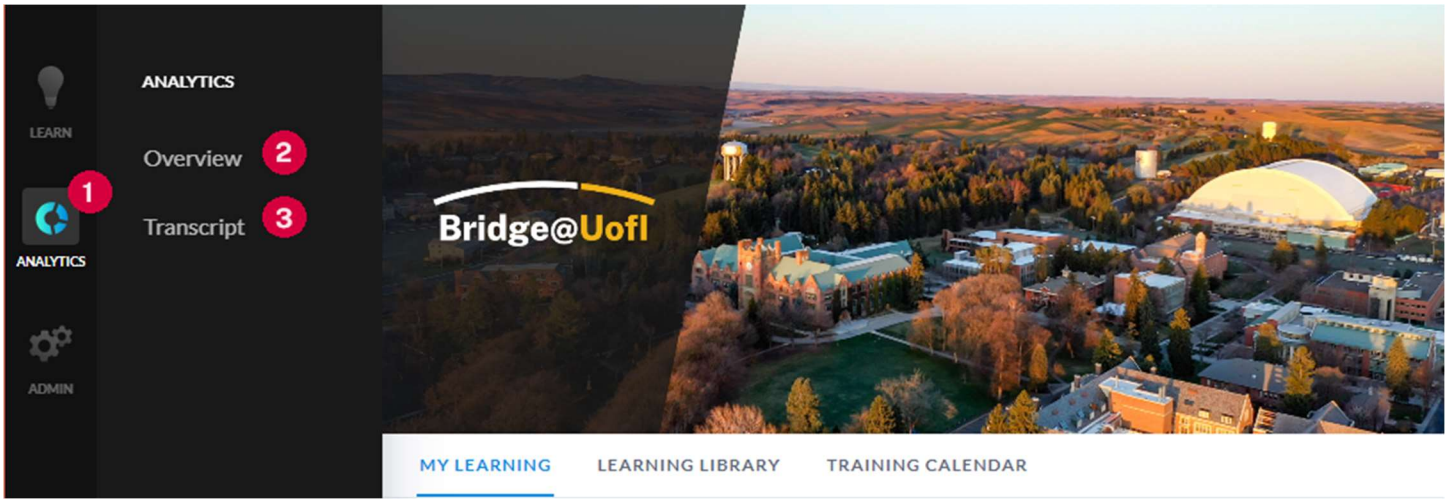
For example, you can use this function to send a daily alert email when the number of overdue learners exceeds 2, as in the above image.



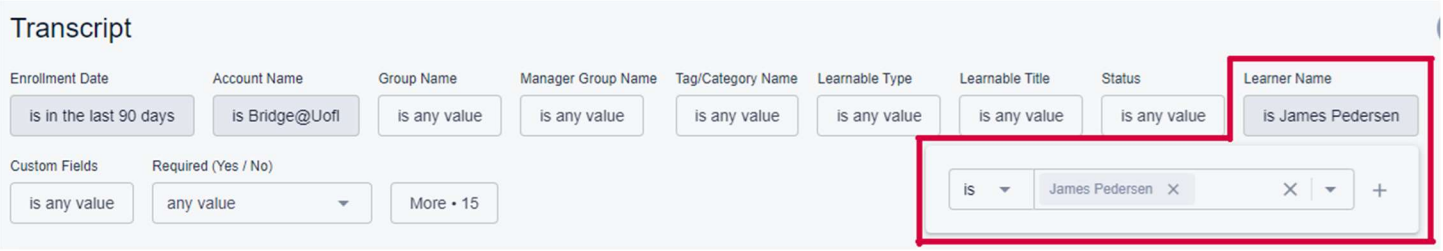
In the upper right corner of the screen, you can click the **three dots** to bring you to the download menu. This allows you to download the data in PDF format including widgets as they appear on the webpage.

Please see the **Schedule Delivery** section below to learn how to set up regularly scheduled emails.

