HEALTH EDUCATION ENGLAND EAST OF ENGLAND FOUNDATION SCHOOL

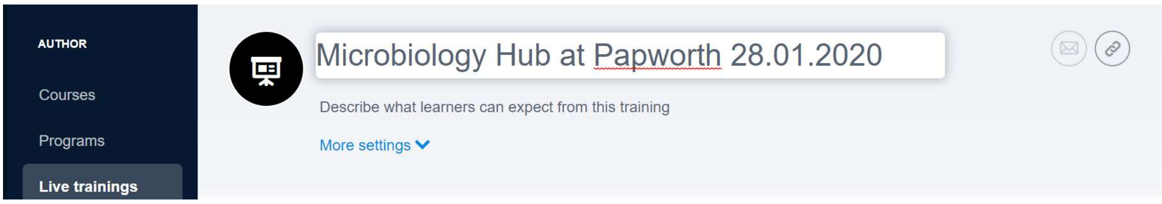
HOW TO USE BRIDGE: THE ADMINISTRATORS GUIDE

To Create a Hub event on Bridge

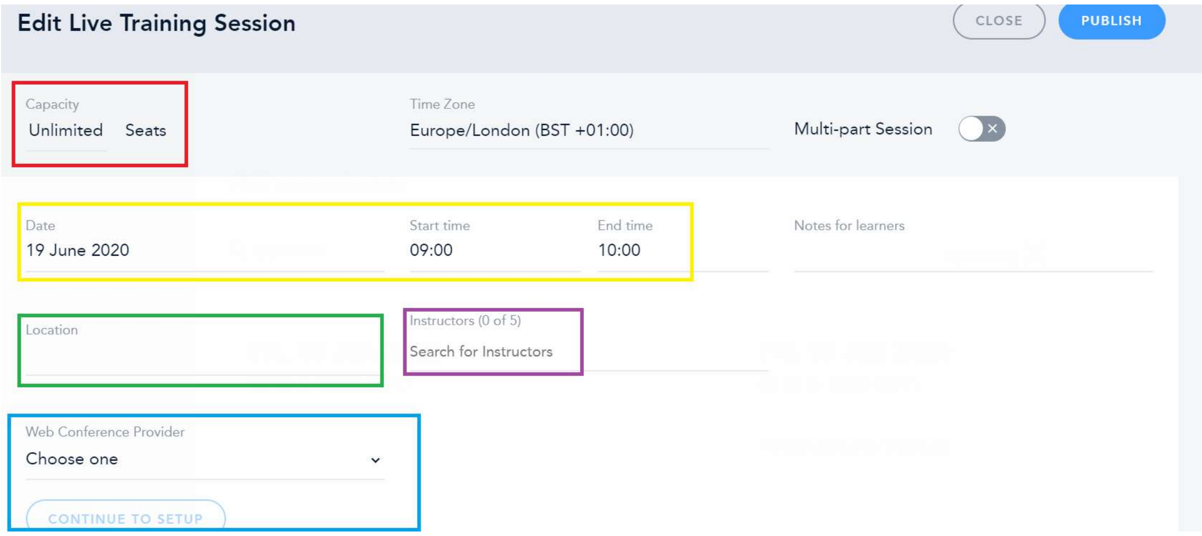
Log into your account and navigate to the author option and then Live Trainings

