

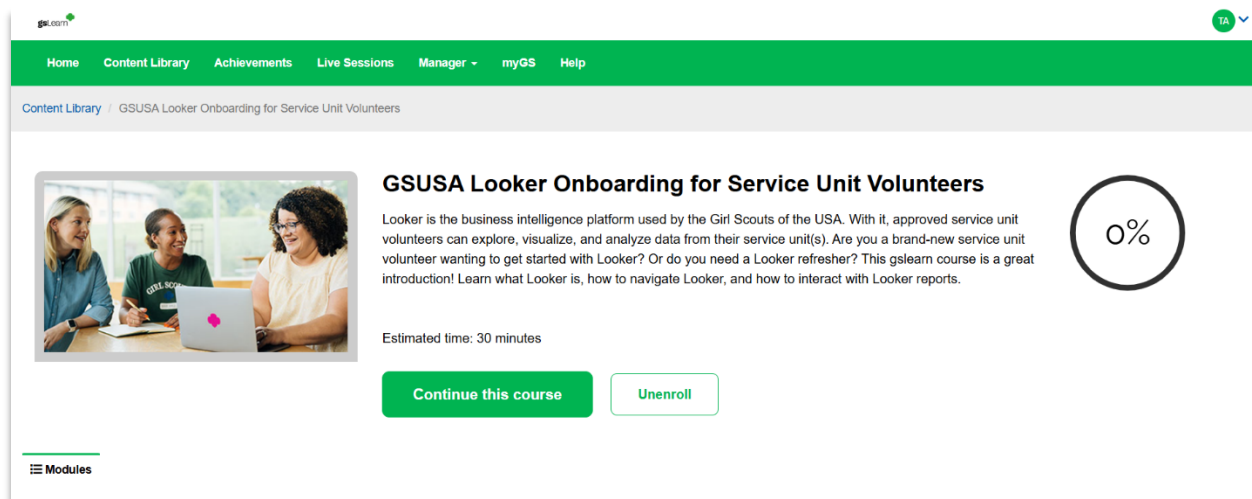
Service Unit Looker Reports: MRT & First Aid

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 Tabettha 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.

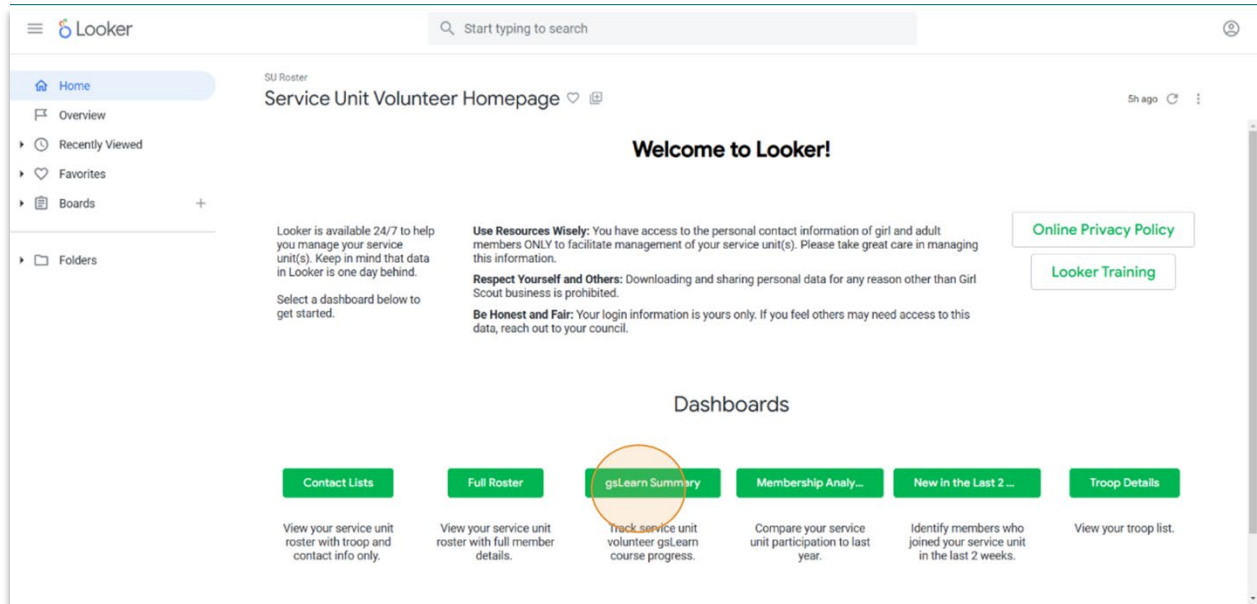


The screenshot shows the gsLearn interface. At the top is a green navigation bar with links: Home, Content Library, Achievements, Live Sessions, Manager, myGS, and Help. Below this is a breadcrumb trail: Content Library / GSUSA Looker Onboarding for Service Unit Volunteers. The main content area features a course card for "GSUSA Looker Onboarding for Service Unit Volunteers". The card includes a thumbnail image of three women looking at a laptop, a description of Looker as a business intelligence platform, an estimated time of 30 minutes, and a progress indicator showing 0%. At the bottom of the card are two buttons: "Continue this course" (green) and "Unenroll" (white with green border). A "Modules" link is visible at the bottom left of the card.

