

Subject: MySCLearning Updates
Audience: AST Leads, HR Directors

SAP provides quarterly updates to modules of the SuccessFactors suite (e.g., LMS). The SCEIS Team is pleased to announce the following update to MySCLearning, effective September 18, 2017:

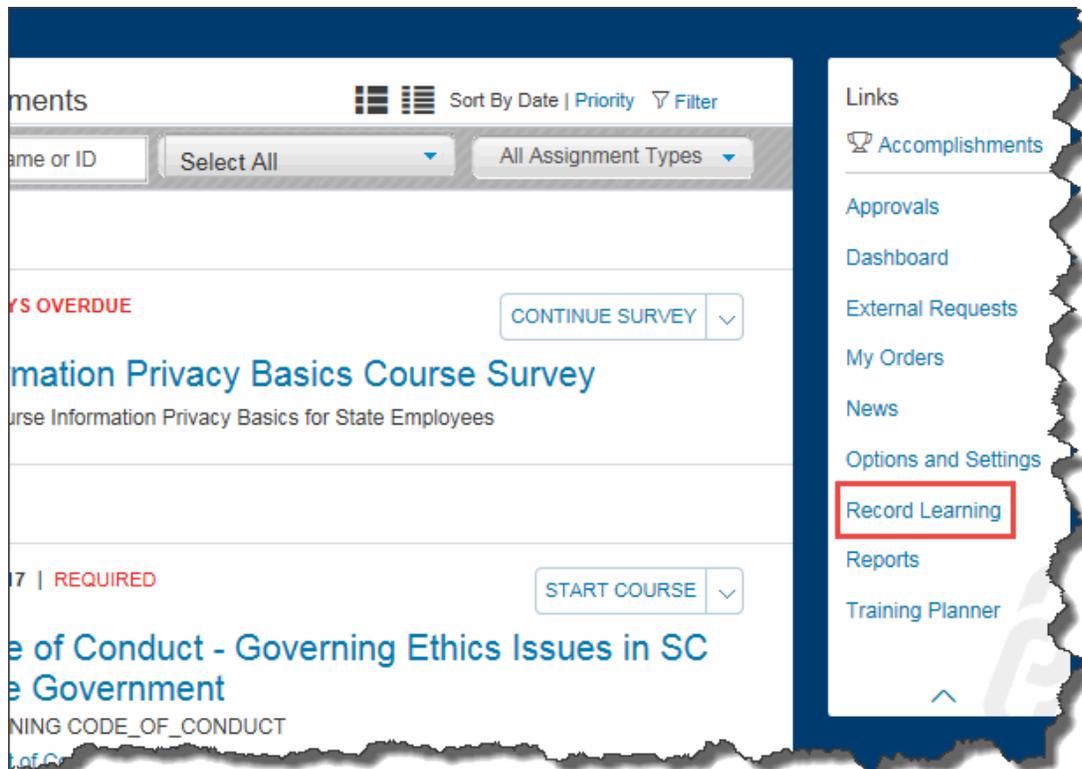
- Attachment for Record Learning
- Question Editor

Record Learning Instructions

MySCLearning allows you to record learning events that take place outside of MySCLearning. Employees and managers may add learning events to learning history using the following steps.

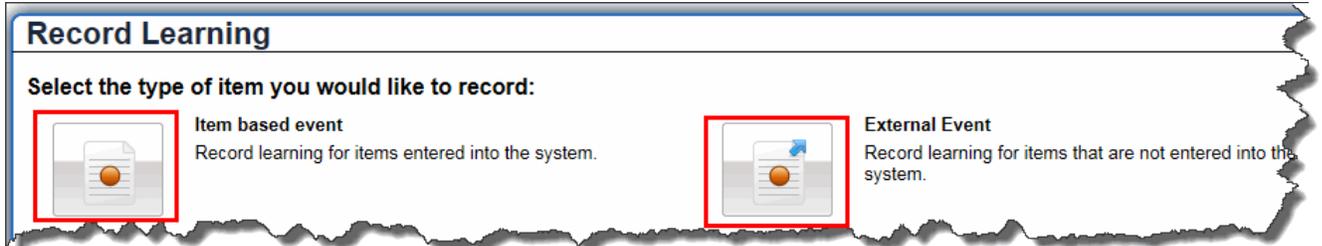
Step 1: Log in to [MySCLearning](#)

