



EQUITY AND COMPLIANCE

How to Pull Title IX Training Completion Reports in Bridge LMS

This guide will help supervisors download a report showing Title IX training completion for the team members they supervise. Follow these simple steps to get your report from Bridge LMS.

1. Log on to Bridge LMS via Firefly or directly at nebraska.bridgeapp.com.
2. In the left-hand panel, click on 'Analytics' and select 'Transcript'.
3. Set the following filters:
 - a. Enrollment Date: is any time
 - b. Manager Group Name: Select your name
 - c. Learnable Type: Program
 - d. Learnable Title: 2024-2025 Title IX - Faculty and Staff
4. Click 'Refresh' in the top-right corner of the filters page.
5. To download the report, click the three dots in the top-right corner of the filters page and select 'Download'.
6. For File Type, select 'CSV File' to produce an Excel-compatible document.
7. Click 'Download'. The file will appear in your Downloads folder.
8. When you open the document in Excel, you may see a prompt to convert some of the date formats, select "Do not Convert".

For any questions, contact IEC.

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