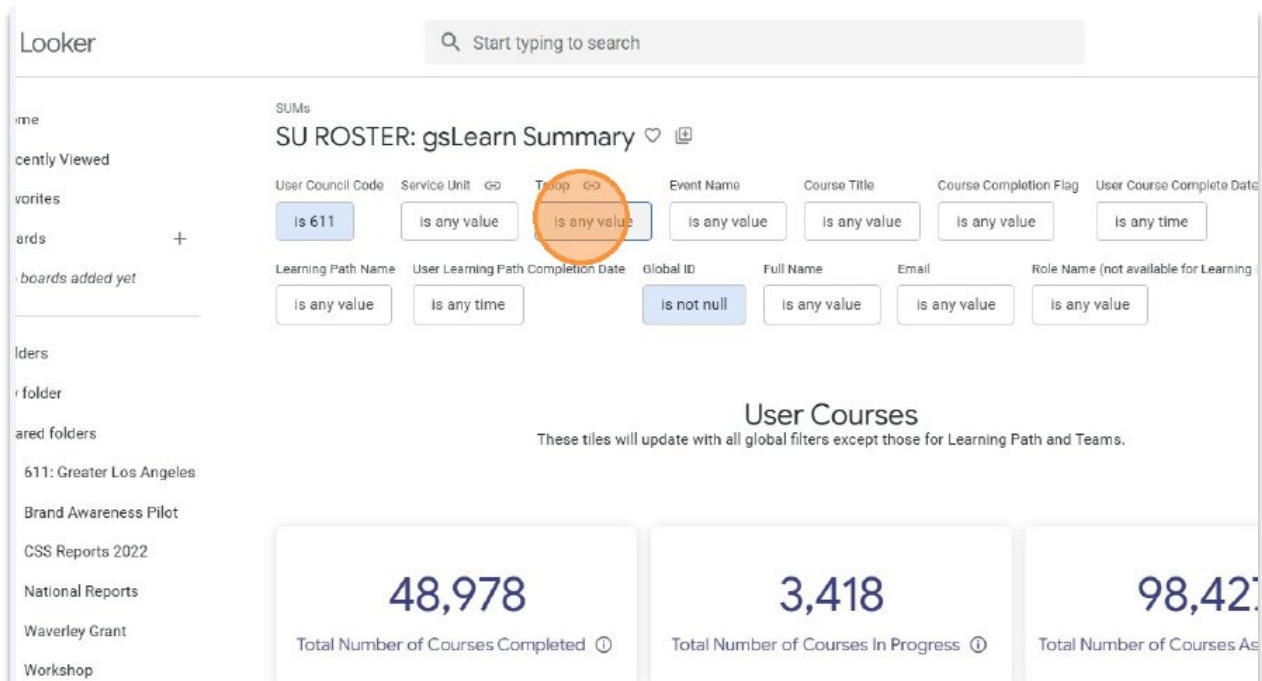
To enroll in this course, email training@girlscoutsla.org with your request for direct assignment. Once assigned, you will receive a confirmation email with a direct link to access the course.

gsLearn Summary Dashboard

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



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



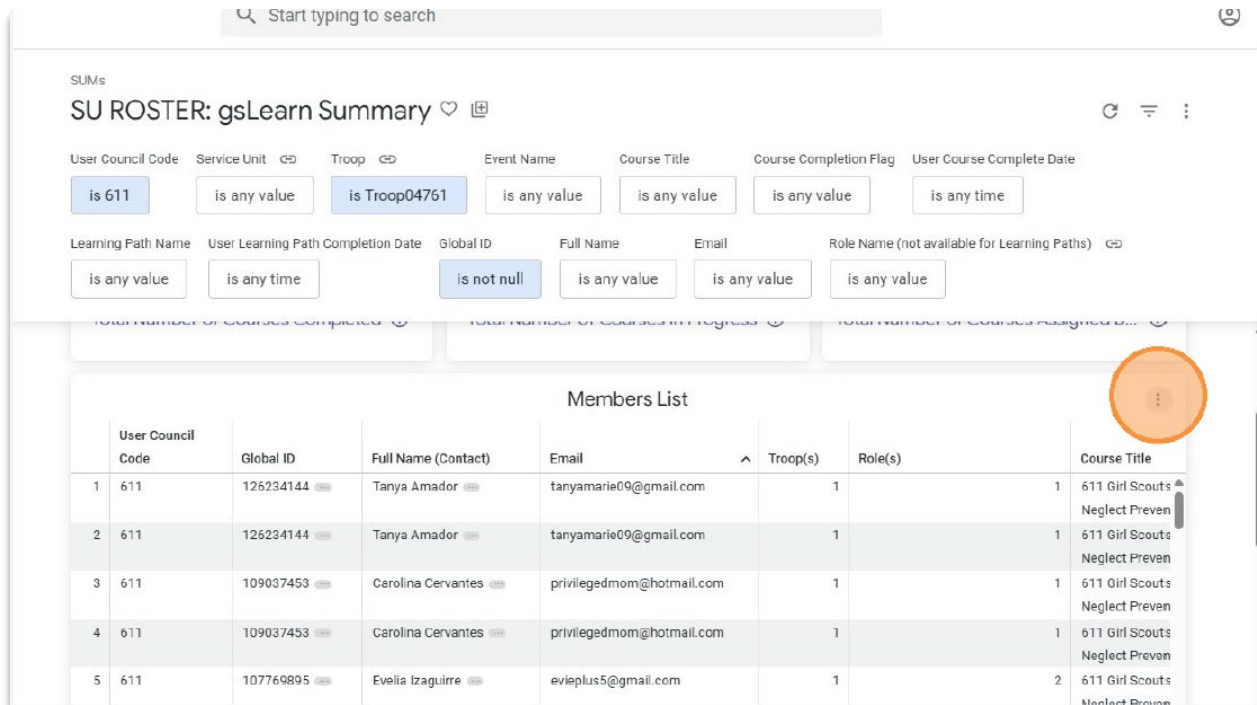
Type into the field the Troop Number [**Troop00000**].

