girl scouts
greater los angeles

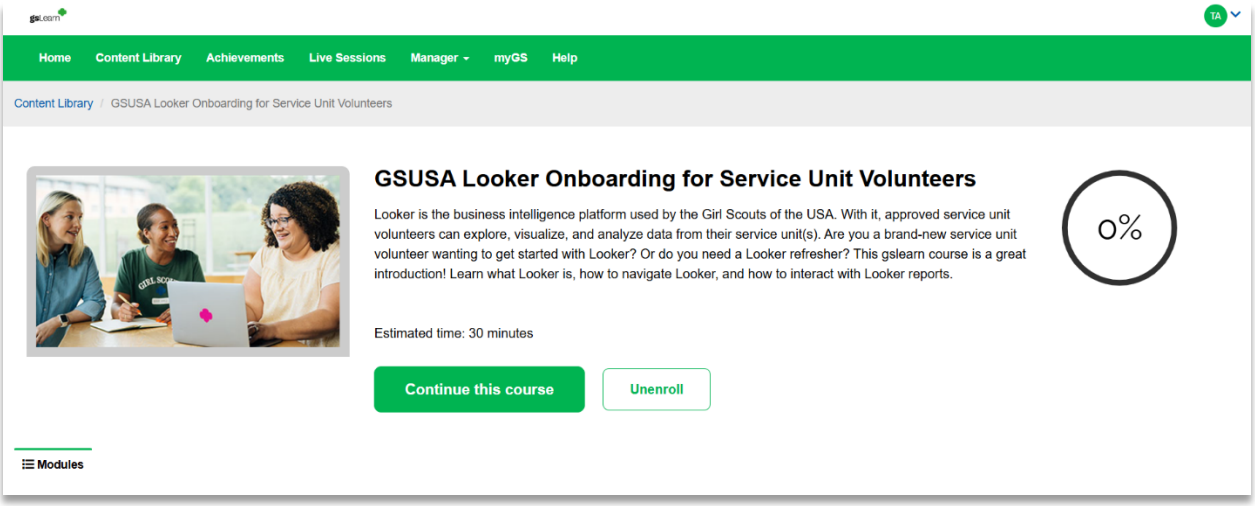
Service Unit Looker Reports: MRT & First Aid

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.



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.

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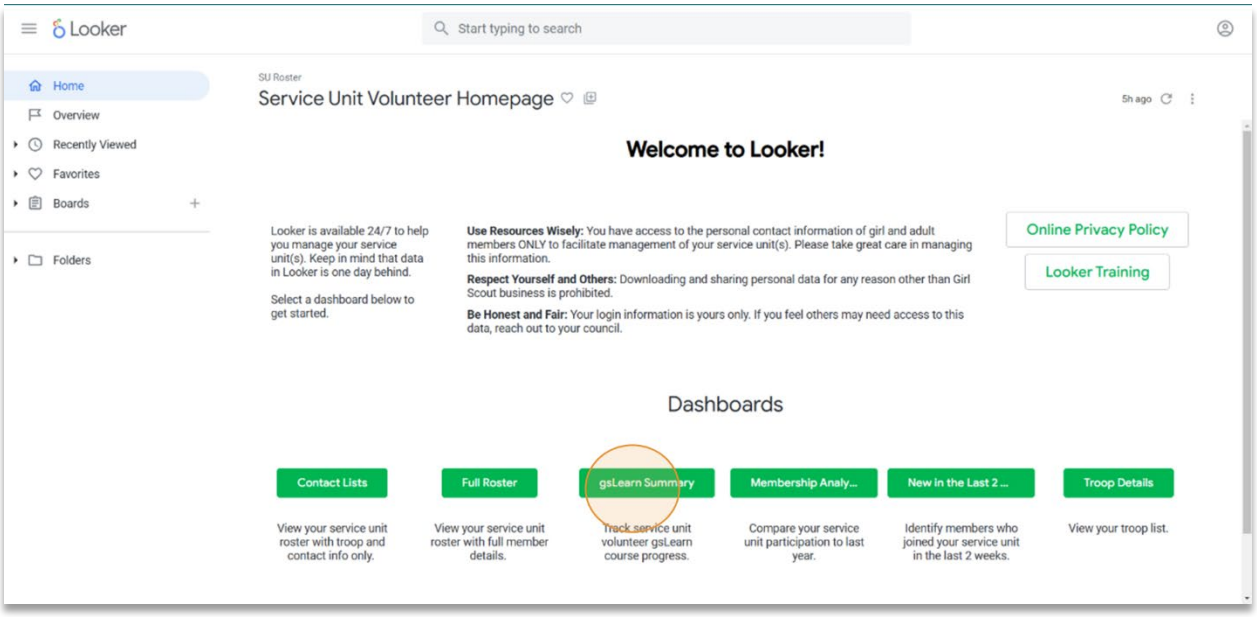
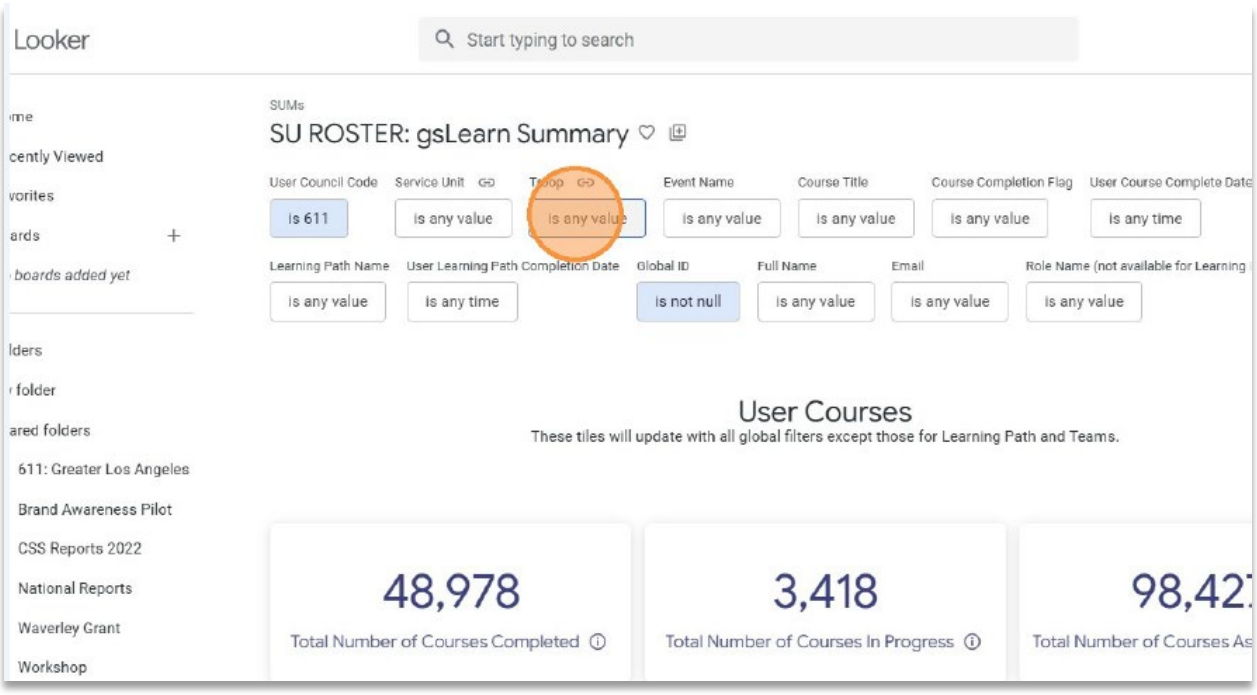
gsLearn Summary Dashboard

