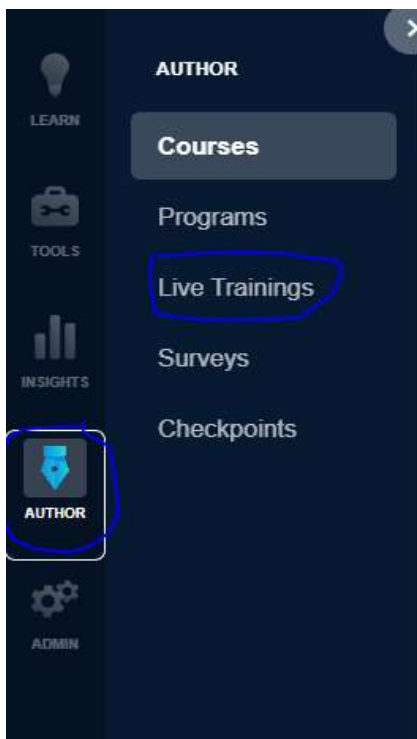


Bridge Live Training Guide

How to create a live Hub Day on Bridge

Firstly, login into Bridge with the details supplied to you by the Blended Learning Team. If you need help accessing the site, please contact us at blendedlearning.eoe@hee.nhs.uk.

To create your Hub/Event, go to the 'Author' tab and then select 'Live Trainings' as shown below.

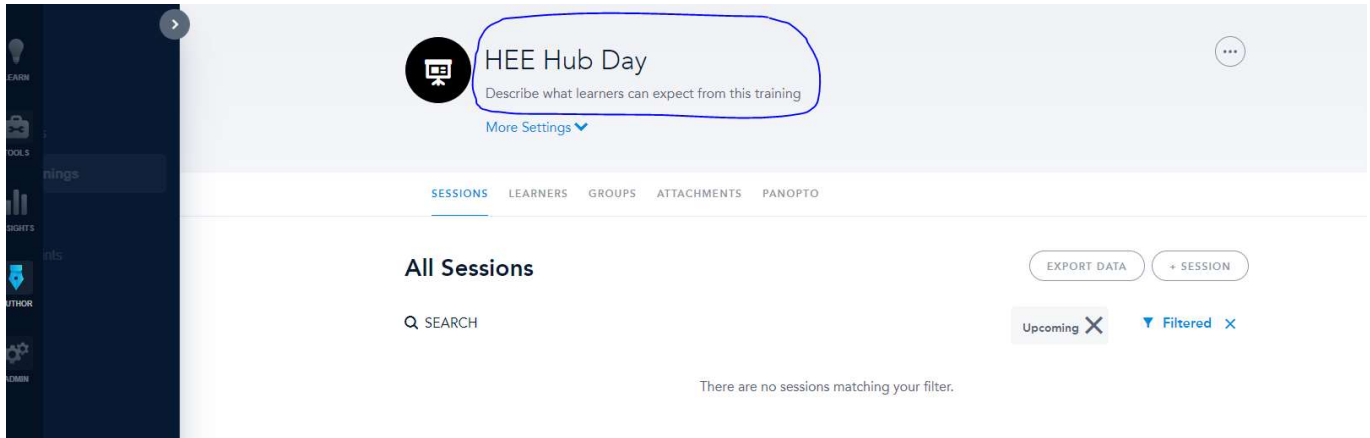


Once you are in 'Live Training' select '+ New Live Training', as shown below.



