University of Colorado
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EMPLOYEE SERVICES

Skillsoft Percipio Learner's Guide

Skillsoft Percipio is a learning management system (LMS) the university uses to provide online training and instructor-led training (ILT) classes to faculty, staff, and students. This guide describes how to find and access online courses, enroll in ILTs, view your Percipio Activity, complete a structured learning experience, manage playlists, and interact with Skill Benchmarks.

Additional topics are available in the following stand-alone guides:

- Downloading Online Course Completion Certificates Step-by-Step Guide
- Accessing Assigned Training Step-by-Step Guide

Select a topic from the following table of contents for detailed information about the Percipio web platform. For information about the Percipio mobile app, visit the Skillsoft Percipio Help page: https://documentation.skillsoft.com/en_us/percipio/Content/B_Learner/Mobile/mbl_overview.htm

Contents

Accessing Percipio

Percipio contains the following types of learning resources:

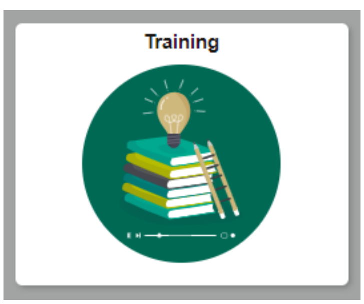
- Custom courses that have been created specifically for CU employees and students. All CU compliance-related courses are custom courses.
- Standard courses that are provided by Skillsoft in its library. This library contains courses for both soft skills and technical skills.
- ILT classes taught by an instructor online or in person on campus.
- Books, videos, and job aids about several subjects that you can access anytime.
- Skill benchmarks that let you measure how well you already know a skill and receive content recommendations to improve your knowledge.

To open Percipio:

- **Faculty and Staff:**
  1. Access the employee portal at [my.cu.edu](my.cu.edu)
  2. Click the tile for your campus.

  3. Enter your credentials for accessing your campus' employee portal.
  4. Once in the portal, click the **Training** tile.

  5. Click the **Skillsoft Percipio** tile.

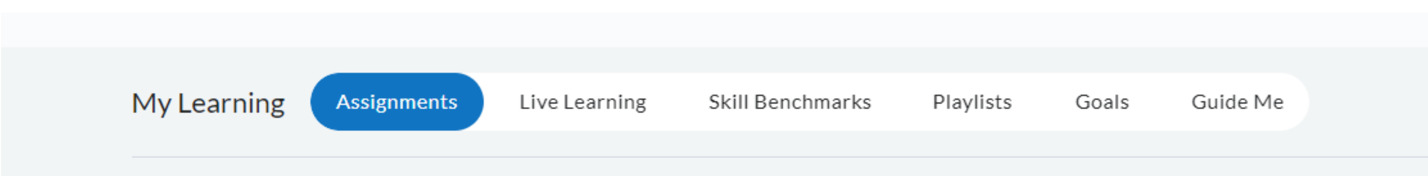
     

- **CU Boulder Students:**
    1. Log on to your Buff portal.
    2. Click the **Search Buff Portal** bar on the top left.
    3. Type **Skillsoft** into the search box and press **Enter.**
    4. Select **Skillsoft Training**.
    5. Select **Start Skillsoft**.
- **CU Denver, CU Anschutz, and UCCS Students**
    1. Log on to your student portal.
    2. In the search field at the top of the page type **Skillsoft** and press **Enter.**
    3. Select **Skillsoft.**

Finding and Opening Online Courses

After you log into Percipio, there are several ways you can find and open online courses:

- Type a keyword or phrase in the **Search** field, and press **Enter** (or click the magnifying glass icon).
- Click **Library** from the menu on the left, select your campus, and then the subject area you are interested in. If you select a department, click the **List of Online Courses** channel. The page updates with a list of courses that includes an image, course title, duration, and a brief description.
- On the home page, scroll down to **Required Training** to view courses assigned to you.
- On the home page, scroll down to **Recommendations for you** to view recent activity and courses that are trending, business top-rated, leadership top-rated, technology top-rated, or housed within popular channels.
- On the home page, click the **Assignments** tab.
    - **Note:** This tab will only be visible if you have been assigned training.



Once you find an online course:

1. Click a course title for information about the course, including a description of the course, its target audience, and prerequisites.

