

## Instructions to Pull Reporting in UNT Bridge for Managers

\*Managers can see their direct reports as well as staff who report to those people.

Click the Application Switcher (9 squares) in the top right-hand corner

Select Insights

Scroll to the tile that displays: Complete Learners

Click Deep Dive

Select the title of the course you would like to view reporting on

Click Learners

This list will show the completion status of all individual learners for the selected training

\*The list can be exported into an Excel Spreadsheet by clicking Export Enrollments  
This will open another window and the spreadsheet will be available as a download



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