

Learning Management System (LMS) Participant User Guide


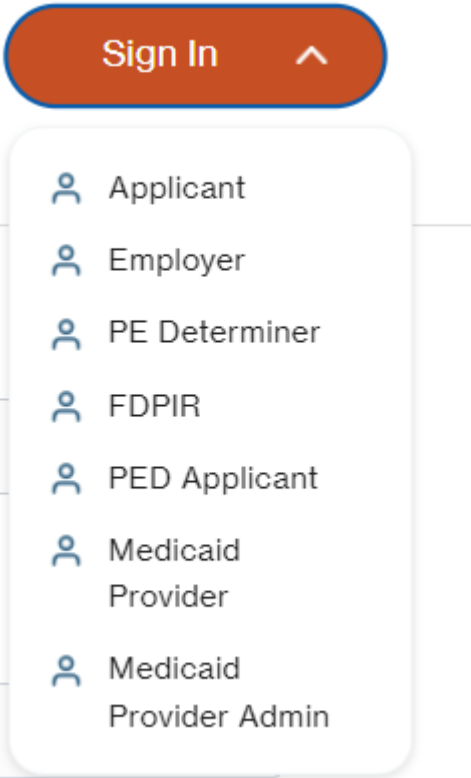
1 Introduction

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

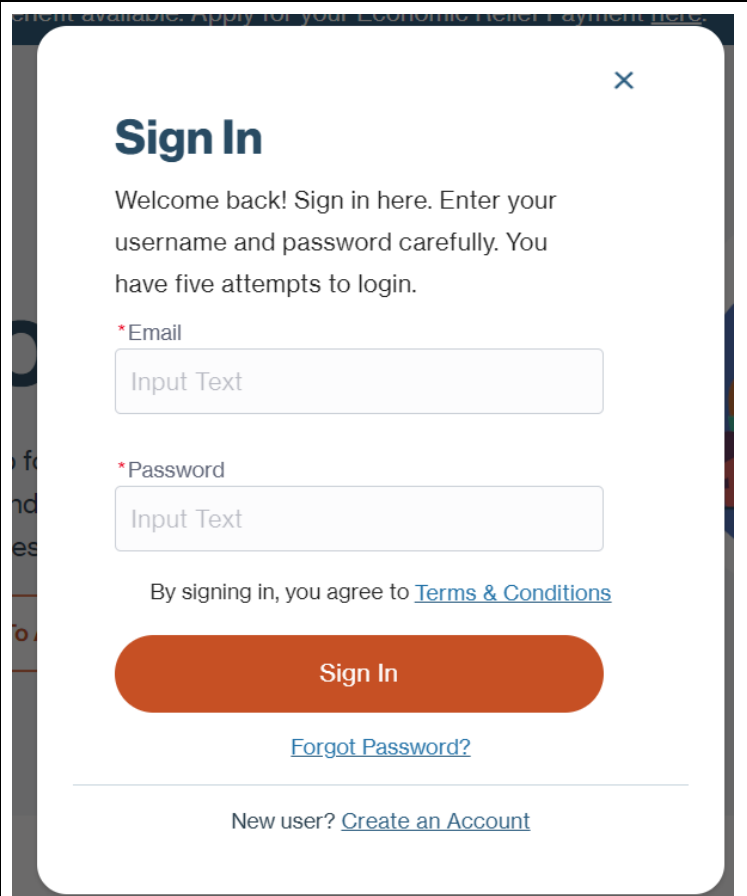
LMS enables organizations to create and store training materials and track their efficacy. The goal of an LMS is to make learning more organized, accessible, effective, and scalable.

2 Accessing LMS

To access the LMS and sign up for training, complete the following:

Step	Screenshot/Link (if applicable)
1. Navigate to the Yes New Mexico website.	YesNM Home Page
2. Select the Sign In button.	
3. Select which applies to you from the Sign In drop-down list.	

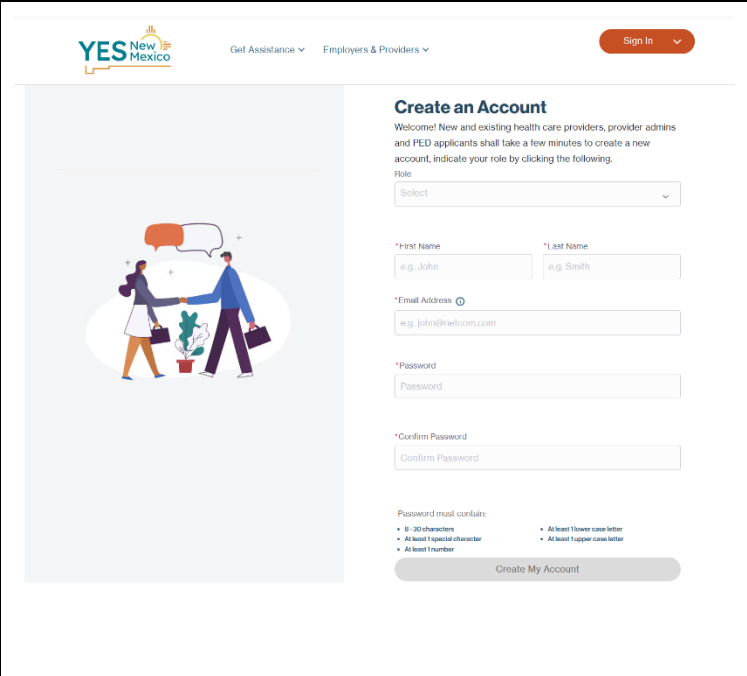
4. If you have an account, sign in with your credentials.




5. If you do not have an account, select **Create an Account** and enter in the applicable information.

Note: Do **NOT** use autofill. If you do, the system will not send the one-time verification code to the email entered.

Note: Use your own name and work email, even if you are an admin submitting applications on a provider's behalf.

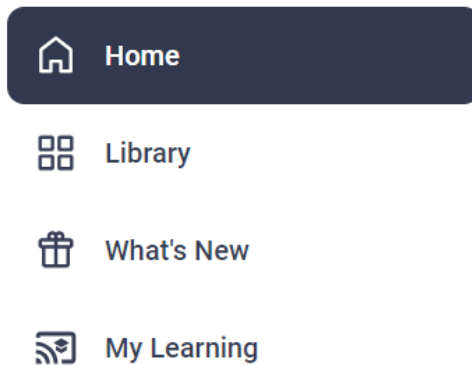


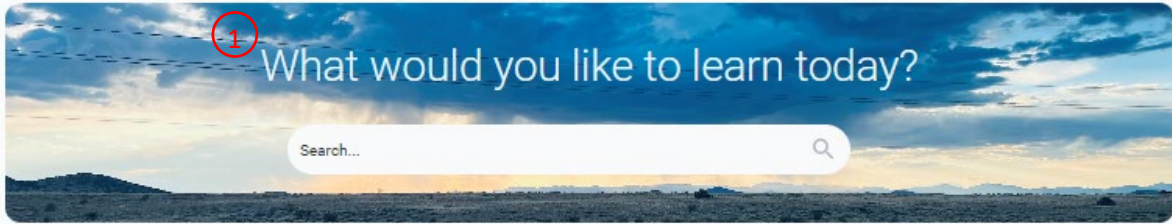
<p>6. Select the Continue To Learning Management System button.</p>	<p>Learning Management System</p> <p>This section is designed to deliver educational training resources to providers, active PEDs and PED applicants. Continued education ensures providers and PEDs are up to date on changes to policies, understand billing and coding procedures and maintain necessary certifications to continue services. To access training materials, track progress and meet the quality standards needed for healthy New Mexicans "click the link".</p> <p>Continue To Learning Management System →</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





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

2 3 4

Recent Learning Live Learning Playlists

5


Continue learning where you left off.

CONTENT

▶ Custom Content

COURSE
PED Test Retake

JOURNEY




ASPIRE JOURNEY
PED Training Retake

CONTENT

▶ Custom Content

COURSE
PED Test 1

JOURNEY



ASPIRE JOURNEY
PED Training

↳

🔍 You can remove these items by selecting Remove from the :

[View all learning activity](#)

6


Recommendations for you

Recent Activity Trending


LIVE COURSE

Instructor Led Training

LIVE COURSE



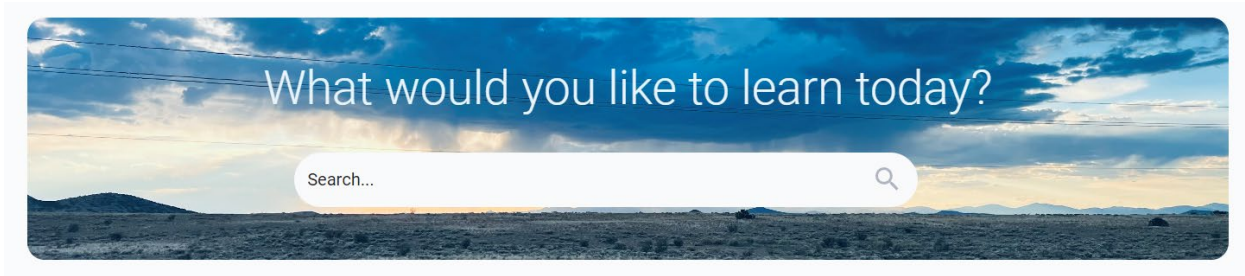
DOCUMENT



DOCUMENT

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.



