

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY



E-Learn



New Percipio Platform

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How do I access E-Learn?

The Office of Human Resources Website,
www.utrgv.edu/HR

UTRGV The University of Texas Rio Grande Valley

Directory myUTRGV
Search Search... Q

Office of Human Resources
Division of Finance and Administration

Home - Careers - On-boarding and Training - Compensation - Operations - Employee Relations - COVID19 Resources - Forms - Engagement, Recognition & Wellness - Student Employment -

Bravo Vaqueros

UT System Benefits
For more information please click here.
[Read More about UT System Benefits](#)

Merit Guidelines
[Read More about Merit Guidelines](#)

E-Learn Employee Enrichment
For more information on E-learn, click here to access the E-Learn Employee Enrichment Portal through myUTRGV or you can view our E-learn page under...
[Read More about E-Learn Employee Enrichment](#)



How do I access E-Learn?

Log into my.utrgv.edu

The screenshot displays the myUTRGV portal interface. At the top, the header includes the myUTRGV logo, the text "The University of Texas Rio Grande Valley", a user icon, and a "Logout" link. Below the header is an orange navigation bar with links for "Home", "Enrollment Reports", and "Help & Downloads". The main content area is titled "Home" with a graduation cap icon. It features two primary sections: "Applications" and "Email". The "Applications" section contains a grid of 24 application icons, including 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. The "Email" section displays a large graphic of a computer mouse cursor clicking on a circular icon with orange and white concentric arcs, representing a signal or connection. A red line points from the "E-Learn" icon in the Applications grid to this graphic. Below the "Email" section is a "Calendar" section with a calendar icon.

Set Up—First Time Logging In

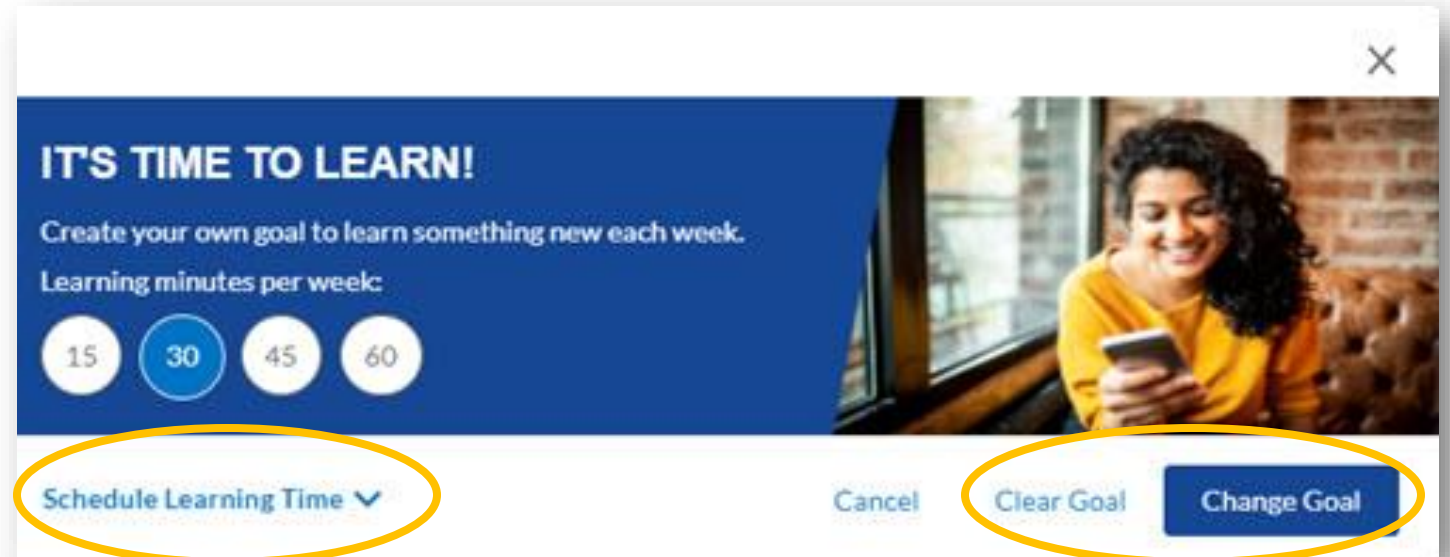
Setting up Skills

1. Select your Employee Name (Top Right Corner).
2. Select 'Skills' from the dropdown menu
3. Select the skills that interest you or that you would like to build upon.
4. E-Learn Percipio will recommend courses based on your selection,
5. Skills can be updated/changed at any time,


The screenshot shows the E-Learn Percipio interface for The University of Texas Rio Grande Valley. The top navigation bar is orange and contains the university logo, a 'Library' dropdown, a search bar, and a user profile icon labeled 'Employee'. A dropdown menu is open from the 'Employee' icon, listing options: Assignments, Activity, Digital Badges, Playlist, Skills (highlighted with a yellow circle), Account Information, Help, and Log Out. The main content area is titled 'Skills' and includes the instruction 'Update your selections and build new skills'. Below this, there are several skill categories represented by buttons: 'Aspire Journeys for Business Skills', 'Aspire Journeys for Technology & Developer', 'Business Operations', 'Cloud Services', 'Customer Service', 'Data', 'Digital Transformation', 'Diversity, Equity, & Inclusion', 'Infrastructure & Operations', 'Management', 'Perspectives', 'Product Management', 'Productivity & Collaboration Tools', 'Professional Improvement', 'Programming', 'Project Management', 'Sales & Marketing', 'Security', 'Skillsoft Bootcamps', 'Skillsoft Leadercamps', 'Skillsoft's The Edge Podcast', and 'Software Craft'. A 'Next >' button is located at the bottom right of the main content area. On the left sidebar, the 'Skills' option is also highlighted with a yellow circle.

Learning Goals


1. From the learning goals banner select 'Set Learning Goal' or Change your goal
2. Select Learning Minutes per week, 15, 30, 45, 60
3. Select the desired days and times
4. Select 'Add to Calendar' and choose the calendar software where event will display
5. Goals can be updated/changed at any time,



Navigating the Main Page




Library ▾

Employee ▾


What would you like to learn today?

Search our library





Resume Learning


View all >



COURSE



Expert Insights on Managing Virtual Teams


 1631 



COURSE

Audience and Purpose in Business Writing



 1222 




COURSE

Six Sigma and Lean: Foundations and Principles



Six Sigma Yellow Belt

 2185 



COURSE

Customer Service: Discovering Customer Needs

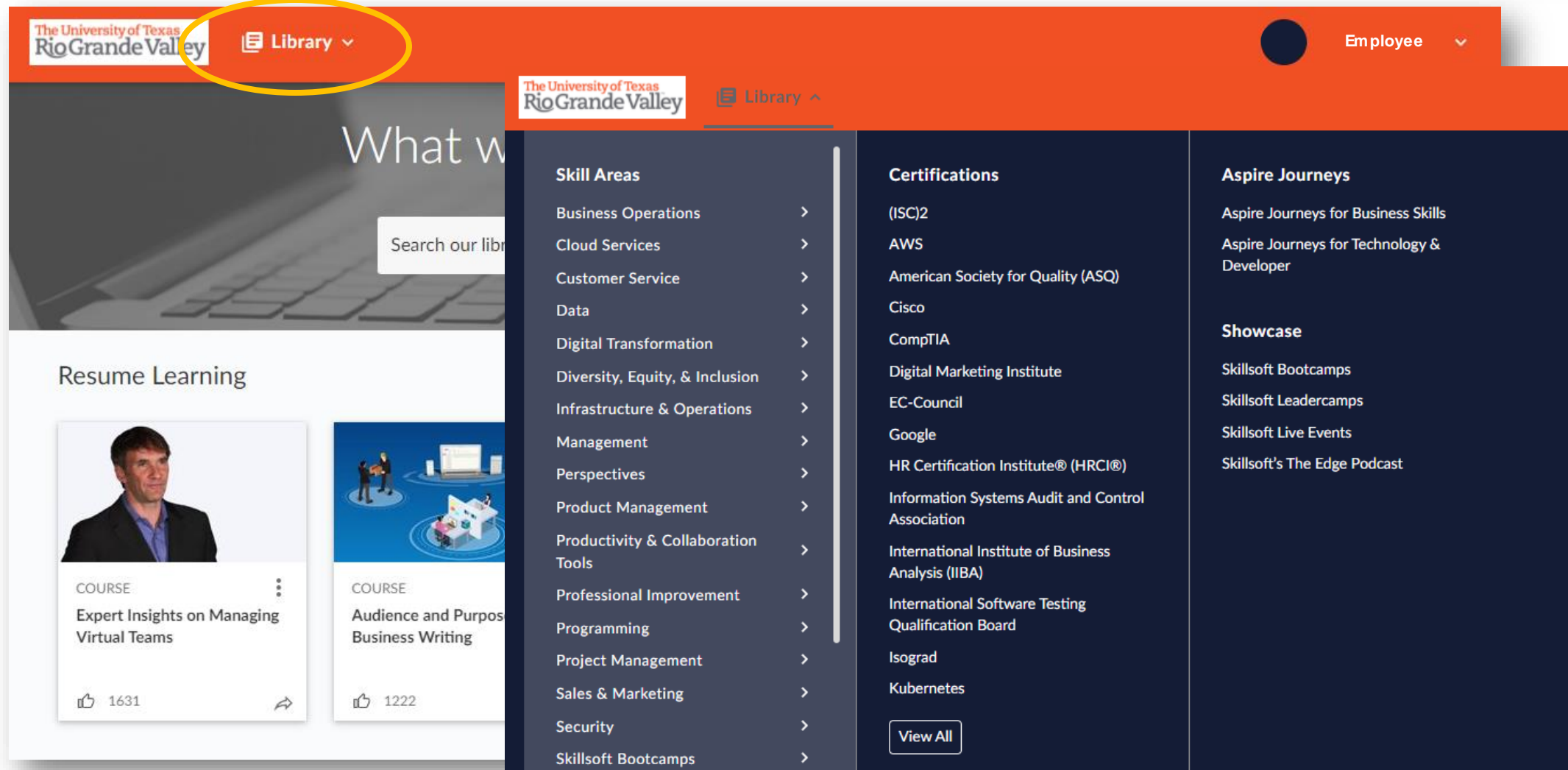
 353 

A large, hand-drawn style orange oval with a slight gradient and a white highlight on the left side, serving as a background for the text.

