My Learning at Colorado State: Registration Guide

*My Learning, a learning portal powered by Bridge Learning Management System (LMS) software, is CSU’s employee dashboard for registration and tracking of supervisory and professional development training. CSU employees will register for trainings on My Learning through the My Learning website or by clicking the black-and-white My Learning icon below.*

**HOW TO SET YOUR MY LEARNING VIEWING PREFERENCE: LIST (words) or GRID (visual tiles)**

To the left, or at the My Learning web link, click the hyperlinked My Learning button to log in. Your My Learning Dashboard will display. You can now set your dashboard viewing preference.

On the right side, you can click your List View icon to toggle to a grid view instead. If you scroll all the way down to the bottom of your dashboard, you will see Categories, a relatively new way of organizing trainings. You’ll also see some Category headings in your Learning Library, with more to come soon.

**HOW TO REGISTER FROM AN ALPHABETIZED LIST OF CLASSES**

Click the logo to enter My Learning. Once in, click the words “My Learning” as your BACK button whenever you want to go back to your dashboard.

- Click and enter Learning Library
- In the “Sort By” drop-down, please select “Title A – Z” for the most sensible Live Training class order. Over a few log-ins, the Bridge LMS will remember your sorting preference
- Training tiles display the class titles. Hover and click “Enroll” to enter the registration process
- You will see a list of sessions. You have the option to view these as a list or go to the calendar view. If you choose calendar view, you will pop up the REGISTER button by clicking an oval with the class name
- Look for the sessions with a REGISTER button. In the list view you may have to scroll down through past sessions to see newer, available sessions.
- In the list view, click the caret to bring up the class description and available number of seats
- Click that blue REGISTER button for the session of your choice. Click MY LEARNING again to go back.
- NOTE: You will not be able to register for two sessions of the same Live Training class
You will receive a Registration Confirmation email, as pictured below

Please set your calendar reminder from this email! (See further instructions below)

If the session you want is full (as indicated by “No Seats Available”) please register for a different session OR for the same training with “waitlist” in its title (see waitlist instructions below)

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Diane Fromme, you're all registered! We'll see you at the following live training

**Inclusive Excellence 2**

This class examines the impact that unconscious bias may play in the workplace. Class length: 2.5 hours. Rotating instructors from VPO.

**Date** Apr 6, 2018

**Time** 01:00 PM - 03:30 PM America/Denver

**Location** LSC 382

**Notes** Class instructor: Kathy Sinners. Description here.

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**HOW TO SET CALENDAR REMINDERS FROM REGISTRATION CONFIRMATION EMAILS**

- When you receive your Live Training confirmation email, you’ll see an attachment called session.ics
- Click on that and open it to make your desired Outlook calendar adjustments to this appointment and click Save & Close
- The class should now appear on your Outlook calendar

**HOW TO REGISTER FOR WAITLISTS**

- If the training session you want is full, please register for the same training with “waitlist” in its title
Please note that waitlist session date is merely a placeholder; you are not actually registered in the training. If you register for the waitlist, you will be notified by email when a class spot becomes available. Please contact the My Learning support email with any waitlist questions.

**HOW TO UNREGISTER FOR TRAININGS**

- Click My Learning to get to your dashboard.
- **IN THE LIST VIEW:** Next to the training you want to unregister from, click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.
- **IN THE GRID VIEW:** Hover over the training you want to unregister from and click RESCHEDULE. Then click the UNREGISTER button. No email confirmation is sent for unregistering.
- **IN THE TRAINING CALENDAR VIEW:** click the list icon, search your class, then click UNREGISTER.

**HOW TO CONTACT MY LEARNING SUPPORT**

Please email the My Learning support email with any questions about registering for Live Training classes at My Learning, or visit the My Learning website.

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**My Learning Vocabulary**

- **LMS or Learning Management System** is a Web-based software application used to plan, implement, and assess learning processes.
- **Bridge** is CSU’s LMS software platform for employees.
- **My Learning** is CSU’s learning portal to Bridge, and it’s also your personalized learner dashboard. Once you start activity in My Learning, you will see it posted on your dashboard. Click My Learning to return to this dashboard.
- **Live Trainings** are the face-to-face classes for which you will register. Each Live Training will have one or multiple sessions.
- **Sessions** are the specific live training dates and times for which you’ll register.
- **Waitlists** are separate Live Training placeholders for which you can register if your desired class sessions are full.