Quick Start Guide

For Learners

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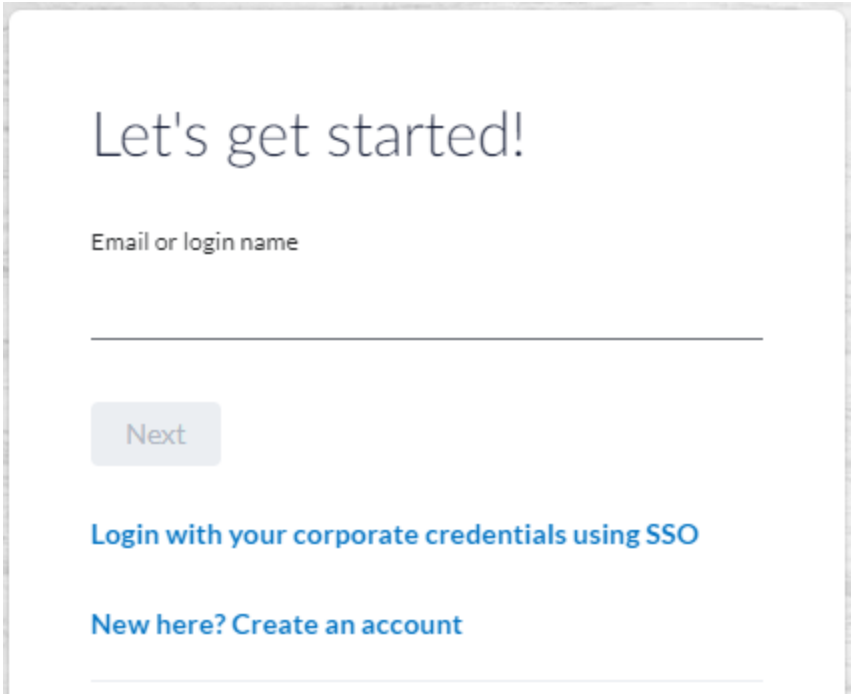
Sign In

1. In a browser, navigate to your sign in page.



2. Enter your user name and password, this maybe your network or corporate credentials if your organization configured the Skillsoft Percipio Platform single sign-on.

   Note: Passwords are case-sensitive

3. Select **Log in**.

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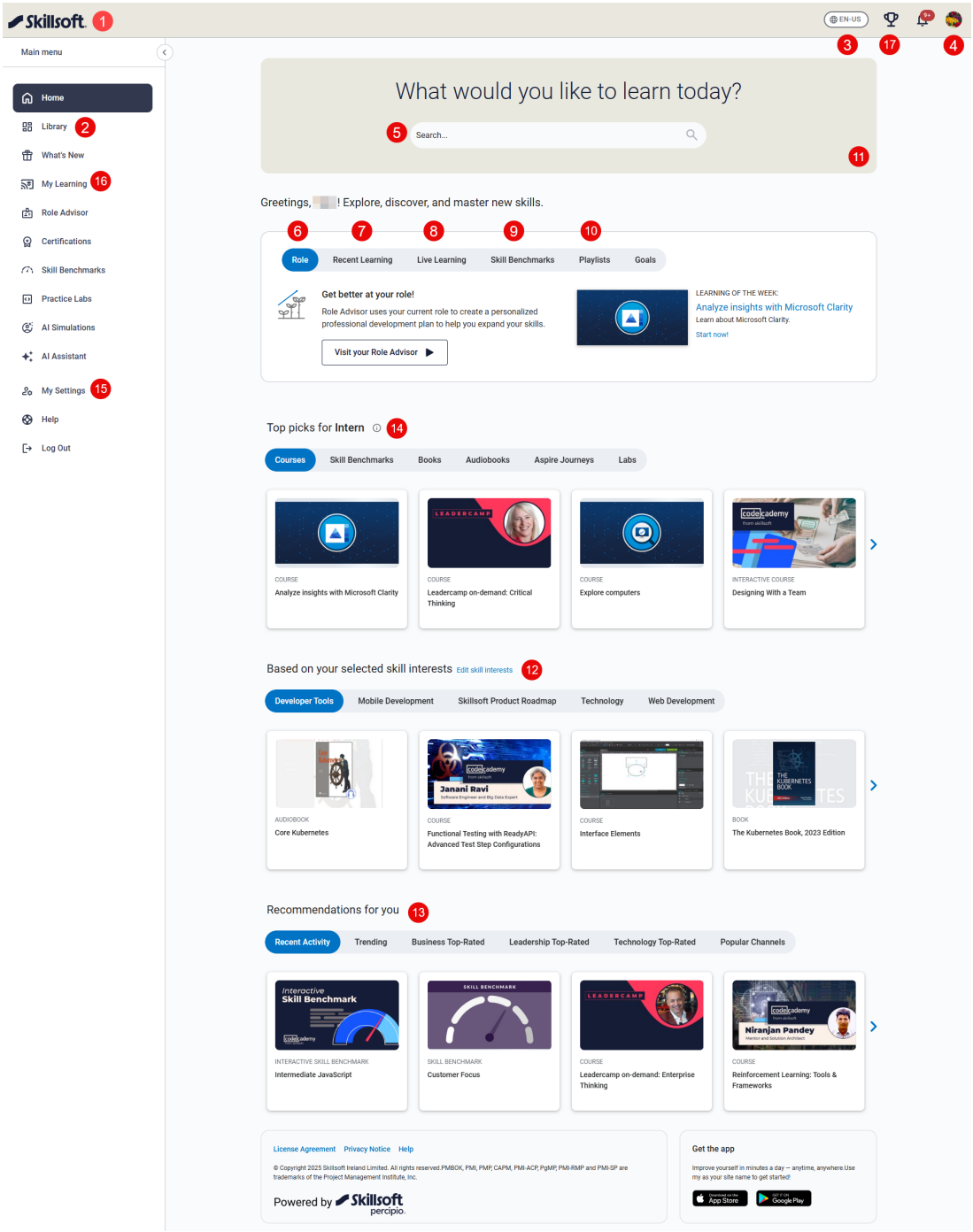
Explore the Home Page



Use the Skillsoft Percipio Platform home page to find and access content.

