

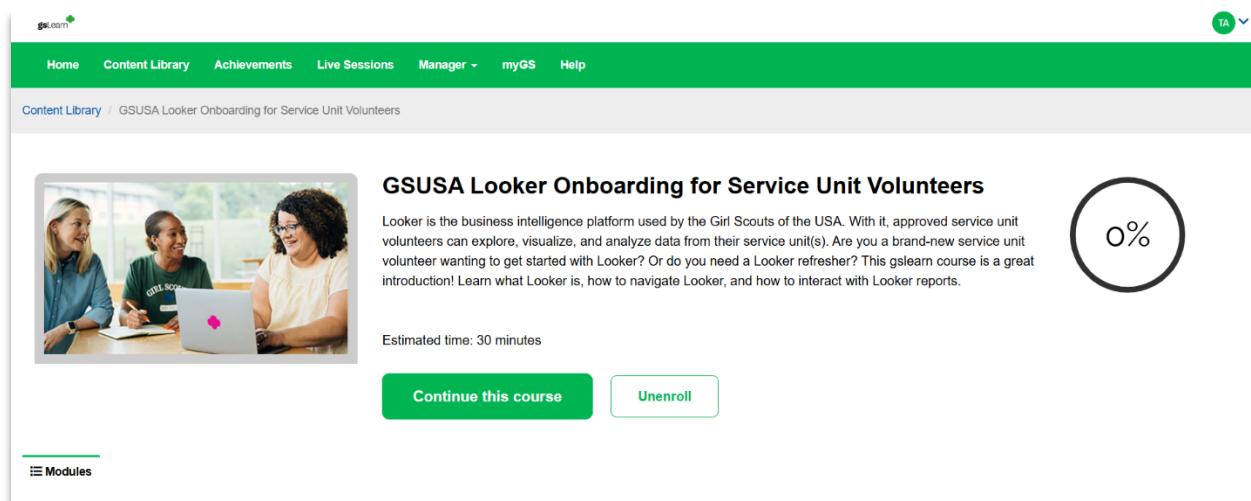
Service Unit Looker Reports: MRT & First Aid

Learn how to confirm Mandated Reporter Training and First-Aid & CPR/AED certification compliance for volunteers in your Service Unit using this guide! gsLearn and gsEvents data are available to Service Unit Volunteers through Looker reports. To receive access to a Looker account, please contact Tabetha Reingrover, treingrover@girlscoutsla.org with your request for login credentials.

Use the Bookmarks feature  to jump to each section.

GSUSA Looker Onboarding for Service Unit Volunteers

Looker is the business intelligence platform used by the Girl Scouts of the USA. With it, approved service unit volunteers can explore, visualize, and analyze data from their service unit(s). Learn what Looker is, how to navigate Looker, and how to interact with Looker reports in this gsLearn intro course.

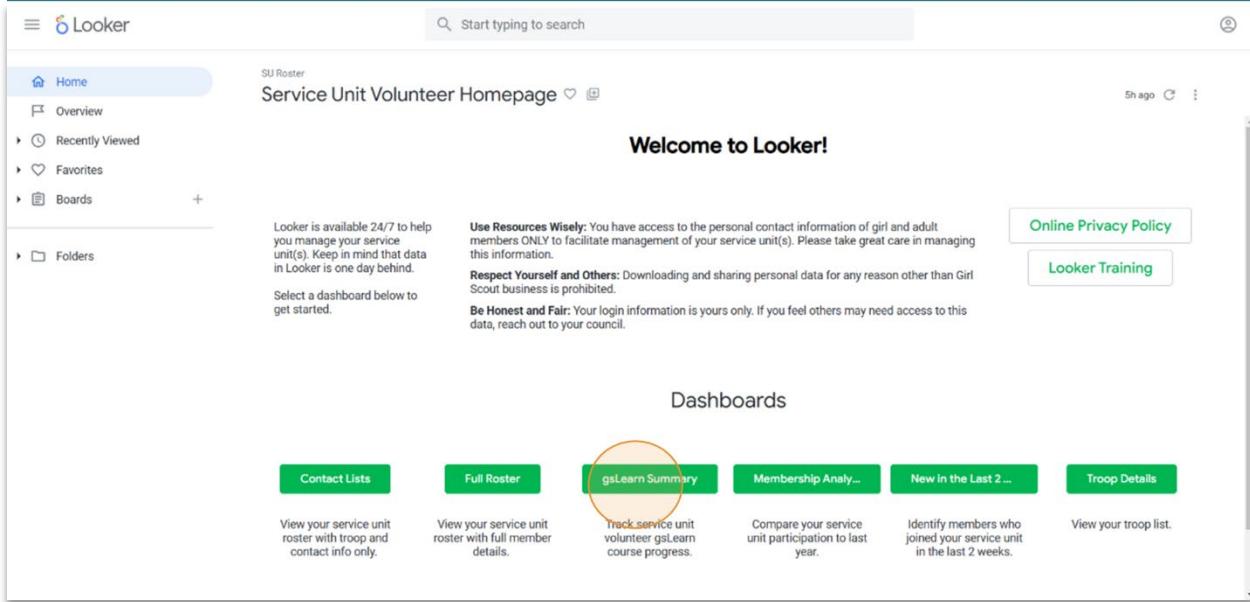


The screenshot shows a course page on the gsLearn platform. The top navigation bar includes links for Home, Content Library, Achievements, Live Sessions, Manager, myGS, and Help. The user is currently in the Content Library, as indicated by the breadcrumb navigation. The course title is "GSUSA Looker Onboarding for Service Unit Volunteers". Below the title is a thumbnail image showing three women working together on a laptop. A description of the course is provided: "Looker is the business intelligence platform used by the Girl Scouts of the USA. With it, approved service unit volunteers can explore, visualize, and analyze data from their service unit(s). Are you a brand-new service unit volunteer wanting to get started with Looker? Or do you need a Looker refresher? This gslearn course is a great introduction! Learn what Looker is, how to navigate Looker, and how to interact with Looker reports." To the right of the description is a circular progress indicator showing "0%". Below the description, the estimated time is listed as "Estimated time: 30 minutes". At the bottom of the course card are two buttons: "Continue this course" and "Unenroll". A "Modules" link is located at the bottom left of the course card.

To enroll in this course, email training@girlscoutsla.org with your request for direct assignment. Once assigned, you will receive a confirmation email with a direct link to access the course.

gsLearn Summary Dashboard

Ready to start downloading reports? Once logged into Looker, locate the “gsLearn Summary” dashboard.



The screenshot shows the Looker interface with the title "Service Unit Volunteer Homepage". The "gsLearn Summary" button in the "Dashboards" section is circled in orange.

Left sidebar:

- Home
- Overview
- Recently Viewed
- Favorites
- Boards
- Folders

Top right:

- 5h ago
- ...