Discover Resources

The Library

 Library ▾



The screenshot displays the Library website interface. The top navigation bar is orange and contains the university logo, a 'Library' dropdown menu (highlighted with a yellow circle), and an 'Employee' dropdown. Below the navigation bar, the main content area is dark blue. On the left, there's a 'Resume Learning' section with two course cards: 'Expert Insights on Managing Virtual Teams' (1631 likes) and 'Audience and Purpose Business Writing' (1222 likes). The central part of the page features a large 'What w' heading and a search bar. To the right, there are three columns of content: 'Skill Areas' (listing various business and technical skills), 'Certifications' (listing various professional certifications), and 'Aspire Journeys' (listing various learning paths). A 'Showcase' section is also present, listing various bootcamps and events. A 'View All' button is located at the bottom of the 'Certifications' column.

The University of Texas
Rio Grande Valley

Library ▾

Employee ▾

What w

Search our lib

Resume Learning

COURSE
Expert Insights on Managing Virtual Teams
1631

COURSE
Audience and Purpose Business Writing
1222

Skill Areas

- Business Operations >
- Cloud Services >
- Customer Service >
- Data >
- Digital Transformation >
- Diversity, Equity, & Inclusion >
- Infrastructure & Operations >
- Management >
- Perspectives >
- Product Management >
- Productivity & Collaboration Tools >
- Professional Improvement >
- Programming >
- Project Management >
- Sales & Marketing >
- Security >
- Skillsoft Bootcamps >

Certifications

- (ISC)2
- AWS
- American Society for Quality (ASQ)
- Cisco
- CompTIA
- Digital Marketing Institute
- EC-Council
- Google
- HR Certification Institute® (HRCI®)
- Information Systems Audit and Control Association
- International Institute of Business Analysis (IIBA)
- International Software Testing Qualification Board
- Isograd
- Kubernetes

[View All](#)


Aspire Journeys

- Aspire Journeys for Business Skills
- Aspire Journeys for Technology & Developer


Showcase

- Skillsoft Bootcamps
- Skillsoft Leadercamps
- Skillsoft Live Events
- Skillsoft's The Edge Podcast

Search for Content




Library ▾

Employee ▾


What would you like to learn today?

Search our library




Resume Learning


[View all >](#)



COURSE


Expert Insights on Managing Virtual Teams


 1631



COURSE

Audience and Purpose in Business Writing


 1222




COURSE

Six Sigma and Lean: Foundations and Principles


Six Sigma Yellow Belt

 2185



COURSE

Customer Service: Discovering Customer Needs

 353

Search for Continuing Education Credits/Training Credits

The screenshot shows the E-Learn Library interface. At the top, the search bar contains the word "Communication" and is highlighted with a yellow circle. Below the search bar, the results are displayed. On the left, there is a "Filter by" section with two categories: "Type" and "Training Credits". The "Training Credits" section is highlighted with a yellow circle and contains two options: "NASBA CPE" (102) and "PMI PDU" (74). The main results area shows 3,351 results for "Communication", sorted by "Best Match". The results are listed in a grid format, with each item showing a thumbnail image, a title, a description, and a "CHANNEL" or "VIDEO" label. The items shown are "Oral Communication", "Written Communication", "Communication Essentials", and "Digital Communication".

The University of Texas
Rio Grande Valley

Library

Communication

Employee

Home

Filter by

3,351 results for Communication

Sort by: Best Match

Type

- ☐ Aspire Journey 25
- ☐ Audio Summary 33
- ☐ Audiobook 179
- ☐ Book 1,713
- ☐ Book Summary 39
- ☐ Channel 19
- ☐ Course 327
- ☐ Lab 9
- ☐ TestPrep 2
- ☐ Video 1,005

Expertise

Duration

Training Credits

- ☐ NASBA CPE 102
- ☐ PMI PDU 74

CHANNEL

Oral Communication

Effective oral communication is a vital skill for success. Learn how to better communicate your thoughts and ideas to all audiences.

227

CHANNEL

Written Communication

Effective written communication is essential in the modern workplace. Learn practical tips to improve your writing skills.

569

CHANNEL

Communication Essentials

Become a better communicator using these practical strategies on presentation skills, listening, body language, and writing well. Learn to communicate more effectively and confidently in your day-to-day interactions with colleagues, ...

1856

VIDEO

Digital Communication

2m 15s Skillssoft Everyone Aug 2021

From Course: [The Power of Communication](#)

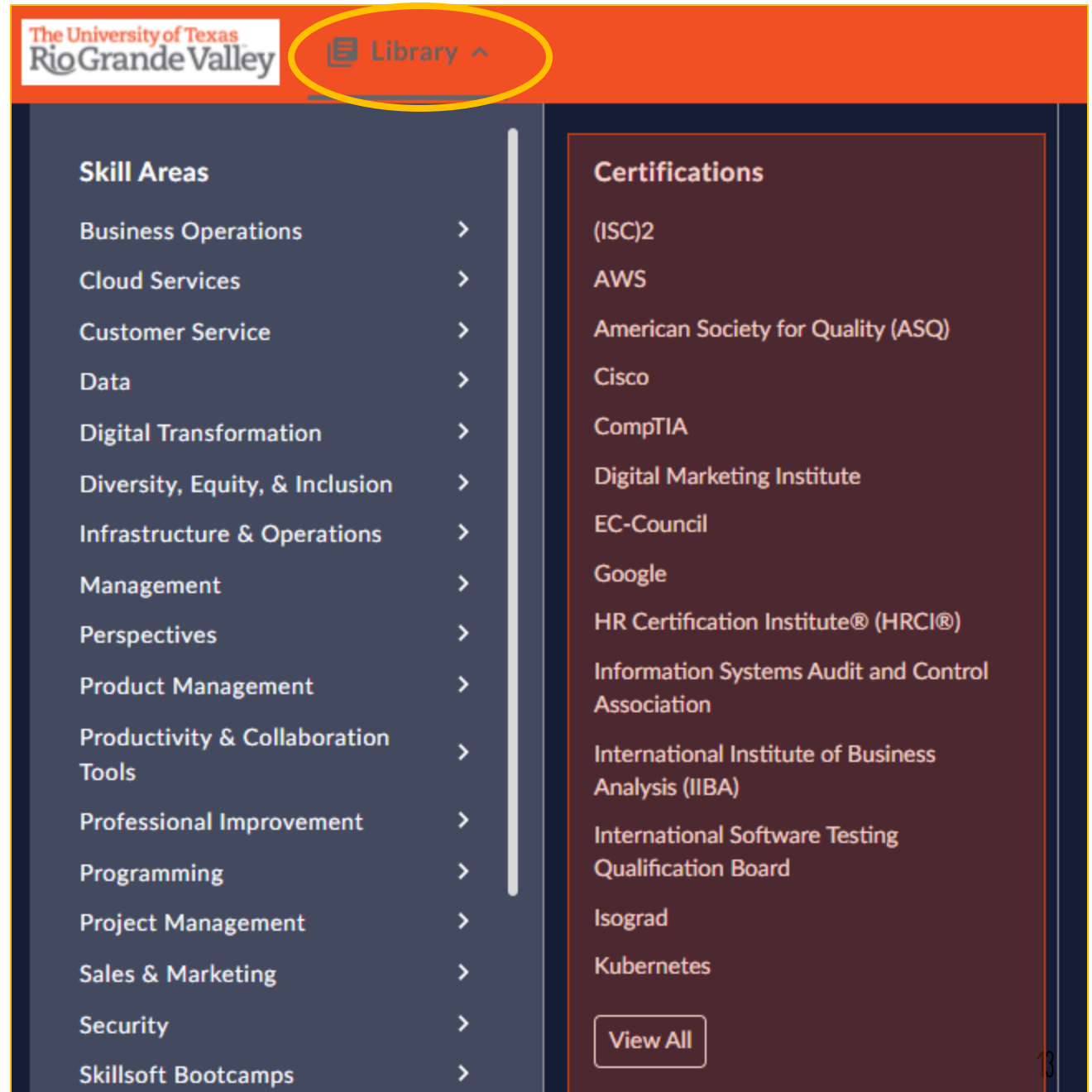
2

E-Learn Library offers NASBA CPE and PMI PDU
Credit-Based Learning

1. Search for topic of interest
2. Select training credits desired in the 'Filter by' Section

Professional Certificate Preparation Resources

1. Select the 'Library' Tab
2. Right side of the drop-down menu will show all Certifications offered.



Professional Certificate Preparation Resources Offered

- (ISC)2
- AWS
- American Society for Quality (ASQ)
- Cisco
- CompTIA
- Digital Marketing Institute
- EC-Council
- Google
- HR Certification Institute® (HRCI®)
- Information Systems Audit and Control
- International Institute of Business Analysis (IIBA)
- International Software Testing Qualification Board
- Isograd
- Kubernetes
- Microsoft
- Microsoft Office
- Oracle
- Project Management Institute (PMI)®
- Red Hat
- SAS
- VMware

Bootcamps & Leadercamps

Skillsoft Bootcamps and Leadercamps

- 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.
- Three to five live sessions are offered each week and last anywhere from two to four hours per session.
- Following the live event, a recording is available on-demand for replay.