   From this page, you can also share the course, add a rating, and complete other tasks such as giving feedback, saving the course for later, adding or removing it from a playlist, scheduling learning time, restarting the course, or inviting others to complete the course with you.
2. Click the **Launch** button to start a course.

After you take an online course:

- You usually have to pass a quiz to receive credit for completing an online course. After getting a passing score, Skillsoft sends completion data to either HCM (employees) or the CIW (students).
- Completion of a course may not appear in HCM, our system of record, until two days after completing the course. However, you can see your completions in the Activity section by clicking My Learning from the profile icon.

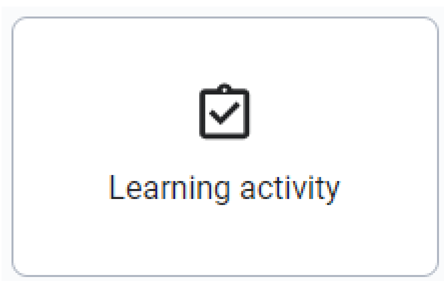
Accessing Assigned Online Courses

For information about accessing assigned online courses, refer to *[Accessing Assigned Training Step-by-Step Guide.]*

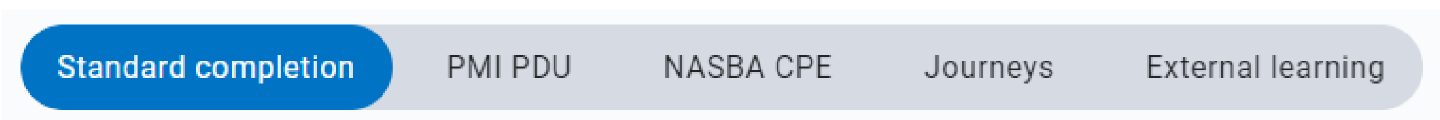
Checking Completion Status of Assigned Courses

To check your course completion status:

1. Click the profile icon in the top right corner of the screen. A dropdown menu appears.
2. Click **My Learning**. The My Learning page appears.
3. Click **Learning activity**.



4. From the Learning Activity page, select **Standard completion**.



A list of your learning activity appears showing started and completed courses. The list shows the Title (course title), Type (type of content), Status (in this case, Completed), Started (date course was started), Completed (date of completion), and Highest Score.

TITLE	TYPE	STATUS	STARTED	COMPLETED	HIGH...	
CU: UAT Testing - Quiz	Course - Lin...	Completed	06/11/2024	06/12/2024	100	

If you have not completed the course, the Status appears as Started and Completed and High Score columns appear blank.

If you have taken the course, but have not successfully passed the quiz, the Status appears as Started and Highest Score appears blank.

Enrolling in Instructor-Led Training (ILT)

Instructor-led training (ILT) courses are taught by an instructor either online or in-person on campus. There are two methods by which you can enroll in a class: by campus through the Library icon, or the Live Course Calendar.

Note: You can only register for one class of a live course.

Enrolling through the Library

To enroll in an ILT class through the Library:

1. Click the **Library** icon. 

2. Select your campus.
3. Click **Instructor-led Training (ILT)**.
4. Click the channel of the department offering the course.
5. Locate the ILT.
6. Click the title of the course or **Learn more & Register** at the bottom right of the course description.
7. Scroll down the list of upcoming classes for the course.
    - **Available:** You can register for this class.
    - **Available – limited seats remaining:** You can register for this class, but the class is at or over 90% capacity.
    - **Closed:** You cannot register for this class. This happens when the date to accept new registrations has passed or the administrator is not allowing self-registration.
    - **Full:** The class has reached the maximum number of allowable registrations. If available, you can join the waitlist.
    - **Registered:** You are already registered for the class. If you want to register or wait list for a different class, you must cancel your current registration.
    - **Canceled:** The administrator or instructor canceled the class.
    - **Waitlist:** You asked to be added to the waitlist for a class that is full. If a seat opens, you may become registered. You can join a waitlist for as many classes as you want for a live course. Once a waitlist changes to a registration, you are automatically removed from other waitlists.
8. Click **Register** for the class you would like to enroll in. If the course is full, you can select **Join Waitlist**.

