Accessing Your Activity Report in Percipio

Step #1:

- Launch Percipio
- Click on the circle on the fall right with your name/ initials
- Select "ACTIVITY" the drop down

Step #2

- Take a screen shot that includes the following:
- Your name
- Start and completion date
- Course name
- Final score
- Paste the screenshot in a Word Document

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All activity for Trish Robichaud

TITLE ⇕	TYPE ⇕	STATUS ⇕	STARTED ⇕	COMPLETED ⇕	SCORE ⇕
Achieve Productivity in Your Person...	Course	Started	8/31/2021		
Overcoming Burnout in the (Nearly)...	Course	Started	8/24/2021		
Saving Time by Setting Goals	Course	Started	8/10/2021		
Workplace Diversity, Equity, and Inc...	Course	Completed	5/31/2021	5/31/2021	80
Developing a Growth Mindset	Course	Completed	8/1/2018	5/12/2021	90
Navigating Your Own Emotions	Course	Completed	6/3/2020	6/3/2020	84
Developing Your Business Ethics	Course	Completed	5/12/2021	5/12/2021	76
Getting to know the application	Course	Completed	9/9/2020	9/9/2020	93
Our Success Qualities	Video - Link	Completed	5/12/2021	5/12/2021	

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Step #3:

- Follow the certificate request instructions, enter your course and completion information.
- Upload your Word document when you submit a request in the Progress Report section,
- Please ensure all documents are in PDF, Word, TXT or CVS
- **Note: Excel is not accepted and max upload file size is 25MB.**

1. Select Certificate/Course(s)	2. Course Result	3. Progress Report	4. User Profile	5. Summary

Upload Progress Report:

You are required to provide documentation that verifies your course completions.
You can upload a copy of a transcript/progress report from your Learning Management System or a test score report from within the course, for more information go to FAQ.
Progress Report file must be in either of the following formats: PDF, Word, TXT, CSV.
Note: Excel is not accepted and max upload file size is 25MB.

*Select File(s) to Upload: Progress Report file must be in either of the following formats: PDF, Word, TXT, CSV.

Browse...	Completion Status Report.docx

#	FileName	Delete
1	Completion Status Report.docx	✖

Previous   Next

Step #4

- Click submit and you will receive an email from certificate.requests@skillsoft.com to confirm your completions have been entered.

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