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



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



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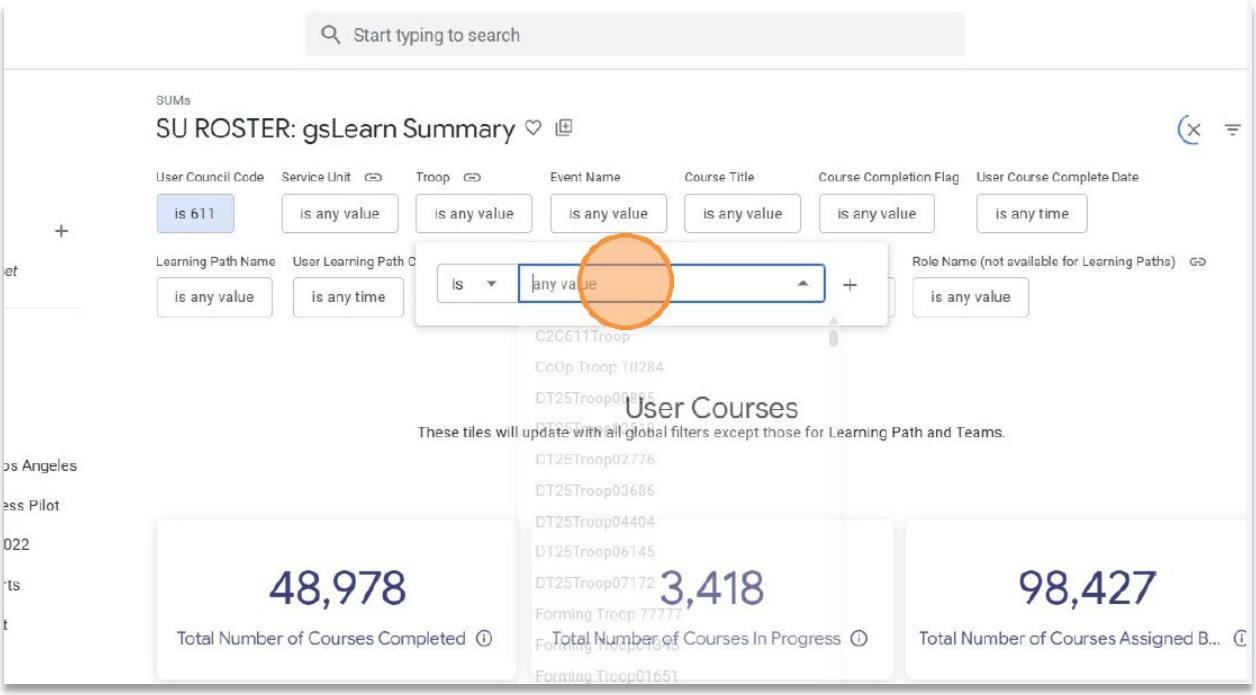
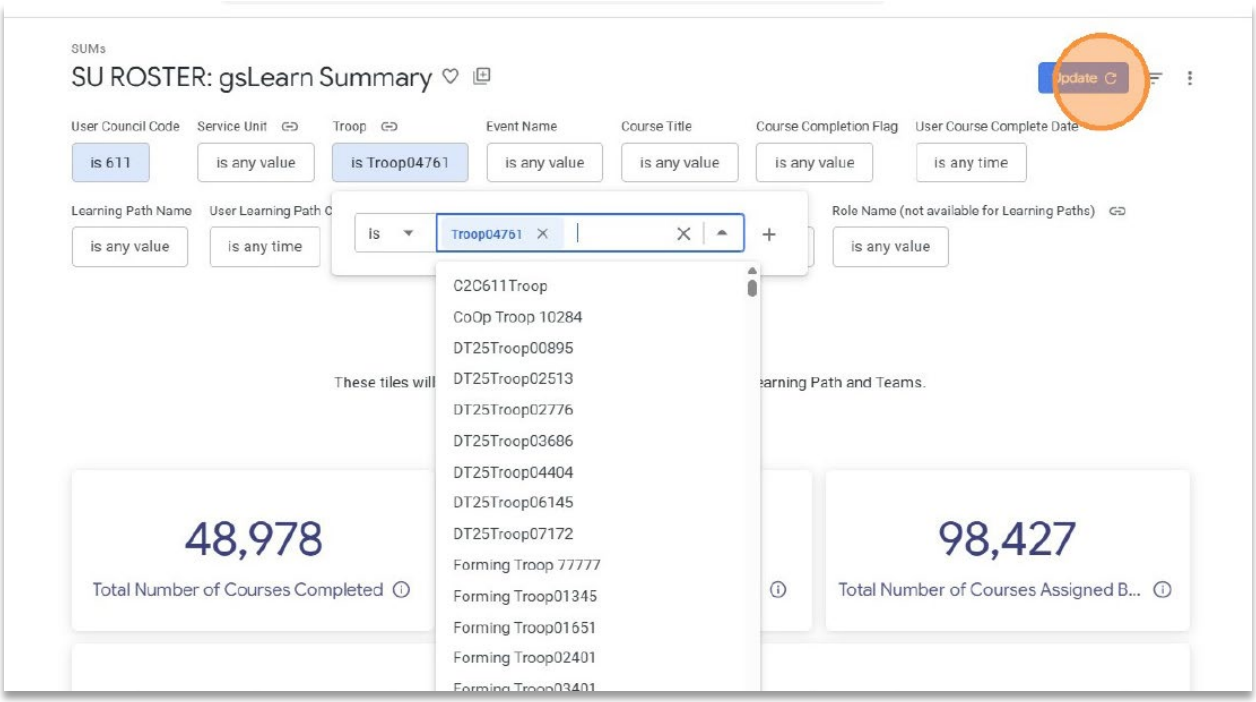
Type into the field the Troop Number [**Troop00000**].



Click “Update”.