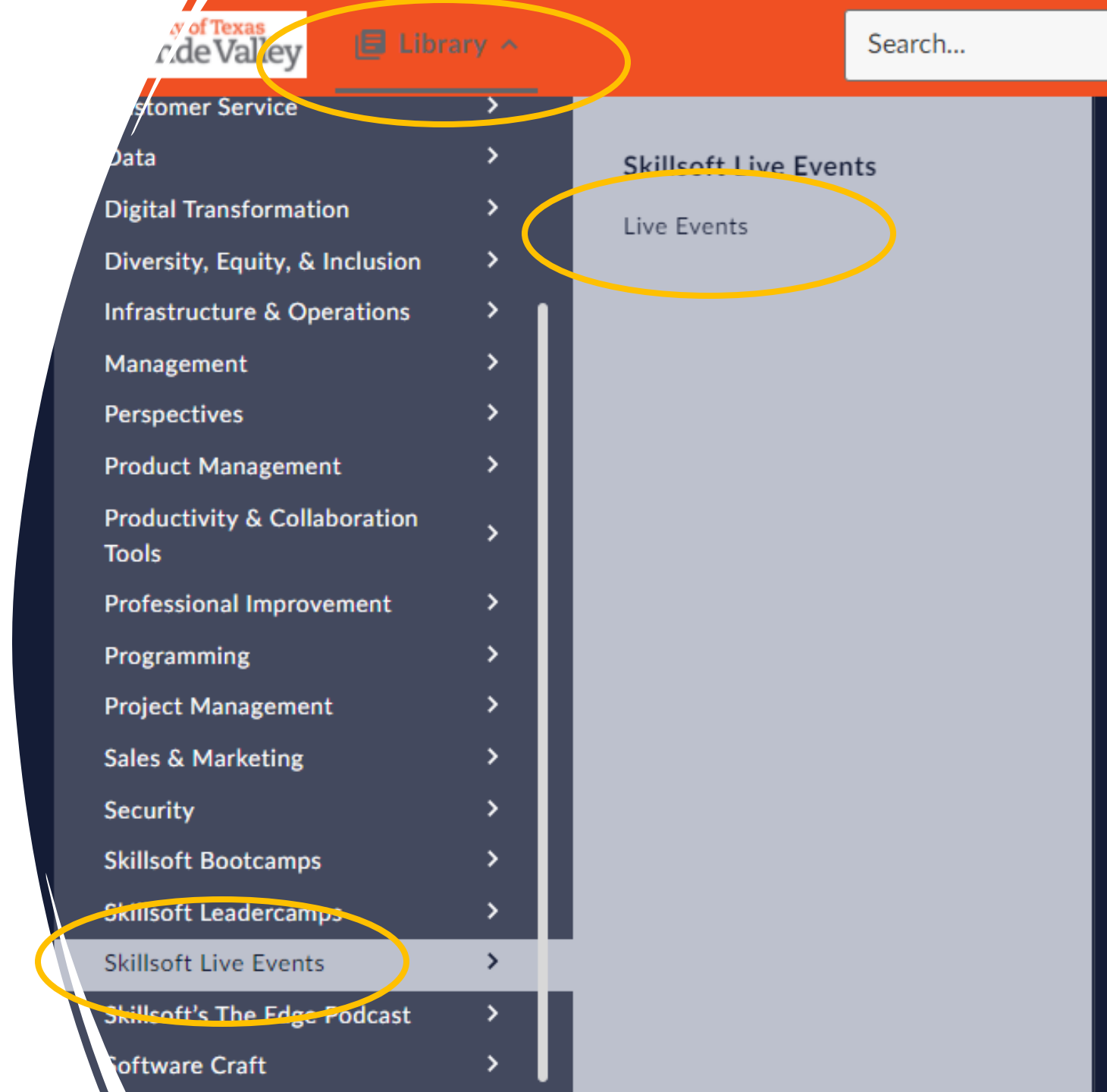


A screenshot of the Skillsoft Library menu. The menu is a vertical list of categories on a dark blue background. The categories are: Customer Service, Data, Digital Transformation, Diversity, Equity, & Inclusion, Infrastructure & Operations, Management, Perspectives, Product Management, Productivity & Collaboration Tools, Professional Improvement, Programming, Project Management, Sales & Marketing, Security, Skillsoft Bootcamps, Skillsoft Leadercamps, Skillsoft Live Events, Skillsoft's The Edge Podcast, and Software Craft. Each category has a right-pointing chevron icon. The 'Skillsoft Bootcamps' and 'Skillsoft Leadercamps' items are circled in yellow.

Customer Service	>
Data	>
Digital Transformation	>
Diversity, Equity, & Inclusion	>
Infrastructure & Operations	>
Management	>
Perspectives	>
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	>

View Upcoming Live Courses

1. Select the 'Library' Tab
2. Select 'Skillsoft Live Events' from the drop-down menu
3. Select 'Live Events'



Live Events Continued

Live Events are on-demand (previously recorded) or upcoming.

The University of Texas
Rio Grande Valley

Library

Search...

CL Ca


Home

What would you like to learn today?

I would like to learn about [Skillsoft Live Events](#) focused on [Live Events](#)


Live Events

Browse all of the Live Events channels below.



On-demand Events

Recorded keynotes featuring industry experts, thought leaders, best-selling authors and business school faculty, available on-demand anytime, anywh...

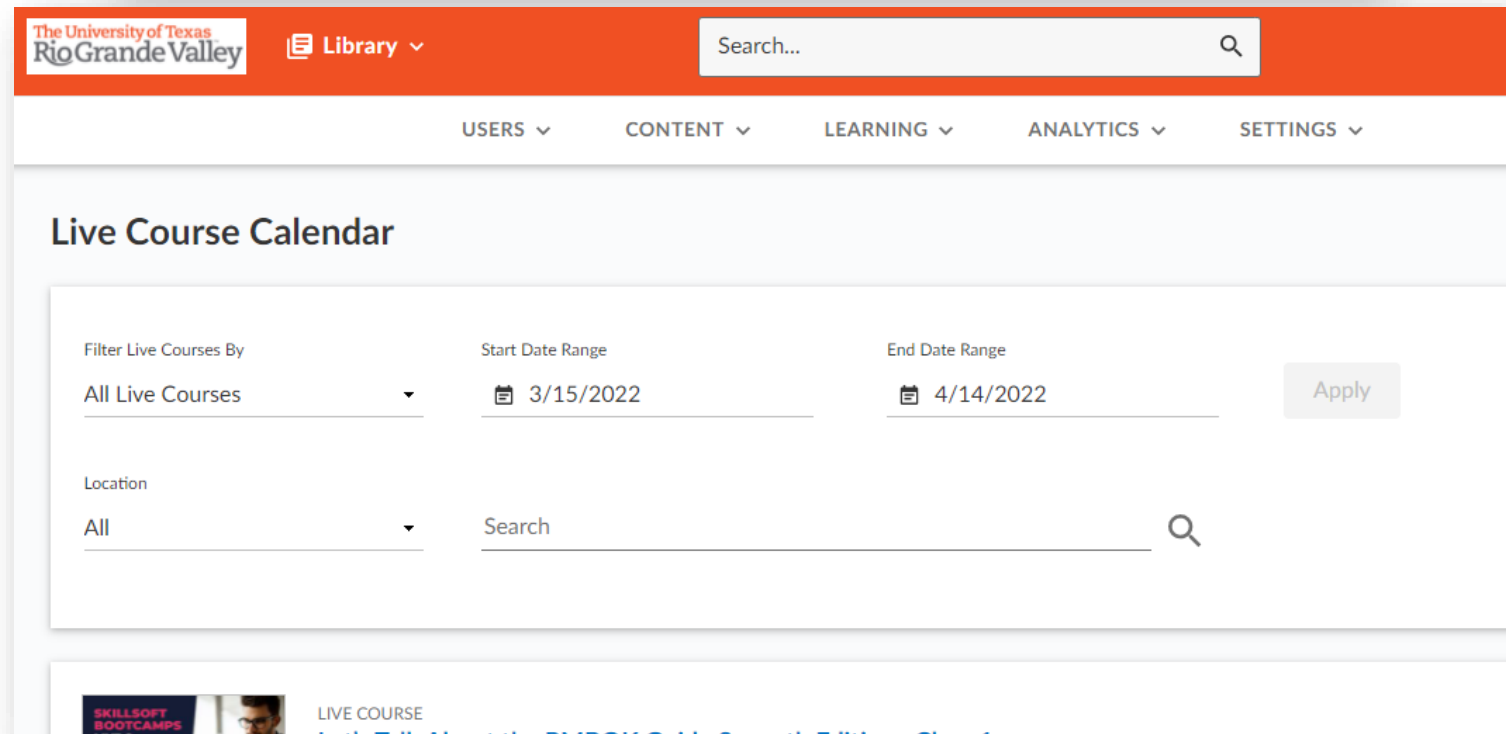
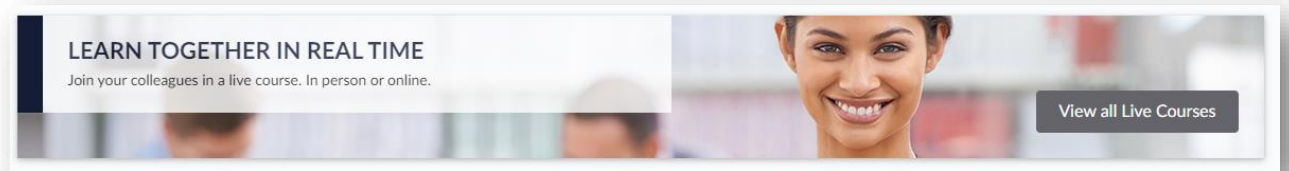


Upcoming Live Events

Live webcasts featuring industry experts, thought leaders, best-selling authors and business school faculty on topics ranging from leadership and p...