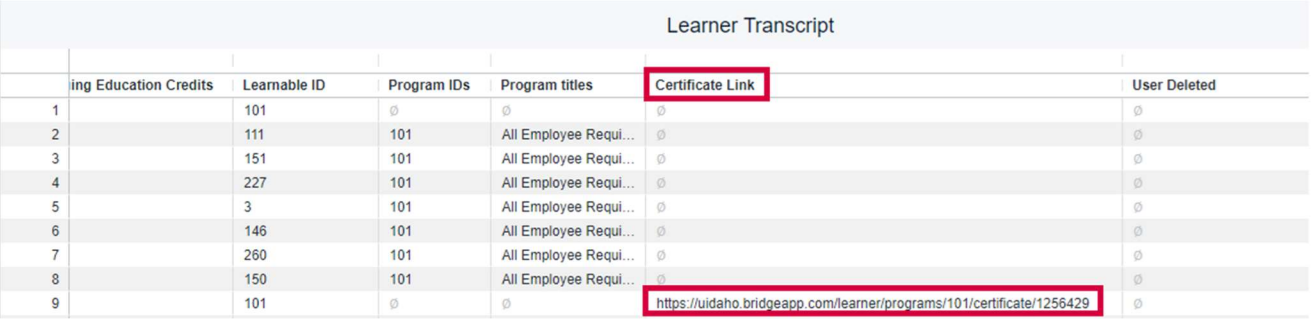
Transcripts



Transcripts allow you to easily identify course registration and completion for specific team members. To access transcripts, hover over **Analytics** [1] and click **Transcript** [3].



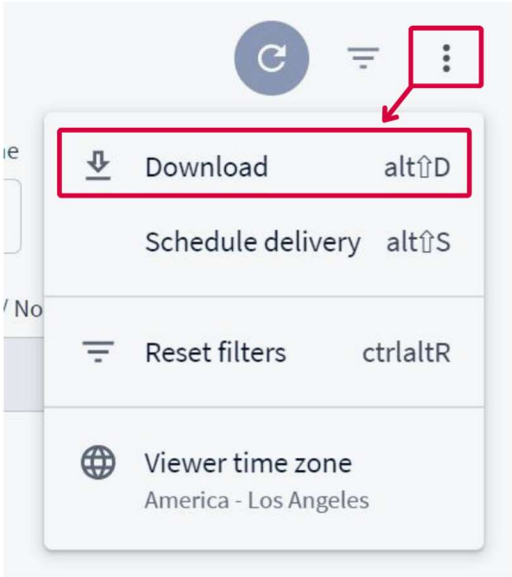
The filters are largely the same as the filters for Overview. However, Transcripts offers an additional filter, **Learner Name**, which allows you to filter by a specific employee.



Learner Transcript

	ing Education Credits	Learnable ID	Program IDs	Program titles	Certificate Link	User Deleted
1		101	ø	ø	ø	ø
2		111	101	All Employee Requi...	ø	ø
3		151	101	All Employee Requi...	ø	ø
4		227	101	All Employee Requi...	ø	ø
5		3	101	All Employee Requi...	ø	ø
6		146	101	All Employee Requi...	ø	ø
7		260	101	All Employee Requi...	ø	ø
8		150	101	All Employee Requi...	ø	ø
9		101	ø	ø	https://uidaho.bridgeapp.com/learner/programs/101/certificate/1256429	ø

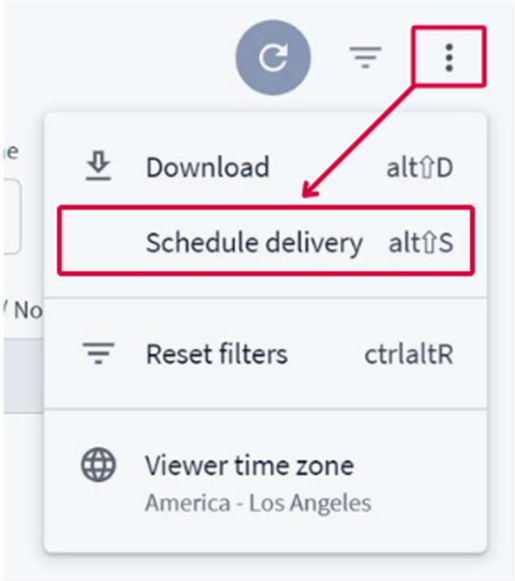
In the transcript results, you can scroll to the right and find links to **completion certificates** for courses that issue them.



As in Overview, you can download this information by clicking on the three dots in the upper right corner. This can be downloaded in .csv or PDF format.