Click + New Live Training

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



Select + New Session



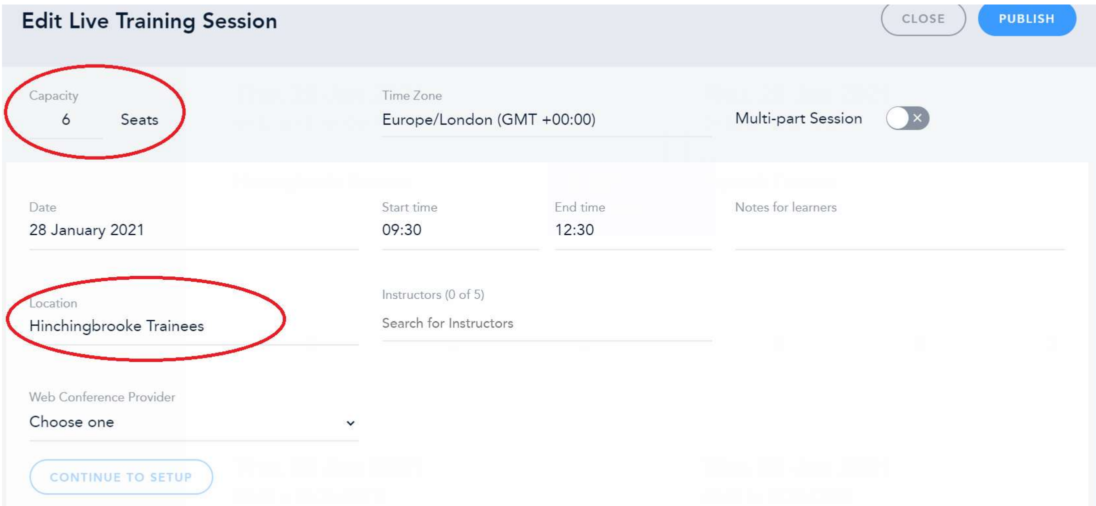
You will need to fill in the following:

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

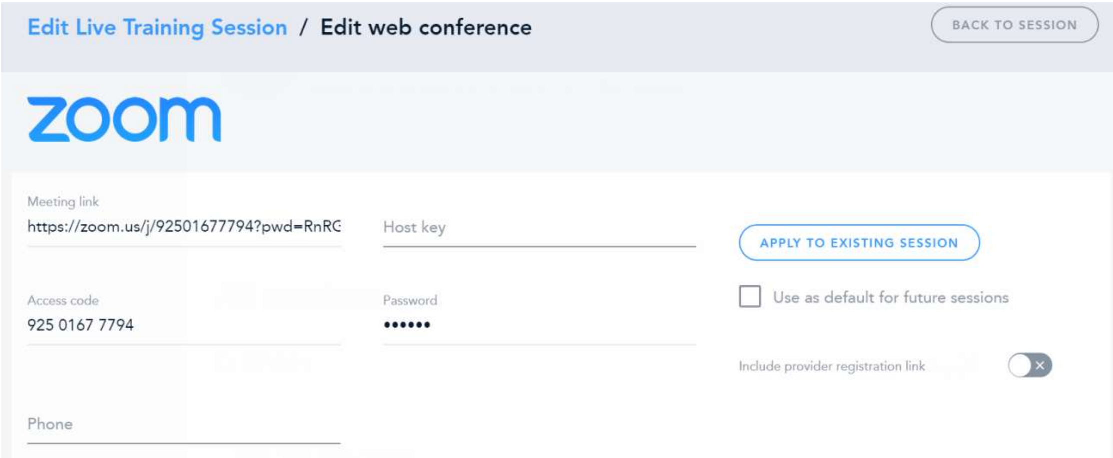
Date, Start Time and End Time – complete as required for your particular event.

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



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.

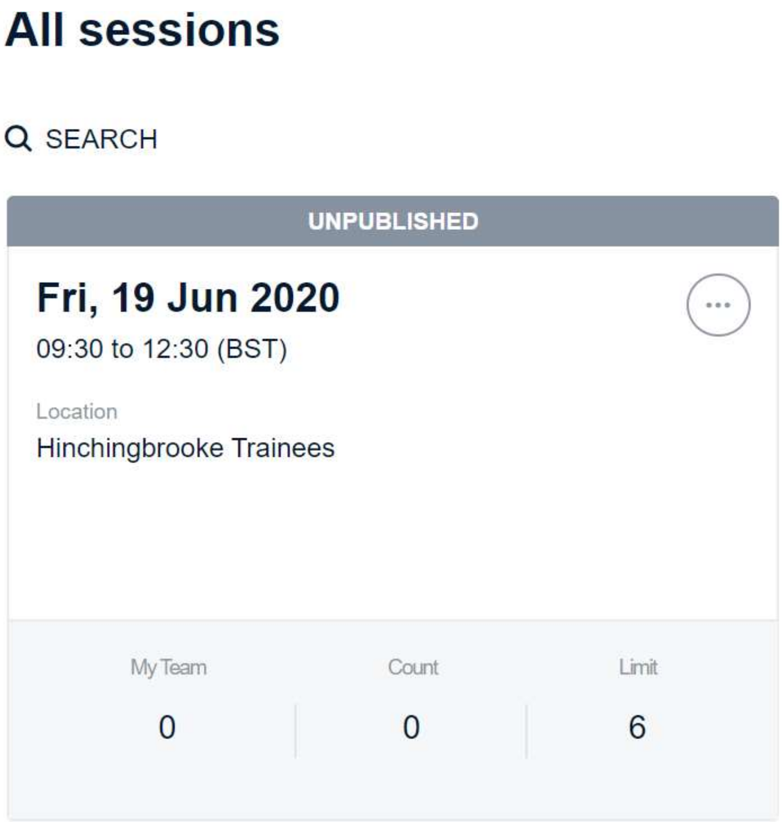
You can select if you wish attendees to be marked as present when they click the link (I recommend selecting this), and then again click Continue to Setup. Complete the appropriate fields (as an example see below), and click Apply to Existing Session. Click Back to Session to go back.