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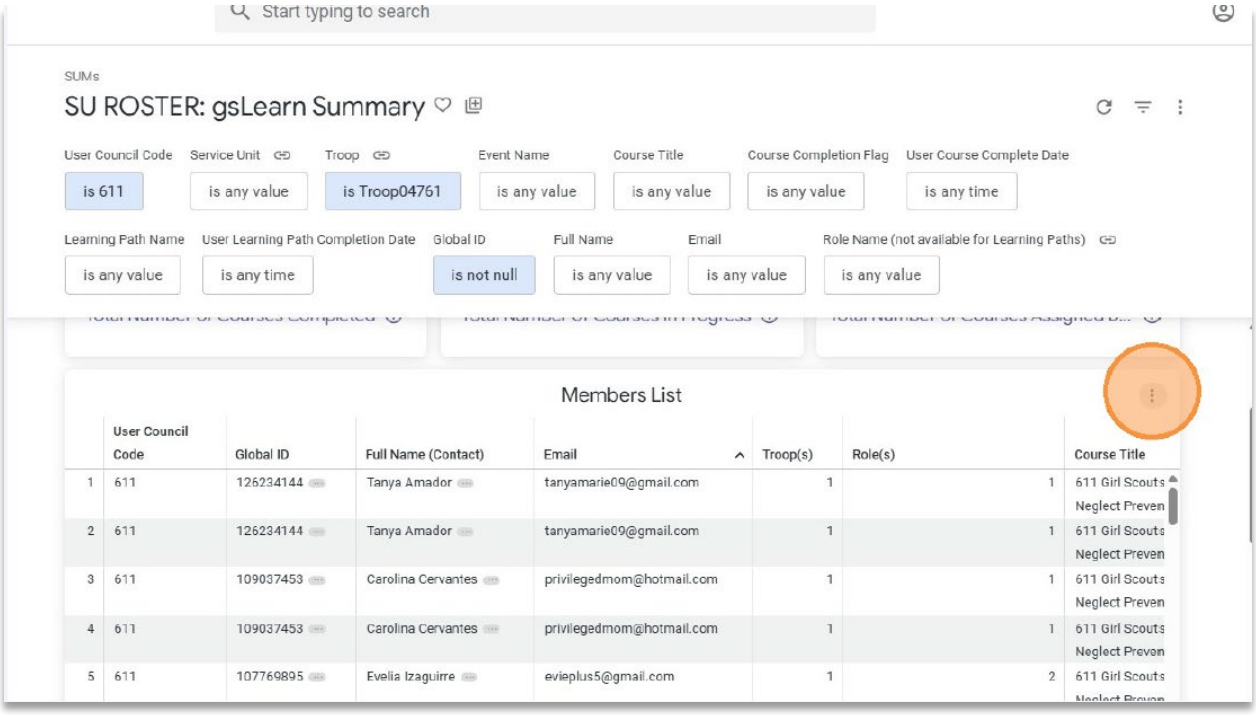
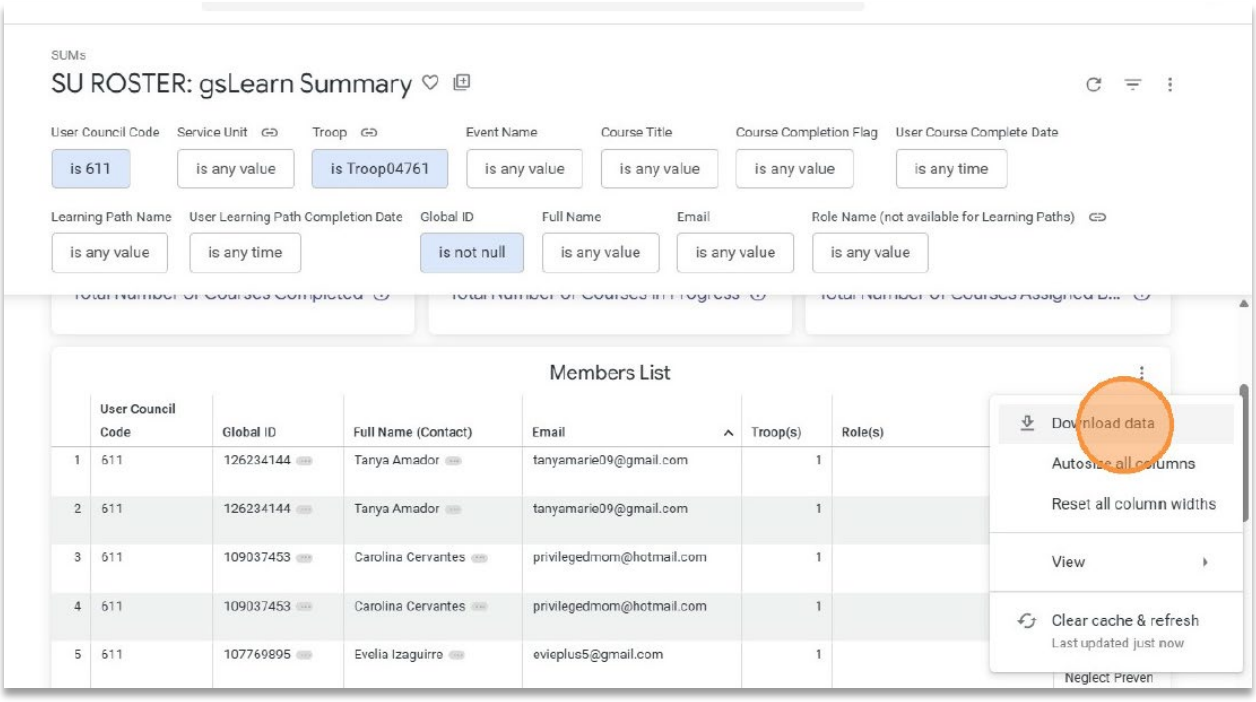
Scroll to “Members List” and click the **three dots** in the corner.



Click “Download data”.