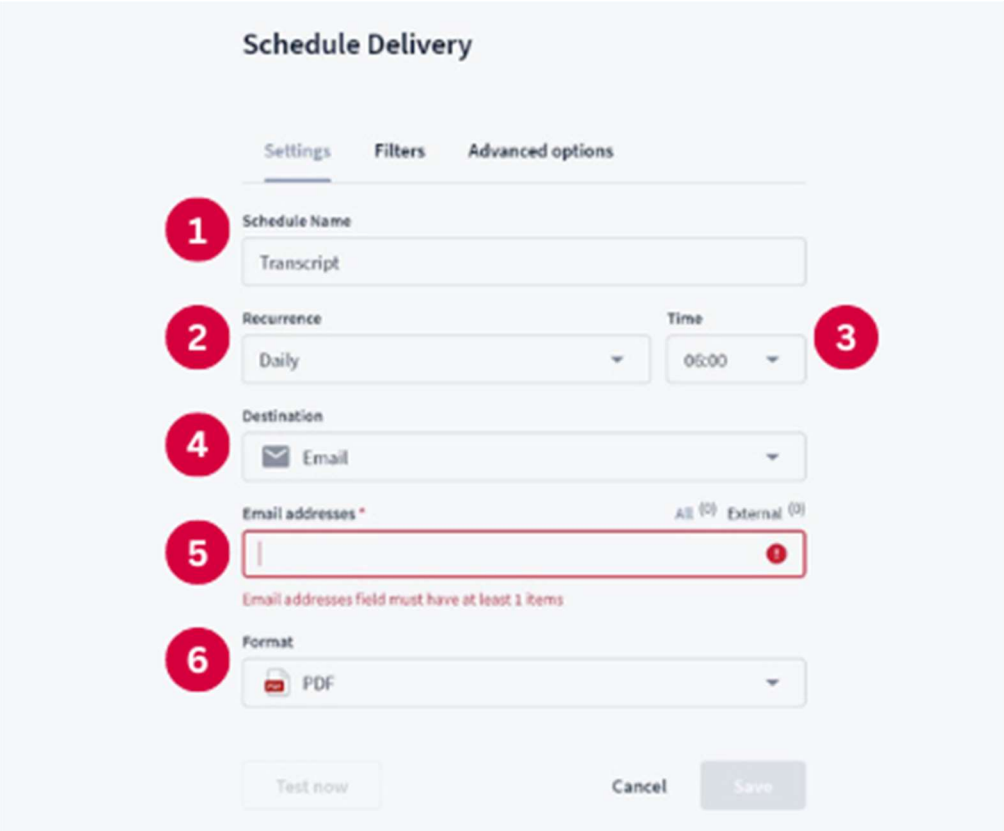
Please see the **Schedule Delivery** section below to learn how to set up regularly scheduled emails.

Schedule Delivery



In both Analytics and Transcripts, you can schedule regular email deliveries to your inbox or to other employees. This is accessed by clicking on the **three dots** in the upper right corner of both Analytics and Transcript.

NOTE When clicking "schedule delivery," the system will default to the filters you have already selected., but these can be changed under the **Filters** tab.



- **Schedule Name** [1] – Select a name for this scheduled delivery. This will allow you to identify these deliveries if you later need to edit them.

- **Recurrence** [2] – Select from monthly, weekly, daily, etc. schedules.

- **Time** [3] – Set the time that the schedule will be sent using the 24 hour clock.

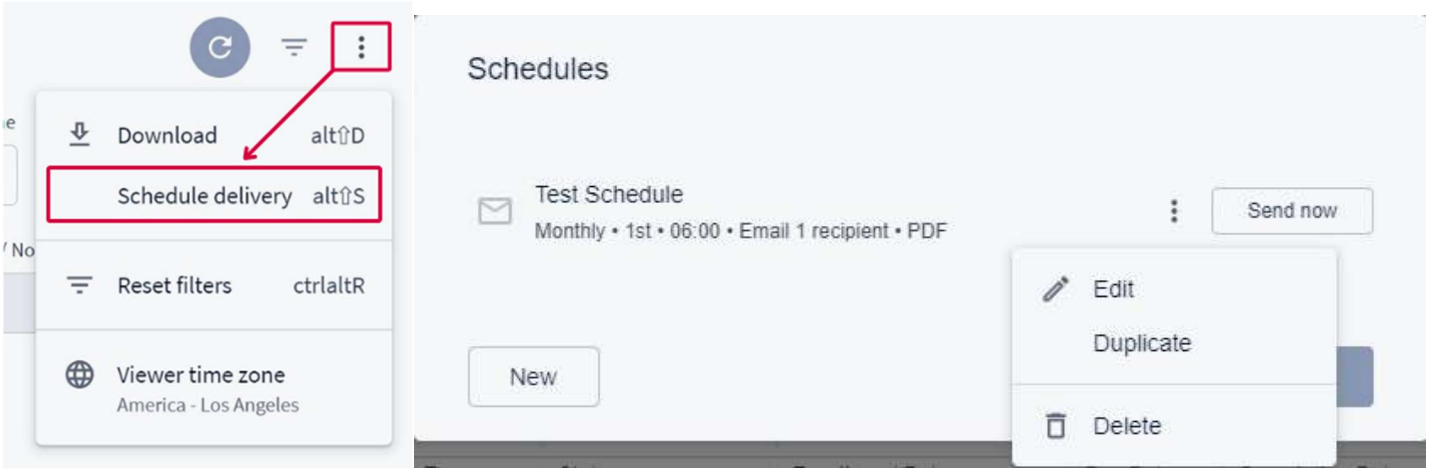
- **Destination** [4] – Choose how the scheduled report will be delivered. Email will likely be your choice.