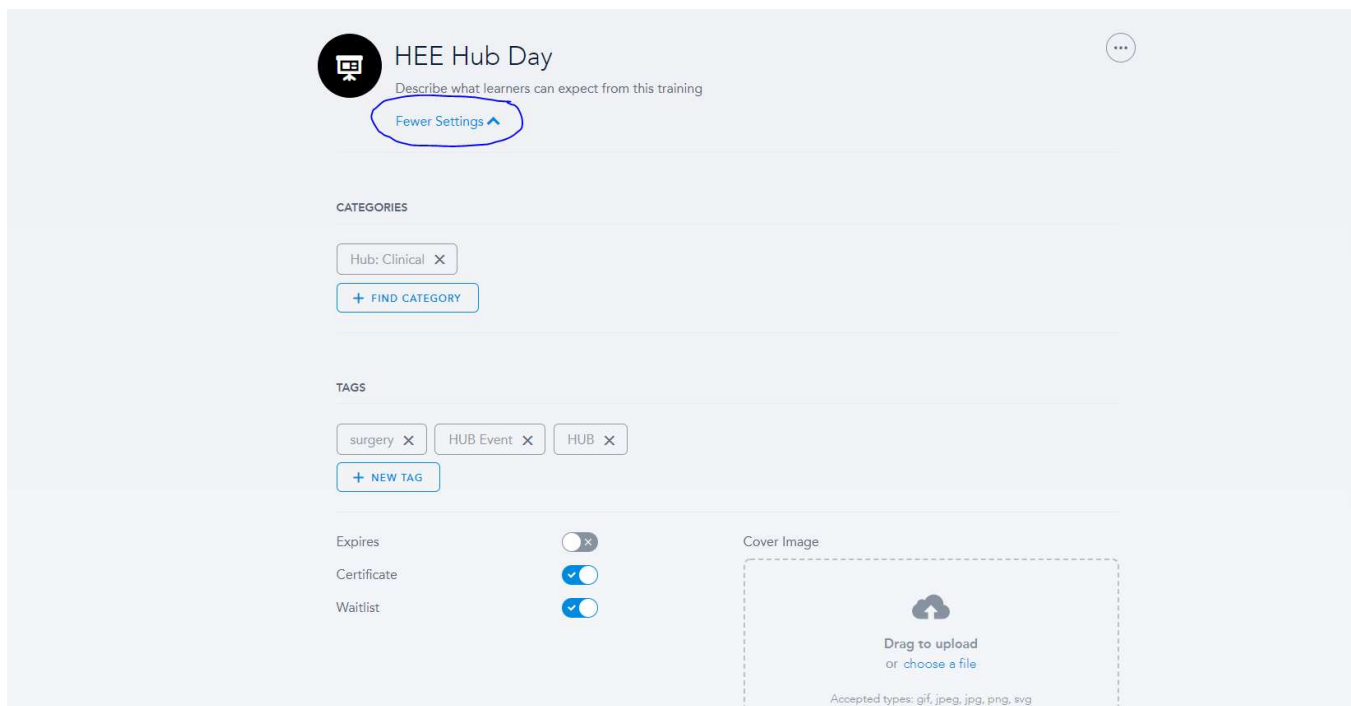
Next, add the name of your event to the top of the page in the below format:

[DATE IN THE FORMAT YYYY.MM.DD] - [Title] – [EVENT NAME] - [School] - [Specialty]

