

Learning Management System (LMS) Participant User Guide

1 Introduction

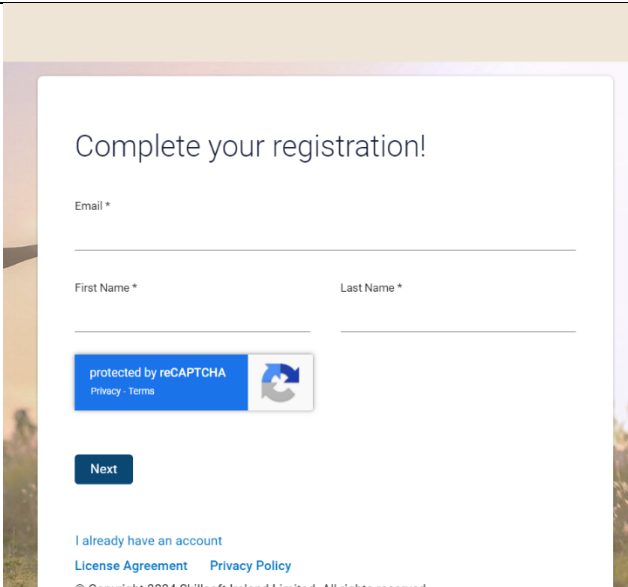
The Learning Management System (LMS), (also known as Percipio), is a software platform used for creating, managing, delivering, and tracking educational or training programs.

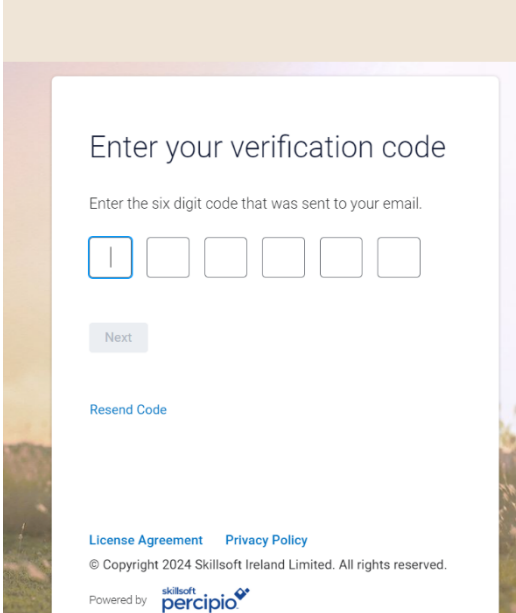
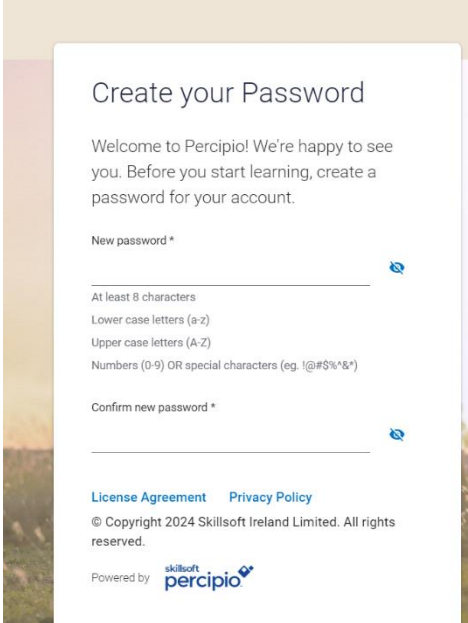
LMS enables organizations to create and store training materials and track their efficacy. The goal of an LMS is to make learning more organized, accessible, effective, and scalable.

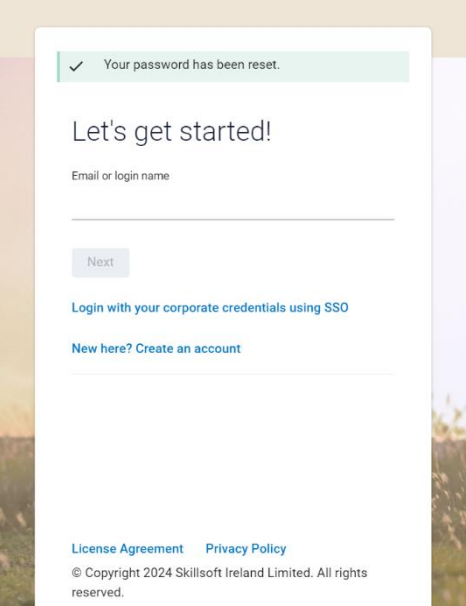
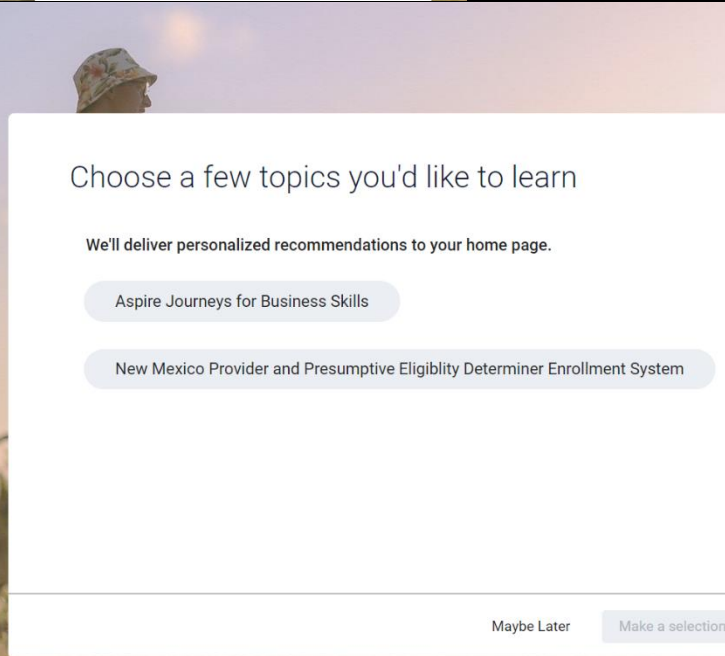
2 Accessing LMS

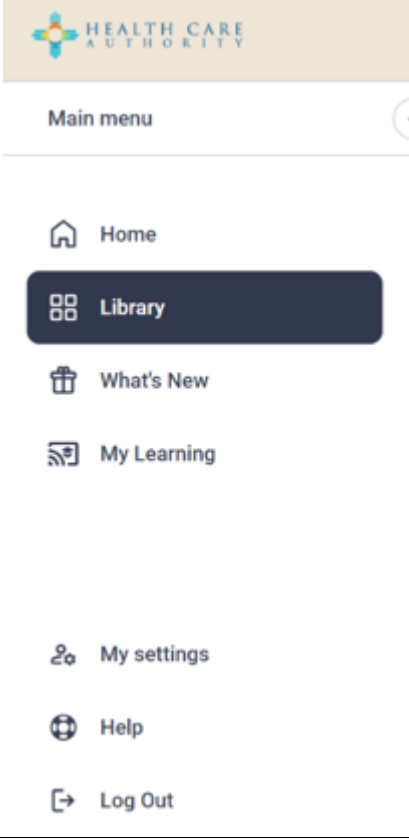
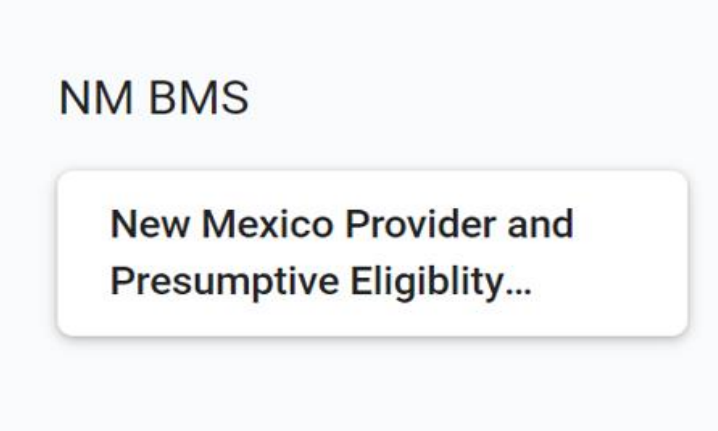
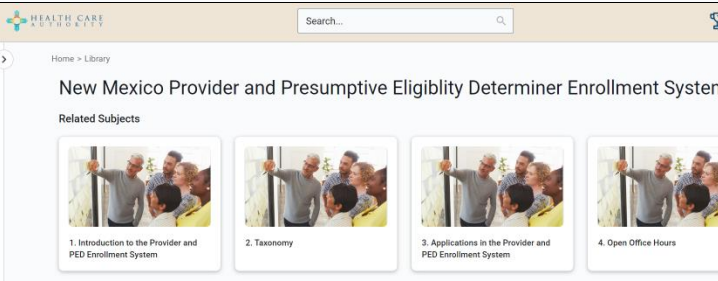
****The log in process will change once the Unified Portal goes live on October 30th.***

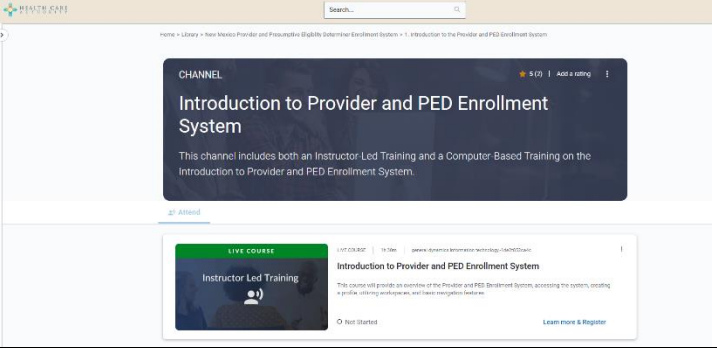
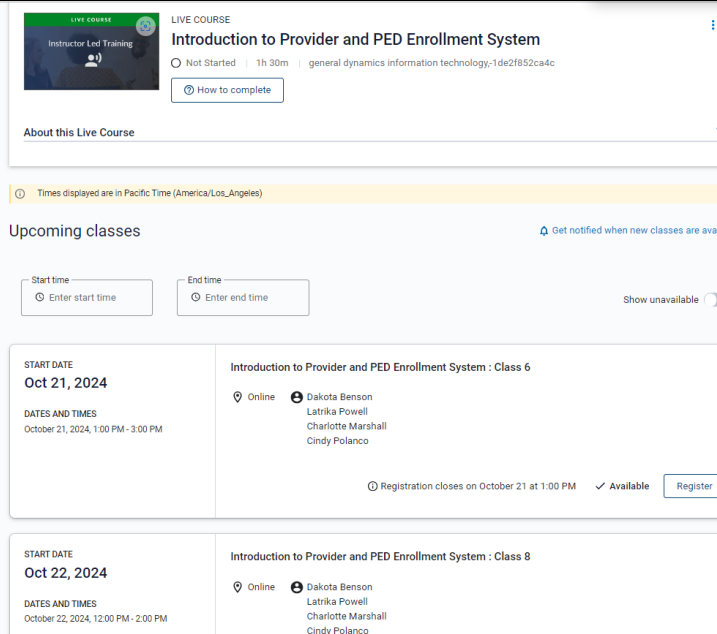
To access the LMS and sign up for Pre-GO Live Training, complete the following:

Step	Screenshot (if applicable)
1. Navigate to the LMS website	
2. Fill out email, first name, last name and click next	

Step	Screenshot (if applicable)
<p>3. Enter in the 6-digit code sent to the email and select Next.</p>	
<p>4. Create password and Select Set Password.</p>	

Step	Screenshot (if applicable)
<p>5. Log in with the user information.</p>	
<p>6. In the Choose Topics Screen Select either New Mexico Provider and PED Enrollment System or Maybe Later</p>	


Step	Screenshot (if applicable)
7. Select Library	
8. Select New Mexico Provider and PED Enrollment System	
9. Select the desired Topic	

Step	Screenshot (if applicable)
10. Navigate to the desired course	 <p>The screenshot shows a course channel page. At the top, there's a search bar and a breadcrumb trail: 'Home > Library > New Mexico Provider and Prescriptive Digital Determiner Enrollment System > 1. Introduction to the Provider and PED Enrollment System'. Below this, a 'CHANNEL' section features a dark blue header with the title 'Introduction to Provider and PED Enrollment System' and a description: 'This channel includes both an Instructor Led Training and a Computer Based Training on the Introduction to Provider and PED Enrollment System.' Underneath, a 'LIVE COURSE' section highlights 'Instructor Led Training' with a 'Not Started' status and a 'Learn more & Register' button.</p>
11. For Live Courses, find the desired time and select Register	 <p>The screenshot displays the details for a live course. It starts with a 'LIVE COURSE' header and the title 'Introduction to Provider and PED Enrollment System'. The status is 'Not Started' with a duration of '1h 30m' and a course ID 'general dynamics information technology.1de2f852ca4c'. A 'How to complete' button is visible. Below this, a section titled 'About this Live Course' is partially visible. A yellow banner indicates 'Times displayed are in Pacific Time (America/Los_Angeles)'. The 'Upcoming classes' section includes a filter for 'Start time' (set to 'Enter start time') and 'End time' (set to 'Enter end time'), with a 'Show unavailable' toggle. Two class listings are shown: <ul style="list-style-type: none"> Class 6: START DATE 'Oct 21, 2024', DATES AND TIMES 'October 21, 2024, 1:00 PM - 3:00 PM'. Instructors: Dakota Benson, Latrika Powell, Charlotte Marshall, Cindy Polanco. Registration closes on October 21 at 1:00 PM. Status: Available. Register button. Class 8: START DATE 'Oct 22, 2024', DATES AND TIMES 'October 22, 2024, 12:00 PM - 2:00 PM'. Instructors: Dakota Benson, Latrika Powell, Charlotte Marshall, Cindy Polanco. </p>


3 Explore the Home Page

The Home page contains the following:

1. What would you like to learn today?
2. Recent Learning
3. Live Learning
4. Playlists
5. Continue learning where you left off
6. Recommendations for you

 Home

 Library

 What's New

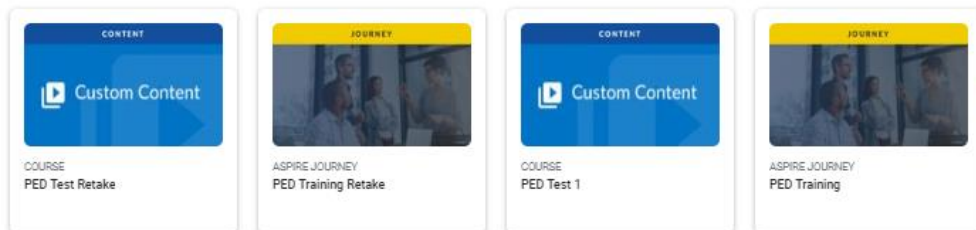
 My Learning



Greetings, Dakota! Explore, discover, and master new skills.

2 Recent Learning **3** Live Learning **4** Playlists

5 Continue learning where you left off.



You can remove these items by selecting Remove from the :

[View all learning activity](#)

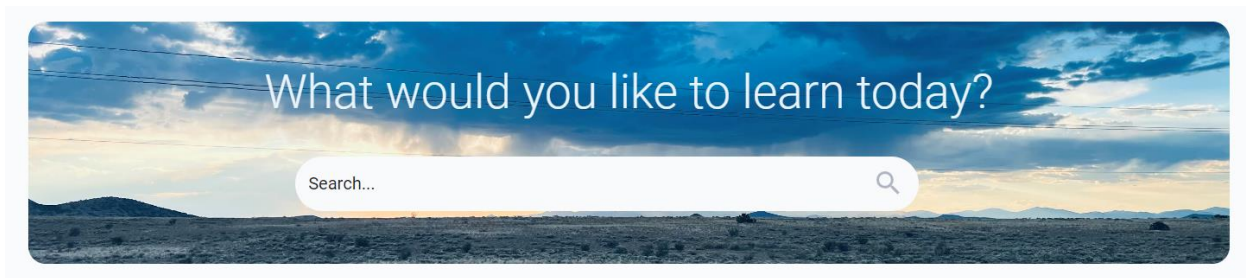
6 Recommendations for you

Recent Activity Trending



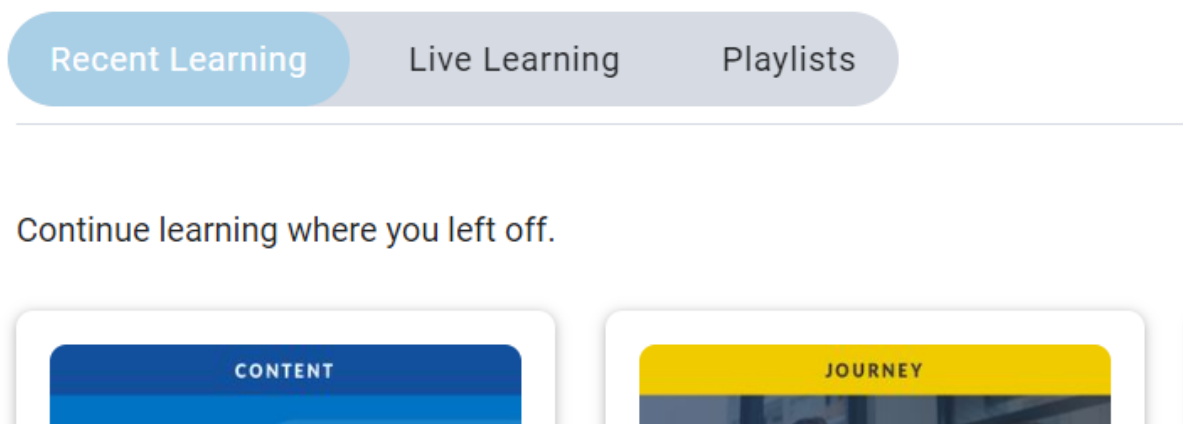
3.1 What would you like to learn today?

There will be a search bar at the top of the screen that allows users to search for specific content.



3.2 Recent Learning

The Recent Learning section allows users to easily access courses recently opened to continue where they left off.



3.3 Live Learning

The Live Learning section shows the user all live courses that they are registered for. There is an option to view all live learnings as well.

Recent Learning
Live Learning
Playlists

You are registered for the following:

Oct 21

Introduction to Provider and PED Enrollment System : Class 6
Start Date: Monday, Oct 21, 2024 9:00 AM

[Find more Live learning](#)

3.4 Playlists

The Playlist section allows users to create a playlist to include a list of things the user would like to learn.

Playlists

My playlists ^

Watch and share your playlists from here!

Create a playlist!

Make a new list of things you'd like to learn

Want to Learn

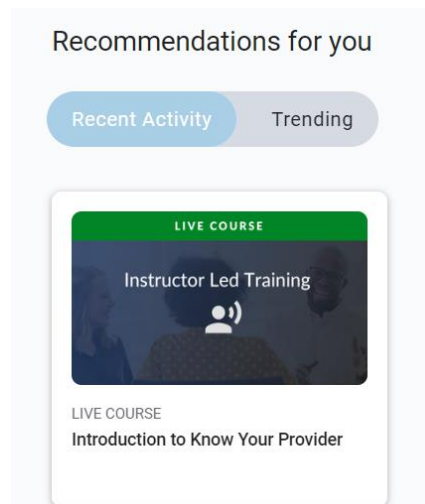
No items

3.5 Continue learning where you left off

The Continue learning where you left off section displays courses that have been started by the user and not finished.