Header:

Start typing to search

Content area:

Welcome to Looker!

Use Resources Wisely: You have access to the personal contact information of girl and adult members ONLY to facilitate management of your service unit(s). Please take great care in managing this information.

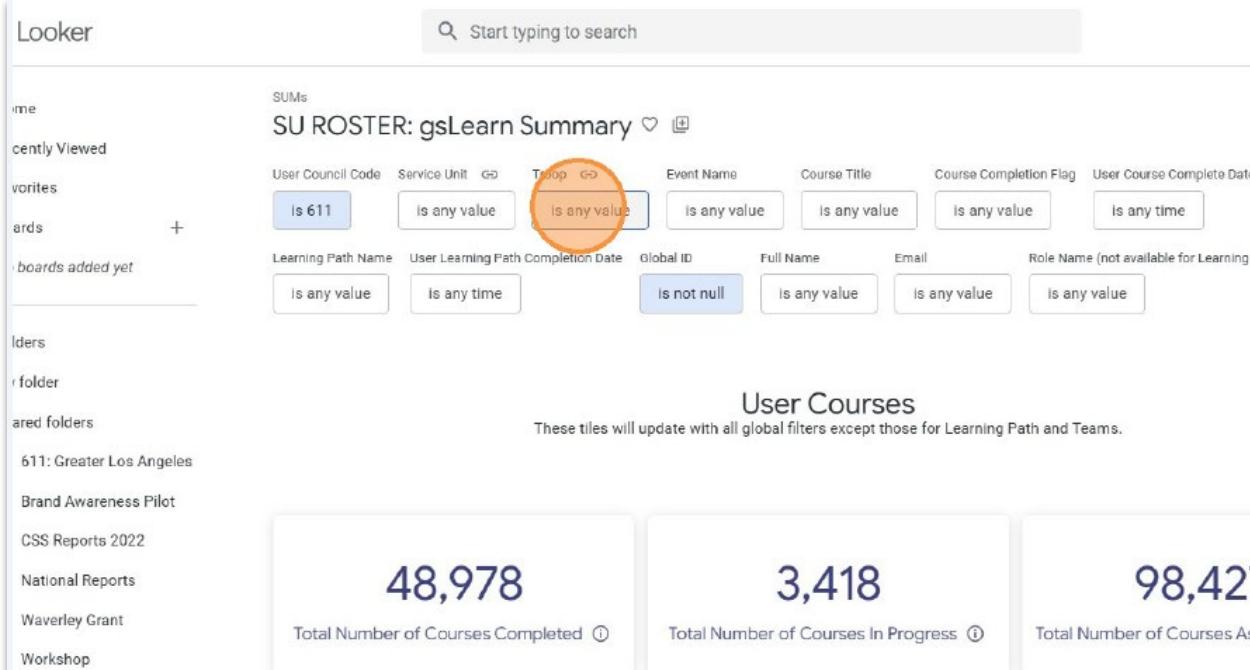
Respect Yourself and Others: Downloading and sharing personal data for any reason other than Girl Scout business is prohibited.

Be Honest and Fair: Your login information is yours only. If you feel others may need access to this data, reach out to your council.

Dashboards:

- Contact Lists
- Full Roster
- gsLearn Summary
- Membership Analy...
- New in the Last 2 ...
- Troop Details

To search volunteer records by **Troop Number**, click the “Troop” field.



The screenshot shows the "SU ROSTER: gsLearn Summary" search interface. The "Troop" field is circled in orange.

Left sidebar:

- Home
- Recently Viewed
- Favorites
- Boards
- Folders

Top right:

Start typing to search

Search filters:

User Council Code	Service Unit	Troop	Event Name	Course Title	Course Completion Flag	User Course Complete Date
Is 611	Is any value	Is any value	Is any value	Is any value	Is any value	Is any time
Learning Path Name	User Learning Path Completion Date	Global ID	Full Name	Email	Role Name (not available for Learning	
Is any value	Is any time	Is not null	Is any value	Is any value	Is any value	

Section: User Courses

These tiles will update with all global filters except those for Learning Path and Teams.

48,978	3,418	98,421
Total Number of Courses Completed	Total Number of Courses In Progress	Total Number of Courses As

Type into the field the Troop Number [Troop00000].

SUMs

SU ROSTER: gsLearn Summary

User Council Code Service Unit Troop Event Name Course Title Course Completion Flag User Course Complete Date

is 611 is any value is any time

Learning Path Name User Learning Path C

is any value is any time

is any value

Role Name (not available for Learning Paths)

C2C611Troop

CoOp Troop 10284

DT25Troop00895

User Courses

These tiles will update with all global filters except those for Learning Path and Teams.

48,978

Total Number of Courses Completed

3,418

Total Number of Courses In Progress

98,427

Total Number of Courses Assigned B...

Click "Update".

SUMs

SU ROSTER: gsLearn Summary

User Council Code Service Unit Troop Event Name Course Title Course Completion Flag User Course Complete Date

is 611 is any value is Troop04761 is any value is any value is any value is any time

Learning Path Name User Learning Path C

is any value is any time

is any value

Role Name (not available for Learning Paths)