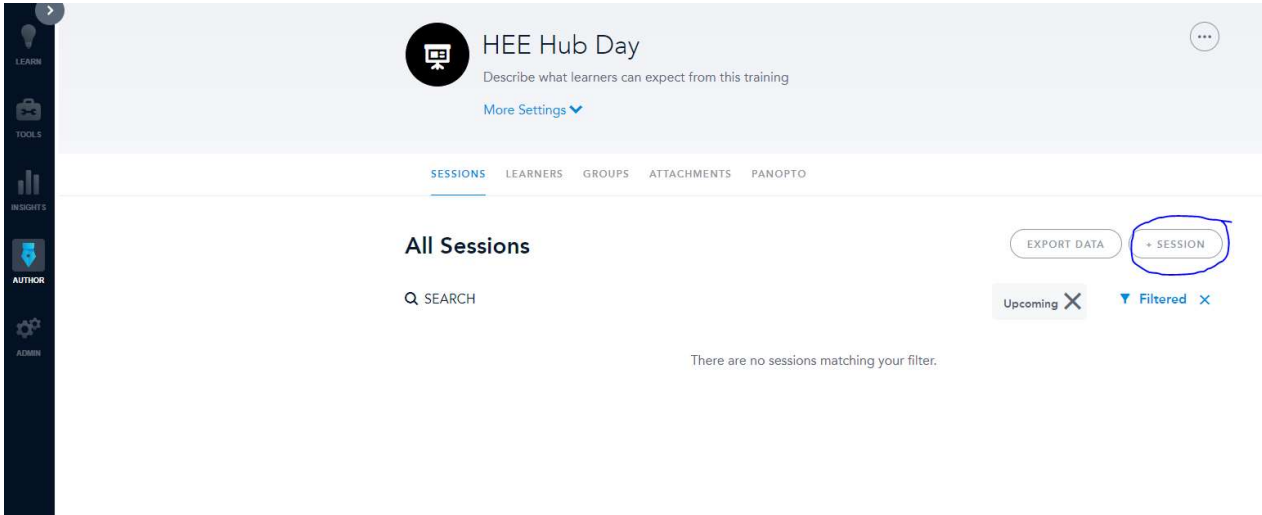


Clicking underneath the title will allow you to add a description. Use this section to relay what the event is and what trainees should expect. You should add in contact details here in case trainees need to contact you regarding the event.

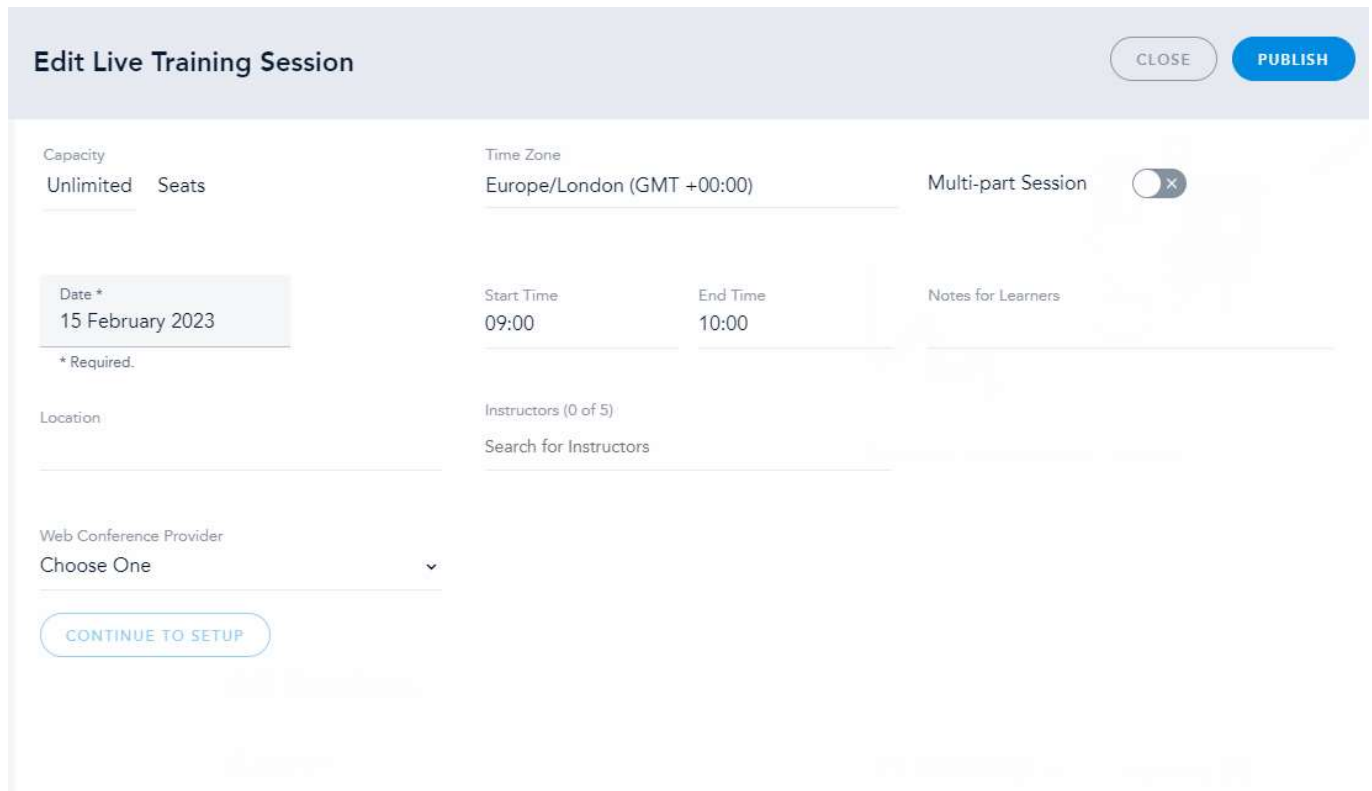
You will then need to alter the settings of the event; you can do this by selecting 'More Settings'. Ensure to categorise and tag your event, this will make it easier to find for the trainees. You will need to tick the certificate box if you would like Bridge to generate certificates.



