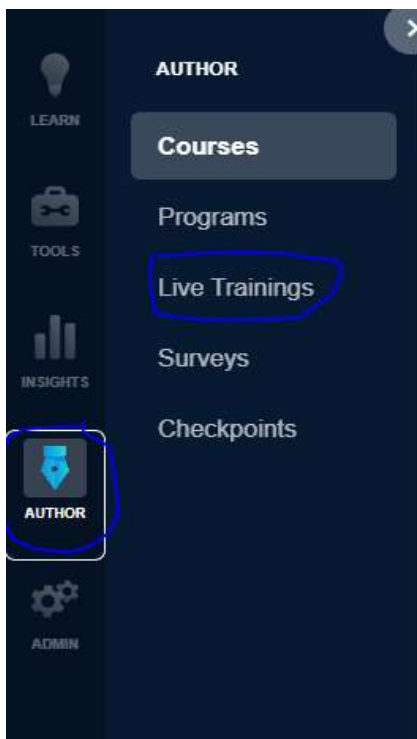# Bridge Live Training Guide

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.

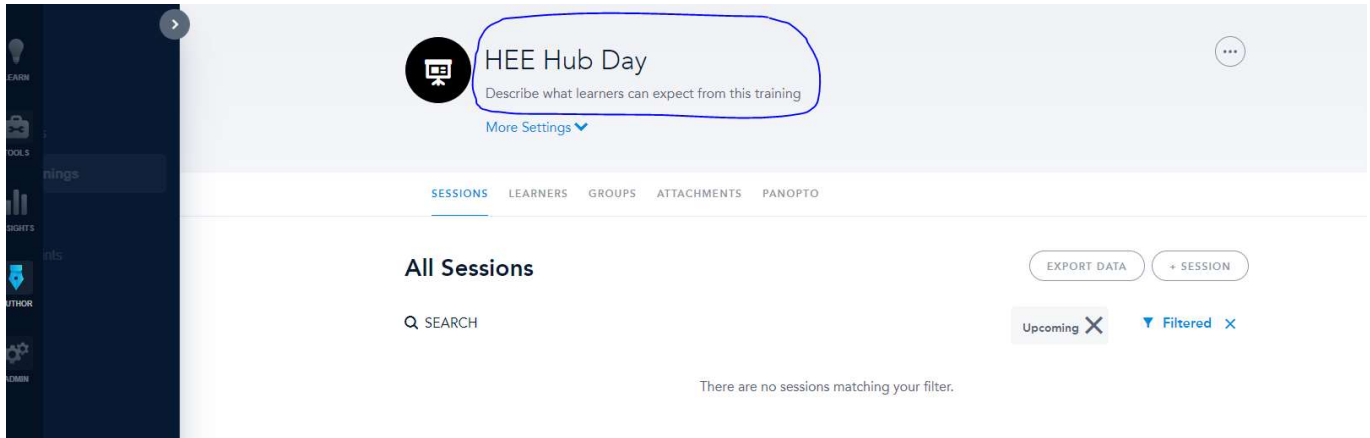To create your Hub/Event, go to the 'Author' tab and then select 'Live Trainings' as shown below.

