

HEALTH  
EDUCATION  
ENGLAND  
EAST OF  
ENGLAND  
FOUNDATION  
SCHOOL

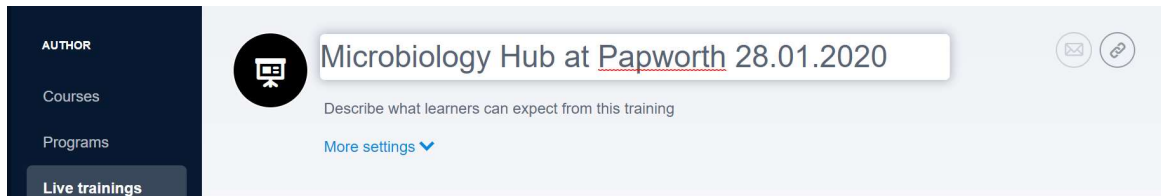
## HOW TO USE BRIDGE: THE ADMINISTRATORS GUIDE

## To Create a Hub event on Bridge

Log into your account and navigate to the author option and then Live Trainings

Click + New Live Training

Fill in the title with the Hub name, location and date of the event



**AUTHOR**

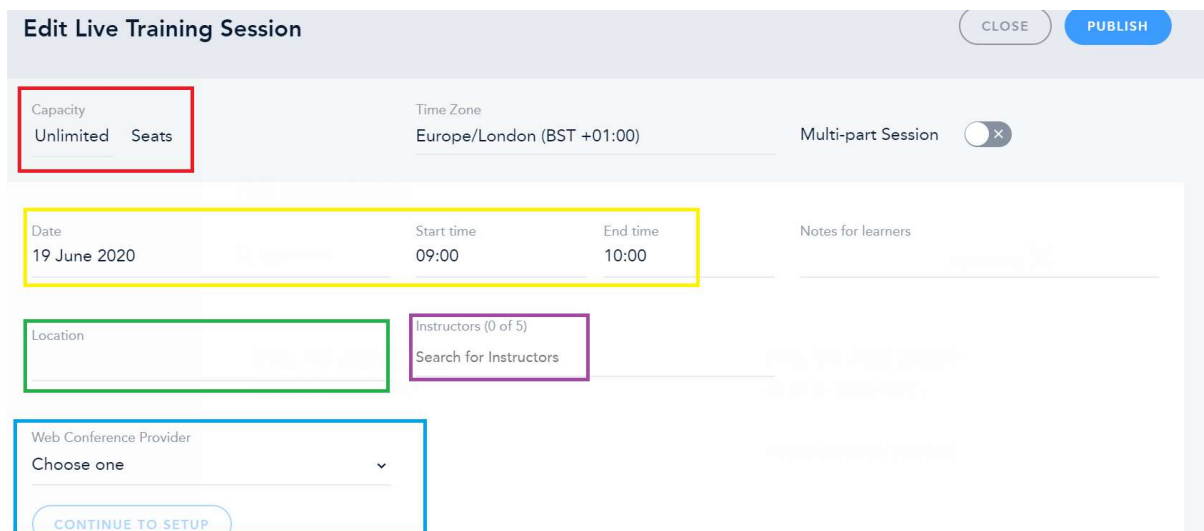
- Courses
- Programs
- Live trainings**

**Microbiology Hub at Papworth 28.01.2020**

Describe what learners can expect from this training

[More settings](#) ✓

Select + New Session



**Edit Live Training Session** CLOSE PUBLISH

Capacity:

Time Zone:

Multi-part Session: ☐

Date:  Start time:  End time:  Notes for learners:

Location:  Instructors (0 of 5):

Web Conference Provider:

[CONTINUE TO SETUP](#)

You will need to fill in the following:

**Capacity** is the number of tickets available to each Trust:

Hinchingbrooke: 6

Papworth: 2

Peterborough: 6

King's Lynn: 8

Addenbrookes: 13

Other (local trainees, special circumstances, study leave etc): 5

**Date, Start Time and End Time** – complete as required for your particular event.

**Location** – this is where we define which group of trainees these tickets are for. In the example we have allocated 6 tickets for Hinchingsbrooke trainees so in the Location box we write Hinchingsbrooke Trainees.