Continue learning where you 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

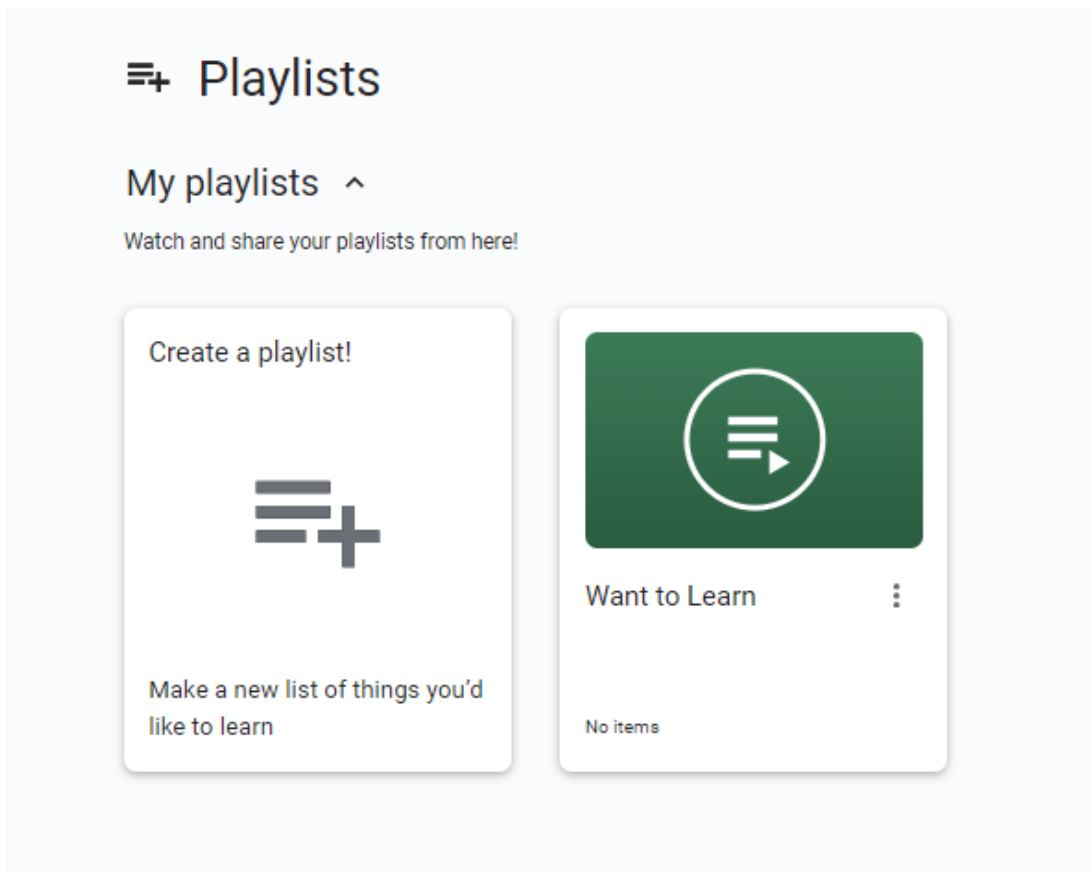
You are registered for the following:

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.



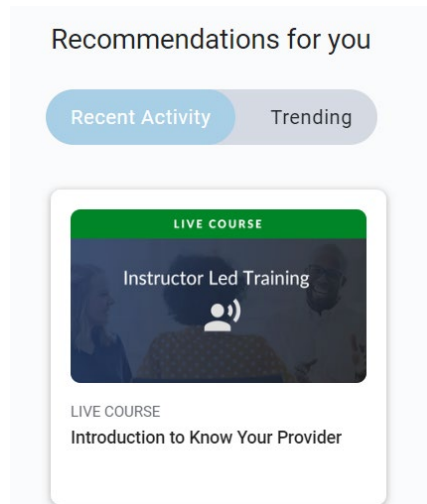
The screenshot shows the 'Playlists' section of the application. At the top, there is a header with a hamburger menu icon and the text 'Playlists'. Below this is a sub-header 'My playlists' with an upward-pointing chevron. A message reads 'Watch and share your playlists from here!'. There are two main cards: one for 'Create a playlist!' with a plus sign icon and the text 'Make a new list of things you'd like to learn', and another for 'Want to Learn' with a play button icon and the text '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.

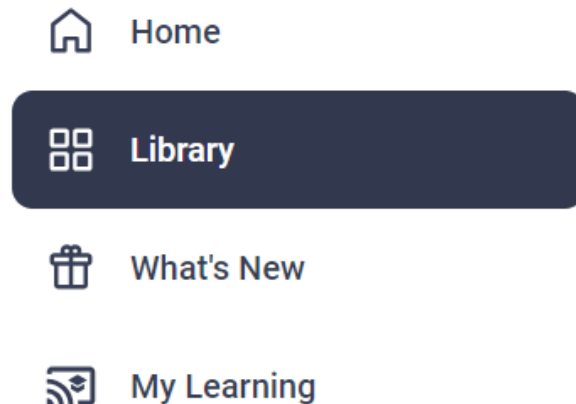
3.6 Recommendations for you

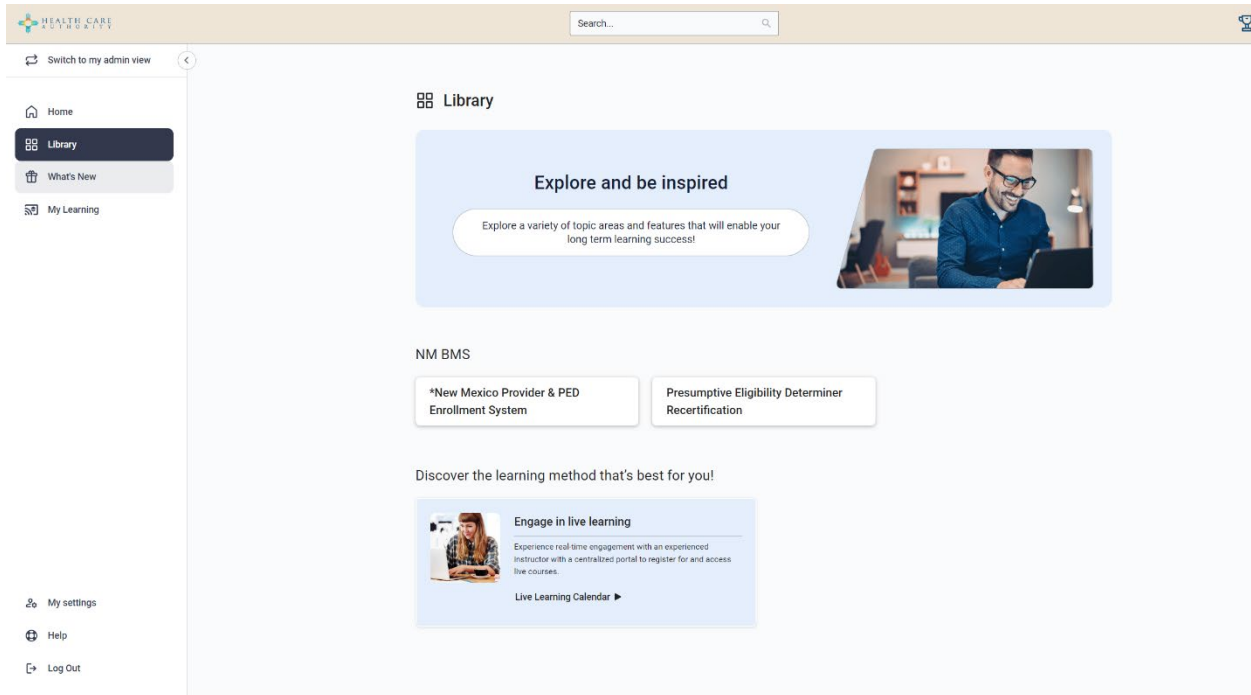
The Recommendations for you section includes recommended courses for the user based off of their recent activity and trending courses.



4 Explore the Library

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





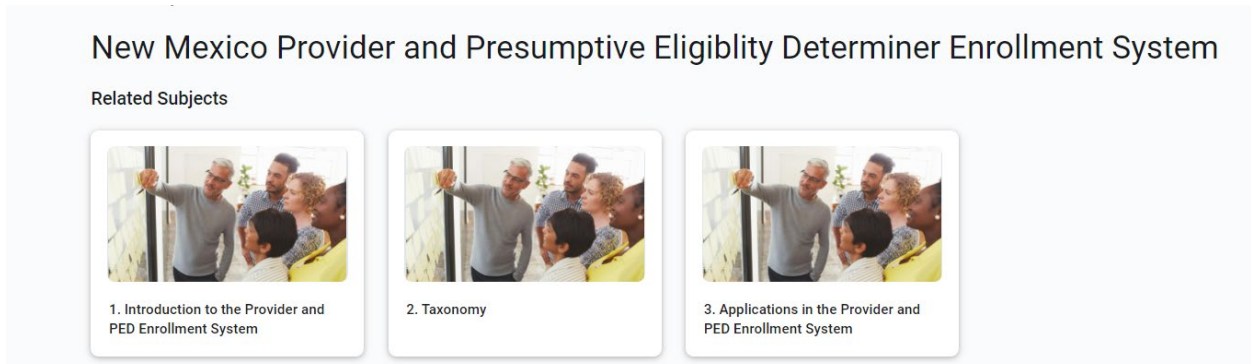
4.1 Areas

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.

