

**E-LEARN
EMPLOYEE
ENRICHMENT
USER MANUAL**

The University of Texas
Rio Grande Valley[™]
.....
*Human Resources
Organizational Development
& Training*

Reimagined E-Learn SkillSoft Platform



- Intuitive
- Visually Appealing
- Personalized Learners Need
- User-friendly home page
- Streamlined navigation
- Enhanced search capabilities
- Apply skills to your daily work
- Feel confident in applying knowledge efficiently



Primary Navigation Pane

The new LEFT-HAND navigation offers one click access to the major areas of the platform.

 Home

 Library

 What's New

 My Learning



LIBRARY: Browse by skills and explore specialized learning options.



WHAT'S NEW: Find new content and features



My LEARNING: View all activity, accomplishments, personalization and management features.

1

Home

Library

3

What's New

4

My Learning

5

Role Advisor

6

Certifications

7

Skill Benchmarks

8

AI Simulations

AI Assistant

9

My settings

10

Help

Log Out

Features and Changes

1. Left hand navigation for both learners and admins
2. Reorganized **My profile** drop down menu
3. Library page instead of a library menu
4. What's new page highlighting new content and features
5. Access to all pages from a new My learning page with time sensitive items showing on the left navigation area
6. Certifications page showing you all certifications that are available for you to pursue
7. Skill Benchmark page showing all the skill benchmarks available to you
8. AI Simulations page showing all the CAISY scenarios available to you
9. Account information has been renamed to My Settings
10. AI Assistant (beta) answers your questions about a topic and provides content recommendations for you to learn more. (Rolling out in phases starting in September 2024)

2



My Learning

My settings

Help

Log Out

FEATURES HIGHLIGHTS

- Professional & Personal Learning 24/7
- Diverse Topics with customized learning
- Aspire Journeys
- Books
- Channels
- Courses
- Test Prep
- Videos
- Boot Camps, Leaders Camps & Live Events
- Mobile, Tablet and Teams Accessibility
- Profile account with User Activity
- Digital Badges
- Supervisor Features
- Assign learning resources to your employees
- Tailor for individual interests/needs

HOW DO I ACCESS E-LEARN?

1

Office of Human Resources Website

<https://www.utrgv.edu/human-resources/current-employee/e-learn/index.htm>

2

Log into my.utrgv.edu

The screenshot displays the myUTRGV website interface. At the top, the logo for 'myUTRGV The University of Texas Rio Grande Valley' is visible, along with a user profile for 'Cassandra' and a 'Logout' link. Below the logo is a navigation bar with 'Home', 'Enrollment Reports', and 'Help & Downloads'. The main content area features a 'Home' heading with a graduation cap icon. A 'Applications' section is highlighted, containing a grid of icons for various services: ASSIST, Office 365, Blackboard, V Link, Engagement Zone, vPrint, iTravel, FPT, PeopleSoft, vSoftware, ePAF, E-Learn, Handshake, V OneCard, Gartner, People Admin, My UT Benefits, Zoom, Ad Astra, Bravo, and IT Support Center. A large orange-bordered box on the right side of the screenshot contains a stylized icon of a computer mouse with a blue and orange swirl, and a black circle with a white arrow pointing left is positioned to its left.

DISCLAIMER:

Important Notice: Compliance with Texas Senate Bill SB-17

In light of Texas Senate Bill SB-17, which prohibits certain Diversity, Equity, and Inclusion (DEI) activities, please consider the following when navigating the UTRGV E-Learn Employee Enrichment platform:

- The E-Learn library contains resources and professional development courses in a variety of fields, some may be labeled under "DEI."
- Supervisors must ensure that any assigned or recommended resources adhere to UTRGV policies and SB-17 guidelines such that supervisors are not assigning/recommending/promoting any E-Learn content that does not comply with Texas Senate Bill SB-17.
- The "Recommended For You" section on your E-Learn homepage is generated based on your recent activity (AI), individual skill selections, trending topics, and top-rated industry content. Please note that this is neither curated nor recommended by the UTRGV.
- UTRGV does not recommend or mandate any content that may fall under Diversity, Equity, and Inclusion.

