

## SAMPLE COURSE



CENTER FOR  
**INNOVATION**  
IN TEACHING & LEARNING

## CITL Help Sheet: How to Access Your Training Course

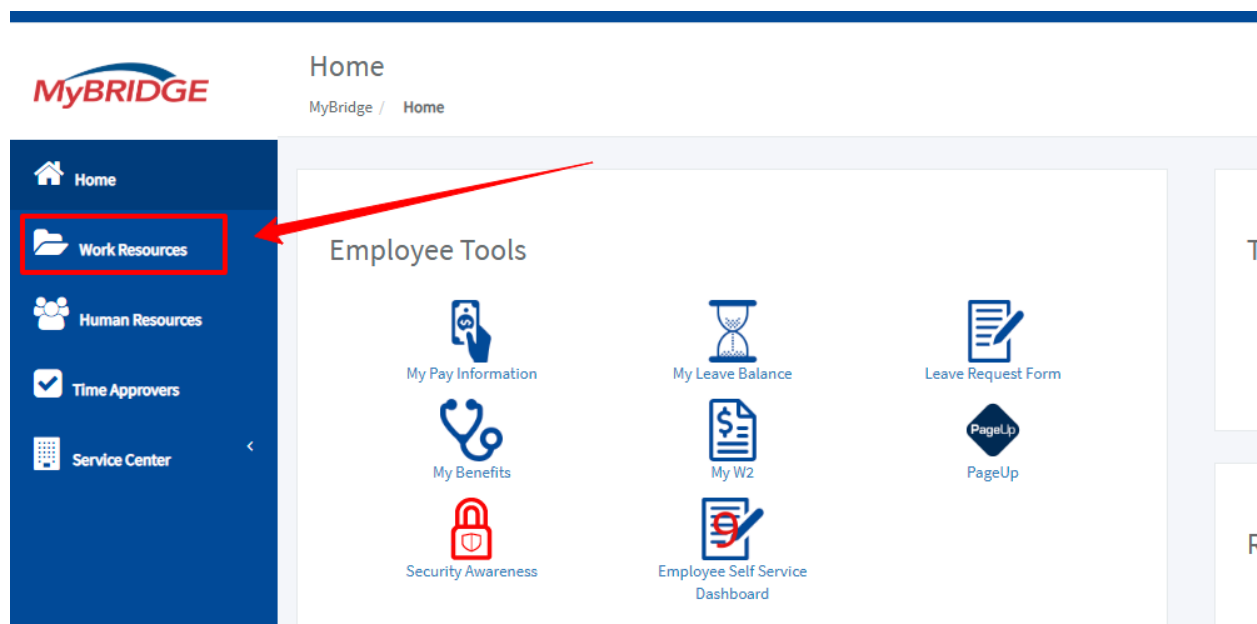
1. If you are a TBR employee, to access your training course **via the TBR portal** (portal.tbr.edu), log into your system and navigate to portal.tbr.edu/web/mybridge: If you are a TCAT employee, go to your TCAT portal page.