The screenshot shows the 'SU ROSTER: gsLearn Summary' dashboard. At the top, there is a search bar with the text 'Start typing to search'. Below it, the dashboard title 'SU ROSTER: gsLearn Summary' is displayed. The main section contains several filter fields: 'User Council Code' (set to 'is 611'), 'Service Unit' (set to 'is any value'), 'Troop' (set to 'is any value'), 'Event Name' (set to 'is any value'), 'Course Title' (set to 'is any value'), 'Course Completion Flag' (set to 'is any value'), and 'User Course Complete Date' (set to 'is any time'). Below these, there are fields for 'Learning Path Name' (set to 'is any value') and 'User Learning Path C' (set to 'is any time'). A dropdown menu for the 'Troop' filter is open, showing a list of troop numbers: C2C611Troop, CoOp Troop 10284, DT25Troop00895, DT25Troop02513, DT25Troop02776, DT25Troop03686, DT25Troop04404, DT25Troop06145, DT25Troop07172, Forming Troop 77777, Forming Troop 01345, Forming Troop 01651, and Forming Troop 02401. The dropdown is highlighted with an orange circle. Below the filters, there are three large tiles showing course statistics: 'Total Number of Courses Completed' (48,978), 'Total Number of Courses In Progress' (3,418), and 'Total Number of Courses Assigned B...' (98,427). A note above the tiles states: 'These tiles will update with all global filters except those for Learning Path and Teams.'

Click “Update”.

The screenshot shows the 'SU ROSTER: gsLearn Summary' dashboard with the 'Troop' filter set to 'is Troop04761'. The 'Update' button in the top right corner is highlighted with an orange circle. The dropdown menu for the 'Troop' filter is still open, showing the same list of troop numbers. The statistics tiles show the same values: 'Total Number of Courses Completed' (48,978), 'Total Number of Courses In Progress' (3,418), and 'Total Number of Courses Assigned B...' (98,427). The note above the tiles remains the same: 'These tiles will update with all global filters except those for Learning Path and Teams.'

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



SUMs

SU ROSTER: gsLearn Summary

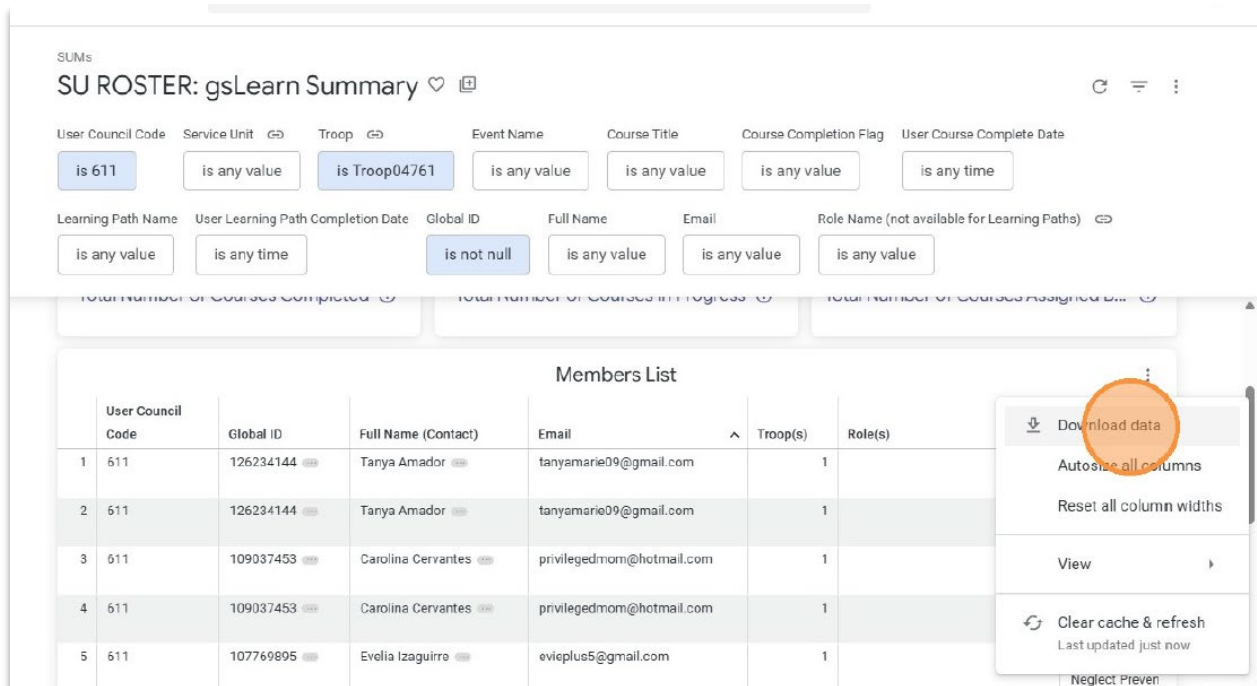
User Council Code:
 Service Unit:
 Troop:
 Event Name:
 Course Title:
 Course Completion Flag:
 User Course Complete Date:

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

Total number of courses completed:
 Total number of courses in progress:
 Total number of courses assigned:

| | User Council Code | Global ID | Full Name (Contact) | Email | Troop(s) | Role(s) | Course Title |
|---|-------------------|-----------|---------------------|---------------------------|----------|---------|--------------------------------|
| 1 | 611 | 126234144 | Tanya Amador | tanyamario9@gmail.com | 1 | | 611 Girl Scouts Neglect Preven |
| 2 | 611 | 126234144 | Tanya Amador | tanyamario9@gmail.com | 1 | | 611 Girl Scouts Neglect Preven |
| 3 | 611 | 109037453 | Carolina Cervantes | privilegedmom@hotmail.com | 1 | | 611 Girl Scouts Neglect Preven |
| 4 | 611 | 109037453 | Carolina Cervantes | privilegedmom@hotmail.com | 1 | | 611 Girl Scouts Neglect Preven |
| 5 | 611 | 107769895 | Evelia Izaguirre | evieplus5@gmail.com | 1 | | 611 Girl Scouts Neglect Preven |

Click “Download data”.



SUMs

SU ROSTER: gsLearn Summary

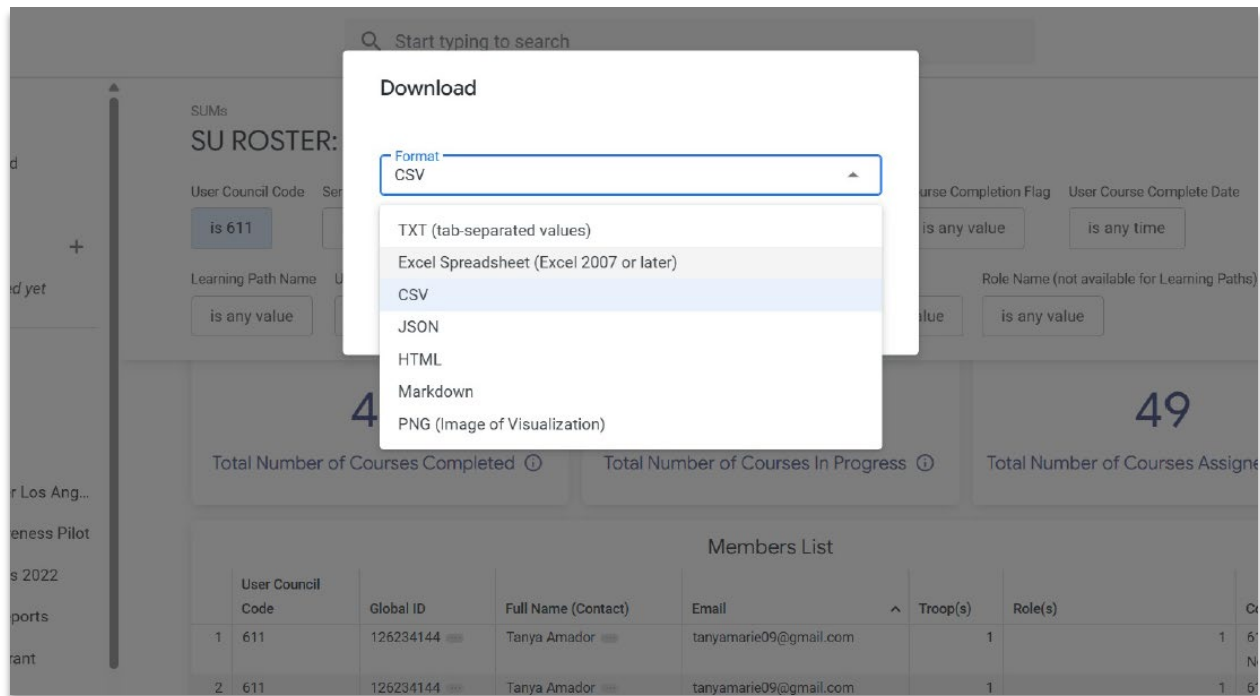
User Council Code:
 Service Unit:
 Troop:
 Event Name:
 Course Title:
 Course Completion Flag:
 User Course Complete Date:

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

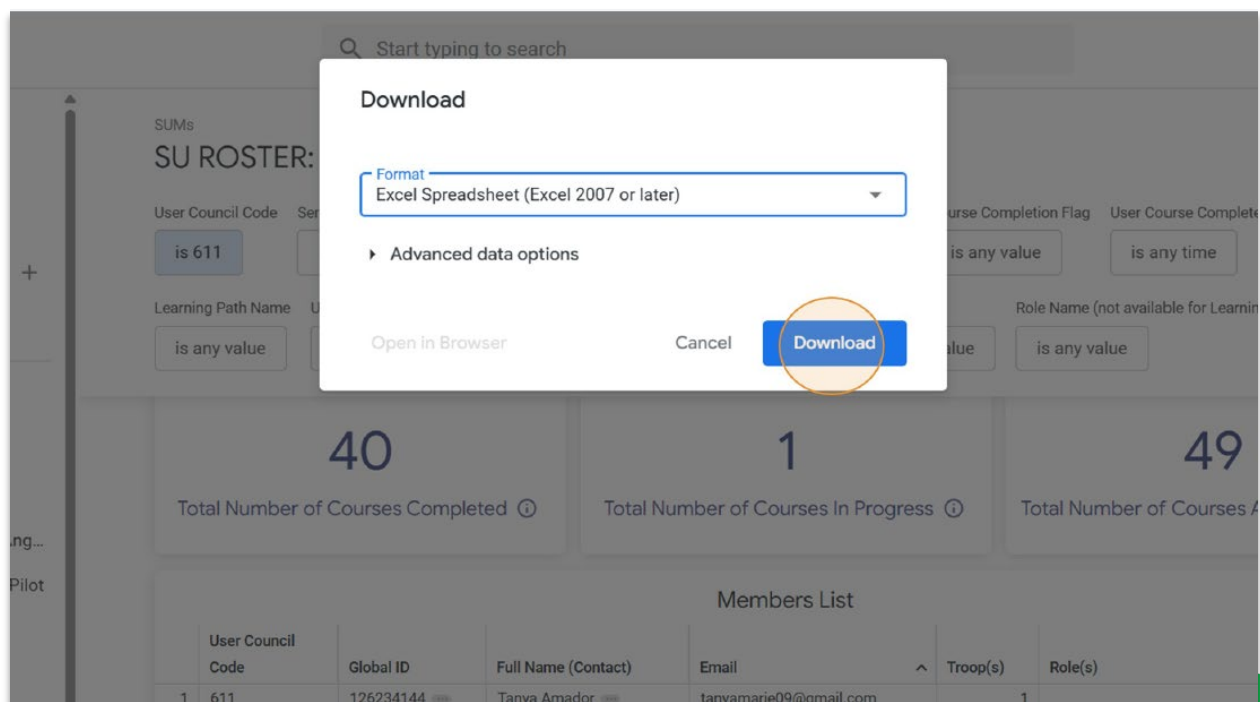
Total number of courses completed:
 Total number of courses in progress:
 Total number of courses assigned:

| | User Council Code | Global ID | Full Name (Contact) | Email | Troop(s) | Role(s) | |
|---|-------------------|-----------|---------------------|---------------------------|----------|---------|--|
| 1 | 611 | 126234144 | Tanya Amador | tanyamario9@gmail.com | 1 | | <ul style="list-style-type: none"> Download data Autosize all columns Reset all column widths View Clear cache & refresh Last updated just now |
| 2 | 611 | 126234144 | Tanya Amador | tanyamario9@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 | | |

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



Click “Download”.



Mandated Reporter Training Records Search

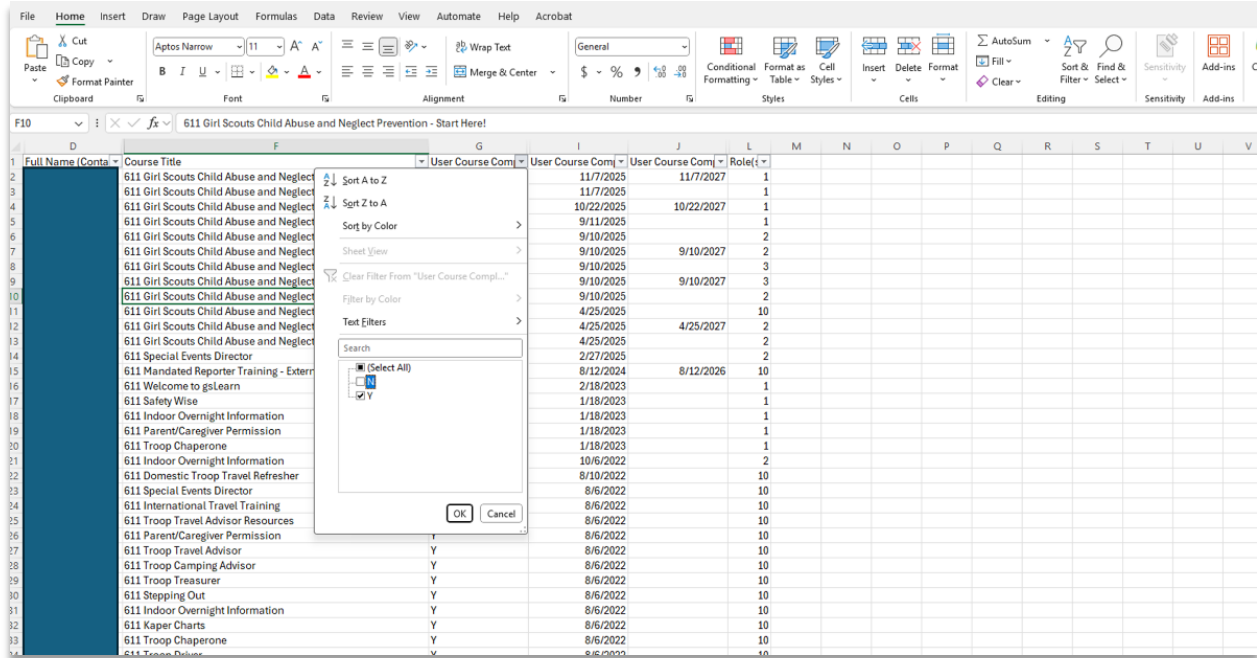
Open the report and hide columns except those highlighted: **Name | Course Title | User Course Completion Flag | User Course Completion Date | User Course Compliant Till Date.**