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.
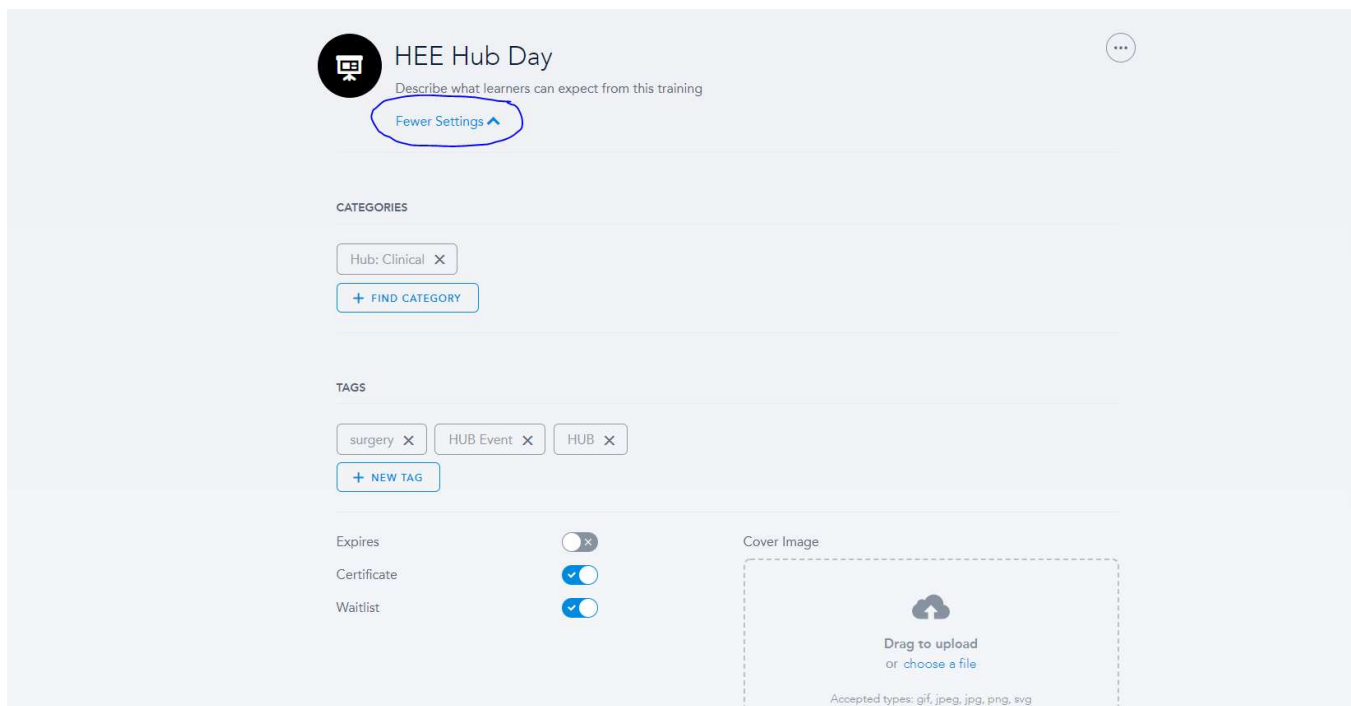
Once you have finished editing the settings of the event, you can hide this section by selecting the 'fewer settings' button which will take you back to the main event page. This is where you will then need to add the session.
