Managers: Assign Learning to Direct Employees

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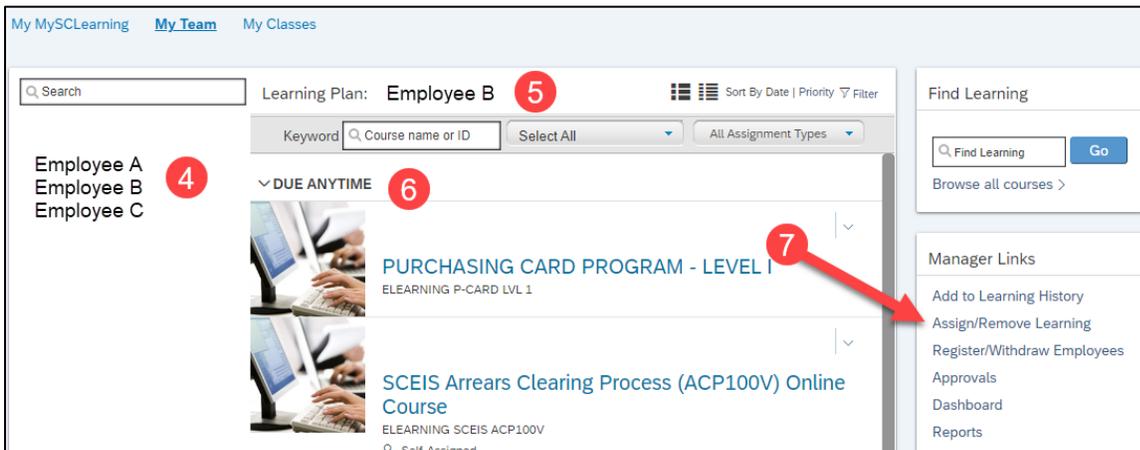
8. The Assign/Remove Learning interface will appear. Click **Assign Learning**.

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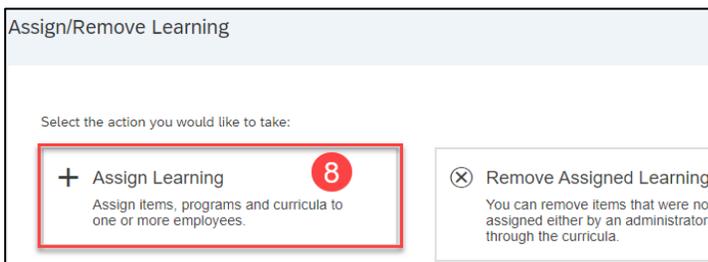
Complete Assign Learning

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

← Back

Assign Learning

Enter Learning Activity Details

* Required

⑨

∨ **Items, Programs and Curricula**   Add

There are no items, programs or curricula selected.

∨ **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 Courses from Library   ×

ECC100 ⑩   × 🔍   Language & Currency   ⑫

Results for "ECC100"

1
COURSES   Sort By Title ∨

Refine By

Learning Type

∨

SCEIS ECC Basic Navigation (ECC100...
(ELEARNING SCEIS ECC100V)
Free

⑪

Select   ↓ More

13. The course selected appears. Complete the **Assignment Type** and **Required Date fields**.
14. Then click the **Add button** in the **Employees section**.
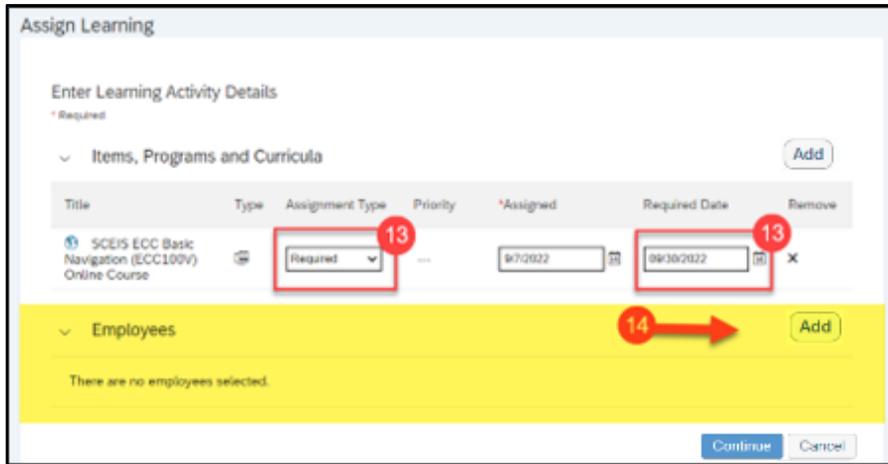
15. Click the **checkbox** beside the applicable employee. Click **Add**.
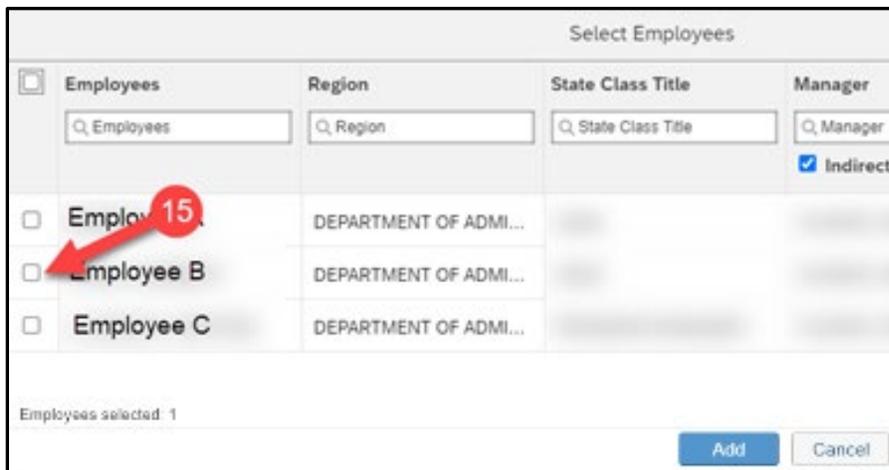
16. From the Assign learning screen, click **Continue**.

17. Confirm the assignment detail and click **Assign Learning**.

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

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