

## LMS300 Advanced MySCLearning Administration

### Description

This instructor-led course is an advanced look at the more complex functions within MySCLearning. How to create and properly utilize assignment profiles for access and automated assigning will be covered. This course will also cover how to create a curricula for retraining purposes or grouped items as well as programs and the difference between the two.

### 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

The following, including validation from the SCEIS Team, *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- Validation from the SCEIS Team
- LMS200 MySCLearning System Administrator Training instructor-led course
- Agency must be actively using MySCLearning
- Prior experience working in MySCLearning

## Registration Instructions:

Enrollment in LMS300 requires completion of LMS200, as well as prior experience working in MySCLearning, actively using MySCLearning and validation by the SCEIS Team.

The deadline to *request enrollment* for a LMS300 class is 3 business days prior to the class.

## To request enrollment:

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 (LMS300) 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 Approval Steps screen, answer the five questions about your use of training elements in MySCLearning.
9. Click "Confirm" to send your request for approval.
10. Within a few minutes you will get an email confirming your request for enrollment. Within two days, you will be notified by email either that you are enrolled, or that your request is denied, including a reason for the denial.

**Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)**

**MySCLearning Tools**



**If you do not receive any email notifications from MySCLearning, please contact the [SCEIS Help Desk](#).**