**Important
Notice:
Compliance
with Texas
Senate Bill
SB-17**

LIVE DEMO

NAVIGATING THE HOME PAGE



Home

What would you like to learn today?

Search...



Explore, Discover, and Master New Skills.

SEARCH FOR CONTENT

- Much like a search engine, you can easily “Search Library” for topics of interest.
- Quickly find content, such as courses, videos, or subjects.
- Depending on the terms you enter, search results can include any of your available content types.

What would you like to learn today?

Search...



NAVIGATING THE HOME PAGE

The "Recommendations For You" section on your homepage is generated based on your recent activity, individual skill selections, trending topics, and top-rated industry content.

Please note: This is neither curated nor recommended by the UTRGV.

Recommendations for you

Recent Activity

Trending

Business Top-Rated

Leadership Top-Rated

Technology Top-Rated

Popular Channels



Home



Library

- From the left navigation, there is a Library option which opens a new Library page
- On the library page you see the following sections:
- **Company specific:** This is where you see what is important to your company and its business needs.
- **Skill areas:** This is where you see all content you are entitled to. It is organized into broad topic areas.
- **Prepare for a certification:** This is where you see all areas where you can train to achieve a certification.
- **Discover the learning method that's best for you:** This is where you can discover the different types of learning available to you through the platform. In this area you will see Explore the Bookshelf, a page that allows you to browse books by topic like in a book store.
- **Browse the full content collections:** This is where you have access to all the content your company has licensed and that is entitled to you.

Skill Areas

Artificial Intelligence (AI)

Business Operations

Cloud Services

Customer Service

Data

Digital Transformation

Diversity, Equity, & Inclusion

Infrastructure & Operations

Management

Navigating the Pandemic – Archives

NICE/8140 Journeys

Product Management

Productivity & Collaboration Tools

Professional Improvement

Programming

Project Management

Sales & Marketing

Security

Skillsoft Bootcamps

Skillsoft Leadercamps

Skillsoft Live Events

Skillsoft's The Edge Podcast

Software Craft

The University of Texas
Rio Grande Valley™

Human Resources
Organizational Development
& Training



Library

Each skill area will lead you to more resources related to that skill with a selection available in the left-hand menu with “Filter by” selection.

For resources under each skills selection, you can personalize based on different filters available:

Type of Resource

Subtitles/CC

Ratings

Content Source

Duration

Training Credits

Expertise

- NASBA CPE
- PMI PDU



CERTIFICATION PREP RESOURCES

Select '**Library**' or "**Certifications**" from the E-Learn main page to access the list of available resources to prepare for a certification

Explore certification prep training in a variety of vendors and topic areas.



Library



Certifications

(ISC)[™] (ISC)2

aws AWS

ASQ American Society for Quality (ASQ)

cisco Cisco

CompTIA CompTIA

Digital Marketing Institute

EC-Council EC-Council

Google Google

HRCI HR Certification Institute® (HRCI®)

ISACA Information Systems Audit and Control Association

IIBA International Institute of Business Analysis (IIBA)

ISTQB International Software Testing Qualification Board

isograd Isograd

kubernetes Kubernetes

Microsoft

Microsoft Office

ORACLE Oracle

PMI Project Management Institute (PMI)®

Red Hat

sas SAS





SHOWCASE LEARNING METHODS

Discover the learning method that's best for you!



Follow a guided path

Aspire Journeys deliver a comprehensive curriculum with hands-on practice and assessments towards a unique learning goal.

[Aspire Journeys for Business Skills ▶](#)

[Aspire Journeys for Codecademy ▶](#)



Take the next step in your career

Explore an immersive learning experience with live, hands-on, and on-demand learning that can help you navigate complex concepts.

[NICE/8140 Journeys ▶](#)



Engage in live learning

Experience real-time engagement with an experienced instructor with a centralized portal to register for and access live courses.

[Live Learning Calendar ▶](#)

[Skillsoft Bootcamps ▶](#)

[Skillsoft Leadercamps ▶](#)



Practice conversations with CAISY

CAISY makes crucial conversations easier by providing a safe space to practice and receive real-time feedback.

[Explore CAISY scenarios ▶](#)



Read or listen on the go

Explore a library of books, audiobooks and summaries. Download the Percipio app and download audiobooks for the road.