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1. **Logo**: Select to access the platform home page.
2. Library: The library contains all of your available content. This is where you can browse by topic.
3. **Language selector**: Select to change your platform site language.
4. **My Profile**: Select to access your My Learning, My Settings, Help, Log out.
5. Search: Enter keywords or let the auto fill guide you to the learning content you want.
6. Role: Select or change your job role to get recommendations on skills needed to advance in that role
7. **Recent Learning**: Access the content you've started but not yet completed.
8. Live learning: If you are entitled, you can see the schedule of upcoming live courses. Find one and register for it.
9. Skill Benchmarks: Skill Benchmarks are a way for you to gauge your proficiency in a particular skill.
10. Playlist: View content you've added to your Playlist. Playlists provide a quick and easy way for you to organize content that is of interest to you.
11. **Promotion strip:** If your company chooses to, they can add a strip of recommended content.
12. Selected Skills: The platform recommends content based on what you selected for skills and job role. Each skill you selected shows on a different tab.
13. **Recommendations for you**: View recommendations based on your Recent activity and see what content is trending across the platform in Popular Channels. You can also see recommendations for achieving skills associated with your job role and view Top-Rated content, those

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with the highest customer ratings. Select ⋮ to remove the content you're not interested in.

14. Top picks for your role: Gives recommendations based on your assigned/selected job role.
15. My Settings: Shows you your user profile information including email and password, as well as notification, leaderboard and language settings.
16. My Learning: The home of all of your learning: past, current and upcoming.
17. My Achievements: Get insights about your achievements, goals, and other activity you are doing in the platform.

Role and Skill Ratings

If the setting is enabled by your organization, role and skill ratings allows you to identify and rate your skill level for both skills associated with your job role and other skills you want to develop. You get content recommendations based on your job role and the specific skills that you select.

If you set an aspirational role, you must manage that from the Role Advisor page. The Role and Skill Ratings page only tracks your current role and skills associated with that role.

Role selection

If available on your site and if your administrator has not provided a job role for you, you can specify your job role or a job role you aspire to become from a pre-defined list of roles. When you specify a role, you see recommendations for learning skills associated with that role on your home page on the Top picks for your role strip and from the Skillsoft Platform home page. From the Role tab in the top section on the Skillsoft Platform home page, you can

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access Role Advisor for a full set of recommendations and skill benchmarks. The Role Advisor page can also be found in the left navigation bar.

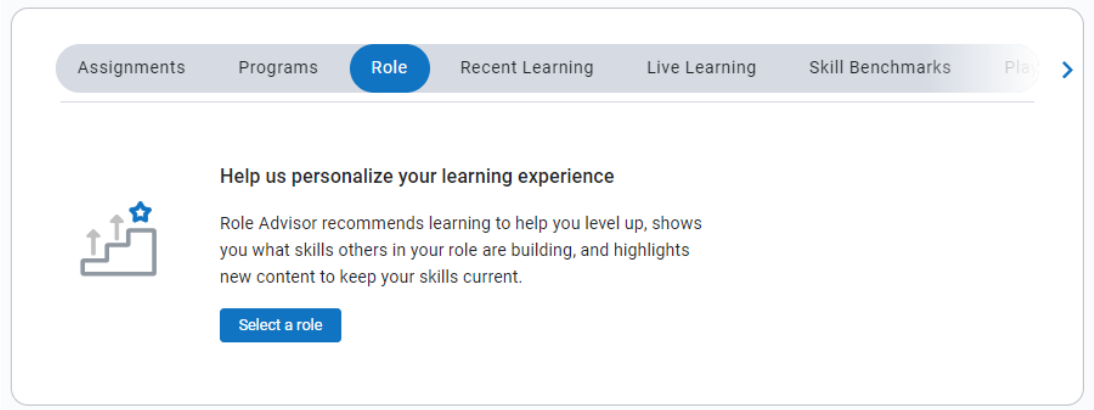
You can find the full list of job roles, here.

If your role is added by your administrator, you cannot change it. Otherwise, you can change your job role to the next-level job role or a different role at any time.

Add your job role from the home page

To add your job role from the home page:

1. If your administrator did not add one for you, you can add your job role. Select the **Role** tab in the top section on the Skillsoft Platform home page. If you do not see the Role tab, your administrator has this feature disabled.



2. Select **Select a role** if you never specified a role before, or **Change role** to update your current selection.
3. Enter a new job role and select **Save**.

Add or change your job role

To add or change your job role:

1. If your administrator did not add one for you, you can add or change your job role. Go to **My Learning > Role and Skill Ratings**, or select **Role**