Live Course Calendar

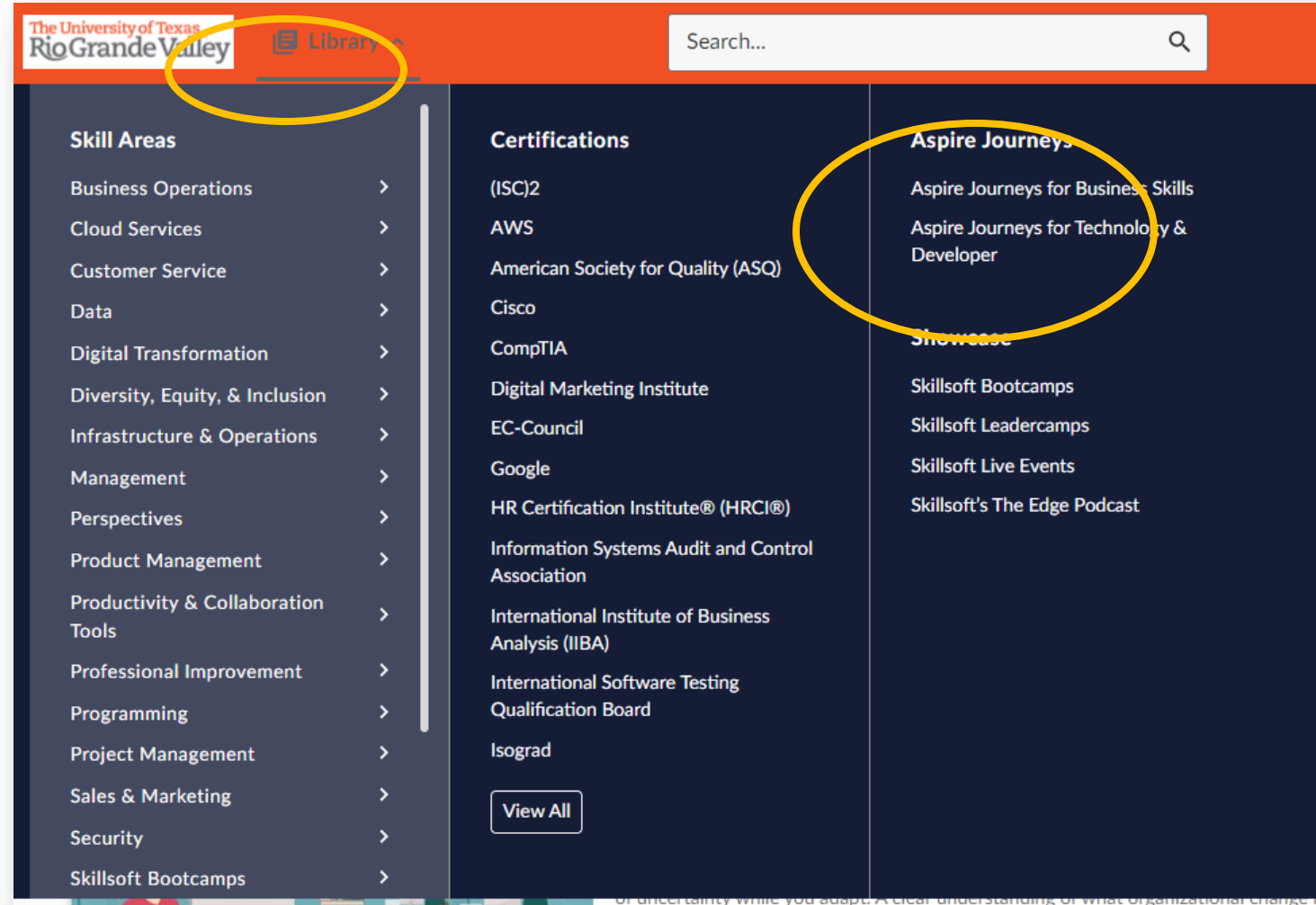
1. From E-Learn Percipio Homepage select on 'Learn together in Real Time'
2. Search 'Live Course Calendar' by date, location, or topic.



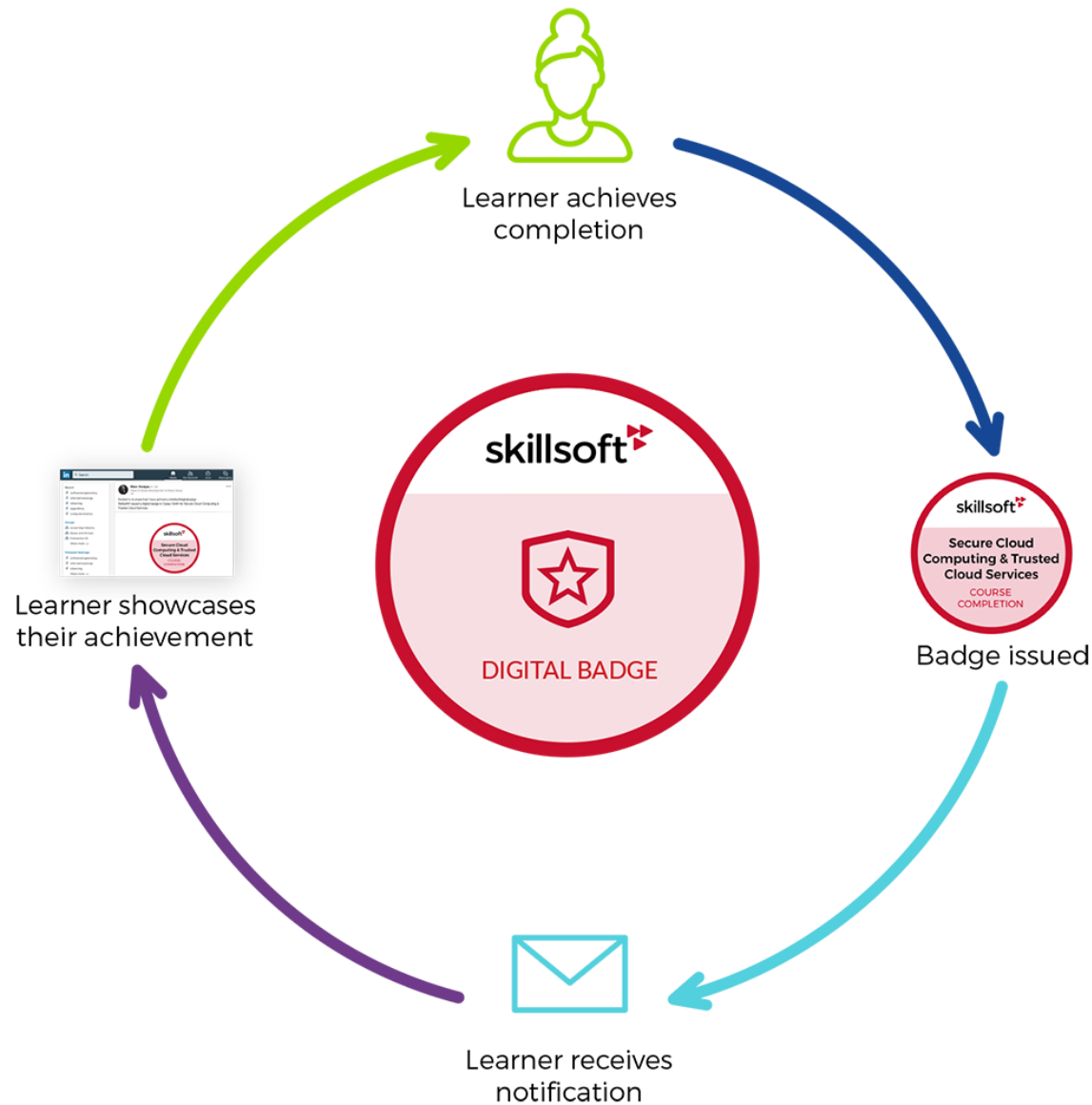
Aspire Journeys

Aspire Journeys

- Journeys are structured learning paths.
- A journey keeps you working toward an overall goal, helping you to achieve your career aspirations.
- Each stage takes you step-by-step through a diverse set of topic areas.
- As you move along the path, each journey builds upon your current knowledge allowing you to broaden and strengthen your skills.
- Journeys are made up 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.