| User Council Code | Global ID | Name | Email | Course Title | User Course Completion Flag | User Course Complete % | User Course Complete Date | User Course Compliant Till Date | Troop(s) | Role(s) |
|-------------------|-----------|------|-------|--------------------------------------|-----------------------------|------------------------|---------------------------|---------------------------------|----------|---------|
| 1 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 11/7/2025 | 11/7/2027 | 1 | 1 |
| 2 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 11/7/2025 | 11/7/2027 | 1 | 1 |
| 3 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 10/22/2025 | 10/22/2027 | 1 | 1 |
| 4 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/11/2025 | 9/11/2027 | 1 | 1 |
| 5 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/10/2025 | 9/10/2027 | 1 | 2 |
| 6 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/10/2025 | 9/10/2027 | 1 | 2 |
| 7 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/10/2025 | 9/10/2027 | 1 | 2 |
| 8 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/10/2025 | 9/10/2027 | 1 | 3 |
| 9 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/10/2025 | 9/10/2027 | 1 | 2 |
| 10 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 9/10/2025 | 9/10/2027 | 1 | 10 |
| 11 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 4/25/2025 | 4/25/2027 | 1 | 2 |
| 12 | 611 | | | 611 Girl Scouts Child Abuse and Negl | Y | 100% | 4/25/2025 | 4/25/2027 | 1 | 2 |
| 13 | 611 | | | 611 Special Events Director | Y | 100% | 2/27/2025 | 2/27/2027 | 1 | 2 |
| 14 | 611 | | | 611 Mandated Reporter Training - Ex | Y | 100% | 8/12/2024 | 8/12/2026 | 1 | 10 |
| 15 | 611 | | | 611 Welcome to gLearn | Y | 100% | 2/18/2023 | 2/18/2023 | 1 | 1 |
| 16 | 611 | | | 611 Safety Wise | Y | 100% | 1/18/2023 | 1/18/2023 | 1 | 1 |
| 17 | 611 | | | 611 Indoor Overnight Information | Y | 100% | 1/18/2023 | 1/18/2023 | 1 | 1 |
| 18 | 611 | | | 611 Parent/Caregiver Permission | Y | 100% | 1/18/2023 | 1/18/2023 | 1 | 1 |
| 19 | 611 | | | 611 Troop Chaperone | Y | 100% | 1/18/2023 | 1/18/2023 | 1 | 1 |
| 20 | 611 | | | 611 Indoor Overnight Information | Y | 100% | 10/6/2022 | 10/6/2022 | 1 | 2 |
| 21 | 611 | | | 611 Domestic Troop Travel Refresher | Y | 100% | 8/10/2022 | 8/10/2022 | 1 | 10 |
| 22 | 611 | | | 611 Special Events Director | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 23 | 611 | | | 611 International Travel Training | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 24 | 611 | | | 611 Troop Travel Advisor Resources | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 25 | 611 | | | 611 Parent/Caregiver Permission | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 26 | 611 | | | 611 Troop Travel Advisor | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 27 | 611 | | | 611 Troop Camping Advisor | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 28 | 611 | | | 611 Troop Treasurer | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 29 | 611 | | | 611 Stepping Out | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 30 | 611 | | | 611 Indoor Overnight Information | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 31 | 611 | | | 611 Kaper Charts | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 32 | 611 | | | 611 Troop Chaperone | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 33 | 611 | | | 611 Troop Driver | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 34 | 611 | | | 611 Troop First-Aider | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 35 | 611 | | | 611 Awards and Recognition | Y | 100% | 8/6/2022 | 8/6/2022 | 1 | 10 |
| 36 | 611 | | | 611 Creating an Inclusive Safe Space | Y | 100% | 6/24/2022 | 6/24/2022 | 1 | 10 |
| 37 | 611 | | | GSUSA Delivering Inclusive Program | Y | 100% | 6/24/2022 | 6/24/2022 | 1 | 10 |
| 38 | 611 | | | GSUSA 2022 New and Updated Progra | Y | 100% | 6/24/2022 | 6/24/2022 | 1 | 10 |