Once you have finished editing the settings of the event, you can hide this section by selecting the 'fewer settings' button which will take you back to the main event page. This is where you will then need to add the session.



Once you have selected '+ session' it will come up with the below. Ensure to provide as much information as you have, as shown below.



Seats

This is the total number of trainees you wish to attend.

Date

Input the Date of the event

Location

In this section, you can add who the session is for. If you aim to have trainees from different quadrants, you could write “EAFS West Trainees” as an example, then create another session for different quadrants.

Time Zone

Typically, this is ok to leave as default. Please change if incorrect though

Timings

Enter the timings of your event

Instructor

If your speaker for the session is on Bridge then feel free to add them here, otherwise this can be left blank.

Web conferencing Provider

If your session is face to face, you can leave this section blank. If you session is virtual, select which provider you will be using via the dropdown list.

Adding one will cause an option to pop up “Mark learner as attended when launched”. Ensure this is selected on.

Once you are happy that you have provided all of the relevant information, select ‘continue to setup’.

The screenshot shows the 'Edit Live Training Session / Edit Web Conference' page. At the top right is a 'BACK TO SESSION' button. The Zoom logo is prominently displayed. Below it is a form with the following fields and options:

- Meeting Link:
- Host Key:
- Access Code:
- Password:
- Phone:
- Use as default for future sessions
- Include provider registration link:
-

Add the meeting link to complete the set up and then press ‘Apply to existing session’ and then ‘Back to session’.

Once complete, select ‘Publish’.

Edit Live Training Session CLOSE **PUBLISH**

Capacity: 100 Seats | Time Zone: Europe/London (BST +01:00) | Multi-part Session:

Date: 16 April 2021 | Start Time: 09:00 | End Time: 11:00 | Notes for Learners: Feedback LINK

Location: https://zoom.us/j/93815457973

Web Conference Provider: Zoom

Instructors (2 of 5): Casey Sears (External Instructor), Mark Bullock (External Instructor)

Mark learner as attended when launched:

[CONTINUE TO SETUP](#)

Your event will now have a session added to the main page.

HEE Hub Day
Describe what learners can expect from this training
[More Settings](#)