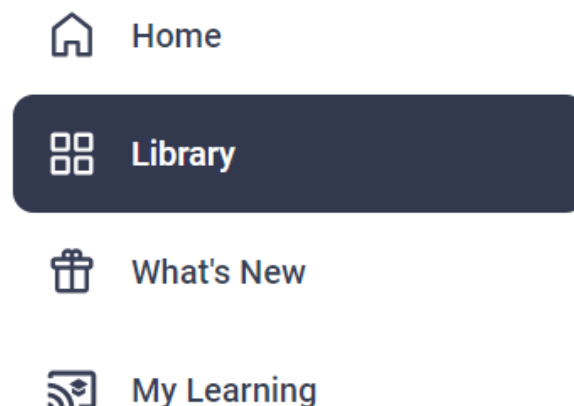
3.6 Recommendations for you

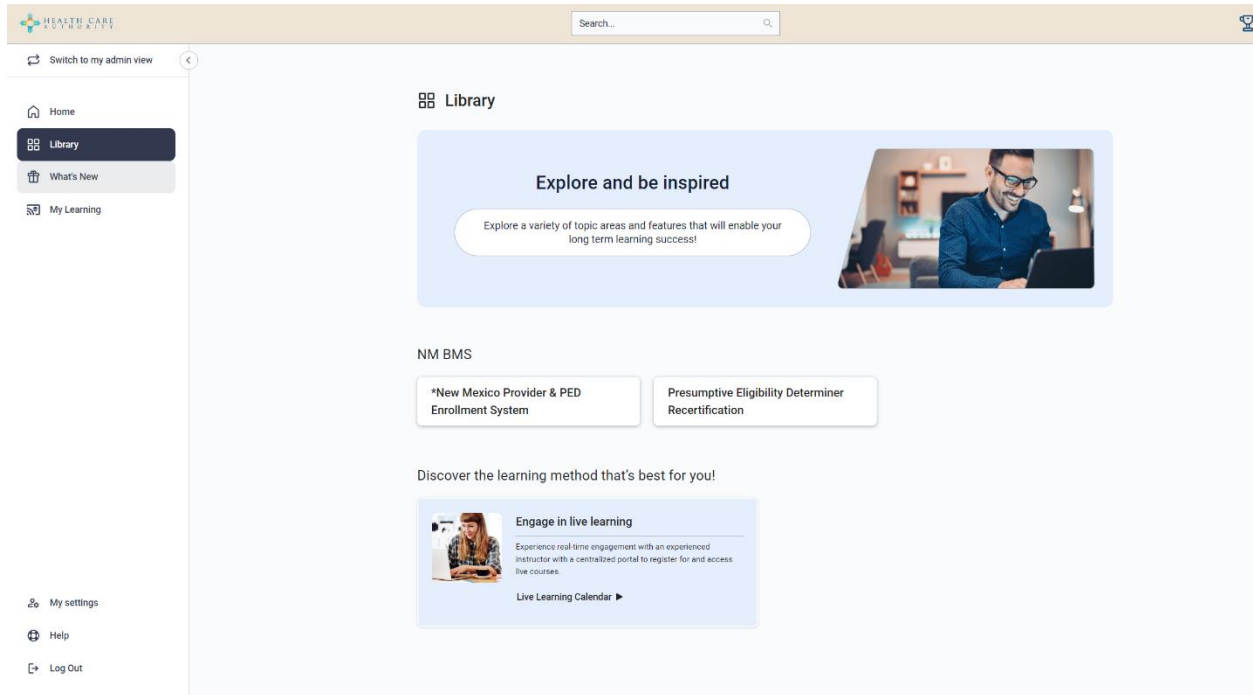
The Recommendations for you section includes recommended courses for the user based off of their recent activity and trending courses.



4 Explore the Library

The Library includes Areas available to the user based on their training needs.





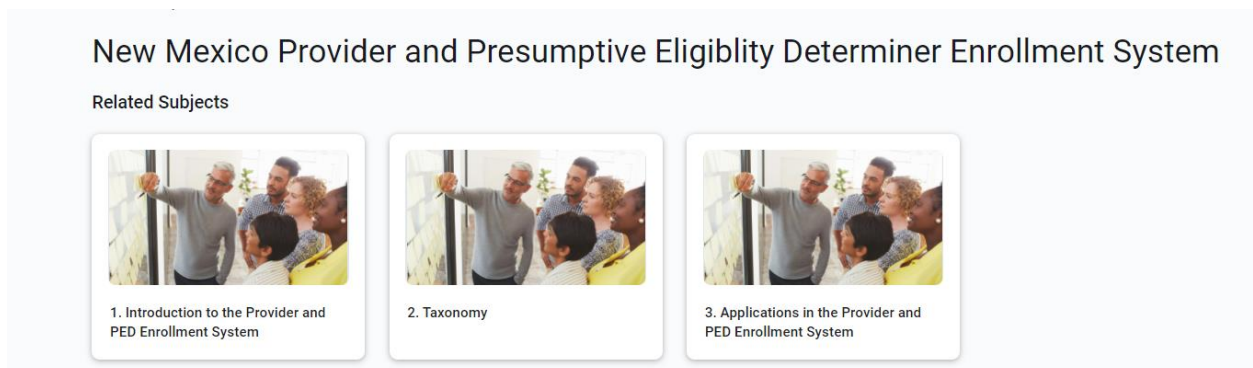
4.1 Areas

Each Area in the library is labeled based on the topic of training. Users will select the Area that they are interested in learning about.

4.2 Subjects

Each Area has different Subjects related to that Area.

For example: The 'New Mexico Provider and Presumptive Eligibility Determiner Enrollment System' Area has Subjects on 'Introduction to the Provider and PED Enrollment System', 'Taxonomy', and 'Applications in the Provider and PED Enrollment System'. Users will select the Subject that they are interested in learning about.



4.3 Channels

Channels will have an introductory statement that explains the type of content included. Channels can contain various types of learning. These include the following:

1. **Watch** - Computer-Based Training courses and videos
2. **Read** – Documents and books
3. **Attend** – Live courses

CHANNEL

★ 5 (2) | Edit rating

Introduction to Provider and PED Enrollment System


This channel includes both an Instructor-Led Training and a Computer-Based Training on the Introduction to Provider and PED Enrollment System.

Watch

Read

Attend

CONTENT



Custom Content

COURSE | 1h | NM BMS

★ 4.3 (3)

Introduction to Provider and PED Enrollment System

This course provides an introduction to the Provider and PED Enrollment System.

Completed

Watch

CHANNEL

★ 5 (2) | Edit rating

Introduction to Provider and PED Enrollment System

This channel includes both an Instructor-Led Training and a Computer-Based Training on the Introduction to Provider and PED Enrollment System.

Watch
Read
Attend

LIVE COURSE

Instructor Led Training

LIVE COURSE

1h 30m

general dynamics information technology-1de2f852ca4c

Introduction to Provider and PED Enrollment System

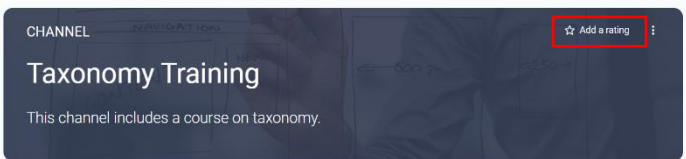
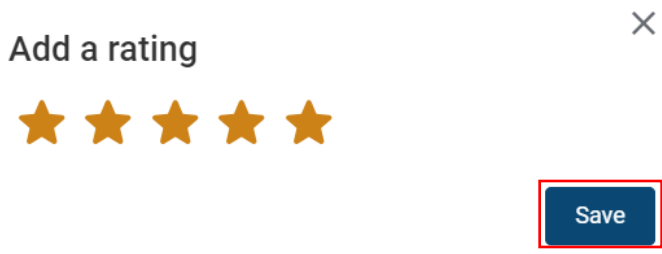
This course will provide an overview of the Provider and PED Enrollment System, accessing the system, creating a profile, utilizing workspaces, and basic navigation features.

Started
Learn more & Register

4.3.1 Adding a rating to a Channel

Every user can add a rating to a Channel to provide feedback to the training administrators. This helps with evaluating and improving future training.

To rate a Channel, complete the following:

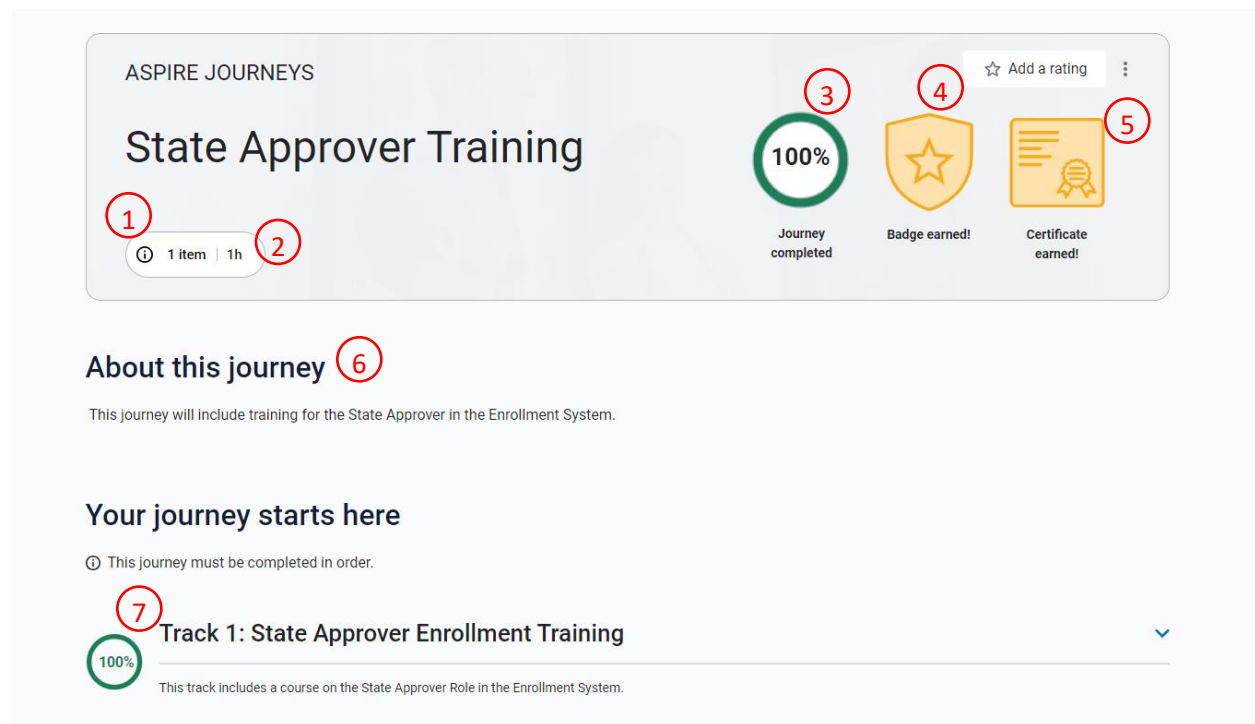
Step	Screenshot (if applicable)
1. Select Add a rating .	
2. Select the rating you want to give and select Save .	

4.4 Journeys

Depending on the user, there may be Journeys available to complete.

Journeys contain the following:

1. Number of items
2. Estimated duration
3. Percent completed
4. Badges earned (once completed)
5. Certificate earned (once completed)
6. About this journey
7. Tracks



The screenshot displays the 'ASPIRE JOURNEYS' interface for 'State Approver Training'. It includes a progress indicator (100%), a badge earned (star icon), and a certificate earned (document icon). Below the journey title, there is a section 'About this journey' and a list of tracks. The first track, 'Track 1: State Approver Enrollment Training', is shown as 100% complete.