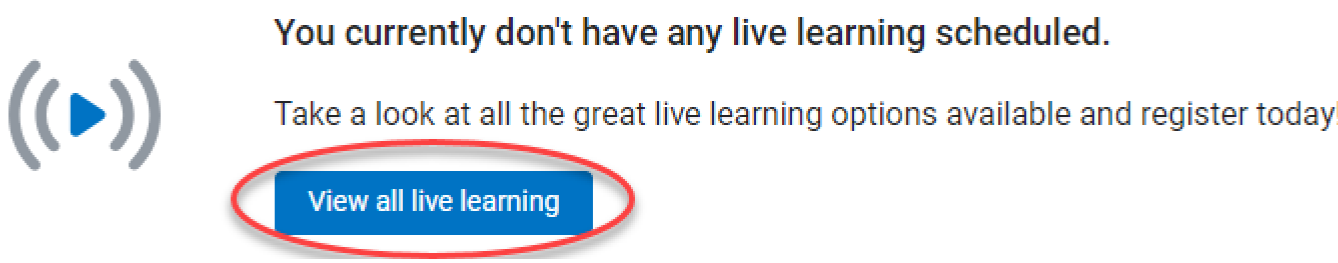
   A “You have successfully registered” popup message appears.

Enrolling through the Live Course Calendar

To enroll through the Live Course Calendar:

1. From the Percipio home page, scroll down and click **Live Learning**.

2. Click **View all live learning** to open the live learning calendar.



3. Classes can be located in the following ways:
   - From the live learning calendar, you can organize the view of available classes in either a weekly or a monthly view by clicking **Switch to monthly/weekly view** at the top right of the page. Scroll through the results to find and select the course.
   - If you know the name of the course, you can search for it in the **Search for Live Learning** field.
4. Scroll down the list of upcoming classes for the course.
   - **Available:** You can register for this class.
   - **Available – limited seats remaining:** You can register for this class, but the class is at or over 90% capacity.
   - **Closed:** You cannot register for this class. This happens when the date to accept new registrations has passed or the administrator is not allowing self-registration.
   - **Full:** The class has reached the maximum number of allowable registrations. If available, you can join the wait list.
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5. Click **Register** for the class you would like to enroll in. If the course is full, you can select **Join Waitlist**.

   A “You have successfully registered” popup message appears.

Actions After Enrolling

After you enroll in a course, you can:

- **View upcoming classes.** You can view all upcoming live courses you have registered for and their status in the My Live Learning section under My Learning.
- **Attend the class.** Be sure to sign an attendance sheet or confirm your participation with the instructor. You will receive credit for participating in the class after the instructor enters your participation and an administrator updates the class to Verified. ILT course completions appear on your Activity page and on your Training Summary in the portal (available through CU Resources Home> Training).
- **Withdraw from the class.** If you are unable to attend the class, follow the same procedure as you did to locate the course for enrolling in the class. A Cancel Registration option appears where you previously saw Register. Click **Cancel Registration** to withdraw from the class.
- **Enroll in a different class.** You cannot register for another class of the same course while currently registered for an upcoming class. You must withdraw your registration in a class before registering for another class of the same course.

Viewing Your Percipio Activity and Training Certificates

For information about viewing your Percipio activity and training certificates, refer to *Downloading Online Course Completion Certificates Step-by-Step Guide*.

Completing Structured Learning Experiences

Structured learning experiences are either learning journeys or learning programs.

Learning Journeys

Journeys are structured learning paths that contain one or more tracks. Those tracks contain required content for a specific topic. In some cases, a journey also includes introductory or supporting (optional) resources. To complete a journey, you must complete all content in the required tracks.

Percipio offers the following types of learning journeys:

- **Aspire Journey:** guided learning paths designed and published by Skillsoft
- **Custom Journey:** guided learning paths created and offered by the University of Colorado

A journey displays all of its tracks on a single page. Each track expands and collapses on the journey page and single videos play inline. Each track opens to a separate page.

After you log into Percipio, there are several ways you can find and open Aspire Journeys and custom journeys.

- Type a keyword or phrase in the **Search** box, and press **Enter** (or click the magnifying glass icon). From the Type filter, select **Aspire journey**. Both custom and Skillsoft journeys appear in the results.
- Click the **Library** icon. Scroll down to the boxes under **Discover the learning method that's best for you!** Select one of the following options to display all journeys available to you within that topic:
    - Aspire Journeys for Business Skills
    - Aspire Journeys for Codeacademy
    - Aspire Journeys for Leadership
- Click the **Library** icon, navigate to your campus and then department. If custom journeys have been created for that particular department, there will be a Journey tile.

