



## *SCEIS Training Delivery*

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### Instructor Class Roster and Evaluation Notes

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Thank you for being an Instructor or Facilitator for SCEIS Training. Please read the notes below and share them with others as appropriate, to be sure our logistical efforts are aligned. If you have any questions, suggestions or comments, please send them to SCEIS Training at [training.sceis@sceis.sc.gov](mailto:training.sceis@sceis.sc.gov).

#### **ROSTERS**

Class rosters / sign-in sheets are essential for every **instructor-led** class. We will provide you with a filled roster for any Blackboard-based class or a master roster for use in your in-house managed classes. Please have every participant sign in, and return every completed roster to SCEIS Training.

Individuals who complete **online** courses are directed to submit a completion form at the end of each course, whether they complete the course entirely online or participate in an agency-facilitated presentation of an online course.

#### **Every participant must sign in!**

Most rosters should include a listing of the pre-registered participants, so that the only thing the participants need to do is sign in. For classes where pre-registration was not completed, or if you opt to allow any walk-ins, participants will need to fill in their First and Last Name and Email Address (PLEASE PRINT!) as well as their signature.

Please **return the signed rosters to SCEIS Training** as soon as possible after a class is completed. Please do it the day of class, if possible, using whatever return method works best for you:

- Scan and **email** to SCEIS Training, at [training.sceis@sceis.sc.gov](mailto:training.sceis@sceis.sc.gov)
- **Fax** to SCEIS Training, at 803-734-0179

#### **COURSE EVALUATIONS SURVEY**

In Blackboard, each course includes a link to the online Course Evaluation. In the last few minutes of each class, please ask participants to use this link to provide feedback on the class. The feedback is most useful for us and for you if it is received promptly, when impressions are fresh and when there's time for suggestions to impact future classes.

## **Key SCEIS Contacts**

- **Password reset assistance or technical questions:**

SCEIS Help Desk

(803) 896-0001 (select option 1 for SCEIS Help) or <http://www.sceis.sc.gov/requests/>

- **Other training related questions:**

SCEIS Training [training.sceis@sceis.sc.gov](mailto:training.sceis@sceis.sc.gov)

or Betsy Ford 803-734-8014

Thank you for your help in teaching or facilitating SCEIS classes. If you have any questions or suggestions, please let us know as soon as possible.

The SCEIS Training Team