C2C611Troop

CoOp Troop 10284

DT25Troop00895

DT25Troop02513

DT25Troop02776

DT25Troop03686

DT25Troop04404

DT25Troop06145

DT25Troop07172

Forming Troop 77777

Forming Troop01345

Forming Troop01651

Forming Troop02401

Forming Troop03401

These tiles will

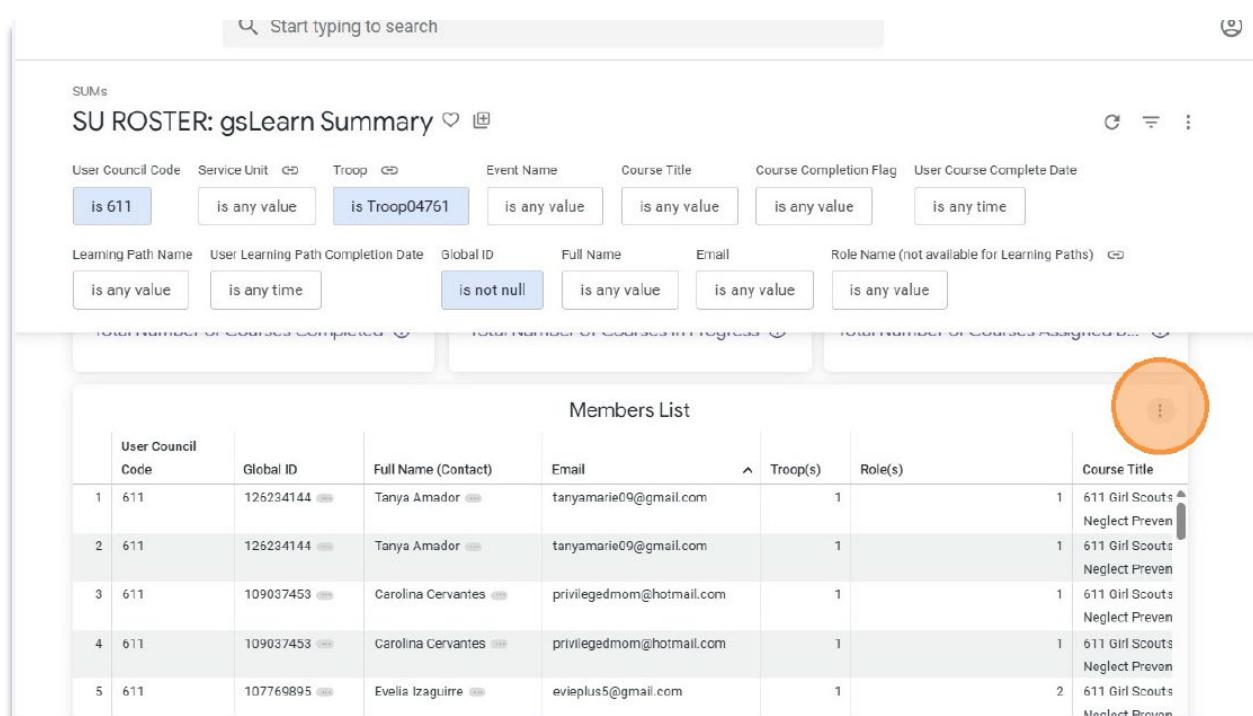
48,978

Total Number of Courses Completed

98,427

Total Number of Courses Assigned B...

Scroll to “Members List” and click the **three dots** in the corner.



SUMS

SU ROSTER: gsLearn Summary

User Council Code Service Unit Troop Event Name Course Title Course Completion Flag User Course Complete Date

is 611 is any value is Troop04761 is any value is any value is any value is any time

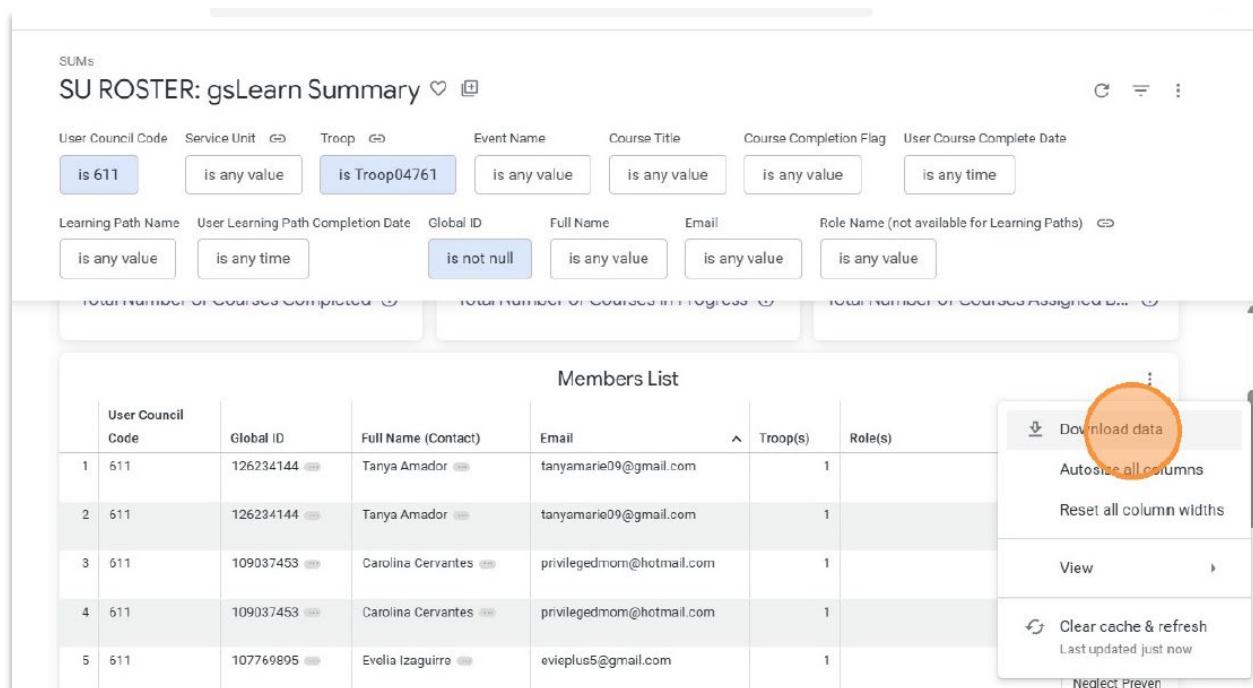
Learning Path Name User Learning Path Completion Date Global ID Full Name Email Role Name (not available for Learning Paths)

is any value is any time is not null is any value is any value is any value

Total Number of Courses Completed Total Number of Courses in Progress Total Number of Courses Assigned Due

Members List							
	User Council Code	Global ID	Full Name (Contact)	Email	Troop(s)	Role(s)	Course Title
1	611	126234144	Tanya Amador	tanyamarie09@gmail.com	1		1 611 Girl Scouts Neglect Preven
2	611	126234144	Tanya Amador	tanyamarie09@gmail.com	1		1 611 Girl Scouts Neglect Preven
3	611	109037453	Carolina Cervantes	privilegedmom@hotmail.com	1		1 611 Girl Scouts Neglect Preven
4	611	109037453	Carolina Cervantes	privilegedmom@hotmail.com	1		1 611 Girl Scouts Neglect Preven
5	611	107769895	Evelia Izaguirre	evieplus5@gmail.com	1		2 611 Girl Scouts Neglect Preven

Click “Download data”.



SUMS

SU ROSTER: gsLearn Summary

User Council Code Service Unit Troop Event Name Course Title Course Completion Flag User Course Complete Date

is 611 is any value is Troop04761 is any value is any value is any value is any time

Learning Path Name User Learning Path Completion Date Global ID Full Name Email Role Name (not available for Learning Paths)

is any value is any time is not null is any value is any value is any value

Total Number of Courses Completed Total Number of Courses in Progress Total Number of Courses Assigned Due

Members List							
	User Council Code	Global ID	Full Name (Contact)	Email	Troop(s)	Role(s)	
1	611	126234144	Tanya Amador	tanyamarie09@gmail.com	1		
2	611	126234144	Tanya Amador	tanyamarie09@gmail.com	1		
3	611	109037453	Carolina Cervantes	privilegedmom@hotmail.com	1		
4	611	109037453	Carolina Cervantes	privilegedmom@hotmail.com	1		
5	611	107769895	Evelia Izaguirre	evieplus5@gmail.com	1		