Learning Programs

A learning program is a shared learning experience with others who are also enrolled in the program. You can view your programs on the Programs page organized by status. You may enroll, or be enrolled, as follows:

- You may be enrolled in the program by an administrator and your participation is required.
- You may be invited to the program and your participation is optional.
- You can search for a program and enroll yourself, either through the **Search** field or the **Library**.

After you enroll, or are enrolled, in a learning program, you can view it by clicking **My Learning** from the menu on the left and then selecting **Programs**. The page displays each learning program's title, description, due date, and how and when you were enrolled. From this page, you can review programs you were invited to, that you have completed, that you cancelled or withdrew from, and discover more programs, if available.

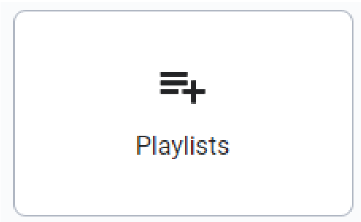
Playlists

Playlists are a quick and easy way to save content that is of interest to you so you can take it at a later time. Everyone has a **Save for later** playlist created by default. You can also create your own playlists, give them a title, add content to and remove content from them, and share them with others.

Accessing Playlists

The Playlists page displays your playlists (My Playlists) as well as any shared with you. To access playlists:

1. Click your profile icon in the top right corner of the screen. A dropdown menu appears.
2. Click **My Learning**.
3. Under Activity, click **Playlists**.

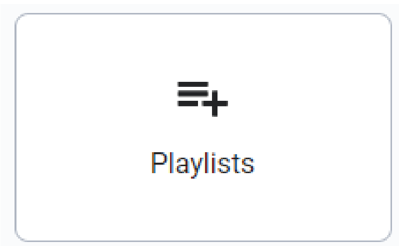


Creating Playlists

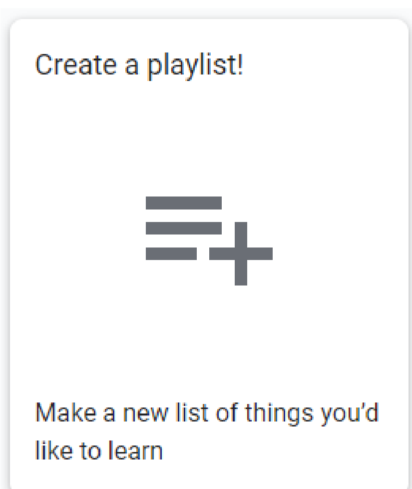
Playlists can be created from your profile, an Actions menu, or the home page.

Creating Playlists from Your Profile

1. Click your profile icon in the top right corner of the screen. A dropdown menu appears.
2. Click **My Learning**.
3. Click **Playlists**.



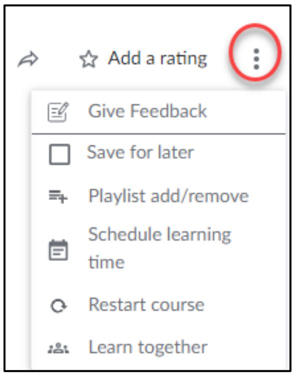
4. Select the **Create a Playlist** tile.



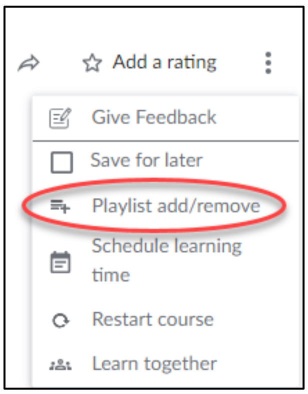
5. In the dialog box, enter a **Playlist title** and **Description**.
6. Select **Save Playlist.**

Creating Playlist from an Actions Menu

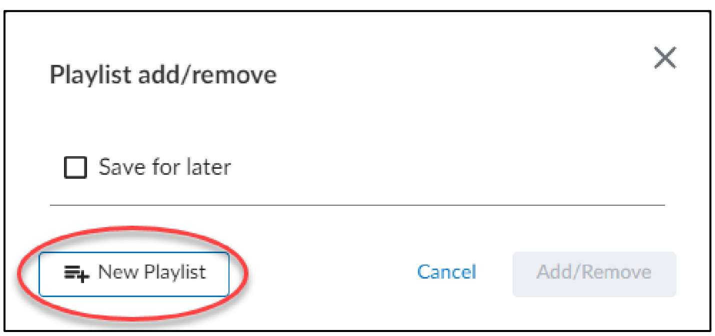
1. From the content area, such as a course, click the **Actions** menu.