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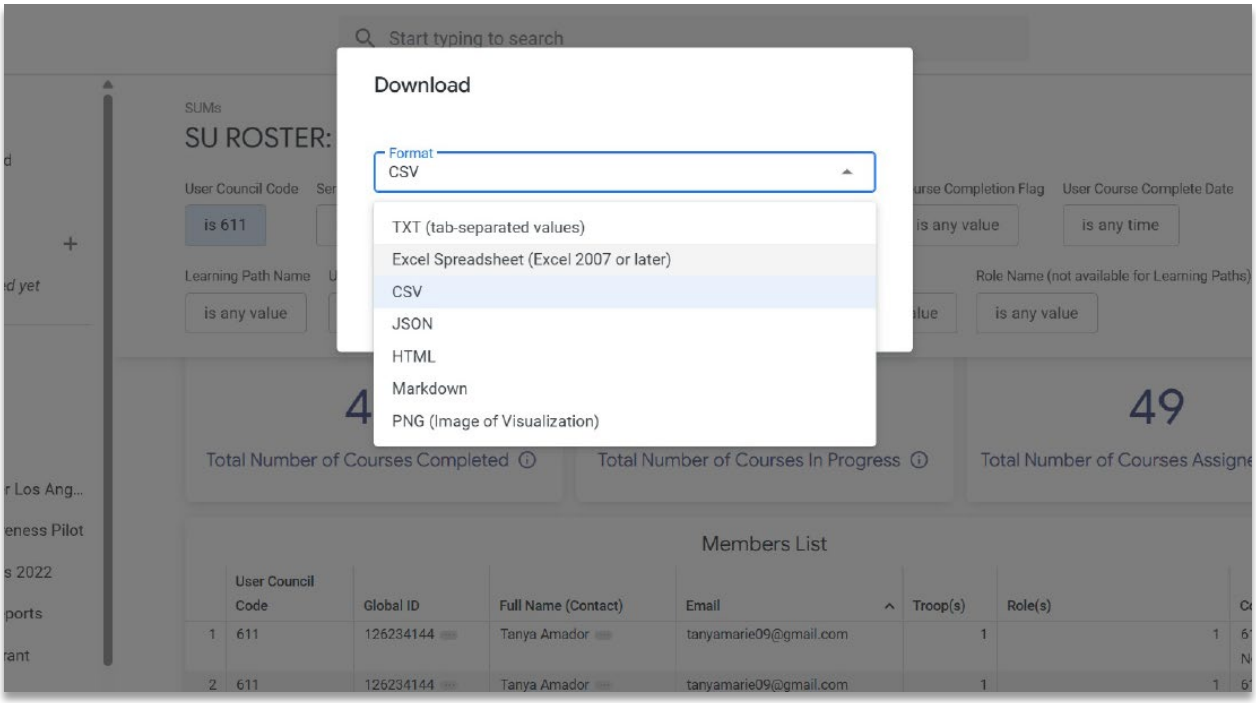
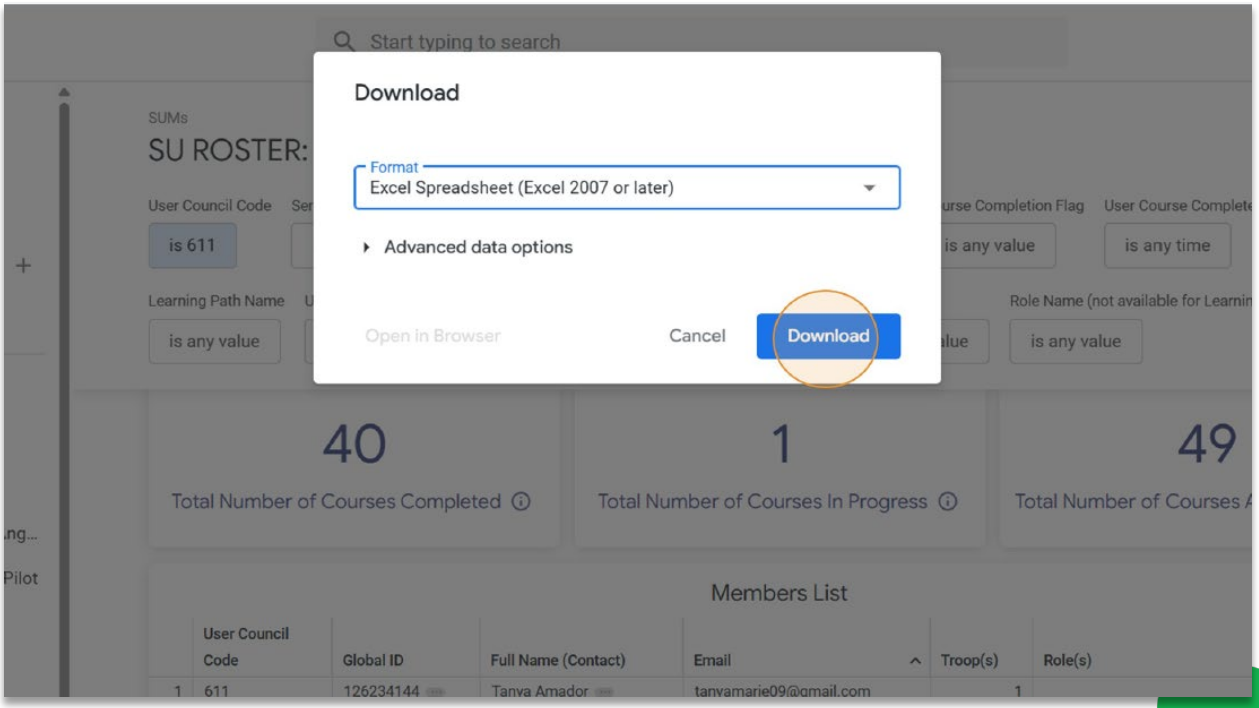
Select the file format from the drop-down menu. **Excel spreadsheets** are recommended!



Click “Download”.



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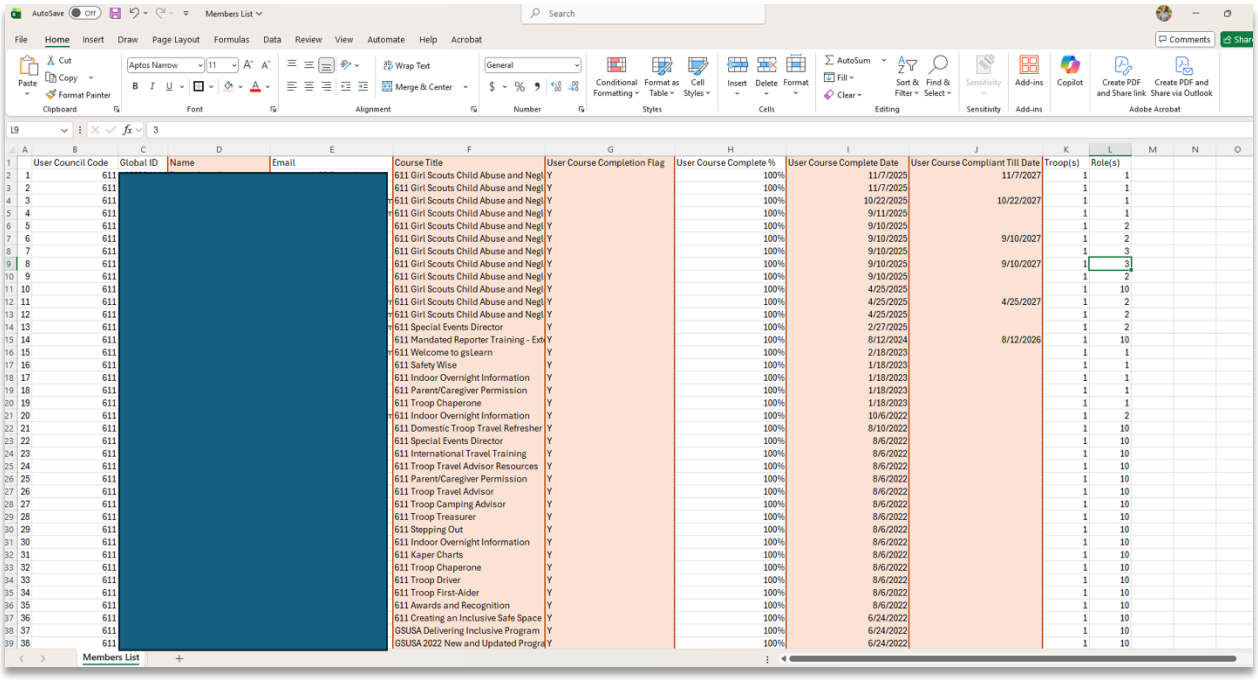
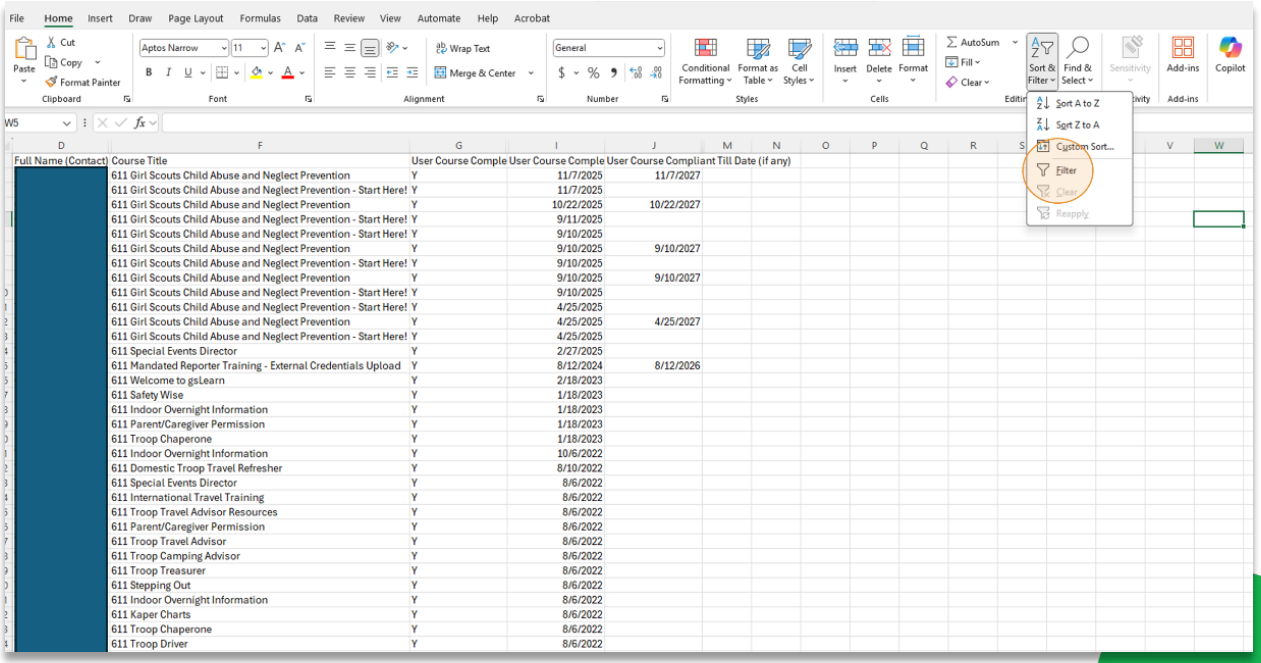
Mandated Reporter Training Records Search