[Explore the Bookshelf ▶](#)

[Skillsoft's The Edge Podcast ▶](#)



Gauge your skill proficiency

Skill Benchmarks assess your skill level in a particular area and provide personalized recommendations to improve your skills.

[Visit Role Advisor ▶](#)

[Discover Skill Benchmarks ▶](#)

- **Aspire Journeys** are structured learning paths.
- A journey keeps you working toward an overall goal, helping you to achieve your career aspirations.
- Journeys consist of required tracks, which contain all of the learning content for a specific path or job function, as well as any optional resources.
- To complete a journey, you must complete all of the tracks within the learning path.



Discover the learning method that's best for you!



Follow a guided path

Aspire Journeys deliver a comprehensive curriculum with hands-on practice and assessments towards a unique learning goal.

[Aspire Journeys for Business Skills ▶](#)

[Aspire Journeys for Codecademy ▶](#)



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[Discover Skill Benchmarks ▶](#)

- **Skillsoft Bootcamps and Leadercamps** are a series of interactive streaming events hosted by live instructors.
- They allow you to take advantage of the wisdom of industry-leading experts and practitioners.
- Also search course via Live Calendar through filters such as: Content Source, Type, Location



Discover the learning method that's best for you!



Explore the Bookshelf

Enjoy on-demand access to books, book summaries, audiobooks, and audio summaries.



- Get started with a top pick from your Role Advisor
- Newest releases
- Top books in different areas



The Edge: A Skillsoft Podcast

Welcome to the Skillsoft podcast, a platform designed to help leaders and learners alike unleash their edge! In this series, we'll feature a variety of guests, including some familiar faces from our Perspectives Ask a Speaker series, to engage in thought provoking conversations and open dialogue on the topic of learning and growth in the workplace.



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[Aspire Journeys for Business Skills ▶](#)

[Aspire Journeys for Codecademy ▶](#)



Take the next step in your career

Explore an immersive learning experience with on-demand learning that can help you navigate complex concepts.

[NICE/8140 Journeys ▶](#)



Engage in live learning

Experience real-time engagement with an experienced instructor with a centralized portal to register for and access live courses.

[Live Learning Calendar ▶](#)

[Skillsoft Bootcamps ▶](#)

[Skillsoft Leadercamps ▶](#)



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[Discover Skill Benchmarks ▶](#)

CAISY™ Conversation AI Simulator

Unlock the Future of Learning with CAISY™ AI Solutions!
Engage in Real-Life Scenarios and Get Instant Feedback - available to all UTRGV Employees via E-Learn!

Agile Tech & Product Team Simulations

Practice conversations around agile principles and product team strategies...

Coaching Your Team Simulations

Coaching Your Team simulations help to develop a manager's coaching skills...

Customer Service Simulations

Practicing customer service scenarios involves simulating real-life situations...

DEI Simulations

Practicing DEI scenarios involves simulating real-world situations to...



E-Learn Skill Benchmarks

Discover Your Learning Path with E-Learn Skill Benchmark! Assess your skill proficiency and get immediate feedback - exclusively for UTRGV Employees on E-Learn.





My Learning

The sections of the My Learning page are:

“**Activity**” section shows all activity related to your learning.

From “**Accomplishments**” section, access your achievements, leaderboards, digital badges, and the brand new Completion Certificates page where you will find all of your certificates in one convenient location for download. You can still download certificates from More Actions options on the Learning Activity list.

Activity

- Assignments
- Live learning
- Learning activity
- Skill Benchmarks
- Learn together
- Playlists
- Notes and reflections