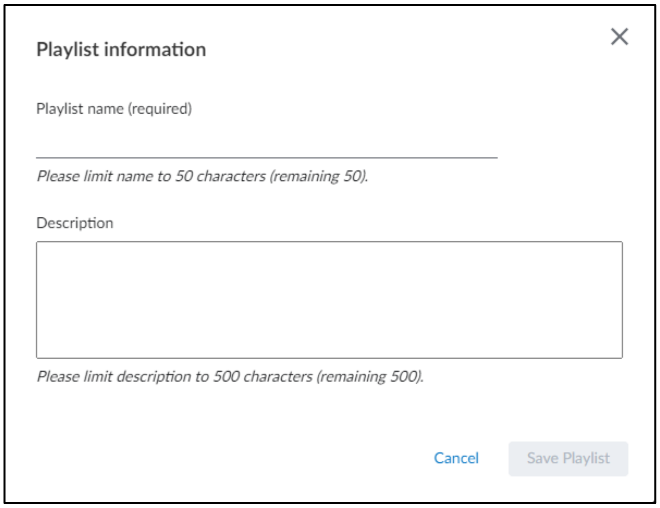
2. From the dropdown menu, click **Playlist add/remove**.



3. Click **New Playlist**.



4. In the dialog box, enter a **Playlist title** and **Description**.

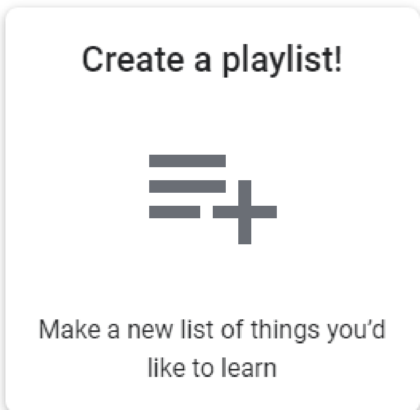


5. Click **Save Playlist**. Percipio will create the playlist and add the current content to it.

Creating Playlists from the Home Page

1. From the Percipio home page, scroll down and click **Playlists.**

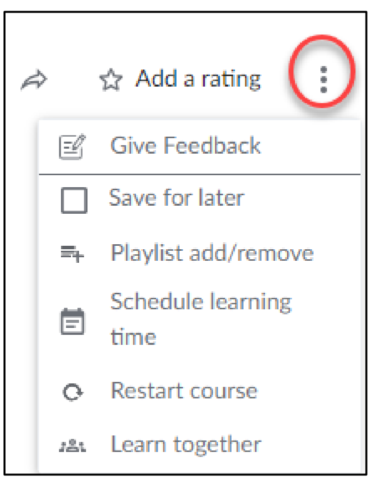
2. Click the **Create a Playlist** tile.



3. In the dialog box, enter a **Playlist title** and **Description**.
4. Click **Save Playlist**.

Adding Content to a Playlist

1. From content, such as a custom course, click the **Actions** menu.

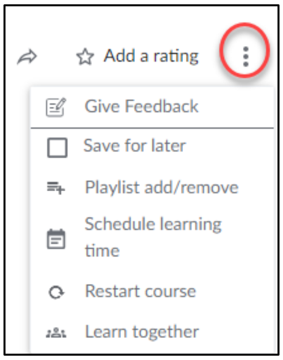


2. From the dropdown menu, select one of the following:
   - **Save for later** to put the content in the saved for later folder.
   - **Playlist add/remove** to put the content into an existing playlist or a new playlist you create.

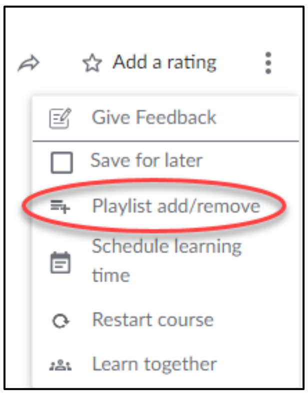
Removing Content from a Playlist

Removing from Content

1. From content, such as a custom course, click **Actions**.



2. From the dropdown menu, click **Playlist add/remove**.



3. Select the list or lists to remove or add content from.
4. Click **Add/Remove**. This lets you deselect one or more playlist from which you want to remove the content. You can also create a new playlist.