Digital Badges



Digital Badges are records of your professional development, designed for today's environment. They are:

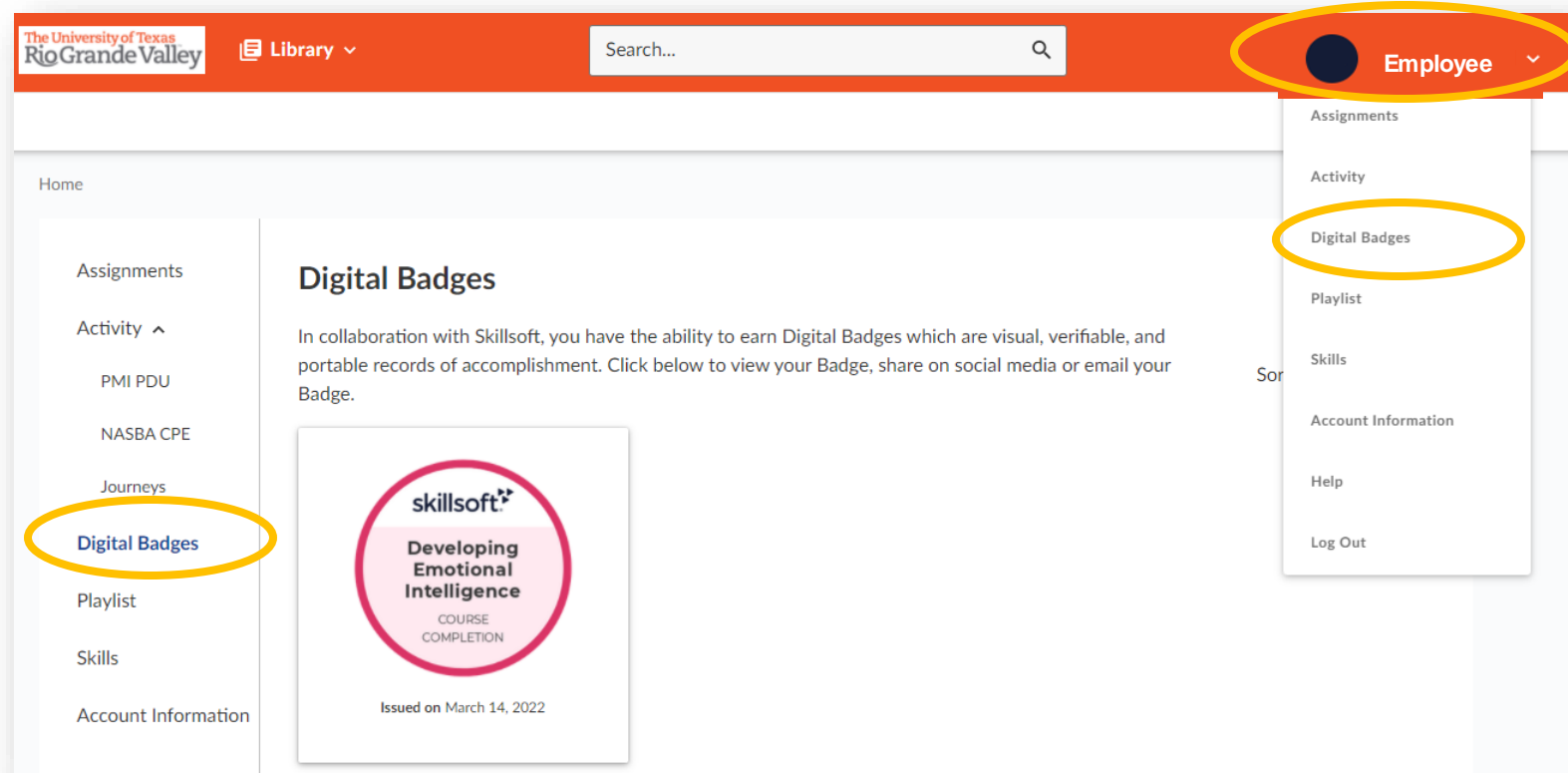
- **Personalized.** Use Digital Badges to showcase your achievements in the learning experiences that are tailored to your unique growth and development plan.
- **Progressive.** Digital Badges are authentic and verifiable, adhering to a trusted online standard for recognizing success in learning. Digital **badges** establish a new way of accelerating your professional brand.
- **Portable.** Digital Badges are records of accomplishment that are yours to keep. They are instantly shareable on social media, via email, or across the web. Anyone who views your Digital Badge can see the issuer and the completion requirements, thanks to embedded data that is secured in a blockchain.

You can earn a Digital Badge on select Skillsoft courses that display a badge icon: 

You can also earn Digital Badges while learning in Skillsoft Aspire Journeys. Digital Badges are available for completing each track within an Aspire Journey, and a separate badge can be earned for completing the entire Aspire Journey

Digital Badges

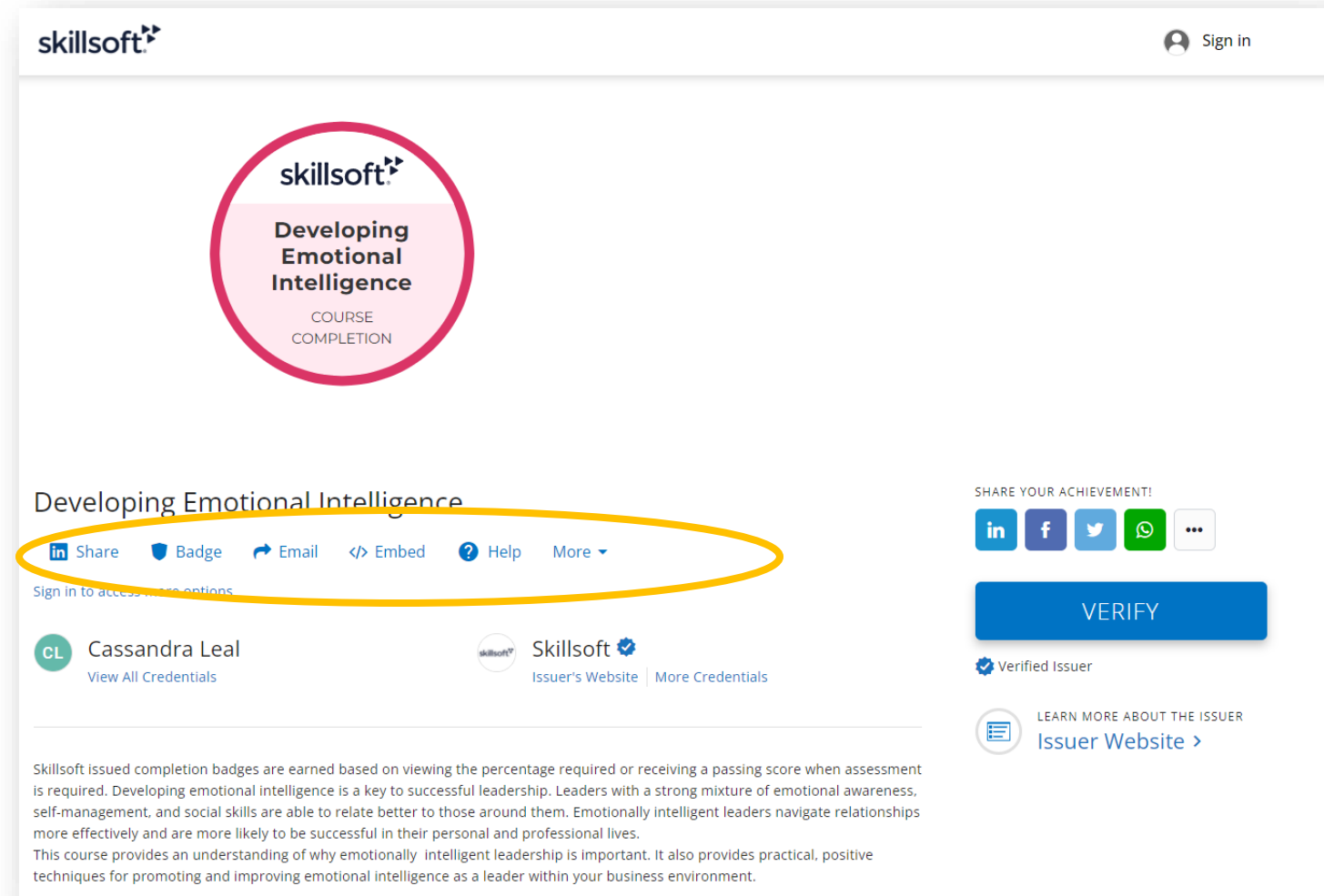
1. Select your Employee Name (Top Right Corner)
2. Select 'Digital Badges' from the dropdown menu
3. All 'Digital Badges' have been earned will appear.



Want to Share Digital Badges? - Next Page

Digital Badges - Share, Email, or Download

1. Select Digital Badge to be shared.
2. You may share Digital Badge the following ways:
 - Shared via Indeed, Facebook, Twitter, WhatsApp
 - Shared via Email
 - Embed to a website



A large, hand-drawn style orange oval with a slight gradient and a white highlight on the left side, serving as a background for the text.