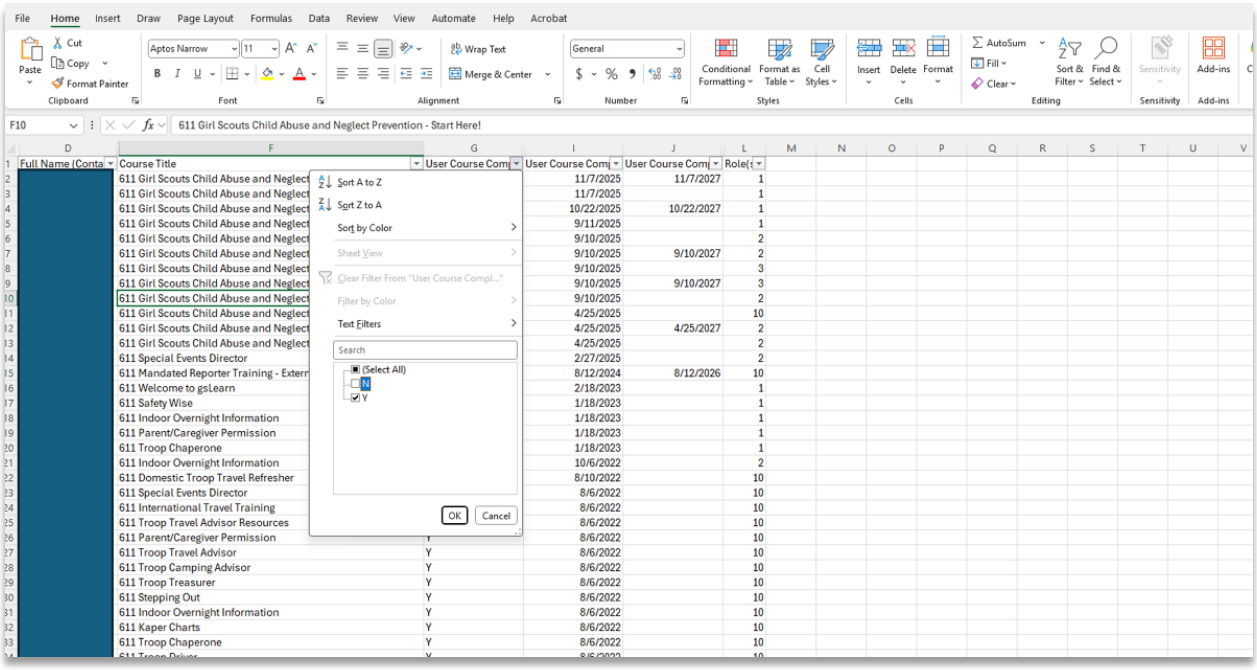
Open the report and hide columns except those highlighted: **Name | Course Title | User Course Completion Flag | User Course Completion Date | User Course Compliant Till Date**.



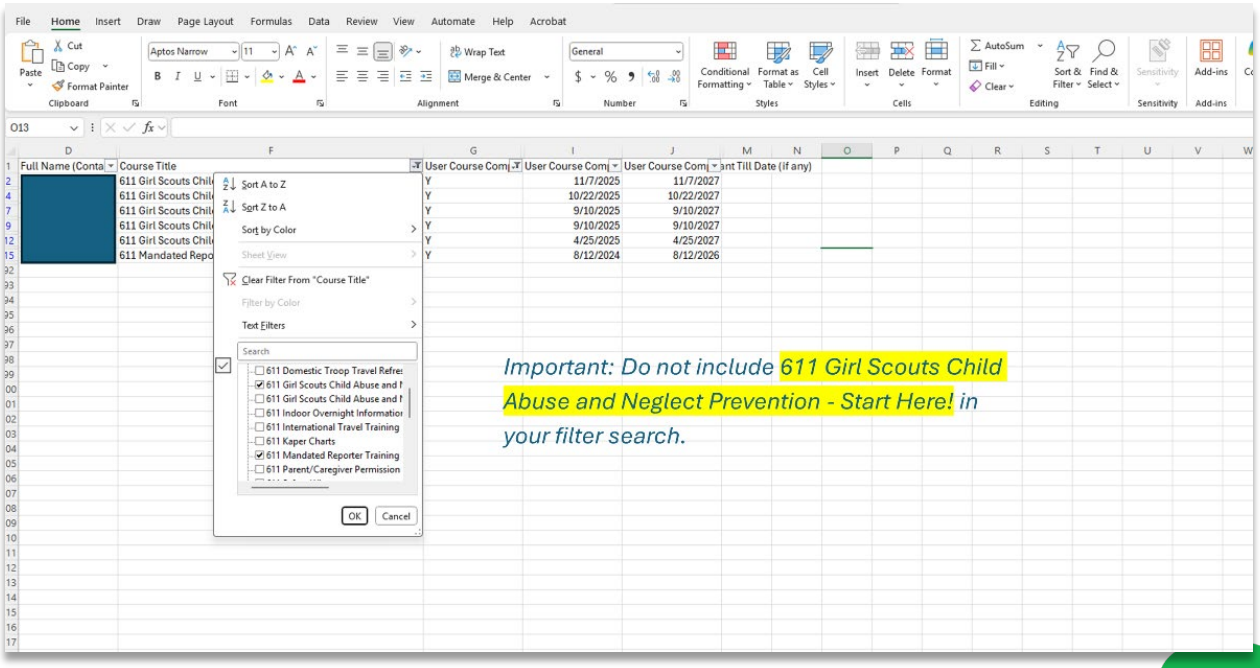
Select all columns and click “Filter”.