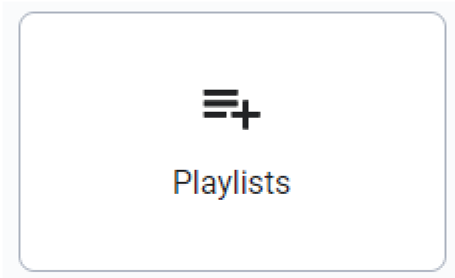
Removing Content from a Playlist

1. From the **My Learning** page or from the profile icon dropdown menu, select **Playlists.**
2. Open the playlist you would like to edit.
3. Locate the content you would like to remove.
4. Click the **More actions** dropdown and click **Delete.**

Editing a Playlist

1. Select your profile icon in the top-right corner of the screen.
2. From the dropdown menu, click **My Learning**.

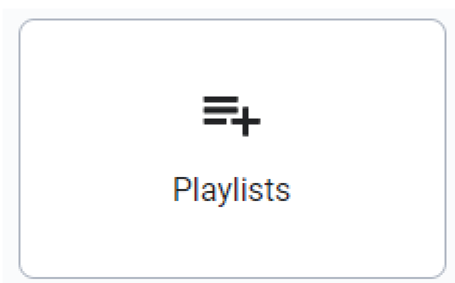
3. On the My Learning page, click **Playlists**.



4. On the Playlists page, click the tile for the Playlist:
   - Click **Edit** to change the name or description.
   - Use the arrows to reorder any content in the list.
   - Use the **Actions** menu to remove content or move it to another playlist.

Sharing a Playlist

1. Select your profile icon in the top-right corner of the screen.
2. From the dropdown menu, click **My Learning**.
3. On the My Learning page, click **Playlists**.



4. Locate the playlist you would like to share and click the **Actions** menu.
5. From the dropdown menu, click **Share**.
6. Choose whether you would like to share the playlist through:
   - A copied link.
   - An email from Percipio. You will be able to enter the email address, sender name, and a message to accompany the playlist.
   - A message in Microsoft Teams, if there is a Teams channel created for this playlist.

If someone has shared a playlist with you, you can access it from your Playlists page in the Shared with you section. For each playlist shared with you, you can:

- **Create a copy:** If you create a copy of a shared playlist, it becomes yours to edit and delete. The copied playlist displays in Your playlist section and on the My Playlist area of the home page. It is no longer linked to the original.

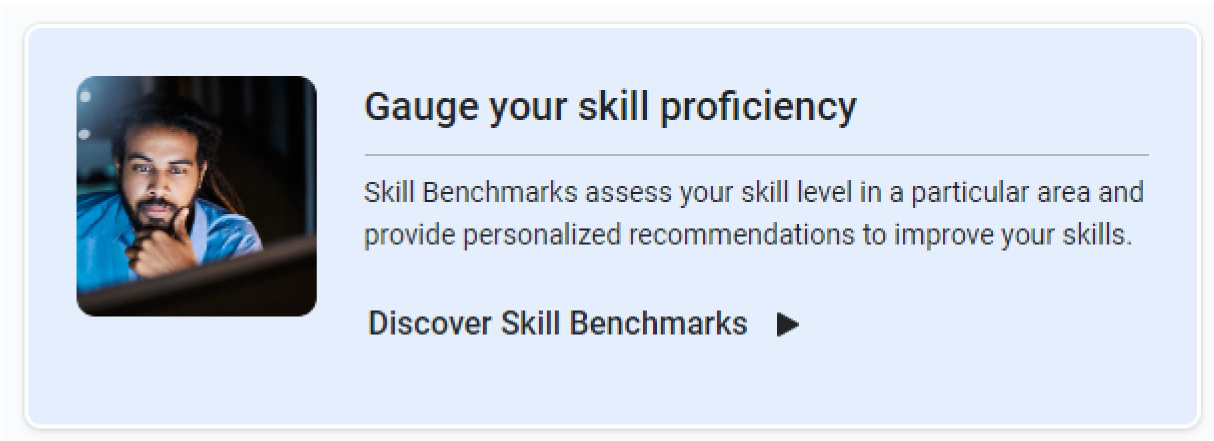
- **Share:** Lets you share this playlist with others.
- **Delete:** Deletes the playlist from your shareable list.

