

# LMS300 MySCLearning Assignment Management

### Description

This instructor-led course is an advanced look at more-complex functions of assigning and managing participants' learning requirements within MySCLearning. It covers how to: create and properly use assignment profiles, use a curriculum for retraining and item groupings, create and use a program and choose between a curriculum or a program.

### Target Audience

Users with the following role: MySCLearning Learning Administrator.

### Prerequisites

The following, including validation from the SCEIS Team, *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for the class. Material covered in prerequisite courses will not be re-taught in classroom training.

- Validation from the SCEIS Team.
- LMS200 MySCLearning Course Management.
- LMS100 MySCLearning Basic Management.
- Agency must be actively using MySCLearning.
- Prior experience working in MySCLearning.

## Registration Instructions:

Enrollment in LMS300 requires completion of LMS200, as well as prior experience working in MySCLearning, actively using MySCLearning and validation by the SCEIS Team.

The deadline to *request enrollment* for a LMS300 class is three business days prior to the class.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



## To request enrollment:

1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (LMS300) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer and click "Register Now."
8. At the Scheduled Offering Approval Steps screen, answer the five questions about your use of training elements in MySCLearning.
9. Click "Confirm" to send your request for approval.
10. Within a few minutes you will get an email confirming your request for enrollment. Within two days, you will be notified by email either that you are enrolled, or that your request is denied, including a reason for the denial.

If you do not receive any email notifications from MySCLearning, please contact the [SCEIS Help Desk](#).