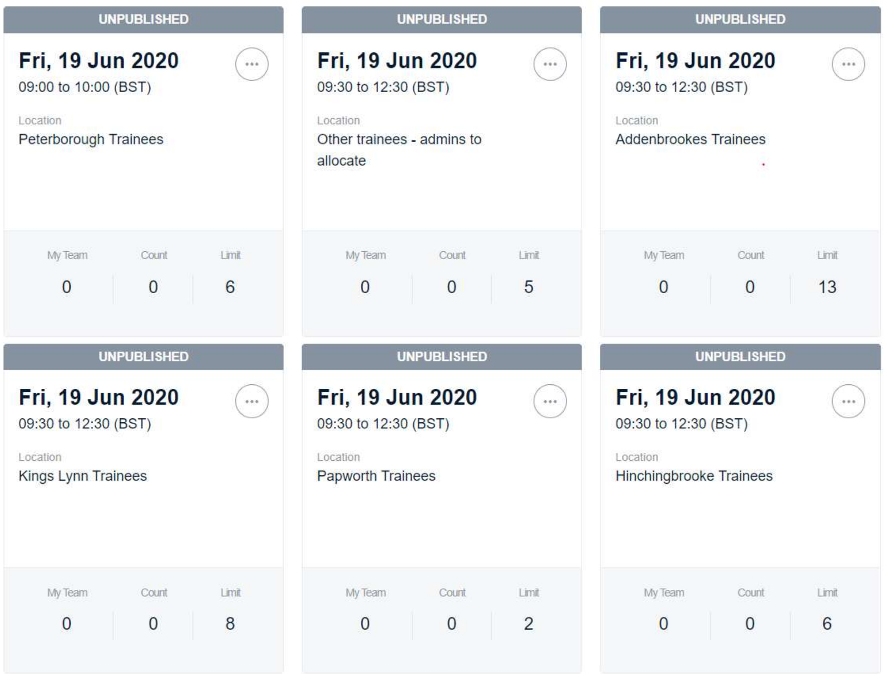
Under **Instructors** you can add in any instructors; you can add them either from their Bridge name or by adding their email if they are external.

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

Your screen will look like this:



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:



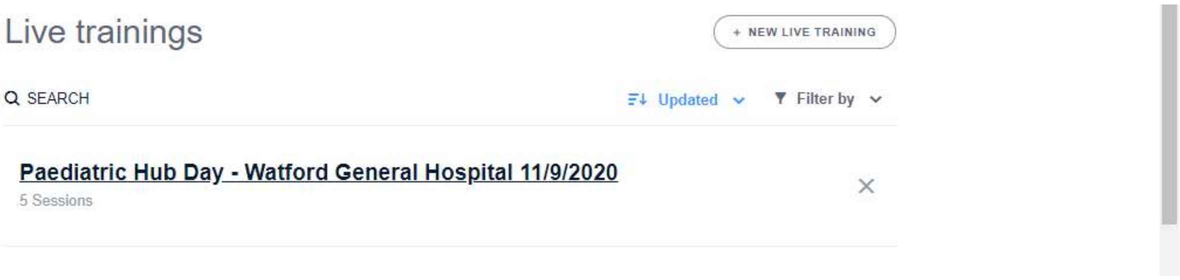
You can now add any extra information or filtering options by clicking on "more settings", which provides the options for categories, tags, certificates and expiration. As a minimum, if you are creating a Hub day, you should use the "clinical Hub" and "non-clinical hub" to indicate which you session 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.