Using Skill Benchmarks

Skill benchmarks let you measure how well you already know a skill. After completing a Skill Benchmark assessment, Percipio offers you personalized recommendations to improve your skills in that area and you can retake the assessment after the specified timeframe to see how you have improved.

To get started, click **Skill Benchmarks** from the either the homepage or from the Activity section of the **My Learning** page.

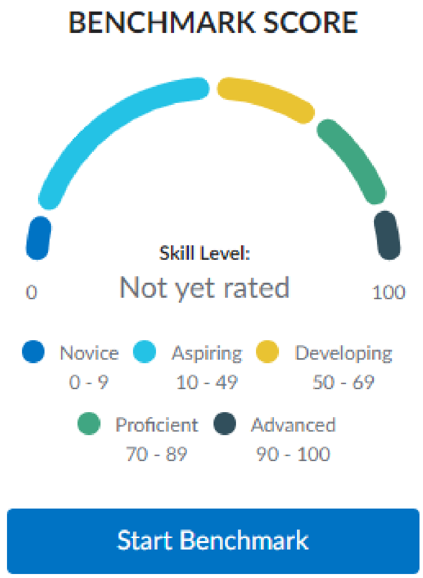
You can explore skill benchmarks in a variety of subject areas, including artificial intelligence, management, professional improvement, and sales and marketing.



After selecting a subject area, a dropdown shows different sub-topics, the duration of the assessment, the number of questions, and a short description.

After selecting a sub-topic, a new page opens with a benchmark name, benchmark score, a longer description, an overview of the topics covered, reasons to take it, and what to expect.

To open that particular Skill Benchmark assessment, select **Start Benchmark**.



After completing the assessment, Percipio provides detailed results and recommendations for learning to improve your score. You can retake the course after 30 days to assess your knowledge after learning more about that skill.

Appendix A

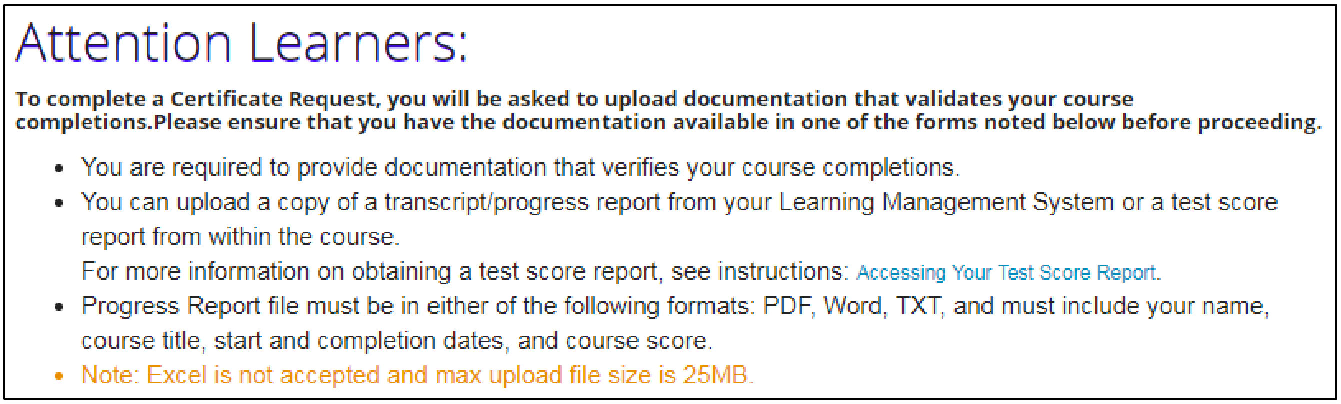
This section contains specific procedures for Percipio learners.

Requesting a Certificate of Completion for Professional Programs

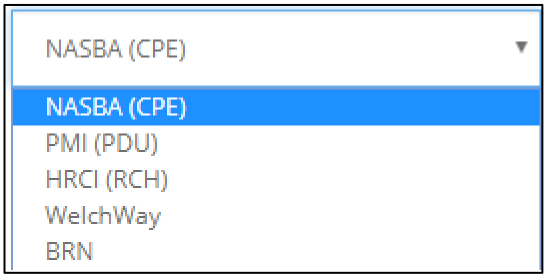
You may be asked by professional programs, including NASBA, PMI, HRCI, WelchWay, or BRN, to provide certifications of completion from Percipio to receive professional credit specific to your certification.