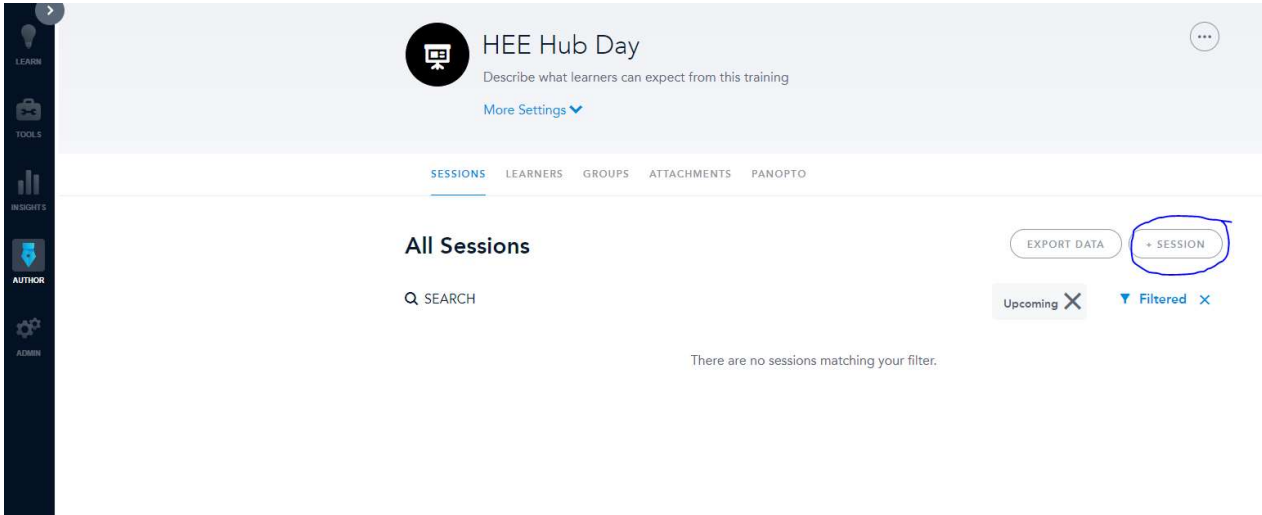
Once you have selected '+ session' it will come up with the below. Ensure to provide as much information as you have, as shown below.
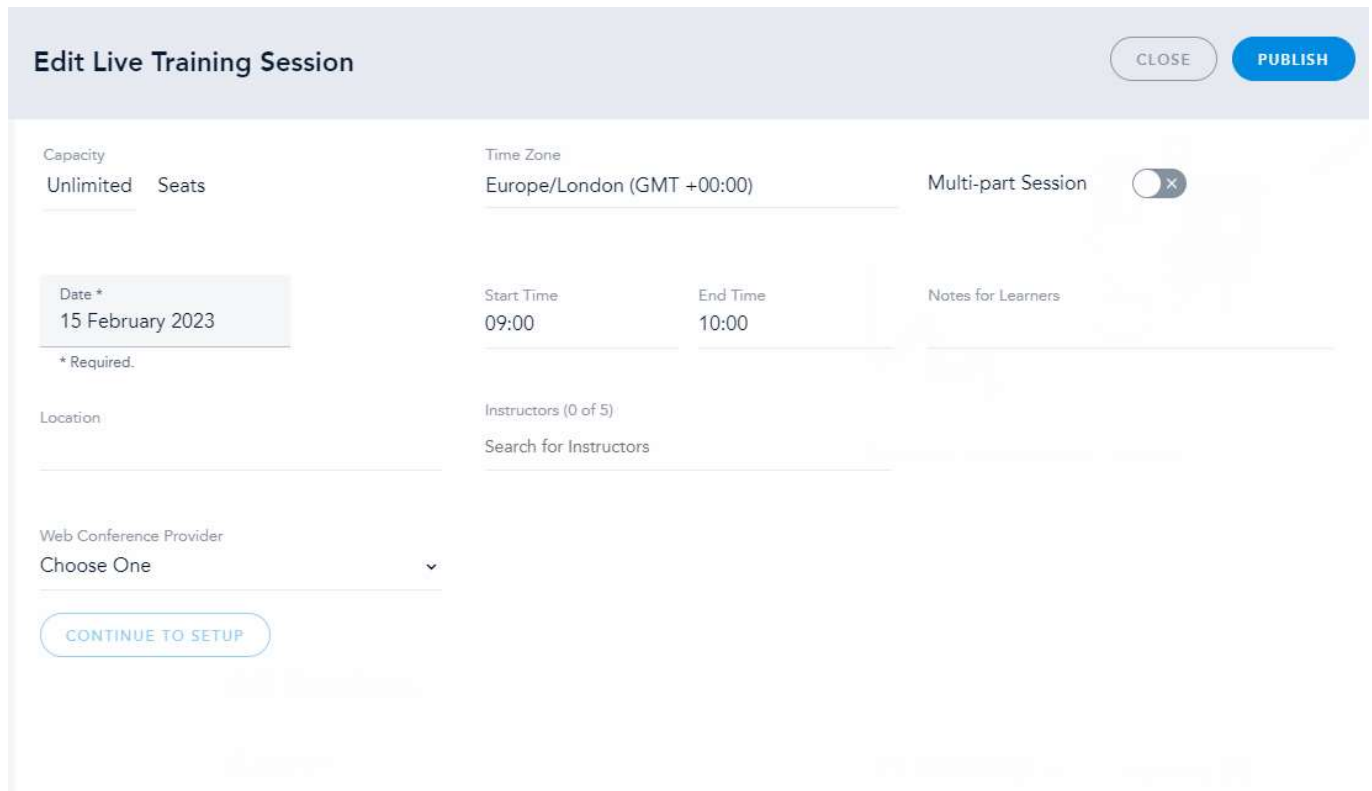
Seats
This is the total number of trainees you wish to attend.
Date
Input the Date of the event