Accomplishments

- My achievements
- Leaderboard
- Digital Badges
- Completion certificates

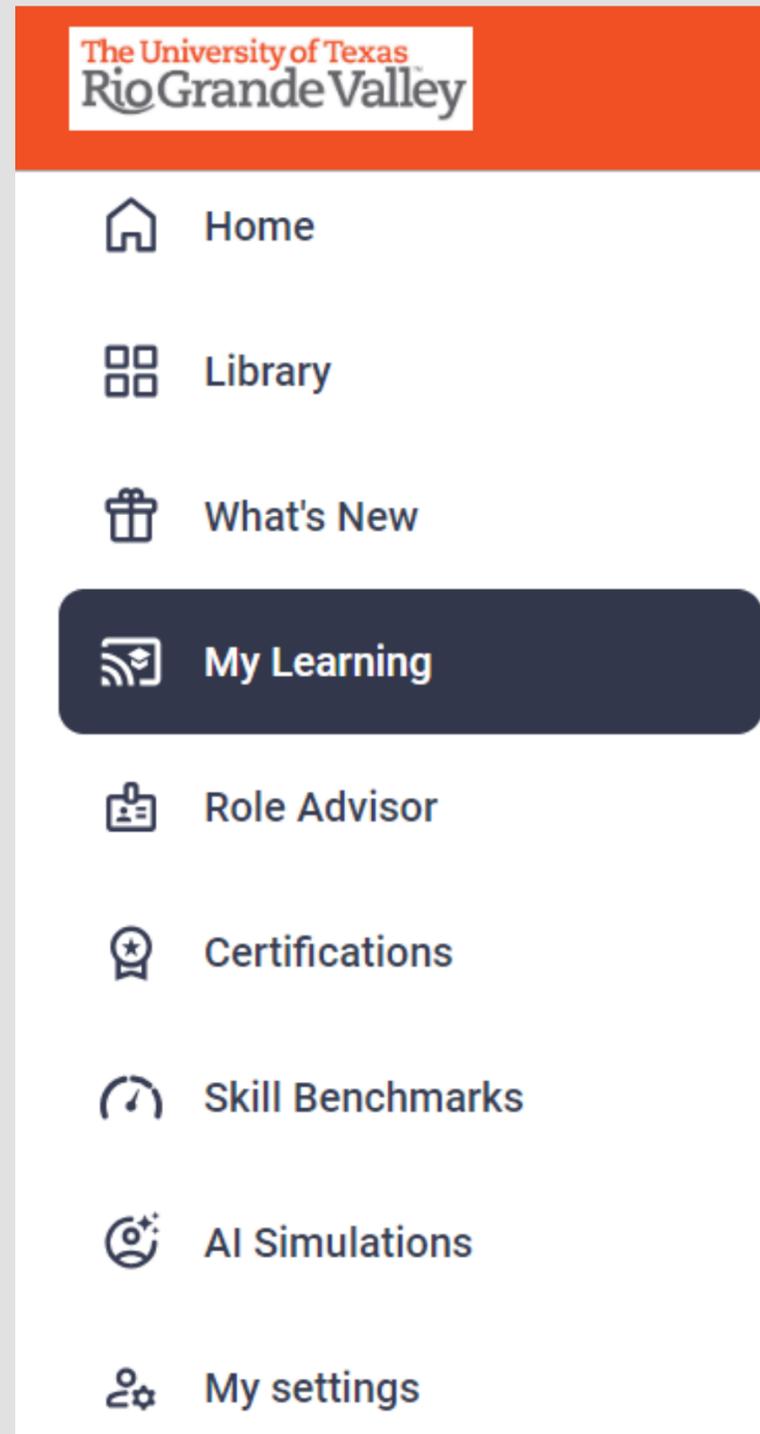
“**Personalization**” section to your personalization settings for your Percipio experience including adding your role and skill ratings, selecting your skill interests, and setting up how you want to interact with Percipio.

