



SCEIS Training Delivery

Instructor Class Roster and Evaluation Notes

Thank you for being an Instructor or Facilitator for SCEIS SRM 7.2 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.

ROSTERS

We will provide you with a roster for every Blackboard based class or a master roster sheet for your in-house managed classes. Please have every participant sign in, and return the completed roster to SCEIS Training.

We are providing master roster sign-in sheets for the in-house SRM200 classes that agencies will conduct. Individuals who complete the **online** SRM200 courses will be directed to submit a completion form at the end of each course.

Every participant must sign in!

Most rosters will 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
- **Fax** to SCEIS Training, at 803-734-0179

COURSE EVALUATIONS SURVEY

In Blackboard, each course includes a link to the online Course Evaluation. At the end of each class, please encourage participants to use this link to give us 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.



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Key SCEIS Contacts

- **Password reset assistance or technical questions:**
SCEIS Help Desk (803) 896-0001 (select option 1 for SCEIS help) or sceishelpdesk@sceis.sc.gov
- **Other SRM 7.2 training related questions:**
SCEIS Training training.sceis@sceis.sc.gov
Tracy Powers 803-832-8142 or 803 206-2367; tracy.powers@sceis.sc.gov

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

The SCEIS Training Team