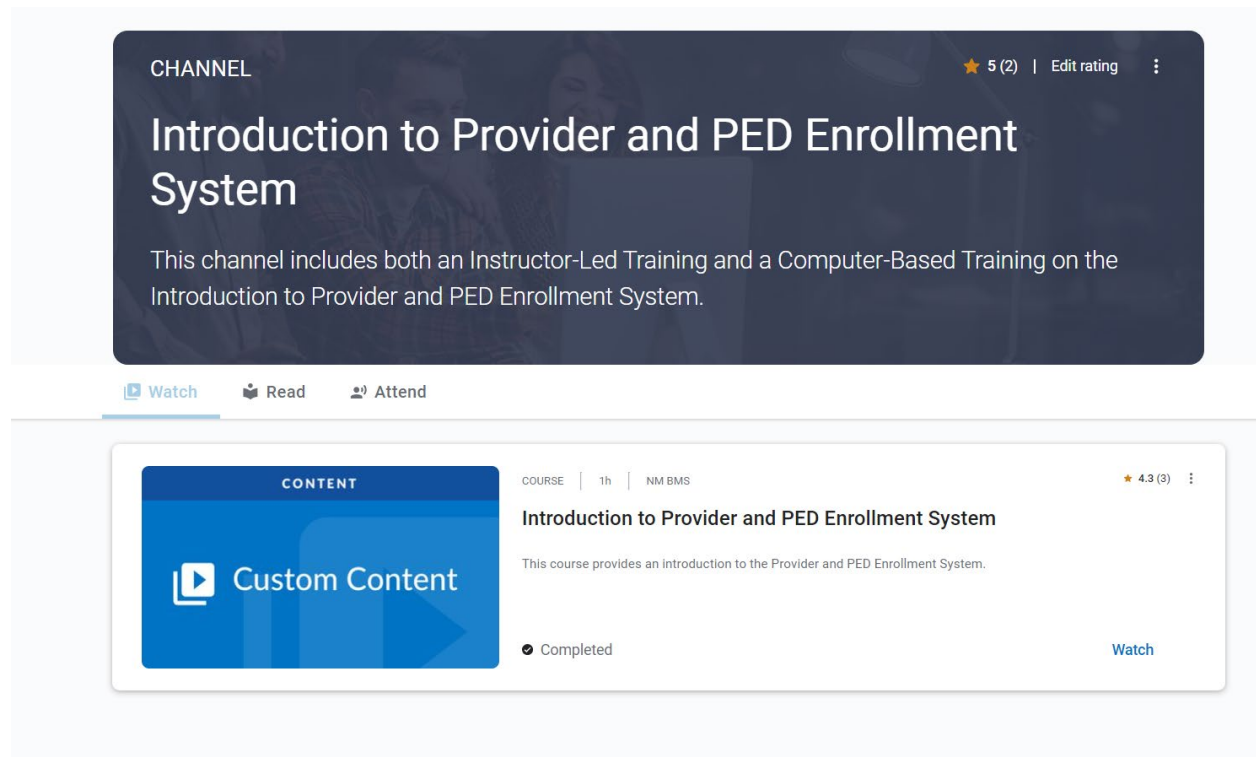
For example: The 'New Mexico Provider and Presumptive Eligibility Determiner Enrollment System' Area has Subjects on 'Introduction to the Provider and PED Enrollment System', 'Taxonomy', and 'Applications in the Provider and PED Enrollment System'. Users will select the Subject that they are interested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



4.3 Channels

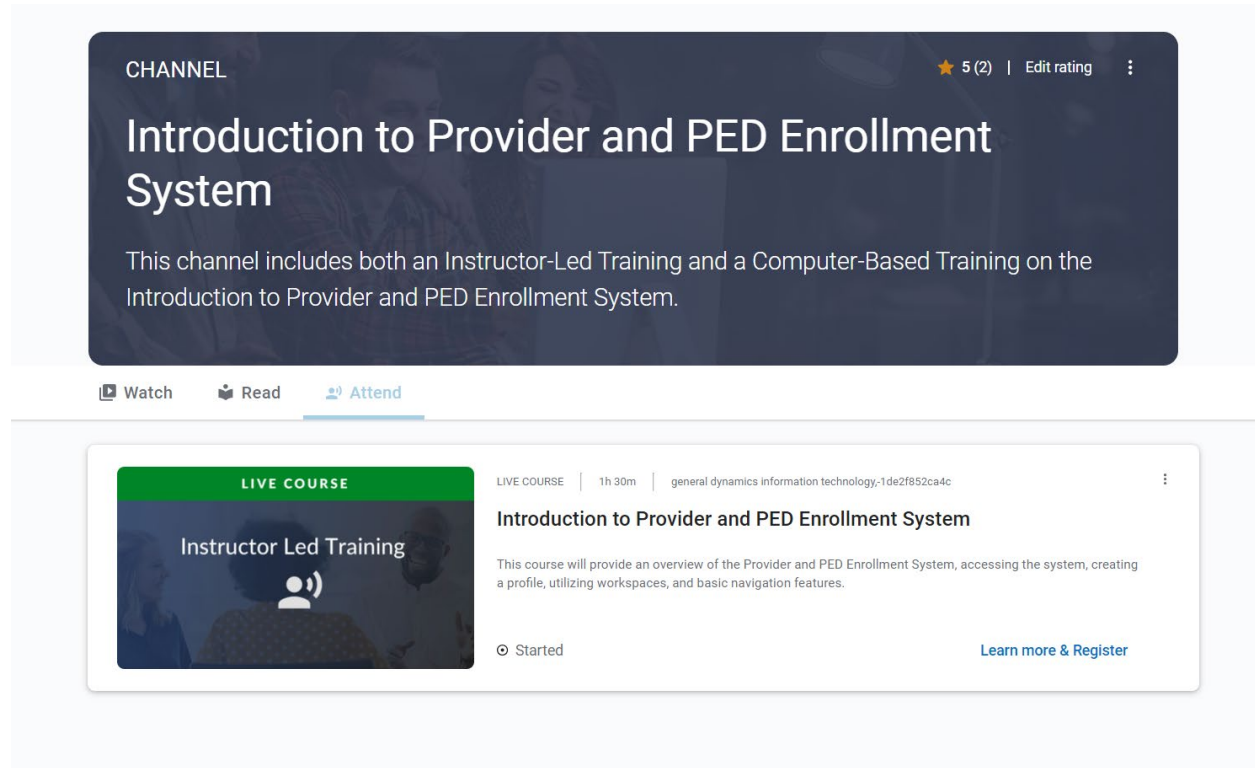
Channels will have an introductory statement that explains the type of content included. Channels can contain various types of learning. These include the following:

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



The screenshot displays a user interface for a learning channel. At the top, a dark blue header contains the word "CHANNEL" on the left, a star rating of "5 (2)" with an "Edit rating" link, and a menu icon on the right. Below this, the main title "Introduction to Provider and PED Enrollment System" is prominently displayed in white. A descriptive paragraph follows: "This channel includes both an Instructor-Led Training and a Computer-Based Training on the Introduction to Provider and PED Enrollment System." Underneath the description are three tabs: "Watch" (selected), "Read", and "Attend".

Below the channel header is a content card. The card has a white background and a blue header with the word "CONTENT". On the left is a video player thumbnail with a play button icon and the text "Custom Content". To the right of the thumbnail, the text "COURSE | 1h | NM BMS" is shown, followed by a star rating of "4.3 (8)" and a menu icon. The main title "Introduction to Provider and PED Enrollment System" is repeated, along with a brief description: "This course provides an introduction to the Provider and PED Enrollment System." At the bottom left of the card, there is a "Completed" status indicator with a checkmark icon. At the bottom right, there is a "Watch" button.

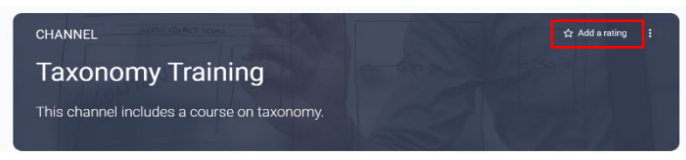
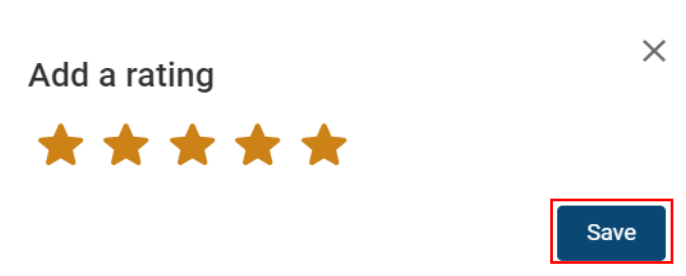


The screenshot shows a training channel interface. At the top, it says 'CHANNEL' with a 5 (2) rating and an 'Edit rating' link. The main title is 'Introduction to Provider and PED Enrollment System'. Below the title, a description states: 'This channel includes both an Instructor-Led Training and a Computer-Based Training on the Introduction to Provider and PED Enrollment System.' There are three tabs: 'Watch', 'Read', and 'Attend' (which is selected). Below the tabs, there is a 'LIVE COURSE' card for 'Introduction to Provider and PED Enrollment System' with a 1h 30m duration and a 'Learn more & Register' link.

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:

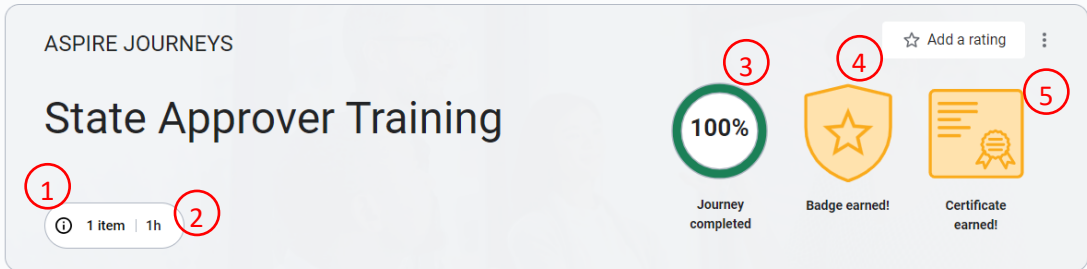
Step	Screenshot (if applicable)
1. Select Add a rating .	
2. Select the rating you want to give and select Save .	

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 shows the 'ASPIRE JOURNEYS' interface for 'State Approver Training'. It features a progress indicator showing '100%' completion, a 'Badge earned!' notification, and a 'Certificate earned!' notification. A '1 item | 1h' indicator is also visible. The interface is annotated with red circles 1 through 7, corresponding to the list items in the previous section.