- **Email addresses** [5] – Select the email addresses you would like to send this report to. By default, your email will be listed. You can add additional recipients, separated with a comma.

- **Format** [6] – Select PDF or .csv formats.

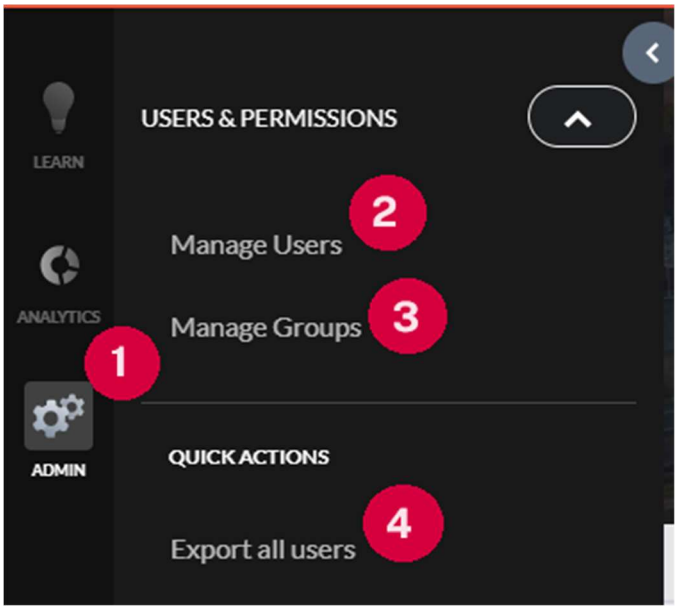
Under **Advanced options** you can write a message that will be delivered with the emails or change the time zone.

Once your options have been selected, you can click **Test now** to send a test message, or **Save** to schedule the deliveries.



Once you have started scheduling reports, you will see them when you click the **Schedule delivery** button. From here, you can click on the **three dots** to edit, duplicate, or delete the schedule.

Admin – Users and Permissions



On the sidebar, hover over the **Admin** [1] button to bring up the above options. **Manage Users** [2] allows you to monitor your employees' training progress, export transcripts, and assign learning materials. **Manage Groups** [3] allows you to monitor and create groups for your learners. **Export all users** [4] allows you to create a .csv file of all your learners.

Manage Users

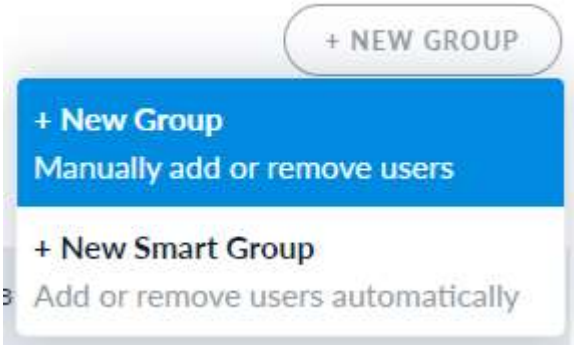
In the **Manage Users** menu, you can:

- **Search** [1] – Type a learner's name into the search bar to find them in the results below.
- **Export Users** [2] – The system will download a .csv of your learners.
- **Role** [3] – Filter by the Bridge permissions available to the learners.
- **Filter** [4] – You can filter by "Managers Only" to find supervisors in your unit. You can also select "Terminated Users" to find users who are no longer active in Bridge.

Manage Groups

By default, you will see the "My Learners" group, for all employees who report to you. If you have managers/supervisors who report to you, you will also see separate groups [4] for their employees.

- **Search** [1] – Search for group names.
- **New Group** [2] – For more details on adding groups, see below.
- **Filter by** [3] – Filter by Manager Groups, Smart Groups, and Traditional Groups.
- **Manager Groups** [4] – These groups are automatically created for managers/supervisors who report to you, and have learners of their own.



Under the **"NEW GROUP"** bubble, you have two options.

Selecting **New Group** allows you to create a group and manually add individuals to it.

Selecting **New Smart Group** allows you to create a group that will automatically pull in learners based on parameters like Department, Position, or Job Title.