Download data

Autosize all columns

Reset all column widths

View

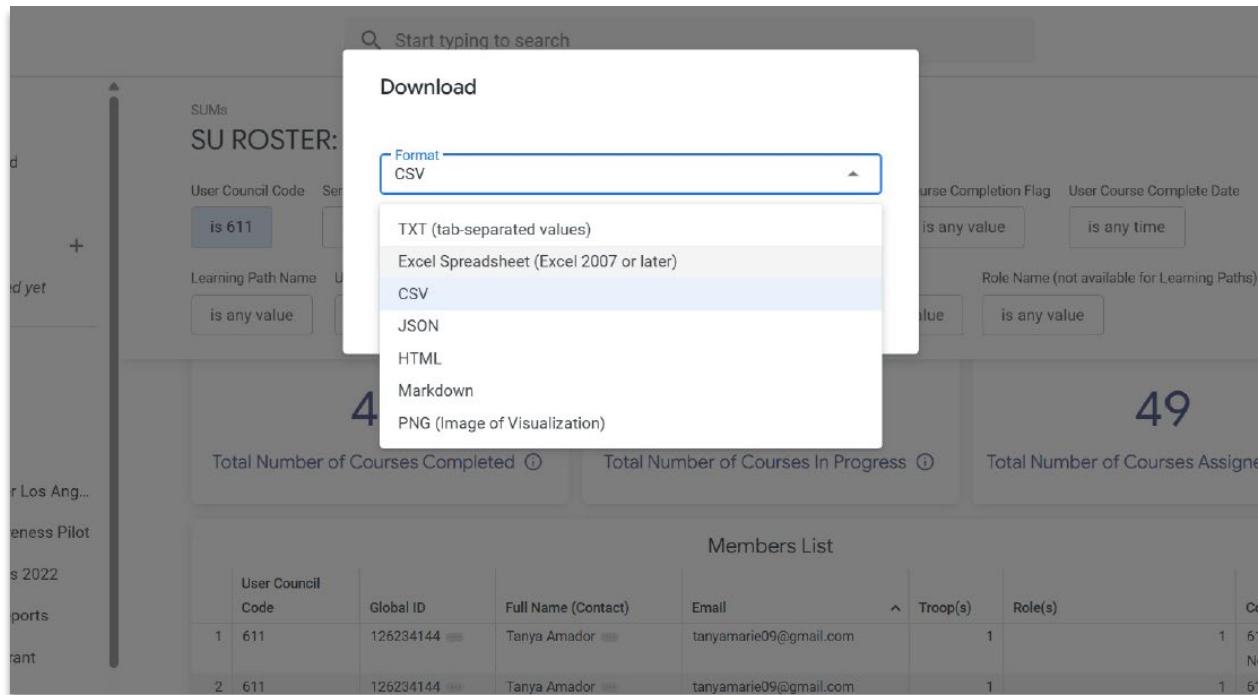
Clear cache & refresh

Last updated just now

Neglect Preven

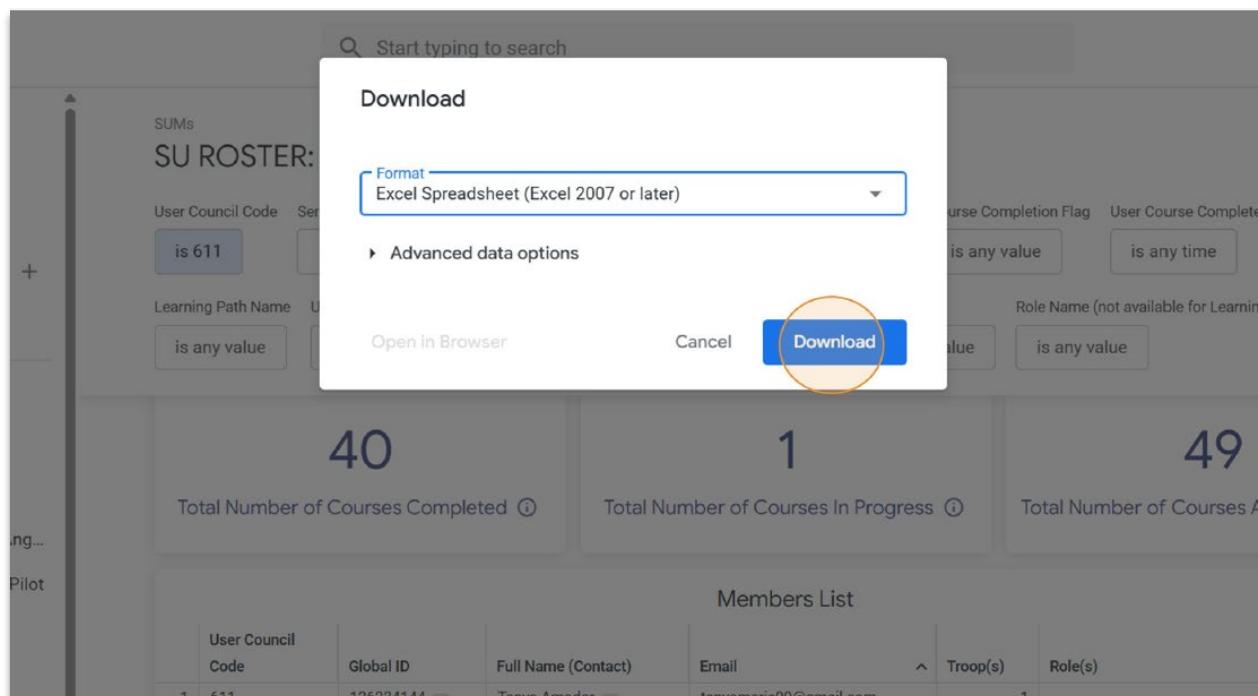


Select the file format from the drop-down menu. **Excel spreadsheets** are recommended!



The screenshot shows the SU ROSTER: page with a search bar at the top. Below the search bar, there is a 'Format' dropdown menu with the following options: 'Format' (selected), 'CSV', 'TXT (tab-separated values)', 'Excel Spreadsheet (Excel 2007 or later)', 'JSON', 'HTML', 'Markdown', and 'PNG (Image of Visualization)'. The 'CSV' option is highlighted with a blue background. In the background, there is a 'Members List' table with two rows of data. The table has columns for 'User Council Code', 'Global ID', 'Full Name (Contact)', 'Email', 'Troop(s)', and 'Role(s)'. The first row has values: 1, 611, 126234144, Tanya Amador, tanyamarie09@gmail.com, 1, 1. The second row has values: 2, 611, 126234144, Tanya Amador, tanyamarie09@gmail.com, 1, 1. The page also displays some summary statistics: 'Total Number of Courses Completed' (4), 'Total Number of Courses In Progress' (1), and 'Total Number of Courses Assigned' (49).

Click “Download”.