**Edit Live Training Session** [CLOSE] [PUBLISH]

Capacity: 6 Seats

Time Zone: Europe/London (GMT +00:00) Multi-part Session: ☒

Date: 28 January 2021 Start time: 09:30 End time: 12:30 Notes for learners:

Location: Hinchingsbrooke Trainees Instructors (0 of 5) Search for Instructors:

Web Conference Provider: Choose one

[CONTINUE TO SETUP]

Under **Web Conference provider** you can add in any links to meetings (eg, Zoom) – choose your provider from the drop down and click Continue to Setup. If you have not got this information at the time of creation, you can come back to add it.

You can select if you wish attendees to be marked as present when they click the link (I recommend selecting this), and then again click Continue to Setup. Complete the appropriate fields (as an example see below), and click Apply to Existing Session. Click Back to Session to go back.

**Edit Live Training Session / Edit web conference** [BACK TO SESSION]

**zoom**

Meeting link: https://zoom.us/j/92501677794?pwd=RnRC... Host key:

Access code: 925 0167 7794 Password: .....

Phone:

[APPLY TO EXISTING SESSION]

☐ Use as default for future sessions

Include provider registration link: ☒

Under **Instructors** you can add in any instructors; you can add them either from their Bridge name or by adding their email if they are external.

Once you are happy with the information inputted, click Close.

Your screen will look like this:

## All sessions

Q SEARCH

UNPUBLISHED

**Fri, 19 Jun 2020**

09:30 to 12:30 (BST)

Location  
Hinchbrooke Trainees

My Team

Count

Limit

0

0

6

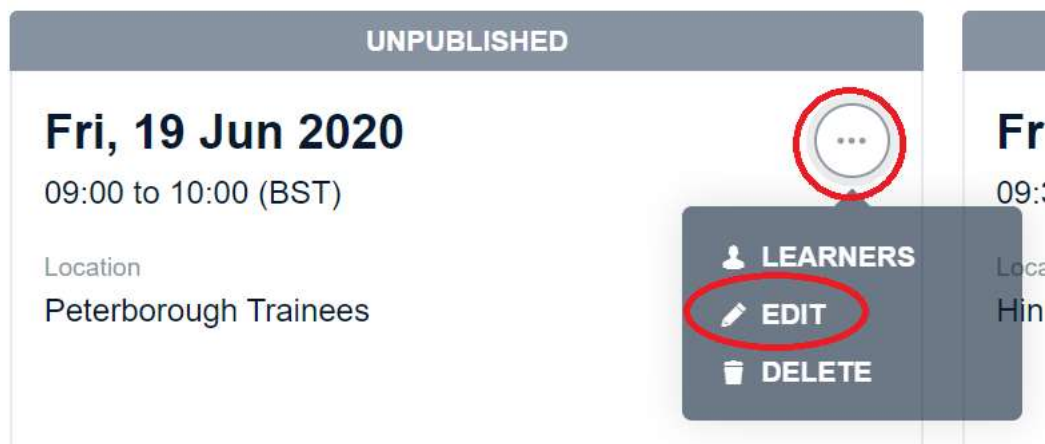
Repeat steps for each Trust, changing the number of seats and locations accordingly and ensure the timings are all the same (eg. 9.30 – 12.30). When you finish, your screen will look like:

<div><div>UNPUBLISHED</div><div><div><b>Fri, 19 Jun 2020</b></div><div>09:00 to 10:00 (BST)</div><div>Location Peterborough Trainees</div></div><div><div>My Team</div><div>Count</div><div>Limit</div><div>0</div><div>0</div><div>6</div></div></div>	<div><div>UNPUBLISHED</div><div><div><b>Fri, 19 Jun 2020</b></div><div>09:30 to 12:30 (BST)</div><div>Location Other trainees - admins to allocate</div></div><div><div>My Team</div><div>Count</div><div>Limit</div><div>0</div><div>0</div><div>5</div></div></div>	<div><div>UNPUBLISHED</div><div><div><b>Fri, 19 Jun 2020</b></div><div>09:30 to 12:30 (BST)</div><div>Location Addenbrookes Trainees</div></div><div><div>My Team</div><div>Count</div><div>Limit</div><div>0</div><div>0</div><div>13</div></div></div>
<div><div>UNPUBLISHED</div><div><div><b>Fri, 19 Jun 2020</b></div><div>09:30 to 12:30 (BST)</div><div>Location Kings Lynn Trainees</div></div><div><div>My Team</div><div>Count</div><div>Limit</div><div>0</div><div>0</div><div>8</div></div></div>	<div><div>UNPUBLISHED</div><div><div><b>Fri, 19 Jun 2020</b></div><div>09:30 to 12:30 (BST)</div><div>Location Papworth Trainees</div></div><div><div>My Team</div><div>Count</div><div>Limit</div><div>0</div><div>0</div><div>2</div></div></div>	<div><div>UNPUBLISHED</div><div><div><b>Fri, 19 Jun 2020</b></div><div>09:30 to 12:30 (BST)</div><div>Location Hinchbrooke Trainees</div></div><div><div>My Team</div><div>Count</div><div>Limit</div><div>0</div><div>0</div><div>6</div></div></div>

You can now add any extra information or filtering options by clicking on “more settings”, which provides the options for categories, tags, certificates and expiration. As a minimum, if you are creating a Hub day, you should use the “clinical Hub” and “non-clinical hub” to indicate which you session is. If it can be either, use both the tags. You can create a short description of the event in the text under the title. If you want Bridge to auto-generate a certificate after a trainee is marked attended, you will need to select the Certificate option.

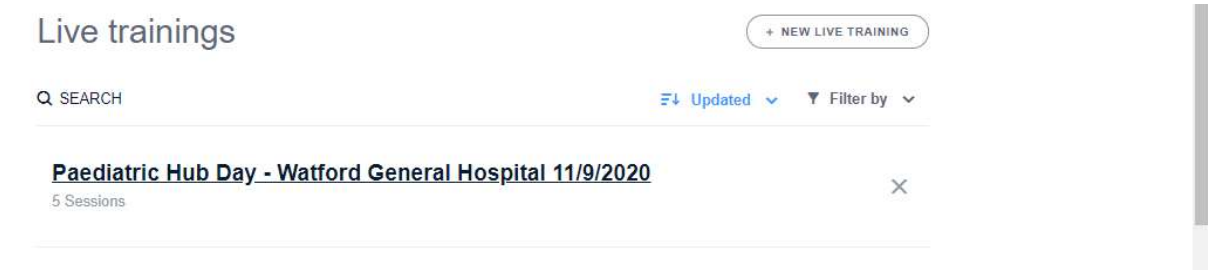
Bridge also now provides a “waitlist” option. You can turn this on if you wish, and once a session is full Bridge will create a waiting list. However, you should be mindful that this waiting list will add people automatically to a session should a space become available which may not be appropriate for your session. If you wish to have more control over a waiting list, creating your own as above may be a better option.

Once it is ready to go live, you will need to select the three dots in the circle on each session and click edit in order to publish the session. If needed, you can still return to the edit function to change things even after publication, including adding links and instructors.

