Tools for MySCLearning

Log in to MySCLearning

1. Log in to *SCEIS Central.*
    a. Using Internet Explorer, go to https://sceiscentrallogin.sc.gov.
    b. Enter your SCEIS user ID and password.
    c. Check "Check here to login…"
    d. Click *Log On.*
2. Open *My Talent.*
    a. In the SCEIS Central home page, click the *My Talent* tile.
3. Open *MySCLearning.*
    a. In the My Info section of the page, click the *MySCLearning* tile.

TIP: The first time you open MySCLearning, you'll be asked to set a PIN. Once you do that, you won't see the message again. Your PIN may be needed if a course requires secure affirmation.

Find a Course

1. Log in to MySCLearning. See "Log in to MySCLearning."
2. Use the *Find Learning* tile. Find Learning searches Course IDs, Course Titles and Course Descriptions. In the search field:
    a. Type in the **Course ID** to find all related courses.
        Example: Search for PR217. Results include PR2217 and its prerequisite course, PR101V.
    b. Or, type in **key words** to see courses with those words in the Title or Description.
        Example: Search for Purchase Orders. Results include all courses that address purchase orders – PR101V, SRM200U, INV100, PR217 and PR260.
    c. Or, type in **SCEIS** to see all SCEIS courses.
    d. Click *Go*.

*TIP: An online course has "Online Course" in its title, and a letter – either U or V – at the end of the course ID. The "*eLearning*" tag is not meaningful.*

3. Save an instructor-led course
    a. To begin registration, click *See Offerings*. See "Register for an Instructor-Led Class" has step-by-step registration guidance.
    b. To save a course <u>without registering for a class date</u>, click *More*, then *Assign to Me*.

*TIP: To reserve a seat in a class, **you must Register**. "Assign to Me" saves the course to My Learning Assignments, but it <u>does not register you</u>.*

4. Save an online course
    a. To begin taking the course, click *Start Course*.
    b. Or, to save the course for later, click *More*, then click *Assign to Me*.

*TIP: When you **Register** for an instructor-led class date or **Start** an online course, the course is saved automatically to My Learning Assignments.*

Register for an Instructor-Led Class

*TIP: You must **Register** to reserve a seat in a class. "Assign to Me" saves the course to My Learning Assignments, but it <u>does not register you for a class date</u>.*

1. Log in to MySCLearning and find an instructor-led course.
    See "Log in to MySCLearning" and "Find a Course."
2. Select your class date
    a) Below the course title, click *See Offerings*.
    b) Scroll down and click the *Offerings* tab.
    c) Below the class date you want, click *Register Now*.

TIP: "You have unmet prerequisites." *You must complete them before you can register.*

TIP: There's no Register Now *link? The class may be filled ("0 seats available"). Or you may have an unmet prerequisite. Or there may be no upcoming class scheduled.*

3. Confirm your selection.
    d) Verify the class dates.
    e) Click *Confirm*.
    f) Watch for an enrollment message in your email.

TIP: You didn't receive an enrollment message? Your registration may be incomplete, or the email address in your personnel record may not be current. If you need assistance, contact SCEIS Help Desk, sceis.helpdesk@admin.sc.gov.

Take an Online Course

1. Log in to MySCLearning and find an online course.
    See "Log in to MySCLearning" and "Find a Course."
2. Start or continue an online course.
    a. *Either*, find a new course with the *Find Learning* tile.
        In the search results, click *Start Course*.

b. *Or*, choose a course that's already in *My Learning Assignments*.
   Click *Start Course* or *Continue Course*.

TIP: *If you get interrupted, you can pick up where you left off. Click* Continue Course.

3. Complete all modules in *Online Content Structure*.
   Modules and activities are enabled in sequence. You must do them in order.
      a. Click the first link, "SCEIS Start Here."
      b. When you have completed it, close its window and click *Return to Content Structure* to advance to the next element.
      c. Repeat until you have completed all modules and activities.

TIP: *Scripts and Reference Guides are usually PDFs that you can download or print.*

4. Complete the final tasks.
   See "Assessment, Evaluation and Certificate" for step-by-step instructions to complete your course and get your certificate.

View Your Class Enrollments

1. Log in to MySCLearning. See "Log in to MySCLearning."
2. View a list of your courses.
   All of your assigned courses are in the *My Learning Assignments* tile.
   - Your online courses are available to "Start" or "Continue" from here.
   - Your instructor-led classes are listed, whether you have registered for a class date or not. See "Register for an Instructor-Led Class."

TIP: *You may need to expand the tile: Hover your mouse on the tile's upper-right corner to display the Plus icon, and click to expand the tile.*

3. View more details about your courses and classes.
   Enrolled/Launch: You have a reserved seat in a class. To see the class date, time and location, click the down-arrow by "Enrolled," and select *View Registration.*

   Register Now: You haven't registered yet for a class date. Click *Register Now* to select a date and reserve a seat. See "Register for an Instructor-Led Class."

   Start Course: This online course is ready for you to begin. Click *Start Course*.

   Continue Course: You began this online course and paused it before completion. Click *Continue Course* to pick up where you left off.

Withdraw from a Class

1. Log in to MySCLearning. See "Log in to MySCLearning."
2. View your enrollments in *My Learning Assignments*
   If you need to expand the tile, hover in the tile's upper-right corner and click the *Plus* icon.
3. Withdraw from a class date.
   a. Beside a course, click the down-arrow to expand *Enrolled*.
   b. Click *Withdraw.*

TIP: When you enroll yourself, you can withdraw yourself. If "Withdraw" is not available, contact the person who enrolled you, or email training.sceis@admin.sc.gov.

   c. At the *Confirmation* box, click *Yes*.
   d. At the *Current Registrations/Remove* box, select either:
      o **No,** to keep the course but not the class date in *My Learning Assignments*; or,
      o **Yes,** to withdraw from the class and remove the course from *My Learning Assignments*.
4. If desired, register for a different class date. See "Register for an Instructor-Led Class."