User Activity

User Activity Dashboard


1. Select your Employee Name (Top Right Corner)
2. Select 'Activity' from the dropdown menu
3. All User Activity will appear

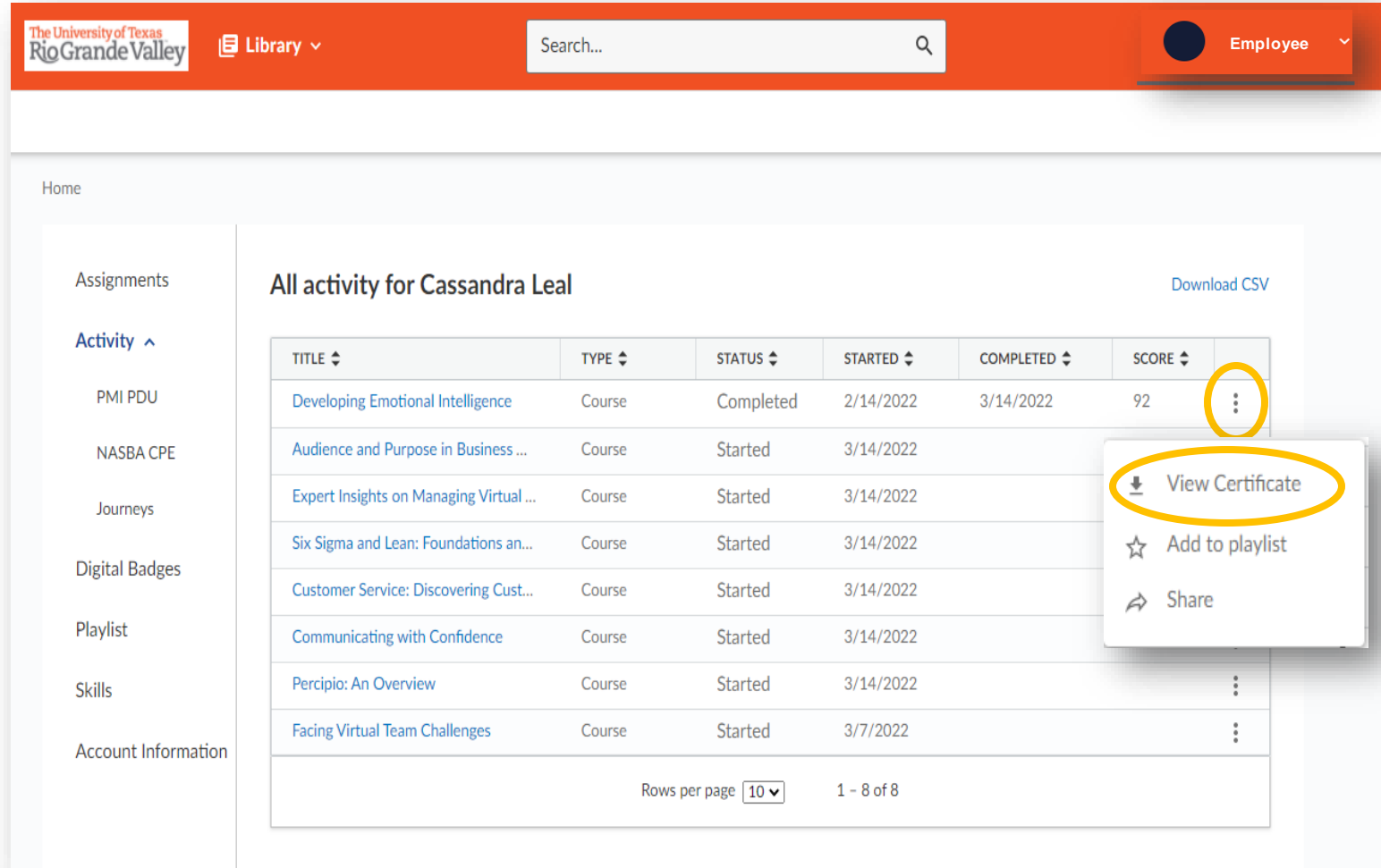
The screenshot shows the 'User Activity Dashboard' interface. The top navigation bar is orange and contains the University of Texas Rio Grande Valley logo, a 'Library' dropdown, a search bar, and a user profile dropdown labeled 'Employee'. The 'Employee' dropdown menu is open, showing options: Assignments, Activity (circled in yellow), Digital Badges, Playlist, Skills, Account Information, Help, and Log Out. On the left sidebar, the 'Activity' menu item is selected and highlighted in blue. The main content area displays a table titled 'All activity for Employee Name' (circled in yellow). The table has columns: TITLE, TYPE, STATUS, STARTED, COMPLETED, and an action column with three dots. The table lists eight activities, all of type 'Course'. At the bottom right, there is a 'Rows per page' dropdown set to 10 and a page indicator '1 - 8 of 8'.

TITLE	TYPE	STATUS	STARTED	COMPLETED	
Developing Emotional Intelligence	Course	Completed	2/14/2022	3/14/2022	
Audience and Purpose in Business ...	Course	Started	3/14/2022		
Expert Insights on Managing Virtual ...	Course	Started	3/14/2022		
Six Sigma and Lean: Foundations an...	Course	Started	3/14/2022		
Customer Service: Discovering Cust...	Course	Started	3/14/2022		
Communicating with Confidence	Course	Started	3/14/2022		⋮
Percipio: An Overview	Course	Started	3/14/2022		⋮
Facing Virtual Team Challenges	Course	Started	3/7/2022		⋮

Rows per page 10 1 - 8 of 8

User Activity - Certificates of Completion

1. Select your Employee Name (Top Right Corner)
2. Select 'Activity' from the dropdown menu
3. To view Certificate of Completion select 
4. Select 'View Certificate' to download
5. Select 'Share' to share via link or email



The University of Texas
Rio Grande Valley

Library

Search...

Employee

Home

Assignments

Activity ^

PMI PDU

NASBA CPE

Journeys

Digital Badges

Playlist

Skills

Account Information

All activity for Cassandra Leal

Download CSV

TITLE	TYPE	STATUS	STARTED	COMPLETED	SCORE	
Developing Emotional Intelligence	Course	Completed	2/14/2022	3/14/2022	92	⋮
Audience and Purpose in Business ...	Course	Started	3/14/2022			
Expert Insights on Managing Virtual ...	Course	Started	3/14/2022			
Six Sigma and Lean: Foundations an...	Course	Started	3/14/2022			
Customer Service: Discovering Cust...	Course	Started	3/14/2022			
Communicating with Confidence	Course	Started	3/14/2022			
Percipio: An Overview	Course	Started	3/14/2022			⋮
Facing Virtual Team Challenges	Course	Started	3/7/2022			⋮

Rows per page 10 1 - 8 of 8

View Certificate

Add to playlist

Share

Certificate

of Completion

The University of Texas
Rio Grande Valley

Employee Name

has successfully completed the course

**Course
Title**

Duration: 23 m

on March 14, 2022



Certificate of Completion

Playlists

Adding to Playlists

1. Search for topic of interest

2. Select training of choice, click 'three dots' :
and select Add to Playlist

☆ Add to playlist

The screenshot shows a search results page for the term 'Communication'. At the top, there is a search bar with 'Communication' entered and a magnifying glass icon. To the right of the search bar is a user profile icon labeled 'Employee'. Below the search bar, the results are displayed. The first result is 'Oral Communication' from a 'CHANNEL', with a description: 'Effective oral communication is a vital skill for success. Learn how to better communicate with your audiences.' It has 22 likes and a share icon. A yellow circle highlights the 'three dots' menu icon, and a dropdown menu is open showing the option '☆ Add to playlist'. The second result is 'Written Communication' from a 'CHANNEL', with a description: 'Effective written communication is essential in the modern workplace. Learn practical tips to improve your writing skills.' It has 569 likes and a share icon. The third result is 'Communication Essentials' from a 'CHANNEL', with a description: 'Become a better communicator using these practical strategies on presentation skills, listening, body language, and writing well. Learn to communicate more effectively and confidently in your day-to-day interactions with colleagues, ...' It has 1856 likes and a share icon. The fourth result is 'Digital Communication' from a 'VIDEO', with a description: '2m 15s Skillsoft Everyone Aug 2021 From Course: The Power of Communication'. It has 3 likes and a share icon. The fifth result is partially visible at the bottom, showing 'VIDEO' with 2 likes and a share icon. The page also shows '3,351 results for Communication' and a 'Sort by: Best Match' dropdown.

Viewing Playlist

1. Select your Employee Name (Top Right Corner)
2. Select 'Playlist' from the dropdown menu
3. Playlist will appear

The screenshot displays the Library website interface. At the top, the header includes the university logo, a 'Library' dropdown, a search bar, and a user profile labeled 'Employee' with a dropdown arrow. The left sidebar contains navigation links: 'Home', 'Assignments', 'Activity', 'Digital Badges', 'Playlist' (highlighted with a yellow circle), 'Skills', and 'Account Information'. The main content area is titled 'Playlist' and lists five courses with their status:

COURSE	STATUS	ACTION
Facing Virtual Team Challenges	STARTED	
Contributing as a Virtual Team Member	NOT STARTED	
Establishing Effective Virtual Teams	NOT STARTED	Trash icon
Expert Insights on Managing Virtual Teams	STARTED	Trash icon
Exploring Virtual Collaboration	NOT STARTED	Trash icon

