HOW TO: Create Custom Reports

Key Takeaways:
– Learning how to create custom reports within Bridge
– Understanding the resources available through the Deep Dive integration
– Identifying how to navigate the user interface

Course Description
One of the amazing functions of Bridge is its reporting tool. You can quickly and effectively view data on users, groups, courses, and more to determine things such as course effectiveness, knowledge, or procrastination averages. Through this course, you will learn how to utilize these tools for your advantage.

The main reporting tool that Bridge uses is called Deep Dive. While Bridge also offers simple overall statistics, Deep Dive goes a step further and allows you to access your data in any way you wish. You will learn how to tailor reports based on users, groups, teams, or content, in addition to custom time frames. From there, we will discuss filters and their usage to narrow reports by group, team, enrollment type or status, and content type or tags. Lastly, you will be given a basic rundown on the user interface for Deep Dive, including navigation and exporting data. This course is part of our 8-piece Bridge curriculum and was designed to help you familiarize yourself with this powerful platform. Reports are necessary in so many regards, including but not limited to presentations, corporate decisions, and learner retention. Our hope is that we can help you access these reports with ease and effeciency to provide accurate information on your users.