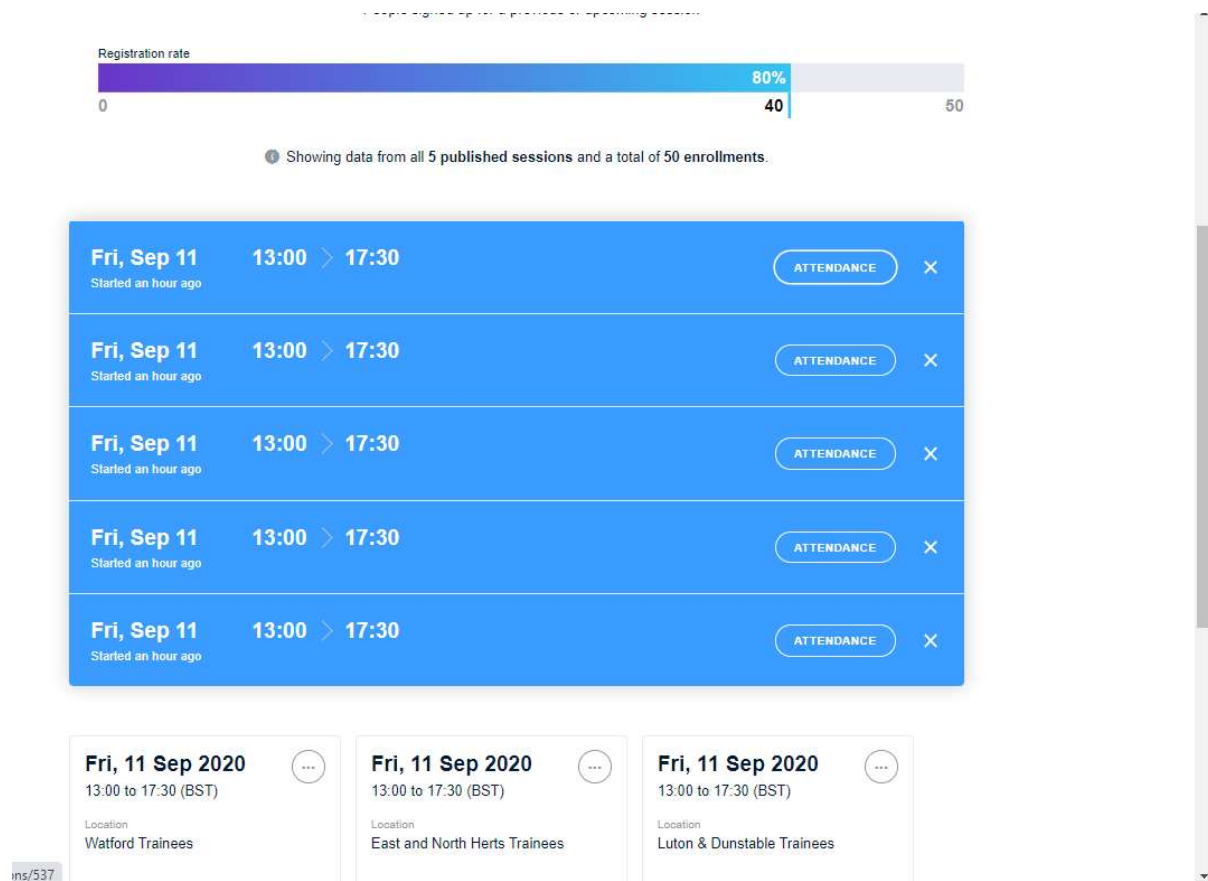


## Marking attendance in Bridge

Navigate through Author to your event.




Select your event, and unselect the Upcoming filter – this brings up a list of all sessions. Because this event is currently running, it shows as below.



Select the Attendance button to be taken to the list of attendees.

oeo.bridgeapp.com/author/training/234/sessions/543




## Friday, September 11, 2020

1:00pm to 5:30pm / East and North Herts Trainees











REGISTRATIONS

### Session Registrations

My Team: 0 of 19 / Count: 5 of 8 / Limit: 8

[Add via CSV](#)  [+ LEARNER](#)

Q SEARCH

NAME	ATTENDED
 <b>Simran Bains</b> skbains013@gmail.com	<input type="checkbox"/> 
 <b>Rachel Doherty</b> rachel.doherty@nhs.net	<input type="checkbox"/> 
 <b>Hafsa Rifai</b> hafsa.rifai@nhs.net	<input type="checkbox"/> 
 <b>Sepideh Samaee</b> samaee@hotmail.co.uk	<input type="checkbox"/> 
 <b>Bhavana Selvarajah</b> b.selvarajah@nhs.net	<input checked="" type="checkbox"/> 

Select the “Attended” box to mark the trainee as attended.