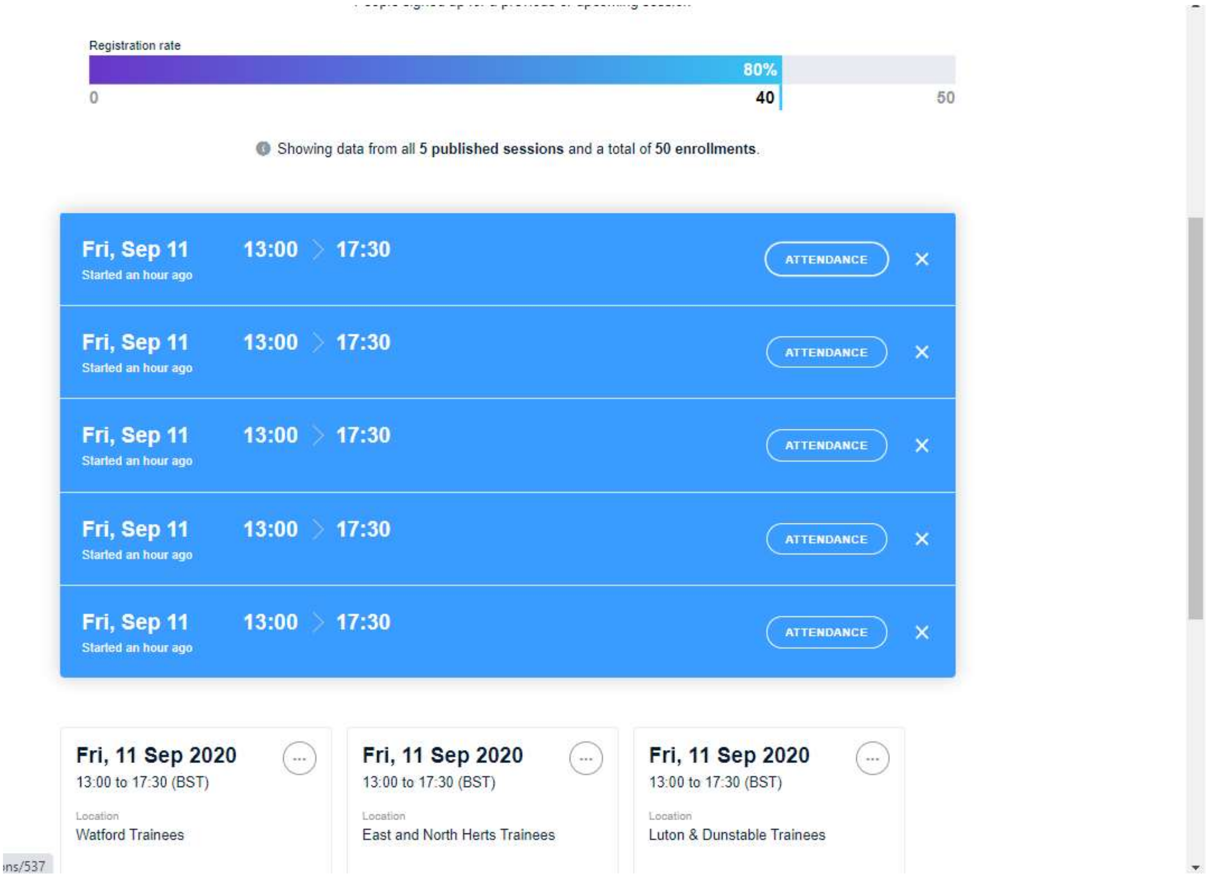
Once it is ready to go live, you will need to select the three dots in the circle on each session and click edit in order to publish the session. If needed, you can still return to the edit function to change things even after publication, including adding links and instructors.