Personalization

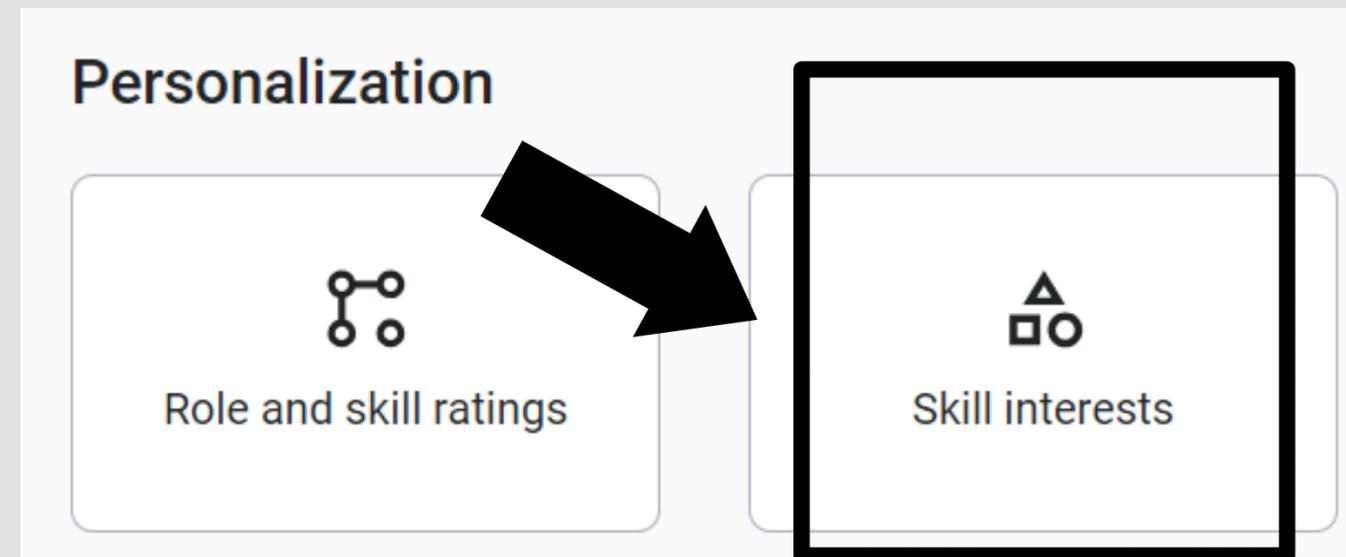
- Role and skill ratings
- Skill interests
- My settings

SET UP SKILLS

1.



2.



3.

- Click on **My Learning** from the home page.
- Scroll to find **Personalization**.
- Select **Skill Interest**.
- Select the skills that you would like to build upon and **Save**.

[< My Learning](#)

Skill Interests

Update your selections and build new skills. Choose from the areas below and we'll give you more recommendations. You can always change your selections.

Artificial Intelligence (AI) Aspire Journeys for Business Skills Aspire Journeys for Codecademy Business Operations

Cloud Cloud Services **Customer Service** Data Digital Transformation Diversity, Equity, & Inclusion

Faculty - New Employee Orientation Infrastructure & Operations IT Enterprise Systems **Management**

Navigating the Pandemic – Archives NICE/8140 Journeys Product Management Productivity & Collaboration Tools

Professional Improvement Programming Project Management **Sales & Marketing** Security

Skillssoft Bootcamps Skillssoft Leadercamps Skillssoft's The Edge Podcast Software Craft

[Next >](#)

Tell us a little more.

Choose one or more subjects for each area.

Customer Service

Customer Service: Core Concepts & Methods

Management

Business Execution

Business Strategy

Leadership Essentials

Management Essentials

Team Management

Professional Improvement

Business Communication

Individual Professional Performance

Personal Accountability

Personal Productivity

Self-Discovery

Well-Being

Working and Learning Together From Home

Sales & Marketing

Corporate Communications

Corporate Marketing

Customer Success

Product Marketing

Salesforce & Channel Management

Selling Skills

Subjects for 4 of 4 areas selected

[< Back](#)

[Save](#)

ROLE ADVISOR



Role Advisor

Accelerate your
professional growth with
Role Advisor



Want to learn about a new role?

Add an aspirational role

See how you stack up with Skill Benchmarks

Discover your strengths and gaps in any skill, skip material you already know and address any skill gaps with a personalized path.



Skill Benchmarks



View all skill benchmarks that you have started or completed

Why take a Skill Benchmark?



- Determine your skill level in a particular area – you can't fail
- Get personalized recommendations targeted to improving your skills
- Skip the material you already know
- Help your company gauge where to target its resources
- Challenge yourself to learn new skills and improve your score

Explore Skill Benchmarks

Artificial Intelligence (AI) (3) **2 NEW!**

Business Operations (8) **5 NEW!**

Cloud Services (102) **3 NEW!**

Customer Service (2) **2 NEW!**

Data (175) **12 NEW!**

DCWF Journeys (5)

Digital Transformation (17) **9 NEW!**

Diversity, Equity, & Inclusion (2) **2 NEW!**

Infrastructure & Operations (58) **2 NEW!**

Management (21) **21 NEW!**

Product Management (1)