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



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.



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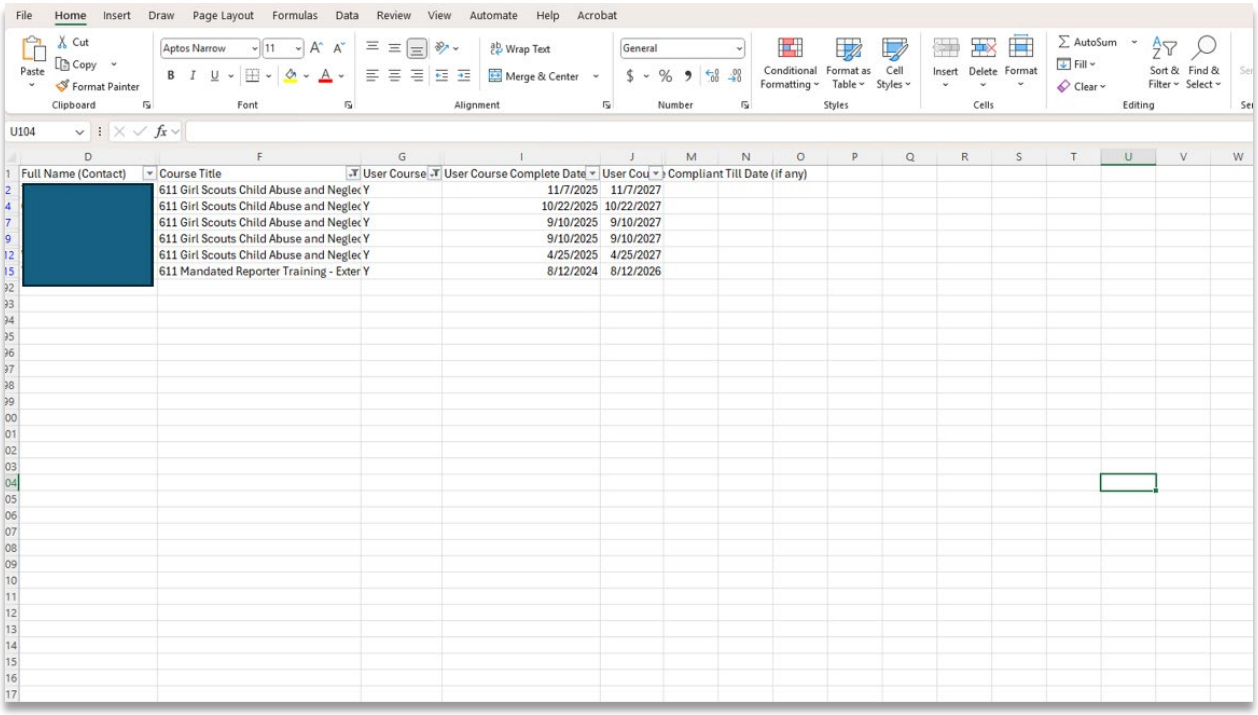
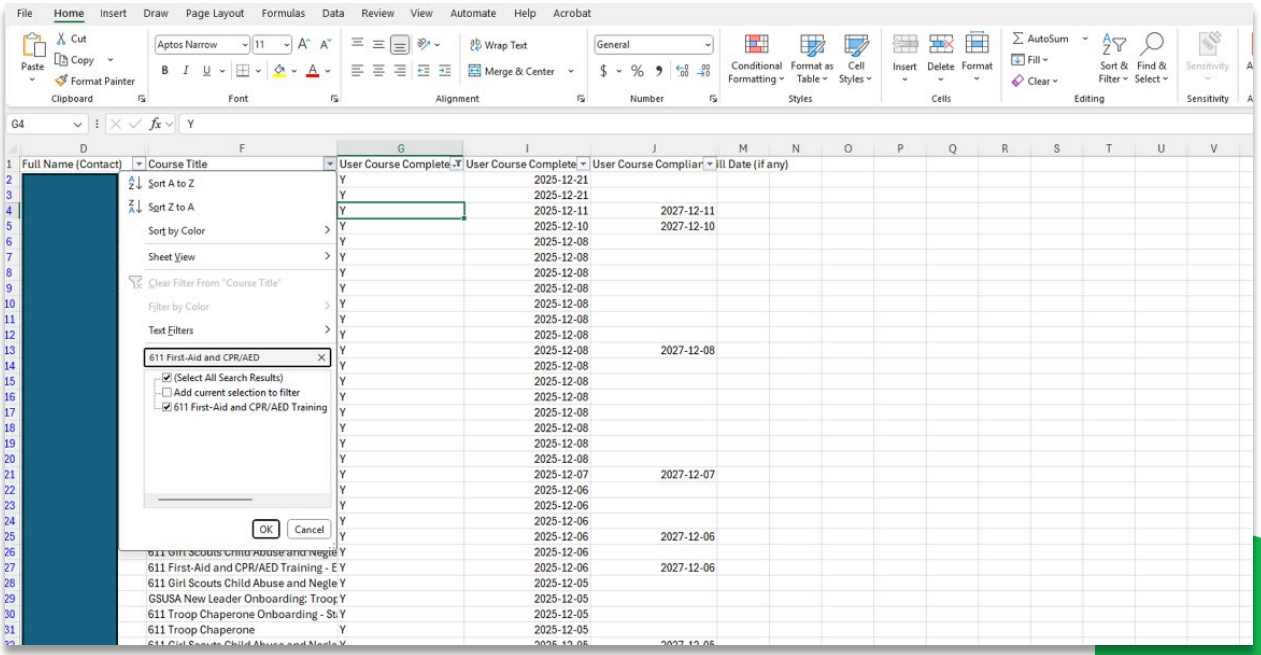
The result is a list of **MRT records** in gsLearn for the Troop.



Full Name (Contact)	Course Title	User Course	User Course Complete Date	User Cou	Compliant Till Date (if any)
[redacted]	611 Girl Scouts Child Abuse and Neglec	Y	11/7/2025	11/7/2027	
	611 Girl Scouts Child Abuse and Neglec	Y	10/22/2025	10/22/2027	
	611 Girl Scouts Child Abuse and Neglec	Y	9/10/2025	9/10/2027	
	611 Girl Scouts Child Abuse and Neglec	Y	9/10/2025	9/10/2027	
	611 Girl Scouts Child Abuse and Neglec	Y	4/25/2025	4/25/2027	
	611 Mandated Reporter Training - Exter	Y	8/12/2024	8/12/2026	

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.