Marking attendance in Bridge

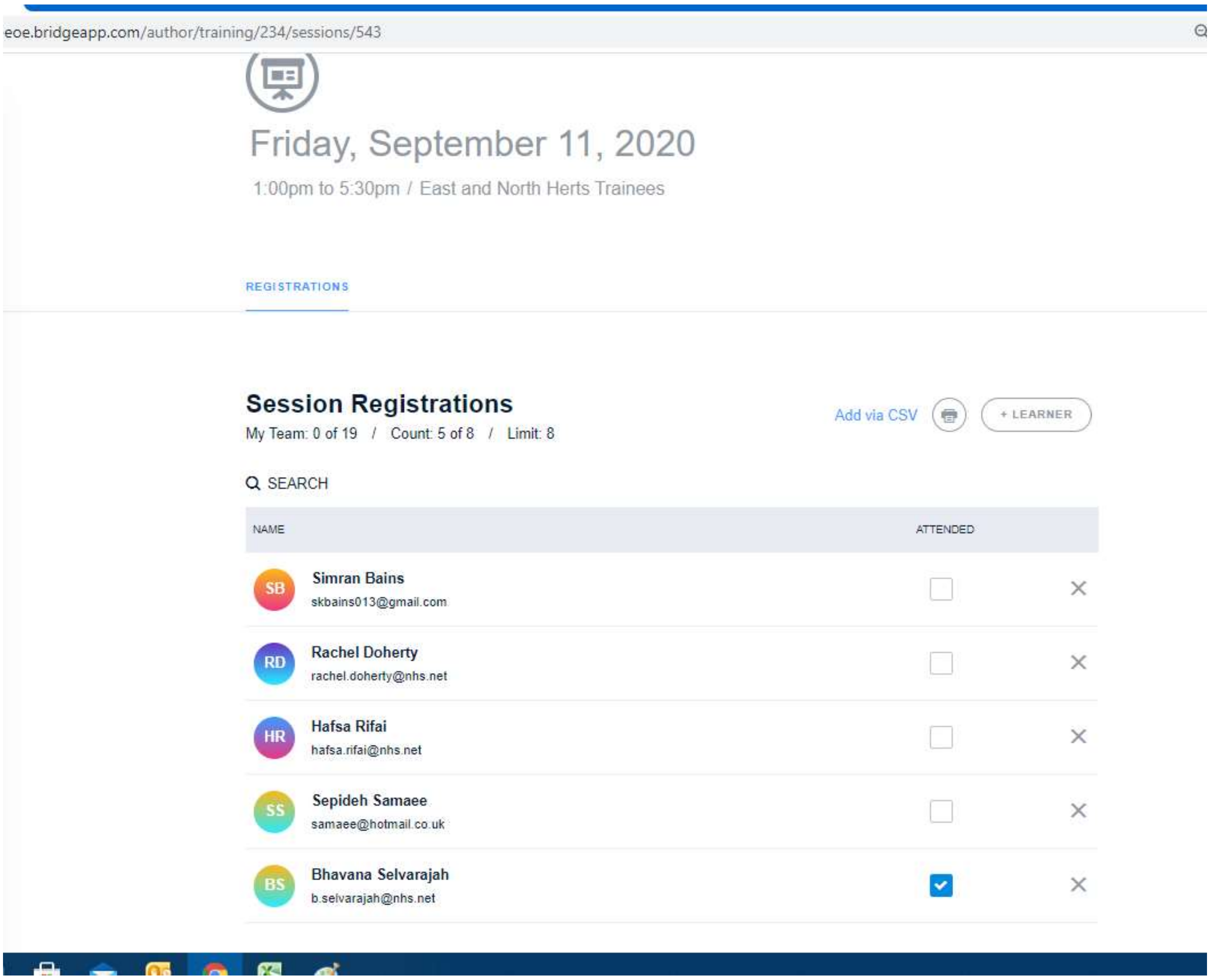
Navigate through Author to your event.



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.