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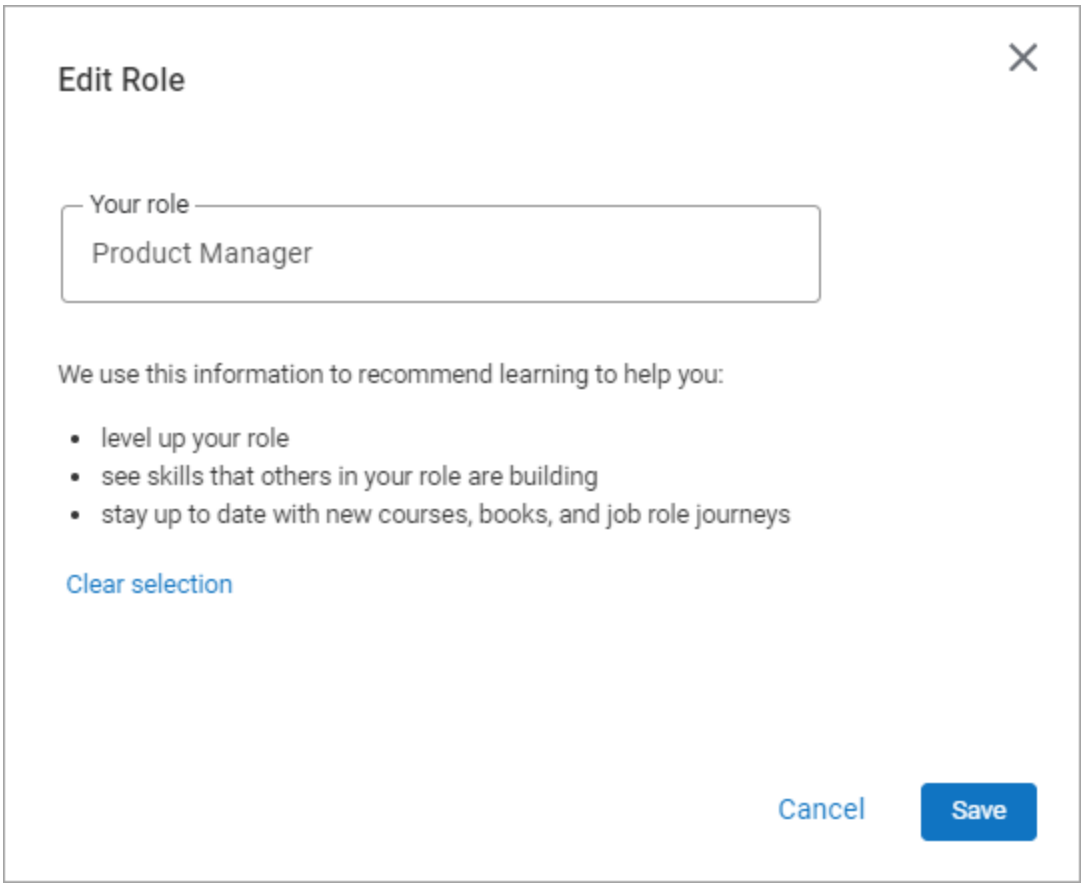
Advisor from the left navigation bar.

2. Select **Add a role** if you never specified a role before, or **Change role** to update your current selection.



3. In the **Your role** field, enter your new role. Enter at least three consecutive letters to see available options.
4. Select **Save** to save the change. When you go to your Top picks for your role strip, you now see the new role and new recommendations. You can only have one active role at a time.

Remove your job role

Every learning journey is unique and fluid. To support your journey, if you no longer want to receive recommendations based on your job role, you can remove it.

To remove your job role:

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1. If your administrator did not add one for you, you can remove your job role. Go to **My Learning > Role and Skill Ratings**, or select **Role Advisor** from the left navigation bar.
2. If you are on the Role and Skill ratings page, select **Change role**. If you are on the Role Advisor page, select **Edit**.
3. From the Edit role pop up, select **Clear selection** to remove your current role.
4. Select **Save** to save your changes.

Skill selection

For each job role, Skillsoft identifies skills that people who are successful in that role have. For each skill, we identified content that would help you acquire that skill. Within this structure, we also identified 5 levels of competency for each skill and mapped our content to each level.

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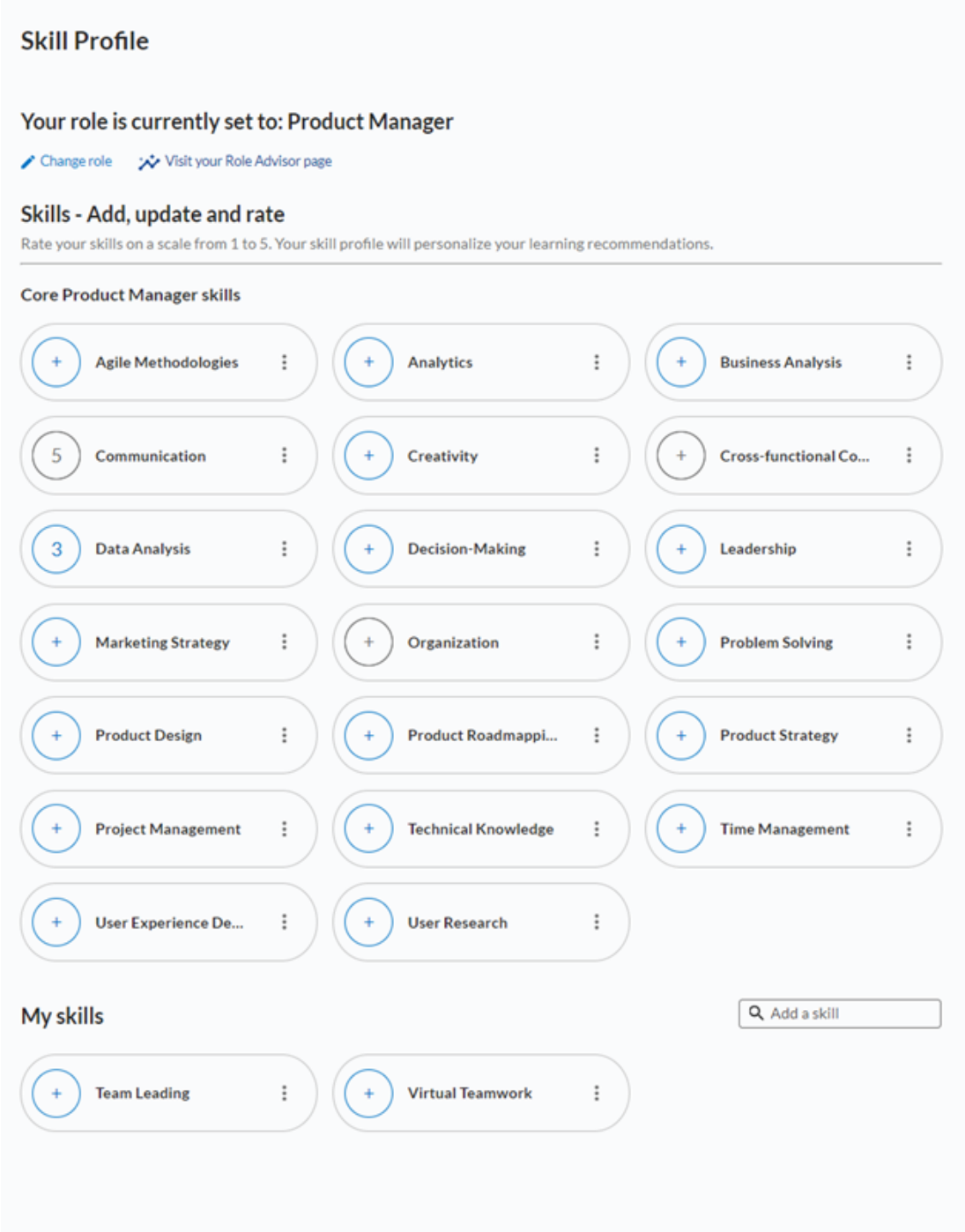