SESSIONS | LEARNERS | GROUPS | ATTACHMENTS | PANOPTO

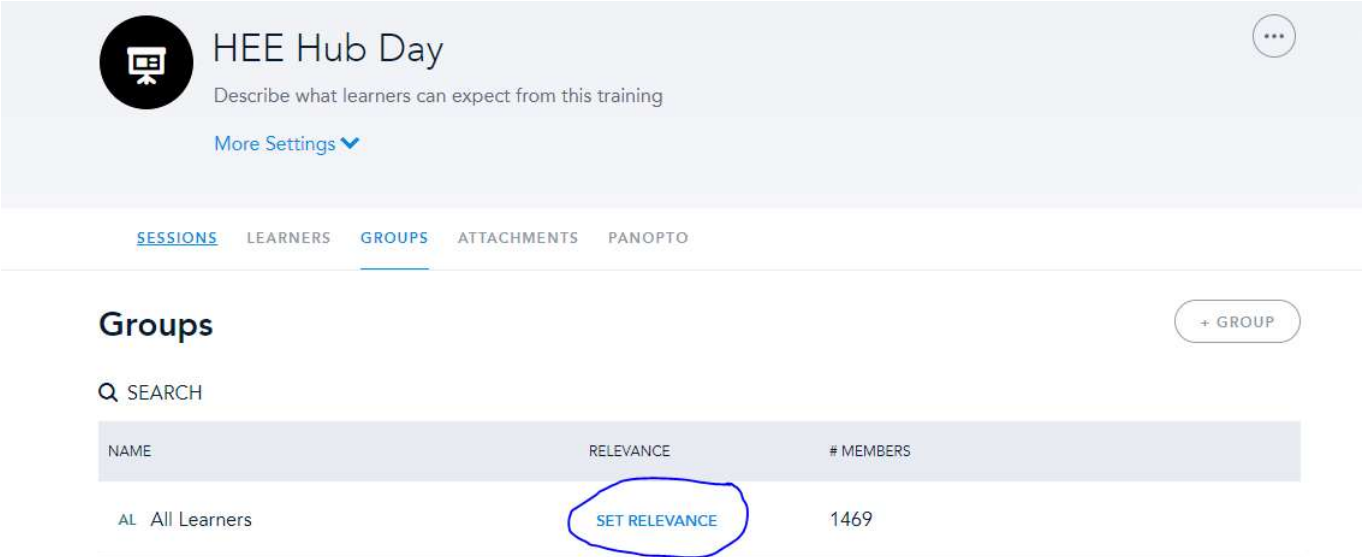
All Sessions EXPORT DATA + SESSION

SEARCH Upcoming Filtered

Fri, 16 Apr 2021
09:00 to 11:00 (BST)
2 Instructors
Location: https://zoom.us/j/93815457973
Count: 0 | Limit: 100 | Web Conf.

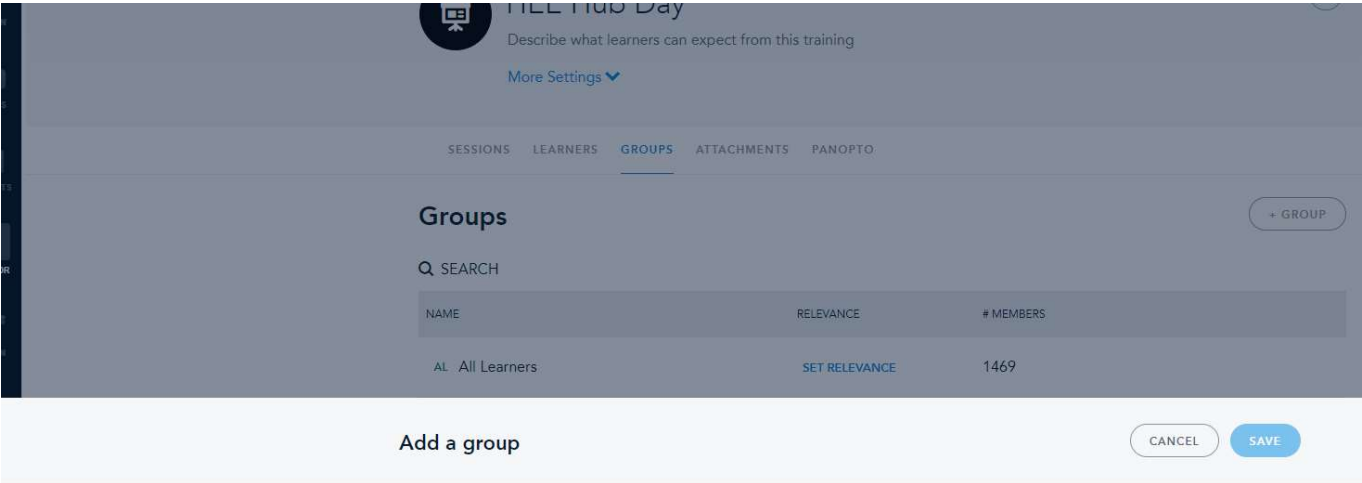
Next, you will need to make this available to the trainees by selecting the 'Group' tab.

If your event is open to specific trainees, you can select the relevance via the group tab



If your event is specifically for a certain group of trainees, you can add the group by selectecting '+ Group'

Search for your group of trainees using the search function. Select the group once you are happy it is the correct one.



You will then need to make the event available to this group of trainees by selecting 'available in library'.

Add a group CANCEL SAVE

Group Name
Central Foundation Team

[+ ADD ANOTHER](#)

SET RELEVANCE

Required
Enrols learners and is marked as required in their My Learning

Recommended
Marked as recommended in the learners' My Learning


Available in Library
Enables visibility in the library

The trainees will then have access to view and enrol on to the event in their Learner Library, as below.


[← BACK TO MY LEARNING](#)

Hub: Clinical

[SEARCH](#)



HEE Hub Day

 LIVE TRAINING / 1 SESSIONS

Please also refer to our pre-recorded guidance videos stored on Panopto. They can be viewed [here](#).