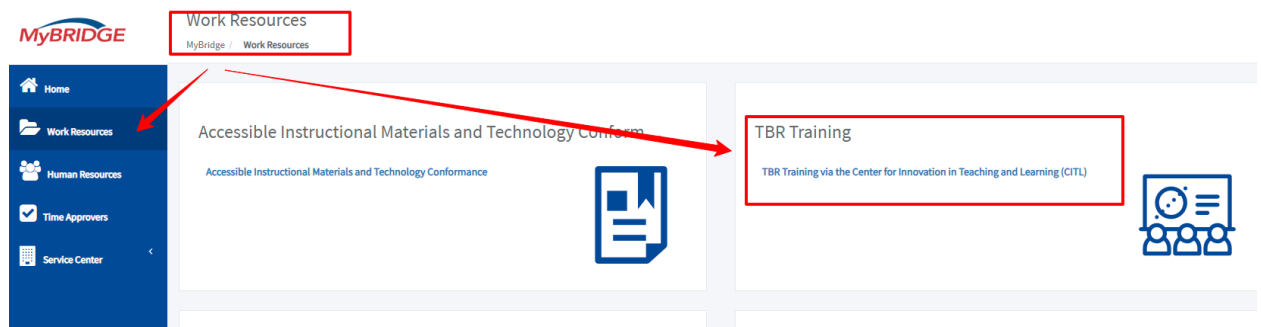
Home

MyBridge / Home

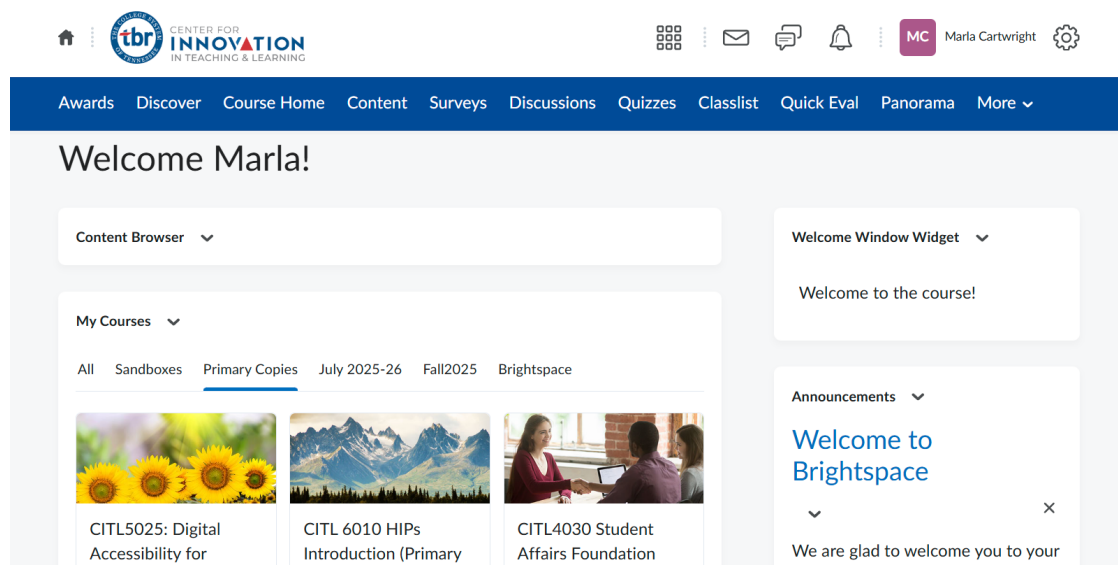
2. On the left navigation, click "Work Resources":



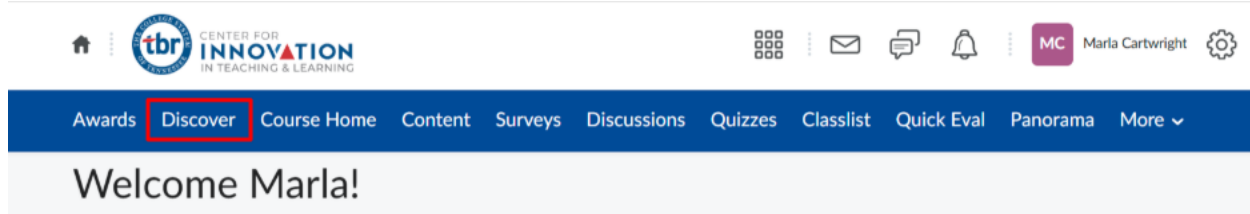
3. Then click "TBR Training" on the right:



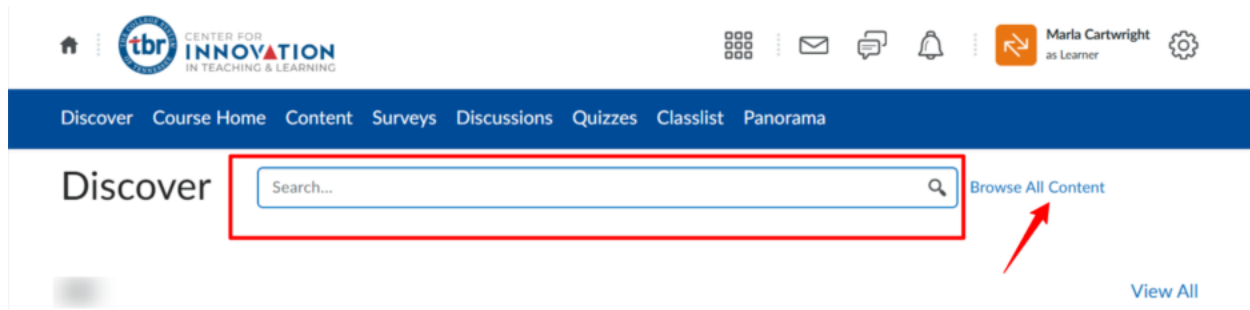
4. This will take you directly to the CITL training site:



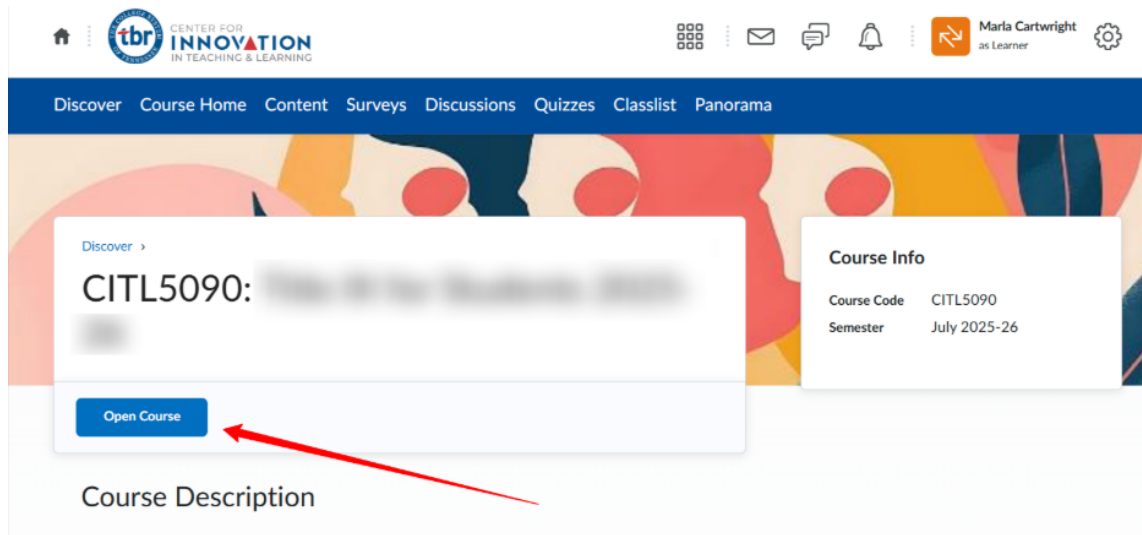
5. To self-enroll in a course, use the "Discover" tool located in the top navigation bar:



6. A search box appears; type in the course name or click "Browse All Content" to locate the course you would like to self-enroll into:

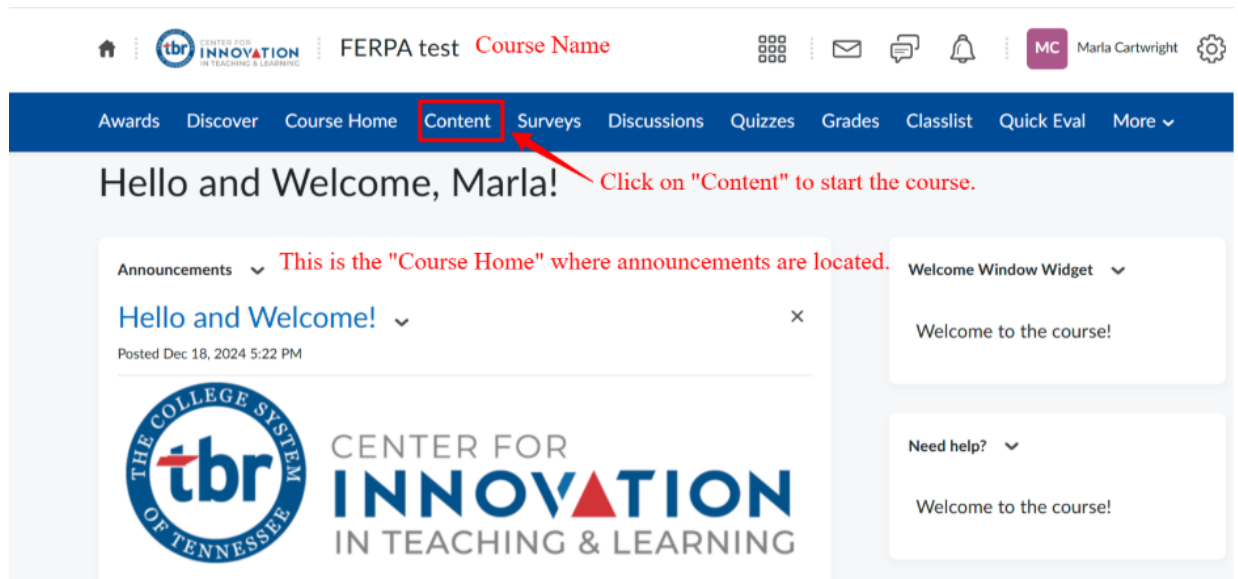


7. Once you select the course and enroll, you can now hit "Open Course":



NOTE: Some "discover" courses have enrollment that requires instructor approval. If this is the case, you'll get a note that your request is pending. Please allow up 24-48 hours before a pending request is approved.

8. From here, click on "Course Content" to begin the course:



Questions? Reach out to Dr. Marla Cartwright [marla.cartwright@tbr.edu](mailto:marla.cartwright@tbr.edu) anytime!