ASPIRE JOURNEYS

State Approver Training

1 1 item | 1h 2

3 100% Journey completed

4 Badge earned!

5 Certificate earned!

☆ Add a rating

About this journey 6

This journey will include training for the State Approver in the Enrollment System.

Your journey starts here

ⓘ This journey must be completed in order.

7 100% Track 1: State Approver Enrollment Training

This track includes a course on the State Approver Role in the Enrollment System.

4.4.1 Completing Journey Tracks

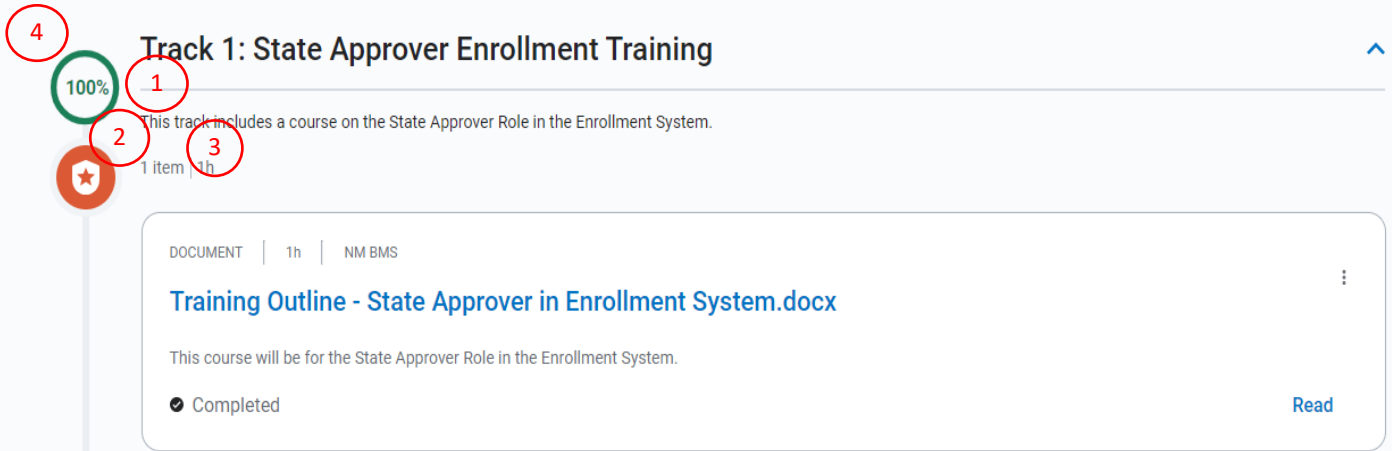
Journeys can contain one or multiple tracks. If there are multiple tracks, new tracks become available as the learner completes them.

Each track will have the following:

1. Description of that particular track and what it contains
2. Number of items within the specific track
3. Estimated duration to complete the track
4. Percentage complete of the track

Your journey starts here

① This journey must be completed in order.



Track 1: State Approver Enrollment Training

This track includes a course on the State Approver Role in the Enrollment System.

1 item | 1h

DOCUMENT | 1h | NM BMS

Training Outline - State Approver in Enrollment System.docx

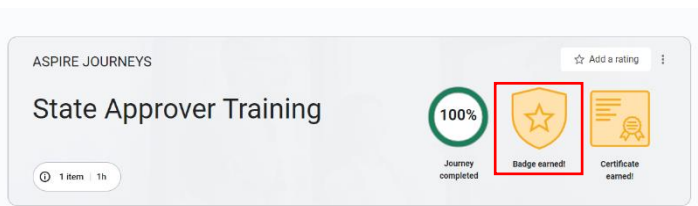
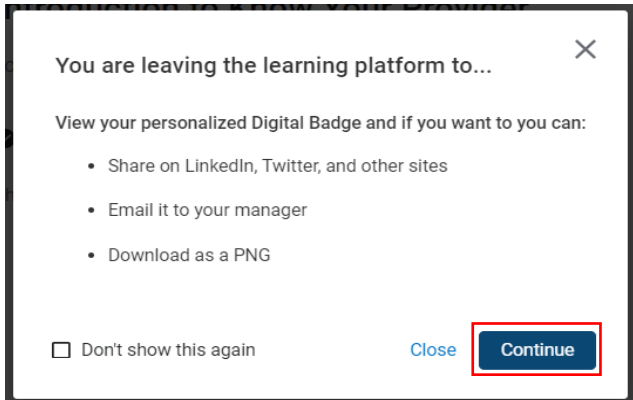
This course will be for the State Approver Role in the Enrollment System.


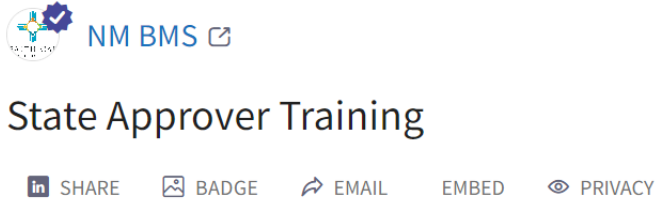
Completed

Read

4.4.2 Journey Badges

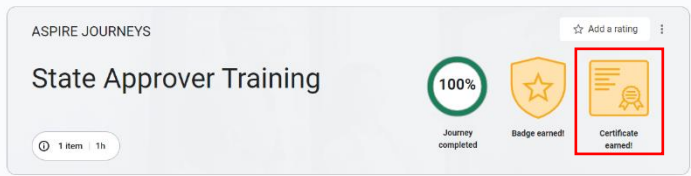
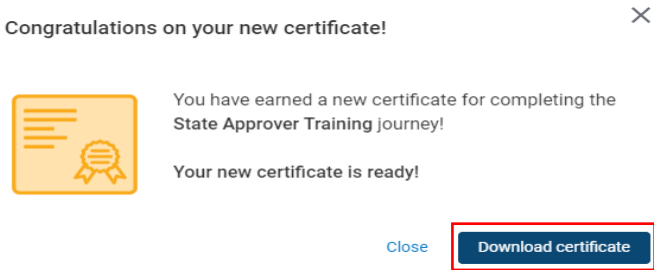
After a user completes a Journey, there is a digital badge available. To access the badge, complete the following:

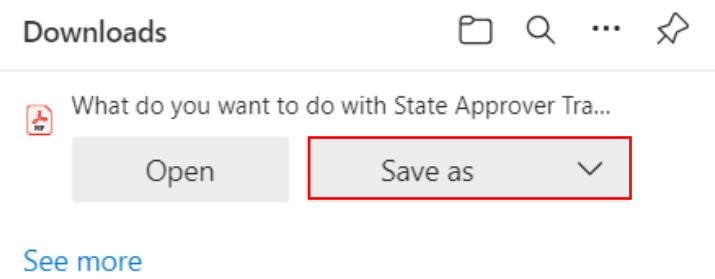
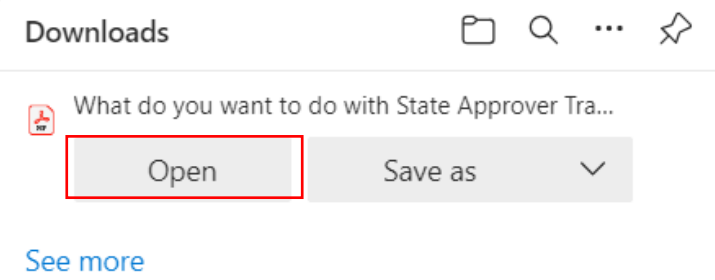

Step	Screenshot (if applicable)
1. Select Badge Earned .	
2. Review the pop-up and select Continue . Note: <i>You will be taken to a new browser.</i>	

Step	Screenshot (if applicable)
3. View earned badge.	
4. The user may share, download, and email the badge by selecting the options shown.	

4.4.3 Journey Certificates

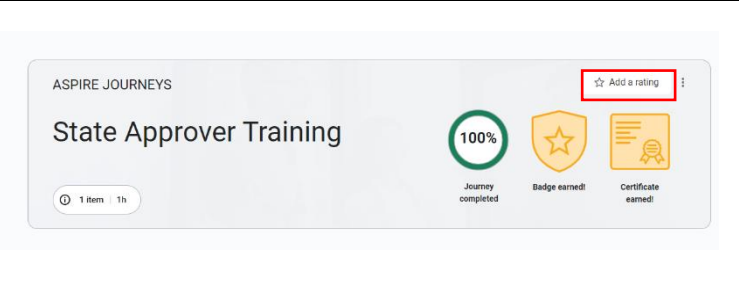
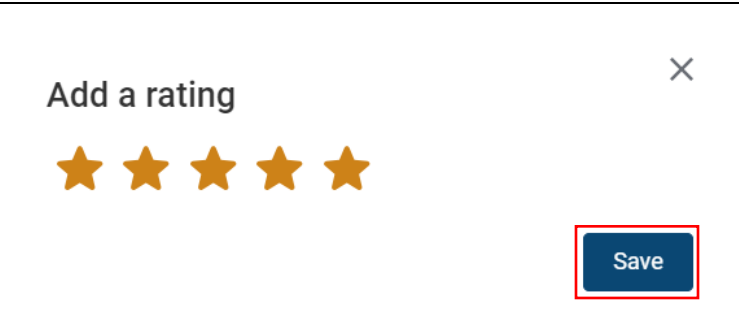
After a user completes a Journey, there is a Certificate available. Certificates include the user's name, Journey title, and date obtained. To access the Certificate, complete the following:

Step	Screenshot (if applicable)
1. Select Certificate Earned .	
2. Select Download certificate .	

Step	Screenshot (if applicable)
3. To save the Certificate, select Save As and save to your device.	
4. To open the Certificate, select Open .	
5. View Certificate.	

4.4.4 Adding a Rating to a Journey

Every user can add a rating to a Journey to provide feedback to the training administrators. This helps with evaluating and improving future training. To rate a Journey, complete the following:

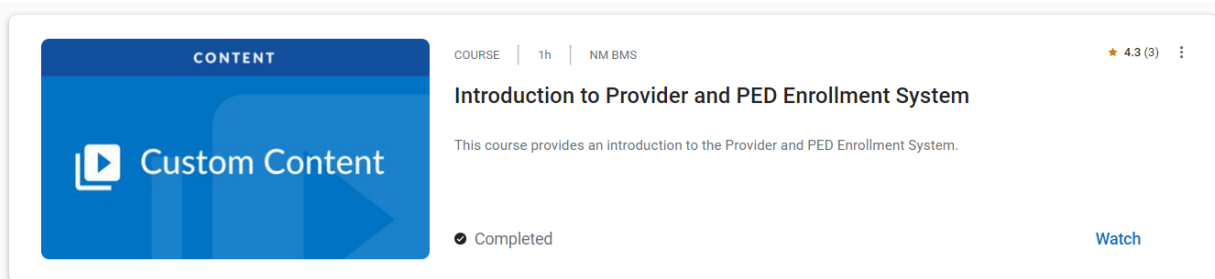
Step	Screenshot (if applicable)
1. Select Add a rating .	
2. Select the rating you want to give and select Save .	

