

How to Use myLearning Insights

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Introduction

Login to myLearning using your FSCJ one login from the quick link on my.fscj.edu or type bridge.fscj.edu in a web browser (preferably Firefox or Chrome). To learn more about the My Learning page, please review the "How to Use myLearning" training document.

As a manager, you can view analytics on all of your direct reports on the Insights page.

Once logged in, you can access the Insights page by clicking on the Application bar on the left side of the screen.

You will see Learn, Insights, and Admin. Click on **Insights** [1].



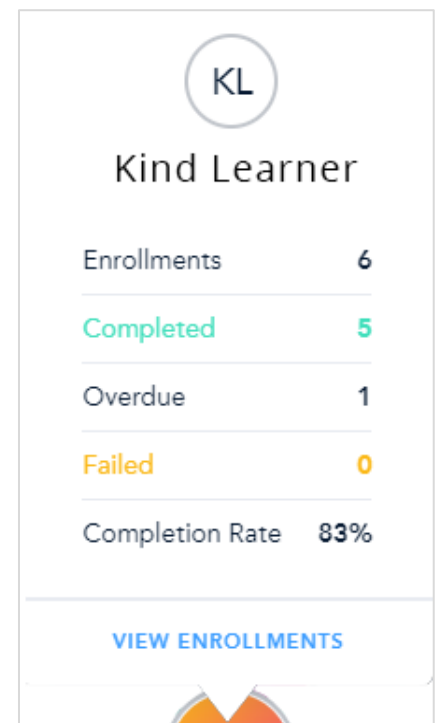
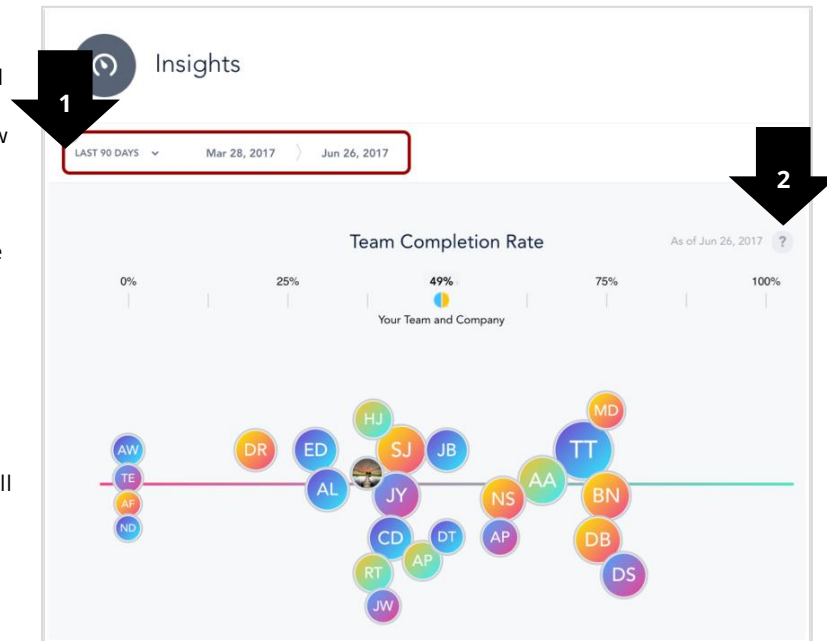
Insights

The Insights page provides an overview of your direct reports' professional development. There are various graphical data elements that you can explore (e.g. overdue learners, completed learners, learner progress, etc.). Click on the "Deep Dive" button at the bottom of each widget for more information. You can view reports, filter, and export data. Note: Some features may be restricted based on permissions for your user role.

Once the Insights page loads, the Enrollment Completion bubble chart is the first item on the Insights page. This chart will not appear if more than 250 employees within the College report up to you. This chart gives a high-level overview of how your direct reports are performing.

