

myLearning Completions

Tracking Your Training Hours in myLearning

To view your training completions, log into myLearning (bridge.fscj.edu).

(1) Click on (1) the View icon and change it to "List". (Default view is Grid)

(2) Scroll down to the "Completed" section (2) to view your completed classes.

(3) If there are any incentive hours associated with a class, you will see the (3) hours listed at the end of the course title. You can add these hours up to calculate your total.

(4) The system will display the five most recent classes. To see all of your completed classes, click "See All" (4) at the bottom of the list.

The screenshot shows the myLearning interface with the 'TRAINING CALENDAR' tab selected. A search bar is at the top. On the right, there's a 'List' view icon (circled with a red arrow and '1') and a 'Filter by' dropdown. Below, the 'COMPLETED' section is highlighted with a red circle and '2'. It lists three items: 'PD 4053 Preventing Workplace Bullying - One Percent Hours; 2', 'COV 1481 Quarantine Fatigue: Coping with Burnout - CRRSA Hours; 1', and 'COV 1416 Managing Hybrid Teams - CRRSA Hours; 1'. The 'CRRSA Hours' are circled with a red circle and '3'. At the bottom, a 'SEE ALL (66 MORE)' link is circled with a red circle and '4'.

*Please note that many of our classes are labeled as "Programs" in myLearning. Programs are classes that contain multiple learning items, such as "Course Content," "Modules," "Assignments" or "Checkpoints." As you complete the learning items, they will show in your "Completed" list in myLearning. However, the class is not complete until all of the learning items in the Program are complete. After you have completed all learning items, the Program will then show in your "Completed" list in myLearning.

UNDERSTANDING myLearning ICONS

Completed Live Trainings, Courses, and Programs all have different icons in myLearning.

(5) Live Trainings have a calendar icon

COV 5062 Stress Management - CRRSA Hours; 1
Tuesday, February 8, 2022 1:00 PM EST (America/New_York-05:00)
It is natural to become stressed when one believes that demands on time and energy have become too great. This can happen both at home and at work, and can severely limit productivity and effectiveness. This workshop shows the physiological stages of stress development and its harmful effects on the body. It...

(6) A Completed Course will have a check icon

COV 3180 Introduction to Microsoft Teams Workshop - CRRSA Hours; 1
Completed February 7, 2022 / Your Score 100%
Do you want to find ways to effectively collaborate with your team in a virtual environment? Microsoft Teams is an excellent way to stay connected! This application houses many features that you can use to communicate with your team anytime and anywhere. Join us for this workshop that provides an overview...

(7) A Completed Program will have a blue check icon

PD 1022 Excel - One Percent; 2
Completed February 9, 2022
The purpose of this course is to help participants with learning the basic components of Excel. Topics include using general functions of Excel and creating a spreadsheet.