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 Track 1: State Approver Enrollment Training 100%

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

4.4.1 Completing Journey Tracks

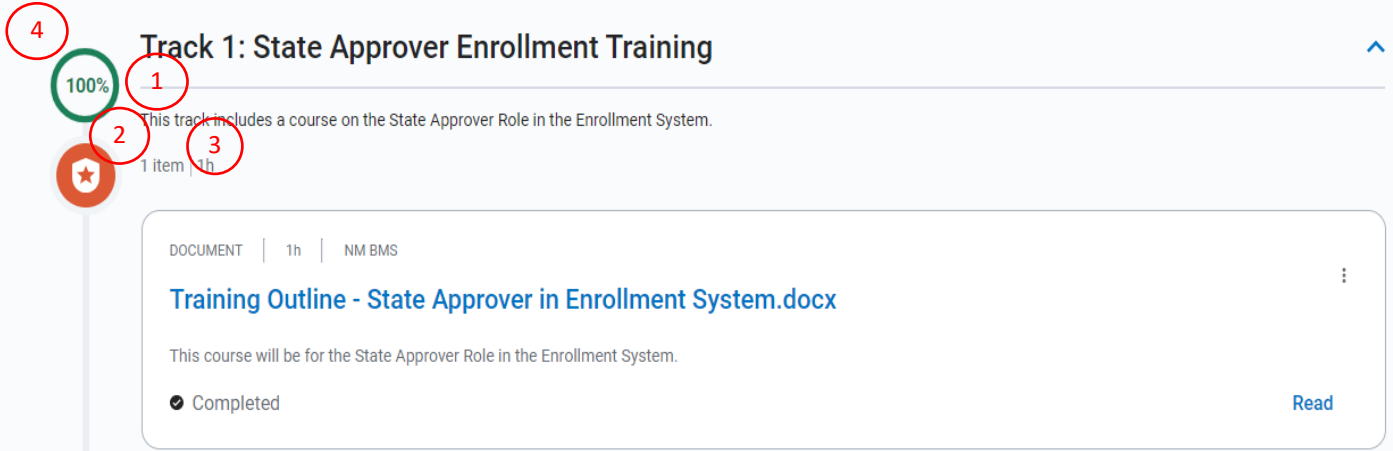
Journeys can contain one or multiple tracks. If there are multiple tracks, new tracks become available as the learner completes them.

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

 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

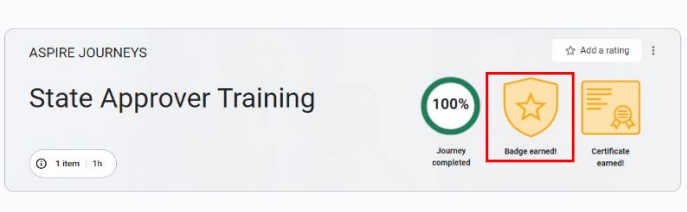
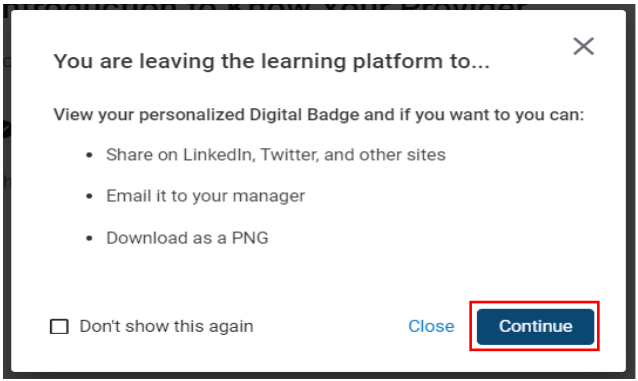
Training Outline - State Approver in Enrollment System.docx


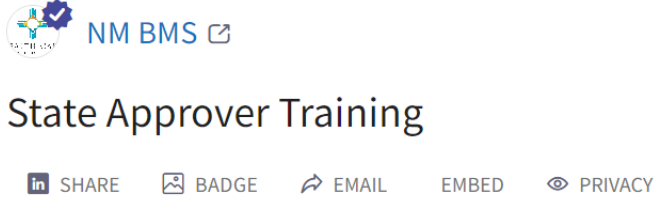
This course will be for the State Approver Role in the Enrollment System.

Completed Read

4.4.2 Journey Badges

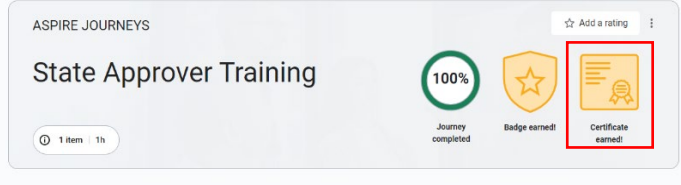
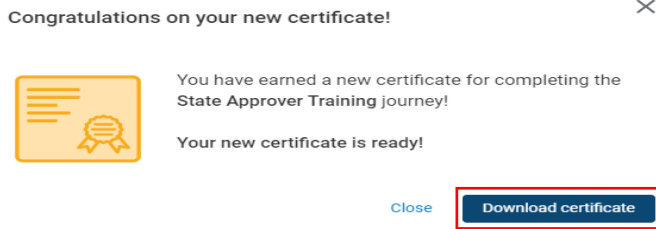
After a user completes a Journey, there is a digital badge available. To access the badge, complete the following:

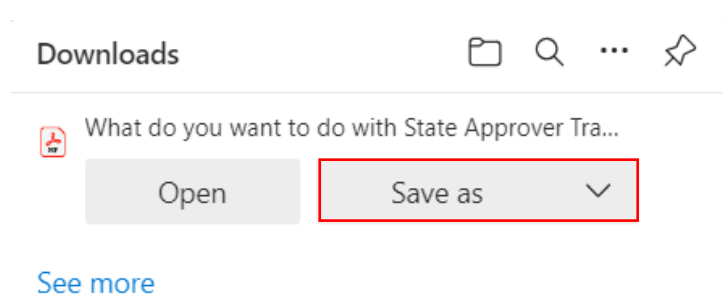
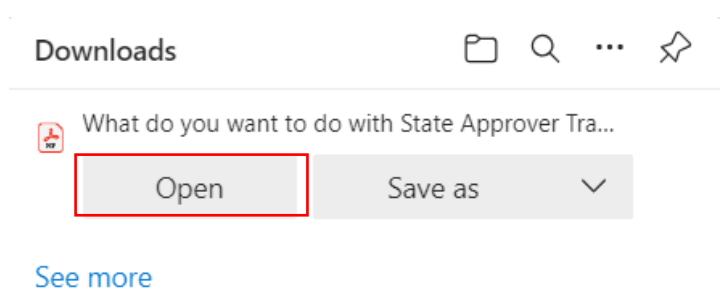

Step	Screenshot (if applicable)
<p>1. Select Badge Earned.</p>	
<p>2. Review the pop-up and select Continue. Note: <i>You will be taken to a new browser.</i></p>	

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

4.4.3 Journey Certificates

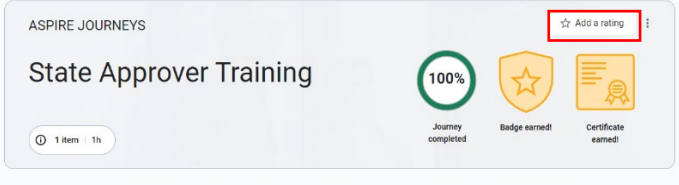
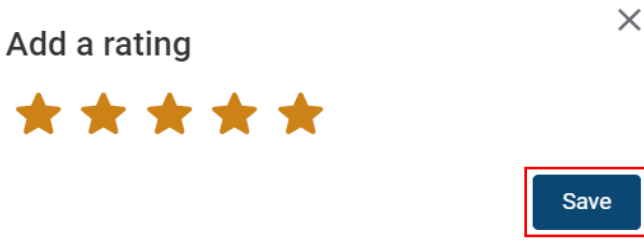
After a user completes a Journey, there is a Certificate available. Certificates include the user’s name, Journey title, and date obtained. To access the Certificate, complete the following:

Step	Screenshot (if applicable)
<p>1. Select Certificate Earned.</p>	
<p>2. Select Download certificate.</p>	

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

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:

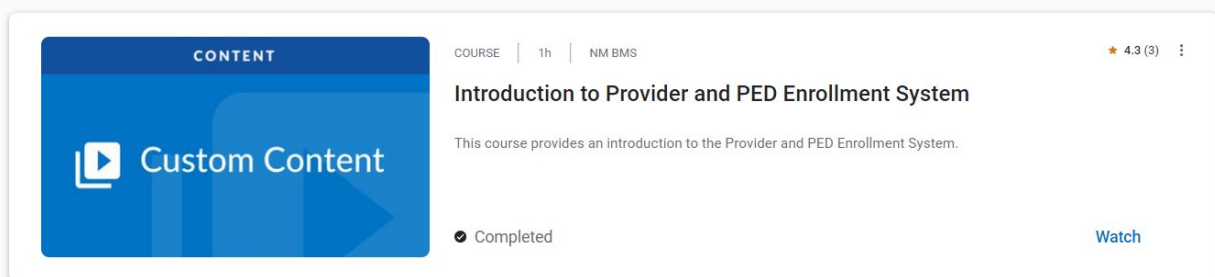
Step	Screenshot (if applicable)
<p>1. Select Add a rating.</p>	
<p>2. Select the rating you want to give and select Save.</p>	

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.

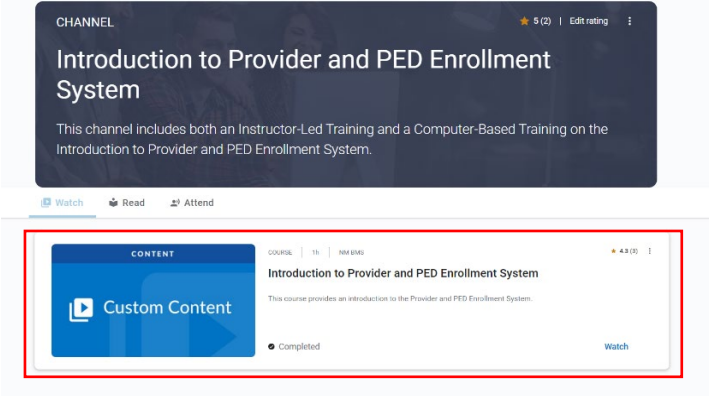
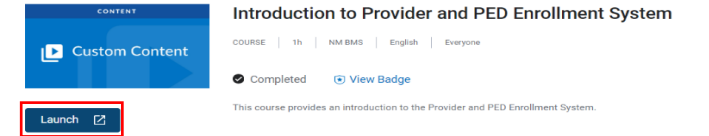

4.5.1 Computer-Based Training Course Preview

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.