To change the time frame, click the **Time Frame** drop-down menu [1]. You can change the time frame to a preset or enter in a custom date range. The chosen time frame will be applied to all statistics on the Insights page. To learn about the different elements of the chart, click the **Explanation** icon [2]. Each bubble on the graph represents an employee and the size of the bubble is proportionate to the employee's total number of course enrollments.

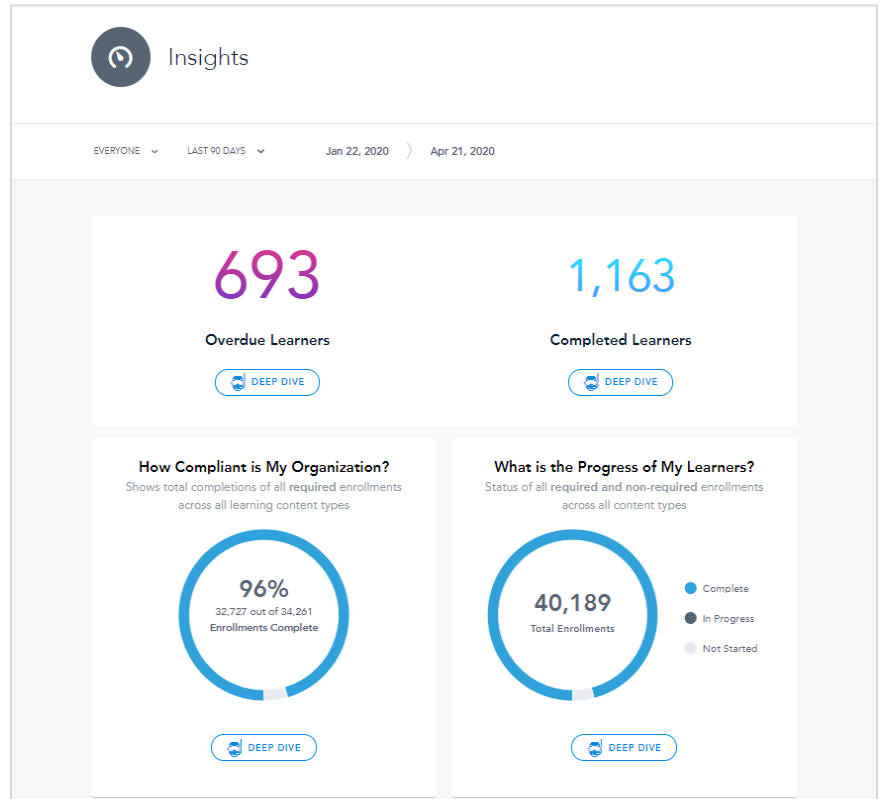
To view more details about a user's progress, hover over the user bubble. The Enrollment Completion Details pop-up menu shows the number of completed, overdue, and permanently failed enrollments for a specific user. To see the full detailed list of the user's courses, click the **View Enrollments** link. Note: The option to message a user will not be available if notifications have been disabled for the account.



View Enrollment Details, Overdue and Completed Learners

On the Overdue Learners widget, you can view the number of users who are overdue on one or more learning items. On the Completed Learners widget, you can view the number of users who have completed all of their required training. To view more details, click the **Deep Dive** button below each widget.

On the widget titled “How Compliant is my Organization,” you can view the enrollment completion details for required enrollments. On the widget titled “What is the Progress of My Learners,” you can view the enrollment completion details for all non-required enrollments. To view the Deep Dive Reporting page, click the Deep Dive button below either widget.

