



SCEIS Blackboard User Guide

In December 2014, SCEIS upgraded to a newer version of Blackboard to better support user training. This guide provides users with the necessary information to navigate the new SCEIS Blackboard.

Accessing Blackboard

SCEIS Blackboard can be accessed from the SCEIS website (www.sceis.sc.gov) by hovering over “**Training**” on the left navigation, then selecting “**Blackboard**” from the menu. The direct link to SCEIS Blackboard is <https://sceis.blackboard.com>.





Logging in to Blackboard

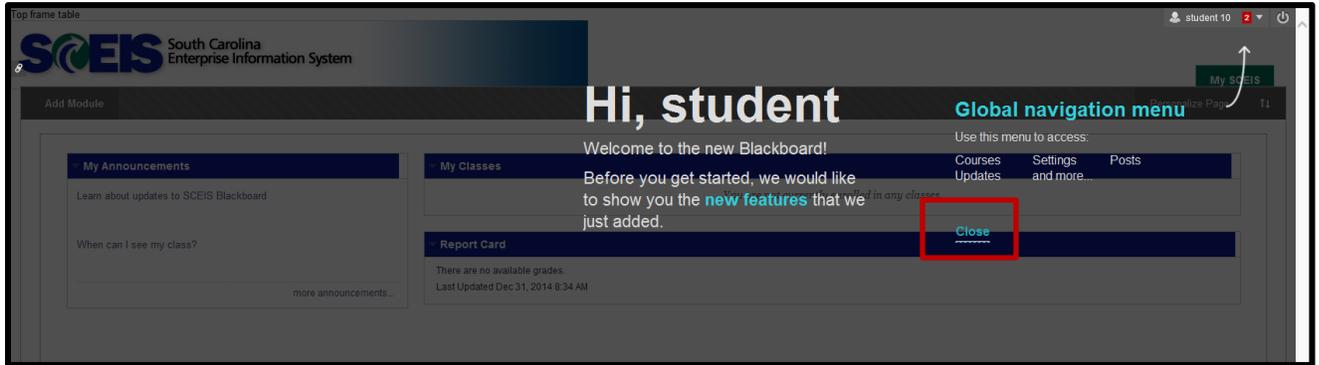
1. On the Blackboard login page, enter the new **Username** and **Password** that you received from SCEIS Training. **Note:** If your new Blackboard username does not match your SCEIS user name, please email training.sceis@sceis.sc.gov.
2. Click **Login**.

The screenshot shows the SCEIS South Carolina Enterprise Information System Blackboard login page. At the top left is the SCEIS logo and the text "South Carolina Enterprise Information System". Below this is a navigation menu with the item "Learn about updates to SCEIS Blackboard" dated "(Friday, January 2, 2015)". A callout box points to a link in the text below: "On January 2, 2015, SCEIS updated Blackboard to better support user training. Click [HERE](#) for a quick introduction to the new Blackboard." Another callout box points to the link "HERE". Below this is another menu item "When can I see my class?" dated "(Friday, January 2, 2015)". The text below it states: "Your Class and its Report Card listing are visible from two weeks before the class date until one week after the class date." The login form consists of two input fields: "USERNAME:" and "PASSWORD:". A callout box points to these fields with the instruction: "Enter your Blackboard Username and Password, then click Login." Below the fields is a "Login" button. At the bottom of the page are two links: "Forget Your Password?" and "Class Schedule". Two callout boxes point to these links with instructions: "Forget your password? Click 'Forget Your Password?' for help." and "To view the SCEIS Training Calendar, click 'Class Schedule.'"

Forget your password?
Click "Forget Your Password?" for help.

To view the SCEIS Training Calendar, click "Class Schedule."

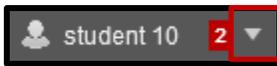
Note: After logging in to Blackboard, you may see the following screen welcoming you to the new Blackboard. You will not see this welcome screen each time you log in. Click **Close** to close the welcome screen.



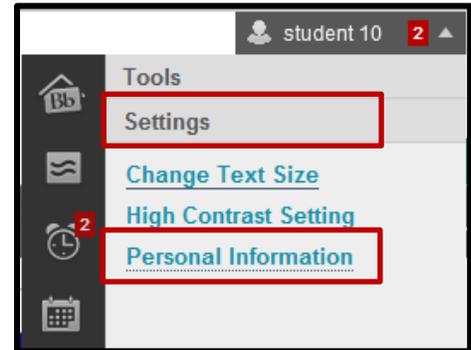
Changing Your Initial Password

For security reasons, SCEIS suggests changing your initial Blackboard password to a unique password.