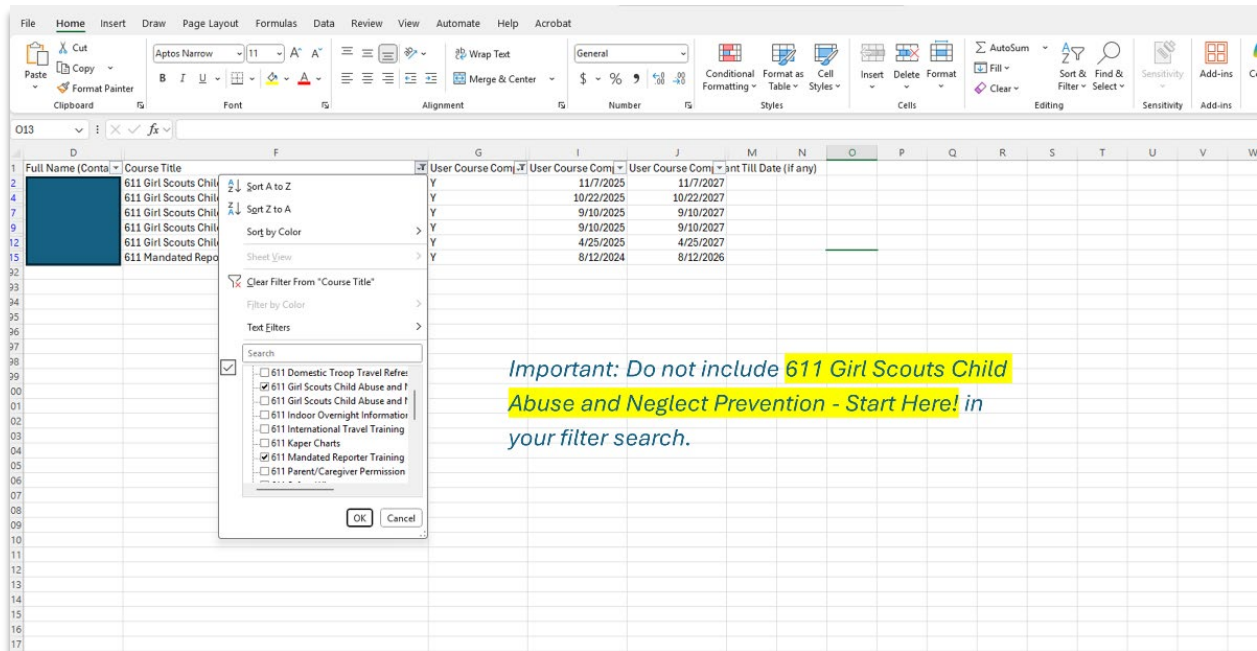
Select all columns and click “Filter”.

| Full Name (Contact) | Course Title | User Course Complete | User Course Complete | User Course Compliant Till Date (if any) |
|--|--------------|----------------------|----------------------|--|
| 611 Girl Scouts Child Abuse and Neglect Prevention | Y | 11/7/2025 | 11/7/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! | Y | 11/7/2025 | 11/7/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention | Y | 10/22/2025 | 10/22/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! | Y | 9/11/2025 | 9/11/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! | Y | 9/10/2025 | 9/10/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention | Y | 9/10/2025 | 9/10/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! | Y | 9/10/2025 | 9/10/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention | Y | 9/10/2025 | 9/10/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! | Y | 4/25/2025 | 4/25/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention | Y | 4/25/2025 | 4/25/2027 | |
| 611 Girl Scouts Child Abuse and Neglect Prevention - Start Here! | Y | 4/25/2025 | 4/25/2027 | |
| 611 Special Events Director | Y | 2/27/2025 | 2/27/2027 | |
| 611 Mandated Reporter Training - External Credentials Upload | Y | 8/12/2024 | 8/12/2026 | |
| 611 Welcome to gLearn | Y | 2/18/2023 | 2/18/2023 | |
| 611 Safety Wise | Y | 1/18/2023 | 1/18/2023 | |
| 611 Indoor Overnight Information | Y | 1/18/2023 | 1/18/2023 | |
| 611 Parent/Caregiver Permission | Y | 1/18/2023 | 1/18/2023 | |
| 611 Troop Chaperone | Y | 1/18/2023 | 1/18/2023 | |
| 611 Indoor Overnight Information | Y | 10/6/2022 | 10/6/2022 | |
| 611 Domestic Troop Travel Refresher | Y | 8/10/2022 | 8/10/2022 | |
| 611 Special Events Director | Y | 8/6/2022 | 8/6/2022 | |
| 611 International Travel Training | Y | 8/6/2022 | 8/6/2022 | |
| 611 Troop Travel Advisor Resources | Y | 8/6/2022 | 8/6/2022 | |
| 611 Parent/Caregiver Permission | Y | 8/6/2022 | 8/6/2022 | |
| 611 Troop Travel Advisor | Y | 8/6/2022 | 8/6/2022 | |
| 611 Troop Camping Advisor | Y | 8/6/2022 | 8/6/2022 | |
| 611 Troop Treasurer | Y | 8/6/2022 | 8/6/2022 | |
| 611 Stepping Out | Y | 8/6/2022 | 8/6/2022 | |
| 611 Indoor Overnight Information | Y | 8/6/2022 | 8/6/2022 | |
| 611 Kaper Charts | Y | 8/6/2022 | 8/6/2022 | |
| 611 Troop Chaperone | Y | 8/6/2022 | 8/6/2022 | |
| 611 Troop Driver | Y | 8/6/2022 | 8/6/2022 | |

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.



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.

The screenshot displays the Microsoft Excel interface. The ribbon at the top is set to the 'Home' tab, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet area shows a table with the following data:

| Full Name (Contact) | Course Title | User Course | User Course Complete Date | User Course | 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 | |

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.