Full Name (Contact)	Course Title	User Course Complete	User Course Complete	User Course Compliar	ill Date (if any)
[redacted]		Y	2025-12-21		
		Y	2025-12-21		
		Y	2025-12-11	2027-12-11	
		Y	2025-12-10	2027-12-10	
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08	2027-12-08	
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-08		
		Y	2025-12-07	2027-12-07	
		Y	2025-12-06		
		Y	2025-12-06		
		Y	2025-12-06		
		Y	2025-12-06	2027-12-06	
		Y	2025-12-06		
	611 First-Aid and CPR/AED Training - E	Y	2025-12-06	2027-12-06	
	611 Girl Scouts Child Abuse and Negle	Y	2025-12-05		
	GSUSA New Leader Onboarding: Troop	Y	2025-12-05		
	611 Troop Chaperone Onboarding - St	Y	2025-12-05		
	611 Troop Chaperone	Y	2025-12-05		

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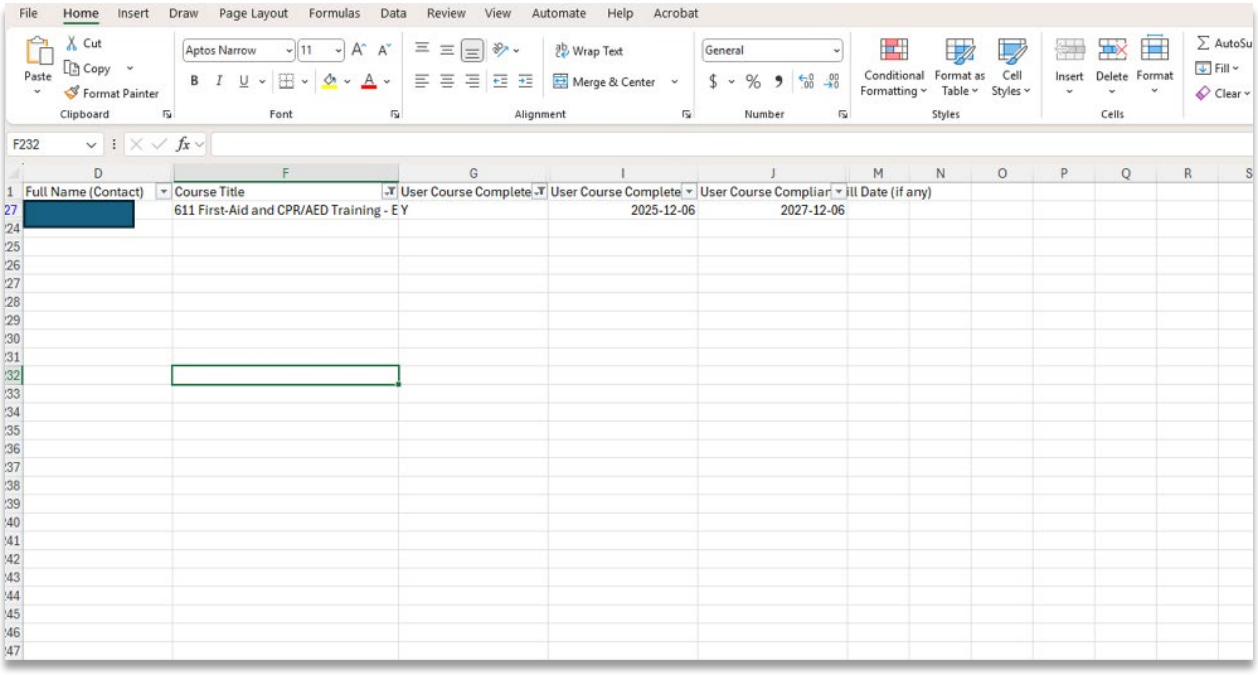
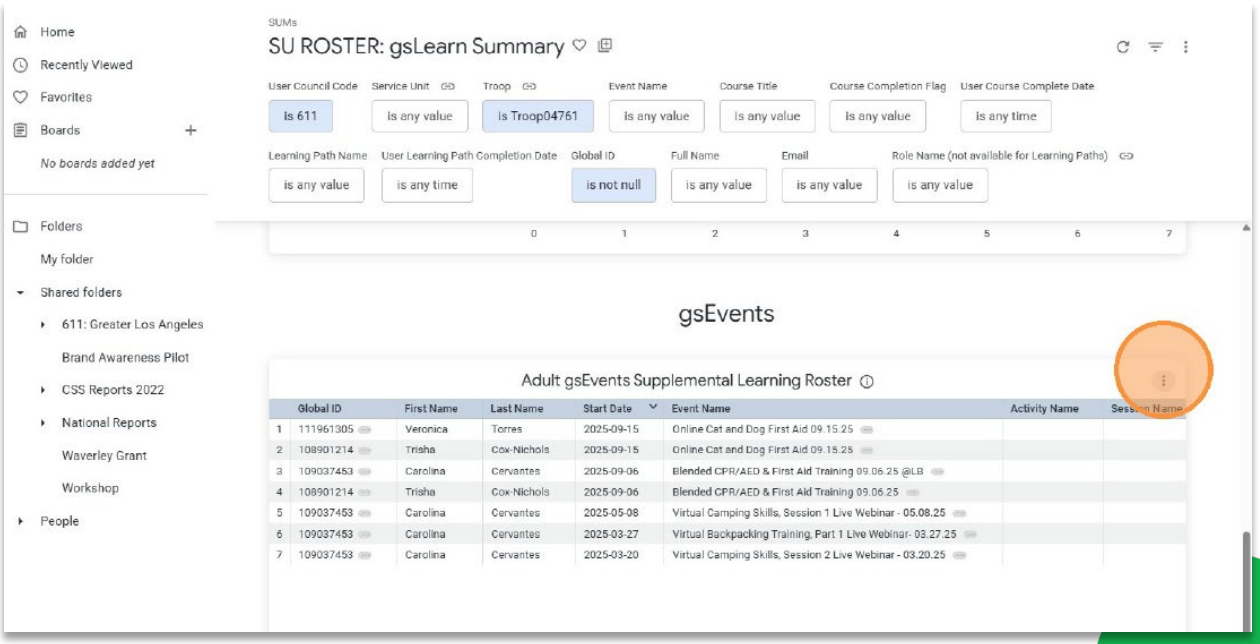
The result is a list of **external First-Aid and CPR/AED records** for the troop.



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.