If the event has already happened, ensure you have unselected Upcoming filter to enable you to see the event

SESSIONS LEARNERS GROUPS ATTACHMENTS PANOPTO

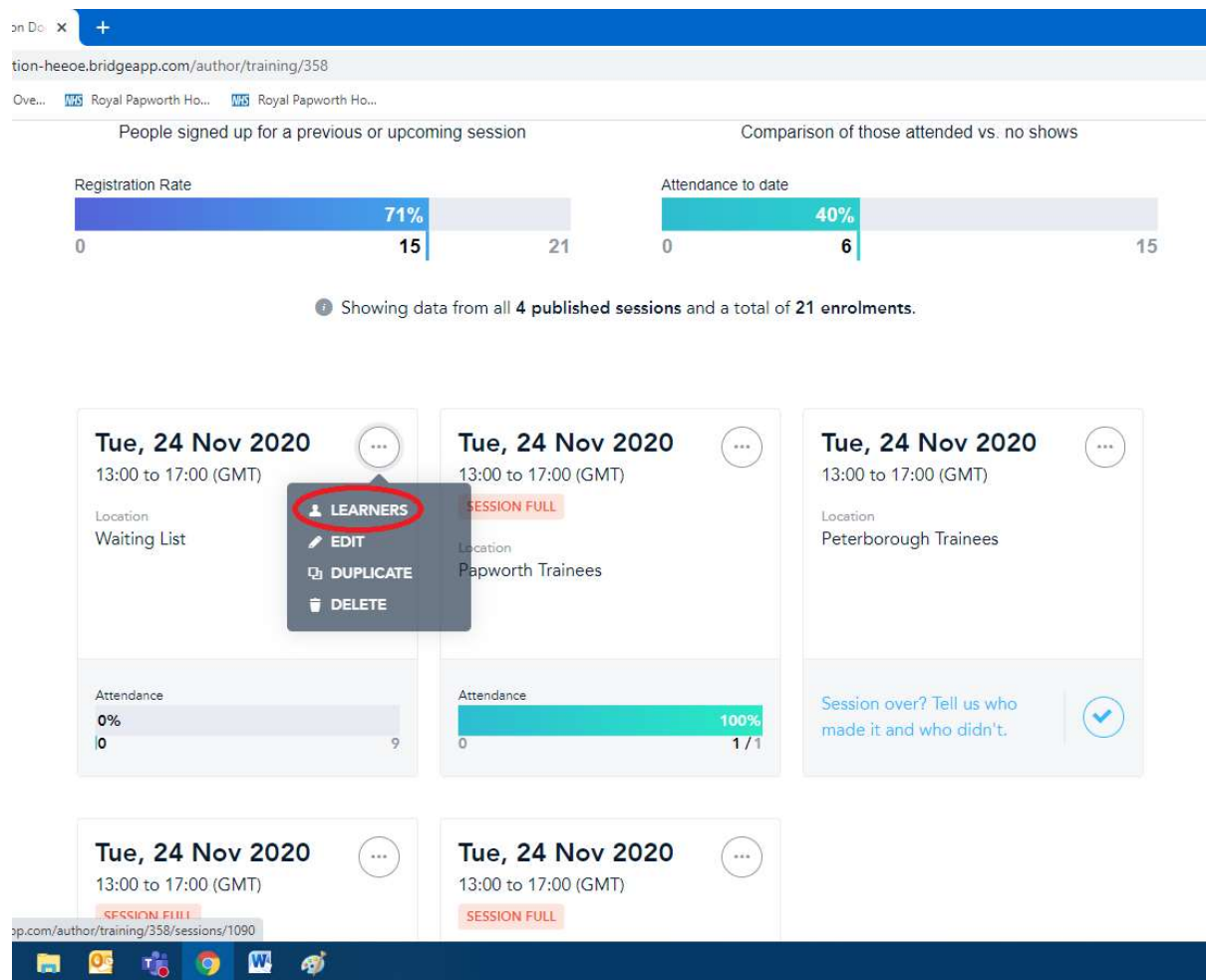
### All Sessions

Q SEARCH

[EXPORT DATA](#) [+ SESSION](#)

**Upcoming**   **Filtered** 

Select the 3 dots within a set of tickets and select Learners



This presents you with a list of those who registered for this set of tickets, as well as a selection box to mark their attendance.