Skills listed for each job role vary, but the rating system for each skill is as follows:

1. **Level 1:** Novice. You have a fundamental awareness of the skill with limited practical experience. You are able to perform basic tasks with strong guidance.

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2. **Level 2:** You have a solid understanding of applying the skill. You can perform basic tasks independently and more advanced tasks with guidance.
3. **Level 3:** You have a full understanding of applying the skill. You can perform most tasks with minimal guidance.
4. **Level 4:** You have extensive knowledge of the skill and can apply it independently for all tasks. You can direct the work of others and contribute to their skill development.
5. **Level 5:** Advanced. You are considered a subject matter expert of the skill and can handle complex and unique challenges with ease. You are able to coach and mentor others at all levels.

After you add a job role (or your admin defines one for you), you can see all associated skills. For each skill, you can:

- Add or edit a rating
- Prioritize it for content recommendations
- Explore content associated with it

If you do not see a skill listed that you have or think you need, you can add it to your **Manage other skill ratings** section. When you add a skill to this section, the system will make content recommendations for you.

To add a skill:

1. In the Manage other skill ratings section, enter the skill in the **Add a skill** box.
2. Select from the list that best matches the skill you want to add. The skill is added to your list.
3. You can now rate the skill or explore associated content.

Add or edit your skill rating

To add or edit a rating:

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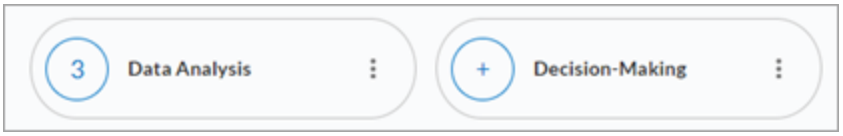
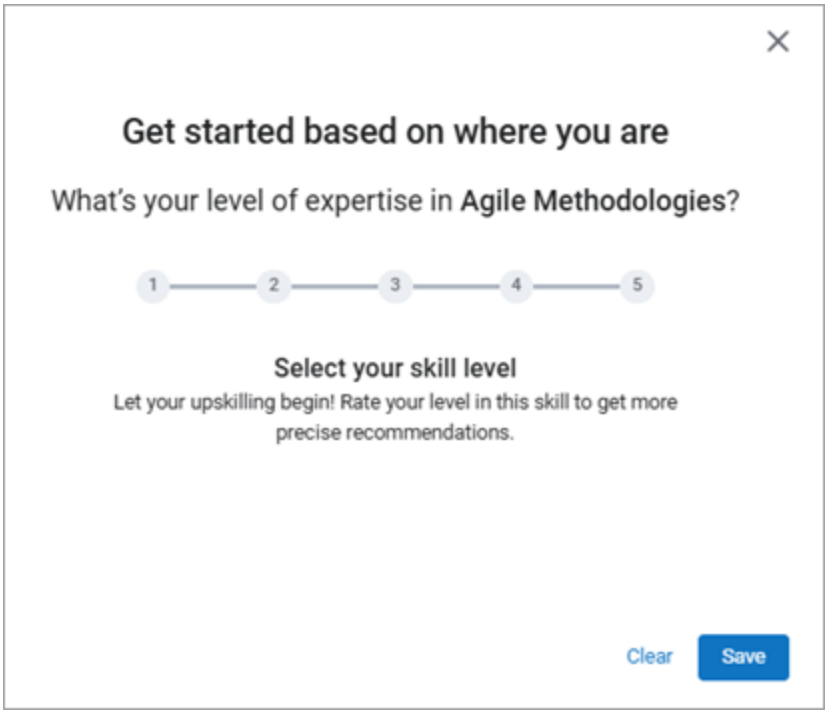
1. If you are adding a rating for the first time, to the left of the skill name, select the **+**. If you are editing a rating, select the number.



2. Indicate the level you have achieved with the skill by selecting the appropriate dot, Novice level is to the left, Advanced level is to the right.



3. Select **Save**.

Prioritize skill content recommendations

If you are not interested in receiving content recommendations for a particular skill, you can de-prioritize that skill. To de-prioritize a skill, select the **Actions** menu ⋮, and then **Not interested**.

To re-prioritize the skill, select the **Actions** menu ⋮, and then **Undo**.

Explore skill content recommendations

To see content associated with the skill and the level you selected, select the **Actions** menu ⋮, and then **Explore this skill**. You see a Skill page

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recommending content you can use to increase your skill level for your job role. If the platform can't find specific content based on your criteria for skill, level, and job role, you can follow the link to View all content to see a Search results page that you can sort and filter to identify the most meaningful content for you.

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Select Your Skill Interests

The first time you sign into the platform, you are prompted to select the skills you want to develop. Based on your selections, the platform shows you personalized recommendations for content available to you in your library that you are likely to find the most interesting and relevant. The content displays in a navigable strip on the home page, making it easier to discover content important to you.

To edit your skill choices

1. Select **Skill Interests** in **My Learning** from the left navigation bar.
2. Choose a skill you want to develop
3. Select the rating that best describes your proficiency in that subject.
4. Select **Save**.

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Explore the Library

The platform library contains all of the learning assets available to you. These assets are organized into a hierarchy to help you find content quickly and easily. You can explore the library, search for content, and add your favorite content items to your playlist.