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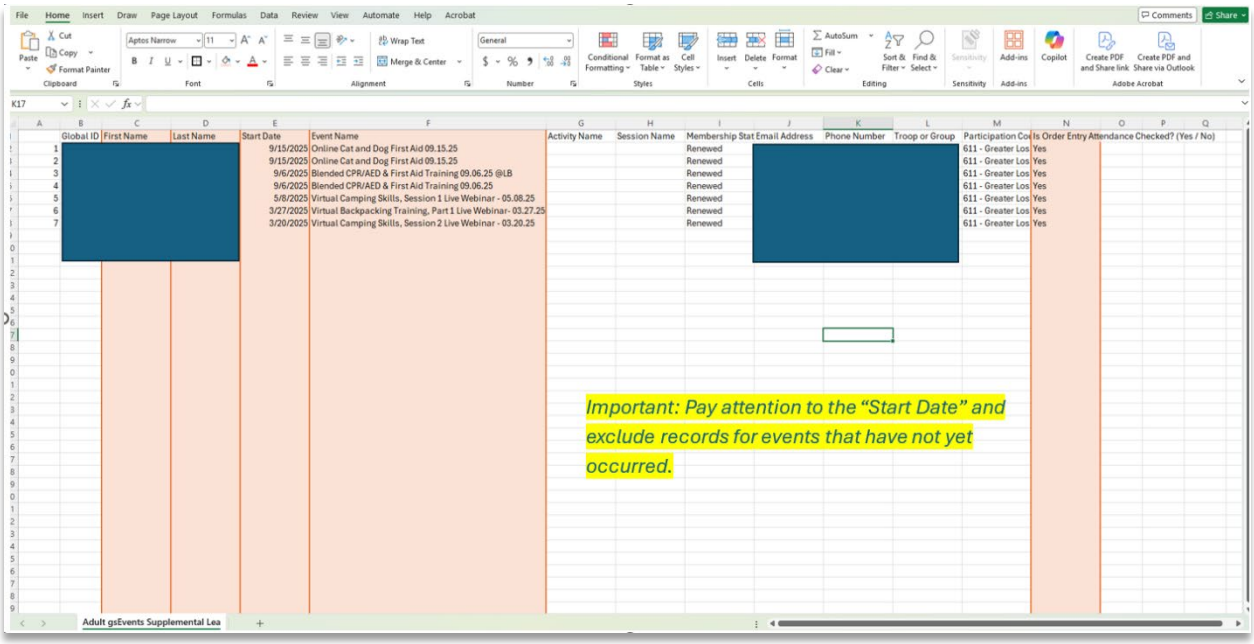
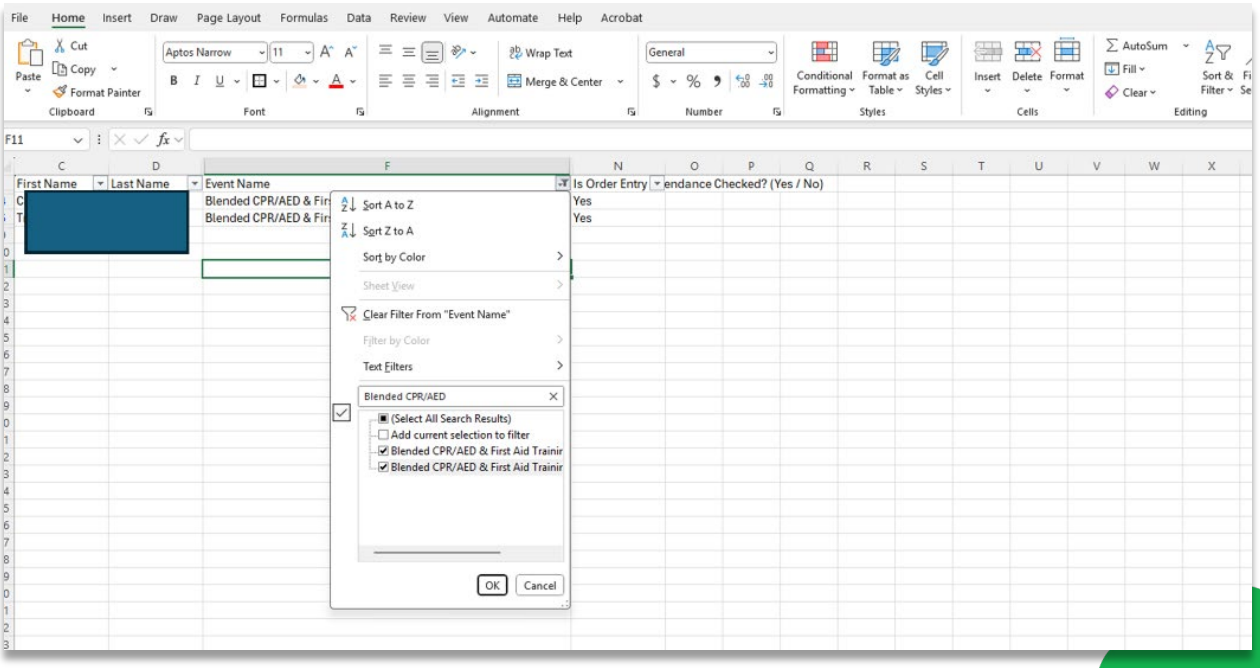
Open the report and hide all columns except for those highlighted: First Name | Last Name | Start Date | Event Name | Is Order Entry Attendance Checked? (Yes/No)



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.



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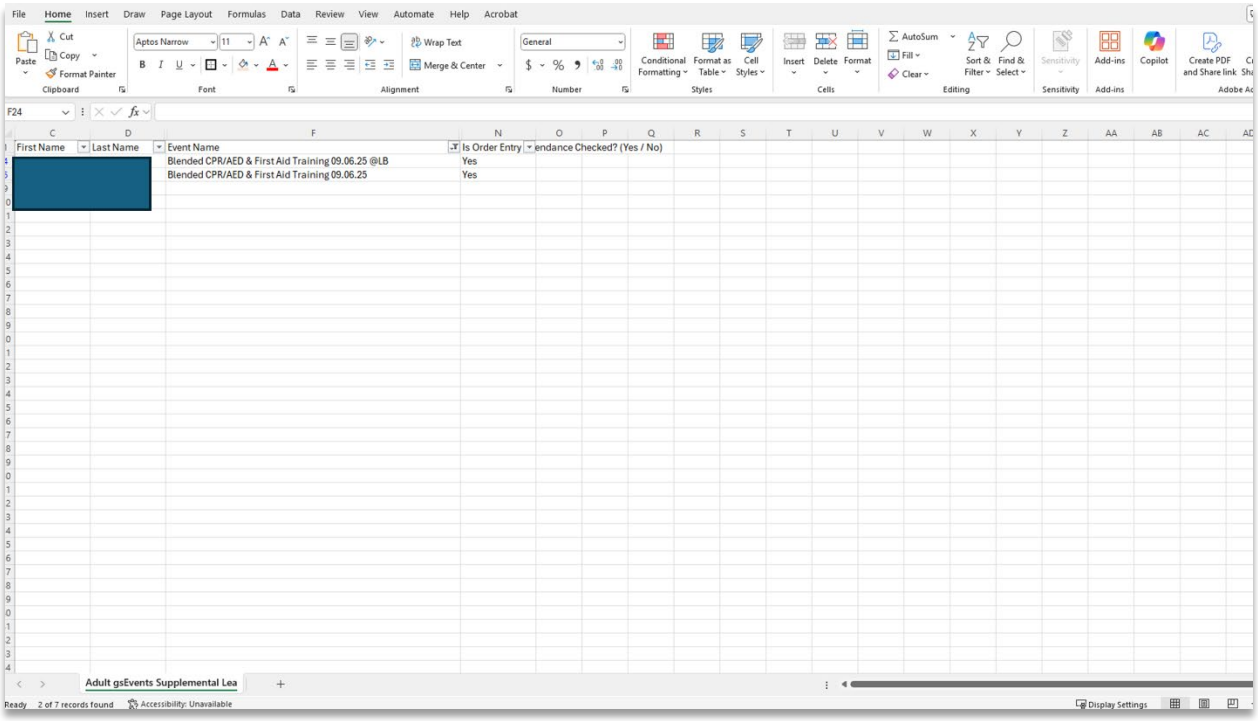
The result is a list of **First-Aid and CPR/AED certification records** for the troop.



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

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