

myLearning - Insights FAQ

What is Insights in myLearning?

Insights is the analytics tool for managers in myLearning. It allows you to see your direct reports professional development enrollments, completions, and general use of myLearning.

How do I get to Insights?

Go to [myLearning](#) (using Quicklink on the Employees tab in myFSCJ) and log in. Click on the application switcher in the top right corner (9 little boxes). Click on the Insights card.

How do I see my direct reports information?

When you get to Insights, every widget on the page provides information. A bubble graph displays at the top if you have less than 200 people. This graph shows you the general progress of your direct reports. You can click on their "bubble" to see enrollments.

How do I change the date range?

The date range at the top has a drop-down arrow. The time you set there will adjust all the information for all your widgets on the Insights page. It usually defaults to last 90 days.

What is the "deep dive" button?

Deep dive allows the manager to see more detailed analytics of their direct reports.

I clicked "Deep Dive" but don't see the option to sort or search?

Depending on the "deep dive" you clicked it will provide different information. They all have a date range you can modify. Some have filter options and others have "fine tune."

I typed a search in the Deep Dive search box but can't see any information. I get an error that says, "Sorry, we couldn't find any data that matches the applied filters...."

If you have done a search and clicked on a name, team, etc. make sure you click on the "x" in the search box to clear the search. If you still do not find any results of your search try again. You may have to clear the filters, select a different date range or click on the proper team if you have multiple teams/managers in your direct reports.

Where can I get additional help?

There are myLearning training videos and documents at training.fscj.edu, you can email, hrtraining@fscj.edu, or feel free to contact any team member in Training and Organizational Development.