



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 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](#).

BRIDGE/MY LEARNING TERMINOLOGY, INCLUDING LEARNING ITEM DEFINITIONS

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* (Learning Item) 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 Learning Items.



- *Training Calendar* offers a calendar view of available Live Trainings and those for which you’ve already registered. You may also register for classes from this training calendar. Trainings in the list view will appear in date order.
- *Courses* (Learning Item) are self-paced classes. Each Course has custom requirements based on its objective/s. Learners can self-enroll in Courses, or be enrolled by a Bridge administrator.
- *Checkpoints* (Learning Item) are learning content items that include a title and a set of instructions for learners to follow. Checkpoints are only assigned by a Bridge administrator. Learners see assigned checkpoints on their My Learning dashboard. Checkpoints may or may not require evidence and approvals.
- *Programs* (Learning Item) are a combination of learning items such as Courses, Live Trainings, and Checkpoints. Learners can self-enroll in Programs, or be enrolled by a Bridge administrator. You must complete the entire Program to record a completion in My Learning.

HOW DO I SEE THE TRAININGS BY CATEGORY?

If you scroll all the way to the bottom of your [My Learning dashboard](#), you will see Categories, with CSU headings for organizing Learning Items. You’ll also see the Category headings spread through 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 DO I SORT TRAININGS IN THE LEARNING LIBRARY?

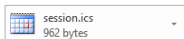
In the “Sort By” drop down in the Learning Library, choose “Title A-Z.” This will sort the trainings in a way you can always search by title. After several times of manually sorting in this way, the Bridge software will remember your sorting preference. Now you can also search by “Date Added” to see the newest items.

HOW DO 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. Please click the carat  to view the class descriptions.

HOW DO I 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 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

HOW DO I GET BACK TO MY LEARNING OR LIST OF TRAININGS, AFTER REGISTRATION?

To return to your My Learning dashboard, just click the word “LEARN” 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 DO I 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.

WHY ARE ITEMS LISTED AS “REQUIRED” ACTIVITIES ON MY LEARNING DASHBOARD?

All your enrollments and recently searched trainings will show up under REQUIRED or ADDED BY YOU. 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

WHY IS THE MY LEARNING PAGE 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—just sign up for your first learning item.

WHERE DO I FIND MY “COMPLETED” TRAINING HISTORY ON MY LEARNING?

Your completed trainings are viewable on your [My Learning dashboard](#), under COMPLETED (make sure to click “SEE MORE” to see them all). We’re sorry, but My Learning does not at this time have a transcript feature.

SUPPORT

HOW DO I CONTACT MY LEARNING SUPPORT?

We do not have a 24-hour help desk however our team will respond to you in 24-48 hours. Visit <https://mylearning.colostate.edu> for online resources that may be able to assist you immediately.