Step 2: Select **Record Learning**



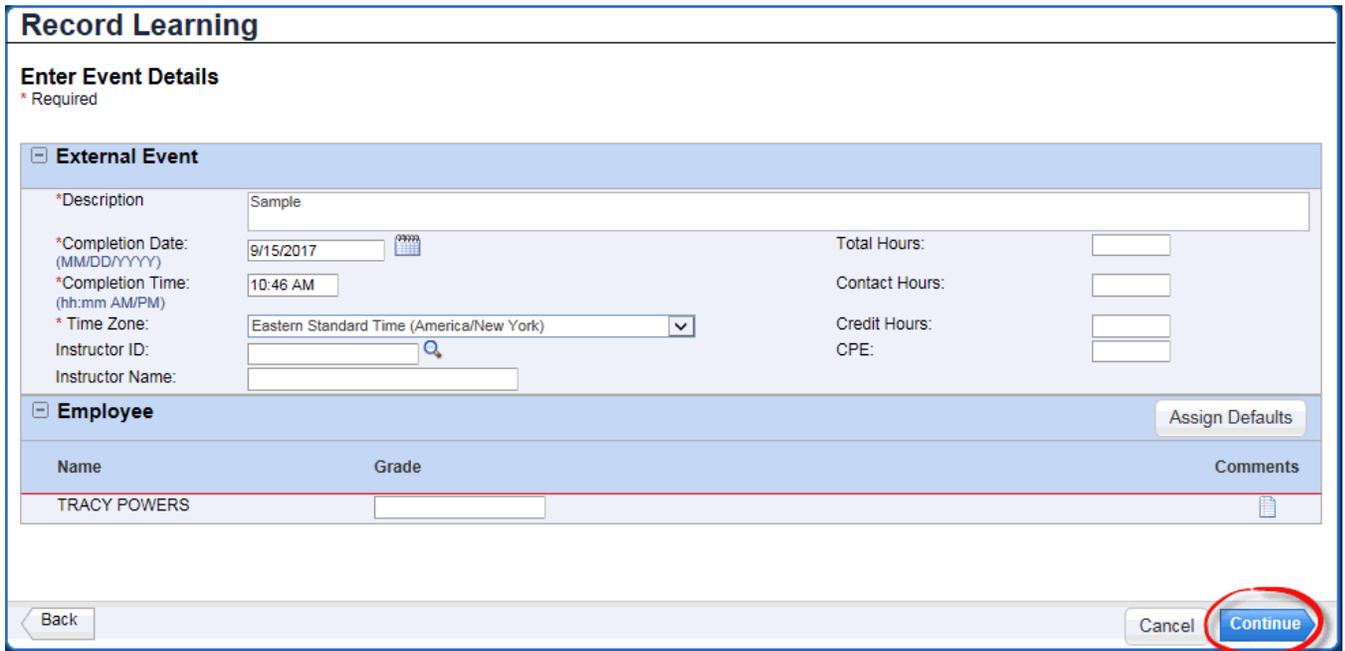
The screenshot displays the MySCLearning user interface. At the top, there are navigation options for 'Sort By Date | Priority' and a 'Filter' dropdown. Below this, there are search and selection controls, including a 'Select All' button and a dropdown for 'All Assignment Types'. The main content area shows two course cards. The first card is titled 'Information Privacy Basics Course Survey' and includes a 'CONTINUE SURVEY' button. The second card is titled 'Code of Conduct - Governing Ethics Issues in SC Government' and includes a 'START COURSE' button. On the right side, a vertical navigation menu is visible, listing various options: 'Accomplishments', 'Approvals', 'Dashboard', 'External Requests', 'My Orders', 'News', 'Options and Settings', 'Record Learning' (highlighted with a red box), 'Reports', and 'Training Planner'.

Step 3: Select the icon for **Item** or **External** as the Event Type



Step 4: Enter the details of the learning event in the required fields and click continue
 (The below example illustrates an external learning event.)

- Description
- Completion Date
- Completion Time
- Time Zone



Record Learning

Enter Event Details
 * Required

External Event

*Description: Sample

*Completion Date: (MM/DD/YYYY) 9/15/2017

*Completion Time: (hh:mm AM/PM) 10:46 AM

*Time Zone: Eastern Standard Time (America/New York)

Instructor ID: [Search]

Instructor Name: [Text]

Total Hours: [Text]

Contact Hours: [Text]

Credit Hours: [Text]

CPE: [Text]

Employee Assign Defaults

Name	Grade	Comments
TRACY POWERS	[Text]	[Text]

Back Cancel **Continue**

Step 5: Review the information and click **Record Learning**.