IMPORTANT! Enroll for NO MORE THAN ONE DATE of any course. Enrollment reserves a seat for *you*. If you can't attend, WITHDRAW to release your seat for another participant.

Print Materials for an Instructor-Led Class

TIP: You can access course materials even if you are not registered for a class.

1. Log in to MySCLearning. See "Log in to MySCLearning."

TIP: To be sure you have the latest materials, we recommend that you clear your browser's cache before you log in to MySCLearning. See "Clear Your Browsing History in Internet Explorer."

2. Navigate to your course.
   a. Use the *Find Learning* tile or *My Learning Assignments* tile to bring up a course.
      See "View Your Class Enrollments" or "Find a Course."
   b. Click on the course *title*.
3. Open the course materials. Click the *paperclip* icon to expand the documents list.
   You may need to scroll to view all materials.

TIP: Materials are almost always in PDF format. Be sure that PDF Reader is available.

4. Print the course materials.
   a. Read the "Start Here" document.

b. Open and print all other materials. Some items may link to a document on another website. If so, print these documents also.

5. Bring all printed materials with you to class.

Clear Your Browsing History in Internet Explorer

To ensure that you have the most current training materials, it's a good practice to clear Internet Explorer's cache before logging in to MySCLearning to download materials.

1. Open Internet Explorer.
2. Access the *Delete browsing history …* dialogue box.
    a. In the upper right corner of the screen, click *Safety*, then *Delete browsing history*…
3. Clear the browsing history
    Ensure that these options are all checked for deletion:
    a. Temporary Internet files and website files
    b. Cookies and website data
    c. History
    d. Download History
    e. You may select other options as well.
4. Click *Delete*.
    a. <u>Wait</u> until you see "Internet Explorer has finished deleting the selected browsing history."
5. Close and re-open Internet Explorer.
6. Log in to MySCLearning as usual.

Assessment, Evaluation and Certificate

1. Attend an instructor-led class, or take an online course.
    In an <u>instructor-led class</u>, follow the instructor's directions.
    For an <u>online course</u>, see "Take an Online Course" to complete the learning modules before beginning these tasks.

2. Complete the *Course Assessment*.
    a. After completing all learning tasks, click *Course Assessment*. Answer all questions.

TIP: You can "Check Answer" during the assessment. You can't change an answer after it has been checked.

b. Click *Submit Quiz*.
c. At "Confirm Quiz Submission," click *Yes*.
d. Click the Assessment's *Exit* button.
e. Click *Return to Content Structure*.

TIP: *You can repeat the Assessment as needed to reach the 70% benchmark. To repeat the Assessment, click the Assessment's* Exit *button, then click* Return to Content Structure*.*

TIP: *At the end of the Assessment, DO NOT USE A BACK-ARROW in either MySCLearning or your browser. Instead, click* Return to Content Structure *to complete Steps 3 and 4.*

3. Complete the *Evaluation*.
   In the Online Content Structure screen:
      a. Click *Survey: Course Feedback.*
      b. Click *Start Survey*
      c. When you have responded to all questions, click *Submit*.
      d. Click *Return to Content Structure*.

TIP: *If you close Online Content Structure before completing the Evaluation, you'll get a reminder in* My Learning Assignments*. Click* Start Survey*.*

4. Get your *Certificate*
   In the Online Content Structure screen:
      a. Scroll to the end of *Online Content Structure.*
      b. Click the *Print* icon to view, download or print your certificate.

TIP: *Later, you can always get your certificates using the* Learning History *tile. See "Access Your Certificate after Class."*

Access Your Certificate after Class

1. Log in to MySCLearning. See "Log in to MySCLearning."
2. Open your *Learning History* tile.
   Learning History may appear collapsed or expanded. In either display, click *View All*.
3. View a list of all completed courses, and print certificates.

To view, download or print a certificate, click a *Print* icon on the right. Your certificate is a PDF which you can print or save as needed. It remains available indefinitely in your *Learning History*.

TIP: *Hover on a course title to see additional options.*

Review Course Materials after Completing an Online Course

TIP: *For instructor-led courses,* Review Content *is not available from Learning History. You can access instructor-led class materials as you did when you took the class. See* "Print Materials for an Instructor-Led Class."

1. Log in to MySCLearning. See "Log in to MySCLearning."
2. Open your *Learning History* tile.
   Learning History may appear collapsed or expanded. In either display, click *View All*.
3. Review the content of a completed *online* course.
   a. In the Completed Work list, hover on the title of an *online* course.
   b. From the fly-out menu, select *Review Content*.

Accept or Remove a "Recommended" Course

TIP: *If someone "recommends" a course to you, it will be in your* Recommendations *tile. You may Accept or Remove a Recommended course, as you wish.*

A "Required" course goes directly to My Learning Assignments *tile.*

1. Log in to MySCLearning. See "Log in to MySCLearning."
2. Expand the Recommendations tile.
3. If the tile is collapsed, click the upper-right corner to expand it.

TIP: *The number in a red circle shows how many courses have been Recommended to you.*

4. Accept or remove a Recommended course

- Click *Assign to Me* to put the course in *My Learning Assignments*.
- Click *Remove* to dismiss the *Recommendation*.

TIP: *You can find most courses with the* Find Learning *tile. See "Find a Course."*