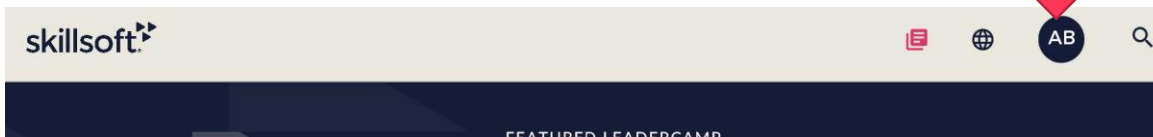




Accessing Your Activity Report in Percipio

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

All activity for Alex Board

[Download CSV](#)

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

STEP 3

- Follow the certificate request instructions, and enter your course and completion information.
- Upload your Word document when you submit a request in the Activity Report
- 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

 Certificate Request Center [Home](#) [About](#) [Certificate Request](#)

[1. Select Courses](#) [2. Course Results](#) [3. Upload Progress Report](#) **[4. User Profile](#)** [5. Summary](#)

Enter User Profile:

 Please enter First Name, Last Name, Email & Organization.

*First Name:

*Last Name:

*Email:

*Organization:

[Previous](#) [Next](#)

- Please ensure to fill out the profile information. We will require your **organization name and email address**.
- Click submit and you will receive an email from certificate.requests@skillsoft.com to confirm your completions have been entered.