Productivity & Collaboration Tools (40) **5 NEW!**

Professional Improvement (24) **23 NEW!**

Programming (178) **6 NEW!**

Project Management (4)

Sales & Marketing (4) **4 NEW!**

Security (48) **2 NEW!**

Skillsoft Bootcamps (4)

Software Craft (74) **3 NEW!**

CAISY AI Simulator

Channels



Agile Tech & Product Team Simulations



Coaching Your Team Simulations



Customer Service Simulations



DEI Simulations

Refer to the disclaimer on Slide 7



First Time Manager in Technology Simulations



First Time People Manager Simulations



Leadership Simulations



Procurement Simulations



Sales & Marketing Simulations



Well-Being Simulations



AI Simulations

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Human Resources
Organizational Development
& Training

COMING UP SOON:

AI Assistant (Beta)

- Starting August 4, 2024, AI Assistant is rolling out in phases across all organizations. When rolled out to the UTRGV site, learners can access the AI Assistant from the left navigation bar.

Powered by ChatGPT technology, the AI Assistant enables learners to have a dialogue to help

- them find the exact content needed to meet their learning needs.

The learner initiates the interaction by entering a request and the AI Assistant responds with

- recommended content or a clarifying question.

Assigning Content to Direct Reports

Manager Experience!

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Rio Grande Valley

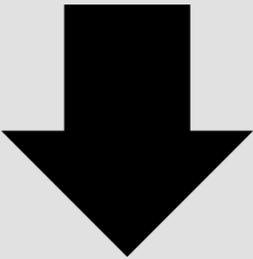
↻ Switch to my manager view

-  Home
-  Library
-  Analytics
-  Users
-  Learning

User Management

If you are officially listed as a supervisor, you will have access to your team members under "User Management".

Assignments



Assignments

Provide feedback

+ New assignment

Search assignments in this list  Filter 

NAME 	CATEGORY  	STATUS 	DURATION	 Columns
No Rows To Show				

1 Describe your assignment 2 Add content 3 Add users and audiences 4 Manage emails 5 Review and launch

Multilingual assignments NEW
 Create and manage a single assignment that caters to diverse language needs
 You can now add content that is available in more than one language to assignments. Learners can choose the language in which they consume content regardless of the language set for the assignment.

Choose your languages
 Start by selecting the preferred language(s) of the learners in this assignment and then enter the translated details for each language selected.

Select display language: English (US)

Describe your assignment
 Enter a detailed overview of the assignment.

Title * Business objective *

Assigned by* Tanvir Hassan Category *

Description *

Duration
 Specify a fixed due date for your assignment or a set number of days for completion. If choosing Number of days, the due date will be calculated based on the day the learner is added to the assignment.

Specific date Number of days

Start date * Days to complete * Time Zone: GMT

- Supervisors will be able to assign resources to their direct reports:
1. From the Manager view, click **Learning**, then select Assignments from the drop-down menu.
 2. To assign a new assignment, select 'New Assignment'
 3. Add Assignment Name.
 4. Select Business Objective from drop-down menu
 5. Add desired Assignment Description.
 6. Select Duration:
 - Specific Date: Date in which it needs to be completed by.
 - Number of Days: Number of days to completed once assigned.
 7. Add users – Participants that will be assigned
 8. Add content – content to be assigned
 9. Save Assignment to complete later or Next: Notify User

USERS ▾ CONTENT ▾ LEARNING ▾ ANALYTICS ▾ SETTINGS ▾

Assignments > New assignment

Notify Users

Enable assignment emails. Admins can send reminders directly from assignments after launch.

Email send date: 3/15/2022 Time: 4:30 PM This will be sent now

Customize your email

Introductory text

↩ ↪ Clear format... **B** *I* U Ω

Please write a quick note to employee(s)

Email preview

The University of Texas
Rio Grande Valley

You have a pending assignment

Please write a quick note to employee(s)

DUE DATE	Test
Mar 20 2022	Test

[View Assignments](#)

You can sign in at: utrgv.percipio.com
Login ID: {your_learner_login_ID}
Site Name (for mobile app): utrgv

For further assistance, please contact Skillcraft Support

[← Back to assignment details](#) [Cancel](#) [Save Assignment](#) [Launch Assignment](#)

Notify Employees

1. Confirm date of email to be sent.
2. Write a note to the employee(s).
3. Review Email preview.
4. Select 'Launch Assignment' for email to be sent and assignment to be assigned to employee(s).