The screenshot shows the SU ROSTER: page with a search bar at the top. Below the search bar, there is a 'Format' dropdown menu with the following options: 'Format' (selected), 'Excel Spreadsheet (Excel 2007 or later)', and 'Advanced data options'. The 'Excel Spreadsheet (Excel 2007 or later)' option is highlighted with a blue background. At the bottom of the modal, there are three buttons: 'Open in Browser', 'Cancel', and a large blue 'Download' button. The 'Download' button is circled in yellow. In the background, there is a 'Members List' table with two rows of data. The table has columns for 'User Council Code', 'Global ID', 'Full Name (Contact)', 'Email', 'Troop(s)', and 'Role(s)'. The first row has values: 1, 611, 126234144, Tanya Amador, tanyamarie09@gmail.com, 1, 1. The second row has values: 2, 611, 126234144, Tanya Amador, tanyamarie09@gmail.com, 1, 1. The page also displays some summary statistics: 'Total Number of Courses Completed' (40), 'Total Number of Courses In Progress' (1), and 'Total Number of Courses Assigned' (49).

Mandated Reporter Training Records Search

Open the report and hide columns except those highlighted: **Name | Course Title | User Course Completion Flag | User Course Completion Date | User Course Compliant Till Date.**

Select all columns and click “Filter”.

In the **User Course Completion Flag** column, filter for “Y”.

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Automate	Help	Acrobat				
Cut	Copy	Format Painter	Clipboard	Apotos Narrow	11	A ¹	A ²	Wrap Text	General	Conditional Formatting	Format as Table	Cell Styles	Insert	Delete	Format
Paste	Format Painter			Font	Font Size	Font Style	Font Color	Font Weight	Number	Styles	Cells	Editing	Sensitivity	Add-ins	
				Font	Font Size	Font Style	Font Color	Font Weight	Number	Styles	Cells	Editing	Sensitivity	Add-ins	
F10				fx											
1	Full Name (Conta	F	Course Title	G	User Course Comi	I	User Course Comi	J	User Course Comi	L	Role(
2	611 Girl Scouts Child Abuse and Neglect			2	Sort A to Z		11/7/2025	11/7/2027	1						
3	611 Girl Scouts Child Abuse and Neglect			3	Sgt Z to A		11/7/2025		1						
4	611 Girl Scouts Child Abuse and Neglect			4	Sort by Color		10/22/2025	10/22/2027	1						
5	611 Girl Scouts Child Abuse and Neglect			5	Sheet View		9/11/2025		1						
6	611 Girl Scouts Child Abuse and Neglect			6			9/10/2025		2						
7	611 Girl Scouts Child Abuse and Neglect			7			9/10/2025	9/10/2027	2						
8	611 Girl Scouts Child Abuse and Neglect			8			9/10/2025		3						
9	611 Girl Scouts Child Abuse and Neglect			9			9/10/2025	9/10/2027	3						
10	611 Girl Scouts Child Abuse and Neglect			10			9/10/2025		2						
11	611 Girl Scouts Child Abuse and Neglect			11			4/25/2025		10						
12	611 Girl Scouts Child Abuse and Neglect			12			4/25/2025	4/25/2027	2						
13	611 Girl Scouts Child Abuse and Neglect			13			4/27/2025		2						
14	611 Special Events Director			14			8/12/2024	8/12/2026	10						
15	611 Mandated Reporter Training - Extr			15			2/19/2023		1						
16	611 Welcome to gLearn			16			1/18/2023		1						
17	611 Safety Wise			17			1/18/2023		1						
18	611 Indoor Overnight Information			18			1/18/2023		1						
19	611 Parent/Caregiver Permission			19			1/18/2023		1						
20	611 Troop Chaperone			20			1/18/2023		1						
21	611 Indoor Overnight Information			21			10/6/2022		2						
22	611 Domestic Troop Travel Refresher			22			8/10/2022		10						
23	611 Special Events Director			23			8/6/2022		10						
24	611 International Travel Training			24			8/6/2022		10						
25	611 Troop Travel Advisor Resources			25			8/6/2022		10						
26	611 Parent/Caregiver Permission			26			8/6/2022		10						
27	611 Troop Travel Advisor			27			8/6/2022		10						
28	611 Troop Camping Advisor			28			8/6/2022		10						
29	611 Troop Treasurer			29			8/6/2022		10						
30	611 Stepping Out			30			8/6/2022		10						
31	611 Indoor Overnight Information			31			8/6/2022		10						
32	611 Kaper Charts			32			8/6/2022		10						
33	611 Troop Chaperone			33			8/6/2022		10						
34	611 Troop Advisor			34			8/6/2022		10						

In the **Course Title** column, filter for "611 Girl Scouts Child Abuse and Neglect Prevention" and "611 Mandated Reporter Training - External Credentials Upload", if available.

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Cut Copy Format Painter Clipboard

Aptos Narrow 11 A A Wrap Text

Font Alignment Number Conditional Formatting Styles Cells Insert Delete Format Cells

AutoSum Fill Sort & Filter Clear Editing

Sensitivity Add-ins

O13 fx

	D	F	G	I	J	M	N	O	P	Q	R	S	T	U	V
1	Full Name (Conta	Course Title	User Course Compl	User Course Compl	User Course Compl										
2		611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!	Y		11/7/2025	11/7/2027									
3		611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!	Y		10/22/2025	10/22/2027									
4		611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!	Y		9/10/2025	9/10/2027									
5		611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!	Y		9/10/2025	9/10/2027									
6		611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!	Y		4/25/2025	4/25/2027									
7		611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!	Y		8/12/2026	8/12/2026									
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															

Clear Filter From "Course Title"

Filter by Color

Text Filters

Search

- 611 Domestic Troop Travel Reference
- 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!
- 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here!
- 611 Indoor Overnight Information
- 611 International Travel Training
- 611 Kaper Charts
- 611 Mandated Reporter Training
- 611 Parent/Caregiver Permission

OK Cancel

Important: Do not include 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! in your filter search.



The result is a list of **MRT records** in gsLearn for the Troop.