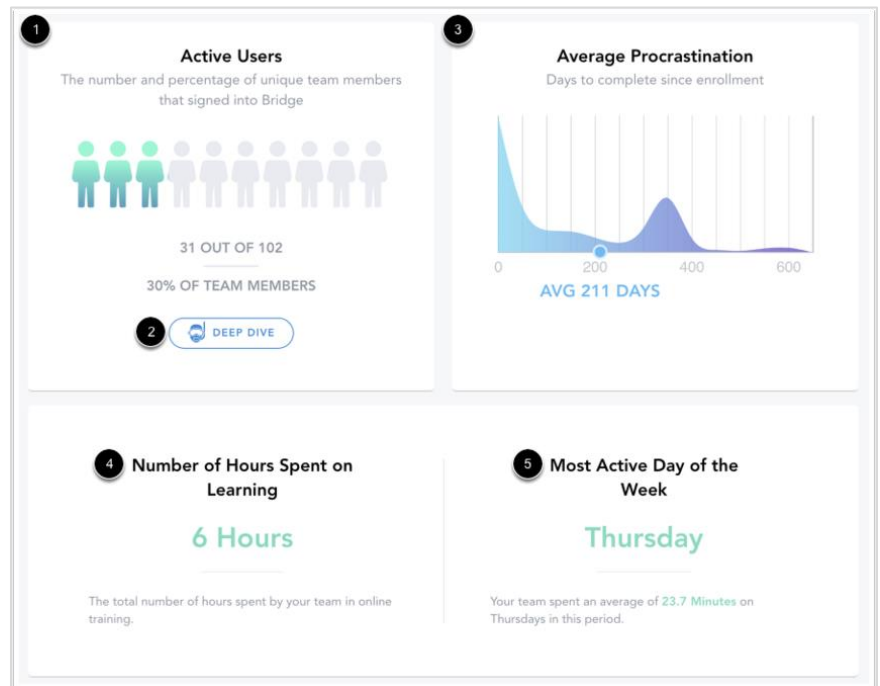


View Insights Page Statistics

The following four widgets on the Insights page show how users are using myLearning. The Active Users widget shows both the number and percentage of unique team members who have signed into **myLearning** [1]. To view your users' Sign-in Report, click the **Deep Dive** button [2].

User Activity Widgets

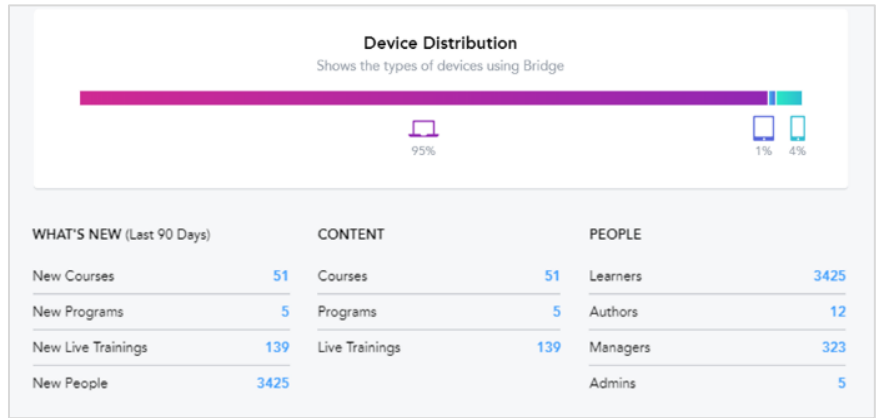
The Average Procrastination widget shows how long it takes users to complete a course after they have been enrolled [3]. The Number of Hours widget [4] and Most Active Day widget [5] show how many total hours have been spent on taking courses and what day of the week users prefer to use myLearning.



Device Distribution and What's New

At the bottom of the page you'll see device distribution and a summary based on the selected time range (right). The Device Distribution chart shows what percentage of your users are viewing myLearning from a desktop, tablet, or mobile device.

The "What's New" column of the account synopsis section shows how many courses, programs, live trainings, and users have been added within the specified time frame. The Content and People columns give a snapshot of total learning items and users in your domain.



Deep Dive

Introduction

Deep Dive provides analytics to managers based on their direct reports' professional development, and the deep dive links can be found under the widgets described above.

The Deep Dive for the Overdue and Completed learners widgets provide a list of applicable direct reports.

The Deep Dive for Active Learners provides a graph and a list of active dates.