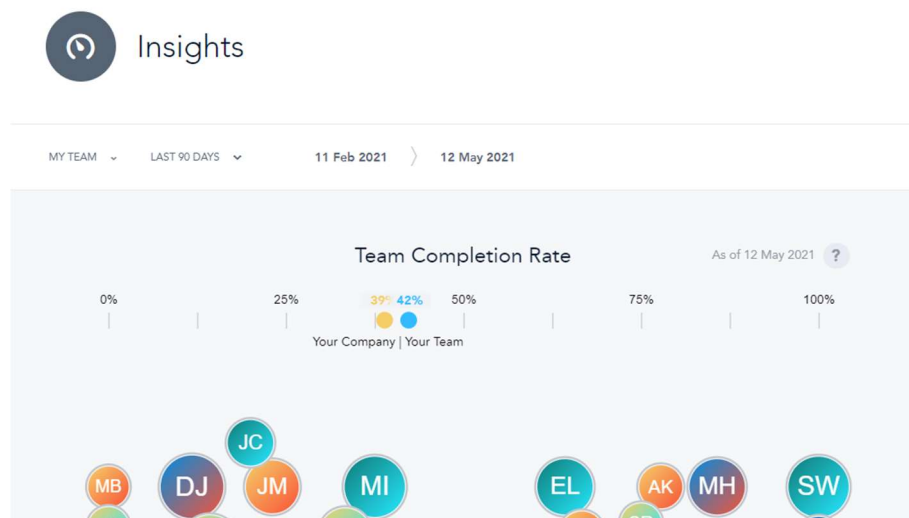
Click in this box if the person attended. Once you have updated this, click the "Back to [Hub event]" and repeat for the next set of tickets.



## Extracting data

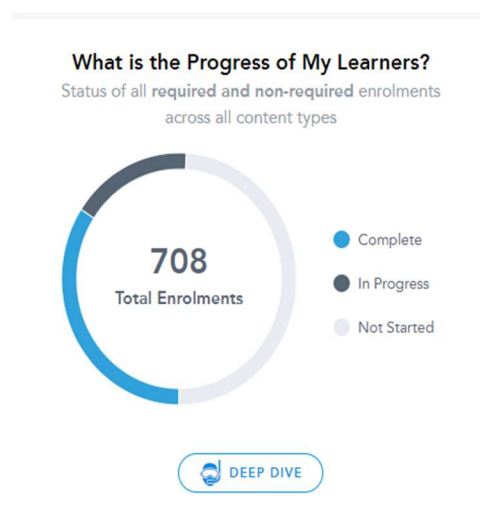
Bridge has a function to extract lots of information about the various courses, programs, live trainings and users. Whilst this data is generally restricted to your own Trust, it can still provide useful insights, including whether your trainees are attending hubs (which is important for their ARCPs).

You will need to log into Bridge as normal and navigate to Insights. It will load into something looking like this:



If you have access to more than one team, you can click the “My Team” option to see more options. The most useful option to change is the “Last 90 days”. Whilst you can change this to any timeframe you need, the most useful option is likely to be “All Time”.

Scrolling down gives us some interesting information like what day of the week is most popular for trainees to access things on Bridge and what percentage of content is accessed on PC or phone. However, for the really useful data we need to find “What is the Progress of my Learners?” and select Deep Dive.



Your screen will now look like this:

The screenshot shows the 'Deep Dive' reporting interface. The top header includes the 'Deep Dive' logo and an 'Export' button. The left sidebar shows the time frame 'All time' (23 Mar 2020 - 12 May 2021) and a 'Filter by' section with expandable categories: GROUP, TEAM, ENROLMENT TYPE, ENROLMENT STATUS, CONTENT TYPE, and CONTENT TAGS. The main area is titled 'Reporting by Team' and contains a search bar, a sort dropdown set to 'Alphabetical: A - Z', and a '25 results per page' dropdown. Below this is a table with the following data:

NAME	ENROLMENTS	INCOMPLETE	COMPLETIONS
Olivia Baker	39	26	13 / 33%
Mae Bethell	51	46	5 / 10%
Luke Cave	31	24	7 / 23%
Ann Cheng	25	15	10 / 40%
Joseph Cheung	50	35	15 / 30%
Jos Crush	22	18	4 / 18%

From here, you can now start to refine the filters on the left hand side. These are the search terms for the data you are looking for. Let's look at an example.