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Cut Copy Format Painter Clipboard

Font Alignment Number Styles Cells Editing

AutoSum Fill Filter Clear Sort & Find & Select

U104

Full Name (Contact)	Course Title	User Course	User Course Complete Date	User Cou	Compliant Till Date (if any)
	611 Girl Scouts Child Abuse and Neglect Y		11/7/2025	11/7/2027	
	611 Girl Scouts Child Abuse and Neglect Y		10/22/2025	10/22/2027	
	611 Girl Scouts Child Abuse and Neglect Y		9/10/2025	9/10/2027	
	611 Girl Scouts Child Abuse and Neglect Y		9/10/2025	9/10/2027	
	611 Girl Scouts Child Abuse and Neglect Y		4/25/2025	4/25/2027	
	611 Mandated Reporter Training - Exter Y		8/12/2024	8/12/2026	
01					
02					
03					
04					
05					
06					
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08					
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11					
12					
13					
14					
15					
16					
17					

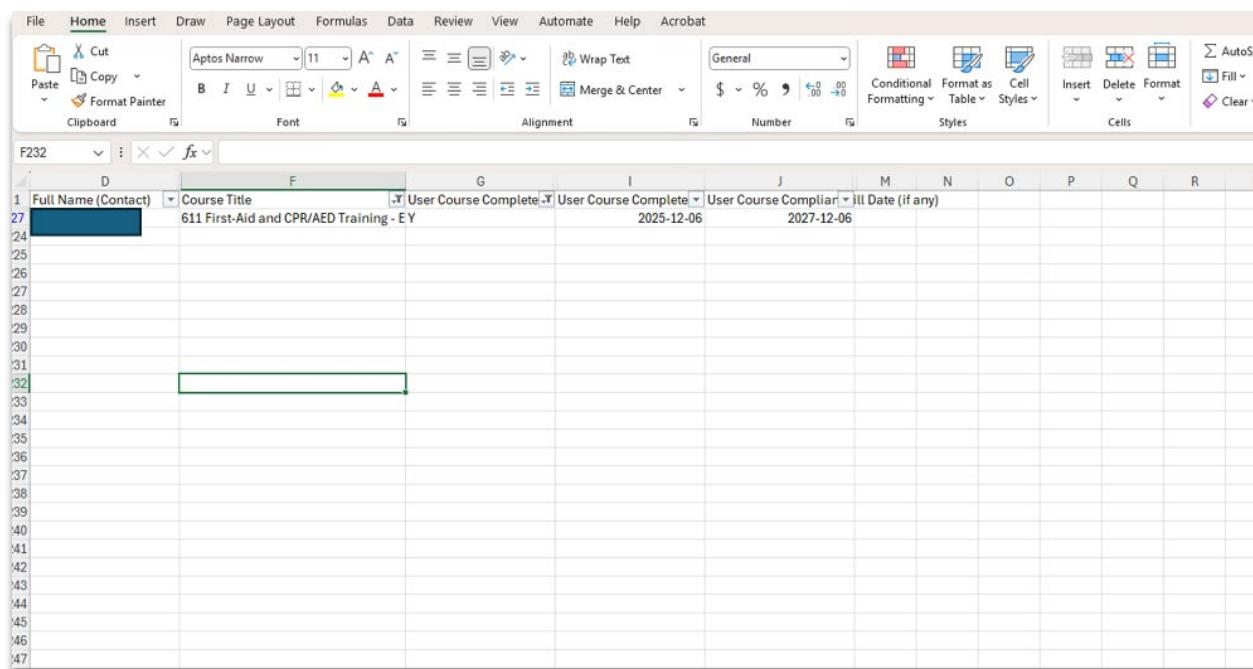
First-Aid and CPR/AED Training – External Credentials Records Search

Follow the same steps as above except filter for "First-Aid and CPR/AED Training - External Credentials Upload", in the **Course Title** column, if available.