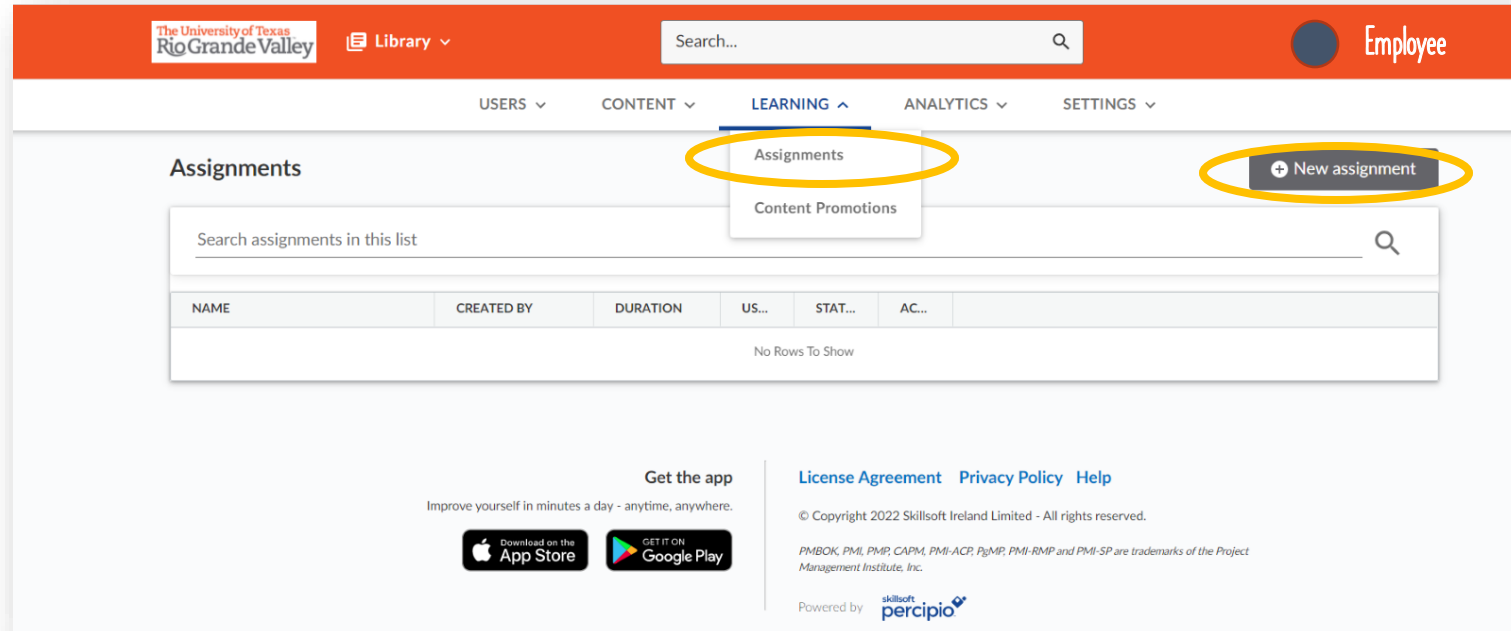
The 'Playlist' link in the sidebar and the 'Playlist' option in the 'Employee' dropdown menu are both highlighted with yellow circles.

Assigning Content to Direct Reports

Assignments

Supervisors will be able to assign resources to their direct reports:

1. From the Admin Menu Select "Learning", then select Assignments from the drop-down menu.
2. To assign a new assignment select 'New Assignment'



Assignments Cont.

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

New assignment

Assignment name *

Test

Business Objective *

Cost control

Assignment description *

Test

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

3/15/2022

5

Time Zone: GMT

Learners added before the start date will have until 03-20-2022 at 11:59pm to complete the assignment.

Learners added after the start date will have 5 days from the day they're added to the assignment.

Users and audiences


+ Add users and audiences

Employee name

Content Items (1)

☐ Content items must be completed in the display order specified

+ Add content



Digital Communication

VIDEO

☐ Not Started

Watch

< Back to assignments

Cancel

Save Assignment

Next: Notify Users

Notify Email

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).

Assignments > New assignment

Notify Users

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

Email send date: Time: This will be sent now


Customize your email

Introductory text

↶ ↷ Clear formati... **B** *I* U Ω

Please write a quick note to employee(s)

Email preview



You have a pending assignment

Please write a quick note to employee(s)

DUE DATE
Mar 20
2022

Test
Test

[View Assignments](#)


You can sign in at: [utrgv.percipio.com](#)
Login ID: [your_learner's_login_ID]
Site Name (for mobile app): [utrgv](#)

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

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

Email to Employee

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

Note to Employee

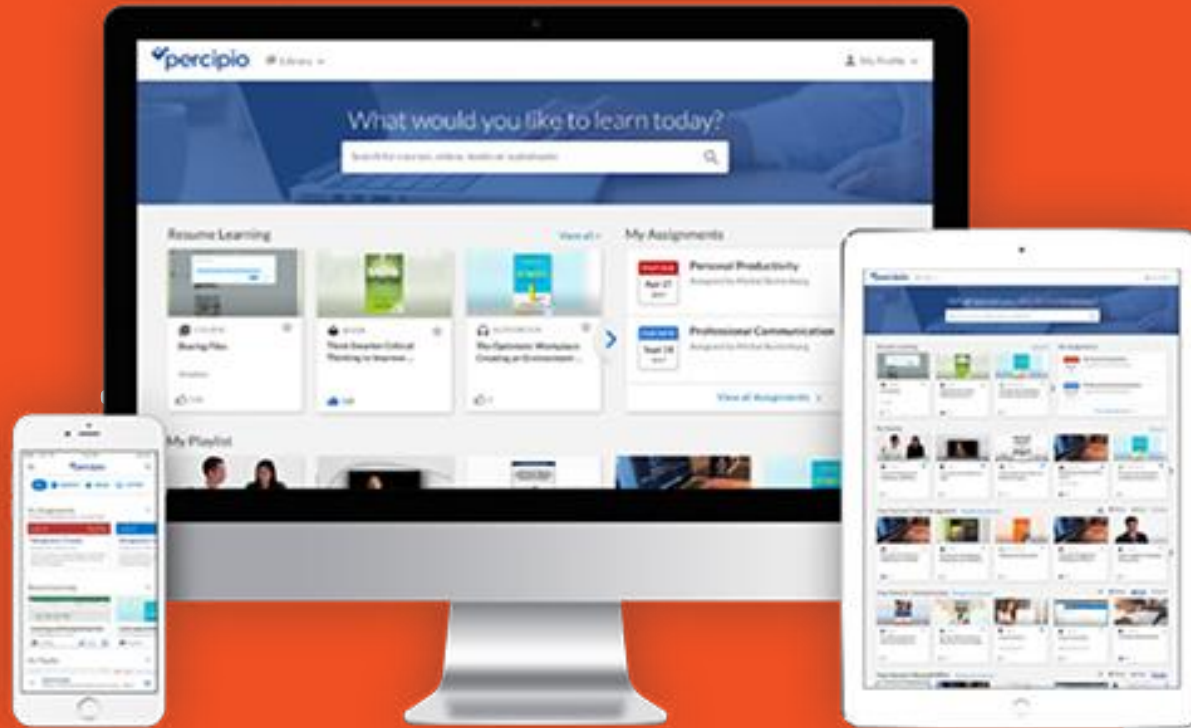
DUE DATE	TEST
Mar 31, 2022	TEST Assigned by

[View Assignments](#)

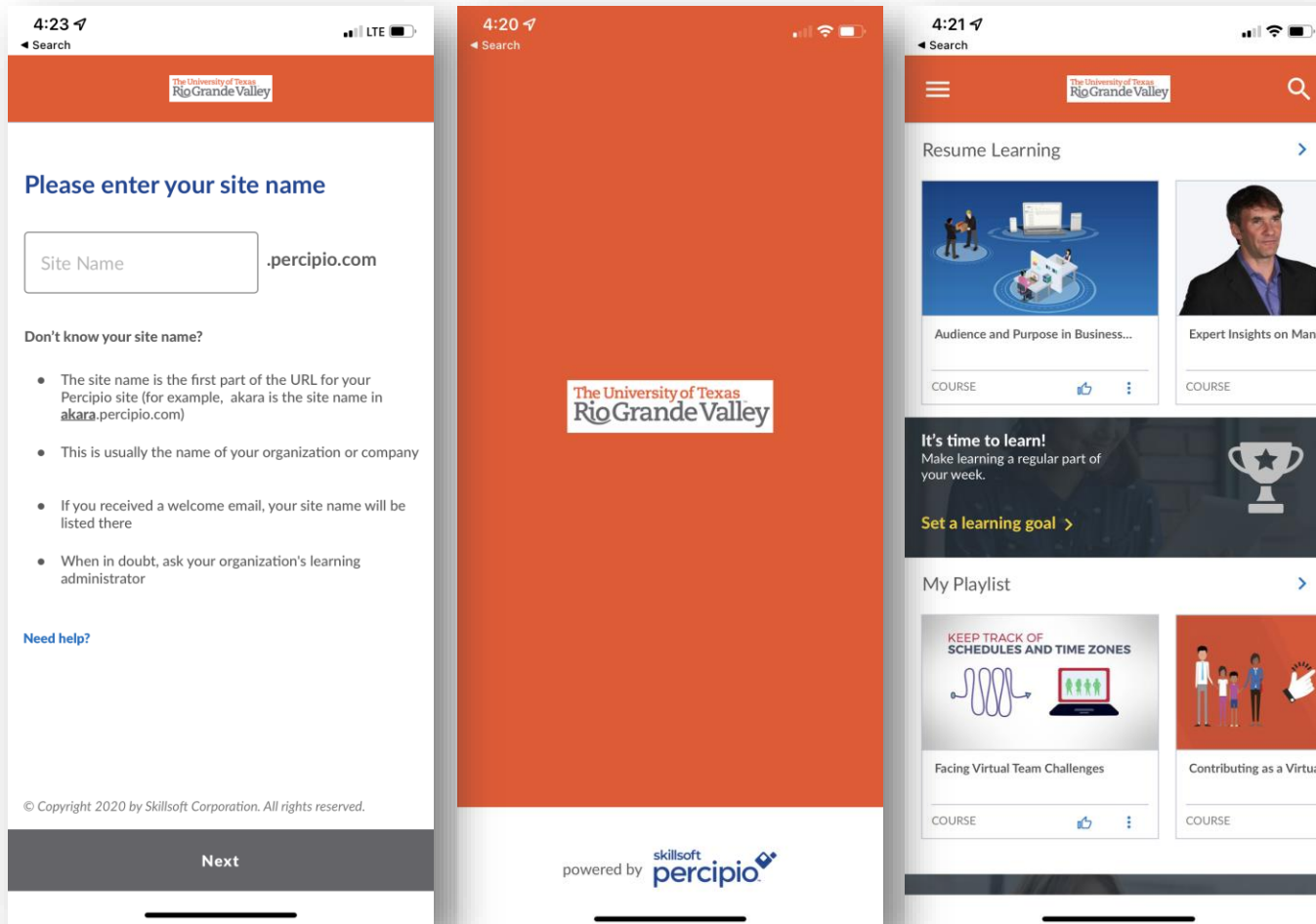
You can sign in at: utrgv.percipio.com
Login ID: Employee email
Site Name (for mobile app): utrgv