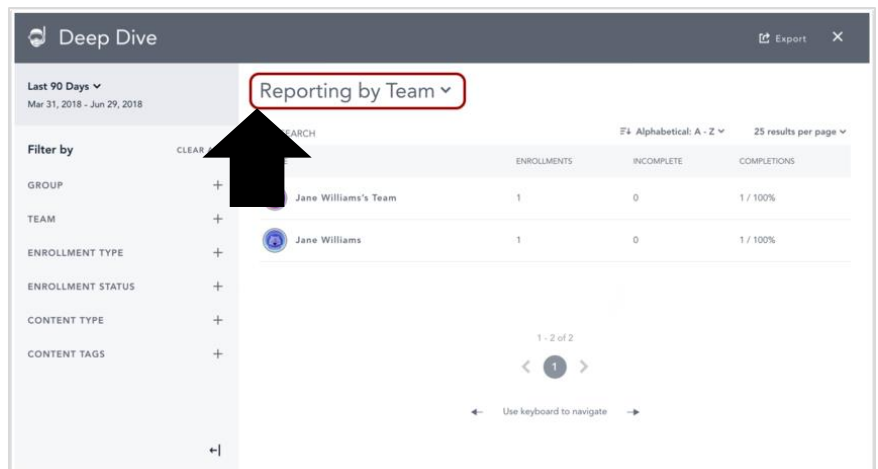
The following sections are an example of a Deep Dive for the widgets, "How Compliant is My Organization?" and "What is the Progress of My Learners?"



Select Report

The Deep Dive page defaults to the Reporting by Team report.

To change the view of your report, click the **Reporting by** drop-down menu. You can choose to view your report by People, Groups, Team, or Content.



Set Report Time Frame

The Date filter defaults to the time frame set on the Insights page, which is the last 90 days. To view a different time frame, click the **Date Filter** drop-down menu [1] and select a time frame for your report [2]. You can view a report based on data collected in the last 7 days, last 30 days, last 90 days, the current month to date, the current quarter to date, the current year to date, all time since the account was created, or a custom time frame.

The screenshot shows the 'Deep Dive' reporting interface. On the left, a 'Date Filter' dropdown menu is open, showing options: Last 7 Days, Last 30 Days, Last 90 Days (selected), Month to Date, Quarter to Date, Year to Date, All Time, and Custom. A red box highlights the dropdown menu, with a '1' pointing to the 'Last 90 Days' dropdown and a '2' pointing to the 'Last 90 Days' option. The main content area shows 'Reporting by Team' with a table of results for Jane Williams's Team and Jane Williams.

NAME	ENROLLMENTS	INCOMPLETE	COMPLETIONS
JW Jane Williams's Team	1	0	1 / 100%
JW Jane Williams	1	0	1 / 100%

Choose Custom Time Frame

When selecting a custom time frame, use the calendar to select a start and end date for your report [1]. Navigate between months by using the arrow icons [2]. You can also enter the start and end dates manually by typing in the **Custom Date** field [3].

The screenshot shows the 'Deep Dive' reporting interface with the 'Custom' time frame selected. A red box highlights the 'Custom Date' field, which contains 'May 1, 2018 - May 30, 2018'. A red arrow points to the 'May 1, 2018' date, with a '1' next to it. Another red arrow points to the right arrow icon on the calendar, with a '2' next to it. The main content area shows 'Reporting by Team' with a table of results for Jane Williams's Team and Jane Williams.

NAME	ENROLLMENTS
JW Jane Williams's Team	1
JW Jane Williams	1

Select Report Filters

To filter the report, you can use the sidebar filters. Selected filters are applied automatically to the report. You can select as many filters as necessary.

To expand a filter type and select specific data, click the name of the filter type in the Filter list [1]. You can filter your results by group, team, enrollment type, enrollment status, content type, and content tags.