Once a supervisor has assigned an assignment to a direct report, they will receive an email letting them know it has been assigned.

You have a pending assignment

Hi Cassie, sending this is a TEST.

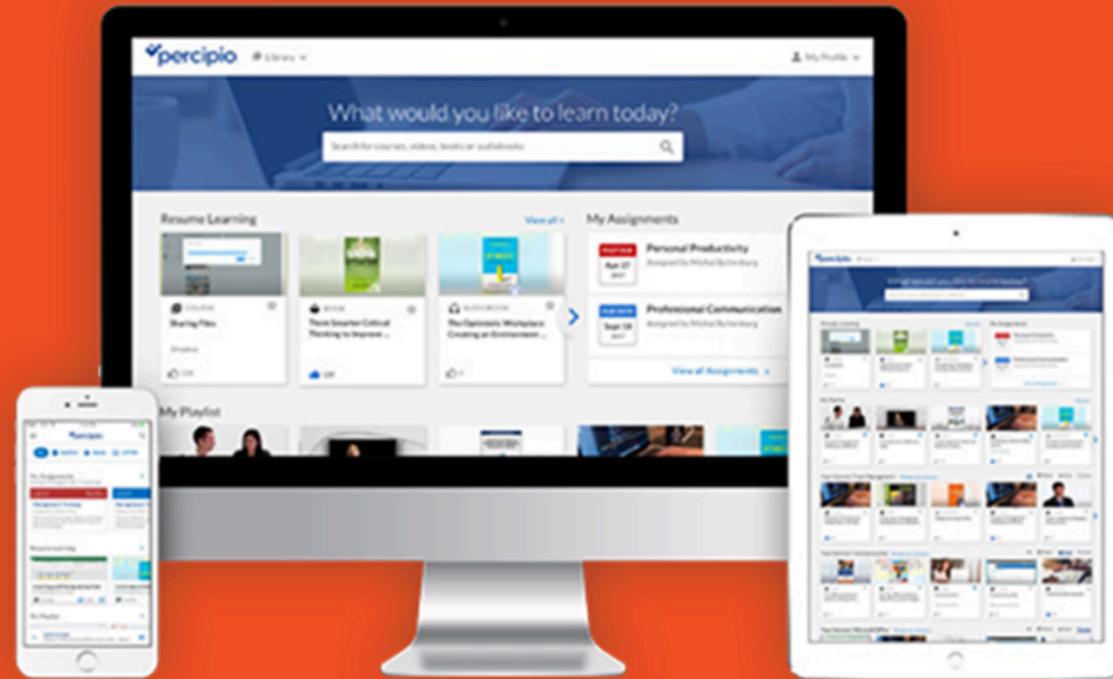
DUE DATE	TEST
Mar 31, 2022	TEST Assigned by Amnah Imtiaz

[View Assignments](#)