To request a certificate:

1. Go to https://certificaterequest.skillsoft.com/
2. Click **Request**. The following message appears:



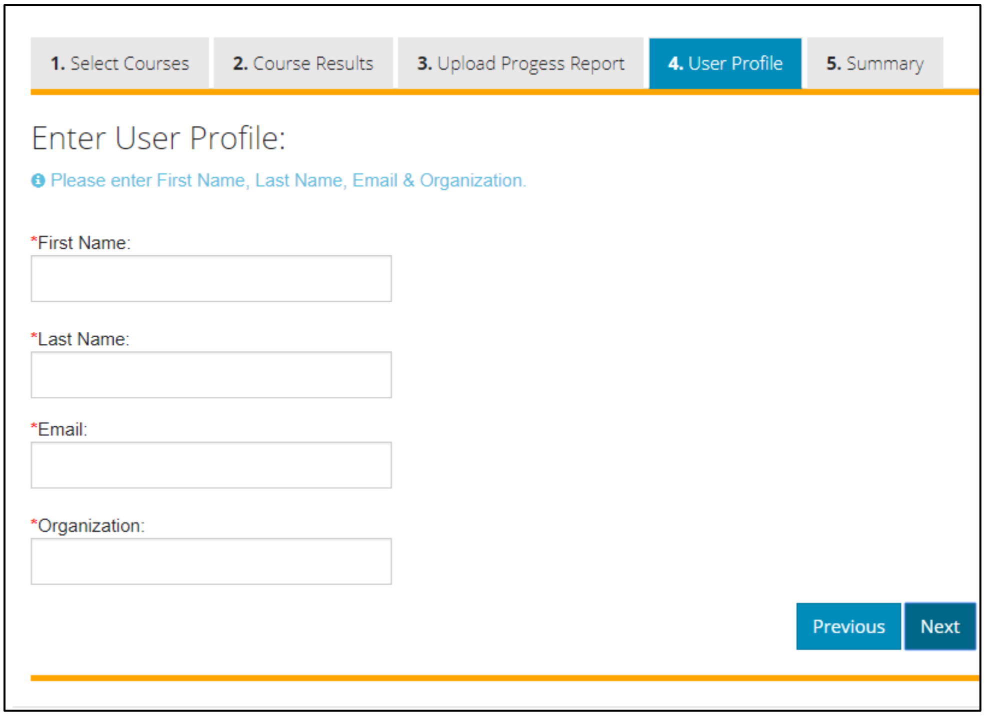
3. Click **Proceed to Request Certificate**.
4. Select your program from the **Certificate Program** dropdown menu.



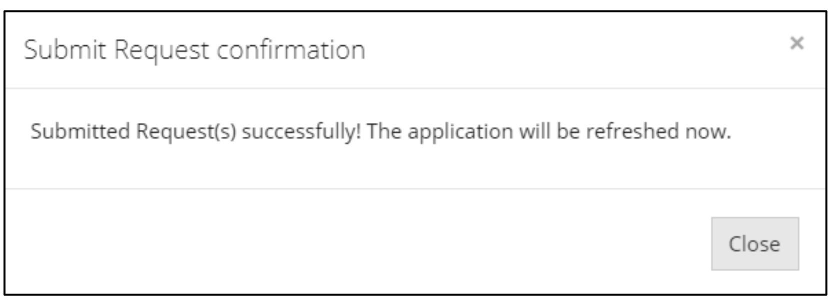
5. Enter the course title or Course ID, and click the magnifying glass. 

   Note: Course ID is called Code in Percipio and it is found in the Overview tab of a course.
6. Click the checkbox next to the correct course and click **Next**.
7. Enter the **Completion Date** and **Score** and click **Next**.
8. Click **Browse** and select the completion documentation to upload.
9. Click **Next**.

10. Enter **First Name**, **Last Name**, **Email**, and **Organization** (University of Colorado).



11. Click **Next**.
12. Review the summary and click **Submit**.
13. Click **Submit** in the pop-up window.
14. Click **Close**.



You will receive an email from certifacterequests@skillsoft.com. Your request will be processed within 10 business days with the certificate of completion attached.