

# HOW TO: Manage Reports



## Key Takeaways:

- Utilizing the Insights tab within Bridge
- Learning how to access data reports on your users

## Course Description

The aim of this course is to educate you on how to access your data within your Bridge application. Bridge comes built in with data analytics and premade reports for your ease of access, in addition to raw data that you may analyze as you wish. The home of this functionality exists under the Insights tab. Through this course, you will learn all the abilities of Insights, including being able to look at enrollment details, page statistics, device distribution, and account synopsis. We will show you how to quickly set a time frame, view completion details, see team completion rates, and identify overdue and completed learners. Insights is not only limited to whole number and percentages, although. The Deep Dive function grants you access to the raw data of your users, in both premade and custom reports. Here, you can filter data, sort data, and export data into CSV sheets. Our hope with this course is to help you get up and running with managing reports in Bridge, quickly and efficiently.