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Automate	Help	Acrobat
	Cut	Copy		Wrap Text		General				AutoSum	
Paste	Format Painter			Merge & Center		Number				Fill	Sort & Filter
Clipboard		Font		Styles		Conditional Formatting	Format as Table	Cell Styles	Insert	Delete	Format
						Styles					Cells
G4											Editing
											Sensitivity
1 Full Name (Contact)	Course Title			User Course Complete	User Course Complete	User Course Complete		Ill Date (if any)			
2	2 Sort A to Z			Y		2025-12-21					
3	3 Sort Z to A			Y		2025-12-21					
4	4 Sort by Color			Y		2025-12-11	2027-12-11				
5	5 Sort by Color			Y		2025-12-10	2027-12-10				
6	6 Sheet View			Y		2025-12-08					
7	7 Sheet View			Y		2025-12-08					
8	8 Sheet View			Y		2025-12-08					
9	9 Sheet View			Y		2025-12-08					
10	10 Sheet View			Y		2025-12-08					
11	11 Sheet View			Y		2025-12-08					
12	12 Sheet View			Y		2025-12-08					
13	13 Sheet View			Y		2025-12-08	2027-12-08				
14	14 Sheet View			Y		2025-12-08					
15	15 Sheet View			Y		2025-12-08					
16	16 Sheet View			Y		2025-12-08					
17	17 Sheet View			Y		2025-12-08					
18	18 Sheet View			Y		2025-12-08					
19	19 Sheet View			Y		2025-12-08					
20	20 Sheet View			Y		2025-12-08					
21	21 Sheet View			Y		2025-12-07	2027-12-07				
22	22 Sheet View			Y		2025-12-06					
23	23 Sheet View			Y		2025-12-06					
24	24 Sheet View			Y		2025-12-06					
25	25 Sheet View			Y		2025-12-06	2027-12-06				
26	26 Sheet View			Y		2025-12-06					
27	27 Sheet View			Y		2025-12-06					
28	28 Sheet View			Y		2025-12-06					
29	29 Sheet View			Y		2025-12-05					
30	30 Sheet View			Y		2025-12-05					
31	31 Sheet View			Y		2025-12-05					
32	32 Sheet View			Y		2025-12-05	2027-12-05				
33	33 Sheet View			Y		2025-12-05					
34	34 Sheet View			Y		2025-12-05					
35	35 Sheet View			Y		2025-12-05					
36	36 Sheet View			Y		2025-12-05					
37	37 Sheet View			Y		2025-12-05					
38	38 Sheet View			Y		2025-12-05					
39	39 Sheet View			Y		2025-12-05					
40	40 Sheet View			Y		2025-12-05					
41	41 Sheet View			Y		2025-12-05					
42	42 Sheet View			Y		2025-12-05					
43	43 Sheet View			Y		2025-12-05					
44	44 Sheet View			Y		2025-12-05					
45	45 Sheet View			Y		2025-12-05					
46	46 Sheet View			Y		2025-12-05					
47	47 Sheet View			Y		2025-12-05					
48	48 Sheet View			Y		2025-12-05					
49	49 Sheet View			Y		2025-12-05					
50	50 Sheet View			Y		2025-12-05					
51	51 Sheet View			Y		2025-12-05					
52	52 Sheet View			Y		2025-12-05					
53	53 Sheet View			Y		2025-12-05					
54	54 Sheet View			Y		2025-12-05					
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57	57 Sheet View			Y		2025-12-05					
58	58 Sheet View			Y		2025-12-05					
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66	66 Sheet View			Y		2025-12-05					
67	67 Sheet View			Y		2025-12-05					
68	68 Sheet View			Y		2025-12-05					
69	69 Sheet View			Y		2025-12-05					
70	70 Sheet View			Y		2025-12-05					
71	71 Sheet View			Y		2025-12-05					
72	72 Sheet View			Y		2025-12-05					
73	73 Sheet View			Y		2025-12-05					
74	74 Sheet View			Y		2025-12-05					
75	75 Sheet View			Y		2025-12-05					
76	76 Sheet View			Y		2025-12-05					
77	77 Sheet View			Y		2025-12-05					
78	78 Sheet View			Y		2025-12-05					
79	79 Sheet View			Y		2025-12-05					
80	80 Sheet View			Y		2025-12-05					
81	81 Sheet View			Y		2025-12-05					
82	82 Sheet View			Y		2025-12-05					
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86	86 Sheet View			Y		2025-12-05					
87	87 Sheet View			Y		2025-12-05					
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91	91 Sheet View			Y		2025-12-05					
92	92 Sheet View			Y		2025-12-05					
93	93 Sheet View			Y		2025-12-05					
94	94 Sheet View			Y		2025-12-05					
95	95 Sheet View			Y		2025-12-05					
96	96 Sheet View			Y		2025-12-05					
97	97 Sheet View			Y		2025-12-05					
98	98 Sheet View			Y		2025-12-05					
99	99 Sheet View			Y		2025-12-05					
100	100 Sheet View			Y		2025-12-05					
101	101 Sheet View			Y		2025-12-05					
102	102 Sheet View			Y		2025-12-05					
103	103 Sheet View			Y		2025-12-05					
104	104 Sheet View			Y		2025-12-05					
105	105 Sheet View			Y		2025-12-05					
106	106 Sheet View			Y		2025-12-05					
107	107 Sheet View			Y		2025-12-05					
108	108 Sheet View			Y		2025-12-05					
109	109 Sheet View			Y		2025-12-05					
110	110 Sheet View			Y		2025-12-05					
111	111 Sheet View			Y		2025-12-05					
112	112 Sheet View			Y		2025-12-05					
113	113 Sheet View			Y		2025-12-05					
114	114 Sheet View			Y		2025-12-05					
115	115 Sheet View			Y		2025-12-05					
116	116 Sheet View			Y		2025-12-05					
117	117 Sheet View			Y		2025-12-05					
118	118 Sheet View			Y		2025-12-05					
119	119 Sheet View			Y		2025-12-05					
120	120 Sheet View			Y		2025-12-05					
121	121 Sheet View			Y		2025-12-05					
122	122 Sheet View			Y		2025-12-05					
123	123 Sheet View			Y		2025-12-05					
124	124 Sheet View			Y		2025-12-05					
125	125 Sheet View			Y		2025-12-05					
126	126 Sheet View			Y		2025-12-05					
127	127 Sheet View			Y		2025-12-05					
128	128 Sheet View			Y		2025-12-05					
129	129 Sheet View			Y		2025-12-05					
130	130 Sheet View			Y		2025-12-05					
131	131 Sheet View			Y		2025-12-05					
132	132 Sheet View			Y		2025-12-05					
133	133 Sheet View			Y		2025-12-05					
134	134 Sheet View			Y		2025-12-05					
135	135 Sheet View			Y		2025-12-05					
136	136 Sheet View			Y		2025-12-05					
137	137 Sheet View			Y		2025-12-05					
138	138 Sheet View			Y		2025-12-05					
139	139 Sheet View			Y		2025-12-05					
140	140 Sheet View			Y		2025-12-05					
141	141 Sheet View			Y		2025-12-05					
142	142 Sheet View			Y		2025-12-05					
143	143 Sheet View			Y		2025-12-05					
144	144 Sheet View			Y		2025-12-05					
145	145 Sheet View			Y		2025-12-05					
146	146 Sheet View			Y		2025-12-05					
147	147 Sheet View			Y		2025-12-05					
148	148 Sheet View			Y		2025-12-05					
149	149 Sheet View			Y		2025-12-05					
150	150 Sheet View			Y		2025-12-05					
151	151 Sheet View			Y		2025-12-05					
152	152 Sheet View			Y		2025-12-05					
153	153 Sheet View			Y		2025-12-05					
154	154 Sheet View			Y		2025-12-05					
155	155 Sheet View			Y		2025-12-05					
156	156 Sheet View			Y		2025-12-05					
157	157 Sheet View			Y		2025-12-05					



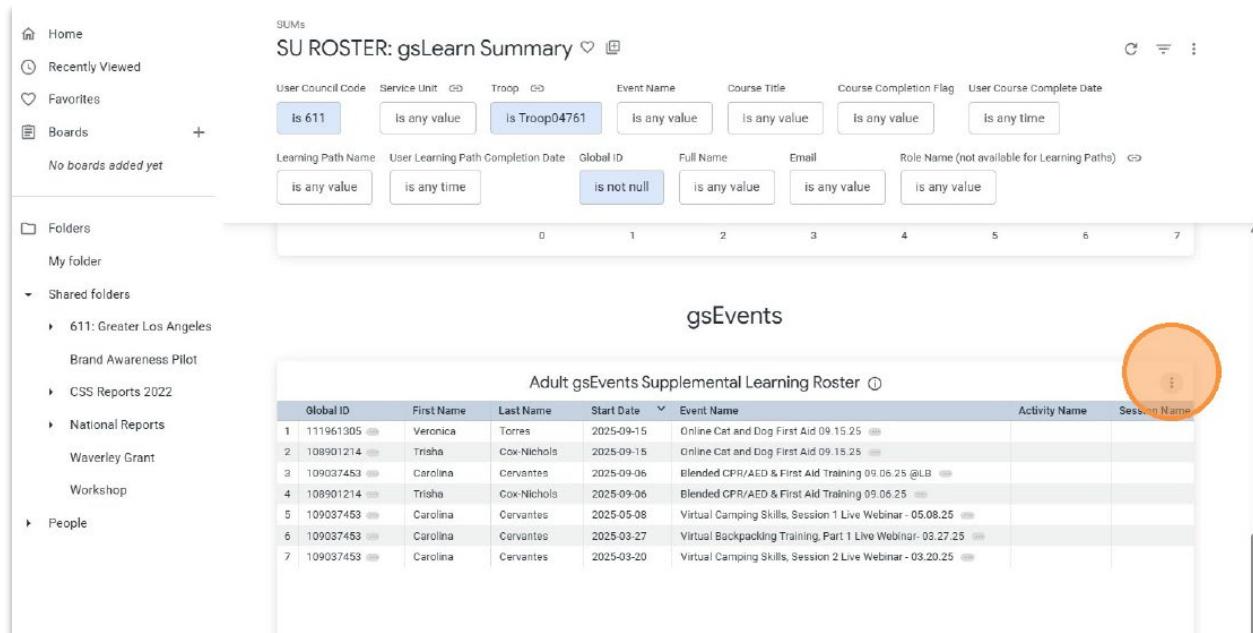
The result is a list of **external First-Aid and CPR/AED records** for the troop.