> **Note:** You can explore the library in the selected platform language only. To see more content offerings you may be entitled to, change your language setting, then explore again.

Content organization

The Library page is organized to help you easily find the content you need. The content in the library is organized hierarchical as follows:

- **Areas:** broad groupings of content that display in one of two strips on the Library page: Custom areas or Skillsoft areas. The order that areas display are arranged by your administrator, but the default is alphabetical.
- **Subject:** topic-level grouping of content that display under an area. Select an area to see its subjects.
- **Channels:** Channels are the core building blocks of the library. A channel further refines the subject into sub-topics of related content presented in an organized way. You cannot complete a channel.
- **Journey:**Journeys are another of the core building blocks of the library. A journey offers a defined learning path of related content presented in an organized way. You can complete a journey.
- **Content:** Content includes courses, videos, modules, books, book summaries, audiobooks, audio summaries, live courses, Skill Benchmarks,

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Practice Labs, TestPreps, dynamic content, CAISYs, and any custom content your admin adds, including items from LX Design Studio (if your company licensed it).

Explore the library

To explore the library, from the left navigation bar, select **Library**.

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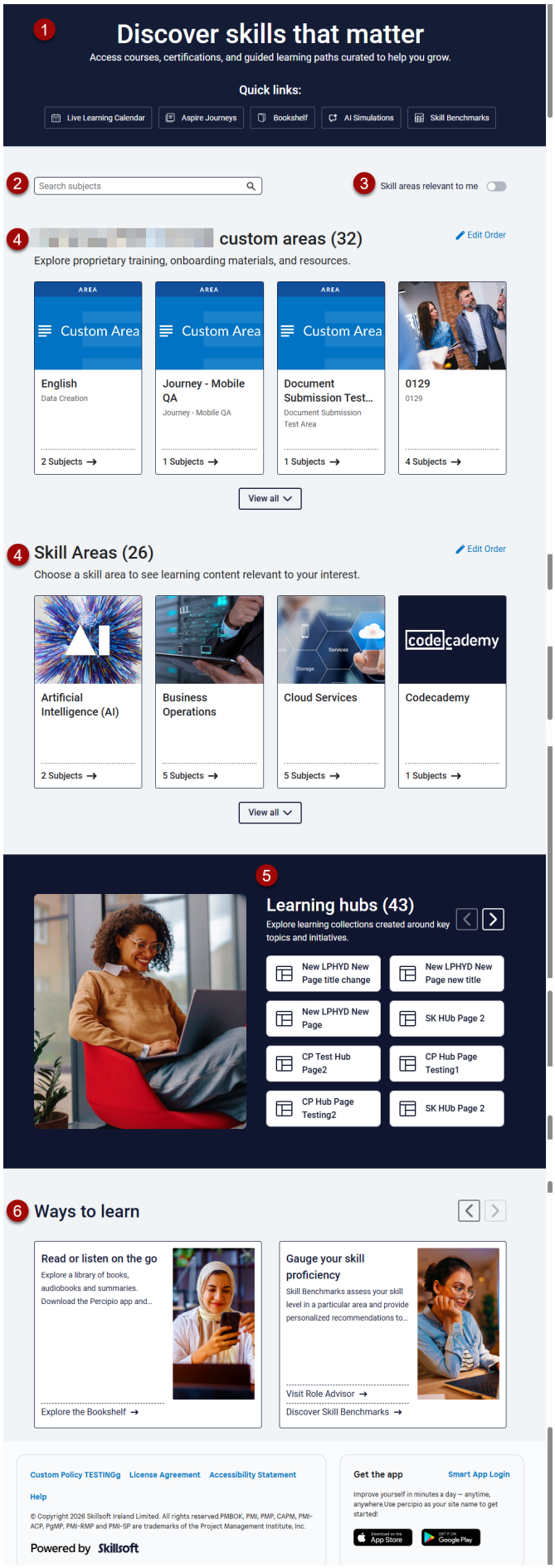

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From the Library page, you can:

1. Use a quick link to jump to a specific type of content.
2. Search in the **Subject search** bar to return results inline that highlight subject topics and associated areas.
3. Toggle between all skill areas (company defined and Skillsoft ones) and just the skill areas you specified in **My Learning > Skill Interests**.
4. Browse skill areas from one of two strips of cards. Each area card provides a description and number of subjects. Areas expand into a list of subjects on the page, and subjects expand into a scrolling carousel of channels and journeys.
    - **Custom skill areas**: If your admin created a custom menu category, you see custom areas specific to your organization that showcase the most important content for your organization. If your administrator hasn't created any custom areas, you won't see this strip.
    - **Skillsoft areas**: Areas that contain content that your company licensed from Skillsoft. It may also contain some custom areas depending on how your admin has configured your library. If you are entitled to three or fewer total areas (custom and Skillsoft), you only see the associated subjects so that you can get to relevant content with fewer clicks through the hierarchy.
5. Access **Learning Hubs**, a section of buttons that link to content pages built by the Skillsoft content team. Your content license agreement determines what displays in this section.
6. Choose a specific **Way to Learn**. This section presents specific content such as an Aspire Journey, the Bookshelf, CAISY AI simulations, Live learning calendar, and Skill Benchmarks in a carousel. Scroll the carousel to find the content you want and select it to open a page with details.

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- **Follow a guided path:** This block contains: **Aspire journeys:** Journeys are structured learning paths which provide content to achieve the skills for a specific job role or function. This block displays all Aspire journeys by topic for easy access.
- **Engage in live learning:** This block contains the Live Learning Calendar, as well as Skillsoft Bootcamps and Leadercamps Leadercamps that display if you are entitled to the content.
- **Practice makes perfect:** This block takes your directly to all AI conversation simulations and labs that allow you to practice in a real-world like environment without the pressure of being in the real world.
- **Read or listen on the go:** This block shows the Bookshelf where you can browse and search for books, audiobooks, and summaries that are entitled to you. You can also find podcasts.
- **Gauge your skill proficiency:** This block targets skills for your role and gaining skill proficiency. Access Skill Benchmarks or your Role advisor page.