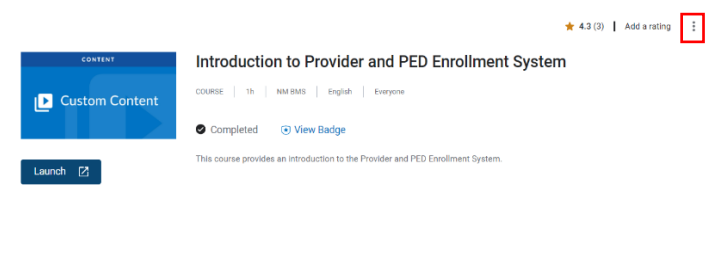
4.5.2 Starting a Computer-Based Training Course

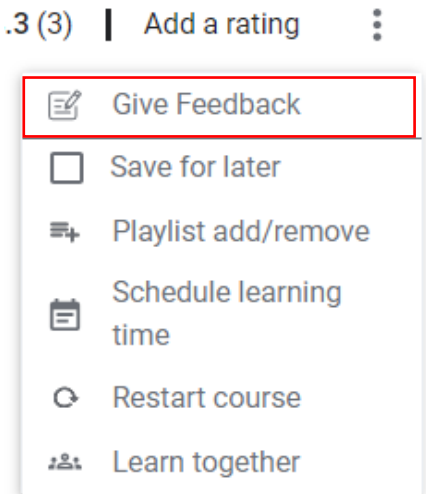
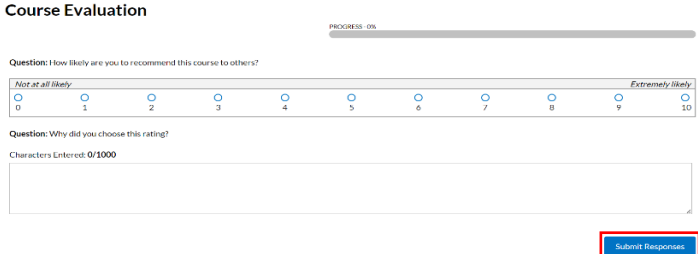
To start a Computer-Based Training course, complete the following:

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

4.5.3 Giving Feedback on a Computer-Based Training Course

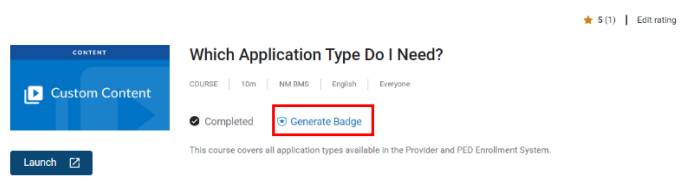
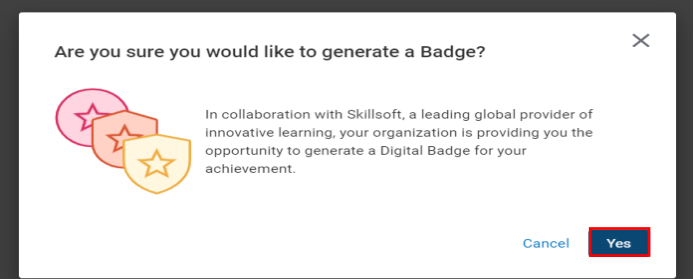
After completing a Computer-Based Training course, users can give feedback. To give feedback, complete the following:

Step	Screenshot (if applicable)
<p>1. Select the ⋮ (ellipsis) button at the top right-hand side of the screen.</p>	

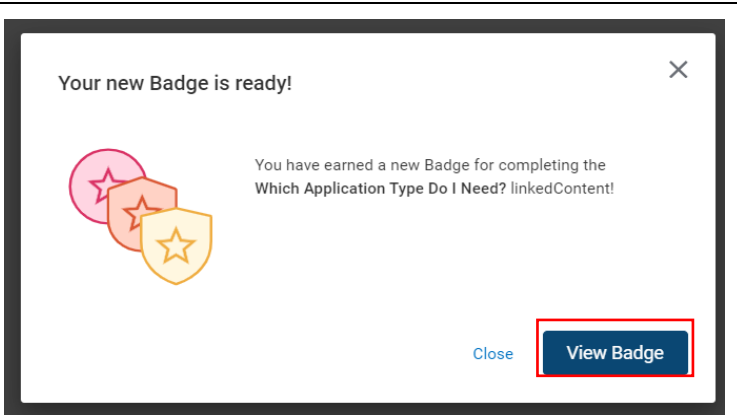
Step	Screenshot (if applicable)
<p>2. Select Give Feedback from the list of options. <i>Note: You will be taken to a new browser.</i></p>	
<p>3. Complete the series of questions and select Submit Responses after each. <i>Note: You can go back to review each question but cannot edit submitted responses.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

4.5.4 Badges for Computer-Based Training Course

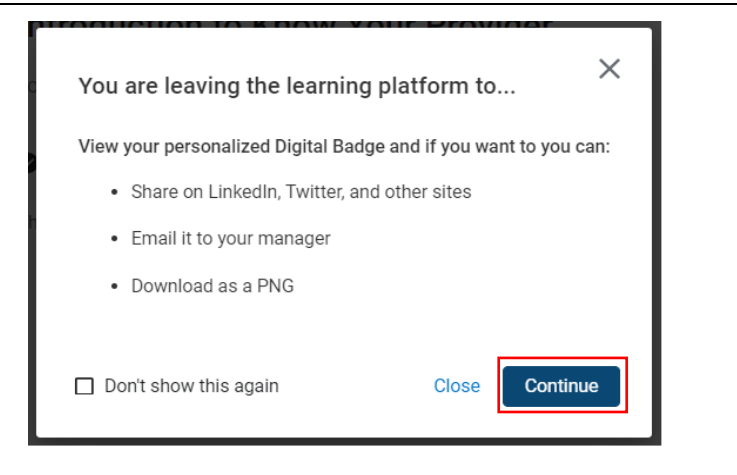
After completing a course, similar to Journeys, a Digital Badge will be available. To access the Badge, complete the following:

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

3. Review the pop-up and select **View Badge**.



4. Review the pop-up and select **Continue**.
Note: You will be taken to a new browser.



5. View earned Badge.



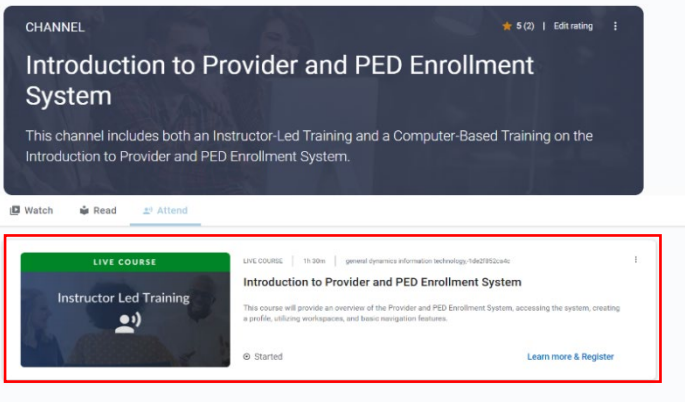
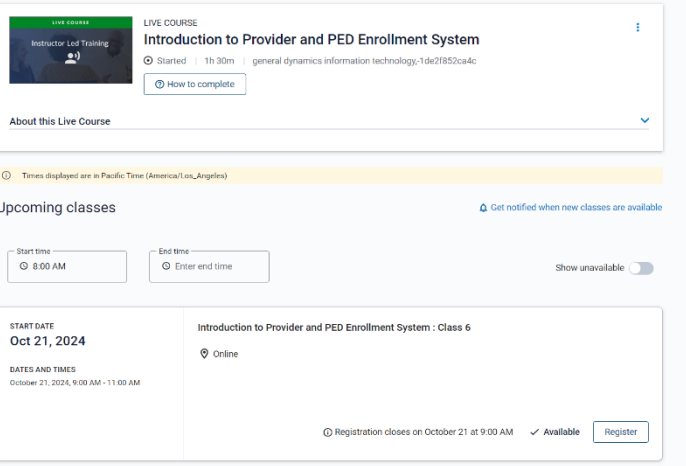
<p>6. The user may share, download, and email the Badge by selecting the options shown.</p>	<p>Which Application Type Do I Need?</p> <p>SHARE BADGE EMAIL</p>
---	---

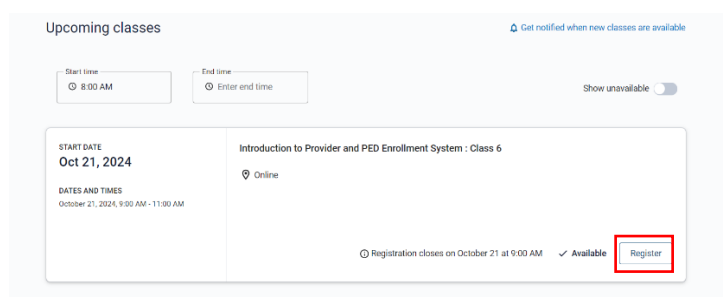
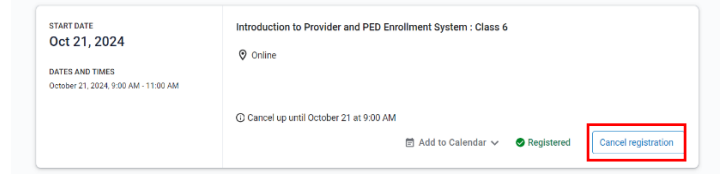
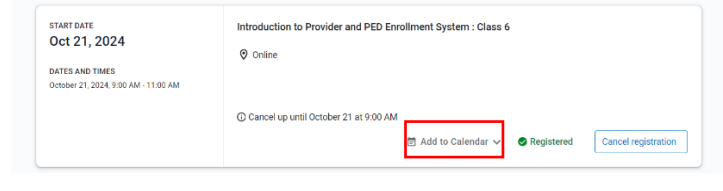
4.6 Live Courses

