

LMS200 MySCLearning System Administrator Training

Description

This instructor-led course is an introduction to MySCLearning Administration. This course covers how to navigate in the system, review user records, create course items and schedule classes, work with online content, notifications and how they are triggered, and using assessments and evaluations.

Target Audience

Users with the following roles: MySCLearning System Administrator as well as users that are responsible for training at the Agency who need an introduction to MySCLearning.

Prerequisites

None.

Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (LMS200) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).