

After you finish each assigned LTA module, capture two pieces of evidence (your score report and, if applicable, your badge/certificate) and upload both to the matching Blackboard assignment.

A Your Score Report

- 1 Log in at **learn.procertas.com**
- 2 Click **Scores** in the top menu to open your Score listing
- 3 Find the module you completed and click the green **Details** button to expand your full results and rating (Assessments show **Beginner**, **Intermediate**, **Qualified**, or **Expert**; Trainers show progress/**Finished**)
- 4 Take a full screenshot of the expanded report, or use your browser's **Print > Save as PDF**, and upload the file to the Blackboard submission area

Score listing (Mark Blaha, Procertas LLC)

Module name	Performed correctly	Assessed time	Rating	Report date (UTC)	Actions
Excel for Legal Trainer	17 / 17	-	Finished	08/06/2026	Details
Example	1 / 6	-	-	07/30/2026	Details
PDF for Legal Assessment	12 / 12	00:00:00	Expert	07/14/2026	Details
Excel for Legal Assessment	17 / 17	00:00:00	Expert	07/14/2026	Details
AI Suite S3: AI and Legal Practice	53 / 53	-	Expert	07/14/2026	Details
Word Memo Trainer	0 / 14	-	-	07/06/2026	Details
BOTA Excel L1 Trainer	2 / 14	-	-	06/24/2026	Details

The Score listing: one row per module, with a green Details button.

Certified Operator of Basic Office Technology

PDF for Legal Assessment
Expert

Assessment summary report

Module name	Accuracy	Actual	Assessed	Target	Δ to target	Δ %
PDF for Legal Assessment	100 %	0	0	0.4	-	-

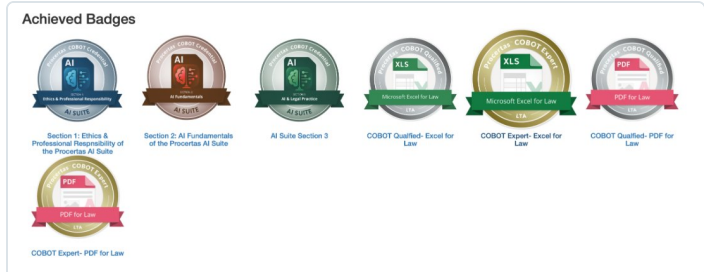
Details

#	Task	Task description	Completed	Target time	Actual time	Default time	Assessed time	Actions
1	Export or Save Word Document as PDF	Correct	00:01:30	00:00:00	00:04:30	00:00:00		
2	Export or Save Excel Workbook as PDF	Correct	00:01:30	00:00:00	00:04:30	00:00:00		
3	Use Scan & OCR	Correct	00:03:00	00:00:00	00:09:00	00:00:00		
4	Extract Page	Correct	00:02:00	00:00:00	00:06:00	00:00:00		
5	Highlight Text	Correct	00:01:30	00:00:00	00:04:30	00:00:00		

The expanded report: rating banner, summary, and task-by-task results.

B Your Badge & Certificate

- 1 Click your **email address** in the top-right corner and choose **My Account**
- 2 Scroll to **Achieved Badges**
- 3 Click your badge to open the credential page
- 4 Screenshot the badge, or scroll down to the printable certificate and save it as a PDF, then upload it to Blackboard



Achieved Badges on the My Account page. Click a badge to open it.

Completed by Mark Blaha
July 14, 2026
Assessed Time: 0:00 (mm:ss)
Procertas certifies the achievement of Mark Blaha in attaining the following:
Expert level in Excel for Law of the Legal Technology Assessment.

Click to share your success!
Or scroll down for your printable certificate.

Credential Details:

Earners of the Certified Operator of Basic Office Technology (COBOT) in Microsoft Excel have demonstrated exceptional competence in utilizing several basic and intermediary functions in Microsoft Excel within a legal workflow. As a basis for comparison, less than 1% of associates, staff, and law students achieve an Expert score on their first attempt (i.e., before formal training). [Learn more here.](#)

The credential page: screenshot this, or scroll down for the printable certificate.

Tip: name your files clearly before uploading, e.g. *LastName_Word-Assessment_Score.pdf* and *LastName_Word-Assessment_Badge.pdf*.