How to Report Training Data for Your Department

Tutorial 1: Overview and Report by Team

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.
Acquaint Yourself with the Deep Dive
The following terms will be used throughout the Reporting tutorials, and they are shown in the screenshot: Center Panel, Timeframe, and Left Navigation.

Use Center Panel Navigation to Undo/Go Back
In Bridge Insights, anytime you need to go back, using your browser’s back arrow will undo all your settings and take you back to the Insights dashboard. Instead, in the Center Panel, click backwards in the category hierarchy, as shown:

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 data. The default is 90 days. Without altering that, you may not be seeing the results you expect.
The All Time selection 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.

**Find Your Team**

To bring up your team or department in the center panel, find how it nests under the CSU managers showing by default. Click the manager’s name you believe to be your highest upline for your team or department.

Following this example, Dean Beth Walker’s Team (College of Business) is an academic team so we start with President Joyce McConnell, under whom Provost Mary Pedersen is nested. By clicking into Mary’s team, we see Beth Walker’s team.
Once you find your team, you can click on each subsequent team or individual to see some high-level statistics as circled in red: Enrollments, Incompletes, and Completions. **Reminder:** choose your desired timeframe in the upper left of the Deep Dive.

For More Information

Once you have found your team and can see the overview statistics, please continue to additional Reporting tutorials to learn how to Report by Content and Report by People. Those functions use the 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.