Full Name (Contact)	Course Title	User Course Complete	User Course Complete Date	User Course Completed	Ill Date (if any)
27	611 First-Aid and CPR/AED Training - EY		2025-12-06		2027-12-06
24					
25					
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First-Aid and CPR/AED Training – GSGLA Class Attendance Search

To confirm attendance at a **GSGLA class**, scroll to "gsEvents" at the bottom of the gsLearn Summary dashboard. Click the three dots in the corner and repeat the steps to download a report.



SU ROSTER: gsLearn Summary

User Council Code: Is 611 Service Unit: Is any value Troop: Is Troop04761 Event Name: Is any value Course Title: Is any value Course Completion Flag: Is any value User Course Complete Date: Is any time

Learning Path Name: Is any value User Learning Path Completion Date: Is any time Global ID: Is not null Full Name: Is any value Email: Is any value Role Name (not available for Learning Paths): Is any value

0 1 2 3 4 5 6 7

gsEvents

Global ID	First Name	Last Name	Start Date	Event Name	Activity Name	Session Name
1	Veronica	Torres	2025-09-15	Online Cat and Dog First Aid 09.15.25		
2	Trisha	Cox-Nichols	2025-09-15	Online Cat and Dog First Aid 09.15.25		
3	Carolina	Cervantes	2025-09-06	Blended CPR/AED & First Aid Training 09.06.25 @LB		
4	Trisha	Cox-Nichols	2025-09-06	Blended CPR/AED & First Aid Training 09.06.25		
5	Carolina	Cervantes	2025-05-08	Virtual Camping Skills, Session 1 Live Webinar - 05.08.25		
6	Carolina	Cervantes	2025-03-27	Virtual Backpacking Training, Part 1 Live Webinar - 03.27.25		
7	Carolina	Cervantes	2025-03-20	Virtual Camping Skills, Session 2 Live Webinar - 03.20.25		

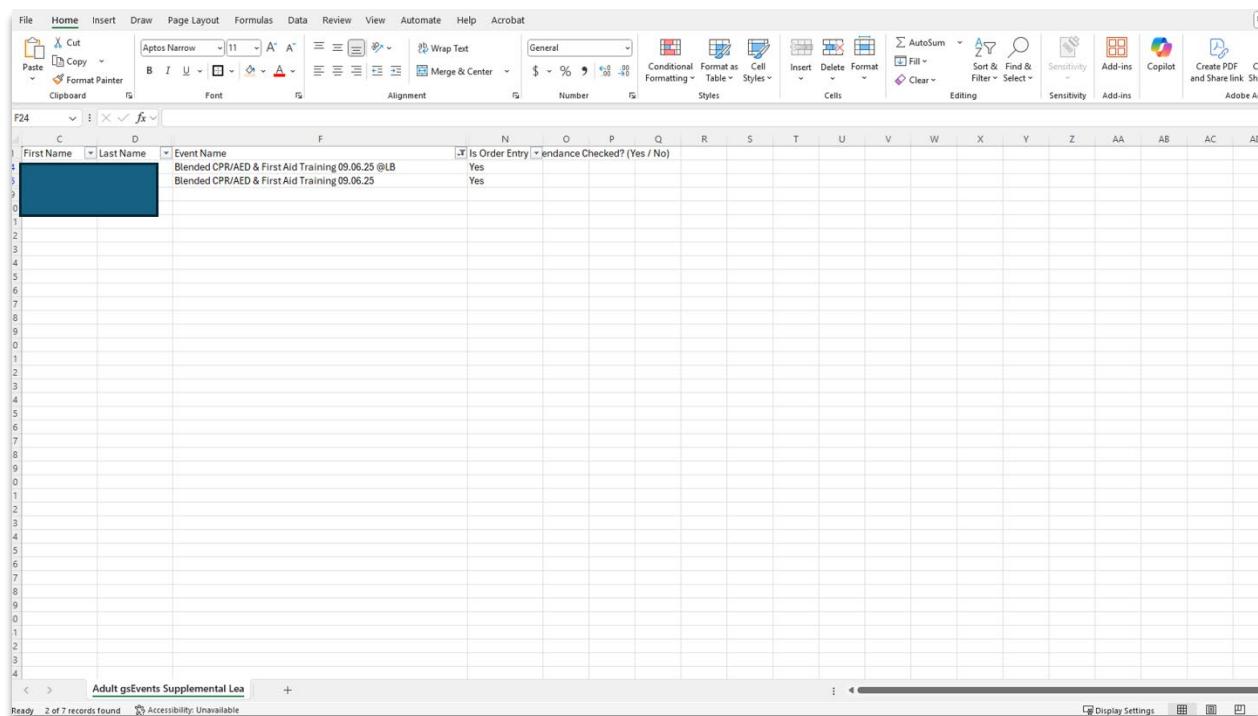
Open the report and hide all columns except for those highlighted: First Name | Last Name | Start Date | Event Name | Is Order Entry Attendance Checked? (Yes/No)

Global ID	First Name	Last Name	Start Date	Event Name	Activity Name	Session Name	Membership Stat	Email Address	Phone Number	Troop or Group	Participation Code	Is Order Entry Attendance Checked? (Yes / No)
1			9/15/2025	Online Cat and Dog First Aid 09.15.25		Renewed					611 - Greater Los	Yes
2			9/15/2025	Online Cat and Dog First Aid 09.15.25		Renewed					611 - Greater Los	Yes
3			9/6/2025	Blended CPR/AED & First Aid Training 09.06.25 @LB		Renewed					611 - Greater Los	Yes
4			9/6/2025	Blended CPR/AED & First Aid Training 09.06.25		Renewed					611 - Greater Los	Yes
5			5/8/2025	Virtual Camping Skills, Session 1 Live Webinar - 05.08.25		Renewed					611 - Greater Los	Yes
6			3/27/2025	Virtual Backpacking Training, Part 1 Live Webinar - 03.27.25		Renewed					611 - Greater Los	Yes
7			3/27/2025	Virtual Camping Skills, Session 2 Live Webinar - 03.20.25		Renewed					611 - Greater Los	Yes

Select all columns and filter. In the **Order Entry Attendance Checked? (Yes/No)** column, select "Yes". In the **Event Name** column, search "Blended CPR/AED" and select each record.

First Name	Last Name	Event Name	Is Order Entry Attendance Checked? (Yes / No)
C	T	Blended CPR/AED & Fir	Yes
C	T	Blended CPR/AED & Fir	Yes

The result is a list of **First-Aid and CPR/AED certification records** for the troop.



First Name	Last Name	Event Name	Is Order Entry	Is Attendance Checked? (Yes / No)
		Blended CPR/AED & First Aid Training 09.06.25 @LB	Yes	Yes
		Blended CPR/AED & First Aid Training 09.06.25		Yes



Remember! gsLearn Summary data refreshes nightly. Most data in Looker is a day behind.

