How to Report Training Data for Your Department

Tutorial 2: Report by Content

If you are a Bridge/My Learning Reporter, or a Supervisor at CSU, you see this Insights icon on the left navigation of your My Learning dashboard. Click it to continue and create reports.

In Insights, Select the Deep Dive
Locate “What is the Progress of My Learners” and click the Deep Dive button underneath.
Choose Timeframe

All Time = From January 2018 to Present*

Before you begin reporting, you want to pick the timeframe from which you want to see the data. The default is 90 days, and you may not be seeing the results you expect because the timeframe is too short. All Time reports results from the January 2018 CSU launch of Bridge. Or you can enter a Custom Timeframe to report a slice of All Time.

*If you are looking for Supervisor Development Program data, know that pre-January 2018 Talent Development statistics are included in All Time thanks to historical data imports.

Report by Content

Change the Center Panel to Reporting by Content

If you are entering the Deep Dive on a fresh search, simply choose “Reporting By Content” at the dropdown in the Center Panel.
If you have been just been in the Teams view of Bridge Insights, or any other Center Panel category, click the lead category to return to the dropdown of category choices.

Then, choose Reporting by Content at the dropdown.

Reminder: Use Center Panel Navigation to Undo/Go Back
In Bridge Insights, anytime you need to go back, use the Center Panel to click backwards in the category hierarchy, as shown. Do not use your browser’s back button, which will undo all your filters.
Filter by TEAM and ENROLLMENT STATUS in Left Navigation

In the Left Navigation, search for your TEAM name and click it. This will narrow ALL the Bridge content to just the content for your Team. To find your team name, please reference the “Overview and Report by Team” tutorial.

If you want to see who has completed, click Complete under ENROLLMENT STATUS. You could also choose In progress, or Not started, for example.
NOTE: Under ENROLLMENT TYPE, please do not click anything because Bridge’s definitions of the terms there are very specific and you won’t need them for your search.

Identify Types of Content by Icon

<table>
<thead>
<tr>
<th>Icon</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>📣</td>
<td>Live Training</td>
</tr>
<tr>
<td>📚</td>
<td>Course</td>
</tr>
<tr>
<td>📕</td>
<td>Program</td>
</tr>
</tbody>
</table>

Search Content
In the Center Panel, search for the name of the Content* from which you wish to pull a Report. **NOTE**: Once you click on your desired choice, you may have to then remove the search by clicking the blue X before your data feeds in.

*Before you take this step, we recommend searching Bridge/My Learning (through your Bridge Learning Library or the Training Calendar) in order to get exact Content titles before you search for them in Insights. You can open a separate browser tab and run that search without closing your Insights tab.
REMINDER: Once you click on your desired choice, you may have to then remove the search by clicking the blue X before your data feeds in:

NOTE: Please keep in mind that the results for Programs and Courses should be accurate, but we know that the data for a Live Training with multiple sessions is best confirmed by having a Bridge Dept Admin or Author look at enrollments from the Author/Admin side of the house.

For More Information

Please continue to additional Reporting tutorials to learn how to Report by People, using filtering in both the Center Panel and the Left Navigation. CSU is not currently using the Report by Group feature.

For additional questions, please contact the My Learning Support email. Please note this is not a 24-hour help desk, however a team member will be able to respond within 24 -48 hours.