4.5 Computer-Based Training Courses

Channels and Journeys may include Computer-Based Training Courses. These are different than Live Courses. The Computer-Based Training Courses align with the related Live Course.

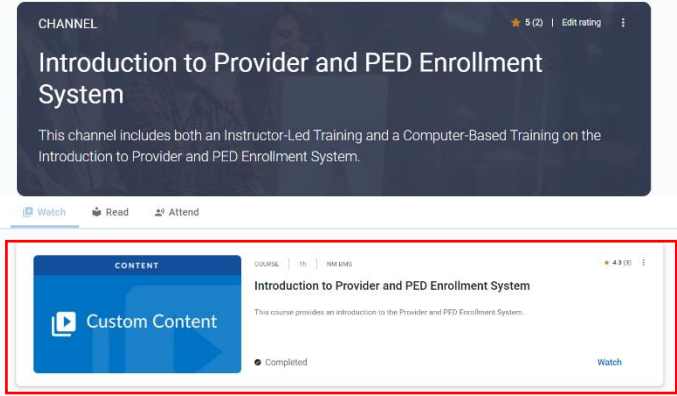
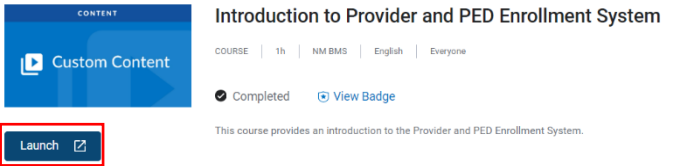

4.5.1 Computer-Based Training Course Preview

Each Computer-Based Training course will have a preview. The preview will have a description of the course, course status, course rating, and estimated duration.



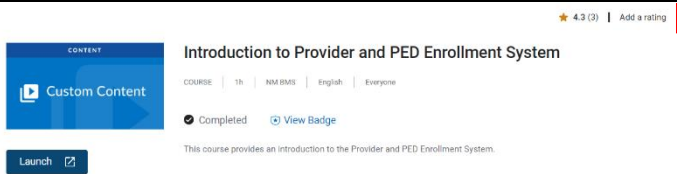
4.5.2 Starting a Computer-Based Training Course

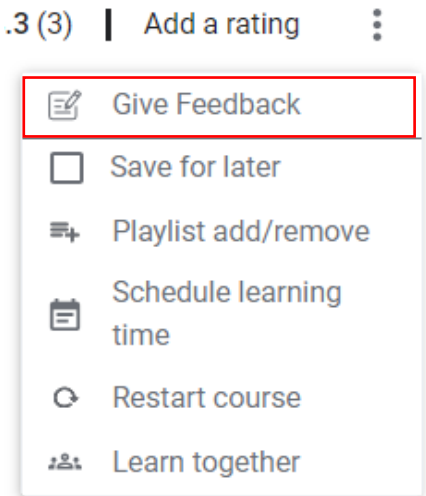
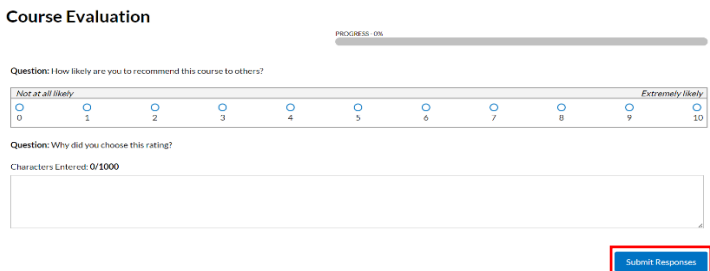
To start a Computer-Based Training course, complete the following:

Step	Screenshot (if applicable)
1. Navigate to and select the desired course.	
2. Select Launch .	
3. If a Popup Blocked message appears, select Launch Course .	
4. Review the training and complete the test (if applicable).	

4.5.3 Giving Feedback on a Computer-Based Training Course

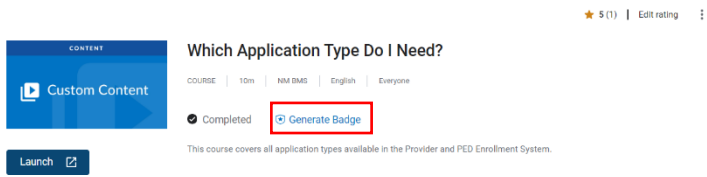
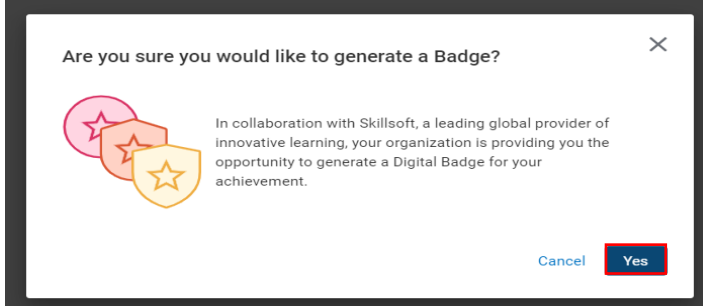
After completing a Computer-Based Training course, users can give feedback. To give feedback, complete the following:

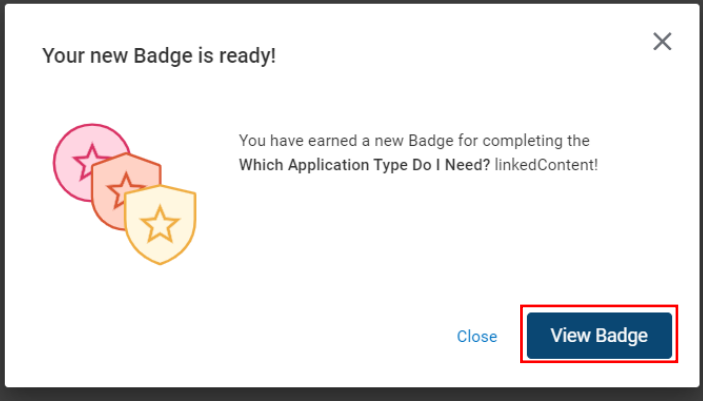
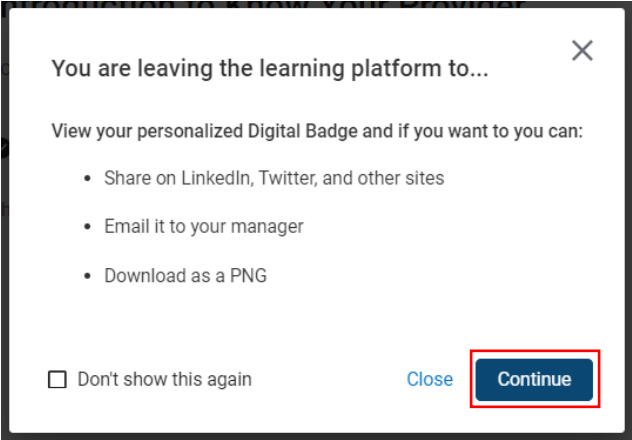

Step	Screenshot (if applicable)
1. Select the : (ellipsis) button at the top right-hand side of the screen.	

Step	Screenshot (if applicable)
2. Select Give Feedback from the list of options. Note: You will be taken to a new browser.	
3. Complete the series of questions and select Submit Responses after each. Note: You can go back to review each question but cannot edit submitted responses.	

4.5.4 Badges for Computer-Based Training Course



After completing a course, similar to Journeys, a Digital Badge will be available. To access the Badge, complete the following:

Step	Screenshot (if applicable)
1. Select Generate Badge .	
2. Review the pop-up and select Yes .	

<p>3. Review the pop-up and select View Badge.</p>	
<p>4. Review the pop-up and select Continue. <i>Note: You will be taken to a new browser.</i></p>	
<p>5. View earned Badge.</p>	

6. The user may share, download, and email the Badge by selecting the options shown.

Which Application Type Do I Need?

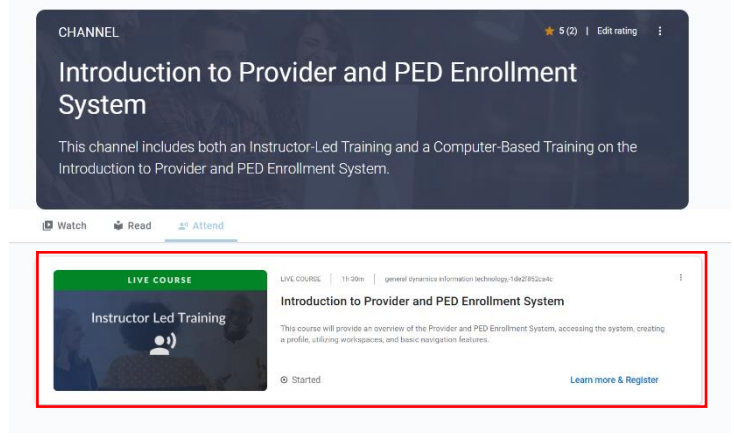
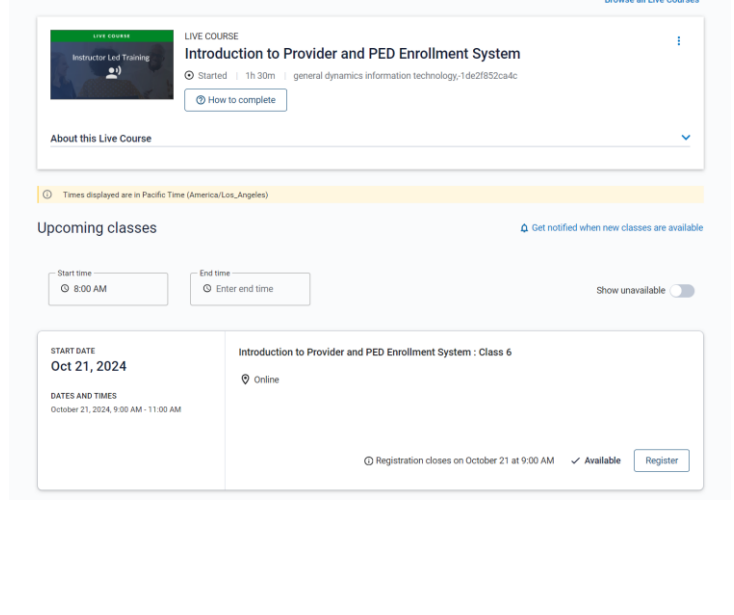
 SHARE  BADGE  EMAIL