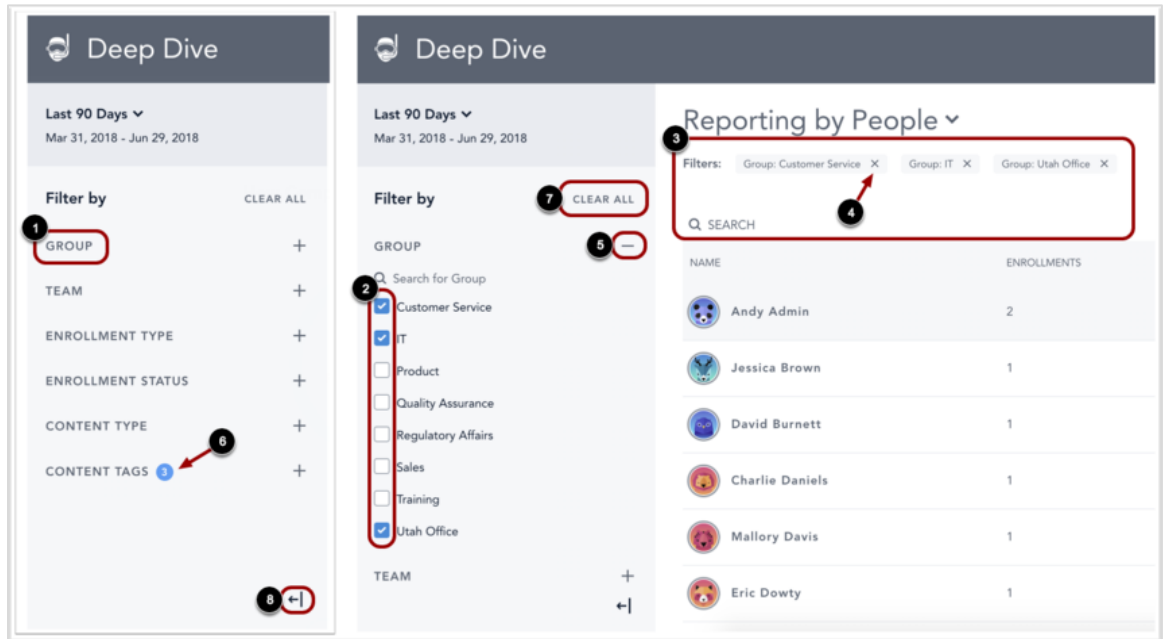
Available filter items display in a list below the name of the filter type. To select a specific list item, select the checkbox next to the item(s) you want to include in the report [2]. Filters also display beneath the report name [3].

To remove a filter, deselect the filter checkbox in the sidebar, or locate the filter option under the report name and click the **Remove** icon [4].

To collapse the filter list, click the filter **Collapse** icon [5]. Filter types that include selected filter items display the number of items next to the filter type [6].

To clear all selected filters, click the **Clear All** link [7].

You can choose to collapse the sidebar by clicking the sidebar **Collapse** icon [8].