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:

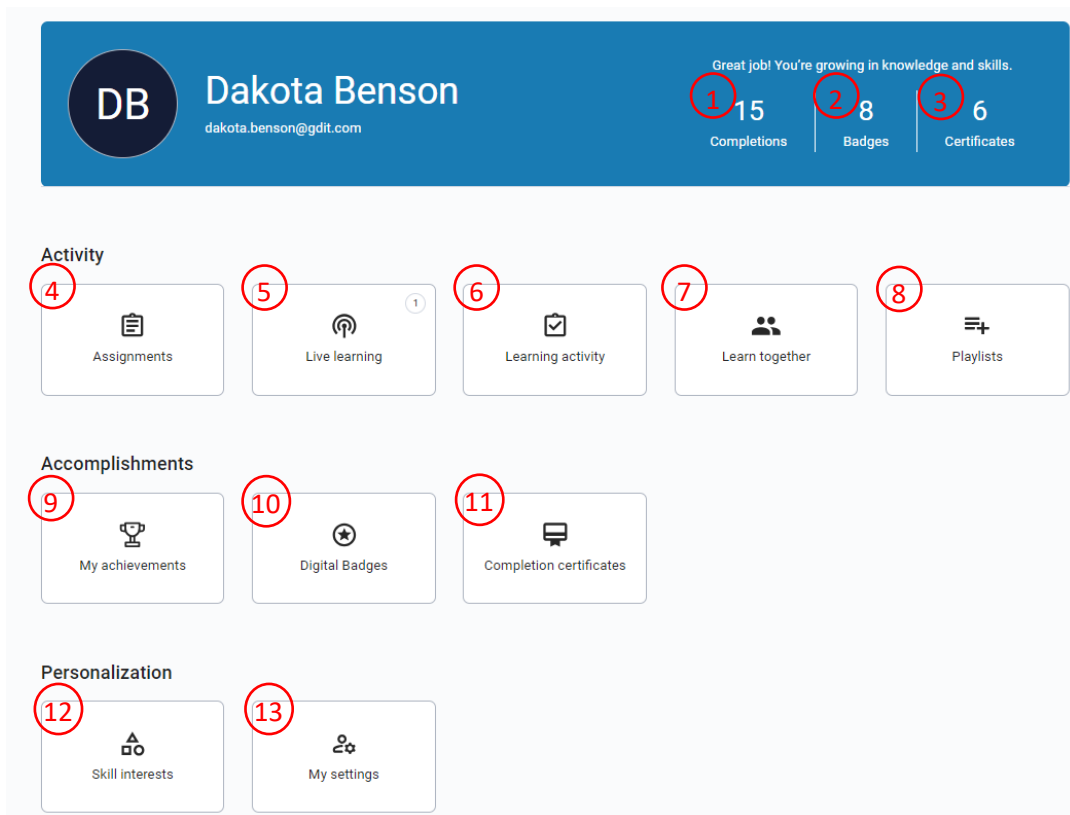
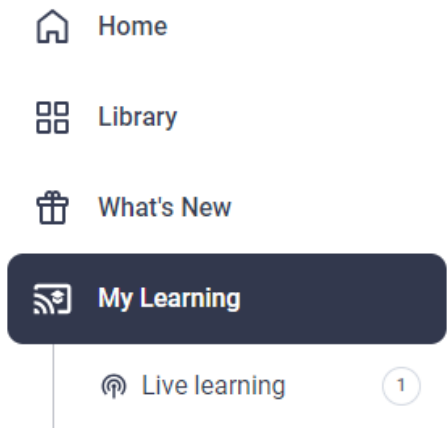
Step	Screenshot (if applicable)
<p>1. Navigate to and select the desired Live Course.</p>	
<p>2. Review the upcoming scheduled Live Courses. Note: Users can filter classes by the Start and End times.</p>	

<p>3. Select Register for the desired Live Course. <i>Note: You will receive a confirmation email with the Live Course details attached.</i></p>	
<p>4. To cancel a registration, select Cancel registration.</p>	
<p>5. To add the training to your calendar, select Add to Calendar.</p>	

5 Explore My Learning

The My Learning section contains the following:

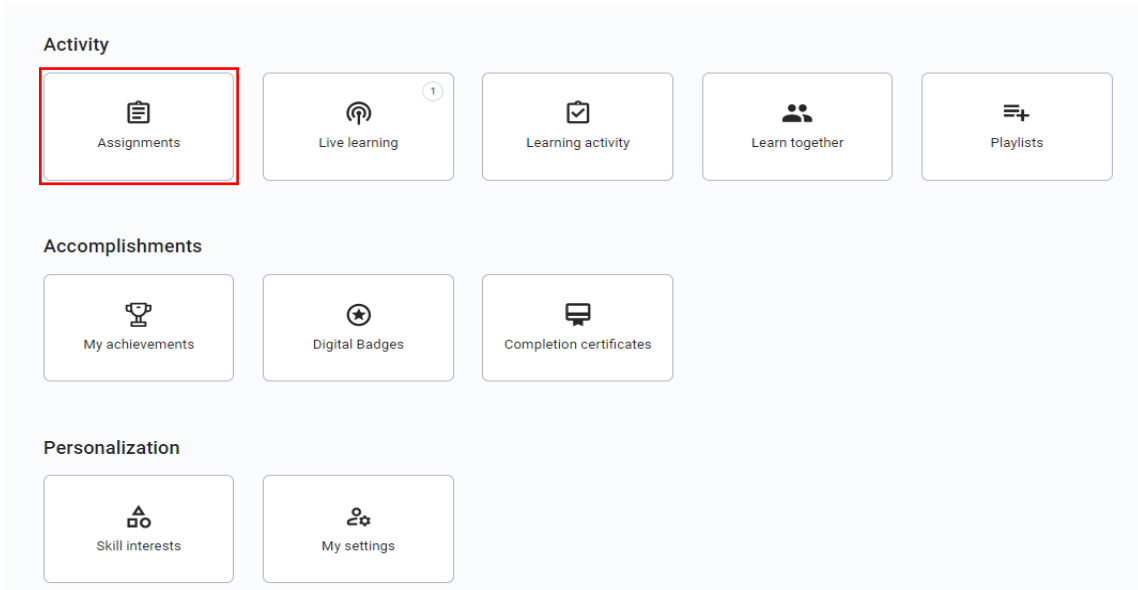
1. Number of Course completions
2. Number of Badges earned
3. Number of Certificates earned
4. Assignments
5. Live learning
6. Learning activity
7. Learn together (not currently available)
8. Playlists
9. My achievements
10. Digital Badges
11. Completion Certificates
12. Skill interests (not applicable)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



5.1.1 Viewing Assignments

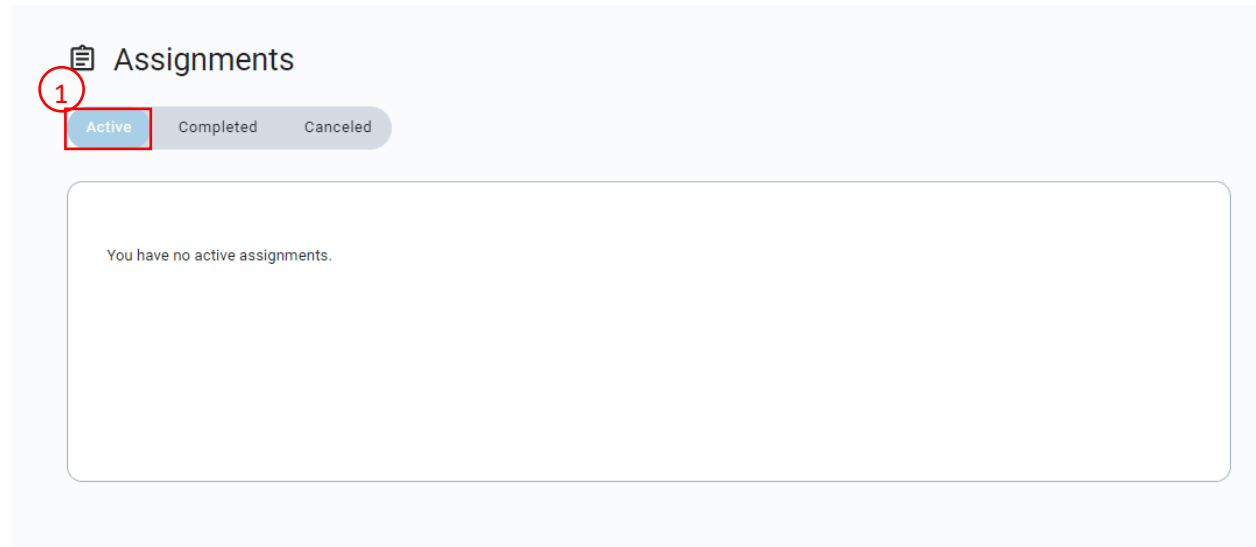
The Assignments section allows users to view the following assignments statuses:

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

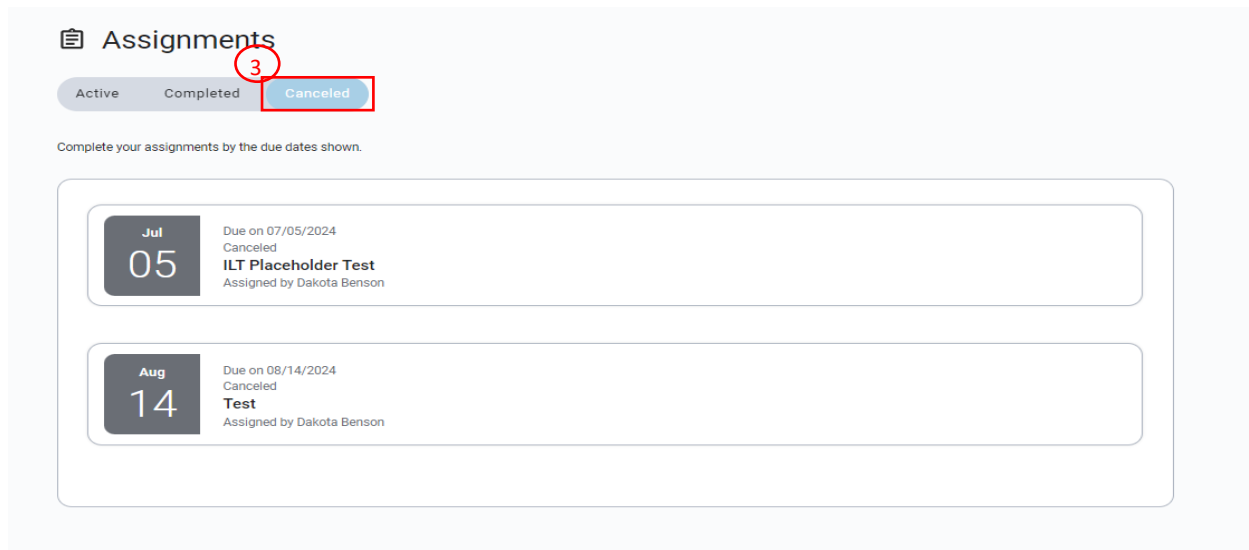
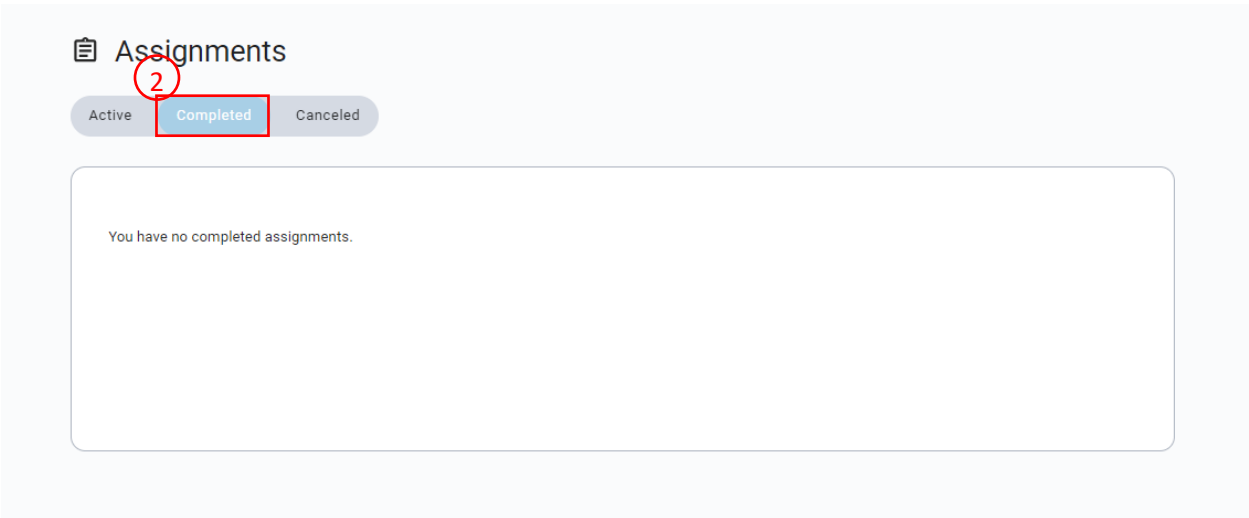


The navigation menu is organized into three sections:

- Activity:** Contains five items: Assignments (highlighted with a red box), Live learning (with a notification badge '1'), Learning activity, Learn together, and Playlists.
- Accomplishments:** Contains three items: My achievements, Digital Badges, and Completion certificates.
- Personalization:** Contains two items: Skill interests and My settings.



The 'Assignments' page features a header with a document icon and the title 'Assignments'. Below the title are three tabs: 'Active' (highlighted with a red box and a red circle containing the number '1'), 'Completed', and 'Canceled'. The main content area is a large rounded rectangle containing the text: 'You have no active assignments.'





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	⋮

Rows per page 10 1 - 1 of 1

[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

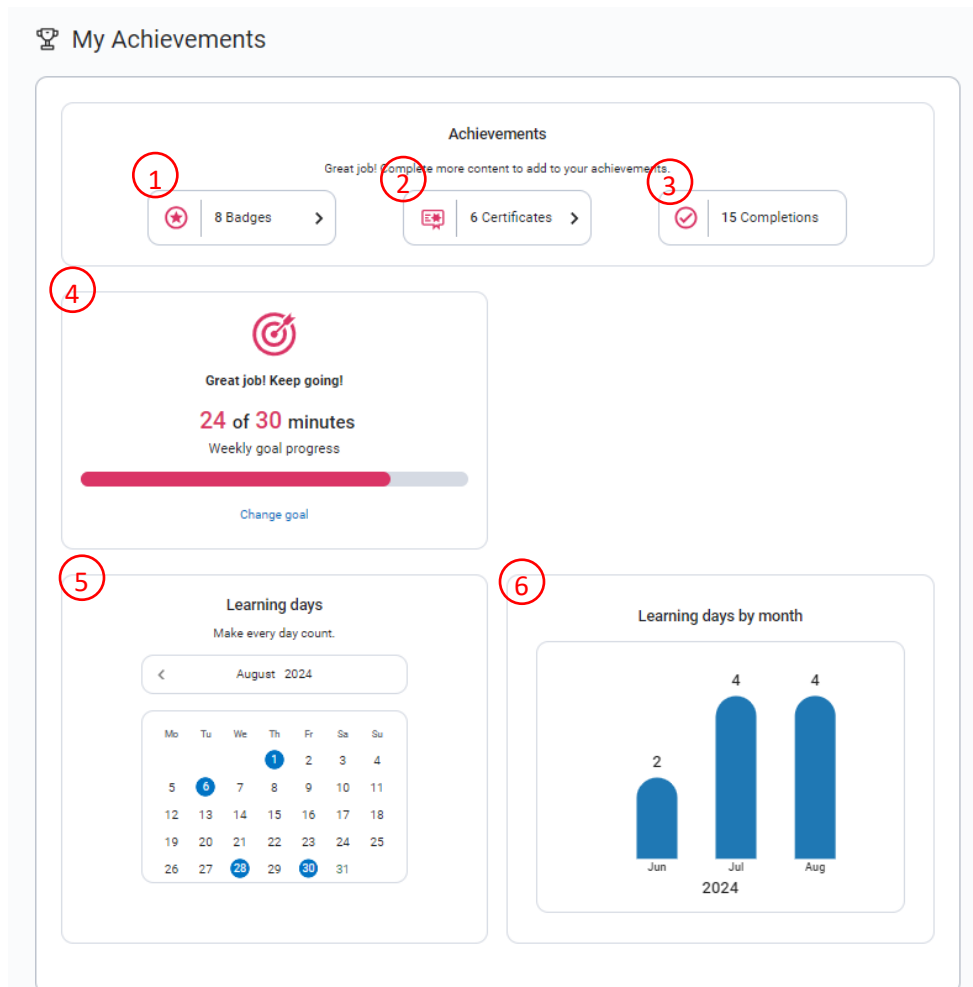
Personalization

- 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:

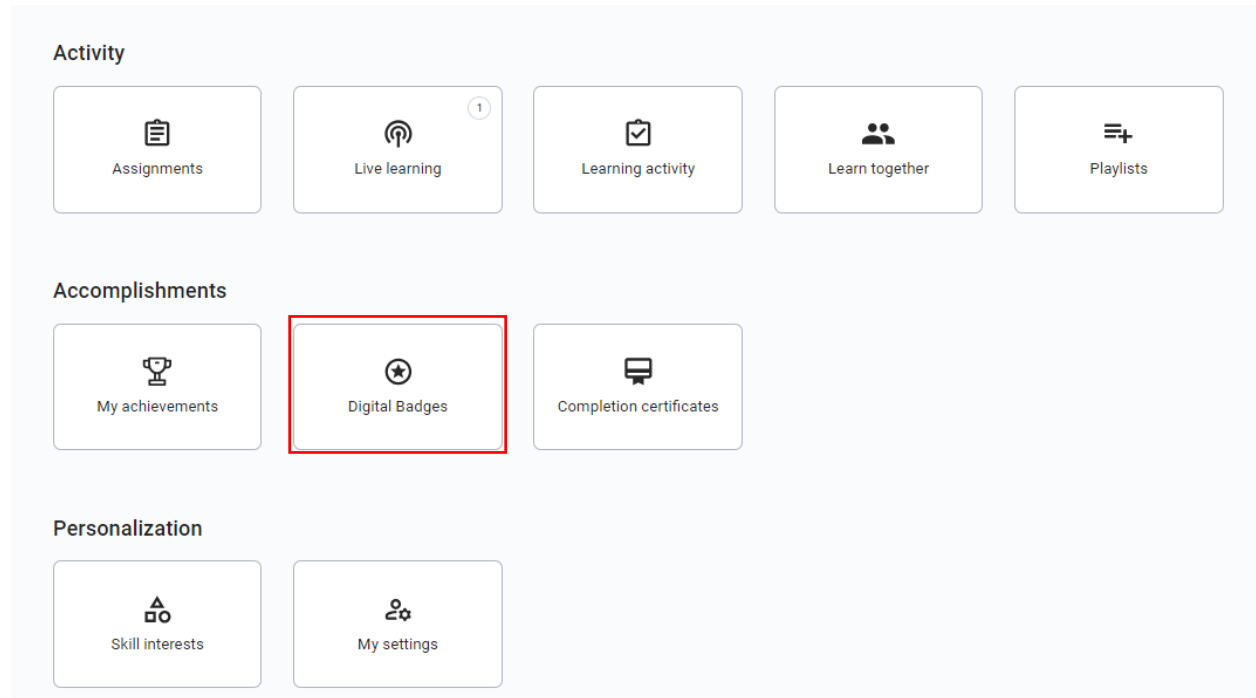
1. **Badges** – Total number of Badges the user has earned from all Courses and Journeys
2. **Certificates** – Total number of Certificates the user has earned from all Journeys
3. **Completions** – Total number of Course completions
4. **Goals** – Learning goals set by user
5. **Learning days** – Total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



The screenshot shows the 'My Achievements' dashboard. At the top, there is a header 'My Achievements' with a trophy icon. Below it, a section titled 'Achievements' contains three cards: '8 Badges' (callout 1), '6 Certificates' (callout 2), and '15 Completions' (callout 3). Below this is a 'Goals' section (callout 4) with a target icon, the text 'Great job! Keep going!', '24 of 30 minutes' weekly goal progress, and a progress bar. Below the goals is a 'Learning days' section (callout 5) with a calendar for August 2024 showing learning days on the 6th, 28th, and 30th. To the right is a 'Learning days by month' section (callout 6) with a bar chart for 2024 showing 2 days in June, 4 days in July, and 4 days in August.