Record Learning

Enter Event Details
* Required

External Event

*Description:

*Completion Date: 

*Completion Time:

* Time Zone: 

Instructor ID:

Instructor Name:

Total Hours:

Contact Hours:

Credit Hours:

CPE:

Employee Assign Defaults

Name	Grade	Comments
TRACY POWERS	<input type="text"/>	

Back
Cancel **Continue**

Step 6: Click Submit to send the information to the supervisor for approval

Record Learning

Submit for Approval

This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

Learning Event Details

Title: Sample Completion Date: 9/15/2017

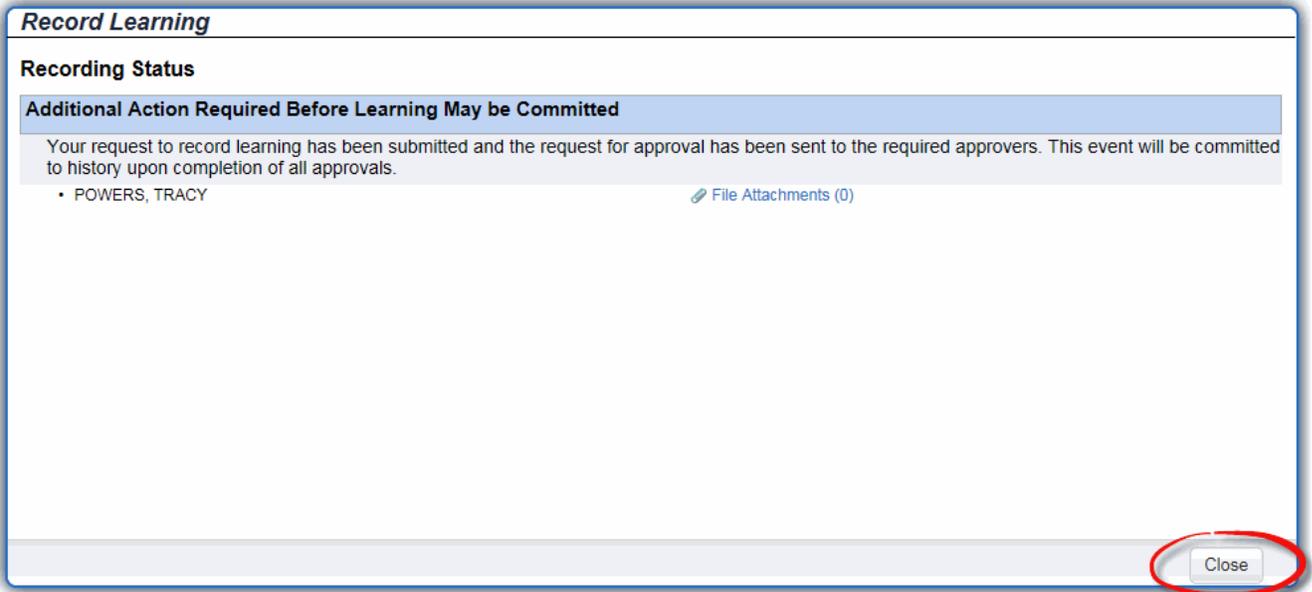
Type: External Event Completion Time: 10:46 AM America/New York

Approval Steps

Approval Step	Approvers
Supervisor	Supervisor Level 1 (Show All)

Back
Submit Cancel

Step 7: Close the window and return to the main menu for MySCEmployee



Question Library Instructions

Step 1: Access the Question Library for exams, select the **Content icon** in the Top Menu and click **Question Library** in the Left Menu.



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Step 2: Click Add New in the upper right corner of the Content Frame and complete the fields on the Create Question page. Note that some fields are required.



- Each question will require a question ID. It may be helpful to use a naming convention that matches the item.
- Identify the type of question that is being created
- Identify the domain, but be sure it is accessible in the same domain as the exam and/or item.
- Objectives are not required, but can be used to measure learning. Objectives are available in reporting.

Create Question

Question settings can be updated by clicking on the icon  in the editor.

*Question ID:

*Question Type: ▼

*Points:

*Locale: ▼

Description:

*Domain: 🔍

Objective: 🔍

Active:

Cancel Create

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Note: The Question Library allows the use of images as part of the questions. To include an image:

1. Place the cursor in the question text box.
2. A formatting menu will display above the text box. Select the image icon if an image is needed for the question.
3. Browse for the required image and select it. The image will display below the question text in the library and to the user.
4. To add another entry to the question library use the “Add Question” button located at the bottom left.

The Question Library will be a pool of all the questions created in this area and is only available to exams.

The screenshot displays the SCEIS LMS200 interface for editing a question. The question text is "The sky is blue." and the variant is "Variant 1 - True or False". The formatting menu includes options for bold, italic, underline, font size, text color, background color, and image. The image icon is highlighted with a blue circle and the number 2. The question text box is highlighted with a red box and the number 1. The "Answers" section has radio buttons for "True" and "False". The "Correct Answer Feedback" field contains "Correct" and the "Incorrect Answer Feedback" field contains "Incorrect". The bottom of the interface features a dark bar with a "+ Add Question" button (highlighted with a red box and the number 3), a "Cancel" button, and a "Save" button (highlighted with a red box and the number 4).

If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.