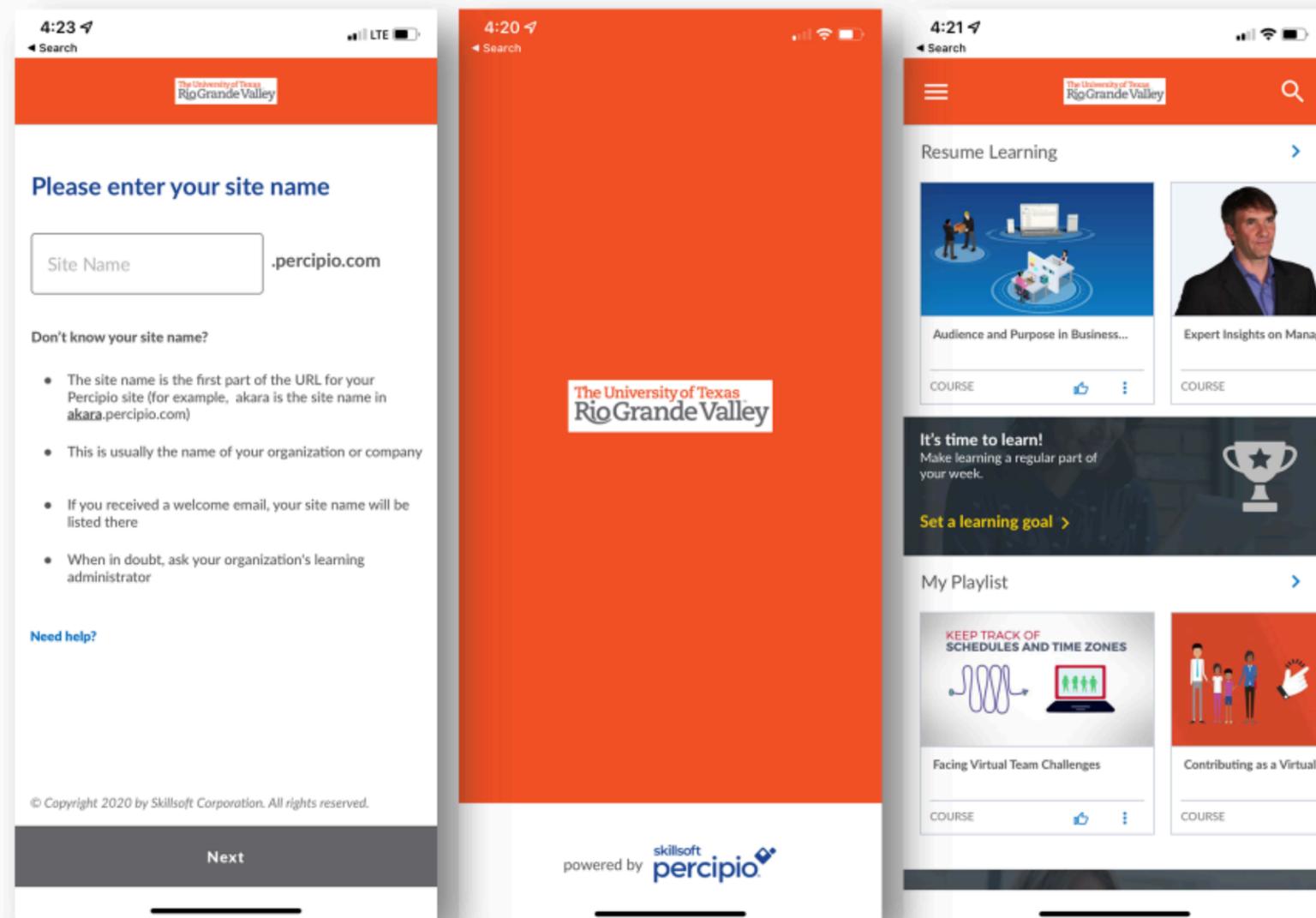
You can sign in at: utrgv.percipio.com
Login ID: cassandra.leal@utrgv.edu
Site Name (for mobile app): utrgv

For further assistance, please contact [Skillsoft Support](#).

Mobile, Tablet, Teams Access



Going Mobile: E-Learn Percipio App



Access to:

- Books
- Videos
- Courses
- Assignments
- Playlists
- Downloads
- Live Course Calendar
- Digital Badges

Search for "Percipio" in the App Store/Google App Store

Your Site Name - UTRGV

NOTE: Some items may not be available for download/use offline

Need Additional Help?

1. Select your Employee Name (Top Right Corner)
2. Select 'Help' from the dropdown menu
3. Search for Topics in the User Manual

The University of Texas
Rio Grande Valley

Switch to my admin view

Home
Library
What's New
My Learning
Role Advisor
Certifications
Skill Benchmarks
AI Simulations
My settings

What would you like to learn today?

Search...

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

Role Recent Learning Live Learning Skill Benchmarks Playlists

Get better at your role!
Role Advisor uses your current role to create a personalized professional development plan to

LEARNING OF THE WEEK:
CURRICULUM DEVELOPMENT
Transition to Python in
Minecraft Education
Explore how educators use

My Learning
My settings
Help
Log Out

For additional assistance please contact:

EmployeeTraining@utrgv.edu