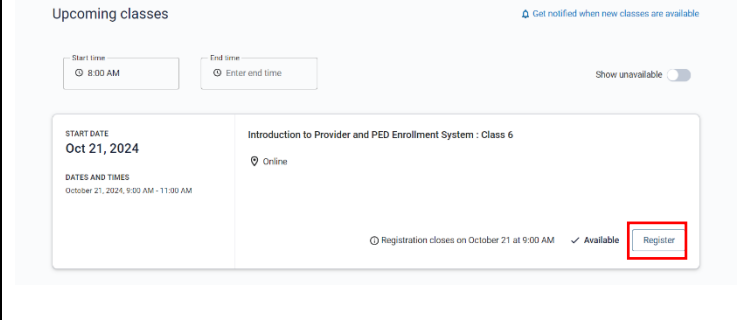
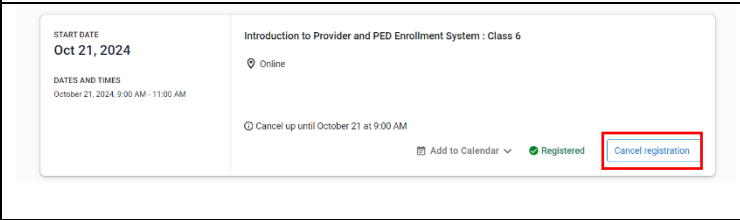
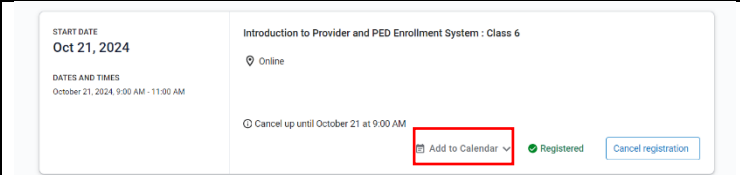
4.6 Live Courses

Channels and Journeys may contain Live Courses. Live Courses can be virtual, in-person, or both. Live courses are facilitated by an instructor. The Live Courses align with the related Computer-Based Training Courses.

4.6.1 Registering for a Live Course

Users may self-register for Live Courses. To register for a Live Course, complete the following:

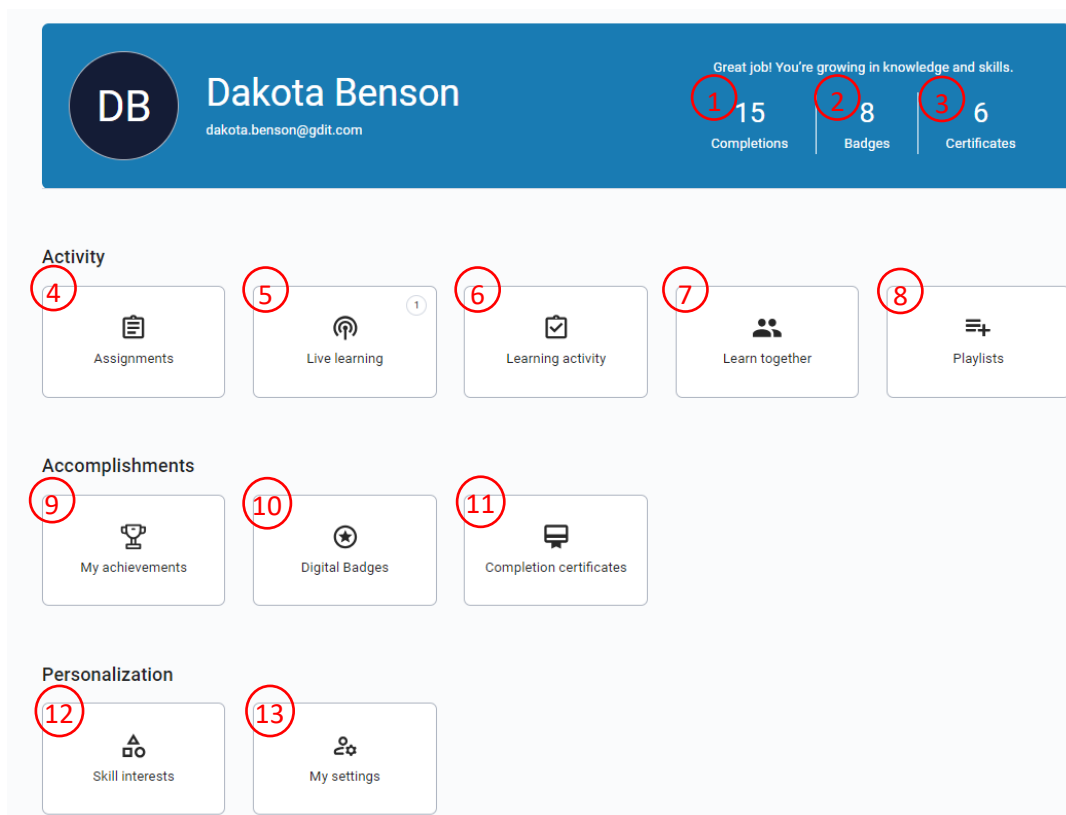
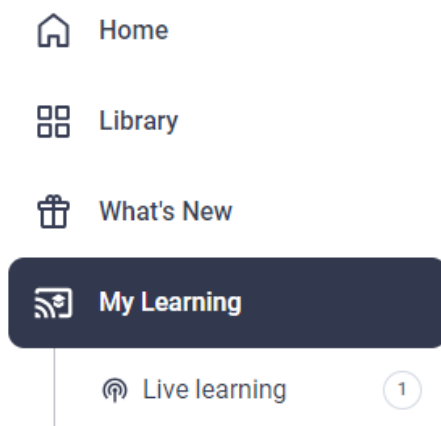
Step	Screenshot (if applicable)
1. Navigate to and select the desired Live Course.	
2. Review the upcoming scheduled Live Courses. Note: Users can filter classes by the Start and End times.	

<p>3. Select Register for the desired Live Course.</p> <p>Note: You will receive a confirmation email with the Live Course details attached.</p>	 <p>The screenshot shows the 'Upcoming classes' section. It includes a 'Start time' field set to 8:00 AM and an 'End time' field with a placeholder 'Enter end time'. A 'Show unavailable' toggle is on the right. The main content area displays the 'START DATE' as Oct 21, 2024, 'DATES AND TIMES' as October 21, 2024, 9:00 AM - 11:00 AM, and the course title 'Introduction to Provider and PED Enrollment System : Class 6'. It also indicates the location is 'Online'. At the bottom, it states 'Registration closes on October 21 at 9:00 AM' and 'Available'. The 'Register' button is highlighted with a red box.</p>
<p>4. To cancel a registration, select Cancel registration.</p>	 <p>The screenshot shows the same course details as the previous one, but the status is now 'Registered'. It includes an 'Add to Calendar' button with a dropdown arrow. The 'Cancel registration' button is highlighted with a red box.</p>
<p>5. To add the training to your calendar, select Add to Calendar.</p>	 <p>The screenshot shows the same course details as the previous ones, with the status 'Registered'. The 'Add to Calendar' button is highlighted with a red box.</p>

5 Explore My Learning

The My Learning section contains the following:

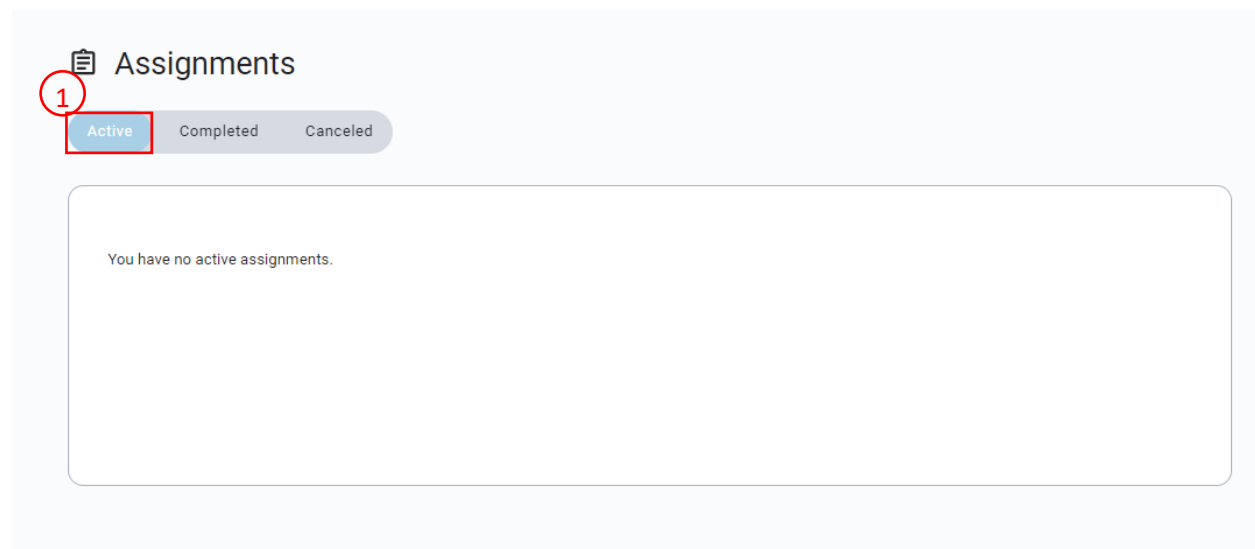
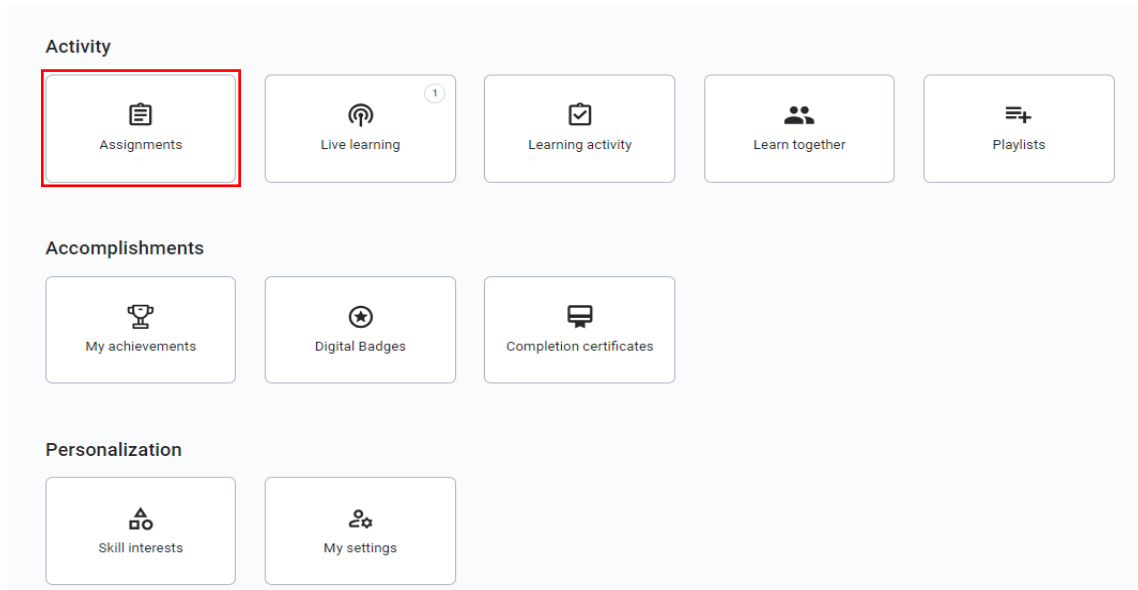
1. Number of Course completions
2. Number of Badges earned
3. Number of Certificates earned
4. Assignments
5. Live learning
6. Learning activity
7. Learn together (not currently available)
8. Playlists
9. My achievements
10. Digital Badges
11. Completion Certificates
12. Skill interests (not applicable)
13. My settings