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'.

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'.

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

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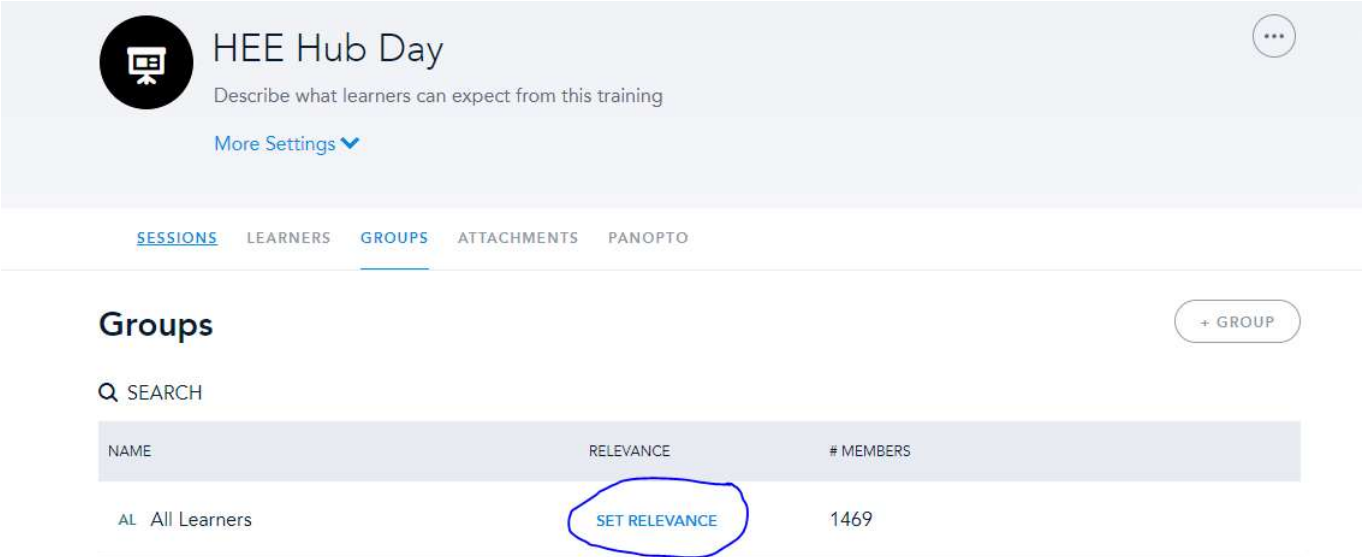
If your event is specifically for a certain group of trainees, you can add the group by selectecting '+ Group'

Search for your group of trainees using the search function. Select the group once you are happy it is the correct one.
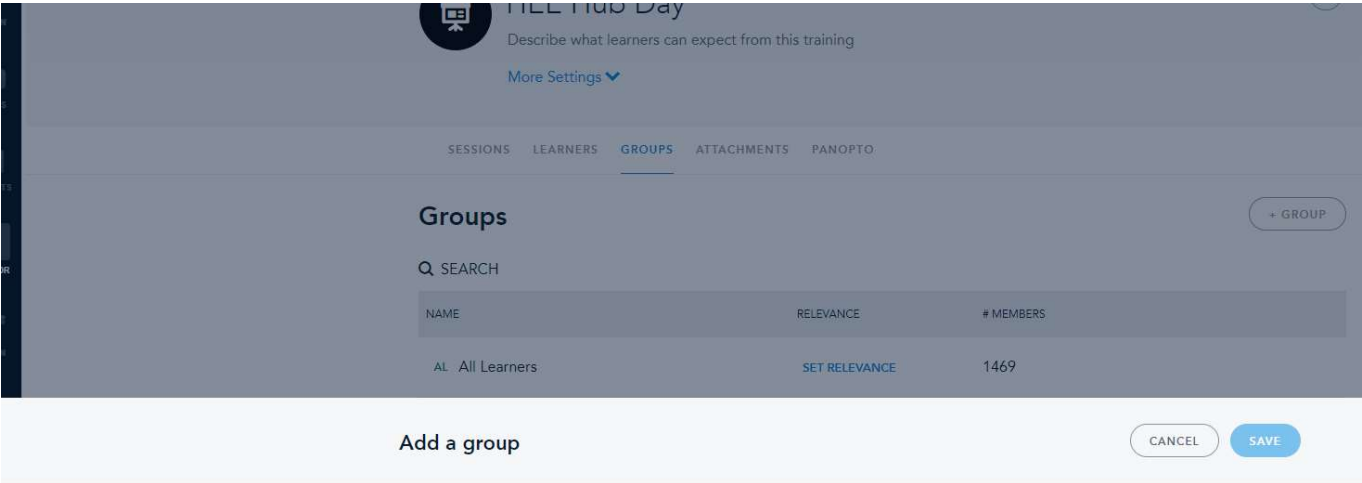
You will then need to make the event available to this group of trainees by selecting 'available in library'.

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

Q 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.