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.

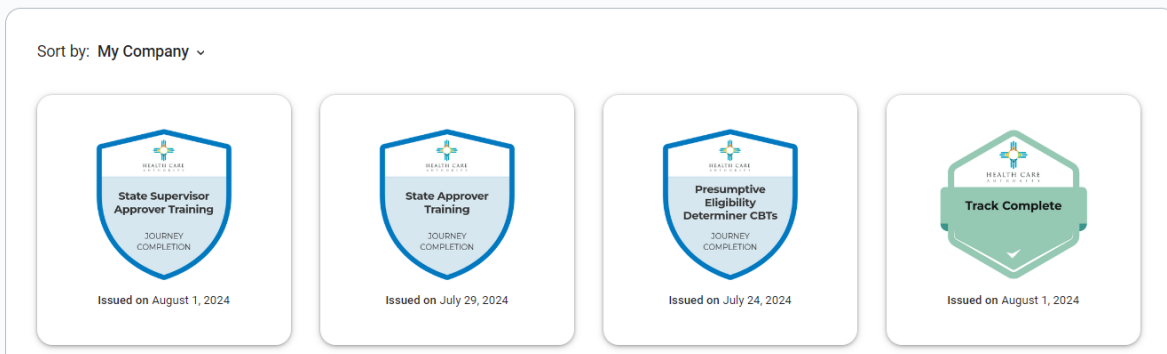


The navigation menu is organized into three sections:

- Activity:** Contains five icons: Assignments, Live learning (with a notification badge '1'), Learning activity, Learn together, and Playlists.
- Accomplishments:** Contains three icons: My achievements, Digital Badges (highlighted with a red border), and Completion certificates.
- Personalization:** Contains two icons: Skill interests and My settings.

★ 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.



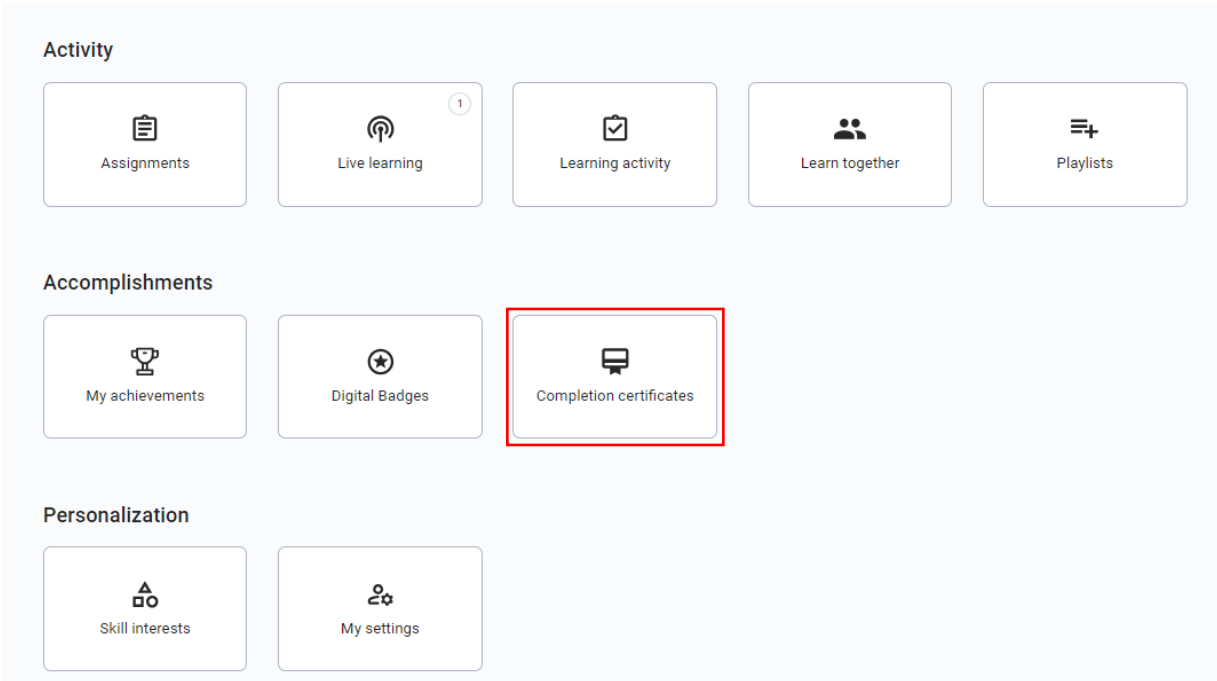
Sort by: My Company ▾

- State Supervisor Approver Training**
JOURNEY COMPLETION
Issued on August 1, 2024
- State Approver Training**
JOURNEY COMPLETION
Issued on July 29, 2024
- Presumptive Eligibility Determiner CBTs**
JOURNEY COMPLETION
Issued on July 24, 2024
- Track Complete**
Issued on August 1, 2024

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.



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](#)

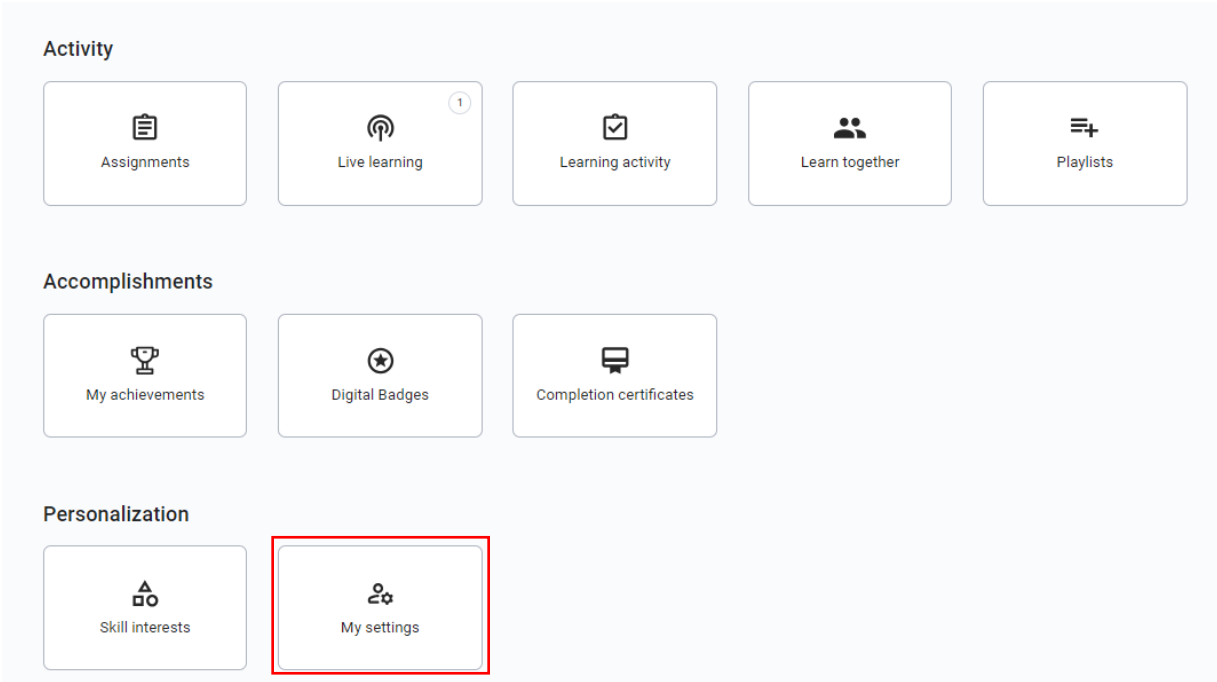
5.1.8 Viewing/Managing My Settings

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


Note: Users can turn on new content notifications here.

5. **Language** – User’s language preference



The screenshot displays a user interface with three main sections: Activity, Accomplishments, and Personalization. Each section contains several navigation buttons with icons and text labels. The 'My settings' button in the Personalization section is highlighted with a red border.

- Activity**
 - Assignments
 - Live learning (with a notification badge '1')
 - Learning activity
 - Learn together
 - Playlists
- Accomplishments**
 - My achievements
 - Digital Badges
 - Completion certificates
- Personalization**
 - Skill interests
 - My settings** (highlighted with a red border)

 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**

Need help? We're here.


1

2 

Get started

It's easy. We'll help you set up your site, add your users, and customize your library.


[Get started](#)

3 

Knowledge Base

Complete documentation with guides and recommendations designed to help you get the most out of Percipio.


[Knowledge Base](#)

4 

What's new?


We're always releasing new features and enhancements for Percipio. Be sure to see what's new!

[See what's new](#)

5 

Want to talk right away?
Connect with us via live chat now.

[Open live chat](#)

6 

Prefer to send a support ticket?
Explain the situation. We'll follow up in about 24 hours.

[Create a ticket](#)