![SCEIS logo]

Complete an Online Course in MySCLearning

1 **Log in and open the *MySCLearning* page**

See the instructions in "Log in to MySCLearning."

2 **Begin or continue an online course**

Find your course in *My Learning Assignments* or *Self-Assigned.*
Click *Start Course* or *Continue Course*.

Or use the Search tile to find it, and click *Start Course.*

> **TIP:** An all-online course has "Online Course"
> in its title, and a letter (either U or V) at the
> end of the course ID.

3 **Complete all modules and tasks *in sequence***

Read the *Start Here* document. Click *Return to Content Structure.* View each module until it stops,
then click *Return to Content Structure.* Once you have completed all content items, the Assessment
will be hyperlinked as the next task in your Content Structure list.

4 **Complete the *Assessment***

Click on *Course Assessment*. Answer all questions, and click *Submit Quiz* and
Yes to Confirm Quiz Submission. Click *Review Questions*, if desired. Click the
Exit button. Click *Return to Content Structure*. You may repeat quiz if needed
to reach the 70% benchmark.

5 **Complete the *Course Evaluation***

After you meet the Quiz benchmark, the evaluation, named *Survey: Course Feedback,* is now
available. Complete the Evaluation and click *Submit*. Scroll to the bottom of *Content Structure*.

6 **Access your *Certificate***

Your *Certificate* is now available. To view, download or
print it, click the *Print* icon.
> **TIP:** *You can access your certificate at any time, using
> your Learning History tile.*