I want to find out how many of my Trainees at Royal Papworth have attended at least 1 Clinical Hub. I have chosen to set my time frame as the start of the training year. This gives me the below view.

The screenshot shows the 'Deep Dive' reporting interface with filters applied. The top header is the same. The left sidebar now shows the time frame 'Custom' (3 Aug 2020 - 12 May 2021). The 'Filter by' section shows 'GROUP' and 'TEAM' expanded, while 'ENROLMENT TYPE', 'ENROLMENT STATUS', and 'CONTENT TYPE' are collapsed. The main area is titled 'Reporting by Team' and contains the same search bar and sort dropdown. The table data is as follows:

NAME	ENROLMENTS	INCOMPLETE	COMPLETIONS
OLIVIA BAKER	36	24	12 / 33%
MAE BETHELL	51	46	5 / 10%
LUKE CAVE	31	24	7 / 23%
ANN CHENG	25	15	10 / 40%
JOSEPH CHEUNG	50	35	15 / 30%

Now I need to use the filters to focus in on what specifically I want. By using Content Type, I can choose what type of content I want to see – Courses, Programs, Live Trainings etc. I want to know about Hubs so I select Live Training.

Next I need to identify what tags to look for. This is where it becomes important to ensure our content is tagged correctly when we create it. So, because I need to find clinical hubs, I need to select clinical. There are a lot of tags in use across the East of England Bridge, so you may either scroll to find the one you need or search for it.

With these filters selected, we get:

Deep Dive

Custom 3 Aug 2020 - 12 May 2021

ENROLMENT STATUS +

CONTENT TYPE

- ☐ Course
- ☐ Programme
- ☒ Live Training
- ☐ Checkpoint

CONTENT TAGS

- ☒ clinical
- ☐ Clinical Care
- ☒ clinical hub

Reporting by Team

Filters: Content Type: Live Training Content Tags: clinical hub

Q SEARCH

Alphabetical: A - Z 25 results per page

NAME	ENROLMENTS	INCOMPLETE	COMPLETIONS
OLIVIA BAKER	3	1	2 / 67%
MAE BETHELL	17	14	3 / 18%
LUKE CAVE	2	0	2 / 100%
ANN CHENG	3	0	3 / 100%

You can see on the right hand side that we have different numbers to earlier, as we have refined what it is we are looking for. Looking at this now, for example, shows us that Olivia Baker has enrolled (signed up for) on 3 Clinical Hubs, and completed (Attended) 2. If I navigate to her user account I will see that she has attended two Hubs.

This view is useful as a quick overview, but we can't do a lot with it. We can export it to Microsoft Excel where we can do more things. Selecting Export at the top of the page opens a new window that will download an exported copy as a zip file which can then be opened into Excel.

One restriction of the data that Bridge provides is when you start selecting multiple tags to search in. If, for example, you wanted to know how many Clinical and Non Clinical hubs your trainees have attended, selecting both of these tags will combine the numbers, as it appears below. You will need to run 2 separate searches and combine them in Excel.

Deep Dive

Custom 3 Aug 2020 - 12 May 2021

ENROLMENT STATUS +

CONTENT TYPE 1

CONTENT TAGS

- ☒ non
- ☒ Non clinical HUB
- ☐ non-core
- ☐ Non-Core
- ☐ non core mandatory

Show all

Reporting by Team

Filters: Content Type: Live Training Content Tags: clinical hub Content Tags: Non clinical HUB

Q SEARCH

Alphabetical: A - Z 25 results per page

NAME	ENROLMENTS	INCOMPLETE	COMPLETIONS
Olivia Baker	4	1	3 / 75%
Mae Bethell	23	18	5 / 22%
Luke Cave	3	0	3 / 100%
Ann Cheng	4	0	4 / 100%
Joseph Cheung	23	11	12 / 52%

These numbers add together Clinical and Non Clinical Hub tags