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Search for Content

Use the Skillsoft Percipio Platform search to quickly find content, such as courses, videos, books, skill benchmarks, channels and journeys. The platform uses an intelligent search engine that displays suggested search queries as you enter text into the search field to help you quickly narrow your search.

If AI-assisted search is enabled on your site, you might see an AI-assisted response if your search term is general, such as: excel, project, or python. AI-assisted search aims to help you narrow your criteria so you get relevant results. AI-Assisted search displays when you enter a broad search and prompts you with related search terms for you to select to narrow your focus.

From the initial search results, you can further filter or scroll to see top matches. As you scan the top matches, you see specific content item details.

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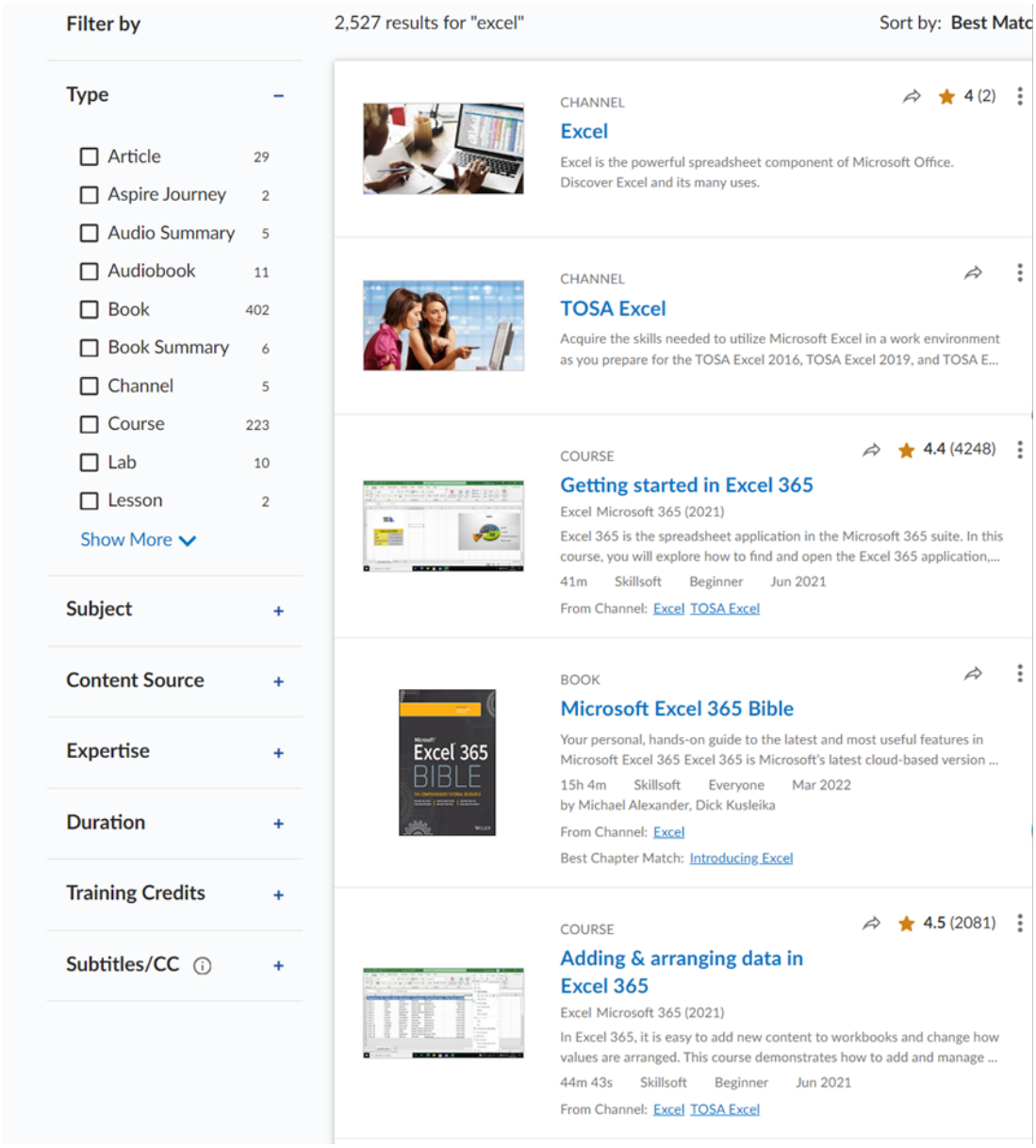

Depending on the type of item, you might see:

- **New**: Indicates that the content item was added in the last three months.
- **Content type**: Located above the title, this indicates the type of item such as course, video, book, etc
- **Status**: Located to the right of content type, this indicates whether you started or completed the item previously. If nothing shows, you have not yet accessed the item.

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- **Share icon**: Located to the right of status, allows you to share a link to the content item with colleagues or managers who also have an account on the Skillsoft platform.
- **Star ratings**: Located to the right of the share icon if enabled on your site, check how others rate the content item and rate it yourself to let others know.
- **XP**: Located to the right of star ratings if enabled on your site, this is the number of XP you can earn by completing this content item.
- **Action icons**: Located to the right of XP, these allow you to save the item to your playlist, schedule learning time, and start a study group.
- **Title**: Indicated by bold text, this shows the title of the item.
- **Description**: Located below the title and technology version, indicates what you can expect to learn from the content item.
- **Duration**: Located below the description when applicable, this shows the estimated time needed to complete the item in hours, minutes, and seconds.
- **by**: Located below the description when applicable, this shows the name of the author or instructor. You can select the name to view results for all of the content available by the author or instructor. After selecting the author or instructor, the search box displays **Author:[author name];**. You can append additional search terms following the semicolon in order to search for that term within the results for that author/instructor.
- **Technology title and version**: Located below the title when applicable, indicates the specific technology, such as Excel, and the technology version, such as Microsoft 365, that this item covers.
- **Content source**: Located to the right of duration in the content card when applicable, this indicates where the content comes from such as,

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Skillsoft, a partner, vendor, or custom content specification. Custom content added by your organization that meets your search criteria, displays under the Content source value specified in the Organization name.

