



Manager Insights in Bridge



Insights is where you can view insights and reports to make sure your learners are logging in and completing their courses. Managers will only see learners under their domain. Admins will see all learners within their Bridge account.

Statistics can be found on the Insights page and can be filtered by four different time frames. Click the dropdown menu on the top left to change the time frame to last week, last month, last 3 months, or all time. This time frame will be applied to all statistics on the Insights page.

TEAM COMPLETION RATE

The enrollment completion visualization chart will appear at the top of the Insights page. Please note that the chart will not be displayed if there are more than 250 learners in the account or manager's domain. This chart gives you the ability to see a high-level overview of how your learners are performing.

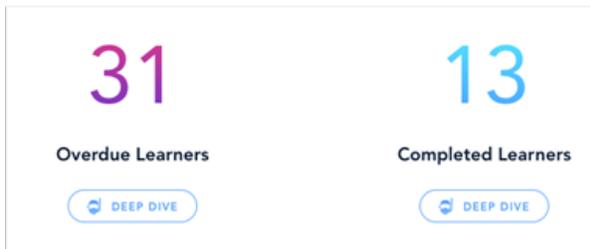
Each bubble on the graph represents a learner and the size of the bubble is proportionate to the total number of course enrollments. Admins and managers can hover over the learner bubbles to view the enrollment completion details popup menu. This menu includes the number of complete and overdue enrollments and the overall completion rate. It also includes the option to navigation straight to the Learner Details page to view the specific course enrollments and the option to message the learner.

VIEW COMPLETION DETAILS

To view more details about the learner and their progress, hover over the learner bubble. The Enrollment Completion Details popup shows the number of completed and overdue enrollments for a specific learner. You can message the learner by clicking the **Message** icon [1] or clicking the **View Enrollments** link [2] to see the full detailed list of the learner's courses.

INSIGHTS PAGE REPORTS LINK

The Overdue and Completed Learners section will show the total number of Overdue courses and Completed courses for your learners. Clicking the Deep Dive button under the total will take you to the report that corresponds to the data. Within reports, you can access other reports, change the time frame and add filters to narrow down the data you are looking for.



Nora Sanderson

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|-----------------|-----|
| Enrollments | 18 |
| Completed | 9 |
| Overdue | 9 |
| Completion Rate | 50% |

[VIEW ENROLLMENTS](#) [MESSAGE](#)

DEEP DIVE REPORTING PAGE

The Deep Dive buttons beneath the *How Compliant is My Organization?* and *What is the Progress of My Learners?* widgets open an expanded Deep Dive reporting page.

This page supports sorting and viewing data by group, team, people, or content and also allows users to further narrow their data by enrollment type, enrollment status, content type, and content tags. These reports can be exported as CSV files.

The expanded Deep Dive reporting page gives users more comprehensive and customizable data reports. The previously existing Deep Dive reporting page can still be accessed temporarily by clicking the Deep Dive buttons beneath the *Overdue Learners*, *Completed Learners*, and *Active Users* widgets.

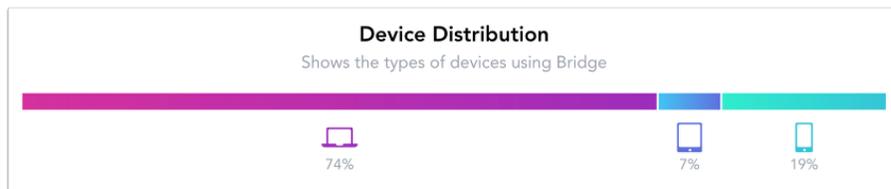
VIEW INSIGHTS PAGE WIDGETS

The four widgets at the bottom of the Dashboard page show how learners are using Bridge. The Active Bridge Users widget shows both the number and percentage of Bridge users who have logged in during the specified time frame. The Average Procrastination widget shows how long it takes learners to complete a course after they have been enrolled. The Number of Hours and Most Active Day widgets show how many total hours have been spent on taking courses and what day of the week learners prefer to use Bridge.

Note: The number of hours spent learning in Bridge is calculated by totaling the time spent taking a course and excludes any time spent editing a course.

VIEW DEVICE DISTRIBUTION

The Device Distribution chart shows what percentage of your learners are viewing Bridge from a desktop, tablet, or phone.



VIEW ACCOUNT SYNOPSIS

View new and all-time totals for users, courses, programs, and live trainings. The account overview provides a snapshot of users, courses, live trainings, and programs in the account.