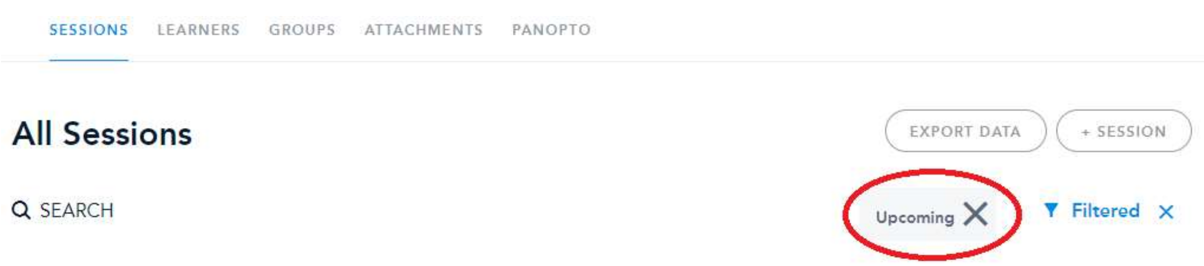


Select the Attendance button to be taken to the list of attendees.

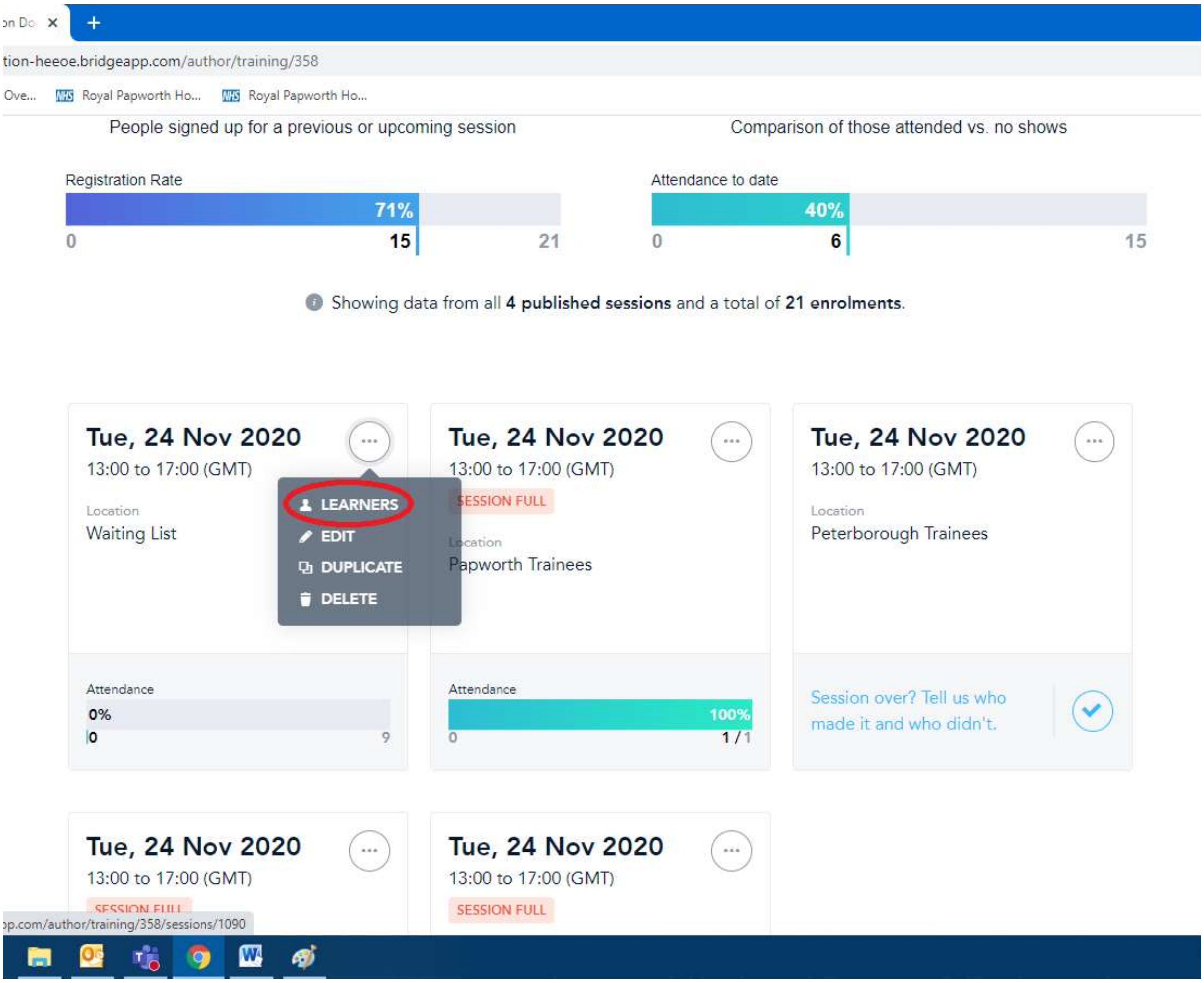


Select the “Attended” box to mark the trainee as attended.