- **Expertise level**: Located to the right of content source, this indicates the level of content contained in the item such as, for everyone, beginner, intermediate or expert.
- **Published date**: Located to the right of expertise level, this indicates when the item was published in the platform or for books, the actual publisher's publish date. Skillsoft does not update the date when content is republished.
- If an item in the search results is:
    - part of a course, the **From Course** field links back to the associated course.
    - part of a channel, the **From Channel** field links back to the associated channel(s).
    - part of a journey, the **From Journey** field links back to the associated channel(s).
    - part of a career journey, to which the learner is entitled, the **From Career Journey** field links back to the associated Career Journey.
    - a book, the **Best Chapter match** field links directly to a chapter in the book that best matches your search terms.

The Skillsoft Platform Search returns 20 results per page. To see additional results, click **Show More** at the bottom of the Search results page.

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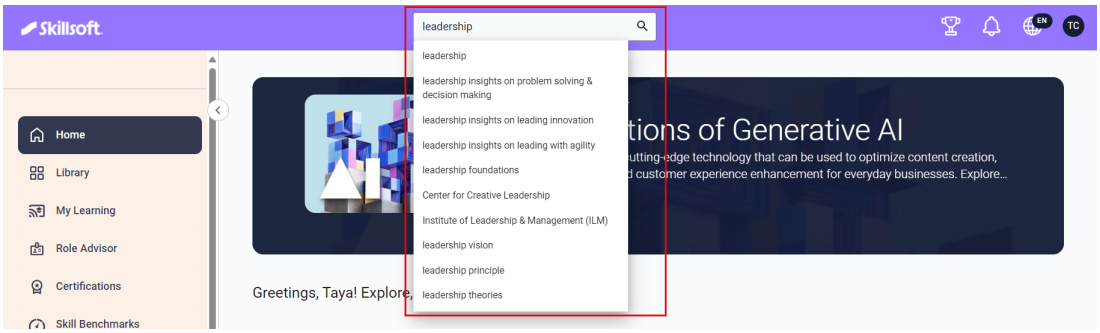
To search for content

1. In the top search bar, enter your search term.



2. Select or press **Enter**. The search results display.

Refine your search results

Use filters to refine your search results. These may vary based on the content returned in the original search results, filters selected, and the Search filter settings configured by your organization's administrators.

- **Show new content only**: Select this option to see content released within the last 30 days that matches your entered search terms.
- **Personalize for my role**: If enabled on your site, you can turn this on to see more relevant and meaningful search results tailored to your specific job role. When the filter is on, it retrieves up to 60 search results based on your search query and re-ranks them using an LLM that takes into consideration your job role context. The re-ranked results ensure that higher-quality, role-relevant items display at the top. The setting persists between searches.
- **Type:** provides all asset types available that match your search terms. Select the types of content for how you want to learn. The most commonly searched for content types are types pinned to the top of the list.

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- **Ratings:** Use these filters to limit the results to content that has the selected rating. Content with that has not yet been rated is excluded from the search results.
- **Duration:** provides various search options for time to complete the content.

  > **Note:** The Duration filter is not available in ELSA.

- **Language:** only displays when the search results contain more than one language in the results. Use this filter to limit the results to the selected language.
- **Subject:** allows the learner to filter results by the Library subject(s) to which the content belongs. This can help learners narrow in on the topics they are targeting.
- **Content Source:** provides the vendor or provider who created and maintains the content. When your organization has added custom content items, custom journeys, live courses, and dynamic content, you can filter the Content source to the value defined in the Organization name.
- **Expertise:** provides various search options for level of knowledge.

  > **Note:** Books are tagged as **Everyone** and are only included in filtered Expertise results if you select **Everyone** as one of your filters. Channels do not have an explicit Expertise level, and are included in filtered results regardless of the Expertise filter selection.

- **Training Credits:** provides the option to search by training certifications.
- **Subtitles/CC:** when turned on, allows learners to see content in search results that have subtitles or closed captions. This is also important for

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users who are searching English courses and are looking for courses with subtitles that are translated into other languages.

To use filters

You can select multiple filters to narrow your search results.

The selected search filters display on the left of the Search page and the search results update with each selection.

> **Note:** When using the filters, the counts update to reflect the new filtered results. If all of the selections are filtered out, the filter value is removed from the list. To get it back, unselect filters.

The filter options vary based on the content returned in the original search results.

> **Example:** If you search for Java, then select **Course** from the **Type** filter, you will notice that **Codecademy** and **Cybervista** disappear from the **Content Source** filter. This happens because there are no Java courses for those sources. If you unselect **Course** from the **Type** filter, **Codecademy** and **Cybervista** reappear under the **Content Source** filter.

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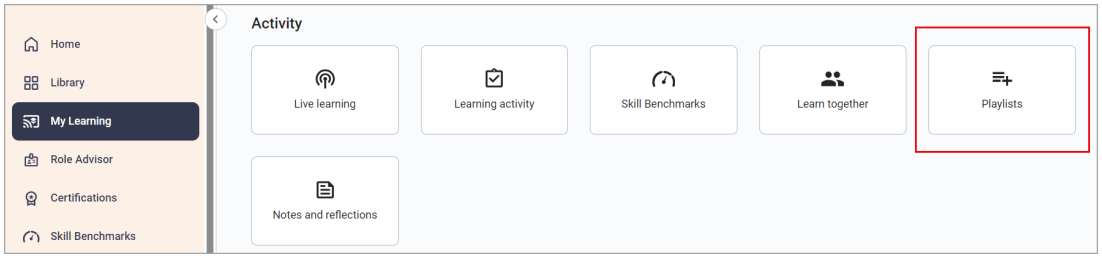
Add Content to the Playlist

Playlists provide a quick and easy way for you to save content that is of interest so you can it take at a later time. By default everyone has a Save for later playlist where they can add items. Your organization may choose to offer you the option to create multiple playlists so you can organize and categorize your content into different playlists. With multiple playlists you have more control to create, edit, remove, and share them.