5.1.1 Viewing Assignments

The Assignments section allows users to view the following assignments statuses:

1. **Active** – Current assignments
2. **Completed** – Assignments completed by the user
3. **Canceled** – Assignments canceled by the LMS Administrator




 **Assignments**

2

Active Completed Canceled

You have no completed assignments.

 **Assignments**

3

Active Completed Canceled

Complete your assignments by the due dates shown.

Jul 05	Due on 07/05/2024 Canceled ILT Placeholder Test Assigned by Dakota Benson
Aug 14	Due on 08/14/2024 Canceled Test Assigned by Dakota Benson

5.1.2 Viewing Live Learning

The Live Learning section allows users to view their Live Learning schedule. The Live Learning contains the following information:

- Start Date
- End Date
- Course Title
- Location
- Status

Activity

Assignments

Live learning ¹

Learning activity

Learn together

Playlists

Accomplishments

My achievements

Digital Badges

Completion certificates

Personalization

Skill interests

My settings

Live Learning

START DATE ▾	END DATE ▾	TITLE ▾	LOCATION ▾	STATUS ▾	
Oct 21, 2024	Oct 21, 2024	Introduction to Provider and PED Enrollment System	Online	Registered	⋮
<div> Rows per page 10 ▾ 1 – 1 of 1 </div>					


[Find more Live learning](#)

5.1.3 Viewing Learning Activity


The Learning Activity section contains the following:

- Standard Completion – Shows information about Courses started and completed by the user.
- PMI PDU (not applicable for New Mexico)
- NASBA CPE (not applicable for New Mexico)
- Journeys – Shows information about Journeys started and completed by the user.
- External Learning (not applicable for New Mexico)


Activity




Assignments




Live learning ¹



Learning activity




Learn together




Playlists


Accomplishments



My achievements




Digital Badges




Completion certificates


Personalization



Skill interests



My settings



Learning Activity


Standard completion

PMI PDU

NASBA CPE

Journeys

External learning

[Download CSV](#)


TITLE ↕	TYPE ↕	STATUS ↓	STARTED ↕	COMPLETED ↕	HIGHEST... ↕	
Customer Service Soft Skills	Course - Linked ...	Started	10/02/2024			⋮
Introduction to Provider & PED Enrollment Sy...	Live Course	Started	09/02/2024			⋮
PED Test Retake	Course - Linked ...	Started	08/28/2024			⋮
PED Test 1	Course - Linked ...	Started	08/28/2024		0	⋮

✓ Learning Activity

Standard completion PMI PDU NASBA CPE **Journeys** External learning


[Download CSV](#)

TITLE ↕	SOURCE ↕	STATUS ↕	STARTED ↕	COMPLETED ↕	
PED Training Retake	Custom	Started	08/28/2024		⋮
PED Training	Custom	Started	08/28/2024		⋮
State Supervisor Approver Training	Custom	Completed	08/01/2024	08/01/2024	⋮
State Approver Training	Custom	Completed	07/29/2024	07/29/2024	⋮


5.1.4 Viewing/Creating Playlists

The Playlist section allows users to create a playlist to include a list of things the user would like to learn. This section is also available to view via the Home page.


Activity




Assignments




Live learning ¹



Learning activity




Learn together




Playlists


Accomplishments



My achievements




Digital Badges




Completion certificates

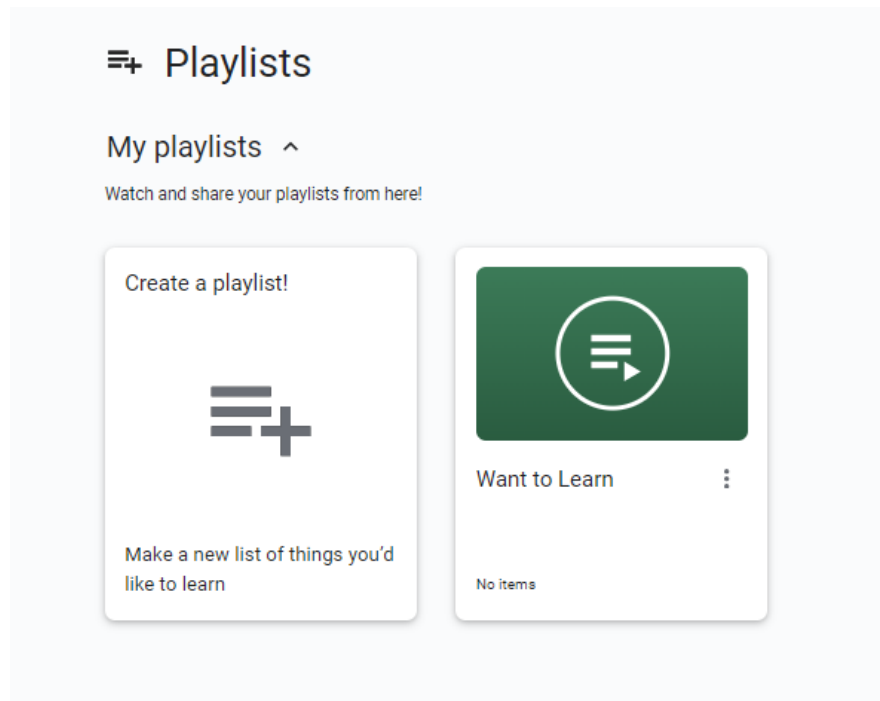
Personalization



Skill interests



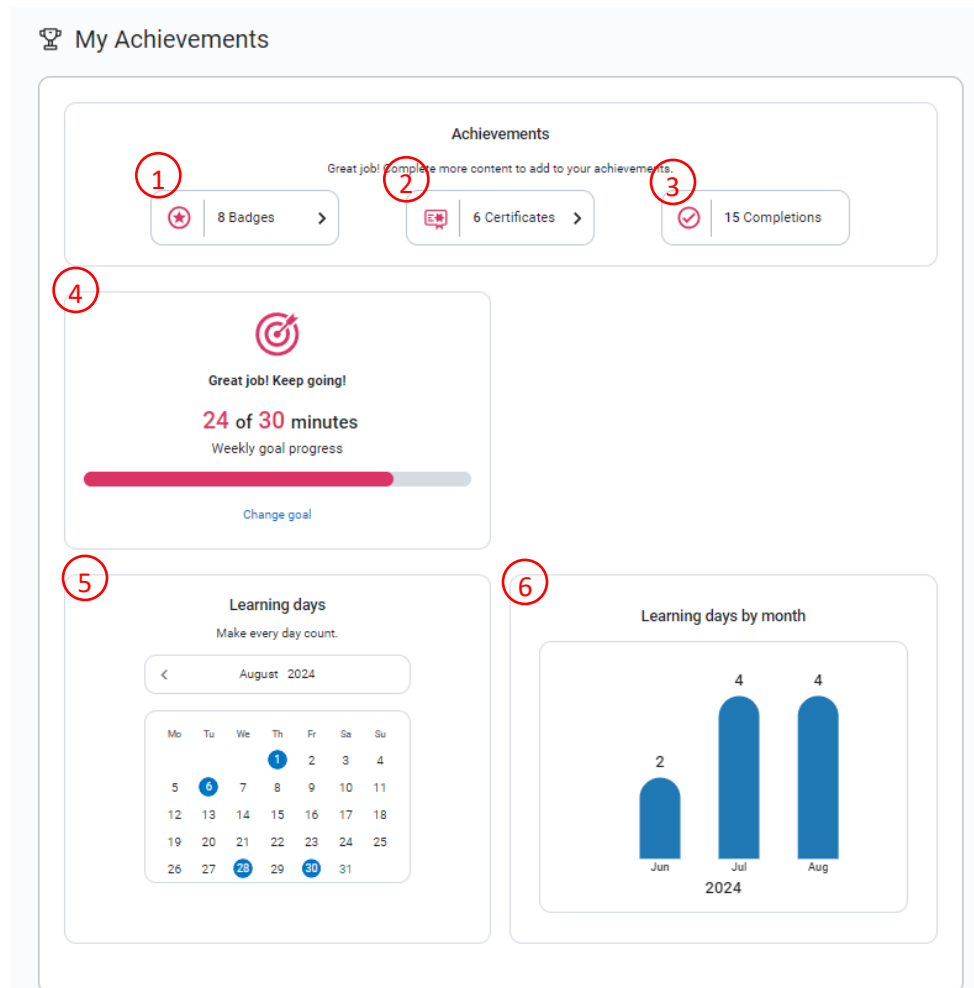
My settings



5.1.5 Viewing My Achievements

The My achievements section allows users to view various metrics of achievements. The metrics include the following:

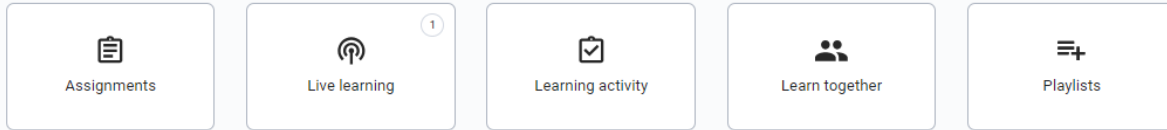
1. **Badges** – Total number of Badges the user has earned from all Courses and Journeys
2. **Certificates** – Total number of Certificates the user has earned from all Journeys
3. **Completions** – Total number of Course completions
4. **Goals** – Learning goals set by user
5. **Learning days** – Total number of days spent learning
6. **Learning days by month** – Total number of days per month spent learning



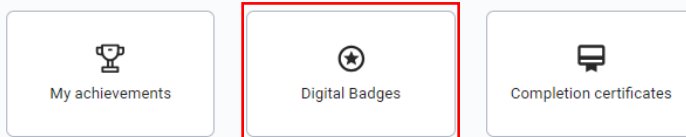
5.1.6 Viewing Digital Badges

The Digital Badges section allows users to access all of the Digital Badges they have earned, and the date issued. Digital Badges are earned after completing Courses and Journeys. These can also be accessed from the My Achievements section and within the Journeys and Courses themselves. Users may share, download, and email these Digital Badges as shown in the Journey Badges section.