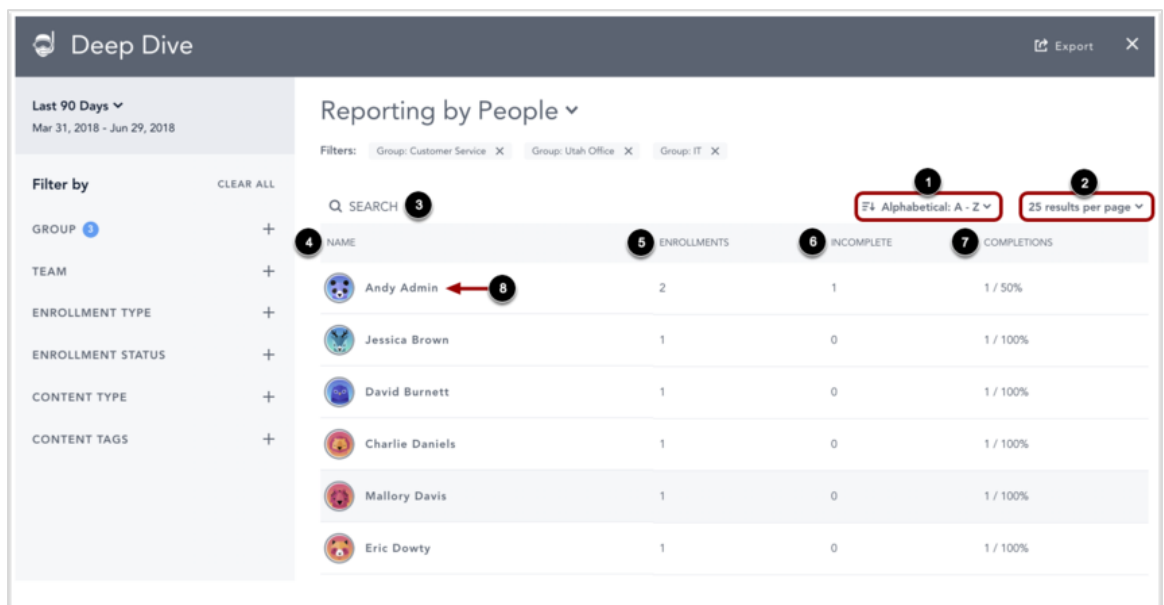


View Report

Report results can be sorted alphabetically from A to Z or from Z to A [1]. The number of results per page can also be modified according to your viewing preference in the Results Per Page drop-down menu [2]. You can view 25, 50, 75, 100, or 150 results per page. To search the results, enter a search term in the Search field [3]. Report results display the following data:

- **Name** [4]: The name of the user or group
- **Enrollments** [5]: The number of enrollments assigned to the user or group
- **Incomplete** [6]: The number of incomplete enrollments for a user or group
- **Completions** [7]: The number of completed enrollments for a user or group

To view greater detail for an item in the report, click the item link [8].



View Details

When viewing a specific link in the report, the link opens to a new page showing the details of that item [1].

- If you click the name of a group in your report results, the page displays the users in that group.
- If you click the name of a user, the page displays the learner's enrollments.
- If you click the name of a team, the page displays all members of the team as well as their reporting teams.

Deep Dive

All Time
Nov 12, 2014 - Feb 7, 2019

Filter by CLEAR ALL

GROUP +

TEAM +

ENROLLMENT TYPE +

ENROLLMENT STATUS +

CONTENT TYPE +

CONTENT TAGS +

People > Andy Admin

Filters: Group: Accounting X Group: Customer Service X

AA Andy Admin

Q SEARCH

Alphabetical: A - Z 25 results per page

NAME	COMPLETION	SCORE	ATTEMPTS
Coaching and Feedback ARCHIVED	4%	80%	1
Communication Exercise			
Company Resources	100%		

To return to any of the previous pages, click a link in the breadcrumb trail below the page header [2]. Archived courses will display an Archived badge [3].

Exit Deep Dive Reporting

To exit the Deep Dive Reporting page and return to the Insights page, click the **Close** icon.

Deep Dive

Last 90 Days
Mar 31, 2018 - Jun 29, 2018

Filter by CLEAR ALL

GROUP +

TEAM +

ENROLLMENT TYPE +

ENROLLMENT STATUS +

CONTENT TYPE +

CONTENT TAGS +

Reporting by People

Filters: Group: Customer Service X Group: Utah Office X Group: IT X

Q SEARCH

Alphabetical: A - Z 25 results per page

NAME	ENROLLMENTS	INCOMPLETE	COMPLETIONS
Andy Admin	2	1	1 / 50%
Jessica Brown	1	0	1 / 100%
David Burnett	1	0	1 / 100%
Charlie Daniels	1	0	1 / 100%

This concludes the "How to Use myLearning Insights" document. We hope this was helpful to you. Find other helpful training documents and videos at:

- training.fscj.edu

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