You can add content to your playlist from almost anywhere in the platform, including the home page, your search results, the library, and when accessing the content itself.

- From any content card, select the **Actions** menu ⋮. Select:
    - **Playlist add/remove:** This allows you to put the item in an existing playlist or a new playlist that you can create.
- To **access** your Playlist, select **My Learning** from the left navigation bar, then select **Playlists**.



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Learning Goals

If your site administrators have the learning goals feature turned on, you can use the platform to help you sustain a growth mindset through weekly learning in the following ways:

- **Set weekly goals**: learners can set a weekly goal to reflect the time they want to invest in learning.
- **Track goal progress**: learners can track the progress made against their weekly goal.
- **Get learning reminders**: learners can opt to receive reminders to help stay on track
- **Schedule time**: learners can schedule an appointment in their calendar to learn

Set a learning goal

Get started by determining how many minutes you want to commit to learning each week. Then specify it:

1. You can set a learning goal when you first start. Or, if you're already using the platform, select **My Learning** from the left navigation bar.
2. Scroll to find the **Achievements** section, then select **See all achievements**.
3. From the My Achievements page, find the box that says **Set Your Learning Goal**, then select **Set goal**. If you previously set a goal and you want to change it, you will see **Change goal** in the box with your goal progress.

   From the mobile app, select **Set a learning goal**:

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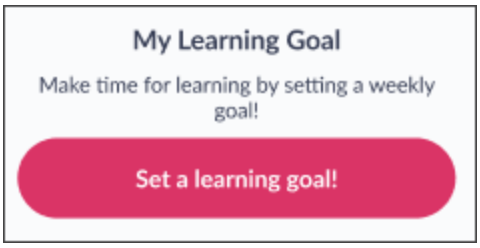

4. Choose one of the following options for your weekly goal: **15**, **30**, **45**, or **60** minutes. A learning week in the platform starts on Monday and ends on Sunday.
5. Select **Save and continue**.
6. Select one or more days and a time that is best for you to learn regularly.
7. Select **Add to calendar** and choose the calendar software where the event displays. Your options are Google (online), Microsoft Outlook, or Apple Calendar.
8. Open the downloaded calender item and save it to your calendar.

Track goal progress

After you set your goal, the platform tracks your progress. You can view your progress from My Achievements.

Content that is tracked for your goal includes: courses, videos, books, audio books, book summaries, audio summaries, Skillsoft bootcamps and leadercamps, labs, TestPreps, custom MP3 and MP4, and Wintellect. It also includes time spent in Skillsoft course knowledge checks and course tests.

Some content cannot be tracked against a goal because the platform can't track its duration. This mostly occurs for items that are linked outside of the platform and custom live courses (instructor-led training). If you launch an item that the platform can't track, it displays a message telling you that consuming this content won't count toward your weekly learning goal.

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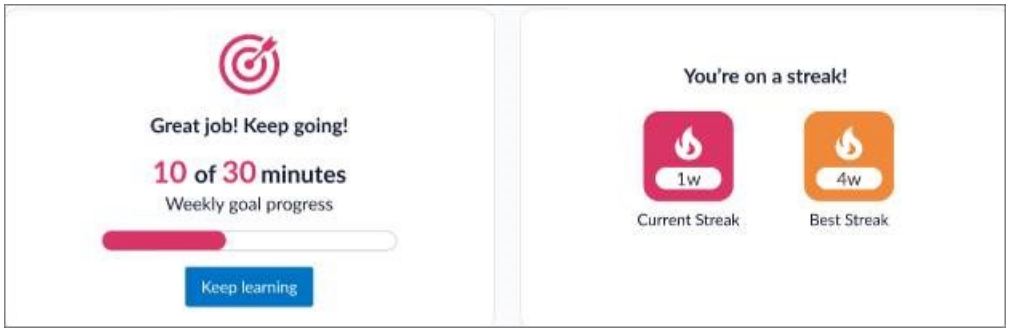
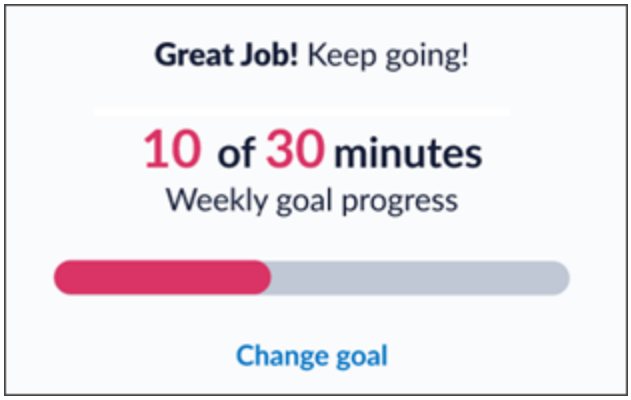
Learning streak

If you complete your learning goal for more than one week in a row, you're on a learning streak. You stop your streak if there is a week where you don't achieve your goal. You can see your current and best streak from My Achievements.

From the web:



From the mobile app:



Reminders

When you set a learning goal, reminders can help you complete your goal each week. To get reminders, allow notifications for the platform in the mobile app. The reminders appear on Thursdays if you haven't completed your weekly learning goal yet.

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Schedule time

Learners can schedule learning time on their calendar to complete their weekly learning goal. To schedule time:

1. From the left navigation bar, select **My Learning**, then scroll to the **Achievements** section.
2. Select **See all achievements** to open the My Achievements page.
3. From the My Achievements page, find the box that says **Set Your Learning Goal**, select **Set goal**. If you have previously set a goal and you want to change it, you will see **Change goal** in the box with your goal progress.
4. Choose one of the following options for your weekly goal: **15**, **30**, **45**, or **60** minutes.
5. Select **Save and continue**.
6. Select the desired days and time.
7. Select **Add to calendar** and choose the calendar software where the event displays. Your options are Google (online), Microsoft Outlook, or Apple Calendar.
8. Open the calender item and save it to your calendar.

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