My Learning FAQ

My Learning, a learning portal powered by Bridge Learning Management System (LMS) software, is CSU’s employee dashboard for registration and tracking of supervisory and professional development training. CSU employees register for trainings on My Learning through the My Learning website.

NEW TERMINOLOGY
Is My Learning just a registration system?
No! My Learning now allows you to register, track your training completions, take relevant self-paced learning Courses, submit Checkpoints that have assigned to you, and complete Programs. We will post any additional feature updates on the My Learning website.

How can I learn about the new Courses, Checkpoints and Programs in Bridge?
You can read their descriptions in the My Learning Vocabulary.

How can I see the trainings by Category?
If you scroll all the way to the bottom of your My Learning dashboard, you will see Categories, a relatively new way of organizing trainings. You’ll also see some Category headings in your Learning Library. Don’t forget to continue to sort A-Z so you can search by title too.

LIVE TRAINING REGISTRATION, CALENDAR, AND WAITLISTS
How do I see the My Learning dashboard in the training tile view?
On the right side of your Dashboard, you can click the List view icon (which is the default view) to toggle to a grid view instead. The grid view shows the tiles.

How can I sort the trainings in the Learning Library in a sensible order?
In the “Sort By” drop down in the Learning Library, choose “Title A-Z.” This will sort the trainings in a way you can always search by title. After several times of manually sorting in this way, the Bridge software will remember your sorting preference.

**How can I view available trainings in a “date-offered” order?**

In the navigation bar in your My Learning dashboard, click “Training Calendar.” There, you have the option to view the available trainings as a calendar view 📅 or a list view 📊. The list view will provide all trainings in the date-offered order. NOTE: you have to scroll through past trainings to see the most recently posted sessions. Please click the carat ⬇️ to view the class descriptions.

**How do I set calendar reminders from my registration confirmation emails?**

When you receive your Live Training confirmation email, you’ll see an attachment called session.ics

- Click on that and open it
- Make your desired Outlook calendar adjustments to this appointment and click Save & Close
- The class should now appear on your Outlook calendar and will remind you of date/time/location

**How do I register for waitlists?**

- If the training session you want is full, please register for the same training with “waitlist” in its title
- Please note that waitlist session date is merely a placeholder; you are not actually registered in the training
- If you register for the waitlist, you will be notified by email when a class spot becomes available
After I register for a class, how do I get back to My Learning or to the list of trainings?
To return to your My Learning dashboard, just click the words “My Learning” in the navigation bar. To return to a list of trainings, click “Learning Library” for the grid view of the training cards, or “Training Calendar,” then list view for trainings listed in a date-offered order.

How can I unregister from a training? I only see “Reschedule.”
From your My Learning dashboard, list view, please click “Reschedule” to activate the “Unregister” button. Click “Unregister” and you’re done. From your My Learning grid view, hover over the training and click “Reschedule” to activate the “Unregister” button. From your Training Calendar list view, search the class from which you want to unregister, and click “Unregister.” NOTE: Bridge does not send confirmation emails for unregistering.

Why does any activity I perform on My Learning show up in REQUIRED on the My Learning dashboard?”
All your enrollments and recently searched trainings will show up under REQUIRED.

MY LEARNING HISTORY
If I bring up My Learning and the page is blank, what does that mean?
If you have a blank dashboard, you haven’t yet logged any training activity within My Learning. You can build your training history there from this point forward.

Where do I find my COMPLETED training history on My Learning?
Supervisory Development Program (SDP) related trainings have all been migrated to My Learning and are viewable on your My Learning dashboard, under COMPLETED (make sure to click “SEE MORE” to see them all).

SUPPORT
How do I contact My Learning Support?
Please email mylearning@colostate.edu with any questions about registering for Live Training classes at My Learning, or visit https://mylearning.colostate.edu.

https://mylearning.colostate.edu
mylearning@colostate.edu