My Learning at Colorado State: 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.

DEFINITIONS AND TERMINOLOGY

IS MY LEARNING 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 TO LEARN THE DEFINITIONS OF THE VARIOUS LEARNABLES IN BRIDGE: LIVE TRAININGS, COURSES, CHECKPOINTS AND PROGRAMS
You can read their descriptions in the My Learning Vocabulary – see below.

My Learning Vocabulary

- **LMS or Learning Management System** is a Web-based software application used to plan, implement, and assess learning processes.
- **Bridge** is CSU’s LMS software platform for employees.
- **My Learning** is CSU’s learning portal to Bridge, and it’s also your personalized learner dashboard. Once you start activity in My Learning, you will see it posted on your dashboard. Click My Learning to return to this dashboard.
- **Live Trainings** are the face-to-face classes for which you will register. A Bridge administrator can also enroll you. Each Live Training will have one or multiple sessions.
- **Sessions** are the specific live training dates and times for which you’ll register.
- **Waitlists** are separate Live Training placeholders for which you can register if your desired class sessions are full.
- **Learning Library** is what you will select in My Learning to see a grid view (training tiles) or list view of Live Training classes.
HOW TO 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 TO 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 TO SORT 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 TO 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 TO SET CALENDAR REMINDERS FROM 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 TO 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.

**HOW TO GET BACK TO MY LEARNING OR LIST OF TRAININGS, AFTER REGISTRATION**

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 TO UNREGISTER FROM A TRAINING**

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.

**“REQUIRED” ACTIVITIES ON MY LEARNING DASHBOARD – WHY?**

All your enrollments and recently searched trainings will show up under REQUIRED. If you missed a training and it’s bothering you that it still sits in REQUIRED, please contact mylearning@colostate.edu for assistance.

**MY LEARNING HISTORY**

**IF MY LEARNING PAGE IS BLANK**

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 TO FIND YOUR “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](https://mylearning.colostate.edu), under COMPLETED (make sure to click “SEE MORE” to see them all).

**SUPPORT**

HOW TO CONTACT MY LEARNING SUPPORT
We do not have a 24-hour help desk however our team will respond to you within 24 hours. Visit [https://mylearning.colostate.edu](https://mylearning.colostate.edu) for online resources that may be able to assist you immediately.

[https://mylearning.colostate.edu](https://mylearning.colostate.edu)  mylearning@colostate.edu