

Managers can assign learning to their direct reports in MySCLearning.

Login to MySCLearning and access My Team

- 1. From the SCEIS Central homepage locate and click the **My Talent** tile.
- 2. The MySCLearning homepage displays. Locate and click the My Learning tile.
- 3. In the upper left corner of the page, click **My Team**.



Select an employee and launch Assign Learning

- 4. A screen will appear with a list of your direct reports.
- 5. **Click on the name** of the employee you wish to assign learning. The employee you select will appear in the "Learning Plan" header.
- 6. The employee's current assignments are listed in the middle section.
- 7. In the Manager Links tile (to the right) click Assign/Remove Learning.



8. The Assign/Remove Learning interface will appear. Click Assign Learning.









Complete Assign Learning

9. Next, click the Add button in the Items, Programs and Curricula section.

Assign Learning	
Enter Learning Activity Details * Required	
 Items, Programs and Curricula There are no items, programs or curricula selected. 	Add
 Employees 	Add

- 10. Locate the training you wish to assign by using the **search function**.
- 11. Click the **Select** button for the desired training. The Select button will then change to Selected.
- 12. Click the **X** to return to the previous screen.

		Select Desired Co	ourses from Librar	ſy	×
	ECC100 10		XQ	Language & Currency	12
Results for "ECC100"					
1 COURSES					Sort By Title 🗸
Refine By Learning Type	~	SCEIS ECC Basic (ELEARNING SCEIS E Free Select	Mavigation (ECC10) ECC100y	0	



- 13. The course selected appears. Complete the Assignment Type and Required Date fields.
- 14. Then click the Add button in the Employees section.

 Items, Programs 	s and Cu	rricuta			Add
Title	Туре	Assignment Type Prior	ity "Assigned	Required Date	Remove
SCEIS ECC Basic Navigation (ECC100V) Online Course	9	Required	9/7/2022	B 09/30/2022 B	13 ×
 Employees 					Add

15. Click the **checkbox** beside the applicable employee. Click **Add**.

	Employees	Region	State Class Title	Manager
	O, Employees	Q, Region	Q, State Class Title	Q, Manager
				Indirect
0	Employ 15	DEPARTMENT OF ADMI		
0	Employee B	DEPARTMENT OF ADMI		
	Employee C	DEPARTMENT OF ADMI		
Emp	loyees selected: 1			





16. From the Assign learning screen, click **Continue**.

 Items, Programs and Cur 	rricula					Ad
Title	Туре	Assignment Type	Priority	*Assigned	Required Date	
SCEIS ECC Basic Navigation (ECC100V) Online Course	٩	Required ~]	7/25/2023 📛	7/30/2023	Ë
 Employees 						Ad
Name						Remo
Employee B						×

17. Confirm the assignment detail and click Assign Learning.

Confirm Details Items, Programs and Curricula					
Title	Туре	Assignment Type	Priority	Assign Date	Required Date
SCEIS ECC Basic Navigation (ECC100V) Online Course	Q			7/25/2023	7/30/2023
Employees					
Name					
Employee B			17		
				Assign Lo	earning Cancel

- 18. A message will display noting that the assignment was successful.
- 19. Click Close to exit.

Successfully Assigned	18
The items/programs/curricula assigned, they will not be re-a	have been successfully added to the specified employees. If the curricula/program were already ssigned
	19 Close

If you have difficulty using this procedure, contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit https://sceis.sc.gov/requests).

