How to Report Training Data for Your Department

Tutorial 3: Report by People

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 People

**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.
Change the Center Panel to Reporting by People
If you have been in the Teams or Content view of Bridge Insights, click the lead category to return to the dropdown of category choices.

Next, or if you are entering Insights on a fresh search, choose Reporting by People.

Search the name of the person for whom you wish to see results.

Once you type the name, click enter and you will see a list of trainings affiliated with that person.
From that list of trainings, search any title to see results for that title and that person. When you are done with searching under that person, make sure to click PEOPLE (not your browser back button) to start a new search.

For More Information
Once you’ve searched by People, please access the additional Reporting tutorials to learn how to Report by Content and Report by Team. 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.