HOW TO: Admin Training

Key Takeaways:
– Understanding general applications of Bridge
– Learning how to manage users and groups, find Insights, send and view surveys, and manage account settings

Course Description
In conjunction with our 8-part Bridge curriculum, this course will teach you about general administrative applications for Bridge. Bridge is a powerful tool that allows you to teach mass audiences about safety and other aspects of your workplace. You can use it to supply employees with policies, maintain training regulations, analyze average compentency for specific topics, and much more. In this course, you will learn skills to manage both the people who use your site and the site itself. To start, we will discuss the analytical side of Bridge. Did you know that you can not only view how many people completed your courses, but also the average procrastination period? You can also access extensive reporting technology that will allow you to filter data on your users in areas such as device use, active periods, comprehension rate, and average enrollment. We will show you where each of these reports are located and the overall layout of the powerful Insights tab.

Next, you learn all about the Admin tab. Users are fundamental and likely the reason you use Bridge, so we will discuss how to add users efficiently and manage their permissions when accessing the site. As well, you will see Bridge’s smart technology in generating smart groups that adapt in real time. Instead of needing to manually move people from group to group as they change positions or migrate in and out of the company, Bridge will automatically do the work for you in real time using your criteria. Other highlights under this tab include branding the site and user experience, altering notifications, generating SubAccounts, managing tags and categories, and exporting your data. The Admin tab, like the Insights tab, has many resources that can prove beneficial to your business and user management.

Lastly, we will discuss the Author tab and surveys. If your

organization collects information on employee or customer satisfaction, user knowledge, or other criteria, then Bridge can easily send surveys to your users and organize the results. You will learn not only how to create a survey, but also how to send it to specific groups and find comparative results amongst your users. This information can be utilized to make new courses for training or follow-up, and Bridge will automatically enroll all users within your choice of a survey response range.

Bridge is a user-friendly, powerful tool to manage training and communication between your users. The analytics of the application can significantly guide you in making corporate decisions and impacting your users. Our hope with this course is to supply you with the basic skills to utilize Bridge to your advantage.