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



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



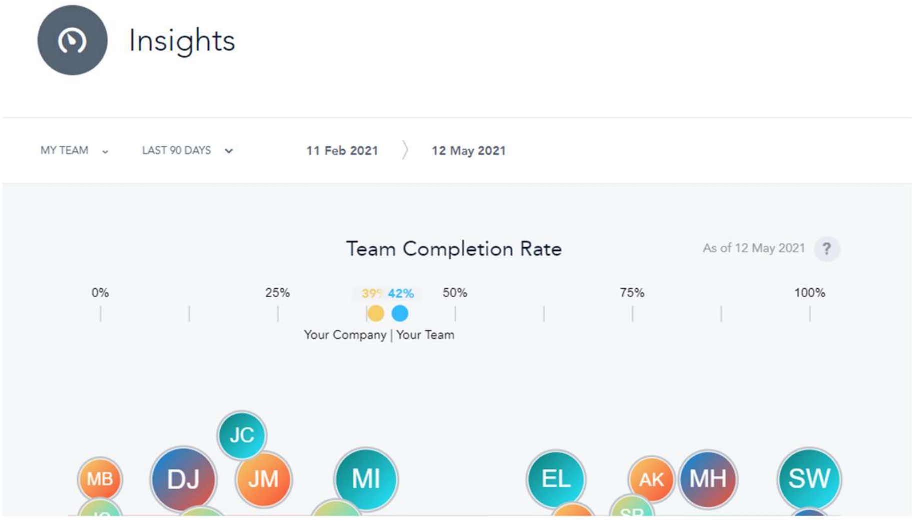
This presents you with a list of those who registered for this set of tickets, as well as a selection box to mark their attendance.

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

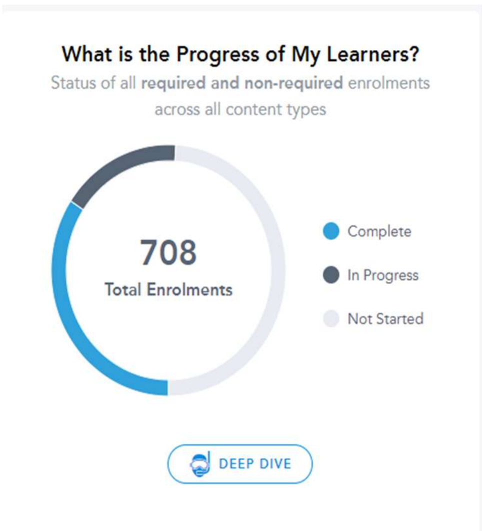
Bridge has a function to extract lots of information about the various courses, programs, live trainings and users. Whilst this data is generally restricted to your own Trust, it can still provide useful insights, including whether your trainees are attending hubs (which is important for their ARCPs).

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".

