



TALENT DEVELOPMENT

COLORADO STATE UNIVERSITY

My Learning at Colorado State: Registration Guide

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

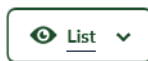
NEW AND NOTEWORTHY IN MY LEARNING: PROGRAMS AND CHECKPOINTS

We have launched Programs and Checkpoints in the Learning Library, and have several available, such as the *Supervisor Development Program University Requirement Program*, and the *Crucial Conversations – Online Program*. [A Program is a combination of “learnables” such as Courses, Live Trainings, and Checkpoints. A Checkpoint is a list of instructions to follow and often requires the Learner to submit evidence as instructed.](#) On the training tiles in the Learning Library, look at the bottom of each for the word “PROGRAM.” Or, you can click the carat next to “Filter by” and check Program before you search. Enrolling in the Program will automatically enroll you in all the Program pieces. You also must complete the entire Program to get the My Learning completion. Please email mylearning@colostate.edu with any questions.

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.

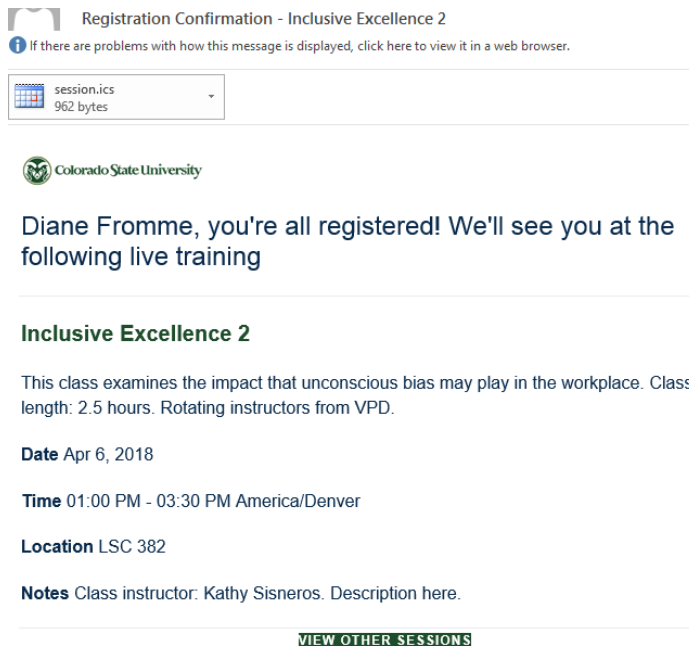
HOW TO REGISTER FROM AN ALPHABETIZED LIST OF CLASSES



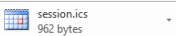
Click the logo to enter My Learning. Once in, click the words “My Learning” as your BACK button whenever you want to go back to your dashboard.

- Click and enter Learning Library
- In the “Sort By” drop-down, please select “Title A – Z” for the most sensible training order within the categories. 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)*

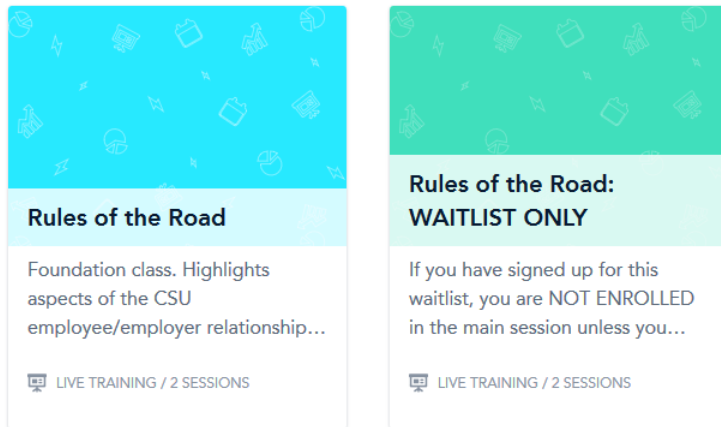


HOW TO SET CALENDAR REMINDERS FROM REGISTRATION CONFIRMATION EMAILS

- 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, and will remind you of class date/time/location

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 LEARN MORE ABOUT MY LEARNING VOCABULARY

Visit the My Learning Website if you would like to see a list of [My Learning terms and definitions](#).

HOW TO CONTACT MY LEARNING SUPPORT

Please email [the My Learning support email](#) with any questions about registering for trainings at My Learning, or visit the [My Learning website](#).