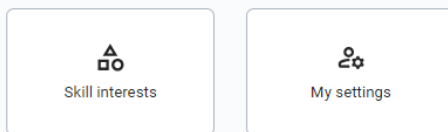
Activity



Accomplishments



Personalization



★ Digital Badges

In collaboration with Skillsoft, you have the ability to earn Digital Badges which are visual, verifiable, and portable records of accomplishment. Click below to view your Badge, share on social media or email your Badge.

Sort by: My Company ▾



5.1.7 Viewing Completion Certificates

The Completion Certificates section allows users to access all of the Certificates they have earned, and the date issued. Certificates are earned after completing Courses and Journeys. These can also be accessed from the My Achievements section and within the Journeys and Courses themselves. Users may share, download these Certificates as shown in the Journey Certificates section.

Activity

Assignments

Live learning ¹

Learning activity

Learn together

Playlists

Accomplishments

My achievements

Digital Badges

Completion certificates

Personalization

Skill interests

My settings

Completion Certificates

Certificate Type

Standard completion

PMI PDU

NASBA CPE

Programs

Sort by: Newest ▾




State Approver Role in Enrollment System

COURSE

Aug 1, 2024

[Download](#)




State Supervisor Approver Training

ASPIRE JOURNEY

Aug 1, 2024

[Download](#)



State Approver and State Supervisor Approver Training

ASPIRE JOURNEY

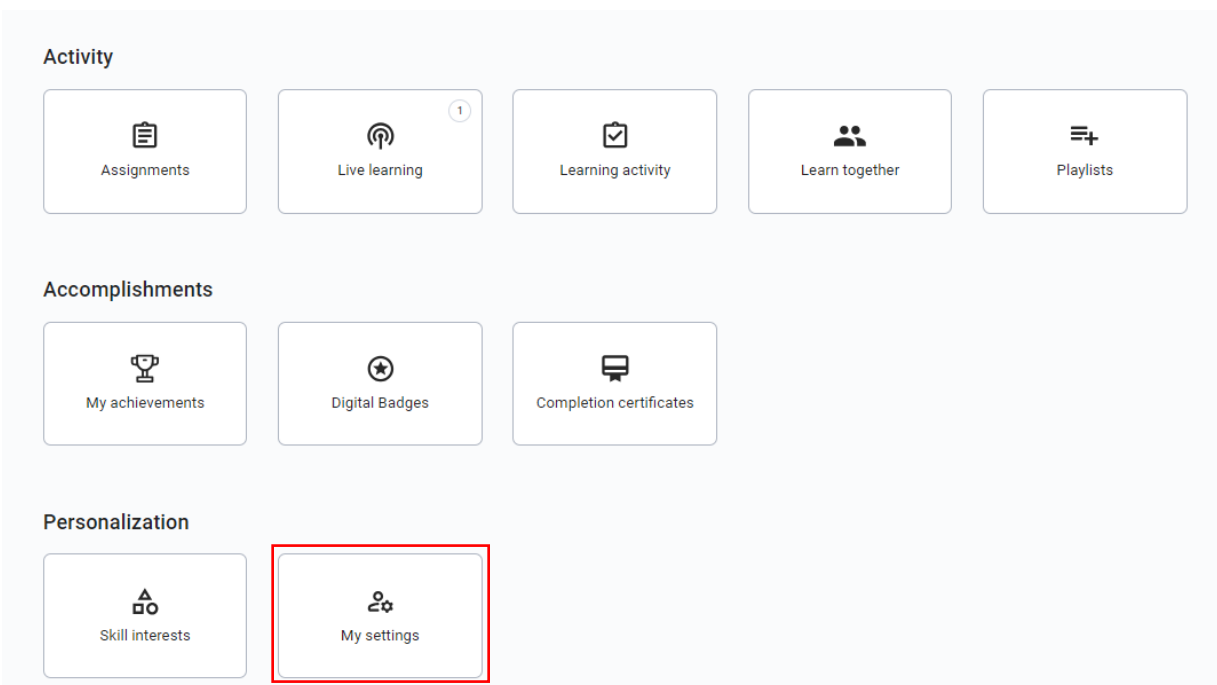
Jul 29, 2024

[Download](#)

5.1.8 Viewing/Managing My Settings

The My Settings section allows users to view and edit applicable user settings. The My Settings section contains the following:

1. **Password** – User’s site password
2. **Email Address** – User’s site Email address (not editable)
3. **Your Company Settings** – User’s company settings (not editable)
4. **Notifications** – User’s notification preferences
5. **Language** – User’s language preference



My settings

1

Password

Your password was last changed on 6/5/2024 | [Change password](#)

2

Email address

Is this your correct email? Please update your address to receive assignments from your manager, recommended learning materials, and important system messages.

Email address
dakota.benson@gdit.com | [Change email address](#)

3

Your company settings

Set by your organization. Not editable.
User ID: dakota.benson@gdit.com
Login name: dakota.benson@gdit.com

4

Notifications

Learning Reminders (once a week)

☒ If I haven't visited Percipio in a while, send me a reminder email to keep learning

Badge Earned (up to twice weekly)

☒ Send me an email when I earn a new badge

Retiring and recently added content (monthly)

☒ Send me an email about retiring and new content

Monthly learning digest (once a month)

☒ Send me an email with my accomplishments from the past month

5


Language


☒ Show a toggle on the library page to switch between viewing content in your preferred language and English (US).


6 Get Help

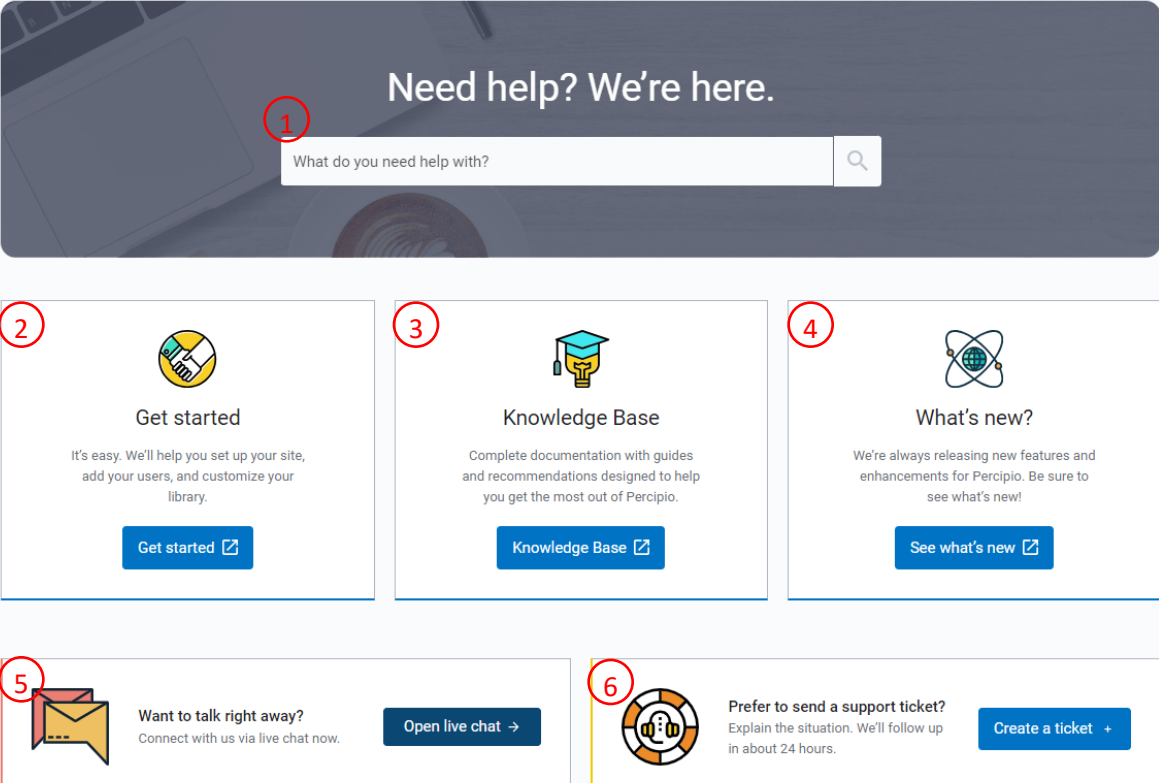
The Help page allows users to find answers to questions and issues that may arise. The Help page contains the following:

1. **Search bar** – To search for a topic related to the user's issue
2. **Get started** – Information on how to set up your learning
3. **Knowledge Base** – Documentation and guides on the site
4. **What's new** – View new site features and enhancements released
5. **Live chat** – Connect with support right away
6. **Create a ticket** – Open a support ticket to get an issue resolved

 [My settings](#)

 [Help](#)

 [Log Out](#)



The screenshot shows the Help page layout. At the top, a dark banner contains the text "Need help? We're here." and a search bar (1). Below the banner, there are three main sections: "Get started" (2) with a hand icon, "Knowledge Base" (3) with a graduation cap icon, and "What's new?" (4) with an atom icon. Each section has a brief description and a button. At the bottom, there are two options for getting help: "Want to talk right away?" (5) with a live chat button, and "Prefer to send a support ticket?" (6) with a "Create a ticket" button.