[illegible]

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 Compliance Date | Ill Date (if any) |
|---------------------|---|----------------------|---------------------------|-----------------------------|-------------------|
| | 611 First-Aid and CPR/AED Training - EY | | 2025-12-06 | 2027-12-06 | |

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

Filters: 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 (Is any value).

gsEvents

Adult gsEvents Supplemental Learning Roster

| Global ID | First Name | Last Name | Start Date | Event Name | Activity Name | Session Name |
|-------------|------------|-------------|------------|--|---------------|--------------|
| 1 111961305 | Veronica | Torres | 2025-09-15 | Online Cat and Dog First Aid 09.15.25 | | |
| 2 108901214 | Trisha | Cox-Nichols | 2025-09-15 | Online Cat and Dog First Aid 09.15.25 | | |
| 3 109037453 | Carolina | Cervantes | 2025-09-06 | Blended CPR/AED & First Aid Training 09.06.25 @LB | | |
| 4 108901214 | Trisha | Cox-Nichols | 2025-09-06 | Blended CPR/AED & First Aid Training 09.06.25 | | |
| 5 109037453 | Carolina | Cervantes | 2025-05-08 | Virtual Camping Skills, Session 1 Live Webinar - 05.08.25 | | |
| 6 109037453 | Carolina | Cervantes | 2025-03-27 | Virtual Backpacking Training, Part 1 Live Webinar - 03.27.25 | | |
| 7 109037453 | Carolina | Cervantes | 2025-03-20 | Virtual Camping Skills, Session 2 Live Webinar - 03.20.25 | | |

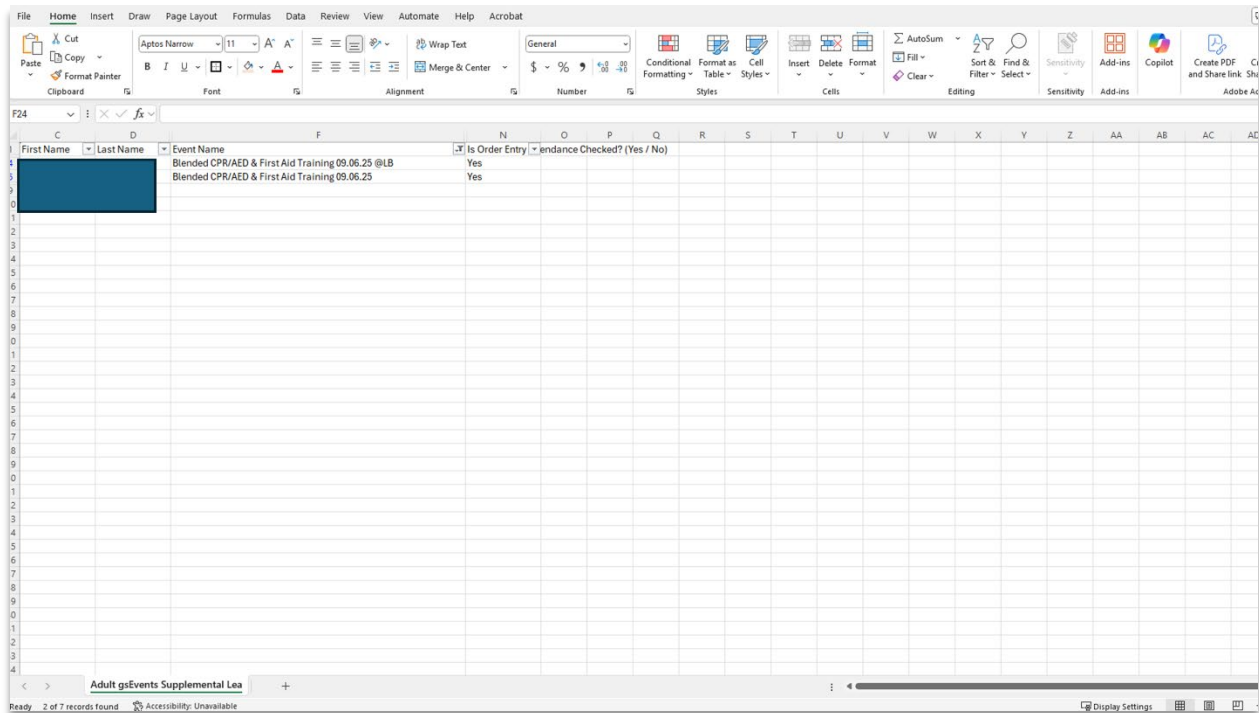
Open the report and hide all columns except for those highlighted: First Name | Last Name | Start Date | Event Name | Is Order Entry Attendance Checked? (Yes/No)

| Global ID | First Name | Last Name | Start Date | Event Name | Activity Name | Session Name | Membership Stat | Email Address | Phone Number | Troop or Group | Participation Cost | 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 | | | 9/16/2025 | Blended CPR/AED & First Aid Training 09.06.25 @LB | | | Renewed | | | | 611 - Greater Los | Yes | |
| 4 | | | 9/16/2025 | 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 | | | 3/20/2025 | 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) |
|------------|-----------|--------------------------------------|---|
| | | Blended CPR/AED & First Aid Training | Yes |
| | | Blended CPR/AED & First Aid Training | 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 | Endance Checked? (Yes / No) |
|------------|-----------|---|----------------|-----------------------------|
| | | Blended CPR/AED & First Aid Training 09.06.25 @LB | 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.