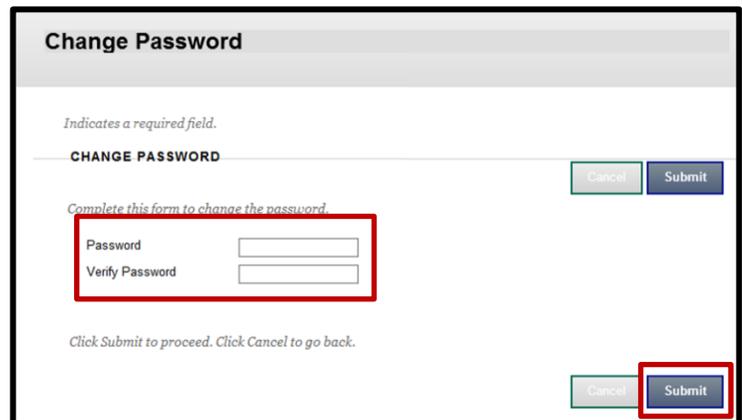
1. Click the **drop-down arrow** beside your username in the top right corner of the screen.



2. Click **Settings**.
3. Click **Personal Information**.
4. Click **Change Password**.



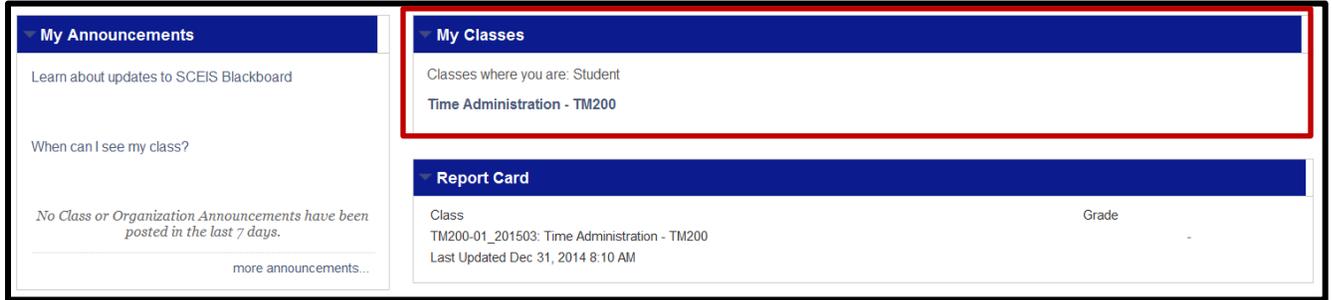
5. **Type your new password** in the **Password** field, then again in the **Verify Password** field.
6. Click **Submit**.



Class Information

Once you are enrolled in a SCEIS training class, you will be able to view class information in Blackboard two weeks prior to the class date and one week after the class date.

Classes that you are enrolled in will appear in the “**My Classes**” section on the My SCEIS page.



My Announcements

Learn about updates to SCEIS Blackboard

When can I see my class?

No Class or Organization Announcements have been posted in the last 7 days.

[more announcements...](#)

My Classes

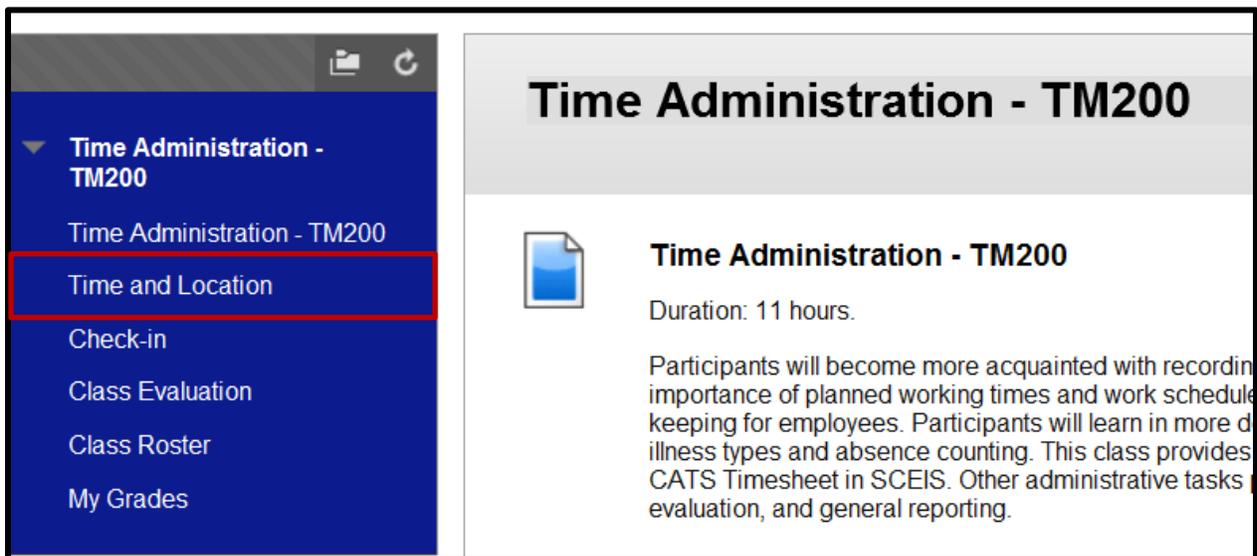
Classes where you are: Student

Time Administration - TM200

Report Card

Class	Grade
TM200-01_201503: Time Administration - TM200	-
Last Updated Dec 31, 2014 8:10 AM	