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

Mobile, Tablet, Teams Access



Going Mobile: E-Learn Percipio App



Access to:

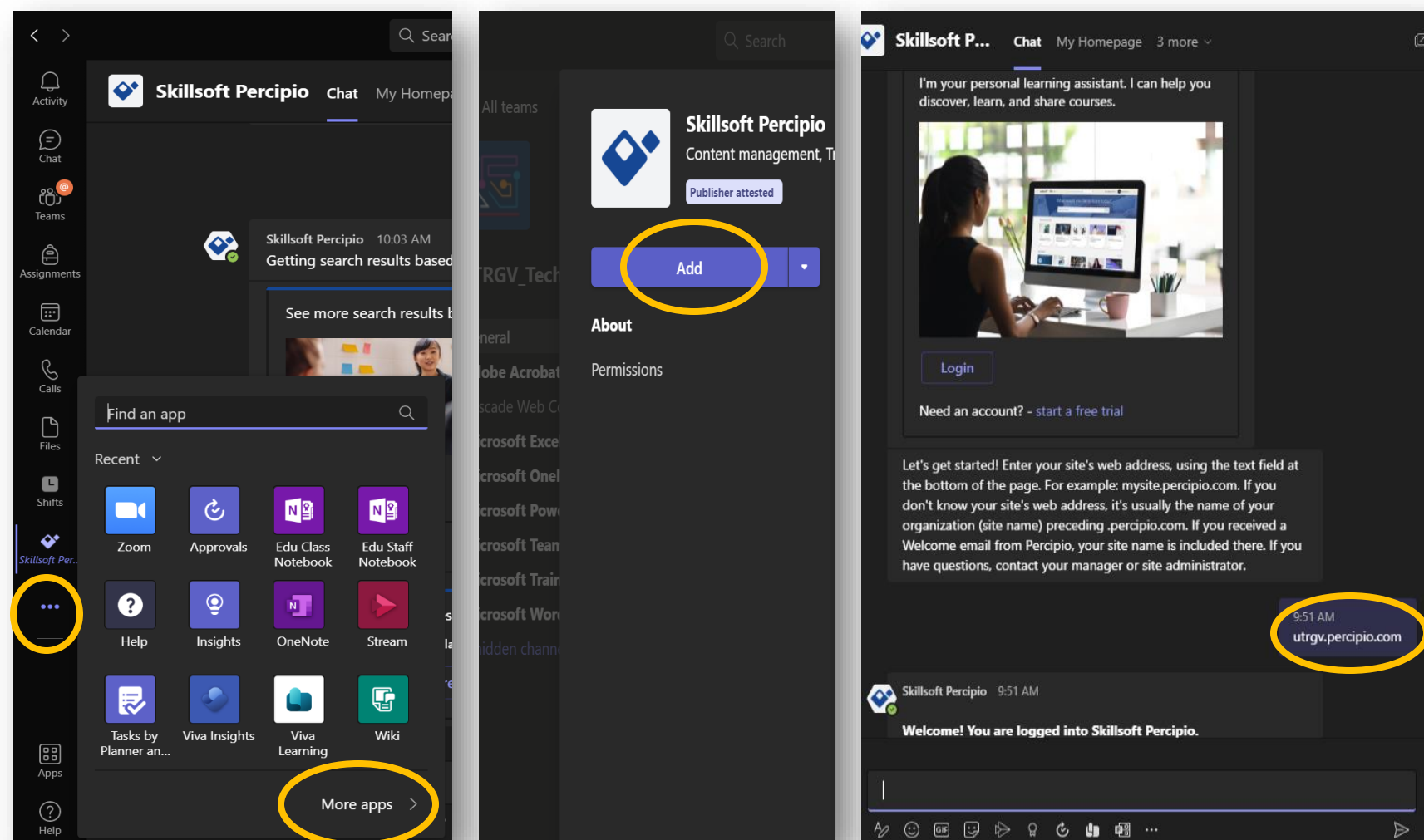
- Books
- Videos
- Courses
- Assignments
- Playlists
- Downloads
- Live Course Calendar
- Digital Badges

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

E-Learn Percipio for Microsoft Teams



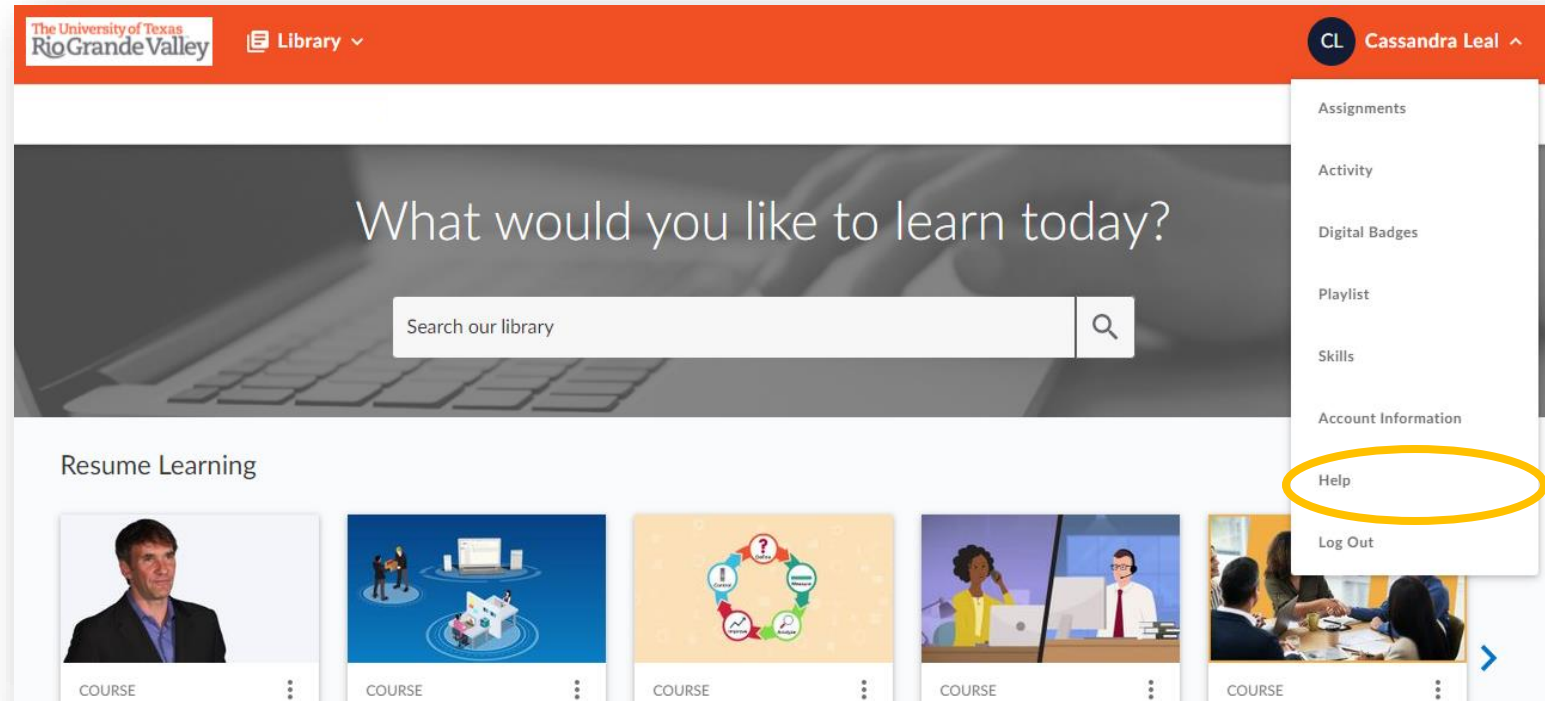
1. Launch the **Microsoft Teams** app on your desktop
2. If you see the Percipio app in the left panel, simply select it to login. If you do not see the Percipio app in the left panel, locate and select the **Apps** icon at the bottom. This opens the Microsoft Teams store.
3. Search for **Percipio**.
4. Locate and select the **Percipio** icon.
5. Select **Add**. The Percipio icons displays in the left navigation.
6. Hover over the icon, right click, and select **Pin**. This ensures the Percipio app stays accessible from the left navigation bar.
7. To log in you need: Your Percipio site URL:
UTRGV.Percipio.com
8. Search Content via Teams

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

For additional assistance please contact

EmployeeTraining@utrgv.edu





Percipio is Latin for "Acquiring Knowledge"—we hope it helps you sharpen your current skills, dive into new ones, and feel confident that no matter what professional challenges present themselves tomorrow, you'll be ready.