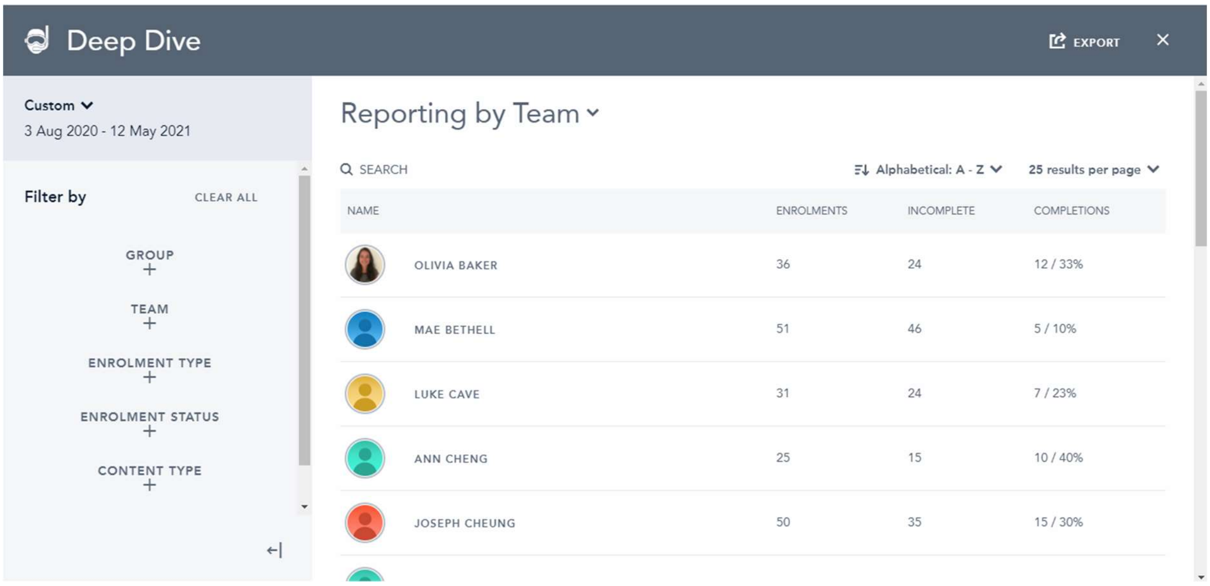
Scrolling down gives us some interesting information like what day of the week is most popular for trainees to access things on Bridge and what percentage of content is accessed on PC or phone. However, for the really useful data we need to find "What is the Progress of my Learners?" and select Deep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



Your screen will now look like this:

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.

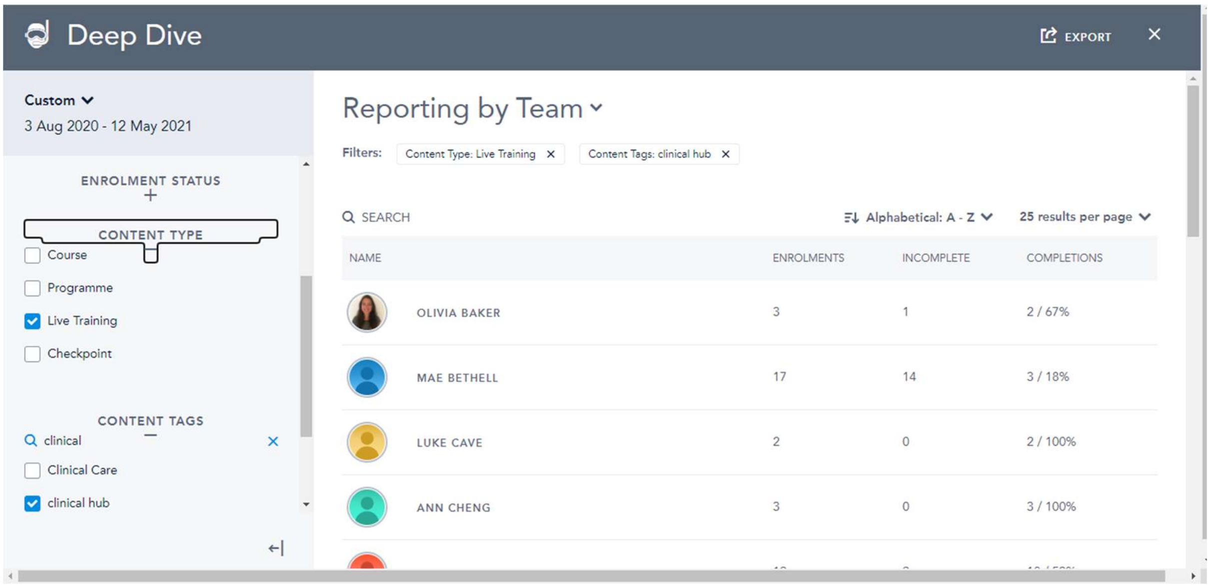
I want to find out how many of my Trainees at Royal Papworth have attended at least 1 Clinical Hub. I have chosen to set my time frame as the start of the training year. This gives me the below view.



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:



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.