1. Click the **Title** of the class to view the following information:
 - Time and Location
 - Class Description
 - Pre-requisites
 - Class Presentation
 - Additional Materials
2. All online class pre-requisites can be found on the SCEIS website or in uPerform <https://uperform.sc.gov>.
3. Click the “**Time and Location**” link on the left navigation to view the time and location of the class.



Time Administration - TM200

Time Administration - TM200

Time and Location

Check-in

Class Evaluation

Class Roster

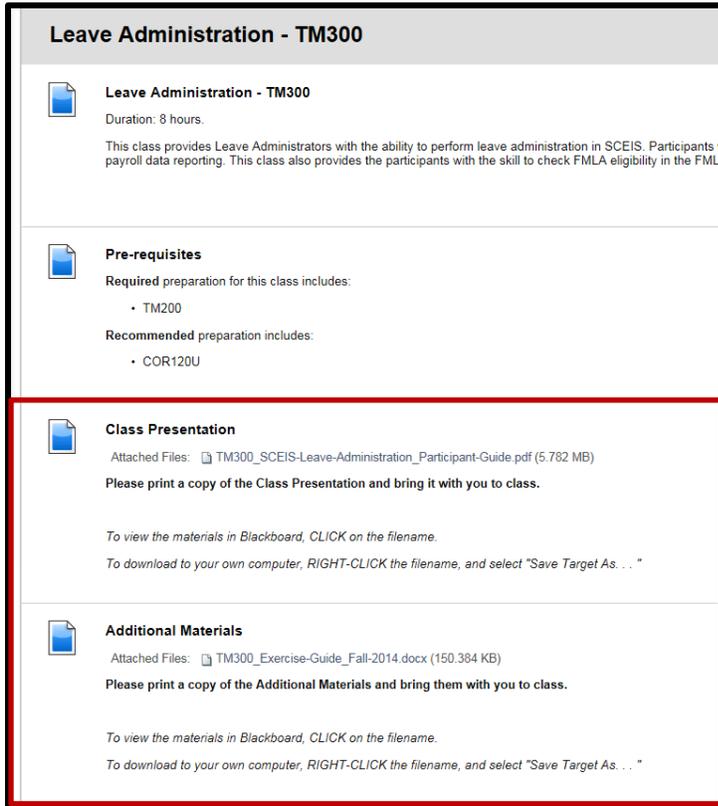
My Grades

Time Administration - TM200

Duration: 11 hours.

Participants will become more acquainted with recording importance of planned working times and work schedule keeping for employees. Participants will learn in more detail illness types and absence counting. This class provides CATS Timesheet in SCEIS. Other administrative tasks evaluation, and general reporting.

4. Users should print a copy of the class presentation under the “**Class Presentation**” section.
5. Any additional materials needed for class can be found under the “**Additional Materials**” section.



Leave Administration - TM300

Leave Administration - TM300
Duration: 8 hours.
This class provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will learn how to report payroll data reporting. This class also provides the participants with the skill to check FMLA eligibility in the FMLA system.

Pre-requisites
Required preparation for this class includes:
• TM200
Recommended preparation includes:
• COR120U

Class Presentation
Attached Files: [TM300_SCEIS-Leave-Administration_Participant-Guide.pdf \(5.782 MB\)](#)
Please print a copy of the Class Presentation and bring it with you to class.

*To view the materials in Blackboard, CLICK on the filename.
To download to your own computer, RIGHT-CLICK the filename, and select "Save Target As..."*

Additional Materials
Attached Files: [TM300_Exercise-Guide_Fall-2014.docx \(150.384 KB\)](#)
Please print a copy of the Additional Materials and bring them with you to class.

*To view the materials in Blackboard, CLICK on the filename.
To download to your own computer, RIGHT-CLICK the filename, and select "Save Target As..."*

Logout of Blackboard

Click the **Logout** button in the top right corner of the screen to logout of Blackboard.



Top frame table

 South Carolina Enterprise Information System

Student01 Role 2 

[My SCEIS](#)

Add Module Personalize Page 